PRESENT: Cr K Busby (Chair)  
Cr G A Best  
Cr R Butterfield  
Cr C Frost  
Cr J A Stewart  
Cr C M Wielinga  
Cr L Sargeson (Deputy for Cr C A Campbell)

APOLOGIES: Cr C A Campbell (Leave of Absence)

OBSERVERS: Nil.

IN ATTENDANCE: Mr N Kegie A/Executive Director Community Services  
Mr G Thompson Manager Community Facilities Planning  
Ms F Grieves Manager Recreation Services  
Mr B Watkins Manager Ranger and Emergency Services  
Ms L Griffiths Community Planning Officer  
Ms C Graff A/EA to Executive Dir. Community Services (Minute Secretary)

PUBLIC: 6

“For details of Councillor Membership on this Committee, please refer to the City’s website – www.armadale.wa.gov.au/your council/councillors.”
DISCLAIMER

The Disclaimer for protecting Councillors and staff from liability of information and advice given at Committee meetings was read.

DECLARATION OF MEMBERS’ INTERESTS

Cr Butterfield  Recommendation No – C18/7/17 – Cross Park Cricket and Netball Pavilion Feasibility Study

QUESTION TIME

Hazel Martin – 8 Hawkins Road, Roleystone

Q1. Is the Council aware that RSC presented concept plans to extend so that the music club could be facilitated within, as it was their preference to stay in the heart of the community?

Response: The Chair responded that the Officers have discussed the club’s concept plans with them. These concept plans have not come to Council.

The report notes that it may be hard to justify building a new space to accommodate the Musicians Club anywhere at Cross Park when there is a significantly underutilised facility in the Roleystone Hall.

Q2. Is the Council aware that the RSC was willing to contribute funds towards their proposed extensions and source external funding once the direction and support was received from Council?

Response: The Chair explained that Page 14 of the agenda notes that an option may be for the club to undertake work itself, however the City will need to be confident that they will be of a required standard.

Q3. Is the Council aware that a move to Springdale was never communicated nor would be a preferred outcome for RSC?

Response: The Chair advised that the Club had made it clear to Council and to officers from the time the Springdale pavilion was built in the 1990s, that it did not wish to move there.

The Club’s preference to remain at Cross Park is noted on Page 14 of the agenda. The comments on Page 14 about moving to Springdale Park also note that it may be a consideration, but is not a recommendation of this report, and not a plan to do that in any form.
Q3a. Furthermore, it should be noted that it is our understanding that RSC have significantly contributed over the past 10 years extensive capital to the Cross Park precinct with the upgrade of the lighting towers and extension of its facilities and it would appreciate to continue to receive the return on its investment.

Response: The Chair responded that to Council’s knowledge, the Club had undertaken works at the facility itself and contributed ‘in kind’ to assist in upgrading the lighting.

Q4. Is the Council aware that RSC continuously followed up with its officers regarding the concept plans and were advised to wait on the outcome of this report, however we feel that the recommendations are not a true reflection of the input provided during the consultation period?

Response: The Chair advised that the recommendations of the report relate only to the proposed Cricket/Netball facility. The information in the report concludes that the proposed facility should not contain facilities for football.

Further, the Chair advised that the report is clear that further discussion needs to occur with RSC to assist them with options for the future.

It was explained that RSC should speak with their Ward representatives, Councillor Wielinga and Councillor Nixon, as well as the Executive Director Community Services.

The Chair confirmed with the A/Executive Director that a written response would be provided to the letter received from the RSC on 4 July 2017.

DEPUTATION

Nil.

CONFIRMATION OF MINUTES

RECOMMEND

Minutes of the Community Services Committee Meeting held on 6 June 2017 be confirmed.

Moved Cr J A Stewart
MOTION CARRIED (7/0)
ITEMS REFERRED FROM INFORMATION BULLETIN - #10

Report on Outstanding Matters – Community Services Committee

Community Planning
Community Development
Recreation Services Report
Library & Heritage Services Report
Ranger & Emergency Services Report

No items were raised for further investigation or report to Committee.
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COMMUNITY SERVICES COMMITTEE

4 JULY 2017

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1.1 - CROSS PARK CRICKET AND NETBALL PAVILION FEASIBILITY STUDY

Councillor Butterfield disclosed that her daughter plays netball at Cross Park and she had an association with this project. As a consequence, she advised that there may be a perception on the basis of her non-financial interests that her impartiality on the matter may be affected, but declared that she would set aside this association, consider the matter on its merits and vote accordingly.

WARD : ALL
FILE No. : M/238/17
DATE : 28 June 2017
REF : GT
RESPONSIBLE MANAGER : Executive Director Community Services

In Brief:
As part of the ongoing implementation of the Master Planning initiative for 12 locations in the City’s older areas, a feasibility study has been undertaken on the proposed Cricket and Netball Pavilion at Cross Park.

Recommend that Council:
- Endorse the concept plan for the Cross Park Cricket and Netball Pavilion as shown as ATTACHMENT 1 to this report subject to amendments, investigating increases in toilets and storage
- Support an application for a Community Sport and Recreation facilities Fund (CSRFF) Forward Planning Grant for the pavilion
- Receive further information on the project once the outcome of the grant is known

Tabled Items
Nil.

Officer Interest Declaration
Nil.

Strategic Implications
1.1 A strong sense of community spirit
1.2 Active community life that is safe and healthy
1.3 The community has the services and facilities it needs
2.2 Attractive and functional public places
2.3 Well managed infrastructure
Legislation Implications

Any works associated with the projects would need to be carried out in accordance with the Building Code of Australia and any other relevant legislation.

Council Policy/Local Law Implications

ENG 13  Asset Management Vision

RECN 3  Club/Community Group Application(s) for Council Support of Capital Works Projects.

Budget/Financial Implications

The Cross Park Cricket and Netball Pavilion project is included in the draft 2017/18 – 2020/21 Corporate Business Plan as follows:

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Year 1 2017/18</th>
<th>Year 2 2018/19</th>
<th>Year 3 2019/20</th>
<th>Year 4 2020/21</th>
<th>Year 5 2021/22</th>
<th>Year 6 2022/23</th>
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<th>Year 10 2006/27</th>
<th>Year 11 2007/28</th>
<th>Year 12 2008/29</th>
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<tr>
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<td>42,400</td>
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The capital cost of $770,000 was identified at the time the Master Plan was developed. The feasibility analysis that is the subject of this report identifies the current cost of the proposed concept design to be $860,000. The Roleystone Cricket Club has committed $250,000 to the project with the balance to be sourced from an external grant and a loan. The final net cost to the City will depend on a number of factors including the amount of a grant which could be up to 50% of the project cost as indicated in the following table;
Funding Source | Approximate cost
--- | ---
Cricket and Netball Clubs | $250,000
City of Armadale (loan) | $180,000
State Government (DSR) CSRFF grant 1/2 | $430,000
**Total** | **$860,000**

So the considerations before a final cost is identified include:

- Any amendments to the concept
- The outcome of a grant submission
- Final costing of a detailed design

It is anticipated that a grant application will be put to the Department of Sport and Recreation in the September 2017 grant round with the outcome advised in March 2018. This timeframe allows for the project to be considered in the 2018/19 budget deliberations and for the project to be scheduled for construction in 2018/19.

**Consultation**

1. Significant stakeholder and community consultation in 2013 during the initial development of the Cross Park Master Plan.

2. Stakeholder forums and follow up meetings in February, March and April 2017 for this current Feasibility Study involving:
   - Roleystone-Karragullen Senior and Junior Cricket Clubs
   - Roleystone Netball Club
   - Roleystone Senior Football Club
   - Roleystone Markets and Garden
   - Roleystone Musicians Club
   - Roleystone Seniors
   - Roleystone Girl Guides
   - Roleystone Tennis Club
   - Roleystone Neighbourhood and Family Centre

3. Invitation to Councillors to attend stakeholder forums

4. City Departments and Executive Management Team

**BACKGROUND**

The suburb of Roleystone has a current population of approximately 7,400 which represents approximately 8% of the City’s overall population. Almost 20% are aged between 0-14 years, 11% between 15-24, 39% between 15-54 and 30% are 55 plus. Cross Park is a key hub for Roleystone and provides a range of activities and facilities for the local community.

The City’s Master Planning initiative was undertaken to identify current and future needs for community buildings and public open space (POS) on 12 community hubs in the City’s more established areas, including the facilities and open space at Cross Park, Roleystone.
The preparation of the Master Plans was guided by the following principles:

- Build social capital, community health and wellbeing
- Maximise use and community access
- Provide facilities and services matched to community needs over time
- Develop new buildings and facilities in accordance with asset management principles and based on a planned and prioritised approach
- Provide where possible, co-located, flexible and multi-use facilities

The Cross Park Master Plan was one of the first to be developed and was endorsed by Council in March 2013 (C8/3/13).

In November 2016 Council adopted a preliminary assessment and prioritisation of 12 major projects identified through the Master Planning initiative over the 12 sites throughout the City’s more established areas (C42/11/16). One of these is the Cross Park Cricket/Netball pavilion that is the subject of this report.

Each of the 12 projects is to be the subject of a feasibility study and further analysis to determine a more detailed scope of works and how each may be funded. The Cross Park Cricket and Netball Pavilion is one of the first of the 12 for which this more detailed work has been undertaken. One of the recommendations of the November 2016 report (C42/11/16) was to:

*Endorse further feasibility analysis on the Cross Park Pavilion project, Forrestdale Sporting Facilities project, Creyk Park project, John Dunn BMX project and report back to Council on the results of that work.*

The Roleystone Cricket Club has been very proactive in the development of the Cricket/Netball pavilion project and has raised $250,000 towards the project. Over that past 12 months, Club representatives have worked with City officers in refining the concept to the design presented as ATTACHMENT 1 of this report.

The combined membership of the Senior and Junior Cricket, and the Netball clubs is approximately 400.

In September 2016, the Senior Cricket Club and the Netball Club put forward a proposal to Council seeking support for a Community Sport and Recreation Facilities Fund (CSRFF) grant submission to the Department of Sport and Recreation (DSR). Council noted the proposal and requested that further feasibility analysis be undertaken that also included consultation with a larger group of stakeholders including the Musicians Club, Tennis Club and Netball Club (C34/9/16). The Football Club, Girl Guides, Seniors Centre and Roleystone Neighbourhood Family Centre have also been consulted.

For both the original Cross Park Master Plan and the current feasibility work, the proposed pavilion concept was tested against the idea of building a larger, more multi use facility.
suitable for a larger number of user groups, which was one of the key principles behind the Master Planning initiative.

The feasibility analysis sought to respond to the following:

- Is the recommendation from the Master Plan to upgrade the Cricket Pavilion and retain other facilities still the best option for future facilities on Cross Park?
- What other opportunities exist to optimize the use of facilities on the site?

DETAILS OF PROPOSAL

Three options presented as possibilities for a facility to replace the current Cricket Pavilion:

1. A facility of 350 square metres to accommodate the Cricket and Netball Clubs, as proposed by the Cricket Club built on the same location as the current cricket pavilion

2. A facility of 620 Square metres to accommodate the Roleystone Cricket and Netball Clubs and the Roleystone Senior Football Club

3. A facility of around 900 square metres to accommodate Cricket, Netball, Football and other users of Cross Park such as the Seniors and Guides.

For reasons outlined in this report, Option 1 is recommended.

The concept as proposed and costed is the result of significant consultation with the Cricket and Netball clubs and takes into account other users of Cross Park and the facilities they currently utilize. While the broad parameters of the remaining two options, including the scale of the facilities has been identified, funds and staff resources have not been allocated to developing them to the same degree as Option 1. Should Council wish to pursue either or both of the remaining two options, further investigation can be undertaken and reported back to Council.

In general terms the rationale behind the proposed concept is as follows:

- The design specifications meet the needs of the Cricket and Netball clubs, has the support of the clubs and incorporates a significant funding commitment from the Roleystone-Karragullen Cricket Club

- It is a relatively significant step for the upgrade to Option 2, to incorporate facilities to cater for football. Given that the Football Club currently has one senior team only, it seems hard to justify this option.

- Upgrading further, to Option 3 is seen as unnecessary as there are other facilities at Cross Park that are functional and meet the needs of other user groups. In addition to the above comments relating to the inclusion of facilities for football, one of the main characteristics of a large multi-purpose facility such as an Option 3 is a large hall for larger scale activities and events. This function is catered for at Cross Park by the Roleystone Hall which has capacity to be used to a greater degree that at present so providing another large activity space at the same location would be duplication.
Discussion involving senior officers and the Jarrah Ward Councillors since the development of the proposed concept related to the possibility of increasing the number of toilets in the building and increasing storage areas. These are ideas that can be discussed further with user groups, and can be addressed at the detailed design stage. It is likely that additional elements would come at an increased cost which would need to be considered as part of future budget deliberations.

It is pertinent to note that the attached design is a concept only. It illustrates the scale of the facility and the functions of the spaces in it. A final design may be a different configuration but the scale and functionality would be consistent with the concept. The final design will also take into account the nature of the site to ensure minimal impact on the environment.

An issue that is apparent is the longer term future of the football pavilion. The pavilion is ageing and will require significant works at some stage. Given the small playing membership of the Football Club it may be difficult to justify recommending that the City invest significant funds into this facility.

It is not the purpose of this report to recommend how the football club should be supported in the future, other than to recommend that they are not incorporated in the proposed Cricket/Netball pavilion. An outcome of the current investigations however, is that the City’s Recreation team will work with the club to help them identify options for the future.

**COMMENT**

**ANALYSIS**

At the time the Master Plan was developed, the conclusion regarding Cross Park specifically was that it made more sense to retain a number of buildings rather than consolidate the elements and cater for the user groups’ needs in one larger facility. The current feasibility work has confirmed that still to be the case. Key points leading to this conclusion are;

1. **Existing Community Hall**

   The Roleystone Hall is an existing Community facility in very good condition with capacity to cater for over 350 people. The Hall is currently underutilized with just 2 regular groups who utilise the hall for a total of 2 mornings and 2 evenings per week. In addition, from January - June 2017 there have been 21 casual bookings (or approximately 1 per week).

   Any new facility that proposes a larger space, while the significant capacity for additional usage at Roleystone Hall still exists, would be duplication of hall space, toilets and kitchen facilities.

2. **Football at Cross Park**

   While the Roleystone Senior Football Club enjoys fairly significant social support, it fields only one football team. Typically, in this instance the City would support a club to develop its participation base, however the carrying capacity of the grounds is such that it would be detrimental to the grounds to increase the intensive impact of additional
football activity. The main considerations being the availability of water, and drainage issues related to the soil type.

Efforts by the Parks team in recent years have improved the grounds, however there are still constraints limiting its use for high impact activity. In other words, even if the club was to increase the number of teams, it is doubtful that the grounds could manage the additional activity.

Given the limitations on football activity at Cross Park it seems difficult to justify building a new facility that incorporates what is needed to cater for senior football.

3. **Potential location for a larger facility**

At 350 square metres, the proposed concept is the smallest of the three options and can be accommodated at the site of the existing cricket pavilion with minimal impact on the environment. Any proposal that was larger will obviously be more intrusive.

**Stakeholder Engagement**

A series of stakeholder forums and follow up meetings with individual groups was conducted over three months in February, March and April 2017, to which Councillors were also invited to attend.

<table>
<thead>
<tr>
<th>Activity</th>
<th>With Whom</th>
<th>Timing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Focus group 1</td>
<td>Senior Cricket, Junior Cricket and Netball</td>
<td>20 February &amp; follow up meeting 22 March</td>
</tr>
<tr>
<td>Focus group 2</td>
<td>Markets, Tennis, Musicians Club, football</td>
<td>27 February</td>
</tr>
<tr>
<td>Visits</td>
<td>Seniors, Girl Guides, Neighbourhood and Family Centre</td>
<td>March/ April</td>
</tr>
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A summary of the needs identified of each of the groups along with how matters are proposed to be addressed is included in the following table.

<table>
<thead>
<tr>
<th>Group</th>
<th>Needs</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roleystone Senior and junior Cricket and Netball Clubs</td>
<td>Change rooms for 12 each Kitchen/Servery Meeting area for 100 Storage Shared office Under deck storage (netball posts in summer) Outdoor viewing area</td>
<td>The concept as proposed by the clubs meets these identified needs. Netball currently has no facility and is catered for in the proposal.</td>
</tr>
<tr>
<td>Roleystone Football Club</td>
<td>Change rooms for 25 each Umpires change room Kitchen/server Storage Meeting area for 100 Office</td>
<td>Current facility meets their needs although maintenance will become an issue.</td>
</tr>
</tbody>
</table>
### Roleystone Musicians Club
- Permanent set up area (desirable but not essential)
- Store room
- Adjacent performance space for:
  - Regular functions of between 50-85 people
  - Special functions of up to 120 people

If space is required for this activity Roleystone Hall is the largest onsite opportunity. RMC is currently accommodated at Karragullen.

### Roleystone Markets
- Storage for 2 large trailers
- Store room
- Office

The Markets group is in discussion with Community Gardens regarding accommodation.

### Roleystone Girl Guides
- Storage
- Kitchen
- Activity room

Current hall meets their needs, however storage is an issue.

Netball currently uses the old podiatry rooms at the Senior Citizens Centre, and this space will become available for both the Guides and Seniors when Netball relocates their storage to the proposed pavilion.

### Roleystone Senior Citizens Club
- Storage
- Kitchen
- Activity room
- Office

Current hall meets their needs, although storage is an issue.

Netball currently uses the old podiatry rooms at the Senior Citizens Centre, and this space will become available for both the Guides and Seniors when Netball relocates their storage to the proposed pavilion.

The Stakeholder forums also gave the various representatives the opportunity to hear the needs of others and discuss opportunities regarding; storage space, access and parking, co-location and facility sizes. Different venue size options for sporting and community facilities were discussed to guide further investigations on the various issues and opportunities of each size option.

The Following table shows the dimensions for the proposed new cricket and netball pavilion as Option 1, and additional needs expressed by each of the various groups indicated by the + sign.
The following table identifies positive and negative aspects of the three options.

<table>
<thead>
<tr>
<th>Facility option</th>
<th>Positive</th>
<th>Negative</th>
</tr>
</thead>
</table>
| **Option 1:** Proposed small facility for Cricket and Netball 350sqm | ▪ Based on expressed need  
▪ Identified and endorsed in the Cross Park Master plan  
▪ Modest budget commitment and significant Club contribution  
▪ Resolves storage issues  
▪ Replaces ageing asset  
▪ Local club commitment and responsibility  
▪ Minimal impact on environment  
▪ Facility matching the surrounding building types | ▪ Limited multi-use |

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<thead>
<tr>
<th>Option 2</th>
<th></th>
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<td>Cricket/Netball</td>
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<td>30 plus 30 under deck</td>
<td>10</td>
<td>55</td>
<td>10</td>
<td>60</td>
<td>150</td>
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<tr>
<td>Football</td>
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<td>Musicians</td>
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<td>+25</td>
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<td>Markets</td>
<td>+250 External for trailers</td>
<td>+10</td>
<td>+ Public toilets 30</td>
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<td>965sqm + 250sqm septic system Footprint 1215sqm</td>
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<td>Guides</td>
<td>+50</td>
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<td>Seniors</td>
<td>+50</td>
<td>+10</td>
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</table>
**Option 2:**
Larger facility to accommodate Cricket, Netball and Football
620sqm plus 150sqm ATU system
Total footprint 770sqm
- Caters for more groups
- Replaces 2 aging assets
- Not identified in the Cross Park Master plan
- Additions cater for a Club with only one senior team
- Additional car parking close to venue required
- Less convenient for Netball
- Two winter sports, football and junior netball, not ideal shared use
- Hard to position a larger facility on the site
- Larger facility will not increase participation in sporting activity
- No financial commitment from clubs other than cricket

**Option 3:**
Potential large facility similar to Frye Park or Piara Waters for; Cricket, Netball, Tennis, Football, Markets, Musicians, etc
965sqm plus 250sqm for ATU system
Total footprint 1215sqm
- Caters for a larger range of groups.
- Meets multi-use principle
- Managed by Council as with new facilities in growth areas
- Replaces multiple buildings
- Not identified in the Cross Park Master plan
- Higher capital and recurrent costs
- Additional car parking close to venue required
- Longer delivery time
- Higher impact on environment
- Less local club sense of ownership/responsibility
- No increase in overall users of the reserve
- Not based on expressed need
- Requires much larger central location
- Loss of local control/commitment
- Loss of local club contribution
- Very difficult to locate a large facility on the site

**Option 1** will provide accommodation for Cricket and Netball that between them cater for over 400 members. Notably it includes additional storage under the deck area for long items such as netball posts etc.

**Option 2** will increase the cost significantly to accommodate the Football Club that has just one senior team. The additional cost and impact on the site is difficult to justify given the small playing membership of the Football Club.

The constraints of the Cross Park site make the concept of a constructing a larger multi-use facility such as **Option 3** particularly problematic. This option is also inconsistent with the Master Plan and subsequent feasibility analysis.
Other Considerations

**Football Club**

As noted earlier in this report, the football club currently has just one senior team and the grounds lack the carrying capacity to accommodate an increase in high impact football activity. The clubrooms were used until recently by the Musicians Club which is currently operating from a tavern at Karagullen because of the increasing number of people they attract to their events.

The current football pavilion will require upgrade works in the future, however it is difficult to justify investing funds into the existing facility or catering for additional facilities at the proposed pavilion given the small playing membership of the club.

An option may be for the Club to undertake works themselves to upgrade the facility, which they have advised they would like to do. However, the City needs to be confident that any works undertaken will be of the required standard.

The club has indicated that it does not want to relocate away from Cross Park. However they may need to consider moving, potentially to Springdale Park, which has the capacity to cater for additional activity should the future viability of the current football pavilion at Cross Park become a serious issue.

**Guides**

At present the Guides use their hall on Monday nights only, but are looking to include a Friday night program when sufficient volunteers become available. The Guides hall is small but functional for their programs and the access to the natural bush area is seen as a major positive attribute of the hall’s location. The Guides have indicated that are happy to remain operating from their current facility.

**Seniors Citizens Centre**

This operates mainly on three mornings per week with an occasional mid-week outing and Friday social session. The Senior Citizens Group provide a valuable social network and activity program for its members, however the facility is largely underutilized especially in the evenings.

There are 2 rooms in the Centre that were previously occupied by a Podiatry service, which are now used as storage by the netball club. The proposed Cricket/Netball facility will accommodate Netball’s storage needs, and so space will be freed up in the Seniors Centre which could be used to assist with storage issues identified for both the Seniors Centre and the Guides.

**Roleystone Musicians Club**

The Musicians Club has expressed a desire for a large area with high quality acoustics that would enable equipment to remain set up as well as catering for events of up to 120 people. It is difficult to justify incorporating these elements in a new facility when there is a large facility in the Roleystone Hall that can cater for this group.
Even if the Hall was to be modified to become better suited to live music, perhaps through an external grant, this would be a far less expensive way of achieving a sustainable outcome for the Musicians’ Club than incorporating their identified requirements in a new facility. This would also assist in achieving greater use for a significantly underutilised facility.

OPTIONS

A number of options are possible:

1. Proceed with the concept plan for the Cricket and Netball Pavilion as proposed by the Roleystone Cricket Club and support a Community Sport and Recreation Facilities Fund grant application for the September 2017 round of Forward Planning Grants.

2. Incorporate additional elements into the proposed concept plan to use as the basis for moving forward.

3. Not endorse the concept plan for the Cricket and Netball Pavilion and request further investigation into a larger multi use facility.

Option 1 is the recommended option.

CONCLUSION

The proposal by the Cricket and Netball Clubs to upgrade the current facility to accommodate both clubs arose from the Master plan study undertaken in 2013. Recent feasibility analysis supports the original proposal to deliver a modest facility which will meet the needs of the Cricket and Netball clubs, and is in keeping with the setting at Cross Park.

The recent engagement with groups using facilities at Cross Park highlighted the need to remain in contact with the football club, regarding the facility they currently operate from, and options they may have to consider in the future. There may also be an opportunity to investigate ways that the Guides and Seniors Centre can collaborate more, and there is work to be done in encouraging greater use of Roleystone Hall.

ATTACHMENTS

1. Cross Park Cricket and Netball Pavilion Concept
Committee Discussion

Committee discussed the item in detail and requested that consideration be given to the provision of an increased number of toilets and storage space. Accordingly Part i. of the recommendation was expanded as underlined below:

RECOMMEND

That Council:

1. Endorse the concept plan for the Cricket and Netball Pavilion as shown as ATTACHMENT 1 to this report subject to amendments, investigating increases in toilets and storage

2. Support an application for a Community Sport and Recreation facilities Fund (CSRFF) Forward Planning Grant for the Cross Park Cricket/Netball pavilion

3. Receive further information on the project once the outcome of the grant is known

Moved Cr C M Wielinga
MOTION CARRIED (7/0)

Cr Caroline Wielinga left the meeting, the time being 07:36 PM
2.1 - SPONSORSHIP OF MAJOR EVENTS IN THE CITY OF ARMADEALE 2017/18

WARD : ALL
FILE No. : M/320/17
DATE : 17 May 2017
REF : FG
RESPONSIBLE MANAGER : Executive Director Community Services

In Brief:
- This report provides details for the sponsorship of Major Events for 2017/18 in accordance with Council Policy RECN7 Sponsorship of Major Events.
- Recommend that Council approves Sponsorships in report to the total amount of $50,000.

Tabled Items
Nil.

Officer Interest Declaration
Nil.

Strategic Implications

Community
1.1 A strong sense of community spirit
   1.1.1 Provide opportunities to connect individuals to each other

Economy
3.1 A desirable Destination
   3.4.1 Promote the district and opportunities for visitors in the region

Leadership
4.4 Effective Communications
   4.4.1 Market the City’s brand and tell positive stories of Armadale

Legislation Implications

General assessment of relevant legislation (e.g. Local Government Act) has not revealed any restrictions.
Council Policy/Local Law Implications

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

- RECN7 Major Event Sponsorship

Budget/Financial Implications

Council has a budgeted amount of $50,000 for Major Event Sponsorship.

Eight requests for sponsorship have been received equating to $79,000. It is recommended that the budgeted amount of $50,000 be allocated.

Consultation

1. Economic Development
2. Community Services
3. Communications

BACKGROUND

Council’s RECN7 Major Event Sponsorship Policy provides guidelines for how Council responds to sponsorship requests for Major Events within the City boundaries. The intent of the policy is to attract visitors to the City and market the City’s brand.

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

- Local, national and international recognition and affiliation with relevant community associations and governing bodies
- Must present a sponsorship agreement
- The event must attract visitors, participants and spectators from the local and wider community
- Can demonstrate a high level of community interactions with local business and residents
- Has the ability to manage a high profile event of the proposed type
- Demonstrate annual events have capacity to become sustainable without sponsored funds
- Provide promotional opportunities for the City before, during and after the event
Council resolved the following Sponsorships for 2016/17 (C21/5/16):

1. That Council approve the following Major Event Sponsorships to the 2016/17 Annual Budget:

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Event</th>
<th>Requested</th>
<th>Recommended 2016/17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Perth Integrated Health Cycling Group</td>
<td>City of Armadale Grand Fondo</td>
<td>$18,000</td>
<td>$15,000</td>
</tr>
<tr>
<td>TriEvents</td>
<td>City of Armadale, Armadale Duathlon Championships</td>
<td>$15,000</td>
<td>$14,000</td>
</tr>
<tr>
<td>Kelmscott Agricultural Society Inc</td>
<td>Kelmscott Annual Show</td>
<td>$10,000</td>
<td>$7,000</td>
</tr>
<tr>
<td>R2R Sports</td>
<td>Armadale Half Marathon</td>
<td>$5,000</td>
<td>$0</td>
</tr>
<tr>
<td>Rowing WA</td>
<td>State Rowing Championships</td>
<td>$5,000</td>
<td>$4,000</td>
</tr>
<tr>
<td>Triathlon WA</td>
<td>City of Armadale Way Out West Endurance Triathlon</td>
<td>$10,000</td>
<td>$10,000</td>
</tr>
<tr>
<td>Roleystone Markets Committee</td>
<td>Roleystone Markets</td>
<td>$9,000</td>
<td>$7,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$72,000</strong></td>
<td><strong>$57,000</strong></td>
</tr>
</tbody>
</table>

Successful applicants are required to provide a sponsorship report with details of the outcomes and event summary within two (2) months of the event.

The following tables provide details and a summary for the events that the Council sponsored in 2016/17:

**Perth Integrated Health Cycling Group (PIHC)**

<table>
<thead>
<tr>
<th>Event</th>
<th>City of Armadale Grand Fondo</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>13 May 2017</td>
</tr>
<tr>
<td>Amount</td>
<td>$15,000</td>
</tr>
</tbody>
</table>
| Summary                      | The City of Armadale Grand Fondo begun and finished at a new start point in 2017 with the Kelmscott Dome creating the cyclist village. In order to engage local business this year participants received coffee and cake included in the entry fee on the ride. This resulted in every participant stopping on the ride to enjoy the visitor spots Armadale has to offer throughout the ride.

The 2017 event attracted 549 participants. The event is promoted on social media year round with a dedicated Facebook page.

Since 2014 event organisers have also created two regional headquarters at Hills Café and Dome Kelmscott for training rides. This results in cyclists visiting the Armadale region throughout the year, who are enjoying local cafes and having positive experiences, improving the reputation of Armadale.
<table>
<thead>
<tr>
<th>Event</th>
<th>City of Armadale Duathlon, Australian Duathlon Championships</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>2 October 2016</td>
</tr>
<tr>
<td>Amount</td>
<td>$14,000</td>
</tr>
<tr>
<td>Summary</td>
<td>The event attracted 572 participants and over 1200 spectators to Champion Lakes. Participation did decrease this year as a result of inclement weather on the day. The Australian Championships attracted Olympian Ryan Bailie and Paralympian Brant Garvey. The City of Armadale logo was displayed on all signage, event paraphernalia, websites and e-news. Ten e-newsletters were distributed to a database of over 9,000 people with an average 44.2% read rate. A 20% open rate for e-news is generally considered a good level of return. Social media advertising commenced in June 2016, increasing in August and September prior to the event.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Event</th>
<th>Kelmscott Annual Show</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>14 &amp; 15 October 2016</td>
</tr>
<tr>
<td>Amount</td>
<td>$7,000</td>
</tr>
<tr>
<td>Summary</td>
<td>The Kelmscott Agricultural Society Inc (KAS) had approximately 9,000 attendances at the 2016 event, which was a decrease of 35%. The show provides an affordable option for the local community to attend a large show and attracts visitors from within the state, nationally and internationally. In 2016 the City displayed a banner for the duration of the event, had naming rights to an exhibition, the City of Armadale logo displayed in the show program, promotional material and PA announcements during the show. The City also invested $11,670, both in kind and for Councillor tent displays at the 2016 Kelmscott Show.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Event</th>
<th>State Rowing Championships</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>10 &amp; 11 September 2016</td>
</tr>
<tr>
<td>Amount</td>
<td>$4,000</td>
</tr>
<tr>
<td>Summary</td>
<td>The WA State Championships attracted 545 participants on the weekend of 10 and 11 September 2016. Four specific events during the championships were named after the City and displayed in the official program and on the Rowing WA website. The City of Armadale was acknowledged three times via social media, with a total of eighty one visible interactions.</td>
</tr>
</tbody>
</table>
**Triathlon WA**

<table>
<thead>
<tr>
<th>Event</th>
<th>City of Armadale Way Out West Triathlon</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>4 &amp; 5 March 2017</td>
</tr>
<tr>
<td>Amount</td>
<td>$10,000</td>
</tr>
<tr>
<td>Summary</td>
<td>While overall participation numbers weren’t high, the economic benefit to the City of Armadale was significant, with 192 of the 253 competitors coming from interstate and overseas and staying in the region. The event attracted over 500 spectators and an article in The Herald Sun Newspaper. 45% of participants stayed in accommodation within the City of Armadale for an average of four days, with the remaining participants visiting the area for competition days plus the evening before for briefings. The total spend in the region for visitors was $117,060. The Triathlon WA event averaged 15,000 organic reach of readers on social media with seven specific posts regarding the event. The City logo was displayed in all advertising material and numerous PA announcements were made during the event.</td>
</tr>
</tbody>
</table>

**Roleystone Markets Committee**

<table>
<thead>
<tr>
<th>Event</th>
<th>Roleystone Markets</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>September, December, March and June</td>
</tr>
<tr>
<td>Amount</td>
<td>$7,000</td>
</tr>
<tr>
<td>Summary</td>
<td>The Roleystone Markets continue to attract 3000 - 5000 visitors to each quarterly market, with 42% visitors from outside the City of Armadale. The markets provide an opportunity for local small businesses, artisans and musicians to showcase their wares and perform in front of a receptive audience. The committee operates on a not for profit basis, with any profits made being directed into development and maintenance of the Community Garden relocation from their current temporary site at the old primary school to new home adjacent to Cross Park.</td>
</tr>
</tbody>
</table>

**DETAILS OF PROPOSAL**

Organisations which received sponsorship in 2016/17 were invited to apply in 2017/18. Araluen Botanic Park, Forrestdale Sporting Association, Business Armadale and Chung Wah Association were also invited. At this stage, Council is not aware of any new major events in the area suitable to apply.
A total of eight (8) sponsorship applications were received, being an increase of one (1) from the previous year. These applications are summarized below:

### Araluen Botanic Park

<table>
<thead>
<tr>
<th>Event</th>
<th>It’s Yates Springtime in Araluen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>19 August – 25 September 2017</td>
</tr>
<tr>
<td>Number of Entrants</td>
<td>75,000</td>
</tr>
<tr>
<td>Summary of Event</td>
<td>“It’s Yates Springtime at Araluen” attracts both domestic and international visitors. Visitors experience Perth’s biggest display of tulips and spring flowers and enjoy a day trip to the City of Armadale. Recent research conducted my Araluen Botanic Park indicated that surveyed visitors have been to the City of Armadale more than 3 times and 53% spend 3 – 4 hours at Araluen Botanic Park, with 29% extending the stay within the City of Armadale for another 1 – 2 hours. Being a festival sponsor, the City will benefit from exposure prior to the festival during the promotional campaign, during the event with promotional material and the City of Armadale will have a pop-up visitors centre in the marquee to promote the region and sell merchandise.</td>
</tr>
<tr>
<td>Requesting Amount</td>
<td>$5,000</td>
</tr>
<tr>
<td>COA Additional Contribution</td>
<td>Logistical support</td>
</tr>
<tr>
<td>Recommendation</td>
<td>$3,000</td>
</tr>
</tbody>
</table>

The value of this event is recognized with many visitors attending from a broad catchment.

### Forrestdale Sporting Association

<table>
<thead>
<tr>
<th>Event</th>
<th>Forrestdale Summer Series</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>January, February and March 2018</td>
</tr>
<tr>
<td>Number of Entrants</td>
<td>500 per event</td>
</tr>
<tr>
<td>Summary of Event</td>
<td>This is the inaugural Forrestdale Summer Series at Forrestdale Sporting Association. The series incorporates three events: 1. Vintage Car Show on William Skeet Oval 2. Movie Night on William Skeet Oval 3. Music or Comedy Night It is anticipated that the Vintage Car Show will attract a significant number of visitors to Forrestdale, with the Forrestdale Sporting Association working with car clubs to showcase vintage cars, bicycles. The event will have a 1950’s/1960’s theme, and event organisers aim to involve a local jive dance group and have a rockabilly band play while the dance group displays its talents. The music or comedy night also has significant potential to grow, although in the first year it’s likely this will mainly attract local community members.</td>
</tr>
<tr>
<td>Requesting Amount</td>
<td>$5,000</td>
</tr>
<tr>
<td>COA Additional Contribution</td>
<td>Logistical support</td>
</tr>
</tbody>
</table>
**Recommendation**  
$1,000  
This inaugural series has significant opportunities to grow in the future, similar in nature to the Roleystone Markets. The Vintage Car Show will be a draw card for visitors from both metropolitan and regional areas and has potential to be incorporated in to future car cruises bringing visitors to the area.

### Kelmscott Agricultural Society Inc

<table>
<thead>
<tr>
<th>Event</th>
<th>Kelmscott Annual Show</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>20 and 21 October 2017</td>
</tr>
<tr>
<td>Number of Entrants</td>
<td>15,000</td>
</tr>
</tbody>
</table>

**Summary of Event**  
The Kelmscott Annual Show is one of the largest metropolitan agricultural shows after the Perth Royal Show. The show provides an opportunity for the local community to attend a large show and attracts visitors from the Perth metropolitan area.

The Kelmscott Annual Show has been a significant event for the region since 1897 and is currently working toward a more contemporary structure.

In return for the sponsorship, the City will have the opportunity to display a banner on one of the stages, advertise on the website, have its logo on promotional material and naming rights for a section i.e. flowers or knitting and crocheting.

**Requesting Amount** $10,000

**COA Additional Contribution**  
The City of Armadale provides significant logistical support, facility access and promotional support before, during and after the event. In 2016 this was a total of $11,670.

**Recommendation** $3,000

The value of the Kelmscott Show is recognised, however a reduced amount is recommended this year in to retain naming rights for other major events. If supported officers will discuss a varied sponsorship agreement with the Kelmscott Agricultural Society.

### Perth Integrated Health Cycling Group (PIHC)

<table>
<thead>
<tr>
<th>Event</th>
<th>City of Armadale Grand Fondo</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>May 2018</td>
</tr>
<tr>
<td>Number of Entrants</td>
<td>600 plus fortnightly training rides based in the City of Armadale, commencing in various locations eg Kelmscott Dome and Hills Café.</td>
</tr>
</tbody>
</table>

**Summary of Event**  
The City of Armadale Grand Fondo commenced in 2011 and has gradually built in popularity with cyclists in Western Australia. This event is considered more than just a cycling tour, with a variety of training programs and networks being incorporated throughout the year.

Perth Integrated Health Cycling Group regularly advertises the event at Triathlons, Rottnest Channel Swim, MS Ocean Ride and other large sporting events creating significant exposure for the City of Armadale brand.
### Roleystone Markets Committee

<table>
<thead>
<tr>
<th>Event</th>
<th>Roleystone Markets and Concert</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>September, December, March and June</td>
</tr>
<tr>
<td>Number of Entrants</td>
<td>3,000 – 5,000 per market</td>
</tr>
<tr>
<td>Summary of Event</td>
<td>In 2012 the Roleystone Music Club identified an opportunity to further expand their concert event and incorporate four markets per year. Held at Cross Park, it is a successful mix of local and wider community stallholders. The event currently has 42% of visitors from outside the City of Armadale, and feedback from visitors was overwhelmingly positive and of amazement for example: “We didn’t know this place existed”. The markets continue to help change the pre-conceived idea of visitors on what the City of Armadale is like by presenting a different vision for the region. The Roleystone Markets Committee are also interested in continuing to establish partnerships with the City of Armadale Economic Development Department, focusing on attracting visitors to the event. The markets continue to enhance its reputation as a destination event and aims to foster the reputation for Armadale.</td>
</tr>
<tr>
<td>Requesting Amount</td>
<td>$7,000</td>
</tr>
<tr>
<td>COA Additional Contribution</td>
<td>Logistical support</td>
</tr>
<tr>
<td>Recommendation</td>
<td>$3,000</td>
</tr>
</tbody>
</table>

The significant number of visitors the Roleystone Markets bring to the region is recognised, however a reduced amount is recommended this year in order to retain naming rights for other major events. If supported, Council will discuss a varied sponsorship agreement with the Roleystone Markets Committee.

### Rowing WA

<table>
<thead>
<tr>
<th>Event</th>
<th>State Rowing Championships</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>October 2017</td>
</tr>
<tr>
<td>Number of Entrants</td>
<td>800</td>
</tr>
<tr>
<td>Summary of Event</td>
<td>The State Rowing Championships will attract visitors and spectators from around Western Australia and invitatonal interstate teams. With</td>
</tr>
</tbody>
</table>
only one rowing club in Armadale, it is anticipated that this event will bring visitors to the region. This two day event will play host to over 60 individual events and will see participants at the venue for the greater portion of the two day period.

Rowing WA will give the City naming rights to two individual events, a full page advertisement in the event program and recognition of sponsors on the scrolling event banner on the website and Rowing WA Annual Report. The City will receive 2 pre and post event Facebook posts and opportunity to speak at the medal presentations.

Requesting Amount | $5,000  
COA Additional Contribution | Logistical Support  
Recommendation | $1,000  

A reduced sponsorship is recommended for Rowing WA this year. Given the objective is to attract visitors to the region, it is believed that other sponsorship requests better meet the City’s objectives. If supported, Council will discuss a varied sponsorship agreement with the Rowing WA.

### Triathlon WA

| Event | City of Armadale Way Out West Triathlon  
| Date | October 2017  
| Number of Entrants | 200 (Interstate and New Zealand) 60 (Western Australia)  
| Summary of Event | This is a national championship event for juniors and youth, attracting visitors from interstate and internationally. It is anticipated that approximately 1000 visitors will attend, including spectators and competitors. This event will attract visitors requiring accommodation in the area which benefits tourism and local businesses.  

For the first event in 2017, Triathlon WA actively promoted the region on social media and their website, including links through to the Armadale Visitors Centre website.

Being a junior event, it is likely competitors will visit with family and extend the visit slightly to incorporate a short holiday, further increasing visitation to the region.

| Requesting Amount | $10,000  
| COA Additional Contribution |  
| Recommendation | $9,000  

Any further reduction in sponsorship will compromise the naming rights for this event. The return on investment was clearly demonstrated during the 2017 event and it is anticipated that this event will once again attract an increased spend by visitors to the region.
| Event                      | City of Armadale Australian Duathlon Championships  
|                          | City of Armadale Triathlon, part of the Sunsmart Triathlon Series |
| Date                     |Duathlon – Sunday 8 October 2017  
|                          |Triathlon – Sunday 18 February 2018 |
| Number of Entrants       |Duathlon – over 600 participants and 1200 spectators  
|                          |Triathlon – over 600 participants, 3000 spectators and the Sunsmart Triathlon Series attracts 5,500 participants. |
| Summary of Event         |The Duathlon event is a premier event in Western Australia, including the Australian National Duathlon Series. The event is also a qualifying race for the Australian Team for the 2017 World Duathlon Championships.  
|                          |The Triathlon forms part of the Sunsmart Summer Triathlon Series: a series of six events across metropolitan and regional Western Australia. The event used to be in Armadale however was cancelled due to water quality in 2014. Since water quality at Champion Lakes has improved, TriEvents are keen to see the return of this event.  
|                          |Both events are free for spectators and supporters, with most participants and spectators travelling from outside Armadale. Champion Lakes offers the perfect location for spectators with a safe environment where most of the course is visible.  
|                          |Participants range in age from 7 to 70 and attract people of all abilities from professional athletes to amateur first time competitors.  
|                          |The City of Armadale will have the opportunity to promote the region at the event through electronic emails, social media advertising, banners, flags and logos on all participant packs, stickers and bibs on the day. The City logo is included on all promotional material for the Triathlon series, therefore getting exposure for a five month period.  
|                          |TriEvents recently became part of the Seven West Media Group, exponentially increasing the reach and scope of events. Some of the events TriEvents currently manage include HBF Run for a Reason, RAC Christmas Pageant and Karma Resorts Rottnest Channel Swim. |
| Requesting Amount        |$22,000 for both events |
| COA Additional Contribution|Logistical support includes coordinating street sweeper timing, temporary food vendor approvals and traffic management support. Council will provide City of Armadale information in the participant packs. The Mayor will also be invited to speak at the awards. |
| Recommendation           |$20,000 sponsorship.  
|                          |Any amount under $20,000 will remove naming rights for the Triathlon Series and under $18,000 will remove naming rights for both events.  
|                          |The City of Armadale branding in both events is prominent in all promotional material, memorabilia and during the event. TriEvents actively meet objectives of the City with promotion of the region. |
COMMENT

Eight organisations have submitted a total of $79,000 in sponsorship requests for community, state and national events. Major events attract a cross section of visitors to the City improving the public image of Armadale, showcasing the region to visitors and increasing spend of the tourism dollar in the region.

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

Given the increase in requests this year and in an effort to align with the budget, reduced sponsorship amounts will be negotiated with some organisations, while retaining naming rights for three (3) major events. Naming rights are a premium opportunity and provide greater exposure for the promotional period before, during and after the event.

ANALYSIS

The following table summarises the requests that Council may consider sponsoring for the 2017/18 financial year, identifying requested amounts and recommendations for the total budget allocation.

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Event</th>
<th>Requested</th>
<th>Recommended 2017/18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Araluen Botanic Park</td>
<td>It’s Yates Springtime Araluen</td>
<td>$5,000</td>
<td>$3,000</td>
</tr>
<tr>
<td>Forrestdale Sporting Association</td>
<td>Forrestdale Summer Series</td>
<td>$5,000</td>
<td>$1,000</td>
</tr>
<tr>
<td>Kelmscott Agricultural Society Inc</td>
<td>Kelmscott Annual Show</td>
<td>$10,000</td>
<td>$3,000</td>
</tr>
<tr>
<td>Perth Integrated Health Cycling Group</td>
<td>City of Armadale Grand Fondo</td>
<td>$15,000</td>
<td>$10,000</td>
</tr>
<tr>
<td>Roleystone Market Committee</td>
<td>Roleystone Markets</td>
<td>$7,000</td>
<td>$3,000</td>
</tr>
<tr>
<td>Rowing WA</td>
<td>State Rowing Championships</td>
<td>$5,000</td>
<td>$1,000</td>
</tr>
<tr>
<td>Triathlon WA</td>
<td>City of Armadale Way Out West Endurance Triathlon</td>
<td>$10,000</td>
<td>$9,000</td>
</tr>
<tr>
<td>TriEvents</td>
<td>City of Armadale Australian Duathlon Championships</td>
<td>$22,000 combined package</td>
<td>$20,000 combined package</td>
</tr>
<tr>
<td></td>
<td>City of Armadale Triathlon</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$79,000</strong></td>
<td><strong>$50,000</strong></td>
</tr>
</tbody>
</table>

Naming rights events have been prioritized which give longer exposure of the Armadale brand, pre and post event advertising and media opportunities.

Cr Caroline Wielinga returned to the meeting, the time being 07:49 PM
OPTIONS

1. Approve Sponsorships as recommended to the amount of $50,000 for the 2017/18 financial year.

2. Refer a different amount for sponsorship consideration and approval for the 2017/18 financial year

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

Option 1 is recommended.

CONCLUSION

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

ATTACHMENTS

There are no attachments for this report.

RECOMMEND

That Council approve the following Major Event Sponsorships subject for the 2017/18 financial year:

<table>
<thead>
<tr>
<th>Organisation</th>
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<tr>
<td></td>
<td>Total</td>
<td>$79,000</td>
<td>$50,000</td>
</tr>
</tbody>
</table>

Moved Cr J A Stewart
MOTION CARRIED (6/1)
3.1 - JOHN DUNN MEMORIAL PARK OFF LEASH DOG EXERCISE AREA

WARD : ALL
FILE No. : M/397/17
DATE : 22 June 2017
REF : LG/BW
RESPONSIBLE MANAGER : Executive Manager Community Services

In Brief:
- The John Dunn Memorial Park Off-Leash Dog Exercise Area has been approved by Council (T36/5/17). John Dunn Memorial Park currently prohibits dogs totally: there is a requirement for portions of the reserve to be reclassified.
- Recommend that Council approve the proposed amendments to classifications at John Dunn Memorial Park as presented in this report and give public notice as required under the Local Government Act 1995.

Tabled Items
Nil.

Officer Interest Declaration
Nil.

Strategic Implications
Outcomes and Strategies 1.3 – The community has the services and facilities it needs
1.3.1 Plan for services and facilities in existing and emerging communities
1.3.4 Promote services and facilities available in the community
Outcomes and Strategies 4.1 – Visionary Civic leadership and sound Governance
4.1.2 Make decisions that are sound, transparent and strategic

Legislation Implications
Dog Act 1976:
Section 31 – Control of dogs in certain public places

Subsection (2B) – A local government may, by absolute majority as defined in the Local Government Act 1995 section 1.4, specify a public place, or a class of public place, that is under the care, control or management of the local government to be a place where dogs are prohibited –
a) At all times  
b) At specified times

Subsection (3A) A local government may, by absolute majority as defined in the *Local Government Act 1995* section 1.4, specify a public place, or a class of public place, that is under the care, control or management of the local government to be a dog exercise area.

Subsection (3B) A local government may, by absolute majority as defined in the *Local Government Act 1995* section 1.4, specify a public place, or a class of public place, that is under the care, control or management of the local government to be a rural leashing area.

Subsection (3C) At least 28 days before specifying a place to be –

(a) A place where dogs are prohibited at all times or at a time specified under subsection (2B): or

(b) A dog exercise area under subsection (3A): or

(c) A rural leashing area under subsection (3B), a local government must give local public notice as defined in the *Local Government Act 1995* section 1.7 of its intention to so specify.

 Council Policy/Local Law Implications  

Local Laws Relating to Dogs

 Budget/Financial Implications  

Nil.

Consultation  

1. Community Services – Rangers, Community Planning, Recreation Services  
2. Corporate Services – Governance and Administration  
3. Technical Services – Parks and Reserves, Civil Works

BACKGROUND  

In 2015, certain provisions of the *Dog Act 1976* were amended. As a result, Councils now have the ability to determine prohibited and dog exercise areas by Council resolution rather than enshrine them in local laws. Following this change, Council declared the following reserves at John Dunn Memorial Park to be an area where dogs are prohibited totally:
At the Council meeting on 8 May 2017 (T36/5/17), the amended budget was approved as part of the Parks Capital Works Budget. The area proposed for the Off-Leash Dog Facility, along with access ways and adjacent areas, is contained within Reserve 24748, the current status of which prohibits dogs.

DETAILS OF PROPOSAL

An Off-Leash Dog Facility is an enclosed, off-leash area. The intention is to contain dogs in an area where they can be controlled by their owners but removed from other areas of activity on public reserves. In the case of John Dunn Memorial Park, the current prohibited status allows the playing surface and perimeter facilities to remain dog free. There is no reason for this to change.

The perimeter road and pathways around the park facilitate access to the proposed Off-Leash Dog Facility. The current status of these areas will need to change from prohibited to on-leash, allowing dog owners to walk/travel with their dogs to the Off-Leash Dog Facility.

Recommended changes to the status of the reserve portions are indicated on Attachment 1.

COMMENT

ANALYSIS

The Off-Leash Dog Facility will be the first of its kind in the City of Armadale and is clearly supported by the community, as demonstrated in the 469 signature petition presented at the Ordinary Council meeting of 27 February 2017. The budget for this project was recently approved by Council and the scope of works includes informative signage, fencing and carpark.

Amending the determination to permit dogs both inside the designated off-leash area and adjacent to this area, is necessary to achieve the requirements of an Off-Leash Dog Facility.

OPTIONS

There are two (2) options available to Council:

1. Accept the proposed amendments to the dog local laws at John Dunn Memorial Park

2. Not accept the proposed amendments to the dog local laws at John Dunn Memorial Park.

Option 1 is recommended.
CONCLUSION

Local Laws Relating to Dogs continue to be relevant and necessary in providing good governance and safety for the City of Armadale. The proposed amendments will facilitate the installation of the City’s first fenced, off-leash dog exercise area at John Dunn Memorial Park. Adequate laws applied in this area will allow the continued use and enjoyment of the reserve by the whole community.

ATTACHMENTS

1.⇩ Proposed Amendments to Reserves

RECOMMEND

1. Confirms its intent to:
   a) Declare the portions of reserves 24748, 36728, 33644 and 33671 as on-leash areas as per Attachment 1:
   b) Declare the portion of reserve 24748 (the John Dunn Memorial Park Off-Leash Dog Facility) as an off-leash area as per Attachment 1:

2. In accordance with the provisions of Section 31 (3A) of the Dog Act 1976, give local public notice of the proposed amendments in 1 above to the dog prohibited areas at John Dunn Memorial Park.

Moved Cr C M Wielinga
MOTION CARRIED
4.1 - NATURE PLAY AREA AT BEDFORDALE HALL - MATTER FOR REFERRAL

At the Council meeting held on 12 June 2017, Cr Geary referred the following matter to the Community Services Committee.

That the matter of a “nature-play” area at Bedfordale Hall be referred to the Community Services Committee.

Comment from Cr Geary

The Bedfordale Residents Association has been increasing in size and activity over recent time. The Bedfordale Connect Inc runs the Bedfordale Bush Markets, started about 18 months ago to help foster a Bedfordale community and to promote the local areas products and services. These markets are held at the Bedfordale Hall every month.

Bedfordale Hall is owned by the City, and is approximately 37 years old. Whilst it may not be heavily utilised, it is home to a number of community groups, including the above two, and considered a heart of the suburb. The City has committed some money to ensuring internal areas like toilets are fit for purpose and to standards. The community groups have recently started a process of exploring and applying for grants to assist in improving the Hall for their purposes.

The two groups would like to explore the creation of a Nature play area at the Hall on surrounding land. The proposal is to utilise unused and insignificant land adjacent to the Hall and create nature play areas, along with a gazebo, seating and different aged play zones. (Neil/Kevin has a copy of the plan). The group would like the City’s support to advance this proposal, so they can seek funding and commence works as funds and local skills become available. The work would obviously need to be subject to certain standards as ownership would revert to the City as completed, and these processes need to be explored.

I seek at this stage a resolution from Council supporting the implementation of a Nature play area at Bedfordale Hall by the community groups and direct the City to assist where can to achieve it.

Officer Comment

The Bedfordale Residents Association has provided a Preliminary Concept Plan for a Nature Play area at Bedfordale Hall using input from a number of local community groups. As a significant project is proposed it is appropriate for officers to investigate the proposal and provide a report to Council that identifies any issues and opportunities created by the proposal. The report should also examine the proposal in the context of current projects so that Council may determine its priority with respect to current and future commitments.

ATTACHMENTS

There are no attachments for this report.
Committee Discussion

Committee discussed Cr Geary's item and agreed that Officer's should continue to liaise with the group to help provide guidance with their initiative, but did not see the need for a report to be presented to Council at this stage.

RECOMMEND

That officers continue to liaise with the group regarding the nature play area at Bedfordale Hall.

Moved Cr C M Wielinga
MOTION CARRIED (7/0)
4.2 - ANNUAL LEAVE, ACTING EXECUTIVE DIRECTOR COMMUNITY SERVICES

WARD : ALL

FILE No. : M/393/17

DATE : 21 June 2017

REF : CG

RESPONSIBLE MANAGER : Executive Manager Community Services

In Brief:

- Advice of proposed Annual Leave from Thursday 13 July to Friday 14 July 2017 and Wednesday 19 July to Friday 28 July 2017 inclusive for the A/Executive Director Community Services.

- Recommend that Council note the A/Executive Director Community Services will take Annual Leave from Thursday 13 July to Friday 14 July 2017 and Wednesday 19 July to Friday 28 July 2017 inclusive and that the Executive Director Technical Services (Kevin Ketterer) be appointed as Acting Executive Director Community Services in the absence of both the Executive Director Community Services (Mrs Yvonne Loveland) and Mr Kegie.

Tabled Items

Nil.

Officer Interest Declaration

Nil.

Strategic Implications

Nil.

Legislation Implications

General assessment of relevant legislation (e.g. Local Government Act) has not revealed any restrictions.

Council Policy/Local Law Implications

Council Policy and Management Practice ADM 12 “Acting Senior Positions”.

Budget/Financial Implications

Nil.
Consultation

Chief Executive Officer

COMMENT

The A/Executive Director Community Services will be taking Annual Leave from Thursday 13 July to Friday 14 July 2017 and Wednesday 19 July to Friday 28 July 2017 inclusive, and that the Executive Director Technical Services (Kevin Ketterer) be appointed as Acting Executive Director Community Services.

ATTACHMENTS

There are no attachments for this report.

RECOMMEND

That Council:

1. Note that the Acting Executive Director Community Services (Neil Kegie) will take Annual Leave from Thursday 13 July to Friday 14 July 2017 and Wednesday 19 July to Friday 28 July 2017 inclusive and during this time it is proposed that the Executive Director Technical Services (Kevin Ketterer) be appointed Acting Executive Director Community Services: and

2. Pursuant to Management Practice ADM 12 and on the recommendation of the Chief Executive Officer, appoint the Executive Director Technical Services (Kevin Ketterer) for the period Thursday 13 July to Friday 14 July 2017 and Wednesday 19 July to Friday 28 July 2017 inclusive as Acting Executive Director Community Services in the absence of both the Executive Director Community Services (Mrs Yvonne Loveland) and Mr Kegie.

Moved Cr C M Wielinga
MOTION CARRIED (7/0)
4.3 - COUNCIL POLICY REVIEW 2017 - COMMUNITY SERVICES

WARD : ALL
FILE No. : M/394/17
DATE : 21 June 2017
REF : CG
RESPONSIBLE MANAGER : Executive Manager Community Services

In Brief:
- This Report presents the findings of the annual review of Council Policies relating to the responsibilities of the Community Services Directorate
- Recommend that the Policies reviewed on this occasion be reaffirmed without amendment for a further period of 3 years.

Tabled Items

Nil.

Officer Interest Declaration

Nil.

Strategic Implications

4.1 Good governance and leadership
   4.1.2 Ensure governance policies, procedures and activities align with legislative requirements and best practice

4.5 Effective and efficient administrative services
   4.5.1 Ensure compliance of relevant Council policies and procedures with legislative and organisational requirements

Legislation Implications

Section 2.7 of the Local Government Act 1995 states:

2.7. The role of the council
   - (1) The council —
     (a) directs and controls the local government’s affairs: and
     (b) is responsible for the performance of the local government’s functions.
   - (2) Without limiting subsection (1), the council is to —
     (b) determine the local government’s policies.
Council Policy/Local Law Implications

Policy Manual

Budget/Financial Implications

Nil.

Consultation

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

BACKGROUND

Council at its meeting of 4 March 2003 formally adopted (C6/2/03) the Policy Manual, endorsed the associated Management Practices and the procedure for developing amending and reviewing policies and management practices. Part 3.1 of the Procedure states:

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

DETAILS OF PROPOSAL

As per the Procedure for Reviewing Policies, the policies are herewith presented for review by Council.

COMMENT

ANALYSIS

The following table summarises the Policies that have been reviewed on this occasion, together with findings and recommendations on each, with updated information highlighted in red, having regard for the following considerations, i.e.

- whether the Policy satisfies current organisational operations/requirements?
- whether the Policy complies with current legislative requirements?
- whether the Policy is consistent with other Council Policies?
<table>
<thead>
<tr>
<th>Policy No, Title and Wording</th>
<th>Review Findings</th>
<th>Officer Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COMD 5 – Sponsorship of the City’s Events, Programs, Facilities and Publications</strong></td>
<td>Meets all review considerations.</td>
<td>Policy COMD 5 be reaffirmed, without amendment, for a further 3 year period.</td>
</tr>
</tbody>
</table>

Rationale:

To increase the revenue available for City’s Cultural Events, Programs, Publications, Facilities, and encourage positive corporate relations between the City and the business community.

Policy:

Council supports and encourages the seeking of corporate sponsorship of Council’s Events, Programs, Facilities or Publications as a means of financially supplementing the revenue of those activities and thus potentially reducing the direct cost to the City.

Council approves the use of the sponsor’s logo, by-line or slogan as a means of sponsorship recognition in accordance with the current management practice.

Council will not consider sponsorship proposal that promotes alcohol or tobacco products or any other socially inappropriate product or service.

| **FIRE 1 – Firebreaks** | Meets all review considerations. | Policy FIRE 1 be reaffirmed, without amendment, for a further 3 year period. |

Rationale:

To ensure that all property owners comply with the firebreak notice and ensure that all precautions are taken to reduce the fire risk.

Policy:

Council Rangers shall continue to undertake property firebreak inspections in accordance with the annual firebreak inspection programme, the Bush Fires Act 1954 and the current Management Practices during the period of December 1st and March 14th the year following.
## RECN 4 – Hire of Community Facilities and Reserves

**Rationale:**
To maximise and promote diversity of usage of Council Halls, Community Centres and Pavilions.

**Policy:**
Council’s intention is to manage its Halls, Community Centres and Pavilions in a fair and equitable manner for the benefit of the community.

Council aims to maximise the use of its facilities and wherever possible, accommodate a diverse range of activities and user groups rather than provide exclusive use of facilities for a single user group or activity.

Hire of Council Halls, Community Centres and Pavilions shall be in accordance with Management Practice RECN 4.

<table>
<thead>
<tr>
<th>Policy No, Title and Wording</th>
<th>Review Findings</th>
<th>Officer Recommendation</th>
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</thead>
<tbody>
<tr>
<td>RECN 4 – Hire of Community Facilities and Reserves</td>
<td>Meets all review considerations.</td>
<td>Policy RECN 4 be reaffirmed, without amendment, for a further 3 year period.</td>
</tr>
</tbody>
</table>

## CONCLUSION

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

For Councillor information/reference purposes, attached are copies of the supporting policies and management practices all of which remain unchanged.

## ATTACHMENTS

1.⇩ Policy Review 2017

## RECOMMEND

That Council, pursuant to section 2.7(2)(b) of the *Local Government Act 1995* reaffirm without amendment the continued application and operation of each of the following current Council Policies for a further three (3) years or such earlier date as Council may determine from time to time:

- **COMD5** – Sponsorship of the City’s Events, Programs, Facilities and Publications
- **FIRE 1** – Firebreaks
- **RECN 4** – Hire of Community Facilities ad Reserves

Moved Cr C M Wielinga
MOTION CARRIED (7/0)
COUNCILLORS' ITEMS

1 Appreciation of Brian Watkins' Service (Cr Carole Frost)

On behalf of all the Councillors, Councillor Frost conveyed their appreciation of Brian’s service to the community and the City.

EXECUTIVE DIRECTOR COMMUNITY SERVICES REPORT

1 Retirement of Brian Watkins

It is timely to acknowledge with much gratitude, the contribution made by Brian Watkins in his role as Manager Rangers and Emergency Services. Prior to commencing with the City nearly 18 years ago, Brian held positions with the Shire of Mundaring, Shire of Roebourne and City of Fremantle, for a total of around 33 years’ service to Communities around the state in local government roles. His positive influence in the community extends well beyond this with an active involvement in other volunteer positions.

Brian is very well respected in the sector and has provided strong leadership to the City’s Rangers and Emergency Services team. The Manager Rangers and Emergency Services role is a critical one for the City and is on call 24/7. Brian has always been available to the Community, to Councillors and to the City’s Executive to do what it takes, at any time of the day or night to ensure arrangements are in place to deal with the many issues under his responsibility and to ensure sound communication throughout the organisation.

Brian will be missed by his colleagues and friends in the organisation, particularly by those of us on the 3rd floor of Orchard House who have seen his commitment, loyalty and hard work on a daily basis. Brian finishes with the City in early August and our very best wishes are extended to him and his family for the future. All the best for a long, healthy and happy retirement.

MEETING DECLARED CLOSED AT 08:32PM
## SUMMARY OF ATTACHMENTS

### 4 JULY 2017

<table>
<thead>
<tr>
<th>ATT NO.</th>
<th>SUBJECT</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>CROSS PARK CRICKET AND NETBALL PAVILION FEASIBILITY STUDY</td>
<td></td>
</tr>
<tr>
<td>1.1.1</td>
<td>Cross Park Cricket and Netball Pavilion Concept</td>
<td>46</td>
</tr>
<tr>
<td>3.1</td>
<td>JOHN DUNN MEMORIAL PARK OFF LEASH DOG EXERCISE AREA</td>
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<tr>
<td>3.1.1</td>
<td>Proposed Amendments to Reserves</td>
<td>47</td>
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<tr>
<td>4.3</td>
<td>COUNCIL POLICY REVIEW 2017 - COMMUNITY SERVICES</td>
<td></td>
</tr>
<tr>
<td>4.3.1</td>
<td>Policy Review 2017</td>
<td>48</td>
</tr>
</tbody>
</table>
Attachment 1: Cross Park Cricket and Netball Pavilion Concept
ATTACHMENT 1 - JOHN DUNN MEMORIAL PARK OFF-LEASH DOG FACILITY - RECLASSIFICATION DIAGRAM

PROJECT: JOHN DUNN MEMORIAL PARK OFF LEASH DOG FACILITY (NOTE: THIS DIAGRAM IS REQUIRED TO BE PRINTED IN COLOUR)
DRAWING (REV): 01 (C)
DRAWN: LU / ES
DATE: JUNE 2017
**POLICY – COMD 5 – Sponsorship of the City’s, Events, Programs, Facilities and Publications**

**Related Management Practice**
Yes

**Relevant Delegation**
N/A

---

**Rationale**

To increase the revenue available for City’s Cultural Events, Programs, Publications, Facilities, and encourage positive corporate relations between the City and the business community.

**Policy**

Council supports and encourages the seeking of corporate sponsorship of Council’s Events, Programs, Facilities or Publications as a means of financially supplementing the revenue of those activities and thus potentially reducing the direct cost to the City.

Council approves the use of the sponsor’s logo, by-line or slogan as a means of sponsorship recognition in accordance with the current management practice.

Council will not consider sponsorship proposal that promotes alcohol or tobacco products or any other socially inappropriate product or service.

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<table>
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</tr>
</thead>
<tbody>
<tr>
<td>Related Policies</td>
<td>N/A</td>
</tr>
<tr>
<td>Related Budget Schedule</td>
<td>Tourism</td>
</tr>
<tr>
<td>Last Reviewed</td>
<td>12 May 2014</td>
</tr>
<tr>
<td>Next Review Date</td>
<td>March 2017</td>
</tr>
<tr>
<td>Authority Council Meeting of:</td>
<td>4 March 2003 (C6/2/03)</td>
</tr>
<tr>
<td></td>
<td>3 September 2007 (C54/8/07)</td>
</tr>
<tr>
<td></td>
<td>12 May 2014 (C20/5/14)</td>
</tr>
<tr>
<td></td>
<td>19 April 2004 (C514/4/04)</td>
</tr>
<tr>
<td></td>
<td>8 March 2010 (C73/3/10)</td>
</tr>
</tbody>
</table>
1. Sponsorship may be sought via a formal application process in the case of a government grant or be direct call, mail out, personal approach or by being referred by a fellow member of the business community.

2. Potential Sponsors shall be referred for Council’s consideration and approval via the Community Services Committee in the following manner:
   (a) Cultural Events Calendar – In a strategy presented annually prior to the commencement of the events ‘season’.
   (b) Facilities, Publications and Programs – On a case by case basis as the opportunity for sponsorship arises.

3. The schedule of benefits that may be offered to potential sponsors include the following:

   **Standard Benefits**
   (a) Placement of the logo, by-line or slogan on the City’s designed and paid newspaper advertising.
   (b) Placement of logo by-line or slogan on all printed brochures and promotional material including posters.
   (c) Placement of the logo on City’s web site on the page that is specific to the event, program or facility and in a designated sponsor’s column.
   (d) Invitation to the event or program opening or VIP functions.

   **Optional Benefits**
   (e) Display of a vinyl banner and/or corflute signs (or similar) at the stage area of the event or appropriately approved location outside of/or within a facility.
   (f) Acknowledge in verbal presentations and/or speeches by the Mayor and/or elected members.
   (g) Provision of display space (not including a marquee) at the specific event subject to event type and space available.
   (h) Naming rights. (discretionary)

4. The obligations of the sponsors will be negotiated on a case by case basis, and will take the form of cash, contra or a combination there of.

The draft sponsorship agreements shall provide benefits that are commensurate with the level of the sponsor’s contribution and be submitted to the Chief Executive Officer for approval.
Rationale
To ensure that all property owners comply with the firebreak notice and ensure that all precautions are taken to reduce the fire risk.

Policy
Council Rangers shall continue to undertake property firebreak inspections in accordance with the annual firebreak inspection programme, the Bush Fires Act 1954 and the current Management Practices during the period of December 1st and March 14th the year following.

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</tr>
<tr>
<td>Related Budget Schedule</td>
<td>Fire Prevention</td>
</tr>
<tr>
<td>Last Reviewed</td>
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<tr>
<td>Next Review Date</td>
<td>March 2017</td>
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<td>Authority Council Meeting of:</td>
<td>4 March 2003 (C6/2/03) 6 March 2007 (C14/2/07) 12 May 2014 (C20/5/14)</td>
</tr>
</tbody>
</table>
1. Variations

Any variation in the positioning of firebreaks is to be the subject of a specific request to Council or its duly authorised officer, and any such variation shall be for one year only.

2. Inspections

(a) The list of firebreak area priorities be reviewed annually, taking into account:-
   (i) Population risk;
   (ii) Related fire history (ie known fire hazard areas);
   (iii) Geographical features (difficulty of terrain when fires do occur and resulting problems caused to fire fighters);
   (iv) Seasonal conditions; and
   (v) Brigade liaison

(b) A series of articles and advertisements advising residents of the dangers of fires and inadequate firebreaks be organised through the local press. The advertising campaign to commence four weeks prior to the firebreak season.

(c) An annual inspection of land owned by, or under the care, management and control of the City shall be undertaken in September and October each year to determine whether firebreaks need upgrading or the block needs to be burnt off.

(d) A similar inspection be undertaken on Crown reserves (except Water Catchment and Forestry areas) and close liaison be maintained to ensure that problem reserves are prioritised for action.

(e) The local Volunteer Bush Fire Brigades be encouraged to liaise more closely with the Firebreak Inspectors in identifying problem areas to determine if alternative fire preventative measures need to be considered by Council.

(f) The following guidelines and procedures be adopted in relation to whether or not an infringement notice or warning should be issued in respect of properties which do not comply with firebreak requirements:
   (i) A brief detailing the location of the property, conditions of the land and topography, shall be written out by the Firebreak Inspector.
   (ii) A warning notice giving property owners 7 days in which to comply with the requirements contained in the City’s “Firebreak Notice” shall be issued when:-

      • The ownership of the property has changed or the owner has died since official notices of firebreak requirements were mailed to all property owners, and/or;
There is clear evidence that the owner has made an attempt to firebreak their property but at the time of inspection, those firebreaks were inadequate.

(iii) Owners of non complying properties who are eligible for a warning under (ii) above, to be issued with an infringement notice if they do not comply within 7 days of receiving the warning and immediate action be taken by the City to construct a firebreak, where practical, at the expense of the owner in accordance with powers provided in the Bush Fires Act 1954.

(iv) Owners of non complying properties where provisions contained in (ii) above are not applicable, to be immediately issued with an infringement notice and immediate action taken by the City to construct a firebreak, where practical, at the expense of the owner in accordance with the powers provided in the Bush fires Act 1954.
**POLICY – RECN 4 – Hire of Community Facilities and Reserves**

**Related Management Practice**
Yes

**Relevant Delegation**
N/A

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**Rationale**

To maximise and promote diversity of usage of Council Halls, Community Centres and Pavilions.

**Policy**

Council’s intention is to manage its Halls, Community Centres and Pavilions in a fair and equitable manner for the benefit of the community.

Council aims to maximise the use of its facilities and wherever possible, accommodate a diverse range of activities and user groups rather than provide exclusive use of facilities for a single user group or activity.

Hire of Council Halls, Community Centres and Pavilions shall be in accordance with Management Practice RECN 4.

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<table>
<thead>
<tr>
<th>Related Local Law</th>
<th>Property Local Law</th>
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</thead>
<tbody>
<tr>
<td>Related Policies</td>
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<tr>
<td>Related Budget</td>
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<td>March 2017</td>
</tr>
<tr>
<td>Authority Council Meeting of:</td>
<td>4 March 2003 (C29/4/07)</td>
</tr>
<tr>
<td></td>
<td>28 January 2014 (C3/1/14)</td>
</tr>
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</table>
Community Facilities and are available for hire, inclusive of set up and pack up, from 6.00am to 1.00am. Charges will apply for the full duration of the booking and the booking must include the period from set up to pack down.

Example:

A wedding will be held on Saturday evening, with set up booked Friday evening 6pm to 10pm. Set up fee will apply from 6pm to 1am Friday evening and 6am to event time Saturday plus other charges.

1. **Hire of Facilities**

Any initial queries will be assisted by the Customer Service Team to determine the nature of the booking request. On determination of the booking type, outlined below, Customer Service will forward any regular or seasonal queries to the Leisure Services team and complete the initial stages of an occasional Hирer at reception.

Once a booking application is received a two week processing time is required to process and confirm or decline the request. All applicants will be notified in writing the outcome of the booking request.

The City reserves the right to decline or refuse hire of its facilities.

2. **Types of Hirers**

2.1. **Regular Hирer**

*Description*

Regular Hирer of facilities or reserve is available, subject to availability and the activity suitability for the venue.

All regular Hирers are required to have Public Liability Insurance and those serving liquor require the appropriate license from Department gaming, Racing and Liquor.

*Eligibility*

Any request for regular hire of a community facility or reserve will be referred to the Leisure Services Department. Regular hire of a community facility or reserve is reviewed annually and the maximum period of any booking is 1 year i.e. 1 January – 31 December. The minimum time for any booking is one (1) hour.

*Tenure*

Regular Hирers will have access to the facility for the allocated time of booking (including set up and pack down). Keys and a unique alarm code will be provided at the commencement of the booking period.

Subject to availability of storage space, the City will consider requests from regular Hирers to store equipment in community facilities on the condition that the City accepts no responsibility for the loss or damage of any equipment. Fees apply for all storage.
Payments

Regular Hirers are invoiced monthly and charges are consistent with the annual budget schedule of fees and charges.

2.2. Seasonal Hirer

Description/Types

Seasonal hire of facilities or reserve is available to sporting clubs for the duration of the season.

Summer season: 1 November to 31 March
Winter season: 1 April to 31 October

A two week active reserve maintenance program is scheduled between seasons. Active reserves may not be available for this period by any seasonal Hirers.

All seasonal Hirers are required to have Public Liability Insurance and Senior clubs serving liquor the appropriate license from Department Gaming, Racing and Liquor.

Eligibility

Requests for seasonal hire will be invited and reviewed annually by the Leisure Services Department. Bookings are for the duration of the sport season i.e. Cricket 1 November – 31 March. The minimum time for any booking is one (1) hour.

From October 2014 only incorporated bodies under the Associations Incorporate Act 1987 will be considered for seasonal hire of an active reserve.

Pre-season booking requests will only be accepted and subject to change in consideration of the ‘in season’ club requirements.

Tenure

Bookings will be taken on an annual basis. Preference will be given to seasonal Hirers who have previously accessed the active reserve.

Seasonal Hirers have access to the facility for the allocated time of booking, a key and unique alarm code will be provided at the commencement of the booking.

Subject to availability of storage space, the City will consider requests from seasonal Hirers to store equipment in community facilities on the condition that the City accepts no responsibility for the loss or damage of any equipment. Fees apply for all storage.

Payments

Seasonal Hirers are invoiced monthly and charges are consistent with the annual budget schedule of fees and charges.

2.3. Occasional Hirer

Description/Types

Oneoff or short term hire of facilities or reserve is available to organisation or individuals over the age of 18.

Occasional Hirers are required to have Public Liability Insurance when part of an organisation. Individuals are not required to have Public Liability Insurance unless requested.
Eligibility

Any request for occasional hire of a community facility or reserve will be referred to the Leisure Services Department. Occasional hire requests must be received at least two weeks prior to the booking. The minimum time for any booking is one (1) hour.

Tenure

Occasional Hirers will have access to the facility for the allocated time of booking (including set up and pack down), a key and alarm code must be collected from the administration building during business hours, prior to the booking.

No storage is available before or after the allotted time.

Payments

Occasional Hirers are invoiced on confirmation of the booking and payment must be made prior to the booking. Charges are outlined in the annual budget schedule of fees and charges.

3. **Non-Compliance of Conditions of Hire**

The City reserves the right to cancel any seasonal or regular booking where it has been determined that the Hirer has either breached the Conditions of Hire, has outstanding hire fees for 60 days or when the Hirer has accessed the facility outside of allocated hire times without prior permission.

In exercising its rights, the City will:

- Issue a first warning in writing to the Hirer in regard to the non-compliance/s.
- Suspend use for a period of up to one month in the event of a second non-compliance.
- Cancel the booking in the event of a third non-compliance.

The Hirer will have the right of appeal in accordance to the Local Government Property Law (clause 7.1).