



Minutes

Apple FunPark Advisory Committee Meeting

Held on

Wednesday, 12 November 2008

Commencing at 4.05pm

At the Shire Offices

Cnr Bentley and Collins Streets, Donnybrook WA 6239

A handwritten signature in blue ink, appearing to read "J R Attwood".

J R Attwood
Chief Executive Officer

14 November 2008

DISCLAIMER

The advice and information contained herein is given by and to the Council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information, a written inquiry should be made to the Council giving entire reasons for seeking the advice or information and how it is proposed to be used.

Please note these minutes contain recommendations which have not yet been adopted by Council.



APPLE FUNPARK ADVISORY COMMITTEE MEETING MINUTES

12 November 2008

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**SHIRE OF DONNYBROOK/BALINGUP
APPLE FUNPARK ADVISORY COMMITTEE
MINUTES**

Held in Council Chambers on Wednesday, 12 November 2008 at 4.05pm

The Chairperson declared the meeting open at 4.05pm

MEMBERS PRESENT

COUNCILLORS

Cr Crowley

Cr Stewart

SHIRE OFFICERS

Mr John Attwood, CEO

Mr Rick Miller, Manager Works
& Services

Mr Ben Vrieling, Team Leader
Horticultural

COMMUNITY

C Austin

A Logiudice
G Fry

APOLOGIES

Nil

1. PUBLIC QUESTION TIME

Cr Steve Dilley

2. DECLARATION OF FINANCIAL INTEREST

Division 6: Sub-Division 1 of the *Local Government Act 1995*. Care should be taken by all Committee members to ensure that a financial interest is declared and that they refrain from voting on any matter considered may come within the ambit of the Act.

C Austin declared a Financial Interest in Item 5.1.8 as a business proprietor who may be affected by this decision.

3. PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Moved: Cr Crowley **Seconded:** A Logiudice

That the Minutes of the Apple FunPark Advisory Committee Meeting held on 9 October 2008 be confirmed as a true and correct record subject to page 4 of the minutes being amended to reflect “The meeting adjourned to inspect the Apple Structure at the old depot and the Apple FunPark at 4.15pm”.

Carried 4/0

5. REPORTS OF OFFICERS

5.1 Manager Works & Services

5.1.1	SUBJECT:	COUNCIL RESOLUTIONS
	Location:	Lot 597 Collins Street, Donnybrook
	Applicants:	N/A
	Zone:	Reserve for Public Purposes
	File Ref:	A4014 & TP07/02
	Author:	R Miller, Manager Works & Services
	Report Date:	6 November 2008
	Attachments:	N/A

Background

Apple FunPark

At the Council meeting held on 22nd October 2008 Council resolved:

“That the Apple FunPark Committee inspect the Park at 10.00am on 10th October 2008 to recommend a location for the apple Sculpture for Council consideration”.

“That the Apple FunPark operational report be received”.

“That the Committee agree to install the fully automatic hand dryer - model Metlam HK-QA 01 sss(b)”.

“That the Apple FunPark Strategic Report be received”.

Apple FunPark Bench & Seat Plaques

“That twenty-five 110mm x 50mm plaques made from stainless steel be ordered, with the generic header ‘Proudly Supported By’ and individual donor details engraved on each plaque”.

The donor committed to supply up to \$600,000 worth of equipment and infrastructure with the Shire including \$150,000 for capital infrastructure in its 2007/08 budget. Including donations and volunteer assistance the facility is valued in excess of \$1 million.

The criteria from the donor at the time was for him to remain anonymous, the park to be free entry and the park to be opened by Easter 2008.

The park was officially opened on the 22nd March 2008.

Comments

The park has proved to be an enormous success attracting locals and visitors throughout the state and sustained high usage on weekends. It is not uncommon to see 60 or 70 vehicles parked in the area at any one time. Informal feedback from some businesses indicate an increase in sales of up to 25%, which shows an avenue for some smart marketing to share this around all businesses.

As with any facility of this varied nature (play equipment, exercise equipment, sand, toilets, bbq's etc) that has been build using contractors, volunteers and Shire personnel there will be bedding in issues to be addressed.

The Shire has now taken on the facility and it is included on our maintenance program. A budget allocation will be included to maintain the facility and this will be an annual recurring cost (estimated). The Council established a Management Strategy that provides operational and volunteer assistance guidelines.

There will be other costs not included for:

- Equipment replacement
- Completion of uncompleted works
- Compliance with equipment audit
- Other infrastructure upgrades/improvements

Despite some early hiccups with failure rate of some equipment the facility has received enormous positive response from the public. Shire staff are managing issues as they arise which despite some early major ones are now generally minor.

The Shire has implemented an inspection regime to provide a safe environment and meet our insurance obligations.

The donor of the equipment was also assisting by carrying out his own inspections on equipment to identify broken items and the Shire contracted him to carry out repairs to minimise downtime that equipment was out of action. This has worked well in the interim until the equipment and use of the facility has now settled down.

With the varied components of the facility and people involved there has been some disagreement between donor, people involved and the Shire. The donor has voiced his concerns to the local paper in some articles of which people can make their own judgement.

**Committee's Recommended Resolution
(Officer's Recommended Resolution)**

Moved: G Fry

Seconded: C Austin

That the Apple FunPark Outstanding Issues report be received.

Carried 5/0

5.1.4	SUBJECT:	OPERATIONAL ISSUES
	Location:	Lot 597 Collins Street, Donnybrook
	Applicants:	N/A
	Zone:	Reserve for Public Purposes
	File Ref:	A4014 & TP07/02
	Author:	R Miller, Manager Works & Services
	Report Date:	6 October 2008
	Attachments:	N/A

Background

Shire staff are responsible for the operation and maintenance of the Apple FunPark within budgetary constraints and the management strategy.

This report details some of the issues that the staff encounter.

A copy of plan showing FunPark equipment is available from FunPark website.

Comment

Currently to maintain the Apple FunPark at its current level of service the following staff hours are allocated. (Hours are for a single person for general maintenance and inspection duties).

Normal Operations during working week – 3 to 4 hours/day and about 2 – 3 hrs/day on weekend

School holidays during working week – 4 to 5 hours/day

Weekends – Saturday – 4 hours

Weekends – Sunday – 5.5 hours

Generally field staff are maintaining facility to high standard but it requires constant attention. Typical duties include maintenance of grassed and gardens areas, cleaning of bbq's sweeping/blowing paths, empty rubbish bins, cleaning toilets, raking sand, general litter pickup, remove graffiti, maintain reticulation system, inspect play/exercise equipment and other park infrastructure and carry out minor repairs or reporting as required to maintain the equipment at the FunPark and to meet the shires duty of care in regards to public infrastructure, a structured inspection regime has been implemented. This involves:

1. An audit of equipment by an independent playground consultant prior to park opening.
2. The majority of parks staff undertaking a training workshop on play equipment design and safety as they relate to relevant Australian standards
3. Daily visual inspection of Park and equipment while staff are carrying out other duties in the park. Obvious faults or damage are repaired or reported for further action.
4. A routine written inspection is performed on a fortnightly basis to inspection the equipment and park area for faults or damage. If damage or faults are noted a fault report is generated and prioritised for action, if repairs cannot not be immediately fixed. This may be follow up repairs by staff, items to be ordered, repairs arranged by a contractor or issues to be noted for future budgets.
5. An annual independent detailed audit to be undertaken on all play equipment and associated infrastructure
6. This regime is currently complemented by independent inspections carried out by Crendon's machinery. Copies of these inspection sheets were initially provided to the Shire for our records/action but appear to be no longer provided.
7. Crendon's requested to be involved in carrying out repairs to the playground equipment and a maintenance agreement was reached to allow repairs to occur in a timely manner.

This agreement is being reviewed and is discussed in a later agenda item.

Cleaning sand off pathways is a time consuming issue – Officers are assessing purchase of a self propelled sweeper which would also be used for pathways and main street.

In regards to the maintenance budget of \$70,000 it is currently being over expended by about 16%. Works and Services officers will be reviewing all activities associated with maintenance of the Park to reduce unnecessary maintenance or activities to reduce the over expenditure.

Of other note is contract costs to date (from day of opening on 22 March 2008) to carry out repairs to the value of approximately \$10,000. This has mainly been on the Kinplay equipment which I am advised cost about \$33,000 (This cost is not confirmed).

A summary of repairs /works of interest:

Toilets – Toilet rolls have been running out of paper on occasions and causing inconvenience: double jumbo roll holders have been installed.

Toilets – Comments on mess left by paper towels in toilet cubicles due to people not using bins: Air dryers have been purchased and are expected to be installed before the end of November 2008.

Toilets – A complaint number CR1 was received by Neville Fry stating very long queues at both Toilets. This was supported by a photo showing 4 people lining up at the western toilet. He also commented that direction signage to CBD toilets was not working: No allocation for additional toilets was included in 2008/09 budget. This is a strategic issue for consideration in future budgets when the warrant is demonstrated. Additional Directional signage showing location of CBD toilets has been placed next to the door of each toilet. A blue sign will also be placed on rear of CBD toilets to make them more visible from Fun Park.

Toddler rocker equipment – all eyes replaced on animals

Rope Carousels S1, S2, S3 – Replace cloth duct tape, fit rope thimbles

Hammocks S5 – replace some rope sections, replace broken timber end with steel pipe.

Hammock S5 – repair has failed and item has been removed to see if it can be fixed cost effectively or needs to be removed permanently

Exercise Equipment E2 – Replaced bearing, weld brace on both arms, repaint.

Exercise Equipment E7 – Replaced two rubber buffers

Exercise Equipment E8 – replace cap

Rocker T2- Apply gap filler.

Swings S8 and S10: Issues have been presented with the coating on the chains peeling off and causing potential finger entrapments. Temporary repairs have been undertaken by wrapping chains with cloth tape and covering with lay flat hose pipe. To eliminate the finger entrapment issue with the chain, Australian Standard compliant swing chain has been purchased and is expected to be installed by the end of this week.

Video camera (one) facing toilet is slightly out of focus. The supplier has to recalibrate the camera. Due to the cost this will be deferred until other works requiring a cherry-picker are programmed. It is noted that cold weather also affects the quality of the image due to condensation on the lense. Most likely to occur in conjunction with electrical work to install additional timers.

The Committee requested officers to investigate the reason for camera being out of focus and if this should be repaired under warranty. Officers to obtain a replacement cost for a hammock with warranty. Officers to provide a more detailed cost breakdown or repairs to equipment

Consultation

N/A

Policy/Statutory/Voting Implications

N/A

Financial Implications

To maintain the FunPark the adopted 2008/09 budget has included an allocation of \$70,000.

Strategic Implications

N/A

Committee's Recommended Resolution (Officer's Recommended Resolution)

Moved: G Fry

Seconded: Cr Crowley

That the Apple FunPark Operational Issues report be received.

Carried 5/0

5.1.5	SUBJECT:	STRATEGIC ISSUES
	Location:	Shire of Donnybrook / Balingup
	Applicants:	Works & Services
	Zone:	N/A
	File Ref:	RES01/7
	Author:	Rick Miller – Manager Works & Services
	Report Date:	6 November 2008
	Attachments:	N/A

Background

N/A

Comment

For discussion the following items have been listed:

- Equipment replacement Strategy – Typically Councils operate on a 10 year replacement plan but due to the rapid wear on some equipment some thought needs to be given to prioritization of replacement and quantities.
- Extend gravel car park (to provide car parking area to cover the loss of 20 bays off Collins Street.)
- Softfall around pear and apple men statues – Possible rubber due to climbing hazard and fall heights.
- Strategic placement of rubber softfall to reduce amount sand areas.
- Possible requirement to limit access to exercise equipment or provide rubber softfall.
- Future additional toilet facilities.

Committee members are invited to discuss and list other items of a strategic nature.

***The Committee requested officers to obtain:*

1 Playground catalogues for members to peruse

*2 Costings to replace high wearing equipment particularly moving rope structures***

Consultation

N/A

Policy/Statutory/Voting Implications

N/A

Financial Implications

N/A

Strategic Implications

N/A

	Extras for above project; Powder coat steel work Engineering certification Removal of site spoil Freight (cost to move shade sail material from Busselton to Perth)	\$3,000.00	\$3,300.00
Del-Ray (Bunbury)	A circus style tent open on the south side containing 14 poles and 3 shades	\$38,200.00	\$42,020.00
Tents West (Busselton)	Design based on original Crendon Machinery concept containing 12 poles and 6 shade sails.	\$60,550.00	\$66,605.00
	Design involving one high centre pole and 12 side poles and 12 shade sails	\$82,600.00	\$90,860.00

Following a review of the quotes and costs, suppliers were asked to provide revised costs based on a reduced area of about 50% coverage.

The second quotes, for an area of approx 10m wide x 22m long (approx 50% coverage), varied from \$21,065 to \$40,400 (incl GST) in table 2.

Table 2

Company	Quoted design – stage 2	Price ex GST	Price incl GST
West Coast Shades (Perth)	To supply and install 3 shades and poles required as per the original design.	\$19,150.00	\$21,065.00
	To supply and install 4 shades and poles required as per the original design.	\$23,170.00	\$25,487.00
	To supply and install 4 shades as above and add an extra sail and poles as required same as above. NO EXTRA COST	\$23,170.00	\$25,487.00
	The extras for the project as listed above still apply, including freight.	\$ 3,500.00	\$ 3,850.00
Del-Ray (Bunbury)	A reduced revision of the original proposal with a possible reduction in steel sizes.	\$31,000.00	\$34,100.00
Tents West (Busselton)	Reduction of original design to only 3 sails and poles required.	\$36,727.27	\$40,400.00

Each quote is based on Council providing the material for the sails that has been previously purchased and is being held in Busselton. All suppliers have agreed to the use of the material supplied.

All of the suppliers were asked to meet a thirty (30) day installation deadline from time of acceptance one agreed (West Coast Shades) the others were unable to commit due to unknown steel supplies. This timeframe needs to be confirmed as it may not have covered the Christmas holiday period.

The logistics of completing this project, now that the park is operational, will require a certain area of the park to be closed for a period of three days or more to make the site safe and to re-instate the area.

Comments on designs proposed as quoted;

West Coast Shade – this design is similar to one that the company has supplied to the City of South Perth and is located on the foreshore at Macallum Park. This company has also completed various works at other local authorities such as Dardanup, Busselton, Harvey and various metropolitan and north west authorities. They have also completed works for several developers within the region.

This design also is flexible and can be reduced as indicated in the second quote information.

Del-Ray – this design is also unique and looks like a circus tent, staff can only comment that it has reservations about the height on the sides being only 2.8m above ground (possible easy access to undesirables) however the centre is 7.5m high. This company has not listed sites specifically but has been involved in similar projects throughout the region.

The second quote is a variation on the original with a possibility of the steel sizes being reduced.

Tents West – the company has quoted two designs one based on the original concept put forward by Crendon Machinery but with straight poles not cranked. This design is unique and only involves six sails.

The second design is a centre pole configuration with shades radiating out to side poles like a large circus tent.

All of the above designs supplied will be certified by an engineering consultant to meet public liability requirements by our insurers.

The Committee requested officer to confirm impact on video camera coverage from sails and ensure installation of sale 6 is included in lieu of sail 4. West Coast Shade advise that the 75% option included sails 1,2,3, 6 and half of 5. They advise they were aware of cameras from site visit but their primary design objective was providing shade. Council officers considered the cameras and are of the opinion that the impact from the shade shelter will be minimal. The poles will reduce some vision but the majority of the area will be covered. The height of the cameras is about 5m to 5.5m high off the ground. The cameras can be lowered if need be. The centre poles are about 5m to 5.5m high with the outside poles varying from 5.5m to 3m. It is officers opinion that the main line of sight will be below the sails and if not, the cameras can be slightly lowered

Consultation

Negotiations with suppliers on a variation to the original quotes.

Policy/Statutory/Voting Implications

N/A

Financial Implications

The budget for proposed works at the Apple Fun Park is \$40,000. Estimates for the shades sails was in the range of \$25,000 leaving a balance to conduct other works such as line marking, work on the car park, toilets and the purchase of equipment.

Should we proceed with the most advantageous quote, West Cost Shades, then some of those works may need to be deferred to the 2009/10 Budget, to be completed.

Strategic Implications

N/A

Officer's Recommended Resolution

That the Apple Fun Park Advisory committee recommend that Council accept the quote of West Coast Shades for the 3 shade sail option offer at \$21,065.00, plus extras of \$3,850.00, at the quoted price of \$ 24,915.00 (incl GST).

Or;

That the Apple Fun Park Advisory committee recommend that Council accept the quote of West Coast Shades for the 4 shade sail option, plus the extra shade sail offer at \$25,487.00, plus extras of \$3,850.00, at the quoted price of \$ 29,337.00 (incl GST).

Or;

That the Apple Fun Park Advisory committee recommend that Council accept the quote of West Coast Shades for the 8 shade sail option offer at \$33,764.00, plus extras of \$3,850.00, at the quoted price of \$ 37,614.00 (incl GST).

Committee's Recommended Resolution

Moved: A Logiudice

Seconded: G Fry

That the Apple Fun Park Advisory committee recommend that Council accept the quote of West Coast Shades for the 4 shade sail option, plus the extra shade sail offer at \$25,487.00, plus extras of \$3,850.00, at the quoted price of \$ 29,337.00 (incl GST) provided that Shade Sail No 4 is replaced with Shade Sale No 6 and any cost increase is minimal.

Carried 5/0

Cr Dilley left the meeting at 7.15pm during discussions on item 5.1.7

C Austin left the meeting at 7.18pm and returned to the meeting at 7.23pm, prior to a vote being taken on item 5.1.7

5.1.7	SUBJECT:	PLAYGROUND EQUIPMENT REPAIRS & ROUTINE MAINTENANCE BY CRENDONS MACHINERY REVIEW
	Location:	Shire of Donnybrook / Balingup
	Applicants:	Works & Services
	Zone:	N/A
	File Ref:	RES01/7
	Author:	Rick Miller – Manager Works & Services
	Report Date:	7 November 2008
	Attachments:	N/A

Background

With the opening of the FunPark it was unknown as to what extent of repairs to the equipment would be required. To ensure equipment was kept operational as much as possible and equipment downtime was kept to a minimum an agreement (verbal and email) was agreed upon which authorisation was given to Crendon's machinery so that they could inspect equipment and carry out emergency repairs as required. This was to be reviewed in June 2008 and decided to continue the agreement while the objectives were being achieved to keep equipment operational in a cost effective manner.

Expenditure was limited to \$1,000/month. But authorisation could be given to exceed this expenditure if required. Shire Purchase order number to be obtained prior to completion of repairs.

Prior shire authorisation must be obtained before carrying out any repairs that may alter the safety or performance characteristics of the equipment.

A report provided to the shire on works undertaken to be provided on a weekly basis. A contract rate of \$82.50/hour was agreed to be paid plus material costs.

Comment

To date this agreement has generally been achieving the initial stated objectives. Now that the park has been operational for over 6 months it is time to review this agreement.

Some officer comments on existing arrangement

Pros

- Has complimented maintenance activities of staff at the FunPark.
- Has meant not as much time spent on park by field staff and officers to arrange or undertake repairs.
- Allowed repairs to be carried out in timely manners and minimized downtime of equipment
- Additional volunteer inspections has complimented staff inspections.

Cons

- Quotes for proposed repairs is not provided. Can make cost control more difficult and assessment of economics of repairs against cost of piece of equipment.

- Cost control is made difficult with some works being undertaken without a more thorough assessment if it is deemed necessary at that point in time.
- Difficulties has occurred with complying with \$1,000/month expenditure limits.
- Rate charged is a single rate whether it be for structural work or basic labour.
- Request for detailed information on breakdown of costings or nature of intended repairs is not always very forthcoming.
- Outcome of some repairs/treatment appears to be short term and appears to lower the presentation of the equipment.
- Disagreement has occurred on the appropriateness of some repairs or unauthorized works.
- Insufficient discussions occur to achieve most efficient method of repair or presentation of equipment.
- Difficulty in assessing the warrant or cost effectiveness of repairs against purchase price has been experienced with Crendon's Machinery not willing to provide individual equipment costs
- Some maintenance activities that we believe were been undertaken by Crendon's machinery on a volunteer basis are now being charged for as weekly maintenance (greasing, minor tightening of nuts and bolts etc).

The above listing of pro's and con's indicate that while some successes are being achieved that the Works and Services department need to review the current arrangement to better manage the resources and expenditure on the Apple FunPark.

A contract for various repair works not able to be undertaken by shire staff would:

1. Specify the length of the contract.
2. Specify inspections and reports required.
3. Authorise the repair and maintenance of minor repairs to a specified monthly amount (say \$1,000).
4. Specify reporting procedures for completed repairs.
5. Specify procedures for undertaking urgent repairs and repairs over the agreed monthly amount.
6. Specify the hourly rate for both inspections and repair work.

Consultation

With Crendon Machinery on operation of initial agreement and payments

Policy/Statutory/Voting Implications

N/A

Financial Implications

Impacts on expenditure to maintenance account R041 Apple FunPark

Strategic Implications

N/A

Committee's Recommended Resolution (Officer's Recommended Resolution)

Moved: Cr Crowley **Seconded:** Cr Stewart

That Council Officers prepare quotation documentation and obtain quotes to carry out structural and other repairs to play/exercise equipment and other associated infrastructure at the Apple FunPark.

Carried 5/0

C Austin declared a Financial Interest in Item 5.1.8 as a business proprietor who may be affected by this decision.

Committee's Recommended Resolution

Moved: Cr Crowley **Seconded:** G Fry

That C Austin be permitted to remain in the meeting and vote on the item as her business interest in this matter is minor and the control of inappropriate behaviour in the FunPark affects a signification number of other ratepayers.

Carried 4/0

5.1.8	SUBJECT:	MOSQUITO TEENAGE DETERENT SYSTEM
	Location:	Shire of Donnybrook / Balingup
	Applicants:	Works & Services
	Zone:	N/A
	File Ref:	RES01/7
	Author:	Rick Miller – Manager Works & Services
	Report Date:	7 November 2008
	Attachments:	N/A

Background

Carolyn Austin from Jaragon B&B 9 Collins St Donnybrook submitted the following correspondence:

“In anticipation of the mis-use of the Fun Park at night time that happens during the warmer months in particular, we need to look at taking effective steps to stop it happening. The noise from the fun park at night is impacting on Jarragon B&B in particular, and other neighbours have been woken by it.”

Installing a “Mosquito” high pitch emitter, which effectively makes young people who can hear it move away from the area, would be a good solution. It is cheaper than re-fencing, it works more quickly and effectively than calling the police. I propose that we move quickly to have one installed and trigger it with movement detectors.”

Comment

- Testimonials appear to detail usage in areas in more densely populated areas which may not be as suitable in an open park environment.
- Product appears to be used in areas where it has been requested and or supported by police and where other deterrents have been tried and failed.
- Insufficient information provided to assess long term effectiveness of product or reliability.
- No information on ongoing operational and maintenance costs and backup for parts etc.
- Effective range or area not detailed. May need more than one unit.
- No warranty information
- We encourage park usage and indiscriminate application may deter legitimate park visitors
- Council officer research indicates that due to use by young people of MP3 players and concerts that many may already have inner ear damage that would limit their ability to hear the “mosquito frequency” which would limit its effectiveness.
- Limited documented reports to police or shire makes it difficult to warrant cost to purchase product with out more supporting documentation.

Consultation

N/A

Policy/Statutory/Voting Implications

N/A

Financial Implications

No allocation has been made in 2008/09 budget. Unit cost is between \$2,458 to \$3,830 (ex GST) per unit.

Strategic Implications

N/A

Officer’s Recommended Resolution

That the Apple FunPark Advisory committee advise Jaragon B&B that there is currently insufficient information and documented use in a park environment to warrant installation of Mosquito Teenage Deterrent System.

Or

That the Apple FunPark Advisory committee advise Jaragon B&B that the Apple FunPark Advisory Committee will reconsider the request upon supply of more detailed supporting documentation in this specific application and support from the local police on the warrant and effectiveness of the Mosquito Teenage Deterrent System.

Committee's Recommended Resolution

Moved: Cr Crowley

Seconded: A Logiudice

That

- (1) The lights at the FunPark be turned off at approximately 10.00pm on a trial basis.**
- (2) Other lighting patterns be trialed.**
- (3) Locks be placed on the toilets.**
- (4) Toilets be locked from 10.00pm – 6.00am daily.**

Carried 5/0

5.2 Chief Executive Officer

5.2.1	SUBJECT:	APPLE FUNPARK – ADVISORY COMMITTEE VOLUNTEERS
	Location:	Administration
	Applicants:	Administration
	Zone:	Reserve for Public Purposes
	File Ref:	A4014 & TP07/02
	Author:	J Attwood - CEO
	Report Date:	6 November 2008
	Attachments:	N/A

Background

A discussion paper dated the 24th September 2008 was circulated to Councillors suggesting that Council may like to consider reviewing the Apple FunPark Committee structure and replace with a new Committee with delegated authority to perform certain functions at the FunPark. This report dealt primarily with the formation of a new committee.

At the Apple FunPark Advisory Committee meeting held on the 9th October 2008 a “draft only No. 1 for a Friends of the Apple FunPark Management Committee” proposal was provided. The draft provides a comprehensive list of tasks that are undertaken as part of the operations of the Park.

At the Council meeting held on 22nd October 2008 Council resolved:

“That the proposed draft Apple FunPark Committee structure be referred to the current Apple FunPark Advisory Committee for consideration”.

Under the Local Government Act provisions Council has the authority to create committees of three or more to assist Council and to exercise the powers and discharge the duties of the Local Government that can be delegated to committees. The Act further restricts the make up of a committee where it is proposed that that committee has delegated authority. A committee that has other persons only cannot be delegated any powers. Where a committee comprises Council members and other persons; Council members, employees and other persons; employees and other persons the Local Government can delegate any powers or duties that are necessary or convenient for the proper management of:

- 1 the Local Government's property
- 2 an event in which a Local Government is involved

Should Council proceed down the track of creating an advisory committee comprising community members and either a Council member or a staff member or both then specific delegations can be afforded to that committee. Council could empower that committee to undertake any or all the operations of the Apple FunPark or may delegate power for the operational matters. Capital items (car parks, ablution blocks etc, shade sails etc) could be considered by the advisory committee who would then make recommendations to Council.

Comment

The setting up of a new Committee under the Local Government Act is a fairly simple exercise however where the committee is delegated authority there obviously needs to be a reasonable list of duties and powers identified. It is also important to reflect that the role of the committee is to assist Council to carry out a community function. If Council were to create a new committee in line with the "Draft No 1" the employment of contractors to carry out work currently being undertaken by Council staff will have a direct negative impact on the labour component of the budget. In effect there would be two people employed to do the same job.

Consideration should also be given to the reasons why a new committee is required:

- Could a new volunteer committee do it better?
- Are there savings to be made by the establishment of a volunteer committee?
- Will the new committee better serve the needs of the community?
- Is the FunPark being maintained at an acceptable level by the current committee and Council workforce?

A suggested format for creation of a new committee is as follows:

Name

Apple FunPark Committee

Membership

One Councillor and a specified number of community members (total membership needs to be specified otherwise there can be difficulties in determining the quorum of a meeting).

Quorum

A quorum for a committee meeting is at least 50% of the number of officers (whether vacant or not) of the member of the committee.

Decision of Committee

A decision of a committee is made by a simple majority.

Voting

Each committee member is entitled to one vote. If the votes are equally divided the person presiding is to cast a second vote.

Presiding Member (Chairperson)

A Chairperson and Deputy Chairperson are to be appointed at the first meeting of the committee.

Term of Office

Normally expires at the Council Election Day therefore normally is a two year term. Alternatively Council can set different terms of memberships.

Committee Tenure

The committee can be disbanded by Council at anytime.

Delegated Authority

Delegated authority is to be in written form and as reflected in the task list. In general terms the committee would be delegated authority to undertake all operational and maintenance items at the Apple FunPark in accordance with the annual adopted operations budget.

Purchasing of Goods & Services

All goods or services purchased will require an official order obtained from the Manager Works & Services or in his absence another officer with authority to sign orders.

Budget

Council would control all funds with the committee being provided with a quarterly financial statement.

PROPOSED TASK LIST

TASK	DELEGATED AUTHORITY	SHIRE RESPONSIBILITIES	COMMENTS
Public Liability Insurance		√	
Volunteer Insurance		√	
Annual Maintenance Budget		√	
Annual Capital Budget		√	Reference made to requests made by Apple FunPark Committee
Appointment of Contractors	√	√	Reference made to Shire as Shire ultimately responsible for any contractor payment disputes.
Management of volunteers	√		
Mowing of lawns inside	√		
Mowing of Lawns outside	√		
Fertilising lawns inside	√		
Sprinklers		√	
Cameras		√	
Inspections	√		Must have person who has completed an accredited Playground Maintenance Course
Cleaning of toilets	√		
Cleaning barbeques	√		
Picking up litter	√		
Raking sand	√		
Oiling seats & tables	√		
Purchasing consumables toilet rolls, paper towels, fertilizer, cleaners etc	√	√	Shire to issue purchase orders
Topping up of soft fall sand	√		
Timing of lights	√	√	Shire may need to be involved if issues arise from nearby residents or Police

TASK	DELEGATED AUTHORITY	SHIRE RESPONSIBILITIES	COMMENTS
Vandalising damage cost eg lights, graffiti, fire, theft etc	√		
Extension & Additions	√	√	Approval of Shire required
Replacing structures	√	√	Approval of Shire required
Wear and tear	√		Provided integrity of equipment not compromised
Toilet additions	√	√	Approval of Shire required
Car Park extensions	√	√	Approval of Shire required
Power fees and rates etc		√	
Water fees & rates etc		√	
Sewage fees & rates etc		√	
Rubbish removal	√		
Pruning of trees	√		
Weeding garden	√		
Topping up of wood chips	√		
Collecting money from money spinner		√	
Wishing Well	√	√	Shire Approval required to construct (question need)
Water proofing barbeque shades	√	√	Approval of Shire required
Installing Shade Sails	√	√	Approval of Shire required
Installing of signs where appropriate	√	√	Approval of Shire required
Applying for grants	√	√	
Promotion of FunPark	√		
Management of Work-for-Dole or Community service personnel	√		

Contract for Existing Specified Maintenance Services

A detailed contract for existing services currently being undertaken by Crendon Machinery is currently being prepared by Council staff.

In essence the contract would:

7. Specify the length of the contract.
8. Specify inspections and reports required.
9. Authorise the repair and maintenance of minor repairs to a specified monthly amount (say \$1,000).
10. Specify reporting procedures for completed repairs.
11. Specify procedures for undertaking urgent repairs and repairs over the agreed monthly amount.
12. Specify the hourly rate for both inspections and repair work.

Consultation

To be referred to the current Apple FunPark Advisory Committee for consideration.

Policy/Statutory/Voting Implications

Council Policy 1.15 Committee Membership: To ensure membership on Council Committees is fair and equitable and Committee appointments reflect desired skills required the following is applicable:

1. As a general rule, Council will advertise locally for all positions on Council Committees other than for Committees with Council members only.
2. Where Council is seeking particular expertise on a Committee, Council may resolve not to advertise and select and appoint members with appropriate skills.
3. Committee membership is for a two year term in line with the election cycle.

Section 5.8 of the *Local Government Act* empowers Council to establish committees of 3 or more persons to assist the Council and to exercise the powers and discharge the duties of the Local Government that can be delegated to committees.

Voting Implications - Absolute Majority

Financial Implications

Ongoing maintenance will form part of normal budget considerations.

Strategic Implications

The proposal impacts upon a number of key strategic planning documents, including the Donnybrook Townscape Plan, the Shire Strategic Plan, the Draft 5 Year Plan for Playgrounds.

Officer's Recommended Resolution

That the Apple FunPark Advisory Committee discuss the proposal and provide comments and recommendations for the Council meeting scheduled for 26 November 2008.

Committee's Recommended Resolution

Moved: Cr Crowley

Seconded: C Austin

That the proposal put forward to establish a Volunteer Apple FunPark Advisory Committee be received and no action be taken at this point in time.

Carried 5/0

6. CLOSURE OF MEETING

The Chairperson advised the date of the next Apple FunPark Advisory Committee meeting will be held as advised at the Shire of Donnybrook/Balingup – Council Chambers.

The Chairperson declared the meeting closed at 7.55pm.

These Minutes were confirmed as a true and accurate record at the Apple FunPark Advisory Committee meeting held on _____		
Shire President		Presiding Member