The Chairman, Cr Cominelli, welcomed Councillors and staff to the first Community Services Committee Meeting to be held since the elections on 3 May 2003.
DISCLAIMER

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

DECLARATION OF MEMBERS’ INTERESTS

Cr Tizard

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DEPUTATION

Nil

QUESTION TIME

Nil

ITEMS REFERRED FROM INFORMATION BULLETIN – ISSUE NO. 10/03

- **Outstanding Matters**
  Report on Outstanding Matters - Community Services Committee

- **Monthly/Quarterly Departmental Reports**
  Library Department General Report – April 2003
  Accounting Services Report – 6 May 2003
  Manager Ranger & Fire Services Report – April 2003

- **Finance**
  Financial Statements – for the (44) week period ended 30 April 2003

- **Minutes from Occasional/Advisory Committees**
  Minnawarra Festival Committee – 13 April 2003

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

CONFIRMATION OF MINUTES

RESOLVED

Minutes of the Community Services Committee meeting held on 22 April 2003, are confirmed.
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27 MAY 2003

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Finance

SCHEDULE OF CHEQUE PAYMENTS

C70/5/03 RECOMMEND

1. Payments totalling $9,410,750.88 on Vouchers 43410-43541; EF8702-EF8705, EF8707-EF9089; 102231-102239, drawn upon the Municipal Fund, be received.

2. Cheque payments totalling $26,968.92 on Vouchers 89010-89011; EF8706; 400820, drawn upon the Trust Account, be received.

3. Cheque payments totalling $2,398,047.38 on Vouchers 500435-500436, drawn upon the Reserve Account, be received.

Moved Cr Hart
MOTION CARRIED (7/0)
Finance

**STATUTORY FINANCIAL REPORT**

The Statutory Financial Report for the Quarter ended 31 March 2003 (inclusive of budget review estimates) as required in accordance with Clause 35 of the Local Government (Financial Management) Regulations 1996, are presented. (*Refer to Attachment “A-1” – as circulated with the Agenda.*)

The Statutory Financial Report for the 10 months ended 30 April 2003, as required in accordance with Clause 34 of the Local Government (Financial Management) Regulations 1996, is presented. (*Refer to Attachment “A-2” – as circulated with the Agenda.*)

**Commentary**

(*Refer to Attachment “A-3” – as circulated with the Agenda.*)

**Investments**

Funding levels for investment are continuing to remain higher than this time last year enabling earnings to exceed budget projections in the final quarter. Outward trend of funds is anticipated for the remaining months of the financial year.

**Investment interest**

Rates are continuing to remain steady in line with the Reserve Bank's deliberations and no movement is anticipated during the following months. Interest earnings for the 10 month period are currently in excess of the budget by 20%.

**Grants**

Balance of Commission Grants are due in May and the balance of grant projections to be followed up and finalised for year end position.

**Rate Debtors**

A steady collection of outstanding rates continues with the ongoing support of instalment arrangements currently in place, forecasting a better end of year position.

**Year to date net operating position**

Revenue trend continues to remains steady for the last quarter with expenditure levels matching budget forecasts. Expenditure surge in the final quarter is anticipated as all attempts are made to finalise the works programme prior to year end.

C71/5/03 **RECOMMEND**

That Council receive:


Moved Cr Munn
MOTION CARRIED (7/0)
Finance

2002/2003 BUDGET VARIATIONS

In accordance with the requirements as outlined in the Council document entitled “Internal Control Procedures – Budget Variations”, as attached (refer to Attachment “A-4” – as circulated with the Agenda) are the Budget Variations having been transacted administratively during the 22 April to 20 May 2003.

C72/5/03 RECOMMEND

That Council receive the Budget Variations transacted administratively during the period 22 April to 20 May 2003.

Moved Cr Stewart
MOTION CARRIED (7/0)
**SUNDRY DEBTORS REPORT TO 19 MAY 2003**

WARD All
FILE REF: FIN/1
DATE 19 May 2003
REF NC
RESPONSIBLE MANAGER Executive Manager, Business Services

In Brief:
- The status report on outstanding debtors is presented for Committee / Council information.
- A recommendation that a three sundry debtor items be written off totalling $6,873.
- That Council form a Sub-Committee consisting of Cr Hart, Cr Munn and Cr Stewart and relevant officers to urgently progress the outstanding debts for the Armadale Rugby League, ARKS Rugby Union, the Kelmscott Sportman’s Club, and the Armadale Sporting Club.

Tabled Items
Nil

Officer Interest Declaration
Nil

Strategic Implications
The Corporate Services Directorate Vision states:
“We will provide a diverse range of support, advisory and information services together with control mechanisms to enable and ensure the sound operation and management of the corporate entity.”

Legislation Implications
Section 6.12 (1) (a) (Power to defer, grant discounts, waive or write off debts) of the Local Government Act 1995 permits Council to write off any amount of money that is owed to the local government.

Council Policy/Local Law Implications
Nil

Budget/Financial Implications
At 19 May 2003 the balance attributed to outstanding debt is $616,090. This does not include rates debt. The accounting provision for all doubtful debts is currently $82,378 with an additional $20,000 in the 2003-2003 Annual Budget, totalling $102,378.

Consultation
Each sundry debtor in the four months and over category has been advised of Council’s intentions to recover this debt.
Finance

BACKGROUND

At the April 2003 Community Services Meeting, and subsequently confirmed at the April 2003 Council meeting (28 April 2003), a resolution was passed requesting the presentation of Council’s outstanding debtors each month. This report has been compiled and is attached for information.

Along with the outstanding debtors report is a request for Council to write off three unrecoverable debts.

DETAILS OF PROPOSAL

The status of outstanding sundry debtors at 19 May 2003 is summarised in the following aging analysis table:

<table>
<thead>
<tr>
<th>Total</th>
<th>Current</th>
<th>1 Month</th>
<th>2 Months</th>
<th>3 Months</th>
<th>4 Months and Over</th>
</tr>
</thead>
<tbody>
<tr>
<td>$616,090</td>
<td>$113,236</td>
<td>$180,818</td>
<td>$27,241</td>
<td>$18,387</td>
<td>$276,407</td>
</tr>
<tr>
<td>100%</td>
<td>19%</td>
<td>29%</td>
<td>4%</td>
<td>3%</td>
<td>45%</td>
</tr>
</tbody>
</table>

COMMENT

Analysis

The following table highlights the long-term outstanding sundry debtors at 19 May 2003:

<table>
<thead>
<tr>
<th>Name</th>
<th>Amount</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARKS Rugby Union</td>
<td>$8,106</td>
<td>Proceeding to legal action.</td>
</tr>
<tr>
<td>Armadale Rugby League</td>
<td>$8,804</td>
<td>Current debt paid, final demand for outstanding balance has been issued.</td>
</tr>
<tr>
<td>Armadale Sporting Club</td>
<td>$131,543</td>
<td>Currently in consultation between Council and the Club.</td>
</tr>
<tr>
<td>Armadale Soccer Club</td>
<td>$14,300</td>
<td>Council officers are making inquiries as to the original agreement that premeditated this debt being raised, believing that some degree is under an in-kind arrangement.</td>
</tr>
<tr>
<td>Kelmscott Football Club</td>
<td>$22,265</td>
<td>Currently in consultation between Council and the Club.</td>
</tr>
<tr>
<td>RANS Management Club</td>
<td>$7,385</td>
<td>The group is under receivership and officers are awaiting advice from the administrators.</td>
</tr>
</tbody>
</table>
### Finance

<table>
<thead>
<tr>
<th>Name</th>
<th>Amount</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heritage Country Tourism</td>
<td>$11,112</td>
<td>Discussions are being held with the group to determine original agreement that premeditated this debt being raised, with belief that there is some degree of loan or GST liability implications.</td>
</tr>
<tr>
<td>Sub Total</td>
<td>$203,515</td>
<td></td>
</tr>
<tr>
<td><strong>Other Sundry Debtors under $6,000</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fines and penalties</td>
<td>$48,272</td>
<td>Fines enforcement has been carried out by the court and those debts relating to Ranger issued fines / enforcements are currently with the Fines Enforcement Register of WA.</td>
</tr>
<tr>
<td>AK Strikers T-Ball</td>
<td>$802</td>
<td>Arrangement made to clear debt by end of May 2003.</td>
</tr>
<tr>
<td>Forrestdale Cricket Club</td>
<td>$1,288</td>
<td>Final demand letter sent 19 May 2003.</td>
</tr>
<tr>
<td>Kelmscott Baseball Club</td>
<td>$927</td>
<td>Final demand letter sent 19 May 2003.</td>
</tr>
<tr>
<td>Kelmscott Cricket Club</td>
<td>$2,747</td>
<td>Long-term payment arrangement is in place and being adhered to.</td>
</tr>
<tr>
<td>Palmer, DL</td>
<td>$899</td>
<td>Referred to the Fines Enforcement Register of WA – May 2003.</td>
</tr>
<tr>
<td>Rancher Enterprises</td>
<td>$595</td>
<td>Company is under administration and this debt requires write off.</td>
</tr>
<tr>
<td>Roleystone-Karagullen Sporting and</td>
<td>$5,572</td>
<td>Final demand letter sent 19 May 2003.</td>
</tr>
<tr>
<td>Recreation Association</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Southern Spitfires Softball</td>
<td>$215</td>
<td>Arrangement made to clear debt by end of May 2003.</td>
</tr>
<tr>
<td>South Suburban Badminton</td>
<td>$471</td>
<td>Reminder letter sent 15 May 2003.</td>
</tr>
<tr>
<td>Water Corporation</td>
<td>$2,953</td>
<td>Works performed and incorrectly accounted for. A write off is required.</td>
</tr>
<tr>
<td>Western Power</td>
<td>$3,325</td>
<td>Works performed and incorrectly accounted for. A write off is required.</td>
</tr>
<tr>
<td>Other sundry debtors</td>
<td>($132)</td>
<td>Various accounting provisions to be applied.</td>
</tr>
</tbody>
</table>
Council is being requested to write off three outstanding sundry debtors deemed to be unrecoverable:

1. **Rancher Enterprises** – This group incurred two invoices totalling $595 for the construction of a firebreak and infringement for 186 Albany Highway in March and June 2002. The group is currently under liquidation and reports received from the administrators have indicated a severe shortfall of funds available for disbursement. A favourable settlement is unlikely.

2. **Water Corporation** – The outstanding debt of $2,953 refers to 12 invoices dating from 1993-1994 and 1999. Incorrect payment allocations during these periods have rendered the invoices to be unsupportable, as no record exists to substantiate where payment should have originally been allocated. Reconciliation of this account has been unable to track the inaccuracy.

3. **Western Power** – The outstanding debt of $3,325 refers to three invoices dated March 1998, October 1998 and May 1999. Incorrect payment allocations during these periods have rendered the invoices to be unsupportable, as no record exists to substantiate where payment should have originally been allocated. Reconciliation of this account has been unable to track the inaccuracy.

**Options**

1. Council can choose not to write off the three outstanding sundry debtors deemed to be unrecoverable, however to do so would not be sound financial management.

2. Council can choose to use its power and write these outstanding debts off which would be sound financial management.

**Conclusion**

Council officers have made a concerted effort during the past few months to reduce Council debt, particularly in the long-term debt category. Continued efforts will be made to realise as much of the debt as is possible.

**Officer Recommendation:**

That Council:

a. Accept the outstanding sundry debtors report to 19 May 2003.

b. Pursuant to Section 6.12 of the Local Government Act 1995, write off the following outstanding sundry debtors and their subsequent amounts:
Finance

- Rancher Enterprises $595
- Water Corporation $2,953
- Western Power $3,325
  $6,873

Committee Discussion

Committee discussed the ongoing indebtedness of a number of clubs to Council and believed that a resolution needed to be found in the short term. It was of the view that a Sub-Committee consisting of three Councillors and officers should be formed to progress the matter, hence the addition of a new part (b) to the following recommendation.

C73/5/03 RECOMMEND

That Council:

a. Receive the outstanding sundry debtors report to 19 May 2003.

b. Form a Sub-Committee consisting of Cr Hart, Cr Munn and Cr Stewart and relevant officers to urgently progress the outstanding debts for the Armadale Rugby League, ARKS Rugby Union, the Kelmscott Sportman’s Club, and the Armadale Sporting Club.

c. Pursuant to Section 6.12 of the Local Government Act 1995, write off the following outstanding sundry debtors and their subsequent amounts:

- Rancher Enterprises $595
- Water Corporation $2,953
- Western Power $3,325
  $6,873

**ABSOLUTE MAJORITY REQUIRED FOR PART (b)**

Moved Cr Munn
MOTION CARRIED (7/0)
Miscellaneous

**MAP – LOT 58 STREICH AVENUE, ARMADALE**
**SALE OF 260 STREICH AVE, ARMADALE (LOT 58)**

WARD Armadale
FILE REF: A54594
DATE 6 June 2003
REF KLD
RESPONSIBLE MANAGER Manager Admin & Governance Services

In Brief:
- This report presents a sale offer for 260 Streich Ave, Armadale (Lot 58)
- The proposed sale is in accordance with the Public Open Space Strategy (Stage 4)
- Proposing a budget amendment enabling the transfer of the net sale proceeds to the Land Acquisition Reserve Account

Tabled Items
Nil

Officer Interest Declaration
Nil

Strategic Implications
Item 2.3, Social Infrastructure – Develop a Strategic Plan for the provision of recreation services and facilities.

Legislation Implications
Sale of Land Act 1970

Council Policy/Local Law Implications
Nil

Budget/Financial Implications
There is no provision made in the 2002-03 Budget to reflect this proposed sale of land and accordingly, it is recommended that the Budget be amended to record the sale proceeds and the subsequent transfer to the Land Acquisition Reserve Account.

Consultation
Planning Department
The Valuer General’s Office

BACKGROUND

At its meeting of 21 October 2002 Council gave consideration to a City Strategy Committee item which dealt with Stage 4 of the Public Open Space Strategy. The item essentially made recommendations in respect of the cancellation/disposal, vesting and/or change of status of several reserves and the sale of one residential lot owned by the City.
Council subsequently resolved (CS86/02), inter alia:

“7. That Council sell 260 Streich Ave Armadale (Lot 58) with funds raised being directed to general revenue.”

At its meeting of 4 March 2003 Council resolved (C23/2/03):

1. That Council sell 260 Streich Ave, Armadale (Lot 58) comprised in Certificate of Title Volume 1494 Folio 837 by private treaty utilizing the services of a local real estate agent.

2. That pursuant to Section 5.43(d) of the Local Government Act 1995, the Chief Executive Officer be given delegated authority to sign the Offer and Acceptance form for an amount no less than $25,000 and no more than $60,000 (less costs).

3. That upon the Offer and Acceptance form being signed by all relevant parties, statewide public notice be given of Council’s intent to sell the above property by private treaty and inviting submissions from the public.

4. That any prospective purchaser be advised of the legislative requirements involved in the sale process.”

DETAILS OF PROPOSAL

The advertising period for the statewide public notice has expired and Council’s approval is now sought to formally sell 260 Streich Ave, Armadale (Lot 58) for $32,000 (less the usual fees and charges attributable to the sale).

It is also recommended that a Budget Variation be approved in the Corporate Revenue and Expenditures Schedule (M14) to apply revenue to ‘Sale of Land’ (GL 1154350 and expenditure to ‘Land Acquisition Reserve’ (GL 1709340).

COMMENT

Analysis

In March 2003 Mr David O’Neil approached Council, looking to purchase a property in the vicinity of Streich Ave, Armadale.

Subsequently a private offer has been received for 260 Streich Ave, Armadale (Lot 58) of $32,000 less the usual fees and charges attributable to the sale, from David John Patrick O’Neil and Tracey Dianne O’Neil.

The valuation as supplied by the Valuer General’s Office as at 31 December 2002 was $30,000. (Refer to Attachment “B -1” – as circulated with the Agenda.)
Miscellaneous

Consequently as a result of Council’s prior resolution, statewide public notice was given of its intent to sell this property.

Section 3.58(3) of the Local Government Act 1995 requires Council to:

1. Give statewide public notice of all the details of any sale by private treaty, including sale price, names of all parties involved and the valuation;

2. As part of the notice process, seek submissions from the public on the proposed sale and have a valuation that is not more than six months old (the revised valuation is mentioned above).

3. Consider, following the two week period of statewide public notice, any submissions received and decide whether or not to accept the offer, and record the decision and reasons in the minutes.

The advertising period of two weeks has expired and no submissions were received.

The prospective purchaser has been advised of the legislative requirements involved in the sale process.

As the prospective purchaser had not made this offer through a real estate agent, if Council accept the offer there will be no commission payable.

It is estimated that net proceeds will be in the order of $30,000 following deduction of costs of approximately $2000 associated with GST, conveyancing fees and statutory charges.

Options and Conclusion

The options are:

- Accept the sale offer
- Not accept the sale offer and seek further offers
- Retain the property

In consideration of:

- Council’s previously resolved position to sell the land;
- The offer being fair and reasonable in terms of the current market valuation;
- The need to act promptly;
- No submission being received on the proposed sale;
- As there is no real estate agent involved in the sale process, there is no commission payable on the current offer;

it is recommended that the offer as presented be accepted and that the net sale proceeds be transferred to the Land Acquisition Reserve account.
Miscellaneous

Committee Discussion

Cr Zelones spoke to this item commenting that the required statewide public notice of the proposed sale offer (i.e. a public notice in the Local Government section of “The West Australian” and on Council’s Public Notice Boards) may not have realised the lot’s maximum sale value. For this reason, Cr Zelones was opposed to the recommendation. Committee, whilst accepting the need to review the advertising aspect for future like instances (the Councillors’ Item later in these Minutes refers) was on the basis of the independent market valuation, supportive of the recommendation, as presented.

C74/5/03 RECOMMEND

That Council:

a. approve the sale of 260 Streich Ave, Armadale (Lot 58) to David John Patrick O’Neil and Tracey Diane O’Neil for the amount of $32,000.

b. amend its 2002-03 Budget to record the net proceeds from the sale of 260 Streich Ave, Armadale (Lot 58) and the subsequent transfer of those proceeds to the Land Acquisition Reserve Account, i.e:

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Present Budget</th>
<th>Variation</th>
<th>Revised Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sale of Land – City of Armadale</td>
<td>Nil</td>
<td>$30,000</td>
<td>$30,000</td>
</tr>
<tr>
<td>Transfer to Land Acquisition Reserve Account</td>
<td>Nil</td>
<td>$30,000</td>
<td>$30,000</td>
</tr>
<tr>
<td>Net Effect</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**AN ABSOLUTE MAJORITY RESOLUTION REQUIRED

Moved Cr Munn
Opposed Cr Zelones
MOTION CARRIED (6/1)
Community Development

COMMUNITY SAFETY STATEMENT AND PLAN 2003-04

WARD All
FILE REF: Org 70 Vol 2
DATE 21 May 2003
REF YC
RESPONSIBLE MANAGER Director Community Services

In Brief:
- This item recommends that the City’s draft Community Safety Statement and Plan 2003-04 be formally adopted by Council. The Plan will be used to guide the provision of services, programs, and activities that respond to identified community safety issues.

Tabled Items
Nil

Officer Interest Declaration
Nil

Strategic Implications
- To have in place a range of services to meet community needs
- To improve the overall well-being and safety of the community
- To encourage community participation and responsibility
- To create safe and secure neighbourhoods

The Community Safety Statement and Community Safety Plan:
- Identifies the contributions of local community groups, service organisations, businesses, Council, State and Commonwealth Departments, that help to make the City of Armadale a safer place to live, work and recreate.

- Aims to build and strengthen partnerships between key stakeholders to develop and implement strategies to enhance community safety by working together to achieve common goals.

Legislation Implications
Nil

Council Policy/Local Law Implications
Nil

Budget/Financial Implications
Council’s 5 Year Plan already caters for some aspects of the Community Safety Plan. New initiatives identified in the Community Safety Plan and the continued support of Armadale Youth Resources community safety projects are to be considered as part of the current Budget process.
Community Development

BACKGROUND

At the ordinary meeting of Council 7th April 2003, Council resolved to:

“a. receive the Draft Community Safety Statement and Plan;

b. endorse the Draft Community Safety Statement and Plan to be released for public comment for a 28 day period;

c. recommit the report to the May Community Services Committee Meeting to consider any comments or input from the public prior to adoption of the Community Safety Statement and Plan by Council.”

An advertisement was placed in the local newspaper and an email forwarded to partners of the community safety network, inviting their comments on the draft Plan. Copies of the plan were made available at the City Administration Building, Westfield, Armadale and Kelmscott Libraries.

The public comment period opened on 8th April and closed on 7th May 2003, with no submissions being received.

DETAILS OF PROPOSAL

This proposal seeks Council’s adoption of the draft Community Safety Statement and Plan 2003/04. The Plan will guide the provision of services, programs, and activities that respond to identified needs in relation to community safety issues. (Refer to Attachment “A-5” – as circulated with the Agenda.)

COMMENT

Analysis

It is disappointing that no submissions were received regarding the draft Community Safety Statement and Plan. However, the thorough consultation process undertaken in the development of the Plan has provided interested parties with many opportunities to provide input into the Plan. For example, a network of key stakeholders attended a workshop for the purpose of encouraging their active participation.

The lack of response to calls for public submissions may indicate that the community is generally supportive of the direction and content of the draft Community Statement and Plan, or is at least not opposed to it.

Options

Option 1: Adopt the Community Safety Statement and Plan.
Community Development

Option 2: Council may elect not to adopt the Community Safety Statement and Plan at this time.

Conclusion

The development of the Community Safety Plan has been a valuable community development process bringing together stakeholders, encouraging community participation and ownership of community safety issues. It is a ‘living document’ that captures what the community of Armadale is doing, and identifies opportunities for partnerships between stakeholders to further enhance community safety.

The partnership approach used to develop the Community Safety Statement and Plan has enabled the contributions of a wide range of community groups, service organisations, State and Commonwealth Government agencies. The Plan reflects a holistic approach to understanding and responding to matters of community safety. In conclusion, it is recommended that the Plan be used to guide the provision of Council’s services, programs, and activities to meet community needs in relation to community safety issues.

C75/5/03 RECOMMEND

That the City’s Community Safety Statement and Plan, as attached to these Minutes at Attachment “A-5” be formally adopted by Council, and used to guide the provision of services, programs and activities to respond to community needs in relation to safety issues.

Moved Cr Munn
MOTION CARRIED (7/0)
Library & Heritage Services

LOCATION PLAN
BUCKINGHAM’S COTTAGE, ROLEYSTONE.
BUCKINGHAM COTTAGE DEVELOPMENT

In Brief:
This report
- Details the history of the restoration of the Buckingham cottage to date.
- Outlines the considerations required by Council in determining what further restoration/development should be undertaken at the site and the budget implications.
- Proposes that the outcome of the Heritage Council of Western Australia decision on listing of Buckingham Cottage on the State Register of Heritage Places be considered prior to making a final decision.

Tabled Items
Considine & Griffiths Conservation Plan for Buckingham Cottage

Officer Interest Declaration
Nil

Strategic Implications
Our commitment to the future:
To create a caring and vibrant City, rich in history, heritage and lifestyle, and
The challenges ahead:
Protecting our history and heritage.

Legislation Implications
The Heritage of Western Australia Act 1990 – possible implications.

Council Policy/Local Law Implications
Nil

Budget/Financial Implications
Unknown at this stage, but should Council agree to complete restoration of the Cottage in keeping with the Conservation Plan, the minimum cost would be $10,000 to $15,000, subject to volunteer labour being sourced, with an ongoing annual maintenance cost of $5,000.

Consultation
- Manager Property Services
- Administrative Officer Planning (CHAC Coordinator)
- Safety/Insurance Officer
- Former Armadale-Kelmscott Historical Society spokespersons
Library & Heritage Services

- Heritage Council of Western Australia

BACKGROUND

Buckingham Cottage is the oldest building in Roleystone. It is located on the land developed as the Araluen Country Club. A proposal to restore the cottage, rather than see it demolished when the golf course was established, resulted in Council taking a 25 year lease on the property effective from October 1995. The restoration work was the responsibility of the now dissolved Armadale-Kelmscott Historical Society Inc. Restoration work has slowly decreased during the last few years, to the point where it has all but ceased during the last 18 months. The events leading to the current situation have been somewhat complex and spread over a 10 year time frame. To provide Councillors with a clear understanding of this history, a relatively detailed chronology of events is provided. (Refer to Attachment “A-6” – as circulated with the Agenda.) This information has been taken from Council’s files as well as the Minutes of the History House Museum Management Committee.

Very little is on file post 1997. Enquiries as to why the project did lose its momentum seem to indicate that enthusiasm decreased as funding decreased and the project became just too difficult. If the restoration of the Cottage is to be completed, it would appear that Council will need to take a leading role and probably provide some financial assistance.

At a meeting held with representatives of the now dissolved Armadale-Kelmscott Historical Society in January this year, they stated that their main priority is to see the building completed and at lock up stage. There is a concept plan for an additional stage to the building, but there was agreement that priority should be given to achieving the lock up stage and with some agreed options for use of the building. The level of usage will of course be dependent upon the issues of power, water, toilet facilities and access being addressed.

Of importance is the fact that a report to Council at its Ordinary meeting of 16 December 2002 advised that the Heritage Council of WA (HCWA) had scheduled a meeting to consider that Buckingham Cottage be included on the State Register of Heritage Places. Resolution D241/02 supported the entry of Buckingham’s Cottage on the State Register of Heritage Places and nominated the Planning Services Manager and Margaret Bettenay, Community Heritage Advisory Committee (CHAC) member to represent Council at the meeting. The meeting took place on 31st January 2003. To date, the Minister has not yet announced the outcome. Enquiries made to the HCWA advise that Council is not obliged to continue with the works if the site is listed, but there was an inference that there is perhaps a moral obligation to complete the project. Any works done must be in line with the Conservation Plan and should the works deviate from the plan in any way, the HCWA would need to be consulted. Equally, any demolition at the site would require a Development Referral to the HCWA.

When consulting with Council’s Manager Property Services, the following information and matters were raised.

The lease relating to Buckingham Cottage indicates that the land area is 516 square metres being part of lot 701 on plan 19662, being part of the land in Certificate of Title Volume 1996 Folio 519. Access is granted to the above leased area with or without vehicles through
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property beginning at the end of Bristol Road. The lease was signed on the 15 December 1995 for a period of 25 years commencing 17 October 1995. Expiry of the lease will be 17 October 2020. Rent is $10 per annum payable in advance on or before the expiration of 30 days after the date of commencement of each year of the term.

The Manager Property Services advises that to date he has not undertaken an audit of works completed. Neither has he done a detailed cost estimate of works outstanding. However, he estimates that an amount of between $10,000 and $15,000 would be required to supply enough materials to complete the project to lock up stage, subject to labour being volunteered. This would bring power to the site, so that security monitoring could be put in place.

There are a number of unknowns that would require also require resolution:

- Water would be an additional major expense. Is a metered, piped water supply required? Rainwater catchment or truck water are alternative options. Recent installations of this type have been around $4,000.
- Ongoing maintenance of the building needs to be budgeted.
- Site maintenance also needs to budgeted for. It may be appropriate to negotiate with the management of the Araluen Golf course to have the grounds maintained by them in conjunction with their own mowing/watering program of the adjacent golf course.
- Fire reduction is a necessary requirement around the site come the summer months.
- Access to the site. The lease is silent on who actually maintains the access way. The road into the cottage crosses a small ‘bridge’ and this would need to be assessed for safety prior to allowing any vehicular access to the cottage.

It is obvious that any works done to the Buckingham Cottage will cause Council some considerable expense. It needs to be noted that the recent Civil Liabilities Act 2002 states clearly that any volunteers must be supervised and that volunteers must fully understand the scope of their duties and the instructions on how to carry them out. Compliance would be the responsibility of the Technical Services Directorate if volunteer labour is used.

Without an agreed ‘end use’ for the Cottage, it is perhaps hard to judge how much should be spent on the project. Possible uses for the cottage could be:

- an education facility for schools;
- an historical site for inclusion on a tourist map, or
- an adjunct to History House open by appointment.

Power, water and possibly toilet facilities would be essential if these uses are to be promoted. Other uses for the Cottage may arise with time as the City and its tourism potential develop. However, with no monies allocated to the project in the 5 Year Plan, Council would need to make a decision to fund it from other projects or to raise the funds some other way should it commit to development of the site.
Details of Proposal

The proposal is that Council await the outcome of the HCWA and Minister’s decision on the listing of the Buckingham Cottage on the State Register of Heritage Places prior to making a final decision on the extent of expenditure on the property. In the mean time a detailed costing should be carried out to determine exactly how much would be required to complete the conservation plan and provide power, water, toilet facilities, access and some parking at the site, based on both volunteer and paid labour. This will need to be done in consultation with the current owners of the Araluen Golf Resort.

Comment

Analysis

Council would probably acknowledge that it does have some moral obligation to complete the restoration of Buckingham Cottage given the history to date and the amount of public funding already spent on the project. The lease of the property is in Council’s name, so Council does have obligations from a safety perspective related to the site. However, given the physical ‘remoteness’ of the Cottage, and the many other projects in the heritage area that Council needs to address, it is difficult to justify the allocation of large dollar amounts to the restoration at this time.

It is probably not realistic to expect any further successful grant applications for the Cottage, and neither is it realistic to anticipate that the Cottage can be completed totally with volunteer labour.

Options

1. Do nothing to the Cottage other than install windows and doors so that it can be locked for safety/security reasons and then maintain the existing structure.
2. Allocate funding on this or subsequent budgets to complete the renovation of the Cottage in keeping with the Conservation Plan, including power for security monitoring – the dollar figure estimated by the Manager Property Services is between $10,000 and $15,000 if volunteer labour is sourced.
3. Consider future funding for development of the Cottage site, so that water and toilet facilities are available, and that the access and parking issues are addressed.

Conclusion

It is recommended that Council acknowledge that it does have a moral obligation to complete the Buckingham Cottage restoration project, but that it await the decision of the Heritage Council of Western Australia, or the Minister’s decision should that be required, related to the listing of the Buckingham Cottage on the State Register of Heritage Places prior to making a final decision on the extent of expenditure required for the property.
C76/5/03 RECOMMEND

1. That Council:
   a. acknowledge that it does have an obligation to complete the works of the Buckingham Cottage restoration project in line with the Conservation Plan, as the site is leased to Council and given the amount of public funding already contributed to the project;
   b. Await the outcome of the Heritage Council of Western Australia, (or the Minister’s decision should that be required), on the listing of the Buckingham Cottage on the State Register of Heritage Places prior to making a final decision on the extent of expenditure required for the property;
   c. Carry out a detailed costing to determine the requirements to complete the conservation plan and provide power, water, toilet facilities, access and some parking at the site, based on both volunteer and paid labour.

2. That a further report be made to Council when the outcome of the Heritage Council of Western Australia, (or the Minister’s decision should that be required), on the listing of the Buckingham Cottage on the State Register of Heritage Places, that provides more detailed cost estimates on the restoration of Buckingham Cottage.

Moved Cr Hart
MOTION CARRIED (7/0)
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[Pages 25 to 26 of the Community Services Minutes be replaced with pages 105 to 116 of the Confidential Attachment “B” as attached to the Minutes.]

HERITAGE COUNTRY TOURISM ASSOCIATION INC & BERT TYLER VINTAGE MACHINERY MUSEUM

In Brief:
This item
- Outlines the history of the Heritage Country Tourism Association and the Bert Tyler Vintage Machinery Museum/Replica Post Office and the problems that have arisen, as there are no formal agreements between these parties and Council other than the lease agreement.
- Offers options for Council to accept Bert Tyler's Vintage Machinery collection as a donation with specified conditions.
- Details the current financial difficulties of the Heritage Country Tourism Association and their request to Council for immediate and on-going financial assistance.
- **Amendment to part (f) of the recommendation which reflects a shorter time in relation to Council’s financial support from 2005/06 to 2003/04.**

Tabled Items
Heritage Country Tourism Association Inc. Business Plan 2000/01
Heritage Country Tourism Association Inc. Business Plan & Financial Budget 2002/03

Officer Interest Declaration
Nil

Strategic Implications
Developing the City’s tourism potential
To facilitate a wider range of social and cultural experiences for the City

Legislation Implications
Nil

Council Policy/Local Law Implications
Nil

Budget/Financial Implications
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Depending on Council’s decision, the resolution could have minimal impact on Council’s budget if the status quo is maintained, however there are implications should Council choose to commit to:

- Ongoing funding of the Tourist Centre Manager position - $20,000 per annum,
- Ownership of the Bert Tyler Vintage Machinery Museum collection - $25,000 over 5 years plus ongoing operational costs currently advised by Mr. Tyler to be approximately $3,000 p.a.
- Acknowledgements that the Heritage Country Tourism Association will in all probability apply to Council for further contributions for special projects etc.

**Consultation**
- Heritage Country Tourism Association
- Mr. Bert Tyler

**BACKGROUND**

A number of issues have arisen in relation to the funding for the Heritage Country Tourism Association (HCTA), the status of the Bert Tyler Vintage Machinery Museum/Replica Post Office and the relationship between the two. While in some ways the two are separate issues, it is considered that the link between the two will make it easier to consider both matters concurrently in one agenda item.

The development of the existing Armadale Tourist Centre and associated Bert Tyler Vintage Machinery Museum & Replica Post office has been a long and complex one that has evolved over a number of years. There have been a number of key players in the development through the Heritage Country Tourism Association (HCTA) and the Armadale Tourist Centre. The following background information is intended to provide some understanding of why the current issues exist for the HCTA and the Vintage Machinery Museum.

**History:**
The Armadale and Districts Tourist Association was formed over a decade ago to coordinate and facilitate tourism in the area. The Association initially received financial support from the City of Armadale, City of Gosnells, Shire of Serpentine-Jarrahdale, Western Australian Tourism Commission (WATC) and local tourism operators. The Association later changed its name to the Heritage Country Tourism Association (HCTA) as part of a marketing strategy to promote the many heritage attractions of the district.

The HCTA was established as an incorporated body that had some affiliation with the Heritage Country Development Agency (HCDA). Its role was to promote tourism in the Armadale, Gosnells and Serpentine-Jarrahdale districts through its Board of Management. The Armadale Tourist Centre had a separate non-incorporated Management Committee who had representation on the HCTA Board. The original intent was that the three affiliated local governments would establish tourist centres with management committees under the umbrella of the HCTA. The Association was the major driving force in attracting funding and establishing the original Signal Box Tourist Information Centre and Bert Tyler Vintage Machinery Museum in Armadale in 1993. The HCTA leases the Tourist Centre property,
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which is located on crown land vested in Council for cultural purposes. The current lease was effective from June 1995 and is due to expire on 30 June 2005, with an option to renew for a further 10 years.

As well as the tourist information office being housed in the old signal box at the Centre, Mr Tyler’s personal collection of vintage machinery is currently housed in the Tourist Centre complex. Correspondence from the HCTA received by Council in June 1966, states that ‘In the early stages of the agreement of Heritage Country Tourism Association undertaking the Lease of the Armadale Tourist Centre, meetings were held with……. Prior to the meeting Bert Tyler was asked informally, and at the meeting accepted the offer to house his private Vintage Machinery collection in the larger part of the new Centre. Mr Tyler however did specify that the machinery would be on permanent loan to Council (not the Heritage Country Tourism Association). Following up on this matter Mr Tyler has brought to the Association’s attention that as yet there is no formal acknowledgement/agreement of the loan of Vintage machinery by himself to the City of Armadale. We request that Council please attend to this item’.

A subsequent Council Resolution T235/96 C. stated:

“Council formally acknowledge the permanent loan to the City of Armadale of Mr Tyler’s private collection of machinery and other items displayed at the Tourist Centre.”

Unfortunately at the time, no formal agreements were ever drawn up. The only record or acknowledgement of the permanent loan status is a certificate that was presented to Mr Tyler in September 1996, a copy of which is attached. (Refer to Attachment “B-3” – as circulated with the Agenda.)

In 1997 some difficulties were experienced by the HCTA, as funding from the WATC was withdrawn, and in 1999 the City of Gosnells and Shire of Serpentine-Jarrahdale established their own tourism associations and withdrew from the HCTA. From this time on the HCTA and the Armadale Tourist Centre Management Committees found that they consisted of mostly the same persons, and that they were dealing with tourism mainly in the City of Armadale. In 2002 the constitution of the HCTA was changed and it currently operates as the Heritage Country Tourism Association Inc., trading as the Armadale Tourist Centre.

Council’s financial contribution to the Tourist Centre and the HCTA has been by way of an ongoing operating contribution, currently $10,200 per annum, as well as some ‘one off’ capital contributions for building related items. More recently there has been a contribution towards employment of a professional Manager for the Tourist Centre of $20,000 per annum over a three year period, with the final payment due to be made in the period July to December 2003 (funded from the 03/04 budget).

A ‘Tourist Rest Centre’ was built with Commonwealth funding awarded to the HCDA in 1999, as an adjunct to the tourist complex. The HCTA had initially intended leasing this building as well as the Tourist Centre, however their financial limitations resulted in them entering into a Management Agreement with Council for a 12 month period, commencing in June 1998 for the Rest Centre. The building is now leased by the Department of Conservation.
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and Land Management, but with Council having Building Maintenance responsibility for the associated public toilets (budgeted $8,136 in 2002/03).

Vintage Machinery Museum issues:
The original relocation of the Signal Box (Tourist Centre building) and associated Museum were achieved with Federal funding. The relatively recent extension to the Tourist Centre and associated replica Post Office building were also publicly funded buildings, using both Federal and State government funding. The grant applications specifically stated that they were to hold Mr Bert Tyler’s private collection of vintage machinery and associated memorabilia.

In the early days of the lease, Council’s contribution to the HCTA was given in 2 parts, $2,200 for the administrative needs of the HCTA and $8,000 towards the operating costs of the Tourist Centre. All monies were paid to the HCTA as the incorporated body, who then forwarded the operating contribution to the Tourist Centre. Included in their costs were some of the operating costs of the Vintage Machinery Museum including insurance, electricity, cleaning etc. All costs associated with the restoration of the machines have been Mr Tyler’s responsibility. Other items of expenditure including signage, printing and stationery, publicity, demonstration materials etc have to date been paid by the HCTA from its operating grant for the Tourist Centre. There has been no formal understanding of the responsibilities of both parties in respect of the funding arrangements. With the amalgamation of HCTA and Tourist Centre Management Committees and the combining of their financial operations, new budgeting processes have been put in place, and this matter now requires resolution.

The belief of the current HCTA Board of Management is that their obligation is to promote tourism in the broader sense for the Armadale district, and while they acknowledge the benefit of having the Vintage Machinery Museum co-located with the Tourist Centre, they see it as a tourist attraction in its own right. Within their current business structure they accept responsibility for the payment of electricity, cleaning and insurance for the building (currently including the insurance of the vintage machinery collection), but believe that the actual operating costs of the Vintage Machinery Museum should not be their responsibility. Their argument is that they don’t financially support the operations of other tourist attractions, and so have advised Mr Tyler that prior to spending any monies that he will need to submit an annual budgetary request for the operating costs that he incurs. The HCTA will fund the amount requested within their budget if possible, but are currently having difficulties doing so. If they do not provide any or the required amount of funding, it falls to Mr Tyler to fund the rest. Mr Tyler has advised that he is no longer in a position to be able to do this, and so requested a meeting with Council officers to try to resolve this matter.

In the meantime the HCTA has been actively seeking grant funding for the operating costs of the Vintage Machinery Museum, but because it is a private collection funding appears to be non-existent. The understanding of ownership of the collection has, from time to time, caused other difficulties. There are some ‘grey’ areas, perhaps made more complex by the different status of the History House Museum collections - these are accepted only as donations to Council, not loans, and with appropriate donor forms. The importance of establishing formal guidelines of ownership became evident with one incident that occurred when an item offered to the History House Museum was not accepted, as it did not comply with the collection policy. On suggestion, it was subsequently offered to Mr Tyler who accepted the piece. The
understanding of the donor was that the collection belonged to the City, in the same way as the History House Museum collection, and that the item would remain in the collection at the Tourist Centre complex. Mr Tyler’s understanding is that the collection, even though on permanent loan to Council, belongs to him and that he can add to, change or remove items from the collection. Based on this understanding the item was not included in the Vintage Machinery Museum, but was passed to another member of the Machinery Preservation Society for restoration and ownership, outside of the City of Armadale. Understandably, this resulted in a negative relationship between the Vintage Machinery Museum, and by association Council, and the original donor. Without donor forms, and without any formal agreement of the meaning of ‘permanent loan’, ongoing problems such as this will continue to arise if the issue is not resolved.

In meeting with Mr Tyler in December 2002, both the matter of the funding of the Museum that houses his collection, as well as the matter of permanent loan were discussed. Mr Tyler advised that he was quite happy with the current ‘permanent loan’ situation regarding his collection and that he has made arrangements for the permanent loan status to carry on under the direction of a colleague when he is not longer able, or on his death. However, he was seeking some support in the operational costs of the Museum, either from the HCTA by agreement, or from Council. Mr Tyler stated that without some financial support he would no longer be in a position to personally fund the ongoing operational cost associated with the Vintage machinery Museum and replica Post Office, a cost that he estimates to be approximately $3,000 per annum.

The options of donation of the collection to Council, or sale of the collection, were also discussed with Mr Tyler. He made it very clear that he did not wish to see the collection sold, but should that happen the monies would be donated to charities of his choice, namely Frontier Services and Royal Flying Doctor. Mr Tyler was understanding of the issues facing Council and acknowledged that there does need to be some more formal agreement put in place concerning the status of the permanent loan should that remain. The following was put in writing to Mr Tyler following the meeting:

When we met with you, you said that your understanding of ‘permanent loan’ is that “two parties agree that one lends to the other for an indefinite period but that either party can withdraw”. You would agree that that is very open ended, and that for such an agreement to be workable, there would need to be agreement on a number of factors such as:

- a minimum notice period for cancellation of the contract;
- financial responsibilities – housing, insurance, advertising, maintenance etc;
- rights to removal of items from the collection either permanently or temporarily;
- ownership of donations to the collection;
- understanding of what happens to the collection on death of the lender

It is probable that if entering into any agreement today, Council would heed the advice of Museums WA and deal with a straight donation only, inclusive of specified conditions that are common to Museums worldwide. These agreements protect both the collection and the donor. Whether you might consider donating the collection to
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Council, with agreed specified conditions of course, is something that we would like to discuss further with you.

You mentioned the options of sale or lease of the collection to Council and that you are currently negotiating with a sworn valuer to have the collection valued. If this is your preference, this will of course be put to Council for its consideration.

Mr Tyler understandably took some time to consider these options. He has since written to Council with his response. A copy of Mr Tyler's letter is attached. ((Refer to Attachment “B-4” – as circulated with the Agenda.)

A further meeting has since been held with Mr Bert Tyler. Also in attendance were Mrs Beryl Tyler, Mr David Ashfold (Mr Tyler’s colleague nominated by him to take over curatorship of the collection when he is no longer able), Mr Terry Holton, Mr Rod Ross Honorary Chairman HCTA, Cr Trudi Hodges, Mr Carl Askew Director Community Services and Mrs Patricia Walker Manager Libraries & Heritage.

All of Mr Tyler’s options were discussed. Mr Tyler re-iterated his preferred option, as stated in his letter, that being that:

- he donate his collection to Council with a binding agreement that should Council at some future date choose to sell the collection that the proceeds be donated to Frontier Services
- the collection continue to be known as the Bert Tyler Vintage Machinery Museum
- Council contribute 50% of the value of the collection to Frontier Services over several budget periods.

In clarification of the last dot point, as the collection is currently insured at $50,000, Mr Tyler would be prepared to donate the collection to Council with a $25,000 donation by Council to Frontier Services. However, should Council choose to have the collection valued first, then he would request that 50% of that valuation be donated to Frontier Services, within reason. Mr Tyler believes that, based on his knowledge of the subject, and interest in his machinery by other bodies and individuals, that $50,000 is a conservative valuation of the collection.

Included within the donation is some 80% of the items in the replica Post Office, with the remaining 20% belonging to the Morse-Codians Fraternity, so some agreement would need to be entered into with them regarding the loan of their items. Mr Tyler also stated that he had no objection to the Vintage Machinery Museum coming within the management structure of the History House Museum, but that he would wish to remain as the ‘curator’ with David Ashfold’s assistance, and with Mr Ashfold to take on the position when he is no longer able. The request to be able to remove the machinery from the Museum to include it in such events as the Kelmscott and Royal Shows, to ensure that it remains as working equipment, was also made.

An inventory of the holdings of the Museum is currently being completed so that there is a record of the extent of the collection prior to any change in the current status. Mr Tyler requested that it be made clear that the issue of the permanent loan status was not one raised...
by him, but by Council. His request to Council was for clarification of the funding arrangement with Council, the HCTA and the Armadale Tourist Centre complex.

**HCTA funding issues:**

As outlined earlier in this report, the HCTA have been undergoing some changes in their structure and constitution as a result of the amalgamation of the HCTA and the Armadale Tourist Centre management committees. In conjunction with this change, there has been a major change in the membership of the committee and its office bearers. There was also a difficult period with the circumstances of the resignation of the first appointed Manager of the Tourist Centre. All of these matters, combined with the international down turn in tourism, have resulted in a difficult period for the HCTA financially.

As stated, Council does make an annual financial contribution to the HCTA of $10,200. This was originally specified as two separate allocations to the HCTA and the Tourist Centre. No Council decision has been made to continue this allocation as one donation to the HCTA, but this has been done administratively. Council has also been making a contribution of $20,000 per annum towards the employment of a professional Tourist Centre Manager. A Business Plan was submitted by the HCTA to Council in the year 2000. In that plan a contribution of $20,000 per annum over a three year period was requested, with an expectation that by the end of that time the Tourist Centre would be self funding. It has now become apparent that this expectation is not realistic and the anticipated income has not been achieved. The original intent was that the Centre Manager would be a 0.5 position, however the volunteer Management Committee at that time felt confident that they would be able to meet the funding of a full time employee. The current situation is that there is a full time employee, paid at a minimal wage of some $30,000 p.a. only, of which Council contributes $20,000.

Council’s allocated budget of ‘Contribution – Tourism Groups’ (included in schedule M61) includes the $30,200 allocated to the HCTA, and there is traditionally an unallocated $9,800 intended for other tourism initiatives. These monies were not allocated to any group in the 2001/02 budget and the amount of $9,800 was carried forward to the 2002/03 budget. This has resulted in an amount of $19,600 remaining unexpended in the 2002/03 budget for tourism.

The HCTA had been made aware of this funding and made a written application to Council in January of this year to secure the funding. However, as the request was integrated with the matters related to the Vintage Machinery Museum, it was not previously presented to Council. The HCTA was required to provide a Business/Financial Plan prior to the payment of the $30,200, under the terms of agreement of the contribution. In their Business Plan they have included the unallocated $19,600 to enable them to produce a new desperately needed local tourism brochure and to fund the short-term operational funding for the Bert Tyler Vintage Machinery Museum/Post Office. The remaining funds would enable them to achieve a balanced budget. They also requested maintenance of the $20,000 salary allocation until the end of 2005/06 to enable the current Centre Manager to effectively implement the business plan strategies. The financial pages of the HCTA Business Plan & Financial Budget 2002/03 are attached (Refer to Attachment “B-5” – as circulated with the Agenda.)
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Within their budget is an income grant amount of $6645 from the WATC for a new tourism brochure. Advice received from the HCTA is that this grant application has been successful, but that it is subject to matching grant funding. Without an additional allocation of $6,645 at least from Council, it is likely that the HCTA will have to forfeit the grant. The brochure is intended to be an 8-page full gloss publication with proposed distribution throughout WA and SE Asia.

In discussing the long-term options for the Tourist Centre and the HCTA with its Honorary Chairman, the question of the ongoing viability of the Centre to operate with a paid Manager, but without support from Council was considered. In reality, it would seem that this is not a realistic outcome, as the dollar amount that can be generated from bookings and membership fees, the main sources of income, falls well short of what would be a commensurate salary for the Manager position. While the request to maintain the $20,000 towards the salary was made only until the 2005/06 year, Council needs to be mindful of the fact that the HCTA lease on the Tourist Centre premises expires in June 2005. It would probably be fair to conclude that without a commitment to ongoing funding the current Board of Management of the HCTA would be reluctant to enter into an ongoing lease arrangement with Council. They do not believe that it is a viable option to maintain the Centre using only volunteer staff.

This would leave Council with the options of either taking over the operations of the Tourist Centre, or closing it down. The latter option would be difficult to accept given the public funding that was sought to establish it in the first instance, and the current promotion of the Armadale district as a business/tourist destination by both Council and the Armadale Redevelopment Authority.

DETAILS OF PROPOSAL

The proposal is that Council:

- Provisionally accept Mr Bert Tyler’s offer to donate his vintage machinery collection to the City of Armadale, and in so doing agrees to donate $25,000 to Frontier Services over a 5 year period commencing in 2004/05, subject to an acceptable ‘contract of donation’ being finalized in 2003/04 and the ‘management issues’ relating to the Museum/Replica Post Office being successfully resolved.
- Agrees that the collection continue to be known as the Bert Tyler Vintage Machinery Museum with ongoing curatorial services provided by Mr Tyler, but that the Museum come under the same management structure as the History House Museum/Local Studies Library, acknowledging that this will place additional pressure on the Historian/Curator.
- Contribute $6,645 of the unallocated $19,600 for tourism related initiatives to the HCTA immediately to enable it to accept the grant from the WATC to produce a new tourist brochure, and carries the remaining $12,955 forward to the 2003/04 budget. Of this at least $3,000 could be used for the ongoing operational costs of the Vintage Machinery Museum/Replica Post Office in the year 2003/04, with an assessment being made during the year of the actual costs associated with the Museum.
- Maintain its $10,200 allocation to the HCTA and agree to the request to maintain the $20,000 per annum funding for the Tourist Centre Manager until the end of 2005/06.
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(an additional $30,000 over the $60,000 originally committed by Council) subject to a further report on the long term viability of the Centre and the intentions of the HCTA Board of Management in renewing the lease of the Tourist Centre complex on expiry on 30 June 2005.

COMMENT

Analysis

Since 1993, when the Tourist Centre complex first began operating, Council has made a substantial financial contribution to Tourism through the operation of the Centre. However, it is probably fair to say that original volunteer staff, which developed the Centre to what it is now and who basically operated there on a full time basis, have suffered ‘volunteer burn out’ and are no longer involved with the Centre. The current HCTA Board believes that it would be impossible to find another volunteer to manage the Centre to the level required, given the complexity of insurance, funding, volunteer staffing issues etc.

Rod Ross, Honorary Chairman HCTA, has indicated that as a Management Board of local business people, managing the Tourist Centre with inadequate funding and limited options for income generation, is not something that they are prepared to commit to in the long term. With the lease of the Tourist Centre complex to the HCTA expiring on 30 June 2005, this issue is best considered prior to that time, so that an appropriate resolution of all the issues can be considered.

The Bert Tyler Vintage Machinery Museum & associated Replica Post Office are both valuable tourist attractions for the district operating within the Tourist Centre complex. The buildings that house these attractions were built specifically for that purpose with Federal, State and Local Government funds as well as funding donations from local businesses. The loose arrangements that are in place concerning the Museum and Post Office artefacts and the operating costs of the Tourist Centre complex as a whole, are obviously no longer adequate and require resolution if the previous investments are not to be compromised.

Should Council agree that it is in its interest to see the Armadale Tourist Centre, with associated Vintage Machinery Museum/Replica Post Office, remain as viable operations within the purpose built complex, some resolution of these issues by Council is required.

Options

Bert Tyler Vintage Machinery Museum/Replica Post Office:

1. Accept Mr Tyler’s offer to donate his collection to Council with associated conditions, also accepting his valuation of the collection.
2. Obtain an independent valuation of the collection prior to making any decision.
3. Negotiate a ‘Permanent Loan’ agreement with Mr Tyler that addresses Council providing funding for ongoing costs.
4. Advise Mr Tyler that Council no longer requires the permanent loan of his collection.
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HCTA funding:

1. Continue to allocate only $10,200 annually to the HCTA, once the final payment of $10,000 is made (as per the agreement for the Tourist Centre Manager funding).
2. Contribute an additional $30,000 towards the Tourist Centre Manager position over the period January 2004 to July 2005.
3. Offer long-term indefinite support to the HCTA for the employment of a Tourist Centre Manager.
4. Contribute $6,645 to the HCTA from the unallocated funding for tourism initiatives for the tourism brochure and carry the remaining $12,955 forward to the 2003/04 budget for tourism matters at the Tourist Centre complex.
5. Council resume ownership of the Tourist Centre complex and include the Tourist Centre Manager within its staffing establishment with responsibility to Council.

Officer Recommendation:

That Council:

a. Provisionally accept Mr Bert Tyler’s offer to donate his vintage machinery collection to the City of Armadale, and in so doing agree to donate $25,000 to Frontier Services over a 5 year period commencing 2004/05, subject to an acceptable ‘contract of donation’ being finalized in 2003/04, and successful resolution of the ‘management issues’ related to the Museum/Replica Post Office

b. Agree to the collection remaining as the ‘Bert Tyler Vintage Machinery Museum’ with ongoing curatorial services being provided by Mr Tyler, and that the Museum come under the same management structure as the History House Museum/Local Studies Library, acknowledging that this will place additional pressure on Council’s Historian/Curator.

c. Contribute $6,645 to the HCTA immediately, to enable it to accept the grant from the WATC to produce a new tourist brochure, with the monies being taken from the unallocated $19,600 in the current budget for ‘tourism related initiatives’.

d. Carry forward the remaining $12,955 of the unallocated $19,600 within the current budget for tourism related initiatives to the 2003/04 budget, of which at least $3,000 can be used for the ongoing operational costs of the Vintage Machinery Museum/Replica Post Office in the year 2003/04 with an assessment being made during the year of the actual costs associated with the operation of the Museum.

e. Maintain its $10,200 annual allocation to the HCTA.

f. Agree to the request to maintain the $20,000 per annum funding for the Tourist Centre Manager until the end of 2005/06, (an additional $30,000 over the $60,000 originally committed by Council), subject to a further report on the long term viability of the Centre and the intentions of
Library & Heritage Services

the HCTA Board of Management in renewing the lease of the Tourist Centre complex on expiry on 30 June 2005.

Committee Discussion

Committee was of the view that additional information from the HCTA was required in relation to current achievements and future directions and that a copy of its Business Plan should be circulated to all Councillors. Committee was of the view that this matter should be reviewed after 12 months and as a consequence amended part (f) of the recommendation by replacing the year 2005/06 with 2003/04.

C77/5/03 RECOMMEND

That Council:

a. Provisionally accept Mr Bert Tyler’s offer to donate his vintage machinery collection to the City of Armadale, and in so doing agree to donate $25,000 to Frontier Services over a 5 year period commencing 2004/05, subject to an acceptable ‘contract of donation’ being finalized in 2003/04, and successful resolution of the ‘management issues’ related to the Museum/Replica Post Office

b. Agree to the collection remaining as the ‘Bert Tyler Vintage Machinery Museum’ with ongoing curatorial services being provided by Mr Tyler, and that the Museum come under the same management structure as the History House Museum/Local Studies Library, acknowledging that this will place additional pressure on Council’s Historian/Curator.

c. Contribute $6,645 to the HCTA immediately, to enable it to accept the grant from the WATC to produce a new tourist brochure, with the monies being taken from the unallocated $19,600 in the current budget for ‘tourism related initiatives’.

d. Carry forward the remaining $12,955 of the unallocated $19,600 within the current budget for tourism related initiatives to the 2003/04 budget, of which at least $3,000 can be used for the ongoing operational costs of the Vintage Machinery Museum/Replica Post Office in the year 2003/04 with an assessment being made during the year of the actual costs associated with the operation of the Museum.

e. Maintain its $10,200 annual allocation to the HCTA.
f. Agree to the request to maintain the $20,000 per annum funding for the Tourist Centre Manager until the end of 2003/04, subject to a further report on the long term viability of the Centre and the intentions of the HCTA Board of Management in renewing the lease of the Tourist Centre complex on expiry on 30 June 2005.

Moved Cr Munn
MOTION CARRIED (7/0)
**APPOINTMENTS TO COMMITTEES OF COUNCIL AND EXTERNAL GROUPS AND COMMITTEES**

In Brief:
- Appointment of Members from the Community Services Committee to Committees of Council and External Groups and Committees for a (2) year term ending May 2005.
- The addition of a part (3) to the recommendation advising of the resignation of Cr Hodges from the Armadale Kelmscott Mobile Meals Committee and the nomination of Cr Tizard as Delegate; and
- The addition of a part (4) to the recommendation for the appointment of a Delegate to the Armadale Local Drug Action be referred to the Council Meeting of 3 June 2003.

**BACKGROUND**

At its meeting of 5 May 2003, Council resolved that the matter of Council representation on the following Committees and Groups be referred to the Community Services Committee.

**DETAILS OF PROPOSAL**

Committee is requested to consider and recommend appointments from its membership to various committees and groups. All appointments are for a (2) year period, i.e. 2003 – 2005. For Councillors’ reference attached is a copy of the Summary of Committee’s Purpose, Objectives and Membership Composition as circulated with the 23 April 2003 Community Services Agenda. *(Refer to Attachment “A-7” – as circulated with the Agenda.)*

Details of the required appointments are as follows:

<table>
<thead>
<tr>
<th>Committee/Organisation</th>
<th>Council Representation Required</th>
<th>Prior Appointments</th>
<th>Meeting Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Council established Committees</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Aboriginal &amp; Torres Strait Islander</td>
<td>1 Member</td>
<td>Cr J Knezevich</td>
<td>1st Tuesday of each month – 3 pm – City of Armadale</td>
</tr>
<tr>
<td>Advisory Committee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Australia Day/Carols by Candlelight Committee</td>
<td>Appointed Full Council – 5 May 2003</td>
<td>Cr L Reynolds, Cr J H Munn, Cr J A Stewart, Cr A L Cominelli</td>
<td>As and when required.</td>
</tr>
<tr>
<td></td>
<td>Mayor</td>
<td></td>
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<tr>
<td></td>
<td>Deputy Mayor</td>
<td></td>
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</tr>
<tr>
<td><strong>Required - CSC</strong></td>
<td>2 Members</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 City of Armadale Highland Gathering Committee</td>
<td>1 Member</td>
<td>Cr J A Stewart</td>
<td>2nd Thursday of the month – 6.00 pm – City of Armadale</td>
</tr>
<tr>
<td>4 Community Safety Advisory Committee</td>
<td>2 Members</td>
<td>Cr J A Stewart, Cr J Everts</td>
<td>1st Thursday – bi-monthly at 5.30 pm – City of Armadale.</td>
</tr>
<tr>
<td>5 Disability Advisory Committee</td>
<td>1 Member</td>
<td>Cr V L Clowes-Hollins</td>
<td>1st Monday – quarterly at 10.00 am – City of Armadale</td>
</tr>
<tr>
<td>6 History House Museum Management Committee</td>
<td>1 Member</td>
<td>Cr L Reynolds</td>
<td>1st Thursday – bi monthly at 7.00 pm – History House</td>
</tr>
</tbody>
</table>

(Refer to Attachment “A-7” – as circulated with the Agenda.)
### Committee/Organisation

<table>
<thead>
<tr>
<th>Council/Representative</th>
<th>Representation Required</th>
<th>Prior Appointments</th>
<th>Meeting Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Council established Committees</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 Minnawarra Festival Committee</td>
<td>2 Members &amp; Deputies 1 each from CSC &amp; TSC</td>
<td>Cr J A Stewart Cr A L Cominelli Cr R C Stubbs Cr J Knezevich</td>
<td>1st Tuesday of the month at 6.00 pm – City of Armadale</td>
</tr>
<tr>
<td></td>
<td>1 Member &amp; Deputy</td>
<td></td>
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<tr>
<td></td>
<td><strong>Required – CSC</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 Rating Review Working Party</td>
<td><strong>Appointed Full Council – 5 May 2003</strong></td>
<td>Cr L Reynolds Cr R C Stubbs Cr J H Munn Cr H A Zelones Cr F R Green</td>
<td>As and when required – City of Armadale.</td>
</tr>
<tr>
<td></td>
<td><strong>Required – CSC</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 Seniors’ Interests Advisory Committee</td>
<td>1 Member</td>
<td>Cr J D Cumming</td>
<td>3rd Thursday – bi-monthly at 1.00 pm – City of Armadale.</td>
</tr>
<tr>
<td>10 Youth Advisory Committee</td>
<td>1 Member</td>
<td>Cr G M Hodges</td>
<td>Last Monday of the month at 5.00 pm – City of Armadale.</td>
</tr>
<tr>
<td><strong>External Groups &amp; Committees</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11 Armadale Local Drug Action Group</td>
<td>1 Delegate</td>
<td>Cr J Knezevich</td>
<td>2nd Monday of the month – 4.30 pm – Held at Drug Arm Premises, Fourth Road, Armadale &amp; City of Armadale.</td>
</tr>
<tr>
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<td></td>
</tr>
<tr>
<td>12 Armadale PCYC Management Committee</td>
<td>3 Delegates</td>
<td>Cr J Knezevich</td>
<td>2nd Wednesday of the month – 5.30 pm – Recreation Centre</td>
</tr>
<tr>
<td></td>
<td>1 Councillor</td>
<td></td>
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<tr>
<td></td>
<td>Director Community Services</td>
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<tr>
<td></td>
<td>Manager Recreation Services</td>
<td></td>
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<tr>
<td></td>
<td>Deputy Delegate:</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Manager Community Development</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PCYC Management Membership currently has 10 members (to which Council will add 3, making a total of 13). The current membership is: Snr Sgt Kim Ferguson (Chairman) Mr Hans Mengel (Deputy Chair) Mrs Pam Walker Mr Andy Taylor Mr Rod Gittos (Police Officer) Mrs Alexander Lewis Mr Ivan Bullich Mrs Christine Heinz Mrs Steven Scott Mr John Landwher</td>
<td></td>
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<tr>
<td></td>
<td><strong>Cr V L Clowes-Hollins</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13 Armadale State Emergency Service</td>
<td>1 Delegate</td>
<td></td>
<td>Weekly – night varies – 7.45 pm – Lot 92, Owen Road, Kelmscott.</td>
</tr>
<tr>
<td>14 City of Armadale Neighbourhood Watch Committee</td>
<td>1 Delegate</td>
<td>Cr J Everts</td>
<td>3rd Wednesday of the month at 7.30 pm – City of Armadale</td>
</tr>
</tbody>
</table>
COMMITTEE – Community Services

Miscellaneous

<table>
<thead>
<tr>
<th>Committee/Organisation</th>
<th>Council Representation Required</th>
<th>Prior Appointments</th>
<th>Meeting Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 Regional Neighbourhood Watch Committee</td>
<td>1 Delegate</td>
<td>Cr J Everts</td>
<td>4th Wednesday of the month at 7.30 pm – Rotates between City of Armadale and Maddington Resource Centre.</td>
</tr>
<tr>
<td>16 Heritage Country Tourist Association</td>
<td>1 Delegate 1 Deputy</td>
<td>Cr G M Hodges Cr F R Green</td>
<td>2nd Thursday of the month at 7.00 pm – City of Armadale.</td>
</tr>
<tr>
<td>17 Heritage FM Board</td>
<td>1 Delegate</td>
<td>Cr J Everts</td>
<td>As and when required. Rotates between Cities of Gosnells &amp; Armadale.</td>
</tr>
<tr>
<td>18 Safer WA Committee</td>
<td>1 Delegate</td>
<td>Cr L Reynolds</td>
<td>2nd Thursday of the month at 2.30 pm – Rotates between City of Armadale and City of Gosnells.</td>
</tr>
<tr>
<td>19 South East Region Recreation Advisory Group</td>
<td>1 Delegate 1 Deputy</td>
<td>Cr J A Stewart Manager Recreation Services</td>
<td>Quarterly – 7.00 pm at various locations.</td>
</tr>
</tbody>
</table>

Note: 1. Council’s delegate to the CANWA (Community Arts Network WA) Board of Management is Cr J A Stewart. His membership to the Board is for a 2 year period, ending in May 2004.
2. Cr Hart’s nomination (by Council on 5 May 2003) for appointment as WALGA’s member on the Bush Fire Brigade Capital Grants Committee did not eventuate – Cr Hart preferred not to be nominated due to a clash with other prior commitments which only became apparent when further details of the committee were obtained – as the matter was (on 28.4.03) previously considered and subsequently referred by Council to the 5 May 2003 meeting and nominations closed on 14 May 2003, it is therefore recommended that no further action be taken.

Explanatory Notes

The following procedural notes are provided to assist Committee in making recommendation on the above appointments.

1. appointments to any of the above committees/groups need not necessarily be restricted to members of the Community Services Committee;
2. nominations for appointment can be verbal or in writing - past practice, which has operated without problem, has been on a verbal basis.;
3. in the event of no nominations being received, the matter be referred to full Council for nomination and subsequent appointment;
4. in the event of more nominations being received than positions to be filled, the options are:

   for external committees/groups
   a) conduct a ballot to determine person(s) recommended for appointment, OR
   b) refer the nominations received to Council where the appointment will be determined by ballot.

   for Council established committees
   a) consider/recommend to Council an increase in the number of positions and accordingly recommended person(s) for appointment, OR
   b) conduct a ballot to determine person(s) recommended for appointment, OR
Miscellaneous

c) refer the nominations received to Council where the appointments will be determined by ballot.

Committee Discussion

Cr Cominelli tabled a letter from Cr Hodges notifying Committee of her resignation as Delegate to the Armadale Kelmscott Mobile Meals Committee. Committee agreed to deal with this matter and make recommendation to Council as part of this item, hence the addition of part 4. to the recommendation.

C78/5/03 RECOMMEND

1. That Council approve the following appointments to Council established Committees for the (2) year period ending May 2005.

a. Cr Knezevich be appointed Member to the Aboriginal & Torres Strait Islander Advisory Committee.

b. Cr Cominelli and Cr Zelones be appointed Members to the Australia Day/Carols by Candlelight Committee.

c. Cr Stewart be appointed Member to the City of Armadale Highland Gathering Committee.

d. Cr Stewart and Cr Wallace be appointed Members to the Community Safety Advisory Committee.

e. Cr Clowes-Hollins be appointed Member to the Disability Advisory Committee.

f. Cr Reynolds be appointed Member to the History House Museum Management Committee.

g. Cr Stewart and Cr Tizard be appointed Member and Deputy Member respectively to the Minnawarra Festival Committee.

h. Cr Tizard, Cr Munn and Cr Hart be appointed Members to the Rating Review Working Party.

i. Cr Hodges be appointed Member to the Seniors’ Interests Advisory Committee.

j. Cr Hodges be appointed Member to the Youth Advisory Committee.

**PART 1 REQUIRES AN ABSOLUTE MAJORITY**
Miscellaneous

2. That Council approve the following appointments to External Groups and Committees for the (2) year period ending May 2005:
   a. Cr Knezevich, Director Community Services and, Manager Recreation Services be appointed Delegates and, Manager Community Development be appointed Deputy Delegate to the Armadale PCYC Management Committee.
   b. Cr Clowes-Hollins be appointed Delegate to the Armadale State Emergency Service.
   c. Cr Wallace be appointed Delegate to the City of Armadale Neighbourhood Watch Committee.
   d. Cr Wallace be appointed Delegate to the Regional Neighbourhood Watch Committee.
   e. Cr Tizard and Cr Stewart, be appointed Delegate and Deputy Delegate respectively to the Heritage Country Tourist Association.
   f. Cr Zelones be appointed Delegate to the Heritage FM Board.
   g. Cr Hart be appointed Delegate to the Safer WA Committee.
   h. Cr Zelones be appointed as Delegate and Manager Recreation Services be appointed as Deputy Delegate to the South East Region Recreation Advisory Group.

3. a. That Council note and accept Cr Hodges’ resignation as Council’s delegate on the Armadale Kelmscott Mobile Meals Committee.
   b. Cr Tizard be appointed as Council’s delegate on the Armadale Kelmscott Mobile Meals Committee.

4. That the following appointment be referred to the Council Meeting on 3 June 2003.
   a. Cr Everts be appointed Delegate to the Armadale Local Drug Action Group.

Moved Cr Munn
MOTION CARRIED (7/0)
**ADVISORY COMMITTEES – APPOINTMENT OF MEMBERS**

WARD: ALL  
FILE REF: CMD/1  
DATE: 22nd May 2003  
REF: YC  
RESPONSIBLE MANAGER: Director Community Services

**In Brief:**
- This item proposes the appointment of Community and Organisational Representatives to Council’s various Advisory Committees.
- Additional information was tabled at the Meeting by the Director Community Services requesting amendments to the recommendation which were endorsed by Committee and the recommendation amended accordingly.

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**Tabled Items**
Nil

**Officer Interest Declaration**
Nil

**Strategic Implications**
Nil

**Legislation Implications**
Local Government Act 1995  
Local Government (Administration) Regulations 1996

**Council Policy/Local Law Implications**
City of Armadale Standing Orders  
City of Armadale Code of Conduct  
Advisory Committee’s Terms of Reference

**Budget/Financial Implications**
Nil.

**Consultation**
All current Committee Members  
Advertisements in The Examiner and The Comment News

**BACKGROUND**

The Local Government Act stipulates that all Committee appointments become vacant on each and every Ordinary Elections Day of Council. The Ordinary Election Day was Saturday 3rd May 2003 and Council resolved at its meeting held on 28th April 2003:
“That Council
(g) Retain the current membership of all Advisory Committees of Council until 3rd June 2003.”

Subsequently, Community Services staff have advertised for Community Representatives and also contacted all relevant organizations to determine Organisational Representatives for each of the following Advisory Committees of Council:

- Armadale-Kelmscott Senior Citizens Management Committee;
- Seniors’ Interests Advisory Committee;
- Aboriginal & Torres Strait Islander Advisory Committee;
- Youth Advisory Committee;
- Australia Day/Carols in Minnawarra Committee;
- Armadale Highland Gathering Committee;
- Minnawarra Festival Committee;
- History House Management Committee;
- Disability Advisory Committee; and
- Community Safety Advisory Committee.

DETAILS OF PROPOSAL

Advertising for Community Representative positions commenced on Thursday 15th May 2003 and closed at 12 noon Thursday 22nd May 2003. Due to the timing of Council Meetings and advertising deadlines the advertising period was not as long as would have been desired, and subsequently it may be required that further advertising be undertaken for some of the aforementioned Committees.

A summary of the membership requirements and nominations received for each Committee follows:

<table>
<thead>
<tr>
<th>Armadale-Kelmscott Senior Citizens Centre Management Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Positions available</td>
</tr>
<tr>
<td>City of Armadale Councillor</td>
</tr>
<tr>
<td>2 x A-K Senior Citizens Association Representatives</td>
</tr>
<tr>
<td></td>
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<tr>
<td>Dale Cottages Representative</td>
</tr>
<tr>
<td>Australian Pensioners League – Armadale Branch Representative</td>
</tr>
<tr>
<td>Over 50’s Club Representative</td>
</tr>
<tr>
<td>Seniors’ Interests Advisory Committee Representative</td>
</tr>
<tr>
<td>1 x Community Representative</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Seniors’ Interests Advisory Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Positions available</td>
</tr>
<tr>
<td>City of Armadale Councillor</td>
</tr>
<tr>
<td>Armadale-Kelmscott Senior Citizens Centre</td>
</tr>
</tbody>
</table>
### Miscellaneous

<table>
<thead>
<tr>
<th>Representative</th>
<th>June 2003</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kelmscott-Westfield Senior Citizens Club Representative</td>
<td>Mrs Jean Jeffries</td>
</tr>
<tr>
<td>Roleystone-Karragullen Seniors Centre Representative</td>
<td>To be advised following Committee meeting on 3rd June 2003</td>
</tr>
</tbody>
</table>

3 x Representatives from Seniors community groups within Armadale

1. Mrs Bobbie Perkins (Over 50’s Club)
2. Mr Arthur Robertson (Kelmscott Library Come Right In Club)
3. Ms Leslie Fahey (Senior Social Worker on Aged Care Assessment Team, Armadale Health Service)

3 x Representatives from local organizations providing services for Seniors

1. Ms Cheryl Samborski (Armadale Home Help)
2. Ms Sue Stockman (Acting Service Manager for Rehabilitation and Aged Care, Armadale Health Service)
3. Ms Linda Charles (Armadale Library Service)

### Aboriginal and Torres Strait Islander Advisory Committee

**Positions available**

City of Armadale Councillor

**Nominations received**

To be appointed by Council on 3rd June 2003

1. Mr Albert McNamara
2. Ms Kerry Mead
3. Ms Teresa Miller
4. Ms Sharon Jones
5. Ms Dorothy Reuben
6. Ms Flo Morrison
7. Ms Viv Hansen
8. Mr Richard Sheppard

### Youth Advisory Committee

**Positions available**

City of Armadale Councillor

Armadale Senior High School Representative

Cecil Andrews Senior High School Representative

John Calvin Senior High School Representative

Armadale Christian College Representative

John Wollaston Anglican School Representative

Kelmscott Senior High School Representative

Roleystone District High School Representative

Carey Baptist College Representative

**Nominations received**

To be appointed by Council on 3rd June 2003

1. Mr Alan Bell
2. Ms Candice Edwards
3. To be advised
4. Ms Jessica Hirst
5. Ms Kimberley McNally
6. To be advised
7. No representative available
8. To be advised

1. Ms Katelyn Ryken-Rapp
2. Ms Melissa Northcott
3. Mr Ozi Hishmeh
4. Ms Krystal Sewell
5. Ms Nikki Castaldini
6. Mr Aaron Cain
## Miscellaneous

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<td>7.</td>
<td>Mr Scott Nash</td>
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</tbody>
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<table>
<thead>
<tr>
<th><strong>Australia Day/Carols in Minnawarra Committee</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Positions available</strong></td>
</tr>
<tr>
<td>City of Armadale Mayor</td>
</tr>
<tr>
<td>City of Armadale Deputy Mayor</td>
</tr>
<tr>
<td>2 x City of Armadale Councillors</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Armadale Highland Gathering Committee</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Positions available</strong></td>
</tr>
<tr>
<td>City of Armadale Councillor</td>
</tr>
<tr>
<td>Pipe Band Association – WA Branch Representative</td>
</tr>
<tr>
<td>Australian Pipe Band Association</td>
</tr>
<tr>
<td>Armadale Lions Club Representative</td>
</tr>
</tbody>
</table>
| 2 x Southern Districts Cycling Club Representatives | 1. Mr Michael Dunne  
2. Mrs Margaret Dunne |
| 2 x WA Metropolitan Regional Committee of Highland Dancing Representatives | To be advised following board meeting on 9th June 2003 |
| Royal Scottish Country Dance Society Representative | Ms Thelma Dry |
| Caledonian Society of WA Representative | Mrs Barbara Ross |
| 5 x Community Representatives | 1. Ms Alister Wilson  
2. Mr Henk Vogels  
3. Mr Ernie Dean  
4. Mr Andy Giglia  
5. |

<table>
<thead>
<tr>
<th><strong>Minnawarra Festival Committee</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Positions available</strong></td>
</tr>
<tr>
<td>2 x City of Armadale Councillors</td>
</tr>
</tbody>
</table>
| 2 x Service Clubs within Armadale Representatives | 1. Mr Gordon Mason (Armadale Lions Club)  
2. Mr John Lemmey (Armadale Rotary Club) |
| Armadale Tourist Centre Representative | To be advised following Committee meeting on 12th June 2003 |
| 5 x Community Representatives | 1. Mr Ernie Dean  
2. Ms Chris Barrett  
3. Ms Viv Hansen |

<table>
<thead>
<tr>
<th><strong>History House Management Committee</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Positions available</strong></td>
</tr>
<tr>
<td>City of Armadale Councillor</td>
</tr>
<tr>
<td>Heritage Country Tourism Association Representative</td>
</tr>
<tr>
<td>Western Australian Genealogical Society – Armadale House Group Representative</td>
</tr>
</tbody>
</table>
### Miscellaneous

| Armadale and Districts Brickworks Preservation Group Inc. Representative | Mr David Allen |
| Wildflower Society Representative | Mr Kim Fletcher |
| Friends of History House and Local History Library Group Representative | To be advised following meeting of the group on a date to be determined |
| 6 x Community Representatives | 1. Mrs Beth Blair  
2. Ms Hazel James  
3. Ms Janine Druce  
4. Mr Terry Holton |

### Disability Advisory Committee

| Positions available | Nominations received |
| City of Armadale Councillor | To be appointed by Council on 3rd June 2003 |
| Disability Services Commission Local Area Coordinator | Mr Lance Hogg |
| 2 x Representatives from organizations providing services to people with disabilities within Armadale | 1. Ms Bev Baker (Armadale Home Help)  
2. Mr John Green (Southern Districts Support Association) |
| 3 x Community Representatives | 1. Mrs Julie Pheasant  
2. Mrs Angela Friehe  
3. Ms Fiona Williams |
| City of Armadale Property Services Manager | Mr John Glassford |
| City of Armadale Building Services Manager | Mr Ian Townson |

### Community Safety Advisory Committee

| Positions available | Nominations received |
| 2 x City of Armadale Councillors, with one being Council’s Neighbourhood Watch Representative | To be appointed by Council on 3rd June 2003 |
| WA Police Service Representative | Snr Sgt Kim Ferguson |
| Department for Community Development Representative | Mr Peter Johnston |
| Department of Education Representative | To be advised |
| Ministry of Justice Representative | Mr Chris Rewha |
| Armadale Shopping City Representative | Mr Scott O’Donoghue |
| Armadale & Gosnells District Youth Resources Representative | To be advised |
| Department of Housing & Works Representative | Ms Karen Branch |
| Armadale Community Care Program Representative | Ms Danita Plozza |
| 1 x Community Representative | Ms Viv Hansen |
Miscellaneous

COMMENT

Analysis

Armadale-Kelmscott Senior Citizens Centre Management Committee

The membership composition of the Armadale-Kelmscott Senior Citizens Centre Management Committee allows for a total of 8 positions and in accordance with the table above, four positions have been filled and the Councillor position will be appointed on 3rd June 2003. This means that even though the other positions are yet to be filled, the Committee can operate with a quorum.

The representatives names for Dale Cottages and the Seniors’ Interest Advisory Committee will be forthcoming following meetings of those two organizations and those persons can be officially appointed by Council at its meeting due to be held on Monday 7th July 2003.

No nominations were received for the one Community Representative position available, and Community Services staff will re-advertise for nominations and that an appointment be made at the Council meeting due to be held on 7th July 2003.

Seniors’ Interests Advisory Committee

The membership composition of the Seniors’ Interests Advisory Committee allows for a total of 10 positions and in accordance with the table above, seven of those positions have been filled and the Councillor position will be appointed on 3rd June 2003. This means that even though two positions are yet to be filled, the Committee can operate with a quorum.

The representatives names for the Armadale-Kelmscott Senior Citizens Centre and the Roleystone-Karragullen Seniors Centre will be forthcoming following meetings of those two organizations and those persons can be officially appointed by Council on Monday 7th July 2003.

Aboriginal and Torres Strait Islander Advisory Committee

The membership composition for the ATSIAC allows for a total of nine positions. Eight nominations have been received for Community Representative positions on this Committee and the Councillor position will be appointed on 3rd June 2003.

Youth Advisory Committee

The membership composition for the YAC allows for 17 positions on this Committee. In accordance with the table above, eleven of those positions have been filled and the Councillor position will be appointed on 3rd June 2003. This means that although there are still six positions to be filled the Committee can still operate with a quorum.

The representative names for John Calvin Senior High School, Kelmscott Senior High School, Carey Baptist College have not been received to date and it is hoped that names will be provided in time to allow for the appointments to be made by Council on Monday 7th July
Miscellaneous

2003. Roleystone Senior High School has advised that they are unable to provide a representative for the YAC and accordingly Section 4.4 of the YAC Terms of Reference should be enacted.

Section 4.4 of the YAC Terms of Reference stipulates that where a school is unable to provide a representative then Council may delete that school from a membership position until that school is able to provide a nomination. Accordingly, it is suggested that Council remove the position for Roleystone District High School until they are able to provide a representative.

One community representative position is yet to be filled on this Committee. Community Services staff will re-advertise for nominations with appointments to be made at the Council meeting on Monday 7th July 2003.

Australia Day/Carols in Minnawarra Committee

The membership composition for this Committee is made up of Councillors only and appointments to this Committee will be on 3rd June 2003.

Armadale Highland Gathering Committee

The membership composition for the Armadale Highland Gathering Committee allows for 15 positions on this Committee. In accordance with the table above, 11 of these positions have been filled and the Councillor position will be appointed on 3rd June 2003. This means that the Committee can operate with a quorum.

Representatives names from the WA Metropolitan Regional Committee of Highland Dancing will be forthcoming following their meeting on 9th June 2003 and official appointment of those representatives will be made by Council on Monday 7th July 2003.

One Community Representative position has not been filled and Community Services Staff will re-advertise for this position with appointment to be made by Council on Monday 7th July 2003.

Minnawarra Festival Committee

The membership composition for this committee allows for 10 positions on this Committee. In accordance with the table above, four of those positions have been filled, with the two Councillor positions to be appointed on 3rd June 2003. Accordingly, this Committee can operate with a quorum.

The Armadale Tourist Centre Representatives name will be provided following their meeting on 12th June 2003 and official appointment of that person can take place on Monday 7th July 2003.

Three Community Representative positions on this Committee are yet to be filled and staff will re-advertise these positions for appointment by Council on Monday 7th July 2003.
Miscellaneous

**History House Museum Management Committee**

The membership composition for this Committee allows for 12 positions. Seven of these positions have been filled and the Councillor position will be appointed on 3rd June 2003. Accordingly, this Committee can operate with a quorum.

Representatives names will be forthcoming from the Heritage Country Tourism Association, the Friends of History House and Local History Library Group after meetings of those organizations. The nominated persons will be officially appointed by Council on Monday 7th July 2003.

Two Community Representative positions on this Committee are yet to be filled and staff will re-advertise those positions with appointments to be made by Council on Monday 7th July 2003.

**Disability Advisory Committee**

The membership composition for this Committee allows for nine positions on this Committee. Eight positions have been filled and the Councillor appointment will be made on 3rd June 2003.

**Community Safety Advisory Committee**

The membership composition for this Committee allows for 11 positions. In accordance with the table above seven of these positions have been filled, with the 2 Councillor appointments to be made on 3rd June 2003. This means that the Committee can operate with a quorum.

Representatives names from the Department of Education have not been received to date and official appointment of those persons will be made by Council on Monday 7th July 2003.

**Options**

1. Council may disband any Committee it so wishes.
2. Council may officially appoint all nominated persons in accordance with the above tables.
3. Council may re-advertise all positions.

**Conclusion**

It is considered appropriate at this point to appoint all nominated persons as per the tables above, and re-advertise for all unfilled positions.
Officer Recommendation:

That Council:

a. Appoint the following people to the Armadale-Kelmscott Seniors Citizens’ Centre Management Committee:
   - Mr Harry French (A-K Seniors Citizens Association);
   - Mr Gordon Morfitt (A-K Seniors Citizens Association);
   - Ms Nora Kazimierczak (Australian Pensioners League);
   - Mrs Bobbie Perkins (Over 50’s Club).

b. Re-advertise for a Community Representative for the Armadale-Kelmscott Seniors Citizens’ Centre Management Committee.

c. Appoint the following people to the Seniors’ Interests Advisory Committee:
   - Mrs Jean Jeffries (Kelmscott-Westfield Senior Citizens Club);
   - Mrs Bobbie Perkins (Over 50’s Club);
   - Mr Arthur Robertson (Kelmscott Library Come Right In Club);
   - Ms Leslie Fahey (Aged Care Assessment Team);
   - Ms Cheryl Samborski (Armadale Home Help);
   - Ms Sue Stockman (Armadale Health Service);
   - Ms Linda Charles (Armadale Library Service).

d. Appoint the following people to the Aboriginal and Torres Strait Islander Advisory Committee:
   - Mr Albert McNamara (Community Representative);
   - Ms Kerry Mead (Community Representative);
   - Ms Teresa Miller (Community Representative);
   - Ms Sharon Jones (Community Representative);
   - Ms Dorothy Reuben (Community Representative);
   - Ms Flo Morrison (Community Representative);
   - Ms Viv Hansen (Community Representative);
   - Mr Richard Sheppard (Community Representative).

e. Appoint the following persons to the Youth Advisory Committee:
   - Mr Alan Bell (Armadale Senior High School);
   - Ms Candice Edwards (Cecil Andrews Senior High School);
   - Ms Jessica Hirst (Armadale Christian College);
   - Ms Kimberley McNally- (John Wollaston Anglican School);
   - Ms Katelyn Ryken-Rapp (Community Representative);
   - Ms Melissa Northcott (Community Representative);
   - Mr Ozi Hishmeh (Community Representative);
   - Ms Krystal Sewell (Community Representative);
   - Ms Nikki Castaldini (Community Representative);
   - Mr Aaron Cain (Community Representative);
   - Mr Scott Nash (Community Representative).
f. Amend the membership composition of the Youth Advisory Committee by deleting the Roleystone District High School representative position.

g. Re-advertise for the two remaining Community Representative positions for the Youth Advisory Committee.

h. Appoint the following persons to the Armadale Highland Gathering Committee:
   - Mr Ken Manolis (Pipe Band Association – WA Branch);
   - Ms Barbara Ewing (Australian Pipe Band Association);
   - Ms Madge McCallum (Armadale Lions Club);
   - Mr Michael Dunne (Southern Districts Cycling Club);
   - Mrs Margaret Dunne (Southern Districts Cycling Club);
   - Ms Thelma Dry (Royal Scottish Country Dance Society);
   - Mrs Barbara Ross (Caledonian Society of WA);
   - Mr Alistair Wilson (Community Representative);
   - Mr Henk Vogels (Community Representative);
   - Mr Ernie Dean (Community Representative);
   - Mr Andy Giglia (Community Representative).

i. Re-advertise for the remaining Community Representative position on the Armadale Highland Gathering Committee.

j. Appoint the following persons to the Minnawarra Festival Committee:
   - Mr Gordon Mason (Armadale Lions Club);
   - Mr John Lemmey (Rotary Club of Armadale);
   - Mr Ernie Dean (Community Representative);
   - Ms Chris Barrett (Community Representative);
   - Ms Viv Hansen (Community Representative).

k. Re-advertise for the two remaining Community Representative positions on the Minnawarra Festival Committee.

l. Appoint the following persons to the History House Museum Management Committee:
   - Ms Colleen Fancote (WA Genealogical Society – Armadale House Group);
   - Mr David Allen (Armadale and Districts Brickworks Preservation Group Inc.);
   - Mr Kim Fletcher (Wildflower Society);
   - Mrs Beth Blair (Community Representative);
   - Ms Hazel James (Community Representative);
   - Ms Janine Druce (Community Representative);
   - Mr Terry Holton (Community Representative).

m. Re-advertise for the two remaining Community Representative positions for the History House Museum Management Committee.

n. Appoint the following persons to the Disability Advisory Committee:
Miscellaneous

- Mr Lance Hogg (Disability Services Commission);
- Ms Bev Baker (Armadale Home Help);
- Mr John Green (Southern Districts Support Association);
- Mrs Julie Pheasant (Community Representative);
- Mrs Angela Friehe (Community Representative);
- Ms Fiona Williams (Community Representative);
- Mr John Glassford (Property Services Manager);
- Mr Ian Townson (Building Services Manager).

o. Appoint the following persons to the Community Safety Advisory Committee:
- Snr Sgt Kim Ferguson (WA Police Service);
- Mr Peter Johnston (Department for Community Development);
- Mr Chris Rewha (Ministry of Justice);
- Mr Scott O’Donoghue (Armadale Shopping City);
- Ms Karen Branch (Department of Housing & Works);
- Ms Viv Hansen (Community Representative);
- Ms Danita Plozza (Armadale Community Care).

p. Write to all ex-members of all Committees formerly thanking them for their valuable contribution.

The Director Community Services tabled a memo which advised that since this Agenda item had been prepared, further information regarding the Youth Advisory Committee, Minnawarra Festival Committee and Aboriginal & Torres Strait Islander Committee had been received. It was requested that the following amendments be incorporated in the recommendation:

**Youth Advisory Committee:**

1. Mr Ben Shaw be appointed to the Youth Advisory Committee as the John Wollaston Senior High School representative.

2. Ms Kimberley McNally be appointed to the Youth Advisory Committee as a Community Representative.

3. John Calvin SHS be removed from the membership composition of the Youth Advisory Committee by including John Calvin SHS in recommendation (f) of the Agenda item.

4. Item (f) of the Agenda item be deleted as all Community Representative positions have been filled.

**Minnawarra Festival Committee:**

1. Mr Kim Fletcher be appointed to the Minnawarra Festival Committee as a Community Representative.

2. Mr Athol Hansen be appointed to the Minnawarra Festival Committee as a Community Representative.
Miscellaneous

3. Item (k) of the Agenda item be deleted as all Community Representative positions have been filled.

Aboriginal & Torres Strait Islander Committee:

1. Mr Athol Hansen’s application be respectfully declined on the basis of it being received after the close date and by which date (8) applications were already to hand for the (8) positions available.

Committee agreed to these changes and amended the recommendation accordingly.

C79/5/03 RECOMMEND

That Council:

   a. Appoint in addition to the appointed Councillor, the following people to the Armadale-Kelmscott Seniors Citizens’ Centre Management Committee:
      • Mr Harry French (A-K Seniors Citizens Association);
      • Mr Gordon Morfitt (A-K Seniors Citizens Association);
      • Ms Nora Kazimierczak (Australian Pensioners League);
      • Mrs Bobbie Perkins (Over 50’s Club).

   b. Re-advertise for a Community Representative for the Armadale-Kelmscott Seniors Citizens’ Centre Management Committee.

   c. Appoint, in addition to the appointed Councillor, the following people to the Seniors’ Interests Advisory Committee:
      • Mrs Jean Jeffries (Kelmscott-Westfield Senior Citizens Club);
      • Mrs Bobbie Perkins (Over 50’s Club);
      • Mr Arthur Robertson (Kelmscott Library Come Right In Club);
      • Ms Leslie Fahey (Aged Care Assessment Team);
      • Ms Cheryl Samborski (Armadale Home Help);
      • Ms Sue Stockman (Armadale Health Service);
      • Ms Linda Charles (Armadale Library Service).

   d. Appoint, in addition to the appointed Councillor, the following people to the Aboriginal and Torres Strait Islander Advisory Committee:
      • Mr Albert McNamara (Community Representative);
      • Ms Kerry Mead (Community Representative);
      • Ms Teresa Miller (Community Representative);
      • Ms Sharon Jones (Community Representative);
      • Ms Dorothy Reuben (Community Representative);
      • Ms Flo Morrison (Community Representative);
      • Ms Viv Hansen (Community Representative);
Miscellaneous

- Mr Richard Sheppard (Community Representative);

e. Appoint, in addition to the appointed Councillor, the following persons to the Youth Advisory Committee:
   - Mr Alan Bell (Armadale Senior High School);
   - Ms Candice Edwards (Cecil Andrews Senior High School);
   - Ms Jessica Hirst (Armadale Christian College);
   - Mr Ben Shaw (John Wollaston Anglican School);
   - Ms Katelyn Ryken-Rapp (Community Representative);
   - Ms Melissa Northcott (Community Representative);
   - Mr Ozi Hishmeh (Community Representative);
   - Ms Krystal Sewell (Community Representative);
   - Ms Nikki Castaldini (Community Representative);
   - Mr Aaron Cain (Community Representative);
   - Mr Scott Nash (Community Representative).
   - Ms Kimberley McNally (Community Representative)

f. Amend the membership composition of the Youth Advisory Committee by deleting the Roleystone District High School and John Calvin SHS representative positions.

g. Appoint, in addition to the appointed Councillor, the following persons to the Armadale Highland Gathering Committee:
   - Mr Ken Manolis (Pipe Band Association – WA Branch);
   - Ms Barbara Ewing (Australian Pipe Band Association);
   - Ms Madge McCallum (Armadale Lions Club);
   - Mr Michael Dunne (Southern Districts Cycling Club);
   - Mrs Margaret Dunne (Southern Districts Cycling Club);
   - Ms Thelma Dry (Royal Scottish Country Dance Society);
   - Mrs Barbara Ross (Caledonian Society of WA);
   - Mr Alister Wilson (Community Representative);
   - Mr Henk Vogels (Community Representative);
   - Mr Ernie Dean (Community Representative);
   - Mr Andy Giglia (Community Representative).

h. Re-advertise for the remaining Community Representative position on the Armadale Highland Gathering Committee.

i. Appoint, in addition to the appointed Councillors, the following persons to the Minnawarra Festival Committee:
   - Mr Gordon Mason (Armadale Lions Club);
   - Mr John Lemmey (Rotary Club of Armadale);
   - Mr Ernie Dean (Community Representative);
   - Ms Chris Barrett (Community Representative);
   - Ms Viv Hansen (Community Representative);
   - Mr Athol Hansen (Community Representative)
Miscellaneous

- Mr Kim Fletcher (Community Representative).

j. Appoint, in addition to the appointed Councillor, the following persons to the History House Museum Management Committee:
  - Ms Colleen Fancote (WA Genealogical Society – Armadale House Group);
  - Mr David Allen (Armadale and Districts Brickworks Preservation Group Inc.);
  - Mr Kim Fletcher (Wildflower Society);
  - Mrs Beth Blair (Community Representative);
  - Ms Hazel James (Community Representative);
  - Ms Janine Druce (Community Representative);
  - Mr Terry Holton (Community Representative).

k. Re-advertise for the two remaining Community Representative positions for the History House Museum Management Committee.

l. Appoint, in addition to the appointed Councillor, the following persons to the Disability Advisory Committee:
  - Mr Lance Hogg (Disability Services Commission);
  - Ms Bev Baker (Armadale Home Help);
  - Mr John Green (Southern Districts Support Association);
  - Mrs Julie Pheasant (Community Representative);
  - Mrs Angela Friehe (Community Representative);
  - Ms Fiona Williams (Community Representative);
  - Mr John Glassford (Property Services Manager);
  - Mr Ian Townson (Building Services Manager).

m. Appoint, in addition to the appointed Councillors, the following persons to the Community Safety Advisory Committee:
  - Snr Sgt Kim Ferguson (WA Police Service);
  - Mr Peter Johnston (Department for Community Development);
  - Mr Chris Rewha (Ministry of Justice);
  - Mr Scott O’Donoghue (Armadale Shopping City);
  - Ms Karen Branch (Department of Housing & Works);
  - Ms Viv Hansen (Community Representative);
  - Ms Danita Plozza (Armadale Community Care).

n. Write to all ex-members of all Committees formerly thanking them for their valuable contribution.

**ABSOLUTE MAJORITY REQUIRED**

Moved Cr Zelones
MOTION CARRIED (7/0)
**BUSH FIRE VEHICLE REPLACEMENT**

WARD All
FILE REF: BLW
DATE 20 May 2003
RESPONSIBLE MANAGER Director Community Services

In Brief:
This report is to request that Council approve amendments to the 2002/2003 budget to increase the transfer from the Fire Service Plant & Equipment Reserve Fund Acc. 15045 by $30,000, and create an expense Account of $30,000 for the purpose of purchase and change over costs for the cab chassis replacement of the Roleystone and Bedfordale Fast Attack units

Tabled Items
Nil

Officer Interest Declaration
Nil

Strategic Implications
Social Infrastructure – To have in place the range of services to enhance the well-being and safety of the community and to foster a professional environment for the effective governance and administration of the City’s services.

Legislation Implications
Bush Fires Act 1954 – Sect 41 Bush Fire Brigades

Council Policy/Local Law Implications
Existing Fire Fighting Equipment Replacement and Maintenance Strategy

Budget/Financial Implications
Amend the 2002/2003 budget to increase transfer from Fire Services Plant and Equipment Reserve Fund Acc.15045 by $30,000.

Create an expense Account of $30,000 for the change over costs for the cab chassis replacement of the Roleystone and Bedfordale Fast Attack units

Consultation
Bush Fire Services – FESA
Executive Manager Business Services
Volunteer Bush Fire Brigades
Ranger & Fire Services

BACKGROUND

The twelve (12) year Bush Fire Brigade Vehicle Replacement Programme adopted by Council at its regular meeting on May 5th 2002, identified the replacement of the Roleystone 2.4 Fire Appliance and the first two year replacement cycle for the Roleystone and Bedfordale Fast Attack units, involving replacement of the cab chassis only.

The replacement of the Roleystone 2.4 Fire Appliance was dependant upon continued support being received from the State Government through the Bush Fire Services Grant Scheme, however the Fast Attack cab chassis replacement were to be funded from the Fire Services Plant & Equipment Reserve Fund.

Council was successful in obtaining a grant through the Bush Fire Service Grant Scheme and as a consequence funds were made available in the 2002/2003 for the purchase of a new 3.4 Rural Fire Appliance for the Roleystone Brigade.

A $50,000 contribution from the Principals of Churchman’s Brook Estate, and an amount of $55,000 from the sale of the old Roleystone 2.4 Fire Appliance was identified to offset Council’s contribution of 50% to the costs associated with the purchase of the new Roleystone 3.4 Fire Appliance.

Unfortunately the replacement of the Roleystone and Bedfordale Fast Attack units, whilst being identified in the twelve (12) year Bush Fire Brigade Vehicle Replacement Programme was not included in the 2002/2003 budget due to an oversight by the Manager Ranger & Fire Services, albeit funds are currently available in the Fire Services Plant and Equipment Reserve Fund.

COMMENT

The Fire Service Plant & Equipment Reserve Fund was developed with the aim of ensuring that Council did not have major demands on its Municipal Funds for the replacement of Fire appliances, in any particular year, and regular contributions to that fund have been made for that purpose.

Notwithstanding the above there has now been a change in circumstances with the introduction of the Emergency Services Levy (ESL).

On July 1st 2003 the new property based ESL will come into effect, which will provide the main source of funds for the operations of Local Government Bush Fire Brigades (BFBs).

Of particular relevance is that as from July 1st 2003 the ESL will provide funds to Local Governments via Capital Grants for the replacement of BFB Fire Appliances, therefore the necessity for Council to maintain a Fire Services Plant & Equipment Reserve Fund will no longer be required.

Accordingly it is proposed, that prior to the introduction of the ESL, the unallocated funds amounting to approximately $30,000, currently available in the Fire Services Plant and
Ranger & Fire Services

Equipment Reserve Fund be utilised for the cab chassis replacement of the Roleystone and Bedfordale Fast Attack units,

The change over costs associated with the replacement of the two (2) Fast Attack cab chassis is $30,000

C80/5/03 RECOMMEND

That Council

a. approve amendments to the 2002/2003 budget to increase the transfer from the Fire Service Plant & Equipment Reserve Fund Acc. 15045 by $30,000.

b. create an expense Account of $30,000 for the purpose of purchase and change over costs for the cab chassis replacement of the Roleystone and Bedfordale Fast Attack units.

**ABSOLUTE MAJORITY RESOLUTION REQUIRED

Moved Cr Hart
MOTION CARRIED (7/0)
**REVIEW OF RECREATION FEES AND CHARGES**

WARD ALL
FILE REF: REC/5
DATE 19 June 2003
REF PGQ
RESPONSIBLE Manager Community Services

**In Brief:**
This report presents for Council’s consideration a draft policy on recreation fees and charges and recommends that a further report be presented to the Community Services Committee that provides a revised fee schedule to reflect Council’s policy. Committee recommended that the report on the Review of Recreation Fees and Charges be not adopted and that it be recommitted to the June 2003 Community Services Committee.

**Tabled Items**
Nil

**Officer Interest Declaration**
Nil

**Strategic Implications**
Meeting the community’s needs for physical infrastructure at an appropriate cost.

**Legislation Implications**
Nil

**Council Policy/Local Law Implications**
Nil

**Budget/Financial Implications**
The proposed review of recreation fees and charges will improve the financial viability of Council’s recreation facilities.

**Consultation**
Various discussions with user groups.

**BACKGROUND**
The last major review of recreation fees and charges was undertaken in 1991 and part of the process involved in establishing Council’s philosophical objectives in relation to different types of recreation facilities.
Recreation

A further review was undertaken in 1994 when some adjustments were made to the schedule of fees and charges. Aside from passing on the imposition of the GST in July 2000, there has not been any increase in fees and charges for several years.

Following consideration of a report to the April 2001 Community Services Committee Meeting, Council subsequently resolved (C53/01) in part as follows:

1. That Council amend its current policy on Recreation fees and charges and provide free use of its active sporting reserves for junior teams, effective from the commencement of the 2001/02 summer sporting season.

2. That sporting clubs which use Council’s active sporting reserves be advised that as a way of promoting greater participation in junior sport within the City, Council has introduced a policy of free use of sporting reserves for junior teams.

3. That the City’s other recreation fees and charges, (other than junior sport on active sporting reserves) be subject to review to be undertaken in two stages, i.e.

   Stage 1 – Establish Council’s philosophy on recreation fees and charges

   Stage 2 - Develop a fee structure that reflects Council’s philosophy

This report seeks to review Council’s Policy and establish philosophical objectives with regard to recreation fees and charges. Once this has occurred, it is proposed that a simplified schedule of fees and charges be developed and put forward for Council’s consideration.

DETAILS OF PROPOSAL

Current Situation

Council provides and maintains a variety of different types of recreation facilities for the community. These facilities can be very broadly grouped into two categories, i.e.:

1. Facilities where it is not feasible to charge a fee.

   Examples of this type of facility include footpaths, roads, walk trails, parks, bushland reserves and casual use of sporting reserves.

2. Facilities where it is possible to charge a user fee.

   Examples include Aquatic Centres, Recreation and Community Centres, Community Halls, Sporting Pavilions, Tennis Courts, Senior Citizens’ Centres and organised use of sporting reserves for team sport activities.

This report does not seek to enter into the philosophical debate of some facilities and activities being available free of charge whilst the use of other types of facilities require a fee to be paid. The focus of the report will be on those facilities and activities where it is
Recreation

possible to levy a user fee and where historically, fees have been charged. Council’s current position with regard to these facilities is summarised as follows:

**User Contribution Philosophy**

The setting of recreation fees and charges is often a contentious issue. On one hand there are those who would argue that ratepayers should not subsidize the provision of recreation and community facilities, and users of these facilities should pay the full cost of maintaining these facilities. On the other hand, user groups often advocate that in order to encourage maximum participation, Local Governments should provide free use of their facilities and the ratepayers should subsidize the full cost of providing and maintaining recreation facilities.

Council’s current “user contribution” philosophy lies somewhere between these two extremes and seeks to achieve a balance between its social responsibility of encouraging maximum participation in recreation activities whilst at the same time being mindful of its financial responsibility of minimizing the cost to the ratepayer of providing recreation and community facilities. This approach acknowledges that in most cases, it is not feasible to set fees at a level which aim to achieve full cost recovery. To do this would require substantial fee increases, which in turn would make participation unaffordable for the majority of people. The likely outcome of pursuing such a strategy would be a reduction in revenue, rather than achieving an increase in revenue.

The option of removing all fees and charges is not considered feasible given that it would result in a loss in revenue of over $400,000 per annum. There is also a strongly supported view that people tend to place greater value on goods and services that have a cost as opposed to those which are free.

In summary, Council’s current philosophy, which requires users to contribute to the cost of providing recreation and community facilities, is soundly based. If Council wishes to encourage maximum participation in healthy and enjoyable recreation activities, it is important for fees and charges to be kept affordable for all sectors of the community. At the same time it is considered appropriate for Council to minimize the operating subsidy of its facilities wherever possible.

**Current Philosophical Aims**

Council’s current philosophical aims for different types of facilities are identified in the following table:

<table>
<thead>
<tr>
<th>Type of Facility</th>
<th>User Contribution</th>
<th>Council Subsidy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Centres Halls and Pavilions</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>Active Sporting Reserves</td>
<td>20%</td>
<td>80%</td>
</tr>
</tbody>
</table>
Recreation

Proposed Council Philosophy on Recreation Fees and Charges

This section of the report aims to review Council’s current philosophical objectives for Active Sporting Reserves, Community Centres, Halls and Pavilions, and establish Council’s philosophy in relation to the following:

- Aquatic Centres;
- Tennis and hardcourts;
- Concessions offered for:
  - Children’s and youth activities;
  - school activities;
  - special groups;
  - seniors and pensioners;
- Free use of Council facilities;
- Site fees at Cultural Events;

In view of the various different types of recreation facilities, and the significant difference in their capacity to raise revenue, it is proposed that individual facilities be grouped with other like facilities providing the same or similar services.

Community Centres (Harold King & Evelyn Gribble)

Operating income and expenditure for the past 6 years is provided in the following table:

<table>
<thead>
<tr>
<th>Year</th>
<th>Income</th>
<th>Expenditure</th>
<th>User Contribution</th>
<th>Council Subsidy</th>
</tr>
</thead>
<tbody>
<tr>
<td>96/97</td>
<td>18,894</td>
<td>27,257</td>
<td>69%</td>
<td>31%</td>
</tr>
<tr>
<td>97/98</td>
<td>28,699</td>
<td>56,938</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>98/99</td>
<td>43,563</td>
<td>72,506</td>
<td>60%</td>
<td>40%</td>
</tr>
<tr>
<td>99/00</td>
<td>41,900</td>
<td>60,045</td>
<td>70%</td>
<td>30%</td>
</tr>
<tr>
<td>00/01</td>
<td>39,924</td>
<td>65,932</td>
<td>60%</td>
<td>40%</td>
</tr>
<tr>
<td>01/02</td>
<td>41,929</td>
<td>73,139</td>
<td>57%</td>
<td>43%</td>
</tr>
</tbody>
</table>

As can be seen from the table, the level of Council subsidy has varied from 30% in 1999/00 to 50% in 1997/98. With some adjustment to the existing fees, combined with increased promotion of the facilities, a realistic philosophical objective for Council to aim for would be a 70% user contribution and a 30% Council subsidy.

Halls and Pavilions

Operating income and expenditure for the past 6 years is shown in the following table:
Recreation

<table>
<thead>
<tr>
<th>Year</th>
<th>Income</th>
<th>Expenditure</th>
<th>User Contribution</th>
<th>Council Subsidy</th>
</tr>
</thead>
<tbody>
<tr>
<td>96/97</td>
<td>50,493</td>
<td>214,880</td>
<td>23%</td>
<td>77%</td>
</tr>
<tr>
<td>97/98</td>
<td>52,349</td>
<td>195,034</td>
<td>27%</td>
<td>73%</td>
</tr>
<tr>
<td>98/99</td>
<td>53,286</td>
<td>255,248</td>
<td>21%</td>
<td>79%</td>
</tr>
<tr>
<td>99/00</td>
<td>36,099</td>
<td>230,873</td>
<td>16%</td>
<td>84%</td>
</tr>
<tr>
<td>00/01</td>
<td>45,624</td>
<td>257,409</td>
<td>17%</td>
<td>83%</td>
</tr>
<tr>
<td>01/02</td>
<td>48,777</td>
<td>309,554</td>
<td>16%</td>
<td>84%</td>
</tr>
</tbody>
</table>

As indicated in the table, the level of Council’s subsidy has varied from 73% in 1997/98 to 84% in 1999/00. In view of this information, it is suggested that Council’s current objective of recouping 50% of operating expenditure is unrealistic and not achievable in the short term. It is proposed that a more realistic philosophical objective for the next 1 – 2 years would be to recoup 25% of operating costs from user fees i.e. 75% Council subsidy.

**Active Sporting Reserves**

Operating income and expenditure for the past 6 years is shown in the following table:

<table>
<thead>
<tr>
<th>Year</th>
<th>Income</th>
<th>Expenditure</th>
<th>User Contribution</th>
<th>Council Subsidy</th>
</tr>
</thead>
<tbody>
<tr>
<td>96/97</td>
<td>29,741</td>
<td>346,621</td>
<td>9%</td>
<td>91%</td>
</tr>
<tr>
<td>97/98</td>
<td>38,541</td>
<td>349,740</td>
<td>11%</td>
<td>89%</td>
</tr>
<tr>
<td>98/99</td>
<td>29,552</td>
<td>386,390</td>
<td>8%</td>
<td>92%</td>
</tr>
<tr>
<td>99/00</td>
<td>33,848</td>
<td>391,625</td>
<td>9%</td>
<td>91%</td>
</tr>
<tr>
<td>00/01</td>
<td>24,261</td>
<td>406,202</td>
<td>6%</td>
<td>94%</td>
</tr>
<tr>
<td>01/02</td>
<td>23,417</td>
<td>367,993</td>
<td>6.4%</td>
<td>93.6%</td>
</tr>
</tbody>
</table>

Based on the above figures, and in view of Council’s decision to provide free use of active sporting reserves for juniors, the current objective of recouping 20% of operating expenditure is not achievable without a significant increase in fees. It is recommended that a more achievable short-term objective would be to recoup 7% of operating costs from user fees.

**Aquatic Centres**

Operating income and expenditure for the past 6 years is shown in the following table.
Recreation

<table>
<thead>
<tr>
<th>Year</th>
<th>Income</th>
<th>Expenditure</th>
<th>User Contribution</th>
<th>Council Subsidy</th>
</tr>
</thead>
<tbody>
<tr>
<td>96/97</td>
<td>312,867</td>
<td>451,442</td>
<td>69%</td>
<td>31%</td>
</tr>
<tr>
<td>97/98</td>
<td>285,200</td>
<td>480,981</td>
<td>59%</td>
<td>41%</td>
</tr>
<tr>
<td>98/99</td>
<td>315,715</td>
<td>500,929</td>
<td>63%</td>
<td>37%</td>
</tr>
<tr>
<td>99/00</td>
<td>301,943</td>
<td>503,830</td>
<td>60%</td>
<td>40%</td>
</tr>
<tr>
<td>00/01</td>
<td>72,161</td>
<td>514,462</td>
<td>14%</td>
<td>86%</td>
</tr>
<tr>
<td>01/02</td>
<td>37,767</td>
<td>211,634</td>
<td>18%</td>
<td>82%</td>
</tr>
</tbody>
</table>

The years 2000/01 and 2001/02 were the years that the aquatic centres were under contract management and the contractor retained most of the revenue from the centres. There was also a large capital cost in 2000/01 for relining of the 50metre and 25 metre pools, which has significantly distorted the level of Council subsidy in these years. Although possibly not achievable in 2003/04, a realistic philosophical aim for Council would be to work towards achieving a 70% recovery on operating costs over the next 2-3 years.

**Tennis and Hardcourts**

The current situation regarding Tennis Courts is that the Armadale, Kelmscott and Roleystone Tennis Courts are leased to the respective clubs and Council has little or no responsibility for ongoing maintenance. The courts are used for club activities and are available for casual hire during those times that they are not required for club tennis. Under the lease agreements between Council and the clubs, all revenue that is received from casual hire of the courts is retained by the clubs and used to offset maintenance costs.

At the Forrestdale Tennis Courts, an historical arrangement exists whereby the club is provided free use of the courts in return for undertaking minor maintenance of the courts and clubhouse. Whilst this arrangement has generally worked well over the years, from a liability perspective, there is a need to put in place a more formal arrangement whereby the responsibilities of both parties are clearly spelt out. Should the club not wish to enter into a formal agreement, i.e. lease or management agreement, it would be recommended that the club be charged a seasonal fee for the use of the courts, similar to clubs using active sporting reserves.

The Bedfordale Tennis Courts are in a deteriorated condition and receive minimal (if any) use.

Hardcourt facilities are available at Roleystone (2), Frye Park (3) and Gwynne Park (2). These facilities are used for some organised training activities, but mainly for casual use.

At present, Council does not have a fee structure in place for the use of tennis and hardcourts. To address this it is proposed that a fee structure be established for club and casual use of non-leased tennis facilities, and for organised training on hardcourt facilities. Given that
Recreation

Financial information on the cost of maintaining tennis and hardcourt facilities is not readily available, it is proposed that user fees be nominal, and designed to cover any direct costs e.g. lighting.

Children’s and Youth Activities

As part of its commitment to the young people of our community, Council currently provides free use of active sporting reserves for junior teams, and a 50% discount for non-commercial children’s and youth activities using community centres, halls and pavilions. It is recommended that this policy remain in place.

School Activities

Council currently provides free use of its active sporting reserves for school sporting activities during normal school hours. For use of community centres, halls and pavilions, schools pay the standard community rate. Schools also receive a significant discount (30%) on admission fees for aquatic centres. In order to maintain and promote a strong relationship between Council and the schools, and encourage school use of Council facilities, it is recommended that the current policy remain. The one possible exception to this is the Kelmscott Primary School’s use of Rushton Park. For the past 10-15 years the State Government has strongly promoted the concept of “Joint Provision and Dual Use” of school and community facilities. In new development areas, there are many examples where school and community facilities are shared, and the State Government contributes up to half of the ongoing maintenance costs. The Kelmscott Primary School is the one school within the City that does not have its own oval and uses Rushton Park exclusively for all its sporting activities. When compared to other schools, Kelmscott Primary does not have any costs or responsibility for oval maintenance, and it would not be considered unreasonable for it to make a nominal contribution of say $800, i.e. $20 per week towards the cost of maintaining Rushton Park.

Pensioners’ and Seniors’ Groups

In recognition of their valuable contribution to the community, Council currently provides discounted admission fees for pensioners’ and seniors’ card holders using aquatic centres. In addition, Council also provides pensioner discounts for dog licences and rates. To be consistent with this approach, it is proposed that senior and pensioner groups be provided a 50% discount for non-commercial activities using community centres, halls and pavilions. Based on current usage, the cost of extending this concession would be minimal (less than $500 per annum).

Other Special Groups

Other special groups that Council may wish to provide discount rates for the use of community centres, halls and pavilions include disabled groups, charity and service organizations and support groups. Whilst there are no groups of this category presently using Council facilities, should requests be received in the future, it would allow Council to offer the same discount (50%) as that which applies for children, youth, pensioners and seniors’ groups.
Recreation

**Free Use of Council Facilities**

Council currently provides free use of community centres, halls and pavilions to the following groups:

<table>
<thead>
<tr>
<th>Group</th>
<th>Facility</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>RSL</td>
<td>Kelmscott Hall</td>
<td>Monthly meetings, ANZAC Day and Remembrance Day.</td>
</tr>
<tr>
<td>Residents/Community Associations</td>
<td>Various Halls</td>
<td>One free meeting per month.</td>
</tr>
<tr>
<td>AMREX</td>
<td>Creyk Park &amp; Pavilion</td>
<td>Dog Training, Sundays 2-6pm</td>
</tr>
<tr>
<td>Kelmscott Agricultural Society</td>
<td>Rushton Park &amp; Kelmscott Hall</td>
<td>One week for Kelmscott Show.</td>
</tr>
</tbody>
</table>

In addition to the above ongoing free use of Council facilities, there are many requests received from time to time for “one-off” free use. The current process is for each individual case to be presented for Council’s consideration via the Community Services Committee. In many cases, the cost of preparing the report and presenting the matter to Council is greater than the value of the requested free use. To overcome this situation, it is recommended that the following process be included in Council’s Policy in relation to requests for free use of facilities.

**Requests for ongoing free use of Council’s Facilities**

Any requests for ongoing free use of Council facilities shall be referred to the Community Services Committee for consideration and recommendation to Council. Any request for free use of facilities shall be considered on its merits but under normal circumstances, will only be recommended for approval if it falls into the category of being a not-for-profit community service activity which delivers a substantial benefit to the community.

**Request for “one-off” free use of Council Facilities**

Authority to approve any requests for “one-off” free use of Council’s facilities shall be delegated to the Director, Community Services. Any requests for “one-off” free use of facilities shall be considered on its merits, but will normally only be eligible for approval if it is a not-for-profit community service activity that provides a significant benefit to the community.
Recreation

Site Fees at Cultural Events:

The current site fees for cultural events are as follows:

- Free: Community based displays and exhibits that are non-fund raising
- $110 per site, per event, per day: Community based food vendors
- $264 per site, per event, per day: Commercial food vendors (include $44 health service fee)
- $38.50 per site, per day: Craft vendors
- No set fee: Amusement rides

Although Council does not have a formal policy regarding site fees at cultural events, it has previously resolved that local community groups be given priority over commercial vendors. The current approach of providing a significant discount for local community groups as compared to commercial vendors is consistent with Council’s fee structure for community centres, halls and pavilions and encourages local groups to be actively involved in the events programme.

Whilst it has been suggested from time to time that local community groups should be exempted from paying site fees, this view is not supported. The current site fee of $110 is minimal, and it is not considered to be unreasonable for community groups to make a small contribution towards the cost of running the events. A recent example of a local community group conducting a very successful fundraising activity was the Armadale-Kelmscott Lions Club which raised over $3,000 from its “sausage sizzle” site at the Minnawarra Festival. It is therefore recommended that Council maintain its current approach of:

- local community groups being given priority over commercial vendors; and
- local community groups making a small contribution towards the significant cost of staging the events.

COMMENT

Analysis

The purpose of this report is to develop a policy framework and establish Council’s philosophical objectives for recreation fees and charges. The report acknowledges that it is not feasible for Council to pursue full cost recovery for its recreation facilities, and supports Council maintaining its current “user contribution” philosophy.

The report has included a review operating income and expenditure for different types of recreation facilities over the past 5 years, and has recommended what are considered to be
Recreation

realistic short term objectives for user contributions and the level of Council’s subsidy for the various facilities.

Other matters referred to in the report have sought to establish and in some cases, reinforce Council’s approach with regard to concession discounts for children’s and youth activities, school use of Council facilities, pensioners’ and seniors’ groups, other special groups, free use of Council facilities and site fees at cultural events.

The aim of the proposed policy is to establish philosophical basis for recreation fees and charges, and allow Council to achieve the right balance between its financial responsibility of minimising the cost of providing recreation facilities, with its social responsibility of providing opportunities for all sectors of the community to participate in affordable and enjoyable activities.

Options

If Council is not supportive of the draft Policy, it could elect to amend or not adopt part or all of the Policy.

Conclusion

For the reasons outlined in the report, it is recommended that Council adopt the draft Policy on recreation fees and charges as proposed in the recommendation, and a further report be presented to the June Community Services Committee meeting that provides a revised and simplified fee schedule which reflects Council’s policy.

Officer Recommendation:

1. That Council adopt the following policy on Recreation Fees and Charges:

   Introduction

   Council acknowledges that it is not feasible or in the interests of the community for recreation fees and charges to be set at a level which seeks to recover the full cost of providing the various facilities. At the same time Council believes that it is appropriate for users of its recreation facilities to contribute towards the cost of maintaining these facilities, rather than them being fully subsidized by the ratepayers who in many cases, may not use the facilities.

   Council’s “user contribution” philosophy seeks to achieve balance between its social responsibility of providing opportunities for all sectors of the community to participate in affordable and enjoyable activities, and its financial responsibility of minimising the level of Council subsidy on its various recreation facilities.
Recreation

Philosophy

Through a combination of efficient management practices and user fees which are affordable to all sectors of the community, Council aims to achieve the following level of user contribution on its various types of recreation facilities:

<table>
<thead>
<tr>
<th>Recreation Facility</th>
<th>User Contribution</th>
<th>Council Subsidy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Centres</td>
<td>70%</td>
<td>30%</td>
</tr>
<tr>
<td>Halls and Pavilions</td>
<td>25%</td>
<td>75%</td>
</tr>
<tr>
<td>Active Sporting Reserves</td>
<td>7%</td>
<td>93%</td>
</tr>
<tr>
<td>Sports Floodlighting</td>
<td>100%</td>
<td>0</td>
</tr>
<tr>
<td>Aquatic Centres</td>
<td>70%</td>
<td>30%</td>
</tr>
<tr>
<td>Tennis &amp; Hardcourts</td>
<td>90 – 100%</td>
<td>0 – 10%</td>
</tr>
</tbody>
</table>

Children’s and Youth Activities

In order to encourage maximum participation by young people in healthy and enjoyable recreation activities, Council will provide free use of its active sporting reserves and changeroom facilities for junior teams and provide a 50% discount for non-commercial children’s and youth activities using community centres, halls and pavilions.

School Activities

In order to maintain and promote a strong relationship between Council and local schools, and encourage school use of Council facilities, Council will provide free use of its active sporting reserves during normal school hours, and discounted admission to its aquatic centres for school swimming activities.

Pensioners’ and Seniors’ Groups

In recognition of their valuable contribution to the community, Council will continue to provide discounted admission fees to its aquatic centres for pension and seniors’ card holders, and pensioner and senior groups will receive a 50% discount for non-commercial activities using community centres, halls and pavilions.

Free Use of Council Facilities

In recognition of their valuable contribution to the local community, Council will continue to provide free use of its facilities to the following organisations:
Recreation

<table>
<thead>
<tr>
<th>Organization</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>RSL</td>
<td>Kelmscott Hall, monthly meetings, ANZAC Day and Remembrance Day</td>
</tr>
<tr>
<td>Residents/Community Associations</td>
<td>One free meeting per month</td>
</tr>
<tr>
<td>AMREX</td>
<td>Creyk Park and Pavilion, Sundays 2 – 6 pm</td>
</tr>
<tr>
<td>Kelmscott Agricultural Society</td>
<td>Rushton Park &amp; Kelmscott Hall One week per year for Kelmscott Show</td>
</tr>
</tbody>
</table>

Requests for ongoing free use of Council Facilities:

Any requests for ongoing free use of Council facilities shall be referred to the Community Services Committee for consideration and recommendation to Council. Any request for free use of facilities shall be considered on its merits, but under normal circumstances will only be recommended for approval if it falls into the category of being a not-for-profit community service activity which delivers substantial benefits to the community.

Requests for “one-off” free use of Council Facilities

Authority to approve any requests for “one-off” free use of Council’s facilities shall be delegated to the Director, Community Services. Any requests for “one-off” free use of facilities shall be considered on its merits, but will normally only be eligible for approval if it is a not-for-profit community service activity that provides a significant benefit to the community.

Site Fees at Cultural Events

In order to encourage maximum involvement by local community groups in Council’s Cultural Events programme, Council will continue to:

- provide opportunities for community group displays and exhibits that are non-fundraising free of charge;
- give priority to local community based vendors over commercial vendors wherever possible; and
- provide discounted vendor site fees for community based organisations.

Annual Review of Recreation Fees and Charges

As part of its ongoing review process, Council will review recreation fees and charges in March each year with a report to be presented to the Community Services Committee for consideration and recommendation to Council.

2. That a further report be presented to the June Community Services Committee Meeting that presents a revised fee schedule which reflects Council’s policy.
3. That Council write to the Department of Education requesting a nominal contribution of $800, i.e. $20 per week towards the cost of maintaining Rushton Park for use by the Kelmscott Primary School.

**Committee Discussion**

After consideration of this item, Committee expressed the desire to see examples of how the philosophy as proposed would impact on the specific rates currently charged for Council’s various Centres, Reserves and Facilities. A request was made that further information in relation to this aspect be provided to the June meeting of the Community Services Committee. Committee determined to recommit this matter, hence the amended recommendation.

**C81/5/03 RECOMMEND**

That Council not adopt the report on the Review of Recreation Fees and Charges and that it be recommitted to the June 2003 Community Services Committee.

Moved Cr Tizard
MOTION CARRIED (7/0)
Recreation

**ARMADALE AQUATIC CENTRE KIOSK**

<table>
<thead>
<tr>
<th>WARD</th>
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<tbody>
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</tr>
<tr>
<td>DATE</td>
<td>19 May 2003</td>
</tr>
<tr>
<td>REF</td>
<td>PGQ</td>
</tr>
<tr>
<td>RESPONSIBLE MANAGER</td>
<td>Director, Community Services</td>
</tr>
</tbody>
</table>

**In Brief:**

This report presents a proposal for the City to take over direct management of the Armadale Aquatic Centre Kiosk for a trial period of two years and recommends that:

- Council support the proposal
- Council accept an offer from the former kiosk lessee to purchase a range of kiosk equipment at a cost of $2,000 plus GST.
- A report on the operation of the Armadale Aquatic Centre Kiosk be submitted to the May 2004 Community Services Committee Meeting to evaluate the success of the kiosk following its first year under direct management.

**Tabled Items**

Nil

**Officer Interest Declaration**

Nil

**Strategic Implications**

Nil

**Legislation Implications**

Nil

**Council Policy/Local Law Implications**

Nil

**Budget/Financial Implications**

The Community Services draft 2003/04 Budget has been prepared on the basis that the kiosk will be directly managed by the City and will generate a surplus of $10,000

**Consultation**

- Mr & Mrs Chau
- Manager, Aquatic Centres
- Technical Services staff
Recreation

BACKGROUND

The kiosk at Armadale Aquatic Centre has historically been leased to private operators. The basic conditions of the lease are that the Lessee pays to Council an agreed annual fee in accordance with their tender, and meets all costs and outgoings associated with the running of the kiosk.

In past years, the lease fee has been as high as $23,000 however, when tenders were invited following the expiry of the lease in August 2002, only one tender was received for $3,600. Council resolved to decline the tender and proceed to lease the kiosk by private treaty.

An agreement was subsequently reached with the former Lessee to enter into a new lease for a one-year term, with options for a further two years. The lease fee agreed to by the City and the former Lessee was $9,000, plus GST.

Correspondence has recently been received from the Lessee advising that they will be moving out of the area and do not wish to exercise the option of renewing the lease. An offer has been made should Council wish to purchase the kiosk equipment at a cost of $2,000, plus GST.

This report presents a proposal for the City to directly manage the kiosk for a two-year trial period.

DETAILS OF PROPOSAL

The proposal involves Council taking over management of the kiosk, meeting all costs associated with the running of the kiosk and retaining all revenue.

Based on information provided by the former Lessee, the kiosk is a viable operation and generated a surplus of $14,000 during the past season.

For the proposal to be viable, it would require the following to occur:

1. Council to agree to purchase the kiosk equipment at a cost of $2,000 plus GST

   The equipment offered for sale includes:
   - Chip Fryer
   - Baine Marie
   - Stainless Steel bench
   - Refrigerator
   - Microwave Ovens (2)
   - Outdoor Settings (2)
   - Electric Insect trap
   - Cash Register
   - Slow Cooker
Recreation

All of the equipment is in good working order and the asking price of $2,000 is considered to be good value. The cost to purchase new equipment would be in the order of $3,500 - $4,000.

2. Some minor alterations to the entrance foyer

The current situation is that the admission counter is separate from the kiosk, which requires both areas to be staffed for the hours that the centre is open. Under lease management, the Lessee pays the cost of kiosk staff and the City pays the cost of reception staff. If some minor alterations were carried to the entrance foyer, the receptionist could also perform the role of kiosk attendant for the majority of the time that the centre is open to the public. Additional staff would be brought on to assist during busy periods. The estimated cost to carry out these modifications is $1,500.

Based on financial information provided by the former Lessee, and allowing for establishment costs of approximately $3,500, it is conservatively estimated that the kiosk will generate a surplus of at least $10,000.

If Council were supportive of the proposal, it would be recommended that the City take over management of the kiosk for a trial period of two years. This would allow sufficient time to determine the profitability of the service and allow Council to decide whether or not to retain the kiosk in-house or tender it back out to a private operator.

COMMENT

Analysis

The advantages and disadvantages of the proposal are summarized as follows:

Advantages

- Greater control over service quality, product range and pricing.
- Greater flexibility with promotional activities involving admission to the centre and food/drinks from the kiosk.
- Savings on staffing costs through joint operation of the kiosk and reception.
- Allows Council to accurately determine the profitability of the service and then objectively evaluate whether the kiosk should be retained in-house or run privately
- The predicted surplus of $10,000 is $1,000 more than the lease fee received for 2002/03, and considerably more than the one tender of $3,600.

Disadvantages

- Increased administrative and accountability requirements.
- Establishment costs of approximately $3,500.

The majority of aquatic and recreation facilities provide a kiosk service of some sort, and for the larger centres, the kiosk is an important revenue earner. The more profitable kiosks are almost always run in-house and generate significant revenue for the centre.
Recreation

Although the proposal would involve some additional workload and responsibility for the Manager, there is potential for the kiosk to become an important source of revenue for the centre and provide greater flexibility with special promotional activities. If at the end of the trial period, the operation of the kiosk has not been as successful as envisaged, Council will have the option of reverting back to a privately run kiosk and have a reasonably accurate picture of the profitability of the service.

Options

Council has the option to again invite tenders for the kiosk service and upon receipt of tenders, determine whether it wishes accept the most advantageous tender or run the service in-house. The disadvantage of this option is that it will delay a decision by a further two months, and Council will have lost the opportunity to purchase the kiosk equipment at the reduced price.

Conclusion

For the reasons outlined in the report it is recommended that:

- Council support the proposal for the City to take over direct management of Armadale Aquatic Centre Kiosk for a trial period of two years.

- The former Kiosk Lessee be advised that Council wishes to accept their offer to purchase the various items of kiosk equipment at the agreed price of $2,000 plus GST with payment to be made in the new financial year.

- A report on the operation of the Armadale Aquatic Centre Kiosk be submitted to the May 2004 Community Services Committee Meeting to evaluate the success of the kiosk following its first year under direct management.

C82/5/03 RECOMMEND

1. That Council support the proposal for the City to take over direct management of Armadale Aquatic Centre Kiosk for a trial period of two years.

2. The former Kiosk Lessee be advised that Council wishes to accept their offer to purchase the various items of kiosk equipment at the agreed price of $2,000 plus GST with payment to be made in the new financial year.

3. A report on the operation of the Armadale Aquatic Centre Kiosk be submitted to the May 2004 Community Services Committee Meeting to evaluate the success of the kiosk following its first year under direct management.

Moved Cr Munn
MOTION CARRIED (7/0)
Recreation

**ARMADALE AND KELMSCOTT AQUATIC CENTRES SEASONAL REPORT**

<table>
<thead>
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</thead>
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<tr>
<td>FILE REF:</td>
<td>A173263/1 &amp; 178691/1</td>
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<tr>
<td>DATE</td>
<td>20 May 2003</td>
</tr>
<tr>
<td>REF</td>
<td>PGQ</td>
</tr>
<tr>
<td>RESPONSIBLE MANAGER</td>
<td>Director Community Services</td>
</tr>
</tbody>
</table>

**In Brief:**
- The seasonal reports for the Armadale and Kelmscott Aquatic Centres provide an overview of the operations and activities at each centre for the 2002/03 season.
- The report recommends that the seasonal reports be received.

**Tabled Items**
Nil

**Officer Interest Declaration**
Nil

**Strategic Implications**
Relates to Council’s aim to maintain physical infrastructure for the economic and physical well being of the local community.

**Legislation Implications**
Nil

**Council Policy/Local Law Implications**
Nil

**Budget/Financial Implications**
Nil

**Consultation**
N/A

**BACKGROUND**

Following the demise of RANS Management Group in July 2002, Council resolved to resume direct management of its aquatic facilities after two years under contract management.

This report provides an overview of activities at the Armadale and Kelmscott Aquatic Centres during the 2002/03 season.
Recreation

*Armadale Aquatic Centre*

**Season**

Despite the short lead-time, the centre opened for the season on the scheduled date of 14 October 2002 and closed on 13 April 2003. The length of season was 6 months.

**Staffing**

With the change in management, a new team of staff was recruited and included:

- Manager
- Seasonal Assistant Managers (4)
- Swimming Teachers
- Pool Lifeguards
- Receptionists
- Contract maintenance & cleaning staff

**Attendances**

The total seasonal attendance was 165,955, which was up by approximately 30,900 on the previous year’s attendances, and up by 4100 on the 5 year average. Overall this was a pleasing result after two years of low attendances. The following graphs illustrate the monthly attendances as compared to the 5-year average, and the year to date attendances as compared to the 5-year average.
Recreation

As shown in the graphs, after a slow start to the season, attendances were strong in November and December, slightly down in January and February, and above the average in March and April.

Programs

A summary of the main programs conducted at the centre is as follows:

- **Learn to Swim**
  
  Over 4,000 people attended this program, which generated $19,646 in revenue.

- **Vacswim**
  
  Two series of vacation swimming classes were run from the centre during the January school holidays and attracted approximately 12,800 attendances directly related to the program.

- **In Term Swimming**
  
  A total of 28 schools used the centre for school swimming lessons and carnivals during the season, attracting 64,665 attendances.
Recreation

- Aquarobics

Aquarobics classes were held twice weekly from November to March and attracted 373 attendances (average of 26 per class).

Marketing and Promotion

Marketing and promotional activities included:

- Advertising in local newspapers promoting the centre opening, discount entry vouchers, dollar day, learn to swim and aquarobics.
- Direct mail out to all schools and past participants in the learn to swim and aquarobics programs
- School newsletters used to promote the learn to swim, vacswim and aquarobics programs
- Dollar days
- In-house posters and brochures promoting the centre’s programs and facilities
- Radio promotion via Heritage FM
- City of Armadale web site
- In-house promotion of activities via the Public Address system

Improved marketing of the centre will remain a strong focus in 2003/04.

Capital Improvements and Maintenance

As reported to the February Community Services Committee, there were a number of maintenance items that needed to be attended to during the season. The major capital improvements and maintenance items carried out during the year included:

- Replace heat exchanger on No. 3 heater
- New shade structure
- Repair major leak in pipe work
- Purchase new public phone
- Repairs to floodlights
- Replace / repair ceiling in meeting room
- Renew section of guttering
- Electrical repairs / replace lighting
- Upgrade security of office & kiosk
- Replace telephone system
- General building repairs and painting
- Install non slip surface for cave roof floor
Recreation

- Reinstate concrete paving
- Specialist consultancy fees re delamination and capital maintenance
- Replace Chlorine dosing pump
- Replace Chlorinator
- Replace gauges & automate tank mixer
- Purchase new automatic cleaner
- Service & repair heaters
- Repair manual pool cleaner
- Repairs to stream, fix joint & leak
- Reticulation repairs
- Tree Pruning
- Repairs to fibreglass lining of 50m pool
- Office Computers (3)
- Replace and upgrade safety signage

A servicing and maintenance program has been put in place to ensure correct maintenance of all items of plant and equipment, and progressive replacement of items when they reach the end of their lifecycle.

Other Issues

Throughout the course of the season a number of issues and concerns arose and were addressed at a management level so as to minimize any disruption or inconvenience to patrons. A summary of the main issues is as follows:

- The delamination of the fibreglass lining from the floor of the 50 metre pool was a major concern and required large sections of the fibreglass lining to be cut away from the floor surface to avoid injuries to patrons. This matter will need to be resolved prior to the 2003/04 season.

- The kiosk was subject to a number of break-ins in the early part of the season and required a range of security measures to be implemented in order to resolve the problem. Once the new electronic alarm system was installed and the other measures put in place, there were no further break-ins.

- Early in the season several vehicles in the car park were broken into and damaged. In order to reduce this problem, a security guard was employed to patrol the car park and pool grounds during busy periods. This resulted in two or three offenders being caught and after the initial incidents, there were no further reported damage to vehicles.

- The chain mesh fence along Champion Drive continued to be cut and used to gain illegal entry to the centre. Replacement of this fence is again listed for consideration of funding in the forthcoming 2003/04 draft budget.

- The centre was subject to considerable vandal damage during the course of the season at a cost of over $17,000.
Recreation

- The “Bull Pit” at the rear of the pool grounds continued to create problems for management and as part of any future development or upgrading of the centre, it would be recommended that the Bull Pit be removed.

*Kelmcott Pool*

Season

The opening of the centre was delayed by approximately two weeks due to the delays with the repairs to the filter and pipe work. The centre opened on 18 November 2002 and closed on 30 March 2003, with the length of season being approximately 4 ½ months.

Staff

Staffing consisted of a seasonal Assistant Manager and a Pool Lifeguard.

Attendances

Total seasonal attendance was 32,717, which slightly down on last year’s attendance of 33,531, but down by approximately 11,500 on the 5 year average. Aside from the month of December, attendances were well down during the other months of the season, which was a disappointing outcome. The following graphs illustrate the monthly attendances versus the 5-year average, and the year to date attendances versus the 5-year average.
Recreation

Programs

Programs conducted at the centre included:

- **Vacswim**
  
  Two series of classes were held at the centre during the January school holiday period and attracted 4,456 attendances directly related to the program. Numbers were slightly down on previous years.

- **In Term Swimming**
  
  School swimming activities made up nearly half of the centre’s total attendance with 15,640 attendances at swimming lessons and carnivals.

- **Learn to Swim**
  
  In response to an expressed demand, a series of Learn to Swim classes was held in February and attracted 84 attendances.

- **Aquarobics and Early Morning Swimming**
  
  Aquarobics classes and early morning swimming were run on a trial basis but attendances did not justify them being continued.
Recreation

Marketing and Promotion

Marketing and promotional activities included:

- Advertising in local newspapers promoting the centre opening, discount entry vouchers, dollar day, learn to swim and aquarobics.
- Direct mail out to all schools
- School newsletters used to promote the learn to swim and vacswim programs
- Dollar day
- In-house posters and brochures
- Purchase of new sandwich board style of sign for Orlando Street
- City of Armadale web site

Capital Improvements and Maintenance

The following items were carried out during the year:

- Temporary repairs to the filter
- Replace pipe work and valves
- Repairs to pool coping and fibreglass lining, and installation of lane rope connections
- Service and repair of chlorination equipment

COMMENT

Analysis

Overall the season could be considered to be successful with a significant increase in attendances at Armadale, and a slight decrease at Kelmscott. When the City resumed direct management of its aquatic centres in late July 2002 there were a number of challenges that had to be addressed in order for the centres to open on time and operate smoothly and safely. It is a credit to the Manager and his staff that this was achieved with a minimum of fuss and little or no inconvenience to patrons. Many anecdotal comments were received from patrons during the season expressing support for Council resuming management of the centres and satisfaction with the level of service. Very few complaints were received and those were addressed quickly and professionally.

The report identified a number of issues that arose during the season, a number of which relate to maintenance or improvements that are required at the centres. These matters will form part of Council’s budget discussions and will hopefully be addressed in future budgets.
Recreation

Options

N/A

Conclusion

It is recommended that Council receive the seasonal report for the Armadale and Kelmscott Aquatic Centres.

Committee Discussion

Committee endorsed the officer’s comments in regard to the achievement by the Aquatic Centre Manager and his staff to open the pools on time and operate them smoothly and safely throughout the 2002-2003 swimming season.

C83/5/03 RECOMMEND

That Council:

a. receive the 2002-03 seasonal report for the Armadale and Kelmscott Aquatic Centres;

b. favourably acknowledge the Aquatic Centre staff for their efforts and achievements during the 2002-03 season.

Moved Cr Munn
MOTION CARRIED (7/0)
Recreation

*With the agreement of Committee, the following late item report relating to Palomino Park Equestrian Facility (as tabled at the meeting) was taken as the next item of business on the Agenda.*

**PALOMINO PARK EQUESTRIAN FACILITY – PROPOSAL TO UPGRADE KITCHEN**

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<td>Director Community Services</td>
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**In Brief:**

This report presents a proposal from the Riverside Park Pony Club requesting a $10,000 contribution towards the upgrade of the kitchen facilities at the Palomino Park clubrooms.

**Tabled Items**

Nil

**Officer Interest Declaration**

Nil

**Strategic Implications**

Relates to Council’s aim to maintain physical infrastructure for the economic and physical well being of the local community.

**Legislation Implications**

Health Act – Health (Food Hygiene) Regulations 1993

**Council Policy/Local Law Implications**

Nil

**Budget/Financial Implications**

The requested financial contribution of $10,000 is not included in Council’s 5 year Financial Plan.

**Consultation**

- Riverside Park Pony Club
- Community Facilities and Infrastructure Group
Recreation

BACKGROUND

The Palomino Park equestrian facility is located at the southern end of Champion Lakes and is one of three equestrian facilities in the City. The facilities are shared by three clubs and consist of a grassed area for equestrian activities, basic clubrooms, storage facilities and ablutions.

In terms of the ongoing management and maintenance of the facilities, an informal agreement exists whereby Council maintains the parklands, and the clubs maintain the built facilities. There is a need to formalise this agreement and establish a management or lease agreement to clearly define the responsibilities of the parties.

In recent years Council has financially supported the following activities at Palomino Park:

- Ongoing maintenance of parklands
- Installation of bore for reticulation (2000/01 - $26,619)
- Contribution to storage facility (2000/01 - $2,182)

During the course of any given year the three clubs run a program of equestrian events with visiting clubs from the metropolitan area and some country clubs.

An inspection of the premises by Council staff has revealed that the kitchen facilities do not comply with Health (Food Hygiene) Regulations, thus greatly affecting the club’s ability to generate revenue through the kiosk. There are also a number of other defects that need to be rectified with the clubrooms and ablution facilities.

Correspondence has been received from the club putting forward a staged proposal to upgrade the facilities, and seeking a $10,000 contribution from Council in its 2003/04 budget for the upgrade of the kitchen.

DETAILS OF PROPOSAL

The club’s proposal is summarised as follows:

Stage 1 (03/04) – Upgrade Kitchen

Funding Proposal

<table>
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<tr>
<th>Amount</th>
<th>Source</th>
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<tbody>
<tr>
<td>$10,000</td>
<td>City of Armadale</td>
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<tr>
<td>$5,000</td>
<td>Contribution from clubs</td>
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<td>$15,000</td>
<td>Total</td>
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</table>

Upgrading the kitchen to a Class 1 Food Premises would allow the clubs to prepare foods on the premises e.g. sandwiches, chips, hamburgers etc and sell the food to people attending the
Recreation

equestrian events. The current kitchen facilities only allow the sale of packaged foods, which have a much lower profit margin.

Stage 2 (04/05) – Upgrade Clubrooms and Ablutions

Funding Proposal

<table>
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<tr>
<td>$6,000</td>
<td>City of Armadale</td>
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<td>$6,000</td>
<td>Department of Sport &amp; Recreation grant</td>
</tr>
<tr>
<td>$6,000</td>
<td>Contribution from clubs</td>
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<td>$18,000</td>
<td>Total</td>
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Note: Costs are estimates only - accurate costs for stage 2 are yet to be obtained

The works proposed for stage 2 include the installation of wall cladding and ceiling for the clubroom, and a minor upgrade of the ablutions.

COMMENT

Analysis

The facilities at the Palomino Park equestrian facility are best described as “very basic” with the clubrooms consisting of a large colour bond shed. There is no interior cladding or ceiling in either the clubroom area or the kitchen. The ablution facilities are also of a basic standard.

The three clubs that operate from the facility appear to have a good working relationship and collectively plan the annual program of equestrian events. A good relationship has also been established between the clubs and Council’s Parks Department regarding ongoing maintenance of the grounds.

In summary, the condition of the existing facilities is very basic and there is justification for the proposed modest upgrade of the kitchen, clubroom area and ablutions. Unfortunately however, there are no funds allocated in Council’s 5-year plan for this project. Unless Council wishes to reconsider the priority of other projects currently listed for funding in 2003/04, it is unlikely that Council will be able to provide the requested funding in next year’s budget. If Council is generally supportive of the proposal, but is unable to provide the requested $10,000 contribution in its 2003/04 budget, a possible way forward may be to assist the club with a grant application to the Department of Sport and Recreation in the next funding round. Subject to the outcome of the grant application, a Council contribution to the project could be considered for funding in 2004/05.

Options

The following options are presented for consideration:
Recreation

1. List for consideration of funding in Council’s 2003/04 budget, the requested contribution of $10,000. This option would require some reprioritisation of existing projects.

2. Advise the club that Council is unable to provide the requested $10,000 contribution in 2003/04, but it will assist and support the club with a grant application to the Department of Sport and Recreation in the next funding round, and a Council contribution to the project in 2004/05 will be considered when the 5 year Financial Plan is next reviewed.

3. Decline the club’s request to contribute to the project

Conclusion

Although the need for the project is justified, this proposal along with numerous others must be considered in the context of many different competing priorities. On balance, the approach outlined under option 2 is recommended.

C84/5/03 RECOMMEND

That the Riverside Park Pony Club be advised that:

a. Council is unable to provide the requested contribution of $10,000 towards the upgrade of the kitchen at Palomino Park in its 2003/04 budget.

b. Council officers will assist the club to prepare a grant application to the Department of Sport and Recreation in the next funding round.

c. A Council contribution to the project will be considered when Council’s 5 year Financial Plan is next reviewed

Moved Cr Hart
MOTION CARRIED (7/0)
Recreation

SWIMMING POOLS CATCHMENT AREAS

LEGEND

HELVISCOTT SWIMMING CENTRE
CATCHMENT AREA - 2 KM RADIUS

ARNANDALE AQUATIC CENTRE
CATCHMENT AREA - 5 KM RADIUS
Recreation

[That pages 80 to 81 of the Community Services Committee Minutes be deleted and replaced with pages 117 to 136 of the Confidential Attachment “B-2” as attached to the Minutes.]

FUTURE PROVISION OF AQUATIC FACILITIES AND SERVICES

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<td>Director Community Services</td>
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</table>

In Brief:

This report provides background information and identifies a range of options for future provision of aquatic facilities and services within the City.

The report recommends that Council adopt a strategy that includes:

- closing Kelmscott Pool
- diverting capital and operational savings to Armadale Aquatic Centre.
- Planning for the provision of an indoor facility as a medium term priority.
- Developing a concept plan to upgrade Armadale Aquatic Centre
- Engaging professional assistance to help communicate Council’s strategy to the wider community, and consult with Kelmscott residents regarding future plans for the Kelmscott Pool site.

Committee determined that:

- a variation to the recommended option 3, as listed, be presented to Council;
- that Council plan for the provision of an indoor aquatic facility and provide $20,000 from the savings of the closure of the Kelmscott Pool to undertake a Needs Assessment and Feasibility Study from the commencement of the 2003/04 financial year, hence the amalgamation of parts (d) and (e) of the recommendation.

Tabled Items

Nil
Recreation

**Officer Interest Declaration**
Nil

**Strategic Implications**
Relates to Council’s aim to maintain and upgrade physical infrastructure for the economic and physical well being of the local community.

**Legislation Implications**
Nil

**Council Policy/Local Law Implications**
Nil

**Budget/Financial Implications**
Council’s current 5-year plan estimates are as follows:

<table>
<thead>
<tr>
<th>Facility</th>
<th>03/04</th>
<th>04/05</th>
<th>05/06</th>
<th>06/07</th>
<th>07/08</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Armadale Aquatic Centre</td>
<td>$229,242</td>
<td>$149,826</td>
<td>$214,698</td>
<td>$199,881</td>
<td>$149,676</td>
<td>$943,323</td>
</tr>
<tr>
<td>Kelmscott Pool</td>
<td>$80,363</td>
<td>$32,940</td>
<td>$28,327</td>
<td>$26,820</td>
<td>$25,847</td>
<td>$194,297</td>
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<td><strong>Total</strong></td>
<td>$309,605</td>
<td>$182,766</td>
<td>$243,025</td>
<td>$226,701</td>
<td>$175,523</td>
<td>$1,137,620</td>
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</table>

This report will also identify other potential costs beyond 2002/03 depending on the direction taken by Council.

**Consultation**
Armadale – Kelmscott Swimming Club
Technical Services staff

**BACKGROUND**

Future provision of aquatic facilities and services within the City has been the subject of much debate by both Council and the community over the past several years.

The purpose of this report is to provide up to date information on Council’s existing aquatic facilities and canvas a range of issues and options related to the future provision of aquatic facilities within the City. The report will also seek direction from Council in terms of a broad strategy for future provision of aquatic facilities and services. Once Council has determined its strategic approach, further work will be required to develop more detailed action plans to implement Council’s strategy. For easy referral, some of the information provided in earlier reports is also contained in this report.

In view of the complexity of the issue, background information is provided under a number of sub-headings.
Recreation

Previous Reports

Reports submitted to Council via the June and August 2002 Community Services Committee Meetings provided background information on Council’s existing aquatic facilities and also raised the issue of how Council wished to address the expressed community need for provision on an indoor year-round facility. A number of options were canvassed in terms of a broad strategy for aquatic facilities and services.

Following consideration of the most recent report Council resolved (C133/02) in part as follows:

“That Council –

a) Note the two petitions received re the proposal for an indoor aquatic facility and provide the following response –

i) as per resolution C112/02 the proposal for an indoor heated aquatic facility in the City remains an unfunded project on Council’s current draft Strategic and Five Year Forward Financial Plans.

ii) Council is currently considering the future directions for aquatic facilities within the City, which may include the provision of an indoor aquatic facility in the medium to long term.

iii) In considering the above, any report into this matter give a detailed assessment of the financial and strategic implications of taking this course of action.

b) Give further consideration to the hydrotherapy facility matter as part of its further deliberations in respect to the future directions and strategies for aquatic facilities in the City.”

Recreation Strategic Plan

Research undertaken for the Recreation Needs Study and the Recreation Strategic Plan indicated a perceived community need for provision of an indoor, year round aquatic facility in the City. Although, due to the high capital and operational costs of an indoor aquatic facility, Council is presently not able to respond to this expressed need in the short term, it did recognise the need to develop a strategy for future provision of aquatic facilities in the City. This resulted in the following Strategic Direction and Key Strategies being included in the City’s Recreation Strategic Plan that was adopted by Council in March 2003:

Strategic Directions

- Develop a strategy, both short term and medium to long term, for provision of aquatic facilities in the City.
Recreation

**Key Strategies**

<table>
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<tr>
<th>Strategies</th>
<th>Timeframe</th>
<th>Responsibility</th>
<th>Cost</th>
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</thead>
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<tr>
<td>29. Prepare a major report that canvases options for future provision of aquatic facilities within the City.</td>
<td>May 2003</td>
<td>Community Services</td>
<td>Within Existing Resources</td>
</tr>
<tr>
<td>30. Undertake a needs assessment and feasibility study to determine the viability of an indoor year-round aquatic centre.</td>
<td>2005/06</td>
<td>Community Services</td>
<td>$20,000 + $10,000 (Grant funding)</td>
</tr>
</tbody>
</table>

**Existing Facilities**

The Armadale Aquatic Centre was constructed in 1981 and is Council’s main aquatic facility. The major capital improvements carried out at the Centre in recent years include the installation of a gas heating system, refurbishment of the 50m and 25m pools and the provision of shade structures throughout the Centre.

Kelmscott Pool was opened in 1957 and was the first public pool to be built in the metropolitan area. The facilities available include a 33m five-lane pool, toddlers’ pools, change rooms, office and kiosk. The pool is similar to many country pools that were built around that time and provides a basic level of amenity for patrons.

Both the Armadale and Kelmscott Centres are ageing facilities and a number of items of plant and equipment are at or near the end of their lifecycle. This aspect is further discussed later in the report.

**Attendances and Financial Operation**

The graph below illustrates total seasonal attendances at both the Armadale and Kelmscott Aquatic Centres for the period 1995/95 until 2002/03.
Recreation

The following comments are noted in terms of attendances at the two centres:

- Aside from the years 2000/01 and 2001/02 when there was a significant decline, attendances at Armadale have remained relatively constant.

- There has been a steady and significant (45%) decline in attendances at Kelmscott since 1994/95.

- Total attendances have declined by approximately 39,000 since 94/95 with the majority being due to the drop in attendances at Kelmscott (approx 28,000).

The net cost to Council to provide the service, including capital costs, is shown in the graph below.
Recreation

The following comments are made in respect to the financial operation of the Centres:

- The total cost to maintain and operate the Centres has varied from $173,900 in 2001/02 (subsidy of 1.03 cents per attendance) to $280,200 in 2000/01 (subsidy of $1.50 per attendance).

- In 2000/01 there were a number of “one off” costs associated with the transfer to contract management, e.g. payout of staff entitlements, redundancy payments etc.;

- Capital costs vary from year to year and in part, account for some of the variations.

**Requests for an indoor aquatic facility**

The need for an indoor aquatic facility was a strong theme to emerge from the consultation process for the Recreation Needs Study. Many requests and various petitions have also been received over the years requesting that Council provide an indoor, year-round aquatic facility. To date, there has been no independent study undertaken to assess the need and feasibility of such a facility in Armadale.

A study undertaken by Ashton Associates, on behalf of the Armadale Kelmscott Swimming Club in September 2001, supported the provision of a new enclosed 25-metre pool with a leisure pool, hydrotherapy pool, sauna and spa at Armadale Aquatic Centre. The indicative cost estimate to provide the proposed facility was $6 m. If recent indoor aquatic centre construction costs are any guide, the cost to provide a higher standard facility is likely to be upwards of $10 m, e.g. Bayswater Waves -$9 m, Riverton Leisureplex - $14 m, Warnbro Aquatic Centre - $14 m, and Melville Aquatic Centre - $10 m.
Recreation

An addendum to the study by Ashton and Associates was forwarded to Council in January 2003 and promoted a lower cost option of enclosing the 25-metre pool with a similar structure to the Waroona Aquatic Centre. The report suggests that although this would be a more basic standard facility, it would enable Council to meet the short to medium term needs (5-10 years) of the community whilst planning for a regional level indoor aquatic centre when Council is in a stronger financial position. The cost estimate identified in the report for this option was $430,00 however, a number of potential costs were not included. If Council wished to further investigate this option, additional work would be required to obtain more detailed cost estimates and research the viability of the proposal. An independent needs assessment and feasibility study would be required in order to take advantage of potential grant funding from the Department of Sport and Recreation (DSR).

Potential options for a “short to medium term” indoor aquatic facility include:

- **Enclose either the 50m or the 25m pools at Armadale Aquatic Centre.**

  **Officer comment:**

  As indicated above the potential cost for enclosing the existing 25m pool is likely to be in excess of $500,000 and will provide a very basic standard facility. At present, this item remains an unfunded priority on Council’s draft Strategic and Five Year Forward Financial Plans.

  Should Council determine to proceed with such a facility, and assuming a potential 1/3 contribution from DSR, Council would need to source approx $350,00. In light of Council’s current financial position this could only be achieved in the immediate future with a loan arrangement with repayments spread over a number of years, similar to that proposed for the new IT systems, with smaller initial payments and a larger “balloon” payment in later years when Council is better able to meet this commitment. It must be noted however that, as indicated in the swimming club report, this would remain an interim arrangement (5 – 10 years) whilst Council was planning for a longer-term solution. Whilst the Swimming Club proposal does indicate that such a structure could be removed and/or sold once not required to offset future costs this would be subject to negotiation. The aesthetics of such a structure located in the centre of the current open plan facility would also need to be taken into account when determining if this was an appropriate strategy for Council to take, as would the practicalities of the facility not being physically linked to the current administration Centre and change rooms.

  In relation to enclosing the 50 m pool with a similar type of structure, clearly costs would increase proportionately and realistically would be in excess of $1m. The primary advantage in enclosing the 50m pool is that it is physically located at the edge of the facility, could be linked to the existing structures and would allow for the possibility of linking it to the administration centre and change rooms.

  Limited information is available in relation to potential winter attendances at such a facility and this would need to be considered in detail in conjunction with increased maintenance and operational costs. The comments in the swimming club addendum report for the 25m option suggest that the size and lack of ancillary facilities will
Recreation
determine that the pool will not attract great numbers of new patrons and a that attendances will be primarily made up of existing users i.e. schools, swimming clubs and health swimmers.
In either case, and as stated in the report by Ashton and Associates, it is recommended that an independent needs analysis and feasibility study be undertaken in order to determine a way forward with advice to Council on costs and projected attendances.

- **Construct a new indoor 25m pool with leisure pools at Armadale Aquatic Centre.**

  **Officer comment:**
  
  This option has not been considered in detail by officers to date but realistically will involve significantly higher expenditures than those proposed above. The cost estimate nominated in the Ashton & Associates study for this option was $6 M. Whilst there is space within the grounds of the existing facility, Council will need to be prepared for a more substantial investment, however as a “longer term” option this may be a consideration for Council as the existing location is still considered suitable and central for the City.

- **Construct a new integrated Aquatic and Recreation Centre at Champion Lakes Recreation Park.**

  **Officer comment:**
  
  This item has not been considered in detail by officers to date but realistically will, in all probability and based upon the experiences of other Local Authorities, involve a significant expenditure in the order of $10 m. Depending upon the decisions/outcomes of the Champion Lakes plans and other development within the City over the next 15 years, this location may be appropriate.

It is likely that an indoor year round aquatic centre would also require a significant increase in operating subsidy to that which currently applies. For example, Gosnells Leisure World requires an annual operating subsidy of over $550,000, Bayswater Waves has incurred operating deficits of $270,000 for the past two years and South Lakes Leisure Centre, which is a dual use wet/dry facility, has annual operating deficit in the order of $200,000. Each of the above facilities has significantly larger catchment populations than Armadale presently does.

**Hydrotherapy Facility**

Many requests have been received over the years for Council to either provide or facilitate the provision of a hydrotherapy facility. The nearest facility is located at Gosnells, which means that local residents have to travel out of the City to access hydrotherapy facilities.
Recreation

During the planning phase for the Armadale Health Service redevelopment, Council did request that provision of a hydrotherapy facility be considered as part of the redevelopment but unfortunately this did not eventuate.

Depending on the size of the hydrotherapy pool, and whether it needs to be integrated with existing facilities, the capital cost of an indoor facility could be in the order of $300,000.

The existing Armadale Aquatic facility has sufficient space to include a moderate sized hydrotherapy facility should Council determine that this is a valuable strategic acquisition. Should Council wish to provide or financially support the provision of a hydrotherapy facility, further research would be required to assess the need and feasibility of such a facility in Armadale. A study would be required to identify likely usage, potential locations, capital and operational costs, and any management considerations. Such a study could also examine alternative options such as transporting local residents to facilities outside the City and/or subsidising entry/access fees.

Other Considerations:

- The Shire of Serpentine-Jarrahdale has developed concept plans for a new indoor recreation/aquatic centre to be built in Byford. Subject to final funding arrangements, it is proposed that the recreation centre be constructed over the next 2-3 years, and the aquatic component within a 5-10 year timeframe.

- Carey Baptist College is currently planning for the provision of new facilities including an indoor 25-metre pool, which will accessible by the wider community. Although the provision of an indoor pool is currently a medium to long-term project for the College, there may be an opportunity for Council to offer some incentive/support in order to bring this project forward.

DETAILS OF PROPOSAL

This section of the report will canvas a number of potential options in terms of a broad strategy and identify the advantages and disadvantages of each option.

Option 1 – Retain the current situation

This option would involve:

- Retaining Armadale and Kelmscott as seasonal facilities
- Undertaking essential maintenance and minimal capital improvements at each facility
- Planning for the provision of an indoor aquatic facility as a medium to long-term (5 – 15 years) priority.

The Five Year cost estimates ($000’s) of this option is as follows: -
Recreation

<table>
<thead>
<tr>
<th></th>
<th>03/04</th>
<th>04/05</th>
<th>05/06</th>
<th>06/07</th>
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<th>Total</th>
</tr>
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<tbody>
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<tr>
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<td>$110</td>
<td>$110</td>
<td>$110</td>
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<td>$30</td>
<td>$30</td>
<td>$30</td>
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</tr>
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</tr>
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<td>$216</td>
<td>$216</td>
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<td>$1,100</td>
</tr>
</tbody>
</table>

The main advantage of this option is that it retains current access to existing facilities for members of the community and allows Council to work towards the provision of an indoor facility as a medium to long-term goal.

The disadvantages include:

- It retains the “status quo” for existing facilities and only allows for minor capital improvements to both facilities.
- The facilities will retain their current “dated and tired” appearance and progressively become less appealing to the community.
- The high cost to keep both Centres operational.
- It does not address in the short term the current community demand for an indoor aquatic facility

Option 2 – Restructure existing service

In view of the declining attendances at Kelmscott, this option would involve:

- Retaining a minimal level of service at Kelmscott i.e. reduced season, shorter hours and undertake only essential maintenance.
- Diverting operational savings from Kelmscott to extend the season at Armadale by 3-4 weeks.
- Undertaking a “modest” short to medium term (3-5 years) upgrade at Armadale.
- Planning for the provision of an indoor aquatic facility as a medium to long-term (5 – 15 years) priority.

The Five Year cost estimate of this option is as follows: -
Recreation

<table>
<thead>
<tr>
<th>Armadale</th>
<th>03/04</th>
<th>04/05</th>
<th>05/06</th>
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<tbody>
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<tr>
<td>- capital upgrade</td>
<td>$40</td>
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<td>$40</td>
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<td>$200</td>
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<td>- operating subsidy</td>
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<tr>
<td>New indoor facility</td>
<td>$20</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>- feasibility study</td>
<td></td>
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<td>$257</td>
<td>$257</td>
<td>$257</td>
<td>$1,305</td>
</tr>
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</table>

The advantages of this option include:

- It retains access to existing facilities with minimal inconvenience to Kelmscott patrons and allows Council to continue to provide water space for existing school use.
- It would provide an improved standard of facility and level of service at Armadale.
- It allows Council to work towards the provision of an indoor facility as a medium to long-term goal.

The disadvantages include:

- The high cost to keep both Centres operational.
- It does not address in the short term the current community demand for an indoor aquatic facility.

Option 3 – Rationalise Kelmscott and improve service at Armadale

This option would involve:

- Closing Kelmscott Pool and examining alternative uses for the site.
- Diverting operational savings from Kelmscott to extend the season at Armadale by approximately 6 weeks.
- Undertaking a “modest” short to medium term (3-5 years) upgrade at Armadale.
- Planning for provision of a new indoor aquatic facility as a medium to long-term priority.

The five-year cost estimate of this option is as follows:
Recreation

<table>
<thead>
<tr>
<th>Armadale</th>
<th>03/04</th>
<th>04/05</th>
<th>05/06</th>
<th>06/07</th>
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<table>
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</thead>
<tbody>
<tr>
<td>- operating subsidy</td>
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</tr>
<tr>
<td>- capital maintenance</td>
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<td>$100</td>
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<td>$100</td>
</tr>
<tr>
<td>New indoor facility</td>
<td>$20</td>
<td></td>
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<td>$20</td>
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<tr>
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<td><strong>Total</strong></td>
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<td><strong>$220</strong></td>
<td><strong>$220</strong></td>
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</tbody>
</table>

The advantages of this option include:

- Ongoing cost savings on the operation and capital maintenance at Kelmscott.
- It would enable Council to direct its limited resources into its main aquatic facility and allow much needed capital improvements to be carried out at Armadale.
- It would allow Council to extend the current season at Armadale and provide increased access to an aquatic facility for residents.
- It would allow Council to plan for the provision of an indoor aquatic facility as a medium to long-term priority.
- It would allow Council to explore a range of alternative uses for the current Kelmscott Pool site.

The disadvantages of this option include:

- Patrons who currently use the Kelmscott Pool would have to travel to Armadale Aquatic Centre (approx. 3 km), thus causing some inconvenience for local residents.
- During the peak period (Jan – March), there will be difficulties in accommodating all existing school bookings at Armadale without timetable reprogramming some events, which would create management difficulties and no doubt result in complaints from affected schools.
- A local facility with some historic significance would be lost.

**Option 4 – Rationalise Kelmscott, improve service at Armadale and explore short-term options for an indoor facility**

This is an extension of Option 3 and would involve:

- Closing Kelmscott Pool and examining alternative uses for the site.
Recreation

- Diverting operational savings from Kelmscott to extend the season at Armadale by 6-8 weeks.
- Undertaking a “modest” short to medium term (3-5 years) upgrade at Armadale.
- Exploring short term options for provision of a basic standard indoor aquatic facility i.e. undertake an independent study to review the swimming club’s proposal to enclose the 25 metre pool at Armadale, liaising with Carey Baptist College regarding its proposal to construct an indoor pool and explore any other options.
- Planning for the provision of a regional standard indoor aquatic facility as a long term priority.

The five-year cost estimate of this option is as follows:

<table>
<thead>
<tr>
<th>Armadale</th>
<th>03/04</th>
<th>04/05</th>
<th>05/06</th>
<th>06/07</th>
<th>07/08</th>
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</thead>
<tbody>
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<td>$40</td>
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<td>$200</td>
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</tr>
<tr>
<td>- operating subsidy</td>
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<td></td>
<td>$100</td>
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<td>- capital maintenance</td>
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<tr>
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<td>$100</td>
</tr>
<tr>
<td>New indoor facility</td>
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</tr>
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</table>

The advantages of this option include:

- Ongoing cost savings on the operation and capital maintenance at Kelmscott.
- It would enable Council to direct its limited resources into its main aquatic facility and allow much needed capital improvements to be carried out at Armadale.
- It would allow Council to extend the current season at Armadale and provide increased access to an aquatic facility for residents.
- It would allow Council to explore short-term options for the provision of a basic standard indoor aquatic facility and plan for the provision of a regional standard facility as a long-term priority.
- It would allow Council to explore a range of alternative uses for the current Kelmscott Pool site.
Recreation

The disadvantages include:

- Patrons who currently use the Kelmscott Pool would have to travel to Armadale Aquatic Centre (approx. 3 km), thus causing some inconvenience for local residents.

- During the peak period (Jan – March), there will be difficulties in accommodating all existing school bookings at Armadale without timetable reprogramming some events, which would create management difficulties and no doubt result in complaints from affected schools.

- A local facility with some historic significance would be lost.

- Higher cost than other options

Option 5 – Retain the current service and undertake an independent study

This option involves:

- Retaining the current situation for the next 1-2 years as per Option 1.

- Bringing forward the proposed Needs Assessment and Feasibility Study (currently listed in the Recreation Strategic Plan for 2005/06) to independently assess the need for an indoor aquatic facility, identify all available options and the feasibility of each option.

The five-year cost estimate of this option is as follows:

<table>
<thead>
<tr>
<th></th>
<th>03/04</th>
<th>04/05</th>
<th>05/06</th>
<th>06/07</th>
<th>07/08</th>
<th>Total</th>
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</thead>
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<tr>
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<td></td>
</tr>
<tr>
<td><strong>Kelmscott</strong></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
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</tr>
<tr>
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<td>$212</td>
<td>$212</td>
<td>$212</td>
<td>$1,080</td>
</tr>
</tbody>
</table>

The advantages of this option include:

- It retains current access to existing facilities in the short term.

- It would provide Council with more detailed and comprehensive information than is currently available on the need for an indoor aquatic facility and the feasibility of the various options.
Recreation

- It would provide the basis for any funding submissions that Council may wish to make for capital works.

The disadvantages include:

- The capital and operating costs (worst case scenario is approximately $130,000 for 2003/04) of retaining Kelmscott for a further season.

- It would delay any strategic direction for aquatic centres being determined for a further 9-12 months.

COMMENT

Analysis

When assessing the provision of aquatic facilities within the City, it is useful to consider whether the facilities cater for a regional, district or local catchment area.

In general terms, a regional facility is one that is established in a central location, caters primarily for users within the Local Government area (LGA) plus adjoining LGAs, and could expect to attract users from within a 10 km radius.

A district facility is a smaller scale facility than a regional facility, primarily caters for users within that suburb plus adjoining suburbs, and attracts the majority of users from a 5-6 km radius.

A local facility primarily caters for users within the local neighbourhood and normally attracts majority of users from within a 1-2 km radius.

Using the criteria developed by the Department of Sport and Recreation, the Armadale Aquatic Centre would be classified as a district level facility and Kelmscott would be a local level facility. A base plan illustrating the primary catchment areas for both Armadale and Kelmscott Aquatic Centres precedes the Agenda item. As shown in the plan, the relatively close proximity of the two facilities means that the Kelmscott Pool falls within the primary catchment area of Armadale Aquatic Centre and in reality, the two centres compete with each other for patronage.

The fundamental issues on which Council needs to determine its position are:

1. Where the provision of an indoor aquatic facility fits in with Council’s overall strategic priorities, i.e. does Council believe that the provision of an indoor aquatic facility should be short, medium or long-term priority, or not a priority at all?

2. Does Council wish to continue running two aquatic centres with limited scope for improving either facility, or direct its resources towards providing an improved level of service at its main facility?
Recreation

Once Council has determined its position with regard to these issues and established its strategic direction for aquatic centres, it will be possible to map out a more detailed plan for Council’s consideration. Amongst other things this would include cost estimates, timelines, funding options and most importantly a plan to effectively communicate the strategy to the wider community.

Options

The following comments are made in relation to the various options presented in this report:

Option 1 – Retain the current situation

In essence, this option recognises Council’s current financial constraints and would retain the status quo in the short term (1-5 years), whilst planning for an indoor aquatic facility as a medium to long term (5-15 years) priority. The downside of this option is that it does not provide any improvement in the service for at least the next five years and is unlikely to be acceptable to the community.

The other major disadvantage is the high capital and operating costs to retain Kelmscott Pool. As advised in earlier reports, some major costs will need to be incurred prior to opening the pool for the 2003/04 season if Kelmscott is to remain operational i.e.

- $45,000 Replace filter
- $15,000 Repair major leaks in balance tank and pipe work
- $25,000 Recycling facility for back wash water
- $6,000 Replace gantry winch for delivery of chlorine cylinders
- $4,000 Upgrade perimeter fencing to comply with standards
- $95,000 Total

When the temporary repairs to the filter were carried out prior to the opening of Kelmscott Pool last year, it was identified that the base of the filter was badly rusted and would only last for 1-2 years. The latest assessment indicates that the filter may last for another season, but there are no guarantees. The balance of the items listed above plus a variety of other smaller maintenance items would be considered “must do” items in 2003/04 if Kelmscott were to remain open and operate safely.

Option 2 – Restructure existing service

This option is a variation to option 1 and involves reducing the service at Kelmscott, diverting any operational savings from Kelmscott to enable a short extension of the season at Armadale, upgrading facilities at Armadale and planning for the provision of an indoor aquatic facility as a medium to long term priority.
Recreation

If Council did not wish to close Kelmscott at this point, this option would at least allow for some improvement to the facilities and a short extension of the season at Armadale.

The major disadvantage of this option is the high capital and operating costs of retaining a facility (approximately $285,000 over 5 years) that receives a relatively small amount of use.

Option 3 – Rationalise Kelmscott and improve service at Armadale

This option would see Council closing Kelmscott and diverting the capital and operational savings to Armadale in order to provide an improved service at Council’s main aquatic facility. The main disadvantages of this option is that it does not progress the provision of an indoor aquatic facility in the short term (1-5 years) and a local facility with some historic significance would be lost.

If Council is unable to commit funds to an indoor aquatic facility in the short term (1-5 years), this would be the recommended option and would partly meet the community’s needs whilst recognising Council’s current financial constraints.

Previous reports to Council have advised that both centres are ageing facilities and a number of items of plant and equipment will need to be replaced in the next 1-2 years and some in particular will need replacing prior to opening the pool for the 2003/04 season. If Council were supportive of this option, closing Kelmscott would free up some funds for essential capital maintenance at Armadale over the next year or two. Some of the more significant high priority items for 2003/04 and 2004/05 include:

- $100,000 Reinstate delaminated fibreglass lining on 50m & 25m pools
- $60,000 Retile “Boat” Pool
- $6,000 Replaster the “Stream”
- $20,000 Backwash recycling facility
- $5,000 Replacement of pipe work and valves in the plant room
- $8,000 Provision of new hot showers
- $15,000 Replace perimeter fencing
- $5,000 Progressively replace small fibreglass shades
- $10,000 Computer software
- $5,000 Replace 4 anti-wave lane ropes
- $4,000 Replace two-way radios
- $4,000 Replace filter sand
- $4,000 Repairs & maintenance to pool heaters
- $5,000 Concept plan for upgrade
- $6,000 Replace Chlorine injection equipment
- $18,000 Install a bore to water the grounds
- $275,000 Total
Recreation

The above list is by no means exhaustive and there are also a number of lower cost items that will need to be attended to in 2003/04. The cost estimates are indicative and are subject to confirmation.

**Option 4 - Rationalise Kelmscott, improve service at Armadale and explore short-term options for an indoor facility**

If this was Council’s preferred option it would require an additional commitment from Council in the order of $20,000 to undertake a formal Needs Assessment and Feasibility Study for a basic indoor aquatic facility, as well as explore the Carey Baptist College proposal and any other “low cost” options.

Although the swimming club’s proposal does provide some valuable information, it would not satisfy the Department of Sport and Recreation’s funding guidelines and so as to avoid any perceptions of bias, it would be recommended that Council undertake an independent study. On completion of such a study Council would then be well placed to consider the pros and cons of a basic level indoor aquatic facility and make an informed decision to either proceed or not.

**Option 5 – Retain the current service and undertake an independent study**

This option involves retaining the current situation for a further 1-2 years and undertaking an independent Needs Assessment and Feasibility Study for an indoor aquatic facility. This type of study would identify the need for an indoor aquatic centre and likely usage levels, options for providing an indoor facility and assess the feasibility of each option. Although the swimming club’s study does provide some useful information, the Needs Assessment part of the study would not satisfy the Department of Sport and Recreation’s requirements, and the financial projections appear to be somewhat optimistic. An independent study would also remove any perception of bias.

The main advantage of this option is that it would provide Council with the “full picture” in terms of the need and feasibility of an indoor aquatic centre and enable Council to determine its strategic direction for aquatic centres based on the best information available.

The major downside if this option is the high capital and operating costs of retaining Kelmscott for a further year (potentially as high as $130,000). If Council subsequently decides to close Kelmscott, these funds will have been wasted.

**Conclusion**

The main purpose of the report is to assist Council to develop its strategic direction for future provision of aquatic facilities and services within the City. Once Council has determined its strategic approach, further work will be required to develop more detailed action plans to implement Council’s strategy.

This report has sought to identify the key issues and presented a range of options for Council’s consideration. It is acknowledged that the report does not include all available
Recreation

options and Council may also wish to consider combinations or variations of the options that have been identified.

Given the City’s current financial constraints, should Council be unable to commit the necessary funds for a basic level indoor facility within the next five years, option 3 would be recommended. This option would free up funds to allow Council to extend the season and upgrade facilities at Armadale Aquatic Centre, and plan for the provision of an indoor aquatic facility as a medium to long-term priority. If Council is supportive of this option, it would be recommended that professional assistance be engaged to assist with the communication of Council’s strategy to the wider community including consultation with Kelmscott residents on potential alternative uses for the site and development of concept plans. The initial communication would need to occur immediately after Council’s decision, with an appropriate statement to the community through the local media/press. The remainder of the consultation process i.e. writing to all current users explaining Council’s decision, community information forums etc. should commence as soon as possible and no later than early in the new financial year. It is recommended that an amount of $10,000 be allocated in Council’s 2003/04 Budget for this purpose.

If Council wishes to reassess its current strategic priorities, and believes that provision of a basic standard indoor aquatic facility would satisfy the community’s needs in the short to medium term, then option 4 would be recommended. This option would provide an immediate improvement in the level of service at Council’s main aquatic facility, and provide independent advice on the need for and feasibility of a basic standard indoor aquatic facility. Similar to option 3, this option would also require an allocation of $10,000 for professional assistance with the communication of Council’s strategy and consultation with Kelmscott residents.

Officer Recommendation:

1. That Council adopt the following strategy, as identified under option 3 in this report, for future provision of aquatic facilities and services within the City:

a. Kelmscott Pool be closed and alternative uses for the site be explored.

b. An amount of $10,000 be listed for consideration of funding on Council’s 2003/04 budget for communication of Council’s strategy to the wider community, consultation with Kelmscott residents on potential alternative uses for the current Kelmscott Pool site and development of concept plans for the site.

c. Operational savings from Kelmscott Pool be diverted to Armadale Aquatic Centre to allow an extension of the season by approximately six weeks.

d. An amount of $5,000 be listed for consideration of funding on Council’s draft 2003/04 budget to allow concept plans to be developed for the upgrade of facilities at Armadale Aquatic Centre.
Recreation

e. Council plan for the provision of an indoor aquatic facility as a medium to long-term priority, and confirm its commitment to undertake a Needs Assessment and Feasibility Study for an indoor aquatic facility in 2005/06.

2. That a further report be presented to the July Community Services Committee Meeting that identifies more detailed plans for implementation of Council’s strategy as identified in part 1 above.

Committee Discussion

Cr Zelones briefed Committee in relation to the following key issues for consideration as part of the Aquatic Centre Agenda item:

• he was supportive of the proposed recommendation to close the Kelmscott pool for viability/cost reasons but only if this created the opportunity for better facilities and services at the Armadale Aquatic facility and Rushton Park. The closure of Kelmscott pool is warranted as this facility continues to have increased maintenance and operational costs together with falling attendances hence the need for a rationalisation of two aquatic facilities within the City;
• that the proposed options relating to Byford and Carey Baptist College not be considered due to their geographic location and that the current Armadale site be retained as the preferred location for most residents;
• the provision of an indoor heated aquatic facility figures prominently in various Council reports and studies including its Recreation Strategic Plan and a Needs Assessment and Feasibility Study for the provision of such a facility at the Armadale Aquatic Centre should be undertaken as soon as possible with a view to commencing it in July 2003. Funding for the study to be allocated from the 2003/04 operating savings from Kelmscott pool.
• that Rushton Park is the historic heart of Kelmscott and as such Council should record the history of the pool prior to decommissioning and seek to replace it with an equally appropriate "first" facility;
• that community communication and consultation be entered into in relation to any new proposals for the Kelmscott pool site;
• that alternatives to the Kelmscott pool site consider the use of the existing infrastructure to create a potential outdoor concert venue with public toilet and kiosk facilities and that a significant adventure playground be considered on the site;
• that potential funding sources be explored for both the Kelmscott site and Armadale Aquatic Centre through existing facility operating savings, possible use of POS land sales, external grant funding and Council support.

Committee was supportive of the way forward as proposed by Cr Zelones and discussed this matter at length, with the following items raised, reflected in the amended recommendation:

• that a variation to the recommended option 3, as listed, be presented to Council;
• that Council plan for the provision of an indoor aquatic facility and provide $20,000 from the savings of the closure of the Kelmscott Pool to undertake a Needs Assessment and Feasibility Study from the commencement of the 2003/04 financial year, hence the amalgamation of parts (d) and (e) of the recommendation;
C85/5/03  RECOMMEND

1. That pages 80 to 81 of the Community Services Committee Minutes be replaced with pages 117 to 136 of the Confidential Attachment “B” as attached to the Minutes.

2. Recommendation C85/5/03 be amended to read as follows:

   A. That Council adopt the following strategy for future provision of aquatic facilities and services within the City:

      1. Kelmscott Pool be closed and alternative uses for the site be explored.

      2. An amount of $10,000 be listed for consideration of funding on Council’s 2003/04 Budget for communication of Council’s strategy to the wider community, consultation with Kelmscott residents on potential alternative uses for the current Kelmscott Pool site and development of concept plans for the site.

      3. That a reserve account be established for recreation and leisure facility improvements into which the operational savings as identified in the current 5 Year Plan for the Kelmscott Pool be placed until the outcomes of the Needs Assessment/Feasibility Study for an indoor aquatic facility and the results of the community consultation are known.

      4. Council provide $20,000 from savings of the closure of the Kelmscott Pool to undertake a Needs Assessment Study from the commencement of the 2003/04 financial year.

   B. That a further report be presented to the July Community Services Committee Meeting that identifies more detailed plans for implementation of Council’s strategy as identified in part (A) above.

Moved Cr Zelones
MOTION CARRIED (7/0)
Councillors’ Items

Cr Munn – Public Notices/Advertising

Cr Munn suggested a review of current practices relating to the placement of public notices and advertisements – agreed that the matter be referred to the Standing Order and House Group.

C86/5/03 RECOMMEND

That Councillors’ items as listed as follows:

- Cr Munn – Public Notices/Advertising

be referred to the appropriate Directorate for action and/or report back to Committee.

Moved Cr Cominelli
MOTION CARRIED (7/0)

Meeting adjourned at 9.50 pm and resumed at 9.58 pm.
Budget

Cr Tizard disclosed that he has an association with the Volunteer History Program. An item appearing on page 44 of the Community & Corporate Services 2003-2004 Draft Budget seeking funding for Public Access Computers – M56 relates to this matter. As a consequence there may be a perception, on the basis of this non-financial interest, that his impartiality may be affected and declared that he would set aside that association, consider the matter on its merits and vote accordingly.

COMMUNITY SERVICES COMMITTEE 2003-04 DRAFT BUDGET

WARD All
FILE REF: FIN/7
DATE 21 May 2003
REF AFM & CA
RESPONSIBLE MANAGERS Executive Director Corporate Services and Director Community Services

PROPOSAL AND COMMENT

Committee is referred to the 2003/04 Draft Budget Report for the Community Services Committee relating to the responsibilities of this Committee. (Refer to Separate Report Attachment.)

Committee’s task at this stage of the budget process is to resolve its Draft Budget for further consideration by City Strategy Committee.

Cr Wallace left the meeting at 10.20 pm.

RESOLVED

That the Community Services Committee’s 2003/04 Draft Budget, as presented to and amended by Committee – the following dot point refers to the agreed amendment - be referred to the City Strategy Committee for consideration:

- that the following unfunded proposals considered to be of a priority nature, be considered for inclusion in the 2003/04 Draft Budget subject to additional funding being identified in the subsequent stages of the Draft Budget process:
  - Armadale Aquatic Centre Pool lining repairs $100,000
  - Internal Audit Services $25,000
  - Public Access Computers – Local Studies Library $2,000

Moved Cr Cominelli
MOTION CARRIED (6/0)
MEETING CLOSED AT 10.47 PM
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