

# CITY OF ARMADALE

## A G E N D A

OF COMMUNITY SERVICES COMMITTEE TO BE HELD IN THE COMMITTEE ROOM, ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON TUESDAY, 23 APRIL 2002 AT 7.00 PM

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*A meal will be served at 6.30pm.*

### PRESENT:

### APOLOGIES:

Cr J A Stewart  
Cr L Reynolds JP (Deputy for Cr Stewart) Leave of Absence

### OBSERVERS:

### IN ATTENDANCE:

## **DISCLAIMER**

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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**

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## **DEPUTATION**

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Nil

## **QUESTION TIME**

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## **ITEMS REFERRED FROM INFORMATION BULLETIN**

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The following items were included for information in the Community Services Section of Information Bulletin No. 8 issued on 11 April 2002

▪ **Outstanding Matters**

Report on Outstanding Matters emanating from Community Services Committee

Monthly/Quarterly Departmental Reports

Library Department General Report –March 2002

Manager Accounting Services Report – 9 April 2002

Manager Ranger & Fire Services Report – March 2002

▪ **Finance**

Financial Statements – for the (39) week period ended 31 March 2002

## **CONFIRMATION OF MINUTES**

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### **RESOLVED**

**Minutes of the Community Services Committee Meeting held on 26 March 2002, be confirmed.**

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## COMMUNITY SERVICES COMMITTEE

**23 APRIL 2002**

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Finance

***SCHEDULE OF CHEQUE PAYMENTS***

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MANAGER ACCOUNTING SERVICES REPORTS

**RECOMMEND**

1. Payments totalling \$4,684,275.09 on Vouchers 42208-42241, EF3563-EF3933 & 102101-102108, drawn upon the Municipal Fund, be received.
2. Cheque payments totalling \$62,283.62 on Vouchers 88943-88079, drawn upon the City Treasurer's Advance Account, be received.
3. Cheque payments totalling \$5,961.64 on Vouchers 88982-88983 & 400814-400815, drawn upon the Trust Fund, be received.
4. Cheque payments totalling \$1,046,253.00 on Voucher 500411-500412, drawn upon the Reserve Fund, be received.

Moved Cr \_\_\_\_\_  
**MOTION CARRIED/LOST**

Finance

**STATUTORY FINANCIAL REPORT**

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**MANAGER ACCOUNTING SERVICES REPORTS**

The Statutory Financial Report for the Quarter ended 31 March 2002 as required in accordance with Clause 35 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 reflect the revised budget position. (Refer to Attachment “A-2” – Summary of Attachments – buff page.)**

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

The Year to Date Net Operating Position (as shown by the actual deficit line) is in line with the revised budget estimations, as confirmed by the City of Armadale Net Position graph. The March 2002 quarter budget review shows no significant variations to budget, i.e. the City is on target to achieve its year end (30.6.02) budgeted deficit position of \$889,500.

**Investment Interest**

The accumulated year to date interest revenue is at this time slightly less than the revised year to date budget estimations. However, it is anticipated that the revised budget will be achieved.

**Investments**

Investment funds are decreasing which is to be expected as the year end nears. Amounts under investments will fall whilst a deficit position is maintained.

**Grants**

Adjustments to budgeted grant revenues were made during the six-month budget review process. The budgeted timing of Grant receipts was optimistic. It is anticipated that budgeted grant revenues will be received by year-end.

**Sundry Debtors**

The focus remains on high volume, long outstanding debtors. Fine enforcement and contribution to works-type debtors (currently totalling \$25,009 and \$48,700 respectively) have, for future debtor report/review purposes, been separated from other sundry debtors for the reason that the process for managing/recovering these debts is quite different – the monthly Debtors’ Report as follows in this Agenda further explains this aspect.

**Rates Debtors**

The graph reflects the steady decline in the level of outstanding rates arrears. The current level of outstanding rates debtors (\$796,000) is close to that of July 2001 (\$784,000). This means that collections over the next three months will represent a reduction in the long outstanding rates debtor position. Considering the fact that this year represented a larger collection population in terms of amount and number of debtors, this is a significant effort by the Rates staff.

Finance

The Rates Debtors Outstanding report is shown in the Information Bulletin as Attachment CA-2 on page 18. There are (2) aspects of this report to note:

- a) the “Pensioner Rates outstanding who have until 30 June to defer or claim a rebate” figure is 36.72% higher than at the same period last year. This increase is largely due to the legislative changes made last year to:

- extend rate rebate and deferment entitlements to holders of Seniors’ Cards, and
- introduce pro-rata rebate entitlements i.e. now if a person becomes eligible during the year, then a pro-rata rebate for that year’s rates is available from the date of registration whereas previously the rebate was not available until the year following registration.

Thus far this year (to 31.3.02) the number of new registrations for rate rebates and/or deferrals total 1,099.

The reason for reporting this matter is the possibility of an adverse impact on the budgeted year end position, i.e. year end position allows for a \$50,000 increase in deferrals for the year which, if exceeded, would then increase the budgeted year end deficit.

- b) “Legal fees” have increased 106.81% from the same period last year. These mainly constitute the cost of issuing summons and warrants of execution (goods) through the Court. Summons and warrants were not issued until April last financial year. This year recovery action commenced in January. The \$50,700 reported as outstanding at 31 March 2002 will reduce as and when special payment arrangement payments are made.

**RECOMMEND**

**That Council receive the Statutory Financial Report for the Quarter ended 31 March 2002.**

**Moved Cr \_\_\_\_\_  
MOTION CARRIED/LOST**

Finance

**2001/2002 BUDGET VARIATIONS**

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**MANAGER ACCOUNTING SERVICES REPORTS**

In accordance with the requirements as outlined in the Council document entitled “Internal Control Procedures – Budget Variations”, as attached (**refer to Attachment “A-3” – Summary of Attachments – buff page**) are the Budget Variations having been transacted administratively during the period 27 March to 10 April 2002.

**RECOMMEND**

**That Council receive the Budget Variations transacted administratively during the period 27 March to 10 April 2002.**

**Moved Cr** \_\_\_\_\_  
**MOTION CARRIED/LOST**

Finance

***OUTSTANDING SUNDRY DEBTORS REPORT***

WARD	All
FILE REF:	FIN/1
DATE	8 <sup>th</sup> April 2002
REF	JPD
RESPONSIBLE MANAGER	Executive Manager Business Services

**In Brief:**

- Status report on outstanding debtor management
- Report for information purposes.

**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 5<sup>th</sup> April 2002, the balance attributed to outstanding debts is \$728,501

**Consultation**

- Nil

**BACKGROUND**

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

**DETAILS OF PROPOSAL**

The status of Sundry Debtors at 5<sup>th</sup> April 2002 is summarised in the following table:

Finance

TOTAL	Current	One month	Two months	Three months	Four months & Over
\$728,501	\$	\$350,251	\$35,354	-\$1,377	\$344,273
100%	%	48.1%	4.6%	%	47.3%

**COMMENT**

Analysis

The listing of major long-term outstanding debtors at 5 April 2002 is as follows:

Name	Amount	Percentage of Total	Movement from last report
<b>WORKS CONTRIBUTIONS</b>			
Water Corporation/Acacia Brook	\$24,029		
Water Corporation Reinstatements	\$17,362		
Brigade Road Syndicate	\$19,506		
Homeswest/ Keystart Westfield	\$48,188		
Alinta Gas Reinstatements	\$10,414		
<b>Subtotal</b>	<b>\$119,499</b>	35%	Decrease
<b>SUNDRY DEBTORS over \$6000</b>			
<b>- LOAN/ SERVICES</b>			
ARKS Rugby Union	\$7,849		
Armadale Rugby League	\$8,804		
Armadale Sporting Club	\$115,044		
Kelmscott Football Club	\$16,072		
<b>Subtotal</b>	<b>\$147,769</b>	43%	Same
<b>Others under \$6,000</b>			
Council Policy/Court Imposed	\$25,009		
Others	\$51,996		
<b>Subtotal</b>	<b>\$77,005</b>	22%	Decrease
<b>TOTAL 180</b>	<b>\$344,273</b>	<b>100%</b>	<b>Decrease</b>

The debtor's ledger has been sub-categorised to separate-out grant applications, contingent debtors (Contractual contributions to works) from those debtors with a balance under \$6000.

A further segregation of long-term debtors of low value (under \$6000) identified those debts that are being managed (and repaid) in accordance with Council Policy (i.e. staff uniform contributions) or a Court imposed payment regime (fine enforcement). These debts are managed quite differently from other sundry debtors and hence the segregation.

In relation to contribution to works-type debtors (other than reinstatements), although the invoice is raised at the time of agreement, payment generally occurs at a subsequent date subject to terms and conditions being satisfied.

Finance

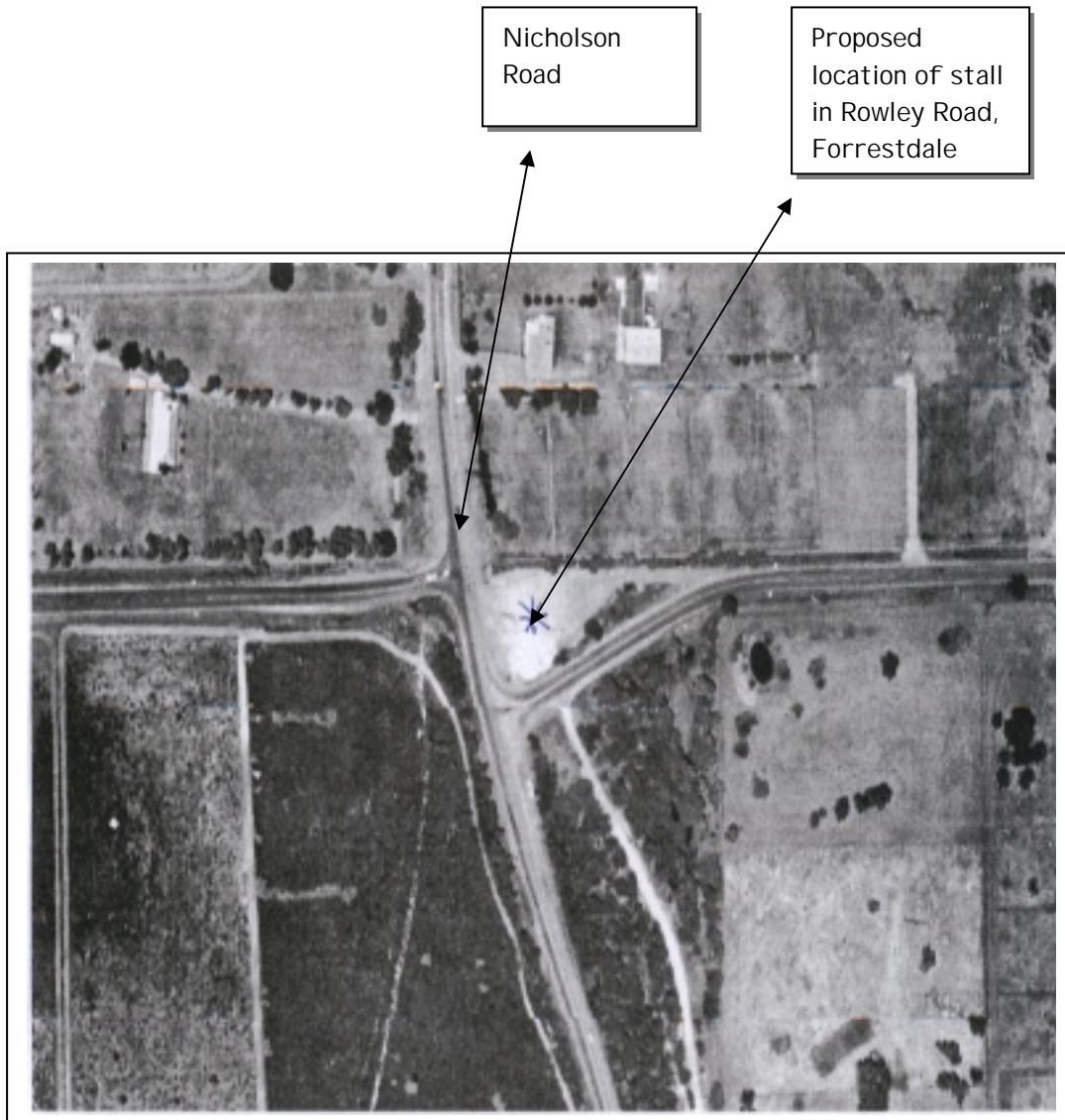
**RECOMMEND**

**That Council note the report on Outstanding Sundry Debtors for the period ended 5 April 2002**

**Moved Cr \_\_\_\_\_  
MOTION CARRIED/LOST**

Miscellaneous

**Traders' Permit – Mr A Cortale**



Miscellaneous

**TRADERS PERMIT – MR A CORTALE**

WARD	Forrest
FILE REF:	LAW/2
DATE	10 April 2002
REF	KD
RESPONSIBLE MANAGER	Manager Administration & Governance Services

**In Brief:**

- An application has been received from Mr A Cortale to sell flowers from a site in Rowley Road near Nicholson Road Forrestdale.
- The Recommendation is to not approve the application due to the potential traffic hazard and damage to the shoulder and edge of the roads.

**Tabled Items**

Nil

**Officer Interest Declaration**

Nil

**Strategic Implications**

To achieve a better quality of living for the people of our City

**Legislation Implications**

Local Government Act 1995 – Section 3.5 – Legislative Power of Local Governments

**Council Policy/Local Law Implications**

Activities and Trading in Thoroughfares and Public Places Local Law

**Budget/Financial Implications**

Nil

**Consultation**

Technical Services Directorate  
Ranger Services

**BACKGROUND**

At its meetings of 15 June 1998 and 7 August 2001 Council resolved (315/98 and C117/01) to grant to Mr I Audino a Trading in a Public Place Licence for the same site as that requested in this application.

**DETAILS OF PROPOSAL**

The applicant has applied to operate a stall to sell flowers and fruit from a site in Rowley Road near Nicholson Road Forrestdale as depicted on the location map opposite. Time of operation to be Saturdays and Sundays 9.00am to 5.00pm.

Miscellaneous

**COMMENT**

Analysis

Technical Services staff inspected the site at the time of each previous application and no particular problems were identified in respect to traffic or other hazards. As a result of this application, a further inspection has occurred and the following issues identified:

- The site is considered to be unsuitable due to the type and speed of the vehicles using these roads and the position between the staggered intersections of Rowley Road and Nicholson Road. This could increase the incidents of vehicular accidents in the area.
- The road shoulder and edge of the bitumen would also suffer from vehicles driving across this corner, which would cause erosion and damage.

Further advice from Technical Services indicates that this area is occasionally used to stock pile materials for road works.

The application approved on 7 August 2001 expires on 30 June 2002. However no fees have been paid nor has the current approved applicant operated at the site since being advised of the decision.

Council's Rangers have also advised that there is sufficient space to accommodate two traders if necessary.

Options

The only options available to Council are to either approve or not approve the application. If this application is approved, then it would be appropriate to notify the current approved applicant of that decision.

Conclusion

It is recommended that the permit not be approved due to the possible road damage and the traffic hazard.

**RECOMMEND**

**That Council:**

- a. Pursuant to the City of Armadale Activities and Trading in Thoroughfares and Public Places Local Law not approve the application from Mr A Cortale of 2650 Albany Highway Kelmscott to sell flowers and fruit in Rowley Road near Nicholson Road Forrestdale due to the potential traffic hazard and the possible damage to the shoulder and edge of the roads.

Miscellaneous

- b. Pursuant to Sections 9.5 and 9.7 of the Local Government Act 1995  
advise the applicant of their right of objection and appeal.

**Moved Cr \_\_\_\_\_**  
**MOTION CARRIED/LOST**

Rates

***\*\*RATES – APPLICATION FOR PAYMENT PERIOD EXTENSION***

WARD	Forrestdale
FILE REF:	A201789 RAT/13
DATE	9 <sup>th</sup> April 2002
REF	JPD
RESPONSIBLE MANAGER	Manager Accounting Services

**In Brief:**

- Based on revised valuations, interim Rates for 2001/02 were raised on group rated properties Lot 3, Lot 14, Lot 113 & Lot 114 Nicholson Rd, Forrestdale.
- The owner has advised that the revised valuations are subject to an objection with the Valuer General's Office.
- The owner is requesting an extension to the payment period without penalty, pending the outcome of the valuation objection.
- It is recommended that Council decline to extend the payment period beyond 30 June 2002 but waive late payment interest charges and the administration charge up to 30 June 2002.

**Tabled Items**

Nil

**Officer Interest Declaration**

Nil

**Strategic Implications**

Development

- To create an integrated Regional Centre with a full range of services (residential, business, commercial, recreational, civic and leisure).
- To balance the needs of development with sustainable economic, social and environmental objectives.

Corporate Services

- To achieve maximum community benefit from effective use of resources

**Legislation Implications**

Local Government Act 1995

*S6.12 (1)(c) A local government may - write off any amount of money, which is owed to the local government. \**

*S6.47 Subject to the Rates and Charges (Rebates and Deferments) Act 1992, a local government may at the time of imposing a rate or service charge or at a later date resolve to waive\* a rate or service charge or resolve to grant other concessions in relation to a rate or service charge.*

Rates

*S6.49 a local government may accept payment of a rate or service charge due and payable by a person in accordance with an agreement made with the person.*

*S6.51 (1) A local government may at the time of imposing a rate or service charge resolve\* to impose interest (at the rate set in its annual budget) on a rate or service charge (or any instalment of a rate or service charge) that remains unpaid after it is due and payable.*

*(3) Accrued interest is, for the purpose of its recovery, taken to be a rate or service charge, as the case requires, that is due and payable.*

*\* Absolute Majority Required*

Valuation of Land Act 1978 (Extract from Valuer General's Office's information bulletin entitled "Objection to Valuation")

*"Any person liable to pay any rate or tax assessed in respect of land who is dissatisfied with a valuation of such land made under this Act, may serve upon the Valuer General or any rating or taxing authority a written objection to the valuation.*

*An objection against the amount of rates payable increased in rates or charges are not valid ground for objection.*

*Lodgement of an objection (or its subsequent conversion to an appeal) does not alter the obligation to pay the full amount of any rate or tax based on the valuation against which the objection has been lodged, by the date specified in the assessment notice."*

**Council Policy/Local Law Implications**

Relevant extracts from the current year (2001/02) budget document are:

Special Payment Arrangements

For ratepayers failing to pay the first instalment by the due date and therefore forfeiting their right to pay by instalments, pursuant to Section 6.49 of the Local Government Act 1995, a Special Payment Arrangement is available upon application.

Ratepayers entering into a Special Payment Arrangement will be required to pay an administration charge of \$25 per rate assessment, have their payments made to Council by a Direct Debit payment from their bank account either fortnightly or monthly and pay the Late Payment Interest Charge calculated on a daily basis at the rate of 8.75%.

**Budget/Financial Implications**

Approximate maximum administration and interest charges applicable from expiry of interim notice rate to the end of the current financial year equal \$1000.

Rates

**Consultation**

- Valuer General's Office
- The owner.

**BACKGROUND**

Prior Council Resolution C200/01 of 17 December 2001 refers, i.e.:

*“That Council:*

- a) *correct its 2001-92 rate records as relating to lots 3,14,113 & 114 Nicholson Road, Forrestdale, such that the valuations of these lots tally with the amended valuations issued by the Valuer General's Office as of 1 July 2002; and*
- b) *issue the owner of Lots 3,14,113 & 114 Nicholson Road, Forrestdale with an interim rates notice for an amount of \$30,801.12 reflecting the corrections to the rate records as mentioned in (a) above of this recommendation.*
- c) *in consideration of the quantum and circumstances occasioning the interim rates notice referred to in part (b) of this recommendation, payment options that are fair and equitable be negotiated with the owner”.*

The owner subsequently lodged a valuation objection with the Valuer General's Office and wrote to the State Revenue Department, Valuer General's Office and the City of Armadale on the matter. A council response to this letter was sent on 8<sup>th</sup> March 2002.

The owner then subsequently met with a representative of the Valuer General's Office on 12<sup>th</sup> March 2002. The outcome of this meeting is not known at this time.

On 15<sup>th</sup> March 2002, the owner requested that Council extend payment period without penalty giving the following reasons:

- The revised valuation is being reviewed,
- The original rate notice for 2001/02 has been paid
- The errors and amendments were not of the owner's making
- Council is reviewing his case (for rates concession)
- There has been no rezoning or subdivision
- The revised amount is significantly greater.

**DETAILS OF PROPOSAL**

The owner has requested an extension to the payment period for the interim rates on these properties without applying interest or administration charges.

Rates

**COMMENT**

Analysis

**1. Basis for request**

*a) Valuation review*

The Valuer General's Office has confirmed that an objection to the valuations has been lodged and that a review of the revaluation is underway. The objection to the valuation does not affect the liability of the owner to pay the rates as levied. Should the revaluation review result in valuations being amended, amended rate notices would be issued. The owner would receive recognition of the amounts already paid.

*b) Original Rate Payment*

The original rate notice for 2001/02 was issued on 3<sup>rd</sup> August 2001 for \$4,383.68. The due dates for instalments were 7<sup>th</sup> September, 7<sup>th</sup> November, 7 January and 7 March. In order to avoid instalment and interest charges, the amount of \$4,383.68 was due on 7<sup>th</sup> September 2001. \$4579.68 was received on 10<sup>th</sup> October 2001 for the payment of rates on these properties. This amount represented the applicable total rate payment using the four instalments method, and an instalment cost option of \$66.00. The instalment option was not valid, as the first payment had not been received by 7<sup>th</sup> September. Interest had been accruing since 7<sup>th</sup> September 2001. The additional \$66.00 was offset against the interest penalty of \$24.89, leaving the rate record in credit by \$41.11.

The interim rate notice for \$30,760.01 was issued on 21<sup>st</sup> January 2002. The due date for payment was 25<sup>th</sup> February 2002. This reflects the requirement of the Local Government Act to allow 35 days for payment of interim rates. This is in line with standard practice. The amount of interim rates \$30,801.12 was reduced by the amount held in credit since October 2001, \$41.11. No other payments have been received. Therefore the amount of \$30,760.01 has been accruing interest since 26<sup>th</sup> February 2002. At 10<sup>th</sup> April 2002, the amount of interest is \$250.71.

*c) Amendments not of the owner's making*

In December 2001, a report was submitted to Council on the reasons that the valuation on these properties changed and why the interim rates were levied. Council agreed not to back rate an amount of \$11,441.94 given the error in part by Council. Accordingly, only the interim rates of \$30,801.12 for the current year were levied.

*d) Council is reviewing the case for rate concession.*

The owner had requested that Council grant a rate exemption under Section 6.26 of the Local Government Act. Council resolved that the properties did not fulfil the eligibility criteria for exemption from rates under the Local Government Act. On 2<sup>nd</sup> October 2001, Council resolved in part to "give consideration to the possibility of offering a rates waiver or concession in favour of the ERADE Village and that to facilitate this matter further, an officer report be prepared re: a model rating incentive scheme to promote/support key developments considered integral to the City's Economic Strategy." (C153/01)".

Rates

Research is currently underway into the possibility of developing a model rating incentive scheme as part of a broader financial strategy. The owner has been advised that this is a longer term-type project and that it is unlikely to be applied retrospectively.

e) *No rezoning or subdivision*

Not all interim rating arises from rezoning or subdivisions, but is initiated by revaluation. The reason for the revaluation was due to a property formerly part of the ‘group’ being sold. This matter is not considered relevant.

f) *The amount has risen excessively*

Due to the revaluation, the applicable rates have increased by almost \$30,000 per annum. On 17 December 2001, Council resolution C200/1 that in part states:

*“in consideration of the quantum and circumstances occasioning the interim rates notice referred to in part (b) of this recommendation, payment options that are fair and equitable be negotiated with the owner”.*

The owner was advised that payment arrangements would be subject to standard fees and interest charges and that payment would be required by 30 June 2002. The owner is requesting Council extend the payment period without attracting any penalty charges.

**2. Payment Period**

The Local Government Act requires that due dates for rate payments cannot be earlier than 35 days after the rate notice. In this instance the due payment period has expired, 25<sup>th</sup> February 2002.

Standard practice in the establishment of special payment arrangements is to have the full payment, plus any applicable fees and charges received by the end of the financial year to which it applies. The reason for this is so that ratepayers are not in the position of accumulating rate debt each year.

The owner was advised that payment was due 25<sup>th</sup> February, however arrangements could be accommodated to allow for payment by 30 June 2002. The owner is requesting Council extend the payment period. The length of the extension has not been specified.

The date of a decision regarding the valuation objection is not known. It would be prudent to collect the assessed payment and to make adjustments following the decision, if required, rather than await the decision.

**3. Late Payment Interest Charges**

These charges are established during the budget process. They are applied to every late payment, including those made under a special arrangement.

Rates

In February 2001, Council delegated the authority to write-off small penalty interest balances on properties resulting from change of ownership (C5/01 refers). Council deals with all other write-offs in relation to late payment interest charges.

Over the past 4 years, there have been two instances where late payment interest charges have been written off. On 4<sup>th</sup> October 1999, Council approved the write off of late payment interest charges amounting to \$51.64 calculated on rate arrears for Assessment A156675 (C308/99 refers). A similar request was approved for the owner of the same property twelve months prior, when Council wrote off late payment interest charges amounting to \$31.00. (C234/98 of 5<sup>th</sup> October 1998 refers). In both instances, the write off was conditional upon the applicant meeting scheduled payment terms.

**4. Special Arrangement Charges**

These charges are established during the budget process. They are applied to every special arrangement at the commencement of the arrangement.

Options

The options available are:

1. Decline to extend the payment period beyond 30 June 2002 and continue to apply late payment interest charges and the administration charge.

This reflects the current situation. It is consistent with other special arrangements in force. It reinforces Council's legal position and entitlements. The amount of the payment is considerably more than that of other special arrangements.

2. Decline to extend the payment period beyond 30 June 2002 but waive late payment interest charges and the administration charge up to 30 June 2002.

This provides the applicant with an additional four months within which to make payment without penalty. Should the applicant not make payment in full by 30 June 2002, an administration charge would be applied and the late payment interest penalties applied from either 26 February 2002 (the original due date), or from 1 July 2002. This is suggested as a reasonable compromise solution.

3. Extend the payment period beyond June 30, 2002 and continue to apply late payment interest charges and the administration charge.

This extends the current situation. It provides the applicant with additional time to pay, at a cost. The cost is recognition that Council is unable to use funds due and payable. This has benefits to both parties and provides an incentive for the applicant to make the payment in a timely manner.

Rates

4. Extend the payment period beyond June 30, 2002 but waive the late payment interest charges and the administration charge.

This option provides a benefit to the applicant without a corresponding benefit to Council.

*Conclusion*

It is considered that Council has already addressed the issues raised by the applicant as reasons for an extension of the payment period without penalty. In addition, by resolving not to levy back rates of \$11,441.94, Council has already provided significant financial assistance.

Option 2 is recommended, using the interest calculation date of 26<sup>th</sup> February 2002, the original due date for payment.

This option provides an opportunity for the applicant to fund the payment over an additional four months without penalty. Council would also be allowing time for the decision of the Valuer General's Office to be made known in the financial year to which the interim rate applies. Should a revaluation eventuate after payment is made, a refund of over payment can be made. The date from which the interest is calculated, should payment not be made, signifies the strength of the incentive to pay by 30 June 2002.

**RECOMMEND**

**That Council advise the owner of Lots 3, 14, 113 & 114 Nicholson Road as follows:**

- a. **that Council is prepared to extend the due payment date on the interim rates notice for \$30,760.01 issued on 21 January 2002 to 30th June 2002 without penalty (the penalty being the late payment interest charge and administration charge as applying from 26 February 2002); and**
- b. **that (a) above is conditional upon all rates on the said properties being paid in full by 30 June 2002 for otherwise the applicable penalties of late payment interest and the administration charge will be applied as from 26 February 2002 being the due payment date pursuant to the Local Government Act.**

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

**Moved Cr \_\_\_\_\_**  
**MOTION CARRIED/LOST**

Rates

***RATES – SALE OF LAND***

WARD	All
FILE REF:	RAT/10
DATE	11 April 2002
REF	JEAH
RESPONSIBLE MANAGER	Manager Accounting Services

**In Brief:**

- Sale of Land – recovery of rates in arrears for a period of three (3) or more years.
- Recommendation is that Council commence proceedings to sell (2) properties which have rates in arrears of 3 or more years, to recover from the proceeds of sale the outstanding balances which total \$11,526.14.

**Tabled Items**

Nil

**Officer Interest Declaration**

Nil

**Strategic Implications**

Corporate Services

- To achieve maximum community benefit from effective use of resources

**Legislation Implications**

**S6.64 of the Local Government Act 1995 states:**

- (1) If any rates or service charges which are due to a local government in respect of any rateable land have been unpaid for at least 3 years the local government may, in accordance with the appropriate provisions of this Subdivision take possession of the land and hold the land as against a person having an estate or interest in the land and –
  - (a) from time to time lease the land;
  - (b) sell the land;
  - (c) cause the land to be transferred to the Crown; or
  - (d) cause the land to be transferred to itself.
- (2) On taking possession of any land under this section, the local government is to give to the owner of the land such notification as is prescribed and then to affix on a conspicuous part of the land a notice, in the form or substantially in the form prescribed.
- (3) Where payment of rates or service charges imposed in respect of any land is in arrears the local government has an interest in the land in respect of which it may lodge a caveat to preclude dealings in respect of the land, and may withdraw caveats so lodged by it.

**Budget/Financial Implications**

Should the properties mentioned in this report be eventually sold for recovery of rates, then the rates debtors' balance will be reduced by \$11,526.14.

Rates

**Consultation**

Nil

**BACKGROUND**

With reference to C42/01 dated 2 April 2001, Council resolved as part of the procedures to be employed for the collection of outstanding rates was to review on an annual basis those properties where despite all efforts made to obtain payment, determine those that were in arrears by three or more years.

Those properties would then become the subject of recovery procedures, which with the approval of Council, would involve the implementation of action under the relevant sections of the Local Government Act, to sell the properties in order to recover the overdue rates.

There are currently 2 properties that have rates outstanding by three or more years for which it has not been possible to enter into acceptable and successful arrangements for the payment of the balance owing

**DETAILS OF PROPOSAL**

It is proposed to sell the land to recover outstanding rates and charges in excess of 3 years, in accordance with Section 6.64(1)(b) of the Local Government Act 1995.

**COMMENT**

*Analysis*

The following tables shows those properties that have rates currently in arrears by three or more years, together with a brief history of the action taken to date. In each instance, a written notification has been directed to the last known postal address of the ratepayers advising that failure to make satisfactory payment arrangements will result in the matter being referred to Council with a recommendation to sell the property in order to recover the outstanding balance.

Rates

1.		2.	
Ward	Forrest	Ward	Forrest
Assessment	A180971	Assessment	A16815
Type	Residential	Type	Residential
Period Outstanding	5 years – since 1997/98 financial year.	Period Outstanding	5 years – since 1997/98 financial year
Amount Outstanding	\$4,102.98	Amount Outstanding	\$7,423.16
Payment	Last payment received – 28.10.98	Payment	Last payment received – 30.4.99
Recovery Action	Served with a Local Court Summons in May 2001. A Warrant of Execution lodged June 2001. Warrant returned Nulla Bona Dec 2001. A demand letter was sent in December 2001.	Recovery Action	Served with a Local Court Summons in May 2001. A Warrant of Execution lodged June 2001. Warrant returned Nulla Bona March 2002. A demand letter was sent in March 2002.
Response	The owner promised to pay in full by 31 January 2002 and no further correspondence has been received from owner.	Response	The owner has promised to make minimum monthly repayments of \$200.00 from March 2002 and no further correspondence has been received from owner.

A summary of the owners of the properties referred to above is contained in a confidential attachment to this Agenda. (**Refer to Attachment “B-1” – Summary of Attachments – buff page.**)

Options**Option 1 - Continue to write and request monies:**

- is likely to produce minimum result as these owners have not responded (or have nothing of value “Nulla Bona”- according to the Bailiff) to increasingly stronger correspondence and legal notices;
- is not equitable to those ratepayers who pay their rates or enter into arrangements to do so.

**Option 2 – Factor the debt to a recovery agent**

- loss on recoverable amount of a minimum of 15% commission;
- there is also a significant service charge on the ratepayer over and above the amount being sought.

**Option 3 – Exercise the provisions of Section 6.64 of the Local Government Act 1995**

- given the high level of the debt, and the amount of time that has been afforded to the ratepayers to either clear or reduce the debt, it is appropriate to apply the relevant section of the Local Government Act 1995 empowering the sale of land provisions in relation to unpaid rates and charges.

Rates

Conclusion

It is recommended that Council pursuant to the provisions of Section 6.64 of the LGA 1995, commence proceedings for the sale of the properties mentioned in this report to recover unpaid rates.

**RECOMMEND**

**That Council pursuant to Section 6.64(1)(b) of the Local Government Act 1995, commence proceedings to sell the properties listed hereunder which have rates in arrears for 3 or more years, and recover from the proceeds of sale the unpaid rates which currently total \$11,526.14, i.e.**

**Assessment 180971**

**Assessment 16815**

**Moved Cr \_\_\_\_\_**  
**MOTION CARRIED/LOST**

Community Development

***VOLUNTEER RESOURCE CENTRE PROPOSAL***

WARD	All	In Brief:
FILE REF:	ORG/63	
DATE	09/04/02	
REF	PM	
RESPONSIBLE MANAGER	Manager Community Development	<ul style="list-style-type: none"><li>• This proposal seeks in principle support from Council to partner with Volunteering WA to establish a volunteer resource centre in Armadale.</li><li>• Council's proposed contribution towards this project is \$10,000.</li><li>• The recommendation is to further consider the proposal in the context of the 2002-03 Draft Budget.</li></ul>

**Tabled Items**

Nil

**Officer Interest Declaration**

Nil

**Strategic Implications**

- 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.
- To have in place the range of services to enhance the well being and safety of the community

The Seniors' Plan identified that Volunteering was a major opportunity for Seniors in Armadale. The recruitment and management of volunteers is a priority for Environmental sustainability for the City of Armadale. This item proposes a model to address this issue.

**Legislation Implications**

Nil

**Council Policy/Local Law Implications**

Nil

**Budget/Financial Implications**

The total cost of the project is \$90,000. This item proposes a contribution towards establishing a volunteer resource centre in Armadale be included for consideration in the draft budget 2002/03 deliberations.

### Community Development

#### **Consultation**

Consultation on this item has taken place with the following agencies:

- Volunteering WA
- Armadale Kelmscott Joblink
- Department of Training
- City of Joondalup
- City of Gosnells
- City of Fremantle
- Town of Kwinana
- Shire of Mundaring

The background to this item includes information gathered during the Seniors' Planning process.

All the organizations in the Community Services Directory were surveyed as part of the evaluation of the Volunteers Expo hosted at the Highland Gathering in 2001.

#### **BACKGROUND**

Council resolved to recognize the International Year of the Volunteer to host a Volunteers Expo at the Highland Gathering. A total of 321 invitations were sent out to local agencies inviting them to be involved in the Expo. The City of Armadale provided the infrastructure including marquees, chairs, tables, display boards and the local agencies provided display material and staffed the stall. As a result of this invitation 48 agencies participated in the expo.

Following the expo an evaluation was undertaken.

The following is a summary of the findings of this research. The responses are divided into those agencies who participated and those who chose not to.

#### Agencies who participated in the Expo

Response rate: A survey was sent to every organisation that participated in the expo (48), 28 responses were received. This equals a response rate of 58%.

Agencies primarily heard about the expo from the correspondence and through word of mouth. They hoped to achieve promotion of their organisation and recruitment of volunteers. They actually achieved promotion of their organisation, socializing and networking but very little recruitment of volunteers.

Overall 60% of the agencies thought it was effective and 68% thought that Minnawarra Festival would be a more appropriate event for any future expos.

### Community Development

When asked what other activities Council could undertake to encourage volunteering the following responses were received:

- Volunteers Expo 32%
- Resource centre in Armadale 56%
- Breakfast for Volunteers 44%
- Regular feature in the paper 76%
- Training 16%
- Other 8%

### Agencies who chose not to participate in the Expo

Response rate: A total of 106 responses, of a possible 321, have been received from non-participating organizations to date. This equals a response rate of 33%

65% of the agencies knew about the expo with most determining this from the correspondence they received. When asked why they did not participate the majority of responses related to the time commitments. 44% indicated they were unsure whether they would participate in another expo if held. Minnawarra Festival was the most popular suggestion as a venue to host another expo.

When asked what other activities Council could undertake to assist in volunteering the following responses were received:

- Expo 16%
- Resource Centre in Armadale 23%
- Breakfast for Volunteers 20%
- Regular feature in newspaper 43%
- Training 8%
- Other 2%

### **Volunteer Expo Evaluation Conclusion**

From the evaluation undertaken it is clear that the highest priorities of agencies to support volunteering were a regular feature in the newspaper followed by a volunteer resource centre in Armadale.

The following comments are provided on these findings:

#### **1. Promotion of Organisations**

Community Development Staff are developing opportunities for organisations to promote themselves as part of the Seniors' Project and other ongoing community development initiatives.

### Community Development

Based upon the findings of the volunteer's expo evaluation the effectiveness of this strategy could be questioned in regards to the link between promoting organizations and recruiting volunteers.

Agencies who participated in the expo clearly indicated they achieved promotion of their organisation however this did not necessarily translate into recruitment and retainment of volunteers.

### **2. Volunteer Resource Centre (VRC)**

A VRC is a service which coordinates the recruitment and matching of volunteers to organisations. Currently this service is provided by Volunteering WA from West Perth and a number of regional and rural locations.

These centres provide a "shop front" for Volunteering WA services providing access to the following programs:

- Student Community Involvement Program
- Bridge to Volunteering
- Retired and Senior Volunteer Program
- Skills Back
- Community Education and Training
- Coordination Network
- Research Network

And other programs as they are developed.

Regional and rural volunteer resource centres are very sustainable models that bring the resources and expertise of Volunteering WA into communities.

In preparation for the Volunteers Expo held as part of Highland Gathering in 2001 consultation was undertaken with Volunteering WA to determine the issues relating to volunteering in Armadale. This consultation identified the following issues:

- persons participating in volunteering in Armadale through Volunteering WA are required to travel into the city centre to register, undertake training and attend information sessions.
- Volunteering WA are also experiencing challenges with promoting their service across the metropolitan area.
- the establishment of a centre in Armadale along the lines of existing regional and rural VCR's is the most effective support that can be provided to volunteers and volunteer agencies in Armadale.

### **Seniors' Planning Process Relating to Volunteering**

During the Seniors' planning process the following reference was raised by the community regarding volunteering:

- Volunteer Drivers

### Community Development

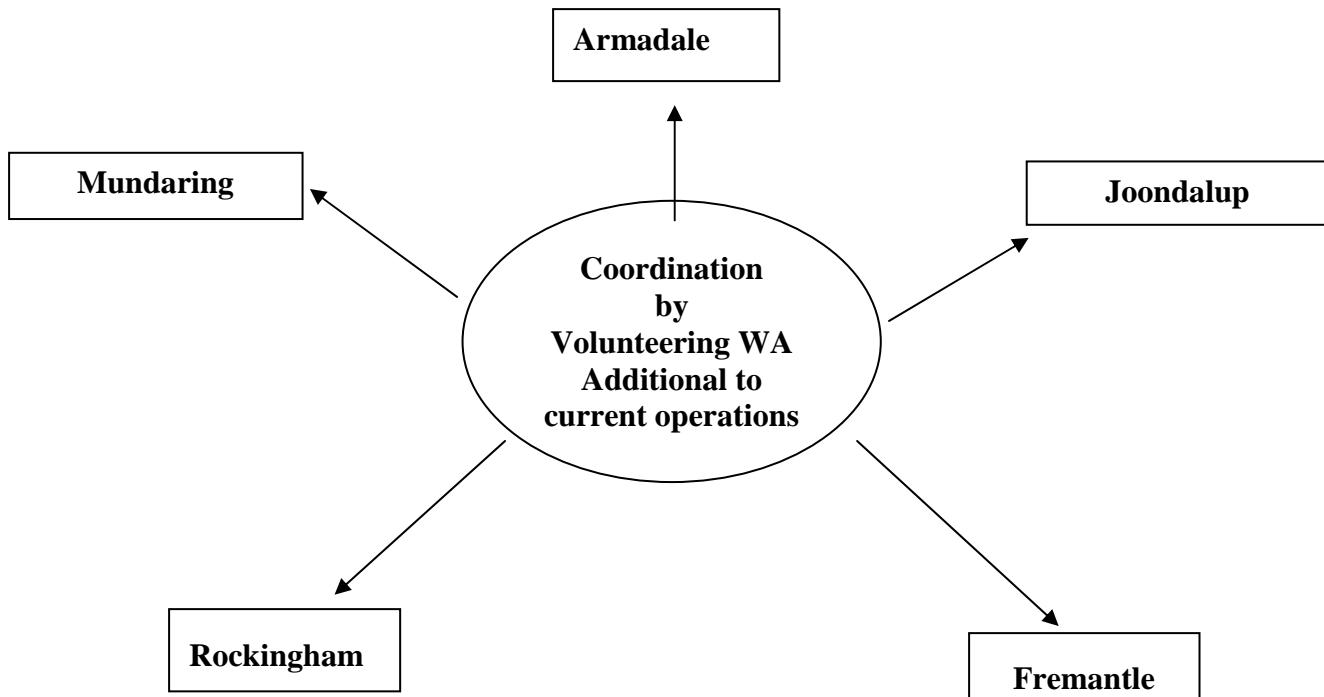
- Volunteer Training
- Volunteer Recruiting
- Using the skills and knowledge of seniors
- Valuing the role of seniors in the community, and
- Promoting a positive image of aging.

Through this process and subsequent information sessions which officers have attended it is clear that seniors provide a major opportunity for volunteering in the future. The establishment of a VRC in Armadale would also assist in promoting volunteering for seniors in Armadale.

### **DETAILS OF PROPOSAL**

This proposal is for Council to partner with Volunteering WA and four other local government authorities to establish a volunteer resource centre in each of the 5 local government authorities.

The model proposes each LGA provide a contribution to Volunteering WA who are applying for grant funding to employ a coordinator who would spend one day per week in each of the 5 LGA's.



Under this model registrations of volunteers could occur at a number of locations including the City of Armadale. These names would be forwarded to Volunteering WA who would make contact with the interested party and arrange an interview time at the next time they were in

Community Development

Armadale. The interested volunteer would then become part of the Volunteering WA register and be linked with local organizations.

Similarly organizations that were seeking volunteers could have appointments with a representative from Volunteering WA in Armadale and then register their organisation.

It is planned that over a 12-month period information sessions would also occur promoting volunteering in the community, these could be held at festivals, shopping centres, libraries etc.

The model proposes that over the 12 month period a core group of volunteers would be established who would coordinate the volunteer resource centre once the paid employee ceases attending Armadale.

The model proposes that WA Department of Training and the local Joblinks would also be partners in the project. In Armadale the proposal is that the Armadale Kelmscott Joblink would provide the office space for the project and a place to interview potential volunteers and organizations.

The proposed contribution of City of Armadale in the partnership would be the following:

A one off cash contribution of \$10,000

Assistance with promotion of the Volunteer Resource Centre through the following avenues:

Space at festivals and events for displays

Seniors' information/promotional material

Access to large meeting spaces as appropriate for information sessions at no charge (i.e. Evelyn Gribble Centre)

The total cost of the project is \$90,000 for the 12-month period. This requirement will be sought in the following manner:

Four other local government authorities proposed contribution	\$40,000
Proposed City of Armadale cash contribution	\$10,000
Department of Community Development Volunteer Grant	\$30,000
WA Department of Training	<u>\$10,000</u>
	\$90,000

The proposed funding from the other local governments, the Department of Community Development and the WA Department of Training is not confirmed at this stage. Volunteering WA is making applications to these agencies.

What is sought at this stage from Council is in principle support for the project, subject to budget considerations to support these applications that are being made.

Community Development

**COMMENT**

Analysis

This proposal provides a great opportunity for the City of Armadale to play a lead role in developing volunteering.

The City of Armadale does not have all the expertise or the resources to address this issue in isolation. Volunteering WA is the preferred partner to meet this need.

This model proposes the establishment of a volunteer resource centre in Armadale supported by the City of Armadale but managed by an external community based agency, thereby developing the capacity of the community sector.

The opportunity exists at present to access funding from the Department of Community Development as a one off funding offer. This funding has been the catalyst for the development of the project which is in line with objectives identified in the Seniors' Planning process. This funding allows establishment of the VRC to be subsidised by the State Government, therefore reducing the associated costs to the City of Armadale. This opportunity may not be available in the future.

A further aspect for consideration is what happens at the end of 12 months, i.e. will the appropriate advances be made in developing a group that can support the centre's development. To address this issue, City of Armadale community development staff work closely with volunteering WA and the other partners in the project to ensure appropriate strategies are being developed.

Other local governments on the metropolitan fringe are experiencing similar challenges in regards to providing access to a coordinated volunteer support program located in the Perth CBD. This model effectively brings this service to the people in these communities.

Options

Broadly there are three options Council can consider in regards to establishing a Volunteer Resource Centre. These are:

1. Support the model proposed and include a \$10,000 contribution for consideration in the 2002/03 draft Budget process.
2. Establish a volunteer resource in Armadale without the other partners involved and allocate additional resources to facilitate this occurring
3. Choose not to establish a volunteer resource centre and peruse other options of supporting and encouraging volunteering in Armadale.

Community Development

*Conclusion*

The model proposed provides the best use of Council resources to meet community need and provide a service to the Armadale Community. Opportunities to be involved in models like that proposed are limited.

Council's contribution towards this model is significantly less than establishing a VRC in isolation and without access to external funding.

On this basis it is recommended that the model be supported at this stage.

**RECOMMEND**

**The Council:**

- a. **provide its in principle support for the development/establishment of a Volunteer Resource Centre in Armadale in partnership with Volunteering WA; and**
- b. **include for consideration in the 2002-03 draft Budget in support of (a) above:**
  - **a cash contribution of \$10,000; and**
  - **an “in-kind” contribution in the form of free use of Council facilities.**

**Moved Cr \_\_\_\_\_**  
**MOTION CARRIED/LOST**

Library & Cultural Services

**DRAFT HISTORY HOUSE MUSEUM BUSINESS PLAN**

WARD	ALL
FILE REF:	CTE/5
DATE	10 April 2002
REF	PLW
RESPONSIBLE MANAGER	Executive Director Community & Corporate Services

**In Brief:**  
This report:  

- Recommends adoption of the Draft 2002/2003 History House Museum Business Plan as presented at Attachment "A-4" to this Agenda.

**Tabled Items**

Nil

**Officer Interest Declaration**

Nil

**Strategic Implications**

**Our commitment to the future is:**

- To create a caring and vibrant City, rich in history, heritage and lifestyle

**The challenges ahead:**

- Protecting our history and heritage.

**Legislation Implications**

Nil

**Council Policy/Local Law Implications**

Nil

**Budget/Financial Implications**

Key Result Area 1- Care of Objects, has as one of its stated outcomes: *Update of storage facilities to comply with best practice standards – commence 2002-2003 budget*. An amount of \$5,000 has been included in the 2002/03 History House Draft Budget to begin working towards both increasing and upgrading storage.

In order to achieve other general increases in service levels related to display and conservation upgrade at the Museum, as outlined in the Business Plan, an additional amount of \$3,000 has been included in the 2002/03 Draft Budget. This amount has been included in the specific areas of expenditure related to Museum expenses.

Library & Cultural Services

**Consultation**

- History House Museum Management Committee
- Various Councillors having attended the Workshop on 4 April 2002.

**BACKGROUND**

A Draft History House Museum Business Plan was presented to Council on 4 February 2002, with the resulting Council Resolution C11/02:

*“That Council hold a workshop for Councillors, History House Committee Members and interested stakeholders/persons to review the Draft History House Museum Business Plan and that the workshop be held at the earliest possible time.”*

The Workshop was held on Thursday 4 April 2002. The Draft Business Plan was examined in detail, and appropriate changes were agreed.

**DETAILS OF PROPOSAL**

The proposal is that Council adopt the Draft 2002/03 History House Museum Business Plan, inclusive of the Collection Policy and Display Policy as amended by the History House Museum Management Committee and Councillors in attendance at the History House Museum Draft Business Plan Workshop held on Thursday 2 April 2002. (**Refer to Attachment “A-4” – Summary of Attachments – buff page.**)

**RECOMMEND**

**That Council adopt the Draft 2002/03 History House Museum Business Plan as presented at Attachment “A-4” to this Agenda.**

**Moved Cr \_\_\_\_\_  
MOTION CARRIED/LOST**

Miscellaneous

***PROPOSED PARKING & PARKING FACILITIES LOCAL LAW***

WARD	All
FILE REF:	
DATE	9 April 2002
REF	BLW
RESPONSIBLE MANAGER	Executive Manager Community Services

**In Brief:**

- The proposed Parking and Parking Facilities Local Law is presented for consideration.
- The report recommends that Council approve the commencement of the local law making process by the giving of statewide public notice of its intention to make a new local law.
- The purpose and effect must be read aloud by the person presiding at the Council meeting.

**Tabled Items**

Nil

**Officer Interest Declaration**

Nil

**Strategic Implications**

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

**Legislation Implications**

Section 3.12 Local Government Act 1995 – Procedure for making local laws.

**Council Policy/Local Law Implications**

Existing Local Law Relating to Parking Facilities

**Budget/Financial Implications**

Advertising costs have been allowed for in the current budget.

**Consultation**

Management Executive (Local Laws Aspects)  
WALGA (Model Local Laws Manual)

**BACKGROUND**

The review of the Parking and Parking Facilities Local Law has been undertaken by Ted Chown, coordinator Local Laws WA and prepared by WAMA's Local Government Act Services Committee comprising representatives of the Department of local Government, the Western Australian Municipal Association and the Institute of Municipal Management

Miscellaneous

**DETAILS OF THE PROPOSAL**

The proposed local Law is –

- (a) a revised Parking and Parking Facilities Local Law which contains modifications resulting from the introduction of the Road Traffic Code 2000; and
- (b) NCP public benefits test which applied previously and which does not need revision

The Road Traffic Code 2000 became operative from 1 December 2000. These regulations include Australian road rules aimed at removing inconsistencies, which have hitherto existed between Australian States. A few of these rules are new to Western Australia although the majority simply continue existing traffic regulations.

Under the Road Traffic Code 2000 "No Standing" becomes "No Stopping" and this means where these signs are installed vehicles shall not stop unless held up by traffic, in an emergency, or involved in a crash. Where there is a "No Parking" sign, a person can stop, only briefly (2 minutes maximum) to drop off or pick up people or goods, but the driver must not move more than 3 metres from the vehicle. Under the new No Stopping provisions, the distances within which the prohibition applies, from children's crossings, pedestrian crossings and the like, change, and in order to promulgate the new traffic rules, it is now believed necessary to include these changes in the Parking and Parking Facilities Local Law.

**COMMENT**

Because of the extent of changes, it is not thought practicable to prepare an amending Local Law, which would simply delete and insert the appropriate modifications. "Notes" have been included in Part I of the proposed Local Law explaining the new terms (definitions). These will assist comprehension in initial processing and administration of the Local Law, but they should not be included in the draft forwarded to the Department or published in the Gazette.

The proposed Parking and Parking Facilities Local Law is presented for Council consideration and approval to advertise for public comment.

The proposed local law is presented as an attachment. (**Refer to Attachment "A-5" – Summary of Attachments – buff page.**)

**RECOMMEND**

- 1. That the following statement be read allowed by the Mayor at the Council Meeting:**

**Notice is hereby given that the Council of the City of Armadale intends to adopt a Parking and Parking Facilities Local Law.**

**The purpose of this Local Law is to:**

Miscellaneous

- **Constitute a parking region**
- **Enable the local government to effectively regulate the parking of vehicles within the parking region; and**
- **Provide for the management and operation of parking facilities occupied by the local government**

**The effect of the Local Law will be to:**

- **update the existing local law consistent with amendments to Road Traffic Code and operational practices.**
2. **That Council in accordance with the requirements of the Local Government Act 1995, advertise for public comment the proposed Parking & Parking Facilities Local Law as presented at Attachment “A-5” to this Agenda.**

**Moved Cr \_\_\_\_\_**  
**MOTION CARRIED/LOST**

Recreation

**PERTH CRITERIUM SERIES SPONSORSHIP PROPOSAL**

WARD	All
FILE REF:	EVT/6
DATE	28 March 2002
REF	PGQ
RESPONSIBLE MANAGER	Executive Director Community and Corporate Services

- The report presents a sponsorship proposal from the Perth Criterium Series inviting the City to host and sponsor one of the four criterium cycling events to be held in Perth in January 2003 & 2004.
- The requested sponsorship is in the order of \$10,000 cash plus \$5,000 contra for each event.
- The report recommends that Council decline the proposal to sponsor the event in 2003 & 2004.

**Tabled Items**

Nil

**Officer Interest Declaration**

Nil

**Strategic Implications**

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

**Legislation Implications**

Nil

**Council Policy/Local Law Implications**

Nil

**Budget/Financial Implications**

The requested sponsorship contribution of \$15,000 is not included in Council's 5 year financial estimates.

**Consultation**

Perth Criterium Sponsorship Co-ordinator.

**BACKGROUND**

Perth Criterium Series Pty. Ltd. is a registered company that has been set up to run and promote a series of criterium cycling events held in Perth each year. The Perth Criterium Series has been run for the past three years and attracts a quality field of cyclists, including a number of international standard riders.

Recreation

In the initial years the event was held late November/early December. In the year 2000, discussions were held with the organizers regarding the possibility of the Armadale Criterium Classic, which is held in conjunction with the Highland Gathering, being included as one of the races in the Perth Criterium Series. Through negotiations with the major sponsor, the \$20,000 cost of the Armadale event being included in the Perth Criterium Series, was able to be covered by increased sponsorship.

The main benefits of being part of the Perth Criterium Series were that it provided promotional benefits for the City via a TV campaign, newspaper and radio coverage, and logo recognition on posters, programs and other promotional material.

Last year, the organizers decided to schedule the event in late December in order to increase its profile over the new year period. The major sponsor of the Armadale event also elected not to continue its sponsorship thereby making the City's participation non viable. In 2001, the four races were held along the café strips in the following locations:

- Leederville
- Subiaco
- Victoria Park
- Rockingham

For each event, the sponsorship cost for the respective local governments was able to be reduced by obtaining contributions from business houses along the race routes. The net cost to one of those Local Governments for example was able to be reduced to approximately \$6,000 with contributions from local businesses.

With the success of the 2001/02 Perth Criterium Series, the organizers are looking to “up the anti” and have invited sponsorship proposals from local governments in the metropolitan area. Once all proposals have been received, the four most advantageous venues will be selected.

**DETAILS OF PROPOSAL**

Proposals are invited from interested Councils with information to be provided under the following headings:

- Suggested location and race circuit details
- Preferred dates for 2003 and 2004
- Expected spectator attendance
- Level of cash sponsorship proposed by Council
- Level of contra(logistical support) that Council will provide

Recreation

- Details of what Council expects in the way of sponsorship benefits

Although no specific sponsorship amounts are mentioned in the correspondence, discussions with the sponsorship coordinator indicates that a minimum sponsorship commitment of \$15,000 for 2003 and a further \$15,000 for 2004 would be required for the City to have a strong chance of securing the event. This would be made up of approximately \$10,000 in cash plus \$5,000 in equipment hire costs, road closure costs, marshals, rubbish removal and other logistical costs.

**COMMENT**

Analysis

Should Council wish to host a Perth Criterium Series cycling event, the established race route of Armadale Road, Orchard Avenue, Jull Street and Church Avenue would be the preferred route for the cycle race.

When combined with the Highland Gathering, the Armadale leg of the Perth Criterium Series in 2000 attracted a crowd of approximately 5,000 – 6,000. As a stand alone event, without the many attractions of the Highland Gathering, it is possible that a crowd in the order of 1,000 – 2,000 would attend.

The sponsorship benefits that Council could expect to receive if it did wish to sponsor the event include:

- Logo recognition on TV commercials
- Logo recognition on newspaper advertisements, posters, programs and all other promotional material
- Recognition via the public address system at each of the events
- Newspaper coverage of the event
- Recognition on all radio advertisements
- Signage rights at the Armadale event
- VIP passes to each event
- Presentation rights at the Armadale event

For a number of years Council has been a strong supporter of the sport of cycling and in addition to sponsoring the annual Armadale Cycle Classic, Council has also sponsored the State Road Cycling Championships at Roleystone three times in the past 5 years.

The bringing together of the Armadale Classic and the Highland Gathering is an arrangement that has worked very well with the two events complementing and benefiting each other. The timing of the Highland Gathering is now well established as the first event in the cultural events program and is closely linked with Scottish Week. It would not be recommended that Council change the timing of this event to bring it in line with the Perth Criterium Series. If Council did wish to sponsor the Perth Criterium Series, it would be as a new event on the City's events program.

Recreation

Although sponsorship of the Perth Criterium Series would bring public relations benefits to the City, the cost of sponsoring the event is not insignificant, and Council would need to weigh up this proposal with the many other needs in the community. In addition to the direct cost of sponsoring the event, considerable staff resources would also need to be allocated during the busiest period of the events season. In all likelihood, additional staff resources would need to be brought in to ensure the organization of the City's other events was not compromised.

In terms of funding the sponsorship proposal, Armadale does not have a café strip to conduct the event through, and the prospect of attracting significant financial support from local business is considered limited. Council would therefore need to contribute the majority, if not all, of the sponsorship commitment.

Options

If Council did wish to sponsor the event, but not at the suggested level, it could offer a lower level sponsorship of say \$5,000 cash plus \$5,000 contra. In view of the current support from the other local governments, anything less than that is unlikely to be considered seriously.

Conclusion

For the reasons outlined in this report, it is recommended that Council decline the offer to host and sponsor one of the cycle races of the Perth Criterium Series.

**RECOMMEND**

**That Council decline the proposal to sponsor the Perth Criterium Series cycling event in 2003 & 2004.**

**Moved Cr \_\_\_\_\_  
MOTION CARRIED/LOST**

Recreation

**CLUB DEVELOPMENT SCHEME**

WARD	All
FILE REF:	GRT/1
DATE	11 April 2002
REF	PGQ
RESPONSIBLE MANAGER	Executive Manager Community Services

**In Brief:**

- The report advises that a grant of \$1,400 has been approved by the Department of Sport and Recreation to run a series of club development and educational seminars, and purchase resource materials;
- The recommendation is that the grant be accepted and that the project be implemented as soon as practicable.

**Tabled Items**

Nil

**Officer Interest Declaration**

Nil

**Strategic Implications**

To encourage community participation and responsibility

**Legislation Implications**

Nil

**Council Policy/Local Law Implications**

Nil

**Budget/Financial Implications**

Nil

**Consultation**

- Local clubs and community groups as part of the Focus Groups conducted for the Recreation Needs Study

**BACKGROUND**

One of the key strategic directions to emerge from the Recreation Needs Study, and be endorsed by Council was to:

*Develop and implement a range of strategies that build the capacity of local clubs and community groups e.g.*

### Recreation

- *Professional advice and support*
- *Education and training seminars*
- *Assistance with grants*
- *Regular forums to discuss local issues and needs*
- *Develop partnership with other agencies*
- *Improved communication with clubs and community groups*

In recognizing this as an issue for community groups and clubs across the state, the Department of Sport and Recreation has introduced a new grant program called the *Club Development Scheme* that provides small grants to Local Governments wishing to conduct development and educational seminars for clubs and organizations in their local area.

Advice has recently been received that a grant of \$1,400 has been approved for the purpose of conducting a series of six club development seminars and purchasing resource materials that can be distributed to local clubs and community groups.

### **DETAILS OF PROPOSAL**

The proposal is to conduct a series of six club development and educational seminars in the upstairs Function Room on a range of topics relevant to club management and administration. In addition to recreational groups, the seminars would be open to community service organizations and environmental groups. The grant will also provide funds for the purchase of resource materials that the clubs and community groups can take away with them and use to assist in the management of their respective organizations.

It is envisaged that the seminars will be held over the next 3-6 months at times that suit the majority of club representatives wishing to attend. Aside from the nominal cost of providing tea and coffee, there would be no cost to Council.

### **COMMENT**

#### Analysis

The proposal is in line with one of the key strategic directions recently endorsed by Council in the Recreation Needs Study and is supported. Funds have been allocated for this purpose under Marketing/Promotion in Schedule M47 and had the grant funding not been available, it was proposed to proceed with the seminars in any event. The success of the grant application means that Council can start to implement(at no cost) an important need that was identified in the Recreation Needs Study and be seen to be responding quickly to this need. This will no doubt be well received by local clubs and community groups

#### Options

Council could elect not to accept the grant and not proceed with the seminars. This option is not recommended as it would be contrary to Council's earlier endorsement of the strategic directions in the Recreation Needs Study.

Recreation

Conclusion

It is recommended that Council accept the grant of \$1,400 from the Department of Sport and Recreation and the funds be used to conduct a series of six club development and educational seminars to be held in the upstairs Function Room over the next 3-6 month period, and purchase resource materials for local clubs and community groups.

**RECOMMEND**

**That Council accept the grant of \$1,400 from the Department of Sport and Recreation and the funds be used to conduct a series of six club development and educational seminars to be held in the upstairs Function Room over the next 3-6 month period, and purchase resource materials for local clubs and community groups.**

Moved Cr \_\_\_\_\_  
**MOTION CARRIED/LOST**

Recreation

**USE OF WILLOW HEIGHTS BY COMMUNITY GROUPS**

WARD	Armadale
FILE REF:	A177815
DATE	11 April 2002
REF	PGQ
RESPONSIBLE MANAGER	Executive Manager Community Services

**In Brief:**

- The report supports a request from the Community Heritage Advisory Committee to use the Willow Heights House at Armadale Settlers Common for its monthly meetings.

**Tabled Items**

Nil

**Officer Interest Declaration**

Nil

**Strategic Implications**

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

**Legislation Implications**

Nil

**Council Policy/Local Law Implications**

Nil

**Budget/Financial Implications**

Nil

**Consultation**

- Cr Green – Member of Heritage Committee
- Technical Services staff

**BACKGROUND**

In recognition of its heritage value to the community, the Willow Heights House was relocated to Armadale Settlers Common in 1977 and works carried out by Council has seen it successfully restored to its original condition. The land that the building was previously located on was required for the widening of the Albany Highway and rather than allow the house to be demolished, Council was keen for it to be preserved as part of the City's heritage.

Recreation

Council's original intention was for the building to be made available for a variety of community purposes and it was hoped that one or more local community groups would become long term tenants – to date this has not eventuated.

**DETAILS OF PROPOSAL**

An enquiry has been received from the Community Heritage Advisory Committee regarding the possibility of it using Willow Heights for its monthly meetings and possibly for storage of its records. The committee currently meets at History House but would like to see more use made of Willow Heights and believes it would be an appropriate venue for its meetings. Storage space at History House is also limited and the committee would like to set up a filing cabinet to store its records and other important information.

Given that the committee has been established by Council and has no financial resources, there should be no requirement for a hire fee to be paid.

**COMMENT**

Analysis

Willow Heights is considered to be an ideal facility for the Community Heritage Advisory Committee to operate from and there is no apparent reason why the request should not be supported. The interior of the building requires some work and there is a need for a general tidy up and mop down of benches etc.

Although there have not been any approaches from other community groups wanting to use Willow Heights, Council may wish to consider placing an advertisement in local newspapers seeking expressions of interest from groups seeking a venue for their activities. If it helps generate interest in the facility then the exercise will have been of benefit. On the other hand, if nothing comes of it then all that has been lost is the cost of a small advertisement.

Options

Accept or decline the request.

Conclusion

It is recommended that Council approve the use of Willow Heights by the Community Heritage Advisory Committee for its monthly meetings and for storage of its records.

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**RECOMMEND**

**That Council approve the use of Willow Heights House by the Community Heritage Advisory Committee for its monthly meetings and for storage of its records.**

**Moved Cr**

**MOTION CARRIED/LOST**

Recreation

**BANNERS IN THE TERRACE**

WARD	All
FILE REF:	GOV/51
DATE	12 April 2002
REF	PGQ
RESPONSIBLE MANAGER	Executive Manager Community Services

**In Brief:**

- This report identifies options for Council's participation in the annual Local Government Banners in the Terrace display and recommends that:

Council commission a new banner for 2002 and, as a way of promoting community involvement in future years, include a new "Banners" category in the High School Art Award.

**Tabled Items**

Nil

**Officer Interest Declaration**

Nil

**Strategic Implications**

To promote and market the City, its opportunities and potential – outside the City and within.

**Legislation Implications**

Nil

**Council Policy/Local Law Implications**

Nil

**Budget/Financial Implications**

An amount of \$1,000 has been allocated in Council's budget to produce a new banner for the Banners in the Terrace display.

**Consultation**

Manex

**BACKGROUND**

Since 1994, Local Governments across the state have participated in the annual Banners in the Terrace display held in conjunction with Local Government Week. Attractive and colourful banners are displayed in St George's Terrace for a two-week period and help promote the valuable role that Local Government plays in the community.

The City has participated in Banners in the Terrace each year with banners that have been designed and produced by professional artists as well as banners that have been produced by

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local students. For the past 3 years, the City has used banners that have been produced by a professional artist.

The closing date for submission of banners is 12 July and the banners will be on display from 28 July until 10 August.

**DETAILS OF PROPOSAL**

The following options are presented for consideration should the City again wish to participate in Banners in the Terrace:

**1. Use existing banner**

The City has three banners from previous years that it could select from for this year's display. The main advantage of this option is that it would be no cost and could easily be implemented. The disadvantage is that the City would not be eligible to win an award with an existing banner.

**2. Commission new banner**

This option would require a briefing session to be held with an artist to discuss ideas and themes for the banners design. The artist would then produce 3 or 4 draft designs from which one would be selected and produced by the artist. The cost estimate for commissioning a new banner is approximately \$1,000. In view of the tight timeframe for producing a new banner, the main advantage of this option is that it could be implemented relatively easily.

**3. School/Community banner**

Under this option, Council would run a competition and invite students from local High Schools to submit designs for the City's banner. In order to encourage participation, the following prizes would be suggested:

\$100 Winning design  
\$50 Runner up  
\$100 Winning School

The winning design would then be reproduced as the new banner with the City paying the cost of materials (approximately \$150). The cost to produce a new banner using this method is approximately \$400.

The main advantage of this option is that it is adopting more of a community development approach by engaging and involving local students in the process. The disadvantages are that it may produce a lower standard banner than option 2, and there is a very tight timeframe for implementation i.e. 10 weeks for schools to register their interest, prepare and submit designs and produce the banner.

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**COMMENT**

Analysis

If Council wishes to participate in Banners in the Terrace, using a good quality (but previously used) banner at minimal cost, then option 1 would be recommended. This option is the simplest and easiest to implement.

If Council's aim is to promote the City with a new good quality banner to the many vehicles that travel along St George's Terrace each day, then option 2 is recommended. Funds have been allocated in the budget for this purpose and the process to implement is relatively straightforward. In view of the limited timeframe for producing a new banner, this is the preferred option.

If Council's wish is to engage local schools and students in developing a new banner for the City, then option 3 is recommended. A potential difficulty with this option is that the art teachers will have already prepared their programs for the year, and at this late stage, it may be difficult to accommodate this additional activity. If there is a poor response from the schools, there is a chance that the winning entry may not be of a standard that reflects well on the City.

In future years, a good way of encouraging participation of local schools in Banners in the Terrace may be through the High School Art Award. This is an annual activity that is already built into the schools' programs, and to add an additional category for "banner design" would not be an impost on either the schools or Council staff. The winning entry could then be produced as the banner for the next year's Banners in the Terrace.

Conclusion

In view of the limited timeframe for producing a new banner, and the potential difficulties with Option 3, it is recommended that an artist be commissioned to produce a new banner for the 2002 Banners in the Terrace. Additionally, so as to encourage the involvement of local high schools in future years, it is recommended that a new "Banner" category be included in the High School Art Award, with the winning design to be produced as the City's banner for the following year's Banners in the Terrace.

**RECOMMEND**

- 1. That Council commission an artist to produce a new banner for the 2002 Banners in the Terrace at an approximate cost of \$1,000.**
  
- 2 That Council support a new "Banner" category being included in the High School Art Award, with the winning design to be produced as the City's banner for the following year's Banners in the Terrace.**

**Moved Cr \_\_\_\_\_  
MOTION CARRIED/LOST**



## **COMMUNITY SERVICES COMMITTEE**

### **SUMMARY OF "A" ATTACHMENTS**

**23 APRIL 2002**

<b>Attachment No.</b>	<b>Subject</b>	<b>Page</b>
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**COMMUNITY SERVICES COMMITTEE**

**SUMMARY OF "B" ATTACHMENTS**

**23 APRIL 2002**

<b>Attachment No.</b>	<b>Subject</b>	<b>Page</b>
B-1	CONFIDENTIAL REPORT – RATES – SALE OF LAND	128

