

# 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, 24 SEPTEMBER 2002 AT 7.00 PM**

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*A meal will be served at 6.15pm.*

**PRESENT:**

**APOLOGIES:**

**OBSERVERS:**

**IN ATTENDANCE:**

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## **DISCLAIMER**

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

## **DECLARATION OF MEMBERS' INTERESTS**

## **DEPUTATION**

Nil

## **QUESTION TIME**

## **ITEMS REFERRED FROM INFORMATION BULLETIN – ISSUE NO. 18**

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

- **Outstanding Matters**

Report on Outstanding Matters - Community Services Committee

- **General**

Lease – TAFE – Former Administration Building

Monthly/Quarterly Departmental Reports

Library Department General Report – August 2002

Manager Accounting Services Report – 12 September 2002

Manager Ranger & Fire Services Report – August 2002

- **Finance**

Financial Statements – for the (9) week period ended 31 August 2002

- **Minutes from Occasional/Advisory Committees**

History House Museum Committee - 4 July 2002

Community Security Working Party – 2 May 2002

Armadale Youth Advisory Committee – 27 May 2002

Armadale Youth Advisory Committee – 24 June 2002

Armadale Youth Advisory Committee – 29 July 2002

Armadale-Kelmscott Seniors Management Committee – 16 July 2002

Aboriginal & Torres Strait Islander Advisory Committee – 6 August 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 27 August 2002, are confirmed.**

# I N D E X

## COMMUNITY SERVICES COMMITTEE 24 SEPTEMBER 2002

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Finance

**SCHEDULE OF CHEQUE PAYMENTS**

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MANAGER ACCOUNTING SERVICES REPORTS

**RECOMMEND**

1. **Payments totalling \$6,592,119.29 on Vouchers 42392 to 42463, EF5397 to EF55476, EF5478 and 102134 to 102143, drawn upon the Municipal Fund, be received.**
2. **Cheque payments totalling \$15,959.42 on Vouchers 89715 to 89757 drawn upon the City Treasurer's Advance Account, be received.**
3. **Cheque payments totalling \$22,451.32 on Vouchers 88992 to 88993, EF5477 and 400817 drawn upon the Trust Account, be received.**
4. **Cheque payments totalling \$4,455,872.71 on Vouchers 500419 to 500421, drawn upon the Reserve Fund, be received.**

**Moved  
CARRIED/LOST ( )**

Finance

**STATUTORY FINANCIAL REPORT**

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MANAGER ACCOUNTING SERVICES REPORTS

The Statutory Financial Report for the two months ended 31 August 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**

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

Using two months of financial data, the emerging trend is closely following last year’s performance. The organisation is currently preparing the first quarter budget review.

Investment Interest

Interest revenue is following the same trend as the past financial year. This is a good result when the amounts available for investment are lower than at the same period last year.

Investments

The impact of the rates being struck later than last year is reflected in the funds available for investment. Progress will continue to be marked against the previous year’s position.

Grants

Grant receipts have exceeded the amount received at the same time last year. Progress will continue to be marked against the budget and the previous year’s actuals.

Sundry Debtors

The focus on long-term outstanding debtors is reflecting positively on the level of total sundry debtors outstanding. Those amounts considered unrecoverable are progressively being identified and reported to Council.

Rates Debtors

Analysis is currently being conducted on the methods and quantum of rate payments this year, in order to determine the impact of additional incentive prizes and alternative payment methods (i.e. Internet). Early indications are that there has been a greater number of rate payments paid in full than has occurred in prior years. **(Refer to Attachment “A-2” – Summary of Attachments – buff page.)**

**RECOMMEND**

**That Council receive the Statutory Financial Report for the month ended 31 August 2002.**

**Moved**

**CARRIED/LOST ( )**

Finance

***2002/2003 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 month of August 2002.

**RECOMMEND**

**That Council receive the Budget Variations transacted administratively during the month of August 2002.**

**CARRIED/LOST ( )**

Finance

***SUNDRY DEBTORS***

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WARD	All
FILE REF:	FIN/1
DATE	16 September 2002
REF	JPD
RESPONSIBLE MANAGER	Executive Manager Business Services

**In Brief:**

- Status report on outstanding debtor management
- Recommend that debts of \$5,300.00 be written off.

**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 16 September 2002 the balance attributed to outstanding debts is \$477,112.13

Provision for all doubtful debts is \$82,378. An additional \$20,000 is included in this financial year's budget to increase the provision 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 16 September 2002 is summarised in the following table:

<b>TOTAL</b>	<b>Current</b>	<b>One month</b>	<b>Two months</b>	<b>Three months</b>	<b>Four months &amp; Over</b>
<b>\$477,112</b>	\$66,315	\$73,658	\$25,900	\$39,173	\$272,064
<b>100%</b>	14%	15.5%	5.5%	8%	57%

**COMMENT**

Analysis

The listing of major long-term outstanding debtors at 16 September 2002:

<b>Name</b>	<b>Amount</b>	<b>Percentage of Total</b>	<b>Movement from last report</b>
<b><i>WORKS CONTRIBUTIONS</i></b>			
Gazebo Management (F/dale study contrib.)	\$6,759		↔
Water Corporation/Acacia Brook	\$24,029		↔
Brigade Road Syndicate	\$24,351		↔
<b>Subtotal</b>	<b>\$55,139</b>	20%	↔
<b><i>SUNDRY DEBTORS over \$6000 – LOAN/ SERVICES</i></b>			
ARKS Rugby Union	\$7,849		↔
Armadale Rugby League	\$8,804		↔
Armadale Sporting Club	\$121,924		↔
Kelmscott Football Club	\$18,601		↔
<b>Subtotal</b>	<b>\$157,178</b>	57%	↔
<b><i>Others under \$6,000</i></b>			
Council Policy/Court Imposed	\$26,373		↑
Others	\$33,374		↓
<b>Subtotal</b>	<b>\$59,747</b>	23%	↓
<b>TOTAL 112</b>	<b>\$272,064</b>	<b>100%</b>	↓

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

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



Finance

C & C Services (Telstra reinstatements)	\$494		⇔
Water Corporation Reinstatements	\$2,953		⇔
Western Power (Reinstatements)	\$3,325		⇔
<b>Subtotal</b>	<b>\$12,072</b>	36%	↓
<b><i>SUNDRY DEBTORS under \$6000 – SPORTING CLUBS</i></b>			
AK Strikers Tee-ball	\$1,702		⇔
Dale Sports Club	\$4,958		⇔
Forrestdale Cricket Club	\$1,288		↓
Kelmscott Cricket Club	\$2,280		↓
Southern Spitfires Softball	\$429		⇔
South Suburban Badminton	\$470		⇔
Roleystone Karragullen Sporting & Recreation Assoc	\$5,572		⇔
<b>Subtotal</b>	<b>\$16,699</b>	50%	↓
<b><i>Others under \$6,000</i></b>			
Lenz Nominees	\$825		↑
D L Palmer	\$899		↑
Rancher Enterprises	\$495		↑
Jesamine May Thomas	\$557		↑
City of Wanneroo	\$1,886		↑
11 Others	-\$59		↓
<b>Subtotal</b>	<b>\$4,603</b>	14%	↑
<b>TOTAL 28</b>	<b>\$33,374</b>	<b>100%</b>	↓

Not all sporting clubs with operational debt outstanding for longer than three months have made arrangements to have their debt cleared by 31 December 2002.

A meeting was held with representatives from the Kelmscott Football and Sportsmen's Club on 10 September 2002. The club is maintaining bank loan repayments of approximately \$1,700 per month but is unlikely to be able to address outstanding debts with major creditors in the foreseeable future. Additional information has been requested from this club to enable a separate report to be presented to the October meeting of the Community Services Committee.

The amounts attributed to Chamber of Commerce (\$3,300) and South East Chamber of Commerce (\$2,000) relate to invoices raised for event sponsorships in 1999 and 2000. Correspondence files and minutes of event meetings during 1998, 1999 and 2000 do not reveal any clear evidence supporting the raising of these invoices, although South East Chamber of Commerce was shown as a potential sponsor in 2000. This supports claims by these groups that they did not enter into an agreement with Council to sponsor events in 1999 and 2000.

In the absence of other evidence supporting the invoices and in the light of the Chamber's claims of there being no sponsorship agreements for the festival periods involved, it is recommended that Council write off these amounts.

Finance

Conclusion

It is recommended that Council write off the amount of \$5,300 relating to the invoices raised on Chamber of Commerce and South East Chamber of Commerce as unsupportable and therefore unrecoverable.

**RECOMMEND**

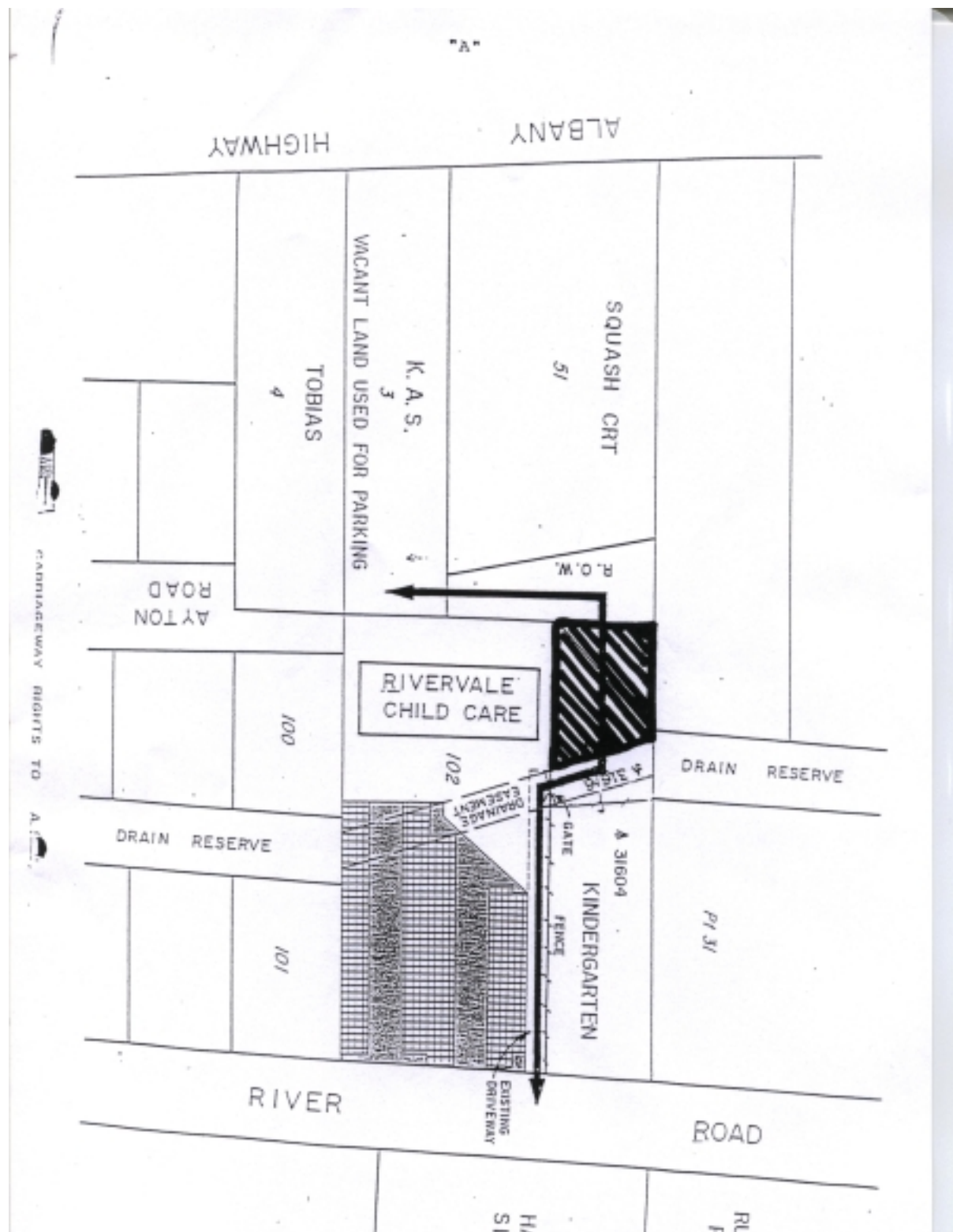
**That Council:**

- 1. Write off \$3,300 pertaining to an invoice issued to Chamber of Commerce on 30 April 1999.**
- 2. Write off \$2,000 pertaining to an invoice issued to South East Chamber of Commerce on 29 March 2000.**
- 3. Accept the outstanding sundry debtors status report as at 16 September 2002.**

**Moved**

**CARRIED/LOST ( )**

Leases



Leases

***LEASE – RIVERDALE CHILD CARE AND COMMUNITY ASSOCIATION INC –  
RESERVE NO 31604 RIVER ROAD, KELMSCOTT***

WARD Kelmscott  
FILE REF: A182678/1  
DATE 24 September 2002  
REF KLD  
RESPONSIBLE Manager  
MANAGER Administration and  
Governance

**In Brief:**

- Riverdale Child Care and Community Association Inc is seeking approval to enter into a lease with Council for the premises at River Road Kelmscott.
- The terms and conditions have been negotiated and are now presented for Council's approval.

**Tabled Items**

Nil

**Officer Interest Declaration**

Nil

**Strategic Implications**

- Review assets and the plans for new major or capital projects to identify opportunities for reducing costs and/or generating income.
- To encourage community participation and responsibility.

**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.

**Budget/Financial Implications**

Nil

Leases

**Consultation**

- Minter Ellison
- Department of Land Administration
- Technical Services

**BACKGROUND**

On 3 July 1995 Council resolved to lease a portion of Reserve 31604 to the Roberta Jull Child Care Association for a period of five (5) years commencing 22 September 1995, with options for three (3) further terms of five (5) years.

At its meeting of 5 October 1998 (C246/98) Council resolved to transfer the lease held with the Roberta Jull Child Care Association to the Riverdale Child Care and Community Association Inc.

**DETAILS OF PROPOSAL**

The applicant proposes to enter into a lease for a portion of Reserve 31604 River Road Kelmscott under the following terms and conditions:

- Lessee: Riverdale Child Care and Community Association Inc
- Term: Five (5) years
- Term of Renewal: Five (5) years
- Commencement Date: Date of approval by the Minister for Lands
- Rent: \$50.00 per annum plus \$5.00 GST = \$55.00 adjusted in line with Council Policy 1.1.32 Lease to Sports Club/Associations.
- Insurance: Lessee to be responsible for building and public liability insurance.
- Outgoings: All normal outgoings to be the responsibility of the lessee.
- Legal Costs: Lessee to be responsible for all legal costs associated with the preparation of the lease.
- Other: A clause to be inserted to permit the general public pedestrian and vehicular access across part of the leased premises at all times during the days of the Kelmscott Agricultural Society Show in each year during the term of this lease.

**COMMENT**

Analysis

The original lease with Roberta Jull Child Care Association was put in place to allow the general public pedestrian and vehicular access across part of the leased premises at all times during the days of the Kelmscott Agricultural Society Show in each year. General public access had been limited due to the placement of a building on the land adjacent, that is owned by the Child Care Association.

### Leases

Council's solicitors were requested to prepare documents to allow for a transfer of the lease from Roberta Jull Child Care Association to Riverdale Child Care and Community Association.

However, following considerable discussion and time between Council's solicitors and the Crown Law solicitors regarding the legalities of the transfer, Council's solicitors advised that rather than preparing the assignment and associated documents again in the form required by DOLA, the quickest and most cost effective way of resolving the issue would be to enter into a new lease with the Riverdale Child Care and Community Association.

As a result of several changes in office bearers of the Riverdale Child Care and Community Association, discussions on a new lease were long and protracted. The Association has now confirmed their willingness to enter into a new lease and have agreed to the terms and conditions of such a lease.

The terms and conditions proposed are consistent with the lease previously approved for the Roberta Jull Child Care Association with the terms of the lease still remaining within the overall term of the original lease.

### Options

- Option 1 - not approve the lease however this would restrict general public pedestrian and vehicular access across part of the leased premises at all times during the days of the Kelmscott Agricultural Society Show. This is not the preferred option.
- Option 2 – approve the lease.

### Conclusion

Due to the fact the Council previously approved a lease with the Roberta Jull Child Care Association and the premises have been occupied by the Riverdale Child Care and Community Association for a number of years without any problems, it is recommended that Council enter into a lease agreement with the Riverdale Child Care and Community Association Inc for a portion of Reserve 31604 River Road Kelmscott to be used as a playground and allow for the continued general public pedestrian and vehicular access across part of the leased premises at all times during the days of the Kelmscott Agricultural Society Show.

### **RECOMMEND**

**That Council enters into a lease agreement with the Riverdale Child Care and Community Association Inc under the following basic terms and conditions:**

- **Lessee:** Riverdale Child Care and Community Association Inc
- **Term:** Five (5) years
- **Term of Renewal:** Five (5) years

Leases

- **Commencement Date:** Date of approval by the Minister for Lands
- **Rent:** \$50.00 per annum plus \$5.00 GST = \$55.00 adjusted in line with Council Policy 1.1.32 Lease to Sports Club/Associations.
- **Insurance:** Lessee to be responsible for building and public liability insurance.
- **Outgoings:** All normal outgoings to be the responsibility of the lessee.
- **Legal Costs:** Lessee to be responsible for all legal costs associated with the preparation of the lease.
- **Other:** A clause to be inserted to permit the general public pedestrian and vehicular access across part of the leased premises at all times during the days of the Kelmscott Agricultural Society Show in each year during the term of this lease.

Moved  
CARRIED/LOST ( )

Rates

***SALE OF LAND TO RECOVER UNPAID RATES***

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WARD All  
FILE REF: RAT/10  
DATE 18 September 2002  
REF JEAH  
RESPONSIBLE Manager Accounting  
MANAGER Services

**In Brief:**

- Council on 5 March 2002 C29/02 resolved to commence proceedings to sell eight properties having rates in arrears of three or more years, and recover from the proceeds of sale the outstanding rate arrears totalling \$55,239.13.
- This report provides an update on the current debt status of the eight properties and recommends the sale of three properties where to date no attempt has been made by the owners to repay the debt.

**Tabled Items**

Nil

**Officer Interest Declaration**

Nil

**Strategic Implications**

**Corporate Services:** – to achieve maximum community benefit from effective use of resources (staff, finances and information technology).

**Legislation Implications**

S6.68 of the Local Government Act 1995 allows the sale of land where rates or service charges have been unpaid for at least three years.

**Council Policy/Local Law Implications**

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:

- to review on an annual basis those properties where despite all efforts made to obtain payment, rates remained unpaid for three or more years, and
- for such properties and with the approval of Council recovery action be taken under the relevant sections of the Local Government Act, to sell the properties in order to recover the unpaid rates.

**Budget/Financial Implications**

The sale of the lands as recommended in this report will decrease the level of outstanding rates by \$36,672.54.

**Consultation**

Nil

**BACKGROUND**

Nil



Rates

**COMMENTS**

The following properties were listed for sale vide C29/02 5 March 2002.

Assessment 174742	Assessment 75996	*Assessment 225696
Assessment 137461	Assessment 211439	*Assessment 87325
Assessment 50348		*Assessment 152334

Note: Presented at **Attachment “B-1”** are the property addresses and owner details for the above assessments.

**Update**

Following Council’s decision to proceed with the sale of the above properties, letters were sent to the owners advising that failure to pay in full or enter into an agreed repayment arrangement by 26 March 2002 would result in the sale of their properties for recovery of unpaid rates.

By the 26 March 2002, two (2) ratepayers had paid in full and one (1) ratepayer had entered into an agreement to pay by weekly direct debit.

As at the 10 April 2002, five (5) ratepayers had still not contacted Council and accordingly Council’s solicitors were instructed to commence procedures to sell the five properties.

The current status of the remaining five assessments is:

- Payment in full has been received on one of the assessments.
- An agreed repayment arrangement has been reached on one of the assessments, and
- No contact or payment has been received on the other three assessments.

Conclusion

With regard to the three assessments for which there has been no payment nor contact, now that the required preliminary notices and time frames relating to the sale of land for the recovery of unpaid rates have been met, it is recommended that Council proceed to the final step in the process, that being to sell the properties:

**RECOMMEND**

**That Council, pursuant to the provisions of s6.68 of the Local Government Act 1995, proceed to sell the following properties for recovery of rates which have remained unpaid for three or more years:**

- **Assessment 225696**
- **Assessment 87325**
- **Assessment 152334**

**Moved**

**CARRIED/LOST ( )**

Community Development

**ARMADALE HOME HELP SERVICE FOR THE AGED & DISABLED INC**

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

**In Brief:**

- The Armadale Home Help Service for the Aged & Disabled Inc is holding an “Olympic Games” for seniors at the Harold King Centre on Wednesday 2 October 2002 and is requesting that Council waive (reimburse) the fees of \$72.40
- The recommendation is to waive the fees.

**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**

*Council Donations Policy 1.1.8 “Council will consider applications from locally based organisations”.*

**Budget/Financial Implications**

The General Donations Budget has a current available balance of \$7,157.08.

**Consultation**

Nil.

**BACKGROUND**

Armadale Home Help Service has been running a Seniors Style Olympic Games during Seniors Week since 1993.

These Olympic Games are the Armadale Home Help Service’s event for Seniors Week and bring together all clients of the service on this day.

Community Development

Council has waived the fees for this event since 1993.

**DETAILS OF PROPOSAL**

Armadale Home Help Service will be holding their Seniors Style Olympic Games at the Harold King Centre on Wednesday 2 October 2002 and seeks Council support by way of a waiver of the fees of \$72.40.

**COMMENT**

Analysis

Armadale Home Help Service is a well-established local organization that provides services for the Aged and Disabled.

The Seniors Style Olympic Games are part of their Seniors Week activities and up to 90 people participated in last year's event.

Options

1. Council may decline the request.
2. Council may waive the hire fees of \$72.40.

Conclusion

As this event is of significant social and physical benefit to the Armadale Seniors Community and has been supported by Council in the form of a waiver of hire fees since 1993, it is recommended that Council again waive the hire fees of \$72.40 for this event.

**RECOMMEND**

**That Council waive the hire fees of \$72.40 for the Harold King Community Centre on Wednesday 2 October 2002 for the Armadale Home Help Service's Seniors Style Olympic Games Seniors Week event and record same as a donation.**

**Moved**

**CARRIED/LOST ( )**

Community Development

***SAFER WA & SOUTH CITY HOUSING INC – COUNCIL REPRESENTATION***

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WARD ALL  
FILE REF:  
DATE 10<sup>th</sup> September  
2002  
REF CA  
RESPONSIBLE  
MANAGER Executive Manager  
Community  
Services

**In Brief:**

- Notification has been received from Cr Stubbs that he is unable to continue to represent Council on the following two Committees:
  - Safer WA.
  - South City Housing Inc.
- Expressions of interest are sought from Councillors to take up the current vacancies.

**Tabled Items**

Nil

**Officer Interest Declaration**

Nil.

**Strategic Implications**

Create stronger communication links with government agencies, industry and commercial groups.

**Legislation Implications**

Nil.

**Council Policy/Local Law Implications**

Nil.

**Budget/Financial Implications**

Nil.

**Consultation**

Nil.

**BACKGROUND**

Advice has been received from Cr Stubbs that he is unable to continue to represent Council on the following two external committees:

- Safer WA
- South City Housing Association

Safer WA originated in 1999 by the former government after 12 years as the Community Policing crime prevention with a community partnership with the WA Police force. The Safer

### Community Development

WA Committee covers the local government boundaries of Armadale and Gosnells and has representation from across community groups, local government, state government and police within the South East Metro Police District. It also includes representatives of Neighbourhood Watch and Community Policing.

The Office of Crime Prevention is currently undertaking a comprehensive review of the Safer WA program/structure. The review is scheduled to be released for public comment in late September 2002. It is anticipated that the review will outline an increased involvement and role for local government.

South City Housing Inc's (SCH) primary role is the provision and management of public housing in the South East Metropolitan corridor for people with psychiatric disabilities (referred from the Armadale/Kelmscott Mental Health Services), domestic violence and/or on low incomes.

### **COMMENT**

#### Analysis

As mentioned above, the Office of Crime Prevention is currently undertaking a comprehensive review of the Safer WA program/structure. The review is scheduled to be released for public comment in late September 2002. It is anticipated that the review will outline an increased involvement and role for local government. The Safer WA committee had its AGM in August 2002 and is now in the process of preparing its strategic plan for the next 12 months.

The Safer WA Committee meets monthly on the second Thursday of the month at 2.30pm. The chairman is the City of Gosnells Mayor.

Meeting dates for the next 12 months are as follows:

#### **2002**

September 12	City of Armadale
October 10	City of Armadale
November 14	City of Gosnells
December 12	City of Gosnells

#### **2003**

January	No Meeting
February 13	City of Armadale
March 13	City of Armadale
April 10	City of Gosnells
May 8	City of Gosnells
June 12	City of Armadale
July 10	City of Armadale
August 14 (AGM)	City of Gosnells

Community Development

The City of Armadale also has its own Community Security Working Party, with Councillor representation by Cr Stewart and Cr Everts, and membership includes local Armadale community and government agencies. This group operates independently of Safer WA however provides reports and updates to Safer WA as part of working together within the district/region.

South City Housing Inc is located at Suite 10, 1917 – 1919 Albany Highway, Maddington and meet monthly. SCH meet on the third Wednesday of the month at 4.30pm. Meeting dates to the end of the calendar year are as follows:

**2002**

September 18	Maddington
October 16	Maddington
November 20	Maddington
December 18	Maddington

Options

1. Council may decide not to nominate for either committee vacancy.
2. Council may decide to nominate only for one of the committee vacancies.
3. Council may decide to nominate for both committee vacancies.

Conclusion

**RECOMMEND**

**That Council:**

- 1. Receive Cr Stubbs's advice that he is no longer able to represent the City on the Safer WA and South City Housing Inc. Committees.**
- 2. Appoint Crs ..... and ..... as Council's representatives on the Safer WA and South City Housing Inc. Committees respectively OR, if there is no nomination from the Community Services Committee, that the matter be referred to full Council for nomination/appointment.**
- 3. Provide written advice of (a) and (b) above to the Safer WA and South City Housing Inc. Groups.**

Moved

CARRIED/LOST ( )

Library & Cultural Services

**\*\*HISTORY HOUSE MUSEUM MANAGEMENT COMMITTEE MEMBERSHIP**

WARD ALL  
FILE REF: CTE/5  
DATE 12 September 2002  
REF PLW  
RESPONSIBLE Executive Manager  
MANAGER Community Services

**In Brief:**

This item

- Seeks to update the membership of the History House Museum Management Committee resulting from a further nomination received seeking endorsement as a community representative.
- Recommends a change in the Museum Management Committee structure, by deleting one of the Armadale-Kelmscott Historical Society representative positions, and adding a representative from the soon to be formed Friends of History House & Local History Library group.

**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, and
- **The challenges ahead:** Protecting our history and heritage.

**Legislation Implications**

Nil

**Council Policy/Local Law Implications**

Nil

**Budget/Financial Implications**

Nil

**Consultation**

- History House Museum Management Committee
- Armadale/Kelmscott Historical Society Inc.

**BACKGROUND**

At its meeting of 2 October, 2001 Council resolved as follows:

Recommendation C157/01

Library & Cultural Services

*That Council endorse the following Terms of Reference for the History House Museum Management Committee*

*4.0 MEMBERSHIP*

*4.1 Membership of the Committee shall comprise the following:*

- a) 1 x City of Armadale Councillor*
- b) 3 x representatives from the Armadale-Kelmscott Historical Society Inc.*
- c) 1 x representative from the Heritage Country Tourism Association*
- d) 1 x representative from the Western Australian Genealogical Society – Armadale House Group*
- e) 1 x representative from the Armadale and Districts Brickwork Preservation Group Inc*
- f) 1 x representative from the Wildflower Society*
- g) 4 x community representatives (preferably not associated with any of the aforementioned representative organizations/groups)*

Public notices were placed in the Armadale Examiner on 25 October 2001 and the Comment News 30 October – 5 November 2001 inviting nominations for the four community representative positions. Only two nominations were received at the time of recommending the Committee membership to Council. A third nomination has since been received.

Additionally, the Armadale-Kelmscott Historical Society has advised that at its Annual General Meeting on 3 June 2002, those present unanimously adopted the following special motion.

“That in view of the present chaotic system in regards to insurance costs and public liabilities facing volunteer not-for-profit organizations such as The Armadale-Kelmscott Historical Society, that the election of all officers for the Committee be postponed until:

- a. The Parliament of the State of Western Australia and / or The Parliament of the Commonwealth of Australia put into place laws or regulations protecting volunteer not-for-profit organizations such as ours.
- b. Pursuant to this motion, “That The Armadale Kelmscott Historical Society continues its work of collecting and publicising local and State history; documenting of historic sites; and producing oral and video histories of significant persons and places: such material to be offered to the IT. Birtwistle Memorial Library of History House.”
- c. That the Society continues to meet informally at appropriate times and places with a chairperson nominated by those present on the day – and a brief report on the proceedings to be placed in the records of the society.



### Library & Cultural Services

Changes put in place at the Museum following the appointment of the Historian/Curator, have led to the suggestion that a 'Friends of History House Museum & Local History Library' group be formed, to enhance the positive changes already made. The Friends group would act as an advisory group to the Management Committee and take direction from the Historian/Curator on a day-to-day basis and from that perspective, it was felt that it would be useful for the Friends group to have representation on the Museum Management Committee.

This matter had been discussed in depth with the Management Committee, and it was agreed that:

- It was not appropriate to grow the Committee by one position by adding a new group;
- That all of the current groups that have a position on the Management Committee should be retained;
- That even though the 4 community representative positions have not been filled it would probably be Council's desire that they be retained; and
- That the most workable solution would be that one of the 3 Historical Society positions be surrendered thus creating a position for a Friends group representative.

The matter was referred to the Armadale-Kelmscott Historical Society for its consideration and correspondence subsequently received from the Society reads:

*Please be advised that at the annual General Meeting of the Armadale-Kelmscott Historical Society the following motion was debated and approved unanimously by members:*

*"That in the event that a Friends of History House Group is formed the AKHS would be prepared to relinquish one voting position on the HHMMC, with that position to be taken by a representative of the Friends of History House Group"*

A draft Terms of Reference document for the Friends group, together with a statement of volunteer rights and a Museum Volunteer Agreement is currently being developed by the History House Museum Management Committee. Once developed and adopted by the Committee, the Friends group will be formed. It will not be an incorporated body, as the intent is that all volunteers of the Museum or Local History Library will become members of the Friends group. As such, they will be bona fide volunteers of Council and covered by Council's insurance policies.

The current volunteers at the Museum are keen to see the establishment of the Friends group, as is the Historian/Curator, as it will give a more formal structure to the volunteering process with the rights, obligations and responsibilities of both parties understood and agreed to. A membership drive seeking additional Friends and volunteers will be undertaken once the Management Committee has agreed on the documentation.

### **DETAILS OF PROPOSAL**

The proposal is that the following two changes be made to the History House Museum Management Committee:

Library & Cultural Services

That the nomination received from Mrs Beth Blair to become a community representative be considered by Council. Mrs Blair has been a Museum volunteer for many years, and is a previous member of the Management Committee formerly representing the Historical Society. Mrs Blair is a long time resident of Armadale, and her family first settled here in 1871. She has written her own story of her family growing up in Kelmscott and she is a member of the 'Come Write In' group that meets at the Kelmscott library. She was a primary school teacher for 20 years teaching in the Armadale-Kelmscott district, and has expressed an interest in all aspects of local history.

The second change proposed is the addition of the Friends of History House & Local Studies Library as a member group of the Management Committee, in tandem with a reduction in the number of delegates representing the Armadale-Kelmscott Historical Society Inc from three representatives to two.

**COMMENT**

Analysis

The History House Museum Management Committee in its current form is operating very effectively and the proposed new membership provides for a more equitable representation of volunteers involved with the Museum and Local Studies Library. It also fills a third community representative position with a long time supporter of the Museum.

Options

Council can accept the nomination of Mrs Beth Blair as a community representative on the Management Committee, or call for further community member nominations.

Council can agree to the inclusion of the Friends of History House & Local Studies Library as a member group on the Management Committee together with a reduction in the number of member positions allocated to the Armadale-Kelmscott Historical Society Inc, or consider altering the composition of the Management Committee in some other way.

**RECOMMEND**

**That Council:**

- 1. Appoint Mrs Beth Blair as a Community Representative to the History House Museum Management Committee.**
- 2. Amend the membership of the History House Museum Management Committee in the following manner:**
  - a) decrease the number of appointed delegates from the Armadale-Kelmscott Historical Society Inc from three to two, and**

Library & Cultural Services

- b) **include the soon to be formed Friends of History House & Local Studies Library group as a member of the Committee with one representative position.**

**\*\* ABSOLUTE MAJORITY RESOLUTION REQUIRED FOR PART 1.**

**Moved  
CARRIED/LOST ( )**

Recreation

**\*\*CSRFF DELEGATED AUTHORITY**

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WARD All  
FILE REF: GRT/18  
DATE 16 September 2002  
REF PGQ  
RESPONSIBLE Executive Manager  
MANAGER Community  
Services

**In Brief:**

The report advises Council of the availability of funding under the Department of Sport and Recreation's CSRFF programme and seeks Council's approval for authority to be delegated to the Community Services Committee to prioritise the grant applications at its October 2002 meeting

**Tabled Items**

Nil

**Officer Interest Declaration**

Nil

**Strategic Implications**

Relates to Council's aim to maintain and improve the 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**

Nil

**BACKGROUND**

Correspondence has been received from the Department of Sport and Recreation inviting grant applications for capital works projects under the Community Sporting and Recreation Facilities Fund (CSRFF).

The types of projects eligible for funding include:

- Modifications and additions to existing facilities to increase opportunities for participation.
- Upgrading of existing facilities to better suit current and fixture needs.
- Construction of new sport and recreation facilities.

### Recreation

Funding is available for up to one third of the cost of eligible projects, with the remaining two thirds being funded by Council and/or the club or community group. Funding is available for both local government and community group projects.

Community group applications for the 2003/04 round of funding must be received at the local government by 30 September 2002 and submitted to the Department of Sport and Recreation by 31 October 2002. As in past years, it is Council's responsibility to prioritise the various applications and determine the level of funding (if any) that Council is prepared to make towards the different projects in 2003/04. Given that requested grants will exceed the funding available under this programme, the priority that Council allocates to any given project will have a major bearing on whether or not the project receives funding.

### **DETAILS OF PROPOSAL**

Under normal circumstances, the prioritisation process would occur through the Community Services Committee and then be adopted at the next Ordinary Council Meeting. Due to the Ordinary Council Meeting following the October Community Services Committee meeting not being held until 4 November 2002 and in order to achieve the funding deadline of 31 October 2002, it will be necessary again this year for Council to delegate authority to the Community Services Committee to prioritise the various grant applications.

It is likely that the following applications will be received:

- Upgrade Armadale Recreation Centre – final stage
- Forrestdale & Westfield skate facilities
- Resurfacing of tennis courts at Rushton Park, Kelmscott
- Upgrade Kelmscott BMX facility – stage 2

### **COMMENT**

#### Conclusion

In order to achieve the grant deadline of 31 October 2002, it is recommended that authority be delegated to the Community Services Committee to prioritise the CSRFF grant applications at its October 2002 Meeting.

### **RECOMMEND**

**That Council, in order to achieve the grant application deadline of 31 October 2002, delegate to the Community Services Committee October meeting, the authority to resolve the priority order of Department of Sport & Recreation grant applications made under the CSRFF programme.**

**\*\*ABSOLUTE MAJORITY RESOLUTION REQUIRED**

**Moved**

**CARRIED/LOST ( )**

Recreation

**\*\*AQUATIC CENTRES – SCHEDULE OF ADMISSION FEES AND CHARGES**

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WARD All  
FILE REF: REC/5  
DATE 16 September 2002  
REF PGQ  
RESPONSIBLE EXECUTIVE MANAGER  
MANAGER Community Services

**In Brief:**

The report recommends that there be no changes to the schedule of fees for Armadale and Kelmscott Aquatic Centres for the 2002/03 pool season.

**Tabled Items**

Nil

**Officer Interest Declaration**

Nil

**Strategic Implications**

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

**Legislation Implications**

6.16. Imposition of fees and charges

- (1) A local government may impose\* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

*\* Absolute majority required.*

- (3) Fees and charges are to be imposed when adopting the annual budget but may be -
  - (a) imposed\* during a financial year; and
  - (b) amended\* from time to time during a financial year.

*\* Absolute majority required.*

6.19. Local government to give notice of fees and charges

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of -

- (a) its intention to do so; and
- (b) the date from which it is proposed the fees or charges will be imposed.

**Council Policy/Local Law Implications**

Nil

Recreation

**Budget/Financial Implications**

The proposed Schedule of Fees has been used to calculate revenue estimates for the Aquatic Centres for 2002/03.

**Consultation**

Pool management staff

**BACKGROUND**

Prior to the appointment of RANS Management Group to manage Council's aquatic facilities, admission fees and charges were reviewed annually as part of the budget process. In the main, fee increases were kept to a minimum and were generally in line with inflation.

Under contract management, the process for review of fees required the contractor to make a submission to Council, with Council then considering any requested adjustments. In the first two years of the contract there were no requests for fees to be increased. Just prior to the appointment of the Administrators, RANS did write to the City requesting that Council consider fee increases in a number of categories. With the demise of RANS shortly thereafter, this proposal was never put forward for Council's consideration.

The last adjustment to aquatic centre fees and charges occurred in June 2000.

**DETAILS OF PROPOSAL**

This report proposes that there be no increases in fees and charges for the forthcoming season and a full review of fees be undertaken prior to the 2003/04 season.

Given that the fees were not included in Council's 2002/03 budget, there is a requirement under the Local Government Act (1995) for public notice to be given via an advertisement in a local newspaper and fees to be displayed on a notice boards at the Administration Centre and libraries. The minimum notice period is 7 days.

**COMMENT**

Analysis

Although there is an argument for nominal fees increases in most categories, the shortage of time to fully research the matter and obtain comparative prices from other similar facilities, would make it difficult to justify any proposed increases. There may also be a perception that during the two years of contract management there were no fee increases, but fees were increased as soon as Council resumed direct management of the facilities.

At the conclusion of the 2002/03 pool season Council will have a clearer indication of the operating costs for both centres and be better placed to review all fees and charges.

Recreation

Options

Alternative options should Council not wish to retain the current schedule of fees and charges include:

1. Nominal fee increases in all categories.
2. Fee increases in some categories but not all.
3. Significant fee increases in some or all categories

The above options are not recommended.

Conclusion

It is recommended that there be no changes to the current schedule of aquatic centre fees and charges for the forthcoming season and that a full review of fees be undertaken following the conclusion of the 2002/03 pool season.

**RECOMMEND**

- 1. That Council adopt the following admission fee structure for Council's aquatic centres for the forthcoming 2002/03 pool season:**

CATEGORY	KELMSCOTT	ARMADALE
	\$	\$
<b>Casual Admissions</b>		
Family (2 adults and up to 2 children)	6.00	6.50
Adults	2.50	2.70
Adults Off Peak (Mon to Fri 1 hour prior to closing)	1.10	1.10
Child under 2	Free	Free
Child 2 – 5 years	0.80	0.80
Child 6 – 15	1.50	1.60
Children Off Peak (Mon to Fri 1 hour prior to closing)	0.60	0.60
Pensioners (Aged, Service, Disability, Carer, Widow "B", Sole Parent and Seniors Card holders)	1.40	1.50
Spectators Non swimming person attending School Swimming, Club Swimming and Swimming Lessons/Coaching	1.00	1.00
<b>Concession Books</b>		
Adults (10)	2.00	2.20
Adults (25)	1.90	2.10
Seniors (10)	1.20	1.30
Child (10)	1.30	1.30
Child (25)	1.20	1.20
<b>Season Pass</b>		
Adult	110.00	132.00
Child	77.00	77.00
Seniors	77.00	77.00



Recreation

CATEGORY	KELMSCOTT	ARMADALE
	\$	\$
<b>School Admissions</b>		
General	1.10	1.10
School Carnivals		
Booking Fee (non refundable)	50.00	50.00
<i>Half Day (9.00 am – 12.30pm) or (12.30 pm – 3.00 pm)</i>		
Students	1.10	1.10
Teachers	Free	Free
Spectators	1.00	1.00
<i>All day (9.00 am – 3.00 pm or Twilight (4.00 pm – 7.00 pm)</i>		
Minimum charges for up to 220 students	242.00	242.00
- students (over 220)	1.10	1.10
- teachers	Free	Free
- spectators	1.00	1.00
<b>Swimming Club Meets</b>		
- officials and timekeepers (max 32)		Free
- spectators		1.00
After Hours Pool Hire		
- per hour to 11.00 pm	110.00	
- bond	200.00	
<b>Swimming Classes/Lessons</b>		
- Adults (includes entry)	5.50	5.50
- Child (includes entry) 10 lesson block	50.00	50.00
5 lesson block	27.50	27.50
- Pensioners (including entry)	4.50	4.50
<b>Professional Coaching</b>		
Exclusive coaching rights-per month	N/A	264.00
<b>Lost Property Collection Fee</b>		
Lost Property Collection Fee	0.50	0.50
<b>Pool Public Phone Charges – per call</b>		
Pool Public Phone Charges – per call	0.50	0.50
<b>Pool Meeting Room Hire Fees</b>		
- Community Groups per hour		6.00
- Commercial Activities per hour		10.00
<b>Pool Equipment Hire Fees</b>		
Volleyball Court casual hire per hour	N/A	2.00
Ball Hire per hour		2.00
Raft Hire –per hour	1.00	1.00
per half hour	0.50	0.50
<b>Sea Monster Ride</b>		
- per half hour	1.00	1.00
<b>Sea Monster Ride</b>		
- group hire per hour	25.00	25.00
- Swimming Aids per use	0.50	0.50
<b>Volleyball Competitions</b>		
- registration fees		5.00
- game fee per person		3.00
<b>Under Water Hockey</b>		
- registration fee		5.00
- game fee per person		1.00
<b>Water Polo, Flipper Ball</b>		
- registration fee	5.00	5.00
- game fee per person	2.00	2.00

Recreation

CATEGORY	KELMSCOTT	ARMADALE
	\$	\$
Aquaerobics (includes entry)	5.00	5.00

2. That a full review of aquatic centre admission fees and charges be undertaken following the conclusion of the 2002/03 pool season and be presented for Council's consideration via the Community Services Committee.
3. That in accordance with section 6.19 of the Local Government Act (1995), the schedule of fees identified in Part 1 above be advertised in a local newspaper and on notice boards at the City of Armadale Administration Centre and each of Council's libraries.

**\*\*ABSOLUTE MAJORITY RESOLUTION REQUIRED FOR PART 1.**

Moved

**CARRIED/LOST ( )**

**COMMUNITY SERVICES COMMITTEE**  
**SUMMARY OF "A" ATTACHMENTS**

**24 SEPTEMBER 2002**

<b>Attachment No.</b>	<b>Subject</b>	<b>Page</b>
A-1	CITY OF ARMADALE FINANCIAL REPORT FOR MONTH ENDED 31 AUGUST 2002	35
A-2	CITY OF ARMADALE FINANCIAL POSITION GRAPHS	36 – 38
A-3	BUDGET VARIATION REQUESTS	39 – 52

**COMMUNITY SERVICES COMMITTEE**  
**SUMMARY OF "B" ATTACHMENTS**

**24 SEPTEMBER 2002**

<b>Attachment No.</b>	<b>Subject</b>	<b>Page</b>
B-1	SALE OF LAND TO RECOVER UNPAID RATES	53