

CITY OF ARMADALE

AGENDA

OF COMMUNITY SERVICES COMMITTEE TO BE HELD IN THE COMMITTEE ROOM, ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON TUESDAY, 28 JUNE 2005 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 by the Chairman.

DECLARATION OF MEMBERS' INTERESTS

DEPUTATION

QUESTION TIME

ITEMS REFERRED FROM INFORMATION BULLETIN – ISSUE NO. 12/2005

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

- **Outstanding Matters**
Report on Outstanding Matters – Community Services Committee
- **Monthly / Quarterly Departmental Reports**
Library & Heritage Services General Report – May 2005
Manager Ranger & Emergency Services Report – May 2005
- **Minutes from Occasional Advisory Committees**
Aboriginal & Torres Strait Islander Advisory Committee – 3 May 2005
Public History Advisory Committee – 7 April 2005

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

CONFIRMATION OF MINUTES

RESOLVED

Minutes of the Community Services Committee meeting held on 31 May 2005, are confirmed.

**Moved Cr
MOTION CARRIED ()**

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COMMUNITY SERVICES COMMITTEE

28 June 2005

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Community Development

DISABILITY ACCESS AND INCLUSION PLAN 2005-2009

WARD ALL
FILE REF: CTE 043
DATE 14 June 2005
REF TM
RESPONSIBLE MANAGER Manager
Community
Development

In Brief:

- This item presents the Disability Access and Inclusion Plan 2005-2009 which has been finalized after the appropriate public comment period.
- It requests Council to formally endorse and adopt the Disability Access and Inclusion Plan 2005-2009.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

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

To encourage community participation and responsibility.

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

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

To achieve dialogue with the community in order to have a clear understanding of the community's needs and expectations.

To ensure all our communication is readily understood by the target market.

To maintain and improve the physical infrastructure to meet the needs of the local community.

Legislation Implications

Nil

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

Council currently has an allocation for Disability Awareness and Alternative Formats of \$1,018. The Technical Services Directorate has included an allowance for Access Audits costs in Council's 15 Year Plan.

Funding for the Disability Access & Inclusion Plan has been listed for consideration within Council's current 15 Year Forward Financial Plan and is currently listed as a Priority 2 (unfunded) variation to the Plan.

Consultation

All Directorates

Community Groups and organisations

Community Development

Disability Advisory Committee
Public advertising

BACKGROUND

At its meeting held on 26 April 2005, Council resolved (C33/4/05) that:

- a. the Draft Disability Access and Inclusion Plan be received;*
- b. the Draft Disability Access and Inclusion Plan be released for public comment for a period of 21 days;*
- c. the draft be recommitted to the May Community Services Committee Meeting to consider any comments or input from the public prior to adoption of the Disability Access and Inclusion Plan by Council.”*

One community member gave feedback on the Disability Access and Inclusion Plan. The comment pertained to confusion as to whether the Plan will be named the Disability Services Plan or Disability Access and Inclusion Plan as well as seeking clarification of what constitutes the Plan and what relates to the Consultants consultations.

Page 10 identifies that the name of the Plan will change to ‘Disability Access and Inclusion Plan’ in keeping with the recommendations of the Review of the Disability Services Act. The Plan is an inclusive document that embraces consultations, methodology and action plan.

DETAILS OF PROPOSAL

As a result of public feedback, the Draft Plan has not been amended. It is recommended that the Disability Access and Inclusion Plan 2005-2009 now be formally endorsed and adopted. **(Refer to Attachment “A-1” – Summary of Attachments – buff page.)**

COMMENT

Analysis

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

Options

1. Endorse and formally adopt the Disability Access and Inclusion Plan 2005-2009.
2. Council may elect not to endorse the Disability Access and Inclusion Plan 2005-2009 at this time and request further investigations be carried out.

Community Development

Option 1 is recommended.

RECOMMEND

That Council endorse and formally adopt the City's Disability Access and Inclusion Plan 2005-2009 as attached to these Minutes at Attachment "A-1".

Moved

MOTION CARRIED/LOST ()

Miscellaneous

APPOINTMENTS TO EXTERNAL GROUPS AND COMMITTEES

WARD ALL
FILE REF: CRS/1
DATE 13 June 2005
REF YW
RESPONSIBLE Executive Director
MANAGER Community Services

In Brief:

- The Appointment of Members from the Community Services Committee to External Groups and Committees for a (2) year term ending May 2007 has been recommitted from the Council Meeting of 7 June 2005.
- Recommend the appointment of delegates to the:
 - Armadale PCYC Management Committee.
 - Armadale State Emergency Service.

BACKGROUND

At its meeting of 7 June 2005, Council resolved that the matter of Council representation on the following Committees and Groups be referred back to the Community Services Committee for further consideration:

- “5. *That appointments to the following committees be referred back to the Community Services Committee for further consideration:*
- a. *Cr, Executive Director Community Services and, Manager Recreation Services be appointed Delegates and, Manager Community Development be appointed Deputy Delegate to the Armadale PCYC Management Committee.*
 - b. *Cr be appointed Delegate to the Armadale State Emergency Service.*
 - c. *Cr be appointed Delegate to the Regional Neighbourhood Watch Committee.”*

DETAILS OF PROPOSAL

At its meeting of 31 May 2005, Committee was requested to consider and recommend appointments from its membership to various committees and groups for a (2) year period, i.e. 2005 – 2007. However, three Groups/Committees remain without a delegate from Council.

Details of the required appointments are as follows:

Miscellaneous

Committee/Organisation		Council Representation Required	Prior Appointments	Meeting Details
<i>Council established Committees</i>				
<i>External Groups & Committees</i>				
1	Armadale PCYC Management Committee	3 Delegates <ul style="list-style-type: none"> • 1 Councillor • Executive Director Community Services • Manager Recreation Services 	Cr Knezevich	4th Wednesday of the month – 7.00 pm – Recreation Centre.
2	Armadale State Emergency Service	1 Delegate	Cr V L Clowes-Hollins	Weekly – night varies – 7.45 pm – Lot 92, Owen Road, Kelmscott.
6	Neighbourhood Watch Committee (<i>Regional</i>)	1 Delegate	Cr G T Wallace	4th Wednesday of the month at 7.30 pm – Rotates between City of Armadale and Maddington Resource Centre.

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.*

COMMENTS

In the past it has been the practice for Councillor representation on both the City of Armadale Neighbourhood Watch and Regional Neighbourhood Watch Committees to be undertaken by the same Councillor. However, due to other commitments, Cr MacDonald is unable to represent Council on the Regional Neighbourhood Watch Committee and advises that the City of Armadale Neighbourhood Watch Committee already has three delegates who attend the Regional Neighbourhood Watch Committee Meetings and who are willing to provide information/reports from that Committee to the City of Armadale Neighbourhood Watch Committee. Given this advice, it is proposed that the Regional Neighbourhood Watch Committee be advised that Council is unable to provide a delegate on that Committee at the

Miscellaneous

present time but that the matter will be further considered after the next Local Government Elections in 2007.

RECOMMEND

- 1. That Council approve the following appointments to External Groups and Committees for the (2) year period ending May 2007:**
 - a. Cr, Executive Director Community Services and, Manager Recreation Services be appointed Delegates and, Manager Community Development be appointed Deputy Delegate to the Armadale PCYC Management Committee.**
 - b. Cr be appointed Delegate to the Armadale State Emergency Service.**
- 2. That Council declines to nominate a delegate to the Regional Neighbourhood Watch Committee at the present time but will give the matter further consideration after the next Local Government Elections in 2007.**

Moved

MOTION CARRIED/LOST ()

Miscellaneous

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

WARD ALL
FILE REF: ORG 070
DATE 16 June 2005
REF MW
RESPONSIBLE MANAGER Manager
Community
Development

In Brief:

- This item proposes the appointment of Organisational Representatives on Council's Community Safety Advisory Committee.

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

Advertisements in the Examiner and Comment News

BACKGROUND

At its meeting held on 7 June 2005, Council resolved (C49/5/05) to nominate members/delegates to the Advisory & External Committees of Council including the Community Safety Advisory Committee, however, some nominees were either unable or did not nominate in time. Nominations have now been received for three of the five vacant positions.

Miscellaneous**DETAILS OF PROPOSAL**

A summary of the membership positions and nominations received for the Community Safety Advisory Committee are as follows:

Community Safety Advisory Committee	
Positions remaining	Nominations received
1x Armadale Neighbourhood Watch Representative	Ms Joy Mercer
1x Department of Justice Representative	Mr Chris Rewha & John Pavlinovich (Deputy Member)
1 x Seniors Interests Representative	Mr Fred Knap (Deputy Member)*
1 x Community Representative	Not filled- to be re-advertised
1 x Armadale Chamber of Commerce representative	Not filled- to be re-approached
<i>*Mr Knap is the Seniors Interests Advisory Committee representative.</i>	

COMMENTAnalysis

The membership composition for this Committee allows for 14 positions and with the inclusion of the above nominations, 12 of these positions will now be filled.

Representative names from the Armadale Chamber of Commerce have not been received to date and the official appointment of those persons has been requested in time for appointment through the Ordinary Meeting of Council in August.

The remaining Community Representative position will be advertised in the local newspapers and potential candidates approached through safety networks.

Options

1. Council may appoint any or all of the nominated persons in accordance with the above tables.
2. Council may re-advertise any or all of the positions.

Conclusion

It is appropriate at this point to appoint all nominated persons as per the tables above, and continue to seek candidates for the remaining unfilled positions.

Miscellaneous

RECOMMEND

That Council:

1. **Appoint the following persons to the Community Safety Advisory Committee:**
 - **Ms Joy Mercer, Armadale Neighbourhood Watch Representative;**
 - **Mr Chris Rewha & John Pavlinovich (Deputy Member), (Dept of Justice);**
 - **Mr Fred Knap (Deputy Member), Seniors Interests Representative.**

2. **Re-advertise for a Community Representative and seek a nomination from the Armadale Chamber of Commerce for the Community Safety Advisory Committee.**

****ABSOLUTE MAJORITY REQUIRED FOR PART (1)**

Moved

MOTION CARRIED/LOST ()

Miscellaneous

POLICY REVIEW

WARD All
FILE REF: PCY/1
DATE 13 June 2005
REF YW
RESPONSIBLE Executive Director
MANAGER Community
Services

In Brief:

- At its meeting of 4 March 2003, Council formally adopted the Policy Manual and endorsed the associated Procedures for Developing, Amending and Reviewing Policies.
- It is recommended that Council endorse the following Policies, as detailed in Attachment "A-2"
HH 1 – History House Collection
HH 2 – History House Display
LIB 2 – Library Public Notice Boards

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

To foster an effective professional environment for the governance and administration of the City's services.

Legislation Implications

Assessment of legislation indicates that the following regulations apply:

Local Government Act 1995

Council Policy/Local Law Implications

Assessment of Policy/Local Law indicates that the following are applicable:

Policy Manual

Budget/Financial Implications

Nil

Consultation

Executive Director Community Services

Manager Library & Heritage Services

BACKGROUND

At its meeting of 4 March 2003, Council formally adopted the Policy Manual and endorsed the associated Procedures for Developing, Amending and Reviewing Policies.

Miscellaneous

Part 3 of the Procedures states:

“A review of every policy is to be made every 3 years by the relevant Directorate, with a third of the policies reviewed each year.”

DETAILS OF PROPOSAL

As per the Procedure for Developing, Amending and Reviewing Policies. the following policies have been reviewed by the Community Services Directorate:

HH 1 History House Collection
HH 2 History House Display
LIB 2 Library Public Notice Boards

and are attached. **(Refer to Attachment “A-2” – Summary of Attachments – buff page.)**

Having reviewed and confirmed the continuing relevance of each of the Policies, no alterations have been suggested.

CONCLUSION

It is recommended that the Policies, as reviewed, continue to apply and operate until March 2008 or such earlier date as Council may determine from time to time.

RECOMMEND

That Council endorse the following Policies, as attached to these Minutes at Attachment “A-2”:

HH 1 - History House Collection
HH 2 - History House Display
LIB 2 - Library Public Notice Boards

Moved

MOTION CARRIED/LOST ()

Miscellaneous

ACTIVE 2005 CONFERENCE

WARD All
FILE REF: CRS/4
DATE 13 June 2005
REF YW
RESPONSIBLE Executive Director
MANAGER Community
Services

In Brief:

- The Department of Sport and Recreation is holding an “Active 2005” Conference at the Esplanade Hotel, Fremantle on 14 and 15 September 2005.
- Recommend that Councillor/s be nominated to attend the “Active 2005” Conference.
- That Council note the attendance of the Executive Director Community Services and Manager Recreation Services at the “Active 2005” Conference.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

To encourage community participation and responsibility.

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

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

Legislation Implications

Nil

Council Policy/Local Law Implications

Council Policy ADM3 – Conferences, Seminars and Training.

Budget/Financial Implications

Conference registrations are \$385 per person (Full Delegate - inc. GST).

Consultation

Nil

BACKGROUND

The “Active 2005” Conference is to be held on 14 and 15 September 2005 at the Esplanade Hotel, Fremantle. A copy of the Registration Brochure is attached to this Agenda. **(Refer to Attachment “A-3” – Summary of Attachments – buff page.)**

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

Miscellaneous

COMMENT

Topics to be covered at the “Active 2005” Conference are significant to the current developments of Recreation in the City of Armadale and include:

- How to help your child become physically active and healthy;
- Seniors and what they want. *Seniors are our fastest growing demographic – if you are not thinking about how to service this sector you are ignoring the inevitable, and we will miss out on a potentially lucrative market.*
- The role of sport and recreation in crime prevention. *What programs work at the local government community level.*
- After school sport initiatives. *Learn about what is available for your children.*
- Playgrounds. *New legislation and new state government funding will mean big changes for our playgrounds.*
- Intergenerational initiatives. *How to include all the family in sport and recreation programs – case studies.*
- ‘Playing for Life’ workshop.
- How to market to Seniors – *great case studies.*
- Synthetic Versus Natural surfaces – *the pros and cons.*
- The wellness/fitness centre paradigm.
- New legislation for the aquatic centre industry.
- Training for the aquatic centre industry.

The Executive Director Community Services, and Manager Recreation Services, will be attending the Conference.

The item is raised for information for any Councillors who may wish to nominate to attend the Conference. In the event of there being no nomination from Committee, the matter will be referred to the Council Meeting of 4 July 2005 for other Councillors to consider a nomination.

RECOMMEND

That Council nominate to attend the “Active 2005” Dept. of Sport and Recreation Conference to be held from 14 to 15 September 2005 at the Esplanade Hotel, Fremantle with costs incurred to be charged to GL Account 7040111.7504.702, Members’ Training and Development.

OR if there is no Councillor nomination, then

That Council makes no Councillor nomination for attendance at the “Active 2005” Department of Sport and Recreation Conference.

Moved

MOTION CARRIED/LOST ()

Miscellaneous

MANAGEMENT AGREEMENT – FREE REFORMED CHURCH – LOT 15 NEERIGEN ST, ARMADALE (FORMER HERITAGE FM)

WARD Minnowarra
FILE REF: A43739/1
DATE 17 June 2005
REF NP
RESPONSIBLE MANAGER Manager
Community
Development

In Brief:

- This item seeks Council's approval to the terms and conditions of a Management Agreement with the Free Reformed Church Armadale for the former Heritage FM building at Memorial Park.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

Social Infrastructure

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

Legislation Implications

Section 3.58(5) Local Government Act – Disposing of Property
Regulation 30(2)(b) Local Government (Functions and General) Regulations – Dispositions of property to which s3.58 of Act does not apply.

Council Policy/Local Law Implications

Council Policy ADM 2 – Property Lease Rentals

Rental classification:

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

Council Contribution to Legal Costs:

- | | |
|---|------|
| a. Community groups/Associations | 100% |
| b. Sporting clubs/Associations with no liquor license | 75% |
| c. Sporting clubs/Associations with liquor license | 50% |

Budget/Financial Implications

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

Miscellaneous

Consultation

Free Reformed Church
Chief Executives Office
Community Services Directorate
Technical Services Directorate
Corporate Services Directorate

BACKGROUND

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

The Armadale Christian Outreach Centre wrote to the City of Armadale on 15 December 2004 asking for consideration into leasing the former Heritage FM Building in Memorial Park.

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

- Armadale Youth Resources – Youth Drop In Centre
- Armadale Health
- Various users of Lotteries House
- Legal Aid

At its meeting of 26 April 2005 Council resolved (C34/4/05) that it:

- “a. approve further negotiations with Armadale Christian Outreach Centre (Free Reformed Church) in regards to leasing the former Heritage FM building, Lot 15, Neerigen Street, Armadale.*
- b. approve, in principle, the use of the building at Lot 15 Neerigen Street, Armadale by the Christian Outreach Centre (Free Reformed Church) and authorise, subject to successful negotiations, the Chief Executive Officer to execute and sign the resulting management agreement and/or lease with the Christian Outreach Centre (Free Reformed Church).*
- c. advise Armadale Christian Outreach Centre that as a condition of any proposed management agreement and/or lease it will be responsible for all ongoing maintenance and operational costs associated with the facility.”*

Miscellaneous

DETAILS OF PROPOSAL

The Free Reformed Church has advised of their desire to enter into a Management Agreement with Council for the premises at Lot 15 Neerigen St, Armadale (Former Heritage FM building in Memorial Park) under the following basic terms and conditions:

Manager:	Free Reformed Church.
Term:	One (1) year, renewable yearly.
Commencement Date:	1 July 2005.
Rent:	\$50 per annum plus GST.
Outgoings:	All normal outgoings to be the responsibility of the Manager.
Maintenance:	The Manager to be responsible for all building maintenance.
Insurance:	The Manager to be responsible for contents, public liability and building insurance.

COMMENT

Analysis

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

There are few appropriate facilities available within the City at which this service can operate from and whilst this building has attracted interest in the past, both internally and from the community, it has not been made readily available for community use due to uncertainty of Heritage FM's intentions. However Heritage FM has now indicated its intent to remain at its premises in Gosnells therefore the City is now able to make the building available to the community.

In the first instance it is considered appropriate to enter into a Management Agreement with the church to enable both parties to gauge the success or otherwise of their occupation. In addition, entering into a formal lease is both costly and time consuming. Council has also previously indicated that their occupancy should be of a short term nature.

Committee's desire to have a non exclusive clause inserted into any agreement has been accommodated in this agreement.

Miscellaneous

Options

There are a number of options available:

- Enter into a lease with the Free Reformed Church. As this is both costly and time consuming and prior committee discussions agreed that any occupancy should be of a short term nature, this option is not preferred.
- Not enter into any arrangements for the use of the building and continue to have an unoccupied facility. This option is not preferred.
- Demolish the building and return to parkland. (Cost of demolition is approximately \$15,000). Prior committee discussions agreed that this was not an option in the short term but suggested that it be considered in the future.
- Enter into a Management Agreement with the Free Reformed Church on a short term tenancy. This is the preferred option.

Conclusion

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

In the short term, it is considered appropriate to negotiate a Management agreement of the former Heritage FM building with the Free Reformed Church due to:

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

RECOMMEND

That Council enters into a Management Agreement with the Free Reformed Church under the following basic terms and conditions:

- **Manager:** Free Reformed Church.
- **Premises:** Lot 15 Neerigen St, Armadale (Former Heritage FM building Memorial Park).
- **Term:** One (1) year, renewable annually.
- **Commencement Date:** 1 July 2005.
- **Rent:** \$50 per annum plus \$5 GST
- **Outgoings:** All normal outgoings to be the responsibility of the Manager.

Miscellaneous

- **Maintenance:** **The Manager to be responsible for all building maintenance.**
- **Insurance:** **Manager to be responsible for all contents, public liability and building insurance.**
- **Use:** **Family support service**

Moved

MOTION CARRIED/LOST ()

Miscellaneous

VACANCY – WA LOCAL GOVERNMENT ASSOCIATION MEMBER – FESA ESL BUSH FIRE BRIGADE CAPITAL GRANTS COMMITTEE & FESA ESL STATE EMERGENCY SERVICES CAPITAL GRANTS COMMITTEE – MINISTERIAL APPOINTMENTS.

WARD All
 FILE REF: GOV/51
 DATE 20 June 2005
 REF YW
 RESPONSIBLE Executive Director
 MANAGER Community Services

In Brief:

- WALGA is seeking nominations for appointment of a Member (panel of 3 names) on the FESA ESL Bush Fire Brigade Capital Grants Committee & FESA ESL State Emergency Services Capital Grants Committees (Ministerial Appointments).

DETAILS OF PROPOSAL

Nominations are sought from Elected Members for a member (panel of 3 names) on the FESA ESL Bush Fire Brigade Capital Grants Committee and FESA ESL State Emergency Services Capital Grants Committee. **The Closing date for the receipt of nominations for the vacancies is close of business on Thursday, 14 July 2005.**

Ministerial Appointments

Ministerial appointments require a panel of (3) names to be submitted to the Minister for each position. It is **ESSENTIAL** that curriculum vitae (brief background details) be submitted with your nomination form.

Gender Equality	It should be noted that the Government is committed to providing equal selection opportunity for both genders and the WA Local Government Association encourages nominations accordingly.
Reason for the Vacancy & Term:	The current members' terms are due to expire on 16 September 2005. The term of office for both the ESL Bush Fire Brigade and State Emergency Service Capital Grants Committees is from 1 January 2006 to 31 December 2007. (The term may be renewable.)
Meeting Details:	Meetings: At least once per year. Venue: FESA House, 480 Hay Street, Perth Duration: Approximately four hours. Allowances: Paid travelling and other allowances that are determined in his or her case by the Minister on the recommendation of the Minister for Public Sector Management.
Selection Criteria:	Nominee to address the following Selection Criteria: <ul style="list-style-type: none"> • Are you a current Elected Member/Serving Officer? Yes/No • Are you available to undertake the responsibility? Yes/No • Do you have a willingness and ability to participate in the processes of the Committee, deal with large volume of written information and attend all

Miscellaneous

	<p>necessary meetings in Perth in normal business hours? Yes/No</p> <ul style="list-style-type: none"> • What is your experience with BFB and SES roles and related equipment. Please provide examples. • Do you have the ability to take a strategic perspective when assessing the requirements of BFB and SES and specific individual services needs? Please provide examples. • What is your demonstrated interest in the position? Please provide examples. • What is your capacity to represent the interest of Local Government and the Association? Please provide examples. 				
Committees Terms of Reference:	<ul style="list-style-type: none"> • To determine the priority allocation of funds for the procurement of additional and replacement capital assets for participants in relation to their 5 Year Emergency Services Capital Plan (ESCP); • To determine the priority allocation of funds for those participants that do not yet have in place an ESCP and to establish and advise any timetable for their completion in order to access future funding allocations. • To determine and approve the circumstances and conditions for the provision of new or refurbished assets in relation to the ESCP of participants each financial year, and any necessary relocation of assets to meet the ongoing needs of those plans; and • To adjudicate on disputes concerning the allocation of funds to participants for the Operating Grants Budget, as referred directly to them for resolution of such matters. 				
Membership:	<p>The Capital Grants Committees will comprise seven (7) members and will be drawn from:</p> <table border="0"> <tr> <td>BUSH FIRE BRIGADE CAPITAL GRANTS COMMITTEE</td> <td>STATE EMERGENCY SERVICE CAPITAL GRANTS COMMITTEE</td> </tr> <tr> <td> <ul style="list-style-type: none"> • Chairperson – Member FESA Board • FESA Executive Director Fire Services • FESA Fire Service Staff Member • Three Local Government Representatives • One Bush Fire Brigade Volunteer </td> <td> <ul style="list-style-type: none"> • Chairperson – Member FESA Board • FESA Executive Director Fire Services • FESA SES Staff Member • Three Local Government Representatives • One FESA SES Volunteer </td> </tr> </table>	BUSH FIRE BRIGADE CAPITAL GRANTS COMMITTEE	STATE EMERGENCY SERVICE CAPITAL GRANTS COMMITTEE	<ul style="list-style-type: none"> • Chairperson – Member FESA Board • FESA Executive Director Fire Services • FESA Fire Service Staff Member • Three Local Government Representatives • One Bush Fire Brigade Volunteer 	<ul style="list-style-type: none"> • Chairperson – Member FESA Board • FESA Executive Director Fire Services • FESA SES Staff Member • Three Local Government Representatives • One FESA SES Volunteer
BUSH FIRE BRIGADE CAPITAL GRANTS COMMITTEE	STATE EMERGENCY SERVICE CAPITAL GRANTS COMMITTEE				
<ul style="list-style-type: none"> • Chairperson – Member FESA Board • FESA Executive Director Fire Services • FESA Fire Service Staff Member • Three Local Government Representatives • One Bush Fire Brigade Volunteer 	<ul style="list-style-type: none"> • Chairperson – Member FESA Board • FESA Executive Director Fire Services • FESA SES Staff Member • Three Local Government Representatives • One FESA SES Volunteer 				
For further particulars about the Board please call:	<p>FESA Coordinator Funding Services, Alan Jardine or FESA SES Executive Director Naomi Brown Telephone 9323 9300.</p>				
For further particulars about the Nomination process please call:	<p>Meredith Neilsen WA Local Government Association Inquiries: mneilsen@walga.asn.au Phone: (08) 9213.2013 Submissions: nominations@walga.asn.au</p>				

In the event of there being no nomination from Committee, the matter will be referred to the 4 July 2005 Council Meeting for other Councillors to consider a nomination.

RECOMMEND

That:

- a. **Cr..... be nominated by Council for the position of Local Government Association Member FESA ESL Bush Fire Brigade Capital Grants Committee; and**

Miscellaneous

- b. Cr..... be nominated by Council for the position of Local Government Association Member FESA ESL State Emergency Services Capital Grants Committee;

OR, if there are no nominations at the Council Meeting of 4 July 2005, then the resolution be as follows:

That Council make no nomination for the positions of:

Local Government Association Member FESA ESL Bush Fire Brigade Capital Grants Committee and FESA ESL State Emergency Services Capital Grants Committee.

Moved

MOTION CARRIED/LOST ()

Miscellaneous

VACANCY – WA LOCAL GOVERNMENT ASSOCIATION MEMBER – FESA BUSH FIRE BRIGADE (BFS) CONSULTATIVE COMMITTEE & FESA ESL FIRE & RESCUE SERVICE CONSULTATIVE COMMITTEE (FRS) – (MINISTERIAL APPOINTMENTS)

WARD All
 FILE REF: GOV/51
 DATE 20 June 2005
 REF YW
 RESPONSIBLE Executive Director
 MANAGER Community Services

In Brief:

- WALGA is seeking nominations for appointment of a Member (panel of 3 names) on the FESA ESL Bush Fire (BFS) Consultative Committee & FESA Fire and Rescue Service Consultative Committee (FRS) (Ministerial Appointments).

DETAILS OF PROPOSAL

Nominations are sought from Elected Members for one member (Panel of 3 names) for each on the FESA Bush Fire Service (BFS) Consultative Committee and FESA Fire and Rescue Service Consultative Committee (FRS). **The Closing date for the receipt of nominations for the vacancies is close of business on Thursday, 14 July 2005.**

Ministerial Appointments

Ministerial appointments require a panel of (3) names to be submitted to the Minister for each position. It is **ESSENTIAL** that curriculum vitae (brief background details) be submitted with your nomination form.

Gender Equality:	It should be noted that the Government is committed to providing equal selection opportunity for both genders and the WA Local Government Association encourages nominations accordingly.
Reason for the Vacancy & Term:	The current members' terms expired in March 2005. The term of office for both the Bush Fire Service and Fire and Rescue Service Consultative Committee is 2 years.
Meeting Details:	Meetings: Three meetings per year. Venue: Usually at FESA Board, 6 th Floor, 480 Hay Street, Perth. Duration: Approximately 3-4 hours. Allowances: Paid at Public Service rates.
Selection Criteria:	Nominee to address the following Selection Criteria: <ul style="list-style-type: none"> • Are you a current Elected Member? Yes/No • Are you available to undertake the responsibility? Yes/No • What is your relevant experience as an Elected Member? Please provide examples. • What are your experiences, skills attributes or qualifications to support the nomination? Please provide examples. • Please outline your demonstrated interest in the position. • What is your capacity to represent the interests of Local Government and the

Miscellaneous

	<p>Association?</p> <ul style="list-style-type: none"> • Please provide 2-3 referees. 		
Background Information:	<ul style="list-style-type: none"> • Provide advice to the FESA Board and Chief Executive Officer in relation to all matters concerning the operation of the Consultative Committee. • Facilitate communication, understanding and improvement in all Fire & Rescue Service activities. 		
Membership:	<p>The Consultative Committees must have a minimum of eight (8) members and will representation from:</p> <table border="0"> <tr> <td style="vertical-align: top;"> <p>Bush Fire Service (BFS)</p> <ul style="list-style-type: none"> • Chairman Member FESA Board • FESA Executive Director Fire Services • FESA Fire Service Director of Operations Country • CALM Representative • WA Local Government Association Representative • Other members appointed by Regional District Advisory Committee meetings. </td> <td style="vertical-align: top;"> <p>Fire and Rescue Service (FRS)</p> <ul style="list-style-type: none"> • Chairman Member FESA Board • FESA Executive Director Fire Services • FESA Fire Service Director of Operations Metropolitan • Volunteer Fire Brigades Association • United Fire-fighters Union • Insurance Council of Australia • WA Local Government Association Representative • Other members appointed by Regional District Advisory Committee meetings. </td> </tr> </table>	<p>Bush Fire Service (BFS)</p> <ul style="list-style-type: none"> • Chairman Member FESA Board • FESA Executive Director Fire Services • FESA Fire Service Director of Operations Country • CALM Representative • WA Local Government Association Representative • Other members appointed by Regional District Advisory Committee meetings. 	<p>Fire and Rescue Service (FRS)</p> <ul style="list-style-type: none"> • Chairman Member FESA Board • FESA Executive Director Fire Services • FESA Fire Service Director of Operations Metropolitan • Volunteer Fire Brigades Association • United Fire-fighters Union • Insurance Council of Australia • WA Local Government Association Representative • Other members appointed by Regional District Advisory Committee meetings.
<p>Bush Fire Service (BFS)</p> <ul style="list-style-type: none"> • Chairman Member FESA Board • FESA Executive Director Fire Services • FESA Fire Service Director of Operations Country • CALM Representative • WA Local Government Association Representative • Other members appointed by Regional District Advisory Committee meetings. 	<p>Fire and Rescue Service (FRS)</p> <ul style="list-style-type: none"> • Chairman Member FESA Board • FESA Executive Director Fire Services • FESA Fire Service Director of Operations Metropolitan • Volunteer Fire Brigades Association • United Fire-fighters Union • Insurance Council of Australia • WA Local Government Association Representative • Other members appointed by Regional District Advisory Committee meetings. 		
For further particulars about the Board please call:	<p>Merv Austic FESA Telephone 9323 9345 or email: maustic@fesa.wa.gov.au</p>		
For further particulars about the Nomination process please call:	<p>Meredith Neilsen WA Local Government Association Ph: 08 9213 2013 or email nominations@walga.asn.au</p>		

In the event of there being no nomination from Committee, the matter will be referred to the 4 July 2005 Council Meeting for other Councillors to consider a nomination.

RECOMMEND

That:

- a. **Cr..... be nominated by Council for the position of Local Government Association Member FESA Bush Fire Service (BFS) Consultative Committee;**
- b. **Cr..... be nominated by Council for the position of Local Government Association Member FESA Fire and Rescue Service Consultative Committee (FRS) (Ministerial Appointments).**

Miscellaneous

**OR, if there are no nominations at the Council Meeting of 4 July 2005,
then the resolution be as follows:**

That Council make no nomination for the positions of:

**Local Government Association Member FESA Bush Fire Service (BFS)
Consultative Committee; and
FESA Fire and Rescue Service Consultative Committee (FRS)**

Moved

MOTION CARRIED/LOST ()

Miscellaneous

VACANCY – WA LOCAL GOVERNMENT ASSOCIATION MEMBER – METROPOLITAN EMERGENCY MANAGEMENT EXECUTIVE GROUP

WARD All
 FILE REF: GOV/51
 DATE 20 June 2005
 REF YW
 RESPONSIBLE Executive Director
 MANAGER Community Services

In Brief:

- WALGA is seeking nominations for appointment of a Member on the Metropolitan Emergency Management Executive Group.

DETAILS OF PROPOSAL

Nominations are sought from Elected Members for one member on the Metropolitan Emergency Management Executive Group. **The Closing date for the receipt of nominations for the vacancies is close of business on Thursday, 14 July 2005.**

Gender Equality:	It should be noted that the Government is committed to providing equal selection opportunity for both genders and the WA Local Government Association encourages nominations accordingly.
Reason for the Vacancy & Term:	Metropolitan Emergency Management Executive Group (MEMEG) is a newly created group. Commencement date is upon appointment.
Meeting Details:	Meetings: The group shall meet as often as is considered necessary for the performance of its functions. Venue: To be advised. Duration: As required. Sitting Fee: To be advised.
Selection Criteria:	Nominee to address the following Selection Criteria: <ul style="list-style-type: none"> • Are you a current Serving Officer (Chief Executive Officer or Executive Management level)? Yes/No • Are you available to undertake the responsibility? Yes/No • What is your relevant experience as Serving Officer (Chief Executive Officer or Executive Management level)? Please provide examples. • What are your experiences, skills attributes or qualifications to support the nomination? Please provide examples. • Please outline your demonstrated interest in the position. • What is your capacity to represent the interests of Local Government and the Association?
Terms of Reference:	The Metropolitan Emergency Management Executive Group (MEMEG) is to assist the Metropolitan Emergency Coordinator to ensure effective emergency management arrangements for the Perth Metropolitan Region. <u>Functions:</u> <ol style="list-style-type: none"> (a) Prepare an emergency management strategic plan for the region. (b) Coordinate direction, advice and support to Government agencies, industry, commerce, and the community on emergency management issues that impact across districts or the region as a whole. (c) Oversee district level emergency management operations within the region

Miscellaneous

	<p>by assisting operations management groups.</p> <p>(d) Review, at least annually, all district emergency management arrangements ensuring their compliance with state emergency management arrangements.</p> <p>(e) Ensure appropriate exercising of all district emergency management arrangements.</p> <p>(f) Prepare an annual report on regional emergency management activities for submission to the State Emergency Management Committee.</p> <p>(g) Contribute to the development and implementation of State Emergency Management Committee policy in the region.</p> <p>(h) Assist the State Emergency Management Committee as requested.</p>
Background Information:	<p>To facilitate emergency management arrangements in Western Australia, the State is divided into emergency management districts, each of which comprises a number of local governments. These districts closely follow existing police district boundaries with the Police District Officer designated as the District Emergency Coordinator. Details of these districts are contained in State Emergency Management Committee (SEMC) Policy Statement No. 7 (<i>Western Australian Emergency Management Arrangements</i>).</p> <p>The Perth Metropolitan Region, however, is somewhat different from the country emergency management districts because of the concentration of population, services and state infrastructure into a small area. There are six (6) Police Districts each of which has its own District Emergency Management Committee (DEMC). The MEMEG assists the Metropolitan Emergency Coordinator with the coordination of effective emergency management arrangements in the region.</p>
Membership:	<p>The MEMEG will be chaired by the Western Australian Police Superintendent in Charge of the Office of the Metropolitan Emergency Coordinator. Other members will be as follows:</p> <ul style="list-style-type: none"> • FESA Regional Director, SES Metropolitan • FESA Director Fire Services Metropolitan <p>And one representative from:</p> <ul style="list-style-type: none"> • WA Local Government Association • Department of Health • St John Ambulance • Department for Community Development • Metropolitan Hospitals Disaster Planning Committee • Chairs (6) of the District Emergency Management Committees
For further particulars about the Board please call:	<p>Mr Darryl Ott FESA District Manager SES Metropolitan Tel: 08 9479 9324 Email: dott@fesa.wa.gov.au</p>
For further particulars about the Nomination process please call:	<p>Meredith Neilsen WA Local Government Association Ph: 08 9213 2013 or email nominations@walga.asn.au</p>

In the event of there being no nomination from Committee, the matter will be referred to the 4 July 2005 Council Meeting for other Councillors to consider a nomination.

Miscellaneous

RECOMMEND

That Cr..... be nominated by Council for the position of Local Government Association Member Metropolitan Emergency Management Executive Group.

OR, if there are no nominations at the Council Meeting of 4 July 2005, then the resolution be as follows:

That Council make no nomination for the position of Local Government Association Member Metropolitan Emergency Management Executive Group.

Moved

MOTION CARRIED/LOST ()

Miscellaneous

VACANCY – WA LOCAL GOVERNMENT ASSOCIATION MEMBER – VISITOR CENTRE ASSOCIATION OF WA EXECUTIVE COMMITTEE

WARD All
FILE REF: GOV/51
DATE 20 June 2005
REF YW
RESPONSIBLE MANAGER Executive Director
Community Services

In Brief:

- WALGA is seeking nominations for appointment of a Member on the Visitor Centre Association of WA Executive Committee.

DETAILS OF PROPOSAL

Nominations are sought from Elected Members for one member on the Visitor Centre Association of WA Executive Committee **The Closing date for the receipt of nominations for the vacancies is close of business on Thursday, 14 July 2005.**

Gender Equality:	It should be noted that the Government is committed to providing equal selection opportunity for both genders and the WA Local Government Association encourages nominations accordingly.			
Reason for the Vacancy & Term:	The incumbent member Helen Hewitt has retired. The term of appointment is for three years. Commencement is upon appointment.			
Meeting Details:	Meetings: Bi-monthly. Venue: RBA Consulting Boardroom, (Unit 4, Oxford House, 17-19 Oxford Close, West Leederville) Day/Time: To be advised. Duration: To be advised. Meeting Fee: No fees or allowances paid. Costs associated with travel will be reimbursed.			
Selection Criteria:	Nominee to address the following Selection Criteria: <ul style="list-style-type: none"> • Must be a current Elected Member (from within the Perth Region Tourism Organisation's Boundaries listed below). • Do you have the time and motivation to be a committed Executive Committee member/ • Are you available to undertake the responsibility? • What is your relevant experience as an Elected Member? Please provide examples. • Do you have a working knowledge of and interest in visitor needs and tourism in general? Please provide examples. • Do you have a broad view of visitor servicing for the State? Please provide examples. • What are your experiences, skills, attributes or qualifications to support the nomination? Please provide examples. • What is your capacity to represent the interests of Local Government and the Association? 			
	Perth Region Tourism's Organisation's Boundaries			
	Armadale	Chittering	Joondalup	Northam Town
	Bassendean	Claremont	Kalamunda	Northam Shire
	Bayswater	Cockburn (inc. Rottneest)	Kwinana	Perth
	Belmont	Cottesloe	Mandurah	Peppermint Grove
				Swan
				Toodyay
				Victoria Park
				Victoria Plains

Miscellaneous

	Beverley	East Fremantle	Melville	Rockingham	Vincent
	Boddington	Fremantle	Mosman Park	Serpentine-Jarrahdale	Wanneroo
	Brookton	Gingin	Mundaring	South Perth	Wandering
	Canning	Goomalling	Murray	Stirling	Waroona
	Cambridge	Gosnells	Nedlands	Subiaco	York
Board Membership:	The Board will have representation from: <ul style="list-style-type: none"> ➤ The Chairman; ➤ The Vice Chairman; ➤ Five industry representatives and ➤ Two local government representatives 				
Terms of Reference:	This Committee has the vision “To further advance visitor servicing in Western Australia.				
Background Information:	The objects of the Association are: <ul style="list-style-type: none"> • to raise the profile of visitor servicing within the tourism industry and local communities throughout WA; • to be the representative body and provide advice on visitor servicing issues to Government; Tourism WA, Regional Tourism Organisations and other related associations; and • to facilitate educational, training and support services to visitor centres. 				
For further particulars about the Board please call:	Rick Suemondt Secretariat Visitor Centre Association of Western Australia PO Box 335, LEEDERVILLE WA 6903 Ph: 9380 9388 Email rick@raybird.com.au				
For further particulars about the Nomination process please call:	Meredith Neilsen WA Local Government Association Ph: 08 9213 2013 or email nominations@walga.asn.au				

In the event of there being no nomination from Committee, the matter will be referred to the 4 July 2005 Council Meeting for other Councillors to consider a nomination.

RECOMMEND

That Cr..... be nominated by Council for the position of Local Government Association Member Visitor Centre Association of WA Executive Committee.

OR, if there are no nominations at the Council Meeting of 4 July 2005, then the resolution be as follows:

That Council make no nomination for the position of Local Government Association Member Visitor Centre Association of WA Executive Committee.

Moved
MOTION CARRIED/LOST ()

Miscellaneous

VACANCY – WA LOCAL GOVERNMENT ASSOCIATION MEMBER – VISITOR SERVICING STUDY IMPLEMENTATION GROUP

WARD All
FILE REF: GOV/51
DATE 20 June 2005
REF YW
RESPONSIBLE MANAGER Executive Director
Community Services

In Brief:

- WALGA is seeking nominations for appointment of a Member on the Visitor Servicing Study Implementation Group.

DETAILS OF PROPOSAL

Nominations are sought from Elected Members for one member on the Visitor Servicing Study Implementation Group. **The Closing date for the receipt of nominations for the vacancies is close of business on Thursday, 14 July 2005.**

Important Note:	It is important to note that your nomination is photocopied for the Association's State Council and/or Selection Committee and where relevant, the Minister and Committee Chairman. It is important that profile information be complete, up to date and typed. Appointments are conditional on the understanding that nominees will resign when their entitlement terminates, that is, they are no longer Elected Members or Serving Officers of Local Government.
Gender Equality:	It should be noted that the Government is committed to providing equal selection opportunity for both genders and the WA Local Government Association encourages nominations accordingly.
Reason for the Vacancy & Term:	The incumbent member, Cr Barbara Johnson has retired. The term of appointment is for approximately one year. Commencement date is August 2005.
Meeting Details:	Meetings: 3 times per annum. Venue: Tourism Western Australia – 2 Mill Street, Perth. Duration: 4-6 hours. Sitting Fee: Nil. Travelling Allowance: Appropriate travel costs will be covered by arrangement with non-metropolitan appointees.
Selection Criteria:	Nominee to address the following Selection Criteria: <ul style="list-style-type: none"> • Are you a current Elected Member/Serving Officer? Yes/No • Are you available to undertake the responsibility? Yes/No • What is your relevant experience as an Elected Member/Serving Officer? Please provide examples. • What are your experiences, skills attributes or qualifications to support the nomination? Please provide examples. • What are your experiences, skills, attributes or qualifications to support the nomination in relation to Visitor Servicing? Please provide examples. • What is your capacity to represent the interests of Local Government and the Association?

Miscellaneous

<p>Terms of Reference (Draft):</p>	<ul style="list-style-type: none"> To provide direction to the implementation of the 69 recommendations in the Visitor Servicing Study. To provide advice, within the parameters agreed by State Cabinet, on the application of State Government funding available for implementation of the Visitor Servicing Study. To encourage partnerships in the implementation of recommendations. To identify additional funding sources to support implementation of the Visitor Servicing Study. To ensure that stakeholders are kept informed of progress with implementation. 																										
<p>Background Information:</p>	<p>The Visitor Servicing Study commenced in September 2003 to examine how to best serve the information needs of the State's domestic and international visitors and resulted in 69 recommendations. The Visitor Servicing Study Implementation Group is being formed to oversee the implementation of these recommendations and to provide advice on the use of \$3.7 million of State Government funding.</p>																										
<p>Proposed Representatives</p>	<table border="0"> <tr> <td>Ms Sharon O'Reilly</td> <td>Chair, VCAWA</td> </tr> <tr> <td>Ms Vanessa Hughes</td> <td>Manager, Swan Valley and Eastern Region Visitor Centre</td> </tr> <tr> <td>Ms Robyn Fenech</td> <td>Chair, Broome Visitor Centre</td> </tr> <tr> <td>Ms Pam Masters</td> <td>General Manager, Cape to Cape Tourism Association</td> </tr> <tr> <td>Ms Pat Gliddon</td> <td>Manager, Merredin Visitor Centre</td> </tr> <tr> <td>Ms Anthea Kilminster</td> <td>Manager, Kalbarri Visitor Centre</td> </tr> <tr> <td>Ms Sally Hollis</td> <td>Hospitality and Tourism Industry Training Council</td> </tr> <tr> <td>Cr Anita Jarvis</td> <td>Tourism Council WA</td> </tr> <tr> <td>Nominee</td> <td>Western Australian Local Government Association</td> </tr> <tr> <td>Cr Lou Magro</td> <td>Western Australian Local Government Association</td> </tr> <tr> <td>Ms Jennifer Duffecy</td> <td>Department of Local Government & Regional Development</td> </tr> <tr> <td></td> <td>A/Director, Industry Development and Visitor Servicing, Tourism Western Australia</td> </tr> <tr> <td>Mr Peter Hill</td> <td>Visitor Servicing Project Manager, Tourism Western Australia</td> </tr> </table>	Ms Sharon O'Reilly	Chair, VCAWA	Ms Vanessa Hughes	Manager, Swan Valley and Eastern Region Visitor Centre	Ms Robyn Fenech	Chair, Broome Visitor Centre	Ms Pam Masters	General Manager, Cape to Cape Tourism Association	Ms Pat Gliddon	Manager, Merredin Visitor Centre	Ms Anthea Kilminster	Manager, Kalbarri Visitor Centre	Ms Sally Hollis	Hospitality and Tourism Industry Training Council	Cr Anita Jarvis	Tourism Council WA	Nominee	Western Australian Local Government Association	Cr Lou Magro	Western Australian Local Government Association	Ms Jennifer Duffecy	Department of Local Government & Regional Development		A/Director, Industry Development and Visitor Servicing, Tourism Western Australia	Mr Peter Hill	Visitor Servicing Project Manager, Tourism Western Australia
Ms Sharon O'Reilly	Chair, VCAWA																										
Ms Vanessa Hughes	Manager, Swan Valley and Eastern Region Visitor Centre																										
Ms Robyn Fenech	Chair, Broome Visitor Centre																										
Ms Pam Masters	General Manager, Cape to Cape Tourism Association																										
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Ms Anthea Kilminster	Manager, Kalbarri Visitor Centre																										
Ms Sally Hollis	Hospitality and Tourism Industry Training Council																										
Cr Anita Jarvis	Tourism Council WA																										
Nominee	Western Australian Local Government Association																										
Cr Lou Magro	Western Australian Local Government Association																										
Ms Jennifer Duffecy	Department of Local Government & Regional Development																										
	A/Director, Industry Development and Visitor Servicing, Tourism Western Australia																										
Mr Peter Hill	Visitor Servicing Project Manager, Tourism Western Australia																										
<p>Membership:</p>	<p>The Committee is made up as follows:</p> <ul style="list-style-type: none"> Visitor Centre representatives from each of the five tourism regions. 1 representative from Tourism Council Western Australia. 1 representative from WA Hospitality and Tourism Industry Training Council. 2 representatives from Tourism Western Australia. 1 representative from Department of Local Government & Regional Development. 2 representatives from Western Australian Local Government Association. 																										
<p>For further particulars about the Board please call:</p>	<p>Mr Peter Hill Project Manager Visitor Servicing Study Ph: 9262 1922 Mobile: 0407 444 927 or email peter.hill@westernaustralia.com</p>																										
<p>For further particulars about the Nomination process please call:</p>	<p>Meredith Neilsen WA Local Government Association Ph: 08 9213 2013 or email nominations@walga.asn.au</p>																										

In the event of there being no nomination from Committee, the matter will be referred to the 4 July 2005 Council Meeting for other Councillors to consider a nomination.

Miscellaneous

RECOMMEND

That Cr..... be nominated by Council for the position of Local Government Association Member Visitor Servicing Study Implementation Group.

OR, if there are no nominations at the Council Meeting of 4 July 2005, then the resolution be as follows:

That Council make no nomination for the position of Local Government Association Member Visitor Servicing Study Implementation Group.

Moved

MOTION CARRIED/LOST ()

Recreation

ARMADALE HIGHLAND GATHERING

WARD All
FILE REF: EVT/10
DATE 15 June 2005
REF MG
RESPONSIBLE Manager
MANAGER Recreation
Services

In Brief:

- This report provides two recommendations of the Armadale Highland Gathering Committee regarding:
 - The scheduling of the 2005 Armadale Highland Gathering; and
 - The flying of the Scottish flag outside Council building in the week preceding the event.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

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

Legislation Implications

Nil

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

Nil

Consultation

- Key stakeholders and participants
- Armadale Highland Gathering Committee members

BACKGROUND

The Minutes of the Armadale Highland Gathering Committee meeting held on 14 June 2005 are attached. (**Refer to Attachment “A-4” – Summary of Attachments – buff page.**)

1. The proposed scheduling of the 2005 Armadale Highland Gathering; and
2. The flying of the Scottish flag in front of the Council’s Administration Centre in the week preceding the event.

DETAILS OF PROPOSAL

The Armadale Highland Gathering Committee recommends:

Recreation

1. *That the 2005 Armadale Highland Gathering be held on Saturday, 19 November 2005.*
2. *That Council consider flying a Scottish Flag in front of the Council building during the week leading up to the Armadale Highland Gathering in November 2005.*

COMMENT

Analysis

The proposed date is on the same weekend as last year's event and the Committee's recommendation is supported.

To ensure the Scottish community's participation and support, the Gathering should not clash with other Scottish events held at this time of the year. The dates for these other events were considered before Committee agreed to the recommendation.

The flying of the flag will assist in promoting the event and the Committee's recommendation is supported.

To promote the event, the Committee is suggesting that the Scottish flag be flown at the front of the Council building during the five-days preceding the event. This proposal has been discussed with the Department of Cabinet (Sydney) to ensure the correct protocol is followed. If Council supports this proposal, the Scottish flag will fly in the middle of both the State and National flags.

Options

1. Conduct the Festival on alternative dates. However this may clash with other events and is not the preferred option.
2. Council decline to fly the flag. However this is a new opportunity to promote the event and is not the preferred action.

Conclusion

In summary, the proposed scheduling of the 2005 Armadale Highland Gathering is similar to that of previous successful events and flying of the Scottish flag in front of the Council Administration Centre will assist in promoting the event.

RECOMMEND

1. **That the 2005 Armadale Highland Gathering be conducted on Saturday 19 November 2005.**

Recreation

2. **That the Scottish flag be flown during the week 14 – 18 November 2005 on the centre pole at the front of the Council Administration Centre.**

Moved

MOTION CARRIED/LOST ()

Recreation

CULTURAL EVENT SPONSORSHIP PROPOSALS

WARD	ALL	
FILE REF:	EVT/17	
DATE	15 June 2005	
REF	MG	
RESPONSIBLE MANAGER	Manager Services	Recreation

In Brief:

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

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

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

Legislation Implications

Nil

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

To meet Council's Cultural Events Programme budget targets.

Consultation

Nil

BACKGROUND

Council's adopted procedure (F247/96) for considering sponsorship of the Cultural Events Program is for all sponsorship proposals to be referred to the Community Services Committee for consideration and recommendation to Council.

Initial contact and in some cases preliminary negotiations have been held with both current and prospective sponsors and a list of targeted sponsors are now presented for Committee's consideration. (**Refer to Attachment "B-1" - Summary of Attachments – buff page**).

DETAILS OF PROPOSAL

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

Recreation

With the sponsorship market being highly competitive, it is essential to develop partnerships, which achieve the objectives of both parties and achieves a “Win-Win” outcome.

The table provided at Attachment “B-1” lists the name of the potential sponsor, the event(s) being sponsored and an approximate value of the sponsor’s commitment. The sponsor benefits will be tailored to suit the needs of the sponsor and will include an appropriate mix of the following benefits, which have previously been endorsed by Council:

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

COMMENT

Analysis

Although not all of the sponsorship proposals may come to fruition, negotiations and relationship building with a number of potential sponsors are encouraging. Businesses are receiving many sponsorship requests and to make the proposals more attractive, a combination of cash and in-kind support for the Cultural Events Programme is requested.

Over the past 4-5 years, attendances at the City’s events have increased significantly and this assists the Event Coordinator in negotiating a successful outcome.

All sponsorship negotiations take time to build a rapport and a relationship. There is a need to align the objectives of an event with the objectives of a potential sponsor. Agreements also take time to ensure both parties are joining in a mutually rewarding association.

In some cases the investment in developing a relationship may lead to a sponsorship partnership 2 or 3 years later, whilst other negotiations will not be successful. Even if a sponsorship partnership does not eventuate, there can be intangible benefits from the relationship building process and the potential sponsor will often support the event in some way.

The Attachment lists both current and potential sponsors, as well as parties which support the Cultural Events Program. It should be noted that the sponsorship proposals have a commercial value and because of this, the information contained in the attachment is confidential.

Options

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

Recreation

Conclusion

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

RECOMMEND

That Council:

- a. **endorse the Draft Proposals for the sponsorship of Council's Cultural and Community events, as presented at Attachment "B-1" to these Minutes.**
- b. **authorise, subject to the successful conclusion of negotiations on the Draft Proposals, the Chief Executive Officer to sign the resulting Sponsorship and Grant Agreements.**

Moved

MOTION CARRIED/LOST ()

Recreation

INDOOR AQUATIC CENTRE FEASIBILITY STUDY

WARD All
FILE REF: A173263/1
DATE 21 June 2005
REF PGQ
RESPONSIBLE Executive Director
MANAGER Community Services

In Brief:

This report [resents additional financial information regarding the Indoor Aquatic Centre Feasibility Study and recommends that:

- Council support the staged development of the Armadale Aquatic Centre with the initial stage to include the enclosure of the 50 metre and 25 metre pools.
- The nominated allocations for provision of an indoor aquatic facility be retained on Council's 15 Financial Plan as per Council Resolution CS48/6/05.
- Council inform the community regarding its preferred option for provision of an indoor aquatic facility and the likely timeframe for implementation.
- That a further report be presented to the September Community Services Committee Meeting on the outcome of the community's response to Council's preferred option for provision of an indoor aquatic facility in the City.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

- Maintain and improve physical infrastructure to meet the needs of the local community.
- Progress new and enhanced facilities to meet community needs.
- Working with Government to address identified needs in the community.

Legislation Implications

Nil

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

The capital cost of providing an indoor aquatic facility and the projected increased cost of operating a year round aquatic facility have substantial financial implications for the City.

Recreation

Consultation

Extensive community consultation was undertaken as part of the Needs Assessment and Feasibility Study:

BACKGROUND

Following consideration of a report to the May 2005 Community Services Committee, Council resolved (C51/5/05) as follows:

“That Council:

- a. receive the Armadale Aquatic Centre Feasibility Study report as the second part of the Armadale Aquatic Centre Needs Assessment and Feasibility Study.*
- b. request A Balanced View Leisure Consultancy Services to provide additional financial information and analysis on development Option 3 (enclose just the 25 metre pool) and Option 4 (construct new indoor aquatic facility on the existing site), and this information along with the Feasibility Study report be referred for consideration as part of the review of the 15 Year Financial Plan.*
- c. list for consideration of funding on Council’s 2005/06 draft Budget an allocation of \$10,000 to conduct a thorough due diligence assessment of the existing structures, plant and equipment at Armadale Aquatic Centre.*
- d. receive a further report on the proposal to provide an indoor aquatic facility via the June 2005 Community Services Committee.”*

This report responds to the above resolution and provides additional financial information on the two development options (Options 3 & 4) that were not investigated in detail as part of the Feasibility Study.

DETAILS OF PROPOSAL

The additional financial information requested under part (b) of Council’s resolution is provided as an attachment. **(Refer to Attachment “A-5” – Summary of Attachments – buff page.)**

For ease of referral, basic details of the redevelopment options that were considered by the consultant are again provided in this report.

1. Enclose both the 50 metre and 25 metre pools

Due to the high costs associated with traditional construction techniques, the consultant was requested to consider more affordable enclosure structures. The type of enclosure recommended by the consultant was the “Hoeker” structure, which is currently in use at the Waroona Aquatic Centre.

The cost estimate for this option (exclusive of GST) using the “Hoeker” enclosure is **\$3.7 million**. This includes a minor upgrade of existing facilities, but excludes any

Recreation

upgrade to existing plant and equipment or cost escalation. This is the option that was recommended by the Reference Group.

2. Enclose the 50 metre pool only

The cost estimate to enclose just the 50-metre pool using the “Hoeker” enclosure is **\$2.6 million** (exclusive of GST). Similar to option 1, this includes a minor upgrade of existing facilities, but excludes any upgrade to existing plant and equipment or cost escalation.

3. Enclose the 25 metre pool only.

This option was not researched in detail by the consultant due to the Reference Group believing that it would not satisfy the needs of the community, in particular the swimming clubs and fitness swimmers.

The cost estimate for this option (exclusive of GST) using the “Hoeker” enclosure is **\$1.3 million**. Similar to options 1 & 2, this includes a minor upgrade of existing facilities, but excludes any upgrade to existing plant and equipment or cost escalation.

4. Provide a new indoor aquatic facility on the existing site to complement current outdoor facilities.

The development option recommended by the consultant that would best meet the long term needs of the community is to construct a new indoor aquatic facility on the existing site. This option would provide a streamlined indoor aquatic facility with the following features:

- 25 metre pool
- separate leisure pool
- spa sauna & gymnasium
- improvements to existing facilities
- retaining the existing 50 metre and 25 metre pools as seasonal outdoor pools.

The cost estimate for this option (exclusive of GST) is **\$6.7 million**, which includes a reasonable upgrade of existing facilities and design/construction contingency of 10%, but excludes any upgrade to existing plant and equipment or cost escalation.

As indicated in the report to the May Community Services Committee Meeting, the Feasibility Study concluded that the option that would best meet the long term needs of the community is the redevelop the Armadale Aquatic Centre by constructing a new indoor aquatic facility that complements the existing outdoor facilities i.e. Option 4.

The Reference Group was supportive of the consultant’s recommendations but was mindful of Council’s financial constraints and believed that the option that would best meet the needs of the community and was likely to be more affordable to Council in the short term was Option 1.

Recreation

The additional financial information provided by the consultant compares the capital cost, loan repayments, operating projections, and the 15-year net financial position of the four options.

COMMENT

Analysis

The additional information provides Council with a more complete picture in terms of the likely capital and operating costs of the four development options.

As indicated in the tables, Option 4 has the highest capital and operational cost over a 15-year period (\$18.4 million), followed by Option 1 (\$12.5 million), Option 2 (\$10.5 million), and Option 3 (\$6.7 million).

A brief summary of the main advantages and disadvantages of each of the four options is provided as follows:

1. Enclose both the 50 metre and 25 metre pools

Advantages

- Greater flexibility with the programming of activities such as learn to swim classes, water walking, aquarobics etc.
- It is the option that is supported by the swimming clubs and lap swimmers and as recommended by Council's appointed Reference Group.
- It would provide local residents with a unique facility in the south east region, which may lead to some patronage from outside the City.
- It may be affordable for Council within the next 5 years.
- Lower capital and operating costs than Option 4.

Disadvantages

- Higher capital and operating costs than Options 2 & 3.

2. Enclose the 50 metre pool only

Advantages

- Lower capital and operating costs than Options 1 & 4.
- It would satisfy the needs of the swimming clubs and lap swimmers.
- It may be an affordable option for Council within the next 5 years.

Recreation

- An indoor 50-metre facility would be the only one in the southern part of the region, and may be an attraction for fitness swimmers from outside the City.

Disadvantages

- Higher capital and operating costs than Option 3.
- The deeper water of the 50-metre pool would make it somewhat restrictive in terms of programming activities e.g. learn to swim, water walking etc.

3. Enclose the 25 metre pool only

Advantages

- The lower capital and operating costs make it the most affordable of all the options, and the lower cost may provide some scope for Council to upgrade the existing facilities to give the Centre a more modern appearance.
- It would provide a basic level indoor aquatic facility for the community until such time as a major redevelopment could be undertaken in the longer term.
- Although not the preferred option of the swimming clubs and lap swimmers, an indoor 25 metre pool would provide a suitable facility for programmed activities such as learn to swim, aquarobics, water walking etc.

Disadvantages

- May not meet the community's expectations for an indoor aquatic facility.

4. New indoor aquatic facility on the existing site to complement current facilities

Advantages

- It would provide additional water space to accommodate the growing community.
- It would provide a greater range of facilities for the community e.g. sauna & spa, gymnasium, ground improvements and upgrades to existing facilities, and is likely to be more in line with community expectations for an indoor aquatic facility.
- It would provide a significantly better standard of facility, and could be expected to attract higher attendances and generate more revenue than the enclosure options.
- It would allow Council to provide a good standard indoor aquatic facility as a single project rather than the current proposal of enclosing the existing pools as a short term solution, and then undertaking a major redevelopment as a long

Recreation

term project. In the long run this would be a more cost effective outcome for Council & the community.

Disadvantages

- The higher capital and operational costs are likely to make it unaffordable in the short term (1-5 years).

Although it is not critical for Council to determine its position regarding the provision of an indoor aquatic facility at this point, there is a need for this to occur within a reasonable period of time and then communicate any decision to the community. The Needs Assessment and Feasibility Studies involved extensive consultation with the community and there is an expectation that Council will come to a decision on this matter within the near future. Some of the key issues for consideration by Council include:

- The perceived community need for an indoor aquatic facility as evidenced by the Needs Assessment study.
- The high cost of providing an indoor aquatic facility, and Council's capacity to fund such a facility in the short term.
- Where this project fits in terms of Council's other strategic priorities for the City.

Prior to the most recent update of Council's 15 years Financial Plan the following provision had been made for indoor aquatic facilities:

Year	Description	Amount
2006/07	Enclosure	
	Council Loan	\$2,000,000
	Dept of Sport & Recreation Grant	<u>\$1,000,000</u>
		\$3,000,000
2014/15	New Aquatic Facility	
	Council Loan	\$10,000,000
	Dept of Sport & Recreation Grant	<u>\$5,000,000</u>
	& other potential contributions	<u>\$15,000,000</u>

Following consideration of a report to the June City Strategy Committee Meeting, Council Resolved (CS48/6/05) to defer funding of the enclosure until 2008/09. The amount that has provisionally been included in the 15 Year Plan however, has been increased to \$3.7 million, which equates to Option 1.

If Council wishes to commit to the provision of an indoor aquatic facility within the next 5 years, one of the enclosure options would appear to be the only affordable solution. Option 3 is the least expensive but provides only a basic level of facility, whereas Option 1 is the most expensive of the enclosure options but provides greater flexibility with programming. Over

Recreation

the period of Council's 15 Year Financial Plan, the additional cost of Option 1 as compared to Option 3, is about **\$5.8 million** or an additional \$385,000 per year.

If Council was unable to afford the provision of an indoor aquatic facility within the next five years, it may wish to undertake the redevelopment as a single project rather than the current proposal of enclosing the existing pool(s) as a short term solution, and then undertaking a major redevelopment as a long term project. This would require Council to bring forward some of the loan borrowings from 2014/15 and combine with the monies provisionally allocated in 2008/09 to fund the preferred option. This approach would mean a delay in providing an indoor aquatic facility, but could see a high quality facility provided much sooner than the current scenario of 2014/15.

The additional financial information on the likely capital and operating costs of the four development options will assist Council to carefully consider all the relevant issues and come to an informed decision on what is a significant issue for many of the City's residents.

Options

The main options available to Council appear to be:

1. Support one of the enclosure options as the preferred development option and retain the current provisional allocation in the 15 year Financial Plan for 2008/09.
2. Support Option 4 as the preferred development option and further investigate the feasibility of the project being undertaken within a 5-10 year timeframe. Under this option the provision of an indoor aquatic facility may not occur for another 7-10 years, which may be unacceptable to the community.
3. Defer a decision on Council's preferred development option until a firm decision is made as to where the provision of an indoor aquatic centre fits in the context of Council's other strategic priorities for the City.
4. Not support any of the four development options considered in the Feasibility Report. This option is not recommended and would be contrary to Council's previous position on this matter.

Conclusion

The provision of an indoor aquatic facility in the City has been the subject of many petitions and has been much debated over the past 5-10 years. The Needs Assessment study confirmed that there is a strong perceived community need for such a facility to be provided, and the Feasibility Study has provided financial information on the likely capital and operating costs of four development options.

The Feasibility Study has identified Option 4 as the option that would best meet the needs of the community however, this option is unlikely to be affordable within the next 5 years. There appears to be an expectation in the community for Council to provide an indoor aquatic facility within a five-year period.

Recreation

The critical issue is affordability, and if Council were able to afford it, Option 1 would provide the greatest level of amenity for the City's residents and flexibility in terms of programming. Option 1 is the option recommended by the Reference Group and on balance, this option is supported.

RECOMMEND

- 1. That Council endorse the following staged development of the Armadale Aquatic Centre as the option that would best meet the needs of the community within the financial constraints of Council:**

Stage 1 (3-5 years) – Enclose existing pools

- **Enclose 50 metre and 25 metre pools with Hoeker Structures**
- **Minor upgrade of existing facilities**

Stage 2 (10-15 years) – Major redevelopment as per Master Plan

- **New indoor 25-metre pool and leisure pool**
 - **New warm water/therapy pool**
 - **Spa & Sauna**
 - **New entry, reception, office & café**
 - **Multi purpose room**
 - **Crèche**
 - **New ablutions**
 - **Upgrade and modify car park**
 - **New plant room**
 - **Complementary commercial outlets**
- 2. That the nominated allocations for provision of an indoor aquatic facility be retained on Council's 15 Financial Plan as per Council Resolution CS48/6/05.**
 - 3. That Council inform the community regarding its preferred option for provision of an indoor aquatic facility and the likely timeframe for implementation.**
 - 4. That a further report be presented to the September Community Services Committee Meeting on the outcome of the community's response to Council's preferred option for provision of an indoor aquatic facility in the City.**

Moved

MOTION CARRIED/LOST ()

Recreation

ARMADALE ARENA - DRAFT 2005/06 BUSINESS PLAN

WARD All
FILE REF: A27670/1
DATE 22 June 2005
REF PGQ
RESPONSIBLE Executive Director
MANAGER Community
Services

In Brief:

This report presents the draft 2005/06 Business Plan for Armadale Arena and recommends that

- Council receive the draft 2005/06 Business Plan for Armadale Arena.
- On completion of the review of the Armadale Arena's financial operation, the Armadale PCYC be requested to consider the recommendations of that review and incorporate where appropriate within the draft Business Plan.
- The final draft of the Armadale Arena's 2005/06 Business Plan be presented to the August Community Services Committee Meeting.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

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

Legislation Implications

Nil

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

The report advises that subject to further refinement of the draft Business Plan, the operating subsidy for 2005/06 is likely to be in the order of \$100,000.

Consultation

- Armadale Police and Citizens Youth Club (PCYC)
- Federation of Police and Citizens Youth Clubs
- A Balanced View Leisure Consultancy

Recreation

BACKGROUND

A report to the Community Services Committee Meeting held on 29 March 2005 advised that the operating deficit for Armadale Arena for 2004/05 was likely to increase to approximately \$120,000, and discussed a number of matters relating to the projected deficit. Council subsequently resolved (C29/3/05) in part as follows:

- 1. That Council note the likely increase in the 2004/05 operational subsidy for the Armadale Arena by a further \$45,000, bringing the total subsidy for the 2004/05 year to approximately \$120,000 and that this be listed for consideration of funding in Council's March Quarterly Budget Review.*
- 3. That the draft 2005/06 Business Plan for Armadale Arena be presented for Council's consideration via the May 2005 Community Services Committee meeting.*

A draft Business Plan has been prepared by the Centre Manager and was tabled at the PCYC Management Committee Meeting on 25th May for initial consideration. The draft Plan is presented for Council's consideration as an attachment to this Agenda. **(Refer to Attachment "A-6"- Summary of Attachments – buff page.)**

DETAILS OF PROPOSAL

The following is a brief summary of what has occurred since the matter was last reported to Council:

- A series of meetings have been held with the new Manager to review the Arena's finances and provide advice with the preparation of the 2005/06 Business Plan.
- A further meeting was held between Council officers, the Centre Manager & Assistant Manager, and representatives from the Federation of Police & Citizens Youth Clubs to discuss concerns about the Armadale PCYC's financial situation and what needs to occur to improve the financial operation of Armadale Arena.
- An independent consultant has been engaged to undertake a "quick review" of the financial operation of Armadale Arena and identify opportunities to reduce costs and increase the revenue base of the Centre. This review is close to completion and its recommendations will be referred to the PCYC for consideration and likely inclusion in the Business Plan.

The draft Business Plan contains a series of objectives for the key areas of the Centre's operations, a range of strategies for achieving the objectives, performance measures and allocation of responsibility for each objective. Although some further work is required to refine and improve the draft Business Plan, it represents a good base to build on.

Recreation

COMMENT

Analysis

The current level of operating deficit is a concern for both the City and the PCYC, but it is encouraging that there is a commitment from both parties to take all reasonable steps to improve the financial operation of the Armadale Arena. Preparing a sound Business Plan is the first critical step in that process.

Whilst it was hoped that the 2005/06 Business Plan would be available for Council's consideration via the May Community Services Committee Meeting, this did not eventuate. This is the first Business Plan that the new Manager has been involved with and the process is taking somewhat longer than anticipated.

The financial section of the Business Plan is the area that requires further work however the initial budget estimates put the operating deficit for 2005/06 at \$122,000. These initial estimates are considered to be "worst case" scenario and there is an expectation that this can be reduced to a more acceptable level.

The review of the Centre's financial operation that is currently underway will hopefully identify a range of strategies for reducing the budgeted deficit for 2005/06. As identified in the report to the June City Strategy Committee Meeting, Council's draft budget allows for an operating subsidy of \$100,000 for Armadale Arena. The requested capital items identified in the draft Business Plan have not been included in Council's 2005/06 draft budget at this point.

There is a reasonable expectation that with sound management and marketing, the operating subsidy can be contained within Council's budgeted subsidy of \$100,000.

Options

1. Council could elect not to subsidize the operating deficit beyond the level agreed to in the Management Agreement (\$50,000 for 2005/06) however this option would almost certainly result in the PCYC terminating its partnership with Council and is not recommended.
2. Council could elect to receive the Armadale Arena's draft 2005/06 Business Plan and request that the final draft Plan be forwarded for Council's consideration following the completion of the review of the Centre's financial operation. This is the recommended course of action.

Conclusion

Although the PCYC's draft Business Plan for the Armadale Arena provides a good base to build from, some further work is required to strengthen and improve the draft Plan. It is recommended that the final draft of the Business Plan be presented for Council's consideration following the completion of the review of the Centre's financial operation that is currently underway.

Recreation

RECOMMEND

- 1. That Council receive the draft 2005/06 Business Plan for Armadale Arena.**
- 2. That on completion of the review of the Armadale Arena's financial operation, the Armadale PCYC be requested to consider the recommendations of that review and incorporate where appropriate within the draft Business Plan.**
- 3. The final draft of the Armadale Arena's 2005/06 Business Plan be presented to the August Community Services Committee Meeting.**

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MOTION CARRIED/LOST ()

Budget

COMMUNITY SERVICES DIRECTORATE – DRAFT BUDGET 2005/2006

WARD ALL
FILE REF: FIN/7
DATE 21 June 2005
REF CA
RESPONSIBLE Executive Director
MANAGER Community Services

In Brief:

That the 2005-2006 Draft Budget for the Community Services Directorate, as presented to and amended by Committee, be referred to the City Strategy Committee for consideration.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

- Develop processes to measure and allocate costs of Council services.
- Developing improved financial management reports.

Legislation Implications

Nil

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

2005-2006 Draft Budget and Forward Financial Plan

Consultation

This report brings together the work undertaken at prior Councillor workshops held on 27 May and 11 June 2005 and outcomes from the City Strategy Committee Meeting held on 13 June 2005 relating to the City's Strategic and Forward Financial Plans.

DETAILS OF PROPOSAL AND COMMENT

Committee is referred to the 2005-2006 Draft Budget Report for the Community Services Directorate and supporting documentation relating to the responsibilities of this Committee. **(Refer to Attachment "A-7" – Summary of Attachments – buff page).**

The task before Committee is essentially to:

- Be satisfied that the directions reflected by the range of the services and programmes to be provided in 2005-2006 are both warranted and acceptable.
- Evaluate and confirm the reasonableness of the revenue and expenditure estimates as relating to each of the services and programmes proposed for the 2005-2006 year.

Budget

- Consider the future proposals contained within the forward financial plan with a view to determining and confirming the appropriateness in terms of timing and/or resourcing and recommend to City Strategy accordingly.
- Consider the list of currently unfunded proposals with a view to determining which, if any, of these proposals should be recommended to the City Strategy Committee for prioritisation within the Draft Budget.

Councillor workshops have been held on 27 May and 11 June 2005 as well as the City Strategy Committee meeting on 13 June 2005 to resolve the strategic context of the budget. From this assessment it is clear that there is little scope for other additional activities/development beyond those proposed in the financial plan. 2005/2006 now forms the base year for a future 15 Year Forward Financial Plan and as such the services, programs and activities contained within it are funded.

RESOLVED

That the Community Services Directorate Draft 2005-2006 Budget report, as presented to Committee and attached to these Minutes at Attachment “A-7”, together with the following proposed amendments, be referred to the City Strategy Committee for consideration.

- a. **That the following unfunded proposals be considered priority items in 2005-2006 subject to funding being identified in the subsequent stages of the Draft Budget process:**
 - i. **Staff Resources**
 - 1. **Recreation Events Officer**
 - 2. **Ranger**
 - b. **Pursuant to Section 6.8 of the Local Government Act 1995**
 - i. **authorise the following expenditure:**
 - **Historian/Local Studies Librarian - \$32,000**
 - ii. **amend the 2005/06 Budget and 15 Year Financial Plan as follows:**
 - **Extended Opening Hours (Sundays) – decrease by \$29,262;**
 - **Libraries & Heritage Services – Museums – Salaries – increase by \$29,262.**
- c. **The following unfunded proposals be considered priority items in 2005-2006 subject to additional funding being identified in the subsequent stages of the Draft Budget process:**
 - 1. **Community Grants Program - \$10,000 pa from 2005/06**
 - ***Officer recommendation - change from Priority 4 to Priority 2.***

Budget

2. **CBD skate park - \$100,000 (2006/07)**
 - *Officer recommendation – change from Priority 3 to Priority 2.*
3. **Written History of the District - \$114,000 (over three financial years from 2005/06)**
 - *Existing Priority 2.*
4. **Additional Shelving for Westfield Library - \$15,000 (2006/07)**
 - *Officer recommendation - change from Priority 4 to Priority 2.*
5. **Crematorium at the Dog Pound - \$15,000 per annum from 2005/06**
 - *Officer recommendation - change from Priority 4 to Priority 2.*
6. **Memorial Plaques for Parks - \$9,000 per annum from 2005/06**
 - *Existing Priority 2.*
7. **Interactive Display Program at the Museum - \$10,000 per annum from 2005/06**
 - *Officer recommendation - change from Priority 4 to Priority 2.*
8. **Dog Faeces Disposal Units - \$5,000 per annum from 2005/06**
 - *Existing Priority 2.*

Moved

MOTION CARRIED/LOST ()

LATE ITEMS

EXECUTIVE DIRECTOR COMMUNITY SERVICES REPORT

COUNCILLORS' ITEMS
