

CITY OF ARMADALE

AGENDA

OF COMMUNITY SERVICES COMMITTEE TO BE HELD IN THE COMMITTEE ROOM, ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON TUESDAY, 6 MARCH 2012 AT 7.00 PM.

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

PRESENT:

APOLOGIES: Cr C J MacDonald (Leave of Absence)

OBSERVERS:

IN ATTENDANCE:

PUBLIC:

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

DISCLAIMER

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

DECLARATION OF MEMBERS' INTERESTS

QUESTION TIME

DEPUTATION

CONFIRMATION OF MINUTES

RECOMMEND

Minutes of the Community Services Committee Meeting held on 7 February 2012 be confirmed.

ITEMS REFERRED FROM INFORMATION BULLETIN

- Outstanding Matters & Information Items
 - Report on Outstanding Matters – Community Services Committee C-1
- Monthly / Quarterly Departmental Reports
 - Community Development Report – January/February 2012 C-2
 - Manager Library & Heritage Services Monthly Report –December 2011/Jan 12 C-6
 - Manager Ranger & Emergency Services Monthly Report –January 2012 C-12
 - Tourism Development/Visitor Centre Monthly Report –January 2012 C-18
- Minutes of Occasional/Advisory Committees
 - Disability Advisory Team – 07 February 2012 C-21
- Miscellaneous
 - Cross Park Skate Park Redevelopment C-24
 - YAA – New Events C-25

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

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COMMUNITY SERVICES COMMITTEE

6 MARCH 2012

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1.1 - COMMUNITY SERVICES - POLICY REVIEW

WARD : ALL
FILE No. : M/78/12
DATE : 17 February 2012
REF : SG
RESPONSIBLE : Executive Director
MANAGER : Community Services

In Brief:

- This report presents the findings of the annual review of Council policies as relating to the responsibilities of the Community Services Directorate
- It is recommended that Council endorse the following
COMD 3 Volunteer Involvement
FIRE 3 Training & Qualifications
LIB 1 Displays of Arts and Crafts
Library Buildings

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

The effective management of Council resources and process to:

- Deliver high quality, professional governance and administration;
- Enhance our ability to manage change;
- Ensure the Council is a proactive, enquiring organisation;
- Ensure our workplace enables staff to be innovative and confident; and
- Implement technologies to enhance decision-making, communication and service delivery.

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 –*

- (a) *oversee the allocation of the local government's finances and resources; and*
(b) *determine the local government's policies*

Council Policy/Local Law Implications

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

Budget/Financial Implications

Nil

Consultation

Executive Director Community Services
Manager Library & Heritage Services
Manager Ranger & Emergency Services
Volunteer Coordinator

BACKGROUND

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

Part 3.1 of the Procedures states:

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

DETAILS OF PROPOSAL

As per the Procedure for Developing, Amending and Reviewing Policies, a **third** of the policies that relate to the Community Services Directorate are herewith presented for review. These are presented as an attachment to this Agenda.

COMMENT

ANALYSIS

It is to be noted that there is one (1) policy due for review which is currently still in the process of being reviewed, i.e.

HH 1 History House Collection – (New Policy)

It should also be noted that there are two (2) policies due for review which have been amalgamated into other Council Policies, i.e.

HH 2 History House Display into Moveable Heritage Collection (New Policy)

LIB 2 Library Public Notice Boards – Public Notice Boards

These new policies will be the subject of separate subsequent reports to Council in the near future.

The following table summarises the Policies that have been reviewed on this occasion, together with findings and recommendations on each, 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

Policy Name & Number	Review findings	Officer Recommendation
<p>COMD 3 – Volunteer Involvement Rationale: To establish a framework that respects and protects the relationship between the City and its volunteers and recognizes the valuable contribution made by volunteers in the community.</p> <p>Policy: The City of Armadale will develop and implement procedures that define and acknowledge both the roles and responsibilities of its volunteers and those of the City as a volunteer host organization.</p>	<p>Meets All review considerations</p>	<p>Policy COMD 3 be reaffirmed, without amendment for a further 3 year period.</p>

Policy Name & Number	Review findings	Officer Recommendation
<p>FIRE 3 – Training & Qualifications Rationale: To ensure that volunteer fire fighters are adequately skilled to fulfil their roles and Council exercises its duty of care.</p> <p>Policy: Council shall provide sufficient resources to ensure that Volunteer Bush Fire Fighters are properly trained to perform their tasks in a safe and effective manner and that a basic level of skills is acquired for all members of the organisation. Training and qualifications shall be in accordance with the current Management Practices.</p>	<p>Meets All review considerations</p>	<p>Policy COMD 3 be reaffirmed, without amendment for a further 3 year period.</p>

Policy Name & Number	Review findings	Officer Recommendation
<p>LIB 1 – Displays of Art & Crafts in Library Buildings Rationale: Council’s Libraries are a community resource, and as such, should not be used for the financial gain of any individual or business enterprise. Displays that support local artists or arts and crafts groups, which are of a community –based nature, are permitted, display booking timetables and space permitting.</p>	<p>Meets All review considerations</p>	<p>Policy COMD 3 be reaffirmed, without amendment for a further 3 year period.</p>

Policy: Painting, handicraft and other works of art, displayed for commercial purposes, shall not be permitted in the City's Libraries		
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CONCLUSION

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

RECOMMEND

That Council:

That Council, pursuant to Section 2.7(2)(b) of the Local Government Act 1995:

- 1. reaffirm the continued application and operation of each of the following current Policies for a further three (3) years or such earlier date as Council may determine from time to time.**

COMD 3 - Volunteer Involvement

FIRE 3 - Training and Qualifications

LIB 1 - Displays of Arts and Crafts in Library Buildings

- 2. delete two policies;**

HH 2 – History House Display

LIB 2 – Library Public Notice Boards;

on the basis that these (2) policies have been amalgamated into new Council Policies which will be the subject of a report to Council within the next few months.

ATTACHMENTS

1. COMD 3 - Volunteer Involvement
2. FIRE 3 - Policy - Training and Qualifications
3. LIB 1 - Displays of Arts and Crafts in Library Buildings

2.1 - E-AUDIO LIBRARY SERVICE REVIEW AND RECOMMENDATION FOR ONGOING E-RESOURCE FUNDING

WARD : ALL
FILE No. : M/15/12
DATE : 24 January 2012
REF : PW
RESPONSIBLE : Executive Director
MANAGER : Community Services

In Brief:

- This report reviews the customer response and usage of the library service E-audio book trial.
- Recommend that ongoing funding for both E-audio as well as text E-book books be considered for inclusion in the 2012/13 Draft Budget.

Tabled Items

1. Nil

Officer Interest Declaration

Nil

Strategic Implications

Legislation Implications

Nil

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

\$20,000 is requested for consideration of inclusion in the 2012/13 Draft budget to enable both the renewal of the E-audio subscription at a cost of \$7,000 as part of a newly formed consortia, as well as providing additional resources enabling an E-book purchasing contract to be entered into.

Consultation

1. Library Management Team

BACKGROUND

The recommendation that a downloadable E-audio book service be offered via the City's public library was first considered in 2010 and \$10,000 was included in the 2010/11 Budget to enable a trial of such a service to commence. Unfortunately, the length of time that the service was in place in the 2010/11 financial year was not long enough to gauge the public response to the service. A subsequent report was considered by Council at its Ordinary Meeting of 28 March 2011 when the following was resolved:

C3/03/11 RECOMMENDED

That an amount of \$10,000 be considered for funding in the 2011/12 Draft Budget to enable a further 12 months subscription to the downloadable e-

audio service by the library service and that analysis of the usage of the service be undertaken in March 2012 to ascertain the customer response to the service and possible on-going funding.

The increase in digital publishing both as text and audio has grown markedly in the last few years. In response to this there has been some progress in providing these resources in public libraries in Western Australia with the establishment of a consortia of local governments now subscribing to the City's current E-audio book supplier. Additionally, the State Library has entered into a tender for supply of a text E-book service, yet to be rolled out to public libraries. It is anticipated that this will generate a greater demand for digital books from library users, and also generate an interest in library membership by current non members.

DETAILS OF PROPOSAL

It is proposed that an additional \$20,000 be included for consideration in the library service budget in the 2012/13 Draft Budget for the provision of digital resources in both audio and text. This will enable professional decision making by the Library Management Team based on ongoing and changing service provision by suppliers of the most appropriate and cost effective supply of digital books, both audio and text. The provision of an ongoing E-audio service will be maintained to achieve the stated outcomes of Council's Strategic Plan 2010 – 2014, as it is acknowledged that this service is particularly valued by seniors and those members of the community with special needs.

COMMENT

ANALYSIS

An analysis of the usage of the current E-Audio service usage figures and service provision is as follows:

Clipper DL Downloadable Audio Books

Usage statistics 2011

Month	No. of downloads
Jan	nil
Feb	19
Mar	46
Apr	53
May	62
Jun	58
Jul	11
Aug	134
Sep	164
Oct	138
Nov	125
Dec	159

In February 2011 the library service commenced its subscription to the Clipper downloadable audio book collection (Clipper DL) through Wavesound. The subscription is to a core

collection of titles, with new titles added each month. The response from library users was positive with the number of downloads increasing every month.

Mid-way through the year, the hosting platform of Clipper DL changed from NetLibrary to EBSCOhost. This was prompted by the sale of NetLibrary to EBSCO by the original owners OCLC. To enable the migration, the City's Clipper DL service was suspended on the 15th July for a few weeks. This is the cause of the low usage statistics during July.

The new platform (EBSCOhost) required users to set up new accounts and download software. Previous users reported difficulty with using the new system. However, usage statistics since the migration have increased significantly.

The City's current subscription to Clipper DL expires in March 2102, and there is funding in the current budget to renew the subscription for a further 12 months. Advantage will be taken of the new consortium of twenty subscribing local governments which will provide a worthwhile discount on our annual subscription fee to Clipper DL. Ongoing funding past the next 12 months is subject to this review of the service.

In considering the usage of the service it is evident that the number of downloads is increasing. In the report to Council in March 2011 it was stated "*Advice received from other libraries is that take up of this type of service is not immediate, but does grow over time*". Maintaining an ongoing E-audio subscription is considered an essential aspect of the library service ensuring that the City's adopted strategic direction of providing libraries that support life long learning opportunities is available to all residents.

E-book (text)

It is expected that the number of E-book titles made available to each local government with the soon to be introduced State Library service of downloadable E-books (text), will be minimal, and that those local governments with additional funding resources will wish to add to the title list with locally purchased titles to make to make it a viable service. A budgetary request for this purpose was determined as a priority for the library service by its Management Team, so it is considered appropriate to address this matter concurrently with the E-audio funding. At the time of writing this agenda item, an E-book Implementation Group is considering a governance model for a tender for the supply of E-books for WA public libraries. The governance model will include the responsibilities for managing the public library and State Library E-book consortium and provide a framework for ongoing decision making, monitoring and evaluation of the contract.

An additional \$20,000 funding in the Library Department budget for digital resources would enable the library service to maintain the E-audio subscription and supplement the E-books to be provided by the State Library. The funding already allocated for Library Resources is currently spent on hard copy library items and there is a reluctance to spend a portion of this on digital resources at this point in time. It is interesting to consider the following comments reported in Australia's Public Lending Right's 2010-11 annual report when considering library book lending:

'The quantum of e-book holdings in public libraries is a low percentage of the total book stock. E-books remain a small proportion of the overall loans in those libraries that offer E-books.the point was made that up to a quarter of the e-book borrowers do not borrow from the physical collections and are often new library patrons.'

A 2011 report from Overdrive, a supplier of E-books, highlights a substantial increase in e-book usage in public libraries world wide. Its report states:

The statistics reveal a triple-digit growth last year in 'in ebook discovery and online reader visits at libraries and schools' worldwide. OverDrive released a statement that this was 'due to the rapid expansion of device compatibility and consumer awareness'.

Requests for E-books from the City's public libraries has been minimal to date, where as requests for hard copy new and popular titles in particular continues to be high. Over time, this trend may change, but it would be considered a negative by a majority of library users to supply a growing number of E-book titles at this point in time if a lesser number of new hard copy titles were offered as a result, especially as it is highly probable that a fair proportion of borrowers of E-books when offered may well be new members to the library seeking this service.

OPTIONS

1. Provide ongoing funding of \$20,000 for consideration of approval in the 2012/13 Draft Budget to enable the provision of E-resources (both text and audio) by the Library Department.
2. Provide ongoing funding of \$7,000 (allowing for the consortia discount) for consideration of approval in the 2012/13 Draft Budget to enable an ongoing subscription to the E-audio book service.
3. Do not renew the E-audio book subscription and do not provide any additional funding for the provision of E-resources by Library Department

Option 1 is recommended.

CONCLUSION

The provision of both E-audio and E-books by the City's library service will ensure that the City's adopted strategic direction of providing libraries that support life long learning opportunities is met and that there is advocacy and support for seniors and those members of the community with special needs. Equally, it is inevitable that the demand for E-books will increase in the near future and if the City's library service is to be seen to be relevant and appealing to users, supply of digital books will be an essential part of its collections.

RECOMMEND

That Council:

Approve amount of \$20,000 to be included for consideration of funding in the 2012/13 Draft Budget for the provision of digital resources that will include renewal of the E-audio book subscription as well as the provision of E-books.

ATTACHMENTS

There are no attachments for this report.

3.1 - AUTHORISED OFFICERS

WARD : ALL
FILE No. : M/58/12
DATE : 13 February 2012
REF : BW
RESPONSIBLE : Executive Director
MANAGER : Community Services

In Brief:

- The appointment of "Authorised Person" in accordance with the provisions of Section 29 (1) of the Dog Act 1976, for the purpose of effecting dog registrations only.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

Nil

Legislation Implications

Section 29 (1) Dog Act 1976

A local government shall, in writing, appoint persons to exercise on behalf of the local government the powers conferred on an authorised person by this Act.

Council Policy/Local Law Implications

Local Laws Relating to Dogs

Budget/Financial Implications

Nil

Consultation

Nil

BACKGROUND

DETAILS OF PROPOSAL

To enable the following staff members to undertake the appropriate responsibilities it is a requirement that Council shall, in writing, appoint them to exercise on behalf of the Local Government the powers conferred on an "Authorised Person" for the purpose of a Registration Officer pursuant to the Dog Act 1976.

Accordingly, and in an attempt to ensure full compliance is achieved, it is recommended that Council appoint the persons herein named as Authorised Persons.

COMMENT

The recommended appointment of the following persons as Authorised Officers is consistent with their position role description and will serve to facilitate and assist in the orderly business and performance of the Ranger Services.

RECOMMEND

That Council appoint the following persons:

- **Leonie Gehring**
- **Stephen Kemp**
- **Gina Carillo**
- **Noeleen Johnston**
- **Rachael Johnson**
- **Nancy Wright**
- **Mark Dawson**

as “Authorised Person” in accordance with the provisions of Section 29 (1) of the Dog Act 1976, for the purpose of effecting dog registrations only.

ATTACHMENTS

There are no attachments for this report.

3.2 - AUTHORISED PERSONS

WARD : ALL
FILE No. : M/59/12
DATE : 13 February 2012
REF : BW
RESPONSIBLE : Executive Director
MANAGER : Community Services

In Brief:

The appointment of persons as “Authorised Persons” for the purpose of carrying out the duties of a Registration Officer pursuant to the Dog Act 1976.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

Nil

Legislation Implications

Section 11(1)(3) Dog Act 1976

Council Policy/Local Law Implications

Local Laws Relating to Dogs

Budget/Financial Implications

Nil

Consultation

Nil

BACKGROUND

Nil

DETAILS OF PROPOSAL

To enable the following nominated persons at external dog registration facilities, to undertake the appropriate responsibilities it is a requirement that Council shall, in writing, appoint them to exercise on behalf of the Local Government the powers conferred on an “Authorised Person” for the purpose of carrying out the duties of a Registration Officer pursuant to the Dog Act 1976. It is further proposed that all previous appointments to the herein listed veterinary establishments be cancelled.

COMMENT

The recommended appointment of the following persons as “Authorised Persons” is consistent with their position role description and will serve to facilitate and assist in the orderly business and performance of the Ranger Services.

RECOMMEND

1. That Council

appoint the following as “Authorised Persons” in accordance with the provisions of Section 29 (1) of the Dog Act 1976, for the purpose of effecting dog registrations only.

Railway Avenue Veterinary Hospital

**Lue Jones
Jackie Atkinson
Gemma Sillitto
Leigh Green
Jasmine Hart
Dr. Tim Piper
Dr. David Kirke
Dr. Wendy Hobley
Phoebe Spencer
Stephen Treanor
Helen Potkura**

Ark Veterinary Clinic

**Joanne Lynch
Stacey Phelps
Katie Smith**

Armadale/Byford Veterinary Hospital

**Glenda Miller
Kelly Coppins
Michelle White
Keely Schofield
Libby Muller
Jenifer Meyrick
Karen Wallace
Tegan Della-Franca
Amanda Backshall**

Champion Lakes Veterinary Centre

**Dr. Colin Sherry
Lesley Sherry
Matthew Sherry
Kerry Bell
Kristy Rayner
Hayley Senior
Kelly Atkinson
Gloria Shepherd
Sian Crossingham**

- 2 That all previous appointments as “Registration Officers” at the abovementioned veterinarian facilities be cancelled.**

ATTACHMENTS

There are no attachments for this report.

COUNCILLORS' ITEMS

Nil

EXECUTIVE DIRECTOR COMMUNITY SERVICES REPORT

Nil

MEETING DECLARED CLOSED AT _____

SUMMARY OF "A" ATTACHMENTS

ATT NO.	SUBJECT	PAGE
1.1 COMMUNITY SERVICES - POLICY REVIEW		
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1.1.3	LIB 1 - Displays of Arts and Crafts in Library Buildings	20



POLICY

**COMD 3 – Volunteer
Involvement**

Management Practice

COMD 3

Relevant Delegation

Rationale

To establish a framework that respects and protects the relationship between the City and its volunteers and recognises the valuable contribution made by volunteers in the community.

Policy

The City of Armadale will develop and implement procedures that define and acknowledge both the roles and responsibilities of its volunteers and those of the City as a volunteer host organisation.

Related Local Law N/A

Related Policies N/A

Related Budget Schedule N/A

Last Reviewed March 2012

Next Review Date March 2015

Authority Council Meeting of:
14 September 2009 (C36/9/09)



POLICY

**FIRE 3 – Training and
Qualifications**

Management Practice

FIRE 3

Relevant Delegation

N/A

Rationale

To ensure that volunteer fire fighters are adequately skilled to fulfil their roles and Council exercises its duty of care.

Policy

Council shall provide sufficient resources to ensure that Volunteer Bush Fire Fighters are properly trained to perform their tasks in a safe and effective manner and that a basic level of skills is acquired for all members of the organization.

Training and qualifications shall be in accordance with the current Management Practices.

Related Local Law N/A

Related Policies N/A

Related Budget Schedule N/A

Last Reviewed March 2012

Next Review Date March 2015

Authority Council Meeting of:
4 March 2003 (C6/2/03)
6 June 2006 (C34/5/06)
9 February 2009 (C3/2/09)



POLICY

**LIB 1 – Displays of Arts and
Crafts in Library Buildings**

Management Practice

N/A

Relevant Delegation

N/A

Rationale

Council's libraries are a community resource, and as such should not be used for the financial gain of any individual or business enterprise. Displays that support local artists or arts and crafts groups, that are of a community based nature, are permitted, display booking timetables and space permitting.

Policy

Painting, handicraft and other works of art, displayed for commercial purposes, shall not be permitted in the City's libraries.

Related Local Law N/A

Related Policies N/A

Related Budget Schedule N/A

Last Reviewed March 2012

Next Review Date March 2015

Authority Council Meeting of:
4 March 2003 (C6/2/03)
6 June 2006 (C34/5/06)
9 February 2009 (C3/2/09)