

CITY OF ARMADALE

MINUTES

OF TECHNICAL SERVICES COMMITTEE HELD IN THE COMMITTEE ROOM,
ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON MONDAY, 26
MARCH 2007, AT 7.00 PM.

PRESENT:

Cr J Everts	Chair
Cr G A Best	
Cr R Butterfield	
Cr P Hart	
Cr J Knezevich	
Cr J Stewart	
Cr A Cominelli	

APOLOGIES:

Nil

OBSERVERS:

Nil

IN ATTENDANCE:

Mr A Bruce	Executive Director Technical Services
Mr G Davies	Manager Technical Services
Mr P Lanternier	Manager Parks
Mr R Van Delft	Senior Environmental Planner
Mr A Lees	Co-ordinator Park
Mr B Symons	Asset Management Co-ordinator (7.00pm-7.40pm)
Ms V Carpenter	Minute Secretary

PUBLIC:

Nil

DISCLAIMER

The Disclaimer for protecting Councillors and staff from liability of information and advice given at Committee meetings was not read by the Chairman.

DECLARATION OF MEMBER'S INTERESTS

Nil.

QUESTION TIME

Nil.

DEPUTATION

Nil.

CONFIRMATION OF MINUTES

RESOLVED

Minutes of the Technical Services Committee Meeting held on 26 February 2007, were confirmed.

MOVED Cr Hart

MOTION CARRIED (7/0)

ITEMS REFERRED FROM INFORMATION BULLETIN – ISSUE NO. 6

The following items were included for information in the “Technical Services” section:

- **Outstanding Matters**
Report on Outstanding Matters – Technical Services Committee T-1
- **Monthly / Quarterly Departmental Reports**
Technical Services Directorate Works Programme T-2
- **Minutes from Occasional Advisory Committees**
Bungendore Park Management Committee – 24 January 2007 T-6
Bungendore Park Management Committee – 28 February 2007 T-11
- **General Information**
Department of Consumer and Employment Protection – Basketball Rings and Boards ... T-20
Parks and Leisure Australia – WA Water Resources Seminar T-22
Main Roads Australia – Speed Zone Review – Irymple & Simons Dve, Roleystone T-28
Caralyn Lagrange – Letter of appreciation T-31

Committee noted the information and no further items were raised for discussion.

I N D E X

TECHNICAL SERVICES COMMITTEE

26 MARCH 2007

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PRESENTATION ON THE CITY'S FINANCIAL REQUIREMENTS FOR ASSET RENEWAL

The Asset Management Co-ordinator gave a briefing to the committee on the results of the West Australian Asset Management Improvement (WAAMI) programme's long term asset renewal model. This model has been used by staff to create a detailed long term projection of future renewal funding requirements for all major asset areas. It is envisaged that this information will help Council during their 15 year Financial Plan workshops.

SUSTAINABLE PUBLIC LIGHTING ACTION PLAN

WARD All
FILE REF
DATE 20 February
2007
REF RVD
RESPONSIBLE EDTS
MANAGER

In Brief:

- As part of the CCP™ Plus Advancing Action Area programme a Sustainable Public Lighting Action Plan has been prepared for Council's consideration.
- Public lighting (which includes street lighting) cost the City over \$580,000 in 2005/06 and is responsible for one-third of Council's greenhouse gas emissions, producing over 3,090 tonnes of equivalent carbon dioxide.
- The Sustainable Public Lighting Action Plan proposed six goals and includes an action plan to help move towards fulfilling the goals.
- **Recommend**
That Council adopt the Sustainable Public Lighting Action Plan.

Tabled Items

Sustainable Public Lighting Action Plan – December 2006.

Officer Interest Declaration

Nil.

Strategic Implications

Vision for the City to be “clean, green and prosperous”.

Aim to “ensure all our activities have a strong focus on sustainability”.

Initiatives over the next five years:

- Implementing programmed environmental management actions.

Legislation Implications

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

Council Policy / Local Law Implications

The Sustainable Public Lighting Action Plan proposes to have a public lighting policy in place by 2007/08.

Budget / Financial Implications

Nil. Proposals in the Sustainable Public Lighting Action Plan are within current budget allocations.

Consultation

Nil.

BACKGROUND

In September 2005 Council was briefed on and resolved to join the Cities for Climate Protection CCP™ Plus programme run by the International Council for Local Environmental Initiatives Australia / New Zealand (ICLEI – A/NZ). The CCP™ Plus programme provides support to councils to help reduce greenhouse gas emissions through Advancing Action Area projects.

Public lighting is responsible for one-third of Council's greenhouse gas emissions, producing over 3,090 tonnes of equivalent carbon dioxide, and cost Council over \$580,000 in 2005/06.

Public lighting includes street lighting which is provided to Council through a contract with Synergy that includes the cost of electricity and street light maintenance. Since the break up of Western Power in April 2006 it has become the role of Synergy to negotiate contracts with local governments for the supply of electricity and street light maintenance, and Synergy has a contract with Western Power for street light maintenance.

Up until recently Synergy and its predecessor (i.e. Western Power) were criticised for offering only a limited range of street light types and not actively addressing ways to increase the energy efficiency of lighting to reduce greenhouse gas emissions. At a meeting in February 2007 it became evident that Synergy is now prepared to negotiate on energy efficiency issues with Western Power.

The City is responsible for street lighting in some small areas (e.g. Araluen) and is responsible for lighting of car parks, reserves and surrounds of some public buildings. A number of managers within the City, (e.g. Managers for Parks, Civil Works, Property Services and Technical Services) have some direct responsibility for public lighting. Whilst the City may have installed lighting over the years mindful of a range of factors including operating costs, security demands and community demands for lighting, a detailed evaluation has not been done recently to determine costs and benefits of replacing old lighting technology with new energy efficient lighting technology.

Given the significance of public lighting in cost and greenhouse gas emissions, it has been one of the first Advancing Action Area projects. The City, along with other South East Regional Energy Group councils, (i.e. City of Gosnells and Shire of Serpentine-Jarrahdale) and four other councils, joined the Sustainable Public Lighting Advancing Action Area project. A Sustainable Public Lighting Action Plan has now been prepared for Council's consideration.

DETAILS OF PROPOSAL

A copy of the Sustainable Public Lighting Action plan is tabled. Part 5 of the report, which lists the goals and actions, sub tasks and responsibilities, is provided *as Attachment "A-1" of the attachments to the Agenda (see Summary of Attachments – Green Pages)*. Other sections of the report provide background information.

The Sustainable Public Lighting Action Plan identifies six sustainable public lighting goals and identifies actions that will help the City progress towards those goals.

The six goals are:

1. To have a public lighting policy in place by 2007/08 (e.g. requiring developers to install energy efficient street lights in all new developments).
2. To have street lights entered on the City's Geographic Information System by 2007/08.
3. To have external relationships in place by 2007/08 (e.g. with Synergy and a lighting supply company such as Sylvania Lighting Australasia, that specialises in energy efficient street lighting).
4. To improve the level and quality of public lighting in Armadale (e.g. meet Australian Standards) whilst reducing costs and greenhouse gas emissions.
5. To work collaboratively with all levels of government, lighting suppliers, and distribution companies to develop regional approaches to sustainable public lighting (e.g. establish a regional Public Lighting Working Group).
6. To achieve a 2% decrease in energy use from public lighting by 2010/11 from 1998/99 levels.

The following actions are proposed to help the City progress towards the goals. More information is provided in respect of the proposed actions under “Comment and Analysis” below:

1. Develop an inventory of Council’s current public lighting stock and enter on a Geographic Information System.
2. Determine replacement options for 80 watt mercury vapour lamps, taking into consideration the luminaire’s energy efficiency and whether it meets the Australian Standards (AS1158.6).
3. Actively build networks and partnerships (and establish common public lighting objectives and policies) with other stakeholders including:
 - SEREG councils
 - Distribution companies
 - Lighting suppliers
 - Industry
 - Community, and
 - State and federal government agencies.Specifically, the City will work closely with Western Australian Local Government Association and other Western Australian local governments to lobby Synergy in an effort to have more efficient luminaires made available to Council.
4. Implement a public lighting trial in the City of Armadale, replacing 80 watt mercury vapour with a more efficient luminaire (e.g. 42 watt compact fluorescent).
5. Implement City-wide replacement of 80 watt mercury vapour if trials show demonstrated advantages in changeover.

The Sustainable Public Lighting Action Plan identifies sub-tasks and responsibilities for each action or task and suggests the priority or order in which each sub-task should be undertaken.

COMMENT AND ANALYSIS

Street Lighting and Synergy

A key goal of ICLEI-A/NZ in pursuing street lighting as an Advancing Action Area project was to encourage a group of local governments to work collaboratively with (the then) Western Power to significantly improve the efficiency of street lighting in Western Australia and to encourage trials or implementation of energy efficiency measures for street lighting. Significant greenhouse gas reductions and cost savings have been achieved in some eastern Australian councils. A representative of (the then) Western Power attended meetings organised by ICLEI-A/NZ.

So far, the Action Area Project has succeeded in raising awareness of the need for collaborative action amongst participating councils and the Western Australian Local Government Association has recently taken a keen interest in this area. The need for the City to work with other local governments rather than acting independently in seeking the co-operation of Synergy to improve lighting efficiency is emphasised in the Sustainable Public Lighting Action Plan.

Western Power has already provided information concerning the location and type of lighting throughout the City and it is not a difficult or time consuming task to transfer this information to the City’s Geographic Information System. Having this information on the City’s Geographic Information System should assist the City to identify opportunities to improve street lighting or undertake street lighting trials and to quantify energy use more accurately.

The subject of street lighting and the role of Western Power / Synergy / local government is a complex and difficult area and may be the subject of a separate report to Council. Such a report would cover issues such as transparency in contract pricing, generation costs and pricing strategies, responsibilities etc.

Regional Co-operation and Proposed Public Lighting Policy

It is expected that South East Regional Group councils will each adopt similar Sustainable Public Lighting Action Plans.

Each plan adopted by South East Regional Energy Group councils is expected to identify a need to prepare a public lighting policy. The South East Regional Energy Group has resolved to facilitate work to identify the key elements for a public lighting policy that can then be translated into the relevant frameworks that apply to each council.

Street Lighting Trials and Potential Savings

The Sustainable Public Lighting Action Plan draws attention to several trials being undertaken in Western Australia that are showing reductions in energy usage of between 14% and 70% to achieve the same level of lighting. However, the potential for cost savings and length of payback period depends on a range of factors, including lamp life, whether or not a new light fitting is required to hold the lamp, and the cost of replacement for fittings and lamps that are damaged through vandalism, etc. At this stage there is not enough information to carry out a clear cost benefit analysis of changing to more energy efficient lighting. Reduced cost and greenhouse gas emissions would be the key indicators of success.

Contact has been established with lighting companies that are promoting their products as being more energy efficient or effective. Some companies have expressed interest in supporting a lighting trial run by the City.

The Sustainable Public Lighting Action Plan recommends a trial so that the actual level of savings can be determined. A trial would also help build collaboration between lighting suppliers.

The City owns and manages street lights in Araluen so Araluen has been suggested as a location for a public lighting trial that could also provide a guide to public reaction and lighting standards. Cross Park is another location where public lighting is managed by the City, and is also being considered as a possible location for the proposal trial.

OPTIONS

1. Council could adopt the Sustainable Public Lighting Action Plan.
2. Council could identify alternative goals or actions to meet those goals.
3. Council could decide not to adopt the Sustainable Public Lighting Action Plan.

CONCLUSION

Public lighting provides a major benefit and financial cost to the City and generates one third of the greenhouse gas emissions attributed to the City. The Sustainable Public Lighting Action Plan and the process used to assist local governments to prepare the plan represents a first attempt to determine if significant cost savings and greenhouse gas reductions can be achieved in this area. Whilst the matter of street lighting and role of Western Power is a complex and difficult area, it is important to continue efforts to increase public lighting

efficiency. The Sustainable Public Lighting Action Plan adopts a positive collaborative approach and provides an important first step. Accordingly Option 1 is recommended.

T15/3/07

RECOMMEND

That Council adopt the Sustainable Public Lighting Action Plan.

MOVED Cr Hart

MOTION CARRIED (7/0)

****STAFF ESTABLISHMENT – STREETScape SUPERVISOR AND PARKS SERVICES OFFICER**

WARD All
FILE REF STF/23
DATE 12 March 2007
REF PL
RESPONSIBLE EDTS
MANAGER

In Brief:

- The demands on the Parks Department have grown significantly over the last three years and set to grow as significantly in the next five to ten years, straining the Parks Department's delivery capacity.
- Two additional staff:
 - Streetscape Supervisor
 - Parks Services Officerwill have a major impact on its capacity.
- That funding for the position of Streetscape Supervisor be funded from existing streetscape management funds and the Parks Services Officer be funded from a range of sources.
- Council note the establishment and appointment of these two officers and that the recruitment process has commenced.
- **Recommend**
That Council approve an amendment to the 2006/07 Annual Budget to accommodate the funding for these two positions.

Tabled Items

Parks Services Staff Structure (February 2007).

Officer Interest Declaration

Nil.

Strategic Implications

Developing our organisation.

- Deliver high quality, professional governance and administration.
- Review each operational area of the organisation to ensure maximum efficiency and cost effectiveness.

Legislation Implications

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

Council Policy/Local Law Implications

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

- Policy ADM5 – Staff Establishment Levels.

Budget/Financial Implications

Pursuant of Section 6.8 of the Local Government Act 1995, authorise the following amendment to the 2006/07 annual budget.

- Increase employee costs for Park Services by \$30,000

It is estimated that 25% of the Parks Service Officer's time will be related to development and subdivision landscaping matters, at a staff costs of \$17,000 p.a. Consultation with the Executive Directors Corporate and Development Services indicated there is funding in excess of this sum in future years. The \$30,000 funding for the 2006/07 financial year is to cover

the expenditure arising in this year, which has not been budgeted and which cannot be funded by a reallocation within the current Parks Department programmes.

It is appropriate in the current and projected land development climate that the direct cost of landscape approvals be continued in future years. It will be recommended that consideration be given in allocating an additional \$17,000 p.a. to the Parks Department to accommodate the added development workloads. Whilst the Parks Department could absorb the development application workload within its funding programmes it would be at the expense of other works not related to land development.

Consultation

Chief Executive Officer

Executive Directors Technical Services, Corporate Services & Development Services

Manager Human Resources

BACKGROUND

The CEO has commissioned this report to advise Council of steps and to authorize allocation of funding from development fees and charges.

The demands on the Parks Department have grown significantly over the last three years and are set to grow as significantly throughout the next ten years.

The Parks Department is continuing to experience increasing demands on its resources in the areas of Capital/Asset Works, Streetscape/Street Tree Management and Administration Support. Part of the growth stems from Council's increase in service standards and consequential operations to deliver these standards in the existing City areas. Further current demand is for a higher level of service arising from the new development areas which requires substantial effort in examining, approving and management assessment of plans, proposals and departmental responses.

These demands have significantly strained the Parks Department's capacity to deliver the required and necessary outcomes, with much of the increased workload falling directly on the Manager Parks himself.

The additional staff required at this time will have a major impact on redressing the department's capacity. The two positions are:

- Streetscape Supervisor
- Parks Services Officer - Tabled; (as shown in the Parks Services Staff Structure February 2007)

The Streetscape Supervisor will enable a balancing of workloads in conjunction with the two present supervisors and is funded from budgeted operational funds directed to tree management and streetscape maintenance from April 2007.

Notwithstanding the impact of increased operational supervision, additional support is required for the Manager Parks. The principal workload increase on the Manager Parks over the last three years, (and which will continue to increase rapidly in the next five years) has been increased demand on strategic issues such as advice to the ARA and its consultants, authoritative advice to developers and their consultants, increased servicing of political matters arising from an increasingly critical ratepayer base and consequential elected member interest. There have also been increasing sporting reserve demands, the management of two distinctly different urban areas (current and new development in the western area of the City

and its interface), the need for cost analysis of rapidly changing options of horticultural methodology, increasing workloads generated by the planning and implementation of the City's Public Open Space Strategy and Playground Strategy, and others. All these come with short time lines and cannot be readily delegated, referred or delayed in the existing structure.

The creation of the Parks Services Officer will bring about a significant improvement in the heavy burden of work undertaken in this area.

The objectives of the position include:

- Assist the Manager Parks to achieve departmental business activities in Parks administration, research and development/marketing data collection analysis and reporting.
- Respond to general enquiries with relation to Parks Services and provide a high level of customer feedback.
- Parks Services administration support and maintaining records/files to enhance departmental performance.
- Assist in the preparation of project briefs and departmental grant applications.
- Assist with assessment of landscape development plans and the preparation of plans and proposals for Public Open Space expenditure.

DETAILS OF PROPOSAL

Council is advised of the two new positions Streetscape Supervisor and Parks Services Officer which are currently being advertised to ensure that the City meets its current and future demands and has the capacity to deliver the required and necessary outcomes. The additional staff required at this time will have a major impact on ensuring the department's capacity to meet Council's service requirements.

The position of Streetscape Supervisor is funded by planned management of the tree pruning programme over the two month period before the end of the financial year.

The position of Parks Services Officer will be funded from a range of sources. Currently, the Parks Department receives no funding for its work on assessing and advising on landscape plans or liaising with developers and their consultants. It is appropriate that this substantial and time dependant workload should receive direct funding into the Parks Department. As the City has an increase in revenue generated directly from fees and charges related to these developments as reported to the City Strategy Committee – Financial Management and Planning (12 February 2007) – Annual Budget Review Report 2006/07.

Furthermore, the 15 Year Financial Plan allows for increased future parks development funds. There are also design and management components of funding redirected through the POS Strategy. It is proposed these be directed towards funding of this essential position.

T16/3/07

RECOMMEND

- 1. That Council note the establishment and appointment of these two officers and that the recruitment process has commenced.**
- 2. That funding for the position of Streetscape Supervisor be funded from the tree pruning programme.**

3. That funding for the position of Parks Services Officer be funded in part from an increase in revenue generated directly from fees and charges related to new developments within the City, parks development funding growth and funding allocations arising from the POS Strategy revenues.
4. Pursuant to Section 6.8 of the Local Government Act 1995:
 - a) Authorise the following expenditure:
 - Employee Cost – Parks Services \$30,000
 - b) Amend the 2006/07 Adopted Annual Budget, to accommodate the above authorised expenditure, as follows:
 - Employee Cost – Parks Services – Increase by \$30,000.
5. That Council, in its 15 Year Financial Plan deliberations, consider an allocation of \$17,000 p.a. from additional development application fees to the Parks Department for 5 years and then from Parks Department programme funding.

****ABSOLUTE MAJORITY REQUIRED.**

MOVED Cr Stewart
MOTION CARRIED (7/0)

****PROPOSED RE-ALLOCATION OF BUDGET FUNDS AND ASSOCIATED RE-CONFIGURATION OF PARKS DEPARTMENT MAINTANCE OPERATION**

WARD All
FILE REF
DATE 12 March 2007
REF AL/PL
RESPONSIBLE EDTS
MANAGER

In Brief:

- The Parks Department's water truck is due for replacement. There is an allocation in the 2006/07 Support Services Plant and Vehicle Replacement budget of \$270,000 to purchase a new one. It is proposed that:
- A smaller water truck with a removable water tank be purchased to the value of \$68,000.
- The balance of \$212,000 be used to purchase a dual cab truck, additional Parks Department plant, equipment and vehicles.
- The Mowing of Passive Reserves contract 18/05 is proposed to be used to fund additional field staff required to operate the proposed new Parks Department plant, equipment and vehicles.
- **Recommend**
That Council:
 - a) Authorise \$270,000 being spent on plant and equipment associated with the restructure of Park and Reserves Department.
 - b) Amend its 2006/07 annual budget to accommodate a) above.

Tabled Items

Nil.

Officer Interest Declaration

Nil.

Strategic Implications

Physical Infrastructure

2. Implement long term preventative maintenance and refurbishment programmes:
 - 2.1 a) Determine levels of service based on community needs, infrastructure standards, refurbishment requirements and public liability.
 - b) Identify the need for reserve funds and overall level of funding for preventative maintenance and refurbishment.

Corporate Services

1. Involve staff in creating a working environment characterised by teamwork and self-empowerment.
2. Encourage innovation and creativity in meeting the needs of the community. Promote employment and residential growth, encouraging the economic well-being of the community.
3. Review each operational area of the organisation to ensure maximum efficiency and cost effectiveness.

Legislation Implications

- Municipal Employees (Western Australia) Award 1999
- City of Armadale Field Staff Enterprise Bargaining Agreement 2006
- Assessment of Legislation indicates that the following regulations apply:
Local government (Functions and General Regulations 1996 s3.57 (11)(2)(f) Section 6.8 of the Local Government Act 1995:

Council Policy/Local Law Implications

General assessment has not revealed any applicable policies/local laws.

Budget/Financial Implications

Current budget allocation \$270,000.

Transactions are subject to variations and therefore reserve is based on long term allocations.

The unspent funds must remain in the Plant Reserve.

Consultation

Departmental Manager, Parks Services Supervisors, Co-ordinator Support Services, Executive Director Technical Services.

BACKGROUND

The last Parks and Reserves Department re-structure was approved by Council via Recommendation T55/06/05 “*Proposed Reallocation of Budget Funds and Associated Reconfiguration of Parks Department Maintenance Operations*”. It primarily involved the re-organization of existing staff, appointment of an apprentice and the purchase of additional plant and equipment following a review of its operations within the Directorate.

The structural changes have improved the delivery of service, increased the utilization of staff, improved efficiencies and developed a more flexible and multi-skilled operation overall.

DETAILS OF PROPOSAL

The Parks Department’s water truck is due for replacement. There is an allocation in the 2006/07 Support Services Plant and Vehicle Replacement budget of \$270,000 to purchase a new one. It is proposed to increase the level of passive parks mowing service and operational service by reconfiguring the Parks Department’s plant, contract and staffing arrangements.

The Parks Department’s water truck is used primarily to water trees and streetscapes throughout the City. This water truck is now considered to be too large and cumbersome for the immediate and future watering requirements of the Parks Department. It is proposed a smaller / compact water truck be purchased which would improve manoeuvrability and accessibility within the reserves and streetscapes. The smaller truck would be built so that the water tank can be removed easily to allow greater flexibility in its usage for other Parks maintenance works, particularly within the winter months.

The purchase of a smaller water truck would then allow the remaining funds to be reallocated to a new mowing crew and two operational vehicles to improve service delivery standards.

The mowing crew would consist of a dual cab truck and trailer, two ride-on mowers and minor plant and equipment. This new mowing crew would “take over” the maintenance of those reserves currently identified in contract 18/05 “*Mowing of Passive Reserves*”. The funds allocated to this tender would then be utilised to employ two new Parks field staff.

The proposed new mowing crew would increase the level of service to the reserves identified in contract 18/05 “*Mowing of Passive Reserves*” through additional mowing and general maintenance. The increased service level would reduce the number of complaints received by the Parks Department regarding the maintenance level of the reserves in contract 18/05 “*Mowing of Passive Reserves*”. Secondly the increased service level to these reserves should assist in reducing the discrepancy that will evolve when the City begins managing the new estates in North Forrestdale and other new development areas.

The two utilities are required by the Parks Department to attend to daily operational duties. One utility would be dedicated to the new Streetscape Supervisor and the other would be shared between the Parks Technical Officer and the new Park Services Officer to improve their operational mobility.

This would then allow the Parks Department to arrange its operations into the following configurations as shown:

Table 1 - Proposed Re-Configuration of Parks Services Plant & Equipment Based on Purchasing a Smaller Water Truck and Plant and Equipment for a New Mowing Crew and Operational Vehicles.

Work Unit	Existing/New Work Unit	No. Staff	New Plant	Net Cost
Mowing Crew 1	Existing	2		
Mowing Crew 2	Existing	2		
Mowing Crew 3	Existing	2		
Mowing Crew 4	New	2	<i>Truck with dual side Tip \$65,000, Custom Heavy Duty Trailer \$19,00, Out-front Ride-on Mower @ \$30,000 Zero turn Ride-on Mower @ \$18,000, Small Plant & Equipment \$15,000.</i>	<i>\$147,000</i>
Spray Operator	Existing	1		
Reticulation Fitter 1	Existing	1		
Reticulation Fitter 2	Existing	1		
Reticulation Fitter 3	Existing	1		
Tractor 1	Existing	1		
Tractor 2	Existing	1		
Water Truck	Existing	1	<i>Truck & Removable Tank \$68,000</i>	<i>\$68,000</i>
Minnawarra Crew	Existing	2		
Streetscape Maintenance Crew	Existing	2		
General Maintenance Crew	Existing	2		
Apprentice (4thYr)	Existing	1		
Apprentice (2 nd Yr)	Existing	1		
Supervision	New	1	Single cab utility	\$25,000

Office Operations	New	1	Dual cab utility	\$30,000
TOTAL		23		\$270,000

Table 2 - Proposed Re-Configuration of Parks Services Field Staff following the Purchase of a Smaller Water Truck and Plant and Equipment for a New Mowing Crew.

PARKS AND RESERVES EXISTING FIELD STAFF STRUCTURE		
Mowing Crew 1 2	Mowing Crew 2 2	Mowing Crew 3 2
Tractor Operator 1 1	Tractor Operator 2 1	
Irrigation Fitter 1 1	Irrigation Fitter 2 1	Irrigation Fitter 3 1
Streetscape Crew 1 2		
Maintenance Crew 2		
Bunker Crew 2		
Apprentice 2		
Spray Operator 1		
Water Truck 1		
TOTAL	21 Parks Field Staff	

PARKS AND RESERVES PROPOSED FIELD STAFF STRUCTURE			
Mowing Crew 1 2	Mowing Crew 2 2	Mowing Crew 3 2	<i>Mowing Crew 4</i> 2
Tractor Operator 1 1	Tractor Operator 2 1		
Irrigation Fitter 1 1	Irrigation Fitter 2 1	Irrigation Fitter 3 1	
Streetscape Crew 1 2			
Maintenance Crew 2			
Bunker Crew 2			
Apprentice 2			
Spray Operator 1			
Water Truck 1			
TOTAL	23 Parks Field Staff		

COMMENT AND ANALYSIS

The proposed re-configuration of the Parks Department would be financed from the re-allocation of the \$270,000 currently allocated for a new Parks replacement water truck; the budget currently allocated for contract 18/05 “*Mowing of Passive Reserves*” and the savings in the Plant and Equipment Recovery costs

The proposal would produce the following benefits:

New Truck with Removable Water Tank

A smaller compact water truck with a removable tank would be significantly beneficial for the Parks Operations by providing improvement on the management of trees and streetscapes throughout the City.

At present the existing water truck is too large to manoeuvre around the narrow streetscapes that have been developed in the City and is having a detrimental effect on the surface of the reserves by leaving large wheel ruts. It is also difficult to drive due to its cumbersome nature, limiting its operation to a single operator and has become very costly to repair and maintain.

The purchase of a smaller more compact water truck would allow for improved handling and manoeuvrability in watering trees and streetscapes throughout the City. A smaller truck would also reduce the impact on parks and reserves when watering the trees. The smaller sized truck would allow the rotation of field staff through this position thereby increasing their knowledge and skills in tree and water management.

Reallocation of Budget Funds from Contract 18/05 “*Mowing of Passive Reserves*”

The current contract 18/05 “*Mowing of Passive Reserves*” is due to expire on 7 August 2007. The tender involves the mowing of fifty-one non-irrigated passive reserves across the City with thirteen of the reserves cut eight times a year (Schedule A) with the remaining thirty-eight cut six times a year (Schedule B).

The creation of a new two person Parks Field staff mowing crew would increase the mowing frequency on the fifty-one reserves to ten services per annum, which is a 25% increase in the service level to the reserves in Schedule A and a 66% increase to the reserves in Schedule B.

Furthermore the in-house servicing would allow for improvements in the Parks and Reserves appearance by uplifting trees, mulching / planting vegetation deficient areas and managing the playground pits to a higher standard.

Purchase of Two Operational Vehicles.

The City of Armadale is currently experiencing rapid growth in estate developments, infill programmes and redevelopment of existing infrastructure. This growth has necessitated the need to employ a Supervisor Streetscapes and Park Services Officer.

The Supervisor Streetscapes will require a single cab utility to undertake operational matters relating to the management of street trees and streetscapes throughout the City. The utility will be set up similar to the existing Park utilities i.e. flashing lights, chainsaw, chainsaw box, safety equipment and appropriate communication equipment. The Supervisor Streetscapes position description allows for the vehicle to be for commuting use to provide availability for attending to emergency works outside normal business hours.

A dual cab utility is required to improve the service delivery and response time to the increasing operational management issues required of Parks Services. The current commitments of the existing supervisory staff prevent a vehicle from being readily available to attend to operational issues in a timely manner. The vehicle will be shared between the Parks Technical Officer and the Park Services Officer during business hours for operational matters that include; subdivision landscape assessments, playground / skate park inspections, park infrastructure inspections / asset management and reporting, customer liaison, community plantings, Parks and Reserves seminars / workshops.

Plant Recovery Costs

The City's current recovery costs for the existing water truck is \$100 per hour. The proposed new plant and equipment will have recovery costs of \$79 per hour; therefore the difference of \$21 per hour will provide the additional funding to support the proposal.

OPTIONS

1. Council chooses not to adopt the proposal:

- The Parks Department goes ahead with the purchase of a new smaller water truck.
- Remaining funds to remain in the Plant and Machinery Fund.
- The existing Parks Department outside workforce configuration is maintained.
- There is no increase in frequency and overall improvement in the management of the reserves in contract 18/05 "*Mowing of Passive Reserves*".

2. Council chooses to adopt the proposal:

- The \$270,000 within the Support Services Plant and Vehicle Replacement budget is used to purchase vehicles, plant and equipment as detailed in the proposal.
- The Parks Department's outside work force re-configured as detailed in the proposal.
- The current allocated funds for contract 18/05 "*Mowing of Passive Reserves*" be utilised to employ two Parks field staff.
- Improved frequency and management of the passive reserves by Parks field staff. Currently outsourced in contract 18/05 "*Mowing of Passive Reserves*" due to expire in August 2007.
- Improved delivery in the overall services in Parks Operations.

CONCLUSION

Option 2 is clearly the most desirable outcome to enable the Parks Department to expand its service delivery standards.

The appointment of two new field staff combined with the new plant and equipment will provide the opportunity for significant gains in the overall appearance of the reserves managed by the Parks Department and an increase in the service delivery providing a more uniform standard across the City particularly given the future demands for a higher level of service arising from the new development areas.

T17/3/07

RECOMMEND

That Council pursuant to Section 6.8 of the Local Government Act 1995:

- a) **Authorize \$270,000 being spent on the following items of plant and equipment associated with the re-structure of Park and Reserves Department:**

Water Operations	
Water Truck	\$68,000
Mowing Operations	
Truck with dual side Tip	\$65,000
Custom Heavy Duty Trailer	\$19,000
Out-front Ride-on Mower	\$30,000
Zero turn Ride-on Mower	\$18,000
Small Plant & Equipment	\$15,000
Office Operations	
Single Cab Utility	\$25,000
Dual Cab Utility	\$30,000
TOTAL	\$270,000

- b) **Amend its 2006/07 annual budget – to accommodate a) above – as follows-**
- **add to the budget, the plant and equipment items as per part a) above, totalling \$270,000**
 - **delete from the budget, the \$270,000 expenditure allocation for the purchase of a water truck.**

****ABSOLUTE MAJORITY REQUIRED.**

MOVED Cr Butterfield
MOTION CARRIED (7/0)

WUNGONG ROAD, BROOKDALE – PETITION REGARDING DUST AND SAND EMISSIONS FROM SUBDIVISIONS

WARD Lake
FILE REF
DATE 4 March 2007
REF SA
RESPONSIBLE MANAGER MTS

In Brief:

- A petition has been lodged with Technical Services by residents within close proximity to two subdivisions along Wungong Road, concerned about the amount of dust and sand emanating from both sites during construction.
- They have requested that the developers be made to cease construction until additional preventative measures are implemented on site to restrict sand nuisance.
- **Recommend**
 1. That Council note the petition received from residents in regards to concerns about dust emanating from two subdivisions in Brookdale.
 2. That the petitioners requesting that the developers cease works at the two subdivisions be advised that due to the recent implementation of preventative measures (as discussed in the report), Council will not be requesting that the developers cease works but will continue to monitor the works closely.

Tabled Items

Petition.

Officer Interest Declaration

Nil.

Strategic Implications

Physical Infrastructure

Develop an integrated transport system including safety aspects.

Legislation Implications

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

Council Policy/Local Law Implications

Clause 42 of the City of Armadale environment, animals and nuisance Local Law 2002.

Budget/Financial Implications

Nil.

Consultation

The respective developers and contractors working on both subdivisions.

A petition has been received from residents within close proximity to the subdivisions along Wungong Road in Brookdale, the prayer of which states:

“The residents of Chiltern Estate would like to petition against the development of work on the properties from Wungong to Ninth Road and which backs up to the properties of cul-de-sacs and roads leading up to the this area from Harber Drive. This has been going on now

for at least 3 months and the developer has not even had any consideration for the residents and made no attempt to stop the sand from blowing into our homes by keeping the sand watered down or by fencing the property off.

We would like work to cease until such times as the developer takes precaution against dust and rubbish coming from this property. This is an area of strong winds and the sand and dust which comes from this property is causing a lot of problems within each household.

Some of the complaints are for eg: We can't sit outside under our patios or in our gardens because of the sand which blows onto our food and all over our outdoor furniture. Our houses are constantly full of sand which gets into every nook and cranny. If we try to open our windows to let cool air in at night the house becomes full of sand greater than the normal amount (with this weather you need to be able to cool the house off some time) and not everyone has air conditioning. With talking to other residents it has also come to the attention of most that when we take washing off the line the majority of the time it has to be done again because of the dust which has imbedded into the clothes. This also has caused a lot of the residences to use their clothes dryers giving them higher electricity bills. In addition to this the health problems it is causing in excess of the normal is asthma, sickness and a great deal of eye problems from excessive amounts of sands causing more financial problems for residents to have to buy extra medication. Our cars are getting constantly sand blasted and most are having to wash their cars every day. I am not sure about the laws of starting times in the residential areas for developers but nearly every resident complained about them starting early, possibly 5am but definitely by 5.30am during the week and Saturdays was at 6am."

Please refer to Attachment "A-2" of the Agenda (see Summary of Attachments – Green Pages)

BACKGROUND

There are currently works being undertaken on two separate subdivisions in the area bounded by Ninth Road, Harbour Drive and Wungong Road in Brookdale. The first of the subdivisions is located immediately on the corner of Wungong Road and Ninth Road i.e. Lots 1 and 2 Ninth Road. The first stage of construction is complete for this subdivision; however the developer has advised that the works on the remaining stages will be undertaken within the next year or so.

The second of the subdivisions, which is the larger of the two, is known as the Chiltern Estate, Stage 6. Quite extensive earthworks for this stage are nearing completion with services currently being installed and road construction planned for the next few weeks.

Throughout the construction of both developments, both Technical Services and Health Department staff have been approached by nearby residents and the adjacent school on Ninth Road with concerns over dust and sand emanating from both projects during different stages of construction but particularly during the earthworks components. Along with a number of other areas in Armadale, this area seems to be particularly prone to the high easterly winds mainly during the early part of the day.

In response to these concerns, Technical Services staff have, on a number of occasions, contacted the respective contractors and developers, both by telephone calls and written correspondence to express its concerns about the dust. They have been reminded of their responsibility to control dust / sand from their site and the requirement for them to implement the necessary measures to reduce its impact on nearby residents.

COMMENT

LOTS 1 AND 2 NINTH ROAD.

As mentioned, for lots 1 and 2 Ninth Road, the first stage of construction is complete, which included the placement of a hydromulch stabilising material just prior to Christmas. As this was undertaken some time ago, the hydromulch has broken down as it tends to over time and is no longer fully stabilising the material on site. The developer has been advised to arrange for another layer of hydromulch to be applied to the finished lots and remaining stockpiles and has agreed with this request. It is envisaged that this measure will assist to stabilise the material until such time as houses begin being constructed on the newly created lots.

CHILTERN ESTATE STAGE 6

There have been a number of complaints from residents adjacent to the works about sand and dust. Technical Services representatives have visited the site on a number of occasions to witness the dust nuisance during these high easterly winds, however have been unable to take any photographs etc. that clearly shows the contractor breaching its responsibilities to control dust from their site. As such, it has not felt it appropriate to infringe the contractor, which is an option under Council's local laws and indeed has been enforced on other contractors working within the City. Instead it has arranged for the contractor to install wind fencing along two of the development interfaces which is within close proximity to the concerned residents. The contractor has also strongly maintained throughout this project that they are endeavouring to control dust / sand with the assistance of a water truck working all day during excavation. Site visits by Technical Services staff have confirmed that this is in fact the case.

It should be noted that Technical Services staff have not received any complaints from concerned residents for the last two or so weeks, therefore it is reasonably confident that these measures that have been implemented to prevent dust emissions are proving effective.

In regards to the other concern mentioned in the petition, i.e. start times, the contractor has been reminded of the requirement not to commence works until after 7:00 a.m. and has agreed to ensure compliance.

CONCLUSION

No further action is recommended at this stage, however it is intended that regular monitoring of these two sites be maintained, as will constant liaison with the contractors and developers such that they are continually reminded of their responsibilities in the area of dust / sand control.

The author of the petition has been contacted about their concerns soon after the petition was received, and was informed of the various procedures that both contractors have been requested to follow to prevent this nuisance from recurring. The residents have been provided with contact details of Council staff, so that any further concerns can be immediately addressed and acted upon.

T18/3/07

RECOMMEND

- 1. That Council note the petition received from residents in regards to concerns about dust and start times on two subdivisions in Brookdale and the subsequent remedial action that has been taken.**

- 2. That the petitioners requesting the developers cease works at the two subdivisions be advised that due to the implementation of preventative measures being arranged as discussed in the report, Council will not be requesting that the developers to cease works, but will continue to monitor the works closely.**

MOVED Cr Cominelli
MOTION CARRIED (7/0)

ANNUAL LEAVE – EXECUTIVE DIRECTOR TECHNICAL SERVICES

WARD All
FILE REF PSF/641
DATE 13 March 2007
REF LEK
RESPONSIBLE EDTS
MANAGER

In Brief:

- Advice of proposed annual leave from 4th May 2007 to 15th May 2007 for the Executive Director Technical Services.

Recommend

- That Council note the Executive Director Technical Services' absence of leave from 4th May 2007, returning to work on Wednesday 16th May 2007.
- That the Manager Technical Services be appointed Acting Executive Director Technical Services for the period 4th May 2007 to 15th May 2007 inclusive.

Tabled Items

Nil.

Officer Interest Declaration

Nil.

Strategic Implications

Nil.

Legislation Implications

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

Council Policy/Local Law Implications

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

ADM12 – Acting “Senior” Positions

Budget/Financial Implications

Nil.

Consultation

Chief Executive Officer
MANEX

COMMENT

The Executive Director Technical Services is advising that he has made arrangements to take leave effective from Friday 4th May 2007 to Tuesday 15th May 2007 inclusive, returning to work on Wednesday 16th May 2007.

It is recommended that the Manager Technical Services be appointed Acting Executive Director Technical Services for the period Friday 4th May 2007 to Tuesday 15th May 2007 inclusive.

T19/3/07

RECOMMEND

- 1. That Council note the Executive Director Technical Services' absence of leave from 4th May 2007, returning to work on Wednesday 16th May 2007.**
- 2. That the Manager Technical Services be appointed Acting Executive Director Technical Services for the period 4th May 2007 to 15th May 2007 inclusive.**

MOVED Cr Everts

MOTION CARRIED (7/0)

BROOKS ROAD, ROLEYSTONE - FOOTPATHS

At the Ordinary Meeting of Council on the 19 March 2007 under *Matters for Referral to Standing Committees – Without Discussion*, Cr Scidone requested that footpaths on Brooks Road, Roleystone be referred to the Technical Services Committee. Cr Scidone or Cr Hart to provide further information at the meeting.

Cr Scidone submitted the following background:

Each school day 95% of students decamp from the Roleystone District High School site via Brooks Road as most of the school's buildings are located near the western boundary. Students walking home along Brooks Road towards Raeburn Road use the road's shoulder or nearby bush track.

By connecting the existing pathway on Raeburn Road to the bus embayment on Brooks Road, this will separate pedestrian and vehicle movements on Brooks Road and complete the path network for this area. It would also be advantageous to extend the pathway north along Brooks Road from the bus embayment to Salicina Garden. In order to provide this section of pathway, remedial road works will be required to be undertaken to formalise parking. A submission was prepared last year by the parent body to the Department of Education and Training and Council with the view of entering a partnering agreement to undertake remedial road works. It has been suggested that No Standing signs also be erected on the western side of Brooks Road.

The Executive Director Technical Services advised that a detailed engineering drawing is currently being undertaken by Technical Services and includes the required treatments as suggested in the comments by Cr Scidone.

In addition to these works, which make particular reference to the need to install additional lengths of footpath, the following improvements will also be included within the design.

- Provide vehicle barrier posts (i.e. bollards) adjacent to the existing gravel car park on Raeburn Road to separate pedestrians from vehicles.
- Formalise the bus stop on Brooks Road to accommodate one large bus and convert the remainder of embayment to a Kiss & Ride facility.
- Provide a speed hump on the existing service entry road into the school.

Upon completion of the plan, an estimate will be prepared to provide an indication on the expected cost of these proposed works. Following this, discussion can continue between the Education Department and Council on funding arrangements.

T20/3/07

RECOMMEND

That the Officer's report regarding the preparation of a plan of works for footpath improvement on Brooks Road and proposed future discussions with the Education Department regarding funding be noted.

MOVED Cr Everts
MOTION CARRIED (7/0)

**** RE-APPOINTMENT OF SOUTH EAST METROPOLITAN REGIONAL COUNCIL MEMBERS**

WARD ALL
FILE REF
DATE 26th March 07
REF LEK
RESPONSIBLE MANAGER EDTS

In Brief:

- Change made by the Local Government Amendment Act 2006 to change the bi-annual ordinary election day from the first Saturday in May to the third Saturday in October and the consequential need for a variation to be made to the establishment agreement of the South East Metropolitan Regional Council.
- **Recommend**
That Council:-
 - a) Note the change made by the Local Government Amendment Act 2006 to change the bi-annual ordinary election day from the first Saturday in May to the third Saturday in October and the consequential need for a variation to be made to the establishment agreement of the South East Metropolitan Regional Council;
 - b) Appoint Cr Bob Tizard and Cr Jeff Munn to continue as Councillors of the SEMRC from and including the first Saturday in May 2007 until the date of the next Ordinary Election of Local Government, at which time the appointment will cease.

Tabled Items

Nil.

Officer Interest Declaration

Nil.

Strategic Implications

Long Term Strategies Planning
To promote Waste Minimisation

Legislation Implications

Full assessment of relevant legislation indicates no restriction.

Council Policy/Local Law Implications

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

Budget/Financial Implications

Nil.

Consultation

Chief Executive Officer
SEMRC

BACKGROUND

The changes brought about by the Local Government Amendment Act 2006 which provided for the Ordinary elections of local government to be held on the third Saturday in October (or at any time up to the third Saturday in November) rather than the first Saturday in May of every second year

which has had unintended consequences for regional councils including the SEMRC. Each member Council has appointed their two representatives from May 2005 to May 2007. The Regional Council Establishment Agreement states:

8.2 Tenure of members of the SEMRC Council

A member of the SEMRC Council shall hold office until:

- (a) the Friday prior to the next local government elections held in **May** following the appointment of the member to the SEMRC Council;*
- (b) the member ceases to be a member of the council of the Participant; or*
- (c) the member is removed by the Participant,*

Which ever is the earlier.

DETAILS OF PROPOSAL

While it is unfortunate that this problem was not recognised when the amendment bill was passed, at which time it could have been dealt with in the legislation, unless the member Councils resolve to continue the appointments up to the next ordinary election date, there is doubt whether any decisions made by the SEMRC will hold validity. Therefore it is important that membership is re-confirmed by resolution of each member council.

The current members of the SEMRC are:

Cr Bob Tizard

Cr Jeff Munn JP CMC

CONCLUSION

The SEMRC is in the process of amending the constitution to correct this matter. However, there is insufficient time to complete this process prior to May, hence it is necessary for each council to confirm the appointments.

For the purposes of continuity, it would be a sensible approach for each member council to re-appoint the existing members, assuming they wish to be re-appointed, noting that this re-appointment is for a 5 month period only.

T21/3/07

RECOMMEND

That Council:-

- a) Note the change made by the Local Government Amendment Act 2006 to change the bi-annual ordinary election day from the first Saturday in May to the third Saturday in October and the consequential need for a variation to be made to the establishment agreement of the South East Metropolitan Regional Council;**

- b) **Appoint Cr Bob Tizard and Cr Jeff Munn to continue as Councillors of the SEMRC from and including the first Saturday in May 2007 until the date of the next Ordinary Election of Local Government, at which time the appointment will cease.**

Amended at Ordinary Meeting of Council 2 April 2007	c) Appoint Cr Zelones to continue as Deputy Delegate of the SEMRC from and including the first Saturday in May 2007 until the date of the next Ordinary Election of Local Government, at which time the appointment will cease.
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**** ABSOLUTE MAJORITY REQUIRED**

MOVED Cr Cominelli
MOTION CARRIED (7/0)

COUNCILLORS' ITEMS

Nil.

MEETING CLOSED 8.30 PM.