CITY OF ARMADALE

AGENDA

OF **COMMUNITY SERVICES COMMITTEE** TO BE HELD IN THE **COMMITTEE ROOM**, ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON **TUESDAY, 27 NOVEMBER AT 7.00 PM**

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

PRESENT:

APOLOGIES:

OBSERVERS:

IN ATTENDANCE:

DISCLAIMER

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

DECLARATION OF MEMBERS' INTERESTS

QUESTION TIME

DEPUTATION

Nil

CONFIRMATION OF MINUTES

RESOLVED

Minutes of the Community Services Committee Meeting held 9 October 2007 and Special Community Services Committee Meeting held on 22 October 2007 be confirmed.

Moved
MOTION CARRIED ( )

ITEMS REFERRED FROM INFORMATION BULLETIN – ISSUE NO. 21/2007

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

- **Outstanding Matters**
  Report on Outstanding Matters – Community Services Committee
- **Monthly / Quarterly Departmental Reports**
  Library & Heritage Services General Monthly Report – September/October 2007
  Manager Ranger & Emergency Services Monthly Report – October 2007
- **Minutes from Occasional/Advisory Committees**
  Armadale Highland Gathering Committee – 15 August 2007
  Armadale P&C Youth Centre Mgt Cttee – 19 September 2007
  Armadale P&C Youth Centre Mgt Cttee – 24 October 2007
  Public History Advisory Committee – 2 August 2007

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

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COMMUNITY SERVICES COMMITTEE

27 November 2007

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*****APPOINTMENTS TO COMMITTEES OF COUNCIL AND EXTERNAL GROUPS AND COMMITTEES***

WARD	ALL
FILE REF:	GA/1/1
DATE	23 October 2007
REF	YW
RESPONSIBLE MANAGER	Executive Director Community Services

In Brief:

- Appointment of Members from the Community Services Committee to Committees of Council and External Groups and Committees for a (2) year term ending October 2009.

Tabled Items
Nil

Officer Interest Declaration
Nil

Strategic Implication
Nil

Legislation Implications
Local Government Act 1995
Local Government (Administration) Regulations 1996

Council Policy/Local Law Implications
City of Armadale Standing Orders
City of Armadale Code of Conduct
Advisory Committee Terms of Reference

Budget/Financial Implications
Administration costs for the Community Services Advisory Committees are incorporated within overall Directorate operating budgets, with the single highest expense being officer time. There is currently no budget for training of Advisory Committee members.

Consultation
Nil

BACKGROUND

The Local Government Act stipulates that all Committee appointments become vacant on each and every Ordinary Elections Day of Council. The Local Government Elections were held on Saturday, 20 October 2007. At the Council meeting of 22 October 2007 Cr MacDonald raised the matter of appointments to Council Occasional and Advisory Committees, given that Council has already determined to review its Advisory Committees, and a request was made for these issues to be considered by the Community Services Committee as part of the report on Committee appointments.

On 10 September 2007 as part of an agenda item related to Council's policy on Community Consultation, it was resolved C84/9/07 (part b) "*That Council approve the review of the*

City's Advisory Committees". This review will take some time to complete and a consultant brief is currently being finalised. In the meantime Council has a number of options in considering appointments to each Committee.

An advertisement was placed in the local papers in August 2007 calling for expressions of interest from community members to be appointed to a range of Advisory Committees. The Advisory Committees affected are:

- Aboriginal & Torres Strait Islander Advisory Committee (ATSIAC)
- Armadale Highland Gathering Committee
- Armadale Settlers Common Management Committee
- Bushcare and Environmental Advisory Committee (BEAC)
- Bungendore Park Management Committee
- Community Heritage Advisory Committee (CHAC)
- Disability Advisory Committee (DAC)
- Minnawarra Festival Committee
- Public History Advisory Committee (PHAC)
- Seniors' Interests Advisory Committee (SIAC)
- Youth Advisory Committee (YAC)

A number of nominations have been received and it is usual practice to appoint these members as soon after the Council elections as practicable. However, should there be a decision to defer the appointment to any or all of the Advisory Committees until the review has been undertaken and any recommendations considered, these nominees will need to be advised. Alternatively, Council could determine to appoint to all Committees now and allow the review to run concurrently, with any subsequent decisions about the future of Advisory Committees being made by Council resolution and advised to all members, which could include continuation, modification, temporary cessation or disbanding. A third option that may be considered appropriate is to maintain some Committees i.e. Management Committees, and not others i.e. Advisory Committees, based upon their purpose, function and impact on Council operations. For example, some Committees are event-related and their sole purpose is to facilitate/support a specific community event i.e Armadale Highland Gathering Committee and Minnawarra Festival Committee.

Whilst some Committees have continued to operate successfully, others have struggled both with membership, "business to be conducted", clarity of purpose, roles and responsibilities of members, difficulty in achieving quorums and the formality of the operation of the Committee. Committees that fall into this category would include the SIAC, ATSIAC, PHAC and YAC. These issues were highlighted in the September report and will be investigated as part of the review. Council will also be aware of the recent decision to disband the Community Safety Advisory Committee (CSAC) giving preference to an alternative model of progressing community safety/security issues and initiatives.

These matters should be considered prior to determining both Councillor and community member appointments to any or all Council-appointed Committees. Should Council determine to not appoint to any or all Advisory Committees, the following suggested recommendation wording is put forward for consideration.

That Council not appoint Councillors or community members to the following Advisory Committees until the endorsed Advisory Committee review is complete.

- *List of Committees*

DETAILS OF PROPOSAL

At its meeting of 22 October 2007, Council resolved that the matter of Council representation to Committees and Groups be referred to the Community Services Committee.

Assuming that Committee is of the opinion to proceed with the appointment of members to some or all of its Advisory Committees, it is requested to consider and recommend appointments from its membership to the following Committees and Groups. All appointments are for a two (2) year period, i.e. 2007 – 2009. For Councillors' reference, attached is a copy of the Summary of Committees Purpose, Objectives and Membership Composition. **(Refer to Attachment "A-1" – Summary of Attachments – buff page.)**

Details of the required appointments are as follows:

	Committee/Organisation	Council Representation Required	Prior Appointments	Meeting Details
Council established Committees				
1	Aboriginal & Torres Strait Islander Advisory Committee	1 Member 1 Deputy (optional)	Cr J Knezevich Cr L Reynolds	1st Tuesday of each month – 1.30 pm – City of Armadale
2	Armadale Highland Gathering Committee	1 Member 1 Deputy (optional)	Cr J A Stewart Cr R Butterfield	3rd Tuesday of the month – 6.00 pm – City of Armadale
3	Bush Fire Advisory Committee	1 Member 1 Deputy (optional)	Cr L Scidone Cr P J Hart	As and when required.
4	Disability Advisory Committee	1 Member 1 Deputy (optional)	Cr P J Hart Cr J Knezevich (Deputy)	1st Tuesday of the month at 9.00 am – City of Armadale
5	Minnawarra Festival Committee	2 Members & Deputies 1 each from CSC & TSC **Required – CSC** 1 Member 1 Deputy (optional)	Cr A L Cominelli Cr J A Stewart Cr G Best (Deputy) Cr R Butterfield (Deputy)	1st Tuesday of the month at 6.00 pm – City of Armadale
6	Public History Advisory Committee	1 Member 1 Deputy (optional)	Cr L Reynolds Cr J H Munn (Deputy)	1st Thursday, bi-monthly at 7.00 pm. Birtwistle Local Studies Library.
7*	Seniors' Interests Advisory Committee	2 Members (*Note 3)	Cr C J MacDonald Cr G Best	3rd Thursday of the month at 1.00 pm – City of Armadale.
8	Youth Advisory Committee	1 Member 1 Deputy (optional)	Cr R Butterfield Cr G Best (Deputy)	Last Monday of the month at 5.00 pm – City of Armadale.
External Groups & Committees				
1	Armadale PCYC Management Committee	3 Delegates • 1 Councillor • Executive Director Community Services • Manager Recreation Services	Cr A L Cominelli Executive Director Community Services Manager Recreation Services	3rd or 4th Wednesday of the month – 6.00 pm – Armadale Arena
2*	Armadale/Kelmscott Hospital Advisory Council	1 Delegate (*Note 1) **Required - CSC** 1 Deputy	Cr C J MacDonald	1st Friday of the month – 4.30 pm – Armadale Hospital

Committee/Organisation		Council Representation Required	Prior Appointments	Meeting Details
Council established Committees				
3	Armadale State Emergency Service	1 Delegate [Liaison only]	Cr Reynolds	Weekly – night varies – 7.45 pm – Lot 92, Owen Road, Kelmscott.
4*	Community Arts Network (WA) Inc. Board	*Cr J A Stewart	*Cr J A Stewart (*Note 2)	Quarterly – 5.30 pm on a Wednesday – King Street Arts Centre, 357 Murray Street, Perth.
5	Connected Communities Armadale Inc.	1 Delegate 1 Delegate - Officer	Cr R J Tizard (CEO or nominee)	4TH Thursday of the month – 2.00 pm – City of Armadale
6	Dale Care Foundation Inc. Board	1 Delegate	Vacant	1st Thursday of the month – 7.00 pm – Dale Cottages
7	Neighbourhood Watch Committee	1 Delegate	Cr C J MacDonald	3rd Wednesday of the month at 7.00 pm
8	South East Region Recreation Advisory Group	1 Delegate 1 Deputy	Cr H A Zelones Manager Recreation Services	3rd Thursday, quarterly at 4.00 pm at various locations.

Note:

(1) At its Meeting on 22 October 2007, Council appointed Cr MacDonald as its Delegate to the Armadale Kelmscott Hospital Community Advisory Council, however, no deputy was appointed at that meeting.

(2) Council's current delegate to the CANWA (Community Arts Network WA) Board of Management is Cr J A Stewart. This was resolved by Council on 16 April 2007 (107/4/2007) and his membership to the Board was for a 2 year period, ending in May 2009.

(3) The following matter is also brought to the attention of Committee. Council at its Meeting of 6 June 2005 resolved to amend the Terms of Reference of the Seniors' Interests Advisory Committee to reflect two Councillor nominations and no deputy based upon the nominations received, however, it is the officer's view that Councillor representation should revert to the standard Councillor representation which is (1) Councillor and (1) Deputy.

Explanatory Notes

The following procedural notes are provided to assist Committee in making recommendation on the above appointments.

1. *Appointments to any of the above committees/groups need not necessarily be restricted to members of the Community Services Committee;*
2. *Nominations for appointment can be verbal or in writing - past practice, which has operated without problem, has been on a verbal basis,*
3. *In the event of no nominations being received, the matter be referred to full Council for nomination and subsequent appointment;*
4. *In the event of more nominations being received than positions to be filled, the options are:*

for external committees/groups

a) conduct a ballot to determine person(s) recommended for appointment, OR
b) refer the nominations received to Council where the appointment will be determined by ballot.

for Council established committees

a) consider/recommend to Council an increase in the number of positions and accordingly recommended person(s) for appointment, OR
b) conduct a ballot to determine person(s) recommended for appointment, OR
c) *refer the nominations received to Council where the appointments will be determined by ballot.*

The following recommendation has therefore been amended accordingly.

RECOMMEND

That Council:

1. Amend the Terms of Reference of the Seniors' Interests Advisory Committee to reflect representation from (1) Councillor and (1) Deputy.

2. Approve the following appointments to Council established Committees for the (2) year period ending October 2009.

a. Cr …… and Cr …… be appointed Member and Deputy Member to the Aboriginal & Torres Strait Islander Advisory Committee.

b. Cr …… and Cr …… be appointed Member and Deputy Member to the Armadale Highland Gathering Committee.

c. Cr …… and Cr …….. be appointed Member and Deputy Member to the Bush Fire Advisory Committee.

d. Cr …… and Cr …….. be appointed Member and Deputy Member to the Disability Advisory Committee.

e. Cr …… and Cr …… be appointed Member and Deputy Member to the Minnawarra Festival Committee.

f. Cr …… and Cr …… be appointed Member and Deputy Member to the Public History Advisory Committee.

g. Cr …… and Cr …… be appointed Member and Deputy Member be appointed Member to the Seniors' Interests Advisory Committee.

h. Cr …… and Cr …… be appointed Member and Deputy Member to the Youth Advisory Committee.

****PARTS 1 & 2 REQUIRE AN ABSOLUTE MAJORITY**

2. That Council approve the following appointments to External Groups and Committees for the two (2) year period ending October 2009:

a Cr ……, Executive Director Community Services and, Manager Recreation Services be appointed Delegates and, Manager Community Services be appointed Deputy Delegate to the Armadale PCYC Management Committee.

b. **Cr …….. be appointed Deputy Delegate to the Armadale Kelmscott Hospital Community Advisory Council.**

d. **Cr …… be appointed Delegate to the Armadale State Emergency Service.**

e. **Cr …… and the Chief Executive Officer (or his nominee) be appointed Delegates to the Connected Communities Armadale Inc.**

f. **Cr …… be appointed Delegate to the Dale Care Foundation Inc. Board.**

g. **Cr …… be appointed Delegate to the Neighbourhood Watch Committee.**

h. **Cr …… be appointed as Delegate and Manager Recreation Services be appointed as Deputy Delegate to the South East Region Recreation Advisory Group.**

Moved
MOTION CARRIED/LOST ( )

****ADVISORY COMMITTEES – APPOINTMENT OF MEMBERS**

WARD	ALL
FILE REF:	GA/1/1
DATE	24 October 2007
REF	YW/CA
RESPONSIBLE MANAGER	Executive Director Community Services

In Brief:

- This item proposes the appointment of Community and Organisational Representatives to Council's various Advisory Committees.

Tabled Items
Nil

Officer Interest Declaration
Nil

Strategic Implications
Nil

Legislation Implications
Local Government Act 1995
Local Government (Administration) Regulations 1996

Council Policy/Local Law Implications
City of Armadale Standing Orders
City of Armadale Code of Conduct
Advisory Committee's Terms of Reference

Budget/Financial Implications
Nil

Consultation
All current Committee Members
Advertisement in the Comment News

BACKGROUND

The Local Government Act stipulates that all Committee appointments become vacant on each and every Ordinary Elections Day of Council. The Local Government Elections were held on Saturday, 20 October 2007. At the Council meeting of 22 October 2007 Cr MacDonald raised the matter of appointments to Council Occasional and Advisory Committees, given that Council has already determined to review its Advisory Committees, and a request was made for these issues to be considered by the Community Services Committee as part of the report on Committee appointments.

On 10 September 2007 as part of an agenda item related to Council's policy on Community Consultation, it was resolved C84/9/07 (part b) *"That Council approves the review of City's Advisory Committees"*. This review will take some time to complete and a consultant brief is

currently being finalised. In the meantime Council has a number of options in considering appointments to each Committee.

An advertisement was placed in the local papers in August 2007 call for expressions of interest from community members to be appointed to a range of Advisory Committees. A number of nominations have been received and it is usual practice to appoint these members as soon after the Council elections as practicable. However, should there be a decision to defer the appointment to any or all of the Advisory Committees until the review has been undertaken and any recommendations considered, these nominees will need to be advised. Alternatively, Council could determine to appoint to all Committees now and allow the review to run concurrently, with any subsequent decisions about the future of Advisory Committees being made by Council resolution and advised to all members, which could include continuation, modification, temporary cessation or disbanding. A third option that may be considered appropriate is to maintain some Committees, i.e. Management Committees, and not others, i.e. Advisory Committees, based upon their purpose, function and impact on Council operations, for example some committees are event related and their sole purpose is to facilitate/support a specific community event, i.e. Armadale Highland Gathering Committee and Minnawarra Festival Committee.

Whilst some Committees have continued to operate successfully, others have struggled both with membership, "business to be conducted", clarity of purpose, roles and responsibilities of members, difficulty in achieving quorums and the formality of the operation of the Committee. Committees that fall into this category would include the SIAC, ATSIAC, PHAC and YAC. These issues were highlighted in the September report and will be investigated as part of the review. Council will also be aware of the recent decision to disband the Community Safety Advisory Committee (CSAC) giving preference to an alternative model of progressing community safety/security issues and initiatives.

These matters should be considered prior to determining both Councillor and community member appointments to any or all Council-appointed Committees. Should Council determine to not appoint to any or all Advisory Committees the following suggested recommendation wording is put forward for consideration.

> *That Council not appoint Councillors or community members to the following Advisory Committees until the approved Advisory Committee review is complete.*
> - *List of Committees*

DETAILS OF PROPOSAL

Advertising for Community Representative positions commenced on Tuesday, 21 August 2007 and closed at 5.00 pm on Friday, 7 September 2007.

A summary of the membership requirements and nominations received for each Committee are attached. **(Refer to Confidential Attachment "B-1" – Summary of Attachments – buff page.)**

All of the nominations for the Community representative positions on the City's Advisory Committees meet the requirements of the Terms of Reference for each Committee.

RECOMMEND

That Council adopt the recommendation contained in Confidential Attachment "B-1" to this report.

Moved
MOTION CARRIED/LOST ( )

*****REVIEW OF DELEGATIONS OF AUTHORITY RELEVANT TO THE COMMUNITY SERVICES DIRECTORATE***

WARD	ALL
FILE REF:	CM/D/1
DATE	7 November 2007
REF	CA
RESPONSIBLE MANAGER	Executive Director Community Services

In Brief:

- Annual review of delegations of authority to the CEO as relevant to the Community Services Directorate.
- Recommendation that the delegations, as presented, be renewed for a further 12 months.

Tabled Items
Nil

Officer Interest Declaration
Nil

Strategic Implications
Planning Ahead & Evaluation Progress:
- Develop and coordinate long term plans for all services.
- Strategic Planning processes including community consultation.

Legislation Implications

The relevant sections of the Local Government Act 1995 are as follows:

5.42 Delegation of some powers and duties to CEO

(1) A local government may delegate to the CEO the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43.*
**Absolute majority required.*

(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

5.43 Limits on delegations to CEO's

A local government cannot delegate to a CEO any of the following powers or duties –

(a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;
(b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
(c) appointing an auditor;
(d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
(e) any of the local government's powers under section 5.98, 5.99 or 5.100;
(f) borrowing money on behalf of the local government;
(g) hearing or determining an objection of a kind referred to in section 9.5;
(h) any power or duty that requires the approval of the Minister or the Governor; or
(i) such other powers or duties as may be prescribed.

5.44 CEO may delegate powers and duties to other employees

(1) A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.

(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

(3) This section extends to a power or duty the exercise or discharge of which has been delegated by a local government to the CEO under section 5.42, but in the case of such a power or duty –

(a) the CEO's power under this section to delegate the exercise of that power or the discharge of that duty; and

(b) the exercise of that power or the discharge of that duty by the CEO's delegate,

are subject to any conditions imposed by the local government on its delegation to the CEO.

(4) Subsection (3)(b) does not limit the CEO's power to impose conditions or further conditions on a delegation under this section.

(5) In subsections (3) and (4) –
"conditions" includes qualifications, limitations or exceptions.

5.46 Register of, and records relevant to, delegations to CEO's and employees

(1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.

(2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.

(3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Council Policy/Local Law Implications
Nil

Budget/Financial Implications
Nil

Consultation
Directorate Managers

BACKGROUND

It is a requirement of the Local Government Act 1995 – Section 5.46(2) that delegations of authority be reviewed annually.

DETAILS OF PROPOSAL

Council's approval is sought to renew the delegations of authority as presented in this report.

COMMENT

Analysis

Details of each of the delegations relevant to this Committee are presented as an attachment to this agenda. **(Refer to Attachment "A-2" – Summary of Attachments – buff page.)**

Having reviewed and confirmed the legislative correctness and the continuing relevancy/appropriateness of each of the current delegations, no alterations have been made.

Conclusion

It is recommended that the delegations as presented in the following recommendation be approved until the next review date in twelve months' time.

RECOMMEND

That Council, pursuant to Section 5.42 of the Local Government Act 1995, delegate to the Chief Executive Officer, Council powers and duties as detailed in Attachment "A-2" to these Minutes and that these delegations remain in force until November 2008 when next they will be reviewed.

****ABSOLUTE MAJORITY DECISION REQUIRED**

Moved
MOTION CARRIED /LOST ( )

BUSH FIRES ADVISORY COMMITTEE

WARD	ALL
FILE REF:	CTE/15
DATE	November 2007
REF	BW
RESPONSIBLE MANAGER	Executive Director Community Services

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

Tabled Items
Nil

Officer Interest Declaration
Nil

Strategic Implications
Nil

Legislation Implications
Bush Fires Act 1954 – Section 67 – Advisory Committees.

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

Council Policy/Local Law Implications
Nil

Budget/Financial Implications
Nil

COMMENT

The Minutes of the Annual General Meeting of the Bush Fires Advisory Committee meeting held on Wednesday, 10 October 2007 are presented as an attachment to this Agenda. (**Refer to Attachment "A-3" – Summary of Attachments – buff page.)**

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

1 Brigade Officer Appointments

BFAC Recommendation:

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

Bedfordale VBFB

President	Mike Fancote
Secretary/Treasurer	Alison Hall
Fire Control Officer	Ian Thompson
Captain	Ray Barnett
Lieutenants	Gavin Fancote
	Nino Scidone
	Tony Legg
	Michael Vidala
Property Officer	John Foan
Vehicle & Equipment Officer	Michael McCavanagh
BFAC Delegate	Ian Thompson/Ray Barnett
BFAC Deputy Delegate	Michael Fancote
Training Officer	William Stevens
Auditor	Egon Wind

Roleystone VBFB

President	Noel Plowman
Vice President	Glenn Bush
Secretary	Chris Cairns
Treasurer	Don Winstanley
Fire Control Officer	Robbie Van Uden
Captain	Noel Plowman
Lieutenants	Matthew Plowman
	Shane Plowman
	Craig Popperwell
	Nathan Hall
Training Officer	Glenn Pedersen
BFAC Delegate	Rob Van Uden/Noel Plowman
Auditor	Graeme Hart

Officer Comment – Supported

2 Application for New Membership

BFAC Recommendation:

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

Bedfordale

Paul Chamberlain	Auxiliary Member
Brett Heald	Fire Fighter Member
Jennifer Niblett	Fire Fighter Member
Adam Green	Fire Fighter Member
Jae Errington	Fire Fighter Member
David Berney	Fire Fighter Member

Roleystone

Michael Hickey	Fire Fighter Member
Barry Morgan	Fire Fighter Member
Storme Green	Cadet Member
Bronwyn Coops	Cadet Member
Michael Adams	Cadet Member
Francis Kennedy	Fire Fighter Member
Lincoln Beth	Fire Fighter Member
Dainon Bayley	Fire Fighter Member
Nicholas Zabaiteri	Cadet Member
Benjamin Horsman	Cadet Member
Liam Turner	Cadet Member

Officer Comment – Supported

RECOMMEND

That Council:

a. Receive the Minutes of the Bush Fire Advisory Committee Annual General Meeting held on 10 October 2007.

b. approve the nominations for the positions of Brigade Officers for the Bedfordale and Roleystone Volunteer Bush Fire Brigades for the period commencing 1 July 2007.

Bedfordale VBFB

President	**Mike Fancote**
Secretary/Treasurer	**Alison Hall**
Fire Control Officer	**Ian Thompson**
Captain	**Ray Barnett**
Lieutenants	**Gavin Fancote**
	Nino Scidone
	Tony Legg
	Michael Vidala
Property Officer	**John Foan**
Vehicle & Equipment Officer	**Michael McCavanagh**
BFAC Delegate	**Ian Thompson/Ray Barnett**

BFAC Deputy Delegate	**Michael Fancote**
Training Officer	**William Stevens**
Auditor	**Egon Wind**

Roleystone VBFB

President	**Noel Plowman**
Vice President	**Glenn Bush**
Secretary	**Chris Cairns**
Treasurer	**Don Winstanley**
Fire Control Officer	**Robbie Van Uden**
Captain	**Noel Plowman**
Lieutenants	**Matthew Plowman**
	Shane Plowman
	Craig Popperwell
	Nathan Hall
Training Officer	**Glenn Pedersen**
BFAC Delegate	**Rob Van Uden/Noel Plowman**
Auditor	**Graeme Hart**

c. approve the applications for membership of the Bedfordale and Roleystone Volunteer Bush Fire Brigades.

Bedfordale

Paul Chamberlain	**Auxiliary Member**
Brett Heald	**Fire Fighter Member**
Jennifer Niblett	**Fire Fighter Member**
Adam Green	**Fire Fighter Member**
Jae Errington	**Fire Fighter Member**
David Berney	**Fire Fighter Member**

Roleystone

Michael Hickey	**Fire Fighter Member**
Barry Morgan	**Fire Fighter Member**
Storme Green	**Cadet Member**
Bronwyn Coops	**Cadet Member**
Michael Adams	**Cadet Member**
Francis Kennedy	**Fire Fighter Member**
Lincoln Beth	**Fire Fighter Member**
Dainon Bayley	**Fire Fighter Member**
Nicholas Zabaiteri	**Cadet Member**
Benjamin Horsman	**Cadet Member**
Liam Turner	**Cadet Member**

Moved
MOTION CARRIED/LOST ( )

PROPOSAL TO UPGRADE FRYE PARK

WARD	River
FILE REF:	P15808
DATE	13 November 2007
REF	PGQ
RESPONSIBLE MANAGER	Executive Director Community Services

In Brief:

This report presents the draft Concept Plan for the proposed upgrade of Frye Park and recommends that Council:

1. Endorse the draft Concept Plan for the proposed upgrade of Frye Park subject to any changes that are required, and the plan be used to guide the future redevelopment of the Park

2. Receive a further report on funding options for the project following the announcement of the CSRFF grant application in March 2008.

Tabled Items
Nil

Officer Interest Declaration
Nil

Strategic Implications
- Deliver a range of services to meet the needs of the community
- 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

No implications for 2007/08 however, the proposal requires a contribution of approximately $800,000 for stage 1 (2008/09) and $2.2 million for stage 2 (2009/10). Funding of approximately $900,000 for the proposed redevelopment of Frye Park is currently allocated in 2009/10 of the City's 15 Year Financial Plan.

Consultation
- Kelmscott Soccer Club
- Kelmscott Cricket Club
- Community and Technical Services staff

BACKGROUND

The need to upgrade facilities at Frye Park, Kelmscott has been the subject of a number of previous reports to Council, and was also discussed at the 15 Year Financial Plan Councillor Workshops held earlier this year.

Following consideration of a report to the June 2007 Community Services Committee Meeting, Council resolved (C45/6/07) to develop a Concept Plan for Frye Park that aims to achieve optimum use and benefit from the park, and help ensure that any future redevelopment occurs in a planned and coordinated fashion. Draft concept plans for the proposed upgrade and redevelopment of the reserve facilities have been completed and are presented for Council's initial consideration **(Refer to Attachment "A-4" – Summary of Attachments – buff page.)**

Notwithstanding that the Concept Plans had not been finalised to enable consideration via the October 2007 Community Services Committee Meeting, Council resolved (C61/9/07) to submit a CSRFF application seeking a one third contribution towards stage 1, which includes the proposed upgrade of the playing surface, lighting and provision of new cricket nets.

DETAILS OF PROPOSAL

The proposal is to undertake a major upgrade of Frye Park that will provide an attractive and functional facility to meet the long term needs of the local community.

The key elements of the proposed upgrade include:

- Reconfiguration of facilities and playing area to provide two senior soccer pitches and four junior pitches, and a senior cricket field.
- Major reconstruction and upgrade of the playing surface
- Provision of new cricket nets (4)
- Upgrade lighting to the playing area.
- Construction of a new pavilion building
- Additional car parking (48 bays)
- Relocation of the skate facility, playground and basketball/netball facility.

Due to the scale and likely cost of the project it is proposed that a staged approach be adopted. The first stage would include the upgrade of the playing surface, provision of cricket nets and a lighting upgrade. Stage two would include the construction of a new pavilion building, additional car parking and relocation of the skate facility, playground and basketball/netball facility. Should Council be successful with its application for stage 1, there will be a need to consider and bring forward budgeted expenditure from 2009/10 to 2008/09.

The following section provides a summary of costs for the project and possible funding arrangements:

STAGE 1 (2008/09)	**COST $**
Reconstruct playing surface, new retaining wall & back fence	900,000
Upgrade lighting	90,000
Construct new cricket nets (4)	50,000
Design and supervision	60,000
Contingency/cost escalation	100,000
Total	**$1,200,000**

The funding proposal for stage 1, as indicated in the report to the October Community Services Committee Meeting is as follows:

Club contributions	*$10,000*
CSRFF Grant Requested	*$400,000*
Council contribution	*$790,000*
Total Project Cost	*$1,200,000*

STAGE 2 (2009/10)	**COST $**
Construct new Pavilion, demolition, earthworks & associated costs	1,954,000
Car park & bus bay	307,000
Playground	30,000
Mini Basketball/Netball Facility	25,000
Skate Facility	122,000
Contingency - design and construction	245,000
Professional Fees	250,000
Cost escalation to 30 June 2008	250,000
Total	**$3,183,000**

If Council wished to proceed with stage 2 as per the draft Concept Plan, and given that car park construction is not eligible for Dept of Sport and Recreation (DSR) funding, a Council contribution in the order of $2.2 million would be required. A possible funding arrangement for stage 2 is as follows:

Club contributions	*$10,000*
CSRFF Grant Requested	*$960,000*
Council contribution requested	*$2,213,000*
Total Project Cost	*$3,183,000*

COMMENT

Analysis

Frye Park is a heavily used active sporting reserve that currently caters for over 20 senior and junior soccer teams, and 8 senior and junior cricket teams. The existing facilities at the venue are of a low standard and Council has previously expressed support for the need to upgrade Frye Park.

The draft Concept Plan has been prepared with input from the sporting clubs based at Frye Park along with relevant Council officers. The configuration of facilities on the draft plan has sought to provide the most efficient and functional site layout, and in the main has been successful in achieving this.

The following elements of the draft Concept Plan require further discussion and consideration:

Playing Surface

The condition of the playing surface has been a major concern for several years. Known problems include:

- Poor drainage and soil profile
- Mix of turf types
- Inadequate quality and quantity of water
- Irrigation system inadequate and needs to be replaced

An assessment of the playing surface was carried out by a specialist turf consultant in 2005 and three options were identified for upgrading the playing fields. These ranged from undertaking minor turf renovations at a cost of approximately $40,000 through to total reconstruction at an estimated cost of $900,000.

Although some improvement would be achieved with the two lower cost options, the major problems of poor drainage and soil profile would not be resolved. The consultant's report therefore recommended total reconstruction as the option that would provide the best long term solution and benefit for the community.

As advised and subsequently endorsed by Council through the report to the October 2007 Community Services Committee Meeting, the grant application that has been submitted to the Dept of Sport and Recreation for stage 1 is seeking funding for the recommended option of total reconstruction. Should the grant application not be successful, Council may wish to reconsider one of the lower cost options in order to achieve some improvement to the playing surface in the short term, and plan for reconstruction at a later time.

New Pavilion

The Brief for the Concept Plan required the consultant to assess the condition of the existing change rooms and determine the viability of upgrading and extending the building as opposed to the alternative of demolishing and constructing a new pavilion building. The consultant's view was that there would be little benefit in retaining the existing structure due to its

deteriorated condition, poor design and its location would compromise the configuration of the balance of facilities on the site. At an officer level, this view is strongly supported.

The draft design for the proposed new pavilion presents a modern looking and quite striking appearance when compared with the more traditional designs for facilities of this nature. The main features of the design include:

- A central clubroom facility with toilets, a social/function room, kitchen, office and chair store. The clubroom is elevated to provide improved viewing over the playing area.

- Two change room blocks either side of the central clubroom, each with two change rooms, showers, referee's room and equipment stores. Each change room block is able to be built independently to stage the development if required. The change rooms are located at a lower level to facilitate easy access for players.

- The roof design provides a covered alfresco area on the western side and a viewing/alfresco area on the eastern side, overlooking the playing fields.

- Construction would probably be in tilt slab concrete wall panels, finished in high build texture "armawall" coating, curved colorbond roofing and feature entrance canopy.

Should Council be supportive of the draft design, further research and consideration will be required as to how Council's contribution to the project can be funded. It is likely that Council's contribution to the project will need to be largely funded from a combination of loan funds and/or the proceeds of land sales identified in the City's Public Open space Strategy. More detailed assessment of this matter is required and a further report to Council.

If Council wishes to reduce the cost of the proposed new pavilion, one option may be to retain the essence of the design, but reduce the size of the building e.g. just construct one block of change room initially, and plan for the second block at a later time. The disadvantage with this option is that with two senior pitches and four junior ones, the second change room block will no doubt be needed.

Another option may be to redesign and downsize the building to reduce cost. The danger with this option is that any significant reduction in size will compromise the functionality and usage of the building in the long term.

Some direction is sought from Council as to whether it is supportive of the draft design as presented, or wishes to redesign and possibly reduce the size of the building.

Skate Facility

The existing skate facility at Frye Park was installed several years ago and consists of a number of modular pieces of equipment that are located on one of the former Netball courts. If Council is generally supportive of the draft Concept Plan and wishes to proceed with the proposed upgrade of Frye Park, the issue of whether a skate facility should be provided as part of the complex needs to be further considered.

The existing facility does not appear to be well used and is often cited by the sporting clubs and members of the community as a facility that attracts anti social activity and vandal damage to the facilities.

The draft Concept Plan shows the skate facility being retained on site, located to the south of the Pavilion building and mini court. A notional cost estimate of $122,000 has been provided by the consultant for this facility.

Options

If Council is not supportive of the draft Concept Plan, the following options are presented for consideration:

1. Identify changes and support an amended plan.

2. Not support any plans to upgrade facilities at Frye Park. This option is not recommended and would eventually see the facilities deteriorate to the point of being unusable by the sporting clubs and the local community.

Conclusion

The proposal to upgrade Frye Park forms part of an overall strategy to progressively upgrade the City's Parks and Reserves, both active and passive. The condition of facilities at Frye Park is inadequate to meet current and future needs of the local community and this report recommends that Council:

1. Endorse the draft Concept Plan for the proposed upgrade of Frye Park subject to any changes that are required and the plan be used to guide the future redevelopment of the Park.

2. Receive a further report on funding options for the project following the announcement of the CSRFF grant application in March 2008.

RECOMMEND

That Council:

a. Endorse the draft Concept Plan as attached to this Agenda at Attachment "A-4" for the proposed upgrade of Frye Park subject to any changes that are required, and the plan be used to guide the future redevelopment of the Park.

b. Receive a further report on funding options for the project following the announcement of the CSRFF grant application in March 2008.

Moved
MOTION CARRIED/LOST ( )

YOUTH EVENTS AT ARMADALE AQUATIC CENTRE

WARD	All
FILE REF:	P6896
DATE	20 November 2007
REF	PGQ
RESPONSIBLE MANAGER	Executive Director Community Services

In Brief:

This report recommends that Council:

1. Support *in principle* the proposal to conduct some additional youth concerts at Armadale Aquatic Centre over the summer period, subject to availability of funding.

2. Officers identify potential grant funding and sponsorship opportunities for the proposed youth concerts, and prepare funding applications as appropriate.

3. List for consideration of funding on Council's draft 2008/09 budget an allocation of $10,000 for youth concerts at Armadale Aquatic Centre.

Tabled Items
Nil

Officer Interest Declaration
Nil

Strategic Implications
Facilitate a wider range of social and cultural experiences

Legislation Implications
Nil

Council Policy/Local Law Implications
Nil

Budget/Financial Implications
The cost to stage the youth concert at Armadale Aquatic Centre is approximately $8,500 and has been jointly funded through a combination of a grant ($3,000) and Council's existing budget allocation for Youth Concerts and Activities (5,500).

Consultation
- Youth Officer
- Events Coordinator
- Aquatic Centre staff

BACKGROUND

Following consideration of a matter raised by Cr Stewart at the March 2007 Community Services Committee Meeting, Council resolved (C23/3/07) as follows:

"Officers to research and report back to Council on the type and scale of youth events the City could facilitate at Armadale Aquatic Centre."

For the past several years a major youth concert called "*Slingshot"* has been held at the Centre that attracts approximately 1,500 young people. The event is run by the Southside Christian Centre and is usually held in February each year. The concert is an alcohol and drug free event that is well organized and has generally been trouble free since it first commenced.

On the night of the event, the Centre is closed to the public and extra staff are rostered on to ensure that supervision and safety are maintained. Although additional staffing costs are incurred by the City, these are offset by significant kiosk takings that are generated by the event.

This report advises that a City initiated youth concert will be held at the Centre on Friday, 14 December, 4 – 7pm, and presents some options for some additional concerts to held at the Centre over the summer period.

DETAILS OF PROPOSAL

The youth concert that will be held at the Centre on 14 December has been organized by Community Services staff and is jointly funded by a $3,000 grant from the WA Music Industry Association and Council's budget allocation for Youth Concerts and Activities ($5,500). Free admission will be provided to all young people attending the concert. There will be three local bands playing plus a headline act. Whilst it is difficult to predict attendances at such events, approximately 200-300 young people are expected to attend.

Depending on the success or otherwise, there may be the opportunity to conduct an additional concert at the Centre in the New Year. Given that the Youth Officer's position is currently vacant however, and the Events Coordinator has only recently commenced, staffing resources to organize an additional concert during the busiest time of the year will no doubt be a consideration.

A possible scenario for the 2008/09 summer period and beyond is that the City organizes two additional youth concerts at the Centre each summer to complement the *Slingshot* event. The cost to stage two small to medium size concerts would be approximately $10,000 - $15,000 and could be partly funded from the existing budget allocation for Youth Concerts and Activities or by increasing funding for the Concerts in the Park program and including them as part of that series.

COMMENT

Analysis

The proposal for the City to organize some additional youth concerts at the Centre is supported subject to funding and staffing resources being available. Such activities would no doubt be well received by local young people, and may attract people who might otherwise not use the Centre thus creating the opportunity for return visits.

Should Council wish to support the proposal and make the concerts free events, it would be recommended that an amount of $10,000 be listed for consideration of funding in Council's 2008/09 budget. There may also be the opportunity to offset costs through grant funding and sponsorship, and by charging a nominal entry fee, say $5 per person.

Options

If Council is not supportive of the proposal, there would be no change to the current status i.e. the *Slingshot* concert would continue but there would be no additional youth concerts.

Conclusion

The proposal has merit and it is recommended that Council:

1. Support *in principle* the proposal to conduct some additional youth concerts at Armadale Aquatic Centre over the summer period, subject to availability of funding.

2. Request Officers identify potential grant funding and sponsorship opportunities for the proposed youth concerts, and prepare funding applications as appropriate.

3. Refer for consideration of funding on Council's draft 2008/09 budget an allocation of $10,000 for youth concerts at Armadale Aquatic Centre.

RECOMMEND

That Council:

a. Support *in principle* the proposal to conduct some additional youth concerts at Armadale Aquatic Centre over the summer period, subject to availability of funding.

b. Request Officers identify potential grant funding and sponsorship opportunities for the proposed youth concerts, and prepare funding applications as appropriate.

c. Refer for consideration of funding on Council's draft 2008/09 budget an allocation of $10,000 for youth concerts at Armadale Aquatic Centre.

Moved
MOTION CARRIED/LOST ( )

EXECUTIVE DIRECTOR COMMUNITY SERVICES REPORT

COUNCILLORS' ITEMS

COMMUNITY SERVICES COMMITTEE

SUMMARY OF "A" ATTACHMENTS

27 November 2007

Attachment No.	Subject	Page
A-1	SUMMARY OF COUNCIL-ESTABLISHED COMMITTEES' PURPOSE, OBJECTIVES AND MEMBERSHIP COMPOSITION	29 - 42
A-2	REGISTER OF DELEGATIONS – COUNCIL TO CEO	43
A-3	BUSH FIRE ADVISORY COMMITTEE MINUTES OF 10 OCTOBER 2007	44 - 61
A-4	DRAFT CONCEPT PLAN FOR THE PROPOSED UPGRADE OF FRYE PARK	62 - 66

COUNCIL-ESTABLISHED COMMITTEES

1. ABORIGINAL AND TORRES STRAIT ISLANDER ADVISORY COMMITTEE

PURPOSE

To advise and make recommendations to Council, (via the Community Services Committee), on a range of issues which affect the quality of life of Aboriginal and Torres Strait Islander people living in the City of Armadale.

OBJECTIVES

- To assist with advice and support for the provision of services, activities, and facilities for Aboriginal and Torres Strait Islanders residing in the city of Armadale.
- To assist Council officers to research the needs of the Aboriginal and Torres Strait Islander people living in the City of Armadale.
- Through research and consultation, to identify opportunities to develop services and facilities relevant to the needs of Aboriginal and Torres Strait Islander people. This will include consideration of the support needs of the Aboriginal and Torres Strait Islander community based organisations and adequate resourcing and identification of funding options.
- To promote a positive image of Aboriginal and Torres Strait Islander people in the City of Armadale.
- To assist in promoting those organisations which provide services for Aboriginal and Torres Strait Islander people within the City.

MEMBERSHIP

In accordance with Section 5.10 (1) (a) of the Act, all members of the Committee shall be appointed by Council. The Committee shall comprise the following membership:

- 1 x City of Armadale Councillor
- 9 x community representatives who are people of Aboriginal or Torres Strait Islander descent with not less than one person being a Torres Strait Islander
- 1 x community representative who is an Aboriginal or Torres Strait Islander Youth
- 1x representative of Armadale Health Services
- 1x representative of Department for Child Protection/Communities
- 1x representative of Department for Housing and Works.

QUORUM

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

2. ARMADALE HIGHLAND GATHERING ADVISORY COMMITTEE

PURPOSE

To assist Council in the management and coordination of the annual Armadale Highland Gathering.

OBJECTIVES

- To consult with relevant stakeholders and interested parties, and consider any new ideas for possible inclusion in the annual Armadale Highland Gathering event.
- To advise and assist Council officers with the development of the program and format for the annual Armadale Highland Gathering event.
- To advise Council on any matter relating to the annual Armadale Highland Gathering event that the committee believes Council should be aware of.

MEMBERSHIP

In accordance with Section 5.10 (1) (a) of the Act, all members of the Committee shall be appointed by Council. The Committee shall comprise the following membership:

- 1 x City of Armadale Councillor
- 1 x representative from the Pipe Band Association, WA Branch
- 1 x representative from the Australian Pipe Band Association
- 1 x representative from the Armadale Lions Club
- 2 x representatives from the Southern Districts Cycling Club
- 2 x representatives from the WA Metropolitan Regional Committee of Highland Dancing
- 1 x representative from the Royal Scottish Country Dance Society
- 1 x representative from the Caledonian Society of WA
- 5 x community representatives

QUORUM

The quorum for the Committee shall be at least 50% of the number of offices, whether vacant or not.

3. DISABILITY ADVISORY COMMITTEE

PURPOSE

To advise Council on the monitoring, evaluation and review of the City of Armadale Disability Access and Inclusion Plan.
To advise and make recommendations to Council, (via the Community Services Committee), on a range of issues which affect the quality of life of disabled persons living in the City of Armadale.

OBJECTIVES

- To assist with advice and support for the provision of services, activities, and facilities for people with disabilities residing in the city of Armadale.
- To assist Council officers in the monitoring, evaluation and review of the City of Armadale Disability Access and Inclusion Plan.
- To assist Council officers to research the needs of disabled persons on a periodic basis.
- Through research and consultation, to identify opportunities to develop services and facilities relevant to the needs of disabled persons.
- To promote a positive image of disabled persons in the City of Armadale.
- To assist in promoting those organisations which provide services for disabled persons within the City.

MEMBERSHIP

In accordance with Section 5.10 (1) (a) of the Act, all members of the Committee shall be appointed by Council. The Committee shall comprise the following membership:

- 1 x City of Armadale Councillor
- 1 x Disability Services Commission Local Area Coordinator
- 3 x representatives from local organisations providing services to people with disabilities within the City of Armadale
- 3 x community representatives whose lives are directly impacted upon by disability (e.g. self, spouse, child)
- The City of Armadale Property Services Manager
- The City of Armadale Building Services Manager

QUORUM

The quorum for the Committee shall be at least 50% of the number of offices, whether vacant or not.

4. MINNAWARRA FESTIVAL COMMITTEE

PURPOSE

To assist Council in the management and coordination of the annual Minnawarra Festival.

OBJECTIVES

- To consult with relevant stakeholders and interested parties, and consider any new ideas for possible inclusion in the City's annual Minnawarra Festival.
- To advise and assist Council officers with the development of the program and format for the Minnawarra Festival.
- To advise Council on any matter relating to the Minnawarra Festival.

MEMBERSHIP

In accordance with Section 5.10 (1) (a) of the Act, all members of the Committee shall be appointed by Council. The Committee shall comprise the following membership:

- 2 x City of Armadale Councillors
- 2 x representatives from service clubs operating within the City of Armadale
- 3 x community representatives

QUORUM

The quorum for the Committee shall be at least 50% of the number of offices, whether vacant or not.

5. PUBLIC HISTORY ADVISORY COMMITTEE

PURPOSE

To provide advice and recommendation to Council (via the Community Services Committee) on relevant policies, procedures, guidelines, business/services plans and programmes associated with:
History House Museum
Birtwistle Local Studies Library
Bert Tyler Vintage Machinery Museum
Minnawarra Historic Precinct
(hereinafter called the "Facilities".)

The Committee is to ensure that the Facilities are operated in a manner that ensures fair and equitable access to all patrons.

MEMBERSHIP

Membership of the Committee shall comprise the following:

- 1 x City of Armadale Councillor
- 1 x representative from the Public History Friends Group
- 1 x representative from the Western Australian Genealogical Society – Armadale House Group
- 1 x representative from the Armadale and Districts Brickwork Preservation Group Inc
- 1 x representative from the Public History Friends Group
- 3 x community representatives (preferably not associated with any of the aforementioned representative organisations/groups)

QUORUM

The quorum for the Committee shall be at least 50% of the number of offices, whether vacant or not.

6. SENIORS' INTERESTS ADVISORY COMMITTEE

PURPOSE

To advise and make recommendations to Council (via the Community Services Committee) on a range of issues which affect the quality of life of seniors living in the City of Armadale.

OBJECTIVES

- To make recommendations to Council regarding budget priorities for the provision of services, activities and facilities for seniors within the City of Armadale.
- To assist Council officers to research the needs of the Seniors Community on a periodic basis.
- Through research and consultation, to identify gaps in the provision of services and facilities for Seniors, including but not limited to the areas of:
  Health
  Education
  Leisure and Recreation
  Transport
  Accommodation
- To promote the important role that Seniors play in the community.
- To assist in promoting those organisations which provide services for seniors within the City.

MEMBERSHIP

In accordance with Section 5.10 (1) (a) of the Act, all members of the Committee shall be appointed by Council. The Committee shall comprise the following membership:

- 2 x City of Armadale Councillor
- 1 x representative from the Armadale-Kelmscott Senior Citizens' Club
- 1 x representative from the Kelmscott-Westfield Senior Citizens' Club
- 1 x representative from the Roleystone-Karragullen Seniors' Club
- 1 x community representative (whose life is directly impacted by seniors' issues)
- 1 x community representative from an Aboriginal Torres Straight Islander background
- 4 x representatives from Seniors' community groups within the City of Armadale, to include representation from Dale Cottages Inc.
- 3 x representatives from local organisations that provide services for seniors within the City of Armadale

QUORUM

The quorum for the Committee shall be at least 50% of the number of offices, whether vacant or not.

7. YOUTH ADVISORY COMMITTEE

PURPOSE

To provide advice to Council (via the Community Services Committee) on youth affairs and issues affecting the youth of the City of Armadale.

OBJECTIVES

- To ensure that Council's services and facilities for young people are relevant, responsive and accountable to the changing needs and interests of young people in the City of Armadale.
- To act as a reference group for the Minister for Youth, the Minister's Advisory Council and the Office of Children and Young People's Plan broader consultative strategy.
- To monitor the implementation of the City of Armadale's Youth Plan and review on a regular basis.
- To encourage and maintain communication and consultation between the Council and the various service providers and to ensure that young people are involved in decision making relevant to their needs.
- To assist with advice and support for the provision of services, activities, and facilities for youth residing in the City of Armadale.
- To promote the important role that youth play in the community.
- To assist in promoting those organisations which provide services for youth within the City.

MEMBERSHIP

In accordance with Section 5.10 (1) (a) of the Act, all members of the Committee shall be appointed by Council. The Committee shall comprise the following membership:

- 1 x City of Armadale Councillor
- 1 x representative from Armadale Senior High School
- 1 x representative from Cecil Andrews Senior High School
- 1 x representative from John Calvin Senior High School
- 1 x representative from Armadale Christian College
- 1 x representative from John Wollaston Anglican School
- 1 x representative from Kelmscott Senior High School
- 1 x representative from Roleystone District High School
- 1 x representative from Carey Baptist College
- 8 x community youth representatives

QUORUM

The quorum for the Committee shall be at least 50% of the number of offices, whether vacant or not.

STANDARD
TERMS OF REFERENCE

1.0 INTRODUCTION

1.1 The Council of the City of Armadale (hereinafter called the "Council") hereby establishes a committee under the powers given in Section 5.8 of the Local Government Act 1995 (hereinafter called the "Act").

1.2 The committee referred to in 1.1 is to be known as the ---------- Committee (hereinafter called the "Committee").

1.3 The Committee has been established to assist Council in the exercise of its powers and duties. The Committee shall conduct its business in a manner consistent with the provisions of the Act, Local Government Regulations, Council's local laws, policies, Code of Conduct and this document.

1.4 In these Terms of Reference the following interpretations shall apply:
"Act" – The Local Government Act 1995
"CEO" – The Chief Executive Officer of the City of Armadale
"Committee" – The ---------- Committee
"Council" – The Council of the City of Armadale
"Ordinary Elections Day" – A day fixed by Section 4.6 of the Act for holding the polls for ordinary elections for the City of Armadale
"Simple Majority" – More than 50% of the members present and voting
"Presiding Member" – The presiding member is the person elected by the Committee members to preside at all meetings of the Committee

2.0 PURPOSE

3.0 OBJECTIVES

4.0 MEMBERSHIP

4.1 In accordance with Section 5.10 (1) (a) of the Act, all members of the Committee shall be appointed by Council.

4.2 The Committee shall comprise the following membership: _____

4.3 In accordance with Section 5.11 of the Act, a person appointed to the Committee shall remain a member of the Committee until:
(a) the term of the person's appointment as a committee member expires
(b) the Council removes the person from the office of committee member or the office of committee otherwise becomes vacant
(c) the committee is disbanded, or
(d) the next ordinary elections day
whichever happens first.

4.4 The method of filling the external organisational representative positions shall be for Council to invite nominations from these representative organisations who shall submit, in writing, to Council their nominee(s) whereupon Council will then appoint persons to the Committee.

4.5 The method of filling the community representative positions shall be via a public advertising process inviting interested persons to nominate for a

position in writing whereupon Council will then appoint a person(s) to the Committee.

4.6 The processes prescribed in Clauses 4.4 and 4.5 of this document shall take place in a manner that will allow for the appointment of all persons to the Committee as soon after the ordinary elections day as is possible.

4.7 Where an organisational representative or community representative positional vacancy occurs mid-term, that vacancy shall be filled as soon as possible and in the manner as described in 4.5 and 4.6 above.

4.8 Any member wishing to resign from the committee must do so in writing to the CEO or the Presiding Member.

4.9 If any member is absent from three consecutive meetings without approved leave of the Committee, they shall forfeit their position on the Committee. The Council shall be informed and will immediately undertake the procedure prescribed in Clause 4.7 of this document.

4.10 The Committee may enlist the services of other persons or organisations that are not members of the Committee to assist in meeting its objectives. Such persons may attend Committee meetings, however not in the capacity of a Committee member.

5.0 MEETINGS

5.1 At the first meeting of the Committee, the members of the Committee:
- (a) shall elect a presiding member from amongst themselves, and
- (b) may elect, again from amongst themselves, a deputy presiding member.

5.2 The Committee Members, when electing a presiding member or deputy presiding member are to vote on the matter by secret ballot as if they were electors voting at an election.

5.3 The person elected by the Committee as Presiding Member or Deputy Presiding Member shall remain in that position until;
- (a) all committee positions become vacant at the next ordinary elections day
- (b) the person ceases to be a member of the Committee for reasons other than as per (a) above; or
- (c) the person resigns from that position.

5.4 Where the positions of Presiding Member or Deputy Presiding Member become vacant as a result of Clauses 5.3 (b) or (c) the Committee must elect a replacement at the next meeting of the Committee.

5.5 If the Presiding Member and Deputy Presiding Member are absent from the same meeting, the members present must elect a Presiding Member for that meeting only from amongst themselves prior to the commencement of any business.

5.6 The Committee shall meet at least ____ times per year at a place and time to be determined by the Committee.

5.7 Notice of meetings shall be given to members at least five working days before each meeting.

5.8 A deputation seeking to be received by the Committee is to apply in writing to the CEO, who is to forward the written request to the Presiding Member.

5.9 A deputation invited to attend a Committee meeting is not to exceed five persons, only two of whom may address the Committee, although others may

respond to specific questions from committee members and is not to address the committee for a period exceeding 15 minutes without the agreement of the committee.

6.0 QUORUM

6.1 The quorum for the Committee shall be at least 50% of the number of offices, whether vacant or not.

6.2 If a quorum has not been established within 30 minutes after the meeting is due to begin the meeting may be adjourned.

6.3 The committee is not to transact business at a meeting unless a quorum is present.

6.4 If at any time during the course of a meeting a quorum is not present because in relation to a particular matter a member(s) has left the meeting after disclosing a financial interest, the matter shall be adjourned until a quorum is present to decide the matter.

6.5 If at any time during the course of a meeting a quorum is not present because of a member(s) leaving the meeting for reasons other than the disclosure of a financial interest, the person presiding is to suspend the proceedings of the meeting for a period not exceeding ten minutes. If a quorum is not present at the end of that time, the meeting is deemed to have been adjourned and the person presiding is to reschedule it to some future time or date.

7.0 VOTING

7.1 Voting is to be conducted so that no voter's vote is secret.

7.2 All members of the Committee shall have one vote. If the votes of the members present are equally divided, the person presiding may cast a second vote. Use of the second vote shall be recorded in the minutes.

7.3 If a Committee member requests that their vote be recorded or the votes of all members present be recorded, the person presiding is to cause the vote or votes to be recorded in the minutes.

7.4 A decision of the Committee does not have affect unless a simple majority has made it. Decisions of the Committee are not binding on Council.

8.0 MINUTES

8.1 The person presiding at a meeting shall ensure that Minutes are kept of the meeting's proceedings.

8.2 The minutes of the meeting shall include:

(a) the names of the members present at the meeting;

(b) where a member enters or leaves the meeting during the course of the meeting, the time of entry or departure, as the case requires, in the chronological sequence of the business of the meeting;

(c) details of each motion moved at the meeting, the mover and the outcome of the motion;

(d) details of each decision made at the meeting;

(e) in relation to each disclosure made under section 5.65 or 5.70 of the Act in relation to the meeting, where the extent of the interest has been disclosed, the extent of the interest.

8.3 A copy of the unconfirmed minutes shall be sent to all Committee members within 14 days of the meeting.

8.4 A copy of the confirmed minutes shall be sent to Council within 14 days of the confirmation.

8.5 The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify confirmation.

9.0 SUB-GROUP(S)

9.1 The Committee may appoint a sub-group(s) of its members to carry out a particular task consistent with the purpose and objectives of the Committee. A sub-group shall not exercise a power or perform a duty without the approval of the Committee.

10.0 COMMUNICATION AND PUBLIC RELATIONS

10.1 All aspects of communication by Committee members (including verbal, written or personal), involving the Local Government's activities should be of a standard which reflects the standards and objectives of the Council. Communications should be accurate, polite and professional.

10.2 Statements to the press on behalf of the Local Government will only be made by the Mayor or the CEO.

11.0 DELEGATED POWERS

11.1 Council may delegate powers to the Committee in accordance with Section 5.16 of the Act.

11.2 Notwithstanding Clause 11.1, it is the intention of Council that the Committee is to advise and make recommendations to Council, via the Community Services Committee.

12.0 DISCLOSURE OF FINANCIAL INTERESTS

12.1 A member is to be treated as having an interest in a matter if either the member or person with whom the member is closely associated has a direct or indirect financial interest in the matter or a proximity interest in the matter.

12.2 A person has a financial interest in a matter if it is reasonable to expect that the matter will, if dealt with by the local government in a particular way, result in a financial gain, loss, benefit or detriment for the person.

12.3 A person has a proximity interest in a matter if the matter concerns:

(a) a proposed change to a planning scheme affecting land that adjoins the person's land,

(b) a proposed change to the zoning or use of land that adjoins the person's land, or

(c) a proposed development (as defined in Section 5.63(5)) of land that adjoins the person's land.

12.4 A reference in this sub-division to an indirect financial interest of a person in a matter includes a reference to a financial relationship between that person and another person who requires a local government decision in relation to the matter.

12.5 A person is to be treated as being closely associated with a member if the relevant person:

(a) is in partnership with the member
(b) is an employer of the member
(c) is a beneficiary under a trust, or an object of a discretionary trust, of which the member is a trustee
(d) is a body corporate:
    (i) of which the member is a director, secretary or executive officer; or
    (ii) in which the member holds shares having a value exceeding the prescribed amount
(e) is the spouse or a child of the member and is living with the member
(f) is a Council member and the person:
    (i) gave a notifiable gift to the relevant person in relation to the election at which the relevant person was last elected, or
    (ii) has given a notifiable gift to the relevant person since the relevant person was last elected.
(g) has a relationship specified in any of paragraphs (a) to (d) in respect of the member's spouse if the spouse is living with the member.

12.6 In addition to disclosure of financial interests, committee members are required to disclose any interest they have in a matter to be discussed at the meeting that would give rise to a reasonable belief that the impartiality of the person have the interest would adversely affected.

12.7 Where an interest must be disclosed under 12.6 above, the disclosure is to be made at the meeting immediately before the matter is discussed or at the time the advice is given, and is to be recorded in the minutes of the meeting.

12.8 The disclosure of an interest in 12.6 above does not affect the ability of the committee member to discuss or vote on the matter.

12.9 In accordance with Section 5.63 of the Act, there are some financial interests that committee members need not disclose, for example:

(a) an interest common to a significant number of electors or ratepayers,
(b) an interest arising from the imposition of any rate, charge or fee by the local government,
(c) an interest relating to a fee, reimbursement of an expense or an allowance to which Sections 5.98, 5.99, 5.100 or 5.101(2) refers,
(d) an interest relating to the pay, terms or conditions of an employee unless –
    (i) the relevant person is the employee, or
    (ii) either the relevant person's spouse or child is the employee if the spouse or child is living with the relevant person
(e) an interest arising only because the relevant person is, or may become, a member of the Council of a regional local government
(f) an interest arising only because the relevant person is, or intends to become, a member or office bearer of a body with non-profit making objectives
(g) an interest arising only because the relevant person is, or intends to become, a member, office bearer, officer or employee of a department of the public service of the State or Commonwealth or a body established under a written law, or
(h) a prescribed interest

12.10 A reference to a spouse includes a reference to a person who is residing with the member in a marriage-like relationship, although not actually married to that person.

12.11 A member who has an interest in any matter to be discussed at a meeting must disclose the nature of the interest:
(a) in a written notice given to the CEO before the meeting; or
(b) at the meeting immediately before the matter is discussed.

12.12 A disclosure of an interest shall be recorded in minutes.

12.13 In accordance with Section 5.65 (1) of the Act, any member who fails to disclose an interest is liable to a penalty of $10,000 or imprisonment for 2 years.

12.14 A member who makes a disclosure pursuant to this section shall not participate in, or be present during, any discussion or decision making procedure relating to the matter, unless the member is allowed to in accordance with Clause 12.16.

12.15 In accordance with Section 5.67 of the Act, any member who participates in or is present during any discussion or decision making procedure without approval to do so is liable to a penalty of $10,000 or imprisonment for 2 years.

12.16 If a member has disclosed an interest in a matter, the members present who are entitled to vote on the matter may allow the disclosing member to participate in or be present during any discussion or decision making procedure relating to that matter if the disclosing member also discloses the extent of the interest and those members decide that the interest is so trivial or insignificant as to be unlikely to influence the disclosing members conduct in relation to the matter or is common to a significant number of electors or ratepayers.

12.17 A decision under Clause 12.16 is to be recorded in the minutes of the meeting together with the extent of any participation allowed by the Committee.

12.18 Where a member has disclosed an interest in a matter and has left the room the remaining members may resolve to invite the member to return to provide specific information to clarify the matter and in such case the member is to withdraw after providing the specified information.

12.19 A register shall be kept of all disclosures of a financial interest.

13.0 CONDUCT OF MEMBERS

13.1 No member is to reflect adversely upon a decision of the Committee except on a motion that the decision be revoked or changed.

13.2 No member is to use offensive or objectionable expressions in reference to any member, employee of the Council, or any other person. Any member who does not adhere to this clause is liable to a penalty of $1,000.

13.3 No member is to reflect adversely on the character or actions of a member, officer or any other person participating in the meeting.

13.4 If a member specifically requests, immediately after their use, that any particular words used by a member be recorded in the minutes, the person presiding is to cause the words used to be taken down and read to the meeting for verification and to then be recorded in the minutes.

13.5 In the event of two or more members wishing to speak at the same time, the person presiding is to decide which member is entitled to be heard first. The decision is not open to discussion or dissent.

13.6 The person presiding is to preserve order, and may call any member or other person in attendance to order, whenever, in his or her opinion, there is cause for so doing.

14.0 DISBANDMENT OF THE COMMITTEE

14.1 Disbandment of the Committee shall be at the direction of Council.

15.0 AMENDMENTS TO THE TERMS OF REFERENCE

15.1 This document may be altered at any time by the Council on recommendation of the Committee or after giving 14 days notice to the Committee.

16.0 MEETINGS NOT OPEN TO THE PUBLIC

16.1 Meeting of the Committee shall not be open to the public, unless at the invitation of the Committee.

REGISTER OF DELEGATIONS – COUNCIL TO CEO

NO.	DELEGATION	ASSIGNEE
	Local Government Act 1995	
5	• Power to remove and impound goods	Yes
6	• Authority to sell or dispose of impounded goods	Yes
12	• Withdrawal of infringement notices	Yes
15	• Withholding goods until costs have been paid	Yes
16	• Disposal of sick or injured animals	Yes
	Litter Act 1979	
50	• Withdrawal of infringement notices	No
	Control of Vehicles (Off Road) Act 1978	
60	• Withdrawal of infringement notices	Yes
	Bush Fires Act 1954	
80	• Withdrawal of infringement notices	Yes
81	• Authority to sign Request to Burn forms	
	Dog Regulations 1976	
190	• Withdrawal of infringement notices	Yes
	Local Law – Local Government Property	
220	• Authority to refuse any hall booking where it seems circumstances warrant such refusal without assigning any reason for such refusal.	Yes
	Policies of Council	

502	• COMD1 – Consider requests for assistance according to the following categories:
	  • Donation
	  • Community Grant
	  • Annual Contribution
	  • Partnership Contribution
		Yes

	Other Delegations	
603	• Community Development – Authority to approve any requests for "one-off" free use of Council's facilities shall be delegated to the CEO. Any requests for "one-off" free use of facilities shall be considered on its merits but will normally only be eligible for approval if it is a not-for-profit community service activity that provides a significant benefit to the community. In the event that a request is refused the matter is to be referred to the Community Services Committee for consideration prior to a decision.	Yes
650	• Fire Services – The Mayor and Chief Bush Fire Control officer be given delegated authority to vary the prohibited and restricted burning periods.	No

CITY OF ARMADALE

MINUTES

FOR THE ANNUAL GENERAL MEETING OF THE **BUSH FIRE ADVISORY COMMITTEE** TO BE HELD IN THE ADMINISTRATION CENTRE, COMMITTEE ROOM, ORCHARD AVENUE ARMADALE ON WEDNESDAY 10 OCTOBER 2007 AT 7 PM

1. ATTENDANCE AND APOLOGIES

PRESENT:

Mr. Robbie Van Uden	Chairman/FCO Roleystone Brigade
Cr, Laurie Scidone	Council Delegate
Mr. Brian L Watkins	Manager Ranger & Emergency Services CBFCO
Mr. Noel Plowman	Captain Roleystone Brigade
Mr. Rob Littman	City of Armadale Training Officer
Mr. Ian Thompson	Fire Control Officer Bedfordale Brigade
Mr. Mike Fancote	Bedfordale Brigade Delegate
Mr. Peter Johnstone	District Manager FESA (Bush Fire Services)
Mr. Greg Standing	District Fire Officer/Department Environment and Conservation

APOLOGIES:

Mr. Ron Porter	Senior Ranger City of Armadale

STAFF:

GUESTS:

2. DISCLOSURE OF FINANCIAL INTERESTS

Note:

Members must **disclose their interest in matters to be discussed at the meeting. (Section 5.65).**

Employees must disclose their interest in reports or advice given in reports presented to the meeting. (Section 5.70).

3. CONFIRMATION OF PREVIOUS MINUTES

RESOLVED on the Motion of Mr. Mike Fancote - Seconded Mr. Peter Johnstone that the Minutes of the previous Annual General Meeting held on Wednesday 9 August 2006 be confirmed.

BUSH FIRE ADVISORY COMMITTEE

I N D E X

10 October 2007

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7.2 TRAINING OFFICER'S REPORT **6**

7.3 FESA CORRESPONDENCE **6**

7.4 OTHER REPORTS **6**

1. ITEMS OF MUTUAL INTEREST (Included as separate attachment)

4 ELECTION OF PRESIDING MEMBER

The Manager Ranger & Emergency Services called for nominations for the position of Chairperson, Mr. Mike Fancote nominated Mr. Robbie Van Uden, and the nomination was seconded by Mr. Peter Johnstone. Mr. Van Uden accepted the nomination, and there being no further nominations was declared as Chairman for the ensuing twelve (12) months

5 BUSINESS ARISING

Cr. Scidone enquired into the outcome of recommendation BF115/06 relating to the installation of all new domestic water tanks in rural subdivisions with a 38 mm female cam-lock fitting with full flow valve.

The Manager Ranger & Emergency Services advised the committee that whilst the installation of the cam lock fitting was not included in the development conditions by the Local Government , it was included as a condition of the fire management plan on all new development applications.

General discussion took place regarding the outcome of BF11/06 recommendation that Waste Services give consideration to increasing the ability of residents to dispose of green waste/garden refuse at no extra cost to the resident.

Cr. Scidone advised the Committee that he would discuss this matter with the Manager Waste Services with the view of seeking a satisfactory outcome for all stakeholders.

6 GENERAL BUSINESS

6.1 Brigade Officer Appointments

Councils Bush Fire Control Local Law provides for the appointment of persons to the position of Fire Control Officer, Captain, Lieutenants, Property Officer and Secretary of Brigades. Such appointments are for a one (1) year term commencing July 1st and terminating June 30th next.

Listed below are the office bearers for the Bedfordale Volunteer Bush Fire Brigade and the Roleystone Volunteer Bush Fire brigade for the period commencing July 1st 2007.

Bedfordale VBFB

President	Mike Fancote
Secretary/Treasurer	Alison Hall
Fire Control Officer	Ian Thompson

Captain	Ray Barnett
Lieutenants	Gavin Fancote
	Nino Scidone
	Tony Legg
	Michael Vidala
Property Officer	John Foan
Vehicle & Equipment Officer	Michael McCavanagh
BFAC Delegate	Ian Thompson/Ray Barnett
BFAC Deputy Delegate	Michael Fancote
Training Officer	William Stevens
Auditor	Egon Wind

Roleystone VBFB

President	Noel Plowman
Vice President	Glenn Bush
Secretary	Chris Cairns
Treasurer	Don Winstanley
Fire Control Officer	Robbie Van Uden
Captain	Noel Plowman
Lieutenants	Matthew Plowman
	Shane Plowman
	Craig Popperwell
	Nathan Hall
Training Officer	Glenn Pedersen
BFAC Delegate	Rob Van Uden/Noel Plowman
Auditor	Graeme Hart

BF 119/07 Committee Recommend

Council endorses the following nominations for the position of Brigade Officers, as the nominees satisfy the provision of Council's Local Law in this regard.

Bedfordale VBFB

President	**Mike Fancote**
Secretary/Treasurer	**Alison Hall**
Fire Control Officer	**Ian Thompson**
Captain	**Ray Barnett**
Lieutenants (Snr.)	**Gavin Fancote**
	Nino Scidone
	Tony Legg
	Michael Vidala
Property Officer	**John Foan**
Vehicle & Equipment Officer	**Michael McCavanagh**
BFAC Delegate	**Ian Thompson/Ray Barnett**
BFAC Deputy Delegate	**Michael Fancote**

Training Officer	**William Stevens**
Auditor	**Egon Wind**

Roleystone VBFB

President	**Noel Plowman**
Vice President	**Glenn Bush**
Secretary	**Chris Cairns**
Treasurer	**Don Winstanley**
Fire Control Officer	**Robbie Van Uden**
Captain	**Noel Plowman**
Lieutenants	**Matthew Plowman**
	Shane Plowman
	Craig Popperwell
	Nathan Hall
Training Officer	**Glenn Pedersen**
BFAC Delegate	**Rob Van Uden/Noel Plowman**
Auditor	Graeme Hart

6.2 Application for New Membership

The following applications for new membership have been received from the Bedfordale Volunteer Bush Fire Brigades and are herein presented for consideration.

Bedfordale

Paul Chamberlain	Auxiliary Member
Brett Heald	Fire Fighter Member
Jennifer Niblett	Fire Fighter Member
Adam Green	Fire Fighter Member
Jae Errington	Fire Fighter Member
David Berney	Fire Fighter Member

Roleystone

Michael Hickey	Fire Fighter Member
Barry Morgan	Fire Fighter Member
Storme Green	Cadet Member
Bronwyn Coops	Cadet Member
Michael Adams	Cadet Member
Francis Kennedy	Fire Fighter Member
Lincoln Beth	Fire Fighter Member
Dainon Bayley	Fire Fighter Member
Nicholas Zabaiteri	Cadet Member
Benjamin Horsman	Cadet Member

Liam Turner Cadet Member

BF 120/07 Committee Recommend

That Council endorse the following nominations for membership to the Bedfordale and Roleystone Volunteer Bush Fire Brigades

Bedfordale

Paul Chamberlain	**Auxiliary Member**
Brett Heald	**Fire Fighter Member**
Jennifer Niblett	**Fire Fighter Member**
Adam Green	**Fire Fighter Member**
Jae Errington	**Fire Fighter Member**
David Berney	**Fire Fighter Member**

Roleystone

Michael Hickey	**Fire Fighter Member**
Barry Morgan	**Fire Fighter Member**
Storme Green	**Cadet Member**
Bronwyn Coops	**Cadet Member**
Michael Adams	**Cadet Member**
Francis Kennedy	**Fire Fighter Member**
Lincoln Beth	**Fire Fighter Member**
Dainon Bayley	**Fire Fighter Member**
Nicholas Zabaiteri	**Cadet Member**
Benjamin Horsman	**Cadet Member**
Liam Turner	**Cadet Member**

7 REPORTS

7.1 Chief Bush Fire Control Officer's Report

The CBFCO Mr. Brian Watkins reported on the following:-

- *Perth South District Operations Advisory Committee (DOAC)*
- *AWARE Funding Application*
- *Mutual Aid Agreement*
- *FESA Catering Protocols*
- *Zone 2 & 2A Arrangements*

BF 121/07 Committee Recommend

That the Chief Bush Fire Control Officer's Report be received.

7.2 Training Officer's Report

The City of Armadale Bush Fire Training Coordinator, Mr. Rob Littman, reported on the following:-

- *2007 Training Calendar (thus far)*
- *Training Courses for new VBFB members held in September 2007*
- *Proposed Volunteer Firefighter Training Programmes at Academy*
- *Funding of Driver Training Courses*
- *Bedfordale VBFB Driver Training Course held in August 2007*

BF 122/07 Committee Recommend

That the Training Officer's Report be received.

7.3 FESA Correspondence

Primary and Support incidents attended by BFB, Local Government and FRS Volunteer Brigades for the period 1 July 2006 – 30 June 2007

BF 123/07 Committee Recommend

That the correspondence from FESA be received

7.4 Other Reports

Nil

8. ITEMS OF MUTUAL INTEREST (to be included as separate attachment)

MEETING CLOSED: 2010hrs

BUSH FIRE ADVISORY COMMITTEE

SUMMARY OF "A" ATTACHMENTS

10 October 2007

Attachment	Subject	Page
A-1	Primary and Support Incidents Attended by BFB, Local Government and FRS Volunteers ARMADALE for the period 1st July 2006 – 30th June 2007	

Our Ref: RM:3809
Your Ref:

FESA
Fire & Emergency Services
Authority of Western Australia

480 Hay Street
Perth Western Australia 6000
Postal Address
PO Box P1174 Perth WA 6844
Telephone (08) 9323 9300
Facsimile (08) 9221 1935
Email fesa@fesa.wa.gov.au

Chief Executive Officer
CITY of ARMADALE
LOCKED BAG 2
ARMADALE WA 6112

Dear Sir / Madam,

Attached please find a primary and support incidents and 000 turnout details. It is intended that these reports be for your information and if incorrect used as a return document so as FESA's Communications Centre data can be updated.

For this month we have 5 reports:

1. Primary Incidents attended by BFB, Local Government and VFRS Volunteers for the Period 1 June 2007 to 30 June 2007. Also attached will be a detailed report for the period 1 July 2006 to 30 June 2007.
2. Support Incidents attended by BFB, Local Government and VFRS Volunteers for the Period 1 April 2007 to 30 April 2007. Also attached will be a detailed report for the period 1 July 2006 to 30 June 2007
3. 000 Service Agreement Contact Change Form with current turnout details
4. Pager Report (if applicable).
5. Brigade SMS Reports (if applicable).

If you require any further reports then please contact the undersigned

Yours sincerely,

Natasha Dudarz
Operational Systems Reporting Officer
Phone: 9323 9486
Facsimile: 1800 309 999
Email: firereports@fesa.wa.gov.au

3/07/2007

CITY OF ARMADALE
RECEIVED
- 5 JUL 2007
COMMUNITY SERVICES

Our Vision: A Safer Community

FESA

000 SERVICE AGREEMENT
Contact Change Form
Armadale (C)

Our 24 hour, 365 day emergency 000 contacts from the Communications Centre are as follows:

	Name	Role	Organisation	Bus/After Hrs/All hrs	Number
1	Brian Watkins	CBFCO	City of Armadale	Mobile	0419 912 515
2		Shire Office	City of Armadale	Phone (Bus)	08 9399 0111
3	Robbie Van Uden	Roleystone FCO	City of Armadale	Phone (Bus)	08 9397 6699
4	Robbie Van Uden	DCBFCO	City of Armadale	Mobile	0409 685 625
5	Robbie Van Uden	DCBFCO	City of Armadale	Phone (Bus)	08 9397 5406
6	Ian Thompson	Bedfordale FCO	City of Armadale	Mobile	0407 795 561
7		Ranger Services	City of Armadale	Phone	08 9399 0108
8		Duty Officer	BFS Perth	Pager (All Hrs)	08 9476 0101

Note: Please indicate Phone / Mobile contact as **Business / After Hrs / All Hrs**

Alterations to contacts

1
2
3
4
5
6
7
8
9
10

Signature
Local Government Chief Executive Officer

Date

Instructions only if any alterations:
1. Complete the Alterations section with any changes to above contacts.
2. CEO to sign form.
3. Fax a copy to Fire Service Communications Centre 1800 309 999 Attention FESA Operations Applications Support Officer
4. Fax or mail a copy to your nearest FESA office.

Confirmation of details will be sent to your FESA office as soon as they have been recorded.
Monthly during the Summer period a new form will be sent with regular reports.

OFFICE USE ONLY

Details entered into BOMS	By:	Date:
Confirmation of update sent to Fire Service Region	By:	Date:

K:\Reports\REPORTS TO RUN\MONTHLY REPORTS\Local Govt\000ServiceAgreement 02-July-2007

FESA

Primary Incidents Attended by
BFB, Local Government and FRS Volunteers
ARMADALE (C)
for the Period 1 June 2007 - 30 June 2007

6040 BEDFORDALE

Incident	Date/Time	Incident Address	Type of Incident
78479	17/06/2007 15:41	ALBANY HWY MOUNT RICHON	Scrub or bush and grass mixture fire

Total number of Primary Incidents Attended= 1

6821 CITY OF ARMADALE

Incident	Date/Time	Incident Address	Type of Incident
78386	16/06/2007 14:49	CHURCHMAN BROOK RD BEDFORDALE	Controlled burning

Total number of Primary Incidents Attended= 1

6560 ROLEYSTONE BFB

Incident	Date/Time	Incident Address	Type of Incident
78271	14/06/2007 21:49	BROOKTON HWY KARRAGULLEN	Passenger vehicle fire

Total number of Primary Incidents Attended= 1

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FESA

Primary Incidents Attended by BFB, Local Government and FRS Volunteers ARMADALE (C) for the Period 1 July 2006 - 30 June 2007

6040 BEDFORDALE

Incident	Date/Time	Incident Address	Type of Incident
54309	10/08/2006 17:19	CARPARK LEADING TO WUNGONG DAM ADMIRAL RD BEDFORDALE	Scrub or bush and grass mixture fire
57270	28/09/2006 14:18	STEVENS RD BEDFORDALE	Passenger vehicle fire
57515	01/10/2006 15:24	STEVENS RD BEDFORDALE	Scrub or bush and grass mixture fire
58744	19/10/2006 16:19	CAMFIELD PL BEDFORDALE	Petrol or other flammable liquid spill
59324	26/10/2006 18:30	CROSS RD BEDFORDALE	Dumpster or other outside trash receptacle f
60535	10/11/2006 20:08	ALBANY HWY BEDFORDALE	Animal rescue
61225	19/11/2006 16:45	CROSS RD BEDFORDALE	Scrub or bush and grass mixture fire
63196	11/12/2006 20:07	TREWARN PL BEDFORDALE	Vegetation or other outside fire not classifie
67684	28/01/2007 21:34	ADMIRAL RD BEDFORDALE	Scrub or bush and grass mixture fire
78479	17/06/2007 15:41	ALBANY HWY MOUNT RICHON	Scrub or bush and grass mixture fire

Total number of Primary Incidents Attended = 10

6821 CITY OF ARMADALE

Incident	Date/Time	Incident Address	Type of Incident
78386	16/06/2007 14:49	CHURCHMAN BROOK RD BEDFORDALE	Controlled burning

Total number of Primary Incidents Attended = 1

6560 ROLEYSTONE BFB

Incident	Date/Time	Incident Address	Type of Incident
54867	19/08/2006 18:26	PEET RD ROLEYSTONE	Controlled burning
55395	28/08/2006 20:23	200M ARMADALE SIDE OF GULL SERVO BROOKTON HWY KARRAGULLEN	Controlled burning
59657	30/10/2006 15:02	CANNING MILLS RD MARTIN	Scrub or bush and grass mixture fire
59757	31/10/2006 23:16	1 KM EAST OF THE ROCK INNE TAVERN BROOKTON HWY KARRAGULLEN	Passenger vehicle fire
59978	03/11/2006 16:05	CANNING RD KARRAGULLEN	Scrub or bush and grass mixture fire
60940	16/11/2006 15:16	CANNING RD KARRAGULLEN	Controlled burning
61735	25/11/2006 17:17	BARTONS MILL ASHENDON RD ILLAWARRA	Passenger vehicle fire
69586	19/02/2007 14:10	IRYMPLE RD KARRAGULLEN	Scrub or bush and grass mixture fire
71041	07/03/2007 15:55	GARDINER RD KARRAGULLEN	Smoke scare, odour of smoke
76716	22/05/2007 11:46	WINDSOR AV ROLEYSTONE	Vegetation or other outside fire ; insuff info
78271	14/06/2007 21:49	BROOKTON HWY KARRAGULLEN	Passenger vehicle fire

Total number of Primary Incidents Attended = 11

FESA

Support Incidents Attended by BFB, Local Government and FRS Volunteers ARMADALE (C) for the Period 1 July 2006 to 30 June 2007

6040 BEDFORDALE

Incident	Date/Time	Incident Address	Type of Incident
55576	31/08/2006 18:29	YULE-DU SERVICE STATION ALBANY HIGHWAY BEDFORDALE	Fire damaging structure only
60185	05/11/2006 18:39	ARMADALE RUBBISH TIP HOPKINSON RD DARLING DOWNS	Vegetation or other outside fire ; insuff
65417	03/01/2007 15:50	ZONE 2 BRIAN STREET MOUNT NASURA	Outside refuse fire not classified
66061	12/01/2007 12:55	ZONE 2 RESPONSE BLISSETT ROAD BEDFORDALE	Small vegetation fire (less than one hec
66067	12/01/2007 13:44	NR ELIZABETHAN VILLAGE CANNS ROAD MOUNT NASURA	Small vegetation fire (less than one hec
67120	24/01/2007 22:37	COOLIABBERRA DR WUNGONG	Steam vapour, fog or dust thought to be
67760	29/01/2007 12:50	SOUTH WESTERN HWY ARMADALE	Scrub or bush and grass mixture fire
67763	29/01/2007 13:08	LEAVE OPEN FLAT ROCKS RD JULIMAR	Scrub or bush and grass mixture fire
67767	29/01/2007 13:58	FARRELL GROVE CTRL - CALM FIRE SOUTH LEDGE RD BICKLEY	Scrub or bush and grass mixture fire
68234	03/02/2007 14:58	NICHOLSON FORRESTDALE	Scrub or bush and grass mixture fire
68246	03/02/2007 16:50	ZONE 2 NO BFB AVAILABLE WALLANGARRA DR BEDFORDALE	Smoke scare, odour of smoke
70321	26/02/2007 16:04	502 RANFORD RD CHAMPION LAKES	Scrub or bush and grass mixture fire
70392	27/02/2007 12:38	ROLEYSTONE CTRL COMMAND CH 38 2 KS DOWN MC NESS DR ROLEYSTONE	Scrub or bush and grass mixture fire
72829	27/03/2007 14:57	ALBANY HWY BEDFORDALE	Scrub or bush and grass mixture fire

Total number of Support Incidents Attended = 14

6821 CITY OF ARMADALE

Incident	Date/Time	Incident Address	Type of Incident
65352	02/01/2007 17:58	HOLDEN RD ROLEYSTONE	Unauthorised burning
70392	27/02/2007 12:38	ROLEYSTONE CTRL COMMAND CH 38 2 KS DOWN MC NESS DR ROLEYSTONE	Scrub or bush and grass mixture fire

Total number of Support Incidents Attended = 2

6560 ROLEYSTONE BFB

Incident	Date/Time	Incident Address	Type of Incident
52873	18/07/2006 15:30	PEET RD ROLEYSTONE	Controlled burning
55960	06/09/2006 17:24	CONNIE LANGE CANNING MILLS RD ROAD ROLEYSTONE	Arcing, shorted electrical equipment
57889	07/10/2006 17:03	HAWKSTONE RD ROLEYSTONE	Controlled burning
60372	08/11/2006 17:01	BROOKTON HIGHWAY ROLEYSTONE	Scrub or bush and grass mixture fire
62410	03/12/2006 14:51	IMS 9241 WHITEMAN PARK CTRL F/G 31 BEECHBORO NORTH ROAD WHITEMAN	Scrub or bush and grass mixture fire
62603	05/12/2006 14:56	MACKIE RD ROLEYSTONE	Scrub or bush and grass mixture fire
62961	09/12/2006 11:29	TURNER RD KELMSCOTT	Controlled burning
66710	20/01/2007 05:33	ZONE 2/ COMMAND CH 96 TURNER RD KELMSCOTT	Scrub or bush and grass mixture fire
66772	20/01/2007 20:53	FORESTEDGE RTT ROLEYSTONE	Dumpster or other outside trash recepta
67300	26/01/2007 15:28	THE SCARP FGC#44 DWELLINGUP WILLIAMS RD NAPIER	Scrub or bush and grass mixture fire
67391	26/01/2007 22:51	ZONE 2 RESPONSE MARTIN ST KELMSCOTT	False alarm or false call; insuff info to
67763	29/01/2007 13:08	LEAVE OPEN FLAT ROCKS RD JULIMAR	Scrub or bush and grass mixture fire
68234	03/02/2007 14:58	NICHOLSON FORRESTDALE	Scrub or bush and grass mixture fire
68240	03/02/2007 16:16	USE INC # 68240 0824 04/02/0-2007 WELD FORRESTDALE	Scrub or bush and grass mixture fire
70239	26/02/2007 10:14	ARALUEN COUNTRY CLUB HERITAGE DR ROLEYSTONE	Scrub or bush and grass mixture fire
70321	26/02/2007 16:04	502 RANFORD RD CHAMPION LAKES	Scrub or bush and grass mixture fire

FESA

Support Incidents Attended by
BFB, Local Government and FRS Volunteers
ARMADALE (C)
for the Period 1 July 2006 to 30 June 2007

73448	04/04/2007 17:39	WESTON TCE KELMSCOTT	Unauthorised burning

Total number of Support Incidents Attended = 17

Total number of Support Incidents Attended by BFB, Local Government and FRS Volunteers = 33

FESA

FESA Pager System
Armadale City

District / Location	Number	Position / Name	Codes *		
Armadale City					
	606371	ARMADALE CBFCO *A01*	H	C	A
	605888	ARMADALE DCBFCO	H	C	A
	606467	ARMADALE FCU *A00*	H	C	A
	605966	ARMADALE RANGER *A05*	H	C	A
	606473	BEDFORDALE *A03*	H	O	A
	606471	ROLEYSTONE *A04*	H	O	A

Code Tables: 1. *L Link*, *H Hutchinson / Orange*, *T Telstra*; 2. *B BFS / BFB*, *C COMCEN*, *D District Manager*, *E Executive*, *F FRS*, *M Hazmatt*, *O Operation*, *P Private*, *S Support*, *T Tech Services*; 3. *A Available*, *N Not Available*

Produced by Operational Systems Reporting Officer
Phone: 9323 9486 Facsimile: 1800 309 999

3/07/2007

FESA
Fire & Emergency Services Authority of Western Australia

Current Brigade SMS List and change of detail report
2/07/2007

ARMADALE (C)

BEDFORDALE *A03*

FESA ID	Full Name	Mobile Phone Number	Remain	Delete	Mobile Phone Number
V143177	AHCHAK BRADLEY	0414793631			
V135122	ANDREWS SHANE	0404206408			
V143178	BARNETT JENNA	0433010968			
v115440	BARNETT R	0438041156			
Armadale City	BEDFORDALE *A03*	606473			
V139960	BLOOMFIELD BEYANKA	0405664510			
V139961	BLOOMFIELD MESHELL	0419502583			
V143279	BRUNING MARK	0415413782			
V139962	BUTLER BRETT	0405332239			
V100651	DOWNSBOROUGH KEN	0417928886			
V143280	DRAGICEVICH ALVIN	0419868462			
v125121	FANCOTE G	0405592772			
V100028	FANCOTE MICHAEL	0416036155			
V106269	GARVEY NEVILLE	0418917764			
v135431	GIBSON W	0402875137			
V132912	HALL MICHAEL	0401068266			
V102584	HANTLER GRAHAM	0409117875			
V106268	LEGG TONY	0417977598			
v135430	MCCAVANAGH MICHAE	0421405925			
v132913	MCCORMACK S	0401291886			
v102585	MCCORMIACK M	0409056216			
	METCALF LYLE	0429681155			
v127391	SCIDONE N	0411882646			
V143111	SMITH STEVE	0418146143			
V110456	SOLWAY SCOTT	0409089617			
v103435	STEVENS W	0428898431			
V139964	STURGEON STACEY	0434974335			
V107322	THOMPSON IAN	0407795561			
v125115	TODD I	0423155659			
v126021	VADALA M	0402081110			
v62988	VICKERY-HOWE D	0417400875			
V125527	WILLIAMS ANDREW	0401228518			
V137489	WILSON KIM	0431942087			
V128246	WOLF JOHN	0417753595			

FESA
Fire & Emergency Services Authority of Western Australia

Current Brigade SMS List and change of detail report
2/07/2007

FESA ID	Full Name	Mobile Phone Numbe

HOLTON CONNOR
ARCHITECTS & PLANNERS

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56 Thomas Street, WEST PERTH WA 6005 PO Box 283 WEST PERTH WA 6872
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City of Armadale
Locked Bag No 2
ARMADALE
WA 6112

Attention: Patrick Quinlivan

FRYE PARK SITE DEVELOPMENT, KELMSCOTT

We have now finalised the preferred site plan and associated sports centre design for Frye Park and have prepared a budget estimate for the development.

This recommended plan was developed after presenting three plan options for consultation with representatives of local soccer and crickets clubs and various Council officers. The preferred plan was further developed and then refined after input from officers.

The project may be summarised as follows:

SITE PLAN

The site has drainage problems and any rectification of this is the subject of another report.

The site slopes gradually from Clifton Street on the west side up towards Connell Avenue on the east boundary culminating in a fairly steep embankment with some mature trees.

The north boundary is bounded by a public pathway separating some residential development.

The preferred development plan has taken these factors into account and key features are as follows:

- *The preferred location of the sports building is on the west side facing east, with views of the two senior pitches. It will become a significant focal point when viewed along Gilmore Avenue.*
- *Two 'senior' soccer pitches located on the northern half of the site and oriented north-south with the cricket pitch positioned between the two. This may result in a retaining wall being needed at the eastern embankment and a barrier fence along the northern boundary.*
- *Three small 'under-nine' pitches and one 'junior' pitch located on the southern portion of the site.*
- *A carpark for approximately 100 bays located to the north-west corner of the site accessed off Clifton Street with some traffic calming devices incorporated in the design.*
- *Skate board facility and mini-basketball court located adjacent to Clifton Street, south of the sports building.*
- *A children's playground, utilising the existing play equipment, located adjacent to the sports building.*
- *A roundabout is suggested at the junction of Clifton Street and Gilmore Avenue as a traffic calming device*

SPORTS BUILDING

A preliminary design concept has been prepared for the sports building using successful design models used at other local authorities, such as Noranda Regional Sports Centre, Peelwood Sports Centre and Coolbellup Sports Centre, all of which had similar design brief requirements.

Key features of the recommended design are as follows:

- *The building comprises three main design components :*

- *a central clubroom facility, complete with public toilets, a function/social room, commercial kitchen, office and chair store.*
- *Two changeroom blocks, each complete with two changerooms, showers, referee facility and various equipment stores . Each changeroom block is able to be built independently to stage the development, .if required.*
- *Between each block is a secure service yard to accommodate air-conditioning equipment, rubbish disposal bins, grease trap and wash down facility.*

- *The central clubroom has been elevated by about 1.2m to improve visibility to the playing fields and the change room blocks are lower and more accessible for participants. Disabled ramped access is provided to the upper level with viewing steps facing east towards the grounds.*
- *Construction would probably be in tilt slab concrete wall panels, finished in high build texture 'armawall' coating, curved colorbond roofing and a feature entrance canopy.*
- *No windows are proposed to the changeroom blocks and natural light is provided via roof mounted solartubes. Security stainless steel mesh would be utilised for the windows to the central block.*

INDICATIVE COST

A cost estimate of the design concept has been prepared by Trevor Phillips & Associates, quantity surveyor. He has utilised the recent construction cost experience of similar sports projects with cost escalation up to June 2008.

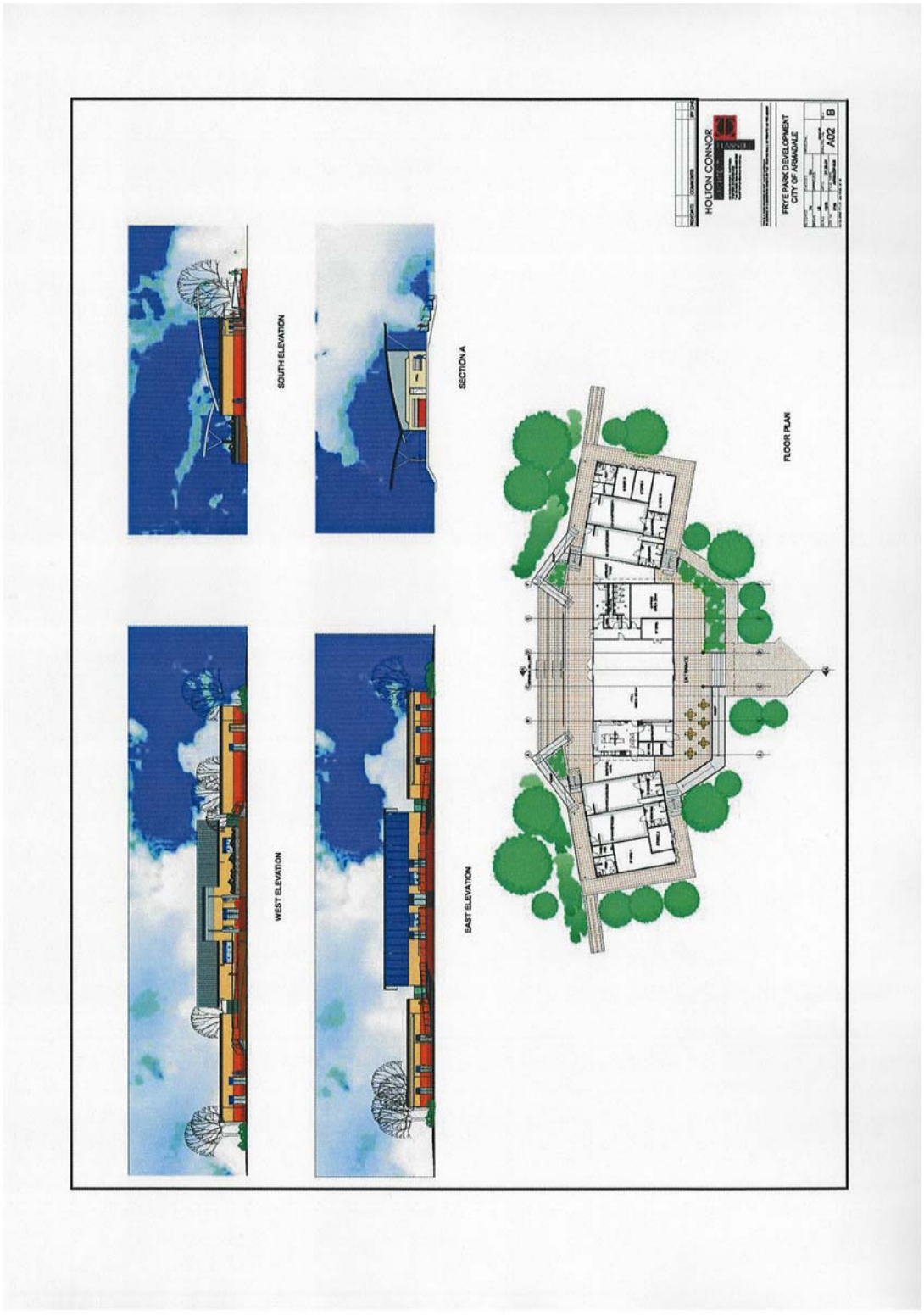
The attached cost estimate is only indicative for budgeting purposes and excludes loose furniture and equipment, upgrading drainage and resurfacing the existing pitches, floodlighting and reticulation.

The estimate may be summarised as follows:

Construction Cost

• *Base building cost*	*$1,559,000*	
• *Demolition works*	*$ 77,000*	
• *Building earthworks, paving, retaining walls, etc*	*$ 121,000*	
• *Bus bay*	*$ 12,000*	
• *Retaining wall to embankment on east side*	*$ 54,000*	
• *Protective fence to north boundary*	*$ 11,000*	
• *Landscape & reticulation to building area*	*$ 40,000*	
• *Security lighting to building area*	*$ 12,000*	
• *Stormwater & sewerage allowance*	*$ 35,000*	
		$1,921,000
Carpark		***$ 295,000***
Playground		***$ 30,000***
Mini Basketball Court		***$ 25,000***
Skateboard Facility		***$ 122,000***
Cricket Nets		***$ 48,000***
Building Preliminaries		***$ 110,000***
		$2,551,000
Design Contingency		***$ 65,000***
Construction Contingency		***$ 180,000***
Professional Fees, etc		***$ 250,000***
Escalation to June 2008		***$ 250,000***
		$ 725,000
Estimated Total Commitment		***$3,276,000***

CONNELL AVENUE
LUCICH STREET
CLIFTON STREET
HOLTON CONNOR
FRYE PARK DEVELOPMENT
CITY OF ARMADALE
A01 B
SENIOR SOCCER PITCH
JUNIOR SOCCER PITCH
CRICKET PITCH
SOCCER PITCH U 9
IRRIGATION TANKS
SKATE BOARD FACILITY
BASKET BALL MINI COURT
BUS BAY
CHANGE
CLUB ROOM
ENTRANCE
PLAY GROUND
FUTURE EXTENSION
CARPARK 105 BAYS
POSSIBLE FUTURE ROUNDABOUT
SITE PLAN
SCALE 1:500


HOLTON CONNOR
FRYE PARK DEVELOPMENT
CITY OF ARMADALE
A02
B
SOUTH ELEVATION
SECTION A
FLOOR PLAN
WEST ELEVATION
EAST ELEVATION

We trust that the development plan now meets with your requirements but if you require any modification to either the design or estimate please do not hesitate to contact me.

Yours faithfully,

TERRY HOLTON FRAIA MPIA