

CITY OF ARMADALE

AGENDA

OF COMMUNITY SERVICES COMMITTEE TO BE HELD IN THE COMMITTEE ROOM, ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON TUESDAY, 29 JANUARY 2002 AT 7.15 PM

A meal will be served at 6.30pm.

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

Information Bulletin items referred to the Chief Executive Officer requiring a decision of Council.

Nil

CONFIRMATION OF MINUTES

RESOLVED

Minutes of the Community Services Committee Meeting held on 11 December 2001, be confirmed.

INDEX

COMMUNITY SERVICES COMMITTEE

29 JANUARY 2002

BUSINESS SERVICES

FINANCE

**ARMADALE SPORTING CLUB.....	11
OUTSTANDING SUNDRY DEBTORS' REPORT.....	6
SCHEDULE OF CHEQUE PAYMENTS.....	3
FINANCIAL REPORT	3
2001/2002 BUDGET VARIATIONS.....	5

COMMUNITY SERVICES

COMMUNITY DEVELOPMENT

ARMADALE-KELMSCOTT SENIORS' CENTRE MANAGEMENT COMMITTEE.....	26
ARMADALE MINISTERS' DISTRICT ASSOCIATION	24
SAFER WA LOCAL GOVERNMENT COMMUNITY SECURITY PROGRAM 2001/02	30
SLINGSHOT FESTIVAL	21

LIBRARY & CULTURAL SERVICES

DRAFT HISTORY HOUSE MUSEUM BUSINESS PLAN	36
ORAL HISTORY RECORDING	44
PUBLIC LIBRARY FRAMEWORK AGREEMENT	39

MATTERS FOR REFERRAL TO STANDING COMMITTEES

EMERGENCY RESPONSE PLAN	51
-------------------------------	----

MISCELLANEOUS

PERMISSION FOR A PETITION ON COUNCIL PROPERTY	48
---	----

Finance

SCHEDULE OF CHEQUE PAYMENTS

MANAGER ACCOUNTING SERVICES REPORTS

RECOMMEND

1. **Payments totalling \$15,186,581.66 on Vouchers 41969-42140, EF2370-EF2862 and 102054-102075, drawn upon the Municipal Fund, be received.**
2. **Cheque payments totalling \$107,047.73 on Vouchers 88320-88586, drawn upon the City Treasurer's Advance Account, be received.**
3. **Cheque payments totalling \$6,833.79 on Vouchers 88975-88976, drawn upon the Trust Fund, be received.**
4. **Cheque payments totalling \$4,782,441.35 on Vouchers 500405-500406, drawn upon the Reserve Fund, be received.**

CARRIED/LOST ()

FINANCIAL REPORT

At the November 2001 Community & Corporate Services Meeting, it was proposed that a series of graphs could be used to present financial information in an alternative format. Any graph used in this manner was to be accompanied by a brief explanation of exception trends.

Nine graphs representing various financial aspects as at 30 December 2001, are presented as an attachment. **(Refer to Attachment "A-1" – as circulated with the Agenda.)**

COMMENT

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

The Year to Date Net Operating Position (as shown by the actual deficit line) is relatively consistent with budget estimations, as confirmed by the City of Armadale Net position graph. For the month expenditure is in line with budget. Income is lower than budget that is attributed to an averaging of yearly income across twelve months. The six monthly budget review will clarify the position and provide an opportunity to reassess budget allocations.

Investment Interest

The impact of continual lowering of interest rates is evident. Capital purchase patterns influence the availability of funds for investment.

Finance

Investments

The payment for plant purchases required funds to be released from term investments. Additional plan purchases in the next few months will impact the amount available for investment.

Grants

The amount of grant funding is in line with budget expectations.

Sundry Debtors

Investigations are underway to separate grant applications and contractual recognitions from true sundry debtors.

Rates Debtors

The graph reflects the steady decline in the level of outstanding rates arrears. The detailed breakdown on rates debtors is available each month via the information bulletin. Fluctuations in staff resources reduced emphasis on pursuing outstanding rates debtors during December.

Monthly Operating Graphs

These graphs of the overall revenue and expenditure graphs support the Monthly and Year to date Net position graphs. This suite of graphs is drawn directly from the standard tabular financial reports, merely enabling the trend over time to be more readily distinguished.

RECOMMEND

That Council receive the Financial Report.

CARRIED/LOST ()

Finance

2001/2002 BUDGET VARIATIONS

MANAGER ACCOUNTING SERVICES REPORTS

In accordance with the requirements as outlined in the Council document entitled “Internal Control Procedures – Budget Variations”, as attached (**refer to Attachment “A-2” – Summary of Attachments – buff page**) are the Budget Variations having been transacted administratively during the period 12 December 2001 to 21 January 2002.

RECOMMEND

That Council receive the Budget Variations transacted administratively during the period 12 December 2001 to 21 January 2002.

CARRIED/LOST ()

Finance

OUTSTANDING SUNDRY DEBTORS' REPORT

WARDS ALL
FILE REF: FIN/1
DATE 14th January 2002
REF JPD
RESPONSIBLE Executive Manager
MANAGER Business Services

In Brief:

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

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

Corporate Services: to achieve maximum community benefit from effective use of resources.

Legislation Implications

Nil

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

At 11th January 2001, the balance attributed to outstanding debts is \$1,134,685.20.

BACKGROUND

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

At the November Committee meeting, Committee was presented with a “preliminary” financial analysis regarding the Armadale Sporting Club debt. A further assessment is the subject of a separate report.

Discussions are continuing with representatives of the Kelmscott Football Club to reconcile outstanding invoices.

Finance

COMMENT

Analysis

The status of Sundry Debtors at 11th January 2002 is summarised in the following table:

TOTAL	Current	One month	Two months	Three months	Four months & Over
\$1,134,685	\$52,080	\$285,769	\$333,880	\$2,824	\$460,130
100%	4.6%	25.2%	29.4%	0.2 %	40.6%

The listing of major long-term outstanding debtors at 30th November 2001:

Name	Amount	Percentage	Movement from last report
<i>GRANT APPLICATIONS</i>			
Main Roads/Blackspot funding	\$30,800		
Main Roads/Blackspot funding	\$46,808		
Subtotal	\$77,608	17%	Decrease
<i>WORKS CONTRIBUTIONS</i>			
Water Corporation/Acacia Brook	\$12,719		
Water Corporation Reinstatements	\$17,362		
Brigade Road Syndicate	\$11,966		
Gull/Red Rooster	\$18,316		
Homeswest/ Keystart Westfield	\$48,188		
Municipal Workcare Scheme (W/Comp)	\$16,950		
Alinta Gas Reinstatements	\$10,414		
Westzone Enterprises	\$12,980		
Subtotal	\$148,895	32%	Same
<i>SUNDRY DEBTORS – LOAN/ SERVICES</i>			
ARKS Rugby Union	\$7,749		
Armadale Rugby League	\$8,804		
Armadale Sporting Club	\$114,640		
Kelmscott Football Club	\$16,072		
Subtotal	\$147,265	32%	Increase
Others under \$6,000	\$86,362	19%	Decrease
TOTAL 209	\$460,130	100%	Decrease

The debtor's ledger has been manually sub-categorised to isolate grant applications and other contingent debtors (Contractual contributions to works).

Finance

RECOMMEND

That Council receives the report on Outstanding Sundry Debtors for the period ended 11th January 2002.

CARRIED/LOST ()

Finance

Recent views of the Gwynne Park Pavilion



Finance

Picture 1 - Building Under Construction



Picture 2 – Old Grandstand



Finance

****ARMADALE SPORTING CLUB INCORPORATED**

WARD	FORREST
FILE REF:	A28505/5
DATE	14th January 2002
REF	JPD
RESPONSIBLE MANAGER	Acting Executive Director Community & Corporate Services

In Brief:

- A chronology of the dealings between Armadale Sporting Club and Council.
- Current financial and management situation.
- Consider options available to maximise community benefit.
- Recommend that self-supporting loan be converted to contribution to capital works.

Tabled Items

Nil

Officer Interest Declaration

Executive Manager Business Services, Jane Dudley, CPA CFE has been requested by the Club to assist them in placing their accounts in order.

Strategic Implications

Corporate Services:

- to ensure the Council is a citizen-oriented organization which belongs to the community.
- to achieve maximum community benefit from effective use of resources.

Social Infrastructure:

- to foster ownership, pride and a supportive and caring community.

Physical Infrastructure:

- to maintain and improve the physical infrastructure for the economic and physical wellbeing of the local community.

Legislation Implications

Nil

Council Policy/Local Law Implications

Things may be alleged to be property of local government

9.46 (1) Land or anything else that –

- (a) belongs or belonged to a local government; or
- (b) is or was vested in or under the control or management of a local government,

Finance

may be alleged to be or have been the property of the local government, as the case requires.

- (2) The property in –
- (a) materials of, and matters and things appurtenant to, public facilities;
 - (b) buildings, fences, gates, posts, boards, and stones placed on, and anything else erected on a public facility by a person for the time being having the control or management of the public facility; and
 - (c) the scrapings, soils, sand, and materials of public thoroughfares and other public places,

that are in, or regarded under this Act as being in, a local government's district may be alleged to be the property of the local government.

- (3) Anything alleged under this section to be the property of the local government is to be presumed to be the property of the local government unless the contrary is proved.
- (4) In subsection (2) –

“public facility” means a public thoroughfare, bridge, culvert, ford, ferry, wharf, jetty, drain or other public place.

Budget/Financial Implications

At 11th January 2002, the Armadale Sporting Club outstanding debt is \$114,640.92. \$87,023.65 relates to Self Supporting Loan (principal and interest). \$12,934.80 relates to Water rates, \$14,682.47 utility and other charges. Provision for doubtful debts is \$82,378. Remaining loan repayments not yet due is estimated at \$85,000 (principal and interest) dependent on negotiations. This means that \$100,000 will impact on this year's final position.

BACKGROUND

- | | |
|---------------|---|
| August 1992 | Council indicated support “in principle” to Armadale Football & Sportsman's Club's (“the Club”) grant application for extension to the Gwynne Park Pavilion. |
| December 1992 | Draft 5 Year Lease drawn up for period 1 July 1992 – 30 July 1997. |
| March 1993 | Informal plans for extension viewed by Technical Services Committee. |
| June 1993 | Funding submission received from Club seeking: <ul style="list-style-type: none">• a self-supporting loan of \$150,000 over 15 years (total project cost advised to be \$300,000 i.e. building works \$250,000 and \$50,000 |

Finance

for fixtures and fittings; with the balance of funds \$150,000, being a grant from the Federal government);

- cash contributions from Council “to enable the Club to make a more manageable transition to the lease of the new building”, i.e.

1992/93	\$15,000
1993/94	\$14,000
1994/95	\$13,000
1995/96	\$12,000
1996/97	\$11,000

N.B.: The basis of the \$15,000 starting figure was the cost Council would have otherwise incurred had the building not been leased to the Club.

September 1993 In response to the Club’s funding submission, Council resolved in part as follows:

- “2. Council’s financial support towards the redevelopment of the Gwynne Park Pavilion be in the form of:
- i) a self-supporting loan to the Armadale Football & Cricket Clubs Inc. of \$120,000 over a 15 year term;
 - ii) a contribution in 1993/94 to the Armadale Football & Cricket Clubs Inc. of \$12,000 less costs, excluding water rates and building insurance, incurred by Council in maintaining the Gwynne Park Pavilion for the period 1 July 1993 to the commencement date of the lease referred to in (1) above.” (F261/93)
- “3. Financial assistance for Armadale Football & Cricket Club be reviewed in 12 months’ time, if necessary, subject to a full auditor’s report.” (439.93)

Also and whilst not actually resolved, Council advised the Club that in regard to the requested cash contribution it would review its financial commitments to the project in (12) months’ time.

N.B.: As per part (ii) of Council’s above resolution, the actual contribution amounted to \$6,129.37 which was offset against the first loan debenture repayment of \$6,341.94 due on 11 August 1994.

December 1993 Lease and Loan proposal drafted. Lease term 21 years.
Redevelopment work (building) estimated to cost \$250,000 plus \$50,000 fittings and fixtures.

Federal Government Grant	\$150,000
Council-provided Self-Supporting Loan	\$120,000
Club	<u>\$30,000</u>
	\$300,000

Finance

February 1994	Self-Supporting Loan Funding commenced.
June 1994	Application by Club for Council to Guarantee a loan for \$40,000 from Westpac.
August 1994	Council agreed to act as Guarantor (F241/94).
September 1994	Application by Club for Council to Guarantee a further loan for \$50,000.
October 1994	Council declined to act as Guarantor (F323/94).
November 1994	Club entered into a private loan arrangement with Portzone for \$50,000.
December 1994	High gas usage queried. Meter confirmed to be only the Pavilion. Modifications made by redevelopment works.
November 1995	Club approached Council to consider financial situation.
December 1995	Council deferred discussion to February 1996.
April 1996	Informal meeting held between Club, Councillors and Officers.
June 1996	Council resolved to write off existing loan repayments (\$19,025) and to waiver loan repayments for 1996/97 (\$12,683); conditional on information being provided (C173/96).
May 1997	Gas meter reading anomaly identified.
June 1997	Gas meter reading anomaly corrected. Club considered abnormally high gas charges in 1995 and 1996 may have also been the result of incorrect meterage readings or gas leakage via a pipe that was later replaced.
July 1998	Council appointed CANDAs Holdings Pty Ltd to review Club finances and practices.
September 1998	CANDAs report received. Recommendation included: Club to undertake: <ul style="list-style-type: none">• review of Constitution;• review of marketing and promotional strategy;• costing of capital works plan;• inventory of assets;• maintenance of financial plans; Council to: <ul style="list-style-type: none">• support the Club by meeting payment of Self-Supporting Loan;

Finance

- review the financial arrangements once the Portzone loan is finalised.

The report recognised the Club offered a high level of service to its member sporting clubs and has sound and community benefits for the Armadale area.

The Club has struggled to complete its facilities, meet all its financial obligations and plan effectively for the future. The Club has done admirably compared to trends. Council acknowledged receiving the report C248/98.

September 1999	Club finalised Portzone loan. (\$12,720 per annum)
September 2001	Last receipted payment by Club to Council \$349.71.
October 2001	Officers met with a Club representative.
November 2001	Copies of financial statements of affiliated clubs, provided by Club. Preliminary analysis of income and expenditure trends reported to Community Services Committee.
January 2002	Officers met with a Club representative.

Club Management Situation:

The Club management became aware that creditors were not being paid and that they had been reliant on inadequate financial reports that did not fully describe their financial position. The treasurer's position had been held by a volunteer. Record keeping and payment practices were found to have been performed irregularly. The treasurer's position is now vacant. The President contacted all creditors to enter into terms of arrangement to reconcile their position and to clear the debts.

Affiliated Clubs have contributed to the clearance of primary creditors. The bar and cleaning duties are now being performed by volunteers rather than paid staff.

The financial records have been forwarded to the Executive Manager Business Services (EMBS), a CPA, who has offered to assist in re-establishing sound practice. The Club has offered unfettered access to its records as part of that process.

Legal Position:

Although a lease agreement has been drafted and amended several times since 1994, no lease agreement has been signed between the Club and Council. The delay is attributed to a dilemma with the Club's Constitution whereby directors are unable to sign under the Club's seal. Under

Finance

their Constitution, this was a matter that could only be dealt with at an Annual General Meeting. Regrettably, subsequent amendments to the Constitution did not adequately address the dilemma.

Several Council discussions refer to clauses within the draft lease, as a basis for action. As the document has not been signed by either party, even though 'intent to enter into the lease' is not doubted, undue reliance on the lease is to be cautioned.

In accordance with the Local Government Act 9.46, the building is Council property. In the absence of a lease, Council is responsible for all costs relating to the property including insurance, maintenance and utility rates and charges.

When the Gwynne Park facility was hired out, the City made a budget allowance of \$15,000 per annum for maintenance. As a leased facility, these costs would not be incurred but be the responsibility of the lessee.

The Club has operated in accordance with the unsigned lease agreement, rather than on a facility hire basis. The total value of maintenance, repair and improvement work done by the Club is difficult to assess as the majority was done voluntarily.

If the Club was to determine not to proceed with the lease arrangement, the responsibility for maintenance and utility costs would revert to Council, along with the dilemma of numerous user groups needing support and service.

Advice from property management personnel, indicate that maintenance costs would amount to approximately \$24,000 per annum. This is comparable to existing maintenance costs of Westfield Seniors.

Financial Status:

The Club has met its obligations in terms of the Portzone loan and Westpac loan. A default on the Westpac loan would result in Council having to meet loan repayments under the terms of the Guarantee.

The President is compiling a list of all creditors and documenting agreed terms of repayment. Once outstanding debts are cleared, it is considered that under good management, operating creditors would be satisfied in accordance with trading terms. Current creditors, apart from Council, amount to \$17,253.94.

The major financial difficulty is meeting the Council's self-supporting loan. The debt (interest and principal amounting to \$93,126) has accumulated to the extent that it may deter potential members, customers and suppliers from becoming associated with the Club.

When the Portzone loan finalised, it was envisaged by Council, that these funds could be applied against the self-supporting loan. Unfortunately, the Club finances were impacted significantly by the withdrawal of members and custom directly associated with the Portzone loan guarantors; the impact of effective drink driving campaigns; anti-smoking legislation; the introduction of GST; soaring insurance and security costs.

Finance

Perusal of Club records show that these elements combined to negatively impact bar sales, the chief source of revenue. The Club is not the only sporting club to suffer in this way. The impact on social clubs of the GST, smoking bans and liquor limits has been well documented in the press.

The Club has also been affected by security and insurance concerns. Concerns over personal and vehicle security, particularly at night, has changed the pattern of attendance at the venue. The Club has borne the cost of security guards and higher insurance premiums.

The Club has performed well, considering the amount of debt repayment, revenue losses and increasing expenses. Analysis of affiliated clubs also show that each club is maintaining a very modest surplus. Without the self-supporting loan debt the Club returns would be similar.

The Westpac loan has 9 years to run. In the new interest rate climate, it would be prudent for refinancing options to be examined.

The Club has raised concern over the unusually high gas bills in late-1995 and 1996. A gas leak was found to be partially at fault, however, subsequent anomalies in meter readings cast doubt on the accuracy of early readings.

Considerations

- Ultimately, the building belongs to Council. The building has been financed via Federal Grant and the Club (via private loan and self-supporting loan). Many grants involving Federal funds, local government and community groups are for projects that are funded equally amongst the three parties. In this instance Council has not provided any funding (apart from the debt write-off and repayment waiver of approximately \$32,000 in 1996) towards the redevelopment of this building that has a potential value of \$500,000.
- Council has not had to budget for maintenance costs of \$15,000 per annum rising to \$24,000 per annum over the term of the proposed lease – a potential cost of \$136,500. Building Condition Assessment Report is attached to this Agenda. **(Refer to Attachment “A-3” – Summary of Attachments – buff page.)**
- If the Club is not sustained financially, the Westpac loan, the self-supporting loan and the maintenance and utility costs revert to Council. It also has the potential to impact the viability of affiliated clubs.
- A lease agreement is not in place.
- The Club has been very open with its finances and management situation throughout its association with Council, particularly over the last 12 months.
- The Club has had its latest property insurance renewal declined.

Finance

Options

The pursuit of this debt will result in the demise of the Club and potentially its affiliated clubs. This will require Council to take over the management and maintenance of the facilities. The closure of the Club or affiliated sporting clubs will impact on 300 resident families within the City.

The impact on junior sport in the Armadale area could be significant as the affiliated junior clubs have combined membership of nearly 400.

With this in mind, Council has a variety of options available to the Club.

1. *Self-Supporting Loan (amount paid by Council \$87,023.65 plus \$6,102.89 due February 2002) = \$93,126.54. (Balance \$69,458)*
 - a. Convert the Self-Supporting Loan into Council's contribution towards the redevelopment of Gwynne Park Pavilion. This will impact on Council achieving debt free status in 2003. Lost revenue from future years' repayments is approximately \$85,000 (based on a 7 year term).
 - b. Refinance the Self-Supporting Loan. This would extend the term of the loan. The new loan would be for \$162,584 being \$69,458 (current payout) plus loan outstanding \$93,126. This is seen as far too onerous for the Club to sustain.
 - c. Convert the spent portion of the Self-Supporting Loan into Council's contribution i.e. \$93,126.54; and refinance the balance \$69,458, still as a self-supporting loan.

2. *Westpac Loan (Balance \$31,715.35)*
 - a. Council to remain as Guarantor, Club to continue to pay existing loan.
 - b. Refinance the loan through the Bank with Club still to pay and Council as Guarantor.
 - c. Combine refinancing option with balance of Self-Supporting Loan refinancing option. This would be \$31,715 plus \$69,458, equalling \$101,173. This is seen as too much for the Club to sustain.

3. *Existing Utility Debt to Council \$27,617*
 - a. Include all existing debt into the refinancing options to enable the Club to make one repayment.
 - b. Write off existing debt in full.
 - c. Write off Water Rates portion of existing debt, i.e. \$12,934
 - d. Write off Water Rates portion of existing debt and contribute 50% of gas account (\$12,934 plus \$2,924 = \$15,859).

Finance

4. *Insurance \$2,386*

- a. Include the building on Council's insurance schedule, Club to cover contents and any excess on property claim. This would cost Council an additional \$2,386 per annum.
- b. Club is to cover building and contents.

5. *Other Sundry Creditors \$17,253*

- a. Include the amount in any refinancing opportunity. This would mean borrowing to pay for operational expenses.
- b. Club to continue to make arrangements with individual sundry creditors.

Under any option the Club should provide:

- audited statements each year;
- six monthly financial report;
- an annual certificate of insurance currency

Any support offered should be contingent on:

- amendment of Constitution to enable lease documents to be signed within 3 months.

Conclusion

It is recommended that Council assist the Club by establishing a foundation from which the Club can grow and bring benefit to the community. It is recommended that Committee request:

1. Council to:

- a. convert the entire Self-Supporting Loan \$93,126 (expended) plus \$69,458 (potentially financed over 7 years amounting to \$85,000) into Council's contribution towards the redevelopment of Gwynne Park Pavilion. That is, City of Armadale continue to pay the loan without receiving revenue from the Club.
- b. assist with refinancing the Westpac loan through the Bank. The Club is managing to pay this loan;
- c. write off Water Rates portion of existing debt and contribute 50% of gas account – a cost to Council of \$15,859.
- d. include the building on Council's insurance schedule at an approximate cost of \$2,386. Club to cover contents and any excess on property claim;
- e. request Club to continue to make arrangements with individual sundry creditors.

The cost to Council of this recommendation would be approximately \$180,000.

Finance

2. That Council's support is contingent upon:
 - a. the amendment of the Club's Constitution to enable lease documents to be signed within 3 months;
 - b. the provision of annual audited statements, 6 monthly financial reports and annual certificates of insurance currency.

There will be a \$100,000 impact on this year's budget. This will need to be included in the deliberations of the 5 Year Plan and existing budget review.

RECOMMEND

1. **That subject to part (2) below, Council support the Armadale Sporting Club Incorporated by:**
 - a. **converting the entire Self-Supporting Loan into Council's contribution towards the redevelopment of Gwynne Park Pavilion;**
 - b. **investigating the refinancing of existing Westpac loan;**
 - c. **writing off the Water Rates portion of existing debt and contribute 50% of gas account (a total of \$15,859);**
 - d. **including the building on Council's insurance schedule, Club to cover contents and any excess on property claim for the term of the lease;**
 - e. **encouraging the Club to enter into payment arrangements with individual sundry creditors.**

****ABSOLUTE MAJORITY RESOLUTION REQUIRED**

2. **That Council's support is contingent upon:**
 - a. **the amendment of the Club's Constitution to enable lease documents to be signed within 3 months;**
 - b. **the provision of annual audited statements, 6 monthly financial reports and annual certificates of insurance currency.**
3. **That Council require the full financial impact of its support to be disclosed in the budget and 5 Year Plan deliberations.**

CARRIED/LOST ()

Community Development

SLINGSHOT FESTIVAL

WARD ARMADALE
FILE REF: DON/1
DATE 18 January 2002
REF SP
RESPONSIBLE Manager
MANAGER Community
Development

In Brief:

Southside Christian Centre has made an application to Council seeking \$500 towards the costs of security at the Slingshot Festival 2002 in March.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

- To encourage community participation and responsibility.
- To foster ownership, pride and a supporting and caring community.

Legislation Implications

Nil

Council Policy/Local Law Implications

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

Budget/Financial Implications

- The Donations Budget has a current available balance of \$2,995.
- The Youth Concerts and Events budget has a current available balance of \$ 37,823.87

Consultation

Nil

Background

Southside Christian Centre has run Slingshot for three years. Previously the event has been held at the Kelmscott Pool without additional support from Council, and has been increasingly well attended.

This year representatives from the Church have approached Council for support. Due to the increasing numbers they requested the use of Armadale Aquatic Centre as they had outgrown

Community Development

Kelmscott. Council has already contributed to the event by having the Manager Recreation Services negotiate a change of venue with RANS.

DETAILS OF PROPOSAL

Southside Christian Centre are arranging the third Slingshot Festival on 15 March 2002.

The event will be drug and alcohol free and be held at the Armadale Aquatic Centre.

Healthway is a major sponsor of the event, however this year they have reduced their contribution by 25%.

The event commences at 6.00pm and concludes at 10.00pm. Activities will include the following:

- Pools open
- Slides for free
- Skate ramps
- Beach Volleyball
- 4 Bands playing for most of the night
- Bouncy Castle

The organizers of the event advise that the target age is highschool and up to approximately 22 years of age.

An entry fee of \$9 will apply.

The Southside Christian Centre are seeking a contribution from Council of \$500 to cover the costs of security at the event.

Analysis

The event has a number of positive elements which would make a contribution by Council seem worthwhile, including:

- The Youth Recreation Needs Survey identified that young people were seeking activities of similar nature to the one being organised by Southside Christian Centre.
- The organizers have sourced funding from a range of sources and only seek a relatively small contribution from Council.
- The event is being held at the Armadale Aquatic Centre and will appeal to a range of Armadale young people.

However the organizers of the event are part of the Assemblies of God Church. Council Officers have concern about some of the features of the Assemblies of God churches. In particular these are:

- Strong emphasis on evangelism

Community Development

- A literal view of biblical inspiration, consistent with accepted definitions of “fundamentalism”.

Of principle concern is the potential for vulnerable young people to be unduly influenced at such an event.

The strong preference of the Community Development team is to support organizations that employ trained professional youth workers, on the basis that youth worker training generally provides an opportunity for participants to explore their own value base and develop a greater appreciation of the diversity of values and world views that exist in our society.

This is not to imply that evangelical Christian organizations do not do good work, or that there are not many people of immense ethical integrity involved in developing their programs. The Community Development team is of the view that more ‘ecumenical’ programs, such as the chaplaincy program, are more consistent with the role and responsibility of Council.

Officers are increasingly receiving inquiries from Christian organisations of a similar nature to Southside Christian Centre to assist in developing activities for young people.

The Community Development team requires policy direction from Council regarding future requests for support of such activities and organizations. The matter will need to be addressed in the context of the development of Community Services Policy and a Community Plan. In the meantime, this item seeks to raise the issue for Council’s consideration.

Options

If Council wished to support this application the contribution towards security of \$500 could be sourced from either the donations budget or the youth concerts and events budget.

Alternately Council could decline the application on the basis that Council has already contributed to the event by assisting in the negotiation of a more suitable venue.

Conclusion

The Community Development team supports the development of youth programs and events that are as inclusive as possible and reflects the diversity that exists in our community. Council has already provided support to the event by negotiating the change of venue.

RECOMMEND

Council decline the request for a \$500 contribution towards the cost of the 2002 Slingshot Festival in addition to the support already provided in the form of assistance in negotiating a more suitable venue.

CARRIED/LOST ()

Community Development

ARMADALE MINISTERS' DISTRICT ASSOCIATION

WARD ARMADALE
FILE REF: DON/1
DATE 17 February 2002
REF SP
RESPONSIBLE Manager
MANAGER Community
Development

In Brief:

- Request for a waving of the fee associated with hire of the Minnowarra Church for an Easter sunrise celebration from the Armadale District Ministers Association.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

- To encourage community participation and responsibility.
- To foster ownership, pride and a supporting and caring community.

Legislation Implications

Nil

Council Policy/Local Law Implications

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

Budget/Financial Implications

- The Donations Budget has a current available balance of \$2,995.

Consultation

Nil

Details of Proposal

The combined churches of the Armadale District under the auspices of the Armadale District Ministers Association made an application for use of the Minnowarra Park to conduct an Easter Day Service on Easter Sunday the 31st March 2002.

The Association have booked Minnowarra Park to hold the event, however they have requested that if inclement weather exists they use the Historic Church in Minnowarra Park at no charge.

Community Development

Hire of the Church incurs a bond of \$75 and an hourly hire rate of \$74.50.

Analysis

The Easter Sunrise Service has been an event in the community for the past 7 years and will be attended by many members of the community.

The ability of the ministers association to use the church for free will help facilitate this event and demonstrate support from the City of Armadale.

A similar application was approved by Council last year, however weather was suitable for an outside service so the church was not used.

Options

- Decline the application to waive the hire fee
- Approve the waiving of the hire fee and record it as a community donation.
- Reduce the hire fee to another amount for this occasion.

Conclusion

This application falls within the guidelines of Council's Donation Policy and it is suggested that Council waive the hire fee and record it as a community donation if needed on the day.

RECOMMEND

That Council waives the hire fee associated with the Minnowarra Church for the Armadale District Ministers' Association for an Easter Service on 31 March 2002 and records it as a community donation if needed.

CARRIED/LOST ()

Community Development

***ARMADALE-KELMSCOTT SENIORS' CENTRE MANAGEMENT COMMITTEE
MEMBERSHIP***

WARD ALL
FILE REF: CTE/36
DATE 3 April, 2002
REF SP
RESPONSIBLE Manager
MANAGER Community
Development

In Brief:

This item seeks to update the membership of the Armadale Kelmscott Seniors' Centre Management Committee in line with the resignation of one of the members.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

Social Infrastructure

- To facilitate a wider range of social and cultural experiences for the City of Armadale.
- To encourage community participation and responsibility.
- To foster ownership, pride and a supportive and caring community.
- To have in place the range of services to enhance the well being and safety of the community.

Communication

- To achieve dialogue with the community in order to have a clear understanding of the community's needs and expectations.
- To ensure all out communication is readily understood by the target market

Legislation Implications

Nil

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

Nil

Community Development

Consultation

- Armadale Kemscoot Seniors' Centre Management Committee
- Armadale Kemscoot Senior Citizens' Association
- Australian Pensioners' League

BACKGROUND

At the meeting of 28 November 2000, Council resolved the following in regard to the membership of the Management Committee of the Armadale Kelmscott Seniors' Centre:

- “1. Council appoint the following persons to the Armadale-Kelmscott Senior Citizens' Centre Management Committee:

<i>Name of Person</i>	<i>Representing</i>
<i>Cr Munn</i>	<i>City of Armadale – Elected Member</i>
<i>Mrs P Walker</i>	<i>City of Armadale – Officer</i>
<i>Mr A Campbell</i>	<i>A-K Seniors' Association</i>
<i>Mr G Briggs</i>	<i>A-K Seniors' Association</i>
<i>Mr F Green</i>	<i>Dale Cottages Retirement Village</i>
<i>Mrs T Hogdes</i>	<i>Seniors' Interest Advisory Committee</i>
<i>Mr D Jarrett</i>	<i>Over 50's Club</i>
<i>Ms B Stabb</i>	<i>Australian Pensioners' League</i>

2. Council approach local service clubs and groups advising of, and inviting nominations to fill the local community representative vacancy on the Armadale-Kelmscott Senior Citizens' Centre Management Committee.”

DETAILS OF PROPOSAL

Since this time the following has occurred in regard to membership of the Committee:

- Mr D Jarrett representing the Over 50's Club has resigned due to personal reasons.
- Ms B Stabb representing the Australian Pensioners' League has resigned due to personal reasons.
- Mr Geoff Briggs, Representing the Armadale Kelmscott Seniors Association has resigned due to personal reasons.

In line with the membership of the Committee the relevant organisations have nominated the following people to represent them on the Committee:

<i>Name of Person</i>	<i>Representing</i>
<i>Mr Henry French</i>	<i>Armadale Kelmscott Seniors' Association Inc</i>
<i>Ms Bobbie Perkins</i>	<i>Over 50's Club</i>
<i>Mrs Nora Kazimierzak</i>	<i>Australian Pensioners' League</i>

Community Development

Paul Martin, Community Development Officer, has replaced Patricia Walker as the officer representative on this Committee (this position does not have voting rights).

COMMENT

Analysis

The proposed new membership of the Armadale Kelmscott Seniors Citizens' Centre Management Committee retains the same composition of the Committee established in November 2000.

The only proposed change is the individuals representing the relevant organisations.

The Committee in its current form is operating very effectively and provides an avenue for communication from Council to each of the user groups.

Options

Council can accept these nominations from the relevant organisations or ask for further nominations of alternative people.

Council could alter the composition of the committee by not replacing those members who have resigned.

Conclusion

Considering the redevelopment works planned for Armadale Kelmscott Seniors' Centre it is important to retain representatives from each of the user groups so as to ensure the communication lines remain open between them and Council.

As such it is proposed to retain the current composition of the committee and just replace the current representatives with the new representatives proposed.

RECOMMEND

- Council appoint the following persons to the Armadale-Kelmscott Seniors Citizens' Centre Management Committee:**

Name of Person	Representing
Cr Munn	City of Armadale – Elected Member
Mr P Martin	City of Armadale – Officer
Mr A Campbell	A-K Seniors' Association
Mr Henry French	A-K Seniors' Association
Mr F Green	Dale Cottages Retirement Village
Mrs T Hogdes	Seniors' Interest Advisory Committee
Ms B Perkins	Over 50's Club
Mrs N Kazimierzak	Australian Pensioners' League

Community Development

2. The following people be thanked for their contribution to the Committee over the past 2 years:

- **Mr G Briggs**
- **Ms B Stabb**
- **Mr D Jarrett**
- **Mrs P Walker**

CARRIED/LOST ()

Community Development

SAFER WA LOCAL GOVERNMENT COMMUNITY SECURITY PROGRAM 2001/02

WARD ALL
FILE REF: SEC/3
DATE 3 April, 2002
REF SP
RESPONSIBLE Executive Manager
MANAGER Community
Services

In Brief:

- This item proposes several initiatives to be developed into funding proposals in the upcoming round of SAFER WA Local Government Community Security Program which closes on 15 February 2002.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

Social Infrastructure

- To facilitate a wider range of social and cultural experiences for the City of Armadale.
- To encourage community participation and responsibility.
- To foster ownership, pride and a supportive and caring community.
- To have in place the range of services to enhance the well being and safety of the community.

Legislation Implications

Nil

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

Proposed submissions have the capacity to reduce reliance on Council funding.

Consultation

Armadale Neighbourhood Watch

As the funding program was announced on 12 December 2001, it has not been possible to consult with the Community Security Working Party. The funding round closes 15 February 2002 and the next meeting of the Community Security Working Party is set for Thursday, 7 February 2002 which makes it necessary to begin work on funding submissions prior to this meeting.

Community Development

BACKGROUND

At the meeting of the Community Security Working Party of 6 December 2001, Council's new Community Security Project Officer was introduced and, regarding the role of this new officer, it was resolved as follows:

“That a process for reviewing the existing projects be developed, including priorities, and allowing time to research particular areas of involvement (eg early intervention programs, preventative programs, urban design issues, tertiary programs).”

Since the meeting, SAFER WA has announced the 2001/02 Local Government Community Security Program funding round, which will close 15 February 2002. This means if Council is to access SAFER WA funding, submissions it will need to be prepared based on existing priorities.

This announcement also means that in order to access SAFER WA funding, staff will need to develop submissions within a very tight time frame. The time will not allow for the development of completely new strategies.

The priorities set for the 2001/02 budget were as follows:

PRIORITY	PROGRAMME	COST
1	Crime Intervention Programme	\$25,000
2	Community Care Vehicle	\$6,000
3	Youth Resource Centre extended hours	\$10,000
4	Best Start Programme	\$5,000
5	Indigenous security programmes (to be determined)	\$15,000
6	Urban Safety Design	\$8,000

In previous years Council has been funded by SAFER WA to develop the following initiatives:

Funding Round	Project	Amount
98/99	Community Security Plan	\$10,000
98/99	Aboriginal Community Security Officer	\$31,095
99/00	Project Reach Out	\$25,000
99/00	Security Lighting Harold King Centre and William Skeet Sports Oval	\$9,900
99/00	Youth Resource Centre Extended Hours	\$9940
00/01	Aboriginal Community Security Officer (Extension)	\$26,000
00/01	Security Lighting Armadale Recreation Centre	\$13,000

Community Development

All of these projects have identified the need for ongoing action in their respective areas.

Other issues Council has identified as priorities include the need for strategies to target ‘hot-spots’ in the community that occur from time to time. This was the focus of

- the Aboriginal Community Justice Program which never eventuated in Armadale and has been kept on the list under the general heading of ‘Indigenous Security Programs’(Priority 5),
- the After Hours Security Patrol proposed in the Community Services draft 01/02 budget and
- a youth holiday program currently on trial in Roleystone following the conclusion of Project Reach Out.

One final priority identified by Council for consideration in the development of submissions for SAFER WA should be the need to target projects that will result in savings to budget. A Grants Officer has been appointed and will commence on 4 February with the brief to identify and develop funding sources that can be used to access external resources to reduce reliance of Council funds. The Community Security Program is a major expenditure area and one of the best opportunities to achieve savings in the Community Services budget.

In addition to the current priorities of the Community Safety Working Group, staff have been approached by Armadale Neighbourhood Watch with a request to submit a funding proposal to the SAFER WA Local Government Community Security Program for a part time paid coordinator for a period of 1-2 years to assist with recruiting and training new members and coordinators.

DETAILS OF PROPOSAL

It is proposed that the following submissions be developed and submitted to the SAFER WA Local Government Community Security Program for consideration of funding by 15 February 2002.

Aboriginal Conflict Resolution and Mediation Service (\$25,000)

Support for this initiative has gained momentum over recent months. The proposal is to establish a ‘Community Mediation Group’ to help resolve conflicts involving indigenous people in the community. This Group would be made up of recognized leaders and senior Aboriginal people from a range of family groups and act as a pool of ‘consultants’ that Council can contract to assist in resolving specific conflict issues. We are proposing that the project covers two areas,

- A. a training component, whereby key community members are offered training and are registered to take on this role to work as facilitators for the Council in these matters.
- B. Facilitators’ fees for mediation sessions.

Recruiting for the Community Mediation Group would take care to have representation of a broad range of Aboriginal interest groups. Targeting key members and also those with not such a high profile. There would be a preference for older people, however younger members with the appropriate skills and credibility in Aboriginal society would be valued.

Community Development

Aboriginal Youth Worker (\$40,000)

The Armadale Youth Resource Centre provides a service accessed by a number of young people in the Armadale region. The statistics on Aboriginal access to the Centre show an under-utilization by this target group. Suggested barriers to young Aboriginal people attending the Youth Centre are to do with delivery of resources in a way that these particular young people can identify with, and networking within the Aboriginal community to publicise the service. An Aboriginal Youth Worker would provide the potential to open up the Centre to a broader range of participants.

This position could provide opportunities to young Aboriginal people currently not accessing the youth centre or school, suffering from extreme boredom amongst other things. A crucial and profound long-term impact of this position would be on community security. An Aboriginal Youth Worker would also provide a mentoring role for young people between school and work, with an emphasis on employment and training strategies. This worker would offer opportunities to develop creative programs that could potentially extend young people's personal expectations beyond existing boundaries and build their self-esteem.

The position would operate between the Youth Centre and community, with strong links to Council. There may also be the potential for the position to be based in other venues (PCYC, Armadale Recreation Centre, Armadale Aquatic Centre), or to rotate the position between a number of different venues.

Youth Holiday Activity Program targeting outlying areas of the City of Armadale (\$25,000)

Project Reach Out identified the need for ongoing youth activity programs particularly for young people in outlying areas during school holidays. A trial has been underway in Roleystone during the latter part of the current school holidays of an activity program targeting young people operating out of the Roleystone Senior Football Club building in Cross Park. Early indications are that such a program requires significant resourcing. While the project has welcomed volunteer input, core staffing is needed. For safety reasons such a project requires two people at all times (and even more if numbers increase). Volunteers are not always available to cover the full hours of operation.

An alternative model would be to focus on transport options for young people from outlying areas to allow them to join in on programs operating elsewhere. With the possibility of the PCYC taking on the management of the Armadale Recreation Centre there may be opportunities to enhance the range of holiday programs available.

It is further proposed that Council endorse the submission of a funding application to the SAFER WA Local Government Community Security Program for a Neighbourhood Watch Coordinator.

Neighbourhood Watch Coordinator (\$20,000)

To enhance and enlarge efforts made by existing Neighbourhood Watch (NHW) Volunteers in their work of increasing awareness of Neighbourhood Watch, Crime Prevention and Personal Safety measures by all residents of the City of Armadale. The position will focus on recruiting in low NHW membership areas and high crime areas. The position will be recruited and managed as an employee of Council (including payroll) for a twelve-month period.

Community Development

COMMENT

Analysis

Aboriginal Conflict Resolution and Mediation Service

There are a number of issues to be resolved in the development of this proposal. Recruiting and managing appropriate mediators will be challenging, particularly regarding quality control issues. Matching mediators to conflicts will require sensitivity to family connections. It is envisioned that this proposed project would work closely with the Aboriginal Family Support Service, the NIP Project Officer and the Aboriginal and Torres Strait Islander Advisory Committee.

If successful, this project would replace the need for the \$15,000 budgeted for Indigenous Security Initiatives.

Aboriginal Youth Worker

This position would provide a resource to assist in developing initiatives relevant to the needs of young people. This proposal is strongly supported by the Aboriginal and Torres Strait Islander Advisory Committee. The link with Community Safety objectives is strong. Basing the position in venues that are funded by Council (Youth Resource Centre, Armadale Recreation Centre) would result in savings to budget, subject to negotiation.

Youth Holiday Activity Program targeting outlying areas of the City of Armadale

This project would be developed to enhance the range programs that already exist, particularly the program currently run jointly by Armadale Youth Resources and the Youth Advisory Committee and the PCYC's range of programs.

If successful the project would reduce reliance on Council funds in the area of youth concerts and events (current budget \$44,784).

Neighbourhood Watch Coordinator (part time)

This project will require payroll management and assistance in recruiting staff. This will be similar to the system set up to manage the Gordon Reid Foundation Grant for Recreation for People with Disabilities, which worked well.

This application would compete with the above priorities for funding. While no doubt having merit, this proposal has not been a topic of consideration by staff over recent months. In order to fully support this proposal, a review of the effectiveness of NHW would be advisable, but there is not the time available to do so. At the last meeting of the Community Safety Working Party the proposal was discussed and it was resolved that NHW apply directly to SAFER WA. Further discussion with NHW has indicated there is little chance of funding in the SAFER WA Fund, which is a separate funding stream within SAFER WA that NHW can submit directly to. NHW has specifically asked the City of Armadale to consider submitting an application to the Local Government Community Security Program. Given the existing priorities of the Community Safety Working Party, this proposal should be considered as a low priority.

Community Development

Options

The time frame is too short to develop new initiatives. It is advisable to put forward as many options as possible, with priorities designated. The Community Services Committee may resolve to determine these or to delegate the prioritisation to the Community Security Working Party meeting in February, at which point a draft of each proposal will be well underway.

Conclusion

The suggested proposals reflect current priorities of Council and, if successful, will result in significant savings to budget.

RECOMMEND

That Council endorse the preparation and submission of the following submissions to SAFER WA for the Local Government Community Security Funding Program 2001/02 funding round:

- a) **Aboriginal Conflict Resolution and Mediation Service**
- b) **Aboriginal Youth Worker**
- c) **Youth Holiday Activity Program targeting outlying areas of the City of Armadale**
- d) **Neighbourhood Watch Coordinator**

On the understanding that the Community Safety Working Party confirm the priority of the submissions at the meeting of 7 February 2002

CARRIED/LOST ()

Library & Cultural Services

DRAFT HISTORY HOUSE MUSEUM BUSINESS PLAN

WARD ALL
FILE REF: CTE/5
DATE 11 January 2002
REF PLW
RESPONSIBLE Executive Director
MANAGER Community &
Corporate Services

In Brief:

This report:

- Recommends adoption of the draft History House Museum Business Plan for a 12 months period, with the Plan being reconsidered in early 2003.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

Our commitment to the future is:

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

The challenges ahead:

- Protecting our history and heritage.

Legislation Implications

Nil

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

While no specific dollar amounts have been stated within the context of the draft Business Plan, recognition needs to be given to the fact that by enacting the proposed actions of the Plan, some additional ongoing budgetary requests will be made to Council as part of its annual budgetary process. Council's ability to fund these requests will naturally determine the time frames of some of the stated Outcomes.

Consultation

History House Museum Management Committee

Library & Cultural Services

BACKGROUND

When the Museum Curator was appointed in March 2001, one of the tasks assigned to the role was the development of a Business Plan for the History House Museum. The need to review and revise existing collection and display policies was an integral part of writing the Business Plan. These new documents have been included as attachments with the Draft Plan for Council's information. **(Refer to Attachment "A-4" – Summary of Attachments – buff page.)** The Curator has now been working with the City for close on 12 months and during that time has had the opportunity to work with the Museum volunteer staff and its Management Committee, in assessing the Museum operations. The draft Business Plan has been produced as a result of the year's work and assessment of the Museum, and builds on the excellent work carried out by the volunteer staff at the Museum over the last 25 years.

The draft Plan was presented to the History House Museum Management Committee, and Mr Kim Fletcher facilitated a workshop to discuss the Plan, that resulted in the following Recommendation from the History House Museum Management Committee Meeting of 6 December 2001:

- "a) That the HHMMC adopt the amended City of Armadale History House Museum Draft Business Plan.*
- b) That the Draft Business Plan be forwarded to Council for comment, ratification and moving."*

DETAILS OF PROPOSAL

The proposal is that Council consider and adopt the Draft Plan as a working document for the Museum for the next 12 months period. This will enable the Management Committee and the Curator to enact some of the positive marketing proposals put forward in the plan as well as conducting out the proposed Customer Service Survey. Ongoing reports will of course be made to Council on the progress made with implementation of the Plan. The Business Plan will be revisited in 12 months time when work will have been done on actual financial implications of the draft proposals and a greater degree of public consultation has taken place.

COMMENT

Options

The option is not to adopt the proposed Business Plan at this stage, but go through a process of public comment. It is considered that it would be more productive for the Curator and Museum Management Committee to move forward with their work plan with Council's approval rather than to delay and seek public comment at this time. The proposed Customer Service Survey will provide insight into public perceptions of the Museum and its role in the community, and determine whether or not there is a need for a more structured method of public consultation in the near future. It may be more appropriate for such levels of public consultation to take place in conjunction with broader cultural developments in the City.

Library & Cultural Services

Conclusion

It is recommended that Council endorse the Draft History House Museum Business Plan as a working document for the Museum Management Committee for the next 12 months, and that the Plan be reconsidered at the end of that period.

RECOMMEND

That the Draft History House Museum Business Plan be adopted by Council as a working document for the History House Museum Management Committee for the next 12 months, and that the Plan be reconsidered again in early 2003.

CARRIED/LOST ()

Library & Cultural Services

PUBLIC LIBRARY FRAMEWORK AGREEMENT

WARD All
FILE REF: LIB/1
DATE 14 January 2002
REF PLW
RESPONSIBLE EXECUTIVE
MANAGER Director
Community &
Corporate
Services

In Brief:

This Report:

- Recommends that the Western Australian Local Government Association be advised that the City of Armadale, while basically supportive of the joint positions adopted by the Public Library Framework Agreement Negotiating Committee to date, does not accept the proposal to replace the 1.25 items per capita to a dollar per capita allocation for the purchase of public library stock in its current form.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

To achieve a whole of government approach in the provision of infrastructure to our community.

Legislation Implications

Nil

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

While not directly associated with the City's Budget, the dollar figure allocated by the State Government for the purchase of library items, does indirectly impact on the City's budget in that it influences the additional range of resources that can be purchased from the money allocated for Library Resources in the Library Department Schedules

Consultation

Western Australian Local Government Librarians' Association

Library & Cultural Services

BACKGROUND

Council was advised via Information Bulletin Issue No. 5/2001 in the February 2001 Library Department General Monthly Report headed “State/Local Government Library Agreements”, that a Framework Agreement Negotiating Committee had been appointed and was working on the issues that needed to be addressed in order that new agreements could be signed by State and Local Government to replace the outdated agreements signed in the 1950s.

Correspondence recently received from the Western Australian Local Government Association (WALGA) states in part:

“The Public Library Framework Agreement Negotiating Committee comprising State and Local Government representatives has been meeting over the past 10 months to commence preparation of the Public Library Framework Agreement.

Negotiations have progressed well to date and it is envisaged that the Framework Agreement should be finalized within the next 6 months.

It would be appreciated if Councils could give consideration to the positions adopted to date as these principles will form the basis of the Public Library Framework Agreement that will ultimately be signed off by the WA Local Government Association on behalf of Local Government”.

Rather than issuing the first of the somewhat lengthy discussion papers that had been prepared, a summary of the Public Library Framework Agreement Committee positions to date has been issued by WALGA. A number of additional papers as listed below have been made available on the WALGA website:

- Vision Statement for WA’s Public Library Service
- Core/Value Added Services Paper
- Resources Allocation Discussion Paper

These papers, together with the Positions Summary Paper have been attached for Council’s information. **(Refer to Attachment “A-5” – Summary of Attachments – buff page.)**

It has been acknowledged that the current process by which public libraries receive their stock is outdated and that it does not allow professional librarians the degree of control over their libraries collections that is desirable. It is pleasing that the productivity and efficiency issues of the public library resources supply system are being seriously looked at with a view to change. So, while there is general agreement to the positions of agreement as stated by the Negotiating Committee, as well as agreement with the content of the Vision Statement and the Core/Value Added Services papers, the discussion paper on Resources Allocation causes a degree of concern.

Council was advised via Information Bulletin Issue No. 19/2001 in the September 2001 Library Department General Monthly Report headed “State Government Funding for Public Libraries”,

Library & Cultural Services

that the State had allocated an additional \$4.5 million for public libraries over the next 4 years. The intent was that \$4 million of this funding be allocated to those libraries under current benchmark of 1.25 items per head of population.

The 19th October WAMA Week contained the following item:

“EXPENDITURE OF ADDITIONAL LIBRARY FUNDING

As previously indicated, an additional \$4m has been allocated over 4 years by the State Government to provide additional stock to public libraries. In determining the timing of the expenditure of \$1m in this financial year, there are 2 issues that require consideration – firstly the impact of the \$0.5m infrastructure project for improvements to stock selection, processing and delivery, and secondly consideration by the Public Library Framework Agreement negotiating Committee of the principle of changing the allocation of funds from 1.25 items per capita to a \$ per capita formula.

On the basis of these 2 issues, the Library & Information Service of WA is proposing that the expenditure of the \$1m for purchase of additional stock be deferred for 6 months. Prior to agreeing to this proposal, WAMA is keen to seek feedback from Councils. It would be appreciated if Councils that do not support the proposed deferment provide comment to WAMA by Friday, 2 November 2001.”

The proposed deferment did take place and Local Government is now being asked to comment on the proposals put forward in the Resources Allocation Discussion Paper titled “Allocations for Ordering of New Resources for Public Libraries” as attached.

DETAILS OF PROPOSAL

The proposal from the Library Information Service of WA (LISWA) is that the current \$6.5 million dollars allocated for public library acquisitions be allocated purely on a per capita basis, not tied to providing 1.25 items per head, and that this amount set the benchmark of \$2.46 per capita. Not tying the allocation to a per capita book stock is highly desirable as it removes the controls on the number of resource items allocated. The per capita allocation needs to be benchmarked to enable adjustment for population increase and CPI.

LISWA also proposes allocating the additional \$4m (\$1m per year over 4 years) in the same way.

It is proposed that the City of Armadale advise WALGA that the proposal by LISWA to replace the 1.25 with a dollar per capita ratio, is not acceptable in its current form, and that some clarification on the points listed below is required prior to making any decision.

Library & Cultural Services

COMMENT

Analysis

There are a number of issues to be considered when examining the proposal put by LISWA. These include:

- Not all libraries currently meet the minimum standard of 1.25 items per head of population, and to implement a change of this magnitude prior to achieving a level playing field will continue to disadvantage those libraries. The City of Armadale's libraries are some 3,000 volumes short with a value of approximately \$70,000 given current average book costs. However some other Local Governments are many thousands of items below the average, but currently cannot house their stock entitlement. Some negotiation with those Local Governments affected by this situation should be entered into.
- The proposed benchmark of \$2.46 per capita is unacceptable when the national average is around \$4 per capita.
- The additional \$4m has not been included in the figure used to determine the benchmark, as \$6.5 million is the current expenditure. To acknowledge a shortfall in funding, address it, but then not include it in the benchmark figure is not acceptable.
- No indication has been given as to how the benchmark figure will be improved or even maintained – a number of factors need to be considered e.g. population increase, CPI figure, average costs of books, value of the Australian dollar, shelf life of stock etc. There needs to be some agreement on how ongoing funding will be determined prior to agreement to the proposed changes. The proposal merely states that a Joint Advisory Committee would be the body responsible for determining the appropriateness of the benchmark.

The Metropolitan Chief Librarians Group will be meeting with LISWA's Director Public Library Services on Thursday 31 January 2002 to address these and other issues.

Options

No other options present themselves at this stage.

Conclusion

It is recommended that the City of Armadale advise WALGA that while supportive of the issues addressed in the papers:

- Summary of Public Library Framework Agreement Committee Positions to Date
- Vision Statement for WA's Public Library Service
- Core/Value Added Services Paper,

that it is not supportive of the proposal put forward by LISWA in the Resources Allocation Discussion Paper to replace the 1.25 items per capita with a dollar per capita formula for the allocation of public library stock. It is not acceptable in its current form, and some negotiation on

Library & Cultural Services

such matters as the current inequities in the 1.25 items, the unacceptably low benchmark of \$2.46 per capita, some indication of what factors will be taken into account when negotiating on-going change to the benchmark such as CPI and population growth, etc needs to be put in place to ensure that there is equitable commitment to the public library system in Western Australia by both State and Local Government and with equal accountability on both sides.

RECOMMEND

That Council advise the Western Australian Local Government Association that:

- 1. it supports the issues addressed in the papers:**
 - **Summary of Public Library Framework Agreement Committee Positions to Date**
 - **Vision Statement for WA's Public Library Service**
 - **Core/Value Added Services Paper,**

- 2. it is not supportive of the proposal put forward by the Library & Information Service of Western Australia in the Resources Allocation Discussion Paper regarding the allocation of public library stock. It would support further negotiations between WALGA and LISWA in this area to resolve apparent inequities in the allocation benchmark calculations.**

CARRIED/LOST ()

Library & Cultural Services

ORAL HISTORY RECORDING

WARD	All
FILE REF:	CTE/5
DATE	16 January 2002
REF	PLW
RESPONSIBLE MANAGER	Acting Executive Director Community & Corporate Services

In Brief:

This Report:

- Recommends that up to 6 urgent oral histories be carried out as soon as possible funded from the current Library Department Local History Library budget, and that a further report be submitted to Council on options for an ongoing program of oral history recording in conjunction with a report on the future of the Museum Curator position.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

Our commitment to the future is:

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

The challenges ahead:

- Protecting our history and heritage.

Legislation Implications

Nil

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

Nil in the current budget – ongoing budgetary implications to be advised in a further report.

Consultation

- Oral History Association of Australia
- Local Studies Librarians: Town of Victoria Park, City of Nedlands, City of Joondalup

BACKGROUND

At the Ordinary Council Meeting of 17 December 2001, it was moved that the matter of “oral history” be referred to the Community Services Committee. Concern was expressed over the number of residents of significant historical importance who are passing away prior to their stories being recorded. Consideration was to be given to training additional volunteers from the

Library & Cultural Services

History House volunteer group, and perhaps allocate some funds to employ interviewers for urgent cases.

The back ground to the current oral history project is that, to date a number of oral histories have been done and are located at History House. The oral histories were conducted by the Armadale-Kelmscott Historical Society and remain their property at this stage. The History House Management Committee in theory does not have responsibility for the oral histories. Oral histories do not fall strictly within the preservation role of a museum and are probably more Local History than museum-related. However, regardless of where the responsibility lies for the oral histories, the issue is the need to proceed with conducting the most urgent of them in the short term, and then ensure that a satisfactory ongoing professional program is put in place.

Within the context of Council's adopted 5 Year Financial Plan, provision was made for a 0.5 Local Studies Librarian in the 2002/03 financial year. Should this appointment be made, the task of co-ordinating the City's oral histories, within previously determined parameters, should become the responsibility of this officer. With additional hours, such an officer could be given the responsibility of actually doing the interviews to ensure a professional standard is achieved at all times, as is the case in a number of other public libraries. Equally, if the hours of the Museum Curator are increased to a full time position, that position could take on the co-ordination role of the oral histories.

The parameters need to be determined so that any contractors or volunteers undertaking oral histories are aware of our requirements i.e. do we want to focus on the district and its history when collecting the stories, or are we interested in people telling their life stories that are of wider historical significance. For example, if two significant residents have a long history in the district but also a significant war-related history, do we want to focus on both equally, or is the district history the main focus?

It is probably appropriate to consider a number of subject themes under which to conduct the histories such as specific industries e.g. brickmaking, orcharding, timber industry; the role of pioneer women; governance in which significant political figures are interviewed; etc. so when conducting interviews, those aspects of the persons life become the focus rather than a whole of life interview.

DETAILS OF PROPOSAL

The proposal is that in the immediate future, a contractor be engaged to carry out as many of the urgent oral histories as can be afforded in this financial year, using what funds can be made available from the Armadale Library Budget Local History account. These monies had been allocated to commence copying the photographic collection of History House for disaster recovery preparedness purposes and to enable access to the collections from the public library. An amount of \$2,500 to \$3,000 could be allocated to oral histories, as the project has not advanced to the copying stage as yet.

Depending on negotiations, up to 6 histories could be done. The parameters for the histories and appropriate persons to interview will be determined in conjunction with the Museum Curator,

Library & Cultural Services

who has done a number of oral histories both as a researcher and a consultant. The Historical Society members of the History House Management Committee, as well as the Management Committee in general, will be consulted in respect of this matter. Formal suggestions from Councillors will also be sought.

It is also proposed that a further report be submitted to Council with proposals and costs for a workable ongoing oral history program. This will be done in conjunction with a report on the future of the Museum Curator position and will be presented to the Community Services Committee meeting of February 2002.

COMMENT

Analysis

Decisions need to be made as to what level of interviewing is required. To achieve professional standards of interviews, a figure of \$250 to \$350 per hour of tape (researched and transcribed) should be budgeted as is shown in the “Oral History Association of Australia Fees for Interviewing and Transcription”. (**Refer to Attachment “A-6” – Summary of Attachments – buff page.**) Contractors who charge this rate, record to the standards required by such places as the Battye or National Libraries. The Museum Curator has advised that she is aware of other avenues that we could use to engage a contractor to carry out a set number of interviews within a contractual context and of an acceptable professional standard.

To use volunteers for the interview process would require a considerable time commitment by a paid staff member to ensure its on going success. Current staffing structures in the Library and Museum do not have the capacity to make this time commitment. Discussion with the Local Studies Librarian at a large local authority revealed that the team of volunteers there comprises some 30 people. The Library Service offers a one day training course for volunteers that is co-ordinated by the Oral History Association. The course is free for persons who commit to joining the volunteer team and \$55 per person for others, inclusive of all materials. Of the 30 volunteers, some do only one interview, so they are then encouraged to become involved in the transcribing. Monthly meetings are organised and a newsletter is produced to maintain the interest of the volunteers, and to ensure that required standards are achieved. Without this level of commitment by library staff, it was found that the volunteers lost their momentum and the work was not done. Other Libraries contacted advised in one instance, where the Local Studies Librarian is a full time position, that they do all of the interviews in house. At another, where the Local Studies Librarian is a part-time position, some interviews are conducted in-house and others are contracted out due to time constraints.

The option for the City to conduct Oral History Training courses, or for its Museum Curator to provide the training, will all be explored.

Options

1. The option proposed is to conduct a small number of urgent histories immediately, with a further report to Council detailing proposals for an ongoing Oral History Program.

Library & Cultural Services

2. A further option is to do nothing at this stage until a total Oral History Program has been investigated, costed and adopted. However, this would jeopardize those histories in urgent need or recording from the City's very elderly residents, and this may not be Council's preferred option.

Conclusion

It is recommended that between 4 and 6 oral histories be carried out by a suitable Contractor as determined by the Manager Library & Cultural Services, and that the histories be funded from the Local History Collection Library Department budget. The parameters for the histories and appropriate persons to interview will be determined in conjunction with the Museum Curator. The Historical Society members of the History House Management Committee, as well as the Management Committee in general, will be consulted in respect of this matter. Formal suggestions from Councillors will also be sought.

A further report will be submitted to Council with proposals and costs for a workable ongoing oral history program. This will be done in conjunction with a report on the future of the Museum Curator position and will be presented to the Community Services Committee meeting of February 2002.

RECOMMEND

1. **That between 4 and 6 oral histories be carried out by a suitable Contractor as determined by the Manager Library & Cultural Services, funded from the Local History Collection Library Department budget.**
2. **That a further report be submitted to Council with proposals and costs for a workable ongoing oral history program and that this be done in conjunction with a report on the future of the Museum Curator position to be presented to the Community Services Committee meeting of February 2002.**

CARRIED/LOST ()

Miscellaneous

PERMISSION FOR A PETITION ON COUNCIL PROPERTY

WARD	ALL
FILE REF:	A173263/1
DATE	22 January 2002
REF	JPD
RESPONSIBLE MANAGER	Acting Executive Director Community & Corporate Services

In Brief:

- Request received for permission to place a petition in Council Libraries.
- Recommend approval provided a relevant disclaimer is clearly shown on each page of the petition.

Tables Items

Nil

Officer Interest

Nil

Strategic Implications

Social Infrastructure:

- To encourage community participation and responsibility.

Communication:

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

Corporate Services:

- To ensure the Council is a citizen orientated organization which belongs to the community.

Council Policy/Local Law Implications

C78/86 *"No petitions or other materials soliciting support are to be placed in Council-owned facilities without express permission of Council."*

Budget/Financial Implications

Nil

Consultation

Nil

DETAILS OF PROPOSAL

An application has been received to place a petition in Council Libraries inviting support for an enclosed swimming facility at Armadale Aquatic Centre. **(Refer to Attachment "A-7" – Summary of Attachments – buff page.)**

Miscellaneous

Comment

The topic of the petition has been presented to Council via a deputation to Community Services Committee in September 2001 by Armadale Kelmscott Swimming Club. Their report was added to the reference material for the Seniors' Recreation and Corporate Strategic Planning work currently being undertaken by Council (C143/01 refers).

As the issue, subject of the petition, is under consideration by Council, it is important that Council acts and is seen to act impartially and does not seek to imply support or rejection prior to giving the matter due consideration.

The placement of the petition in Council Libraries or may give rise to the impression that Council is supporting the issue. It is imperative that whilst encouraging citizens to garner support, Council distance itself from the solicitation process. This can be achieved by having an appropriately worded disclaimer on each and every page of the petition.

The recommended disclaimer is:

*“This petition has not been initiated by Councillors or officers of the City of Armadale. **The availability of the petition in City Libraries does not present an invitation to any person to consider that the petition represents the opinion or intent of the City of Armadale.** Accordingly, the City accepts no responsibility for the raising of the petition.”*

Options

1. Recommend Council withhold permission to have the petition available in the Libraries.
2. Recommend Council grant permission to have the petition in the Libraries, subject to an appropriately worded disclaimer.

Conclusion

It is recommended that Council grant permission to have the petition available in the Libraries, with the disclaimer to read:

“This petition has not been initiated by Councillors or officers of the City of Armadale. **The availability of the petition in City Libraries does not present an invitation to any person to consider that the petition represents the opinion or intent of the City of Armadale.** Accordingly, the City accepts no responsibility for the raising of the petition.”

RECOMMEND

That Council approve the placement of the petition in Council Libraries at Armadale, Kelmscott and Westfield, subject to each page of the petition displaying the following disclaimer:

Miscellaneous

“This petition has not been initiated by Councillors or officers of the City of Armadale. The availability of the petition in City Libraries does not present an invitation to any person to consider that the petition represents the opinion or intent of the City of Armadale. Accordingly, the City accepts no responsibility for the raising of the petition.”

CARRIED/LOST ()

Matters for Referral to Standing Committees

EMERGENCY RESPONSE PLAN

The following matter is referred from the Ordinary Meeting of Council on 21 January 2002:

“That the matter of the Emergency Response Plan be referred to the Community Services Committee.”

Manager Ranger & Fire Services advises that the Local Emergency Management Plan is currently under review. It is expected that a meeting of the Local Emergency Management Committee will be held in February 2002 where a recommendation will be made to forward the Plan to Council for adoption.

RECOMMEND

That the Emergency Response Plan be recommitted to the March 2002 Meeting of the Community Services Committee.

CARRIED/LOST ()

COMMUNITY SERVICES COMMITTEE

SUMMARY OF "A" ATTACHMENTS

29 JANUARY 2002

Attachment No.	Subject	Page
A-1	CITY OF ARMADALE FINANCIAL REPORT	53 - 55
A-2	2001-2002 BUDGET VARIATIONS FOR THE PERIOD – 12 DECEMBER 2001 TO 21 JANUARY 2002	56 - 63
A-3	GWYNNE PARK FOOTBALL PAVILION – BUILDING CONDITION ASSESSMENT REPORT	64 - 66
A-4	DRAFT HISTORY HOUSE MUSEUM BUSINESS PLAN	67 - 90
A-5	PUBLIC LIBRARY FRAMEWORK AGREEMENT	91 – 108
A-6	ORAL HISTORY ASSOCIATION OF AUSTRALIA GUIDELINES	109
A-7	CORRESPONDENCE FROM CHERYL CORRY SEEKING PERMISSION TO PLACE A PETITION ON COUNCIL PROPERTY	110 - 111