

# *Shire of York*

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## *Greenhills Heritage Trail Project Plan*

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August 2018

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## 1. Introduction

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### 1.1. Scope of Work

The Shire of York Council at the May Ordinary Council 2018 meeting passed Resolution 030518 to request a Project Plan for the Greenhills Progress Association Heritage Trail which can be used should the Greenhills Progress Association decide to go ahead with a Lotterywest funding application.

The scope for this document was to assess the programmed amount of works and forecast the costings of the before submission towards Lotterywest.

Following recent review of the project the Greenhills Progress Association has decided that:

- Stage 1 [Trail signage] & Stage 2 [Gazebo Trailhead and Marketing/promotion] will be combined into a single phase project. Stage 3 [entry statement sculpture] will not be included and is likely to form the basis of another separate Community Arts project at a future date.
- Greenhills Progress Association Inc. will be the Lotterywest Grant Applicant and financially administer the Project. The Shire of York will be the supporting partner.

### 1.2. Information Reviewed

Shire of York staff reviewed the most recent copies of the following documents:

- Greenhills Stage I doc- document provided by the Greenhills Progress Association [includes stages 1-2-3]
- A Map showing the location of information signs
- Costing quote for Plaques design work – source 'Par Excellence' design firm selected by GPA
- Costing quote for Plaques production – source 'Allmark' signage firm selected by GPA

## 2. Methodology

### 2.1. Preliminary discussions with Lotterywest

Both the Shire of York and Greenhills Progress Association have had preliminary discussions with Lotterywest to ascertain the suitability of the project for funding. Advice to both parties was that the project was of relatively high cost for a Heritage Trail of modest size. Early discussions with the Shire of York in 2016 indicated that a more contemporary and less prolific approach to signage would be favourably viewed and that public liability issues regarding some access points were unresolved. Later discussions in 2017 with Greenhills

Progress Association after a professional designer's services had been engaged by GPA to undertake some preliminary concepts indicated the former was no longer an issue, however costs still remain relatively high. Work is in progress to resolve access and insurance issues. Formal contact has been made with the Anglican Diocese of Perth and WA Public Transport Authority regarding access to land owned by these organisations.

## 2.2. Mapping of Proposed works

The plans below show the Greenhills Progress Association' preferred location of signage.



Greenhills History Trail.

Pin Point Plaque Locations

29 views

SHARE

Untitled layer

Point 1

Point 2

Point 3

Point 4

Point 5

Point 6

Point 7

Point 8

Point 9

Point 10

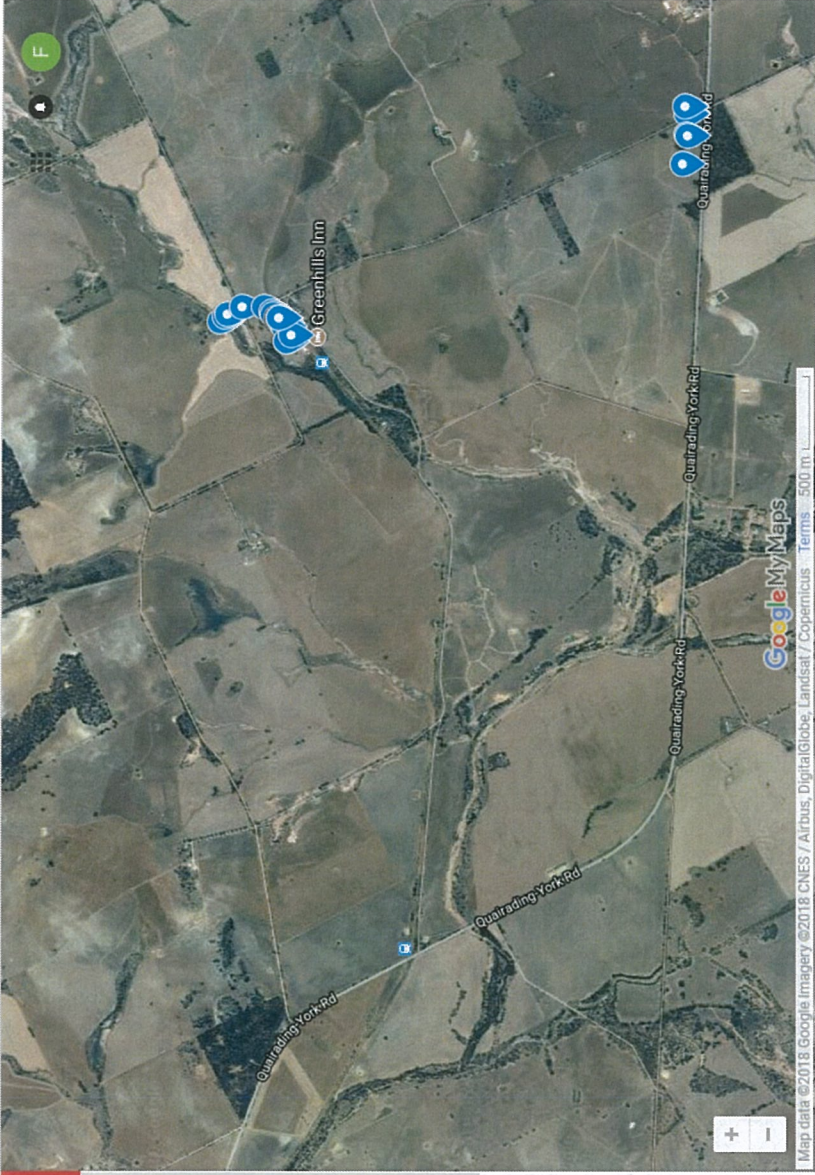
Point 11

Point 12

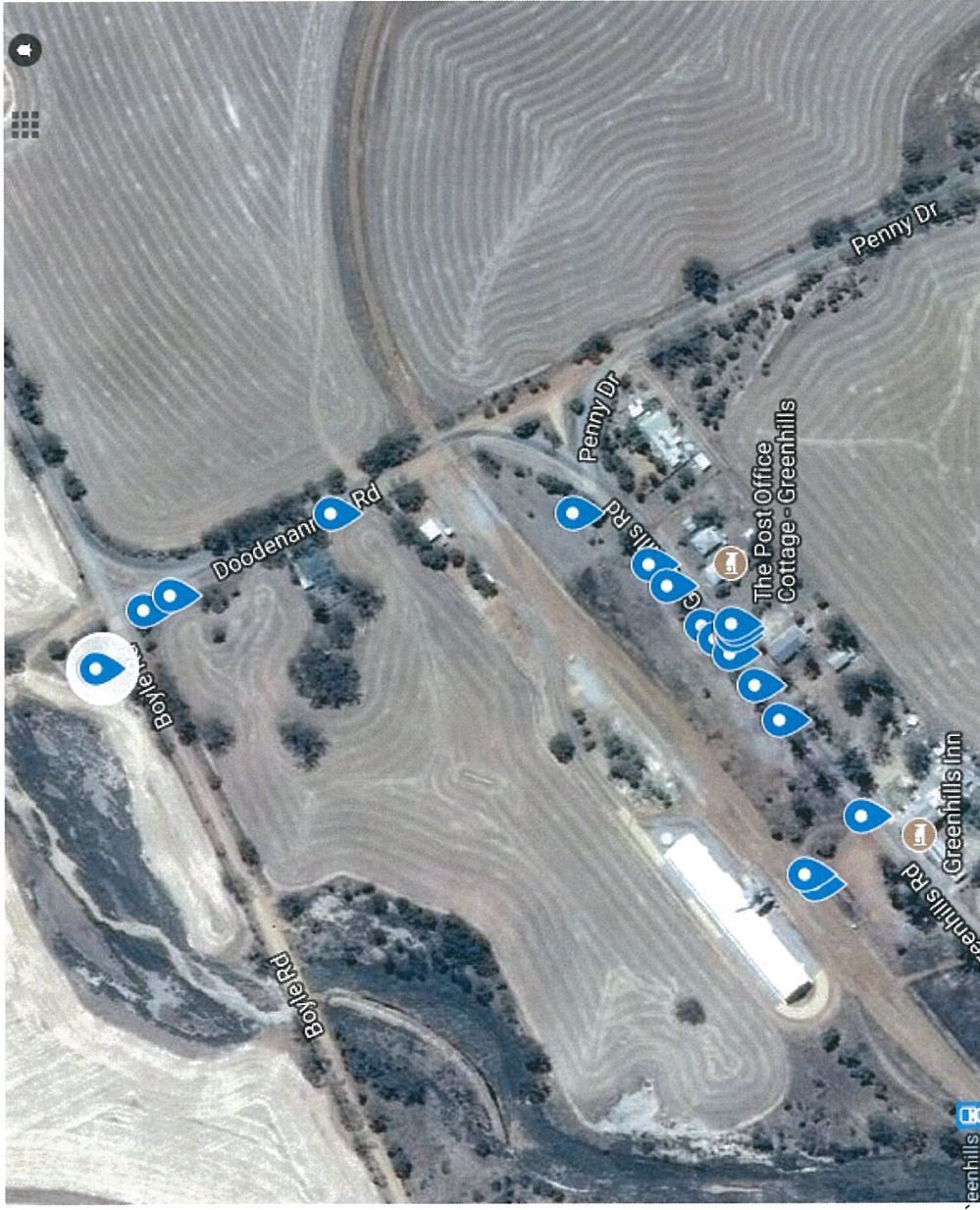
Point 13

Point 14

Overall Works Location



Note: The bulk of the Heritage Trail is situated at the present Greenhills townsite; however the highly significant sites of 'Old Greenhills' some 2.5km distant are included and are best visited by a connected drive.



Northern Section





Southern Section

### 2.3 Access issues

A total of approximately 26 interpretive signs are planned. The distance between the current green hills site (Northern half) and former green hills site (Southern half) is around 2.5 kms. The trail was always intended to be a Walk and Drive trail, as the 'old Greenhills' site is so far from the main cluster; therefore not requiring a footpath construction between the 2 sites. This has been highlighted in the costings, CAPEX only.

However, footpath construction will be necessary along Doodenanning Road between the main Greenhills townsite on Greenhills Road and the Old Bakery on Boyle Road as this section of road does not have any footpath at all. All footpaths to be constructed to comply with

AS 2156.1-2001 ▶

Walking tracks - Classification and signage standard by Standards Australia, 01/01/2001.

A footpath is also necessary through the woodland between St.Andrews Church and the Cemetery at the 'old Greenhills' site as it is too dangerous to walk along the main York-Quairading road. An unofficial track formed by useage does exist between the Church and Cemetery; it is intended to simply upgrade this track with the permission of the Anglican Diocese of Perth.

Insurance issues regarding all sites that have [or will potentially have] open access by the public need clarification.

Greenhills Progress Association holds a \$5,000,000 Public Liability policy for the Old Bakery and Hall sites.

Greenhills Progress Association have held discussions with a local landowner about the possibility of opening the Hall Ruins site at 'Old Greenhills' to the public but have decided against this due to insurance and maintenance issues. The signage for this site will be on the verge of Penny Road and therefore the responsibility of the SOY.

Who will be held responsible for public liability is as yet unresolved for:

1. 'Old Greenhills' site; all signage and footpath on Anglican Diocese Land
2. All sites relating to the disused Railway [Public Transport Authority land] ; although signage will be on road verge the area is unfenced and visitors can explore the railway

See table below of details drawn from Landgate public records. Initial contact has been made with both Authorities to follow this up.

All other sites are on fenced private land and viewed from footpath where signage will be situated, therefore the responsibility of the Shire of York.

The Shire of York's Access and Disability Inclusion Plan will need to be considered in relation to access to information. In practice this will mean checking proposed design work of any signage or other mediums of information conveyance for readability, font size etc., and also placement of signage suitable for all path users.



Assess No	Lot No	House No.	Street Name	Suburb	Owners	Name	Initials	Printed Residential Address	Printed Postal Address
A2899	1793	4369	QUAIRADING RD	KAURING	10064	DIOCESAN TRUSTEES OF THE ANGLICAN CHURCH	C O E	LAW CHAMBERS CATHEDRAL SQUARE PERTH WA 6000	LAW CHAMBERS CATHEDRAL SQUARE PERTH WA 6000
A6092 8	53	11	DOODENANNING	GREENHILLS	23194	GOVERNMENT OF WESTERN AUSTRALIA (CROWN LAND)		LEVEL 2, 140 WILLIAM ST PERTH WA 6000	PO BOX 1143 WEST PERTH WA 6872

## 2.4 Risk assessment

Risk	Risk ranking	Likely outcome	Preventative Measures	Risk + Prevention ranking
Unresolved Public Liability insurance issues	High	Funding denial from Lottery west	insurance issues to be resolved prior to any Lotterywest application, this may require additional insurance policies + costs	Medium
Refusal by Anglican Diocese to upgrade access footpath	Medium	Reduction of quality of trail access	Negotiations with Diocese to meet mutual satisfaction	Low
Costing of works requires to be expanded now that Stages 1 & 2 to be combined	Medium	Lack of funding from Lotterywest  and /or Shire of York	True and definitive costings which include the large in kind contributions by GPA, eg, gravel, research, volunteer labour etc. Demonstrate that this approach most cost effective	Low
Trail failing to fit Guiding Principles of WA Strategic Trails Blueprint 2017-21	Medium	Funding denial from Lottery west	Ensure and demonstrate fit of all 9 points in grant application, notably Aboriginal Participation	Low

## 2.3. Costing analysis

Greenhills Progress Association have provided one supplier quote for the signage production, one quote for design of signage, one quote for concrete supply , one quote for Signage support posts and one quote for Gazebo.

In the Shire of York Procurement Policy, which can be viewed in full here:  
<http://www.york.wa.gov.au/Profiles/york/Assets/ClientData/Document-Centre/Council-Policy-Manual/Policy Manual - Final 24 Oct 16 - amended 23 July 2018.pdf>  
Monetary thresholds for obtaining of quotations and tendering are:

<b>Amount of Purchase</b>	<b>Process to be followed</b>
Up to \$1,500	Direct purchase from suppliers. No quotation required. Market testing is strongly encouraged.
\$1,501 to \$10,000	Obtain at least two verbal or written quotations (may include print outs from reputable suppliers' catalogues or websites), recommendation to purchase, include on quotation form reason for choosing selected supplier, and that the official order for the goods and services be countersigned by the Officers designated in this Policy.
\$10,001 to \$50,000	Obtain at least three verbal or written quotations, recommendation to purchase, include on quotation form reason for choosing selected supplier, and that the official order for the goods and services be countersigned by the Officers designated in this Policy.

Further quotes based on a standardised quote request will be required for all externally purchased items in line with SOY Procurement Policy.

Costs are defined in Appendix A. Capital Expenditure (CAPex) and Operational expenditure (OPex) shows the works being completed in 1 year. there is an ongoing Operation charge of \$2,440 per annum which must be budgeted for. This allows for the yearly maintenance on the trails. -Weed Spraying, general maintenance, trimming with a bobcat, Litter pickup and all works required to keep the track open and available for use.



## 2.5 LGIS advice

Initial consultation with LGIS indicated that any Public Liability aspects not normally covered by the Shire of York's usual cover for normal public use of footpaths could be covered by Greenhills Progress Association taking out a Local Community insurance policy through LGIS; see:

<https://www.localcommunityinsurance.com.au/>

However this has not yet been investigated in detail, but will be pending the responses from Anglican Diocese and Public Transport Authority of WA.

## 2.6 Timeline for progress

The project timeline is detailed Appendix B attached.

Lotterywest grants generally need to be acquitted within 12 months of issue, although extensions can be applied for if there are valid reasons for so doing.

**October 2018** Council meeting – project plan approval. It should be borne in mind that any additional monies [over and above the existing Greenhills Reserve fund source] requested will have to come from the 2019/20 Annual Budget, therefore would not be released until July 2019. If approved, it should be possible for GPA to obtain all quotes and material required to submit a **Lotterywest application by early December 2018.**

These generally take 3 months to process so it is unlikely that a **result would be available until at least April 2019.**

**Project completion and acquittal** therefore likely to be in the region of **April 2020.**

**July 2021 onwards: Annual maintenance**

## 2.7 Recommendations

That Council accept this Plan and Appendices as the Project Plan to support the Greenhills Progress Association's endeavours to create a Heritage Trail.

### Works Costing Estimate- Shire of York

Project Name -Greenhills Walk trails (CAPex)  
Description -Capital budget  
Comments - For internal review

LABOUR	Officer	Hrs	Rate	Hrs * 1.5	Hrs * 2	Total	Overheads	BUDGET
								1.4
Grader Operator	Ross Megee	38	\$ 34.86	\$ 52.29	\$ 69.72	\$ 1,324.68	\$ 1,854.55	\$ 3,179.23
Roller/Truck Operator	Trevor Barratt	38	\$ 31.63	\$ 47.45	\$ 63.26	\$ 1,201.94	\$ 1,682.72	\$ 2,884.66
Loader	Alex Beard	38	\$ 31.63	\$ 47.45	\$ 63.26	\$ 1,201.94	\$ 1,682.72	\$ 2,884.66
Labourer	Vacant	38	\$ 31.63	\$ 47.45	\$ 63.26	\$ 1,201.94	\$ 1,682.72	\$ 2,884.66
Parks & Gardens/Maintenance	New	38	\$ 33.21	\$ 49.82	\$ 66.42	\$ 1,261.98	\$ 1,766.77	\$ 3,028.75
Building Maintenance	Alan Clyde	38	\$ 35.72	\$ 53.58	\$ 71.44	\$ 1,357.36	\$ 1,900.30	\$ 3,257.66
						\$ 7,549.84	\$ 10,569.78	\$ 18,119.62

Plant and Machinery (inc Fuel)	Registration	Hrs	Rate	Plant number	Total	Overheads	BUDGET
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<b>Graders</b>						
Volvo G930 Grader 2014	28.5	\$	86.21	P143	\$	2,457
					\$	2,457

<b>Vehicles</b>					
Great Wall	38	\$	10.36	\$	394
Hilux (Grader)	40	\$	27.06	\$	1,082

Trucks					
12t HINO Side Tipper Truck	38	\$	29.03	\$	1,103
				\$	1,103

<b>Rollers / Compactors</b>				
Volvo Steel Roller	28.5	\$	70.41	\$ 2,007

Loaders / Excavators / Dozers							
John Deere Front End Loader	19	\$	65.24	\$	1,240	\$	1,240
Bobcat	38	\$	35.00	\$	1,330	\$	1,330
				\$	-	\$	-

Miscellaneous			\$		\$
Minor Equipment (chainsaw/Blower/etc)	10	\$	15.00	\$	150

Materials/ Sub contract				
Gravel assuming that 0.6m <sup>3</sup> of gravel required for every linear metre of the paths	600	\$	8.00	\$ 4,800
signage design small Armsign	23	\$	319.00	\$ 7,337.00
signage design large Armsign	2	\$	398.75	\$ 797.50
Signage production small Armsign	23	\$	192.50	\$ 4,427.50
signage production Armsign large	2	\$	727.10	\$ 1,454.20
stands small Armsign	23	\$	264.55	\$ 6,084.65
stands large Armsign	2	\$	399.85	\$ 799.70
Freight from E states Armsign	1	\$	1,094.50	\$ 1,094.50
Concrete for signage	1	\$	1,400.00	\$ 1,400
Maintenance free gazebo	1	\$	13,178.00	\$ 13,178
Shire website and basic leaflet production	1	\$	180.00	\$ 180

Total Materials	\$ 41,553.05
Total Plant	\$ 9,762.45
Total Labour	\$ 18,119.62
Total	<u>\$ 69,435.12</u>
10% Contingency	\$ 6,943.51
Total	<u>\$ 76,378.63</u>





Works Costing Estimate- Shire of York

Project Name - Greenhills walk Trail Opex  
Description - Operational budget/ year  
Comments - For Internal review

LABOUR	Officer	Hrs	Rate	Hrs * 1.5	Hrs * 2	Total	Overheads	BUDGET
							1.4	
Labourer	Vacant	5	\$ 31.63	\$ 47.45	\$ 63.26	\$ 158.15	\$ 221.41	\$ 379.56
Parks & Gardens/Maintenance	Rob Mackenzie	9	\$ 33.21	\$ 49.82	\$ 66.42	\$ 298.89	\$ 418.45	\$ 717.34
Building Maintenance	Alan Blyde	5	\$ 35.72	\$ 53.58	\$ 71.44	\$ 178.60	\$ 250.04	\$ 428.64
						\$ 635.64	\$ 889.90	\$ 1,525.54

Plant and Machinery (Inc Fuel)	Registration	Hrs	Rate	Plant number	Total	Overheads	BUDGET
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Vehicles								
Mazda Bravo (P&G)		5	\$ 15.45			77.25		77.25
4WD (Weed spraying)		9	\$ 10.36			93.24		93.24

Loaders / Excavators / Dozers								
Bobcat		5	\$ 35.00			175	245	420
						0	0	0

Miscellaneous								
Minor Equipment (chainsaw/Blower/etc)		9	\$ 15.00			135	189	324

Materials/ Sub contract

Total Material \$ -  
Total Plant \$ 914.49  
Total Labour \$ 1,525.54  
Total \$ 2,440.03



[illegible]



