

# CITY OF ARMADALE

## AGENDA

**OF COMMUNITY SERVICES COMMITTEE TO BE HELD IN THE COMMITTEE ROOM, ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON TUESDAY, 19 APRIL 2005 AT 7.00 PM**

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

**PRESENT:**

**APOLOGIES:**

**OBSERVERS:**

**IN ATTENDANCE:**

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## **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**

## **DEPUTATION**

Nil

## **QUESTION TIME**

## **ITEMS REFERRED FROM INFORMATION BULLETIN – ISSUE NO. 8/2005**

The following matters were included for information in the Community Services section:

- **Outstanding Matters**  
Report on Outstanding Matters – Community Services Committee
- **Monthly / Quarterly Departmental Reports**  
Library & Heritage Services General Report – March 2005  
Manager Ranger & Emergency Services Report – March 2005
- **Minutes from Occasional Advisory Committees**  
Aquatic Facilities Needs Assess. & Feasibility Study Reference Group – 8 March 2005  
Public History Advisory Committee – 3 February 2005

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

## **CONFIRMATION OF MINUTES**

### **RESOLVED**

**Minutes of the Community Services Committee meeting held on 29 March 2005, are confirmed.**

**Moved Cr**

**MOTION CARRIED ( )**

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**COMMUNITY SERVICES COMMITTEE**

19 April 2005

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Community Development

**\*\*ADVISORY COMMITTEES**

WARD ALL  
FILE REF: CMD/1  
DATE 11 April 2005  
REF YC  
RESPONSIBLE Executive Director  
MANAGER Community Services

**In Brief:**

This item:

- Recommends changes to Advisory Committee Terms of Reference.
- Recommends a training workshop for Advisory Committee members.
- Advises Council of the costs associated with the support of its Advisory Committees and recommends additional provision be considered in 2005/2006 budget.

**Tabled Items**

Nil

**Officer Interest Declaration**

Nil

**Strategic Implications**

Planning Ahead and Evaluating our Progress  
Building our Community  
Communicating and Marketing

**Legislation Implications**

Local Government Act 1995  
Local Government (Administration) Regulations 1996

**Council Policy/Local Law Implications**

City of Armadale Standing Orders  
City of Armadale Code of Conduct  
Advisory Committees of Council Terms of Reference

**Budget/Financial Implications**

There are two recommendations in this report that have budget/financial implications, namely:

1. A training workshop cost for all advisory committee members – estimated cost \$17,700 every 2<sup>nd</sup> year, and
2. An administrative support cost for advisory committees – estimated cost \$13,200 per annum of which \$8,298 is provided in the current budget.

Other than the currently budgeted partial funding for administrative support (further details of this funding are provided later in this report) there are no specific funding allocations for the above recommendations in either the current year's budget or the 15 Year Financial Plan. However, a funding option that Council may wish to consider is the, as yet to be specifically allocated \$23,200 which currently resides in the Governance - Members Administration area of the budget & 15 Year Financial Plan. Council will recall that it made

### Community Development

a general allocation of \$50,000pa of which \$26,800 was specifically allocated as follows: Members Development (+\$10,000), Telecommunications Allowance (+\$5,600) and Communications Reimbursement (+\$11,200). The \$23,200 balance was at the time (in June 2004) set aside for anticipated increases in prescribed member fees and allowances. The anticipated increases have yet to occur and as such it is likely that all or a fair proportion of this balance will remain unspent come the year-end (30<sup>th</sup> June 2005).

### Consultation

Executive Direction Development Services  
Executive Director Corporate Services  
Community Services Directorate  
Senior Environmental Planner  
Administrator Planning Services

### **BACKGROUND**

Prior to the 2003 Local Government Elections, an internal review of the City's Advisory Committees resulted in Council endorsing a Standard Terms of Reference (C59/4/03). The Standard Terms of Reference provided a consistent format and base for all Committees and also allowed for the sections of Purpose, Objectives and Membership to be specific and unique for each committee.

With the Local Government Election for 2005 imminent, it is timely to review those Standard Terms of Reference to ascertain their currency and relevance.

An internal discussion with officers has highlighted a range of matters that need to be considered by Council when determining the effectiveness and relevance of its Advisory Committees and the way that they operate. However, the scope of those matters will require extensive consultation with the Committees themselves as well as Councillors, to be able to make an informed assessment. It is intended to conduct a full review of the Advisory Committees as part of the process of determining a Consultation Policy for the City as stated in its Strategic Plan.

In the interim, this report identifies and recommends strategies / changes to address what are considered priority issues.

Council currently has the following Advisory Committees:

Aboriginal and Torres Strait Islander Advisory Committee (ATSIAC)  
Disability Advisory Committee (DAC)  
Youth Advisory Committee (YAC)  
Community Safety Advisory Committee (CSAC)  
Seniors Interest Advisory Committee (SIAC)  
Bushcare and Environmental Advisory Committee (BEAC)  
Community Heritage Advisory Committee (CHAC)  
Australia Day / Carols by Candlelight Committee (ADC)  
Armadale Highland Gathering Committee (AHGC)  
Minnawarra Festival Committee (MFC)

### Community Development

Public History Advisory Committee (PHAC)  
Armadale Settlers' Common Management Committee (ASCMC)  
Bungedore Park Management Committee (BPMC)

Note: Council has resolved (C174/11/04) that the AK Seniors Centre Management Committee will be dissolved upon the signing of the Management Agreement with Dale Cottages Inc.

The priority issues that have been identified have been grouped together under the following headings:

### Role of the Committee and the Committee Member

Whilst each Committee member receives a Terms of Reference which outlines what the role and objective of the Committee is, there have been some instances where issues brought before the Committee are outside its scope. In addition, there have, until recently, been limited understanding of the matters that require Declarations of Interest by Committee members. The role of the Council officer is to assist the chairman and members to identify those matters that are relevant for the Committee to discuss and to advise on process for Committee meetings, however members need to have some clear understanding of what their individual role is and that of the Committee on which they serve.

### Budgets Allocations and Expenditure

There are Budget allocations that Council has approved for expenditure that involves or requires Advisory Committee input. However, there is some uncertainty for the Advisory Committees regarding 'ownership' of these budget allocations and the subsequent authority to approve expenditure. At present, the Terms of Reference for some Committees include under their objectives:

*“To make recommendations to Council regarding budget priorities for the provision of services, activities and facilities for ...”.*

If all recommendations were to be presented to Council for verification of predetermined budget allocations, it would delay many activities and events and create additional administrative processes for no practical outcomes.

Advisory Committees should provide a policy framework and/or advice and support to officers, regarding predetermined budget allocations and expenditures, however the final decision on expenditure rests with the appropriate Council Officer / Manager / Executive Director. In instances when expenditure is not within predetermined and approved purposes, the matter should be referred to Council for approval.

### Memberships and Quorum

A number of Advisory Committees have members from Community Organisations and Government Departments. These members are formally appointed by name to the Committee by Council. In the event that a member, who is a employee of the representative organisation

### Community Development

/ department, is not able to attend meetings due to leave or secondment commitments there is a subsequent result on quorums. To resolve this issue some Advisory Committees have made recommendations to amend their membership by allowing for the appointment of Deputy Representation. This would appear to be a reasonable and appropriate strategy that should be adopted by all the Advisory Committees.

### Support for Advisory Committees

Most Advisory Committees have an officer associated with it who is responsible for providing support and direction where necessary. In addition, that officer is required to be responsible for the administration requirements of the Committee. The administration support includes compiling and distribution of Agendas, recording and distribution of Minutes, calling and advising of Meetings and Special Meetings, implementation of action items from Committee, correspondence in and out, research and report preparation.

What has become apparent is that it is difficult for the officer to fully participate in discussions and be able to assist with direction and information when they are also required to undertake administrative duties associated with the meeting, i.e. take minutes. It has been a practice to utilise administration staff where possible to assist with these tasks, but this is subject to available resources and also compounded by the timing of meetings, which are often out of hours.

An estimate of the costs associated with the administration support for all Committees is calculated as below:

Number of Advisory Committees – 13 (excluding “ad hoc” committees such as Aquatic Needs & Feasibility Reference Group)

Approx. number of Meetings: 120 per annum x 4 hours per meeting x \$35 hour (based on officer time and resources required) = \$16,800.

There is also often a requirement to provide refreshments to Committees, dependent on time and duration of meetings. An estimate of the cost is \$80 per meeting (a platter of sandwiches is \$60 on current catering costs). 120 meetings per annum with a resultant total of \$9,600.

On average, the approximate cost for the support of Advisory Committees can be estimated to be \$26 400, however in practice not all Committees will require separate administration support and refreshments, and a conservative estimate of 50% would be \$13,200.

## **DETAILS OF PROPOSAL**

There are a range of issues that will always be associated with Advisory Committees and it is intended to capture these within a full review and report to Council. Priority issues have been identified in this report and the following are the proposed strategies for addressing them.

1. Amend the membership for Advisory Committees to include the following:

### Community Development

“For each community or organisation member there may be a Deputy Member who can act in place of the Member when the Member is absent.”

This will enable quorums to be reached more readily particularly in regard to community organisational and government departmental representation.

2. In addition to the general issues addressed in this report, the Aboriginal and Torres Strait Islander Advisory Committee (ATSIAC) have recommended at their meeting of 1<sup>st</sup> March 2005 to amend their membership to include representatives from Armadale Health Services, Department for Community Development and Department for Housing and Works, those representatives to be of Aboriginal or Torres Strait Islander descent. The ATSIAC has also recommended a change to their quorum requirements to ensure that the Committee remains community driven, given that the membership now includes government departments.

a. Amend the following clauses in the ATSIAC Terms of Reference:

#### Membership

*The Committee shall comprise the following membership:*

- *1 x City of Armadale Councillor*
- *8 x Community Representatives who are of Aboriginal or Torres Strait Islander descent*
- *1x representative of Armadale Health Services to be of Aboriginal or Torres Strait Islander descent.*
- *1 x representative of Department for Community Development to be of Aboriginal or Torres Strait Islander descent.*
- *1x representative of Department for Housing and Works to be of Aboriginal or Torres Strait Islander descent.*

#### Quorum

*The quorum for the Committee shall be at least 50% of the number of offices, whether vacant or not and will consist of not less than three (3) community representatives at all times.*

3. Amend the Objectives of the Disability Advisory Committee, Seniors Interest Advisory Committee, Aboriginal and Torres Strait Islander Advisory Committee, Youth Advisory Committee which currently have the following as its objectives:

From

*“To make recommendations to Council regarding budget priorities for the provision of services, activities and facilities for (relevant target group) residing in the City of Armadale”*

Community Development

To

*“Assist with advice and support for the provision of services, activities and facilities for (relevant target group) residing in the City of Armadale”.*

This by default will include discussion on budget allocations.

4. Delete the following from the objectives of the Community Safety Advisory Committee

*“To recommend the allocation of funds towards prioritised community safety and crime prevention activities.”*

This objective was originally included to cover the support required for Office of Crime Prevention Funding, however it can be interpreted by a replacement objective that reads:

*“To support and facilitate the development and implementation of a local Community Safety and Crime Prevention Plan and to prioritise community safety and crime prevention strategies for implementation.”*

5. Develop a training workshop for all Advisory Committee members to ensure understanding and awareness of individual roles and responsibilities and the overall purpose and objectives of the Advisory Committee on which they serve.

Council officers recently received training on Agendas and Minutes and the Local Government Act from WALGA. This was primarily in response to officers identifying their need to be more informed of process and legal requirements. The training was valuable and it is considered that a refined version would be of practical benefit to the members of Advisory Committees in understanding their individual responsibilities under the Local Government Act, the role of their Committee and the relationship with Council and the City.

The estimate cost of the training has been estimated as follows:

There are in excess of 100 members of Advisory Committees, however some members serve on more than one. WALGA has previously advised that the optimum number of participants in one workshop is 16. This would necessitate approximately 5 – 6 workshops given some members serve on more than one committee. An estimated cost for the design of a training workshop specific to City of Armadale needs is \$1000, with the delivery of each workshop being \$2,500. This equates to a total of \$16 000. In addition there would be a requirement for the City to provide refreshments to participants, which is estimated at being \$1,200. A total of \$17,200.

In addition to the training, each member would receive a Member Resource and Operational File, the cost of provision would be \$500.

The total required for the training workshops and Member Resource File is \$17,700.

Community Development

As detailed in the Budget Implications of this report, Council has an allocation in the Governance – Members Administration which is anticipated to be underspent this financial year. Given, that Advisory Committees report to Standing Committees and members are expected to be well informed, including awareness of the Local Government Act and its implications, it would be appropriate that this account be used to cover the costs of the training for those members.

Future costs of Advisory Committees will be included in the full review as part of the process of developing a Consultation Policy for the City and will need to be considered in Council's 15 Year Financial Plan.

6. Provide budget allocation for Administrative Support for Advisory Committees. Based on calculations in this report, the amount would need to be approximately \$13,200.

Currently some Advisory Committees have an administration support budget. These are as follows:

YAC	\$4,276	
CSAC	\$1,200	(Provided by the Office of Crime Prevention.)
BEAC	\$1,600	(An estimate for administration support from an allocation of \$3,600)
CHAC	<u>\$1,222</u>	
<b>Total</b>	<b><u>\$8,298</u></b>	

Difference required: \$4,902

This amount would not be used to employ an additional resource on a permanent basis, rather it will be used to compensate existing administration officers for out of hours meetings and also to contract resources when required. Council officers will still retain the primary responsibility of providing administration support.

As in the case of training costs for Advisory Committees the administrative support cost will also be subject to a full review of Advisory Committees.

**COMMENT**

Analysis

The issues that have been the subject of this Agenda item are not exhaustive, some of the others include:

- Active roles of Committees vs Advisory Role
- Clarity on how far an Advisory Committee can take action on an issue.
- Clarity of the role of the Officer.

### Community Development

- Costs of Advisory Committees
- Relevance of Advisory Committee
- Rationalisation of Advisory Committee and potential for amalgamation or reduction.
- Alternatives to Council appointed Advisory Committees.

It was intended to undertake a full review of the Advisory Committees prior to the 2005 Local Government elections, so that any changes could be implemented. However, the number of issues identified are complex and varied. In keeping with Councils general practice of community consultation it is important to include the Advisory Committee members and elected Councillors in this process.

The City's Strategic Plan 2005 – 2009 has listed the development of a Community Consultation Policy under Communicating and Marketing. A detailed review of Advisory Committees will form part of this process.

### Options

Council has a number of options.

1. Accept all the recommendations
2. Accept some of the recommendations
3. Accept some recommendations and amend others
4. Not accept any recommendations.

### Conclusion

Council's Advisory Committees have been appointed for various purposes and their validity and effectiveness will be considered and reported to Council as part of the process of developing a Community Consultation Policy. This report has given attention to specific issues regarding the Advisory Committees in their current form and compilation. The aims of the recommendations are to improve their functioning and effectiveness.

## **RECOMMEND**

### **That Council:**

- a. Amend the Terms of Reference membership clause for all Advisory Committees to include the following:**

**“For each member there may be a Deputy Member who can act in place of the Member when the Member is absent.”**

- b. Amend the following clauses in the ATSIAC Terms of Reference:**

#### **Membership**

***The Committee shall comprise the following membership:***

Community Development

- *1 x City of Armadale Councillor*
- *8 x Community Representatives who are of Aboriginal or Torres Strait Islander descent*
- *1 x representative of Armadale Health Services to be of Aboriginal or Torres Strait Islander descent.*
- *1 x representative of Department for Community Development to be of Aboriginal or Torres Strait Islander descent.*
- *1 x representative of Department for Housing and Works to be of Aboriginal or Torres Strait Islander descent.*

**Quorum**

*The quorum for the Committee shall be at least 50% of the number of offices, whether vacant or not and will consist of not less than three (3) community representatives at all times..*

- c. **Amend the Objectives of the Disability Advisory Committee, Seniors Interest Advisory Committee, Aboriginal and Torres Strait Islander Advisory Committee, Youth Advisory Committee which currently have the following as its objectives:**

*“To make recommendations to Council regarding budget priorities for the provision of services, activities and facilities for (relevant target group) residing in the City of Armadale”*

to

*“ Assist with advice and support for the provision of services, activities and facilities for (relevant target group) residing in the City of Armadale”.*

- d. **Amend the Objectives of the Community Safety Advisory Committee from:**

*“To recommend the allocation of funds towards prioritised community safety and crime prevention activities.”*

to

*“To support and facilitate the development and implementation of a local Community Safety and Crime Prevention Plan and to prioritise community safety and crime prevention strategies for implementation.”*

Community Development

- e. **Pursuant to Section 6.8 of the Local Government Act 1995:**
- (i) **authorise the following expenditure:**
- **Training Workshops for Advisory Committee members and provision of Member Resource Files - \$17,700.**
- (ii) **amend the 2004-05 Annual Budget as follows:**
- **Community Development – Other Welfare Training Account – increase by \$17,700.**
  - **Governance – Members’ Administration Account - decrease by \$17,700.**

**\*\* ABSOLUTE MAJORITY RESOLUTION REQUIRED FOR PART (E)**

- f. **List an additional amount of \$5,000 for consideration and inclusion in the 2005 – 2006 budget for the purposes of providing additional administration support for Advisory Committees, bringing the total to \$13,200.**

**Moved**

**MOTION CARRIED/LOST ( )**

Community Development

***FORRESTDALE PLACE PLAN***

WARD ALL  
FILE REF: CTE/36  
DATE 12 April 2005  
REF YC  
RESPONSIBLE Executive Director  
MANAGER Community Services

**In Brief:**

This item:

- Informs Council of a successful grant application for \$25,000 towards a Place Plan for the Forrestdale community.
- Provides an overview of Place Plans, their objectives and outcomes.
- Recommends that Council approve the pilot Place Plan for Forrestdale.

**Tabled Items**

Nil

**Officer Interest Declaration**

Nil

**Strategic Implications**

Building our Community  
Communicating and Marketing  
Developing our Organisation

**Legislation Implications**

Nil

**Council Policy/Local Law Implications**

Nil

**Budget/Financial Implications**

A grant application to West Australian Planning Commission Network city – Communities programme has been successful for an amount of \$25,000. The application was submitted on the basis of an equal contribution from the City, being \$10,000 cash and \$15,000 in kind (Project co-ordination, Officer Support, Administration, venue use).

Council's cash contribution of \$10,000 can be accommodated from within existing allocations in the 2005/2006 Draft budget as follows:

Community Services Consultancy account	\$3,200
Community Development New Projects account	\$6,800

**Consultation**

Executive Director Technical Services  
Executive Director Development Services  
Executive Director Community Services

## Community Development

### **BACKGROUND**

In line with the City's Strategic Plan for 2005 – 2009, there is an intention to develop a number of Community Place Plans as part of the overall Community Strategy for the City.

Place Planning is a relatively new approach which identifies holistic and sustainable outcomes tailored to reflect the individual and distinctive characteristics of particular Places and their communities. This shifts the focus from traditional planning which often occurs in on a program and functional basis, to that of achieving a holistic view with integrated outcomes.

Place Plans are documents that are developed in consultation with the community (individuals and groups), various stakeholders (government, non-government, commercial and businesses) who have a role and interest in an area. The objectives of Place Plans are to:

- Integrate and optimise social, economic and environmental aspects and characteristics of places.
- Identify priority actions for the delivery of works, services and programs etc within places.
- Give stakeholders, especially the general community, a guide to the future of the Place and some sense of ownership and control over the future direction of their own environment.
- Encourage stakeholders to align their efforts to strategies to achieve outcomes and improve their capacity to deliver their own outcomes.

For the purpose of defining 'Places', the City can be divided into defined geographical areas such as natural boundaries, roads, land uses, and communities of interest i.e. areas that people relate to such as neighbourhoods and suburbs.

To initiate the concept of Place Planning, the City has been successful in an application to the Western Australian Planning Commission (WAPC) Network City: Communities Program for \$25 000 towards Place Plan in Forrestdale.

Forrestdale was identified for a pilot Place Plan for the following reasons:

- *Its geographical natural boundaries and limited size.*
- *Land use and development pressures and priorities for local planning.*
- *Predominance of other projects currently underway or about to commence.*
- *Potential to build the capacity of existing service provision and activities to maximise and expand rather than establishing and creating duplicate provision as development grows.*
- *Support from residents, groups and businesses to resolve or progress issues within the area.*

The objectives of the Forrestdale Place Plan are to:

- Promote a common understanding of the changes occurring and likely to occur in the locality;

### Community Development

- Identify the community's and other stakeholders aspirations for their place;
- Establish local priority issues;
- Provide a guide for what are the most important local issues to tackle; and
- To develop an agreed place plan that identifies the ultimate development of the locality, indicating community facilities and their designated areas of responsibility for actioning.

The Forrestdale Place Plan is intended to be a pilot project that will determine the effectiveness of the Place Planning process in Armadale.

### **DETAILS OF PROPOSAL**

As part of the process of developing a Place Plan for Forrestdale, it is intended to contract a consultant to work with the Community Development Team in developing a model suitable for Armadale and in particular Forrestdale. It is intended that this model will include but may not be limited to:

- Methods of collection and analysis of statistical and social data.
- Compilation of key findings and outcomes from previous community consultation exercises, such as community needs assessments, relevant studies and past community meetings and forums.
- Provision of information in a survey format for distribution to the Forrestdale community.
- Internal and external workshops to discuss information collected and to determine current and future issues, works, developments etc
- Development of the Place Plan document.

It is anticipated that the project will commence in May 2005 and is intended to be completed by August 2005.

### **COMMENT**

#### Analysis

Place Plans are a new approach to identifying community needs and priorities they are proving to have valuable and beneficial outcomes for Local Government and their communities. They stimulate community capacity to be self-determining and provide Council with clear priorities for budget considerations, works and services. Funding bodies identify with the community development model of planning and are receptive to funding submissions based on the outcomes.

Place Planning is a proactive way of working with the community, organisations, government and non-government agencies in an integrated way that minimises duplication and maximises resources and funding opportunities.

#### Options

Council has the following options:

Community Development

1. Endorse the acceptance of the WAPC Grant and approve the commencement of the pilot Place Plan in Forrestdale.
2. Not accept the WAPC Grant and not approve the concept of Place Planning.
3. Not accept the WAPC Grant and allocate municipal funds to develop a model for Place Planning in Armadale.

Option 1 is recommended.

Conclusion

Place Planning has been initiated in other Local Governments in different forms. To determine if it is an appropriate process for the City of Armadale it will be valuable to consider other models, but essential to develop a model unique for Armadale's communities. Utilising grant monies, combined with Council funds and resources to pilot a Place Plan in Forrestdale, will provide the opportunity to develop a unique model and determine if the process and outcomes are of benefit to the City achieving its Strategic Plan Aims.

**RECOMMEND**

**That Council:**

- a. **Accept the \$25,000 grant from the Western Australian Planning Commission towards the cost of the commissioning of a pilot Place Plan for Forrestdale.**
- b. **Approve the allocation of \$3,200 from Community Services Consultancy and \$6,800 from the Community Development New Projects accounts towards the project.**
- c. **Endorse officers to commence the project and provide Council with a Report at its conclusion with recommendations for future Place Plans.**

**Moved**

**MOTION CARRIED/LOST ( )**

Community Development

**DISABILITY ACCESS AND INCLUSION PLAN**

WARD ALL  
FILE REF: CTE/043  
DATE 4 April 2005  
REF TMcC  
RESPONSIBLE Manager Community  
MANAGER Development

**In Brief:**

This item presents the draft Disability Access and Inclusion Plan which is a review of the original Plan adopted by Council in 1995. It recommends that:

- The Draft Disability Access and Inclusion Plan be received.
- The Draft Plan be released for public comment of 21 days.
- The matter be recommitted to the May Community Services Committee Meeting to consider any comments or input from the public prior to adoption by Council.

**Tabled Items**

Nil

**Officer Interest Declaration**

Nil

**Strategic Implications**

To facilitate a wider range of social and cultural experiences for people with disabilities living in the City of Armadale.

To encourage community participation and responsibility.

To foster ownership, pride and a supportive and caring community.

**Legislation Implications**

Disability Services Act (1993)

**Council Policy/Local Law Implications**

Nil

**Budget/Financial Implications**

Council currently has an allocation for Disability Awareness Training and Alternative Formats of \$1,018. There are no other budget allocations specific to Disabilities.

**Consultation**

All Directorates  
Armadale Disability Advisory Committee  
Armadale Redevelopment Authority  
Community Organisations

## Community Development

### **BACKGROUND**

It is a requirement of the Disability Services Act (1993) that all local government authorities develop and implement a Disability Service Plan (DSP) that outlines the manner in which the authority will ensure that people with disabilities have equal access to its facilities and services.

The City of Armadale is committed to ensuring that the City is accessible to all members of the community and developed its first Disability Service Plan (DSP) in 1995 which addressed barriers within the community for people with disabilities. The City of Armadale was the first local government in Western Australia to lodge its DSP with the Disability Services Commission. The Plan represented the formalisation of the commitment on the part of Council and aimed to:

- Clearly define Council's role in the provision of disability services and facilities locally; and
- Present a plan of action, which would respond to the identified needs of people with disabilities in the City of Armadale.

The implementation of the first plan has resulted in a wide range of initiatives which have improved access to the City's services and facilities.

In January 2004, the City contracted a consultant (specialising in the disability field) to review the existing plan, conduct a consultation with stakeholders and provide guidance and documentation for a new plan. In April 2004, the consultant met with the Disability Advisory Committee and gave an overview of the structure, development and process of the plan. Once the draft was developed, the plan including a full action plan was presented to MANEX. As the action plan was a lengthy document, it has been summarized to enable the implementation process. An extra column has been added to the action plan to identify potential costs of implementation.

### **DETAILS OF PROPOSAL**

It has been recommended by the Disability Services Commission that local authorities change the name of their Disability Services Plan to Disability Access and Inclusion Plan. The Commission also recommends that Local Governments review their Disability Access and Inclusion Plan on a five yearly basis to ensure it remains relevant to current and future needs for people with disabilities.

The revised Disability Access and Inclusion Plan has been developed, and is now presented for approval to be released for public comment. **(Refer to Attachment "A-1" – Summary of Attachments – buff page.)**

Community Development

**COMMENT**

Analysis

The City supports the overall well being of all people within the community including people with disabilities and planning is an integral part of service delivery, community support and co-ordination. The Reviewed Disability Access and Inclusion Plan is indicative of the needs of people with disabilities in the community. In developing the plan, relevant literature was reviewed, including the existing Disability Services Plan, subsequent review reports and other Council documents and strategies. Many stakeholders were consulted including the Armadale Redevelopment Authority and other Councils in regard to their Disability Plans in order to review contemporary practice.

Options

1. Endorse the Disability Access and Inclusion Plan as an updated Disability Services Plan based on consultation with major stakeholders.
2. Receive the Disability Access and Inclusion Plan incorporating a summarized action plan and release it for public comment for a period of 21 days.

Option 2 is recommended.

Conclusion

The draft Disability Access and Inclusion Plan has been developed to incorporate the findings of the review. It ensures that the City has a plan which meets changing legislative developments in its pursuit for best practice. Once the Disability Access and Inclusion Plan is adopted by Council, it will be utilized as a guide to create an accessible and inclusive community.

**RECOMMEND**

**That Council:**

- a. **receive the Draft Disability Access and Inclusion Plan;**
- b. **endorse the Draft Disability Access and Inclusion Plan (incorporating a summarized action plan) to be released for public comment for a period of 21 days;**
- c. **recommit the matter to the May Community Services Committee Meeting to consider any comments or input from the public prior to adoption of the Disability Access and Inclusion Plan by Council.**

**Moved**

**MOTION CARRIED/LOST ( )**

Community Development

***LEASE: CHRISTIAN OUTREACH CENTRE - LOT 15, NEERIGEN STREET,  
ARMADALE (FORMERLY HERITAGE FM)***

WARD Armadale  
FILE REF: A43739/1  
DATE 4 April 2005  
REF TMcCourt  
RESPONSIBLE Manager  
MANAGER Community  
Development

**In Brief:**

- This item seeks Council's approval to enter into negotiations with the Armadale Christian Outreach Centre (Free Reformed Church) in regards to leasing the former Heritage FM building, Lot 15 Neerigen Street, Armadale.

**Tabled Items**

Nil

**Officer Interest Declaration**

Nil

**Strategic Implications**

Social Infrastructure

- To foster a supportive and caring community and
- To have in place a range of services to meet community needs.

**Legislation Implications**

Section 3.58 (5) Local government Act 1995 – Disposing of Property

**Council Policy/Local Law Implications**

Council Policy ADM 2 – Property Lease Rentals

**Rental classification:**

- |   |                  |
|---|------------------|
| a. Community Groups/Associations                      | \$50 per annum   |
| b. Sporting clubs/Associations with no liquor license | \$100 per annum  |
| c. Sporting clubs/Association with liquor license     | \$500 per annum  |
| d. Commercial enterprises and Government departments  | Market valuation |

**Budget/Financial Implications**

No funds are currently allocated within the 15 Year Financial Plan for the ongoing maintenance of this building.

## Community Development

### **Consultation**

- Armadale Christian Outreach Centre
- Chief Executive's Office
- Corporate Services Directorate
- Technical Services Directorate
- Community Services Directorate

### **BACKGROUND**

Armadale Christian Outreach Centre, which is affiliated with the Free Reformed Church in Armadale, operate a "Have a Cuppa" support group. This programme has been operating on a casual basis from the 'Buffalo Hall' in Armadale. Due to the success of the programme and lack of a permanent base, members of the public have found it necessary to seek support by visiting the private residence of a volunteer member of the group.

This is both not appropriate and an unsafe situation and a more permanent arrangement is urgently sought by the Centre.

The Armadale Christian Outreach Centre wrote to the City of Armadale on 15 December 2004 asking for consideration into leasing the former Heritage FM Building, Lot 15 Neerigen Street, for their purposes.

Whilst the building has attracted interest in the past, both internally and from the community, it has not been made readily available for community use due to the uncertainty of Heritage FM's intentions. These groups have included:

- Armadale Youth Resources – Youth Drop In Centre (Informal interest received)
- Armadale Health - (Informal interest received)
- Various users of Lottery House (Informal interest received)
- Legal Aid (Informal interest received)

### **DETAILS OF PROPOSAL**

It is proposed that the City negotiate lease arrangements with the Armadale Christian Outreach Group (Free Reformed Church) for the use of the building at Lot 15 Neerigen Street, Armadale. The group will use the building for administrative purposes and to conduct interviews and coffee mornings for locals seeking support.

The building has been vacant for some time and is not operating under any lease arrangements. During a discussion about Australia Day promotions between Heritage FM and the City's Events Coordinator, this group verbally indicated that they had no intention of returning to Armadale to use the building. More recent discussions with the City's Property Manager, Manager Administration and Governance and the Chief Executive's Office, has confirmed that Heritage FM will not be seeking to lease the building.

### Community Development

The Outreach Group were the initial group to express interest and could be considered as having claim to priority if the premise is deemed available and suitable. Community Development staff have recently consulted with the group and it would seem that the former Heritage FM building is an ideal location to operate their programme where they will be able to attend to local needs on a regular basis.

### **COMMENT**

#### Analysis

The current facility, formerly used by Heritage FM, is approximately 90m<sup>2</sup> in area and has, over the years, accommodated a range of services and functions. It is ideally located in the centre of the CBD area and as such is attractive to a number of community and commercial groups. However, with recent developments surrounding Memorial Park (cinema) and future proposed developments, it may be appropriate for any long term use of this facility to be considered in the context of other developments.

The City receives regular requests from community groups and organisations seeking permanent use of facilities within the CBD precinct. There has been difficulty in accommodating them due to the lack of suitable and/or available venues resulting in some groups moving to areas outside the CBD and/or City to establish their services.

Another alternative option to the use of the facility would be to demolish the building and return the area to parkland. The cost of demolition is estimated at approximately \$35,000, with \$10,000 for basic landscaping. However, until new ‘community’ facilities are made available and/or developed within the City precinct, this action is not recommended. Given that the City currently has no allocation budgeted for maintenance of this facility, if the building is retained there will be an ongoing maintenance cost of approx. \$5,000. In addition, the Manager Property Services has advised that all power for the park is metered through this building. If the facility were to be leased to a community group the matter of installing sub-meters may also need to be considered.

Armada Christian Outreach Centre are affiliated with the Free Reformed Church in Armadale and operate “Have a Cuppa” support group. The group was formed in 2001 and aims to support families who are confronted with addictions within their families. The programme has experienced positive results with not less than fourteen people who have joined the programme since October 2004. The Centre has indicated that local people have been seeking support at a growing rate. However, for this programme to continue to be successful, a permanent base to set up office to attend to local needs on a regular basis is necessary.

### **Options**

Options in considering this item are:

- To pursue further negotiations with Armadale Christian Outreach Centre in regards to leasing the former Heritage FM building, Lot 15, Neerigen Street, Armadale.

Community Development

- Not to enter into any lease negotiations with the Armadale Christian Outreach Centre for Lot 15, Neerigen Street, Armadale but consider rental arrangements only.
- Not to negotiate any arrangements with the Armadale Christian Centre to use the building.
- Demolish the building and return to parkland. (Cost of demolition is approximately \$35,000 and \$10,000 for basic landscaping).

Conclusion

Given that the building has been vacant for some time, it is important that Council consider both the immediate and long term plans for this facility in the context of future developments in the CBD.

In the short term, it is considered appropriate to negotiate a management agreement and/or lease of the former Heritage FM building with the Armadale Christian Outreach Centre (Free Reformed Church) due to:

- Increased benefit to the local community derived from this more permanent arrangement.
- Increase in safety of volunteers.
- Decrease in vandalism and maintenance attracted by occupancy of the building
- Lack of other appropriate venues in the area, and
- Urgency and priority of the situation.

**RECOMMEND**

**That Council:**

- a. approve further negotiations with Armadale Christian Outreach Centre (Free Reformed Church) in regards to leasing the former Heritage FM building, Lot 15, Neerigen Street, Armadale.**
- b. approve, in principle, the use of the building at Lot 15 Neerigen Street, Armadale by the Christian Outreach Centre (Free Reformed Church) and authorise, subject to successful negotiations, the Chief Executive Officer to execute and sign the resulting management agreement and/or lease with the Christian Outreach Centre (Free Reformed Church).**
- c. refer for consideration of inclusion in Council's 2005-2006 Budget the sum of \$5,000 for maintenance of the former Heritage FM building, Lot 15, Neerigen Street, Armadale.**

**Moved**

**MOTION CARRIED/LOST ( )**

Community Development

***SORRY DAY MEMORIAL POLE – MINNAWARRA PARK***

WARD All  
FILE REF: CTE/36  
DATE 7 April 2005  
REF TM  
RESPONSIBLE Manager  
MANAGER Community  
Development

**In Brief:**

This item recommends Council to:

- Approve the positioning of the Sorry Memorial Pole in Minnowarra Park, opposite Orchard House and Minnowarra House as shown on diagram in this item.
- Approve the wording and design of the 5m x 1m banner to be erected in Minnowarra Park promoting the Sorry Day event – 26 May 2005.
- Approve the reviewed contribution of \$1,000 towards the event.

**Tabled Items**

Nil

**Officer Interest Declaration**

Nil

**Strategic Implications**

Building our Community  
Communicating and Marketing  
Developing our Organisation

**Legislation Implications**

Nil

**Council Policy/Local Law Implications**

Nil

**Budget/Financial Implications**

At the Ordinary Council Meeting of 21 March 2005 (96/3/2005), Council approved expenditure up to \$5,000 to support Sorry Day in Armadale. After further discussions with the events organisers, it has been ascertained that approximately \$1,000 is now required.

**Consultation**

Technical Services  
Recreation Services  
Parks and Reserves  
ATSIAC  
Bringing Them Home Committee

Community Development

**BACKGROUND**

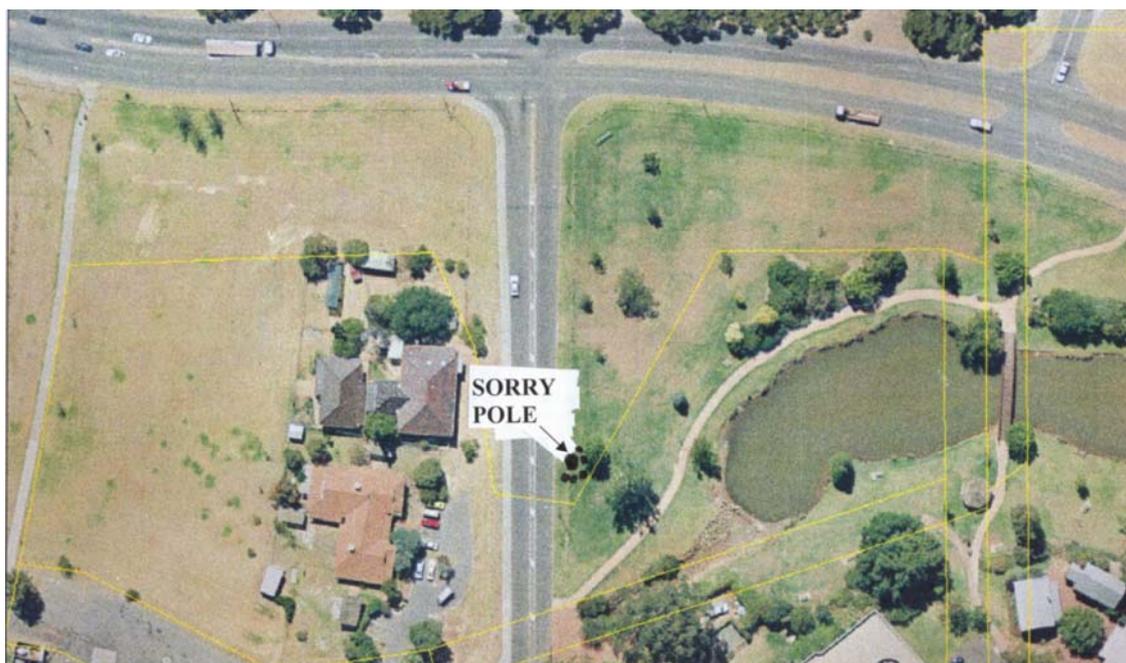
The City of Armadale received a request from the Bringing The Home Committee (WA) Inc. requesting support and assistance for the 2005 WA Sorry Day event. At the 29 March 2005 Ordinary Council meeting Council resolved:

*That Council:*

- 1. Approve the request from the Bringing Them Home Committee WA Inc for the 2005 Sorry Day commemoration to be held at Minnawarra Park on the 26<sup>th</sup> May 2005.*
- 2. Approve the installation of a Sorry Memorial Pole.*
- 3. Approve a contribution of \$5,000 to the event from the current Reconciliation Budget.*

**DETAILS OF PROPOSAL**

Upon further consultation with the Aboriginal and Torres Strait Islander Committee, the Mayor, Technical Services, Recreation Services, Parks and Reserves and the Bringing Them Home Committee WA (Inc), it is proposed that the 3 metre high Sorry Memorial Pole be placed at the Orchard Avenue side of Minnawarra Park opposite Orchard House and Minnawarra House. The 'Pole' will be part surrounded by six log bollards as per diagram below.



### Community Development

At the ATSIAC Meeting of 5 April 2005, Committee discussed the location of the pole and suggested that the location in Minnowarra Park could be a temporary arrangement and that Council consider relocating it to the proposed Aboriginal Interpretive Centre to be constructed at the Champion Lakes site.

It is also proposed that a 5m x 1m Banner be erected on the corner of Orchard Avenue and Armadale Road will display “ *Sorry Day, Thurs May 26<sup>th</sup> Happens here. Join this Journey of Healing for all Australians*”.

From discussions with the Bringing Them Home Committee WA (Inc) it has been ascertained that a contribution of \$1,000 is required to support the event rather than the \$5,000 previously endorsed.

### **COMMENT**

#### Analysis

There is already a ‘Sorry Pole’ on Albany Highway in East Victoria Park and it is the intention of the Bringing Them Home Committee WA (Inc) to establish them in all the local government areas in WA. If a Pole was erected in Minnowarra Park at the location described, it would be in view of passing traffic allowing for as many people as possible to recognise the communities and Council’s regret for the hurt of the stolen generation.

The wording on the banner to promote the day and \$1,000 contribution from the current Reconciliation Budget to support the event is warranted.

#### Options

1. Endorse the positioning of the ‘Sorry Pole’ in Minnowarra park as shown on the above diagram, approve the wording of the banner and \$1,000 to support the event.
2. Endorse the positioning of the “Sorry Pole” in Minnowarra Park as shown on the above diagram but determine an alternative set of words for the banner.
3. Endorse the wording of the banner and \$1,000 to support the event but determine an alternative site for the “Sorry Pole”.

Option 1 is recommended.

#### Conclusion

The Sorry Day event is an opportunity for the City to once again demonstrate its commitment to its Indigenous Community and build on its relationship and partnerships. It has the potential of attracting state and national attention, which, when promoted appropriately has significant benefits to the City, its current and proposed Indigenous projects and developments.

Community Development

**RECOMMEND**

**That Council:**

- a. **Approve the positioning of the ‘Sorry Pole’ at the Orchard Road end of Minnowarra Park opposite Orchard House and Minnowarra House as shown on the diagram in this item.**
- b. **Approve the wording on the Banner – ‘*Sorry Day, Thurs May 26<sup>th</sup>. Happens Here. Join this Journey of Healing for all Australians*’.**
- c. **Approve a contribution of \$1,000 to the event from the current Reconciliation Budget.**

**Moved**

**MOTION CARRIED/LOST ( )**

Community Development

***INNOVATION IN COMMUNITY ENGAGEMENT CONFERENCE 2005***

WARD All  
FILE REF: CRS/4  
DATE 12 April 2005  
REF TB  
RESPONSIBLE Manager Community  
MANAGER Development

**In Brief:**

- The Department for Planning and Infrastructure (DPI) is holding an Innovation in Community Engagement Conference at the Burswood Convention Centre, Perth on 30 and 31 May 2005.
- Recommend that Councillor/s be nominated to attend the DPI Innovation in Community Engagement Conference.
- That Council note the attendance of the Coordinator Community Development at the DPI Innovation in Community Engagement Conference.

**Tabled Items**

Nil

**Officer Interest Declaration**

Nil

**Strategic Implications**

To encourage community participation and responsibility.

To foster ownership, pride and a supporting and caring community.

To foster an effective professional environment and administration of the City's services and encourage innovation and creativity in meeting the needs of the community.

**Legislation Implications**

Nil

**Council Policy/Local Law Implications**

Council Policy ADM3 – Conferences, Seminars and Training.

**Budget/Financial Implications**

Conference registrations are \$580 per person.

Members' Training and Development Budget currently has a balance of \$10,000 (as at 14 April 2005).

**Consultation**

Nil

**BACKGROUND**

The DPI Innovation in Community Engagement Conference is to be held on 30 and 31 May 2005 at the Burswood Convention Centre, Great Eastern Highway, Burswood. A copy of the Registration Brochure is attached to this Agenda. (**Refer to Attachment "A-2" – Summary of Attachments – buff page.**)

### Community Development

This Community Engagement Conference focuses on successfully engaging the community to develop acceptable policies and decisions in Government, the private sector and the community. It offers the opportunity to learn more about political deliberation, Citizen's Jury process, 21st Century Town Meeting and the Wisdom Council. These initiatives and others will be modelled to provide information on the development and enhancement strategies used in other places around the world, and how these strategies have been implemented.

In accordance with the Council Policy ADM3 it is recommended that Council support the attendance by interested members at the Conference.

(As the Local Government Elections will be held in May 2005, Councillors should note Clause 2(d) of the Policy that states: *Where a member of Council at the date of the conference, seminar or training course has an electoral term of less than six (6) months to complete, such member shall be ineligible to attend unless such is specifically authorised by Council.*)

### **COMMENT**

Topics to be covered at the Conference are significant to the current developments of Community Development in the City of Armadale and include:

- Citizen's Jury Process
- Dynamic Foundation
- Wisdom Council
- Deliberative Survey
- Innovative Community Engagement.

Trish McCourt Coordinator Community Development will be attending the Conference.

The item is raised for information for any Councillors who may wish to nominate to attend the Conference. In the event of there being no nomination from Committee, the matter will be referred to the 26 April 2005 Council Meeting for other Councillors to consider a nomination.

### **RECOMMEND**

#### **That Council:**

- a. **nominate ..... to attend the Australian DPI Innovation in Community Engagement Conference to be held from 30 to 31 May 2005 at the Burswood Convention Centre, Great Eastern Highway, Burwood with costs incurred to be charged to GL Account 7040111.7504.702, Members' Training and Development.**

Community Development

- b. That the matter be referred to full Council of 26 April 2005, in the event that any member wishes to nominate.**

**Moved**

**MOTION CARRIED/LOST ( )**

Miscellaneous

**\*\*COMMUNITY ARTS NETWORK (WA) INC. (CANWA) – COUNCIL REPRESENTATION**

WARD ALL  
FILE REF: CRS/1  
DATE 12 April 2005  
REF YW  
RESPONSIBLE Executive Director  
MANAGER Community Services

**In Brief:**

- This item proposes nomination of a representative to the Board of the Community Arts Network (WA) Inc. for the period 2005-2007.

**Tabled Items**

Nil

**Officer Interest Declaration**

Nil

**Strategic Implications**

Nil

**Legislation Implications**

Local Government Act 1995

Local Government (Administration) Regulations 1996

**Council Policy/Local Law Implications**

City of Armadale Standing Orders

City of Armadale Code of Conduct

**Budget/Financial Implications**

Nil

**Consultation**

Nil

**BACKGROUND**

Advice has been received from CANWA Inc. inviting a nomination from Council for possible appointment to their Board of Management for the period 2005 to 2007. CANWA is the peak body in WA for Community Cultural Development and Community Arts whose mission statement is “to facilitate partnerships with, and provide training for, communities, artists, government and non-government organizations and businesses to encourage community cultural and economic development”.

The CANWA Board comprises of a minimum of 4 and a maximum of 12 positions. A Board member is elected for a two year term. Board Membership nominations close 5pm Tuesday,

Miscellaneous

29 April 2005 and the appointment of Board Members will occur at CANWA's Annual General Meeting to be held on Monday, 30 May 2005.

Council has had and continues to have a beneficial working relationship with CANWA, with particular examples being the development of Council's Cultural Plan and CANWA's involvement in the Minnowarra Festival.

Council is a corporate member of CANWA and as such there is no additional cost to Council or the person nominated to either nominate as a Council representative and/or be appointed as a Board Member.

As an existing Board Member, Cr Stewart has been approached by CANWA on this matter and he has expressed an interest in being selected as Council's nominated representative.

**RECOMMEND**

**That Council support Cr ..... being nominated as a nominee for appointment to the Board of the Community Arts Network (WA) Inc. for the 2005-2007 period.**

**\*\*ABSOLUTE MAJORITY REQUIRED**

**MOVED**

**MOTION CARRIED/LOST ( )**

Ranger & Emergency Services

**DOG FREE RESERVES**

WARD	All
FILE REF:	DOG/1
DATE	12 April 2005
REF	BLW
RESPONSIBLE MANAGER	Executive Director Community Services

**In Brief:**

This report provides further information on the current arrangements relating to dogs on Council Reserves, and consideration of the removal of all “Dog Free Reserves” and the inclusion of Dog Faeces Disposal Units at each of those reserves.

**Tabled Items**

Nil

**Officer Interest Declaration**

Nil

**Strategic Implications**

Social Infrastructure – To have in place the range of services to enhance the well-being and safety of the community and to foster a professional environment for the effective governance and administration of the City’s services.

**Legislation Implications**

Section 51 of the *Dog Act 1976*.

**Council Policy/Local Law Implications**

Local Law Relating to Dogs

Clause 6.1 (Offence to Excrete)

Clause 5.1 (Place where dogs are prohibited absolutely)

Clause 5.2 (Place which are dog exercise areas)

**Budget/Financial Implications**

Approximate cost for the supply and installation of each advisory sign is \$120.

Approximate cost to supply and install a standard Dog Faeces Disposal Unit is \$280.

Current annual maintenance costs, which includes cost of bags and emptying the bins, is \$285 per unit.

**Consultation**

Manager Recreation Services

Manager Ranger & Emergency Services

Manager Parks & Reserves

Ranger & Emergency Services

**BACKGROUND**

This matter was raised in response to an item referred by Councillor Munn to the Community Services Committee concerning the current arrangements relating to Council Reserves, and the consideration of the removal of all Dog Free Reserves and the inclusion of Dog Faeces Disposal Units at each of those reserves (*CS13/1/05*).

**COMMENT**

Council currently has six (6) reserves designated as “dog free”, namely:-

- Gwynne Park
- Bob Blackburn Reserve
- Morgan Park
- John Dunn Oval
- Springdale Park
- Memorial Park

A search of Council records has identified that the abovementioned reserves, with the exception of Memorial Park, were designated as “dog free” (*Council Resolution T342/92*) for the reason of being active sports reserves. Whilst there was no reference to Memorial Park in that report it would be reasonable to assume that its status as “dog free” is related to its location, status and use.

Furthermore dogs are prohibited absolutely from entering or being in any of the following places –

- (a) where so indicated by a sign, a public building;
- (b) a theatre or picture gardens;
- (c) all premises or vehicles classified as food premises or food vehicles under the *Health (Food Hygiene) Regulations 1993*;
- (d) a public swimming pool.

The shared use of public reserves and open space areas by dog owners and non dog owners is a difficult issue for the Local Authority to resolve, as the activities of both groups are not always compatible. An important question for Council is whether dogs should have restricted or unrestricted access to public open spaces.

**Balanced Use of Public Open Space**

Council policy on the use of public open spaces and reserves should meet the needs of responsible dog owners to exercise their dogs and also the needs of groups to engage in activities without being harassed by uncontrolled dogs. Providing a balanced use of public open spaces and reserves for dog owners and non-dog owner’s means that each group has to have unrestricted use of some areas and restricted use of other areas. In addition the City of Armadale Local Laws Relating to Dogs has to be consistent, easily understood by the community and enforceable.

### Ranger & Emergency Services

It must be recognised that some residents do not like dogs and would prefer to have reserves and public open space where dogs are not permitted. One of the challenges faced by Council is to meet the needs of these residents. One option usually suggested is to declare areas within the district “dog free”.

### Dog Free Areas

During the past several years the City has received correspondence from various sporting and community groups requesting that the number of dog free reserves be increased. These requests were duly considered and rejected on the grounds that it was not necessary to increase the number of dog free reserves, at the time. On the other hand to change the current Local Law to remove reserves currently designated as “dog free” would not be acceptable to many residents and sporting groups.

Combinations of fast human movement, excitement and noise are commonplace at sport and recreation events. They should be viewed as potential triggers for hunting/predation behaviour in loose dogs, and they make the removal of the “dog free” option unwise for these areas.

Some public open space precincts are maintained and nurtured by the community to be particularly peaceful. The effect of gentle fountains, reflective sculpture, pretty gardens, beautifully manicured lawns, old trees, quiet pathways and comfortable bench seats could be unacceptably compromised by the boisterous playing of unrestrained dogs.

It could also be argued that where dogs are officially allowed off-leash, the local authority that posted the sign might carry the liability for injuries and accidents that result from misadventure and inadequate control. It is a matter of risk assessment. If dog free areas are deemed, for public safety reasons, to be important in some places, how does a Council prove that it took sufficient care when removing those dog free areas? Could the Council be considered negligent to waive standard levels of restraint there?

### **SUMMARY**

There are a number of reasons why Council needs to maintain dog free areas. Having dogs in high density public use areas is a matter of pragmatic necessity. Even very high densities of people and dogs seem to get on with much joy and little stress provided the dogs are on-leash but to have them off-leash in these areas is unworkable.

All care needs to be taken to ensure the overall integrity of dog free areas is not compromised. It would be unacceptable to many to trade the feel-good effect of dog free areas for a loss of control over the dog-at-large situation throughout the City.

If designated “dog free” reserves are removed to provide that dogs are allowed, either “on leash” or “off leash”, it is recommended that a Dog Faeces Disposal Unit be installed on each of those reserves.

Ranger & Emergency Services

**RECOMMEND**

**That Council:**

- a. not amend the City of Armadale Local Laws Relating to Dogs to remove reserves designated as “dog free”.
- b. refer for consideration of inclusion in the 2005-2006 budget and the 15 year Financial Plan a sum of \$5,000 for the purpose of installing signage and Dog Faeces Disposal Units, including an amount for the ongoing maintenance of the additional units, throughout the City.

**Moved**

**MOTION CARRIED/LOST ( )**

Recreation

***DEPARTMENT OF SPORT AND RECREATION CSRFF GRANTS***

WARD All  
FILE REF: GRT/18  
DATE 11 April 2005  
REF PGQ  
RESPONSIBLE Executive Director  
MANAGER Community Services

**In Brief:**

The report advises the outcome of the Department of Sport and Recreation CSRFF grant applications and recommends:

- That Council accept each of the grants
- That the requested Council contributions to the three projects be listed for inclusion in Council's draft 2005/06 budget.
- That letters be forwarded to the Premier, the Minister for Sport and Recreation and Local Members of Parliament thanking them for their support for the various projects that have been funded in the 2005/06 round of CSRFF funding.

**Tabled Items**

Nil

**Officer Interest Declaration**

Nil

**Strategic Implications**

Relates to Council's aim to maintain and improve the physical infrastructure for economic and well-being of the local community.

**Legislation Implications**

Should funding for any of the projects be approved, the works would need to be carried out in accordance with the Building Code of Australia and any other relevant legislation and/or Australian Standard.

**Council Policy/Local Law Implications**

RECN 1 – Lighting on Sporting Reserves

**Budget/Financial Implications**

- The nominated Council contribution to the upgrade of the former Kelmscott Pool toilets and changerooms is included in existing budget allocations for the overall redevelopment of the site.
- Only \$12,000 of the requested Council contribution of \$18,000 to the lighting upgrade for the Kelmscott Tennis Courts is currently included in the 5 Year Parks Development Programme however, this application was supported by Council and submitted on the

### Recreation

basis that if the grant application was successful, Council would allocate the additional contribution in its 2005/06 budget.

- The requested Council contribution (\$9,000) to the upgrade of lighting at Cross Park Oval is currently not included in Council's 15 Financial Plan however, this application was supported by Council and submitted on the basis that if the grant application was successful, Council would allocate its contribution in the forthcoming 2005/06 budget.

### Consultation

- Kelmscott Cricket Club & Free Reformed Soccer Club
- Kelmscott Tennis Club
- Roleystone Sporting (senior Football) Club
- Technical Services staff

## **BACKGROUND**

It was resolved by Council (C158/10/04) via the October 2004 Community Services Committee Meeting that (3) grant applications be submitted to the Department of Sport and Recreation seeking funding for various projects under the CSRFF program.

Advice has recently been received from the Department that all three grant applications have been approved. This report provides details of the successful applications and a recommendation regarding each project.

## **DETAILS OF PROPOSAL**

### **1. Upgrade Toilets and Changerooms at former Kelmscott Pool site, Rushton Park**

Grant amount	\$30,000
Council contribution	<u>\$60,000</u>
	\$90,000

The application submitted to the Department of Sport and Recreation (DSR) sought funding to upgrade the former Kelmscott Pool changerooms and toilets for use by the cricket and soccer clubs, and users of Rushton Park. This project forms part of the overall redevelopment of the site and will include the following scope of works:

- Create external doors to male & female change rooms to provide direct access from the oval (southern) side of the building. To include brick paved entrance.
- Lockable gates to change rooms entry from former pool side of the building, plus lockable gates/doors to change room areas.
- Replace seating in change rooms.
- Disabled toilet facility.
- Cricket club storage facility.

Recreation

- Internal & external painting, with anti graffiti coating.
- Vandal-proof lighting, internal & external.
- Disabled access ramp.
- Re-roof change rooms with bull nosed colorbond sheeting to tie in with the style of existing buildings.

A Council contribution of \$60,000 to this project is included IN the allocated budget for the overall redevelopment of the site (\$170,000 in 2004/05 and \$150,000 in the 2005/06 year of the 15 year Financial Plan).

Given that this was Council's No. 1 priority project in this round of funding, and the grant of \$30,000 has now been approved, it is recommended that Council formally accept the grant and provide a commitment to contribute \$60,000 to the project.

**2. Upgrade Lighting – Kelmscott Tennis Courts**

Grant amount	\$18,000
Kelmscott Tennis Club	\$18,000
Council contribution	<u>\$18,000</u>
	\$54,000

The project involves providing new floodlighting to 6 courts at the Kelmscott Tennis facility at Rushton Park.

The justification for this project is the existing lighting of three courts is not adequate for competition play, and is limited in terms of the number of people who can participate in social tennis (maximum of 12 people on court at any one time). The club wishes to provide good standard lighting to the remaining courts for both competition and social tennis, and believes that the improved facilities will lead to an increase in participation in the sport.

A Council contribution to this project of \$12,000 has been listed in the 5 Year Program (2005/06) for the past several years, and when the application was submitted for consideration to the October 2004 Community Services Committee Meeting, Council Resolved (C158/10/04) that the additional amount of \$6,000 would be referred for consideration and inclusion in the 2005/06 budget subject to the grant application being successful.

In view of the fact that the application has been successful, it is recommended that the grant be accepted and the requested Council contribution of \$18,000 be included in the 5 Year Parks Development Program for 2005/06.

Recreation

**3. Upgrade Oval Lighting (Stage 1) at Cross Park, Roleystone**

Grant amount	\$9,000
Council contribution	\$9,000
Club contribution	<u>\$9,000</u>
	\$27,000

The first stage of the project involves installing two 20 metre lighting columns with three 2000-watt lights on each. The second stage would be undertaken at a future time and involve an additional two lighting columns being installed, and decommissioning the existing poor quality lights.

The justification for this project is that the existing lighting is well below the Australian Standard for training and there is a need to provide reasonable standard training lighting at Cross Park for the senior and junior Football Clubs, and other potential users.

The proposed upgrade of the oval floodlighting could be undertaken in conjunction with proposed improvements to the lighting of the Cross Park precinct generally, and help reduce vandalism and anti social behaviour at the venue.

Given that the grant application has been successful, it is recommended that Council accept the grant, and the requested Council contribution of \$9,000 be included in the 5 Year Parks Development Program for 2005/06.

**COMMENT**

Analysis

The outcome of this year's CSRFF program is pleasing with all three applications being approved. Subject to Council being able to provide the nominated contributions to the three projects in its 2005/06 budget, it will allow capital improvements to the value \$171,000 to be undertaken for an investment of \$87,000.

Given that Council had written to Local Members of Parliament and asked for their support for the three grant applications, it is recommended that letters be sent to the Premier, the Minister for Sport and Recreation, and Local Members thanking them for their assistance in securing funding for the various projects.

Options

1. Council could elect to withdraw its support for any or all of the applications that it has previously committed support for. This option is not recommended.
2. Council could elect to contribute only the amount that it has in its 5 Year Program for the Kelmscott Tennis Court lighting upgrade i.e. \$12,000 and request the club to fund the additional \$6,000 required for the project. This would more than likely result in the club needing to stage the project over two financial years.

Recreation

Conclusion

For the reasons outlined in this report, it is recommended that Council accept the following grants from the Department of Sport and Recreation:

- \$30,000 for the upgrade of the changerooms and toilets at the former Kelmscott Pool site;
- \$18,000 for the upgrade of lighting at Kelmscott Tennis Courts;
- \$9,000 for the upgrade of lighting at Cross Park Oval;

and the nominated Council contributions to the three projects be listed for inclusion in Council's draft 2005/06 budget.

**RECOMMEND**

**That Council:**

- a. **Accept the grant of \$30,000 from the Department of Sport and Recreation for the upgrade of the changerooms and toilets at the former Kelmscott Pool site, and Council's nominated contribution of \$60,000 be retained within the existing budget allocations for the overall redevelopment of the site.**
- b. **Accept the grant of \$18,000 for the upgrade of lighting at Kelmscott Tennis Courts and refer for consideration of inclusion in the 5 Year Parks Development Programme for 2005/06 an amount of \$6,000 to add to an existing amount of \$12,000.**
- c. **Accept the grant of \$9,000 for the upgrade of lighting at Cross Park Oval, Roleystone, and refer for consideration of inclusion in the 5 Year Parks Development Programme for 2005/06 an amount of \$9,000.**
- d. **Write to the Premier, the Minister for Sport and Recreation and Local Members of Parliament thanking them for their support and assistance in securing funding for the projects funded under the CSRFF programme.**

**Moved**

**MOTION CARRIED/LOST ( )**

Recreation

**ARMADALE AND DISTRICTS RUGBY LEAGUE CLUB – DEBT REPAYMENT PLAN**

WARD Kelmscott  
FILE REF: A181888  
DATE 11 April 2005  
REF PGQ  
RESPONSIBLE Executive Director  
MANAGER Community Services

**In Brief:**

This report:

- Advises that the Armadale and Districts Rugby League Club has submitted a proposal to clear its debt to Council by making monthly payments of \$500.
- Recommends that Council accept the debt repayment plan as proposed by the Club.

**Tabled Items**

Nil

**Officer Interest Declaration**

Nil

**Strategic Implications**

Relates to Council's aim to maintain and upgrade physical infrastructure for the economic and physical well being of the local community.

**Legislation Implications**

Nil

**Council Policy/Local Law Implications**

Nil

**Budget/Financial Implications**

Nil

**Consultation**

Armadale and Districts Rugby League Club

**BACKGROUND**

Following consideration of a report to the 1 March 2005 Community Services Committee, Council Resolved (18/3/05) in part as follows:

3. That the Armadale and Districts Rugby League Club be requested to submit for Council's consideration a revised repayment plan to clear its debt.

This report presents a revised repayment plan for Council's consideration.

Recreation

**DETAILS OF PROPOSAL**

As at 11 April 2005, the amount of the Club's debt to Council was \$3,969.

Following consideration of the earlier report, the Club has submitted its audited financial statements for 2004, a budget for 2005 and a debt repayment proposal.

The debt repayment proposal submitted by the Club is to make minimum monthly payments of \$500 through until September 2005 when the Rugby Season finishes. Thereafter, the Club's revenue generating potential decreases significantly and it is likely that it won't be able to sustain the \$500 per month commitment.

Should the Club be able to maintain its repayments through until September however, the debt would be reduced to \$969, and Council could reasonably expect to balance of the debt to be repaid by the early part of the 2006 rugby season. This would be a reasonable outcome for both parties.

This year the Club has been guaranteed a minimum of 8 home fixtures (as opposed to 6 last year) and with sound financial management, it may be in a position to repay all of the debt by the end of the season.

**COMMENT**

Analysis

The proposed repayment plan appears to be realistic and the new Club president has expressed a genuine desire to clear the debt. The Club has also been advised of Council's previous Resolution that the Lease Agreement for the Pries Park Pavilion has only been extended until the end of the current winter season. The Club is aware that there is a strong incentive for it to honour its commitments in terms of repaying the debt.

Options

Council could elect not to endorse the debt repayment plan submitted by the Club and request the Club to submit an alternative proposal. This option is not recommended

Conclusion

It is recommended that Council accept the Armadale and Districts Rugby League Club's debt repayment plan to make monthly payments of \$500 through until September 2005. Based on the Club's financial position at the time, a revised repayment plan will be submitted in October to clear the balance of the Club's debt.

Recreation

**RECOMMEND**

- 1. That Council accept the Armadale and Districts Rugby League Club's debt repayment plan to make monthly payments of \$500 through until September 2005.**
- 2. That the Club be requested to submit a revised debt repayment plan in October 2005 to clear the balance of its debt to Council.**

**Moved**

**MOTION CARRIED/LOST ( )**

Recreation

***REQUEST TO CONDUCT A CIRCUS IN THE CITY***

WARD All  
FILE REF: REC/1  
DATE 12 April 2005  
REF PGQ  
RESPONSIBLE Executive Director  
MANAGER Community Services

**In Brief:**

This report:

- Presents a request to conduct a Circus in the City.
- Recommends that Council approve the request subject to certain conditions.

**Tabled Items**

Nil

**Officer Interest Declaration**

Nil

**Strategic Implications**

To facilitate a wider range of social and cultural experiences for the City.

**Legislation Implications**

Public Building Regulations.

**Council Policy/Local Law Implications**

Former Council Policy 1.2.37 prohibited Circuses from operating in the City that used exotic animals.

**Budget/Financial Implications**

If Council was to approve the request it could expect to charge a reasonable fee for the hire of a suitable venue.

**Consultation**

Joseph Ashton Circus

**BACKGROUND**

Prior to the rewrite and adoption of Council's Policy Manual in 2003, Council had a policy that prohibited Circuses from operating in the City that used exotic non domestic animals. This policy is in the process of being rewritten, but in the absence of a current policy can be used to assist Council in coming to a decision on this matter.

This report presents a request from Joseph Ashton Circus to conduct a Circus within the City.

**DETAILS OF PROPOSAL**

Basic details of the proposal are as follows:

Recreation

Venue: The requested venue is the “Frog Hollow” area (between Orchard Avenue and the Railway line) of Minnowarra Park. An alternative venue is Rushton Park, Kelmscott in the area between the Caravan Park and the River Road car park.

Dates: 22<sup>nd</sup> August – 4 September 2005.

Times: Weekend shows 2pm & 7.30pm, and a possible mid week show on Wednesday 7.30pm.

Insurance: Public Liability Insurance to the minimum value of \$20 Million would be required.

Other requirements: Access to a water supply and toilets.

Licenses and Permits: The erection of Circus tents and structures is subject to the public buildings provisions of the *Health Act 1911* and its attendant *Health (Public Buildings) Regulations 1992*. All associated health and safety issues would need to be addressed to the satisfaction of the Manager Health Services.

**COMMENT**

Analysis

The main issue to be determined by Council is whether or not it wishes to permit the Circus to operate within the City. A number of Local Governments do not support Circuses that use exotic animals in their performances. The only animals that Joseph Ashton Circus has in their performances are horses, ponies & geese. Other features of the Circus include Clowns, a flying trapeze, a “Wheel of Death” and acrobats. Circus Watch WA is not opposed to Joseph Ashton Circus because it does not have performing exotic animals.

In terms of its size, Joseph Ashton Circus is a small family Circus with its main tent occupying an area of 34m x 34m, and has a seating capacity of 500 people. Based on reports from people who have attended the Circus, the main tent is an attractive and new looking structure, and the Show itself is a high quality performance.

Unless Council has other reasons for not wanting to allow the Circus to operate in the City, it is recommended that Council support the proposal subject to all health and safety issues being addressed to the satisfaction of the Manager Health Services.

Should Council be supportive of the request, the other matter for consideration is deciding upon a suitable venue.

The requested venue of the “Frog Hollow” area Minnowarra Park has a number of advantages in terms of its visibility and promotional benefits. It would also bring people into the Armadale City centre, which may bring some economic benefit to local businesses and create a sense of activity and vibrancy. There is however, some parking and traffic management

### Recreation

issues that would need to be resolved prior to this site being approved. Council needs to determine whether this site is suitable for an event of this nature.

An alternative venue may be the area of Rushton Park where the Rodeo was held in 2003 as part of the Kelmscott Show. This is the area to the North of the Caravan Park, adjacent to the River Road car park. The disadvantage of this venue from the Circus owner's perspective is its lack of visibility to passing traffic and because of this, may be marginal in terms of financial viability.

Unless Council has other reasons for not wanting to allow the Circus to operate in the City, it is recommended that Council support the proposal subject to all relevant health and safety issues being addressed to the satisfaction of the Manager Health Services.

In terms of a hire fee, Council does not have a designated hire fee for Circuses and will therefore need to determine an appropriate fee. A fee of \$1,000 plus a bond of \$1,000 is considered an appropriate fee for the use of a reserve for a two week period.

### Options

1. Approve the request at either the Frog Hollow site or Rushton Park, Kelmscott.
2. Approve the request at an alternative site.
3. Decline the request.

### Conclusion

On balance it is recommended that Council approve the request to conduct a Circus at the Frog Hollow site, from 22<sup>nd</sup> August – 4 September 2005, subject to the following conditions:

- Compliance with Public Building Regulations;
- All health and safety matters associated with the public building provisions of the *Health Act 1911* and its attendant regulations being addressed to the satisfaction of the Manager Health Services;
- Parking and traffic management issues being satisfactorily resolved;
- A hire fee of \$1,000 plus a bond of \$1,000.

### **RECOMMEND**

**That Council approve the request from Joseph Ashton Circus to conduct a Circus in the Frog Hollow area of Minnowarra Park, from 22<sup>nd</sup> August – 4 September 2005, subject to the following conditions:**

- **Compliance with public building provisions of the *Health Act 1911* and its attendant *Health (Public Buildings) Regulations 1992*;**
- **All associated health and safety matters being addressed to the satisfaction of the Manager Health Services;**
- **Parking and traffic management issues being satisfactorily resolved;**

Recreation

- **A hire fee of \$1,000 plus a bond of \$1,000.**

**Moved**

**MOTION CARRIED/LOST ( )**

Recreation

**\*\*ARMADALE SOCCER CLUB DEBT**

WARD Forrest  
FILE REF: ORG/5  
DATE 12 April 2005  
REF PGQ  
RESPONSIBLE Executive Director  
MANAGER Community Services

**In Brief:**

This report provides an update on the Armadale Soccer Club's debt to Council and recommends;

- That Council write off approximately \$6,000 of the Club's debt in recognition of security improvements made to the Ted Finch Pavilion at Alfred Skeet Reserve; and
- A draft plan to clear the balance of the Club's debt be submitted to the May Community Services Committee Meeting.

**Tabled Items**

Nil

**Officer Interest Declaration**

Nil

**Strategic Implications**

Relates to Council's aim to maintain and upgrade physical infrastructure for the economic and physical well being of the local community.

**Legislation Implications**

Nil

**Council Policy/Local Law Implications**

Nil

**Budget/Financial Implications**

The request from the Club for Council to write off part of its debt has implications for Council's budget. The current outstanding debt to Council by the Armadale Soccer Club is \$19,654.

**Consultation**

Armadale Soccer Club  
Cr Zelones  
Cr Cominelli

Recreation

**BACKGROUND**

Following consideration of a report to the Community Services Committee Meeting held on 1<sup>st</sup> March 2005, Council Resolved (C18/3/05) in part as follows:

2. *That a further report be submitted to the April Community Services Committee on the status of the Armadale Soccer Club's debt, and a proposed repayment plan to clear the Club's debt.*
7. *That Councillor Cominelli (Chairperson and Forrestdale Ward member), Councillor Zelones and relevant officers urgently meet with the President and representatives from the Armadale Soccer Club to discuss the Club's debt to Council and report back to the next Community Services Committee meeting.*

A meeting was held with Club representatives on 24<sup>th</sup> March 2005 to discuss the Club's financial position and the need for the Club to make a genuine commitment to repaying its debt.

This report provides an update on this matter.

**DETAILS OF PROPOSAL**

The discussions held with the Club representatives were held in a positive fashion and the Club provided information as to how it had restructured its finances and was now back on the "right track" in terms of its financial management. The Club reiterated its earlier advice that part of the reason that it had been unable to repay its debt to Council was due to the high cost of vandal damage and break-ins and the need to upgrade the security of the building.

To enable Council to properly assess the Club's financial position the Club was again requested to provide the following information:

- Audited financial statements
- Business Plan for 2005 including budget forecasts
- Details of any break-ins to the pavilion including dates, damage caused, cost to repair, copies of invoices etc.
- Debt repayment plan

The meeting was held late afternoon on the Thursday before Easter, and by the following Tuesday (29/3/05) a three-page letter had been received from the Club, along with a cheque for \$1,500 and some of the financial information that had been requested. **(Refer to Attachment "A-3" – Summary of Attachments – buff page.)** The response from the Club was pleasing and demonstrates a commitment to reduce its debt to Council.

The letter from the Club has requested that Council give consideration to writing off part of its debt in recognition of the money that has been spent by the Club on upgrading the security of the building and improving facility generally. The Club has identified the following specific items for consideration of write off:

Recreation

\$4,000	Fire Door Metal Grills (2)
\$2,000	Metal grills to all external windows
\$1,000	External paving & soak wells
\$2,000	Construct new dug outs
<u>\$2,000</u>	Stock losses from break-ins
<b>\$11,000</b>	<b>Total</b>

At this stage the Club is yet to provide audited financial statements from previous years, a Business Plan for 2005, specific details regarding break-ins and vandal damage to the premises, and a proposed debt repayment plan. This information is required to gain a full understanding of the Club's financial situation.

**COMMENT**

Analysis

In terms of the Club's request to write off \$11,000 of its debt in recognition of monies it has spent on upgrading facilities, the first two items are considered worthy of serious consideration. Had the building been under Council management rather than a lease, Council would have needed to upgrade the security of the building in order to prevent ongoing break-ins and vandal damage. Whilst there is no obligation on Council, the request is not considered unreasonable. Subject to the Club producing copies of invoices that verify actual costs incurred with these two items, it is recommended that Council agree to the Club's request for a partial write off of its debt to offset these costs. If Council is supportive of this request, it may also wish to make the partial write off conditional upon receipt of the outstanding financial information requested of the Club.

The other three items relate to external improvements to the facilities and stock losses incurred by the Club as a result of break-ins. The external improvements arguably should have been deferred until the Club had repaid its debt to Council, and it would be a dangerous precedent for Council to recoup any club or community group for losses or damage as a result of a break in to their premises.

The Club has indicated that once Council has considered its request and determined the extent (if any) of a partial write off of its debt, it will submit a repayment schedule to clear the balance of the debt within a 2-3 year period.

Recreation

Options

1. Fully support the Armadale Soccer Club's request to write off \$11,000 of its debt to Council.
2. Support the Club's request to write off a lesser amount i.e. \$6,000.
3. Decline the Club's request.

Conclusion

Although there is no obligation on Council to write off any of the Club's debt, had Council been managing the facility instead of the Club, Council would have been required to upgrade the security of the building to prevent break-ins and vandal damage. The request to write off approximately \$6,000 of the Club's debt to offset security improvements to the building is therefore supported.

**RECOMMEND**

**That Council:**

- a. **subject to receipt of outstanding financial information from the Club and copies of invoices to verify actual costs incurred, write off approximately \$6,000 of the Armadale Soccer Club's debt in recognition of security improvements made to the Ted Finch Pavilion by the Club, leaving an outstanding balance of \$13,654.**
- b. **request the Armadale Soccer Club submit a repayment plan to clear the balance of its debt to Council as a matter of priority and this be submitted for Council's consideration to the May Community Services Committee Meeting.**

**\*\*ABSOLUTE MAJORITY REQUIRED**

**Moved**

**MOTION CARRIED/LOST ( )**

***LATE ITEMS***

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***EXECUTIVE DIRECTOR COMMUNITY SERVICES REPORT***

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***COUNCILLORS' ITEMS***

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