

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, 12
OCTOBER 2004, AT 7.00 PM.**

Meal to be served at 6.15 pm

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 17 August 2004, be confirmed.

ITEMS REFERRED FROM INFORMATION BULLETIN

INFORMATION BULLETIN – ISSUE NO.19/2004

The following items were included for information in the “City Strategy section”

- Progress Report on the Replacement of IT Core Systems Project
- Progress Report on Contingency, Operational and Strategic Projects
- Report on Outstanding Matters

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

I N D E X

CITY STRATEGY COMMITTEE

12 OCTOBER 2004

FINANCIAL & COPORATE

ANNUAL REPORT – 2003/2004	16
---------------------------------	----

MISCELLANEOUS

**2005 ORDINARY COUNCIL ELECTION	18
BUSINESS HOURS CHRISTMAS & NEW YEAR PERIOD	21
CHANGE OF COMMITTEE MEETING DAYS – MONDAY PUBLIC HOLIDAYS	24
COMMUNICATION TECHNOLOGIES FOR COUNCILLORS	27
COMMUNITY BUDGET REFERENCE GROUP PROPOSAL	40
COMPUTER SYSTEMS IMPLEMENTATION – PROGRESS REPORT	44
CONFERENCES – INFORMATION/PAPERS OBTAINED BY DELEGATES	48
DISPOSAL OF COUNCIL LAND / BUILDING BY PRIVATE TREATY	32
REPORTING OF CORPORATE SERVICES BUSINESS TO THE CITY STRATEGY COMMITTEE	36

STRATEGIC PLANNING

PUBLIC OPEN SPACE STRATEGY – COMMENCEMENT OF STAGE 6	4
--	---

PUBLIC OPEN SPACE STRATEGY – COMMENCEMENT OF STAGE 6

WARD : ARMADALE &
KELMSCOTT
FILE REF : POS/1
DATE : 24 September 2004
REF : CG
RESPONSIBLE : EDDS
MANAGER

In Brief:-

- Consultant's Public Open Space Assessment Report has been revised by the Working Group for Stage 6 of the POS strategy implementation plan.
- Recommend that Council commence public consultation on the disposal of 7 reserves, acceptance of vesting of 15 reserves, and transfer of vesting of 2 reserves.

Tabled Items

- Consultants Report Assessment of existing Public Open Space within urban areas of the City of Armadale (A copy of this report was supplied to Councillors in February 2001).

Officer Interest Declaration

Nil.

Strategic Implications

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

Legislation Implications

Land Administration Act 1997
Town Planning and Development Act 1928
Town Planning Scheme No. 2

Council Policy / Local Law Implications

Nil.

Budget / Financial Implications

Advertising and associated costs will be met from the Town Planning Scheme Amendment Advertising budget.

Stage 6 of the Public Open Space Strategy proposes to dispose of 1.688 hectares, transfer 0.8022 hectares and accept vesting of 18.7216 hectares of public open space. This equates to a net increase of 17.0332 hectares of public open space managed by the City within the Canning River & Foothills (3) Precinct.

The costs of managing minor passive reserves are about \$1,600 per hectare per annum. Such an increase in the area of public open space vested in the City of Armadale equates to an increase in management costs by approximately \$27, 253 per annum.

Consultation.

- Public Open Space Strategy Working Group (Executive Director Development Services, Manager Parks, Manager Recreation Services, Senior Environmental Planner, Environmental Officer).

BACKGROUND

At its meeting September 2001 Council resolved (CS67/01):

That Council stage the implementation of recommendations of the Public Open Space Assessment as identified in Table T-1, with a report to Council listing reserves to be vested, transferred or disposed of prior to the commencement of each stage.

Table T-1

Stage	Precinct (name and code letter)
1	Coastal Plain North (1) & (2) (A & B)
2	Coastal Plain South (1) & (2) (C & D)
3	Hills North (1) (I)
4	Coastal Plain (3) & Canning River & Foothills (2) (E & G)
5	Canning River & Foothills (1) & Hills North (2) (F & J)
6	Canning River & Foothills (3) (H)
7	Rural (K to O)

Council has previously considered stages 1 through 5 of the Public Open Space Strategy. The Public Open Space Working Group have now considered consultant recommendations for the Canning River and Foothills (3) Precinct of the POS Strategy report.

DETAILS OF PROPOSAL

It is proposed to commence public consultation for Stage 6 of the Public Open Space Strategy for the Canning River and Foothills (3) Precinct.

Outcomes of the Public Open Space Working Group's consideration of the consultants report are detailed in subsequent tables. Reserves recommended for disposal are listed in Table 1. Table 2 lists reserves for which vesting is recommended to be accepted by the City of Armadale. Table 3 lists areas recommended to have their vesting transferred to other management agencies.

Table 1: Public Open Space recommended for disposal as a part of Stage 6 of the POS Strategy.

POS Map Reference	Reserve	Size	Location	Zoning TPS 4	Vesting	Assessment against POS Criteria	Other notes	Recommendation
1	31693*	1,628 m ²	28 Lefroy Road Mt Nasura	Local P&R	Unvested	<ul style="list-style-type: none"> - Uneconomic size to retain - Good surveillance and access - Creates buffer to Brookton Hwy - Secondary landscape quality 	Large remnant trees that buffer Brookton Hwy are within the road reserve, and would not be affected by the disposal and development of this reserve.	Cancel, Rezone & Dispose
2	29937*	923m ²	15 Wandoo Street Mt Nasura	Local P&R	Unvested	<ul style="list-style-type: none"> - Uneconomic size to maintain - Poor surveillance and access - Appears to be a vacant residential lot - Secondary landscape quality - Within 200m of neighbourhood POS 		Cancel, Rezone & Dispose
6	28364	1,636m ²	15 Millen Street Mt Nasura	Local P&R	Vested in CoA	<ul style="list-style-type: none"> - Uneconomic size to maintain - Moderate surveillance and access - 2 road frontage - Within 50 m of other local POS 	No opportunities to rehabilitate a natural stream that runs through land parcel because it is deeply piped.	Cancel, Rezone & Dispose
10	30253*	3,400m ²	End of Hicks Rd Kelmscott	Local P&R	Unvested	<ul style="list-style-type: none"> - Secondary scenic quality - Poor surveillance and access - 2 separate land parcels - Drainage reserve (containing watercourse) runs through one parcel 	Land parcel at the end of Hicks Rd has watercourse running through. Unlikely to be suitable for development and forms a corridor of POS. Land parcel opposite Kevin Rd is like a house block (area of 2,700 m ²). Overgrown with grasses. Appears unused.	Cancel, Rezone & Dispose portion of reserve opposite Kelvin Road.
13	26826	2,089m ²	15 Gemsarna Cres Kelmscott	Local P&R	Vested in CoA	<ul style="list-style-type: none"> - Primary landscape quality - Uneconomic size to maintain - Surrounded by single residential - Poor access and surveillance 		Cancel, Rezone & Dispose.

POS Map Reference	Reserve	Size	Location	Zoning TPS 4	Vesting	Assessment against POS Criteria	Other notes	Recommendation
17	32225	5,438m ²	27 Broomfield Drive Kelmscott	Local P&R	Vested in CoA	<ul style="list-style-type: none"> - Secondary landscape quality - Dense overstorey and understorey - Poor surveillance - Moderate access 	Very rocky area. Unable to access between Cope St to Bromfield Drive across reserve as western slope is very steep and rocky.	Cancel, Rezone & Dispose.
40	28218*	1,770m ²	3244 Albany Hwy Mt Nasura	Local P&R	Unvested	<ul style="list-style-type: none"> - Secondary landscape quality - Poor access and surveillance - Uneconomic size to maintain - Long narrow lot - No other practical use 		Cancel, Rezone & Dispose.

* Indicates a Section 20A reserve

Table 2: Public Open Space recommended to have vesting accepted by the City of Armadale as a part of Stage 6 of the POS Strategy.

POS Map Reference	Reserve	Size	Location	Zoning TPS 4	Vesting	Assessment against POS Criteria	Other notes	Recommendation
8	Title pending.	2,037m ²	127 Brookton Hwy Kelmscott	Local P&R	Crown Land	<ul style="list-style-type: none"> - Secondary landscape quality - Within 150m of other local POS (site 9) in more suitable location - Freehold 		Accept vesting
9	29054	3,602m ²	11 to 13 Ranford St Kelmscott	Local P&R	Unvested	<ul style="list-style-type: none"> - Secondary landscape quality - Moderate access and surveillance - Uneconomic size to maintain - Satisfies local social/ recreational needs 		Accept vesting

POS Map Reference	Reserve	Size	Location	Zoning TPS 4	Vesting	Assessment against POS Criteria	Other notes	Recommendation
10	30253*	10,600m ²	Hicks Rd Kelmscott	Lot 254 = Residential Lot 259 & 216 = Local P&R	Unvested	<ul style="list-style-type: none"> - Secondary scenic quality - Poor surveillance and access - 2 separate land parcels - Has watercourse through one parcel 	Land parcel at the end of Hicks Rd has watercourse running through. Unlikely to be suitable for development and forms a corridor of POS. Land parcel opposite Kevin Rd is like a house block. Overgrown with grasses. Appears unused.	Accept vesting of portion of reserve at end of Hicks Rd. Rezone Lot 254 to Local P&R.
14	232	31,080m ²	Mount St Kelmscott. Reserve runs parallel to Canning River east of Mount Street continuing over Agostino Rd.	Local P&R	Unvested	<ul style="list-style-type: none"> - Runs alongside Canning River - Primary landscape quality - Part of potential fauna link 		Accept vesting
16	32226*	7,155m ²	29 Scott Rd Kelmscott	Local P&R	Unvested	<ul style="list-style-type: none"> - Moderate surveillance - Good access - Secondary landscape quality - Some good overstorey and understorey cover 		Accept vesting
18	32224*	4,757m ²	2 Morrison Drive Kelmscott	Local P&R	Unvested	<ul style="list-style-type: none"> - Excellent access and surveillance - Secondary landscape quality - Dense overstorey and understorey 		Accept vesting

POS Map Reference	Reserve	Size	Location	Zoning TPS4	Vesting	Assessment against POS Criteria	Other notes	Recommendation
21	44372	16986 m ²	Lots 4082 & 4164 bound by Patterson Road, Hilltop Place and Bromfield Drive Kelmscott.	Local P&R	Lot was vested in CoA between 1996 and 1999 until lot 4164 was amalgamated into Reserve.	<ul style="list-style-type: none"> - Secondary landscape quality - Good surveillance and access - Open area/ some trees - Satisfies social/ recreational needs 		Accept Vesting
24	28248*	4,080m ²	Off Carawatha Ave Mt Nasura. Situated behind Reserve 45987	Local P&R	Unvested	<ul style="list-style-type: none"> - Overstorey and understorey intact - Adjoins Reserve 45987 (site 25) that has similar characteristics - Has no road frontage - Secondary landscape quality - Contains watercourse 		Accept Vesting & amalgamate with Reserve 45987
25	45987	16498m ²	89 to 91 Carawatha Ave Mt Nasura.	Local P&R	Unvested	<ul style="list-style-type: none"> - Overstorey and understorey appear intact - Secondary landscape quality - Contains watercourse 		Accept vesting
26	37733*	6147m ²	Rushton Tce Mt Nasura. Reserve links Rushton Tce and Salter Rd	Local P&R	Unvested	<ul style="list-style-type: none"> - Dense vegetation, understorey relatively intact - Adjoins Reserve 45987 (site 25) which has similar characteristics - Secondary landscape quality - Potential trail link 		Accept Vesting. Amalgamate with reserve 45987

POS Map Reference	Reserve	Size	Location	Zoning TPS 4	Vesting	Assessment against POS Criteria	Other notes	Recommendation
28	38117*	23338m ²	Salter Rd Mt Nasura. Between 41 Paterson Rd and 125 Salter Rd.	Local P&R	Unvested	<ul style="list-style-type: none"> - Overstorey and understorey appear intact - Linear POS - Poor surveillance - Moderate access - Secondary landscape quality 		Accept vesting
29	33795*	8141m ²	Off Blackwood Drive Mt Nasura. Access between 57 & 59 Paterson Rd.	Local P&R	Unvested	<ul style="list-style-type: none"> - Overstorey and understorey appear intact - Secondary landscape quality - Poor access (has no road frontage) - Poor surveillance - Adjoins Reserve 38117 (site 28) and has similar characteristics 		Accept Vesting & Amalgamate with Reserve 38117.
30	38116*	281m ²	Westview Place Mt Nasura. Situated between Reserves 38117 & 40455.	Local P&R	Unvested	<ul style="list-style-type: none"> - Narrow drain divides Reserve 38117 (site 28) - Amalgamation opportunity 		Accept Vesting. Amalgamate with Reserve 38117.
32	39794	10165m ²	9 to 14 Rushton Tee Mt Nasura	Local P&R	Unvested	<ul style="list-style-type: none"> - Secondary landscape quality - Poor access and surveillance - Linear POS - Potential trail link 		Accept Vesting

POS Map Reference	Reserve	Size	Location	Zoning TPS 4	Vesting	Assessment against POS Criteria	Other notes	Recommendation
33	35371*	42398m ²	51 Carawatha Av Mt Nasura.	Local P&R	Unvested	<ul style="list-style-type: none"> - District POS size but not suitable for district function - Portion contains intact overstorey and understorey - Potential trail link - Poor access and surveillance 		Accept Vesting.

- Indicates a Section 20A reserve.

Table 3: Public Open Space areas proposed to be transferred to other management agencies as a Part of the POS Strategy Stage 6.

POS Map Reference	Reserve	Size	Location	Zoning TPS 4	Vesting	Assessment against POS Criteria	Other notes	Recommendation
20	36215*	7200m ²	19 Balgor Crt Kelmscott	Regional P&R	Unvested	<ul style="list-style-type: none"> - Poor access and surveillance - Joins Regional Open Space Reserve - >75% overstorey cover and cleared understorey - Secondary landscape quality 		Transfer vesting to the Department of CALM
31	40455	822m ²	4 Westview Place Mt Nasura	Residential	Unvested	<ul style="list-style-type: none"> - Narrow reserve set aside for water supply - Adjoins Reserve 38117 (site 28) - Uneconomical size to maintain on its own - Investigate transfer to water corporation - Alternative to amalgamate with Reserve 38117 		Transfer vesting to the Water Corporation

The Department for Planning and Infrastructure (Land Asset Management) guidelines for the administration of Section 20A reserves require that for reserve to be cancelled or substantially reduced, a Council must signpost the affected reserves to indicate the intended change. Council must also advertise in the local newspaper and, in appropriate cases, canvas nearby landholders by mail in order to demonstrate to the Minister the level of ratepayers support.

The Department for Planning and Infrastructure guidelines require that the funds generated from the disposal of a reserve must be utilised to purchase replacement land of equal area and suitability, or be allocated to a specific project subject to a favourable community attitude and with the approval of the Department for Planning and Infrastructure. Therefore, community consultation should also seek to determine how to best utilise the funds that would be generated from the sale of reserves.

It is now proposed to advertise the proposed recommendations of Stage 6 of the Public Open Space Strategy, as listed in Tables 1 through 3 above, for a 6-week public submission period (consistent with the Department for Planning and Infrastructure guidelines).

Reserves in the Canning River and Foothills (3) Precinct whereby no change in the vesting status is recommended do not appear in this report. However, two reserves are proposed to be amalgamated with nearby Reserves for simplification purposes. Council resolution for the amalgamation of these reserves is sought, as they do not need to be advertised for public comment. These two Reserves are detailed in Table 4.

Table 4: Reserves for which no change in status is recommended, but amalgamation opportunities exist.

Reserve Details	Recommendation
Reserve 28899, Millen Street Mt Nasura	Amalgamate with adjoining Reserve 28746
Reserve 30048 Lori Rd Kelmscott	Amalgamate with adjoining Reserve 30253

COMMENT

In most instances, recommendations of the Public Open Space Working Group are consistent with those recommendations of the consultants report. Table 4 provides rationale for recommendation changes by the Public Open Space Working Group, from the original consultants recommendation.

Table 4: Rationale for recommendations of the Public Open Space Working Group

Reserve	Recommendation and rational of consultants report	Recommendation and rational of Working Group
31693, Lefroy Rd Mt Nasura	Retain: - Good surveillance and access - Creates buffer to Brookton Hwy - Secondary landscape quality	Dispose: - Uneconomic size to retain - Buffer to Brookton Hwy and landscape values retained as vegetation is within road reserve and outside of Reserve 31693.
Lot 106 Brookton Hwy Kelmscott	Dispose: - Secondary landscape quality - Within 150 m of other POS	Retain: - Has watercourse running through it - Provides neighbourhood permeability

Reserve	Recommendation and rationale of consultants report	Recommendation and rationale of Working Group
Reserve 30253 Hicks Rd Kelmscott	Retain: <ul style="list-style-type: none"> - Secondary scenic quality - Moderate access and surveillance - Satisfies local social/recreational need 	Dispose portion opposite Kelvin Rd: <ul style="list-style-type: none"> - Reserve in 2 disjunct parts - Section proposed for disposal small like a house block (2,700 m²) - Appears unused - Other POS close by (other portion of Reserve 30253) - Uneconomical size to maintain
Reserve 32225 Bromfield Drive Kelmscott	Retain: <ul style="list-style-type: none"> - Secondary landscape quality - Dense overstorey and understorey - Poor surveillance - Moderate access 	Dispose: <ul style="list-style-type: none"> - Access of Reserve between Cope St and Bromfield not possible as result of steep slope. - Vegetation degraded - Large amount of rocky material limits access
Reserve 28218 Albany Hwy Mt Nasura	Retain: <ul style="list-style-type: none"> - Secondary landscape quality - Long narrow lot - No other practical use 	Dispose: <ul style="list-style-type: none"> - Poor access and surveillance - Uneconomic size to maintain

Analysis

Based on Tables 1, 2 & 3, the following quantities (area) of public open space would be disposed, accepted or transferred.

Proposal for POS	Area (ha)
Disposal	1.6884 ha
Transfer to other agencies	0.8022 ha (<i>note this area is not currently vested in CoA</i>)
Acceptance of vesting	18.7216 ha

This illustrates a net gain in the management area of 17.0332 hectares.

Financial implications of changing of management responsibilities for POS in this precinct are discussed in the section '*Financial implications*' above.

Options

Council can reconsider recommendations in regard to disposing, accepting and transferring public open space within the Canning River and Foothills (3) Precinct.

CONCLUSION

The Public Open Space Working Group have now considered consultant recommendations for the Canning River and Foothills (3) Precinct of the POS Strategy report. It is now proposed to commence public consultation for Stage 6, advertising reserves whereby cancellation and disposal, acceptance of vesting by the City, or transfer to another agency is recommended for that reserve.

RECOMMEND

- A) That Council commence public consultation for the Canning River and Foothills (3) Precinct consistent with the Department for Planning and Infrastructure Guidelines for administration of Section 20A Public Recreation Reserves which includes:
- (i) Explanations of the assessment process used to determine whether vesting should be accepted for reserves or whether the reserve should be cancelled and disposed of; and
 - (ii) Requests for suggestions on how to utilise funds generated from the disposal of reserves for the upgrade of public open space in the Canning River and Foothills (3) Precinct.
- B) That subject to no adverse comment being received in the public consultation process (as per recommendation part A), Council cancel, rezone to residential and dispose of the following reserves in the Canning River and Foothills Precinct (3):

Reserve	Location
31693	28 Lefroy Rd Mt Nasura
29937	15 Wandoo St Mt Nasura
28364	15 Millen St Mt Nasura
Portion of Reserve 30253	Hicks Rd. Portion of reserve opposite Kelvin Rd Kelmscott (Lot 213, 245 & 257)
26826	15 Gemsarna Cres Kelmscott
32225	27 Broomfield Drive Kelmscott
28218	3244 Albany Hwy Mt Nasura

- C) That subject to no adverse comment being received through the public consultation process (as per recommendation part A), Council accept vesting of the following reserves in the Canning River and Foothills Precinct (3):

Reserve	Location
29054	11 to 13 Ranford St Kelmscott
232	Mount St Kelmscott
32226	29 Scott Rd Kelmscott
32224	2 Morrison Dr Kelmscott
45987	Off Carawatha Ave Mt Nasura
38117	Salter Rd Mt Nasura (between 41 Paterson Rd and 125 Salter Rd)
35794	9 to 14 Rushton Tce Mt Nasura
35371	51 Carawatha Ave Mt Nasura
44372	Paterson Rd Kelmscott (between Paterson Drive and Broomfield Dr Kelmscott)

- D) That subject to no adverse comment being received through the public consultation process (as per recommendation part A), Council accept vesting of the portion of Reserve 30253 at the end of Hicks Rd Kelmscott, and rezone lot 254 to local Parks & Recreation.
- E) That subject to no adverse comment being received through the public consultation process (as per recommendation part A), and title being issued by the Department of Land Information, Council accept vesting of 127 Brookton Hwy Kelmscott.
- F) That subject to no adverse comment being received through the public consultation process (as per recommendation part A), Council accept vesting of the following reserves, and amalgamate with adjacent reserve areas as indicated in the table below.

Reserve	Location	Amalgamate with
28248	Off Carawatha Ave Mt Nasura	Reserve 45987, Carawatha Ave Mt Nasura
37733	Rushton Tce Mt Nasura	Reserve 45987, Carawatha Ave Mt Nasura
33795	off Blackwood Dr Mt Nasura	Reserve 38117, Salter Rd Mt Nasura.
38116	Westview Place Mt Nasura	Reserve 38117, Salter Rd Mt Nasura

- G) That subject to no adverse comment being received through the public consultation process (as per recommendation part A), Council recommend to the Department for Planning and Infrastructure that Reserve 36215 (Balgor Court Kelmscott) and Reserve 40455 (Westview Place Mt Nasura) be transferred to the Department of Conservation and Land Management and Water Corporation respectively.
- H) That Council amalgamate the following Reserves with adjoining Reserves as indicated in the table below.

Reserve Details	Recommendation
Reserve 28899, Millen Street Mt Nasura	Amalgamate with adjoining Reserve 28746
Reserve 30048 Lori Rd Kelmscott	Amalgamate with adjoining Reserve 30253

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

ANNUAL REPORT – 2003/2004

WARD	All
FILE REF:	COA/25
DATE	5 Oct 2004
REF	AWD
RESPONSIBLE MANAGER	Manager Administration & Governance

In Brief:

Council is requested to:

- Accept the 2003/2004 Annual Report
- Determine the date, time and place of the Annual General Meeting of Electors

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

Communication:

To achieve a dialogue with the community to have a clearer understanding of the community's needs and expectations.

Legislation Implications

Sections 5.27, 5.32, 5.33 and 5.54 of the Local Government Act 1995 apply.

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

Sufficient funds have been allocated in Council's budget to cover all costs associated with this matter.

Consultation

- Mayor
- CEO
- Senior officers
- Design/publishing houses

COMMENT

The purpose of this report is to obtain Council's acceptance of the text of the 2003/2004 Annual Report, which is a requirement of Section 5.54 of the Local Government Act 1995, and to determine the date, time and place of the Annual General Meeting of Electors in accordance with Section 5.27 of the Act.

Progress on the artwork for the cover and layout design is currently nearing completion, however, the final draft of the Annual Report (text) is presented at **Attachment "A-3" (Summary of Attachments – lilac page)** for acceptance by Council in satisfaction of the requirements of the Act. It will be noted that the report contains the full Financial Report in satisfaction of statutory requirements.

The proposed timetable for completion of the Annual Report and convening of the AGM is as follows:

Due Date	Task
Council Meeting 18 October 2004	<ul style="list-style-type: none"> – Annual Report presented to Council via City Strategy Committee with recommendation to accept the Report. – Council to determine date, time and place of Annual General Meeting of Electors.
Notices to be placed in 2 November Comment News and 11 November Examiner newspapers.	Public notice to be given re: <ul style="list-style-type: none"> – Availability of the Annual Report; and – Date, time, place and purpose of the Annual General Meeting of Electors
16 November 2004	AGM reminder advertisement and distribution of A4 flyer summarised Annual Report to households.
Thursday, 18 November 2004	Annual General Meeting of Electors to be held in the Function Room commencing at 7:30 p.m.
Council Meeting 20 December 2004	Minutes of AGM to be reported to Council.

RECOMMEND

That Council:

- 1. Accepts the 2003/2004 Annual Report, as presented at Attachment A-3 to this Report.**
- 2. Hold its Annual General Meeting of Electors on Thursday, 18 November 2004 at 7:30 p.m. in the City’s Function Room, 7 Orchard Avenue, Armadale.**

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

****2005 ORDINARY COUNCIL ELECTION**

WARD All
FILE REF: ELT/13
DATE 23 September 2004
REF AWD
RESPONSIBLE MANAGER EDCorpS

In brief:

This report seeks a Council declaration that the WA Electoral Commissioner shall be responsible for the 2005 Ordinary Council elections and that the election will be a postal election.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

Maintains Council's commitment to ensuring that as many of the electors as possible actively participate in the political process at the local community level.

Legislation Implications

Part 4 of the Local Government Act 1995, together with associated Regulations, prescribes the manner in which elections must be conducted.

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

A \$62,900 provision has been made in the adopted 2004/2005 Annual Budget to conduct the 2005 Ordinary Council election as a postal election.

Consultation

Nil

BACKGROUND

The City of Armadale was amongst the first group of Local Governments in 1997 to conduct its elections by the postal method. In making that determination, Council placed a strong emphasis on the following beneficial outcomes justifying the additional cost of postal voting:

- Obtaining a clear mandate for elected members
- Higher participation rates
- Encouraging greater community involvement in local issues
- Conducting the election by an independent body

The recorded cost of the last in-person election held in 1996 (five wards) was \$16,812, with an estimated further cost of some \$18,000 being attributed to costs associated with officer time. The total cost therefore was estimated to be approximately \$35,000 which equates to a cost of \$7.51 per vote and resulted in an 11.75% turnout performance. Those costs and

performance results are shown in the following table, together with similar data drawn from the subsequent four postal elections for comparison purposes.

Year	No. of Wards	Estimated Total Cost \$	Cost per Vote \$	Turnout Performance %	Election Type
1996	5	35,000	7.51	11.75	in-person
1997	3	62,000	9.17	47.00	postal
1999	4	60,700	7.55	42.50	postal
2001	4	62,000	8.82	35.60	postal
2003	4	60,800	11.80	29.60	postal

COMMENT

As can be seen in the above table, whilst the cost per vote under the postal method is higher than the in-person cost, the voter turnout performance has been up to 300% greater under the postal system. It is considered that the additional cost of conducting an election by the postal method is a reasonable price to pay to achieve the objective of engaging greater community participation in the process. However, should Council wish to consider reverting to the in-person method, it should be noted that Council still has the necessary in-house skills, knowledge, experience and resources required to conduct such an election.

The Electoral Commissioner has written to Council agreeing to be responsible for the conduct of the City of Armadale Local Government Postal Elections in May 2005.

In order for these arrangements to take place, should Council again wish to take advantage of the postal method of conducting its elections, Council will now need to pass a resolution by special majority to:

1. Declare, in accordance with section 4.20(4) of the Local Government Act 1995, the Electoral Commissioner be responsible for the conduct of the May 2005 elections.
2. Decide, in accordance with section 4.61(2) of the Local Government Act 1995, that the method of conducting the election will be as a postal election.

Note: The decision to conduct a postal election and declare the Electoral Commissioner responsible for the conduct of the 2005 Ordinary Council Election must be made by 16 February 2005 and cannot be rescinded after that date.

CONCLUSION

Postal elections have provided a clear benefit for the City of Armadale with the average rate of voter participation over the last four postal elections being 38.7%. It is therefore recommended that the postal option be adopted for conduct of the 2005 Ordinary Council Election.

RECOMMEND

That Council:

- 1. Pursuant to section 4.20(4) of the Local Government Act 1995, declares the Western Australian Electoral Commissioner to be responsible for the conduct of the 2005 City of Armadale Ordinary Election.**

**** SPECIAL MAJORITY RESOLUTION REQUIRED**

- 2. Pursuant to section 4.61(2) of the Local Government Act 1995, determines that the 2005 City of Armadale Ordinary Election shall be conducted as a postal election.**

**** SPECIAL MAJORITY RESOLUTION REQUIRED**

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

BUSINESS HOURS CHRISTMAS & NEW YEAR PERIOD

WARD All
FILE REF: STF/1
DATE 22 Sept 2004
REF MH
RESPONSIBLE CEO
MANAGER

In Brief:

This report presents for Council's approval a Schedule of Business Hours for the 2004/05 Christmas/New Year period.

Council Policy/Local Law Implications

Nil.

Budget/Financial Implications

Nil

Consultation

CEO, Executive Directors, Operational Managers, Western Australian Local Government Association.

BACKGROUND

Council's past practice regarding Christmas and New Year business hours has been to open for business on all weekdays other than public holidays on Christmas Day, Boxing Day, New Year's Day and close at 12 noon on Christmas Eve.

This year the Monday 27 December and Tuesday 28 December are listed as public holidays. In addition, Monday 3 January 2005 is listed as a public holiday.

COMMENTS

The following report recommends the City's proposed business hours for the 2004/05 Christmas / New Year period for Council confirmation. Council will note that it is proposed that the field staff function be held on Thursday, 23 December 2004 commencing at 1pm and the administration staff function be held on Friday, 24 December 2004 commencing at 1pm. As a result the Depot will close to the public on Thursday, 23 December 2004 and Friday 24 December 2004 at 12 noon to allow staff to attend the relevant Christmas function. The Administration Centre and Libraries will close on Friday 24 December at 12noon to allow staff to attend the administration staff Christmas function.

Council offices will be open as usual for business between Wednesday 29 December and Friday 31 December 2004.

Council offices will be closed for business on Monday 3 January 2005, a public holiday, and reopen on Tuesday 4 January 2005 and service delivery levels will not be effected.

There will be advanced publicity given to the early closure of the Depot at 12 noon on Thursday 23 December and early closure of the Council Office and Libraries at 12 noon on Christmas Eve so as to better inform the public and thereby minimise the risk of customer inconvenience.

CONCLUSION

Council will be open for business on all weekdays other than public holidays between Christmas Day and New Year.

RECOMMEND

That Council approve the following Schedule of Business Hours covering the 2004/05 Christmas and New Year period.

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

<i>Date</i>	<i>Admin Office</i>	<i>Depot</i>	<i>Libraries</i>	<i>Aquatic Centre</i>	<i>Armadale Arena</i>	<i>Landfill</i>	<i>Waste Collection</i>
Thurs 23.12.04	8.15am – 4.45pm	7.30am – 12noon	A'dale – Westfield: 9.30am – 8pm K'scott: 9.30am – 5pm	6am – 8pm	6.30am – 8pm	8am – 4.45pm	Y
Fri 24.12.04	8.15am – 12noon	7.30am – 12noon	9.30am – 12 noon	6am – 6pm	9am – 12noon	8am – 4.45pm	Y
Sat 25.12.04 Christmas Day	Closed	Closed	Closed	Closed	Closed	Closed	N
Sun 26.12.04 Boxing Day	Closed	Closed	Closed	9am – 8pm	Closed	8am – 4.45pm	N
Mon 27.12.04 Public Holiday	Closed-	Closed	Closed	7am – 8pm	9am – 12noon	8am – 4.45pm	Y
Tuesday 28.12.04 Public Holiday	Closed-	Closed	Closed	7am – 8pm	9am – 12noon	8am – 4.45pm	Y
Wed 29.12.04	8.15am – 4.45pm	7.30am – 5pm	A'dale: 9.30am – 5pm K'scott: 9.30am – 8pm Westfield: Closed	6am – 8pm	9am – 12noon	8am – 4.45pm	Y
Thur 30.12.04	8.15am – 4.45pm	7.30am – 5pm	A'dale – Westfield: 9.30am – 8.00pm K'scott: 9.30am – 5pm	6am – 8pm	9am – 12noon	8am – 4.45pm	Y
Fri 31.12.04	8.15am – 4.45pm	7.30am – 5pm	9.30am – 5.00pm	6am – 8pm	9am – 12noon	8am – 4.45pm	Y
Sat 01.01.05 New Year's Day	Closed	Closed	Closed	7am – 8pm	Closed	Closed	N
Sun 02. 01.05	Closed	Closed	Closed	9am – 8pm	9am – 12noon	8am – 4.45pm	N
Mon 03.01.05 Public Holiday	Closed	Closed-	Closed	7am – 8pm	6.30am – 8pm	8am – 4.45pm	Y
Tue 04.01.05	8.15am – 4.45pm	7.30am – 5pm	A'dale – Westfield: 9.30am – 8pm K'scott: 9.30am – 5pm	6am – 8pm	6.30am – 8pm	8am – 4.45pm	Y

History House Museum will be closed from Wednesday 22 December 2004, reopening Thursday 6 January 2005
Birtwistle Local Studies will be closed from Wednesday 22 December 2004, reopening Wednesday 5 January 2005
Roleystone Green Waste Site will be closed Christmas Day and New Year's Day.

CHANGE OF COMMITTEE MEETING DAYS – MONDAY PUBLIC HOLIDAYS

WARD All
FILE REF: MTG/1
DATE 1 Oct 2004
REF AFM
RESPONSIBLE MANAGER EDCorpS

In Brief:

- Review of current practice when committee meetings coincide with public holidays
- Recommend that as from 1 January 2005, when a Monday committee meeting coincides with a public holiday, it be moved to the Wednesday, and that the regular meeting days for City Strategy and Development Services committees be changed to Monday and Tuesday respectively

Officer Interest Declaration

Nil

Strategic Implications

Corporate Services - To foster an effective professional environment for the governance and administration of the City's services.

Legislation Implications

Public notice of upcoming committee meeting dates is required at least once every year and if subsequently those dates are changed, then further local public notice is to be given if time permits, ie.

Local Government Act 1995

5.25. Regulations about council and committee meetings and committees

- (1) Without limiting the generality of section 9.59, regulations may make provision in relation to —
 - (g) the giving of public notice of the date and agenda for council or committee meetings;

Local Government (Administration) Regulations 1996

12. Public notice of council or committee meetings — s. 5.25 (g)

- (1) At least once each year a local government is to give local public notice of the dates on which and the time and place at which —
 - (a) the ordinary council meetings; and
 - (b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public,
are to be held in the next 12 months.
- (2) A local government is to give local public notice of any change to the date, time or place of a meeting referred to in subregulation (1).

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

Nil

Consultation

Management Executive (MANEX)

Standing Order House Advisory Group (SOHAG)

BACKGROUND

At the Community Services Committee Meeting held on 25th May 2004, the current practice of moving committee meeting dates forward a day when a Monday is a public holiday was raised/discussed.

The suggestion made was, rather than change both meeting dates, ie. move Monday's meeting to Tuesday and move Tuesday's meeting to Wednesday, that only the Monday meeting be moved to Wednesday thereby affecting less persons and causing less disruption to the meeting calendar. In response, it was commented that part of the reason for changing both meeting dates, is that the minutes from the Monday meeting ordinarily take longer to complete given that it's generally the larger agenda, ie. to move the largest meeting agenda to the Wednesday, is likely to pose problems in completing the minutes for the Thursday delivery.

This is the second time in the last 6 months that the current practice of changing meeting days due to a Monday public holiday has been raised at a Council level.

COMMENTS

The suggested options are:

1. Continue the current practice of moving both meeting dates a day forward

OR

2. Move the Monday committee meeting to the Wednesday and leave the Tuesday committee meeting as is.

The option recommended by MANEX is to move the Monday meeting to the Wednesday thus causing less disruption. If this option is supported by Council, then to avoid possible difficulties in completing the minutes from the Development Services Committee, it is further proposed that the current order of the Development Services and City Strategy Committee meetings in the second week of the month be reversed, ie. City Strategy be moved to a Monday and Development Services be moved to the Tuesday.

Informal discussion had suggested that the relevant Committees are comfortable with this change.

SOHAG considered this matter at its meeting on 14th September and endorsed the following recommendation.

RECOMMEND

That Council:

- 1. Replace its current practice of moving both committee meeting dates when a public holiday occurs on a Monday, with the practice whereby only the Monday committee meeting is moved to the Wednesday,**
- 2. Hold future meetings of the City Strategy and Development Services committees on a Monday and Tuesday respectively, and**
- 3. Introduce, with effect from 1 January 2005 via publication of the 2005 annual calendar of meeting dates, the changes referred to in parts (1) and (2) of this recommendation.**

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

COMMUNICATION TECHNOLOGIES FOR COUNCILLORS

WARD All
FILE REF: PCY/1
DATE 1 Oct 2004
REF AFM
RESPONSIBLE MANAGER EDCorps

In Brief:

- In adopting the 2004/05 Annual Budget, provision was made for a “new” Councillor expense reimbursement relating to Communication Technologies.
- In making the above budget provision, Council agreed that a Policy and Management Practice would be required to administer such expense reimbursements.
- A draft Policy and Management Practice has been developed and is now presented for Council consideration and endorsement.

Officer Interest Declaration

Nil

Strategic Implications

Corporate Services - To foster an effective professional environment for the governance and administration of the City’s services.

5.3 Progressively provide staff and councillors with appropriate information technology.

Legislation Implications

A local government can approve certain kinds of expense reimbursements to Councillors pursuant to section 5.98(2)(b),(3) & (4) of the Local Government Act 1995 and regulation 32 of the Local Government (Administration) Regulations 1996, ie.

Local Government Act 1995

Division 8 — Fees, expenses and allowances

5.98. Fees etc. for council members

- (2) *A council member who incurs an expense of a kind prescribed as being an expense —*
 - (a) *to be reimbursed by all local governments; or*
 - (b) *which may be approved by any local government for reimbursement by the local government and which has been approved by the local government for reimbursement,*
is entitled to be reimbursed for the expense in accordance with subsection (3).
- (3) *A council member to whom subsection (2) applies is to be reimbursed for the expense —*
 - (a) *where the minimum extent of reimbursement for the expense has been prescribed, to that extent; or*
 - (b) *where the local government has set the extent to which the expense can be reimbursed and that extent is within the prescribed range (if any) of reimbursement, to that extent.*
- (4) *If an expense is of a kind that may be approved by a local government for reimbursement, then the local government may approve reimbursement of the*

expense either generally or in a particular case but nothing in this subsection limits the application of subsection (3) where the local government has approved reimbursement of the expense in a particular case.

Local Government (Administration) Regulations 1996

32. *Expenses that may be approved for reimbursement —s. 5.98 (2) (b) and (3)*
- (1) *For the purposes of section 5.98 (2) (b), the kinds of expenses that may be approved by any local government for reimbursement by the local government are —*
- (a) *an expense incurred by a council member in performing a function under the express authority of the local government;*
- (b) *an expense incurred by a council member to whom paragraph (a) applies by reason of the council member being accompanied by not more than one other person while performing the function if, having regard to the nature of the function, the local government considers that it is appropriate for the council member to be accompanied by that other person; and*
- (c) *an expense incurred by a council member in performing a function in his or her capacity as a council member.*
- (2) *The extent to which an expense referred to in subregulation (1) can be reimbursed is the actual amount, verified by sufficient information.*

Council Policy/Local Law Implications

Report recommends that the current Policy EM-3 be replaced with Proposed Policy & Management Practice EM-9 – Councillor Communications.

Budget/Financial Implications

Provision has been made in the 2004-05 Annual Budget for a “new” expense reimbursement of up to a maximum of \$800 per councillor per annum for Communication technologies.

Consultation

Management Executive (MANEX)
Standing Order House Advisory Group (SOHAG)

BACKGROUND

In adopting the 2004-2005 Annual Budget, provision was made for a “new” expense reimbursement (up to a maximum of \$800 per councillor per annum) for Councillors relating to Communication Technologies (CS27/6/04 of 15 June 2004 refers).

In making this provision, it was agreed that a Policy/Management Practice would be required to administer such expense reimbursements in a transparent, equitable and accountable manner.

Accordingly, presented in this Report is a proposed Policy and Management Practice for Council’s consideration and approval.

COMMENTS

Aspects to note about the following recommended Policy and Management Practice are as follows:

- It is intended that it replace current Policy EM 3 (**Refer Attachment A-1 to the Agenda**),
- Whereas with Policy EM 3 the minimum communication standard has been facsimile, **the new minimum communication standard proposed is e-mail.**
- Pursuant to the requirements of the Local Government Act 1995, payments made to councillors in accordance with the proposed Policy and Management Practice must be of an “expense reimbursement” nature and NOT an allowance,
- When in the future the Regulations are amended to include an “Information Technology Allowance” payable to councillors (the proposed maximum amount is \$1,000 per councillor per annum), Council will need to re-consider the on-going relevance of the following proposed Policy with the possible options being to:
 - ⇒ delete the proposed Policy in lieu of accepting the new Information Technology Allowance,
 - ⇒ continue the proposed Policy in addition to the new Information Technology Allowance,
 - ⇒ replace the proposed Policy with a new policy referring to some other specific expense reimbursement incurred by councillors in the performance of their councillor duties/role.

SOHAG at its meeting on 14th September 2004 made the following amendment to the proposed Policy and Management Practice:-

- Policy not to preclude the use of facsimile as this will be an alternative means of communication when experiencing problems with ISP addresses. Facsimiles are also required for communication with members of the public who do not have email facilities. Other examples of technology/hardware that can be cited in the Policy include ADSL, IDSN, satellite, DVD/CD Burner, digital recorders etc.

RECOMMEND

1. **That Council replace current Council Policy EM 3 with the following new Council Policy, ie. EM 9 – Councillor Communications.**

Council Policy – EM 9 – Councillor Communications

Rationale

To provide Councillors with modern communication technologies at their place of residence, thus enhancing their role as Councillor by facilitating communications between the community and the Council.

Policy

To reimburse Councillors for modern communication technology expenses incurred in accordance with current Management Practice.

2. That the following Management Practice EM9 be noted:

Management Practice EM 9 – Councillor Communications

Pursuant to Section 598(2)(b),(3)&(4) of the Local Government Act 1995, Councillors may make claim for reimbursement of “allowable expenses” incurred provided such a reimbursement has been detailed in the Notes to and Forming part of Council’s Annual Budget re: Payments to Councillors.

The maximum reimbursement amount that a Councillor may claim in any financial year will be that as detailed in Council’s Annual Budget.

“Allowable expenses” for the purpose of this Management Practice shall include expenses incurred by a Councillor that can reasonably be demonstrated as being of a communication technology nature to facilitate effective and efficient communications from their place of residence with the community and the Council.

The following “allowable expenses” are examples only:

→ **Technology hardware**

- Personal computer; printer; scanner; facsimile; keyboard; modem/router; USB memory stick; monitor; memory upgrades; network capabilities (hubs, network cards, wired/wireless), DVD/CD burner, digital recorder.

Computer software

- E-mail software; office software; anti-virus software,

→ **Other technologies**

- Internet connection/installation including broadband, ADSL, IDSN, satellite; internet service provider (ISP) fees; repairs and maintenance.

The procedure for claiming reimbursement is as follows:

- All claims for reimbursement shall be in writing and lodged with the Chief Executive Officer who shall have the authority to approve payment of claims,
- Claims for reimbursement can be made at any time during the financial year and will be paid within (14) days from date of lodgement,
- Claims for reimbursement are to clearly describe the nature/type of the expense and show that the expense has at the time of the claim, been paid.

Reimbursement of the above “allowed expenses” is subject to the following conditions:

- Councillors are to maintain during their term of office, a current email address and / or facsimile to facilitate communications between themselves and Council’s administration;
- Councillors must regularly monitor their emails for inwards communications as emails will be Council administration’s minimum standard written communication medium with Councillors (excluding Agendas and Minutes which will be distributed in hard copy), and
- The expense being related to a Councillor’s communication capabilities at their place of residence.

Technology acquired using this policy/management practice shall remain the property of the Councillor who shall be responsible for all associated repairs and maintenance.

Note: This Management Practice does not preclude the use of facsimile as this will be an alternative means of communication when experiencing problems with ISP addresses. Facsimiles are also required for communication with members of the public who do not have email facilities. Other examples of technology/hardware that can be cited in the Policy include ADSL, IDSN, satellite, DVD/CD Burner, digital recorders etc.

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

DISPOSAL OF COUNCIL LAND / BUILDING BY PRIVATE TREATY

WARD All
FILE REF: DIS/2
DATE 1 Oct 2004
REF AFM
RESPONSIBLE MANAGER EDCorpS

In Brief:

- Council resolved in 2003 that a review be undertaken of current practices relating to the sale of Council land/building by private treaty.
- A Management Practice has been developed, the objective of which is to maximise the net sale prices of Council owned land/buildings when sold using “private treaty” provisions.
- Council note Management Practice ADM 14 as detailed in the report be approved, also notify the Management Practice may vary from time to time in accord with legislative change and current best practice.

Officer Interest Declaration

Nil

Strategic Implications

Corporate Services - To foster an effective professional environment for the governance and administration of the City’s services.

Legislation Implications

Section 3.58 of the Act refers (in particular Section 3.58(3) & (4)) which states as follows:

3.58. Disposing of property

- (1) In this section —
“**dispose**” includes to sell, lease, or otherwise dispose of, whether absolutely or not;
“**property**” includes the whole or any part of the interest of a local government in property, but does not include money.
- (2) Except as stated in this section, a local government can only dispose of property to —
 - (a) the highest bidder at public auction; or
 - (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.
- (3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —
 - (a) it gives Statewide public notice of the proposed disposition —
 - (i) describing the property concerned;
 - (ii) giving details of the proposed disposition; and
 - (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;and
 - (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.
- (4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —
 - (a) the names of all other parties concerned;
 - (b) the consideration to be received by the local government for the disposition; and

- (c) the market value of the disposition as ascertained by a valuation carried out not more than 6 months before the proposed disposition.
- (5) This section does not apply to —
- (a) a disposition of land under section 29 or 29B of the *Public Works Act 1902*;
 - (b) a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59;
 - (c) anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or
 - (d) any other disposition that is excluded by regulations from the application of this section.

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

Nil

Consultation

Standing Order House Advisory Group (SOHAG)

BACKGROUND

The background to this matter is Council resolution C86/5/03 of 3rd June 2003, i.e.

Councillors' Item – Cr Munn suggested a review of current practices relating to the placement of public notices and advertisements (relating to the sale of council property by private treaty) – agreed that the matter be referred to the Standing Orders & House Advisory Group.

COMMENTS

In response to the above Councillors' item a new draft Management Practice was developed and referred to the SOHAG meeting held on 14th September 2004.

This self explanatory Management Practice as endorsed by SOHAG inclusive of the following changes made by SOHAG, is presented in the following report recommendation.

- *Considering the number and varied types of Council owned land likely to be sold in the future, i.e. residential, industrial, reserves etc. it was considered preferable that Council appoint a panel of preferred real estate firms for a set period of time. Registrations of interest for such a panel can be called for in accordance with Council's Tendering/Purchasing Policy.*
- *Allocation of Council business to panel members be on a merit and suitability basis eg. standing in the industry, demonstrated sales track record, local knowledge, awareness and empathy with the City's objectives.*
- *Committee should note that this Management Practice does not relate to a Policy, as is normally the case. Section 3.58 of the Act is quite explicit and there is no need to duplicate in a Policy. It should've been noted that Management Practices will vary from time to time in accordance with legislation change and current best practice.*

RECOMMEND

That Council note the following new Management Practice.

Management Practice ADM 14 - Disposal of Council Land/buildings by Private Treaty

The objective of this Management Practice is to maximize the net sale price of Council owned land/buildings when disposal using the “private treaty” provisions of the Local Government Act.

Residential Land/Buildings (single lot instance)

In addition to the requirements of the Act, the minimum requirements to be satisfied when disposing of council land/buildings of a residential nature by “private treaty” shall be as follows:

- **The proposed property disposal be placed with a panel member;**
- **Negotiations are to take place with the panel member to determine a realistic sale price to be advertised which is to be not less than the market valuation received;**
- **Council having received a “bona-fide” offer through its panel member shall when giving Statewide public notice of the proposed disposition, place a copy of the Statewide public notice in each of the local newspapers and in the Saturday property section of the West Australian on at least one occasion, in the form of a display advertisement.**

Industrial, Commercial and larger residential land/buildings

In addition to the requirements of the Act, the minimum requirements to be satisfied when disposing of council land/buildings of an industrial, commercial and larger residential nature by “private treaty” shall be as follows:

- **Panel member to prepare a “sales strategy/action plan” for Council’s consideration and approval,**
- **The “sales strategy/action plan” is to be prepared subsequent to Council’s decision to sell by “private treaty”.**

Other Matters relevant to this management practice include:

- **Placement of proposed dispositions by private treaty with a member of Council's Panel of property consultants (referred to in this Management Practice as 'Panel Member') will be by merit and suitability.**
- **Costs associated with disposals by private treaty shall be paid for out of the sale proceeds and if no sale occurs, then costs are to be paid from "office" operating budgets.**
- **The method by which GST is to be calculated should always be the "Margin Method" and stipulated in the offer and acceptance.**
- **Offers can be accepted for consideration direct from a prospective purchaser provided the appropriate advertising as mentioned above is undertaken and the offer is greater than the market valuation;**
- **Prior to any offer being accepted delegated authority is required from Council to the CEO to sign the offer and acceptance form in which a condition of the delegation is to set a maximum limit to which he can sign (Section 5.43(d) of the Local Government Act applies).**
- **In cases where subdivision is required, the property is not to be placed with a Panel Member nor private offers accepted until all subdivision requirements have been completed.**
- **Other conditions of disposal and which are to be included in the offer and acceptance form are:**
 - **Any prospective purchaser is to be advised of the legislative requirements involved with the disposal including timeframes;**
 - **Any specific requirements relating to the use of the property.**

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

REPORTING OF CORPORATE SERVICES BUSINESS TO THE CITY STRATEGY COMMITTEE

WARD All
FILE REF: MTG/1
DATE 1 Oct 2004
REF AFM
RESPONSIBLE MANAGER EDCorpS

In Brief:

- Council in 2003 resolved that a report be submitted for consideration on the appropriateness of “corporate” services being reported to City Strategy Committee rather than Community Services Committee as currently occurs.
- Recommended that with effect from 1 January 2005 the responsibilities of the City Strategy Committee be amended to include matters arising from the Corporate Services Directorate.

Officer Interest Declaration

Nil

Strategic Implications

Corporate Services - To foster an effective professional environment for the governance and administration of the City’s services.

Legislation Implications

Nil

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

Nil

Consultation

Management Executive (MANEX)
Standing Order House Advisory Group (SOHAG)

BACKGROUND

The background to this matter is the following councillors' item and council resolution from May 2003, ie.

Cr Reynolds – Review of City Strategy Committee responsibility

Cr Reynolds requested that officers review the appropriateness of the current practice of reports on “corporate” functions being referred via either the Community Services or City Strategy Committees.

CS26/5/03 **RECOMMEND**

That a report be submitted to City Strategy Committee on the reporting of “corporate” services to the City Strategy Committee.

The current listing of directorate and committee responsibilities is attached – **Refer Attachment A-2 to this Agenda**. This listing has not changed since October 2002 when the Corporate and Community Services Directorates were separated and the position of Executive Director Community Services was created. Hence, one of the primary reasons to review the appropriateness of current directorate and committee responsibilities.

COMMENTS

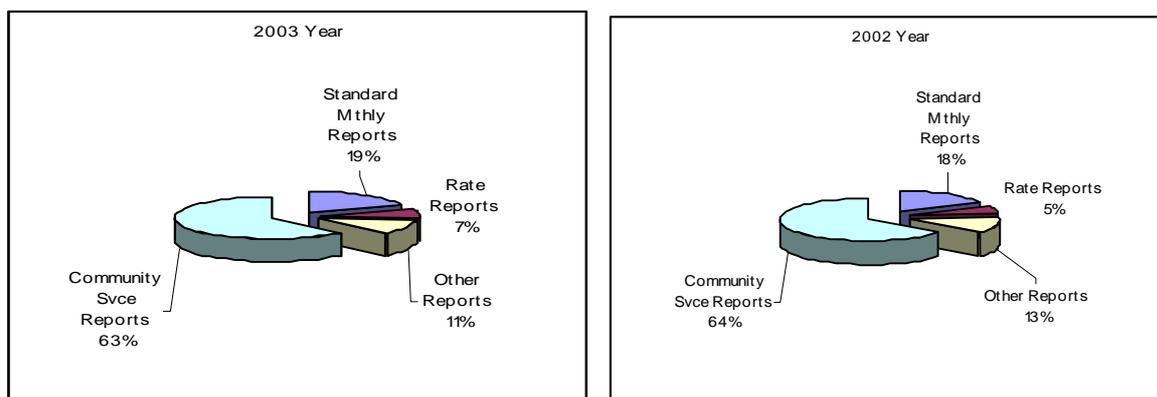
The following comments and recommendation are predicated on the view held by MANEX that:

- (i) the responsibilities currently assigned to each of the directorates are considered appropriate and relevant, and
- (ii) the current council decision making process based on the committee system model (as opposed to no committee meetings and/or councillor briefing sessions as used by some local governments) is working well and should be continued.

The proposal is that in future, matters arising from the Corporate Services Directorate requiring a council decision be dealt with by the City Strategy Committee rather than the Community Services Committee. The substantive reasons for this change are as follows:

- It is a logical extension of what in practice has been occurring, eg. in 2003, almost one-third of the reports/recommendations dealt with by the City Strategy Committee originated from the Corporate Services Directorate, ie. of the 74 recommendations made by the City Strategy Committee during 2003, 23 originated from the Corporate Services Directorate with the majority of the reports being of a financial planning/reporting nature,

The majority of business dealt with by the Community Services Committee is of a community services nature – the following charts refer and explain (NB: (a) standard monthly reports include the cheques, monthly/quarterly financial report, budget variations; (b) total recommendations for years 2003 and 2002 were 185 and 204 respectively)



→ Would provide for a more even distribution of workloads amongst the (4) committees both currently and in the future, ie. the vast majority of business currently dealt with at the Community Services Committee is of a community services nature and there is every likelihood in the future, that the community services workload will increase,

Other aspects considered by MANEX included:

- The imperative for the City Strategy Committee to retain its strategic and corporate focus and not be “bogged-down” with routine and operational type matters (it is acknowledged that some of the standard monthly financial reports currently presented to council via committee will require upgrading in order that be of a more strategic and corporate nature),
- To complement the proposed change in committee responsibilities, that the name “City Strategy” committee also be changed to “Strategic Services” which is concise, descriptive of the committee’s role and is in keeping with the naming convention of the other committees, and
- A survey of council committee/directorate/responsibilities in metro local governments reveals the following trends:
 - directorates/divisions are generally aligned to committees of council on a “one-to-one” basis,
 - almost in every instance, there is a separate Works/Technical Services Committee and a Planning/Development Services Committee,
 - “mainstream” corporate services such as finance, governance, IT, HR, councillor services and administration are usually dealt with by a separate committee the names of which include: Finance & Personnel (Bayswater); Resources & Policy (Belmont); Policy & Administration (Cambridge); Strategic Policy (Mandurah).

When considered by SOHAG at its meeting on 14th September 2004 the recommendation as presented was supported with the one exception being that the **committee name remain unchanged** (the recommendation was to change the name to Strategic Services).

Also discussed at this meeting, but not supported by the majority of the SOHAG membership, was the proposition to change the methodology by which the membership of City Strategy is determined i.e. a member from each Ward as occurs with the other (3) standing committees rather than the Mayor, Deputy Mayor, Chairs of the (3) committees and (2) members as elected, appointed.

RECOMMEND

That Council, with effect from 1 January 2005, amend the responsibilities of the City Strategy Committee to include the responsibilities and functions of the Corporate Services Directorate, i.e. Administration & Governance services, Financial & Accounting Services (excepting audit matters as dealt with by the City Audit Committee) and Information Technology services,

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

COMMUNITY BUDGET REFERENCE GROUP PROPOSAL

WARD All
FILE REF: FIN/7
DATE 1 Oct 2004
REF AFM
RESPONSIBLE MANAGER EDCorpS

In Brief:

- This report is in response to prior resolution CS46/8/04, namely:
That a report be submitted to the City Strategy Committee regarding the establishment of a Budget Community Reference Group.
- The suggestion of establishing a Budget Community Reference Group has been the subject of report and discussion at a recent meeting of SOHAG.
- SOHAG's recommendation to Council on the matter is summarised as follows:
That a further report be provided to Council which explores and addresses the following initiatives as a means of more effectively communicating and engaging with the community in Council's annual budget and financial planning decision making:
 - a) the development of a "Statement of Public Consultation"
 - b) the development of "Budget Explanatory Notes", and
 - c) conduct a Public Meeting to discuss with community participants the key elements and considerations involved in preparing the coming year's annual budget.

Officer Interest Declaration

Nil

Strategic Implications

Corporate Services

- To foster an effective professional environment for the governance and administration of the City's services, and

- To achieve dialogue with the community in order to have a clear understanding of the community's needs and expectations.

Legislation Implications

Nil

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

The estimated cost to hold the public meeting as referred to in this report recommendation is \$2,000 – this cost can be accommodated within present adopted budget estimates.

Consultation

Management Executive (MANEX)
Standing Order House Advisory Group (SOHAG)

BACKGROUND

The background to this report is the following Councillor's Item and Council resolution from August 2004 i.e.

Cr Zelones – Budget Community Reference Group

Cr Zelones requested that a report be submitted to the City Strategy Committee regarding the establishment of a Budget Community Reference Group. The purpose of this group would be to gain community input to Council's budget process and promote a better understanding of Council's financial management of the City.

Resolution CS46/8/04 – that a report be submitted to the City Strategy Committee regarding the establishment of a Budget Community Reference Group.

COMMENT

The proposal of a Community Budget Reference Group was the subject of a discussion paper to the SOHAG meeting held on 14th September 2004.

The discussion paper presented to SOHAG addressed a range of related issues which are summarised as follows:

- The need for a documented framework and/or policy position by Council on the matter of community participation and consultation as a part of Council's decision making. In this regard, an example of a Participation and Consultation Policy from another local government was provided.
- Examples of community participation and consultation models used by (2) metropolitan local governments were provided including an evaluation as to the effectiveness of such models – the evaluation showed moderate levels of success (in terms of greater community awareness and understanding of Council processes) *“with the least understood process of all being the Council budget and where the money is spent”*
- A suggested framework for how the proposed Community Budget Reference Group might operate was provided covering aspects such as, purpose,

objective/outcomes, membership, frequency of meetings and terms of reference.

- The estimated cost of establishing and operating a Budget Community Reference Group – conservatively \$2,000 per meeting.
- The discussion paper ended posing the following question “whether the establishment of community budget reference group would improve Council’s decision making in respect to the annual budget and forward financial plans **OR** is the proposal more to do with better communicating Council’s financial management decision making to the community?”

(NB: Councillors are referred to the SOHAG Agenda and Notes of 14th September 2004 for the full discussion paper)

SOHAG’s discussion on the matter was as follows:

It was agreed that the matter was more about ‘effective communications’ than perhaps participation in the form of the suggested community reference group, and to that end, it was further agreed, that the following tasks be undertaken as the first step towards developing a greater community awareness and understanding of Council’s annual budget and financial planning processes, i.e.

- *develop a “Statement of Public Consultation” (the City of Bunbury was cited as a suggested initial reference point)*
- *develop “Budget Explanatory Notes” which seek to explain the key elements, considerations and processes involved in preparing the annual Council budget and financial plan (for placement on the City’s website and at the libraries), and*
- *hold a Public Meeting in say March/April to discuss with community participants the key elements and considerations involved in preparing the coming year’s annual budget*

In conclusion, it was expressed to SOHAG that a Public Meeting would probably closely reflect the Annual General Meeting held in November. Indeed it may prove appropriate that an expression of direction for a forth coming Budget occur at the AGM, which is reporting on the previous Budget. It was also felt that the proposed March/April meeting would need to follow Councils setting of “parameters” for the Budget.

In accordance with the above deliberations by SOHAG, the following recommendation is presented for Council's consideration and approval.

RECOMMEND

That Council, via the City Strategy Committee, be provided with an officer report which explores and addresses the following initiatives as a means of more effectively communicating and engaging with the community in Council's annual budget and financial planning decision-making, i.e.

- 1. develop a "Statement of Public Consultation" which seeks to outline and explain the breadth and diversity of community consultation that regularly occurs as part of Council's decision making,**
- 2. develop "Budget Explanatory Notes" which seeks to explain the key elements, considerations and processes involved in preparing the annual Council budget and financial plan, and**
- 3. hold a Public Meeting in say March/April to discuss with community participants the key elements and considerations involved in preparing the coming year's annual budget.**

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

COMPUTER SYSTEMS IMPLEMENTATION – PROGRESS REPORT

WARD All
FILE REF: CPS/23
DATE 6 Oct 2004
REF AFM
RESPONSIBLE MANAGER EDCorpS

In Brief:

- Progress report on the computer systems implementation project
- The report identifies difficulties experienced in achieving target completion dates and the need therefore to re-schedule and re-timetable remaining tasks
- Revised target completion date (subject to revised schedules and timetables which are currently being prepared) is likely to be March/April 2005

Officer Interest Declaration

Nil

Strategic Implications

To achieve maximum community benefit from effective use of resources (staff, finances and information technology).

To establish management information systems which provide the necessary information to make informed decisions.

Legislation Implications

Nil

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

The Computer Systems Implementation Project is a budgeted \$800,000+ project.

Consultation

Management Executive (MANEX)
Organisational Management Team (OMT)
Project Management Group
Key staff across the organisation
Civica representatives (Council's core computer systems supplier)

BACKGROUND

Nil

COMMENTS

In recent weeks it has become clear that the targeted systems implementation completion date of December 2004 will not be achieved and that a more realistic target date is likely to be March/April 2005.

The primary reasons for project slippage are:

- The IT Systems upgrade presents a work load which must be implemented *on top of* the current operation (both strategic and day-to-day) of the City. The City's day-to-day operation takes priority and despite all efforts and the forbearance of Council, the Systems up-grade will require further time.
- An underestimation of the resources required brought about in the main by the wider implications of the modules now being implemented, i.e. to date most modules have tended to affect but a few staff whereas with the modules now being implemented, eg. electronic document management system, require considerably more staff across the entire organisation to be involved
- New programmes are reliant on critical staff expertise. The absence of key staff through illness or leave commitments has forced re-programming of some modules, and
- A number of key staff having concurrent module obligations leaving limited time for day-to-day duties and workloads

A systematic review of the programme occurred at a meeting held with the contractor, Civica, on 21st September 2004, to determine an alternative way forward that better meets the needs of the City. Key aspects of that meeting were:

- Civica prepare a reviewed schedule of the specific tasks to be completed for each of the remaining modules together with "no-go" dates when Civica's key personnel will not be available
- Council to provide details of when key staff will not be available due to leave and other high order workloads/commitments, and
- The City's schedule and Civica's schedule to then be aligned to find the "best-fit" revised schedule and timetable.

At this point in time, our schedule of staff availability has been completed and forwarded to Civica and they are now in the process of preparing a revised schedule and timetable. It is anticipated that the revised schedule and timetable will be completed by the middle of this month.

The following table shows the current status of the project i.e.

Module	Current Status		
	completed	on-track for completion	requires re-scheduling
<i>Phase 1 (1st July 2004)</i>			
Accounts payable	*		
Accounts receivable	*		
Cash receipting	*		
General ledger & estimates	*		
Inventory control	*		
Name, address, street registers	*		
Payroll	*		
Plant	*		
Project costing	*		
Purchasing	*		
Rates & property	*		
Responsibility management	*		
Trust register	*		
Menu & security	*		
<i>Phase 2 (15th October 2004)</i>			
Planning, building & health		*	
Bank reconciliations	*		
Certificates	*		
Debt recovery	*		
Human resources			*
Infringements			*
Data structures		*	
<i>Phase 3 (1st December 2004)</i>			
Asset management			*
Contracts		*	
e-Services			*
Loans	*		
Electoral roll			*
Works orders			*
Customer request system	*		
Electronic document management			*
Electronic business papers			*
Policy & procedures			*
Facilities booking			*

(NB: the dates shown in this table are the target completion dates now in need of revision)

CONCLUSION

In general, the project implementation, while arduous and exhausting, is progressing well. The City has avoided many of the pitfalls which have occurred at other Councils and, at this stage, the overwhelming concern is simply time. The current review has avoided the potential for any major financial fallout and Civica have acknowledged the demands on Council officers and complimented key staff, including the module champions, on their input to date.

In summary, the more likely project completion date for all modules will now be March-April 2005 and not December 2004 as previously planned. This is not a bad thing (indeed achievements to date have been excellent) for it is better that the remaining tasks be completed in a timely, orderly and diligent manner. It is important as well that the implementation is inclusive of staff for only then will the new system be of true value to the organisation. This is the primary objective of the revised schedule. It is also imperative that every effort is made to deliver on the revised schedule and timetable for any further "project slippage" is likely to have consequential/contractual implications. Clearly the management team will be seeking to avoid any further project slippage.

This major systems upgrade (the last occurred in the late 1980's) is a strategic change to Council's operation. The full benefits will not flow until probably 2 years from now. It is considered that the revised schedule is an appropriate adjustment with the focus remaining on a quality outcome, at a reasonable cost.

Council is also advised that the consultant Project Manager's role has now ended and this role will now be performed internally by the Executive Manager Business Services and Executive Assistant. Current project management decisions and communications between staff and Civica are already occurring via these officers.

RECOMMEND

That:

- 1. Council note the revised systems implementation completion date of March/April 2005 (subject to revised schedules and timetables being completed) and the reasons occasioning the revised date.**
- 2. A further report be provided, via the Information Bulletin, outlining the revised systems implementation schedule and timetable.**

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

CONFERENCES – INFORMATION/PAPERS OBTAINED BY DELEGATES

At Council's meeting on 5th October 2004, Cr Zelones referred the following:-

That the matter of information/papers obtained at Conferences be referred to the City Strategy Committee.

The following comments have been provided by Cr Zelones for consideration by Committee:

As Councillors and staff will be aware, Council policy requires us to prepare a report as to the information and knowledge gained at Council funded Conferences and Seminars.

I am not aware of the views held by other Councillors who have attended conferences and seminars, as to the overall value gained by the City as a result of their attendance.

My concern here is that of the conferences I attended, I had some difficulty in obtaining all the conference notes and papers I believe we should receive from the organisers. The papers from this latest conference are due to be posted on their web site by the end of the month so we will have to wait and see.

I believe there is also an issue between the presentations made by some of the guest speakers and the papers we do receive. Some of the information presented during the presenters' live presentations, especially statistics and reference material, is not reproduced in the final papers made available.

As you know, I recently attended a Mainstreet Conference in Melbourne. I am more than satisfied the presentations made by speakers are current and relevant to the conference theme.

It is my belief that the purpose of Councillor attendance at conferences and seminars is to improve our knowledge, expand our experiences, improve our networks and hopefully use that knowledge and experience to make better decisions in our roles as Councillor.

RECOMMEND

That Council review our current policy in this respect and discuss the matter further at the appropriate committee.

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

COUNCILLORS' ITEMS

CHIEF EXECUTIVE OFFICER'S REPORT

MEETING DECLARED CLOSED AT _____

CITY STRATEGY COMMITTEE

SUMMARY OF "A" ATTACHMENTS

12 OCTOBER 2004

Attachment No.	Subject	Page
A-1	Council Policy EM-3 – Councillors Communication Equipment	51
A-2	Current listing of Directorate and Committee Responsibilities	53
A-3	2003 / 2004 Annual Report	54



POLICY

**EM 3 – Councillors
Communication Equipment**

Management Practice

N/A

Relevant Delegation

N/A

Rationale

To promote greater Council operational efficiencies and effectiveness in the area of Councillor communications To assist councillors in fulfilling their role as defined under section 2.10 of the Local Government Act 1995.

Policy

The purpose and intent of this policy is to enhance the communication capabilities of Councillors by providing access to modern information technologies, which will have the effect of promoting greater Council operational efficiencies and effectiveness in the area of communications by and with Councillors.

1. All Councillors during their term of office should have access to facsimile communications at their place of residence.
2. To facilitate 1. above:
 - i) Council will provide a facsimile machine at a councillor's place of residence inclusive of the installation of a separate telephone line if requested. The amount allocated for this purpose is \$800.

OR

- ii) If a Councillor already has facsimile capabilities at their place of residence, then they may:
 - a) Request that Council purchase other communication equipment and/or software;
and/or
 - b) Request that Council pay for the installation of a separate telephone line at their place of residence to support their facsimile communications.
The amount allocated for this purpose is again \$800.
3. Regards 2(i) and (ii) above, aspects to note include:
 - a) The equipment and/or software purchased by Council is the property of Council;

- b) At the end of a Councillors term of office either through resignation or retirement the equipment and/or software purchased by Council is to be returned to Council;
 - c) Via a separate recurrent budget allocation Council will meet the associated equipment costs of insurance, repairs and consumables;
- In respect to 2(ii) above, the equipment and/or software purchased must be of a communications nature and reasonably expected to be used in the role of a Councillor.

Related Local Law N/A

Related Policies N/A

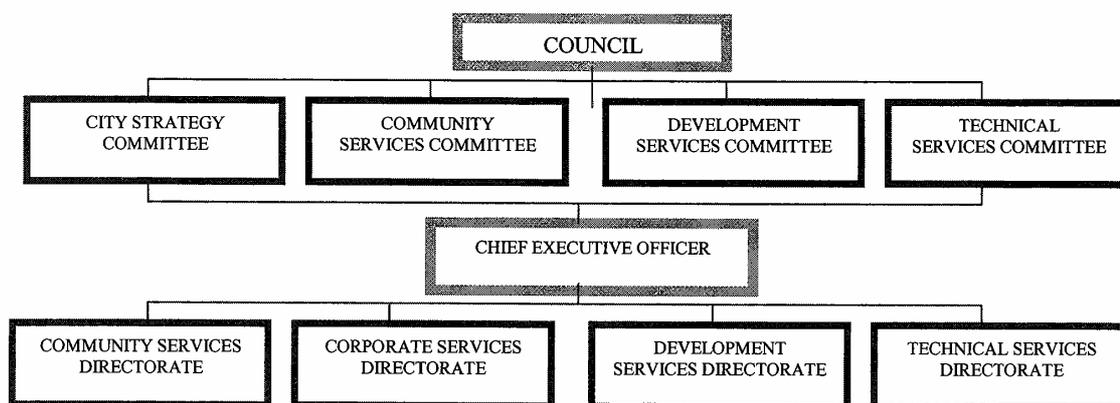
Related Budget Schedule M1

Last Reviewed December 1996

Next Review Date 4 March 2005

Authority Council Meeting of 4 March 2003
(C6/2/03)

This Policy currently under review



DIRECTORATE RESPONSIBILITY

Chief Executive Officer's Office

- Civic Functions
- Corporate Leadership & Management
 - Councillor Liaison
 - Human Resources Management
 - Public Relations/Marketing

Community Services Directorate

- Community Development*
- Community Development Administration
 - Community Planning & Development
 - Community Safety
 - Cultural Planning
 - Disability Services
 - Indigenous Services
 - Seniors Services
 - Youth Services

Library & Heritage Services

- Libraries (Armada/Westfield/Kelmscott)
- Library Administration
- Museum & Heritage Services

Ranger & Fire Services

- Animal Control
- Fire & Emergency Services
- Local Emergency Management
- Parking Control
- Ranger & Fire Administration
- Regulatory Services

Recreation Services

- Aquatic Centres
- Cultural Events
- Environmental Recreation Programs
- Recreation Administration
- Recreation Centre
- Recreation Planning & Development

Corporate Services Directorate

Administration & Governance Services

- Corporate Administration
- Corporate Governance
- Council Elections
- Land Acquisitions/Sales
- Local Laws
- Property Leasing
- Records Management

Financial/Accounting Services

- Accounting & Audit Services
- Accounts Payable & Receivable
- Budget Preparation & Review

Corporate Services Directorate (ctd)

- Financial Planning
- Financial Reporting
- Insurance
- Rating

Information Technology Services

- Corporate Communication Equipment/Systems (Phone, Facsimile, Copiers & Scanners)
- Corporate Data Management
- Corporate Systems (Provision & Maintenance of & Software)

Development Services Directorate

- Building*
- Building Control
 - Dividing Fences
 - Swimming Pools

Environmental Health

- Administration of Health Act & By-Laws
- Health Education
- Immunisation
- Litter Control
- Noise Control

Environmental Matters

- Planning*
- Administration of Planning Responsibilities under Town Planning & Development Act and Metropolitan Region Town Planning Act
 - Closure of PAWs and rationalization of Reserves
 - Land Use Planning & Strategy
 - Nomenclature
 - Sign Control
 - Subdivision

Technical Services Directorate

Engineering Works

- Drainage investigation/design, construction
- Footpath construction and maintenance
- Private Works
- Public utility re-instatements
- Road construction and maintenance
- Street furniture including bus shelters

Parks & Gardening Facilities

- Maintenance
- Planning & development of recreation areas

Technical Services Directorate (ctd)

- Reserve construction and maintenance including car parks
- Street trees
- Weed control

Professional Engineering & Admin Services

- Counter Disaster Committee
- Crossing places
- Easements/land acquisition
- Events on Roads
- Extractive Industries Licences
- Road inventory, road data and other compulsory statistics
- Street and traffic signs
- Street Lighting
- Street Stalls
- Supervision of Technical aspects of subdivision
- Temporary Road Closures and obstructions

Traffic Management

Property Management

- Construction, maintenance & hiring of Council Buildings

Support Services

- Depot control
- Plant, equipment and vehicle purchase management

Waste Management

- Collection and disposal of refuse and liquid Waste
- Recycling

City Strategy Committee

- Economic Development
- Environmental Strategies
- Finance and Resources (See Note 3)
- Major Corporate Policy Issues (See Note 2)
- Major Regulatory Objectives
- National Competition Policy
- Organisation Structure
- Social Objectives
- Strategic Land Use Planning (See Note 1.)
- Strategic Planning
- Various Reviews (See Note 4)

Note-1 e.g. setting of objectives for land and Transport planning on a regional scale and review of town planning priorities i.e. promotion of economic development and design philosophies, broad Environmental issues.

Note-2 e.g. Code of Conduct, Protocols

Note-3 e.g. Budget and rating strategies

Note 4: e.g. Statutory Compliance Review and Council Policy Review

