

CITY OF ARMADALE

A G E N D A

OF COMMUNITY SERVICES COMMITTEE TO BE HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON MONDAY, 22 JULY 2002 AT 7.00 PM

A meal will be served at 6.15pm.

PRESENT:

APOLOGIES:

OBSERVERS:

IN ATTENDANCE:

DISCLAIMER

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

DECLARATION OF MEMBERS' INTERESTS

DEPUTATION

Nil

QUESTION TIME

ITEMS REFERRED FROM INFORMATION BULLETIN – ISSUE NO. 14

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

- **Outstanding Matters**

Report on Outstanding Matters - Community Services Committee
Monthly/Quarterly Departmental Reports
Library Department General Report – June 2002
Manager Accounting Services Report – 5 July 2002
Manager Ranger & Fire Services Report – June 2002

- **Finance**

Financial Statements – for the (52) week period ended 30 June 2002

- **Minutes from Occasional/Advisory Committees**

Armadale Highland Gathering Committee – 13 June 2002
Armadale Highland Gathering Committee AGM – 13 June 2002
Minnawarra Festival Committee Minutes – 4 June 2002
Minnawarra Festival Committee AGM Minutes – 4 June 2002
Seniors' Interest Advisory Committee – 18 April 2002
History House Museum Management Committee – 2 May 2002

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.

CONFIRMATION OF MINUTES

RESOLVED

Minutes of the Community Services Committee Meeting held on 25 June 2002, be confirmed.

I N D E X

COMMUNITY SERVICES COMMITTEE 22 JULY 2002

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Finance

SCHEDULE OF CHEQUE PAYMENTS

MANAGER ACCOUNTING SERVICES REPORTS

RECOMMEND

- 1. Payments totalling \$6,543,340.49 on Vouchers 42280 – 42349, EF4709 – EF4765, EF4767 – EF4990, EF4992 – EF4994 and 102127 - 102131, drawn upon the Municipal Fund, be received.**
- 2. Cheque payments totalling \$49,043.01 on Vouchers 89421 - 89504, drawn upon the City Treasurer's Advance Account, be received.**
- 3. Cheque payments totalling \$111,323.07 on Vouchers 88987 – 88991, EF4766, EF4991 and 400816, drawn upon the Trust Fund, be received.**
- 4. Cheque payments totalling \$502,000.00 on Voucher 500416, drawn upon the Reserve Fund, be received.**

**Moved
CARRIED/LOST ()**

Finance

STATUTORY FINANCIAL REPORT

MANAGER ACCOUNTING SERVICES REPORTS

The Statutory Financial Report for the 12 months ended 30 June 2002 as required in accordance with Clause 34 of the Local Government (Financial Management) Regulations 1996, is presented. (Refer to Attachment “A-1” – Summary of Attachments – buff page.)

Commentary

All graphs have been amended to include the revised budget position. The graphs show both the adopted budget and the revised budget where applicable. Final year end reserve transfers, non cash transactions and carry forward calculation were being processed at the time the reports were run and therefore they do not reflect the final year end position. (Refer to Attachment “A-2” – as circulated with the agenda.)

Year to Date Net Operating Position (see also City of Armadale Net Position)

The final reserve transfers and carry forward expenditure budgets were not completed at the time the graphs were produced.

Investment Interest

The actual year to date interest revenue was \$6,000 above the revised year to date budget estimations.

Investments

There is \$1.25m more under investment than at the same time last year. Movements in reserves are still to be completed.

Grants

Grant revenue is \$40,000 under budget as is the associated matching expenditure. This figure relates to unsuccessful applications and instances where grant sources were no longer available.

Sundry Debtors

There has been a significant reduction (\$500k) in the outstanding debtor’s position throughout the year.

Rates Debtors

The year- to-date position is \$280k better than at the same time last year. As the amount to be collected was significantly higher compared to last year, this is an excellent result. The Information Bulletin contains additional graphs demonstrating the breakdown of rates debtors.

The major portion of pensioner arrears relates to rubbish service charges. It appears that some ratepayers may not be aware that these charges cannot be deferred.

RECOMMEND

That Council receive the Statutory Financial Report for the 12 months ended 30 June 2002.

Moved

CARRIED/LOST ()

Finance

SUNDRY DEBTORS

WARD All
FILE REF: FIN/1
DATE 17th July 2002
REF JPD
RESPONSIBLE Executive Manager
MANAGER Business Services

In Brief:

- Status report on outstanding debtor management

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

Corporate Services: to achieve maximum community benefit from effective use of resources.

Legislation Implications

Nil

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

At 30th June 2002, the balance attributed to outstanding debts is \$460,020

Provision for all doubtful debts is \$82,378. This provision will be increased by \$20,000 in this financial year to \$102,378

Consultation

Nil

BACKGROUND

A regular monthly overview of the status of all outstanding debtors is to be reported to the Community Services Committee.

Finance

DETAILS OF PROPOSAL

The status of Sundry Debtors at 30th June 2002 is summarised in the following table:

TOTAL	Current	One month	Two months	Three months	Four months & Over
\$460,020	\$141,049	\$24,959	\$23,034	\$7,068	\$263,909
100%	31%	5%	5%	2 %	57%

COMMENT

Analysis

The listing of major long-term outstanding debtors at 30th June 2002:

Name	Amount	Percentage of Total	Movement from last report
<i>WORKS CONTRIBUTIONS</i>			
Water Corporation/Acacia Brook	\$24,029		⇔
Water Corporation Reinstatements	\$9,886		↓
Brigade Road Syndicate	\$19,506		⇔
Subtotal	\$53,421	20%	↓
<i>SUNDRY DEBTORS over \$6000 – LOAN/ SERVICES</i>			
ARKS Rugby Union	\$7,849		⇔
Armadale Rugby League	\$8,804		⇔
Armadale Sporting Club	\$121,778		⇔
Kelmscott Football Club	\$17,201		⇔
Subtotal	\$155,632	59%	⇔
<i>Others under \$6,000</i>			
Council Policy/Court Imposed	\$23,848		↓
Others	\$31,008		↓
Subtotal	\$54,856	21%	↓
TOTAL 112	\$263,909	100%	↓

Other long-term outstanding debtors with balances less than \$6000 can be broken down as follows:

Name	Amount	Percentage of Total	Movement from last report
<i>WORKS CONTRIBUTIONS</i>			
Chamber of Commerce (festivals)	\$3,300		
South East Chamber of Commerce (festivals)	\$2,000		

C & C Services (Telstra reinstatements)	\$494		
Alinta Gas (Reinstatements)	\$3,505		
Gazebo Management (F/dale study contrib.)	\$5,163		
Western Power (Reinstatements)	\$2,446		
Subtotal	\$16,908		↑
<i>SUNDRY DEBTORS under \$6000</i>			
<i>– SPORTING CLUBS</i>			
AK Strikers Tee-ball	\$1,550		
Dale Sports Club	\$4,958		
Forrestdale Cricket Club	\$2,288		
Forrestdale Jnr Football Club	\$560		
Roleystone Karragullen Sporting & Recreation Assoc	\$5,572		
South Suburban Badminton Assoc	\$471		
Subtotal	\$15,399		↓
<i>Others under \$6,000</i>			
10 Others	(\$1,299)		
Subtotal	(\$1,299)		↓
TOTAL 21	\$31,008	100%	↓

The majority of those sundry debtors under \$6000 that are neither sporting clubs nor works contributions are for replacement rubbish bins. These charges will be transferred to the rates notices for the coming year. The amount of (\$1,299) includes a credit of \$2,643.64 attributed to the Municipal Workcare scheme that is under investigation.

Conclusion

It is recommended that Committee request Council to accept the report.

RECOMMEND

That Council receives the report on Outstanding Sundry Debtors for the period ended 30 June 2002.

Moved
CARRIED/LOST ()

TENDER NO. 33/01 – TENDER FOR THE SUPPLY OF CONSULTANCY SERVICES TO SELECT AND PROCURE SOFTWARE TO IMPROVE THE BUSINESS PROCESSES USED BY THE CITY OF ARMADALE

WARD ALL
FILE REF: TEN/33/01
DATE September 13, 2001
REF MR
RESPONSIBLE MANAGER Manager Information System Services

In Brief:

- Tender No. 33/01 was called for the Supply of Consultancy Services to select and procure software to improve the business processes used by the City of Armadale.
- Four tenders were received by the revised specified closing time.
- The Tender from the Quadrant Group has been assessed as being the most advantageous to Council.
- Recommend acceptance of this tender.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

Corporate Services – Make Maximum use of available technology to improve administration, governance and service delivery

Legislation Implications

Local Government Act and Tender Regulations.

Council Policy/Local Law Implications

Policy No. 2.1.54: Tendering and Purchasing Policy.

Budget/Financial Implications

Recommended tender within current budget allocation of \$75,000 (Schedule M4 Information System Services)

Consultation

Department of Local government
City of Armadale senior officers

BACKGROUND

Within the 2001/2002 Information System Services budget were funds to undertake a project that will identify and procure the necessary software, systems and services to implement new corporate wide information systems.

The project is to be undertaken in the following stages:

- Develop a document outlining the business requirements for replacement systems, and identification of replacement systems options.
- Develop implementation priorities of replacement systems
- Identify funding/budget requirements
- Develop the Request For Proposal tender documentation, evaluation metrics and process
- Undertake evaluation to select recommended solution
- Selection of Information Systems
- Obtain Council approval of new systems

As the value of the consultancy service to complete this project will exceed the \$50,000 a tender is required to conform to the Local Government and Council Purchasing Policy. This tender was called in January 2002 and six (6) companies responded.

Table 1 Original Respondents

Company
Quadrant Group
Logicality
AeM
Vin White
Hayles
Gryphon

The Special Council Meeting on 2 April 2002 resolved (111/2002) to delay the commencement of the contract until the 2002/2003 financial year. Consultation with the Department of Local Government determined that the tender would not need to be re-offered. All six respondents were given the opportunity to inform Council if they wished to be still considered and if they wanted to revise their tender based on the deferred start date.

Four (4) companies stated they still wished to be considered.

Table 2

Company
Quadrant Group
Logicality
AeM
Gryphon

SELECTION CRITERIA

The selection criteria and weightings for the evaluation of the tender are as follows:

Description of Selection Criteria	Weighting
<p>Capability/competence of Tenderer to perform the work required</p> <ul style="list-style-type: none"> ▪ Qualifications, skills and experience of key personnel ▪ Staff resources available ▪ Quality systems 	20%
<p>Experience of Tenderer in supplying similar goods or completing similar projects</p> <ul style="list-style-type: none"> ▪ Relevant industry experience (including public sector), including details of similar work undertaken ▪ The Tenderer’s involvement in these projects, including details of outcomes produced ▪ Past record of performance and achievement ▪ References from past and present clients ▪ Safety record 	20%
<p>Understanding of Requirement</p> <ul style="list-style-type: none"> ▪ Level of understanding of Tender documents ▪ Level of understanding of work required ▪ Ability to meet delivery dates ▪ Warranties offered ▪ Added value items offered ▪ Special conditions included in Tender 	20%
<p>Tendered Price/s</p> <ul style="list-style-type: none"> ▪ The price to supply the goods or services in accordance with the Request ▪ Rates or prices for variations 	40%
TOTAL	100%

TENDERS RECEIVED

Details of tenders received as follows:

Company	Price including GST	Score (40)	Capability of Tenderer Score (20)	Experience Score (20)	Under standing of Requirements Score (20)	Total Score
Quadrant Group	\$74,360.00	34.9	16	16	16	82.4
AeM	\$84,975.00	30.5	17	13	16	76.3
Gryphon	\$64,845.00	40.0	10	14	11	75.0
Logicality	\$77,833.00	33.3	10	13	14	69.3

All but one tenderer was within \$82,500 GST inclusive budget allocation with the Quadrant Group having the highest ranking.

Conclusion

It is recommended that the tender be awarded to the Quadrant Group who have satisfied the selection criteria and have the highest score on the tender evaluation.

RECOMMEND

That Council, in accordance with tender No. 33/01, Supply of Consultancy Services to select and procure software to improve the business processes used by the City of Armadale Council, accept the submitted tender from Quadrant Group at the tendered price of \$74,360 (including GST).

Moved

CARRIED/LOST ()

Leases



Leases

LEASE SCOUTS AUSTRALIA – RESERVE NO 42144 – SAN JACINTA ROAD

WARD Seville
FILE REF: A205444
DATE 4 July 2002
REF KLD
RESPONSIBLE MANAGER Manager
Administration and
Governance Services

In Brief:

- Scouts Australia is seeking approval to enter into a lease with Council for their premises at San Jacinta Road.
- The terms and conditions have been negotiated and are now presented for Council's approval.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

- Improve the financial viability of Council.
- Item 4.3 – Review assets and the plans for new, major or capital projects to identify opportunities for reducing costs and/or generating income.

Legislation Implications

- Section 3.58 Local Government Act 1995 – Disposing of Property.
- Regulation 30 Local Government (Functions and General) Regulations 1996 – Dispositions to which Section 3.58 of the Act do not apply

Council Policy/Local Law Implications

Council Policy 1.1.32 – Leases to sports Clubs/Associations.

1. When Council agrees to lease land or Council facilities to a sporting club/association, rental will be assessed under the following classifications:
 - a) Undeveloped land - \$50 per annum;
 - b) Developed land - \$250 per annum;
 - c) Council buildings - \$500 per annum (maximum);
 - d) Club owned buildings erected on Council land - \$50 per annum.
2. In relation to part (c), Council will use its discretion in assessing a rental based on the type of facility and area of land involved.

Leases

Budget/Financial Implications

Nil

Consultation

Minter Ellison
Technical Services Directorate

BACKGROUND

The Westfield Scouts entered into a lease with Council on 5 March 1981 for a portion of John Dunne Reserve. In approximately 1991 a portion of Reserve 41640 in San Jacinta Road Armadale was excised for the purpose of Scout Hall and Car Park.

Following the excision, the Scouts relocated to this Reserve and erected a Scout Hall in approximately 1991.

There have been no formal arrangements for their occupation of the premises.

DETAILS OF PROPOSAL

Scouts Australia has advised of their desire to enter into a leasing arrangement with Council for Reserve 42144 in San Jacinta Road, Armadale under the following terms and conditions:

Lessee:	Scouts Australia
Term:	Ten (10) years with no options for renewal
Commencement Date:	Date of approval by Minister for Lands
Rent:	\$50 per annum plus GST adjusted in line with Council Policy 1.1.32 Lease to Sports Clubs/Associations
Outgoings:	All normal outgoings to be the responsibility of the lessee
Maintenance:	Lessee to be responsible for all building maintenance
Insurance:	Lessee to be responsible for building and public liability insurance
Costs:	Each party to be responsible for their own legal costs

COMMENT

Analysis

Pursuant to council's prior direction to enter into leasing arrangements with organisations having exclusive use of Council facilities, discussions have been held with Scouts Australia in this regard.

The proposal is almost identical to the lease approved by Council in 1999 for the Armadale Scouts in Barellan Court Armadale.

Leases

The term proposed of 10 years with no option for renewal is consistent with previously negotiated leases and the rental is also consistent with Council policy 1.1.32 Leases to Sports Clubs/Associations.

Options

There are basically two options open to Council and these are to approve or not approve the lease.

Conclusion

It is considered appropriate to enter into a lease with Scouts Australia due to:

- Council's prior direction to enter into leasing arrangements with those organisations that have exclusive use of Council facilities.
- The need to formalise arrangements for the Scouts occupancy.
- Council's approval of a similar lease for the Armadale Scouts in Barellan Court.

RECOMMEND

That Council enter into a lease agreement with Scouts Australia under the following basic terms and conditions:

- **Lessee:** Scouts Australia
- **Leased Premises:** All of Reserve 42144, San Jacinta Road, Armadale
- **Term:** Ten (10) years with no options for renewal
- **Commencement Date:** Date of approval by Minister for Lands
- **Rent:** \$50 per annum plus GST adjusted in line with Council Policy 1.1.32 Lease to Sports Clubs/Associations
- **Outgoings:** All normal outgoings to be the responsibility of the lessee
- **Maintenance:** Lessee to be responsible for all building maintenance
- **Insurance:** Lessee to be responsible for building and public liability insurance
- **Costs:** Each party to be responsible for their own legal costs

Moved

CARRIED/LOST ()

Leases

SUBLEASE – CROWN CASTLE AUSTRALIA PTY LTD TO HUTCHISON 3G AUSTRALIA PTY LIMITED

WARD Westfield
FILE REF: A100321/3
DATE 19 July 2002
REF KLD
RESPONSIBLE
MANAGER Manager Administration
 & Governance Services

In Brief:

- Crown Castle Australia Pty Ltd is seeking Council's approval to sublease a portion of Council's Depot, currently leased to them, to Hutchison 3G Australia Pty Limited

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

N/A

Legislation Implications

Section 3.58 Local Government Act 1995 – Disposing of property

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

Nil

Consultation

Minter Ellison
Department of Local Government
Planning Department
Technical Services

BACKGROUND

At its meeting of 5 June 2001, Council resolved to lease a portion of its Depot to Crown Castle Australia Pty Ltd for a period of 5 years with a further 5 year option. The subject site accommodates a telecommunications tower.

On 3 September 2001 Council granted approval for Crown Castle to sublease a portion of the site to Optus Mobile Pty Ltd.

Leases

DETAILS OF PROPOSAL

Crown Castle is seeking Council's approval to grant a further sublease to Hutchison 3G Australia Pty Limited to allow installation of a telecommunication facility on their existing tower.

COMMENT

Analysis

Clause 12.1(a) of the approved lease with Crown Castle provides that the Lessor may not unreasonably withhold consent to a sublease provided that the terms of the sublease are not inconsistent with the terms of the lease and the sublessee is a respectable, responsible and solvent person.

The terms and conditions of the sublease for Hutchison 3G Australia Pty Limited are only marginally different from the sublease previously approved for Optus Mobile therefore it would be extremely difficult to argue against approving Crown Castle's request.

Section 3.58 of the Local Government Act sets out the statutory requirements when Council disposes of property. However in this instance they do not apply, as the terms and conditions of the head lease are not affected. This is consistent with advice from the Local Government Department.

Both Technical Services and Planning Department have been consulted and have no objections to the sublease.

Options

Due to clause 12.1 of the lease it is considered that the only option is to grant the sublease.

Conclusion

In consideration of Clause 12.1 (a) of the current lease stating that the Lessor cannot unreasonably withhold consent to any sublease, it is recommended that Council approve the sublease.

RECOMMEND

That Council approve the request from Crown Castle Australia Pty Ltd to sublease a portion of Council's depot, currently leased to them, to Hutchison 3G Australia Pty Limited.

Moved

CARRIED/LOST ()

Miscellaneous

***WALGA MEMBERS – LIBRARY BOARD OF W.A. – METROPOLITAN MEMBER,
COUNTRY MEMBER***

WARD All
FILE REF: GOV/51
DATE 9 July 2002
REF YW
RESPONSIBLE Executive Manager
MANAGER Community Services

In Brief:

- WALGA is seeking nominations to fill vacancies on the Library Board of W.A.

Details of Proposal

The following WALGA Nomination advice is presented for Committee's consideration.

Qualifications:	Elected Members with a knowledge of the Public Library Service.
Term:	The term of each appointment is four years, although dependent on legislative changes.
Commences:	Upon appointment.
Current Representation and reason for vacancy:	The positions are vacant due to the expiration of the terms of Cr Nola Waters from the City of Cockburn and Cr Joan Cameron from the Shire of Plantagenet.
Meetings:	Monthly
Location:	Boardroom, Alexander Library Building, Perth Cultural Centre.
Day/Time:	Third Thursday of each month at 9.30am.
Duration:	Approximately half a day.
Meeting Fee:	No meeting fees but travel for country members is paid at the current Public Sector Allowances.
Selection Criteria:	Nominee to address the following Selection Criteria: <ul style="list-style-type: none"> • To be a current Elected Member • Availability of the applicant to undertake the responsibility. • Relevant skills in the area. • Demonstrated interest in the position. • Capacity of the applicant to represent the interest of Local Government and the Association. • Relevant experience and qualifications that are applicable to the position. • Knowledge of public Library Services in WA is desirable.
Terms of Reference:	<ul style="list-style-type: none"> • The Terms of Reference for the Library Board are as per the Library Board Act. The Board considers issues such as financial statements, annual report and policy decision for reporting to the Minister.
Board Membership:	The Board will have representation from: <ul style="list-style-type: none"> • Ministerial appointees

Miscellaneous

	<ul style="list-style-type: none">• Director General of Education Representative• Director General of Culture and the Arts• Australian Library Association• City of Perth• City of Fremantle• Local Government representatives
Nomination Process:	Nominees are asked to complete the attached Nomination Form and email, fax or post by 4.00 pm on Friday, 26 July 2002 . Email applications are encouraged. Late nominations will not be accepted. <u>Please ensure that you address the selection criteria in full.</u>
Voting Information:	At the close of the nomination period the Selection Committee will meet and make recommendations to the State Council Meeting scheduled for 7 August 2002 .

RECOMMEND

That Council nominate as WALGA Member, Library Board of W.A., OR, if there is no nomination at the Committee Meeting then the matter be referred to the Council Meeting of 6 August 2002 for a nomination.

Moved
CARRIED/LOST ()

Community Development

CROSSWAYS COMMUNITY SERVICES

WARD ALL
FILE REF: A193811:DON/1
DATE 11 July 2002
REF SP
RESPONSIBLE Executive Manager
MANAGER Community
Services

In Brief:

- Crossways Community Services have applied for and received an Eating House licence for The Meeting Place Café and have requested a waiver of the fees associated with the licence on the basis of being a local registered charity.
- The recommendation is to provide a one-off donation of the Registration Processing and Operating Licence fees totalling \$418.50.

Tabled Items

Nil.

Officer Interest Declaration

Nil.

Strategic Implications

Social Infrastructure:

- To facilitate a wider range of social and cultural experiences for the City of Armadale.
- To encourage community participation and responsibility.
- To foster ownership, pride and a supportive and caring community.

Legislation Implications

Nil

Council Policy/Local Law Implications

Donations Policy 1.1.8 –

(3) “Council will consider applications from licensed charitable organisations whose primary aims would benefit residents of the City of Armadale”

Budget/Financial Implications

The proposed 2002/03 Donations Budget has a current available balance of \$12,978.00

Consultation

Nil

Community Development

BACKGROUND

Crossways Community Services is a local registered charity and their current community services include playgroup, emergency food parcels and counselling. They are in the process of opening a community dining room (to be known as ‘The Meeting Place Café’) which will provide low cost lunches etc to the financially and socially disadvantaged members of our community.

Crossways Community Services have applied, paid for and received the necessary license and registration requirements for an Eating House License.

DETAILS OF PROPOSAL

Crossways Community Services have applied for a refund of the licence and registration payments for an Eating House Licence for their community dining room on the basis that they are a local registered charity.

The Café will be located at the Crossways Church of Christ Building on the corner of Lake Street and Centre Road, Kelmscott. The Café will not open to the general public, it will provide low cost meals to financially disadvantaged people only. The Café will operate five days per week, Monday to Friday.

Crossways have paid the following fees:

Application Processing Fee	\$ 93.50
Registration Fee (annual)	\$290.00
Operating Licence Fee (annual)	<u>\$ 35.00</u>
	\$418.50

Crossways have paid the above fees in full and are seeking a refund of the same as a Council donation towards the establishment of the community dining room.

COMMENT

Analysis

Crossways Community Services are a local registered charity, which is establishing a worthwhile service for the Armadale community not already present.

Council’s Health Services Division has advised that there are no other charitable organisations currently within the City of Armadale that operate a not for profit café for disadvantaged people only that could apply for a refund of fees if a precedent is set on the basis of this item.

The application processing fee is a one-off fee established to cover the costs of Council staff investigating and processing the application. The registration and licence fees are annual fees charged for all Eating House licences.

Community Development

Options

1. Council may decline the request
2. Council may refund the full amount of \$418.50 as a one-off contribution.
3. Council may refund the full amount of \$418.50 as an on-going basis.
4. Council may refund the Registration and Operating Licence fees only as a one-off contribution (to a value of \$325.00) on the basis that the processing fee is required to adequately cover staff time costs associated with the processing of the application.
5. Council may refund the Registration and Operating Licence fees only on an ongoing basis (to a value of \$325.00 per annum) on the basis that the processing fee is required to adequately cover staff time costs associated with the processing of the application.

Conclusion

The proposed Community Dining Room concept has merit and should be supported by Council. It is recommended that Council support the proposal by offering a one-off contribution of \$418.50 to cover the Registration, Processing and Operating Licence fees for an Eating House.

RECOMMEND

That Council –

- a) **Waive the Eating House Registration, Processing and Operating Licence fees of \$418.50 for Crossways Community Services as a one-off donation only for the 2002/03 financial year and that a refund of the fees paid be made accordingly.**
- b) **Advise Crossways Community Services that this is a one off donation to recognize the high start up costs of such a facility.**
- c) **Record the refund of the fees as a donation.**

Moved

CARRIED/LOST ()

Community Development

THE ELLIS FAMILY

WARD ALL
FILE REF: DON/1
DATE 11 July 2002
REF SP
RESPONSIBLE Executive Manager
MANAGER Community
Services

In Brief:

- An application has been received from Mr Frank Ellis to waive the fees for the hiring of the Kelmscott Hall from 8 to the 10 November 2002 to hold a charity ball on behalf of his 14 year old son who will be raising money for CANTEEN.
- The recommendation is to waive the hire fees of the hall and record the same as a donation.

Tabled Items

Nil.

Officer Interest Declaration

The Community Development Administration Officer, Mr Jason Flynn, is a personal friend of the applicant, Mr Frank Ellis.

Strategic Implications

Social Infrastructure:

- To facilitate a wider range of social and cultural experiences for the City of Armadale.
- To encourage community participation and responsibility.
- To foster ownership, pride and a supportive and caring community.

Legislation Implications

Nil.

Council Policy/Local Law Implications

Council Donations Policy 1.18 'Council shall consider –

- (3) *Applications from licensed charitable organisations whose primary aims would benefit residents of the City of Armadale, and*
- (4) *Applications from residents of the City of Armadale.*

Budget/Financial Implications

The proposed 2002/03 Donations Budget has a current available balance of \$12,978.00

Consultation

Nil.

Community Development

BACKGROUND

The Ellis family are local residents of Armadale. Luke Ellis is 14 years old and intends to hold a charity ball in celebration of his 5 year anniversary of his dedication to his career path in aviation and has had many accomplishments in this area in this five year period, including becoming Australia's youngest ever qualified pilot. Luke Ellis was a nominee for the City of Armadale Young Citizen of the Year in 2001.

In holding a ball to celebrate his achievement, Luke Ellis, wishes to use this opportunity as a fundraiser for CANTEEN, a registered charity for teenagers with cancer.

DETAILS OF PROPOSAL

Mr Ellis has hired the Kelmscott Hall from the 8 - 10 November 2002 for the purpose of the Charity Ball to take place from 6pm to 2am on Saturday 9 November. Mr Ellis has hired the hall on the 8 and the 10 November to allow for set-up and post event cleaning.

The total cost of the hall hire is \$501.60 plus a \$300 bond.

COMMENT

Analysis

The Ellis family are long time residents of Armadale and the achievements of Luke Ellis have been recognised by Council in the past. It is admirable that Luke Ellis wishes to use his celebratory ball as a charity event.

CANTEEN is a registered charity whose primary aims are to support young people with cancer, however, it should be noted that the funds given to CANTEEN cannot be guaranteed to be used for the benefit of residents of the City of Armadale.

Options

1. Council may decline the request.
2. Council may waive the hall hire fees for the night of the ball only at a cost of \$167.20.
3. Council may waive the hall hire fees for all three days booked at a cost of \$501.60.
4. Council may waive the hall hire fees for all three days booked at a cost of \$501.60 plus bond of \$300.

Conclusion

As the Ellis family are residents of the City of Armadale and the event is a fundraiser for a registered charity (CANTEEN) it would seem appropriate to waive the full hire fee.

Community Development

RECOMMEND

- 1. That Council waive the Kelmscott Hall Hire Fees of \$501.60 for the Ellis Family Charity Ball from 8 – 10 November 2002.**
- 2. The waiving of the fees \$501.60 be recorded as a donation.**

Moved

CARRIED/LOST ()

Community Development

ARMADALE KELMSCOTT SENIORS CENTRE REDEVELOPMENT

WARD ARMADALE
FILE REF: CDP 1
DATE 16 July 2002
REF PM
RESPONSIBLE Executive Manager
MANAGER Community
Services

In Brief:

- This item presents a recommendation from the Management Committee of Armadale Kelmscott Seniors Centre asking Council to consider a \$460,000 redevelopment of the centre as opposed to the budgeted \$335,000.
- The item recommends Council reaffirm commitment to a redevelopment of the scale of \$335,000 proposed through the Seniors Planning Process.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

The Seniors Plan was adopted in December 2001 by Council which set the direction for seniors' services in the city. This document was used as the basis for the development of seniors programs contained in the action plan adopted by Council in March 2002.

In July 2001 when Council resolved to undertake the Seniors Planning Process it was also to provide direction to the redevelopment of the Armadale Kelmscott Seniors Centre.

Legislation Implications

Nil

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

2002/03 allocation on the draft budget of \$180,000 (comprised of \$300,000 capital works of which \$150,000 is an assumed grant contribution leaving Council's contribution at \$150,000 plus \$30,000 carry forward). There is also an amount of \$16,575 in the AK Seniors Reserve Account.

Community Development

Consultation

In preparation of this item consultation has occurred with the following:

- AK Seniors Management Committee
- The user groups of the Armadale Kelmscott Seniors Centre
- Representatives of Dale Cottages Inc
- Technical Services Directorate

BACKGROUND

When considering the redevelopment of the Armadale Kelmscott Seniors Centre in July 2001 an item was presented to Council which argued planning was needed into seniors' issues to:

1. Determine the needs and priorities of seniors and the role Council will play in addressing seniors' issues in the City.
2. Identify the uses that will need to be incorporated into the Armadale Kelmscott Seniors Centre proposed redevelopment.
3. Provide detailed planning to use as a base in making application to agencies like Lotteries Commission for the redevelopment as these agencies will want to see detailed planning prior to allocating substantial funds towards a project.

Community Services Committee recommended on 24 July 2001 and was then endorsed at the Council meeting on the 7 August 2001, the following:

1. *That Council support the development of Seniors Plan for the City of Armadale that will guide the future decisions relating to the redevelopment of Armadale Kelmscott Seniors Centre and seniors services generally.*
2. *That Council support the following amendment to the 2001-02 Budget so as to facilitate part (1) of this recommendation.*

Particulars		Current Budget \$	Variation \$	Revised Budget \$
M101	Property Development – Concept Plans – AK Seniors' Centre	10,000	-10,000	Ø
M57	Community Development – Seniors' Plan	2,500	+10,000	12,500
		12,500	Ø	12,500

*Moved Cr Clowes-Hollins
 Carried by Absolute Majority*

Community Development

The Seniors Planning process commenced with a timeframe of three months using a methodology outlined as follows:

1. Phase 1 – Scoping the issues, this included:
 - i. Launch/community mapping night
 - ii. Scanning of national and international research already undertaken
 - iii. A workshop session with Councillors
2. Phase 2 – Community consultation with included:
 - i. Further consultation with stakeholders on the issues for seniors in Armadale
 - ii. Consultation with randomly selected members of the community gaining their views on seniors issues and in particular Seniors Centres
3. Phase 3 – Development of the plan included:
 - i. Workshopping the issues raised in consultation with Councillors
 - ii. Preparing a document summarizing the national research and local consultation undertaken.

On 3rd December 2001 Council considered two items as a result of this process being “The Draft Seniors Plan” and the Future of Seniors Centres.”

In considering the “Draft Seniors Plan” item Council resolved the following:

C180/01 RECOMMEND

1. *That Council endorse the Seniors’ Needs 2001 Report as attached to these Minutes at Attachment “A-4”, and that a copy of the ~~plan~~ plan-report, together with this report and recommendation be forwarded to the agencies involved in the planning process, thanking them for their valued participation and contribution.*
2. *That Council endorse the following three key outcome areas, as identified from the seniors’ planning process, namely:*
 - i. *Image of Seniors.*
 - ii. *Recreation Leisure and Culture.*
 - iii. *Living in the Community.*

Amended
Full Council
3 December 2001

and refer these key outcomes to the Seniors’ Interest Advisory Committee to develop complementary strategies which where appropriate consider partnering options with other agencies.

3. *That Council be provided with an update of the ~~plan~~ plan-report in line with the 2002/03 draft budget deliberations.*

Community Development

The second item “The Future of Seniors Centres” attempted to use the findings from the Seniors Planning process to give direction to the three Seniors Centres with particular reference to the redevelopment of Armadale Kelmscott Seniors Centre.

The main points made in the item included:

- Only 10% of Seniors in the State use Seniors Centres, in Armadale this figure is much lower as between the three centres the memberships represent 5.8% of the Seniors population.
- Research undertaken by the State government into Seniors Centres across the state found that:
 - Single to multipurpose facilities is increasing based upon economic demands of resources
 - The usage at centres is declining as centres have failed to attract younger seniors
 - The needs of seniors in the community have changed and seniors centres have generally not changed
 - Improved recreational programming is becoming more important to attract younger seniors
 - Social isolation is a problem amongst seniors and meals at centres are a means of overcoming this issue
 - Generally there was a lack of knowledge of the location and programs running at the senior’s centres.
- The main barriers determined as to why seniors do not attend seniors centres in Armadale included:
 - Lack of transport
 - Lack of knowledge about the centre
 - Negative perception and image of senior citizens centres as people not identifying being a senior
 - Couples tend not to join
 - Childcare responsibilities of seniors
 - Centres do not provide the required range of activities and programs

Based upon these findings Community Services Committee recommend to Council on 3rd December 2001 the following recommendation:

C181/01 RECOMMEND

1. That Council approve the proposal to:

a. proceed with the planned redevelopment of the Armadale-Kelmscott Seniors’ Centre on a scaled down basis of \$250,000 which would provide for the following improvements:

- *minor repairs to the roof;*
- *changes to the internal structure of the facility to allow for better use of rooms for a wider range of activities;*

Community Development

- *improvements to facilitate the provision of meals;*
 - *improvements to the aesthetic appearances inside and outside the facility;*
 - *improvements to the links the facility has between the inside and outside space;*
 - *improvements to parking and access to the building.*
- b. *apply the savings from the scaled down redevelopment project referred to in (a) above to initiate the following seniors' programs (at an estimated cost of \$70,000 over the next 2 years), namely:*

- *Provide for a project officer to:*
 - *develop and co-ordinate recreation programs for seniors across the city (including transport considerations);*
 - *identify venues both public and private to host Seniors' Programs.*
 - *build the capacity of management committees of the seniors' centres;*
 - *work with the management committees of the centres to assist in positioning them to cater for future needs.*
- *Promote the three existing seniors' centres and the services they provide.*

2. *That Council, so as to facilitate part (1) of this recommendation:*

a. *approve the following variation to the current year's budget, i.e.*

<i>Particulars</i>	<i>Current Budget</i> \$	<i>Variation</i> \$	<i>Revised Budget</i> \$
<i>M101 {Property Development – AK Seniors' Centre</i>	<i>(50,000) grant (50,000)</i>	<i>-(35,000) -(35,000)</i>	<i>(15,000) (15,000)</i>
<i>M57 Community Development – Seniors' Centre Coordination</i>	<i>Nil</i>	<i>+(20,000) 20,000 grant</i>	<i>(40,000)</i>
<i>M57 Community Development – Senior Centre Promotions</i>	<i>Nil</i>	<i>+(15,000)</i>	<i>(15,000)</i>
<i>Grant Income foregone</i>	<i>Nil</i>	<i>+(15,000)</i>	<i>(15,000)</i>
<i>+</i>	<i>(100,000)</i>	<i>Nil</i>	<i>(100,000)</i>

****ABSOLUTE MAJORITY DECISION REQUIRED**

b. *approve the following initiatives being listed for consideration of funding in the 2002-03 Draft Budget, i.e.:*

- *redevelopment of the Armadale-Kelmscott Seniors' Centre - \$250,000;*

Community Development

- *Seniors' Programs (as per part (1)(b) of this recommendation) - \$35,000.*

N.B.: The \$250,000 figure includes a grant component of \$125,000, which is consistent with the current 5 Year Plan estimates for this project.

3. *That Council approve an architect's brief being prepared, consistent with part (1)(a) of this recommendation and that this task be referred to the Technical Services Directorate.*
4. *That Council further investigate the opportunity to develop a central multi-purpose community centre that has capacity to cater for seniors' services.*

Following this resolution a Seniors Action Plan was produced which incorporated the objectives of part 1(b) of the resolution which was adopted by Council in March 2002.

Subsequent to this application has been made with the Department of Veterans Affairs and Lotteries Commission to contribute towards this project. These applications have been successful with \$46,000 being received from Lotteries Commission and \$44,000 being received from Department of Veterans Affairs for the two-year project.

In regard to part 1(a) of the item, the Manager Property Services and the Community Development Coordinator commenced consultation with the Management Committee at the Armadale Kelmscott Seniors Centre to develop concept plans for Council consideration.

Following substantial consultation a concept plan was finally agreed on by the Management Committee who at their meeting on 21 May recommended the following to Council:

1. The information be received,
2. The alterations be accepted, and
3. The plan as presented, subject to the alterations being made, be presented to Council for approval.

This recommendation was to undertake a redevelopment in the order of \$400,000 as opposed to the \$250,000 on Council budget (of which 50% was proposed to be sourced by grant funding).

Contributions have been offered towards the project from Armadale Kelmscott Seniors Centre Association and Dale Cottages two of the user groups of the centre. Council also had some small funds in reserve from when Council assumed management of the centre some two and a half years ago. Even with these contributions included the project is still \$100,000 short in funds.

Based upon the recommendation of the Committee the matter was presented to the Technical Services Committee on 27 May for consideration. At this meeting the committee recommended the following:

Community Development

T73/02 RECOMMEND

1. *That Council rescind recommendation C181/01 Part 1 (a) which reads as follows:*

“That Council approve the proposal to:

- a. *proceed with the planned redevelopment of the Armadale-Kelmscott Seniors’ Centre on a scaled down basis of \$250,00 which would provide for the following improvements:*

- *minor repairs to the roof;*
- *changes to the internal structure of the facility to allow for better use of rooms for a wider range of activities;*
- *improvements to facilitate the provision of meals;*
- *improvements to the aesthetic appearances inside and outside the facility;*
- *improvements to the links the facility has between the inside and outside space;*
- *improvements to parking and access to the building.”*

2. That an amount of \$400,000 be allocated to the redevelopment of the Armadale-Kelmscott Seniors’ Centre.
3. That additional funding be sought to meet the increased cost of the project.
4. That funds available from Dale Cottages (works in kind) and AK Seniors Hall and Savings funds totalling \$75,000 be accepted.
5. That the concept plan variation number 2 be accepted for the redevelopment of the Armadale-Kelmscott Seniors’ Centre 2002/2003.
6. That the concept plan variation number 2 proceed to working drawing stage and tenders for the construction be called.

****ABSOLUTE MAJORITY REQUIRED**

However, prior to this recommendation being considered by Council correspondence was received from Dale Cottages advising the following:

- Dale Cottages (DC) expressed a desire for the original plan (costed at \$560,000)
- DC not satisfied the proposed plans are the best use of space
- DC concerned some elements of the plan may disadvantage residents
- DC seeking information and plans which include parking
- DC ask Council to consider improvements to street lighting
- DC seek an urgent meeting with representatives from City Of Armadale to discuss the above matters

Community Development

- DC will consider an in-kind contribution after this meeting occurs.

Based on this correspondence the decision was made to recommit the item.

RECOMMEND

Changed at
Ordinary Meeting
4/6/02

That Recommendation T73/02 be not adopted and be recommitted to the Technical Services Committee.

Council officers met with representatives of Dale Cottages to resolve the matters raised above. Subsequent to the meeting correspondence was received from Dale Cottages advising that they supported the \$400,000 model with the following comments:

1. kitchen and kiosk should be separate
2. relocation of the stage at a cost of \$120,000 is not cost effective
3. confirming a contribution of landscaping and land if needed to the value of \$60,000.

Following a meeting of senior officers it was decided the matter should be presented to Community Services Committee for consideration.

DETAILS OF PROPOSAL

This item proposes that Council reaffirm its commitment to a redevelopment of \$250,000 and that it commit no further funds to this project or increase the application amount to Lotteries Commission.

Should the Management Committee and therefore the user groups wish to pursue a larger redevelopment to that which Council has budgeted for funds be sourced from other means.

The redevelopment of the centre as per initial resolution should focus upon:

- minor repairs to the roof;
- changes to the internal structure of the facility to allow for better use of rooms for a wider range of activities;
- improvements to facilitate the provision of meals;
- improvements to the aesthetic appearances inside and outside the facility;
- improvements to the links the facility has between the inside and outside space;
- improvements to parking and access to the building.

The difference between the two models can be summarized by achieving the following additions:

- An increase in the size of the main hall which will allow for one additional bowling mat to be added thus increasing the number of mats from four to five.
- Relocation of the stage to allow for viewing from the dining room into the main hall.

Community Development

In their support for the redevelopment of the centre Dale Cottages have pledged a \$60,000 in kind contribution which includes the undertaking of landscaping and donation of extra land if required.

In line with requirements of Lotteries Commission a Management Plan has been produced for the centre which outlines how the use of the facility will increase. This document has been developed by the Management Committee with the assistance of a consultant and the Community Development Team.

During the development of this project the figures of \$250,000 and \$400,000 models have been discussed. However, as advised these figures represent the contract construction cost estimated by the quantity surveyor's report and do not include estimated amounts for fees and disbursements, lighting and parking and fitout costs. The following table therefore outlines the total estimated costs for both projects.

It would be anticipated that prior to the finalisation of the plan within either of the models that there will be further consultation with the user groups in relation to the specific issues/concerns regarding the final design and use of space so that, where possible and within budget, agreement can be reached.

	\$335,000 Model	\$460,000 Model
Income		
Technical Services Draft Budget (including carry forward)	180,000	180,000
COA Reserve Account	15,000	15,000
AK Seniors Association (to be confirmed)	10,000	10,000
Dale Cottages (in kind)		40,000
Lotteries Commission Grant	130,000	130,000
Total Proposed Income	335,000	375,000
Expenditure		
Fees and disbursements	30,000	30,000
Construction	245,000	370,000
Fitout (including air-conditioning)	30,000	30,000
Lighting and parking	30,000	30,000
Total Expenditure	335,000	460,000
Surplus/Deficit	\$0	-\$85,000

In the above table Council's contribution in both models remain static at \$180,000 (with an additional \$15,000 from the COA reserve account), and assumes a contribution of \$10,000 from the AK Seniors Association. The Lotteries Commission grant is also static at \$130,000.

Please also note Dale Cottages have currently indicated a contribution of \$40,000 in kind to the \$460,000 model and should they decide to contribute towards the \$335,000 model it is proposed

Community Development

that these funds would offset construction costs by Council and/or the size of the request to the Lotteries Commission.

As you can see the \$460,000 model has a shortfall of \$85,000 and a decision will need to be made in relation to how these additional funds are sourced. Council might decide to increase its own contribution, seek an increase in the Lotteries Commission grant or seek additional funding.

COMMENT

Analysis

The budget allocation currently available can deliver a redevelopment which meets the objectives determined as a result of the planning process. However, the Centre Management Committee has indicated their desire to see a larger redevelopment plan produced.

Consultation undertaken through the Seniors Planning process has established the basis for direction of senior's services and facility development. These substantial arguments have been presented to Lotteries Commission in securing resources for the 'Ready for Life' project.

It is difficult to justify the proposed additional cost to the redevelopment, particularly as it does not appear to provide a corresponding increase in services or facilities to the senior's population. This would appear to be echoed in comments forwarded by Dale Cottages Inc with regard to relocating the stage.

The Armadale Kelmscott Seniors Association has a membership of approximately 250 and whilst the total number of users of the Centre may be in excess of this number, a redevelopment cost of \$460,000 is difficult to justify when:

1. The Centre can be redeveloped to include all the outcomes desired as part of the seniors planning process
2. The additional works proposed by the Management Committee only increases the size of the main hall and relocation of the stage to allow for viewing from the dining room into the main hall.
3. Council has a number of under-utilised facilities which could accommodate the requirement for increases in the number of bowling mats on special occasions.
4. No new information has come to light which suggests an increase in the scale of the redevelopment.

When considering the funding of the increase in the Centre, it is important to consider the following points with regard to seeking the additional funds required from Lotteries Commission:

1. Lotteries Commission already have a copy of the Seniors Needs Report and resolution where Council decided to allocate funds away from the redevelopment of the centre to seniors programmes.
2. Based upon this argument, Lotteries Commission has granted \$46,000 to the Ready for Life project.

Community Development

3. Council is constantly attempting to source funds from the Lotteries Commission for projects. It is important that Council retain credibility with Lotteries Commission to aid in securing this and future funding. A change of decision without any new information to base this upon, apart from the request from the management committee, will not build Council's credibility.

Although the Management Committee have produced a Management Plan for the facility which has innovative strategies to increase the numbers at the Centre which link in with the 'Ready for Life' project strategies, it is difficult to see the numbers increasing to an extent that justifies the expenditure of an extra \$125,000 on the redevelopment.

The manner in which the plans have been produced allows for the redevelopment to occur to the value of \$335,000 which could become the first stage of the redevelopment. At some point in the future further works could be undertaken.

Options

Council has a number of options in this matter which are outlined as follows:

1. Reconfirm a redevelopment of the Armadale Kelmscott Seniors Centre to the revised budgeted amount of \$335,000 (including a grant of \$130,000) with the option of undertaking the larger redevelopment at some point in the future.
2. Reconfirm a redevelopment of the Armadale Kelmscott Seniors Centre to the budgeted amount of \$335,000 (including a grant of \$130,000).
3. Advise the Management Committee of Armadale Kelmscott Seniors Centre that a larger redevelopment can occur if they source the additional funds.
4. Not proceed with a redevelopment of the centre at this stage.

Conclusion

It will be recommended that Council proceeds with a redevelopment to the value of \$335,000 as originally intended for the following reasons:

1. The Seniors Planning process was undertaken to provide direction to the seniors' services and the redevelopment of the Armadale Kelmscott Seniors Centre. This process found that a larger redevelopment was not going to bring maximum benefit to seniors in the City Of Armadale. No new information has been received to change this view.
2. The increase in the redevelopment cost does not correspond with an increase in the scale of the building in size or usability.
3. The redevelopment of \$335,000 can be undertaken as a first stage in the redevelopment with the second stage occurring at some point in the future.
4. It is important for Council to retain credibility with funding agencies like the Lotteries Commission. This could be jeopardized if Council at this point made an alternative decision.
5. It would be anticipated that prior to the finalisation of a plan within either of the models that there will be further consultation with the user groups in relation to the specific

Community Development

issues/concerns regarding the final design and use of space so that, where possible and within budget, agreement can be reached.

It is based upon these reasons that it is recommended that the initial redevelopment scale be adhered to.

RECOMMEND

- 1. The Committee recommends to Council that it reconfirm the redevelopment of the Armadale Kelmscott Seniors Centre with a contribution from Council of \$180,000 for an overall budget of \$335,000.**
- 2. The Management Committee of the Armadale Kelmscott Seniors Centre be advised the larger redevelopment can occur if additional funds can be sourced externally to undertake the work.**
- 3. The decision be referred to Technical Services Committee for development of plans and working drawings in relation to the \$335,000 model.**
- 4. An application be made to Lotteries Commission for \$130,000 towards this project for the redevelopment.**

Moved

CARRIED/LOST ()

Fire and Ranger Services

BUSH FIRES ADVISORY COMMITTEE

WARD ALL
FILE REF: CTE/15
DATE 11 July 2002
REF B W
RESPONSIBLE B L Watkins
MANAGER

In Brief:

- Report on the minutes of the Bush Fires Advisory Committee meeting.
- Recommendation that the minutes be received and the recommendations contained therein be endorsed.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

Nil

Legislation Implications

Bush Fires Act 1954 – Section 67 – Advisory Committees:

A Local Government may at any time appoint such persons as it thinks fit as a Bush Fire Advisory Committee for the purpose of advising the Local Government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of firebreaks in the district, prosecutions for breaches of this Act, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control whether of the same kind, as, or a different kind from, those specified in this subsection.

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

Nil

COMMENT

The Minutes of the Annual General Meeting of the Bush Fires Advisory Committee meeting held on Wednesday 10 July 2002 are presented as an attachment to this Agenda. **(Refer to Attachment “A-3” – Summary of Attachments – buff page.)**

Fire and Ranger Services

The recommendations from the Bush Fires Advisory Committee, together with Officers comments, as appropriate, are as follows: -

1 Appointment of Chief and Deputy Chief Bush Fire Control Officers

BFAC Recommendation:

- A Council appoint the Manager Ranger & Fire Services, Mr. Brian Watkins, as CBFCO/FWO for the City of Armadale, commencing 1 July 2002.
- B Council appoint Mr. Rob Van Uden as DCBFCO for the City of Armadale, commencing 1 July 2002.

Officer Comment - Supported

2. Brigade Officer Appointments

BFAC Recommendation:

Council endorse the following nominations for the position of Brigade Officers, as the nominees satisfy the requirement of Council's Local Law and Policy in this regard.

Bedforddale VBFB

President	Lyall Cotterell
Fire Control Officer	Craig Balfour
Captain	Ian Thompson
Lieutenants	Michael Vidala Ray Barnett Ian Todd Daryl West
Secretary/Treasurer	Alison West
Training Officer	Mark McCormack
Equipment Officer	Ray Barnett
BFAC Representatives	Craig Balfour Ian Thompson
BFAC Deputy Rep	Daryl West

Roleystone VBFB

President	Noel Plowman
Fire Control Officer	Robbie Van Uden
Captain	Noel Plowman
Lieutenants	Aaron Kain

Fire and Ranger Services

	Matthew Plowman
	Ian Nice
	Luigi Italiano
Secretary	Andrew Clout
Treasurer	Glen Usher
Training Officer	Alan Worth
BFAC Representatives	Robbie Van Uden
	Noel Plowman
<i>BFAC Deputy Rep:</i>	<i>Bob Littman</i>

Officer Comment – Supported

2 Application for New Membership

BFAC Recommendation:

That Council endorses the following nomination for membership of the Bedfordale & Roleystone Volunteer Bush Fire Brigades:

Bedfordale

Jeffrey Hall	Fire Fighter Member
Samantha McCormack	Cadet Member
Michael Hall	Cadet Member
Shane Andrews	Fire Fighter Member
Ken Downsborough	Associate Member
Ian Fraser	Fire Fighter Member
Scott Bell	Cadet Member
Florian Israng	Cadet Member
Norm Vadala	Fire Fighter Member
Eugene O’Neill	Fire Fighter Member
Toby Israng	Cadet Member
Marlene Williamson	Associate Member
Richard Threnoworth	Fire Fighter Member

Roleystone

Emily Chapman	Fire Fighter Member
Rory Mitchell	Cadet Member
Simon Clout	Cadet Member

Officer Comment – Supported

Fire and Ranger Services

3 Vehicle Decals

BFAC Recommendation

Council endorse the use of the FESA Fire Service decal on the City of Armadale Bush Fire Brigade Fire Appliance

Officer Comment – Supported

4 **Firebreak Notice**

BFAC Recommendation

That Council resolve to adopt the proposed "City of Armadale Firebreak Notice" for the 2002 – 2003 fire season as presented at Attachment "A 1" in the BFAC Minutes Summary of Attachments.

Officer Comment – Supported

RECOMMEND

- 1. That Council receive the Minutes of the Bush Fire Advisory Committee Annual General Meeting held on July 10 2002.**
- 2. That Council appoint the Manager Ranger & Fire Services, Mr. Brian L Watkins, as CBFCA/FWO for the City of Armadale commencing July 1st 2002.**
- 3. That Council appoint Mr. Robbie Van Uden as DCBFCA for the City of Armadale commencing July 1st 2002.**
- 4. That Council approve the nominations for the positions of Brigade Officers for the Bedforddale and Roleystone Volunteer Bush Fire Brigades for the period commencing July 1st 2002.**
- 5. That Council approve the applications for membership of the Bedforddale and Roleystone Volunteer Bush Fire Brigades.**
- 6. That Council approve the use of the FESA Fire Service Decal on the City of Armadale Bush Fire Brigade Fire Appliance**
- 7. That Council resolve to adopt the "City of Armadale Firebreak Notice" for the 2002 – 2003 fire season, as presented at Attachment "A-3" in the BFAC Minutes Summary of Attachments.**

Fire and Ranger Services

ABANDONED SHOPPING TROLLEYS – CODE OF PRACTICE

WARD All
FILE REF: Gov/51
DATE 11th July 2002
REF BLW
RESPONSIBLE Executive Manager
MANAGER Community
Services

In Brief:

- This report presents a draft Code of Practice for the Management of Abandoned Shopping Trolleys.
- The draft Code of Practice is designed to reduce the incidence of abandoned shopping trolleys and improve the environment by the efficient location and speedy removal of abandoned shopping trolleys.
- The report recommendation is to support the draft Code of Practice.

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

Local Government Act 1985 **Subdivision 4 – *Impounding goods involved in certain contraventions***

Council Policy/Local Law Implications

City of Armadale Activities and Trading in Thoroughfares and public Places Local Law.

Budget/Financial Implications

Nil

Consultation

Nil

BACKGROUND

Observations indicate that abandoned shopping trolleys are an increasing problem throughout the City. Not only are dumped trolleys unsightly, they also pose a significant traffic hazard.

In considering how best to deal with this issue, the City’s options are relatively few and it would involve some form of punitive approach against retailers. Some retailers make quite an effort to collect abandoned trolleys, however others have indicated a lack of interest because they are

Fire and Ranger Services

insured for loss, and accept that they will lose a certain number of trolleys over the course of a year.

The Retail Traders Association (RTA) in conjunction with industry representatives has developed a Code of Practice for the Management of Abandoned Shopping Trolleys. (**Refer to Attachment “A-4 Summary of Attachments – buff page.”**) The Code of Practice seeks to provide practical procedures to reduce the number of abandoned shopping trolleys and improve the environment by the efficient location and speedy removal thereof.

The RTA also intend to establish a Trolley Tracker System, which is essentially a hotline or answering service to receive information regarding abandoned shopping trolleys, and then advise the relevant retailer of its whereabouts.

The RTA is seeking the Western Australian Local Government Association’s (WALGA) endorsement of the Code. Consequently WALGA has requested a response to the proposal from Local Government by Friday August 9th 2002 in order that State Council may consider this matter.

Whilst WALGA was represented on the working party they were only invited to attend after much of the draft Code had been developed and as such the agenda to some degree had already been set. One change successfully negotiated was to ensure the draft was in line with the Model Local Laws Relating to activities on Thoroughfares and Trading in Public Places, which Council adopted in July 2001.

COMMENT

Currently the City of Armadale deal with abandoned shopping trolleys pursuant to the Activities and Trading in Thoroughfares and Public Places Local Law, which sets out conditions for the removal of abandoned shopping trolleys and imposes a penalty on the retailer if the trolleys are not removed within a twenty four (24) hour period. The Local Law also provides for a penalty to be applied to a person who leaves a shopping trolley in a public place.

Unfortunately unless Rangers actually observe a person leaving a shopping in a public place it is difficult to issue infringement notices. Therefore there are very few occasions where such action has been taken.

Whilst it is recognised that the Code does not identify all the issues for local government in relation to this matter, notwithstanding those issues can be addressed in the proposed review, the introduction of the Code, and in particular the implementation and operation of the proposed Trolley Tracker System will provide Council and the community with an additional and effective resource to deal with abandoned shopping trolleys, and on that basis it is recommended that the Code of Practice be endorsed.

Fire and Ranger Services

RECOMMEND

That Council advises the Western Australian Local Government Association (WALGA) of its endorsement of the Draft Code of Practice for the Management of Abandoned Shopping Trolleys conditional upon –

- **Local Government being involved in the proposed review, twelve (12) months after the date of implementation.**
- **There being no additional costs to Local Government in endorsing the Code, in particular the implementation and operation of the proposed Trolley Tracker System.**

**Moved
CARRIED/LOST ()**

Fire and Ranger Services

FIRE MANAGEMENT PLANS - RELEASE OF DRAFTS FOR SIX RESERVES

WARD: Kelmscott, Seville
& Westfield
FILE REF: CON/8
DATE: 15 July 2002
REF: RVD & BW
RESPONSIBLE
MANAGER: EDCCS

In Brief:-

- Draft Urban Bushland Fire Management Plans have been prepared for six reserves, four of which have threatened ecological community vegetation. The plans have been prepared using Fire and Emergency Services Authority guidelines.
- Recommend that the Draft Plans be released for a six-week public comment period, and then be recommitted to Community Services Committee.

Tabled Items

Full copies of the following Urban Bushland Fire Management Plans

- Bob Blackburn Flora Reserve;
- Creyk Park;
- Fletcher Park;
- Goolamrup Reserve;
- Kendal Court; and
- Lloyd Hughes Park.

Officer Interest Declaration

Nil.

Strategic Implications

Physical Infrastructure 5.2 *Maintain, conserve and improve our natural environments and bushland reserves, including rivers and streams.*

Legislation Implications

Assessment of legislation indicates that the following legislation applies:

- Commonwealth Environmental Protection and Biodiversity Conservation Act 1999
- Wildlife Conservation Act 1950
- Bush Fires Act 1954

Council Policy / Local Law Implications

Policy 1.3.4 Firebreaks which require an annual inspection of all council controlled land in September and October each year to determine whether firebreaks need upgrading or the land needs to be burnt off.

Budget / Financial Implications

The Fire Management Plans identify \$4,720 in unbudgeted capital works including the installation of four gates to permit fire vehicle access, path construction and kerbing to prevent grassy weed invasion into bushland. The Environmental Officer has advised that a five-year or long-term capital works program is being developed for bushland reserves and the unbudgeted capital works will

Fire and Ranger Services

appear in that program. The capital works program is expected to be presented to Council for discussion in late 2002 or early 2003.

The Plans identify \$19,070 worth of maintenance works that includes \$9,650 for targeted weed spraying and \$4,750 for removal of dead/ flammable plant material following spraying. Targeted weed spraying and removal of flammable material as recommended in the Plans is not currently undertaken.

The cost of installing firebreaks on Council controlled land is included in the annual budget.

The trial Community Firewatch Program for Kendal Court would require about 3 to 4 days of staff time for organisation and implementation.

Consultation

- ◆ The consultants preparing the Fire Management Plans consulted with the Fire and Emergency Services Authority, some officers of the Department of Conservation and Land Management and the Wallangarra Riding & Pony Club (Inc) during preparation of the plans.
- ◆ The Environmental Officer, Manager Ranger/ Fire Services and Manager Parks have worked on this project.

BACKGROUND

The City of Armadale's State of the Environment Report adopted by Council in April 2000 includes an Action that states:

“Prepare and/or review fire management plans for all of the City's reserves with threatened ecological communities or rare flora/ fauna in consultation with Department of Conservation and Land Management when the Fire and Emergency Services Authority guidelines are published.”

The Fire and Emergency Services Authority (FESA) and Urban Bushland Council (UBC) jointly produced and published *“Fire Management Planning for Urban Bushland - A guide for landowners, fire officers and bushland friends groups”* in late 2000.

Following publication of the guidelines Ranger Services commenced work on the Fire Management Plans but progress was slow due to other competing demands. In late 2001 it was decided to engage consultants to undertake this task for all reserves with threatened ecological communities over 1ha (other than Forrestdale Lake Bushland) as well as two other areas identified as high priority for Fire Management Plans, namely Lloyd Hughes Park Kelmscott and Goolamrup Reserve Kelmscott. The other reserves for which Fire Management Plans have been prepared are Bob Blackburn Flora Reserve, Creyk Park, Fletcher Park and Kendal Court.

Although Fire Management Plans using the Fire and Emergency Services Authority guidelines have not been prepared for Council's reserves with rare flora, Ranger Services are aware of the location of rare flora and liaise with Department of Conservation and Land Management on how to protect the flora. Rare flora occurs on four of Councils larger reserves and one smaller reserve. Of the four larger reserves, the Department of Conservation and Land Management is

Fire and Ranger Services

likely to ultimately manage two, one already has a fire management plan, and a bushland management plan is proposed in the next year or two for the other. The smaller reserve with rare flora is included with this group of Fire Management Plans.

A copy of the Executive Summary of each Fire Management Plan is presented as an attachment to this agenda. (**Refer to Attachment “A-5” – Summary of Attachments – buff page.**)

DETAILS OF PROPOSAL

It is proposed that the six draft Fire Management Plans be made available for comment for a six week period and to:

- distribute a press release and place advertisements about the availability of the Draft Fire Management Plans with the local media and Bushcare and Environmental Advisory Committee members at the commencement of the public comment period;
- provide copies in the City’s libraries and on the City’s website; and
- send copies to relevant state and federal government agencies for comment.

A summary of submissions and a response to the summary will be prepared for Council’s consideration.

Most of the recommendations in the draft Fire Management Plans address the usual issues such as improving access for fire fighting vehicles and managing fuel loads.

A draft recommendation of particular significance is that Council trial a Fire Watch Program at Kendal Court, with a view to extending this program to other reserves subject to frequent fires. The Fire Watch Program would be based on successful exercises to reduce arson in bushland reserves around Kwinana. Kendal Court was chosen because it has been burnt almost every year for the last few years.

COMMENT AND CONCLUSIONS

The draft Fire Management Plans provide detailed management guidance for some of the City’s most important reserves. Publicity about the draft Fire Management Plans is expected to help and will be designed to raise awareness of the importance of these reserves and the need to ensure fire does not occur too frequently. Formal state government agency input is important because of the conservation significance of the vegetation.

RECOMMEND

That Council release the six Draft Urban Bushland Fire Management Plans for a six week comment period and the plan then be recommitted to the Community Services Committee for finalisation with due consideration of submissions.

**Moved Cr
CARRIED/LOST ()**

Library & Cultural Services

CULTURAL EVENT SPONSORSHIP PROPOSALS

WARD ALL
FILE REF: EVT/17
DATE 4 July 2002
REF MG
RESPONSIBLE Manager
MANAGER Recreation
Services

In Brief:

- The report presents a number of sponsorship proposals related to the Cultural Events Programme for consideration and endorsement by Council.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

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

Legislation Implications

Nil

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

To meet Council's Cultural Events Programme budget targets.

Consultation

Nil

BACKGROUND

Council previously resolved (F247/96) that the procedure for considering Cultural Events Sponsorship be that:

“all sponsorship packages/proposals be referred to the Community Services Committee for consideration/recommendation to Council”.

Presented as an attachment are the Draft Sponsorship Proposals for Committee's consideration (**Refer to Attachment “B-1” - Summary of Attachments – buff page**).

Library & Cultural Services

DETAILS OF PROPOSAL

In line with Council's aim to maximise external funding for the Cultural Events Programme, sponsorship agreements are currently being negotiated with a number of existing and potential new sponsorship partners.

With the sponsorship market being highly competitive, it is essential to develop sponsorship partnerships, which achieve the objectives of both parties.

The table provided at Attachment "B" lists the name of the potential sponsor, the event(s) being sponsored and an approximate value of the sponsor's commitment. The sponsor benefits will be tailored to suit the needs of the sponsor and will include an appropriate mix of the following benefits, which have previously been endorsed by Council:

- ❖ Naming rights;
- ❖ Logo recognition on advertising, banners, signs, brochures and posters;
- ❖ Signage placement at the events;
- ❖ On-site display opportunities;
- ❖ Presentation opportunities;
- ❖ VIP passes to sponsorship functions;
- ❖ Opportunity to quote on the supply of goods and services provided to the Council.

COMMENT

Analysis

Whilst not all of the sponsorship proposals may come to fruition, preliminary negotiations with a number of potential sponsors are encouraging. Many proposals are a combination of cash and in-kind support for the Cultural Events Programme. Companies servicing the City's region are encouraged to participate to promote the local business community.

All sponsorship negotiations take time to build a rapport and a relationship. There is a need to align the objectives of an event with a particular organization. Agreements also take time to ensure both parties are joining in a mutually rewarding association – a win / win scenario. In light of this, the Events Coordinator is currently working at building relationships with both existing sponsor companies and potential sponsors.

It should be noted that the sponsorship proposals have a commercial value and because of this, the information contained in the attachment is confidential.

Options

Council could elect not to proceed with any or all of the sponsorship proposals presented, however this option is not recommended.

Library & Cultural Services

Conclusion

Securing of Corporate sponsorship for the Cultural Events program is vital to facilitate a wider range of social and cultural experiences for the City. It is therefore recommended that Council endorse the draft sponsorship proposals as presented, subject to the successful conclusion of negotiations.

RECOMMEND

- 1. That Council endorse the Draft Proposals for the sponsorship of Council's Cultural and Community events, as presented at attachment "B-1" to this Agenda.**
- 2. That Council authorise, subject to the successful conclusion of negotiations on the Draft Proposals, the Chief Executive Officer to sign the resulting Sponsorship Agreements.**

Moved

CARRIED/LOST ()

Library & Cultural Services

BEDFORDALE CENTENARY CELEBRATION

WARD ARMADALE
FILE REF: EVT/17
DATE 25 June, 2002
REF PLW
RESPONSIBLE Executive Manager
MANAGER Community
Services

In Brief:

This report advises Council of advice received from the Bedforddale Resident's Association Inc of its intention to conduct a centenary celebration to commemorate the founding of the townsite in December 2005, and recommends that Council give "in principle" support to the project.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

- Protecting our history and heritage
- To facilitate a wider range of social and cultural experiences for the City
- To encourage community participation and responsibility

Legislation Implications

Nil

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

It is too early to determine any specific budget implications associated with the proposal. Anticipated requests are the waiving of fees and bonds associated with the use of the Bedforddale Hall and surrounding grounds, the waiving of fees and bonds associated with possible road closures and an 'in-kind' advisory and support role from staff.

Consultation

- Mr Bob Tizard, Bedforddale Centenary Co-ordinator
- Museum Curator
- Events Co-ordinator
- Administrator Technical Services

Library & Cultural Services

BACKGROUND

The City of Armadale received recent correspondence from the Bedfordale Resident's Association Inc. advising that they are planning to conduct a centenary celebration to commemorate the founding of the townsite of Bedfordale in 1904. The area had been initially settled in the 1850's.

The letter advised that the celebration would be held in 2004, but subsequent conversation with Mr Bob Tizard, the Bedfordale Centenary Co-ordinator, clarified that the actual founding of the townsite was in December 1905, so the celebration will be held in December 2005. The locality of Bedfordale was named in 1903.

The intent is to use the centenary celebration to present a written and pictorial exhibit of Bedfordale of the past 150 years. A 'country fair' is envisaged, that will include displays of local produce, local art/craft, local business, log chopping displays, vintage machinery exhibits, vintage cars etc. Of great interest to Council is the intent to produce a significant pictorial, textual and memorabilia display outlining the unrecorded history of Bedfordale. It is proposed that all information and display material will be donated to the History House Museum following the event.

DETAILS OF PROPOSAL

The proposal is that Council offer its in principle support to the Bedfordale Resident's Association for the proposed Bedfordale Centenary Celebration, with options and opportunities for Council's support being further developed for ongoing subsequent report to Council.

COMMENT

Analysis

An initial meeting with the Bedfordale Centenary Co-ordinator has established that there is no expectation of major input from Council from either a monetary or organizational perspective. In the course of the discussion it was proposed that the 2003 anniversary of the naming of the locality could be used as a promotional opportunity for the actual centenary, used to attract donation of appropriate artifacts, seek funding and support etc. This anniversary will be included in the History House Museum's annual display calendar as a way of supporting the Committee in its endeavours.

The intent of the Bedfordale Resident's Association is to fund raise and seek grant funding for the event. In practical terms, what they are seeking from Council is advice and support from the Museum Curator related to the history of the area, as well as advice from the Events Co-ordinator as to the best ways to advertise etc. The probable requests to Council will be for the waiving of fees and bonds associated with the use of the Bedfordale Hall and surrounding grounds for the event, and the waiving of fees and bonds associated with possible road closures. The only issue that may be of major concern is the current state of the Bedfordale Hall car park.

Library & Cultural Services

The Centenary Co-ordinator is aware that this matter will need to be raised with appropriate staff within the Technical Services Directorate.

Should Council be supportive of the proposal the intent is to form a small in-house, cross directorate group that will ensure all operational issues that require Council involvement are addressed.

Options

1. Council may decline the request to provide “in principle” support to the Bedfordale Resident’s Association for its Bedfordale Centenary Celebration.
2. Council may agree to commit “in principle” support to the Bedfordale Resident’s Association for its Bedfordale Centenary Celebration, and agree that options and opportunities for Council’s support be further developed for ongoing subsequent report to Council.

Conclusion

It is recommended that Council give “in principle” support to the Bedfordale Resident’s Association for its Bedfordale Centenary Celebration, and agree that options and opportunities for Council’s support be further developed for ongoing subsequent report to Council. The level of support envisaged by Council would be:

- The waiving of fees and bonds associated with the use of the Bedfordale Hall and surrounding grounds;
- the waiving of fees and bonds associated with possible road closures; and
- support of an advisory nature from appropriate staff.

RECOMMEND

That Council give “in principle” support to the Bedfordale Resident’s Association for its Bedfordale Centenary Celebration, with the level of support envisaged being:

- **the waiving of fees and bonds associated with the use of the Bedfordale Hall and surrounds;**
- **the waiving of fees and bonds associated with possible road closures; and**
- **support of an advisory nature from appropriate staff,**

but that options and opportunities for Council’s further support be developed for ongoing subsequent report to Council.

Moved
CARRIED/LOST ()

Library & Cultural Services

SENATE INQUIRY – ROLE OF LIBRARIES IN THE ONLINE ENVIRONMENT

WARD ALL
FILE REF: LIB/1
DATE 9 July 2002
REF PLW
RESPONSIBLE Executive Manager
MANAGER Community
Services

In Brief:

This report advises Council of advice recently received from the Environment, Communications, Information Technology and the Arts References Committee of the Australian Senate, advising that the Senate has directed the Committee to conduct two major inquiries:

- the Australian telecommunications network, and
- the role of public libraries as providers of public information in the online environment.

This report recommends that Council approve that an administrative submission be submitted in response to latter inquiry.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

- Use the Internet as a communication channel between Council and community.
- Create stronger communication links with Government agencies.
- Maintain effective liaison with other levels of government and regional bodies.
- Achieve maximum community benefit from effective use of resources and information technology.

Legislation Implications

Nil

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

Nil

Consultation

Manager Information Technology

Library & Cultural Services

BACKGROUND

The City of Armadale received recent correspondence from the Environment, Communications, Information Technology and the Arts References Committee of the Australian Senate, advising that the Senate has directed this Committee to conduct two major inquiries: into the Australian telecommunications network and the role of libraries as providers of public information in the online environment.

It advised that the former inquiry relates to matters of crucial importance to residents of rural and regional areas, while the second inquiry is examining a topic of particular interest to local government throughout Australia.

Submissions are invited from interested individuals and organizations for both inquiries, and it was stated a submission from Council would be most welcome.

In relation to the latter inquiry the terms of reference are:

The role of libraries as providers of public information in the online environment, having particular regard to:

- (a) *the current community patterns of demand for public information services through libraries, including the provision of such information online;*
- (b) *the response by libraries (public, university, research) to the changing information needs of Australians, including through the provision of online resources;*
- (c) *possible strategies which would enhance the wider use and distribution of information resources held by libraries, including the establishment of library networks, improved online access in libraries, online libraries, and greater public knowledge and skill in using library resources;*
- (d) *the use of libraries to deliver information and services over the Internet to more effectively meet community demands for public information in the online environment; and*
- (e) *the roles of various levels of government, the corporate sector and libraries themselves in ensuring the most effective use of libraries as primary public information resource in the online environment.*

Guidelines on how to make a submission to a Senate Committee inquiry state that a submission may be as short or as long as you like. It may contain facts, opinions, arguments or recommendations. It may cover all the points in the terms of reference or only some of them, depending on what interests you. Supporting documents may be attached.

Written submissions must be lodged by Friday 16 August.

Library & Cultural Services

DETAILS OF PROPOSAL

The proposal is that Council make a submission related to the role of libraries as providers of public information in the online environment, and that approval be given for the submission to be completed and submitted administratively.

COMMENT

Analysis

Given the significant role that Council plays in the delivery of public library services, it is considered appropriate that Council make a submission on the role of libraries in the online environment. However, it is not possible to prepare a submission for Council's approval prior to the final date for lodgement of submissions, given Council's Committee/Council Meeting schedule.

Any submission by the City should address, among others, the following issues:

- The often prohibitive cost of online resources for local government and suggest options of some level of national support for the public library system – e.g. negotiation and management of consortia purchasing of online databases to reduce costs,
- The need for government at all levels to support and use the existing public library network, acknowledging that there is a need for the network to become more 'structured' if this is to be achieved,
- Acknowledgement of statistical data related to the number of visits to National, State and public libraries annually, (99.4 million nationally in 1999/2000, an 11% increase on visits since 96/97, noting that our 3 libraries collectively average 20,500 visits per month) and the opportunity that this raises for national distribution of information,
- The role that the public library plays in training members of the public in using online resources,
- Recognize that it was anticipated that by the end of 2001, every second household would have home Internet access (our survey of library users currently being undertaken will provide accurate statistical data on the current levels of access to the Internet from homes in the City of Armadale - this will be completed in time for inclusion in the submission), but note that research presented by the Urban Libraries Council in the US in 2001 found that 75% of Internet users still use public libraries,
- The proven international examples of the role that public libraries play in the ongoing educational and informational needs of the community in relation to online resources e.g. the Singapore model.

Options

1. Council may decline the invitation from the Environment, Communications, Information Technology and the Arts References Committee of the Australian Senate to present a submission related to the Role of Libraries as providers of public information in the online environment.

Library & Cultural Services

2. Council may accept the invitation from the Environment, Communications, Information Technology and the Arts References Committee of the Australian Senate and present a submission related to the role of libraries as providers of public information in the online environment.

Conclusion

It is recommended that Council make a submission to the Environment, Communications, Information Technology and the Arts References Committee of the Australian Senate related to the role of libraries as providers of public information in the online environment and that approval be given for the submission to be completed and submitted administratively. It is also suggested that those Councillors who wish to have input to the submission do so in liaison with the Manager Library Services prior to Friday 2 August 2002 .

RECOMMEND

That Council make a submission to the Environment, Communications, Information Technology and the Arts References Committee of the Australian Senate related to:

- **the role of libraries as providers of public information in the online environment;**
- **that approval be given for the submission to be completed and submitted administratively; and**
- **that Councillors who wish to have input to the submission do so in liaison with the Manager Library Services prior to Friday 2 August 2002 .**

Moved

CARRIED/LOST ()

Recreation

FORRESTDALE SPORTING ASSOCIATION – REQUEST TO WRITE OFF GROUND FEES

WARD Forrest
FILE REF: A181608
DATE 11 July 2002
REF PGQ
RESPONSIBLE
MANAGER Executive Manager
 Community &
 Corporate Services

In Brief:

The report

- Presents a request from the Forrestdale Sporting Association to write off ground fees totalling \$2,848.
- Recommends that Council decline the request and, in consultation with the Association, a proposal for repayment of the debt be developed and presented to the September Community Services Committee meeting.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

Improve the financial viability of Council.

Legislation Implications

Nil

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

Nil

Consultation

Forrestdale Sporting Association

BACKGROUND

The Forrestdale Sporting Association is comprised of the following member clubs:

Forrestdale Senior Football Club
Forrestdale Junior Football Club

Recreation

Forrestdale Cricket Club
Forrestdale Tennis Club

The financial arrangement between the clubs and the Association is that each club pays a membership fee to the Association and in return, the Association meets certain expenses of the clubs including ground hire fees.

Discussions have recently been held with the Association to come to some arrangement for repayment of its outstanding debts to Council.

DETAILS OF PROPOSAL

The Association has requested that Council write off the following outstanding ground hire fees:

\$ 560	1999 junior football seasonal ground fee
\$ 1,144	1998/99 senior cricket seasonal ground fee
<u>\$ 1,144</u>	1999/2000 senior cricket seasonal ground fee
\$ 2,848	Total

The basis for the Association's request is that at the time the above ground fees were levied, the Association was experiencing a period of considerable financial difficulty brought about by a series of extraordinary events, i.e.

- As reported to Council at the time, the Association was required to contribute to the cost of major repairs to the rear wall of the Sporting Club pavilion.
- A significant amount of money was stolen from the Association by one of its employees. Despite being found guilty and being ordered to repay the stolen funds, very little of this money was ever recovered.
- Following a successful fund raising function, the cash takings from the function were stolen in armed hold-up. Only part of this loss was able to be recovered through the insurance claim.
- A spate of costly vandal damage to the pavilion building.

COMMENT

Analysis

Through the dedicated commitment of the Committee, and in particular two or three key individuals, the Association has turned its financial position around and, aside from the outstanding ground fees, is debt free. Recent advice that its annual insurance premium has nearly doubled has, however, placed an additional financial strain on the Association.

The current position of the Association is that it does not have the funds available to pay the outstanding ground hire fees.

Recreation

Although there is a case for Council to consider the Association's request to write off past ground hire fees, there is a concern about establishing such a precedent. The majority of sporting clubs are facing financial hardship and if it became known that Council had waived ground fees for one club, there would no doubt be requests from other clubs to receive similar concessions.

For this reason it is recommended that Council decline the request to write off past ground hire fees, and officers work with the Association to develop a realistic programme for repayment of the debt over the next 1-2 years.

Options

Council could elect to write off part or all of the ground fees.

Conclusion

For the reasons outlined in the report it is recommended that the request be declined and officers work with the Association to put in place a programme for repayment of the debt.

RECOMMEND

- 1. That the Forrestdale Sporting Association be advised that:**
 - a. Council is unable to approve its request to write off seasonal ground fees totalling \$2,848 due to the precedent it would create;**
 - b. Council congratulates the Association for its commitment in turning around its financial position over the past three years and officers will continue to work with the Association to develop a programme for repayment of its outstanding debt.**
- 2. That a further report be presented to the September Community Services Committee meeting that presents a proposed programme for repayment of the Forrestdale Sporting Association's outstanding debt to Council.**

**Moved
CARRIED/LOST ()**

COMMUNITY SERVICES COMMITTEE

SUMMARY OF "A" ATTACHMENTS

22 JULY 2002

Attachment No.	Subject	Page
A-1	STATUTORY FINANCIAL REPORT FOR 12 MONTHS ENDED 30 JUNE 2002	1
A-2	CITY OF ARMADALE FINANCIAL GRAPHS	2 – 6
A-3	MINUTES – BUSH FIRE ADVISORY COMMITTEE AGM – 10 JULY 2002	7 – 35
A-4	DRAFT CODE OF PRACTICE – MANAGEMENT OF ABANDONED SHOPPING TROLLEYS	36 – 45
A-5	FIRE MANAGEMENT PLANS – SUMMARIES	46 – 56

COMMUNITY SERVICES COMMITTEE

SUMMARY OF "B" ATTACHMENTS

22 JULY 2002

Attachment No.	Subject	Page
B-1	CULTURAL EVENTS SPONSORSHIP PROPOSALS	57 – 58