

CITY OF ARMADALE

A G E N D A

OF COMMUNITY SERVICES COMMITTEE TO BE HELD IN THE COMMITTEE ROOM, ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON TUESDAY, 28 OCTOBER 2003 AT 7.00 PM

A meal will be served at 6.15pm.

PRESENT:

APOLOGIES:

OBSERVERS:

IN ATTENDANCE:

DISCLAIMER

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

DECLARATION OF MEMBERS' INTERESTS

DEPUTATION

Nil

QUESTION TIME

ITEMS REFERRED FROM INFORMATION BULLETIN – ISSUE NO. 20/03

- ... **Outstanding Matters**
Report on Outstanding Matters - Community Services Committee
- ... **Monthly/Quarterly Departmental Reports**
Library Department General Report – September 2003
Accounting Services Report – 3 October 2003
Manager Ranger & Fire Services Report – September 2003
- ... **Finance**
Financial Statements – for the (14) week period ended 30 September 2003
- ... **Miscellaneous**
Infopage – State Records Act 2000
- ... **Minutes from Occasional/Advisory Committees**
Armadale Highland Gathering Committee – 9 September 2003
Armadale Police & Citizens' Youth Club Management Committee- 20 August 2003
Armadale Police & Citizens' Youth Club Management Committee – 17 Sept. 2003
History House Museum Management Committee – 7 August 2003

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

CONFIRMATION OF MINUTES

RESOLVED

Minutes of the Community Services Committee meeting held on 23 September 2003, are confirmed.

I N D E X

COMMUNITY SERVICES COMMITTEE 28 OCTOBER 2003

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Finance

SCHEDULE OF PAYMENTS

RECOMMEND

1. **Payments totalling \$17,462,537.78 on Vouchers 44325-44595, EF10777-EF10927, EF10929-EF11102 and 102281-102300, drawn upon the Municipal Fund, be received.**
3. **Cheque payments totalling \$16,341.42 on Vouchers 89022-89024, EF10928 and 400823, drawn upon the Trust Account, be received.**
4. **Cheque payments totalling \$996,200.80 on Voucher 500447, drawn upon the Reserve Account, be received.**

Moved

MOTION CARRIED/LOST ()

Finance

STATUTORY FINANCIAL REPORT

The Statutory Financial Report for the (2) months ended 30 September 2003, as required in accordance with Clause 34 of the Local Government (Financial Management Regulations) is presented. **(Refer to Attachment “A-1” – Summary of Attachments – buff page.)**

Commentary

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

Investments

Council's investment portfolio has increased over the last month to \$10m as a result of rate payments and continues to follow the trend set by last year at this time.

Investment interest

Interest rates continue to hover around the 4.80% with no apparent increased forecast until later in the year. Interest revenue is slightly above last year due to unspent funding being available for investment early this year.

Grants

There has been no significant movement for the September period. There is still Road and Capital projects outstanding (accrued) in previous year not yet claimed offsetting grants received to date.

Sundry Debtors

Outstanding road and grants claims continue to keep the balance of sundry debtors high compared to last year. Fortunately this debt is short term recoverable.

Rate Debtors

Rates arrears continue to decline showing a marked improvement for the same period last year. Good collection arrangements are currently strong and achieving great results.

Year to date net operating position

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

RECOMMEND

That Council receive the Statutory Financial Report for the (3) months ended 30 September 2003.

Finance

Moved

MOTION CARRIED/LOST ()

Finance

2003/2004 BUDGET VARIATIONS

In accordance with the requirements as outlined in the Council document entitled “Internal Control Procedures – Budget Variations”, as attached (refer to **Attachment “A-3” – Summary of Attachments – buff page**) are the Budget Variations having been transacted administratively during the period 24 September to 22 October 2003.

RECOMMEND

That Council receive the Budget Variations transacted administratively during the period 24 September to 22 October 2003.

Moved

MOTION CARRIED/LOST ()

Finance

****SUNDRY DEBTORS AND WRITE-OFFS REPORT TO 20 OCTOBER 2003**

WARD All
FILE REF: FIN/1
DATE 15 SEP 2003
REF NC
RESPONSIBLE Executive Manager,
MANAGER Business Services

In Brief:

- The status report on outstanding debtors is presented for Committee / Council information.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

The Corporate Services Directorate Vision states:

“We will provide a diverse range of support, advisory and information services together with control mechanisms to enable and ensure the sound operation and management of the corporate entity.”

Legislation Implications

Section 6.12 (1) (a) (Power to defer, grant discounts, waive or write off debts) of the Local Government Act 1995 permits Council to write off any amount of money that is owed to the local government.

Council Policy/Local Law Implications

As a result of the recommendation, a Council policy may be generated dealing with future usage of Council facilities by community and sporting groups and the method of payment used by them.

Budget/Financial Implications

At 20 October 2003 the balance attributed to outstanding debt is \$946,423. This does not include rates debt. Council has allocated \$80,000 in the 2003-2004 Annual Budget towards Sundry Debtors Write-Off and \$20,000 for Bad and Doubtful Debts.

Consultation

Each sundry debtor in the four months and over category has been advised of Council's intentions to recover this debt.

The Manager, Recreation Services has been consulted over part of the recommendation that covers the pre-payment of use of Council facilities.

Finance

BACKGROUND

At the April 2003 Community Services Meeting, and subsequently confirmed at the April 2003 Council meeting (28 April 2003), a resolution was passed requiring that a monthly sundry debtors report be presented to the Community Services Committee – hence this report.

DETAILS OF PROPOSAL

The status of outstanding sundry debtors at 20 October 2003 is summarised in the following aging analysis table:

| Total | Current | 1 Month | 2 Months | 3 Months | 4 Months and Over |
|-----------------------------------|----------------|------------------|-----------------|------------------|--------------------------|
| \$946,423 100% | \$41,632 4% | \$386,711 42% | \$19,143 2% | \$3,689 0% | \$495,248 52% |
| Last Month | | | | | |
| \$1,374,055 100% | \$28,247 2% | \$733,131 53% | \$33,288 3% | \$236,848 17% | \$342,541 25% |

COMMENT

Analysis

The following table highlights the long-term outstanding sundry debtors at 20 October 2003:

| Name | Amount | Comments |
|--|---------------|---|
| Sundry Debtors over \$6,000 and Loan Services | | |
| Acacia Brook | \$24,029 | This debt relates to planning and development approvals. Cannot enforce payment until sub-division complete. |
| ARKS Rugby Union | \$6,685 | A meeting between the group and the City occurred in July. The group will be submitting a letter of intent to pay some of the debt in the near future. The Sports Debtors Sub-Committee of this Committee is addressing this debt. On 4 September 2003 the acting treasurer of the club contacted the Council and had discussion with the debtors officer. The acting treasurer agreed to pay some of the debt and, as previously relayed to Council officers, disputed some of the debt completely (\$1,421). When the accepted amount is paid, and if the disputed debt is written off, \$5,000 will still be outstanding, which is the subject of further negotiation. |

Finance

| Name | Amount | Comments |
|----------------------------------|-----------|---|
| | | A final statement has recently been posted to the club. |
| Armadale Redevelopment Authority | \$11,266 | The Armadale Redevelopment Authority has indicated a need to have invoices broken down so that no individual invoice exceeds \$10,000. Where this is possible, this request will be followed. Consequently, this debt has been re-invoiced and payment is imminent. |
| Armadale Rugby League | \$8,804 | Current debt paid, final demand for outstanding balance has been issued. Club has not acknowledged final demand. The Sports Debtors Sub-Committee of this Committee is addressing this debt. The treasurer made contact with the Council on 3 September 2003. It was relayed to the debtors officer that the club is considering leaving the current site due to their perceived implications of the Kelmscott Enquiry by Design. The season has now finished, and despite considerable bar takings, all extra monies have been used to pay insurance and general running costs. It was stated to the debtors officer that the club has absolutely no money to pay to Council. The club will be attempting various enterprising fundraising through the summer. |
| Armadale Sporting Club | \$141,027 | Currently in consultation between Council and the Club. The Sports Debtors Sub-Committee of this Committee is addressing this debt. |
| Armadale Soccer Club | \$17,820 | Council officers are making inquiries as to the original agreement that premeditated this debt being raised, believing that some degree is under an in-kind arrangement. The President undertook to make payment of some of the debt by May 2003, but has failed to do so. Further contact with Vice President of the club on 4 September 2003 resulted in an undertaking to consider the matter at the next club meeting on 9 September 2003. |
| Brigade Road Syndicate | \$24,351 | This debt relates to planning and development approvals. Cannot enforce payment until sub-division complete. |

Finance

| Name | Amount | Comments |
|--|------------------|--|
| Cougar Metals | \$16,000 | This debt relates to scrap metal purchases from refuse site. Final demand sent. |
| Gazebo Management | \$6,759 | This debt relates to planning and development approvals. Cannot enforce payment until sub-division complete. |
| Heritage Country Tourism | \$11,112 | Discussions are being held with the group to determine original agreement that premeditated this debt being raised, with belief that there is some degree of loan or GST liability implications. |
| Kelmscott Football Club | \$22,753 | Currently in consultation between Council and the Club. The Sports Debtors Sub-Committee of this Committee is addressing this debt. |
| Lottery West | \$80,000 | The Manager, Recreation Services is finalising the last grant payment request that this debt refers to. |
| Ministry of Sport and Recreation | \$12,500 | The Manager, Recreation Services is finalising the last grant payment request that this debt refers to. |
| Sustainable Energy Development | \$23,897 | Final payment of grant is awaiting completion of works and last grant payment request. |
| Sub total | \$407,003 | |
| <i>Other Sundry Debtors under \$6,500</i> | | |
| Fines and penalties – Rangers | \$49,906 | Fines enforcement has been carried out by the court and those debts relating to Ranger issued fines / enforcements are currently with the Fines Enforcement Register of WA. |
| Fines and penalties – Libraries | \$19,333 | Many of these debts relate to relatively minor amounts. However, collectively these amount to the shown figure. Moves will be made to write-off these debts in the near future. |
| Dale Sports Club | \$4,958 | Final demand letter sent 19 May 2003. Club has not acknowledged final demand however the club has made contact with the City in June 2003 and a copy of the breakdown of charges has been sent. On 3 |

Finance

| Name | Amount | Comments |
|---|------------------|---|
| | | September 2003 contact was made with a club member who conveyed to the debtors officer that the group had spoken with the Manager Recreation Services about the debt and that the club was trying to convene a meeting with the Mayor to discuss this matter, as well as other matters. |
| Forrestdale Cricket Club | \$1,288 | Final demand letter sent 19 May 2003. Club has not acknowledged final demand. Council officers are now seeking further means of action. |
| Kelmscott Cricket Club | \$2,747 | Long-term payment arrangement is in place, however is no longer being adhered to. |
| Palmer, DL | \$899 | Referred to the Fines Enforcement Register of WA – May 2002. |
| Roleystone-Karagullen Sporting and Recreation Association | \$6,123 | Final demand letter sent 19 May 2003. Club has not acknowledged final demand. |
| Southern Spitfires Softball | \$215 | Arrangement made to clear debt by end of May 2003. Club has not honoured the arrangement. Final demand sent 10 June 2003. |
| South Suburban Badminton | \$471 | Reminder letter sent 15 May 2003. Final demand sent 10 June 2003 |
| Other sundry debtors | \$2,305 | Various accounting provisions to be applied and minor debt. |
| Sub Total | \$88,245 | |
| Total | \$495,248 | |

Payments received

There have been no payments made by groups / companies in the above list made in the past month.

Amounts for write-off

Council officers have attempted, with little success, to recover outstanding debts in the “4 months and over” category over several months. Impacting on this ability to recover debt

Finance

largely relates to the composition of the debtor. In the majority of instances the debtor is a community group with little, or no, relevant cash flows or the debt relates to a dispute over past occurrences. Consequently, a number of debts are now deemed irrecoverable. However, where it is that these debts relate to community or sporting groups still using Council facilities it is proposed that these groups be made to pay in advance for future use.

A brief breakdown of some of the above-mentioned debt, which is now recommended for write-off, is as follows:

- Dale Sports Club
Hire fees and charges relating to Blackburn Reserve dating back to June 1998. Total \$4,958.
- Forrestdale Cricket Club
Hire fees and charges relating to William Skeet Reserve dating back to 1999. Total \$1,288.
- Heritage Country Tourism
Repayment for building extension where GST implications existed.
Total \$11,112.
- Kelmscott Cricket Club
Hire fees and charges relating to Rushton Park dating back to 2001.
Total \$2,747.
- Roleystone – Karagullen Sporting Club
Hire fees and charges relating to Springdale Park dating back to 2000. Also charges associated with lease legal costs (2000). An agreed contribution towards lighting has also not been paid and is in dispute. However, in this case an asset has been acquired by Council and is therefore of long-term benefit.
Total \$6,123.
- Southern Spitfires Softball
Hire fees and charges relating to Rushton Park dating back to early 2002.
Total \$215.
- South Suburban Badminton Association
Charges associated with lease legal costs (2000).
Total \$471.

In writing this debt off, it should be noted that in the majority of cases these are legitimate debts, owed by the groups, to Council. Where it is found that the debts are legitimate it should be made a requirement that these groups make an upfront payment prior to any future use of Council's facilities. The Manager, Recreation Services has been approached on this matter and believes it to be a worthwhile approach. Accordingly, he has agreed to provide Council with a procedure or policy that will reflect this upfront payment for non-payment of debt.

Options

1. Council can choose not to write-off the outstanding sundry debtor deemed to be unrecoverable, however to do so would not be sound financial management.
2. Council can choose to use its power and write these outstanding debts off, which would be sound financial management.

Finance

Conclusion

Council's debtors officer has attempted, with little success, to recover debts owing from community and sporting groups. Part of the difficulty exists because the groups are community and sporting groups and do not have the appropriate assets to leverage debt recovery on. However, by implementing a "pay before use" procedure / policy to these debtors that legitimately owe Council money, hopefully Council can keep the number of debtors in the "4 months and over" category to a minimum.

The relatively large amount of debt in the "1 month" category relates mainly to a road grant.

RECOMMEND

That Council:

- a. **Receive the outstanding sundry debtors report to 20 October 2003.**
- b. **Pursuant to Section 6.12 of the Local Government Act 1995, write-off the following outstanding sundry debtors and the subsequent amounts:**

| | |
|--|----------|
| ▪ Dale Sports Club | \$ 4,958 |
| ▪ Forrestdale Cricket Club | \$ 1,288 |
| ▪ Heritage Country Tourism | \$11,112 |
| ▪ Kelmscott Cricket Club | \$ 2,747 |
| ▪ Roleystone – Karragullen Sporting Club | \$ 6,123 |
| ▪ Southern Spitfires Softball | \$ 215 |
| ▪ South Suburban Badminton Association | \$ 471 |
- c. **Direct the Manager, Recreation Services to develop a policy and / or procedure that enforces up-front payment for facility use for those community and sporting groups that have had legitimate debts written off by the Council for failing to make payment to Council in the past.**

****ABSOLUTE MAJORITY RESOLUTION REQUIRED FOR PART (B)**

Moved
MOTION CARRIED/LOST ()

Miscellaneous

**** DELEGATIONS OF AUTHORITY**

| | |
|------------------------|--|
| WARD | ALL |
| FILE REF: | PCY/2 |
| DATE | 15 October 2003 |
| REF | KLD |
| RESPONSIBLE MANAGER | Manager Admin & Governance Services |

In Brief:

- Annual review of Delegations of Authority for the Community & Corporate Services Directorates
- Recommendation that delegations remain in force.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

Review and clarify delegations.

Legislation Implications

Section 5.42(1) Local Government Act 1995 – Delegation of some powers and duties to CEO.
Section 5.46(2) Local Government Act 1995 – At least once every financial year, delegations made under this division are to be reviewed by the delegator.

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

Nil

Consultation

Directorate Managers

BACKGROUND

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

Miscellaneous

DETAILS OF PROPOSAL

Council's approval is being sought to renew the delegations of authority.

COMMENT

Analysis

Details of each of the delegations relevant to this Committee are presented as an attachment to this Agenda. (**Refer to Attachment "A-4" – Summary of Attachments – buff page**).

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

Conclusion

It is recommended that all the existing delegations continue to apply and operate until the next review date in twelve months time.

RECOMMEND

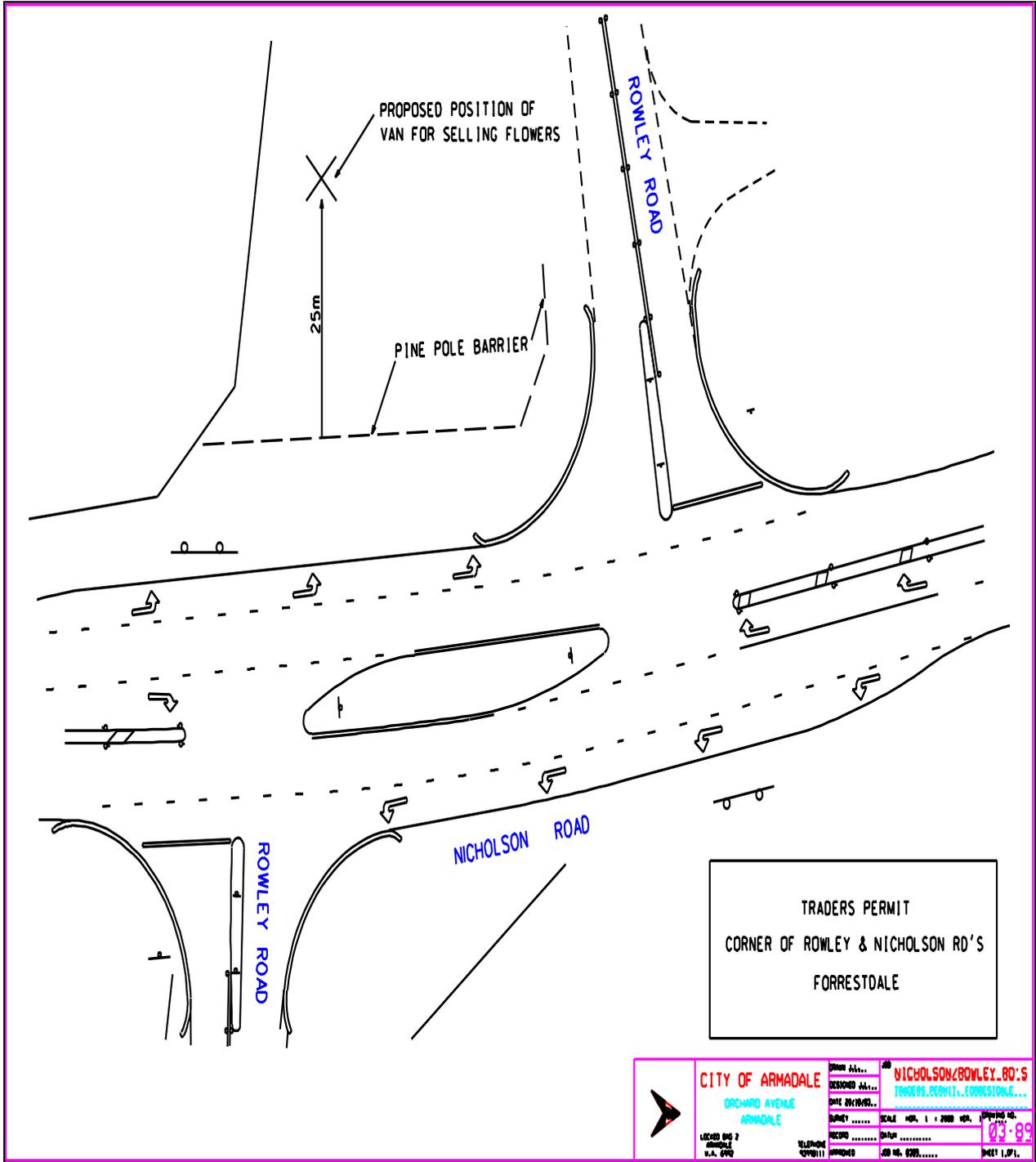
That the powers or duties detailed in Attachment "A-4" to these Minutes as delegated by Council, remain in force until November 2004.

**** ABSOLUTE MAJORITY REQUIRED**

Moved

MOTION CARRIED/LOST ()

Miscellaneous



Miscellaneous

***TRADERS PERMIT – MR A HSU – CNR OF ROWLEY AND NICHOLSON ROADS
FORRESDALE***

| | |
|------------------------|---|
| WARD | Forrest |
| FILE REF: | LAW/2 |
| DATE | 27 October 2003 |
| REF | KD |
| RESPONSIBLE MANAGER | Manager Administration & Governance Services |

In Brief:

- An application has been received from Mr A Hsu to sell fruit and vegetables from a site in Rowley Road near Nicholson Road Forrestdale.
- The Recommendation is to approve the application.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

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

Legislation Implications

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

Council Policy/Local Law Implications

Activities and Trading in Thoroughfares and Public Places Local Law

Budget/Financial Implications

Adoption of the recommendation will result in revenue of \$540.

Consultation

Technical Services Directorate

BACKGROUND

At its meetings of 15 June 1998 and 7 August 2001 Council resolved (315/98 and C117/01) to grant to Mr I Audino a Trading in a Public Place License for the same site as that requested in this application. Mr Audino has since ceased operating from this location and no longer has a permit.

DETAILS OF PROPOSAL

The applicant proposes to sell fruit and vegetables from a site on the north east side of Rowley Road approximately 25 metres from Nicholson Road Forrestdale on a very wide verge area as detailed in the map opposite. The proposed times of operation are Saturday,

Miscellaneous

Sunday and Public Holidays 6:00am – 6:00pm and every weekday from 3:00pm – 6:00pm. The permit would be for a period of 12 months.

COMMENT

Analysis

The site that the applicant is applying to use is situated on the north eastern side of Rowley Road near the intersection of Nicholson Road and the area is approximately 30 – 40 square metres. Access to the site is via Rowley Road.

Discussions have taken place with Technical Service officers and they advise that this intersection has recently been upgraded. As such they would have no objection to this sort of activity taking place from this site, provided the applicant is situated at least 25 metres back from the intersection and prospective customers do not stop along Nicholson Road. An inspection of the site revealed that bollards have been placed along the Nicholson Road verge. The bollards should act as a deterrent to vehicles stopping in this area.

Technical Services has also advised that they would recommend that a condition be imposed on the permit that in the event there is any damage to the access area and to the shoulder of the road caused by vehicles accessing the site, the applicant be responsible for any repairs necessary.

Options

The options available to Council are to either approve or not approve the application.

Conclusion

It is recommended that the application be approved with the conditions as set out below.

RECOMMEND

That Council pursuant to the Activities and Trading in Thoroughfares and Public Places Local Law approve the application from Mr Aaron Hsu of 15 Driver Way Bullcreek to permit the sale of fruit and vegetables under the following conditions:

- a. **The stall is located on the north east side of Rowley Road approximately 25 metres from Nicholson Road Forrestdale intersection.**
- b. **The permit is for a period of 12 months.**
- c. **Access to the site to be from Rowley Road.**
- d. **Time of operation: Saturdays, Sundays and Public Holidays 6:00am – 6:00pm, and every week day 3:00pm – 6:00pm.**

Miscellaneous

- e. **Mr Hsu to be responsible for any damage to the access area and the shoulder of the road (as determined by Council) caused by vehicles accessing the site and be required to provide written acknowledgement accepting that responsibility prior to a Traders Permit being issued.**

Moved

MOTION CARRIED/LOST ()

Community Development

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

WARD ALL
FILE REF: CMD/1
DATE 9 October 2003
REF YC
RESPONSIBLE MANAGER Director
Community Services

In Brief:

- This item proposes the amendment and appointment of nominated community representatives for:
 - Council's Aboriginal and Torres Strait Islander Advisory committee. (ATSIAC)
 - Seniors' Interest Advisory Committee (SIAC)
 - Minnowarra Festival Committee

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

To have in place a range of services to meet community needs.
To improve the overall well-being and safety of the community.

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

Aboriginal and Torres Strait Islander Advisory Committee

BACKGROUND

At the meeting of Council held on Tuesday 3rd June 2003 and 5th August 2003, Council appointed persons to various Advisory Committees of Council following a public advertising process in accordance with the Local government Act 1995.

Community Development

Included in those proceedings, Council appointed the following persons to the Aboriginal and Torres Strait Islander Advisory Committee and Seniors Interest Advisory Committee.

| Aboriginal and Torres Strait Islander Advisory Committee | |
|---|--|
| Positions available | Appointed 3rd June 2003 |
| City of Armadale Councillor | Cr John Knezevich |
| 8 x Community Representatives | <ol style="list-style-type: none"> 1. Mr. Albert McNamara 2. Ms Kerry Mead 3. Ms Teresa Miller 4. Ms Sharon Jones 5. Ms Dorothy Reuben 6. Ms Flo Morrison 7. Ms Viv Hansen 8. Mr. Richard Sheppard |

| Seniors' Interests Advisory Committee | |
|---|--|
| Positions available | Appointed 3rd June 2003 |
| City of Armadale Councillor | Cr Trudi Hodges |
| Kelmscott-Westfield Senior Citizens Club Representative | Mrs Jean Jeffries |
| 3 x Representatives from Seniors community groups within Armadale | <ol style="list-style-type: none"> 1. Mrs Bobbie Perkins (Over 50's Club) 2. Mr Arthur Robertson (Kelmscott Library Come Right In Club) 3. Ms Leslie Fahey (Senior Social Worker on Aged Care Assessment Team, Armadale Health Service) |
| 3 x Representatives from local organizations providing services for Seniors | <ol style="list-style-type: none"> 1. Ms Cheryl Samborski (Armadale Home Help) 2. Ms Sue Stockman (Acting Service Manager for Rehabilitation and Aged Care, Armadale Health Service) 3. Ms Linda Charles (Armadale Library Service) |
| To be appointed: | |
| Armadale-Kelmscott Senior Citizens Centre Representative | To be advised |
| Notes: Armadale-Kelmscott Senior Citizens' Association are yet to nominate a representative. | |

Community Development

| Minnawarra Festival Committee | |
|---|--|
| Positions available | Appointed 3rd June 2003 |
| 2 x City of Armadale Councillors | Cr Jim Stewart Cr Alison Cominelli |
| 2 x Service Clubs within Armadale Representatives | 1. Mr Gordon Mason (Armadale Lions Club) 2. Mr John Lemmey (Armadale Rotary Club) |
| 5 x Community Representatives | 1. Mr Ernie Dean 2. 3. Ms Viv Hansen 4. Mr Athol Hansen 5. Mr Kim Fletcher |
| Armadale Tourist Centre Representative | Mrs Michelle Ramsey |
| To be advertised | |
| Community Representative | |
| Notes: Ms Chris Barrett has resigned from the position of Community Representative and Mr Mal Osborne has also withdrawn his intention of replacing Ms Barrett. Advertising is required to fill the Community Representative position. | |

DETAILS OF PROPOSAL

Since the June 2003 Council Meeting, the following has occurred:

Aboriginal and Torres Strait Islander Advisory Committee (ATSIAC)

Three community representative positions have been made available for new appointments. Reasons for vacation of positions are as follows:

1. Ms Flo Morrison has been absent from more than three consecutive meetings, no longer resides in Armadale and has advised of her resignation from the Committee.
2. Mr. Richard Sheppard has passed away.
3. Ms Dorothy Reuben has been absent from more than three consecutive meetings.

In accordance with the ATSIAC Terms of Reference.

Clause 4.3: In accordance with Section 5.1.1 of the Act a person appointed to the Committee shall remain a member of the Committee until:

- a. the term of the person's appointment as a Committee member expires;
- b. the Council removes the person from the office of Committee member or the office of Committee otherwise becomes vacant;
- c. the Committee is disbanded;
- d. the next ordinary elections day.

whichever happens first.

Community Development

Clause 4.5: The method of filling the community representative positions shall be via a public advertising process inviting interested persons to nominate for a position in writing whereupon Council will then appoint a person(s) to the committee

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

Clause 4.7: Where an organizational representative or community representative position vacancy occurs mid-term, that vacancy shall be filled as soon as possible and in the manner as described in 4.5 and 4.6.

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

In accordance with clause 4.7 and subsequent clauses, a public advertising process inviting interested persons to nominate for positions in writing has been undertaken.

Five nominations for the positions of community representatives on the Aboriginal and Torres Strait Islander Advisory committee have been received. The following nominations have met the selection criteria as stated in the advertisement and meet the criteria to serve on the Committee. Nominations are profiled below:

Allen Garlett Mr. Garlett has lived in the Armadale area for 37 years. He has skills in security – crowd control. Mr. Garlett would like to support Noongar youth in the community by directing them to areas of interest other than parks and shopping centres. He has a concern for the community in general and would like to help change the infrastructure to make Armadale a better place to live.

Lesley Murray Ms Murray has lived in Armadale for 5 years. She has been a homework tutor, a councillor, member for the Gwynne Park Primary School's Aboriginal Supporting Students & Parents Association, an art teacher for the Waminda Aboriginal Corporation, an Aboriginal studies lecturer for Swan TAFE and is now the Best Start Co-ordinator – an early intervention programme for Aboriginal children aged 2 to 5 years. Ms Murray wants to use her expertise to support the community especially young Aboriginal children and youth.

Kylie Stack Ms Stack has worked in the area as an Aboriginal Police Liaison Officer with PCYC for the past 5 months. She has been involved with school programs and wishes to keep 'her finger on the pulse' in the community.

Community Development

Margaret Sheppard Ms Sheppard is the sister of the late Mr. Richard Sheppard. She has lived in the area since 1972 and has worked on various committees in the area including the Waminda Committee. Having lived in Armadale for over 30 years, Ms Sheppard would like to represent her family and be a voice for her community.

Madge Hill Mrs. Hill, an Elder, has lived in the Armadale area for approximately 50 years. She has raised her family in the area and has a strong knowledge of the history of Armadale. She has been involved with the development of recent projects including the Aboriginal Mural on Albany Highway and the City of Armadale History House Museum Indigenous Display. Mrs. Hill has attended ATSIAC meetings as a guest and would like to represent her community.

The five nominations are all suitable candidates for the positions of community representatives although none responded as a direct result from the advertisement alone. This indicates that advertising in the local press may not be as an effective approach as personal invitation, particularly with the indigenous community

The ATSIAC have suggested that people not nominated by Council to the Committee be invited as ex officio members or be offered the opportunity to nominate for other advisory committee positions.

The ATSIAC has recommended the following people be appointed to the vacant positions:

- Mr Allen Garlett
- Ms Margaret Sheppard
- Mrs Madge Hill

Seniors' Interest Advisory Committee (SIAC)

Two positions are available for appointment. Reasons are as follows:

1. Mr Arthur Robertson has resigned his position as a Representative from a Seniors community groups within Armadale.
2. AK Senior Citizens' Centre nomination – appointment tba.

The following are details of the nominations:

Grace Newman Ms Newman ran a bookshop/ABC Centre for 11 years, and has belonged to many community groups including Older Women's Network, OWN Theatre Group, and West Australian Genealogical Society. Ms Newman has also done volunteer work at History House and the WA Museum.

Betty Johnson AK Seniors Citizens Association nominated representative.

The two nominations are suitable for appointment to the Seniors' Interest Advisory Committee and will complete the Committee's membership.

Community Development

Minnawarra Festival Committee

One position is available for appointment for the following reason:

1. Ms Chris Barrett has resigned her position as Community Representative

A nomination has been received from Ms Bree Hartley for the position.

Bree Hartley Long standing member of Roleystone Theatre. Facilitation of talent quest at Minnawarra Festival 2003. Ms Hartley has expertise in theatre, music, art and community organisations.

Ms Hartley meets the criteria and will be considered an asset to the Minnawarra Festival Committee

COMMENT

Analysis

All nominations meet the appropriate criteria for the relevant Advisory Committee they have applied for.

The ATSIAC have made recommendations for appointment, but have also requested that those not appointed be invited to the Committee meetings as an observer. This is a reasonable and valid request that will raise awareness and encourage participation by the Aboriginal community in the activities of the ATSIAC.

Options

1. Council may appoint any or all of those nominated persons to the Committees as advised.
2. Council may appoint some nominations and refuse others with the request that positions be readvertised.
3. Council may refuse all nominations as advised and request that the positions be readvertised.

Conclusion

It is appropriate to appoint the nominations as recommended to the relevant Advisory Committees.

RECOMMEND

That Council:

- a. **in accordance with the ATSIAC Terms of Reference and Section 5.1.1 of the Local Government Act, remove the following persons from the office**

Community Development

of Committee Member of the Aboriginal & Torres Strait Islander Committee with effect from 3 November 2003 on the basis that they have either moved away or not attended the last three meetings of the Committee:

- (i) Ms Flo Morrison;**
 - (ii) Ms Dorothy Reuben**
- b. acknowledge that the Committee Member position previously occupied by Mr Richard Sheppard is now vacant.**
- c. appoint the following community representatives to the Aboriginal and Torres Strait Islander Advisory Committee:**
- (i) Mr Allen Garlett**
 - (ii) Ms Margaret Sheppard**
 - (iii) Mrs Madge Hill**
- d. appoint the following community representatives to the Seniors Interest Advisory Committee**
- (i) Ms Grace Newman (Older Women’s Network)**
 - (ii) Ms Betty Johnson (AK Senior Citizens’ Centre Representative)**
- e. appoint Ms Bree Hartley to the Minnowarra Festival Committee.**

****ABSOLUTE MAJORITY REQUIRED**

Moved
MOTION CARRIED/LOST ()

Community Development

SAFER WA – COUNCIL REPRESENTATION

WARD ALL
FILE REF: ORG/68
DATE 20th October 2003
REF YC
RESPONSIBLE Director Community
MANAGER Services

In Brief:

- Notification has been received from Cr Hart that she is unable to continue to represent Council on the Community Policing Crime Prevention Committee of Armadale (Safer WA).
- This item recommends that no appointment be made to the Safer WA Committee pending the outcome of the review of Safer WA being conducted by the Office of Crime Prevention.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

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

Legislation Implications

Nil

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

Nil

Consultation

Nil

BACKGROUND

Verbal advice has been received from Cr Hart that she is unable to continue to represent Council on the Safer WA Committee.

Safer WA was originated in 1999 by the former government after 12 years as the Community Policing Crime Prevention community partnership with the WA Police force. The Safer WA Committee covers the local government boundaries of Armadale and Gosnells and has representation from across community groups, local government, state government and police

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within the South East Metro Police District. It also includes representatives of Neighbourhood Watch and Community Policing.

The Office of Crime Prevention is currently undertaking a comprehensive review of the Safer WA program/structure. The review has been in progress for almost two years, and as yet, no advice has been received to confirm when the review will be completed. It is anticipated that the review will outline an increased involvement and role for local government.

COMMENT

Analysis

As mentioned above, the Office of Crime Prevention is currently undertaking a comprehensive review of the Safer WA program/structure. It is anticipated that the review will outline an increased involvement and role for local government.

The Safer WA Committee has continued to meet on a monthly basis during the period of the review, and is attempting to operate as normal. However, this has proven to be increasingly difficult as the funds previously available to the Committee through Safer WA have been frozen pending the outcome of the review. The Safer WA committee held its AGM in August 2003 and has decided to postpone its strategic planning process for the next 12 months, until further information about the review and the proposed model to be adopted, is available.

The Safer WA Committee continues to meet on the second Thursday of the month at 2.30pm, to share information about community safety initiatives and to provide networking opportunities. The chairman is the City of Gosnells Mayor.

Meeting dates for the remainder of 2003 and 2004 are as follows:

| 2003 | Venue |
|-------------|------------------|
| 13 November | City of Armadale |
| 11 December | City of Gosnells |

| 2004 | Venue |
|-------------|------------------|
| 12 February | City of Gosnells |
| 11 March | City of Armadale |
| 8 April | City of Armadale |
| 13 May | City of Gosnells |
| 10 June | City of Gosnells |
| 8 July | City of Armadale |
| 12 August | City of Armadale |
| 9 September | City of Gosnells |
| 14 October | City of Gosnells |
| 11 November | City of Armadale |
| 9 December | City of Armadale |

The City of Armadale also has its own Community Safety Advisory Committee, with Councillor representation by Cr Stewart and Cr Wallace, and membership includes local

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Armadale community and government agencies. This group operates independently of Safer WA however provides reports and updates to Safer WA through an attending Council officer.

Given that Council is represented by two elected members on the City's Community Safety Advisory Committee, which reports to the Safer WA Committee, the appointment of an elected member to the Safer WA Committee may be not required until such time that the outcome of the review of Safer WA is known.

Options

1. Council may decide to seek nominations from interested Councillors for the Committee vacancy.
2. Council may decide not to seek nominations for the Committee vacancy.
3. Council may elect to continue with officer representation only.

Conclusion

Pending the outcome of the review of Safer WA, the Safer WA Committee is continuing to meet on a monthly basis to share information and provide opportunities for networking. A Council Officer attends these meetings and reports to and from the City's Community Safety Advisory Committee. Given that Council is represented by Cr Wallace and Cr Stewart on the Community Safety Advisory Committee, the appointment of an elected member to the Safer WA Committee may be not required until such time that the outcome of the review of Safer WA is known.

RECOMMEND

That Council:

- a. **Receive Cr Hart's advice that she is no longer able to represent the City on the Safer WA Committee.**
- b. **Make no appointment to Safer WA until the outcome of the review of Safer WA being conducted by the Office of Crime Prevention.**
- c. **Acknowledge that Officer(s) will continue to attend meetings of the Safer WA Committee.**
- d. **Provide written advice of (a), (b) and (c) above to the Safer WA Committee.**

Moved

MOTION CARRIED/LOST ()

Community Development

ARMADALE KELMSCOTT SENIOR CITIZENS' CENTRE

WARD All
FILE REF: CTE 1
DATE 28 October 2003
REF KC
RESPONSIBLE MANAGER Manager Community Development

In Brief:

- This item presents options on the future management of the Armadale-Kelmscott, Senior Citizens' Centre.
- It recommends that the City enter into lease/management negotiations with Dale Cottages Retirement Village Inc. regarding the management of the Centre.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

To have in place a range of services to meet community needs and improve the wellbeing and safety of the community.

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

Legislation Implications

Nil

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

Nil

Consultation

- Armadale-Kelmscott Senior Citizens Centre Management Committee
- Armadale-Kelmscott Senior Citizens Association (Committee and general members)
- Over 50s Club

BACKGROUND

Management/operation arrangements for the Armadale-Kelmscott Senior Citizens' Centre have been the subject of reports to Council on numerous occasions since 2000. In summary,

- Council established the Armadale-Kelmscott Senior Citizens' Centre Interim Management Committee at its ordinary meeting on 3 April 2000. The committee was

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established in recognition that the management committee at the time was not operating in accordance with the requirements of *Sub Division 2 – Committees and their meetings* of the Local Government Act 1995.

- Council established the interim committee to operate/manage the Armadale-Kelmscott Senior Citizens' Centre on the City's behalf on an interim basis, whilst future options for the management of the Centre were examined.
- Subsequent to an independent consultants report, Council at its Ordinary Meeting on 4 September 2000 resolved to establish a Committee to be called the "Armadale-Kelmscott Senior Citizens' Centre Management Committee". The Committee is comprised of the following membership:
 - 1 x City of Armadale Councillor;
 - 2 x representatives from the Armadale-Kelmscott Senior Citizens' Association;
 - 1 x representative from Dale Cottages Retirement Village Inc.;
 - 1 x representative from the Armadale Branch of the Australian Pensioners' League;
 - 1 x representative from the Over 50's Club;
 - 1 x representative from Council's Seniors' Interest Advisory Committee;
 - 1 x representative from the local community (preferably not associated with any of the aforementioned representative organisations/groups);
 - The CEO or an officer nominated by the CEO who shall be an ex-officio member.

The AK Seniors Centre is currently being redeveloped, which will allow for an expansion of activities and services. This presents an opportune time to again review the management structure of the Centre.

DETAILS OF PROPOSAL

A number of issues have been identified by the City and the AK Seniors' Management Committee regarding the current management and operations of the Centre. These issues were the basis of a discussion paper that was presented at a special meeting of the Committee held on Thursday 21st August 2003. The discussion paper outlined the key issues and presented some options for the future management of the Centre. These options included:

- Direct management of the Centre by Council.
- Entry into a Management Agreement / Lease with an incorporated body that currently is a regular user of the Centre i.e. AK Seniors Association.
- Entry into a Management Agreement / Lease with a Management Committee, which would need to become an incorporated body independent of Council.
- Entry into a Lease agreement with Dale Cottages Retirement Village Inc.

All issues and options were discussed and following further consultation with the members of the AK Senior Citizens' Association and Over 50's Club, the Committee at its meeting of 16th September 2003 resolved:

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“That Council endorse the actions of Officers to initiate negotiations with Dale Cottages Association to enter into a lease/management agreement with the City of Armadale for the operation and management of the Armadale-Kelmscott Senior Citizens’ Centre.”

COMMENT

The intention to formalise arrangements for the management and operation of the Centre has arisen as a result of a number of factors. Some of the key issues in the discussion paper included:

- There is an inconsistency in Council support of its Seniors Centres. The AK Seniors Centre is the only Seniors Centre that has Council officer representation and support. Whilst it has been recognised that the requirement of officer support has been valid in the past, it is also clear that this represents an ongoing financial commitment by the City.
- The current management structure, with active Councillor and officer support, has created the potential for a precedent for other organisations to expect a similar level of resourcing. The City does not have the financial or human resources available to provide this form of support to all Seniors (and other) groups on an ongoing basis.
- The need for Council, as the legal entity, to enter into contracts with existing service providers, such as podiatry and hairdressing services, commits Council to direct service provision at the Centre, which it currently does not provide to any other Centre or sphere of activity.
- Two key areas were identified for the successful management and operation of a Seniors’ Centre.
 1. Daily management and administration tasks, (including usage, finances, building maintenance and cleaning).
 2. User group activities and services.

Analysis

The AK Seniors’ Management Committee discussed and evaluated each of the options presented for future directions for the Centre. A summary of the options follows.

Options

1. Direct management of the Centre by the City.

Direct management of the Centre by Council is not the preferred option, as Council would need to take a greater role in the day to day management, possibly including an increased presence at the Centre as well as enter into formal contracts with service providers i.e. podiatry and hairdressing. This would not be recommended because of the

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possibility of setting a precedent for other agencies to approach Council with similar requests.

2. Entry into a Management Agreement / Lease with an incorporated body that currently is a regular user of the Centre i.e. AK Seniors Association.

Discussions at the special AK Senior's Management Committee on Tuesday 22nd July 2003 regarding roles and responsibilities indicated that the AK Senior Citizens' Association would be reluctant to enter into a Management Agreement/Lease with Council due to the additional work involved. This was confirmed at an additional meeting with the committee of the AK Senior Citizens' Association on 27th August 2003. AK Seniors Citizens' Association wishes to focus on activities within the Centre rather than financial and administrative responsibilities.

3. Entry into a Management Agreement / Lease with the Management Committee, as part of becoming an incorporated body independent of Council.

Discussions with the Seniors groups represented on the current Management Committee have confirmed that they are not willing to assume the additional administrative and financial responsibilities required to effectively manage and operate the Centre. In addition, with two of the existing members being incorporated groups already, it is suggested that the formation of an additional representative incorporated group (comprised of other existing incorporated groups) would not be an appropriate way forward.

4. Entry into a Lease agreement with Dale Cottages Retirement Village Inc.

Due to the physical location of the Centre and the fact that a significant proportion of its attendees come from Dale Cottages, a realistic option is for Council to enter into a Management/Lease agreement with Dale Cottages Retirement Village Inc. Dale Cottages has both the resources and administrative expertise to manage the Centre, including practical experience with service provision of podiatry and hairdressing. There has been an indication from Dale Cottages Retirement Village Inc that they would be willing to discuss this option. A condition of such an Agreement/Lease could include the support of the AK Seniors Association and/or other groups to continue to develop and run their own activities and to have input into service provision within the Centre.

Conclusion

Consistency of support for clubs and community groups is an important principle that Council should consider when assisting clubs with their activities. Specific instances may require Council to provide additional, temporary, support, which has been the issue with the AK Seniors' Centre, however the ability to resource this involvement long term is not viable without an increase in officer time.

The option of entering into an Agreement/Lease with Dale Cottages Retirement Village Inc. should ensure the management and operation of the Centre will be satisfactorily administered. The regular user groups of the Centre will be able to focus on their activities whilst still providing input into the management of the Centre as they currently do. This could be done via a range of options i.e. as a User Reference Group, an Advisory Body or via direct liaison with Dale Cottages Retirement Village Inc., much in the same way the current

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Management Committee operates, but without the legal, financial and operational responsibilities of managing a Centre.

RECOMMEND

That Council:

- a. **approve Officers to initiate negotiations with Dale Cottages Retirement Village Inc, to enter into a Management/Lease Agreement with the City of Armadale for the management/operation of the Armadale-Kelmescott Senior Citizens' Centre;**
- b. **authorize the Mayor and Chief Executive Officer to sign and seal the Management/Lease Agreement between the City and Dale Cottages Retirement Village Inc.;**
- c. **be provided with an update report on the outcomes of the negotiations with Dales Cottages Retirement Village Inc.**

Moved

MOTION CARRIED/LOST ()

Community Development

DONATION – HILLANDALE RETIREMENT VILLAGE

WARD Roleystone
FILE REF: DON1
DATE 28th October 2003
REF LA
RESPONSIBLE Manager Community
MANAGER Development

In Brief:

- Gives details of a request received from Hillandale Retirement Village for support for their 20th Anniversary Celebration.
- Advises Council that its current Donations Policy and Request for Council Assistance Policy is under review.
- Proposes that Council approve a donation to assist with the 20th Anniversary Celebrations.

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.

Legislation Implications

Nil

Council Policy/Local Law Implications

Donations Policy – COMD 2 – Council will consider requests for Council donations/financial assistance from community organizations that are or will be of benefit to the community.

Budget/Financial Implications

The General Donations budget has a current available balance of \$16,700.

Consultation

- Some local community residents
- Hillandale Retirement Village

BACKGROUND

The Hillandale Retirement Village was originally an initiative from the Roleystone community to provide suitable unit type accommodation locally for older people. It is currently managed by Anglican Homes (who assumed management of the units

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approximately 7 years ago following changes in legislation in relation to retirement homes). It currently has 36 homes on site.

A verbal request has been received from local members of the Roleystone community, who were involved in the original proposal/initiative, for Council support for the celebration of Hillandale Retirement Village's 20th Anniversary.

Administrative support and advice has been offered in relation to event checklists, assisting with the creation of invitations, in-house printing and mail outs. This type of support is regarded as 'in kind' and, providing the number of requests does not become excessive, can be accommodated within the Community Development Team's current capacity.

In addition to this request for administrative support there is now a request for Council to provide a financial contribution to a morning tea for the celebrations. The verbal request is for an amount of \$200.

In terms of financial assistance for community groups, Council is guided by the relevant criteria in its current Donations Policy which states:

COMD 2 - Donations

1. *All applications for donations must be received in writing.*

4. *Charitable Organisations*
Applications from licensed charitable organisations, whose primary aims would benefit residents of the City are to be granted a donation of \$50.

Unfortunately the request is from an individual on behalf of a group of community members, and as such they are not considered a *licensed charitable organisation*. It is also understood that Anglican Homes are not involved in either the organisation of the celebrations or the financial support of the morning tea.

DETAILS OF PROPOSAL

Whilst Council does have a Donations Policy to guide its consideration of requests, it is able to consider each request on its individual merit, however to ensure consistency and equitability, application of a standard set of procedures is preferred. Due to the nature of this request, and others that have been received over the last 12 months, the Community Development Team is currently reviewing the Donations Policy, together with the Requests for Council Assistance Policy, with a view to making a recommendation to amend and broaden the Policy to allow Council an opportunity to more adequately determine similar requests. It is intended that a report will be presented to Council in the near future on "*Council Financial Support and Assistance*" for individuals, community groups and agencies.

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COMMENT

Analysis

Council receives numerous requests for financial and ‘in kind’ assistance.

The Hillandale Retirement Village was originally an initiative from the Roleystone community to provide suitable unit type accommodation locally for older people. It is currently managed by Anglican Homes and the occasion of its 20th Anniversary is a cause to celebrate.

In accordance with its current Policy, Council has in place procedures for how it considers requests from community groups however requests such as this, from individuals, are not currently provided for. It is important that Council is seen to be consistent in its approach in support of its community organisations and groups and the current Policy Review process will present Council with the opportunity to vary its options in relation to financial support, including the possibility of a ‘small grants’ programme for this type of request.

Options

Council has the following options regarding this request:

1. Continue to support the above request through administrative support services only
2. Approve a \$50 donation according to the current Donations Policy.
3. Approve the request of \$200 based on individual merit.
4. Refuse a financial contribution for the request.

Conclusion

Council can determine requests such as the one from Hillandale Retirement Village according to its current policies. However, at this time, the Donations Policy is the only applicable policy that Council can apply, but in reality a \$50 donation does not seem to be appropriate.

To date, the commitment and/or ability of Anglican Homes to contribute (cash or in kind) to the financial costs of the celebration have yet to be confirmed.

Council’s support for such an event, through administrative support and a small financial contribution to the morning tea is considered appropriate.

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RECOMMEND

That Council:

- a. **Approve a financial contribution from it's Donations budget towards the celebration of the Hillandale Retirement Village 20th Anniversary up to an amount of \$200 to be held on Saturday 22nd November at the Roleystone Seniors Centre.**
- b. **Record the same as a donation.**
- c. **Request that organisers of the event suitably acknowledge Council's support at the event.**

Moved

MOTION CARRIED/LOST ()

Library & Heritage Services

SCOTTISH MEMORABILIA

WARD All
FILE REF: COA/3
DATE 10 September 2003
REF MC
RESPONSIBLE MANAGER Manager Libraries & Heritage Services

In Brief:

- A request has been made by Cr Stewart to investigate opportunities for housing various Scottish organisations' memorabilia
- The Curator/ Local Historian has investigated the issue and liaised with the relevant parties.
- It is recommended to not accept the material because it contradicts Council's current Museum and Local Studies Library Collection Policy.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

Nil

Legislation Implications

Nil

Council Policy/Local Law Implications

- The History House Museum Collection Policy 1.1 states – “History House Museum will retain or accept into the collection those objects or archival materials that are relevant to and consistent with the purpose of the museum”.
- The History House Museum Collection Policy 2.1 – “The museum will only retain or accept items if adequate resources can be provided to preserve, research, document, interpret and store or display items as applicable, in accordance with professional museum standards.”
- City of Armadale – History House Museum will seek to serve its community by being a leading local Museum of social and cultural history in a Western Australian regional environment. The museum therefore fulfils its role as defined by the International Council of Museums. History House Museum seeks to collect, preserve, research, document, interpret and store or display items that pertain to the history of the City of Armadale.

Budget/Financial Implications

Presently there is no allocation in the 5 Year Financial Plan for increases to either staffing resources or building developments associated with History House Museum or Local Studies Library. Should Council determine to accept additional items into its collection there will be an associated cost in both Curator time and space requirements which will be determined by size and/or growth of the City's collection.

Library & Heritage Services

Consultation

Nil

BACKGROUND

At the Highland Gathering Committee meeting of 24 June 2003, a request was tabled from Councillor Stewart to investigate the following opportunities:

1. the possibility to house various Scottish organisations' memorabilia at either the Museum or Birtwistle Local Studies Library
2. to negotiate with the Western Australian Pipe Band the housing of the organisation's trophy memorabilia at the City of Armadale
3. to negotiate with a local resident who was willing to provide Scottish memorabilia for display at the City of Armadale

This matter is recommitted from the September Community Services Committee Meeting in order to allow Cr Stewart to speak to the matter. Council resolved (C137/9/03) as follows:

"That Council recommit the matter of the housing of Scottish Memorabilia to the October meeting of the Community Services Committee."

DETAILS OF PROPOSAL

Acting on the information received, the City's Curator/Local Historian contacted Mr Ken Manolas from the WA Pipe Band Association and local resident, Mr Ian Sutherland to clarify information regarding the potential donation of various Scottish memorabilia to the Birtwistle Local Studies Library and/or History House Museum.

WA Pipe Band Association

During discussion with Mr Ken Manolas, as the representative for the WA Pipe Band Association, it has been confirmed that the Association has a number of superseded trophies that it is looking to house. Although the exact number of trophies to be housed is not known at this time, it is estimated that the combined total is somewhere in the region of a medium sized packing box.

The trophies have been awarded to various Western Australian Pipe Bands and range from c.1905 to the present. It is also likely that past Armadale district members would have contributed to these Pipe Bands although none of the memorabilia is specific to the Armadale district.

It is not the intention of the Pipe Band to donate this material to the City of Armadale, rather to ask that this material be kept in trust for the Association. The Association would expect access to the material as well as the return of the artefacts should they deem it appropriate. Given that there are a number of perpetual trophies that the Association still award each year, it is anticipated that only those not currently used be stored.

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Collection of Scottish books

The suggestion that the Birtwistle Local Studies Library house a large collection of Scottish related books currently stored in Mr Manolas' private residence was also discussed.

Scottish Pipe Band Photographs

Following discussion with Mr Ian Sutherland, it would appear that there is a small collection of Pipe Band photographs in Mr Sutherland's possession that he wishes to donate to the City of Armadale for use at the Highland Gathering.

COMMENT

Analysis

WA Pipe Band Association

This initial request from the WA Pipe Band Association raises a number of collection management issues that are outlined below:

- Given that the materials are of an artefact nature, if they were to be accepted as part of the City of Armadale collection, they would need to be placed in History House Museum, as they are not appropriate materials to be housed in the Birtwistle Local Studies Library.
- History House Museum has a Collection Policy that has been adopted by Council. The Collection Policy states that only items donated to the Museum that are fully unencumbered will be accepted into the collection. This means that items kept in trust are not accepted under the Policy.
- There are a number of reasons for not accepting loaned or trusted materials:
 - Firstly, any such materials take up storage space, as well as professional time to ensure conservation standards as outlined in Section 2.1 of the Collection Policy.
 - As the material of this nature is not 'donated' to the City of Armadale collection, the Association or its representatives can reclaim it at any time. Council would have to spend considerable money conserving and storing these artefacts, perhaps at the expense of other officially donated artefacts in the collection.
 - As stated in the City of Armadale History House Museum Business Plan and Collection Policy documents, History House Museum is a professional member of the broader Museum committee and as such agrees to work to the internationally accepted guidelines of the International Council of Museums (ICOM). ICOM discourages 'loaned or trusted' artefacts as poor collection, resource and museum management.
- The Museum Collection Policy 1.1 states that artefacts collected should fit into the following categories and these shall be in order of priority:
 - 1.1.1 Those culturally appropriate items that relate to Aboriginal occupation in the area
 - 1.1.2 Those items that relate to the experiences and the domestic life of the European explorers, pioneers and early residents of the area. Materials pertaining to any person, family or group who were born, lived or established in the area and have made significant contributions to local, state or national history.

Library & Heritage Services

- 1.1.3 Those items that relate to schooling in the local area.
- 1.1.4 Those items that relate to the development of early industries in the area.
- 1.1.5 The effect of national or international politics and/or economics on the district.
- 1.1.6 Materials suitable for use in education or public programmes.
- 1.1.7 Representative examples of natural history, focusing on the relationship to human occupation.
- 1.1.8 Materials not directly related to the history of the area but reflecting the known social environment of the district, which can either supplement the museum collection or can be used in education activities.

The WA Pipe Band trophies could be considered as fitting into category 1.1.8 above.

Collection of Scottish books

Investigation has confirmed that the large collection of Scottish related books has already been re-housed in the business premises on one of the WA Pipe Band Associations members. As a consequence this matter requires no further consideration.

Scottish Pipe Band Photographs

Further investigation revealed that these photographs were largely of the Coastal Scottish Pipe Band and the Fremantle Pipe Band, both of which fall outside the History House Museum and the Birtwistle Local Studies Library Collection Policies. It is considered more appropriate that they be offered to either the City of Rockingham Museum and/or the City of Fremantle Local History Library.

Resource Implications

At the present time both the History House Museum and Local Studies Library are at capacity, with no free space for additional storage or display. In addition, there are also a number of City of Armadale artefacts stored at the Depot that are yet to be categorised, restored, preserved and included within the Museum's collection. The City's Curator/Historian is fully employed managing both the Museum and Library, undertaking a number of projects on behalf of the City and supporting/co-ordinating the volunteers. To take on additional tasks at this time will require additional support.

Equally, both the Museum and Library are short of physical space and should additional items be included in the collection there will be a need to extend and/or increase both the display and storage areas at these facilities. For this to be done, Council will need to commit resources for both building construction and fitout. This is a matter that will need to be considered by Council and a further report in relation to the current Museum building and other space opportunities will be prepared for Council's consideration.

Options

1. Council to decline the offer to house "in trust", the trophies of the WA Pipe Band Association as it does not meet with the History House Museum's Collection Policy and to refer Mr Ian Sutherland to the City of Rockingham Museum and/or the City of Fremantle Local History Library.

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2. Council to accept the offers, but in so doing must:
 - a. Change Council's current Museum and Local Studies Library Policies and Practices.
 - b. Allocate resources to 'preserve, research, document, interpret and store or display items as applicable, in accordance with professional museum standards'.
 - c. Investigate the feasibility of extending the Museum or locate additional building space to store and display the materials. (To date, no funds have been set aside in Council's current 5 Year Plan for any alternations/extensions to the Museum, beyond ongoing maintenance work.)

Option 1 is recommended.

Conclusion

Acceptance of this material would contradict Council's current Museum and Local Studies Library Policies and Practices. Some of the materials on offer will be more suited to other Cultural institutions, such as the City of Rockingham Museum for the Coastal Pipe Band material, or the City of Fremantle Local History Library, for the Fremantle Pipe band material because of the areas they represent.

The City has one member of staff who is both Curator and Local Historian. It also currently has artefacts stored in a shed at the Depot that are yet to be categorised, restored, preserved and included within the Museum's collection. Should Council wish to take on additional artefacts at this time, additional resources and storage space in the Museum will be required.

RECOMMEND

That Council:

- a. **Notify the WA Pipe Band Association that the History House Museum will not be able to keep in trust the trophies;**
- b. **Refer Mr Ian Sutherland to the City of Rockingham Museum and/or the City of Fremantle Local History Library with regards to the Scottish Pipe Band Photographs.**

Moved

MOTION CARRIED/LOST ()

Library & Heritage Services

STRATEGIC DIRECTIONS FOR THE CITY OF ARMADALE LIBRARY SERVICE

WARD All
FILE REF: LIB/1
DATE 20 October 2003
REF PLW
RESPONSIBLE Director
MANAGER Community
Services

In Brief:

- This report advises Council of the need to undertake a review of Library Services in the City of Armadale and the proposal to include this matter for consideration in the Draft 2004/05 Budget to allow for a budgeted amount of \$25,000 to enable the appointment of a Consultant to carry out the required research and then report on the findings.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

To create an integrated Regional Centre with a full range of services.

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

Legislation Implications

Nil

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

Currently an unbudgeted expense in 2003/04. Request for consideration of \$25,000 for 2004/05.

Consultation

City of Armadale Project Management Group

BACKGROUND

The development of the City's library service has been the subject of two early strategic studies, one in 1985 and the other in 1997. Both were done as 'in-house' documents. The 1985 report was prepared by the then City Librarian. The 1997 Strategy had a broader consultation base through a Library Strategy Steering Committee. Membership of that Committee included elected members and community representatives as well as appropriate Council officers. Findings from surveys of both users and non-users, as well as from a

Library & Heritage Services

'Library Strategy Workshop' formed the basis of the recommendations of the 1997 'Strategy Plan on Library Development', (C171/97).

Council resolution following both reports did recommend retention of library services in both Armadale and Kelmscott, and the Westfield Library was built in 1990 following adoption of the 1985 Strategy Plan. No major study has been done of the City's needs in relation to public libraries since 1997. There have been a number of small surveys carried out by the Library Department to determine customer satisfaction with service levels, priorities related to opening hours and mode of transport for library visits. Proposals for more specific library development matters have been considered at a wider corporate level over the last couple of years.

Issues related to the Kelmscott Library were addressed in the 1998 Kelmscott Station Precinct Study and more recently at the Kelmscott Enquiry-By-Design Workshop held in October 2002. Public opinion on the preferred location of the Kelmscott Library was sought during both of these processes. The importance of the public library in Kelmscott from a 'social capital' perspective, together with its community development role were emphasized during the Enquiry-By-Design process, supporting Council's resolution to maintain a public library in Kelmscott. Both of these studies have raised resident expectation of a new Kelmscott Library building.

The future location of the Armadale Library was considered during earlier Cultural Planning research, as well as by the Library Strategies, but no definitive preferred location was agreed upon. More recently, it was the subject of a report to Council in February 2003 (Resolution C29/203). This was in response to the Armadale Redevelopment Authority's request that Council give consideration to the library becoming a tenant in a new Government office building in proximity to the rail station and the CBD. This report, as well as supporting the proposal, advised on the space requirements for a new Armadale Library, and brought to Council's attention national and international trends influencing the development of public libraries today. Similar reports were provided for Council's Management Executive Group (MANEX) and the ARA's consultant architects Donaldson + Warne,

Proposed developments at both sites now necessitate some firm decisions related to both the Kelmscott and Armadale Libraries, viz. (1) Council was advised only last month (C129/903) that the Public Transport Authority lease on the land on which the Kelmscott Library is situated expires in December 2003, and that a new lease can be negotiated until December 2004 only, with a monthly tenancy thereafter; and (2) The ARA has indicated that it will require a firm commitment relating to the relocation of the Armadale Library in the near future. This follows Council's in principle support, subject to a number of other considerations, as per Resolution C29/2/03. The decision on the relocation of the Armadale Library will also determine the decision on the City's future staffing accommodation needs as per Resolution CS/45/9/03.

While these two issues are current and will require immediate consideration as separate reports, there is need for a wider strategic consideration of the City's library service requirements. Since the last strategy carried out in 1997, the role and place of information technology in public libraries has become less of a mystery, there has been a huge resurgence in the building of public libraries as part of wider community facilities, and the future growth

Library & Heritage Services

and population placement of the City have become more of a known quantity. Hence the need for a new study to determine the strategic direction that the City's library service should take. In response to this, the City's Project Management Group has recently considered a Scoping Paper related to "Strategic Direction for Library Services in the City of Armadale".

DETAILS OF PROPOSAL

The proposal is to engage a qualified and experienced Consultant to carry out the necessary research related to the library needs of the City and then report on the findings.

COMMENT

Analysis

While it might be preferable and logical to undertake a study in relation to Library Services prior to any relocation of existing services, the time frames required for decisions related to Armadale and Kelmscott may make this impossible. While it is not absolute that final decisions will have been made in respect of both these libraries prior to a study being carried out in 2004, it is more than probable that some final decision will have been made in respect of the Armadale Library, and possible that a decision will have been made related to Kelmscott Library. So the proposed study must take them into account when making recommendations.

The use of external expertise is preferred as it increases the objectivity of the final report. A Draft Consultant's Brief will be drawn up for presentation to the City's Project Management Group. It will include the need for community consultation as well as 'desktop' research related to public library trends both nationally and internationally and to then report to Council on the findings with recommendations.

Options

1. Undergo a process of development of a brief, tender process and appointment of a Consultant to undertake the required research related to the strategic directions for the City of Armadale Library Service, and then report on the findings.
2. Use existing staff to undertake the research, compromising the objectivity of the report and impacting on existing service levels.

Option 1 is recommended.

Conclusion

That Council support the proposal to appoint a Consultant to undertake the required research related to the strategic directions for the City's Library Service, and include for consideration on the 2004/05 Draft Budget an amount of \$25,000 for the study.

Library & Heritage Services

RECOMMEND

That Council include for consideration on the 2004/05 Draft Budget the appointment of a Consultant to undertake the required research related to the future strategic direction for the City's Library Service and then report on the findings, with a budgeted amount of \$25,000.

Moved

MOTION CARRIED/LOST ()

Ranger & Fire Services

AUTHORIZED OFFICERS

| | |
|------------------------|-----------------------------------|
| WARD | ALL |
| FILE REF: | RGR/1 |
| DATE | October 13 th 2003 |
| REF | BLW |
| RESPONSIBLE MANAGER | Manager Ranger & Fire Services |

In Brief:

- The appointment of an Authorised Person for the purposes of administering the various Acts, Regulations and Local Laws relating to Ranger and Fire Services.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

Nil

Legislation Implications

Section 9.10(1) Local Government Act 1995
Section 450 Local Government (Miscellaneous Provisions) Act 1960
Section 11(1)(3) Dog Act 1976
Section 38(3) Control of Vehicles (Off-Road Areas) Act 1978
Section 38(1) Bush Fires Act 1954
Section 26(1) Litter Act 1979 – 1981

Council Policy/Local Law Implications

Local Laws Relating to Dogs
Local Laws Relating to Parking and Parking Facilities.
Local Government Property Local Law
Activities and Trading in Thoroughfares and Public Places Local Law
Local Laws Relating Bush Fire Control
Local Laws Relating to Trading In Public Places.
Environment, Animals and Nuisance Local Laws

Budget/Financial Implications

Nil

Consultation

Nil

Ranger & Fire Services

BACKGROUND

Nil

DETAILS OF PROPOSAL

From time to time it is necessary for Ranger Services to employ casual or temporary Rangers when permanent staff are on annual leave or, if there is a need for a special project (such as a dog registration campaign) to be undertaken.

During the preceding twelve (12) months Ranger Services has provided on the job work experience training for Kevin Thomas Owen. The training has been provided with the view to having experienced people available to call upon as temporary Rangers when the need arise.

To enable Kevin to undertake the responsibilities and duties performed by a Ranger it is a requirement that Council shall, in writing, appoint him to exercise on behalf of the Local Government the powers conferred on an “Authorised Person” for the purpose of enforcing various Acts.

RECOMMEND

That Kevin Thomas Owen be appointed as “Authorised Persons” for the City of Armadale to exercise powers under:

Part XX of the Local Government (Miscellaneous Provisions) Act 1960.

Part 9 Division 2 of the Local Government Act 1995.

Section 9.13 & 9.15 of the Local Government Act 1995, as an “Authorised Person”.

As an “Authorised Person” pursuant to the following:-

Dog Act 1976 and Regulations

Control of Vehicles (Off Road Areas) Act 1978 and Regulations

Litter Act 1979 and Regulations

Local Government (Parking for Disabled Persons) Regulations 1988.

Local Laws Relating to Dogs

Local Laws Relating to Parking and Parking Facilities.

Local Government Property Local Law

Activities and Trading in Thoroughfares and Public Places Local Law

Local Laws Relating Bush Fire Control

Local Laws Relating to Trading In Public Places.

Environment, Animals and Nuisance Local Laws

Moved

MOTION CARRIED/LOST ()

Ranger & Fire Services

APPLICATION FOR MULTIPLE DOG REGISTRATION

WARD Forrest
FILE REF: A A41339
DATE: 23 October 2003
REF: DO

RESPONSIBLE B L Watkins
MANAGER

In Brief:

- An application to keep three (3) dogs on the premises at 18 Mornington Street Armadale.
- It is recommended that the application be refused.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

Nil

Legislation Implications

Dog Act 1976 - Section 26: Limitations as to Numbers: -

Where by a local law under this Act a Local Government has placed a limit on the keeping of dogs in any specified area but the Local Government is satisfied in relation to any particular premises that the provisions of this Act relating to approved kennel establishments need not be applied in the circumstances, the Local Government may grant an exemption in respect of those premises but any such exemption –

- may be made subject to conditions, including a condition that it applies only to the dogs specified therein;*
- shall not operate to authorize the keeping of more than 6 dogs on those premises; and*
- may be revoked or varied at any time.*

Any person who is aggrieved –

- by the conditions imposed in relation to any exemption from the provisions of a Local Law placing a limitation on the number of dogs that may be kept on any premises; or*
- by the refusal of a Local Government to grant such an exemption, or by the revocation of an exemption; may appeal in writing to the Minister who may, after*

Ranger & Fire Services

such inquiry as he thinks fit, give directions to the Local Government concerned and effect shall be given to any such direction.

Council Policy/Local Law Implications

Policy 1.4.4 - Keeping of Dogs:

Exemptions - Section 26 Dog Act 1976

When considering applications under Section 26 of the Dog Act 1976, for exemptions to keep more than two but not more than six dogs Council: -

- 1 is of the opinion that all applications of a commercial nature shall not be approved and the applicant be advised that it is an activity more suitable to an approved kennel zone;
- 2 as a general rule will require the property on which the dogs will be kept to be at least 4047 square metres in area, however where it considers that circumstances do not warrant such an area, Council may consider a lesser area, and in this respect, the criteria laid down in point 3 will be referred to;
- 3 will, where considered appropriate use the following criteria in assessing each application:
 - (a) the property must be fenced and be of a suitable size in which the dogs can be adequately retained;
 - (b) the number, size, breed, age and sex of the dogs;
 - (c) where the dogs are to be kept kennelled and the distance from all surrounding residences;
 - (d) suitable kennels to be provided and constructed of materials approved by the health surveyor and building surveyor;.
 - (e) a survey is undertaken by the City of all owner/occupiers within a 300 metre radius of the applicants property and those persons affected by the application be invited to make written comment son the application. The Manager Ranger & Fire Services be authorised to vary the survey radius for applications to keep more than two (2) dogs in residential areas to seventy five (75) metres if circumstances warrant;
 - (f) Ranger Services to undertake an on site inspection and assessment of the property prior to Council considering the application.

Local Law Relating to Dogs

Limitations on the Number of Dogs: -

The owner or occupier of premises within the district shall not, unless the premises are licensed as an approved kennel establishment, or has been granted an exemption in accordance with Section 26(3) of the Dog Act 1976 or the First Schedule of this Local law, keep or permit to be kept on those premises more than two (2) dogs over the age of three (3) months.

Ranger & Fire Services

First Schedule

| Premises having a Land Area of: | Maximum Number of Dogs Permitted |
|--|----------------------------------|
| less than 4,000 square metres | 2 |
| 4,000 square metres but less than 10,000 square metres | 3 |
| 10,00 square metres or greater | 4 |

Budget/Financial Implications

Nil

Consultation

| | |
|--|---|
| APPLICANT | Ms. Cindy Lee Sun-On |
| OBJECTIONS | Correspondence was sent to owners/occupiers of properties within a seventy five (75) metre radius of the subject property, advising of the application and inviting comment. Five (5) objections were received in relation to this application, however only two related directly to the applicant and the dogs kept on the abovementioned property. |
| APPLICANTS REASONS FOR REQUIRING EXEMPTION | The applicant advises that the 12 year old male Rottweiler is kept as a guard dog however the other two (2) are pets. No other reason was given for requesting an exemption. |
| INSPECTION REPORT | An officer from Ranger Services has inspected the premises and is of the opinion that the fencing on the property is of a standard that would effectively confine the dogs. |

Application Details

| | |
|-------------------------|--|
| NAME | Ms. Cindy Lee Sun-On |
| ADDRESS | 18 Mornington Street Armadale |
| PROPERTY SIZE/ZONING | 708 Sqm/Residential |
| PRIOR COMPLAINT/OFFENCE | On August 8 th 2003 Ranger Services received a complaint alleging that the Female Staffordshire Terrier escaped from the property of 18 Mornington Street entered the complainants premises and acted in an aggressive manner towards her. Following a thorough investigation a written warning was issued to Ms. Sun-On, no further action was taken in regard to this matter. |
| SURVEY RESULTS | Thirty One (31) owner/occupiers surveyed Five (5) objection to application |

Ranger & Fire Services

| DETAILS OF DOGS | Breed | Sex | Age |
|-----------------|-----------------------|-----|-----------|
| | Rottweiler | M | 12 years |
| | Staffordshire Terrier | F | 10 months |
| | Jack Russell | F | 6 years |

COMMENT

All of the objections received in relation to this particular application express a concern about the number of dogs in the area, generally, and the ongoing noise from dogs barking, however two of the objections relate specifically to the applicant and her apparent lack of control and responsibility over the dogs situated on the premises.

There is a strong opinion that the keeping of three (3) dogs, as proposed in the application, is unsuitable for a residential area. On the basis of the survey results, the size of the property not being considered appropriate for the housing of three (3) dogs, Ranger Services is of the view not to support the application

RECOMMEND

That Council: -

- a. **not approve the application from Ms. Sun-On to keep three (3) dogs on the premises at 18 Mornington Street Armadale, for the reasons that Council is of the view that the dogs are likely to cause a nuisance by barking, and the property size is not considered appropriate for the housing of three (3) dogs.**
- b. **advise Ms. Sun-On of her right of appeal pursuant to Section 26 (5) and (6) of the Dog Act 1976.**

Moved

MOTION CARRIED/LOST ()

Recreation

DEPARTMENT OF SPORT AND RECREATION CSRFF GRANT APPLICATIONS

WARD ALL
FILE REF: GRT/18
DATE 27 October, 2003
REF PGQ
RESPONSIBLE Director Community
MANAGER Services

In Brief:

- The report provides a summary of the grant applications that have been received for the Department of Sport and Recreation's CSRFF program, and recommends that Committee allocate a priority rating to each application.
- It is to be noted that Committee has delegated authority from Council to resolve this matter.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

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

Legislation Implications

Should funding for any of the projects be approved, the works would need to be carried out in accordance with the Building Code of Australia and any other relevant legislation and/or Australian Standard.

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

Each of the grant applications nominate a financial contribution from Council as part of the funding arrangement for the project. Whilst the report poses no financial implications on the current year's budget, it does have implications on the 2004-05 year of the (5) Year Financial Plan and accordingly Council needs to determine what level of funding (if any) it is prepared to commit to the various projects.

Recreation

Consultation

- Police and Citizens Youth Club
- Riverside Riding Club
- Community Facilities and Infrastructure Group
- Technical Services Directorate staff

BACKGROUND

Following consideration of the report to the September Community Services Committee meeting, Council (C138/9/03) Resolved as follows:

“That Council, under Section 5.16 of the Local Government Act 1995, in order to achieve the Grant Application deadline of 31 October 2003, delegate to the Community Services Committee October meeting, the authority to resolve the priority order of Department of Sport & Recreation grant applications made under the CSRFF programme.”

This report provides a brief description of each project, identifies the proposed funding arrangement and whether or not the project has been included in Council's Strategic Plan or Five Year Capital Works Program, and the extent of any ongoing maintenance commitment required from Council.

DETAILS OF PROPOSAL

Details of each grant application are as follows:

1. Upgrade Armadale Arena – Stage 5

| | |
|--------------------------------|------------------|
| Applicant | City of Armadale |
| Grant Requested | \$30,000 |
| Council contribution requested | <u>\$60,000</u> |
| Estimated Project Cost | \$90,000 |

Project Description

Upgrade and modernize Armadale Arena – Stage 5

Justification

As previously reported to Council, the program to upgrade the Armadale Arena has been undertaken in stages and has been funded through a combination of Lotterywest, the Department of Sport and Recreation and Council funds. Works on stage 4 of the upgrade program will shortly commence and are scheduled for completion by the end of the financial year. Stage 5 of the current upgrade program represents the final stage of the project and will see the balance of all outstanding works completed.

Recreation

The exact scope of works for stage 5 is yet to be determined and is subject to final cost estimates for stage 4. Whatever works are unable to be completed within the allocated budget for stage 4 will be carried forward and completed in 2004/05.

Once the works on the building are completed, the one outstanding item from the original concept plan is the resurfacing of the car park. Car park upgrades are unfortunately not funded by the Department of Sport and Recreation and will therefore need to be fully funded by Council. It is proposed that this project be listed for consideration of funding when the 5 Year Programs are next reviewed.

Strategic Plan/5 Year Plan

Funds have provisionally been allocated in the Five Year Property and Buildings Program, subject to the availability of grant funding for this stage of the project.

Ongoing Costs to Council

Under the new Lease and Management Agreements between the City and the PCYC, operational maintenance will be the responsibility of the PCYC, with major and capital maintenance remaining the responsibility of the City.

Recommended Priority Rating

In order to maximize the chance of this grant application being approved, it is recommended that the project be allocated the No. 1 priority rating.

2. Needs Assessment and Feasibility Study for Indoor Aquatic Centre

| | |
|--|------------------|
| Applicant | City of Armadale |
| Grant Requested | \$10,000 |
| City of Armadale-03/04 budget allocation | <u>\$20,000</u> |
| Total Project Cost | \$30,000 |

Project Description

Undertake a Needs Assessment and Feasibility Study for an indoor aquatic centre

Justification

An integral part of Council's adopted strategy for "Future Provision of Aquatic Facilities and Services" is to undertake an independent study to assess the need and determine the feasibility of providing an indoor aquatic facility in the City.

Recreation

Strategic Plan/5 Year Plan

An amount of \$20,000 has been allocated and included in Council's 2003/04 budget for this project. It is likely however, that this level of funding will only be sufficient to do the Needs Assessment part of the study, which would only provide Council with part of the information it requires to progress this important project.

Ongoing Costs to Council

Nil

Recommended Priority Rating

In view of Council's support for this project, and in order to give the application a good chance of being successful, it is recommended that it be allocated the No. 2 priority rating.

3. Palomino Park Clubroom Upgrade

| | |
|--------------------------------|------------------|
| Applicant | City of Armadale |
| Grant Requested | \$10,000 |
| Club Contribution | \$10,000 |
| Council contribution requested | <u>\$10,000</u> |
| Total Project Cost | \$30,000 |

Project Description

Upgrade Palomino Park clubroom and kitchen

Justification

As reported to the May 2003 Community Services Committee Meeting, the clubroom facility at Palomino Park could best be described as very basic and does not meet current health and building standards. Council was unable to provide funds in its 2003/04 budget for the requested upgrade but did resolve to support the club with a grant application in the next CSRFF round of funding. A modest upgrade of the kitchen and clubroom area is proposed that will allow the club to operate and generate revenue from the sale of foods from the kiosk.

Strategic Plan/5 Year Plan

A contribution to this project is presently not included in Council's 5 Year Program. If Council wished to financially support this project it could do so by reallocating part (\$10,000) of the funds currently included in the 5 Year Property & Buildings Program for the stage 5 of the Armadale Arena upgrade. An amount of \$175,000 (including an estimated revenue of \$50,000) is currently included in the 5 year program in 2004/05

Recreation

for stage 5 of the Armadale Arena upgrade and it would appear unlikely that all of these funds will be required to complete this project.

Ongoing Costs to Council

An informal agreement currently exists whereby the club is responsible for all operating maintenance associated with the facility. A condition of any financial support from Council would be that the club enter into either a management agreement or lease agreement with the City that clearly defines the responsibilities of the respective parties.

Recommended Priority Rating

The need for this project is clearly evident and it is recommended that the project be allocated the No. 3 priority rating

4. Tollington Park Half Court and Hit up Wall

| | |
|--------------------------------|------------------|
| Applicant | City of Armadale |
| Grant Requested | \$6,500 |
| Council contribution requested | <u>\$13,000</u> |
| Total Project Cost | \$19,500 |

Project Description

Construct a new half court and hit up wall for casual basketball and tennis activities at Tollington Park.

Justification

This project has been listed on the 5 Year Parks and Reserves Program for a number of years and was scheduled for funding in 2003/04. The project was originally included in the 5 year program as a result of many requests to both Councillors and staff over a period of time. The project would primarily benefit young people who live nearby to the park.

Strategic Plan/5 Year Plan

Council's nominated contribution to this project is currently listed in the 5 year Parks and Reserves Program.

Ongoing Costs to Council

\$500 - \$1,000 per year

Recreation

Recommended Priority Rating

It is recommended that this project be allocated the No 4 priority rating.

COMMENT

Analysis

The recommended priority ratings for the various projects are based on the assessed need and justification for each project. In order to maximise the amount of grant revenue being attracted to the City, projects with a higher dollar value and projects that are already listed on Council's Five Year Capital Works Program should be allocated higher priority ratings than those of a lower value.

The other matter that Council may wish to pursue is to seek political support from Local Members for each of the funding applications. This approach has been used in recent years and may have helped in securing funding for a number of projects.

Options

Council has the option of altering the recommended priority ratings to that recommended in the report. In addition, Council has the option of not supporting any or all of the applications should it determine that the projects are not a priority for funding in 2004/05.

Conclusion

In view of the information provided in the report, it is recommended that the grant applications be allocated the following priority ratings:

| Priority | Project |
|-----------------|---|
| 1 | Armadale Arena Upgrade – stage 5 |
| 2 | Needs Assessment and Feasibility Study for an indoor aquatic centre |
| 3 | Palomino Park Clubroom Upgrade |
| 4 | Tollington Park Halfcourt and Hit Up Wall |

RECOMMEND

- 1. That the Department of Sport and Recreation CSRFF grant applications be allocated the following priority ratings and be forwarded to the Department prior to the closing date of 31 October 2004.**

Recreation

Priority Project

- 1 Armadale Arena Upgrade – stage 5**
- 2 Needs Assessment and Feasibility Study for an indoor aquatic centre**
- 3 Palomino Park Clubroom Upgrade**
- 4 Tollington Park Halfcourt and Hit Up Wall**

- 2. That an approach be made to local Members of Parliament, seeking their support for grant applications submitted to the Department of Sport and Recreation under the CSRFF program.**

Moved

MOTION CARRIED/LOST ()

Councillors' Items