CITY OF ARMADALE

AGENDA

OF COMMUNITY SERVICES COMMITTEE TO BE HELD IN THE COMMITTEE ROOM, ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON TUESDAY, 5 MAY 2015 AT 7.00PM.

*A meal will be served at 6:15 p.m.*

PRESENT:

APOLOGIES:

OBSERVERS:

IN ATTENDANCE:

PUBLIC:

“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 to be read.

DECLARATION OF MEMBERS’ INTERESTS

QUESTION TIME

DEPUTATION

CONFIRMATION OF MINUTES

RECOMMEND

Minutes of the Community Services Committee Meeting held on 31 March 2015 be confirmed.

ITEMS REFERRED FROM INFORMATION BULLETIN

Report on Outstanding Matters – Community Services Committee

Monthly / Quarterly Departmental Reports
Community Development Report – Community Development Report April 2015
Leisure Services Report – March 2015
Manager Library & Heritage Services Monthly Report – March 2015
Manager Ranger & Emergency Services Monthly Report – March 2015
Tourism/Events & Visitor Centre February 2015

If any of the items listed above require clarification or a report for a decision of Council, this item to be raised for discussion at this juncture.
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1.1 - APPOINTMENT OF AUTHORISED OFFICER

WARD: ALL
FILE No.: M/418/15
DATE: 21 April 2015
REF: BLW
RESPONSIBLE MANAGER: Executive Director Community Services

In Brief:
- The appointment of an “Authorised Person” for the purpose of administering various Acts Regulations and Local Laws relating to Ranger Services
- Recommend that Mr. Chris Anthony Cockburn be appointed as an “Authorised Person”

Tabled Items
Nil

Officer Interest Declaration
Nil

Strategic Implications
1.6.1 Support the community in emergency and fire management, planning response and recovery
1.6.2 Ensure effective management of animals within the community
1.6.3 Promote and support planning and activities that encourage a safe and responsible community

Legislation Implications
Section 9.10(1) Local Government Act 1995
Section 450 Local Government (Miscellaneous Provisions) Act 1960
Section 11(1) (3) Dog Act 1976 and Regulations
Section 38(3) Control of Vehicles (Off-Road Areas) Act 1978
Bush Fire Act 1954 and Regulations
Section 38(1) Bush Fires Act 1954
Section 59(3) Bush Fires Act 1954
Section 26(1) Litter Act 1979 – 1981
Section 20 (1) Criminal Procedures Act 2004

Council Policy/Local Law Implications
Local Laws Relating to Dogs
Local Laws Relating to Parking and Parking Facilities.
Local Government Property Local Law
Activities and Trading in Thoroughfares and Public Places Local Law
Local Laws Relating to Trading In Public Places.
Environment, Animals and Nuisance Local Laws

Budget/Financial Implications
Nil

Consultation
Nil
BACKGROUND
Nil

DETAILS OF PROPOSAL
From time to time it is necessary for Ranger Service to employ casual, or temporary Rangers when permanent staff are on annual leave, or there is a need to temporarily fill a position due to some other circumstance.

Due to Senior Ranger, Jim Kelliher, taking Long Service leave and Ranger Mick Mcintosh being appointed to the role of Acting Senior Ranger it has become necessary to acquire the services of a relief Ranger, Mr. Chris Anthony Cockburn, through Lo Go appointments.

It is envisaged that Mr. Cockburn will be employed at the City for a period of approximately sixteen (16) weeks from Thursday 30 April 2015. To enable Mr. Cockburn to undertake the responsibilities and duties performed by a Ranger it is a requirement that Council shall, in writing, appoint him to exercise on behalf of the Local Government the powers conferred on an "Authorised Person" for the purpose of enforcing various Acts and Local Laws.

Accordingly, and in an attempt to ensure full compliance is achieved, it is recommended that Council appoint the person herein named as an “Authorised Person”.

COMMENT
The recommended appointment of Mr Cockburn as an “Authorised Person” is consistent with his position role description and will serve to facilitate and assist in the orderly business and performance of the Ranger Services.

RECOMMEND

That Mr. Chris Anthony Cockburn be appointed as an “Authorised Person” for the City of Armadale to exercise powers under:

Section 9.13 & 9.15 of the Local Government Act 1995,
Section 20(1) Criminal Procedures Act 2004
Dog Act 1976 and Regulations
Cat Act 2011 and Regulations
Control of Vehicles (Off Road Areas) Act 1978 and Regulations
Bush Fires Act 1954 and Regulations
Section 38 (1) Bush Fire Act 1954
Section 59(3) Bush Fires Act 1954
Litter Act 1979 and Regulations
Local Laws Relating to Dogs
Local Laws Relating to Parking and Parking Facilities.
Local Government Property Local Law
Activities and Trading in Thoroughfares and Public Places Local Law
Local Laws Relating to Trading In Public Places

ATTACHMENTS
There are no attachments for this report.
2.1 - CELEBRATION OF THE WORK OF THE POSITIVE AGEING WORKING GROUP

WARD      : ALL
FILE No.  : M/368/15
DATE      : 7 April 2015
REF       : FB
RESPONSIBLE MANAGER : Executive Director Community Services

In Brief:
- The Positive Ageing Strategy 2011-2014 has now been reported on and finalised and as a consequence the work of the Positive Ageing Working Group has been completed.
- It is recommended that a broader sector network is developed for the future and the Working Group is congratulated for its work.

Tabled Items
1. Nil.

Officer Interest Declaration
Nil

Strategic Implications
Strategy 1.2.2 Advocate and promote programs and services that enhance the wellbeing of seniors.

Legislation Implications
Nil

Council Policy/Local Law Implications
Nil

Budget/Financial Implications
There is no specific operating budget associated with this activity other than staff time allocated to attend and support the meetings.

Consultation
1. This report has been informed by the Positive Ageing Working Group meeting of 3 November 2014.

BACKGROUND
The City of Armadale Corporate Business Plan lists the following actions.
- Convene the Positive Ageing Advisory Group to facilitate communication and collaboration between the City, seniors and seniors sector partners
- Implement the Positive Ageing Strategy.

The Positive Ageing Strategy 2011-2014 has been implemented.
DETAILS OF PROPOSAL

The Positive Ageing Working Group was a key recommendation of the Positive Ageing Strategy 2011-2014 which has now been reported on and finalised. At the Working Group meeting in November 2014, City officers recommended a broader sector network is developed for future and ongoing consultation, comprising various levels of staff from a range of organisations. It is envisaged that this will be an effective mechanism for identifying and addressing priorities of the older population across the sector. Examples of sector networks that have been successful include the Armadale Early Years Network and the Armadale Youth Network which have resulted in a number of productive partnerships and further projects.

This recommendation was accepted by the Working Group and it was agreed therefore the November meeting would be the final meeting in its current format. The proposed Positive Ageing Network is to be held every two months with a rotating chair and note taker.

COMMENT

ANALYSIS

The Working Group has been diligent and collaborative in its work and deliberations. The contribution of its members has been highly valued and this is reflected in the successful implementation of the Positive Ageing Strategy 2011-2014. The creation of a broader sector network for the future will ensure that this contribution is built on for the benefit of the community.

OPTIONS

Disband the Positive Ageing Working Group and congratulate its members for their contribution.

Maintain the Positive Ageing Working Group – contrary to the intentions of the members and does not reflect the work completed.

CONCLUSION

It is recommended that Council supports the disbanding of the Working Group and congratulates its members for their work.

RECOMMEND

That Council:

1. Congratulates the members of the Positive Ageing Working Group for their contribution to the wellbeing of seniors in the City of Armadale and asks the Executive Director Community Services to confirm this in writing to all members; and

2. Acknowledges that the Positive Ageing Working Group is now disbanded and an industry network will be convened every two months.

ATTACHMENTS

There are no attachments for this report.
2.2 - ANNUAL CONTRIBUTIONS 2015/2016

WARD : ALL
FILE No. : M/406/15
DATE : 15 April 2015
REF : FB
RESPONSIBLE MANAGER : Executive Director Community Services

In Brief:
- 16 applications have been received from organisations requesting support through the City of Armadale’s Annual Contributions program.
- Recommend that the City considers an amount of $133,750 to support a number of eligible organisations through its Annual Contributions program in 2015/16

Tabled Items
1. Nil

Officer Interest Declaration
Nil

Strategic Implications
Strategy 1.1.2
Support and strengthen community groups, organisations and volunteer services.

Legislation Implications
Nil

Council Policy/Local Law Implications
Council’s COMD1 Requests for Financial Assistance Policy and Management Practice sets out the framework by which annual contribution requests are considered.

Budget/Financial Implications
The Long Term Financial Plan has provision for Annual Contributions. The allocation proposed for 2015/16 is $134,000. Officers are recommending that $133,750 be distributed.

Consultation
1. All organisations that have applied for contributions have been consulted and those agencies that are supporting these requests have also been engaged.
2. A Councillor workshop was conducted on Tuesday 14 April to which all Councillors were invited. This workshop provided the opportunity to review the officer recommendations and ask questions. Additional research that has been requested from this process has been included in the details of this report.

BACKGROUND
For information the following annual contributions were approved by Council for the 2014/15 financial year:
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<tr>
<td>Armadale Kelmscott Mobile Meals</td>
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<td>Armadale Neighbourhood Watch</td>
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<td>Armadale Society of Artists</td>
<td>4,790</td>
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<td>Communicare</td>
<td>14,370</td>
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<td>Conscious Birth and Parenting Collective</td>
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<td>Constable Care Child Safety</td>
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<td>Crossways Community Services</td>
<td>14,370</td>
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<tr>
<td>Darling Range Wildlife Shelter Inc.</td>
<td>4,790</td>
</tr>
<tr>
<td>Hope Community Services (Drug ARM WA)</td>
<td>27,800</td>
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<tr>
<td>Parkerville Children &amp; Youth Care</td>
<td>19,170</td>
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<tr>
<td>Save the Children</td>
<td>16,590</td>
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<td>Scripture Union of WA</td>
<td>9,580</td>
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<tr>
<td>Starrick House</td>
<td>4,790</td>
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<td><strong>Total</strong></td>
<td><strong>143,078</strong></td>
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Organisations which received an annual contribution in 2014/15 were invited to apply for an annual contribution in 2015/16. In addition, advice was sent to community groups and organisations listed on the City’s Community Directory and an advert was placed in local media.

A total of sixteen applications were received, including eight from previous recipient organisations in 2014/15.

**DETAILS OF PROPOSAL**

The following summarises the requests and officer recommendations.

**Armadale Kelmscott Mobile Meals Inc. – request $7,500**

Armadale Kelmscott Mobile Meals Inc. delivers meals to older people or people with a disability who are eligible for Home and Community Care (HACC) assistance. The service is provided by volunteers and meals are provided five days per week, 52 weeks of the year to eligible residents living in the City of Armadale.

The application requests a contribution $7,500 towards petrol costs. This figure is identical to the figure requested in their 2014/2015 application which Council granted $6,230.

**Comment**

Armadale Kelmscott Mobile Meals currently delivers meals to over 54 clients per month which equates to over 9000 meals since June 2014. Armadale Kelmscott Mobile Meals are supported by Armadale Home Help Local who administer the HACC funding and Crossways Community Services who supply the meals.

**Recommendation: $6000**

**Armadale Neighbourhood Watch. – request $7,600**

Armadale Neighbourhood Watch aims to prevent crime and enhance community safety through engagement of neighbours in household and community level crime prevention initiatives such as Street Meet n Greet events. A Street Meet n Greet encourages social
interaction between neighbours and local Policing Teams to raise awareness of community safety issues and build community cohesion.

The application requests a contribution of $7,600 towards the Street Meet and Greet Program, anti-theft number-plate screws program and ongoing operational costs.

**Comment**

Armadale Neighbourhood Watch has received previous contributions for the Street Meet and Greet events. ($4,000 in 2012/13 and $5,270 in 2014/15) These events are coordinated jointly by Armadale Neighbourhood Watch, the City and WA Police – Local policing Teams. They have proved to be an excellent way for the community to come together and interact with the recently formed Local Policing Teams. Since August 2014 Armadale Neighbourhood Watch has been involved in 12 Street Meet and Greets.

**Recommendation:** $7,000

**Communicare Inc. – 2 requests**

Communicare is a charity which helps more than a quarter of a million Australians every year and they deliver a suite of services in the City of Armadale focused on children, families, therapeutic and employment.

**Request 1 - $20,000**

The application is for a contribution of $20,000 to assist with delivering a high school learns to swim program for CaLD and aboriginal students. Many CaLD families have never encountered pools or beaches in their home country and therefore have never learnt vital swim skills. The drowning rate amongst Aboriginal children is three times higher than other Australian children aged 0-14 years and is ranked the second most common cause of injury death.

**Comment:**

Consultation with Communicare has confirmed the program proposed is for 20 students and will be run for one term at the Armadale Aquatic Centre.

The City of Armadale provides its own swim school and a ten lesson series currently costs $120 however there are no specific strategies in place to encourage CALD and Aboriginal children to participate in it. There is an opportunity to work directly with Communicare towards encouraging their target group to participate in the existing swim program.

**Recommendation:** That the City engage with Communicare to identify other avenues for the program rather than providing a financial contribution at this time.

**Request 2 - $15,500**

The application requests a contribution of $15,500 to assist with delivering legal services from Neerigen Brook Primary School. Its target group is for ‘disadvantaged’ who cannot afford legal supports for a broad range of legal issues through one on one appointments with a legal officer.

**Comment:**

Communicare has previous received annual contributions ($10,000 in 2012/13 and $14,370 in 2014/15) assist in continuing the service.
Currently two other free legal services operate in the City; Gosnells Legal Service and Sussex Street Community Law Service, however both have a narrow area of focus pertaining only to disability discrimination and assistance with Centrelink issues.

Communicare assisted 35 clients in 2014/2015 Communicare thus far and foresee more in the coming months up to 30 June 2015. They have advised the legal service will also provide a synergy to other services provided in the region by Communicare; financial counselling and emergency relief, employment services and early intervention programs.

**Recommendation:** $10,000

**Crossways Community Services request $20,000**

Crossways is a charitable organisation that offers a range of programs and services to the local community, including access to low-cost food, clothing and household items through the Meeting Place Café and Crossways Op Shop, Professional Counseling as well as adult education programs.

The request is for $20,000 to support their regular services and the development of their “Pathways Programme.” The Pathways Programme is designed to connect people back into the community via providing practical and emotional support and life skills development.

In addition to their regular services this year Crossways Community Services will be hosting a 20 week programme that individuals can sign up for that provides more intensive personal support to identify strengths, abilities and purpose, evaluate options, learn new ways of managing stress, anxiety, depression or other health conditions. Develop and identify goals, gain supported work experience and support to link to local opportunities of employment, training or volunteering.

**Comment:**

In addition to their regular services this year Crossways Community Services will be hosting a 20 week programme that individuals can sign up for that provides more intensive personal support to identify strengths, abilities and purpose, evaluate options, learn new ways of managing stress, anxiety, depression or other health conditions. Develop and identify goals, gain supported work experience and support to link to local opportunities of employment, training or volunteering.

Crossways is an effective community-based organisation which provides much needed support to residents struggling financially and emotionally in the community

**Recommendation:** $15,000

**Darling Range Wildlife Shelter Inc – request $9,200**

Darling Range Wildlife Shelter is a volunteer-run community organisation based in Gosnells. The shelter rescues, treats and cares for injured, orphaned, sick and displaced Australian native wildlife with the aim of rehabilitation and return of wildlife to their habitat.

Whilst the group is based in Gosnells, the Shelter reports that 35% of wildlife admissions originate from within the City of Armadale.

The application is a request for $9,200 in 2015/16 to subsidise the costs of specialised diets for local wildlife.
Comment
Darling Range Wildlife Shelter receives no government funding or sizeable ongoing/regular financial sponsorships. The amount requested is approximately one third of their annual budget for this program which correlates with wildlife admissions that originate from within the City of Armadale.

Recommendation: $9,200

Good Samaritan Industries request $5,000
Good Samaritan Industries (trading as Good Sammy) is a WA charity that has been serving the community of Western Australia for more than 50 years. It currently provides employment opportunities to more than 240 people with disabilities directly and serves an additional 500 people who have sought to gain employment in the open marketplace. Its stores also serve more than one million customers annually.

The request is for a contribution of $5,000 to cover some of the costs incurred in collecting and disposing of the 25% of goods donated that are unsaleable.

Comment
The City’s Waste Services has advised there are several groups that would be affected by the cost of disposing unsaleable goods and it would set an unsustainable precedent to support one group over another.

Recommendation: Not supported

Hope Community Services – request $25,000
Hope Community Services is a community service organisation dedicated to supporting people to successfully and meaningfully participate in life. Their mission is to contribute to the development of healthy and inclusive communities in Australia through the provision of quality social services. Hope Community Services received a contribution of $27,800 in 2014/15. It should be noted that in 2013 Hope subsumed the operations of Armadale Youth Resources; a local organization that provided a range of youth focused activities.

Hope Community Services is the only dedicated treatment service for alcohol and other drugs (AOD) located in the City of Armadale, provides free or low-cost counselling and support.

The requested is for $25,000 to maintain the provision of alcohol and drug counselling in the City of Armadale.

Comment:
The City currently contracts Hope Community Services $15,000 per annum on a fee for service basis to provide a street van service and considers them a strategic partner in delivering youth intervention programs. A review of the data provided for the period January to December 2014 shows 52% of the people who attended the Armadale Counselling Service lived in the City of Armadale.

Recommendation: $16,000
**Kelmscott Agricultural Society Inc – request $25,000**

Now in its 117th year the Kelmscott Agricultural Society annual agricultural show provides two days of entertainment for families and provides a forum for exhibits.

The application is for $25,000 to assist with the staging of the Kelmscott Annual show.

**Comment**

The City has a MOU with the organisation and provides in-kind support for the event. The request is more suited to be considered through the City’s Events Sponsorship program rather than through the Community Services section.

**Recommendation:**

That the City work with the organisation to prepare an Events Sponsorship proposal.

**Parkerville Children and Youth Care Inc – request $20,000**

Parkerville Children and Youth Care was established in 1903 and provides services for children who have been harmed or neglected. Parkerville Children and Youth Care provide a large range of community based services in the Perth metropolitan area. In Armadale, these include Therapeutic Family Services for children and young people who have experienced sexual abuse (via the George Jones Advocacy Centre); and secondary services such as the Armadale Family Support Network which aims to improve access to early intervention family support services. Parkerville also manages the Challis Child and Parent Centre based at Challis Primary School which is funded by the Education Department.

In 2014 The City of Armadale awarded Parkerville Children and Youth Care $19,170 for phase one of the Enabling Children to Grow Project. The Enabling Children to Grow project is a training package for 22 Child Care Centres within the Armadale area to reduce the vulnerability of children in the community. The project delivers training to staff at child care centres within the Armadale area to improve staff capabilities to manage and respond to disclosures of abuse and inappropriate sexualised behaviours. Phase one allowed seven child care centres to access this training.

The request is for funding towards phase two of the Enabling Children to Grow Project. It is proposed that the next eight Child Care Centres will be able to access this training during phase two.

**Comment:**

The City supports the need for Protective Behaviours training for children, parents, child care staff, teachers and other professionals which work with children. The proposal to provide preventative and early intervention strategies to decrease the prevalence of abuse is considered to have strong community benefit for children and families. Parkerville Children and Youth Care demonstrate the capacity to provide such training.

**Recommendation:** $20,000

**Roberta Jull Community Care Association Incorporated – 2 requests**

The Intent of the Roberta Jull Community Care Association Inc is to provide various forms of therapy and counseling for children, youth, adults and families. It also runs various art classes, a broadband kiosk for seniors, Foodbank and a weekly soup café.

**Request 1 - $17,000**

The application requests $17,000 to provide two protective behaviour education sessions to parents from Piara Waters Primary to be held at the Piara Waters Pavillion and a Monday
morning cooking club. The cooking club has been designed for kindergarten and pre-primary parents of Piara Water’s students and was for a 32 week period. It is proposed the program will increase participant’s knowledge of nutrition and allow participants to build relationships with other stakeholders including Minnawarra House, Webster’s Health Care Services, Piara Water’s Primary School, Edith Cowan University and the Safe for Kids – protective behavior education program.

Comment
These programs will be held in the growing suburb of Piara Waters. The applicant has advised there are a high number of Indian residents and school attendees and they have enlisted a cook who speaks four Indian languages to deliver the program. The group will use the program as an engagement tool to connect community with other stakeholders while increasing their knowledge of health literacy pertaining to nutrition.

Roberta Jull Community Care was requested to submit an alternative budget for an eight week cooking program. The intention was to see if the City could support a pilot program and support Roberta Jull Community Care to obtain alternative funding for future weeks.

In the eight week program budget the City would be requested to contribute $3,550.

Recommendation: $3,550

Request 2 - $5,213
The request is for an amount of $5,213 to provide an art therapy program to address the needs of socially isolated and disadvantaged community members.

Comment:
In general terms this proposal is sound however it did not outline in sufficient detail the value for money the contribution would return in terms of the number of participants and the benefits they would receive. It is envisaged that officers would engage with this organization to identify ways that the objectives of the initiative could be met working in partnership with other agencies addressing similar needs.

Recommendation: Not support

Save the Children Australia – request $31,000
Save the Children is an international organisation working to realise the rights of children to survival, protection, development and participation. In Australia, Save the Children delivers programs in early childhood development, youth engagement and child protection in 100 communities across metropolitan, regional and remote areas. In Perth, Save the Children facilitates the South East Corridor Youth Development Program (One Step Closer), a prevention and early intervention program for at-risk Aboriginal youth; an Intensive Supported Playscheme for Aboriginal parents and children to support early childhood development; and the Aboriginal Reconnect program to support Aboriginal young people at risk of homelessness in the South East Corridor of Perth.

The request is for $31,000 to facilitate the “It Takes a Village Multicultural Early Learning Program” at Westfield Park Primary School. This program has been running since 2009 and this contribution will allow it to continue to run on Thursday mornings during term time. It is currently funded by the Commonwealth Department of Health’s Perinatal Depression Initiative funding which is due to cease on 30 June 2015.
The total budget for the It Takes Village program is $34,047.

The program provides:
- an early learning program for children aged 0-5 who come from refugee or migrant backgrounds;
- facilitated life skills sessions for their mothers;
- family support to assist with integration and resettlement; and
- whole of family school holiday activities.

Comment:
The City is aware there is a high need for this program to continue and the Westfield Park Primary School welcomes not for profit organisations, community groups and local government to provide community connections at its site.

The culturally and linguistically diverse population is increasing in the City of Armadale and is an emerging priority for the Community Development team.

Recommendation: $17,000 (50%) to continue the program.

YouthCARE request $25,000
YouthCARE is WA’s largest provider of school chaplaincy and currently services in-school chaplaincy in over 300 public schools in Western Australia. YouthCARE aims to reflect the core values of respect, service and compassion in ways that support student well-being in the secular context of public schools.

The request is for $25,000 to continue to provide chaplaincy services (public high schools, four primary schools and one education support centre) in the City of Armadale.

Comment:
The funding costs of the combined High School and Primary School in-school chaplaincy program within the City of Armadale for 2014 was close to $299,000 of which the Federal Government funded $160,000, sufficient to place a chaplain in a school for less than two days a week.

As of 2015 the chaplaincy service at the Kelmscott Senior High School has been reduced from a five day service to a one day service. The one day chaplaincy position is currently being funded by the school from its budget and a small contribution from local churches. YouthCARE has advised that if it is successful in obtaining the annual contribution of $25,000 for 2015/2016, the contribution would be used towards funding a second day of chaplaincy service at Kelmscott Senior High School and one day at Roleystone Community College. Any remaining funds would be used towards meeting funding deficiencies in the federal funding for Armadale Senior High School and Cecil Andrews Senior High School.

The YouthCARE programs vary depending on the school requirements. Programs have included breakfast programs, protective behaviours, peer skills and so on.

YouthCARE’s chaplaincy services have provided longstanding service to local schools in the community.

Recommendation: $25,000
Starrick House request $5,000
In addition to the formal requests received, for many years the City of Armadale has supported Starrick House, a community service supporting those affected by family and domestic violence, jointly provided with the City of Gosnells. An annual contribution of $5,000 has previously been provided.

Comment
This is a long standing arrangement between the Cities of Armadale and Gosnells and it is recommended that Council continue to support this venture for a further three year period.

Recommendation:  $5,000.

SUMMARY OF REQUESTS FOR 2015/16

The table below summarises the requests received for the 2015/2016 financial year. It also depicts where an organisation has had a previous contribution. First time applicants are noted in *italics*.

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</tbody>
</table>

**COMMENT**

**ANALYSIS**

All applications have been assessed and clarifications sought where required, from the applicants and other agencies that have provided letters of support.

**OPTIONS**

Council has the following options:
1. Support the officers’ recommendations and resolve to allocate the budget accordingly.
2. Amend the officers’ recommendations, in full or in part, and resolve to allocate the budget accordingly.
3. Not support any of the applications for Annual Contribution.

Option 1 is recommended.

CONCLUSION

After considering the range of services being offered by the applicant organisations and the needs of the City communities, it is recommended that Council support the provision of annual contributions to organisations that fulfill the requirements of the policy

RECOMMEND

That Council:

1. Refer the Annual Contributions, as listed below, for consideration of inclusion in the 2015/2016 draft Budget, subject to a satisfactory written report from each organisation that meets the conditions of Policy COMD 1

<table>
<thead>
<tr>
<th>Organisation</th>
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<tr>
<td>Armadale Kelmscott Mobile Meals</td>
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<td>Armadale Neighbourhood Watch</td>
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<td>Darling Range Wildlife Shelter Inc.</td>
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<td>Youthcare</td>
<td>25,000</td>
</tr>
<tr>
<td>Starrick House</td>
<td>5,000</td>
</tr>
</tbody>
</table>

TOTAL: $133,750

2. Note that the funding for Starrick House for $5,000 annually is approved for a period of three (3) years commencing in 2015/16.

ATTACHMENTS

There are no attachments for this report.
2.3 - UPDATE ON FUNDING FOR THE CHAMPION CENTRE

WARD: ALL
FILE No.: M/407/15
DATE: 16 April 2015
REF: E
RESPONSIBLE MANAGER: Executive Director Community Services

In Brief:
- The Department of Prime Minister and Cabinet has confirmed that the Champion Centre will receive funding over the next 2.5 years to the value of $400,000 ex GST through the Indigenous Advancement Strategy.
- Recommend that Council accept this level of funding but continue to negotiate for additional funding to meet the needs of the community.

Tabled Items
1. Nil

Officer Interest Declaration
Nil

Strategic Implications
1.2 Optimum quality of life for all citizens
   1.2.1 Work with key partners to address the needs of our Indigenous community.
1.3 Access to a wide range of cultural, arts and learning opportunities.
1.4 Accessible health and other support services that meet the needs of our community.
1.6 A community that feels safe.

Legislation Implications
Nil

Council Policy/Local Law Implications
Nil

Budget/Financial Implications
Council’s 2014/15 budget for Indigenous Support provides for:

Operational Expenditure $398,530

Revenue
$153,410 Indigenous Parenting Support (IPS) Funding
$26,590 Additional External Grants
$218,530 Municipal Funds
$398,530 Total Funding

Consultation
The Chief Executive Officer has consulted with the Minister for Indigenous Affairs, Mr Nigel Scullion, to reconsider the previous advice to the City of Armadale that no funding would be available for the Champion Centre beyond June 2015.
BACKGROUND
A report providing an update on the future direction for the City’s Indigenous Development area was considered by Council at its meeting on 10 November 2014 (C46/11/14). The report noted that the federally funded Indigenous Parenting Service, operating at the Champion Centre since 2008, would be replaced by a new Indigenous Advancement Strategy (IAS). The City subsequently submitted an application to the Department of Prime Minister and Cabinet. On Thursday 5 March, the City received notification that federal funding for the Champion Centre would cease as the City was unsuccessful in receiving funds through the IAS.

DETAILS OF PROPOSAL
On Wednesday 15 April the City received a call from the Department of Prime Minister and Cabinet to advise that funding under the IAS would be made available to the City of Armadale for the Champion Centre under section 2.2 of the Strategy – Children and Schooling. This funding is to the value of $400,000 over 2.5 years commencing in July 2015 with $160,000 available in the first two years of the agreement and $80,000 in the final six months. A meeting is to be held with representatives of the Department to negotiate the details of the funding agreement.

COMMENT

ANALYSIS
Although restoration of this funding is welcomed, the level of funding allows for no growth in services in an area of identified need. This value of the grant reflects the average contribution by the Federal Government over the last eight years without indexing of any kind for increased costs or allowing for population growth within the City. The City’s advocacy should continue to highlight the high level of unmet need which was reflected in the City’s original grant application and for funding to be provided over a longer period of time.

OPTIONS
1. Accept the offer of grant funding by the federal government and negotiate an agreement accordingly
2. Continue to advocate for increased funding from the Federal Government that better reflects the needs of the City of Armadale
3. Refuse the funding offered

Options 1 and 2 are recommended.

CONCLUSION
The continuation of existing valued programs is dependent on funding from either the Federal Government or other limited sources. The acknowledgement of continued funding is welcomed but falls short of the level of investment expected from the partnership between the City of Armadale and the Federal Government for this important work.
RECOMMEND

That Council:

1. Accept the offer of grant funding by the Federal Government of $160,000 for each of the financial years 2015/16 and 2016/17, and $80,000 for the financial year 2017/18, and negotiate an agreement accordingly.

2. Continue to advocate for increased funding from the Federal Government that better reflects the needs of the City of Armadale.

ATTACHMENTS
There are no attachments for this report.
3.1 - DEPARTMENT OF SPORT AND RECREATION CSRFF GRANT APPLICATION - HARRISDALE EAST PUBLIC OPEN SPACE

WARD: ALL
FILE No.: M/367/15
DATE: 31 March 2015
REF: GT
RESPONSIBLE MANAGER: Executive Director Community Services

- In Brief:
  - The report advises on the outcome of the Department of Sport and Recreation (DSR) Community Sport and Recreation Facilities Fund (CSRFF) grant application for the development of the Harrisdale East Sports Pavilion
  - Recommend that Council accept the CSRFF grant of $800,000 and fund the remaining $3,219,500 through the North Forrestdale Developer Contribution Scheme No. 3.

Tabled Items
Nil

Officer Interest Declaration
Nil

Strategic Implications
1.1.2 Support and strengthen community groups, organisations and volunteer services.
1.2.4 Advocate and support equitable access to services and facilities for people of all abilities.
1.2.5 Ensure Council’s services and facilities are accessible.
1.5.1 Provide and promote Council sport, recreation and leisure facilities.
1.6.3 Consider opportunities for neighbourhood renewal and improvement projects that contribute to the sense of safety and wellbeing.
2.6.1 Maintain Council buildings, facilities and public amenities to the determined level of service.
2.6.2 Implement improvements to buildings, amenities and facilities as required to enhance the service to the community.

Legislation Implications
Any works associated with the project would need to be carried out in accordance with the Building Code of Australia and any other relevant legislation and/or Australian Standard

Council Policy/Local Law Implications
ENG 13 – Asset Management Vision

Budget/Financial Implications
Acceptance of the CSRFF grant requires Council to allocate City funds to the project. The proposal nominates a financial contribution from Council as an allocation in the Developer Contribution Plan No. 3 (DCP No. 3), schedule 8a “A contribution to the cost of provision of
sporting facilities for district sporting facilities, including change rooms, toilets, associated facilities and a multiple purpose sporting oval.” The cost estimates for the change room facility is $4,019,500 (excluding GST). The CSRFF grant will fund $800,000 and the Council fund the remaining $3,219,500 through the DCP No. 3.

**Consultation**
1. Department of Education and Training
2. Community survey of Piara Waters and Harrisdale residents
3. Department of Sport and Recreation
4. North Forrestdale Steering Groups and sporting groups

**BACKGROUND**
A major Needs Assessment Study was completed in June 2007 that was jointly funded by the City, the (then) Armadale Redevelopment Authority (ARA) and the Department of Sport and Recreation. The Study assessed the long term needs for active sporting reserves throughout the City. The Study assessed the current usage and condition of existing facilities as well as the need for new active reserves in the growth areas of North Forrestdale (Piara Waters and Harrisdale) and the Wungong Urban (Haynes, Hilbert and Wungong) redevelopment area, to cater for the City's rapid population growth.

The Needs Assessment identified the need to provide new active reserves for sporting and recreational opportunities for the growing communities of Piara Waters, Harrisdale and the Wungong Urban redevelopment area. The facility is one of nine senior sized playing fields identified as the minimum requirement for the emerging Piara Waters and Harrisdale communities of approximately 30,000 residents. Four active reserve sites were identified in Piara Waters and Harrisdale, including one "stand alone" facility (Piara Waters North) and three shared use facilities (Harrisdale East, Piara Waters South and Piara Waters South East.

Through the 7 October 2014 Community Services Committee (CS07/10/14) and subsequent Council meeting of the 13 October, Council approved the application to the DSR CSRFF grant funding round for the development of a sporting pavilion on the Harrisdale East public open space site (390/10/14).

**DETAILS OF PROPOSAL**
The project is to construct a new sporting/multiple use pavilion building, located solely on City of Armadale public open space. The pavilion building facilities include change rooms, storage, meeting rooms, first aid, umpire rooms, function room, kitchen and associated infrastructure. The pavilion forms an important part of a City of Armadale/Department of Education shared use facility consisting of two senior sized playing fields, one junior sized playing field across the Harrisdale High School (opening 2017), Harrisdale Primary School (opening 2016) and the City of Armadale public open space/playing fields.

**COMMENT**

**ANALYSIS**
There is significant population growth in the nearby suburbs of Piara Waters and Harrisdale, with a current population of approximately 13,000 people and forecast for over 28,000 people in 2031. The nearby Wungong Urban redevelopment area under the Metropolitan Redevelopment Authority (suburbs of Hilbert, Haynes and Wungong) is undergoing residential development and is estimated to have a population forecast of 40,000 people by 2031.
With higher density development such as Piara Waters and Harrisdale reducing the public open space ratio per-person Council has actively sought to develop joint use facilities with the Education Department in order to combine facilities and create larger more multi-functional spaces. The Harrisdale East Public open space site sits between the high school and primary school site and as such provides a significant increase in access to high quality sport and recreation space for their students. With the larger space achieved the multiuse pavilion is now required to provide accommodation for a wide range of sporting codes.

OPTIONS

The Council has the following options:

1. Accept the DSR CSRFF $800,000 grant that has been approved with the nominated Council contribution through the North Forrestdale Developer Contribution Scheme No 3.

2. Council could elect to withdraw its support for the application.

Option 1 is the recommended option.

CONCLUSION

There is a demonstrated need to provide the growing community within the North Forrestdale development with high quality public open space in keeping with other metropolitan suburban developments. There is also a growing recognition by other state agencies in particular the Department of Education and Training, that the shared development and use of facilities and associated open space will produce better opportunities for the community. This development combines those two approaches and will provide a contemporary facility for recreation and structured sport for the current and future needs of the community.

RECOMMEND

That Council:

1. Accept the DSR CSRFF $800,000 grant that has been approved with the nominated Council contribution through the North Forrestdale Developer Contribution Scheme No.3 of $3,219,500.

ATTACHMENTS

There are no attachments for this report.
### Tabled Items

1. Nil

### Officer Interest Declaration

Nil

### Strategic Implications

1.1.2 Support and strengthen community groups, organisations and volunteer services.
1.2.4 Advocate and support equitable access to services and facilities for people of all ages and abilities.
1.2.5 Ensure Council’s services and facilities are accessible.
1.5.1 Provide and promote Council sport, recreation and leisure facilities
1.6.3 Consider opportunities for neighbourhood renewal and improvement projects that contribute to the sense of safety and wellbeing.
2.6.1 Maintain Council buildings, facilities and public amenities to the determined level of service.
2.6.2 Implement improvements to buildings, amenities and facilities as required to enhance the service the service to the community.

### Legislation Implications

Any works associated with the project would need to be carried out in accordance with the Building Code of Australia and any other relevant legislation and/or Australian Standard.

### Council Policy/Local Law Implications

RECM 3 – Club/Community Group Applications for Council support of Capital Works Projects.
Eng 13 13 – Asset Management Vision

### Budget/Financial Implications

### Consultation

1. Local Community (through North Forrestdale Hub master planning Process)
2. Community survey of Piara Waters and Harrisdale residents
3. Department of Education and Training
4. Department of Sport and Recreation

BACKGROUND
A major Needs Assessment Study was completed in June 2007 that was jointly funded by the City, the (then) Armadale Redevelopment Authority (ARA) and the Department of Sport and Recreation. The Study assessed the long term needs for active sporting reserves throughout the City. The Study assessed the current usage and condition of existing facilities as well as the need for new active reserves in the growth areas of North Forrestdale (Piara Waters and Harrisdale) and the Wungong Urban (Haynes, Hilbert and Wungong) redevelopment area, to cater for the City's rapid population growth.

The Needs Assessment identified the need to provide new active reserves for sporting and recreational opportunities for the growing communities of Piara Waters, Harrisdale and the Wungong Urban redevelopment area. The facility is one of nine senior sized playing fields identified as the minimum requirement for the emerging Piara Waters and Harrisdale communities of approximately 28,000 residents. Four active reserve sites were identified in Piara Waters and Harrisdale, including one "stand alone" facility (Piara Waters North) and three shared use facilities (Harrisdale East, Piara Waters South and Piara Waters South East.

Through the 7 October 2014 Community Services Committee (CSO7/10/14) and subsequent Council meeting of 13 October 2014, Council approved an application to the DSR CSRFF grant funding round for the provision of a playing field at the Piara Waters (South) Community and Sporting facility.

DETAILS OF PROPOSAL
The project is the provision of a new senior sized playing field and associated infrastructure. The Piara Waters South facility is located within the North Forrestdale Structure Plan (SOUTH)- Lot 45 Wright road, Piara Waters and includes a 3.5ha Primary School Site and a 2.9ha area of public open space adjoining the school site to the north. The site is located in the developing residential estate of Hammond Park in the suburb of Piara Waters Residential. Stage 2 of the proposal is for a sporting pavilion to be constructed in 2017/18 and this will be the subject of a future grant application to DSR.

COMMENT
ANALYSIS
There is significant population growth in the North Forrestdale area with a current population of approximately 13,000 people forecast to grow to 28,000 by 2031. The nearby Wungong Urban Development area under the Metropolitan Redevelopment Authority (suburbs of Hilbert, Haynes and Wungong) is undergoing residential development and is estimated to have a population forecast of approximately 40,000 people by 2031.

The provision of accessible public open space adjacent to Department of Education sites is a sound approach that delivers larger areas of usable space with shared facilities and operating costs. The trend for reduced lot sizes in new residential developments means that there is an increasing need for usable public open space to compensate for the lack of private open space in both front and backyards where traditional much of the unstructured physical activity occurred.
OPTIONS
The Council has the following options:

1. Accept the DSR CSRFF of $500,000 grant that has been approved with the nominated Council contribution through the North Forrestdale Developer Contribution Scheme No. 3.
2. Council could elect to withdraw its support for the application

Option 1 is the recommended option.

CONCLUSION
The projected population growth in the North Forrestdale Development and surrounding suburbs will generate significant pressure on all areas of public open space and there is a demonstrated need for significant larger areas of open space that can accommodate a wider range of sporting and recreational needs. The development of the Piara Waters South playing field is consistent with the State’s principles of shared use and is essential in order to provide the minimum sporting and recreational open space for the growing community.

RECOMMEND
That Council:

1. Accept the DSR CSRFF $500,000 grant that has been approved, with the nominated Council contribution through the North Forrestdale Developer Contribution Scheme No.3 of $2,394,500

ATTACHMENTS
There are no attachments for this report.
3.3 - GREENDALE CENTRE SUCCESSFUL LOTTERYWEST GRANT APPLICATION

WARD : MINNAWARRA
FILE No. : M/403/15
DATE : 13 April 2015
REF : GT
RESPONSIBLE MANAGER : Executive Director Community Services

In Brief:
- This report follows the application for a Lotterywest grant for the upgrade of the Greendale Centre.
- Recommends that Council accept the Lotterywest $1,550,000 grant that has been approved and that Council will support through a loan of $500,000 to meet the full $2,050,000 cost of the upgrade.
  - Loan repayments (principal and interest) - $72,000 per annum for 10 years
  - Building operating expenses - $17,000 per annum recurring
- Note the development of a Memorandum of Understanding with Dale Cottages on the terms and conditions of an ongoing Lease/management arrangement for the Greendale Centre.

Tabled Items
Nil

Officer Interest Declaration
Nil

Strategic Implications
1.2.2 Advocate and promote programs and services that enhance the wellbeing of seniors
1.2.5 Ensure Council’s facilities and services are accessible
1.6.5 Consider opportunities for partnership projects with other agencies that enhance community amenity
2.6.1 Implement improvements to buildings, amenities and facilities as required to enhance the service to the community

Legislation Implications
Any building works associated with the project would need to be carried out in accordance with the Building Code of Australia and any other relevant legislation and/or Australia Standard.

Council Policy/Local Law Implications
Council Policy ADM2 – Property Lease Rentals

Budget/Financial Implications
Council is aware that the cost of the upgrade as proposed is $2,050,000 which was proposed to be met through a Lotterywest grant of $1,550,000 and a loan for $500,000 (C16/5/14). The
May 2014 report proposed payback period of 10 years at an annual cost of $72,000. These repayments need to be considered for the 2016 annual budget and in the long term financial plan for the period of the loan.

The City is currently responsible for undertaking and paying for a number of operational and maintenance costs for the Centre including cleaning; utilities, insurance and security monitoring with $50,000 allocated annually for these and other maintenance costs.

Part of the proposal of this report is that under the new leasing arrangement of for the Centre the responsibility for these items would be transferred to Dale Cottages along with the funding to cover associated costs. The forecast cost of the items that would be transferred under this arrangement for 2015 is approximately $33,000. The City would remain responsible for certain other maintenance and repair items consistent with the City’s leasing maintenance schedule. These items are forecast to cost approximately $17,000 in 2015. As this report recommends an ongoing operational subsidy of $50,000 under a new arrangement an additional annual amount of $17,000 will be required to cover the City’s ongoing maintenance responsibilities (C16/5/14).

**Consultation**

1. Dale Cottages
2. MANEX
3. Lotterywest
4. Technical Services Directorate
5. Corporate Services Directorate
6. Greendale hall user groups

**BACKGROUND**

This report follows one of the recommendations of a report to Council 12 May 2014 (C16/5/14), which was that;

**That Council:**

1. **Endorse the Design Option presented as attachment 2 to this report for an upgrade to the Greendale Centre**
2. **Endorse a submission to Lotterywest for a grant of $1.55million to assist in funding the upgrade**
3. **Consider for inclusion in the updated 2014-2019 Corporate Business Plan for the 2016 year, the proposal to upgrade the Greendale Centre with funding details as follows:**
   - Capital Upgrade Works - $2,050,000
   - Lotterywest Grant - $1,550,000
   - City of Armadale Loan (term of 10 years) - $500,000
   - Loan Repayments (principal and interest) - $72,000 per annum for 10 years
   - Building operating expense - $17,000 per annum recurring.
4. **Note the development of a Memorandum of Understanding with Dale Cottages on the terms and conditions of an ongoing leasing arrangement for the Greendale Centre**
5. **Receive a further report once the outcome of the Lotterywest grant submission is known**
DETAILS OF PROPOSAL

The proposal of this report can be considered in two parts;

1. The Greendale Centre upgrade
2. Ongoing arrangements between the City and Dale Cottages for the Management of the Greendale Centre

1. Greendale Centre Upgrade

The recommendation of this report is that Council accept the Lotterywest $1,550,000 grant that has been approved for the upgrade of the Greendale Centre and that Council will support through a loan of $500,000 to meet the full $2,050,000 cost of the upgrade.

The main elements of the upgrade include;

- A major upgrade of the foyer/lobby/reception area
- Upgrade to toilets
- Creating direct access from the kitchen to the main hall
- Creating a discrete library/sitting area and digital hub
- Creating spaces that can be leased to relevant seniors focused services
- Creating an alfresco area with open access to the existing dining room
- Installing stack doors in two activity areas two allow flexibility in room sizes and numbers
- Installing sound reducing material in main activity areas
- Replacing air conditioning in main activity areas
- New equipment and furnishings throughout
- Aesthetic enhancements – painting/rendering/carpet, etc

2. Management Framework

It is proposed that in the short term the City and Dale Cottages enter into a Memorandum of Understanding that outlines the framework for a long term Lease arrangement. This was a requirement of the Lotterywest grant and a Lease Agreement will be developed over the next few months.

In general terms it is envisaged that the MOU and a subsequent lease would contain the following elements;

The premise on which the partnership and lease between the City and Dale Cottages is based;

“The City of Armadale and Dale Cottages share a vision where the Greendale Centre is a thriving community Centre that is well patronised by the broader City of Armadale seniors community, and that is effectively and efficiently operated by Dale Cottages.”

Lease Term: 10 years with an option for a further 5 years
Annual Rent: at the Community organisation rate of $50 & GST
Independent Branding: an agreed branding position clearly identifying the Centre as an independent community wide resource owned and supported by the City, and managed and operated by Dale Cottages

Dale Cottages to be responsible for:

- Management of the Centre and as a community wide facility utilizing the findings of the feasibility study to guide programing of services and activities
- Promoting the Centre to the broader community as an independent seniors focused facility
- Coordinating appropriate activities and programs
- Ensuring the Centre is open to the public for a minimum of 50 hours per week and staffed appropriately
- Ensuring the facility is available for hire by community groups consistent with its location outside of its normal operating hours
- All operational and minor maintenance items including but not limited to cleaning; utilities, insurance and security monitoring
- Aligning the hire costs to external groups of Greendale Centre rooms with ‘like’ City facilities
- A uniform pricing structure for all users and user groups
- Coordinating the bookings of Greendale Centre facilities
- Retaining monies received from the hire of Greendale facilities

The City to be responsible for:

- Assisting with the promotion of the Centre as a community wide facility
- Promoting the Greendale Centre as a hire venue for community groups
- Collaborating with Dale Cottages for seniors focused activities and programs
- Major maintenance and repair on the facility
- Providing an annual subsidy of $50,000 per year, indexed annually to Dale Cottages to assist meeting operational and minor maintenance costs including cleaning; utilities, insurance and security monitoring

**COMMENT**

**ANALYSIS**

With a population that is increasing as well as ageing, the City is conscious of developing spaces and facilities in which activities and programs can operate, as well as simply providing opportunities for older people to gather, socialize and recreate.

It is anticipated that the upgrade to the Greendale Centre, as well as the broader perspective to programing proposed in the feasibility study will increase the Centre’s capacity by

- Increasing the number and sizes of spaces available for activities and programs
• Increasing options for larger catered meals and functions by creating a direct link from the kitchen to the main hall (which is currently seldom used for meals because of access difficulties)
• Creating good spaces for socializing such as the enhanced lobby and alfresco area
• Creating a digital hub for computer use and training
• Creating spaces for relevant service providers to operate from the Centre making it more multi-purpose and a destination for more people as well as providing an additional income stream for the Centre
• Enhancing the functionality of activity spaces through better storage, better air conditioning and acoustic improvements
• Acquiring better ‘fit for purpose’ equipment and furniture such as (for example) lightweight stackable chairs and tables, new Audio Visual equipment, new kitchen appliances.
• General aesthetic enhancements which will lift the appeal and attractiveness of the Centre

OPTIONS
The Council has the following options:

1. Accept the Lotterywest $1,550,000 grant that has been approved and that Council will support through a loan of $500,000 to meet the full $2,050,000 cost of the upgrade.

2. Council could elect to withdraw its support for the application

Option 1 is the recommended option.

CONCLUSION
The future of the Greendale Centre has been the subject of considerable discussion and many Council reports over a number of years. The successful grant application lays testament to the effectiveness of the consultation and planning for this well needed project. In addition the development of a management arrangement with Dale Cottages highlights the benefits of effective partnerships with community organisations for the whole community.

RECOMMEND
That Council:

1. Accept the Lotterywest $1,550,000 grant that has been approved and that Council will support through a loan of $500,000 to meet the full $2,050,000 cost of the upgrade.

2. Note the development of a Memorandum of Understanding between the City and Dale Cottages on the terms and conditions of an on-going Lease/management arrangement for the Greendale Centre.

ATTACHMENTS
There are no attachments for this report.
4.1 - SPONSORSHIP OF MAJOR EVENTS IN THE CITY OF ARMADALE 2015/16

WARD: ALL
FILE No.: M/381/15
DATE: 8 April 2015
REF: FG
RESPONSIBLE MANAGER: Executive Director Community Services

In Brief:
- This report provides details for sponsorship of Major Events for 2015/2016 in accordance with Council Policy RECN7 Sponsorship of Major Events.

Recommend:
That Council approves Sponsorships as detailed in the report to the $41,000 allocation in the Draft 2015/2016 Budget subject to final adoption of that Budget.

Tabled Items
Nil.

Officer Interest Declaration
Nil.

Strategic Implications
1. Community Wellbeing.
   1.5 Sport, recreation and leisure opportunities that contribute to community health and wellbeing.
   1.5.3 Promote walking and cycling trails for recreation and commuter use.

3. Economic Growth.
   3.4 Local, national and international recognition.
   3.4.1 Promote and support the Champion Lakes Complex and events.
   3.4.2 Promote Armadale nationally and internationally in partnership with State and Regional tourism initiatives.

Legislation 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:

- RECN7 Major Event Sponsorship.
**Budget/Financial Implications**

Council has a budget amount of $50,000 in its Draft 2015/16 Budget to support its Major Events Sponsorship Policy. Four requests for sponsorship have been received equating to a total of $50,000.

**Consultation**

- Communications Department
- Economic Development Department
- Tourism Development Department

**BACKGROUND**

Council’s RECN7 Major Events Sponsorship Policy provides guidelines for how Council responds to sponsorship requests for Major Events that occur within the City boundaries, including but not limited to the Champion Lakes Complex.

Events for consideration can be of any nature (eg. sporting, cultural, tourism) that meets the following eligibility criteria:

- Local, national and international recognition and affiliation with relevant sporting or community associations and governing bodies.
- Must present a proposed sponsorship agreement.
- The event must attract spectators and volunteers from the local and wider community.
- Can demonstrate a high level of community interaction with local business and residents.
- Has the ability to manage a high profile event of the proposed type.
- Demonstrates a significant contribution in cash and/or ‘in kind’.
- Demonstrate annual events have capacity to become sustainable without sponsored funds.
- Provide promotional opportunities for the City before, during and after the event.

Council resolved the following Sponsorships for 2014/15 (C25/6/14):

1. That Council approve the following Major Events Sponsorships to the 2014/15 Draft Budget amount of $50,000 as below:

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<th>Organisation</th>
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<td>Perth Integrated Health Cycling Group</td>
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<tr>
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<td>$7,000</td>
<td>$6,000</td>
</tr>
<tr>
<td>TriEvents</td>
<td>City of Armadale Triathlon</td>
<td>$8,000</td>
<td>$7,000</td>
</tr>
<tr>
<td>R2R Sports</td>
<td>City of Armadale Half Marathon</td>
<td>$8,000</td>
<td>$5,000</td>
</tr>
<tr>
<td>Kelmscott Agricultural Society Inc</td>
<td>Kelmscott Annual Show</td>
<td>$1,000</td>
<td>$3,000</td>
</tr>
<tr>
<td>Dragon Boating Western Australia</td>
<td>Australian Dragon Boating Championships</td>
<td>$20,000</td>
<td>$10,000</td>
</tr>
<tr>
<td>Roleystone Musicians Club</td>
<td>Roleystone Markets</td>
<td>$4,000</td>
<td>$4,000</td>
</tr>
</tbody>
</table>
Successful applicants are required to provide a sponsorship report with detail of the outcomes and event summary within 3 months of the event.

The following tables provide details and a summary for the events that the Council sponsored in 2014/15:

### Perth Integrated Health Cycling Group (PIHC)

<table>
<thead>
<tr>
<th>Event</th>
<th>City of Armadale Grand Fondo</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Sunday 18 May 2014</td>
</tr>
<tr>
<td>Amount</td>
<td>$15,000</td>
</tr>
<tr>
<td>Summary</td>
<td>The 2014/15 sponsored event is being held on Sunday 17 May 2015.</td>
</tr>
<tr>
<td></td>
<td>The following details are based on planning for the upcoming event and the PIHCG ongoing</td>
</tr>
<tr>
<td></td>
<td>presence in the City of Armadale, which for the first time will start and finish in the</td>
</tr>
<tr>
<td></td>
<td>Jull Street Mall.</td>
</tr>
<tr>
<td></td>
<td>PIHC have reviewed the format of the event for 2015 and added the King of the Mountain (KOM)</td>
</tr>
<tr>
<td></td>
<td>and Queen of the Mountain (QOM) time trail. This addition will add a racing element to the</td>
</tr>
<tr>
<td></td>
<td>event attracting competitive riders with the opportunity to win prizes, while keeping with</td>
</tr>
<tr>
<td></td>
<td>the overall cycling tour ethos of the event. KOM and QOM is a timed hill climbing segment,</td>
</tr>
<tr>
<td></td>
<td>where for that small portion of the overall event speed is relevant in ranking riders. The</td>
</tr>
<tr>
<td></td>
<td>remainder of the event is a tour where cyclists are encouraged to stop at local business eg</td>
</tr>
<tr>
<td></td>
<td>The Garden Tea Rooms.</td>
</tr>
<tr>
<td></td>
<td>As a direct result of the event, PIHC now host fortnightly rides starting and finishing at</td>
</tr>
<tr>
<td></td>
<td>the Hills Café and Deli, subsequently maintaining a strong presence for the cycling community</td>
</tr>
<tr>
<td></td>
<td>in Armadale.</td>
</tr>
<tr>
<td></td>
<td>PIHCG now also partners with City of Armadale Officers to host beginner cycling programs for</td>
</tr>
<tr>
<td></td>
<td>school groups.</td>
</tr>
</tbody>
</table>

### TriEvents

<table>
<thead>
<tr>
<th>Event 1</th>
<th>City of Armadale Champion Lakes Duathlon</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Sunday 5 October 2014</td>
</tr>
<tr>
<td>Amount</td>
<td>$6,000</td>
</tr>
<tr>
<td>Summary</td>
<td>The event attracted 591 participants, remaining the largest Duathlon in Australia. ON average</td>
</tr>
<tr>
<td></td>
<td>each competitor has two spectators attend the event. The City of Armadale logo was clearly</td>
</tr>
<tr>
<td></td>
<td>displayed on all promontional material, event day signage and required attire. E-newsletters</td>
</tr>
<tr>
<td></td>
<td>were sent monthly from July to an average of 4165, with an ‘open’ rate average of 35.8%.</td>
</tr>
<tr>
<td></td>
<td>Statistically a 20% ‘open’ rate is considered excellent for promotional emails. The event was</td>
</tr>
<tr>
<td></td>
<td>also heavily promoted through social media on the TriEvents Facebook and Twitter accounts.</td>
</tr>
<tr>
<td></td>
<td>The event has a good reputation and being branded ‘City of Armadale’ is positive promotion for</td>
</tr>
<tr>
<td></td>
<td>the City. The organisers engage with local community groups and create opportunities for</td>
</tr>
<tr>
<td></td>
<td>volunteering and fundraising such as assisting at drink stops and providing a sausage sizzle.</td>
</tr>
</tbody>
</table>

| Event 2                          | Race 2 of the State Triathlon Series                                                        |
## Community Services

<table>
<thead>
<tr>
<th>Date</th>
<th>Saturday 10 January 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount</td>
<td>$7,000</td>
</tr>
<tr>
<td>Summary</td>
<td>This event was changed to a Duathlon the day before due to water quality at Champion Lakes. TriEvents will no longer continue Triathlons at Champion Lakes due to the current risk of water quality and subsequent risk to its brand. The State Triathlon Series includes 5 races, of which one is run in the City of Armadale. The entire series attracts over 4000 competitors. The City of Armadale logo was clearly displayed on all promotional material, signage and competitors attire for the whole Series. The City benefits from having its logo visible through the promotional materials at bike shops, aquatic centres and other sporting venues for the duration of the series. Officers from the visitors centre attended the event to promote the region. E-newsletters were sent for the series and the event was also heavily promoted through social media on the TriEvents Facebook and Twitter accounts.</td>
</tr>
</tbody>
</table>

## R2R Sports

<table>
<thead>
<tr>
<th>Event</th>
<th>City of Armadale Half Marathon</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Sunday 20 July 2014</td>
</tr>
<tr>
<td>Amount</td>
<td>$6,000</td>
</tr>
<tr>
<td>Summary</td>
<td>The event attracted 75 participants. While this course has potential to be a success, good event management was not clearly demonstrated. After a de-brief, and due to excellent feedback from competitors it was considered suitable for a second year which would give the event management an opportunity to improve and provide what has the potential to be an iconic event. Unfortunately the event organiser has not been in contact with the City since so at this stage it will not continue. This course does have potential in the future with a suitable event management company.</td>
</tr>
</tbody>
</table>

## Dragon Boating WA

<table>
<thead>
<tr>
<th>Event</th>
<th>Australian Dragon Boat Championships</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>14 – 18 April 2015</td>
</tr>
<tr>
<td>Amount</td>
<td>$10,000</td>
</tr>
<tr>
<td>Summary</td>
<td>The event attracted visitors from across Australia and accommodation in the City of Armadale was booked out. The event attracted 2000 competitors from 60 clubs across Australia. Each day the event had over 1000 visitors and media coverage through the comment papers. The City of Armadale was promoted in the event book and also had a visitors centre stall set up for the week which was busy selling stock and providing information about the area, and greater Perth. Accommodation in Armadale was fully booked and people were staying through Perth and Fremantle. Competitors also extended the trip to incorporate recreation time after the championships.</td>
</tr>
</tbody>
</table>
### Roleystone Markets Committee

<table>
<thead>
<tr>
<th>Event</th>
<th>Roleystone Markets</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>March 2015</td>
</tr>
<tr>
<td>Amount</td>
<td>$4,000</td>
</tr>
<tr>
<td>Summary</td>
<td>The Roleystone Markets attracted 2000 visitors to the March event, being the biggest since its inception. The series of markets is popular with local producers and stall holders, reaching capacity of 103 stalls. Most stall holders return due to the positive community vibe and organisation, ethos in limiting stall competition and number of visitors to the event. The March markets had a diverse range of visitors with 42% from outside the City of Armadale, including Nedlands and Rockingham, 35% Roleystone residents and remainder City of Armadale residents. This diverse range of visitors highlights the benefit of the sponsorship from City of Armadale, where it directly meets our objective of attracting visitors and raising the Armadale profile. In December 2014 the Sunday Times named Roleystone Markets as one of the top ten twilight Xmas Markets, a great achievement which further increases awareness of the event.</td>
</tr>
</tbody>
</table>

### Kelmscott Agricultural Society

<table>
<thead>
<tr>
<th>Event</th>
<th>Kelmscott Show</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Friday 17 and Saturday 18 October 2014</td>
</tr>
<tr>
<td>Amount</td>
<td>$4,000</td>
</tr>
<tr>
<td>Summary</td>
<td>The event attracted 16,000 visitors in 2014 for the 116th Kelmscott Show. This is the oldest event in the City of Armadale and promotion stretches across the metropolitan area including in The West Australian, direct promotion and flyers at various shops, community newspapers and road side signage. New initiatives in 2014 to promote the event included advertising in Perth City on the back of CAT buses and in the train station. The Kelmscott Show is well known in the local community as a positive event, and creates an affordable show option for residents. Kelmscott Agricultural Society engage local businesses, community groups and residents to attend the event and additional opportunities to fundraise.</td>
</tr>
</tbody>
</table>
PROPOSAL

Organisations which received sponsorship in 2014/15 were invited to apply for sponsorship in 2015/2016, with the exception of R2R Sports. Swimming WA were also invited to apply after contacting the City, however no proposal was received. At this stage officers are not aware of any new major events in the area suitable to apply.

Kelmscott Agricultural Society had put in a submission for funding through the Annual Contributions program, however it was considered more suitable as an event in the Sponsorship Program.

A total of four (4) sponsorship applications were received, a decrease of four (4) from the previous year. Those applications are summarized below:

<table>
<thead>
<tr>
<th><strong>Perth Integrated Health Cycling Group (PIHC)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Event</strong></td>
</tr>
<tr>
<td><strong>Date</strong></td>
</tr>
<tr>
<td><strong>Number of entrants</strong></td>
</tr>
</tbody>
</table>
| **Summary or Event** | This will be the 5th City of Armadale Grand Fondo. This event is now considered more than just the cycling tour, with a range of different training programs and community school programs. Following the 2015 event an evaluation may see changes for the 5th City of Armadale Grand Fondo in 2016. For the first time in 2015 the event will start and finish in the Jull Street Mall, this will provide opportunity for retail outlets in the CBD.

In 2015 PIHC partnered with officers to create community to develop a school based cycling project which will see more children skilled in cycling and also appreciative of the safety and the techniques aspect of cycling. In 2016 PIHC are also considering options for 10km ride, most suited to parents and young children. |
| **Requesting** | $20,000 |
## Committee - Leisure Services

### TriEvents

<table>
<thead>
<tr>
<th>Event</th>
<th>Australian Duathlon Championships</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>4 October 2015</td>
</tr>
<tr>
<td>Number of Competitors</td>
<td>&gt;700</td>
</tr>
</tbody>
</table>

| Summary                      | The Duathlon Event is a Premier event in Western Australia, it will be the Australian Duathlon Championship and state championships and a round of the Triathlon Australia’s National Duathlon Series. The sponsorship will include naming rights for the event.
|                              | It will be a free un-ticketed event for spectators and supporters with most participants and spectators coming from outside the City of Armadale. Champion Lakes offers the perfect location for spectators with a safe environment where most of the course is visible from the start and finish line.
|                              | Participant ages range from 7 to 70 years old, attracting people of all abilities including professional athletes through to corporate and family teams.
|                              | The City will have the opportunity to promote the region at the event and via electronic emails, face book advertising and a tent on the day and accommodation in the area on the event website.
|                              | TriEvents aim to promote healthy and active lifestyles while providing for local business and sporting organisations.
|                              | Champion Lakes with be the venue for the Australian Duathlon Championships in 2015 and 2016. |

| Requesting                   | $15,000
|                              | *Please note TriEvents has also requested $15,000 for the 2016 Australian Duathlon Championships.*

| CoA additional contribution  | Logistical support including co-ordinating street sweepers, temporary food vendor approvals, traffic management support. City of Armadale information in participation packs. Mayor attendance for the presentations |
| Officer recommendation       | $14,000 is recommended. |

| CoA Additional Contribution | Logistical support includes traffic management support, access and set up management for parks, linking sponsorship opportunities with business including developers, engaging local business to participate, and promotional material including accommodation, maps of the local area and food vendors. Mayor attending at presentation. |
| Officer Recommendation      | $15,000 is recommended. Whilst previously the event has not attracted large numbers on the day the introduction of King and Queen of the Mountain should create a new draw card of competitive riders. Officers consider the long term return on investment valuable with an increase in visitors to the region throughout the year with the additional training program throughout the year and successfully engaging with local businesses. PIHC were able to demonstrate in 2014 a well organised event and positive promotion of the region.
|                              | Sponsorship of a lessor amount will change the sponsorship benefits and the City risks not have naming rights for the event. |
The sponsorship request meets all the requirements for the Major event sponsorship policy. Sponsorship of a lesser amount will change the sponsorship benefits and the City would not have naming rights for the event.

<table>
<thead>
<tr>
<th>Kelmscott Agricultural Society</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event</td>
</tr>
<tr>
<td>Date</td>
</tr>
<tr>
<td>Number of participants</td>
</tr>
<tr>
<td>Summary</td>
</tr>
<tr>
<td>Requesting</td>
</tr>
<tr>
<td>COA Additional Contribution</td>
</tr>
<tr>
<td>Officer Recommendation</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Roleystone Markets Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event</td>
</tr>
<tr>
<td>Date</td>
</tr>
<tr>
<td>Number of participants</td>
</tr>
<tr>
<td>Summary</td>
</tr>
</tbody>
</table>
businesses to provide literature for a community information site to provide information for visitors on what to do in Roleystone and surrounds. This is a project the committee intends to further develop, with the assistance of the City of Armadale Tourism Department.

<table>
<thead>
<tr>
<th>Requesting</th>
<th>$5,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>COA Additional</td>
<td>Logistical support as required.</td>
</tr>
<tr>
<td>Officer Recommendation</td>
<td>$4,000 is recommended.</td>
</tr>
</tbody>
</table>

**COMMENT**

Four organisations have submitted a total of $50,000 in sponsorship requests for community, state and national events that would benefit the City of Armadale with community interaction, economic opportunities and positive promotion of the region. Major events attract a cross-section of visitors to the City creating promotional opportunity, economic growth and an improved public image of Armadale. In addition to the financial sponsorship, officers will also identify opportunities to maximise promotion at the event to promote the region.

All event management groups enter into a formal agreement with the City of Armadale, outlining commitments by both parties and include clearly defined objectives and requirements and opportunities for the City, along with a detailed post event report within two months of the event.

**ANALYSIS**

The following table summarises the requests that Council may consider sponsoring for the 2015/2016 financial year, identifies the requested amount and makes recommendations for allocations.

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Event</th>
<th>Requested</th>
<th>Recommended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Perth Integrated Health Cycling Group</td>
<td>City of Armadale Grand Fondo</td>
<td>$20,000</td>
<td>$15,000</td>
</tr>
<tr>
<td>TriEvents</td>
<td>City of Armadale, Australian Duathlon Championships</td>
<td>$15,000</td>
<td>$14,000</td>
</tr>
<tr>
<td>Kelmscott Agricultural Society Inc</td>
<td>Kelmscott Annual Show</td>
<td>$10,000</td>
<td>$8,000</td>
</tr>
<tr>
<td>Roleystone Markets Committee</td>
<td>Roleystone Markets</td>
<td>$5,000</td>
<td>$4,000</td>
</tr>
</tbody>
</table>

**Total** | $50,000 | $41,000

The recommended amount would leave a $9,000 allocation of funds for any new major event sponsorship proposals that have not been planned or considered by event managers at this stage. It also provides the City with increased opportunity to attract new events within the financial year.

**OPTIONS**
1. Approve Sponsorships to the 2015/16 Draft Budget amount of $41,000 as recommended in the report, subject to the final adoption of the 2015/16 Annual Budget.

2. Refer a different amount for sponsorships for consideration and approval in the 2015/16 Draft Budget.

3. Not endorse the sponsorship, as presented, at this time.

CONCLUSION

The recommended events for sponsorship meet the criteria as outlined in RECN7 - Sponsorship of Major Events.

RECOMMEND

That Council:

1. Approve the following Major Event Sponsorships to the 2015/16 Draft Budget amount of $50,000 as below, subject to final adoption of the 2015/16 Annual Budget:

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Event</th>
<th>Requested</th>
<th>Recommended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Perth Integrated Health Cycling Group</td>
<td>City of Armadale Grand Fondo</td>
<td>$20,000</td>
<td>$15,000</td>
</tr>
<tr>
<td>TriEvents</td>
<td>City of Armadale, Australian Duathlon Championships</td>
<td>$15,000</td>
<td>$14,000</td>
</tr>
<tr>
<td>Kelmscott Agricultural Society Inc</td>
<td>Kelmscott Annual Show</td>
<td>$10,000</td>
<td>$8,000</td>
</tr>
<tr>
<td>Roleystone Markets Committee</td>
<td>Roleystone Markets</td>
<td>$5,000</td>
<td>$4,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$50,000</strong></td>
<td><strong>$41,000</strong></td>
</tr>
</tbody>
</table>

2. Note the remaining $9,000 budget allocation be retained for possible other major event requests during 2015/2016.

ATTACHMENTS

There are no attachments for this report.
5.1 - COUNCIL POLICY REVIEW - COMMUNITY SERVICES

WARD : ALL
FILE No. : M/243/15
DATE : 17 March 2015
REF : SG
RESPONSIBLE MANAGER : Executive Director Community Services

In Brief:
- This report presents the findings of the annual review of Council Policies as relating to the responsibilities of the Community Services Directorate.
- Recommend that the following Policies be reviewed on this occasion and be reaffirmed without amendment for a further period of 3 years.
  - HTG 1 - Moveable Heritage Collection
  - HTG 2 - Birtwistle Local Studies Library Collection
  - LIB 1 - Display of Arts and Crafts in Library Buildings
  - LIB 2 - Library Public Notice Boards
  - RECN 7 - Major Event Sponsorship Policy
- Note that the following Policies are under review and will be the subject of a separate report to Council
  - COMD 3 - Volunteer Involvement
  - FIRE 3 - Training and Qualifications

Tabled Items
Nil

Officer Interest Declaration
Nil

Strategic Implications
4.1 Good governance and leadership
  4.1.2 Ensure governance policies, procedures and activities align with legislative requirements and best practice
4.5 Effective and efficient administrative services
  4.5.1 Ensure compliance of relevant Council policies and procedures with legislative and organizational requirements

Legislation Implications
Section 2.7 of the Local Government Act 1995 states:
“(1) The council —
(a) directs and controls the local government’s affairs; and
(b) is responsible for the performance of the local government’s functions.

(2) Without limiting subsection (1), the council is to —
(b) determine the local government’s policies.”
**Council Policy/Local Law Implications**

**Budget/Financial Implications**
Nil

**Consultation**
Council officers as relevant to the various subject matters covered by the policies under review in this report.

**BACKGROUND**
Council at its meeting of 4 March 2003 formally adopted the Policy Manual (C6/2/03) and endorsed the associated Management Practices and procedure for developing amending and reviewing policies and management practices.

Part 3.1 of the Procedure states:
“A review of every policy is to be made every 3 years by the relevant Executive Director, with a third of the policies being reviewed every year”

**DETAILS OF PROPOSAL**
As per the procedure for reviewing policies, the following policies relating to Community Services Directorate are due for review.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMD 3</td>
<td>Volunteer Involvement</td>
</tr>
<tr>
<td>FIRE 3</td>
<td>Training and Qualifications</td>
</tr>
<tr>
<td>HTG 1</td>
<td>Moveable Heritage Collection</td>
</tr>
<tr>
<td>HTG 2</td>
<td>Birtwistle Local Studies Library Collection</td>
</tr>
<tr>
<td>LIB 1</td>
<td>Display of Arts and Crafts in Library Buildings</td>
</tr>
<tr>
<td>LIB 2</td>
<td>Library Public Notice Boards</td>
</tr>
<tr>
<td>RECN 7</td>
<td>Major Event Sponsorship Policy</td>
</tr>
</tbody>
</table>

**COMMENT**

**ANALYSIS**
It is noted that two (2) policies are currently under review. i.e.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMD 3</td>
<td>Volunteer Involvement</td>
</tr>
<tr>
<td>FIRE 3</td>
<td>Training and Qualifications</td>
</tr>
</tbody>
</table>

These policies will be the subject of a separate report to Council in the near future.

The following table summarises the Policies reviewed on this occasion, together with findings and recommendations on each having regard to the following considerations, i.e.

- whether the Policy satisfies current organisational operations/requirements?
- whether the Policy complies with current legislative requirements?
- whether the Policy is consistent with other Council Policies?
<table>
<thead>
<tr>
<th>Policy No, Title &amp; Wording</th>
<th>Review &amp; Findings</th>
<th>Officer Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>HTG 1 Moveable Heritage Collection</td>
<td>Meets all review considerations.</td>
<td>Policy HTG 1 be reaffirmed, without amendment, for a further 3 year period.</td>
</tr>
<tr>
<td><strong>Rationale:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The City of Armadale’s moveable heritage collection has evolved as the City has grown and developed and is an indication of its evolving cultural identity.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To provide clear collection and management guidelines in relation to the current and future acquisitions and display of the City’s Museum Collection, to ensure safeguarding of all items and to remove any doubt as to ownership of artefacts.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Policy:</strong> The City of Armadale will retain or accept items in its museums that are significant to the history of the City of Armadale and the people who live or have lived there.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Displays will be maintained, both permanent and temporary, from materials within the City’s collections or those covered by a temporary loan agreement that are relevant to the City of Armadale district and its history.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acceptance, retention and display of materials shall be in accordance with current management practices.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HTG 2 Birtwistle Local Studies Library Collection</td>
<td>Meets all review considerations.</td>
<td>Policy HTG 2 be reaffirmed, without amendment, for a further 3 year period.</td>
</tr>
<tr>
<td><strong>Rationale:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The City of Armadale’s written, oral and photographic heritage collection has evolved as the City has grown and developed and is an indication of its evolving cultural identity.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To provide clear collection and management guidelines in relation to the current and future acquisitions of the City’s Local Studies Collection.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Policy:</strong> The City of Armadale Birtwistle Local Studies Library will collect material in written, oral, photographic or digital format that documents the history of the City and its community.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acceptance and retention of materials shall be in accordance with current management practices.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LIB 1 Display of Arts and Crafts in Library Buildings</td>
<td>Meets all review considerations.</td>
<td>Policy LIB 1 be reaffirmed, without amendment, for a further 3 year period.</td>
</tr>
<tr>
<td><strong>Rationale:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Council’s libraries are a community resource, and as such not be</td>
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<tr>
<td>Policy No, Title &amp; Wording</td>
<td>Review Findings</td>
<td>Officer Recommendation</td>
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<td>used for the financial gain of any individual or business enterprise. Displays that support local artists or arts and crafts groups that are of a community based nature, are permitted, display booking timetables and space permitting.</td>
<td>3 year period.</td>
<td></td>
</tr>
<tr>
<td><strong>Policy:</strong> Painting, handicraft and other works of art, displayed for commercial purposes, shall not be permitted in the City’s libraries</td>
<td></td>
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</tbody>
</table>
| **LIB 2 Library Public Notice Boards**  
Rationale: Public libraries receive a large number of community notices and “handout” pamphlet type material in association with their role of information providers. This policy and its associated management practices seek to ensure that the City’s libraries are not used for inappropriate commercial, political or religious gain. | Meets all review considerations. | Policy LIB 2 be reaffirmed, without amendment, for a further 3 year period. |
| **Policy:** The City of Armadale Library & Information Service will provide community information notice boards and will disseminate community information brochures. Permission to place notices on the notice boards, or to disseminate community information brochures will be in accordance with the current Management Practice. | | |
| **RECN 7 Major Event Sponsorship Policy**  
Rationale: Council is committed to promoting the City of Armadale locally, nationally and internationally and also supporting the Champion Lakes Complex and major events. This policy provides guidelines determining how Council responds to sponsorship requests for major events that occur within the City boundaries including but not limited to the Champion Lakes Complex. | Meets all review considerations. | Policy RECN 7 be reaffirmed, without amendment, for a further 3 year period. |
| **Policy:** Council will consider requests for sponsorship of major events held within the City of Armadale. Sponsorship proposals will be assessed against criteria which are outlined in the Management Practice. | | |
CONCLUSION

It is recommended that the Policies as reviewed on this occasion continue to apply and operate for a further three (3) years or such earlier period as Council may determine from time to time.

For councillors information/reference, attached are copies of the supporting management practices.

RECOMMEND

That Council

1. Pursuant to section 2.7(2)(b) of the Local Government Act 1995 reaffirm the continued application and operation of each of the following current Council Policies for a further three (3) years or such earlier date as Council may determine from time to time.

   HTG 1 Moveable Heritage Collection
   HTG 2 Birtwistle Local Studies Library Collection
   LIB 1 Display of Arts and Crafts in Library Buildings
   LIB 2 Library Public Notice Boards
   RECN 7 Major Event Sponsorship Policy

2. Note that the Council Policies

   COMD 3 Volunteer Involvement
   FIRE 3 Training and Qualifications

   are under review and will be the subject of a separate Council report at a later date.

ATTACHMENTS

1. Community Services - Policy Review
COUNCILLORS' ITEMS

Nil

EXECUTIVE DIRECTOR COMMUNITY SERVICES REPORT

Nil

MEETING DECLARED CLOSED AT ____________
<table>
<thead>
<tr>
<th>ATT NO.</th>
<th>SUBJECT</th>
<th>PAGE</th>
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<tr>
<td>5.1</td>
<td>COUNCIL POLICY REVIEW - COMMUNITY SERVICES</td>
<td></td>
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<tr>
<td>5.1.1</td>
<td>Community Services - Policy Review</td>
<td>49</td>
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<td>MANAGEMENT PRACTICE</td>
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<tr>
<td>HTG 1</td>
<td>Moveable Heritage Collection</td>
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</tbody>
</table>

1. Introduction

The City of Armadale’s moveable heritage collection currently comprises material collected by History House Museum and the Bert Tyler Vintage Machinery Museum. The City of Armadale seeks to collect, preserve, research, document, interpret, store and exhibit items that enhance the understanding of the history of the City of Armadale and its people.

2. Definition of the City of Armadale for Collection Purposes

The City of Armadale will be defined as the gazetted geographical local government boundary at the given time of the objects provenance. For the period pre 1894 today’s local government boundary will be used.

3. Key Collecting Themes

The City of Armadale will only retain or accept in the collection those items which have provenance and significance relating to the following themes:

- Culturally appropriate objects relating to the Aboriginal occupation and use of the area.
- Items significant to how people, families, groups have lived their lives within the City of Armadale over time.
- Items relating to any person, family, group, organisation or event that have a significant connection to the City of Armadale.
- Items relating to the development of early industries in the City of Armadale.
- Items that relate to the effect of national or international social, political and/or economic events or practices on the City of Armadale.
- Representative examples of natural history from the City of Armadale that relate to human occupation.
- Items not directly related to the history of the City of Armadale but are reflective of the known social environment at the time and which can supplement the collection (these items to be de-accessioned when a more appropriate item enters the collection).

4. Museum Resources and Procedures

The City of Armadale will only retain or accept items if adequate resources and procedures can be provided to preserve, research, document, interpret, store and exhibit the item in accordance with accepted professional standards.

5. Item Physical Condition

The City of Armadale will only retain or accept objects whose physical condition allows it to contribute to the interpretation of the history of the City of Armadale and not pose a health and safety threat to staff, volunteers or patrons.

6. Documentation of Provenance and Significance

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The City of Armadale will, where possible, only accept or retain items in the collection that are accompanied by:

- Documented provenance
- Documented significance to the City of Armadale.

7. Duplication within the Collection

The City of Armadale will avoid the unnecessary duplication of like or similar objects, and will co-operate where possible with other collecting and cultural institutions to avoid duplication of thematic collections.

Highly significant or fragile items may be duplicated to assist with security, environmental, research, education, conservation or display purposes.

8. Acquisition of the Collection by the City of Armadale

All items previously under the care of the Armadale Kelmscott Historical Society, and clearly not identified as a loan prior to the transfer of management of the History House Museum from the History House Museum Management Committee to the City of Armadale in 2003, will be regarded as belonging to the City of Armadale Moveable Heritage Collection.

Items can be accepted into the City of Armadale Moveable Heritage Collection by donation, acquisition, bequest, internal transfer, salvage or external transfer. Where possible all items that enter the collection will be accompanied by appropriate documentation such as a receipt, transfer document or a signed donation/deed of gift form.

Donation or deed of gift forms must clearly state that the donor is the legal owner of the item or that they have the legal authority to transfer the ownership of the item to the City of Armadale.

9. Item Restrictions

The City of Armadale as general practice will not accept an item with any restrictions from the donor attached. If a sufficiently important case exists for a highly significant item to be accepted with restrictions, a reasonable date will be agreed to with the donor for the termination of the restrictions. The City of Armadale will strictly adhere to the provisions of the restrictions unless a court of competent jurisdiction authorises otherwise.

10. Secondary Collection

Not all items offered to the City of Armadale will meet the criteria established in this document. Some items may have an educational significance and be accepted into the City of Armadale’s Secondary Collection. Donors must be made aware of this distinction prior to acceptance of donations.

The secondary collection is to be used for public and educational programs. These items will be used by members of the public and may be subject to possible damage. They are not a part of the City of Armadale’s Moveable Heritage Collection, they will not be documented on the primary collection database and not be subject to the management practices set out in this document except that they must be safe to use by staff, volunteers and members of the public.

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11. Ethics

The City of Armadale will only acquire items for its collection:
- In accordance with State and Federal law and international agreements between Australia and other nations.
- That have legal and ethical provenance.
- In accordance with the Museum Australia Code of Ethics of which it is a member.
- That preserve human dignity.

The City of Armadale will:
- Promote the legal and ethical responsibilities of natural and cultural preservation to the general public.
- Not provide appraisals for tax deductions or other external purposes.
- Only provide identification and authentication for professional, scientific or educational purposes as outlines in the Museums Australia Code of Ethics.

12. De-accessioning and disposal

De-accessioning is the process whereby an item from the collection maybe considered for removal. In accordance with good collection management practice and International Council of Museums (ICOM) ethics, the City of Armadale has the right to de-accession items over which it has ownership.

13. Condition for De-accessioning

The City of Armadale may de-accession an item if it:
- Fails to meet the criteria set out in the City of Armadale’s management practices for the acceptance and retention of material on a permanent basis.
- Does not have adequate documentation proving provenance and significance.
- Is more appropriate for the item to belong in another cultural or collecting institution.

14. Community Consultation

For an item to be disposed of or transferred to another organisation the City of Armadale will present the recommendation for de-accessioning to a Council recognized community committee for ratification.

For items that have significant financial or cultural value, or where the community committee is unable to reach a consensus on disposal or transfer, the decision will be referred to Council for resolution.

15. Conditions for Disposal

The City of Armadale may dispose or de-accessioned items using the following methods:
- Offer the item in the first instance back to the original donor or immediate member of the family.
- Offer the item to another appropriate cultural or collecting institution.
- Offer the item to an appropriate community organisation.
- Transfer the item to the City of Armadale’s Secondary Collection.

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• Cannibalise the item for spare parts for other, more significant items in the collection.
• Sell the item via public auction and in accordance with the ethics outlined in this document.
• As a last resort destruction of the item while being witnessed by an impartial observer.

16. Proceeds from the Sale of an item

Any proceeds from the sale of a de-accessioned item should be committed back into the development and care of the moveable heritage collection. The City of Armadale should not be seen to be profiting from the communities’ heritage.

17. Ethics

No City of Armadale staff member, Councillor, volunteer, community group member or member of their family may purchase or be seen to gain personal benefit from the disposal of a de-accessioned item regardless of method of disposal including public auction.
18. Loans

The acceptance of items by the City of Armadale on a ‘long term loan’ or a ‘temporary loan’ basis will be refused. Loans may be accepted on a short term basis for exhibition purposes and only within a specifically defined period. All loans to the collection will be properly cared for in keeping with the standards outlined in this management practice.

The City may lend objects to other museums and organizations holding history collections. Outward loans will be for a set period of time. Where applicable and appropriate, outward loans will be made on the understanding of reciprocal lending. It will generally not lend to private collectors.

All outward loans will be made under signed agreement with the City of Armadale, and depending on value may be subject to notification and acceptance of the City’s Insurer noting the following:

- Address and details of display area (Main Foyer, office etc)
- Loan period
- Details of building security or other methods of securing the item.
- Value of the piece/pieces

The lender will be responsible for any additional insurance cost that the City may incur as a result of the loan. Where applicable the City may require the lender to include the piece/s under their insurance cover and to provide confirmation of coverage.

19. Display of Moveable Heritage Collection Artefacts

Prior to display all artefacts must be transferred to the legal ownership of the City of Armadale.

- If the artefact is deemed not to belong to City of Armadale’s moveable heritage collection it may only be included in a display provided that the artefact is covered in a temporary loan agreement and is essential to the success of the display.
- The City of Armadale should hold those artefacts that originate from indigenous groups under mutual agreement. The rights to such cultural material will legally remain with the indigenous custodians.

Establishing the aim of display

Before any artefact is placed within a display it must be considered to comply with the Moveable Heritage Collection Policy/Management Practice.

The artefact or display must be placed in a location within the museum that is suitable for exhibition of artefacts. Due care is to be given to the condition requirements of artefacts such as exposure to light, heat and biological agents.

Appropriateness

The City will only display in its museums those objects or archival materials, which
are relevant to and consistent with the defined purposes of the museum, as defined by the Moveable Heritage Collection Policy/Management Practice.

Research requirements of displayed objects

Those artefacts that are used in displays must have a minimum standard of research so that the object can be interpreted in an appropriate manner. This level of research should include:

- Knowledge on the use or application of the object/artefact.
- Accessioning information at time of donation completed as far as is practicable.
- The object must have a research relevance to the display in which it is to be placed.

Condition of objects to be displayed

All objects earmarked for display should be considered to be in good general order. Any conservation works to objects should be carried out prior to display.

- Objects that are placed in long-term displays should be assessed at least once per calendar year.
- Any object found to have deteriorated while on display should be removed immediately and not replaced until stabilised.
- If necessary replacement artefacts should be used to complement the display.

Safety

The museum will avoid displaying items that may endanger the health or safety of museum staff or the public given reasonable safety precautions.
1. Introduction

The City’s Local Studies Library was named in 2003 in honour of Ivor T. Birtwistle, the first president of the Armadale-Kelmscott Historical Society. Birtwistle’s private collection of books and documents, donated after his death and originally held in the History House Museum, remains an integral part of the collection. The Birtwistle Local Studies Library is committed to acquiring materials to develop a comprehensive history of the district.

2. Key Collecting Themes

The City of Armadale’s local history collection will reflect the following acquisition criteria:

- Items should have a verifiable connection with the City of Armadale (i.e. people, places, activities or events).
- Published district history works of other local government areas will be collected.
- The collection will include oral history recordings and transcripts, photographs, documents, ephemera, books and manuscripts, newspapers, serials, council records, private archives, cartographic materials, microformats and limited artefacts.

3. Acquisition

Acquisitions into the collection are made through:

- purchase, donation, copying agreements or by bequest.

Where possible all donations that enter the collection will be accompanied by appropriate documentation such as a receipt, transfer document or a signed donation/deed of gift form.

Donations that include a large collection of items, e.g. minutes and correspondence of a community group or organisation, might not be retained in full, rather a sample collection of the items only may be retained depending on the significance of the collection. Remaining items will be returned to the donor or destroyed by agreement.

Where donors do not wish, or are unable, to fulfil these requirements, then donors may be approached for a loan of such materials to be copied for the collection. When an item is on loan for such purpose, a termination date will be specified.

Donation or deed of gift forms must clearly state that the donor is the legal owner of the item or that they have the legal authority to transfer the ownership of the item to the City of Armadale.

Preferably, acquisitions must be in a good state of preservation or manufacture. Items requiring extensive conservation and storage conditions that cannot be adequately provided for by the collection resources should not be acquired unless it meets significance criteria.

3. De-accessioning and disposal

De-accessioning is the process whereby an item from the collection maybe considered for removal if it:

- is an item that does not fall within the Acquisition Criteria,
• Is in poor condition and is considered to be of insufficient merit to allocate the resources to ensure its conservation,
• It is a duplicate and a more physically intact item is available.

The City of Armadale may dispose or de-accession items using the following methods:

• Return to the donor if indicated on the donor’s receipt or deed of gift.
• Transfer to another collection agency.
• Sale or auction.
• Destruction.

4. Collection management

All items are officially receipted and registered into the collection and catalogued within the City of Armadale’s current Library Management System.

The library catalogue record includes information, including, but not limited to: loans, physical condition, identifying features, provenance and legal requirements and copyright agreement, i.e. whether the donor has retained copyright or transferred copyright to the City.

5. Copyright

Published materials

• Copyright practices should be within the Copyright Act 1968 and apply to all published material in the collection. Should a researcher wish to use any unpublished item for publication, written permission must be first sought from the City of Armadale’s Historian/Local Studies Librarian, who will seek any clearances on behalf of the researcher.
• Photographs will only be available on application to the City of Armadale’s Local Studies Library, which will work within the Copyright Act.
• Digitisation of significant items will be in accordance with the Copyright Act 1968.

Unpublished materials

• Copies of all or part of unpublished materials may be made, subject to the wishes of the donor of the material.

6. Ethics

The City of Armadale will abide by the codes of ethical practice established by the:

• Australian Library & Information Association
• Australian Society of Archivists
• Oral History Association of Australia

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Authority

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### MANAGEMENT PRACTICE

<table>
<thead>
<tr>
<th>LIB 2</th>
<th>Library Public Notice Boards</th>
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<tbody>
<tr>
<td>1.</td>
<td>Notice Board items promoting an event should be of a non-commercial nature, i.e., they should be “non-profit” other than commercial cultural advertising, such as theatre, ballet, musical events, film etc.</td>
</tr>
<tr>
<td>2.</td>
<td>Promotion of community courses/events for which payment is required is acceptable, if the course/events are of an educational nature or health/welfare related, and it is considered that they are not being run from a purely profit driven motive. This decision rests with the Branch Librarian in the first instance, with the Manager Library &amp; Cultural Services making the final decision in case of dispute. The Library’s community service obligation should be the prime factor in making such a decision.</td>
</tr>
<tr>
<td>3.</td>
<td>Any religious promotional material should be of a general nature and should not promote one particular church and its actual location. A telephone number for contact on such notices or handouts is permissible. An address is acceptable for specific events at a religious centre, eg. fete, guest speaker, carol singing event.</td>
</tr>
<tr>
<td>4.</td>
<td>Political advertising in support of particular candidates is not permitted. However, promotion of a particular event eg guest speaker, rally etc is acceptable. It is not the Library’s responsibility to seek advertising material from the other side of political opinion if it does display material promoting an event supporting one particular point of view.</td>
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<tr>
<td>5.</td>
<td>When space becomes an issue on notice boards, local events will take priority.</td>
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<tr>
<td>6.</td>
<td>Notices should where possible be “classified” so that like events are promoted on one board.</td>
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<tr>
<td>7.</td>
<td>A separate notice board will be used to display all Council related notices and to promote the City’s events.</td>
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<tr>
<td>8.</td>
<td>Open ended notices will in most instances be displayed for a 3 month period only, other than those deemed to be of greater use to the community. This decision rests with the Branch Librarian.</td>
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<tr>
<td>9.</td>
<td>Informational handouts will be offered as space permits. No group has the right to request that their handouts be placed in a more prominent position than another.</td>
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<tr>
<td>10.</td>
<td>The placing of handouts inside of books when issued will be restricted to City supported events.</td>
</tr>
<tr>
<td>11.</td>
<td>The City at its discretion, reserves the right, with or without reason being provided, to refuse the placement of material on its library notice boards which in its view does not comply with the intent of this policy and that decision shall be final.</td>
</tr>
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</table>

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MANAGEMENT PRACTICE

| RECN 7 | Major Event Sponsorship |

Requests for sponsorship will considered having regard for the following guidelines and criteria:

1.1 Eligibility criteria
   a. Local, national and international recognition and affiliation with relevant sporting or community associations and governing bodies.
   b. Must present a proposed sponsorship agreement.
   c. The event must attract spectators and volunteers from the local and wider community.
   d. Can demonstrate a high level of community interaction with local business and residents.
   e. Has the ability to manage a high profile event of the proposed type.
   f. Demonstrates a significant contribution in cash and/or ‘in kind’.
   g. Demonstrate annual events have capacity to become sustainable without sponsored funds.
   h. Provide promotional opportunities for the City before, during and after the event.

1.2 In the event that the application is successful applicants must:
   a. Adhere to the sponsorship agreement proposed by the City.
   b. Ensure that the Council’s sponsorship is acknowledged through means such as advertising, promotional and media publicity associated with the event. Extent of acknowledgement will be dependent on each individual sponsorship agreement.
   c. Provide a sponsorship report with detail of the outcomes and event summary within 3 months of the event.

   a. All requests for sponsorship will be referred to the Community Services Committee for inclusion in the budgeting process.

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