

CITY OF ARMADALE

A G E N D A

**OF CITY STRATEGY COMMITTEE TO BE HELD IN THE COMMITTEE ROOM,
ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON TUESDAY, 10
SEPTEMBER 2002, AT 7.00 PM.**

Meal to be served at 6.15pm

PRESENT:

APOLOGIES:

OBSERVERS:

IN ATTENDANCE:

DISCLAIMER

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

DECLARATION OF MEMBERS' INTERESTS

QUESTION TIME

DEPUTATION

Nil

CONFIRMATION OF MINUTES

RESOLVED

Minutes of the City Strategy Committee Meeting held on 13 August 2002, be confirmed.

ITEMS REFERRED FROM INFORMATION BULLETIN

INFORMATION BULLETIN – ISSUE NO.17/2002.

- Progress Report on Contingency, Operational and Strategic Projects
- Report on Outstanding Matters – City Strategy Committee

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

I N D E X

CITY STRATEGY COMMITTEE

10 SEPTEMBER 2002

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CITY'S FUTURE ACCOMMODATION NEEDS

WARD All
FILE REF: STF/23
DATE 18 July 2002
REF GD
RESPONSIBLE Executive Director
MANAGER Technical Services

In Brief:

- Advises of establishment of a project team to assess the options for the accommodation of future estimated staffing levels within the Administration Office.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

Strategic Plan:

- to foster an effective professional environment for the governance and administration of the City's services;
- to achieve maximum community benefit from effective use of resources (staff, finances and information technology);
- to create a workplace where staff are innovative, confident and continue to learn.

Legislation Implications

Local Government Act 1995:

- Sect. 2.7(2)(a)
"The role of the council:
(2) *Without limited subsection (1), the council is to:-*
(a) *oversee the allocation of the local government's finances and resources."*
- Sect. 5.51(a)&(g):
"The CEO's functions are to:
(a) *advise the council in relation to the functions of a local government under this Act and other written laws;*
(g) *be responsible for the employment, management supervision, direction and dismissal of other employees (subject to 5.37(2) in relation to senior employees);*

Council Policy/Local Law Implications

General assessment has not revealed any applicable Policies/Local Laws.

Budget/Financial Implications

Nil

Consultation

All Directorates

Further to the report on Establishment Levels that was provided to the July 2002 City Strategy Committee Meeting and earlier Budget discussions regarding the room available for accommodating the City's staff requirements within the present Administration Building, the Project Management Group have commenced an assessment of the future staff accommodation needs of Council. As a result of this a project team comprising the Manager Technical Services, the Manager Property Services, the Executive Manager Community Services and the Manager Planning Services will assess the options available for report to Manex over the next few months.

At this stage it is expected that a preliminary work scope for the project will include:

1. Further develop the assessment of staffing levels versus industry standards from information supplied in the July City Strategy Report.
2. Prepare a schedule identifying reasonable estimates and options on future staffing levels.
3. Identify and estimate cost of various accommodation options for the projected staffing levels.
4. Analyse options and make recommendation on the most suitable solution.

The preliminary time frame for the project allows for a completion of Stage 4 by March 2003, to enable co-ordination with the review of the 5 Year Plan and development of the 2003/04 Budget.

RECOMMEND

That Council:

- a. **note the formation of a Project Team to assess future accommodation options to meet the City's staff requirements;**
- b. **support the matter of Future Accommodation Needs being considered for inclusion when developing the 5 Year Plan this year; and**
- c. **recommit the matter of Future Accommodation Needs to the March 2003 City Strategy Committee at which time an officer report will be presented detailing future accommodation options for Committee's consideration.**

Moved Cr _____
Motion Carried/Lost (...)

TENDER No 19/01 CITY SUPPORT FOR A CINEMA COMPLEX

WARD : ARMADALE
FILE REF : PSC / 37
TEN/19/01
DATE : 3.9.02
REF : GC
RESPONSIBLE : Executive Director
MANAGER : Development
Services

In Brief:-

- The parties in the preferred tender consortium have not yet concluded lease negotiations.
- A meeting has been called to facilitate negotiations being concluded.
- The ARA supports the cinema project and will explore appropriate forms of assistance.
- Report to be submitted in October after consideration by Cinema Working Group.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

Regional Centre and provision of recreational services

Legislative Implications

Local Government Act 1995 ... s3.1, s3.18(2), s3.18(3), s3.57

Council Policy / Local Law Implications

N/A

Budget / Financial Implications

The estimated potential cost to Council of providing assistance was noted in Council's 18th June 2000 minutes. This is now updated in Attachment B.

Consultation

- ARA,
- Westzone and Reading Entertainment.

Background

At the Council meeting on April 15th Council resolved to select Westzone Enterprises Pty Ltd and Reading Entertainment Limited as the preferred conditional tenderer to enter into negotiations and agreement on terms and conditions of a contract.

CONTRACT NEGOTIATIONS

Officers met representatives of Westzone and Reading in May 2002. The meeting concluded with no outstanding issues. Reading agreed to make available a draft of the proposed lease document. Council officers undertook to prepare a draft of the contract.

Subsequently Council has been advised that the terms and conditions of the lease agreement between Reading and Westzone (and Council representatives) have not yet been settled. Accordingly Council has not been able to finalise the terms and conditions of its contract with the two parties. The negotiations between Reading and Westzone have been protracted but there is understood to be a desire by all parties to work towards a mutually beneficial solution.

Details need to be confirmed before the matter can again be considered by Council's Cinema Working Group. However, it is possible that in concluding an agreement Council may need to consider a modest variation to the extent of assistance sought in the tender and for this to be assessed in relation to other tenderers.

A brief summary of the outstanding issues, as understood to date, are shown in **Confidential Attachment "B-1" – Summary of Attachments – Lilac page.**

N.B.: Committee may need to go 'behind closed doors' to discuss details of this contract. The report involves information that is of commercial value to other persons.

To facilitate resolution between Reading and Westzone a "round table" meeting is proposed for mid September. The purpose of the meeting is for the parties to negotiate and agree the terms and conditions of:

1. An agreement to lease between Reading and Westzone,
2. The final terms of the tender package to be put to Council for ratification.

It is anticipated that a full report on the tender negotiations will be submitted to Council in October, after consideration by the Cinema Working Group.

ARMADALE REDEVELOPMENT AUTHORITY

The ARA has been advised of the tender process and invited to participate in supporting the cinema project in Armadale. The Board has determined it will support the project and has authorised its Executive Director to explore the manner and level of possible support with Council. The detail of this support will be pursued following the "round table" meeting.

RECOMMEND

1. **That Council notes that negotiations between the parties of the preferred cinema tenderer have not yet been finalised. Officers have proposed a meeting with the parties to assist in resolving outstanding issues in order to report to Council in October.**
2. **That the matter of assistance to be provided by the Armadale Redevelopment Authority be taken up with the Authority as a matter of urgency following confirmation of figures with tenderers Reading and Westzone.**

Moved Cr _____
Motion Carried/Lost (...)

ESTABLISHMENT OF A HOUSE COMMITTEE

WARD All
FILE REF: CRS/1
DATE 3 September 2002
REF AWD
RESPONSIBLE CEO/EDCCS
MANAGER

In Brief:

This report responds to prior Council resolution CS101/01 of 17.12.01, namely:

- That the Councillor's Item regarding the matter of establishing a House Committee be referred to the appropriate Directorate for action and/or report back to the City Strategy Committee.
- Should Committee/Council consider that there is a need to establish a new committee/group to address matters of a 'house' nature, then the recommendation will be to assign those matters to the Standing Orders Review Working Party, whose name would need to be changed to reflect its expanded function.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

To foster an effective professional environment for the governance and administration of the City.

Legislation Implications

Local Government Act 1995 – Part 5 Administration – Division 2 Committees and Their Meetings, sections 5.8 to 5.25 and Local Government (Administration) Regulations 1996, clauses 4-14 relating to meetings of Council committees.

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

The option of establishing a House Committee has an officer resourcing implication as well as associated catering costs depending on the timing of prospective meetings. Based on there only being four (4) meetings per year, the estimated annual cost of \$1,900.

Other options presented in this report are anticipated to have minimal budget/financial implications.

Consultation

- Mayor
- Manex
- Other metropolitan local governments
- Cr Stubbs

BACKGROUND

The possibility of establishing a House Committee was first raised by Cr Stubbs as a Councillor's item at the 11 December 2001 City Strategy Committee meeting. The relevant part of the minutes to that meeting was recorded as follows:

“Suggested that consideration be given to the setting up of a House Committee comprising of councillors and officers. The objective is so that councillors could take more of an interest in matters associated with the councillors' office, facilities in the councillors' area, etc. The functions of this Committee could also extend to issues related with the Code of Conduct.”

(NB: Cr Stubbs has more recently referred this matter to the City Strategy Committee. See “Matters for Referral” in this agenda.)

Since December 2001, a survey undertaken of 27 other metropolitan local governments reveals that 5 of those surveyed (i.e. Joondalup, Melville, Perth, Rockingham, Swan) currently have a formal House Committee, with Swan anticipating shortly the disbanding of their committee following completion of a restructuring process. Until recently the City of Stirling also had a House Committee – such matters are now dealt with by a standing committee. The following chart provides brief detail regarding the operation of the 4 Councils with a currently operating House Committee.

Council	Open/ Closed	Meetings Held	Total No. of Mem.	No. of Comm. Mem.	Mayor Elected by	Main Business
Joondalup	Closed	Ad hoc	15	4/5	Public	Civic functions, protocol, corporate gifts
Melville	Open	Ad hoc	19	19	Public	Members entitlements, facilities and conduct, civic functions
Perth	Open	Monthly	9	6	Public	Protocol, procedures, civic receptions, benefits & allowances, donations and sponsorships
Rockingham	Closed	Bi-monthly	10	6	Council	Informal – deals with Councillor administrative issues

It will be noted that with the exception perhaps of Rockingham, the councils mentioned have significant budget resources, will have a large and diverse range of civic activities and have a Mayor elected directly by the public. Needless to say, the remainder of the Councils surveyed have alternative methods and structures in place to deal with 'house' matters. In many councils these matters are dealt with by the Mayor in liaison with the CEO's office, with more complex matters dealt with by briefing sessions or standing committees.

COMMENTS

The scope of business currently considered by other committees that might be considered for a City of Armadale House Committee could include:

Item	Business	Current Responsibility
Members' Facilities	Accommodation (including furnishings & security) Equipment (including communication allowances) Presentation (visual)	Technical Services Directorate Comm & Corp Serv Directorate CEO's Office
Members' Functions	Oversight and approval of arrangements for civic/member functions	Mayor/CEO's office
Etiquette/Protocol	Use of Councillors Lounge and office, etc. and dress standards	Mayor/CEO's office
Member governance matters	Those Council policies and parts of the Code of Conduct and Standing Orders Local Law relating to the conduct of members	Mayor and Standing Orders Review Working Party
General	Awards & Honours, Honour Board, official photography, presentation/appearance of civic precinct, member communications	CEO's office and Technical Service Directorate
Financial	Input to budget consideration for Schedule M1 – Members Administration	City Strategy Committee

Options

If Committee's/Council's view is that matters of a House nature are adequately catered for by way of existing reporting and administrative processes the obvious option is that the current arrangement be retained. Alternatively, if the view is that there would be benefit in addressing these matters in another way, the suggested options in preferred order are as follows:

1. Assign House matters to an existing group such as the Standing Order Review Working Party (SORWP) and change its title accordingly.

A less formal option which offers an effective solution in a closed (non-public) forum. Minimal further demands on elected members' and officers' time at no additional cost.
2. Not establish a House Committee and assign House type matters to an existing standing committee, i.e. City Strategy Committee.

Provides the opportunity to address House matters on a formal basis at no additional cost and with minimal further demands on elected members' and officers' time. Exposes House matters to the public.
3. Establish a House Committee with agreed Terms of Reference.

Satisfies the needs of attending to House matters in a focussed manner but has the attendant additional demands on elected members' and officers' time together with additional servicing costs.
4. Attend to House matters as part of business in periodic Councillor Development Forums.

Provides opportunity to attend to House matters in a less formal/structured manner but arguably may divert the focus of the forums away from their main purpose. No additional cost.

If it is determined that a new and separate House Committee is to be created pursuant to the Act, then the following matters would need to be considered and determined:

- Scope/Role/Responsibility
- Membership – would need to include as a minimum positions of Mayor and Deputy Mayor
- Frequency and time of meetings
- Responsible Officers
- Reporting – direct to Council or via a standing committee
- Delegated Authority – if the committee has delegated authority then its meetings must be opened to the public
- Meetings open or closed to the public

Council might also consider the less formal ‘working group’ model.

CONCLUSION

Should Committee and Council determine the need to create this new committee, Option 1 (SORWP option) is recommended on the basis that it:

- Provides a forum enabling a focus on House matters.
- Poses minimal cost implications.
- Places minimal demands on members’ and officers’ time.
- Is less formal ‘working group’ model.

If there is support for Option 1, further considerations include whether or not there is a need to change the current membership of SORWP (i.e. Crs Hodges, Munn, Reynolds, Stubbs and CEO) and a group name change to reflect the new business, e.g. “Standing Order and House Advisory Group”.

RECOMMEND

That Council assign the function of “considering, determining and making recommendation (to the City Strategy Committee) as appropriate, member house matters such as civic functions and receptions, member fees, allowances and reimbursements, facilities for and conduct of members”, to the Standing Orders Review Working Party whose name be changed to Standing Order and House Advisory Group.

Moved Cr _____
Motion Carried/Lost (...)

SOUTHERN LINK ROAD – FORMATION OF WORKING GROUP

WARD ALL
FILE REF: ENG/26
DATE 2/9/02
REF WAB
RESPONSIBLE CEO
MANAGER

In Brief:

- A request has been received from WALGA for the City of Armadale to nominate two representatives to the Southern Link Road Consultative Group.
- Recommend that the Mayor and Executive Director Technical Services be nominated as the City of Armadale's representatives on the Southern Link Road Consultative Group.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

Physical Infrastructure

Develop an integrated transport system including safety aspects.

Legislation Implications

General assessment has not revealed any applicable Policies / Local Laws

Council Policy/Local Law Implications

General assessment has not revealed any applicable Policies / Local Laws

Budget/Financial Implications

No direct funding requirement is envisaged. The advocacy role is encompassed in Strategic Planning Schedule M144.

Consultation

Western Australian Local Government Association (WALGA)
Department for Planning and Infrastructure (DPI)
Shire of Serpentine-Jarrahdale

BACKGROUND

A meeting was convened by WALGA at the Shire of Serpentine-Jarrahdale to discuss the Southern Link Road's planning status and issues related to advancing the project in the latter part of 2001. It was attended by elected members and officers from WALGA, Shire of Serpentine-Jarrahdale, City of Armadale and Shire of Beverley. The City's representatives were Councillor Reynolds and the Executive Director Technical Services. Consequently, a Southern Link Road Forum was convened by WALGA and held in Williams on 30th May 2002 to review the planning status of the Southern Link Road and the development of strategies for Local Government's progression of the issue. The Mayor, Deputy Mayor and Executive Director Technical Services attended. The forum participants also included elected

members and officers from the Central Country, Great Eastern, Great Southern and Peel Zones, Shire of Serpentine-Jarrahdale and officers from DPI and Main Roads WA.

The forum was chaired by Cr Marion Blair, with participants addressed by Mr John Chortis of DPI; Cr Fred Bremner – President of the Shire of Beverley and Member of the Heavy Haulage Advisory Committee; Mr Robert Harris – Director Asset Services, Shire of Serpentine-Jarrahdale; and Mr Andrew Bruce – Executive Director Technical Services, City of Armadale.

The Western Australian Local Government Association's State Council resolved at its meeting of 7th August 2002:

- “1. That the outcomes of the Southern Link Road Forum held in Williams on 30th May 2002 be noted.*
- 2. That the proposal for establishment of a representative Consultative Group comprising representatives of the Association, Central Country Zone, Great Eastern Zone, Great Southern Zone, Peel Zone, Shire of Serpentine-Jarrahdale, City of Armadale and Department for Planning and Infrastructure to examine the Southern Link Road concept be endorsed.”*

A request has been received from WALGA for the City of Armadale to nominate two representatives to the Consultative Group.

Consultation with the Shire of Serpentine-Jarrahdale indicates that they will nominate their Shire President and Executive Manager Asset Services.

This issue is of major strategic importance to the City of Armadale as until the Southern Link Road exists Brookton Highway, Albany Highway and Armadale Road are by default the Southern Link Road.

Until the Southern Link Road is constructed the imperative for the Western Australian Government to construct Tonkin Highway south of Thomas Road (currently the only fully financed component of the State Government's electoral promise of extension of Tonkin Highway to South Western Highway at Mundijong by 2006) is significantly reduced.

The matter is both political and technical as demand, demand assessment, expenditure priorities, resource allocation and route selection and alignment selection are all intertwined.

The WALGA proposal essentially seeks to produce an alliance partnership between State Government through DPI, rural communities and Local Governments, which have a demand for freight routes and the metropolitan communities and Local Governments, which have the freight task imposed on them but without any of the production or logistic benefits accruing to them.

CONCLUSION

The Southern Link Road is considered vital to the City's ultimate transport system.

The Department for Planning and Infrastructure intends to schedule the inaugural Consultative Group meeting in early October 2002 to enable the Terms of Reference and the scope of investigations to be determined. The political and technical significance of the Southern Link Road to the City's future warrants representation at the level of Mayor and Executive Director Technical Services on the Consultative Group.

RECOMMEND

That the Mayor and Executive Director Technical Services be nominated as the City of Armadale's representatives on the Southern Link Road Consultative Group.

Moved Cr _____
Motion Carried/Lost (...)

MATTERS FOR REFERRAL TO STANDING COMMITTEES

The matter of a House Committee was the subject of Council Resolution CS101/01. A report item on this subject is shown elsewhere in this Agenda.

HOUSE COMMITTEE

At the August 19th Ordinary Council Meeting, Cr Stubbs raised the following matter for referral to the City Strategy Committee, i.e.

“That the matter of a response to Council Resolution regarding the formation of a House Committee be referred to the next city Strategy Committee.”

Comments provided by Cr Stubbs:

Some months ago (was it 2001?) Council resolved to consider a report on the question of establishing a “House Committee”.

A number of Councils have done so. The terms of reference vary but essentially they deal with issues that directly affect the performance of Councillors and the facilities available for them.

Such committees meet on a “needs” basis rather than to a regular schedule and usually have a relatively small membership (ie. not a ward based committee).

If we were to establish a House Committee it could provide an effective process by which matters of concern could be progressed rather than allowing issues (some minor, some major) to fester and achieving a prominence out of proportion to their importance.

Cr Stubbs has outlined a number of issues he believes could be related to a House Committee. These are attached as **Confidential Attachment “B-2” – Summary of Attachments – Lilac Page** - as they refer to a number of individuals and staff matters.

RECOMMEND

Moved Cr _____
Motion Carried/Lost (...)

MATTERS FOR REFERRAL TO STANDING COMMITTEES

FORMULATION OF COMMITTEE RECOMMENDATIONS – ELECTRONIC WHITEBOARD

At the September 2 Ordinary Council Meeting, Cr Clowes-Hollins raised the following matter for referral to the City Strategy Committee, i.e.:

“That the matter of formulating Committee recommendations on the electronic whiteboard be referred to the City Strategy Committee.”

Comments provided by Cr Clowes-Hollins:

At recent committee meetings there has been disruption caused by the need to comply with formulating committee recommendations on the electronic white board to the extent that it has led to member confusion, delays to the meeting, and frustration by the public.

There seems to be a lack of a process to comply with this provision, and a lack of understanding as to how the process should be enacted.

It is recommended that this matter be rectified by the formulation of a formal procedure.

RECOMMEND

Moved Cr _____
Motion Carried/Lost (...)

ARMADALE REDEVELOPMENT AUTHORITY

WARD : Armadale
FILE REF : PSC/30
DATE : 10 Sep 2002
REF : RST
RESPONSIBLE : Chief Executive
MANAGER : Officer

In Brief:-

- The Armadale Redevelopment Authority is now holding monthly meetings at its recently-opened Armadale Office.
- Report provided on matters discussed during the ARA Briefing held on 2 Sep 2002.
- Recommendation that the report be received and that the next briefing be scheduled in approximately 3 months.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

Strategic Plan objective to create an integrated Regional Centre with a full range of services.

Legislation Implications

Town Planning Scheme No.2 and No.3
Armadale Redevelopment Bill 2001

Council Policy / Local Law Implications

N/A

Budget / Financial Implications

Potential to broaden rate base and resultant income as a consequence of accelerated investment and development.

Consultation

- ♦ Armadale Redevelopment Authority
- ♦ Landcorp

BACKGROUND

At the meeting held on 15th July 2002, Council resolved to invite the Chair of the ARA, Mr Gerry Gauntlett and members of the ARA Board to brief Council on progress with the establishment of the ARA and its associated projects.

The first briefing was held at 5.30pm on 2 September 2002, attended by Mr Gauntlett, Board members Kay Hallahan, Cr Reynolds and Crs Zelones and ARA Executive Officer, Mr John Ellis.

Council was represented by a further 8 Councillors, the Chief Executive Officer and Executive Director Technical Services.

COMMENT

Topics covered during the briefing were:-

- Establishment of the Board and familiarisation with work conducted to date by Council.
- Staff appointed to the ARA
- Plans for the rail station precinct and a recent design workshop. Proposed architectural design competition.
- Current funding allocated by Treasury
- The proposed interim Development Scheme. Council's Executive Director Development Services is on the Steering Committee.
- Current projects:
 - Support for cinema
 - Armadale Rail Station
 - Possible Brookdale Residential
 - Government Department relocation
 - Champion Lakes
 - Key industry relocation
 - Forrestdale Business Park
- Discussion on Wirra Willa
- Forrestdale Business Park – need for focus
- Community interest groups – proposed “hypothetical”
- Discussions with Minister for Works & Services, the Hon Tom Stephens
- Need for marketing and ARA to become Government landowner to consolidate some sites
- Need to keep the Government and Treasury committed

At the conclusion both the Chair of the ARA and the Mayor expressed appreciation at the frank and open exchange and shared commitment to the redevelopment of Armadale.

RECOMMEND

That the outcomes of the briefing by the ARA Chairman be noted and the next briefing be scheduled in approximately three months.

Moved Cr _____

Motion Carried/Lost (...)

COUNCILLORS' ITEMS
