

CITY OF ARMADALE

MINUTES

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

PRESENT: Cr J A Stewart (Chair)
Cr K Busby
Cr G A Best
Cr R Butterfield
Cr J H Munn (Deputy for Cr C J MacDonald)
Cr G Nixon
Cr M S Northcott

APOLOGIES: Cr C J MacDonald (Leave of Absence)

OBSERVERS: Nil

IN ATTENDANCE: Ms Y Coyne - Executive Director Community Services
Mr N Kegie - Executive Manager Community Services
Mrs P L Walker - Manager Library & Heritage Services
Ms S Gasior - Minute Secretary

PUBLIC: Nil

*“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 not read.

DECLARATION OF MEMBERS' INTERESTS

Nil

QUESTION TIME

Nil

DEPUTATION

Nil

CONFIRMATION OF MINUTES

C11/3/12 **RECOMMEND**

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

**Moved Cr M S Northcott
MOTION CARRIED (7/0)**

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

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

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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 in 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 summaries 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 organisation.</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 fulfill 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 FIRE 3be reaffirmed, without amendment for a further 3 year period.</p>
<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>Policy: Painting, handicraft and other works of art, displayed for commercial purposes, shall</p>	<p>Meets All review considerations</p>	<p>Policy LIB 1 be reaffirmed, without amendment for a further 3 year period.</p>

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.

ATTACHMENTS

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

OFFICER RECOMMENDATION

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.

Committee Discussion

Committee was agreed that it was appropriate to retain Policies HH 2 – History House Display and LIB 2 - Library Public Notice Boards until the report is received regarding their amalgamation as noted in Part 2 of the Officer Recommendation. To that end Part 2 of the recommendation was deleted.

C12/3/12 RECOMMEND

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

reaffirm the continued application and operation of each of the following current 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**

**Moved Cr R Butterfield
MOTION CARRIED (7/0)**

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

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 2012, 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.

ATTACHMENTS

There are no attachments for this report.

C13/3/12 RECOMMEND

That Council:

Approve an 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.

**Moved Cr M S Northcott
MOTION CARRIED (7/0)**

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

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 Person.

COMMENT

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

ATTACHMENTS

There are no attachments for this report.

C14/3/12 RECOMMEND

That the following persons:

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

be appointed 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.

**Moved Cr J H Munn
MOTION CARRIED (7/0)**

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 Person” 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 Person” is consistent with their position role description and will serve to facilitate and assist in the orderly business and performance of the Ranger Services.

ATTACHMENTS

There are no attachments for this report.

C15/3/12 **RECOMMEND**

That the following persons be appointed 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.

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.**

**Moved Cr R Butterfield
MOTION CARRIED (7/0)**

4.1 - LATE ITEM - CHAMPION LAKES EVENTS

At the Council meeting held on 27 February 2012, Cr Stewart referred the following matter to Community Services Committee.

That the matter of profiling local business at events held at Champion Lakes be referred to the Community Services Committee

Comment from Cr Stewart

At a previous Council meeting The Mayor commented on the major events held at Champion Lakes and the opportunity for profiling business in our region. It was suggested that the introduction of a Tourism tent be considered at high profile events. This would enable local producers to display and possible sell their produce.

Suggested recommendation

That the City investigate possibility of higher profile of regional produce at Champion Lakes Events with a future report to Community Services Committee, as to costs, and introduction time frame.

RECOMMENDATION

To be considered

C16/3/12 **RECOMMEND**

That the City investigate the possibility of a higher profile of regional attractions at Champion Lakes Events with a future report to be received.

**Moved Cr J A Stewart
MOTION CARRIED (7/0)**

COUNCILLORS' ITEMS

Nil

EXECUTIVE DIRECTOR COMMUNITY SERVICES REPORT

6.1 IGNITE Basketball Grant

Officers have been working with Armadale PCYC to develop a new model for the Midnight Basketball program which has operated from the Arena for the past 2 years. While Midnight Basketball has been successful in attracting young people to participate in a Saturday evening diversionary program, the resources required to run this format restricts it to just 16 weeks of the year. In addition, the program has been reliant on volunteers with a significant amount of the effort of running the program used in trying to source volunteers on a week by week basis. A new model for the program has been developed which again sees Armadale PCYC as the lead agency with strong support from the City. The new format will operate for 40 weeks of the year and allows for the employment of more key staff to ensure that the program can continue to operate if volunteers are harder to come by. A grant of \$150,000 has just been secured through the Attorney General's office through the Proceeds of Crime fund which will allow the program to operate for 12 months from mid 2012. Officers are continuing to work with Armadale PCYC to develop other funding proposals in order to embed the program as an ongoing sustainable initiative.

6.2 Minnowarra Festival

Minnawarra Festival takes place on Sunday 18 March with events and activities scheduled around the CBD. This years program was developed with input from 2 community forums held in mid 2011 and builds on the recommendations of a review conducted into the City's events program and endorsed by council in August 2009. Within this context, key elements in determining where and what to schedule in the 2012 Minnowarra Festival included;

- Promoting new developments in the CBD - Youth Activity Area and Memorial Park
- Activating the CBD with activities happening in Jull St Mall, on the train line and the Train Station
- Taking advantage of existing facilities - Visitors Centre, Armadale District Hall
- Promoting local attractions and produce with tourist operators and local food/wine producers profiled in Minnowarra Park
- Incorporating a specific seniors focus within the general program - Justin Friend Concert at the Armadale District Hall
- Incorporating a multicultural element with the Multicultural Stage in Memorial Park
- Encouraging a greater involvement by local traders
- Incorporating more art focussed activities - Mosaics community project, multicultural mural, live art

Minnawarra Park remains the heart of the festival with the Perth Tram running a regular circuit around the other event locations. Activities are scheduled at the various locations over the course of the day, culminating with a finale concert in Minnawarra Park later in the afternoon. Event maps will be readily available throughout the day to ensure patrons are aware of the what and where of the various activities, and promotion for some elements has been targeted at specific parts of the community - eg. the Armadale District Hall concert, antique valuations and tram ride to seniors organisations.

6.3 RFID in Libraries and positive benefits

When the Armadale Library was built RFID security gates were installed and the rest of the RFID installation was completed the following year.

A budgetary allocation in the current budget has enabled RFID to be installed in the Kelmscott and Seville Grove libraries. The RFID gates were installed last week and the library service is almost at the point of having all 3 libraries fully RFID with associated security.

The outcome will result in increased staff productivity as staff can issue and return more than one item at a time (up to 8 items), leave the CDs and DVDs in the cases due to the security system which is a huge time and space saver, and it also means that we can "rove" the CDs/DVDs in our libraries, i.e. if they are borrowed from Armadale and returned at Kelmscott they can go on the Kelmscott shelves.

Roving of a number of the hard copy collections began late last year, which has both reduced the number of items that have to be taken between our branches every day, means that books are not sitting in a crate for a day waiting to be returned to their 'home library' and most importantly it has had a really positive impact on library users who now see a lot more different stock.

There are numerous other stock management benefits that can be achieved with having all of the stock RFID tagged and all libraries operating on RFID. While it was a significant financial commitment, the benefits are well and truly being realised by both staff and library users. The two self issue terminals at Armadale are well used, and at some future date one self issue terminal each at Kelmscott and Seville Grove may be considered.

MEETING DECLARED CLOSED AT 8.10pm

SUMMARY OF "A" ATTACHMENTS

ATT NO.	SUBJECT	PAGE
1.1 COMMUNITY SERVICES - POLICY REVIEW		
1.1.1	COMD 3 - Volunteer Involvement	20
1.1.2	FIRE 3 - Policy - Training and Qualifications	21
1.1.3	LIB 1 - Displays of Arts and Crafts in Library Buildings	22



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)