

# CITY OF ARMADALE

## MINUTES

**OF TECHNICAL SERVICES COMMITTEE HELD IN THE COMMITTEE ROOM,  
ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON MONDAY, 5  
DECEMBER 2022 AT 7.00PM.**

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*In the absence of the Chair, Cr Nixon and Deputy Chair, Cr Flynn, nominations were called for a Committee member to chair the meeting. Cr Butterfield was nominated by Cr Peter. Cr Butterfield accepted the nomination and took the Chair.*

**PRESENT:** Cr R Butterfield (Chair)  
Cr M S Northcott  
Cr S Peter JP  
Cr G J Smith  
Cr S S Virk  
Cr S J Mosey

**APOLOGIES:** Cr G Nixon

**OBSERVERS:** Cr E J Flynn (*via Teams*)  
Cr M Silver  
Cr J Keogh (*Via Teams*)

<b>IN ATTENDANCE:</b>	Ms J Abbiss	Chief Executive Officer
	Mr M Andrews	Executive Director Technical Services
	Ms S van Aswegen	Executive Director Community Services ( <i>via Teams</i> )
	Mr J Lyon	Executive Director Corporate Services ( <i>via Teams</i> )
	Mr N Burbridge	Head of Environment and Sustainability
	Mr S Morrow	Manager Operational Excellence
	Ms A Luobikis	Head of Service Delivery
	Mr M Vermeulen	Manager Asset Lifecycle
	Mr S Amasi	Manager Design
	Mr J Precieux	Operation Excellence Lead
	Mr A Millard	Head of Program Delivery
	Ms R Milnes	Manager Community Development
	Mr R Porter	Manager Ranger & Emergency Services
	Ms N Mathieson	Senior Administration Officer Technical Services

**PUBLIC:** Nil

*“For details of Councillor Membership on this Committee, please refer to the City’s website  
– [www.armadale.wa.gov.au/your\\_council/councillors](http://www.armadale.wa.gov.au/your_council/councillors).”*

## **DISCLAIMER**

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

## **DECLARATION OF MEMBERS' INTERESTS**

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Nil

## **QUESTION TIME**

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Nil

## **DEPUTATION**

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Nil

## **CONFIRMATION OF MINUTES**

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## **RECOMMEND**

**Minutes of the Technical Services Committee Meeting held on 7 November 2022 be confirmed.**

**Moved Cr M S Northcott**

**MOTION CARRIED**

**(6/0)**

## **ITEMS REFERRED FROM INFORMATION BULLETIN**

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### **Outstanding Matters and Information Items**

Various Items

### **Monthly Departmental Reports**

Technical Services Works Programme

*No items were raised for further investigation or report.*

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## TECHNICAL SERVICES COMMITTEE

5 DECEMBER 2022

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### **1.1 - NOT ACCEPTING DISPOSAL OF LARGE ANIMAL CARCASSES**

WARD : ALL  
FILE No. : M/594/22  
DATE : 2 November 2022  
REF : AL  
RESPONSIBLE : Executive Director  
MANAGER : Technical Services

**In Brief:**

- Cessation of burial of large animals at the City's Landfill and Recycling facility.
- Recommend that Council endorse this proposal based on the risk assessment provided.

**Tabled Items**

Nil

**Decision Type**

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

**Officer Interest Declaration**

Nil

**Strategic Implications**

Nil

**Legal Implications**

Nil

**Council Policy/Local Law Implications**

Nil

**Budget/Financial Implications**

Currently the City accepts large animal carcasses from one commercial client only. The total revenue from Large Animal Disposal Fees for FY21/22 was \$53,726.52. Revenue at the City's Landfill and Recycling facility is offset by a Landfill Levy Fee of \$70 per tonne that the City is obligated to pay to the Department of Water and Environmental Regulation (DWER). Based on the Large Animal Disposals of FY21/22, the landfill levy fees equated to \$5,833.80 leading to a net income of \$47,892.72.

### **Consultation**

1. Internal consultation with the operational personnel at the Armadale Landfill and Recycling facility.
2. WHS analysis of the risk associated with the burial of large animal carcasses at the site.
3. Consultation with the former Manager of Waste Services, the Coordinator Waste Services and the Senior Site Supervisor at the Landfill site.

### **BACKGROUND**

The City is now proposing to not accept the carcasses of large animals at the landfill due to the lack of useable space with enough depth to not expose contaminated material to the atmosphere.

In order to access the only useable remaining location at the facility, the team would have to access existing and mapped asbestos pits which may create an unacceptable hazard level and the potential of exposing contaminated material to the atmosphere due to the vehicular disturbance of the landfill surface.

### **DETAILS OF PROPOSAL**

It is proposed that the City cease to accept large animal carcasses for burial at the Armadale Landfill and Recycling facility.

The Risk Assessment Analysis (table below) details the identified hazards and the controls required to mitigate the risk. The proposed change would result in a risk reduction from a High-Medium to Low level.

## ANALYSIS

ARMADALE LANDFILL AND RECYCLING FACILITY LARGE ANIMAL BURIAL RISK ASSESSEMENT 2022										
RISK SCENARIO		Scenario Description	Consequence	Likelihood	Risk Rating	CURRENT RISK - mandatory data capture				
Hazard Type	Hazard Description (Sub-Type)					Cause Comments	Control Comments	Consequence	Likelihood	Risk Rating
Airborne Contaminant	Hazardous Waste	Access to suitable areas to bury horses is restricted, forcing HME to transit over existing asbestos pit Access to suitable areas to bury horses is restricted forcing HME to transit over historic asbestos pit	4 - Major	3 - Possible	12 - High	HME un-earthed buried asbestos in order to access deeper areas Buried asbestos being torn up with repeated HME wheel interaction	<b>Elimination</b> City of Armadale to finalise acceptance of large animals (cattle, horses) <b>Engineering</b> Access to alternative handling options subject to detailed study Residents permitted to drop off wrapped and taped 5kg bundles of asbestos <b>Administration / PPE</b> Tyvek suit, P2 Masks, gloves, tape, gators Pre-shift morning meetings TAKE 5	1 - Insignificant	2 - Unlikely	2 - Low
Waste	Hazardous Waste	Suitable locations with depth not available at landfill	3 - Moderate	3 - Possible	9 - Medium	HME accessing areas with limited safe access Operators having to disable HME level alarms in order to access areas Operators uncovering asbestos during animal burial Landfill now at capacity along north edge - no burial options remaining	<b>Elimination</b> City to formally cease accepting large animals for burial <b>Engineering</b> Review asbestos burial areas to determine new locations <b>Administration / PPE</b> PPE store to be provided within the facility close to the work front Asbestos burial locations can be provided on a map for CoA	2 - Minor	2 - Unlikely	4 - Low

## OPTIONS

The most desirable option in the hierarchy of controls is to eliminate the risk. No other options reduce the risk further than that provided above.

## CONCLUSION

The single client currently using this service is situated outside of the City's geographic location (Serpentine-Jarrahdale) and has been informally advised of the potential cessation of the service. No issues have been raised to date.

The continued burial of large animal carcasses presents too high a risk to our workforce and in the form of potential liberated asbestos fibres.

## ATTACHMENTS

There are no attachments for this report.

**RECOMMEND**

T1/12/22

**That Council:**

- 1. Cease the acceptance of large animal carcasses for burial at the Armadale Landfill and Recycling facility.**
- 2. Remove the Fee for Disposal of Dead Animals from the Fees & Charges Schedule**
- 3. Reduce the Waste Services (Landfill) Revenue Budget by \$35,000, from \$5,735,000 to \$5,700,000**
- 4. Reduce the Transfer to the Waste Reserve by \$35,000, from \$2,907,500 to \$2,872,500**

**Moved Cr S Peter  
MOTION CARRIED**

**(6/0)**

## **2.1 - SENSOR TECHNOLOGY - WASTE COLLECTION BINS**

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At the Council meeting held on 27<sup>th</sup> September 2022, Cr S Peter referred the following matter to Technical Services.

*That the matter of Sensor Technology – Waste Collection Bins be referred to the Waste Department.*

### **Comment from Cr S.Peter**

At the 2022 Waste Recycle conference, there was an exhibition - Smart Bins & Sensors Technology.

Smart bin technology enables us to remotely monitor how full individual litter bins are. Collecting the fill level of a litter bin without having to visit the specific location makes it easier to allocate resources effectively.

The Smart bin is integrated with a real-time monitoring dashboard that enables the business to gain insights into the overall recycling materials.

Further details provided by Cr S Peter have been forwarded to Councillors under a separate a Memo.

### **Officer Comment**

It may be that the Smart Bin technology has the potential to deliver benefits to the City, however City specific analysis would need to be undertaken to better understand what actual benefits could be achieved.

A wider area of concern with the solution presented is that it is proprietary in nature and does not adopt open standards and is therefore not easily integrated with other frameworks and could create additional technical costs for the City to achieve integration.

It is important to the City that procured solutions are interoperable with multiple vendors' solutions enabled by data sharing.

In addition, detailed information is not provided on the capital outlay and the return on investment of the technology.

The City recognises the technology has potential benefits, however, as there are a range of considerations and unknowns, this technology is best considered in the future in each of the Waste and Digital Strategies



**Suggested Recommendation**

That Council note the officer's comments on the matter and that the City considers investigating the technology as part of the City's future Waste and Digital Strategies.

**Committee Discussion**

*Cr Peter put forward an alternative recommendation for a wider technology strategy for the Committee to consider. The Committee discussed this and agreed that the recommendation be amended as follows.*

**ATTACHMENTS**

There are no attachments for this report.

**RECOMMEND**

T2/12/22

**That Council:**

- 1. Consider the opportunity of Smart Bins, along with other smart technologies such as Air Quality Monitoring, etc, in the revision to the Digital Strategy and Waste Strategy using Smart City initiatives.**

**Moved Cr S Peter  
MOTION CARRIED**

**(6/0)**

## ***2.2 - SAFETY AT ASPIRI OVAL***

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At the Council meeting held on 10 October 2022, Cr S.S.Virk referred the following matter to Technical Services.

*That the matter of Safety at Aspiri Oval be referred to the Technical Services Department.*

### **Comment from Cr S. S. Virk**

There is concern regarding the fence not being installed in front of the kid's play area. A few incidents occurred when kids went on to the road.

Options to install a fence with gates.

### **Officer Comment**

An onsite inspection was undertaken by Council Officers regarding the request for fencing and gates to the Rossiter Playing Field Playground due to the proximity from the Playground to the adjacent local road. The following is noted in response to the referral item.

#### **In response to:**

***“There is concern regarding the fence not being installed in front of the kid's play area”***

The distance from the playground to the active roadway is approximately 8m. The playground is currently separated from the road by a landscaped garden bed, low feature wall, pathway and roadside car parking bays. Entry to the playground is funneled through a pathway as indicated in pink in the below aerial with the intention that the landscaped garden bed and low seating wall (Image 2) provides a barrier to the road and semi-screening through the use of a variety of tree-types.

The need to fence playground spaces is considered on a case by case basis. For example all abilities playgrounds would likely include a fence surrounding the playground, toilet and picnic area with a double gate access to provide a higher level of security. For the park in question, a softer approach has initially been incorporated through the use of a garden bed and feature wall, however tracks have appeared and it is evident that children and/or parents have been utilising gaps in the garden bed.

No other complaint has been registered with the City via CRM or email noting this as a particular safety concern



Image 1 – Rossiter Playground



Image 2 – Existing landscaped garden bed and low feature wall



In response to

*“Options to install a fence with gates”*

**Option A: Chainlink fence within garden bed with gates at entry points**

Install a 1.2m high chain-link fencing around the western perimeter of the site to further restrict access towards the road. The fence would need to be placed in consideration of the existing trees and services within the area. It is expected that this would cost approximately \$6,500 for 40m of fencing with two (2) access gates.

It is worth noting that chain-link access gates have been known to be problematic from a maintenance perspective. This cost includes installing heavy duty hinges.



**Image 3 – Option A – Pink line extent of proposed fencing**

**Option B: Improve landscaping and provide strategic fencing**

Undertake infill planting to increase the planting buffer within the garden bed. Undertake fencing / gate to slow the pedestrian traffic down around the main access point from the road. This will restrict access and mitigate the issue, however children will continue to explore as they naturally do. It is expected that this would cost approximately \$3,000 for 15m of fencing with one (1) access gate.



**Image 3 – Option B – Blue line extent of fencing, green area increased planting**

### Summary

Two potential options have been presented for consideration:

- Option A considers the installation of a 1.2m high chain-link fence within the extent of the garden bed with gates at key entry points.
- Option B utilises the existing landscaping and undertakes infill planting as a natural deterrent and provides strategic fencing and a gate at the main entry to the playground from the road.
- Option C would be to leave the status quo and not make any changes.

*It is recommended that Council note the officers' comments on the matter, and consider further investigating Option B as the preferred approach at time of budget deliberations.*

### Committee discussion

*Cr Virk advised that the location reviewed and discussed in this report is incorrect and recommended that the paper be deferred to the 6<sup>th</sup> February 2023 Technical Services Committee Meeting supplying comment on the correct location.*

### ATTACHMENTS

There are no attachments for this report.

**RECOMMEND**

T3/12/22

**That Council:**

1. **Refer this matter to the next Technical Services Committee meeting 6<sup>th</sup> February 2023.**

**Moved Cr S S Virk  
MOTION CARRIED**

**(6/0)**

### 2.3 - TEMPORARY PARKING RESTRICTIONS AT THE CITY'S MAJOR EVENTS

WARD : ALL  
FILE No. : M/651/22  
DATE : 23 November 2022  
REF : RM/RP  
RESPONSIBLE : Executive Director  
MANAGER : Community Services

#### In Brief:

- This report outlines the proposed response to the request made by the WA Police to ensure unauthorised vehicles are not parked in the event zone for the City's major events.
- The proposed mitigation strategy involves amending the existing timed parking restrictions in the Armadale CBD area by placing temporary "No Stopping" signage bags over the existing signs.
- Recommend that Council:  
Endorse the temporary parking plan as shown on the *Armadale CBD Events Temporary Parking Restrictions* attached map during the delivery of the City's major events.

#### Tabled Items

Maps:

*Armadale CBD Events Temporary Parking Restrictions*

*City of Armadale CBD Events Proposed Temporary Parking Restrictions*

#### Decision Type

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

#### Officer Interest Declaration

Nil

#### Strategic Implications

##### 1.1 Foster and strengthen community spirit

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

##### 1.2 Improve Community Wellbeing

- 1.2.3 Advocate for the delivery of services and programs as well as increased resources to contribute to improvements in community safety



### **Legal Implications**

Assessment of legislation indicates that the following are applicable:

- Section 3.37 of the *Local Government Act 1995* prescribes that a regulation or local law made under the Act to be a ‘contravention that can lead to impounding’.
- Regulation 29 of the *Local Government (Functions and General) Regulations 1996* prescribes that a ‘contravention that can lead to the impounding’ occurs when the contravention occurs in a public place and the presence of the goods either —
  - a) presents a hazard to public safety; or,
  - b) obstructs the lawful use of any place.
- Section 3.39 of the *Local Government Act 1995* defines that an employee authorised by a local government for the purpose may remove and impound any goods that are involved in a ‘contravention that can lead to impounding’, and the authorised person may use reasonable force necessary so as to exercise the power.

### **Council Policy/Local Law Implications**

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

- Clause 1.8 of the City of Armadale *Parking and Parking Facilities Local Law* allows Council by resolution, to prohibit or regulate by signs or otherwise, the stopping or parking of any vehicle or any class of vehicles in any part of the parking region provided it is consistent with the provisions of the Local Law.
- AS1742.11.2016 Manual of uniform traffic control devices, Part 11: Parking controls standardizes the design, colour, symbols, wording and installation of parking control signage and pavement markings.

### **Budget/Financial Implications**

The costs associated with the purchase of the sign bags and installation can be accommodated within the 2022/23 Budget.

### **Consultation**

- Internal Departments
- WA Police
- City of Perth

### **BACKGROUND**

Prior to and after each major event the City delivers, City officers meet with the WA Police and the contracted Traffic Management companies to discuss how safety processes at the events may be improved.

In recent years the issue of hostile vehicle management, specifically vehicles parking in the event zone, has been a point of discussion at these meetings due to two or three occasions where there has been a delay in finding the owners of the vehicles. When debriefing, the WA Police have highlighted that these incidents weaken the City’s Hostile Vehicle Mitigation Plans and they have stated that this risk needs to be managed through the City’s Risk Management Plan for each event.

Currently the City’s procedure to mitigate the parking of vehicles in the event zone has been to use cones to indicate the relevant car parking bays not to be used. If vehicles are present, at least one City staff member must stay with the vehicle until the owner returns and it can be



guided out safely. Announcements are made from the main stage which usually resolves the issue quickly, however the few cases when the owner cannot be found have caused significant interruption to the events as an unknown vehicle presents a risk. The use of cones are not considered effectual on their own as patrons can easily move the cones.

An option that has been used by the City of Perth to mitigate this same issue at its large events in the city centre comprise temporary parking sign bags that fit over existing signage as pictured below:



Please note the attached maps do not include the roads within the event site that have been physically blocked off to vehicular traffic.

## DETAILS OF PROPOSAL

It is proposed that temporary parking signage bags are used to change the existing timed parking restrictions to a “No Stopping” zone to mitigate vehicles parking inside the event zone.

The attached maps indicates the following:

- *City of Armadale CBD Events Proposed Temporary Parking Restrictions* – shows the location of the streets within the Armadale CBD where the change to existing timed parking restrictions is required.
- *Armadale CBD Events Temporary Parking Restrictions* – shows the locations of all existing timed parking restriction signs and the required placement of the temporary signage bags, along with an image of the proposed signage bag design.

The proposed temporary parking restrictions for the identified streets will be in place as per the approved Traffic Management Plan. Based on previous years the temporary parking restrictions will commence from 7.00am the morning of the event and be in place through until the conclusion of the event (as per the approved Traffic Management Plan).

## **COMMENT**

## **ANALYSIS**

Risk mitigation is an integral element of event management to maximize the safety of patrons. In recent years it has been necessary for event organisers to consider a new category of risk mitigation strategies in response to increased threats of terrorist activities. In this context, the City relies on the advice from public safety organisations such as the WA Police.

In the case of vehicular parking during a major event, the WA Police has requested that the opportunity for unauthorised vehicles to park in the Armadale city centre within the event site is minimised. The City is proposing this risk is mitigated by imposing temporary parking restrictions through the use of signage bags.

However any decision on whether to tow a vehicle would only be made after consultation between Ranger Services and WA Police had determined that the vehicle presented a hazard to public safety in accordance with r.29 of the *Local Government (Functions and General) Regulations 1996*.

## **OPTIONS**

Council has the following options:

1. Endorse the temporary parking plan as shown on the '*Armadale CBD Events Temporary Parking Restrictions*' attached maps during the delivery of the City's major events.
2. Not endorse the temporary parking restrictions.

Option 1 is recommended.

## **CONCLUSION**

With community safety being a high priority for the City, it is essential to ensure robust and relevant risk management plans are in place for the major events program. An aspect of these plans is to have sound hostile vehicle management strategies in place, and to be responsive to the advice and requests from key stakeholders, including the WA Police. The proposed use of signage bags to prevent unauthorised parking is the City's response to such advice.

## **ATTACHMENTS**

1. CBD - Council Report - Location Map
2. E22-102-01(B)(2)

**RECOMMEND**

T4/12/22

**That Council:**

1. Endorse the temporary parking plan as shown on the *Armada CBD Events Temporary Parking Restrictions* attached maps during the delivery of the City's major events.
2. Delegate authority to the Executive Director Community Services to determine the timing for which the Armada CBD has temporary parking restriction in place for major events

Moved Cr M S Northcott  
**MOTION CARRIED**

(6/0)

***COUNCILLORS' ITEMS***

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Nil

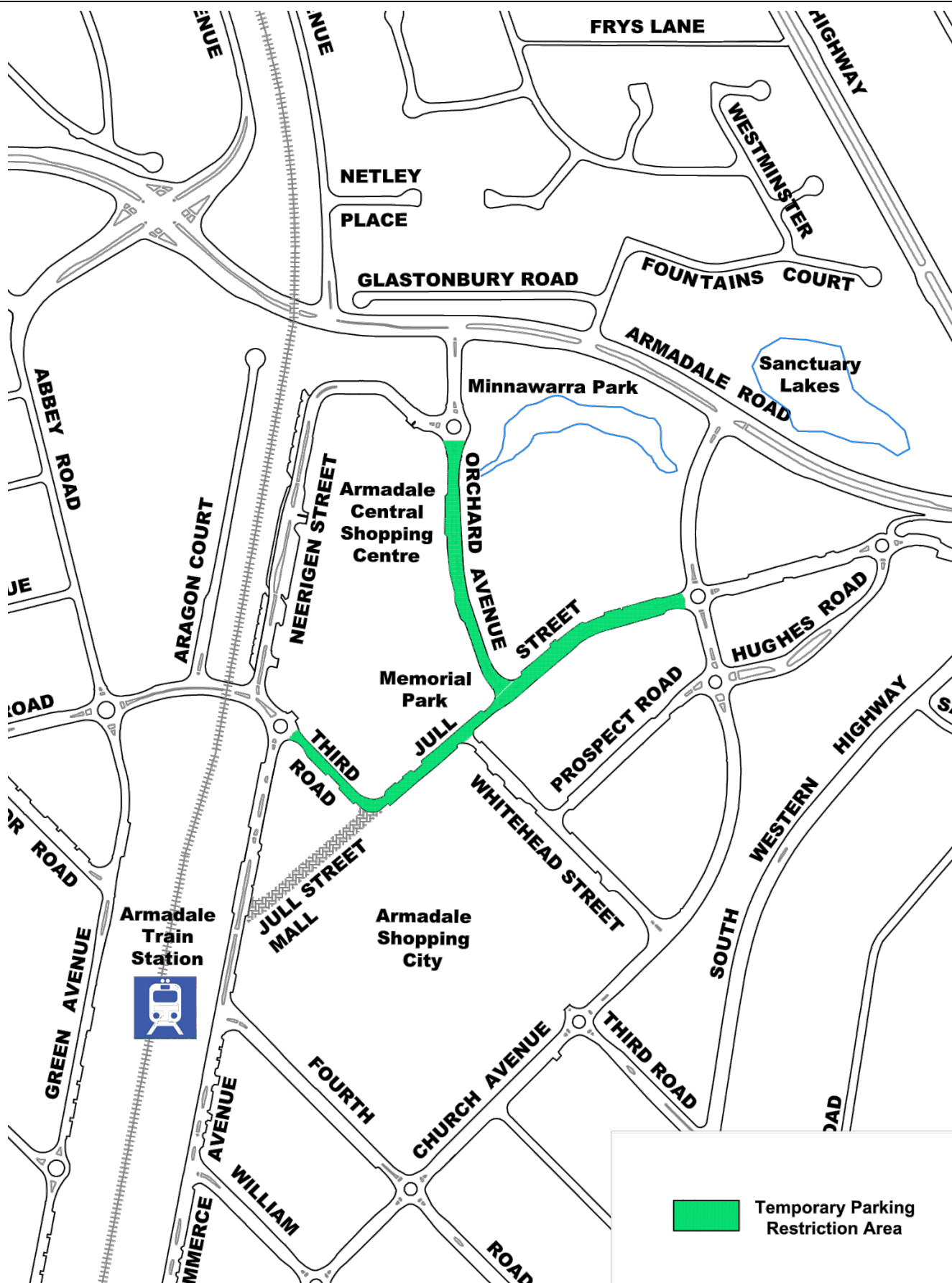
***EXECUTIVE DIRECTOR TECHNICAL SERVICES REPORT***

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Nil

**MEETING DECLARED CLOSED AT 7.18pm**

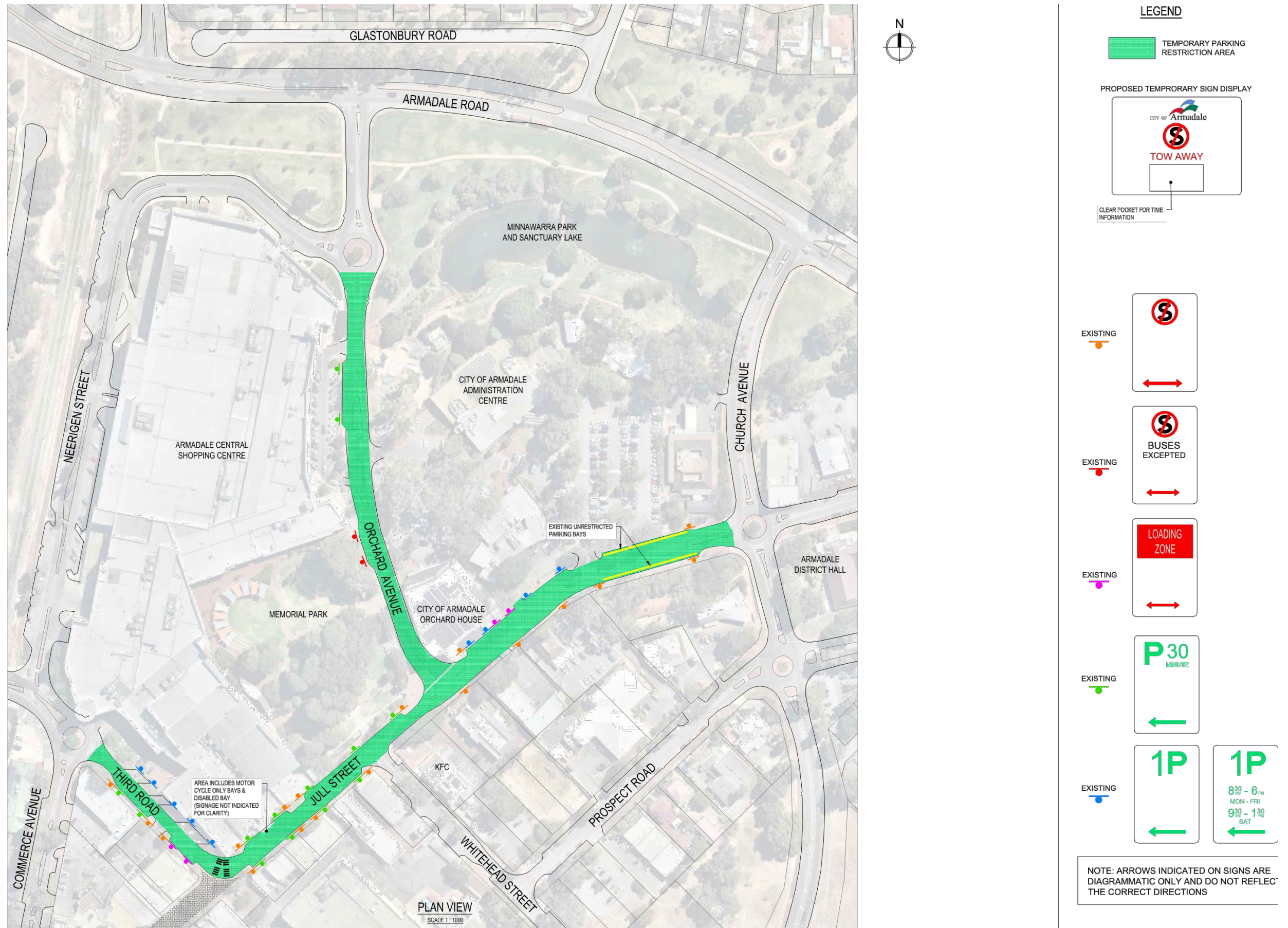
<b>TECHNICAL SERVICES COMMITTEE</b>		
<b>SUMMARY OF ATTACHMENTS</b>		
<b>5 DECEMBER 2022</b>		
<b>ATT NO.</b>	<b>SUBJECT</b>	<b>PAGE</b>
<b>2.3 TEMPORARY PARKING RESTRICTIONS AT THE CITY'S MAJOR EVENTS</b>		
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2.3.2	E22-102-01(B)(2)	23



**City of Armadale CBD Events  
Proposed Temporary Parking Restriction  
ARMADALE**







								Scale: AS SHOWN	
								Datum:	Grid
								Surveyed	Date
18/11/2022	ISSUED FOR COUNCIL APPROVAL					DC	RP		
09/11/2022	ISSUED FOR REVIEW					DC	RP		



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DC	09/11/22	
Designed:	Date:	Signed:
DC	09/11/22	
Checked:	Date:	Signed:
Manager		Signed:

ARMADALE CBD EVENTS  
TEMPORARY PARKING RESTRICTION

PC No:	
CMB No:	
Sheet No:	1 of 1
Revision No:	B