

CITY OF ARMADALE

MINUTES

OF THE TECHNICAL SERVICES COMMITTEE HELD IN THE COMMITTEE ROOM, ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON MONDAY, 3 SEPTEMBER 2018 AT 7.00PM.

PRESENT: Cr G Nixon (Chair)
Cr C Frost (Deputy Chair)
Cr K Busby
Cr R Butterfield
Cr J H Munn CMC
Cr L Sargeson
Cr J A Stewart

APOLOGIES: Nil.

OBSERVERS: Cr G Smith

IN ATTENDANCE: Mr K Ketterer Executive Director Technical Services
Mr T Naude Executive Manager Technical Services
Mr J Lyon Executive Director Corporate Service
Mrs A Owen-Brown Senior Administration Officer

PUBLIC: Nil.

“For details of Councillor Membership on this Committee, please refer to the City’s website – www.armadale.wa.gov.au/your_council/councillors.”

DISCLAIMER

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

DECLARATION OF MEMBERS' INTERESTS

Nil.

QUESTION TIME

Nil.

DEPUTATION

Nil.

CONFIRMATION OF MINUTES

RECOMMEND

Minutes of the Technical Services Committee Meeting held on 6 August 2018 be confirmed.

Moved Cr K Busby

MOTION CARRIED

(7/0)

ITEMS REFERRED FROM INFORMATION BULLETIN

- **Outstanding Matters and Information Items**

Various Items.

- **Monthly Departmental Reports**

Technical Services Works Program.

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

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TECHNICAL SERVICES COMMITTEE

3 SEPTEMBER 2018

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1.1 - ANTI-GRAFFITI INITIATIVES UPDATE REPORT - 2017/18

WARD : ALL
FILE No. : M/511/18
DATE : 8 August 2018
REF : MH/AO/JJ
RESPONSIBLE : Executive Director
MANAGER : Technical Services

In Brief:

- The City continues to put significant effort into the removal of graffiti from City property and public open spaces.
- The City works in partnership with the volunteer City of Armadale Graffiti Removal Team, Armadale Police and the City's appointed contractor to ensure graffiti is removed in a timely and efficient manner.
- This report recommends that Council receive the Anti-graffiti Initiatives Update Report 2017/18.

Tabled Items

Nil.

Officer Interest Declaration

Nil.

Strategic Implications

1.2 Active community life that is safe and healthy

1.2.3 Encourage initiatives to improve perceptions of safety

Legislative Implications

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

Council Policy/Local Law Implications

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

- Council Policy ENG 16 – Graffiti

Budget/Financial Implications

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

Consultation

- Intra Directorate.

BACKGROUND

Graffiti negatively impacts on the amenity of buildings and public open space areas in the City. Its absence, in addition to improving the amenity of buildings and public open space areas, also improves perceptions of community safety which is a strategic aim of the City.

The City removes graffiti on its property and in public areas but does not remove any graffiti on private property. However, the *Graffiti Vandalism Act 2016* gives the City increased authorities to ensure graffiti on private property is also removed in a timely fashion by the owner. There were no instances in the 2017/18 financial year where it was necessary for the City to exercise this increased authority.

COMMENT

Incidents of graffiti are reported directly to the City by residents, mainly by phone or email. Additionally, City officers also report incidents when these are observed in their daily activities.

The City uses two services for graffiti removal; removal by an appointed contractor and removal by the volunteer City of Armadale Graffiti Removal Team (GRT), previously known as the Civic Pride Action Group (CPAG). The group requested a name change in order for their work to be instantly and easily recognised. The volunteers are also keen to be easily visually identified by the public when they are out and about and intend to wear appropriately identified uniforms in the future.

The GRT is a group of thirteen volunteers who travel the City two days a week to remove any graffiti observed. The City supports the group by providing a vehicle, paints, removal chemicals, training, and electronic tools, for reporting purposes.

The City works in close collaboration with the group and their positive attitude provides for a great relationship with great outcomes. The group also participates in community awareness and engagement initiatives related to eliminating graffiti throughout the City.

Graffiti Systems Australia currently provide the contracted graffiti removal service as a result of a tender process undertaken by the City (Recommendation T/59/7/17 refers). Most service requests are responded to within 24 hours unless the request is received late in the day, in which case the removal would take place the following day. The tender has a 24 hour removal clause specifically to address offensive graffiti, with all cases being required to be resolved within 48 hours.

The direct cost to the City to remove and support the removal of graffiti, along with the number of reported incidents, is detailed in the table below. These costs include both direct charges by the contractor for the size and type of job and volunteer costs for paint, brushes, etc. Therefore, the costs can vary disproportionately to the number of incidents depending on the size and type of removal actually required.

Financial Year	Incidents	Cost
2013/14	277	\$40,760
2014/15	166	\$28,752
2015/16	333	\$42,834
2016/17	429	\$51,293
2017/18	266	\$30,048

In the last two years, Armadale Police have dedicated a specific officer to focus on graffiti. It is considered that this focus by a senior constable is assisting greatly to clean up graffiti in the City's CBD.

The City continues to maintain a good working relationship with the Armadale Police, providing as much information electronically as possible to assist the police to identify offenders and their catalogued history of offences. Both the appointed contractor and the GRT volunteers report every incident of graffiti direct to the WA Police graffiti website. The website records the tags and types of graffiti, enabling the police to track offenders and eventually charge them with all graffiti related offences on the database. The conviction statistics are not currently publically available.

CONCLUSION

The use of City and volunteer resources, the successful partnership and cooperation with both WA and Armadale Police, and the efforts made by the local community to report incidents, has resulted in progress being made in cleaning up graffiti throughout the City. This has increased the amenity of public open space areas and assisted the City to achieve its aim of encouraging initiatives to improve perceptions of community safety.

ATTACHMENTS

There are no attachments for this report.

Committee Discussion

Committee acknowledged the report and the work of the volunteer group and suggested that the City formally acknowledge appreciation. Committee agreed to amend point 3 of the Recommendation to add the words “and convey the City’s thanks for their continuing contribution” as below and send the group a written letter of thanks.

RECOMMEND

T70/9/18

That Council:

- 1. Receive the Anti-Graffiti Initiatives Update Report for 2017/18.**
- 2. Continue to acknowledge the support and emphasis placed by the Armadale Police on addressing graffiti crime.**
- 3. Continue to recognise the work undertaken by the City of Armadale Graffiti Removal Team (previously known as the Civic Pride Action Group) and convey the City’s thanks for their continuing contribution.**

Moved Cr K Busby
MOTION CARRIED

(7/0)

2.1 - ARALUEN ESTATE EMERGENCY EVACUATION ARRANGEMENTS

WARD : HILLS
FILE No. : M/551/18
DATE : 28 August 2018
REF : KK
RESPONSIBLE : Executive Director
MANAGER : Technical Services

In Brief:

- Council at its meeting of 29 January 2018, requested a risk assessment of the emergency exit arrangements from the Araluen estate be undertaken.
- The risk assessment has since been completed and is detailed in this report.
- This report recommends that Council note the current emergency evacuation arrangements.

Tabled Items

Nil.

Officer Interest Declaration

Nil.

Strategic Implications

- 1.3 The community has the services and facilities it needs
 - 1.3.3 Advocate and share responsibility for service delivery
 - 1.3.3.1 Contribute to cooperative regional emergency management
- 2.3 Well Managed Infrastructure
 - 2.3.2 Ensure maintenance activities address required levels of service
 - 2.3.2.2 Ensure balance is maintained between Levels of Service and affordability

Legislative Implications

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

Council Policy/Local Law Implications

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

- FIRE 1 - Firebreaks

Budget/Financial Implications

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

Consultation

- Inter Directorate.

BACKGROUND

When the Araluen estate was established in the late 1980s, the original subdivision design detailed two access routes to the estate, these being the current route via Heritage Drive, with the second route intended to be via Thompson Road. The Thompson Road route however would have resulted in very high additional costs, which at the time made the development financially non-viable and this second access road was consequently abandoned. Heritage Drive provides the main traffic access to the estate and no second access road could be justified from a traffic demand/time of travel point of view in development of the estate.

The additional two emergency evacuation routes were thereafter determined as being via Armenti Road to the east and Wymond Road to the west of the estate. The route through the estate to Armenti Road is mostly on public roads but is routed partially along the privately owned golf course as an unsealed gravel road to link to Armenti Road. The Wymond Road route however is located on public roads and is fully sealed, apart from a short gravelled section of approximately 15 metres on the boundary of the estate. Both routes have access gates installed, the locations of which are depicted in Attachment 1.

These arrangements have been in place with both emergency evacuation routes being maintained in operating condition since the establishment of the estate. There have not been any reported emergencies requiring the evacuation of the estate, although the 2011 fires started a short distance from this location.

A number of residents on Heritage Drive, in the vicinity of the Old Albany Lane intersection, have been provided with keys to the Wymond Road gate. The Wymond Road gate is opened during days when events of any magnitude are scheduled at the Araluen Botanic Park and where additional traffic is expected on Croyden Road, which is the route vehicles would have to use if leaving or accessing the estate via Heritage Drive. The gate has been the subject of a number of vandalism incidents over an extended period. These incidents have however reduced, possibly since it became known that the City has been monitoring the gate with the assistance of covert CCTV cameras.

Council at its meeting of 29 January 2018, considered a report on the emergency access arrangements to the Araluen estate and approved the replacement of the existing signs at the entrances to the fire emergency escape routes (CS1/1/18 refers). At the same meeting, Council also referred a Councillor item requesting that a risk assessment of the emergency exit arrangements from the Araluen estate be undertaken (CS12/1/18 refers). This report serves to address that requirement.

COMMENT

To provide context, when considering a full evacuation of the Araluen estate in an emergency situation, an evaluation of the maximum travel distances and times for both residents and visitors to evacuate has been carried out. The following parameters would apply, noting that the measurements are to the boundary of the estate.

Evacuation Travel Distance and Travel Time

Parameter	Route		
	Heritage	Armenti	Wymond
* Minimum Time – short prep time and speed 40-50kph	6 mins	5 mins	5 mins
* Maximum Time – panic, bottlenecks, 20-25kph, poor visibility	25 mins	38 mins	37 mins
No of Vehicles – 2 vehicles per property, and full resort parking	750	750	750
Distance – max. to estate boundary via nearest emergency exit	5.1 km	3.1 km	3.6 km

**The above evacuation time estimates have been provided by an external traffic engineering specialist who provided consultancy services on this matter.*

In the majority of situations it is expected that an evacuation of the estate would be carried out via the Heritage Drive route, this route being more easily trafficable and accepted as the usual access and egress point from the estate. As detailed in the table above, in the best case scenario, an evacuation via the Heritage Drive route could be completed in six minutes and in the worst case scenario in 25 minutes. In the event that utilising the Heritage Drive route was not possible and considering the worst case scenario, an evacuation could be completed in 38 minutes utilising the Armenti Road route.

Current Emergency Evacuation Arrangements

The current emergency evacuation arrangements include the following:

1. The estate is required to maintain the gravelled section of the Armenti emergency evacuation route in a trafficable condition. This is performed satisfactorily by all accounts.
2. The estate is required to install and maintain fire breaks along their boundary. The City carries out annual inspections in this regard and issues notices as required. These fire breaks are currently as per requirements and have been maintained satisfactorily by the estate.
3. Both the Armenti and Wymond Road emergency evacuation routes are gated. The gates are unlocked but not opened on high fire risk days (these are days defined as Very High fire risk days under the Bureau of Meteorology's rating system, which gives a fire danger rating from Low-Moderate, High, Very High, Severe, Extreme and Catastrophic each day).
4. The Emergency Services and relevant City staff are all equipped with master keys to the gate locks; and arrangements and standard operating procedures are in place for these gates to be unlocked during emergencies.
5. In line with Council's resolution at the Ordinary Council Meeting of 29 January 2018 (recommendation CS1/1/18) both of the gates and the evacuation routes leading to them have been well signposted to guide residents and visitors to these emergency evacuation points. Examples of the signs are provided in Attachment 2.

These arrangements as outlined above are considered as being appropriate for this situation, well managed by the emergency authorities and the City Emergency Management staff. These arrangements are well supported by the estate residents and the City's civil works staff.

Considerations Regarding a Permanent Alternate Access Route to the Estate

It has been suggested on a number of occasions by local residents that the Wymond Road route should be opened to traffic permanently. The main reason provided in support of this suggestion is that a second egress point is required from a fire emergency point of view, to allow residents and visitors to evacuate the estate. A further motivation is that should Heritage Drive be temporarily closed due to an accident or other cause, then a second exit route is required. This suggestion has been investigated with the following comment provided:

- Heritage Drive has a far greater capacity to manage all the expected traffic volumes generated by the estate even if the estate were to be fully developed. Technically there is no need for a second access point. At this stage the maximum daily traffic volumes are only in the region of 1,000 vehicles per day with the peak hour volumes at below 100 vehicles per hour. The capacity of this class of road is 3000 vehicles per day.

- The suggested Wymond Road route has been assessed and it can be confirmed that this route does not comply with the required standards and requirements of a residential access road. Were this route to be constructed, it would be expected that an estimated 40% of the traffic from the estate would use this route to access the Armadale CBD, given that it would reduce the travel time. The following considerations are of particular concern when considering permanently opening the road:
 - The vertical and horizontal geometrics are very poor and would be considered unacceptable and unsafe for the expected increase in traffic.
 - The intersection of Wymond Road and Soldiers Road does not conform to the geometric requirements of more than a driveway serving a small number of properties. To open this route would require significant upgrades to this intersection in order to address the shortcomings at this location, in particular the improvement of sight distances in both directions.
 - In order to meet the required standards, a significant amount of tree clearing would be required to ensure the road would be constructed to the required standard.

The cost of construction of this route is estimated at \$2,000,000.

ANALYSIS

Risk Assessment

It is not considered appropriate that emergency evacuation routes are left open at all times, especially where the opening of such routes introduces other risk factors. This applies particularly to the Wymond Road route, which is currently of poor geometric standard and not suitable for use as a residential access road.

By unlocking the gates on days of Very High or greater fire risk as a standard operating procedure, the City will be relying on the public to obey signs and not use the route, other than in an emergency evacuation situation.

As mentioned above, in most circumstances evacuation of the estate would likely be carried out via Heritage Drive. Primarily, there are two events in which this route may prove insufficient. The first is a general emergency situation, most likely a bush fire, whereby some or all of the residents and visitors are unable to exit the estate via Heritage Drive.

The second circumstance may be a two-stage event in which the main access route, Heritage Drive, is closed; perhaps following a road traffic crash, whilst a concurrent occurrence, such as a house fire or a medical emergency means that access must be gained quickly. Whilst on a smaller scale and not necessitating a full evacuation, an alternative route would be required.

To a certain extent, these eventualities are catered for with two alternative emergency routes already available. However, in the current situation the alternative routes involve gates, padlocks and some unsealed sections of road. These elements all add time to the process.

A full evacuation through the existing permanent access is estimated to take a maximum of around 25 minutes, whilst a similar exercise through any one of the existing emergency exits could take almost 40 minutes.

These times are considered acceptable, especially when it is taken into consideration that in cases of a fire emergency, notice is almost always provided in advance.

OPTIONS

In considering the emergency evacuation arrangements, Council could:

1. Retain the current emergency evacuation arrangements.
2. Permanently open the Wymond Road route in its current condition to general traffic.
3. Upgrade the Wymond Road route to a standard residential access road at an estimated cost of approximately \$2,000,000 as a second access route to the estate.

Option 2, opening the Wymond Road route in its current condition to general traffic permanently, is considered to be a high risk option and is not recommended.

Similarly, Option 3, upgrading the Wymond Road route to a standard residential access road (at an estimated cost of \$2,000,000), is considered to be a very costly option for little return.

Given the existing emergency access arrangements are considered appropriate, with the evacuation travel times being acceptable, Option 1 is recommended.

CONCLUSION

The emergency route management arrangements at the Araluen estate are considered to be well managed, with good cooperation between the estate and the Fire and Emergency staff of the City. The firebreaks are addressed annually and the emergency routes managed appropriately. The emergency evacuation routes are well signposted and are clear to visitors and residents.

The existing evacuation routes have been shown to provide evacuation of the estate within acceptable timeframes, with a full evacuation through the existing permanent access estimated to take a maximum of around 25 minutes; whilst a similar exercise through any one of the existing emergency exits could take almost 40 minutes. Therefore, with the management arrangements in place in the estate, the risk is considered to be well managed and appropriate for the situation and conditions in the estate.

ATTACHMENTS

1. ↓ Location of Emergency Access Gates - Wymond and Armenti Evacuation Routes
2. ↓ Examples of Emergency Evacuation Route Signs

Committee Discussion

Committee requested clarification of the terminology 'the estate' mentioned throughout the report and 'who' that is, as there appeared no differentiation. The Executive Director Technical Services (EDTS) clarified that 'the Estate' referred to the Araluen Golf Estate as well as the individual land owners collectively.

Committee further discussed the evacuation arrangements were reported as being well supported by residents, which the Chair clarified in that evacuation exercises were regularly conducted. The permanent opening of the Wymond Road route was agreed by the Committee to be a separate issue to that of emergency arrangements.

RECOMMEND

T71/9/18

That Council:

- 1. Note the report on the emergency evacuation arrangements for the Araluen estate.**
- 2. Not support the opening of Wymond Road in its current condition as a second access route to the Araluen estate, due to its poor geometric configuration.**
- 3. Not support the upgrading of Wymond Road to the standard of a residential access road at a cost of approximately \$2,000,000 as a second full permanent access route to the Araluen estate.**

**Moved Cr G Nixon
MOTION CARRIED**

(7/0)

****3.1 - MORGAN PARK ADDITIONAL SPORTS LIGHTING**

WARD : PALOMINO
FILE No. : M/507/18
DATE : 7 August 2018
REF : BS/DH
RESPONSIBLE : Executive Director
MANAGER : Technical Services

In Brief:

- The Morgan Park Sports Lighting project was implemented and completed in the 2014/15 financial year, renewing existing sports lighting to the principal playing area (PPA).
- A request has been received to investigate the feasibility of providing additional training lighting to the northern portion of Morgan Park in order to increase night training ground capacity.
- This report recommends that Council approve amendments to the City's 2018/19 Works Program and the associated budget amendments.

Tabled Items

Nil.

Officer Interest Declaration

Nil.

Strategic Implications

- 1.2 Active community life that is safe and healthy
 - 1.2.2 Provide opportunities to improve health outcomes for everyone
 - 1.2.3 Encourage initiatives to improve perceptions of safety
 - 1.2.3.2 Activate local spaces to improve local safety
- 2.2 Attractive and Functional Public Places
 - 2.2.1 Deliver attractive and functional streetscapes, open spaces, City buildings and facilities
 - 2.2.1.1 Deliver new and upgraded facilities that are multi-purpose where appropriate

Legislative Implications

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

Council Policy/Local Law Implications

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

Budget/Financial Implications

The recommended option can be accommodated in the 2018/19 Parks Services Budget.

Consultation

- Intra Directorate.
- Consulting Electrical Engineer.

BACKGROUND

The City received a request from the Armadale Soccer Club (Junior) for additional lighting at Morgan Park to increase the number of practice and playing areas, particularly in the northern section of Morgan Park.

Morgan Park Site and 2014/15 Lighting Renewal Summary

- Morgan Park was historically illuminated by three 25m light towers to the principal playing area (PPA).
- Morgan Park has a total playable area of 3.99ha excluding surrounds, passive playground area and verges.
- The main PPA is approximately 3.35ha comprising two main senior soccer pitches to the southern portion of the site with multiple smaller pitches placed elsewhere across the site. These pitches were illuminated as part of Tender 14/14 - Morgan Park Lighting Renewal in the 2014/15 financial year.
- An area of approximately 0.5ha to the north, is not directly illuminated to AS2560.2.3 “Football All Codes” for Recreation/Amateur night training standard (50 lux minimum).

DETAILS OF PROPOSAL

As part of investigating the feasibility of the request to investigate the provision of additional training lighting in the northern section of Morgan Park, an independent consulting lighting engineer was commissioned to investigate opportunities for increased AS2560.2.3 compliant training lighting to the northern portion of Morgan Park.

This site investigation included examining what existing lighting infrastructure was presently installed and what capacity it had to cope with any additional lighting infrastructure and importantly, what local site constraints were present that could affect the viability or success of any such proposals in the immediate and long term future.

COMMENT

Morgan Park is home to both Armadale Soccer Club (Junior) and Dale Athletics Club.

Dale Athletics Club does not currently require provision of lighting for their operations during the summer season.

In 2017 a Club Development Survey indicated that Armadale Soccer Club has approximately 800 members with approximately 50% of that number being junior membership based at Morgan Park, with the club utilising the grounds primarily as a junior and 'overflow' training facility.

Presently, soccer training is undertaken across all weeknights from 4.00pm and by 9.00pm is at full capacity with no room for further club growth across all membership categories.

Lights on the whole reserve would provide the soccer club the ability to keep growing within the confines of Morgan Park and would also provide more training space; alleviating the pressure on the quality of the turf and the need to investigate a third training facility.

ANALYSIS

The feasibility audit investigated the spatial and electrical capacity of the existing electrical infrastructure on site and its capacity to support any additional lighting infrastructure.

Further to and by way of including the development of detailed lighting design documentation for the various options at this early stage, in-depth analysis could be undertaken to allow the City to look forward to any possible internal and external risks and impacts that may arise as part of the works and risk the long term viability of any proposals put forward.

Some of those considerations are outlined in AS2560.2.3-2007 “Sports Lighting Football All Codes” set of standards and AS 4282 “Control of obtrusive effects of outdoor lighting” and relate to:

- Provision of acceptable illumination intensity for dedicated sporting code and player skill level (50Lux Recreation/Amateur night training).
- Evaluation of potential for obtrusive light exiting the PPA into surrounding residential areas and or road networks creating traffic hazards or community nuisance.

OPTIONS

The results of the feasibility study undertaken by the consulting electrical engineer, including the development of design documentation, presented two possible options to affect change to increased lighting provision at Morgan Park as summarised below.

1. Install four additional flood lights (2 per pole) to the existing northern PPA light poles at a probable order of cost estimated to be \$52,000 (refer attached Drawing E.01a).
2. Install three additional flood lights (2 and 1 per pole) to existing northern PPA light poles and install one new 30 meter light pole to the north-east tree line boundary with two additional light fittings at a probable order of cost estimated to be \$85,000 (refer attached Drawing E.01b).
3. Not undertake an additional capital lighting upgrade in the northern portion of Morgan Park; and the City’s Recreation Services Department continue to investigate and identify other fit for purpose training facilities to cope with increasing player demands.

Option 2 represents the lowest risk approach to increasing illuminated training ground at Morgan Park. This option strictly meets compliance with AS2560.2.3 and AS 4282 with no non-conformance issues relating to player safety/fit for purpose lighting provision nor with creating external nuisance issues with surrounding residents and road networks.

It is expected that with minor soccer field and goal re-positioning the new additional pole can be located to ensure the five meter player run off from the field boundary of the principle playing area to any hard infrastructure is maintained.

Option 1, whilst less costly and involving less capital works and disruption to the site’s operation is non-compliant with AS 4282 “Control of obtrusive effects of outdoor lighting” and is likely to create external nuisance issues to the surrounding residents and road traffic. Should Option 1 be considered and subsequent issues arise in the future, the only course of engineering solution to mitigate the risk or remove the issue would be to totally remove the additional lighting; effectively wasting time, effort and financial resources.

Neither of the two possible options impact future Master Planning initiatives.

Option 2 is recommended based on being the only strictly compliant solution to increasing training lighting at Morgan Park.

Funding

The Cross Park Hardcourt Lighting project is a fixed price contract with minor reinstatement works undertaken and already realised by the City.

Tender costs have been very competitive with project savings estimated at approximately \$74,000 with project completion at 60%.

The table below details respective budgets proposed to be amended:

Location/Budget Entry	2018/19 Budget	Actual	Current Project Contingency	Total Forecast	Balance Amendment to Morgan Park
Cross Park Hardcourt Lighting Renewal (Con 5/18)	\$349,600	\$265,000	\$10,000	\$275,600	\$74,000
Master Planning Projects Lighting Renewal	\$50,000	10,000	NA	\$39,000	\$11,000
Total					\$85,000

CONCLUSION

Option 2, with associated Budget variations, is the recommended option.

The site plan (Drawing E01 Rev. B) and line diagram (Drawing E02 Rev. B) showing the proposed location of the additional lighting and lighting details are attached (refer Attachments 1 and 2 respectively).

4.1 - TENDER 21/18 - MAINTENANCE OF THE ARMADALE CBD STREETScape

WARD : ALL
FILE No. :
DATE : 11 October 2017
REF : CW
RESPONSIBLE Executive Director
MANAGER Technical Services

In Brief:

- Tender 21/18 was recently advertised for the Maintenance of the Armadale CBD Streetscape.
- One (1) tender was received by the specified closing time and evaluated against compliance and qualitative criteria.
- This report recommends that the tender from Horizon West Landscape and Irrigation Pty Ltd be accepted.

Tabled Items

Nil.

Officer Interest Declaration

Nil.

Strategic Implications

2.2 Attractive and Functional Public Places

2.2.1 Deliver attractive and functional streetscapes, open spaces, City buildings and facilities

2.3 Well Managed Infrastructure

2.3.2 Ensure maintenance activities address required levels of service

2.3.2.2 Ensure balance is maintained between Levels of Service and affordability

4.3 Financial Sustainability

4.3.3 Seek efficiencies that will reduce service delivery costs

4.3.3.3 Investigate ways that assets service levels can be matched to long term funding capability

Legislative Implications

Assessment of legislation indicates that the following apply:

- Section 3.57 *Local Government Act 1995* – Tenders for providing goods or services
- Division 2 *Local Government (Functions and General) Regulations 1996* – Tenders for providing goods or services

Council Policy/Local Law Implications

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

- Council Policy ADM 19 – Procurement of Goods and Services

Budget/Financial Implications

The proposed expenditure can be accommodated in the 2018/19 Budget and Long Term Financial Plan estimates commensurate with the successful tenderer recommended in this report.

Consultation

- Intra Directorate.

BACKGROUND

Tender 21/18 for the Maintenance of the Armadale CBD Streetscape was advertised in the Saturday, 21 July 2018 edition of the West Australian newspaper, the City's website and in a notice which was displayed on the Administration Centre, Armadale, Kelmscott and Seville Grove Libraries' public notice boards.

This tender includes maintenance items such as litter collection, garden bed maintenance, vegetation/shrub pruning or removals and the application of herbicides within the City's CBD road verges, roundabouts and streetscapes. This is an operation for which the City does not currently have the appropriate resources to effectively undertake the required maintenance.

DETAILS OF PROPOSAL

Council approval is sought to award the tender for the Maintenance of the Armadale CBD Streetscape for a period of thirteen (13) months from 1 October 2018 to 31 October 2019, with an option to be extended for a further two (2) periods of twelve (12) months.

COMMENT

Analysis

The tender closed at 2.00pm on Tuesday, 7 August 2018. Tenders were received from:

	Tenderer's Name
1.	Horizon West Landscape and Irrigation Pty Ltd

No tenders were received after the close of deadline.

The tender was assessed against compliance criteria and found to be conforming.

An evaluation process was undertaken having specific regard to the following qualitative criteria:

Relevant Experience (35% weighting)

This criterion required tenderers to describe their experience in completing similar works, including details of the scope of the tenderer's involvement, details of outcomes, issues identified and how these were overcome.

Horizon West Landscape and Irrigation Pty Ltd met all the criteria and provided examples of recent projects of a similar nature which they had completed, current works performed for the City, experience with similar high traffic areas and traffic management requirements; demonstrating their experience with similar contracts.

Key Personnel Skills and Resources (35 % weighting)

This criterion required tenderers to describe all key personnel that would be involved in implementing this contract including describing their role in the performance of the contract, provision of a curriculum vitae for all key personnel noting their performance, their roles in similar projects and details of designated plant, equipment and materials including contingency methods, and a resource commitment schedule.

Horizon West Landscape and Irrigation Pty Ltd provided information on nominated personnel including their availability throughout the project and staff dedicated to the maintenance of the CBD streetscapes. They also provided more relevant information regarding project and site requirements, including plant and equipment available for this contract, demonstrating they are adequately resourced to undertake the works.

Pricing (30 % weighting)

This criterion required tenderers to submit prices for the works as outlined in the tender specification and maps. The prices were structured as a Schedule of Rates table. The evaluation panel assessed the total approximate annual cost for the tender. The weighted cost method was used in the evaluation of the tender.

The total percentage weighting of the tender as determined by the evaluation panel, is as follows:

Tenderer	Relevant Experience	Key Personnel and Resources	Price	Total	Ranking
	35%	35%	30%		
Horizon West Landscape and Irrigation Pty Ltd	19.69	18.81	30.00	68.50	1

It should be noted that although only one tender was received, the prices submitted by Horizon West Landscape and Irrigation Pty Ltd are in line with expected prices within the industry in the current market.

Based on the panel's evaluation, using a combination of the qualitative criteria, the tender from Horizon West Landscape and Irrigation Pty Ltd represents an advantageous tender.

CONCLUSION

Tenders for the Maintenance of the Armadale CBD Streetscape were recently invited with one (1) tender being received and assessed by an evaluation panel against compliance and qualitative criteria.

The result was that the tender received from Horizon West Landscape and Irrigation Pty Ltd represented an advantageous tender to the City.

The evaluation panel therefore recommends that the contract be awarded to Horizon West Landscape and Irrigation Pty Ltd for a period of thirteen (13) months.

NB: The Confidential Attachment to this report detailing the recommended tenderer's price/consideration will be made public when Council has accepted the successful tender.

ATTACHMENTS

1. Confidential Attachment - Schedule of Rates - Tender 21/18 - *This matter is considered to be confidential under Section 5.23(2) (c) of the Local Government Act, as it deals with the matter relates to a contract entered into or which may be entered into by the City of Armadale*

RECOMMEND

T73/9/18

That Council, in regard to Tender 21/18 for the Maintenance of the Armadale CBD Streetscape:

1. **Accept the tender from Horizon West Landscape and Irrigation Pty Ltd for a period of thirteen (13) months commencing 1 October 2018 in accordance with:**
 - **The tenderer’s submitted Schedule of Rates as presented in Confidential Attachment 1**
 - **Council’s contract documentation, Budget and Long Term Financial Plan estimates**
2. **Authorise the Chief Executive Officer to extend the contract for up to two (2) periods of twelve (12) months up to 31 October 2021, subject to satisfactory performance by the tenderer and price adjustment as specified in the Request for Tender Special Conditions of Contract Clause 4.1.**

**Moved Cr J H Munn
MOTION CARRIED**

(7/0)

4.2 - TENDER 23/18 - TURF MAINTENANCE SERVICES

WARD : ALL
FILE No. :
DATE : 11 October 2017
REF : CW
RESPONSIBLE Executive Director
MANAGER Technical Services

In Brief:

- Tender 23/18 was recently advertised for Turf Maintenance Services.
- Four (4) compliant tenders were received by the specified closing time and evaluated against compliance and qualitative criteria.
- This report recommends that the tender from Turf Care WA Pty Ltd be accepted.

Tabled Items

Nil.

Officer Interest Declaration

Nil.

Strategic Implications

2.2 Attractive and Functional Public Places

2.2.1 Deliver attractive and functional streetscapes, open spaces, City buildings and facilities

2.3 Well Managed Infrastructure

2.3.2 Ensure maintenance activities address required levels of service

2.3.2.2 Ensure balance is maintained between Levels of Service and affordability

4.3 Financial Sustainability

4.3.3 Seek efficiencies that will reduce service delivery costs

4.3.3.3 Investigate ways that assets service levels can be matched to long term funding capability

Legislative Implications

Assessment of legislation indicates that the following apply:

- Section 3.57 *Local Government Act 1995* – Tenders for providing goods or services
- Division 2 *Local Government (Functions and General) Regulations 1996* – Tenders for providing goods or services

Council Policy/Local Law Implications

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

- Council Policy ADM 19 – Procurement of Goods and Services

Budget/Financial Implications

The proposed expenditure can be accommodated in the 2018/19 Budget and Long Term Financial Plan estimates commensurate with the successful tenderer recommended in this report.

Consultation

- Intra Directorate.

BACKGROUND

Tender 23/18 for Turf Maintenance Services was advertised in the Saturday, 14 July 2018 edition of the West Australian newspaper, the City's website and in a notice which was displayed on the Administration Centre, Armadale, Kelmscott and Seville Grove Libraries' public notice boards.

This tender contained two parts, with Part 1 being the supply and application of granular and liquid fertiliser, wetting agents and soil amendments. Part 2 is for the supply and installation of turf and turf renovations within the City's parks and reserves. Tenderers were invited to submit pricing for Part 1, Part 2 or both parts of the tender, meaning the tender could be awarded to either one tenderer or two different tenderers. These are specialised operations for which the City does not have the appropriate resources to effectively undertake the amount of maintenance required, hence the need to contract out these works.

DETAILS OF PROPOSAL

Council approval is sought to award the tender for Turf Maintenance Services for a period of nineteen (19) months from 1 October 2018 to 30 April 2020, with an option to be extended for a further four (4) periods of twelve (12) months.

COMMENT

Analysis

The Request for Tender seeks the provision of the required services for a period of nineteen (19) months from 1 October 2017 to 30 April 2020, with an option to extend the contract.

The tender closed at 2.00pm on Tuesday, 31 July 2018. Tenders were received from:

Part 1 - Application of Fertilisers and Soil Amendments

	Tenderer's Name
1.	D & E Parker Pty Ltd T/A Lawn Doctor
2.	Turf Care WA Pty Ltd
3.	A.K.C. Pty Ltd T/A Baileys Fertilisers (Baileys Fertilisers)

Part 2 – Turf Renovation Services

	Tenderer's Name
1.	D & E Parker Pty Ltd T/A Lawn Doctor
2.	Turf Care WA Pty Ltd
3.	Jerra Nominees and Neil Norrish T/A State Wide Turf Services (State Wide Turf Services)

No non-conforming tenders were received.

An evaluation process was undertaken having specific regard to the following qualitative criteria:

PART 1 - APPLICATION OF FERTILISERS AND SOIL AMENDMENTS

Relevant Experience (30% weighting)

This criterion required tenderers to describe their experience in completing similar works, including details of outcomes, scope of the tenderer's involvement including details of outcomes, project values and referee contact details.

Of the three (3) tenderers, Turf Care WA Pty Ltd and Bailey's Fertilisers best met the criteria.

Turf Care WA Pty Ltd provided the greatest level of detail and extensive examples of recent local government projects of a similar nature which they had completed, including current works performed for the City. Turf Care WA Pty Ltd scored highest in this criterion.

Key Personnel Skills and Resources (25 % weighting)

This criterion required tenderers to describe details of designated plant and equipment, quality of equipment and materials, qualifications and curriculum vitae of key operational personnel noting experience and role of key personnel in similar contracts, and the tenderer's commitment schedule demonstrating current contracts and availability to meet scheduled requirements.

Of the three (3) submissions Turf Care WA Pty Ltd best met the criteria.

Turf Care WA Pty Ltd demonstrated a significant investment in new plant, detailed the use of GPS and other technology; and staff held a minimum qualification of a Certificate III in Turf Maintenance.

Methodology (15 % weighting)

This criterion was specifically seeking to identify each tenderer's methodology for delivering the contract and asked for a draft annual works schedule and commitment to scheduled works. The criterion also requested details of risk, OHS and environmental considerations.

Of the three (3) tenders, Turf Care WA Pty Ltd scored highest in this criterion.

Turf Care WA Pty Ltd provided a high level of OHS monitoring and reporting, detailed methodology and a detailed annual schedule.

The remaining tenders were of a generic nature and did not adequately demonstrate their understanding of the requirements.

Pricing (30 % weighting)

This criterion required tenderers to submit prices for the works as outlined in the tender specification and drawings. The prices were structured as a Schedule of Rates table. The evaluation panel assessed the total approximate annual cost for each tender. The weighted cost method was used in the evaluation of the tenders. The tenders were ranked according to the qualitative criteria and then the evaluation panel assessed the price component to determine the tender that is most advantageous to the City.

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

Tenderer	Relevant Experience	Key Personnel & Resources	Methodology	Price	Total	Ranking
	30%	25%	15%	30%		
A.K.C. Pty Ltd T/A Baileys Fertilisers (Baileys Fertilisers)	17.25	11.25	7.13	29.30	64.93	2
D & E Parker Pty Ltd T/A Lawn Doctor	12.75	12.81	8.25	18.86	52.67	3
Turf Care WA Pty Ltd	21.38	18.44	10.88	18.57	69.27	1

Based on the panel's evaluation, using a combination of the above qualitative criteria and price, the tender from Turf Care WA Pty Ltd represents the most advantageous tender.

PART 2 – TURF RENOVATION SERVICES

Relevant Experience (30% weighting)

This criterion required tenderers to describe their experience in completing similar works, including details of outcomes, scope of the tenderer's involvement including details of outcomes, project values and referee contact details.

Turf Care WA Pty Ltd and State Wide Turf Services best met the criteria. Turf Care WA Pty Ltd scored highest in this criterion.

Turf Care WA Pty Ltd provided a good level of detail and examples of long term projects and contracts currently in place, and provided many examples of works of a similar nature performed for local governments. State Wide Turf Services demonstrated relevant contracts and provided a customer focused response.

Key Personnel Skills and Resources (25 % weighting)

This criterion required tenderers to describe details of designated plant and equipment, quality of equipment and materials, qualifications and curriculum vitae of key operational personnel noting experience and role of key personnel in similar contracts and the tenderers commitment schedule demonstrating current contracts and availability to meet scheduled requirements.

Turf Care WA Pty Ltd and State Wide Turf Services best met the criteria. Turf Care WA Pty Ltd scored highest in this criterion.

Turf Care WA Pty Ltd demonstrated a significant investment in new plant, detailed the use of GPS and other technology; and staff held a minimum qualification of a Certificate III in Turf Maintenance. State Wide Turf Services demonstrated their capacity to provide the resources for the works.

Methodology (15 % weighting)

This criterion was specifically seeking to identify each tenderer’s methodology for delivering the contract and asked for a draft annual works schedule and commitment to scheduled works. The criterion also requested details of risk, OHS and environmental considerations.

Turf Care WA Pty Ltd and State Wide Turf Services best met the criteria. Turf Care WA Pty Ltd scored highest in this criterion.

Turf Care WA Pty Ltd provided OHS, environmental and risk considerations; and a detailed schedule for the first year. State Wide Turf Services demonstrated excellent environmental outcomes and waste innovation.

Pricing (30 % weighting)

This criterion required tenderers to submit prices for the works as outlined in the tender specification and drawings. The prices were structured as a Schedule of Rates table. The evaluation panel assessed the total approximate annual cost for each tender. The weighted cost method was used in the evaluation of the tenders. The tenders were ranked according to the qualitative criteria and then the evaluation panel assessed the price component to determine the tender that is most advantageous to the City.

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

Tenderer	Relevant Experience	Key Personnel & Resources	Methodology	Price	Total	Ranking
	30%	25%	15%	30%		
D & E Parker Pty Ltd T/A Lawn Doctor	14.25	14.69	9.00	28.31	66.25	3
Turf Care WA Pty Ltd	21.38	18.44	10.88	21.66	72.36	1
Jerra Nominees and Neil Norrish T/A State Wide Turf Services (State Wide Turf Services)	20.63	16.88	9.94	19.53	66.98	2

Based on the panel’s evaluation, using a combination of the above qualitative criteria, the tender from Turf Care WA Pty Ltd represents the most advantageous tender.

CONCLUSION

Tenders for Turf Maintenance Services were recently invited with four (4) tenders received and assessed by an evaluation panel against compliance and qualitative criteria.

The result was that the tender received from Turf Care WA Pty Ltd represented the most advantageous tender to the City for both Parts 1 and 2 of the tender.

The evaluation panel therefore recommends that the contract be awarded to Turf Care WA Pty Ltd for a period of nineteen (19) months.

NB: The Confidential Attachment to this report detailing the recommended tenderer's price/consideration will be made public when Council has accepted the successful tender.

ATTACHMENTS

1. Confidential Attachment - Schedule of Rates - Tender 23/18 - *This matter is considered to be confidential under Section 5.23(2) (c) of the Local Government Act, as it deals with the matter relates to a contract entered into or which may be entered into by the City of Armadale*

Committee Discussion

Committee noted that the report mentioned different terminology regarding Part 2 of the tender and requested the report be amended. The terminology was amended during the meeting to reflect a consistent title – page 30 “MAINTENANCE” changed to “RENOVATION”. The EDTS also clarified the services to be provided in the contract.

RECOMMEND

T74/9/18

That Council, in regard to Tender 23/18 for Turf Maintenance Services:

1. **Accept the tender from Turf Care WA Pty Ltd for Parts 1 and 2 for a period of nineteen (19) months commencing 1 October 2018 in accordance with:**
 - **the submitted Schedule of Rates as presented in Confidential Attachment 1**
 - **Council's contract documentation, Budget and Long Term Financial Plan estimates**
2. **Authorise the Chief Executive Officer to extend the contract for four (4) periods of twelve (12) months up to 30 April 2024, subject to satisfactory performance by the tenderer and price adjustment as specified in the Request for Tender Special Conditions of Contract Clause 4.1.**

**Moved Cr R Butterfield
MOTION CARRIED**

(7/0)

COUNCILLORS' ITEMS

Nil.

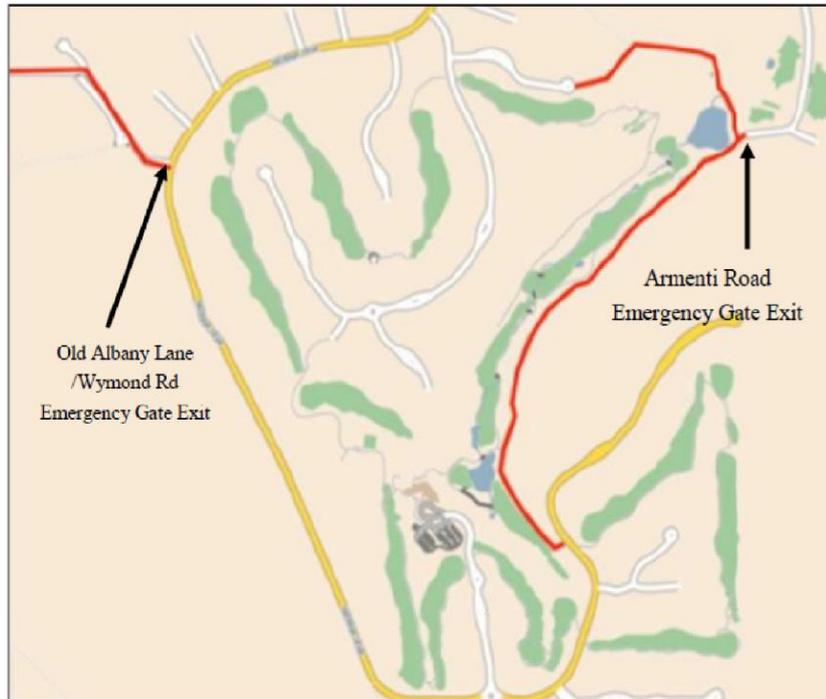
EXECUTIVE DIRECTOR TECHNICAL SERVICES REPORT

Nil.

MEETING DECLARED CLOSED AT 7.42PM

TECHNICAL SERVICES COMMITTEE		
SUMMARY OF ATTACHMENTS		
3 SEPTEMBER 2018		
ATT NO.	SUBJECT	PAGE
2.1 ARALUEN ESTATE EMERGENCY EVACUATION ARRANGEMENTS		
2.1.1	Location of Emergency Access Gates - Wymond and Armenti Evacuation Routes	35
2.1.2	Examples of Emergency Evacuation Route Signs	36
3.1 MORGAN PARK ADDITIONAL SPORTS LIGHTING		
3.1.1	Drawing E01 Rev. B - Site Plan	37
3.1.2	Drawing E02 Rev. B - Line Diagram	38

**Location of Emergency Access Gates – Araluen Estate – Wymond and Armenti
Evacuation Routes**



EMERGENCY FIRE EVACUATION ROUTE ONLY
 Enquiries - City of Armadale
 (08) 9394 5000 - OFFICE HOURS
 1300 886 885 - AFTER HOURS
 000 - EMERGENCY

EMERGENCY FIRE EVACUATION ROUTE ONLY

GATE ONLY OPEN ON HIGH FIRE RISK DAYS

OPEN

OPEN

Dimensions:
 Main sign: 1500 mm x 900 mm
 Top sign: 600 mm x 450 mm
 Gate sign: 1200 mm x 200 mm

Materials:
 x9 35mm crop class 1 reflective 2mm aluminium post holes
 x5 class 1 reflective 1.6mm aluminium struts 60mm crop with 200mm slider
 x16 stickers (arrow heads) class 1 (blockout) (two spares)
 x5 slider panel d/sided 5mm crop class 1 reflective 1.6mm aluminium

Client:	City of Armadale
Date:	16/03/2018
Job No.:	MW 0803 02 - Version 3
Drawn By:	Martt / RL
Proof reader:	PC
Sales:	Peter Malauski

JASON SIGNMAKERS

Please proceed with this proof:
 Name:
 Date:
 Signature:

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1 McDowell St Welshpool WA 6106
 Telephone: (08) 9458 7033
 Facsimile: (08) 9458 8552
 Email: sales@jasonsigns.com.au



NOTES

1. NEW CROSS ARM TO BE PROVIDED TO SERVE ALL FOUR FLOODLIGHTS (TWO EXISTING & TWO PROPOSED). REFER TO THE SPECIFICATION FOR DETAILS.

LEGEND

- UNDERGROUND POWER CONDUIT
- INDICATIVE LOCATION OF EXISTING UNDERGROUND POWER CONDUITS
- EXISTING SITE MAIN SWITCHBOARD
- EXISTING LIGHT POWER WITH TWO EXISTING FLOODLIGHTS & ONE/TWO PROPOSED ADDITIONAL FLOODLIGHTS AS INDICATED - NOTE 1
- EXISTING ELECTRICAL POWER PIT
- POWER PIT - ACO CABLE MATE TYPE 66H
- NEW 30m HIGH LIGHT POLE & SINGLE FLOODLIGHT
- INDICATED 1 x 63mm HD UNDERGROUND POWER CONDUIT 1
- EXISTING 63mm HD UNDERGROUND POWER CONDUIT x 2
- EXISTING 63mm HD UNDERGROUND POWER CONDUIT x 4
- EXISTING 50mm HD UNDERGROUND POWER CONDUIT x 1
- EXISTING 100mm HD UNDERGROUND POWER CONDUIT x 1
- DENOTES EXISTING
- WESTERN POWER MASTER METER
- CIRCUIT BREAKER
- ISOLATOR - LOAD SWITCHING
- THREE PHASE & NEUTRAL
- SINGLE PHASE & NEUTRAL
- TWO PHASE & EARTH
- NORMALLY OPEN CONTACT
- FUSE
- 240VAC TIME DELAY DEVICE
- EARTH ELECTRODE



PRELIMINARY ISSUE
REFER TO REVISION COLUMN



SCALE 1:500 @ A1

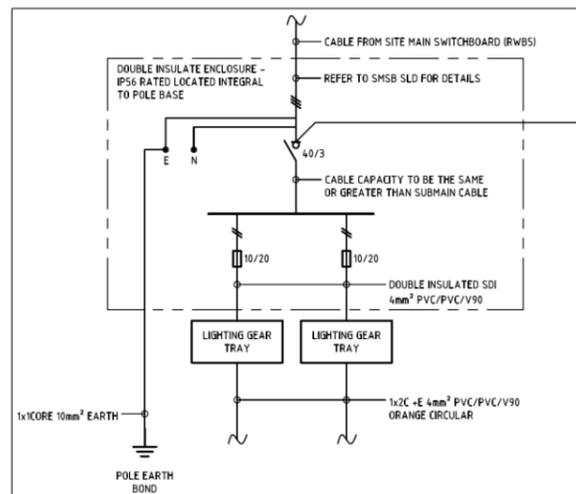
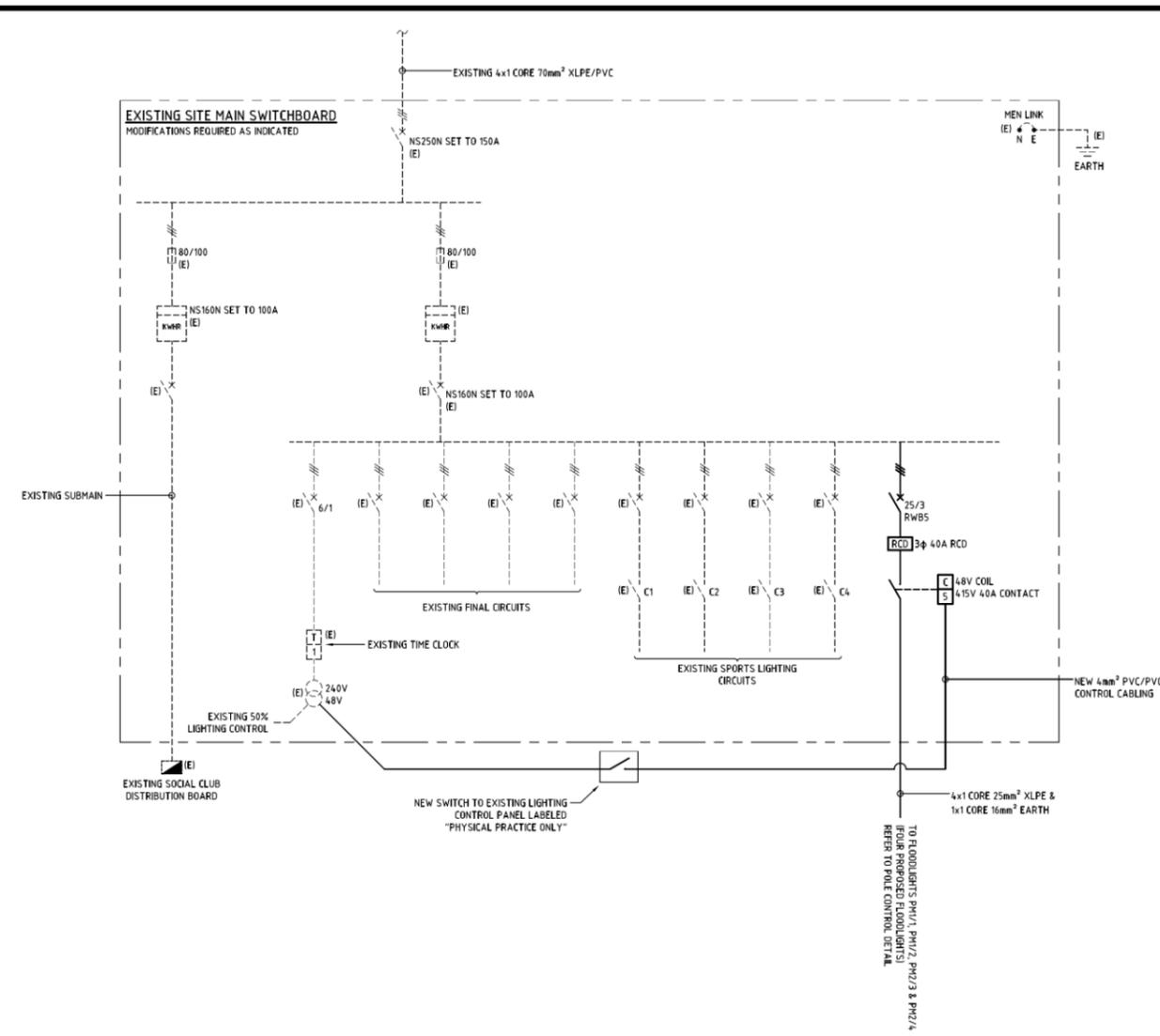
REV	DATE	DESCRIPTION	CHKD
B	15/08/18	ISSUED FOR INFORMATION	PJ
A	31/07/18	ISSUED FOR INFORMATION	PJ

FOCUSVA CONSULTING
FOCUS CONSULTING WA
PO BOX 138, LEEDERVILLE WA 6007
Ph: 0408 721 167
Info@focuswa.com.au

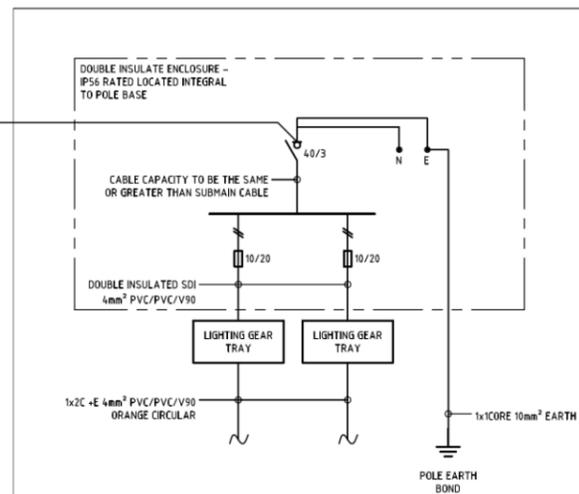
**MORGAN PARK
ELECTRICAL SERVICES
SPORTS LIGHTING ADDITIONS
SITE PLAN LAYOUT**

DRAWN	RDB	DESIGNED	PJ	DRAWING No.	E.01^B
CHECKED	PJ	SCALE	1:500 @ A1		
APPROVED	PJ	DATE	JUL 2018		
FOCUS CONSULTING PROJ No. 1819-008				PLOT DATE	15/08/2018
FOCUS CONSULTING FILE: 1819-008.dwg					

THIS IS A CAD DRAWING
DO NOT AMEND MANUALLY



LIGHT POLE EQUIPMENT DETAIL
 • DETAIL REQUIRED SEPARATELY FOR BOTH TRAINING AND COMPETITION CIRCUITS TO EACH POLE



LIGHT POLE EQUIPMENT DETAIL
 • DETAIL REQUIRED SEPARATELY FOR BOTH TRAINING AND COMPETITION CIRCUITS TO EACH POLE

PRELIMINARY ISSUE
REFER TO REVISION COLUMN

REV	DATE	DESCRIPTION	CHECK
B	15/08/18	ISSUED FOR INFORMATION	PJ
A	31/07/18	ISSUED FOR INFORMATION	PJ

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 PO BOX 138, LEEDERVILLE WA 6007
 Ph: 0408 721 167
 info@focuswa.com.au

MORGAN PARK
 ELECTRICAL SERVICES
 SPORTS LIGHTING ADDITIONS
 SINGLE LINE DIAGRAM AND DETAILS

DRAWN	ROB	DESIGNED	PJ	DRAWING No.
CREATED	PJ	SCALE	N.T.S @ A1	E.02^B
APPROVED	PJ	DATE	JUL 2018	
FOCUS CONSULTING PROJ No. 1819-008				PLOT DATE 15/08/2018
FOCUS CONSULTING FILE: 1819-008.dwg				

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