

CITY OF ARMADALE

MINUTES

OF COMMUNITY SERVICES COMMITTEE HELD IN THE COMMITTEE ROOM,
ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON TUESDAY, 4
AUGUST 2015 AT 7.00PM.

PRESENT: Cr M S Northcott (Chair)
Cr G A Best
Cr R Butterfield
Cr J A Stewart
Cr C Wielinga
Cr J H Munn JP CMC (Deputy for Cr C Frost)
Cr M H Norman (Deputy for Cr K Busby)

APOLOGIES: Cr C Frost (Leave of Absence)
Cr K Busby (Leave of Absence)

OBSERVERS: Cr H A Zelones OAM JP

IN ATTENDANCE: Ms Y Loveland - Executive Director Community Services
Mr N Kegie - Executive Manager Community Services
Mr G Fisher - Manager Community Development
Ms S Gasior - Minute Secretary

PUBLIC: Nil

*“For details of Councillor Membership on this Committee, please refer to the City’s website
– [www.armadale.wa.gov.au/your council/councillors](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 no members of the public were present.

DECLARATION OF MEMBERS' INTERESTS

Nil

QUESTION TIME

Nil

DEPUTATION

Nil

CONFIRMATION OF MINUTES

RECOMMEND

Minutes of the Community Services Committee Meeting held on 7 July 2015 be confirmed.

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

ITEMS REFERRED FROM INFORMATION BULLETIN

Outstanding Matters & Information Items

Report on Outstanding Matters – Community Services Committee

Monthly / Quarterly Departmental Reports

Community Planning Report - July 2015

Community Development Report – July 2015

Recreation Services Report June 2015

Manager Library & Heritage Services Monthly Report – June 2015

Manager Ranger & Emergency Services Monthly Report – June 2015

Tourism/Events & Visitor Centre July 2015

No items were raised for further investigation or report.

CONTENTS

COMMUNITY SERVICES COMMITTEE

4 AUGUST 2015

1. COMMUNITY SERVICES	
1.1 POLICY REVIEW	4
2. COMMUNITY PLANNING	
2.1 STATUS OF MASTER PLANNING INITIATIVE.....	7
3. TOURISM	
3.1 TENDER NO 15/15 - FIREWORKS DISPLAY AUSTRALIA DAY CELEBRATIONS.....	13
4. MISCELLANEOUS	
4.1 PARTNERSHIP/FUNDING FOR HIGH SCHOOLS	18
5. COUNCILLORS' ITEMS	
6. EXECUTIVE DIRECTOR COMMUNITY SERVICES REPORT	
6.1 PRIDE OF WORKMANSHIP AWARD.....	19
6.2 TEDDY BEARS PICNIC	19
6.3 CLASSIC SOUNDS CONCERT.....	20
6.4 POSITIVE AGEING NETWORK.....	21
6.5 AUSTRALIAN EARLY DEVELOPMENT CENSUS (AEDC).....	21
 SUMMARY OF "A" ATTACHMENTS.....	 22

1.1 - POLICY REVIEW

WARD : ALL
FILE No. : M/669/15
DATE : 7 October 2015
REF : SG
RESPONSIBLE : Executive Director
MANAGER : Community Services

In Brief:

- This report presents the findings of the review of Council Policies as relating to the responsibilities of the Community Services Directorate.
- Recommend that the following Policies be reviewed on this occasion
 - **COMD 3**-Volunteer Involvement
 - **FIRE 3**-Training and Qualifications
-

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

4.1 Good governance and leadership

4.1.2 Ensure governance policies, procedures and activities align with legislative requirements and best practice

4.5 Effective and efficient administrative services

4.5.1 Ensure compliance of relevant Council policies and procedures with legislative and organizational requirements

Legislation Implications

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

“(1) *The council —*

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

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

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

Council Policy/Local Law Implications

City of Armadale Policy Manual (Adopted 2003)

Budget/Financial Implications

Nil

Consultation

Council officers as relevant to the various subject matters covered by the policies under review in this report.

BACKGROUND

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

Part 3.1 of the Procedure states:

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

DETAILS OF PROPOSAL

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

COMD 3	Volunteer Involvement
FIRE 3	Training and Qualifications

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

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

Policy No, Title & Wording	Review Findings	Officer Recommendation
<p>COMD 3 – Volunteer Involvement</p> <p>Rationale: To establish a framework that respects and protects the relationship between the City and its volunteers and recognises the valuable contribution made by volunteers in the community.</p> <p>Policy: The City of Armadale will develop and implement procedures that define and acknowledge both the roles and responsibilities of its volunteers and those of the City as a volunteer host organisation.</p>	<p>Meets all review considerations.</p>	<p>Policy COMD 3 be reaffirmed, without amendment, for a further 3 year period.</p>
Policy No, Title & Wording	Review Findings	Officer Recommendation
<p>FIRE 3 –</p> <p>Rationale: To ensure that volunteer fire fighters are adequately skilled to fulfil their roles and Council exercises its duty of care.</p> <p>Policy: Council shall provide sufficient resources to ensure that Volunteer Bush Fighters are properly trained to perform their tasks in a safe and effective manner and that a basic level of skills is acquired for all members of the organisation. Training and qualifications shall be in accordance with the current Management Practices.</p>	<p>Meets all review considerations.</p>	<p>Policy FIRE 3 be reaffirmed and that Council note the comments relating to the Management Practice.</p>

Officer Comments

The City of Armadale Policy Fire 3 remains relevant to ensure Local Government Bush Fire Brigade Volunteers receive a uniform level of training that provide the competencies for firefighters to undertake operations safely, efficiently and confidently. Whilst the ideologies contained within the Policy are consistent, the Management Practice has been expanded to acknowledge the recently introduced Department of Fire and Emergency Services (DFES) Pathways Project, which is designed to improve and enhance our frontline operations, with new training initiatives incorporated in the Volunteer Firefighter Training Program (VFTP) to better meet and improve the knowledge and skills of firefighters.

CONCLUSION

It is recommended that the Policies as reviewed on this occasion continue to apply and operate for a further three (3) years or such earlier period as Council may determine from time to time.

For Councillors information/reference, copies of the supporting management practices are attached.

ATTACHMENTS

1. COMD 3 - Policy
2. COMD 3 - Management Practice
3. FIRE 3 - Policy
4. FIRE 3 - Management Practice

€35/4/15 RECOMMEND

**C35/8/15
Amended at
Full Council
10 August
2015**

That Council:

1. **Pursuant to section 2.7(2)(b) of the *Local Government Act 1995* reaffirm the continued application and operation of each of the following current Council Policies for a further three (3) years or such earlier date as Council may determine from time to time.**

**COMD 3 Volunteer Involvement
FIRE 3 Training and Qualifications**

**Moved Cr M H Norman
MOTION CARRIED (7/0)**

2.1 - STATUS OF MASTER PLANNING INITIATIVE

WARD : ALL
FILE No. : M/717/15
DATE : 28 July 2015
REF : NK
RESPONSIBLE : Executive Director
MANAGER : Community Services

In Brief:

- This report provides an update on the status of the current Master Planning initiative which is focusing on co-located reserves and facilities at twelve 'community hubs' located throughout the City's established areas.
- Note this report on the status of the Master Planning initiative

Tabled Items

1. Nil

Officer Interest Declaration

Nil

Strategic Implications

This report addresses the following elements of the City's Strategic Community Plan;

1.5 Sport, recreation and leisure opportunities that contribute to community health and wellbeing

1.5.1 Provide and promote Council sport, recreation and leisure facilities

2.4 Attractive and user-friendly streetscapes and open space

2.4.2 Maintain and improve where required the quality, amenity and accessibility of open spaces.

2.6 Council buildings and facilities that meet community needs

2.6.2 Implement improvements to buildings, amenities and facilities as required to enhance the service to the community.

2.7 Assets and infrastructure managed over the long term to meet current and future needs

2.7.2 Address the infrastructure requirements of the various community plans

Legislation Implications

Nil

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

The development of Master Plans and the overall Master Planning process assists Council in deciding how resources can be prioritized and allocated to specific facilities within the context of overall Community Infrastructure provision. Council currently has \$500,000 budgeted in the 2015/16 year for Master Planning Implementation.

Consultation

1. This report consolidates a significant amount of Community Planning work which has involved broad and comprehensive consultation.

BACKGROUND

In 2012 the City embarked on a project to Master Plan twelve Sporting and Community 'Hubs' located in the City's established areas. These hubs are:

- Alfred Skeet Reserve, Forrestdale
- William Skeet Reserve, Forrestdale
- Bob Blackburn Reserve, Seville Grove
- Creyk Park, Armadale
- Cross Park, Roleystone
- Frye Park, Kelmscott
- Gwynne Park, Armadale
- John Dunn Reserve, Kelmscott
- Karragullen Oval, Karragullen
- Morgan Park, Armadale
- Rushton Park, Kelmscott
- Springdale Park, Roleystone

Collectively, the active (used for sport) and passive reserves along with the sporting and community facilities co-located at each of the hubs comprise the most significant proportion of Community Infrastructure in the City's established areas.

The objectives of the Master Planning initiative are to:

- Identify current and future demand, and the best use for the reserves and facilities at each of the hubs
- Develop Concept Plans for each of the hubs with a sound rationale behind the various design elements
- Provide direction in the sustainable allocation of resources for the ongoing maintenance and development of reserves and co-located facilities
- Gather a sound evidence base for the future development of the hubs to assist in sourcing external funds

As at July 2015, Master Plans have been completed for Cross Park, Springdale Park, John Dunn Reserve, Rushton Park, and William and Alfred Skeet Reserves. Master Planning is well underway and close to being completed for Gwynne Park and Bob Blackburn Reserve. It is anticipated that the bulk of the work involved in Master Planning for the remaining four reserves: Frye Park, Morgan Park, Creyk Park and Karragullen Oval will be completed by December 2015.

The Master Planning process involves significant consultation with a range of stakeholders including: current and potential users of each of the hubs, peak bodies, service providers, localised communities and communities of interest, elected members and City officers. Feedback gathered through consultation guides the concept design phase which is then tested through broader community consultation before final Master Plans are presented to Council for endorsement.

Benefits of approaching the Master Planning from a Community Hub perspective include:

- Improved visibility and accessibility of facilities that become a central focus within the community
- Greater number of community services offered from each site
- Community and sporting groups build better relationships and share resources
- Higher levels of usage over longer periods of the day.

As each Master Plan is endorsed, information on short, medium and longer term priorities is collated and presented to Council. An output of the overall process will be draft schedule of priorities that should assist Council in setting direction and allocating resources in the short, medium and longer term. It is anticipated that this schedule will be presented to Council in early 2016.

In the meantime the Master Plans completed to date have assisted in guiding ongoing maintenance as well as providing evidence to support clubs and community groups to source external funds.

Council has also made three allocations of \$500,000 for 2014, 2015 and 2016 to assist with Master Plan implementation of immediate priorities. The first two allocations have been used to upgrade secondary playing surfaces at John Dunn Reserve. This project emerged as a high priority to alleviate ongoing pressure on the existing playing surfaces at John Dunn as an immediate priority, as well as addressing an identified long term shortfall in the provision of sporting fields throughout the City.

The Master Planning initiative is a significant element in the City's approach to Community Infrastructure Planning. First developed in 2010 (CS77/8/10) and last reviewed in 2013 (C42/12/13), the City's *Community Infrastructure Plan* brings together various Council plans and programs that relate to community infrastructure. The *Community Infrastructure Plan* aims to develop:

- A sustainable approach to the development and maintenance of Community Infrastructure in the City.
- Equity in the amount and standard of Community Infrastructure throughout the City.
- Geographic spread of adequately sized land parcels for Community Infrastructure to ensure optimal amenity and access.
- Co-location of facilities to create community hubs.
- Combination of Community Infrastructure provision at local (catchment 5,000) district (catchment 5,000 – 20,000) municipal (City-wide catchment) and regional (catchment that includes areas beyond the City's boundaries) levels.

Outcomes of the Master Planning initiative will form part of the next review of the *Community Infrastructure Plan* which will occur in 2016.

It is noted that the intention of this report is to provide a general update on the progress of the Master Planning project rather than addressing specific elements of it.

DETAILS OF PROPOSAL

No decision is required of council other than to note the contents of this report.

COMMENT

ANALYSIS

Sound *Community Infrastructure Planning* is vital to ensure that communities, both established and developing, have access to facilities and spaces for a wide range of activities and services, and that local governments and other stakeholders can continue to provide infrastructure to support these activities and services on a sustainable basis.

As a consequence of the way development has occurred and how it is planned for the future, the City's *Community Infrastructure Plan* (CIP) looks at Community Infrastructure over three geographic areas;

1. Established Areas – *Armadale, Bedfordale, Brookdale, Camillo, Kelmscott, Mt Nasura, Mt Richon, Roleystone, Seville Grove, Wungong, Champion Lakes*.
Current Population approximately 60,500. Forecast Build out population 74,000
2. North Forrestdale – *Forrestdale, Harrisdale, Piara Waters*
Current Population approximately 16,000. Forecast build out Population 25,000
3. Wungong Urban – *Haynes, Hilbert*
Current Population approximately 2,500. Forecast build out Population 40,000

These statistics demonstrate some key challenges related to the provision of Community Infrastructure.

- The City needs to provide new community infrastructure for 65,000 people in the growth areas of North Forrestdale and Wungong. This is more than the existing population of the City's established areas.
- The City needs to maintain existing community infrastructure in the established areas for a current population of 60,000 which will grow to 74,000.
- Community infrastructure in the established areas has evolved over a long period of time and is not always efficient in design, co-location and usage. Many facilities are ageing and do not meet the needs or expectations of the community.
- A significant proportion of the initial capital funding for Community Infrastructure in North Forrestdale and Wungong is through Developer Contribution Plans while the renewal or redevelopment of existing facilities in the established areas requires other sources of funding.

Of necessity, the early work in the Community Infrastructure Planning area has been in setting a framework for the provision of Community Infrastructure in the growth areas of North Forrestdale and Wungong. The initial work in the growth areas has now been

completed with land set aside through the planning process for community facilities. Joint studies are underway with the Department of Education for the shared use sites on which the provision of Community Infrastructure in the growth areas rely. A funding stream for the construction of new facilities has been established through Developer Contribution arrangements. Community Infrastructure Planning in these growth areas now focuses on more detailed design of individual facilities and the shared arrangements/partnerships with the Department of Education and the Metropolitan Redevelopment Authority which will be required to successfully deliver new facilities.

With the initial work completed on the growth areas, the effort has been directed at Community Infrastructure in the City's established areas through the Master Planning project. When the Master Plans have been completed and the information collated Council will have a very good overview of the requirements for Community Infrastructure over the entire City.

It is not the intention of the Master Planning project to develop an immediate and comprehensive schedule of works encompassing all elements of each of the various plans but rather to set a direction and vision for each of the sites to work towards as conditions and funding permits. There will be some immediate and medium term projects identified as well as more aspirational elements that can be considered and prioritized through the ongoing development of the City's Long Term Financial Plan.

Importantly, through a comprehensive process of consultation, the Master Plans provide a rationale when discussing the provision and development of facilities with community groups. This is not to say that any good ideas that may emerge are discounted but they can be compared with the work done to date and weighed up accordingly.

A risk in undertaking a project such as this is in potentially disenfranchising local communities as the outcomes on the ground may not happen for a number of years. On the one hand, Community input is critical at the earliest stages of the project however the results seem a long way off or even perceived as unrealistic or unachievable. Ongoing communication is important to ensure that the groups and communities that have taken the time to be involved in the various Master Planning consultations continue to be aware of how their input is influencing outcomes. With this in mind, it is intended that the information contained in this report is conveyed to all of the stakeholders who have been involved in the Master Planning to date.

The following information relates to Master Plans that have been completed and work that has occurred subsequently;

Cross Park (C8/3/13)

- Skate Park relocated from originally planned position and construction completed
- Support provided to Roleystone Men's Shed and Community Garden for facilities on the site
- Funding sought and received for resurfacing and re-fencing of a tennis court for multi-use with netball
- Major electrical upgrade to all facilities at the site

Springdale Park (C8/3/13)

- No work on Springdale Park pending consideration of an overall priority schedule

Rushton Park (C31/9/13)

- Planning for a minor upgrade (\$300,000) of the Kelmscott Hall
- Lighting upgrade

John Dunn Reserve (C31/9/13)

- Major upgrade of secondary playing surfaces

Alfred and William Skeet Reserves – (Forrestdale Hub) (C9/3/14)

- Construction of additional change rooms at Alfred Skeet Reserve including upgrade to the carpark
- Completion of Skate Park upgrade
- Sports Lighting upgrade

OPTIONS

1. Note the report
2. Request further information regarding the Master Planning project

Option 1 is recommended

CONCLUSION

The City is faced with the dual challenges of providing a significant amount of new community infrastructure in the green fields growth areas of North Forrestdale and Wungong while at the same time determining how ageing Community Infrastructure in the City's established areas can meet current and forecast need. In response, the City is taking a strategic approach to the provision of Community Infrastructure through the ongoing development of its *Community Infrastructure Plan* which is a living document that is reviewed and added to as needs arise.

The Master Planning project is a significant element of the CIP which aims to address the issue of how the City's ageing Community Infrastructure in the established areas by providing sound information on which to base decisions about how related community facilities can best serve the City of Armadale in to the future.

ATTACHMENTS

There are no attachments for this report.

~~C36/4/15~~ **RECOMMEND**

C36/8/15

Amended at
Full Council

That Council:

10 August
2015

1. **Note this report on the status of the Master Planning initiative**

Moved Cr J Munn

MOTION CARRIED (7/0)

3.1 - TENDER NO 15/15 - FIREWORKS DISPLAY AUSTRALIA DAY CELEBRATIONS

WARD : ALL
FILE No. : M/678/15
DATE : 15 July 2015
REF : GF
RESPONSIBLE : Executive Director
MANAGER : Community Services

In Brief:

- Tender No 15/15 was recently called for the design and implementation of a fireworks display as part of the City's Australia Day Celebration.
- The request for Tender seeks the provision of services for a period of approximately three (3) year, with an option to extend for a further two (2) years.
- **Recommend:**
That Council:
 - Awards the tender for the design and implementation of a fireworks display as part of the City's Australia Day Celebration to Cardile International Fireworks for a period of three (3) years up to and including the 27 January 2018 in accordance with the submitted tender, Councils contract documentation and budget allocation; and
 - Authorise the Chief Executive Officer to extend the contract for a further period of two (2) years up to 27 January 2020.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

1.3 Access to a wide range of cultural, arts and leaning opportunities

1.3.4 Promote and support initiatives that enable community to enjoy a variety of cultural experiences.

Legislation Implications

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

Council Policy ADM 19 – Procurement of Goods and Services

Budget/Financial Implications

The anticipated annual expenditure associated with Tender No 15/15 Fireworks Display – Australia Day Celebration, is \$22,728.00 (excluding GST) and this anticipated expenditure is allowed for in the City’s current annual budget and the City’s forward estimates.

Consultation

Coordinator Governance and Administration

BACKGROUND

Tender No 15/15, being for the design and implementation of a fireworks display as part of the City’s Australia Day Celebration, was advertised in the 13 June 2015 edition of “The West Australian” newspaper.

The City of Armadale provides residents an annual Australia Day Celebration, including festival activities and fireworks. The event offers a great alternative to the Perth’s Skyworks, attracting over 30,000 people annually with a full events program. The event aims to connect with the community by fostering community pride and strengthening community cohesion through a community celebration.

The City is seeking a qualified pyrotechnics company to carry out the fireworks as part of the City of Armadale’s annual Australia Day Celebration on January 26. The City has contracted the organisation of the fireworks for many years and the Australia Day Fireworks has been launched from a variety of sites. In the last three years the firework launch site has been the City of Armadale Administration Building carpark with the City providing temporary fencing to secure the area and exclusion zone.

DETAILS OF PROPOSAL

The contractor will undertake the design and delivery of a 20 minute pyrotechnics display, synchronised and choreographed to a soundtrack at the City of Armadale’s Australia Day Celebrations. The display must be suitable to be fired from the City’s Administration Building carpark or otherwise stated by the City.

Installation of the fireworks display has been allocated to two (2) days including the 25 - 26 January, with the display scheduled to commence at 8.30pm or any other time deemed appropriate by the City on 26 January. Access to the firing area and exclusion zone will be negotiated by the City.

The contractor will meet with the City in the lead up to, during and at the conclusion of the event. Additionally it will be the contractor’s role to liaise with the Department of Mines and Petroleum (DMP) to ensure the area is prepared accordingly.

The Contractor will:

- Plan, implement and monitor a 20 minute fireworks display, in synchronisation to a soundtrack, at the City of Armadale’s Australia Day Celebrations commencing 8.30pm on 26 January.
- Design a fireworks display for the event, providing a detailed program on all pyrotechnic elements (types and numbers of shells used).
- Design a soundtrack synchronised to the fireworks display, under the direction of the City and; deliver two (2) weeks before the scheduled event.

- Be self-sufficient in the electrical requirements for the firing of the fireworks.
- Provide ongoing and clear reporting on the organisation of the fireworks display.
- Attend scheduled site visits, work in progress meetings and post event debriefs as required by the Principal. This includes:
 - Liaise with the City's Chief Bush Fire Controller and the Department of Fire and Emergency Services (DFES) contact to mitigate appropriate risk safety protocols should weather be an issue.
 - Liaise with relevant officers at the Government of Western Australia Department of Mines and Petroleum (DMP) in regards to relevant approvals.
- Obtain all necessary licenses and permits outlined by the Government of Western Australia Department of Mines and Petroleum (DMP) and; ensure that all fireworks are carried out to Australian and Western Australian Standards and that all regulations and codes of practice are abided by. Licenses and permits need to be obtained and confirmed one (1) month before the event is scheduled and a copy of all documents given to the Principal.
- Obtain a Department of Fire & Emergency Services (DFES) Fire Ban Notice of Exemption if required at the time of the event.
- Prepare or contract a Risk Assessment Plan that complies with current Risk Management standards and ensuring the safety of people and property. A copy of this document is required one(1) month before the event is scheduled
- Remove and correctly dispose of all waste material associated with the fireworks display.
- Be covered by Public Liability Insurance of \$20,000,000.00 minimum.

The City will:

- Contract the cleaning of the launch location's surrounding buildings, gutters and gardens prior to the event.
- Organise required meetings between Contractor, City and all other stakeholders.
- Organise access to the launch site(s) when required.
- Implement all road closures and crowd control fencing associated with the fireworks exclusion zone.
- Ensure the exclusion zone has adequate security and is manned during the installation and event periods.
- Provide the management and necessary sound and audio equipment to play and broadcast the soundtrack.
- Provide a pyrotechnic skip bin for the disposal of fireworks casings.

Council's approval is sought to award the tender for Fireworks Display – Australia Day Celebrations for an initial term of three (3) years up to and including the 27 January 2018 with an option, at the City's absolute discretion of a further two years. The price will be fixed with a CPI increase annually.

COMMENT

The request for tender seeks the provision of the required fireworks display for a period of three (3) years up to and including the 27 January 2018 with an option, at the City's absolute discretion of a further two years.

The tender closed at 2pm on the 30 June 2015, with two (2) tenders received from:

Tenderer's OR Respondent's Names	
1.	Midwest Fireworks
2.	Cardile International Fireworks

No tenders were received after the close of deadline nor were there any non-conforming tenders.

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

- 30% - Relevant Experience.
- 10% - Key Personnel Skills and Experience.
- 25% - Tenderers Resources.
- 25% - Demonstrated Understanding.
- 10% - Price

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

Tenderer	Relevant Experience	Key Personnel	Tenderers Resources	Demonstrated Understanding	Sub Total	Tendered Price	Overall Total	Ranking
	30%	10%	25%	25%		10%	100%	
Midwest Fireworks	14.00	5.00	11.67	14.17	44.83	9.09	53.92	2
Cardile International Fireworks	24.00	7.00	16.67	19.17	66.83	10.00	76.83	1

Each company's past record of achievements, experience, personnel, resources and understanding of the Request for Tender have been closely examined and assessed, based on the selection criteria.

Based on the panel's evaluation, using a combination of the above qualitative criteria and price, the submission from Cardile International Fireworks represents the most advantageous submission. It is therefore recommended that this organisation be selected as the City's preferred supplier for the design and implementation of a fireworks display as part of the City's Australia Day Celebration.

CONCLUSION

Tender No. 15/15 for the design and implementation of a fireworks display as part of the City's Australia Day Celebration were recently invited with two (2) conforming tenders being received and assessed by an evaluation panel against compliance and qualitative criteria.

The result was that the submission received from Cardile International Fireworks represented the most advantageous tender to the City of Armadale.

The evaluation panel therefore recommends that the contract be awarded to Cardile International Fireworks at an estimated annual cost of \$22,728.00 (excluding GST) for an initial term of three (3) years up to and including the 27 January 2018 with an option, at the City's absolute discretion of a further two years. The price will be fixed with a CPI increase annually.

ATTACHMENTS

There are no attachments for this report.

€37/4/15 RECOMMEND

C37/8/15

**Amended at
Full Council
10 August
2015**

That Council

- 1. Award the tender for the design and implementation of a fireworks display as part of the City's Australia Day Celebration to Cardile International Fireworks for a period of three (3) years up to and including the 27 January 2018 in accordance with the submitted tender, Councils contract documentation and budget allocation; and**
- 2. Authorise the Chief Executive Officer to extend the contract for a further period of two (2) years up to 27 January 2020, subject to the satisfactory performance by the Contractor, and price adjustments as specified in the Request for Tender document Clause 4.1.**

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

4.1 - PARTNERSHIP/FUNDING FOR HIGH SCHOOLS

At the Council meeting held on 22 June 2015, Cr M Northcott referred the following matter to Community Services Committee.

That the matter of career development services, partnership/funding for high schools be referred to the Community Services Committee.

Comment from Cr M Northcott

Cr Northcott was approached by a Principal of a high school seeking local government assistance in order to create a career development centre for use by all schools within the region for service delivery and resourcing for career development services for secondary students wanting and needing assistance for career choices regarding employment/tertiary education.

Officer Comment

The proposal has merit and is worthy of investigation.

Officer proposed recommendation:

That Council:

1. Request investigation into the establishment of a Career Development Centre within the City of Armadale.

ATTACHMENTS

There are no attachments for this report.

~~C38/4/15~~ **RECOMMEND**
C38/8/15

Amended at
Full Council **That Council:**

- 10 August
2015
1. Request investigation into the establishment of a Career Development Centre within the City of Armadale.

Moved Cr M S Northcott
MOTION CARRIED (7/0)

COUNCILLORS' ITEMS

Nil

EXECUTIVE DIRECTOR COMMUNITY SERVICES REPORT

6.1 Pride of Workmanship Award

Jamie Barr Ignite Coordinator has been awarded the Pride of Workmanship Award from Armadale Rotary in recognition of the work he does which is over and above the normal and expected tasks and which deserve recognition.

6.2 Teddy Bears Picnic

On Friday 17th July 2015 the City of Armadale held a Teddy Bears Picnic (for children aged 5-8 years of age) in the Jull Street Mall. RSVP's quickly surpassed the limit of 50 children. Business owners reported a high turnover on the day as well. A highly successful event that we will be repeating in during Childrens Week in October.





6.3

Classic Sounds Concert

The City supported the Classic Sounds Orchestra with Bringing Back the Magic Concert held at the Armadale District Hall in July. The Mayor and some Councillors attended and it was regarded as a major success. The City received a wonderful letter of acknowledgement of the Arts and Culture Development Officer, Jon Cope. The Hall looked magnificent as per the photos provided for Councillors who were not able to attend the night



6.4 Positive Ageing Network

The first Positive Ageing Network meeting was held on 29 July, attracting 30 attendees from a range of organisations including representatives from residential aged-care facilities, state government agencies and not for profit service providers. The Network will be held every second month. The purpose of the Network is to provide an opportunity for organisations to share information and form project-based sub-committees where appropriate.

6.5 Australian Early Development Census (AEDC)

The City will be presenting at the WA Early Education and Care Conference to be held on 7th and 8th August on our approach to delivering Australian Early Development Census (AEDC) data to the child care sector. The City has worked with the Department of Education to refine the process of delivering the AEDC information with a view to replicating the approach across the state, as the child care sector was identified as requiring assistance with accessing information about the AEDC. The AEDC data provides child care Educators with evidence based research to inform programs to address areas of vulnerability in development of children suburb by suburb.

MEETING DECLARED CLOSED AT 7.12pm

COMMUNITY SERVICES COMMITTEE		
SUMMARY OF "A" ATTACHMENTS		
4 AUGUST 2015		
ATT NO.	SUBJECT	PAGE
1.1 POLICY REVIEW		
1.1.1	COMD 3 - Policy	23
1.1.2	COMD 3 - Management Practice	24
1.1.3	FIRE 3 - Policy	26
1.1.4	FIRE 3 - Management Practice	27



POLICY
COMD 3 – Volunteer Involvement
Management Practice
COMD 3
Relevant Delegation
N/A

Rationale

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

Policy

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

Related Local Law N/A

Related Policies N/A

Related Budget Schedule N/A

Last Reviewed March 2012

Next Review Date March 2015

Authority Council Meeting of:
14 September 2009 (C36/9/09)
12 March 2012 (12/3/12)

<u>MANAGEMENT PRACTICE</u>	
<u>COMD 3</u>	Volunteer Involvement

Volunteers participate in a wide range of City of Armadale programs for the benefit of the community. These range from 'one off' projects to an ongoing involvement in community-based initiatives. The City is committed to ensuring best practice procedures are in place that:

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

DEFINITION

Formal volunteering is an activity that takes place in organisations and is undertaken: -

- For the benefit of the community and the volunteer.
- Of the volunteer's own free will and without coercion.
- For no financial payment.
- As a designated volunteer position only.

AIM OF VOLUNTEER INVOLVEMENT WITHIN THE ORGANISATION

To involve volunteers in partnership with paid workers, to:

- Initiate, enhance and extend service provision;
- Add a community perspective;
- Increase community awareness and involvement.

MANAGEMENT OF VOLUNTEERS AND VOLUNTEER PROGRAMS

The roles of volunteers vary greatly depending on the scope of the activity undertaken. Whenever working with volunteers however, the following guidelines should be applied:

- Ensure that volunteers are managed within a structured system by capable personnel, with appropriate authority and resources.
- Identify and document the policies and procedures for volunteer involvement and ensure that these are understood, implemented and maintained at all levels of the organisation where volunteers are involved.
- Have defined systems to control all documentation and personnel records that relate to the management of volunteers.
- Have clearly documented volunteer recruitment, screening, selection and orientation procedures that are consistent with non-discriminatory practices and guidelines.
- Clearly specify and control the volunteer's participation and work place, ensuring that it is conducive to their well being and provides a safe and healthy environment.

- Ensure that volunteers have access to and are aware of the same grievance procedure as that available to paid staff and contractors.
- Define and document the scope of the volunteer's role. This may be in the form of a Position Description document or scoping document of a general nature.
- Undertake a Risk Assessment of any activity involving volunteers ensures that:
 - OH&S related requirements are identified;
 - Potential exposure to litigation by third parties on the volunteer or City as a result of the volunteering activity;
 - Police and working with children checks are obtained where necessary.
- Ensure appropriate inductions are undertaken.
- Ensure that relevant training and support mechanisms are provided for volunteers.
- Ensure that volunteers are recognised within the organisation and within the community for their efforts in contributing to the improved well being of the community.
- Continually work towards best practice in volunteer management, utilising the 'Volunteering Australia National Standards for Involving Volunteers in Not for Profit Organisations'.

Last Reviewed

Authority



POLICY

FIRE 3 – Training and Qualifications

Management Practice

FIRE 3

Relevant Delegation

N/A

Rationale

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

Policy

Council shall provide sufficient resources to ensure that Volunteer Bush Fire Fighters are properly trained to perform their tasks in a safe and effective manner and that a basic level of skills is acquired for all members of the organization.

Training and qualifications shall be in accordance with the current Management Practices.

Related Local Law N/A

Related Policies N/A

Related Budget Schedule N/A

Last Reviewed 12 March 2012

Next Review Date March 2015

Authority Council Meeting of:
4 March 2003 (C6/2/03)
6 June 2006 (C34/5/06)
9 February 2009 (C3/2/09)
12 March 2012 (12/3/12)

MANAGEMENT PRACTICE

FIRE 3 : Training and Qualifications

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

1. TRAINING AND THE BUSH FIRE ORGANISATION

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

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

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

2. TRAINING OFFICERS

- (a) A bushfire brigade shall endeavour to appoint a member of the brigade as the Brigade Training Officer.

It will be the responsibility of the Training Officer to ensure that all fire fighters are trained in basic firefighting procedures and in the efficient and safe operation of the brigade's equipment.

A Brigade Training Officer appointment may be held in conjunction with any other position within the Brigade.

- (b) Appointed Training Officers will undertake the relevant training courses with DFES and will adopt and practice the procedures and standards recommended by DFES.
- (c) All accredited Training Officers will be approved to present training to fire fighters throughout the City.
- (d) The person in charge of training shall at all times keep the safety of those personnel under his/her direction as a primary consideration.

3 NEW AND SERVING BRIGADE MEMBERS - TRAINING STANDARDS

- (a) Trainees (New Members)

(i) Persons joining a brigade shall be classified as Trainee Members.

(ii) A Trainee is a member of a Volunteer Bush Fire Brigade who has not completed the Fire Fighter Training, and has been approved to undertake the role of an active member by the brigade .

(iii) Trainees should not be engaged in active firefighting duties at the fire face and wild fire situations until they have qualified as fire fighters.

(iv) The minimum accepted training standard required for a member of the City of Armadale Volunteer Bush Fire Brigades to be regarded as a fully active firefighter is:

- Induction
- Introduction to firefighting
- Bush Fire fighting
- Australasian Inter-Service Incident Management Service Awareness

(b) Active Members

- (i) Serving brigade members who have not already undertaken formal training courses must satisfy their Captain, and brigade Training Officer that they have a level of knowledge and skills at least equal to the Fire Fighter Course level.
- (ii) Brigade members likely to be promoted within a brigade should be encouraged to attend accredited courses conducted by the DFES or their equivalent.
- (iii) Promotion within the brigade shall be based on experience and accredited training.
- (iv) The City requires Brigade Officers to be trained to a level consistent with their rank and role within the bush fire organisation, which is consistent with the Pathways Project.
- (v) The City will require, wherever possible, Bush Fire Service Training Course accreditation or its equivalent as a prerequisite for future appointments to the positions of Fire Control Officer, Deputy Chief Bushfire Control Officer and Chief Bushfire Control Officer.

4 BUSH FIRE TRAINING COMMITTEE

The Bush Fire Training Committee comprising the Training Officer from each brigade, the CBFCO, DCBFCO and Captain who will advise the Bush Fire Advisory Committee (BFAC) or in the absence of the BFAC the Manager Ranger & Emergency Services on matters pertinent to the safety and training of volunteer bushfire fighters