

CITY OF ARMADALE

AGENDA

OF COMMUNITY SERVICES COMMITTEE TO BE HELD IN THE COMMITTEE ROOM, ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON TUESDAY, 29 MARCH 2005 AT 7.00 PM

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

PRESENT:

APOLOGIES:

OBSERVERS:

IN ATTENDANCE:

DISCLAIMER

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

DECLARATION OF MEMBERS' INTERESTS

DEPUTATION

7.15 pm **Presentation by Department of Housing and Works**

Mr Richard Barlow, Acting Area Manager, DHW to attend and provide information on the following issues:-

- Tenant Ratio in Armadale comparative with other areas, particularly northern suburbs
- Procedures for dealing with public complaints regarding tenants and antisocial behaviour
- DHW's awareness of 'problem' areas in Armadale

QUESTION TIME

ITEMS REFERRED FROM INFORMATION BULLETIN – ISSUE NO. 6/2005

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

- **Outstanding Matters**
Report on Outstanding Matters –Community Services Committee
- **Monthly/Quarterly Departmental Reports**
Library & Heritage Services General Report – February 2005
Manager Ranger & Emergency Services Report – February 2005
- **Minutes from Occasional Advisory Committees**

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

CONFIRMATION OF MINUTES

RESOLVED

Minutes of the Community Services Committee meeting held on 1 March 2005, are confirmed.

**Moved Cr
MOTION CARRIED ()**

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COMMUNITY SERVICES COMMITTEE

29 March 2005

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Community Development

SENIORS PROJECT EXTENSION

WARD ALL
FILE REF: CDP32
DATE 11 March 2005
REF YC
RESPONSIBLE Executive Director
MANAGER Community
Services

In Brief:

- This item recommends an extension of the Seniors Project (Ready for Life) for the 2005/2006 year.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

Planning our Future and Evaluating our Progress
Building our Community
Communicating and Marketing

Legislation Implications

Nil

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

The Ready for Life Project was funded as a two year project (2002/03 and 2003/04) based on the following contributions:

City of Armadale	\$ 75,000
LotteryWest	\$ 46,000
Department of Veterans Affairs	\$ 40,000
Total	\$161,000

Approval was given by the two funding bodies for the Project to extend till June 2005.

Consultation

Seniors Interest Advisory Committee
Community Development Department

Community Development

BACKGROUND

Council received a report on the Ready for Life Project at its 6 December 2004 meeting and at that meeting agreed to:

- C169/11/04* *b. Endorse and support the development of a Seniors Plan for the period 2005 – 2008.*

The development of the Seniors Plan is continuing and will be presented to Council prior to June 2005.

In reviewing the budget allocations for the Seniors Project within the Community Development Department, it has become evident that not all grant funds will be expended by June 2005. This, together with the Seniors Project Funds from within the Directorates budget for 2005/2006, provides an opportunity to extend the Seniors Project for a further twelve months.

The extension of the project will:

- Enable continued liaison with the recent sixteen new Seniors Leaders who underwent Leadership training for the Ready for Life Project in February 2005.
- Enable the Seniors Plan to be analysed for identification of priorities.
- Enable sourcing of funding for Seniors Plan priorities and activities.
- Initiation of some projects and activities as a result of the Seniors Plan.

DETAILS OF PROPOSAL

The Ready for Life Project and the Seniors Planning has been well received by the community and has provided an opportunity for close interaction with Seniors in the City and agencies who service and support them.

It is proposed to continue with the Seniors Project in the 2005/2006 year utilising existing allocations within the proposed 2005/2006 budget together with grant funds. There will be a need to formalise an extension with the funding bodies, however previous discussions have indicated that this will not be a major concern as long as the reasons are in line with previous aims and objectives of the Seniors Project.

COMMENT

Analysis

There is a real opportunity that the development of the Seniors Plan will provide the necessary evidence to be used to source grant funds for further seniors' projects and activities similar to the Seniors Report 2001 which provided the catalyst for the Ready for Life Project.

Without an extension and based upon existing staff resources, the Seniors Plan will be allocated limited development.

Community Development

The City's Strategic Plan has identified under its *Building Our Community* that we will implement our Community Plans for seniors, youth, recreation, safety and culture. An extension of the Seniors Project will enable the Seniors Plan to be fully supported in its first year.

There is an existing budget allocation for this extension to occur and this has been highlighted during the Community Development Department planning as a priority, as well as reflected in Council's own "Strategic Workshops Planning".

Options

Council has three options:

1. Endorse the extension of the Seniors Project using existing budget allocations and grant funds.
2. Endorse the extension of the Seniors Project and allocate new budget amounts to it in the 2005/2006 budget.
3. Not endorse an extension of the Seniors Project and return any unspent grant funds as at 30 June 2005.

On the basis that Option 2 will require the allocation of new funds within the 2005/06 year, Option 1 is recommended.

Conclusion

The Seniors Project has been effective in creating a sound interaction with the Seniors of the City through the Ready for Life Project and it has provided the resources to develop the Seniors Plan for 2005 – 2008. There are existing proposed budget allocations for 2005 – 2006 to allow for an extension of the Seniors Project resource for a further twelve months.

RECOMMEND

That Council approves the extension of the Seniors Project (Ready for Life) for the 2005/2006 year subject to the following:

1. **Approval by the relevant original grant funding bodies.**
2. **Endorsement of the 2005 / 2006 budget.**

Moved

CARRIED/LOST ()

Community Development

ABORIGINAL FAMILY SUPPORT SERVICE – ADDITIONAL BUDGET REQUEST

WARD ALL
FILE REF: CDP22
DATE 11 March 2005
REF YC
RESPONSIBLE Executive Director
MANAGER Community
Services

In Brief:

This item:

- Provides an update on the sourcing of supplementary funds for the Armadale Aboriginal Family Support Service.
- It recommends that Council refers an amount of \$33,000 to be considered for inclusion in the 2005/2006 budget and that a further indexed amount be allocated in the 15 Year Financial Plan in anticipation of continued Federal Government Funding for a further three year period beyond June 2006.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

Building our Community

- facilitate a wide range of social and cultural experiences
- encourage community participation and responsibility
- foster a supportive and caring community
- have in place a range of services to meet community needs

Legislation Implications

Nil

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

The City currently receives a grant from Department of Family and Community Services of \$100,000 per annum for the provision of the Armadale Aboriginal Family Support Service. The Service is funded until June 2006. At its meeting on 1 November 2004, Council approved (C151/10/04) the allocation of \$25,000 as supplementary funds for the AAFSS for 2004/05 year.

Consultation

AAFSS Reference Group
ATSIAC

Community Development

BACKGROUND

Resolution C151/10/04 states:

That Council:

1. *Agrees to supplement the Armadale Aboriginal Family Support Service Family and Community Services grant funds for the remainder 2004/2005 year.*
2. *Pursuant to s6.8 of the Local Government Act 1995;*
 - a. *Authorises the following expenditure:*
Armadale Aboriginal Family Support Services - \$25,000
 - (ii) *Amends the 2004/05 annual budget as follows;*
Expenditure –
 - *Aboriginal Family Support Services – increase by \$25,000*
 - *Community Development – New Projects – Other – decrease by \$25,000.*

**** ABSOLUTE MAJORITY REQUIRED**

3. *Acknowledges that, dependent on additional funding not being sourced for the final year of the existing funded period, an allocation of \$25,000 be referred for consideration and inclusion in the 2005/2006 annual budget.*

Since that time, other sources of funding have been explored. The difficulty experienced is that the Service requires ongoing supplementary or 'top up' operational funding to maintain its service delivery and there are very few, if any, grants available for this purpose. Grant opportunities revolve around seeding new projects, time specific projects and are non recurring funds. The other difficulty is that Local Government is not always eligible, or needs to be in a partnership with another organisation to apply. This essentially makes the City a 'host' for the funds but gives direct control to another organisation. In regard to the AAFSS this is neither practical nor preferable at this time, given that the City is considered to be a 'neutral' body to administer the Service and this has been one of the reasons for its success in the indigenous community.

Whilst the grants that are available would be beneficial and allow the AAFSS to expand its services and activities the Service is only just meeting its funded objectives and continues to be reactive to community demand and expectations. To take on additional activities and projects would mean that staff resources would be further stretched. The Service needs to be adequately resourced for its primary objectives before being able to take advantage of grants to develop and expand its services and activities.

The Department of Family and Children's Services have undertaken a review of the Indigenous Parenting and Well Being Programme under which the AAFSS is funded. The City is yet to be formally advised of the outcomes and recommendations of that review, however unless the Federal Government allocates additional monies to the programme the

Community Development

AAFSS may only be offered \$100,000 per annum in a new three year funding agreement from 2006.

Discussions are being held with other government departments and non-government agencies towards some partnership arrangements for a co-ordinated and complimentary approach to service delivery aimed at the indigenous community of Armadale, using the AAFSS as the pivotal agency. The AAFSS has already made inroads into being the preferred source, by which other government and non-government agencies are able to interact and access the Armadale indigenous community and this is being further explored by the partnership negotiations.

DETAILS OF PROPOSAL

The City is responsible for the sponsorship and management of the AAFSS and has made a financial contribution to the Service for 2004/05 of \$25,000. It is evident at this point in time that for the last year of its funded agreement (2005/2006), there are no ready alternatives for supplementary funds.

For the AAFSS to continue to operate at its current level for 2005/06, the following budget is required:

Co-ordinator salary and on-costs	\$ 62,000
Aboriginal support worker salary and on-costs	\$ 46,000
Vehicle lease	\$ 9,800
Vehicle operations	\$ 5,200
<u>Administration – phone, stationary, utilities</u>	<u>\$ 10,000</u>
Total	\$133,000

The previous report to Council for supplementary funds for 2004/05 had identified a shortfall of \$30,000 which was met using \$25,000 reallocated budget within Community Development and a \$5,000 surplus from previous grant funds.

The shortfall of \$33,000 for the 2005/06 year has an increase of \$3,000 because of incremental salaries and on costs.

Council's previous resolution was that following additional funding not being sourced for the final year of the existing funded period, an allocation be referred and considered for inclusion in the 2005/2006 annual budget. The amount at that time was \$25,000, however based on AAFSS operational budget above, the real amount is \$33,000. There is no expectation that there will be any surplus grant funds to carry forward into 2005/06.

There is every probability that the AAFSS will be recognised for a further three year funding from Family and Children's Services beyond June 2006, however there is no indication that the amount of funding will be greater than \$100,000 per annum, despite the City making formal representation to them in relation to actual project costs. Council needs to consider this when making a decision regarding the 2005/2006 budget allocation.

Community Development

It is proposed that Council recommends an allocation of \$33,000 be considered and included in the 2005/2006 budget, with a further indexed amount being considered in the City's 15 Year Financial Plan from 2006/2007 in anticipation of a further three year funding agreement being offered by Family and Children's Services.

COMMENT

Analysis

The AAFSS has been recognised as an innovative and effective model for social service delivery to the indigenous community. Its unique ability to network and work in partnership with local agencies and service providers has increased access by the indigenous community in areas of housing, health, children's services, employment, family support and domestic violence. It has played an influential part in the development of cultural awareness and is instrumental in being a key role in capacity building and leadership within the local indigenous community.

The City currently contributes to the Armadale Volunteer Resource Service with State Government on an equal funding amount. This is building on the trend of partnership arrangements that consider a financial or 'in kind' contributions from applicants with funding bodies.

The City currently contributes 'in kind' to the AAFSS through management and supervision of the Service and its accountability requirements of its funding agreements. A financial contribution would further illustrate and give definition to the City's commitment to its indigenous Community and provide the opportunity for this to be used as evidence in negotiation with other potential partnership arrangements.

The previous report to Council outlined the causes that have resulted in the AAFSS currently operating in excess of its funding. Should Council not be in a position to make a financial commitment in future budgets but does wish to maintain the service at the grant funded levels, it is likely that there will be a need to be a commensurate reduction in staffing either through the Co-ordinator or the support worker. This will have the effect of reducing effectiveness of the Service and potentially impacting on its ability to meet the objectives contained in its Service Funding Agreement.

Given the demand and expectation of the indigenous community of the AAFSS, to reduce staffing and thereby reduce Service provision would mean a loss of confidence and continuity with existing clients and the wider community. It would also have a significant impact to the time available for the essential networking and encouragement of government and non-government agencies in cultural awareness and innovative practice with service delivery to the indigenous community.

Options

Council has the following options:

Community Development

1. Not recommend for consideration in the 2005/2006 budget any allocation to the AAFSS and thereby require that the Service be reduced in staffing.
2. Recommend a lesser amount be considered for AAFSS in the 2005/2006 budget and thereby require that the Service be reduced in staffing accordingly.
3. Recommend that \$33,000 be considered for the AAFSS in the 2005/2006 budget to maintain the Service in its current form for the life of its current funded agreement with the Federal Government.
4. Recommend that \$33,000 be considered for the AAFSS in the 2005/2006 budget and that an indexed amount be included in the City's 15 Financial Year Plan in anticipation of a further three year funding agreement with Federal Government.

Option 4 is recommended.

Conclusion

The City of Armadale already has a reputation for having a strong, positive and practical relationship with its Aboriginal community. The AAFSS has been a significant and recognised indication of the City's commitment to supporting and working with the Aboriginal community.

The Service has been recognised as an innovative and unique model that is able to not only provide practical support to local Aboriginal families and individuals but has the ability to generate leadership and capacity building amongst the greater community.

The City's contributory funding will enable the AAFSS to maintain its momentum and attract further partnerships for development and growth.

RECOMMEND

That Council:

- 1. Refers for consideration an amount of \$33,000 to be included in the 2005/2006 budget.**
- 2. That a further indexed amount be allocated in the City's 15 Year Financial Plan for a three year period commencing 2006/2007.**

**Moved
CARRIED/LOST ()**

Library and Heritage Services

MEMORIAL PLAQUES FOR PARKS AND RESERVES

WARD ALL
FILE REF: RES/1
DATE 16 March 2005
REF PLW
RESPONSIBLE Executive Director
MANAGER Community
Services

In Brief:

This report recommends that Council undertakes an annual programme of manufacture and installation of memorial plaques at those parks and reserves in the City that are named in association with local residents, and that Council adopts the shape of the City crest for the memorial plaques.

Tabled Items

Concept of proposed plaques in actual size.

Officer Interest Declaration

Nil

Strategic Implications

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

Legislation Implications

Nil

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

Provision of \$9,000 to be made in 2005/06 draft budget, and from then on until the programme is complete i.e. six plaques per year for 50 parks approximately 2014/15. Estimated cost of each plaque, manufacture and installation - \$1,500.

Consultation

- Community Heritage Advisory Committee
- Poolegrave Engravers
- Manager Parks
- Administrator Planning Services

BACKGROUND

In November 2003, Cr Wallace requested that Council give consideration to the possibility of having a commemorative inscription attached to any existing parks and reserves within the City, as well as any future parks/reserves, that are named in association with local residents.

As the Community Heritage Advisory Committee (CHAC) had previously designed and sought Council approval for the Heritage Plaques associated with the City's historic buildings. It was agreed administratively, that:

Library and Heritage Services

- CHAC should be charged with establishing the standards for all interpretive signage,
- that Technical Services Directorate advice would be sought concerning mounting and positioning of such signage, and
- that the Community Services Directorate input would be sought on historical information for the plaques.

At that time, CHAC was working on a concept for interpretive signage for Morrison Park, now officially renamed Migrant Park. However, it is envisaged that the signage to be used for Migrant Park was intended to be unique to that situation and its history, and as such would not be a suitable standard for all parks.

The matter of a standard concept for memorial plaques was considered by CHAC at its meeting of 18 December 2003, and the minutes of that meeting state:

2. Interpretive Plaques for all Parks and Reserves

There has been a suggestion that all named parks and reserves should have an interpretive plaque or sign to explain the origins of the name etc. CHAC was asked whether it could suggest a standard format for the plaque.

After discussion it was agreed that the Committee was supportive of the idea as a means of providing the community with background information on the origins of the names of parks. It was suggested that a list of the named parks be compiled with a view to systematic research and supplying of information on the names.

It was suggested that consideration could be given to using the same shape format as the new heritage plaques but utilising a different size and material to maintain some differentiation.

Council has not as yet formally adopted the suggested format for plaques for parks and reserves. Over the last twelve months, the members of CHAC have identified some 52 parks and reserves whose names would be suitable for interpretive plaques. While most of these are named after people associated with the district, the others e.g. Minnowarra Park, Armadale Settlers Common, Memorial Park are also considered deserving of a memorial plaque explaining the origin of the name and/or brief history of the park.

As both Rushton Park and Kuhl Park are having major developmental work done, it is timely for Council to now adopt a standard for interpretive plaques for parks and reserves. These could be installed at Rushton and Kuhl Parks as part of the redevelopment, and then an annual programme of plaque manufacture and installation could be put in place, so that eventually all of the City's appropriate parks and reserves have memorial plaques.

DETAILS OF PROPOSAL

The proposal is that Council support the concept of memorial plaques being installed at all appropriate parks and reserves and that the memorial plaques utilize the shape of the Council's Crest, similar in style to the already adopted design for the heritage plaques.

Library and Heritage Services

As Rushton Park and Kuhl Park are currently undergoing major redevelopment, it is proposed that memorial plaques be produced for both of these parks and that this becomes the standard for all the City's identified parks and reserves. (Draft wording for these plaques is included on the tabled concept plaques).

As other parks or reserves are upgraded, memorial plaques should be installed as part of that upgrade. Additionally, memorial plaques should be installed at any new parks or reserves, or any with new or changed names.

It is further proposed that a programme be put in place whereby at least six existing parks have memorial plaques made and mounted each financial year.

COMMENT

Analysis

Poolegrave Engravers, the suppliers of the City's heritage plaques, advise that bronze plaques are recommended for the required outdoors location. To accommodate the 40 to 50 words that would be required on the memorial plaques, they would need to be 400 mm in diameter if the City crest design is used. The cost to produce a plaque this size would be approximately \$580 (+ GST).

In discussion with the Manager Parks, it was agreed that the plaques would be best either placed on existing infrastructure within the parks, e.g. gazebos, paths, playground equipment, or erected on a separate structure. Given the size of the memorial plaques, they would be best installed using some form of powder-coated steel piping. Another option considered was a formed concrete structure, but this was rejected due to the amount and weight of concrete that would be required.

The Manager Parks suggested that the best option would be to have one or two plaques produced and then to seek advice from manufacturers of steel piping for a mounting solution. The mounting would need to take into account height and accessibility, be as vandal proof as possible, as well as be aesthetically pleasing. The green powder coated steel piping that is currently used for the drinking fountains in the City's parks has proven to be an effective product, so piping of this colour in a larger diameter is one option that will be considered.

The historical detail for the memorial plaques is being researched both by the members of CHAC, as well as the Historian/Curator. It would seem appropriate that the final wording for the plaques, and their location at the park or reserve, should be approved by the Mayor and Executive Director Community Services or Executive Director Technical Services respectively.

Options

The options that present themselves are:

1. Adopt the memorial plaque design using the Council crest for a plaque of 400 mm diameter;

Library and Heritage Services

2. Adopt a plain rectangular memorial plaque of a smaller size;
3. Undertake further research to investigate a different and distinct shape for a memorial plaque;
4. Decide not to pursue a memorial plaque at this time.

Conclusion

It is recommended that Council adopts the Council Crest as the basis for memorial plaques to be installed at appropriate parks and reserves in the City.

RECOMMEND

1. **That Council undertakes an annual programme of memorial plaque manufacture and installation at appropriate parks and reserves within the City.**
2. **That Council:**
 - a) **Adopts the Council Crest as the basis for the memorial plaques for parks and reserves**
 - b) **Agrees the memorial plaques are to be of bronze and 400mm in diameter**
 - c) **Agrees that the heritage information on the plaques and their location at the park or reserve be approved by the Mayor and the Executive Director Community Services or the Executive Director Technical Services respectively.**
3. **That Rushton Park and Kuhl Park be the first two parks to have memorial plaques installed and that these be funded within the budget for the major redevelopment works.**
4. **That the Community Heritage Advisory Committee submit to Council a list of parks and reserves in order of priority.**
5. **That Council includes for consideration in the 2005/06 draft budget an amount of \$9,000 that would allow four plaques to be installed annually.**

Moved

CARRIED/LOST ()

Library and Heritage Services

HISTORIAN/LOCAL STUDIES LIBRARIAN POSITION

WARD ALL
FILE REF: CTE/5
DATE 21 February 2005
REF PLW
RESPONSIBLE Executive Director
MANAGER Community
Services

In Brief:

This report

- Recommends that Council approves for inclusion of consideration in the 2005/06 Draft Budget an amount of \$32,000 to enable the appointment of a Level 5, 0.8 Historian/Local Studies Librarian to be responsible for the Birtwistle Local Studies Library.

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

An additional \$32,000 per annum will be required to enable the appointment of a 0.8 Level 5 officer.

Consultation

Public History Advisory Committee

BACKGROUND

In March 2001, the City appointed its first Museum Curator. This was a two year 0.5 contract position, with the salary component being paid with Lotteries Commission grant funding. This was in response to the Honorary Volunteer Curator, who had managed the affairs of the History House Museum together with the History House Museum Management Committee for 25 years, advising that she wished to retire from the role. There were no other volunteers prepared to take on the role in an honorary capacity, and additionally it was acknowledged that the City had reached a point in its development that a professional Curator was required.

Library and Heritage Services

Chantal Gurney-Pringle was appointed to the position of Museum Curator. During her first two years, she put in place professionally accredited procedures for all aspects of preservation in the Heritage area; she provided advice at both administrative and political levels on matters relating to the history and heritage of the district; and she established policies for the collection and de-accessioning of all Museum artifacts as well as making many changes to the Museum's general operations.

However, probably the major accomplishment during her period was the establishment of the Birtwistle Local Studies Library. In January 2002, a proposal was put to management to use the original Armadale School Building in the Minnowarra Historic Precinct as a local studies library, while making the Curator position a permanent full time one, but with the title of Historian/Curator. This proposal was later approved by Council, and in August 2002 Ms Gurney-Pringle's role was changed to that of full time Historian/Curator. All of the written materials were removed from the History House Museum and the Local Studies Library was established.

The task of working between and managing two separate collections was a challenging one, particularly as the use of the Birtwistle Library increased as the collections grew. Equally, visitor numbers at the museum were increasing as tourist buses and school groups made appointments to visit the facilities. The logistics of establishing an oral history programme to build on the work of the earlier volunteers was also under consideration, at the same time as negotiations were in place for the Bert Tyler Vintage Machinery Museum collection to be donated to Council and to come under the same management control as the History House Museum and Birtwistle Local Studies Library. This happened on 29 September 2004, which added a third location to the control of the Historian/Curator.

Recognising the enormity of the expectation for one person to carry out all of the required tasks, and the urgent need for the oral history programme to get under way, management approval was given to second a staff member from the Library Department to the heritage area, using carry forward monies and allocating money not normally allocated for staffing. (The staff member has been replaced in the library staff establishment). This 22 hour per week secondment is being funded for the 2004/05 financial year only, to establish the oral history programme using a team of volunteers and to provide support to the Historian/Curator. It became obvious, however, that it would not be possible to continue to offer the established levels of service from the Heritage Department if additional staff hours could not be retained permanently. It was also of concern that a vast portion of the Historian/Curator's time was being spent in the Local Studies Library to the detriment of the Museum, and that it had been impossible to find time to commence work with the Vintage Machinery Museum collection.

The sudden resignation of the Historian/Curator provided the opportunity to consider the varied role of one person attempting to deliver services across three different physical locations, with a different skill set required for the various roles.

Following extensive consideration of the preferred options within the funding available, the decision was made to advertise for a 0.8 Museum Curator with responsibility for the History House Museum and Bert Tyler Vintage Machinery Museum, and to then recommend to Council that the staffing establishment of the heritage area be increased by 0.6 to enable the

Library and Heritage Services

appointment of a 0.8 Historian/Local Studies Librarian with responsibility for the Birtwistle Local Studies Library, including the Oral History Programme.

DETAILS OF PROPOSAL

The proposal is that the staffing establishment of the Library and Heritage Department be increased by a 0.8, Level 5 Historian/Local Studies Librarian to be responsible for the Birtwistle Local Studies Library. This will require an additional \$32,000 per annum (inclusive of on-costs).

COMMENT

Analysis

The roles of Museum Curator, Historian and Local Studies Librarian are all different.

- The Museum Curator has responsibility for the artifacts - their collection and preservation and interpretive display, as well as offering public and educational programs. Training, rostering and overseeing the work of the Museum volunteers is also the responsibility of the Curator.
- The Local Studies Librarian has responsibility for the written, oral and photographic collections - their acquisition, classification and cataloguing, and digitizing where appropriate, as well as assisting researchers in accessing the data. Training, rostering and overseeing the work of the Local Studies Library and Oral History volunteers is also the responsibility of the Local Studies Librarian, as the oral history program also falls within the scope of this officer.
- The Historian role embraces the wider cultural heritage aspects, and could be involved in overseeing specific historical projects such as a re-write of the City's history; recording of events that will be of historical significance; participating in celebrations that mark historic occasions etc. Administering the Public History Advisory Committee would be the responsibility of the Historian.

While both the Curator and Local Studies Librarian may take on some of the broader roles of Historian, the Historian/Local Studies Librarian roles have been combined with the hope of finding a person with the skill set to carry out both of these tasks. Obviously, this person would work in close liaison with the Museum Curator as well as the public libraries, who could offer some technical library expertise if required. To find a person with the skill set of all three roles is probably a remote possibility, and even if such a person could be found, without additional support it would be impossible for them to provide the service levels that have now been established.

Options

1. Increase the staffing establishment of the Library and Heritage Department by a 0.8 Level 5 FTE to take on the role of Historian/Local Studies Librarian at a cost of \$32,000.
2. Increase the staffing establishment of the Library and Heritage Department by a lesser amount. An eleven additional hours per week would allow employment of a 0.5

Library and Heritage Services

Historian/Local Studies Librarian at an additional cost of \$15,000 (inclusive of on costs) per annum, of which 50% could be funded from other sources in the Library Administration budget if necessary (\$7,700 is allocated for Local History Collection in the 2005/06 budget of the 15 year plan and this amount is ongoing - this allocation has been used for consultant staffing, purchase of equipment for the oral history programme and funding other major initiatives).

3. Retain the current staffing establishment level and reduce service levels in the heritage area.

Option 1 is recommended.

Conclusion

In concluding, it is acknowledged that a precedent has been set with an extremely high level of service in the heritage area, at both administrative and political levels. Without additional staffing, it will be impossible for the current levels of service to be retained. It is recommended that in order to retain the current service levels, the staffing establishment of the Library and Heritage Department be increased by a 0.8 Level 5 Historian/Local Studies Librarian to be responsible for the Birtwistle Local Studies Library. Creating two positions, one with responsibility for museum services and the other for local studies, will also offer a greater scope for increasing the service levels of both discreet areas.

RECOMMEND

That Council approves, for inclusion of consideration in the 2005/06 Draft Budget, an increase in the staffing establishment of the Library and Heritage Department by addition of a 0.8 Level 5 Historian/Local Studies Librarian at a cost of \$32,000 per annum inclusive of on costs.

Moved

CARRIED/LOST ()

Library and Heritage Services

WRITTEN HISTORY OF THE CITY

WARD ALL
FILE REF: PUB/5
DATE 21 March 2005
REF PLW
RESPONSIBLE Executive Director
MANAGER Community
Services

In Brief:

- This item recommends that Council includes for consideration of funding a sum of \$150,000 (of which \$114,000 are additional dollars) on the 15 Year Financial Plan to produce a new written history of the City.

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

An additional \$114,000 will be required in the current 5 Year Financial Plan to bring the dollars allocated for a new written history of the City to \$150,000.

Income of between \$60,000 and the full \$114,000 would be generated from book sales beginning three years into the budget cycle, over several years.

Consultation

Community Heritage Advisory Committee

BACKGROUND

At the October 2003 meeting of the History House Museum Management Committee meeting, following advice given by the Historian/Curator of the limited number of copies of First Stage South remaining, the Committee passed a motion “That Council look at a range of options regarding the updating and revision of the written history of the district”.

It was noted at that stage that there was a dollar allocation in the existing Five Year Financial Plan for a Local History Update Project. A budgetary recommendation had been made to

Library and Heritage Services

increase the existing allocation but this was not successful. The current dollar allocation and budgetary years for the Local History Update Project are:

2005/06	2006/07	2007/08
\$10 300	\$10 300	\$15 500

Additionally Cr Zelones referred the matter of the City's history to the Community Services Committee, where it was considered at the April 2004 meeting. As a consequence, Council adopted the following Resolution at its Ordinary Meeting of 3 May 2004:

C70/4/04

1. *Officers investigate the likely cost of:*
 - a. *employing a suitably qualified historian to undertake a written history of the City.*
 - b. *having the City's Art Collection digitised for incorporation into a database*
2. *Officers request the Armadale Redevelopment Authority to consider contributing to the above projects*
3. *The matter be referred to the History House Museum Management Committee for advice and a subsequent report be provided to a future Community Services Committee on the outcomes of the above.*

At the History House Museum Management Committee (HHMMC) meeting of 7 October 2004, there was agreement that a detailed report was required, with different options for publishing and associated costs for a new written history of the City. The then Historian/Curator was seconded to do the research and an interim report was presented to the former HHMMC now Public History Advisory Committee (PHAC) in December 2004. A final report was presented to PHAC in February 2005.

A copy of that report, from which this background information was taken, is attached (**Refer to Attachment "A-1" - Summary of Attachments - buff page.**)

It should be noted at this point that a request to the Armadale Redevelopment Authority (ARA), that it consider contributing to the projects of employing a suitably qualified historian to undertake a written history of the City and of having the City's art collection digitized for incorporation into a database, did not receive a response. The members of PHAC agreed that a second approach should be made to the ARA, once Council has agreed on the type of history book that they wish to see published and there is a known budgetary requirement.

It should also be noted that PHAC did not consider the options for digitizing the City's art collection for incorporation into a data-base in any great detail, other than to receive a report from the City of Stirling. That report, titled "*Images on NetOPACS : A Case Study*" that outlined a project undertaken by the City of Stirling detailed how all of the City's photographic collection and art works were digitized and are now available to visitors to the City's web site via the library's NetOPAC. This option is available to the City of Armadale, as we do use the same library software as Stirling. Grant funding is probably available to do this, and will be pursued once the Museum Curator and Historian/Local Studies Librarian

Library and Heritage Services

positions are resolved. A separate report will be presented; addressing this matter, when it has been further progressed.

At the 3 February 2005 PHAC meeting, the report prepared by the former Historian/Curator relating to a new written history of the City, was discussed in some detail. The merit of each of the three different options for a new history was the focus of discussion. Those options are:

- Option 1, a comprehensive, fully researched hard bound volume – estimate \$220,000
- Option 2, a smaller volume of history, not as comprehensively sourced, published as a paperback/soft cover – estimate \$150,000
- Option 3, a series of volumes arranged and published thematically – estimate \$50,000 each volume.

The following decision was made by the Committee:

Decision:

1. *Ms Gurney-Pringle was formally thanked for providing such a comprehensive report.*
2. *That a report and recommendation be made to Council, that it include for consideration of funding in the 15 Year Financial Plan adequate funding for production of a new history of the district, as outlined in Option 2 of the report “City of Armadale Local History Re-write”.*

DETAILS OF PROPOSAL

The proposal is that Council include for consideration of funding in the 5 Year Financial Plan \$150,000 for production of a new history of the City that:

- is researched by a qualified historian,
- incorporates some photographs and ephemera with the text in the final product;
- is produced on good paper stock
- is produced as a soft cover/paperback
- provides an option for Council to produce a limited number of “Deluxe Edition” copies for corporate/VIP distribution.

Once Council funding is approved for a new written history of the City, the Public History Advisory Committee should create a “Written History of the City” Working Party whose role will be to co-ordinate the project.

COMMENT

Analysis

The proposal to include an amount of \$150,000 in the City’s financial plan is obviously well short of the \$36,100 currently allocated in the 15 Year Financial Plan. However, there is an urgent need to proceed with a new written history of the City. There is currently a twenty-five year period of unrecorded history, the years between 1980 when First Stage South was

Library and Heritage Services

published and 2005, and there is a generation of people who will pass away taking their stories with them.

Note that while there is an expenditure figure of \$36,100 in the 5 Year Financial Plan, there is no budgeted income. Income from sales will largely offset expenditure of the history book over time. A history book published as a soft cover would sell for between \$30 and \$40. If the City has 3,000 copies of the book printed and sells them for \$30 each, this will achieve an income of \$90,000. A cost of \$40 each will achieve an income of \$120,000 (less those copies used for corporate gifts etc). If only 2,000 copies could be published within the \$150,000 total budget, the income generated would be between \$60,000 and \$80,000, depending on selling price. Advice from a publisher of local history books is that between 2,000 and 3,000 copies of a history book is the number generally published and that the budget amount of \$150,000 should be quite adequate to accomplish what is proposed, including a number of “Deluxe Edition” copies if they were required, presuming the book is of an average length.

The \$150,000 allocated cost is an estimate only. Negotiation would need to be had with both an historian and a publisher to ensure that the type of book required, and the number of books that Council wanted published could be accommodated within this dollar amount. The \$114,000 over and above what is currently included in the 5 year Financial Plan could, in all probability, be largely offset by income over the next few years, depending on sales of the history book. The best case scenario would be that all of the additional dollars over and above those currently allocated in the 5 Year Financial Plan would be recouped over time, while the worst case scenario would be that approximately 50% of the additional dollars would be recouped. As it would take two years from the appointment of an historian to publication of the new history, income would not be generated until the third year of the budget cycle.

Estimating sales is not always an easy task, but with good marketing and with sales taking place in each of the three libraries, Local Studies Library, the Visitor Centre, the museums and the Administration Centre, as well as the new book being offered to other local governments on publication, and working on the sale price of \$35 per book, it should be possible to generate up to \$15,000 in the first year. Sales of seven to eight books per week, or just over 400 books per year, would be required to achieve this.

Options

1. Publish a comprehensive, fully researched hard bound volume – estimate \$220,000
2. Publish a smaller volume of history, not as comprehensively sourced, published as a paperback/soft cover – estimate \$150,000
3. Publish a series of volumes arranged and published thematically – estimate \$50,000 each volume.
4. Do not proceed with a new written history of the City.

Conclusion

Library and Heritage Services

The conclusion is that Council should proceed with a new written history of the City as a matter of urgency, as there is currently a twenty five year period of unrecorded history, i.e. the years between 1980, when First Stage South was published, and 2005. Additionally, there is a generation of people who will pass away taking their stories with them. The publication should be a readable volume of history, not as comprehensively sourced as a full academic history, and published as a paperback/soft cover. To do this, Council will need to include for consideration of funding an additional amount of \$114,000 in the 5 Year Financial Plan, as well as an estimated annual income from sales of the new book, commencing in the third budget year following signing of a contract with an historian.

RECOMMEND

That Council:

- 1. Acknowledges the urgent need to proceed with a new written history of the City, as there is currently a twenty-five year period of unrecorded history, i.e. the years between 1980 when First Stage South was published and 2005 and a generation of people will pass away taking their stories with them if immediate action is not taken.**
- 2. Includes for consideration of funding in the 15 Year Financial Plan a sum of \$150,000 for production of a new history of the City that :**
 - is researched by a qualified historian**
 - incorporates some photographs and ephemera with the text in the final product**
 - is produced on good paper stock**
 - is produced as a soft cover/paperback**
 - provides an option for Council to produce a limited number of “Deluxe Edition” copies for corporate/VIP distribution.**
- 3. Instructs the Public History Advisory Committee to create a “Written History of the City” Working Party whose role will be to co-ordinate the project, once funding for a new written history of the City is approved.**

**Moved
CARRIED/LOST ()**

Miscellaneous

LEASE: SOUTHERN DISTRICTS SUPPORT ASSOCIATION INC – GWYNNE PARK

WARD FORREST
FILE REF: A27684/3
DATE 21 March 2005
REF NP
RESPONSIBLE MANAGER Manager
Community
Development

In Brief:

- The Southern Districts Support Association Inc is seeking approval to enter into a lease on Council owned land adjacent to Lotteries House at Gwynne Park, Armadale.
- The terms and conditions of a lease have been negotiated and are now presented for Council's approval.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

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

Legislation Implications

Section 3.58(5) Local Government Act 1995 – Disposing of Property
Regulation 30 Local Government (Functions and General) Regulations – Dispositions of property to which section 3.58 of Act does not apply.
Section 5.25(e) Local Government Act 1995 – Regulations about council and committee meetings and committees.
Regulation 10(2) Local Government (Administration) Regulations – Revoking or changing decisions made at council or committee meetings.

Council Policy/Local Law Implications

Council Policy ADM 2 – Property Lease Rentals

Rental classification:

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

Council Contribution to Legal Costs:

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

Miscellaneous

- c. Sporting clubs/Associations with liquor license 50%

Budget/Financial Implications

Nil

Consultation

Manager Admin & Governance
Manager Community Development
Manager Property Services
Community Development Coordinator
Southern Districts Support Association Inc (SDSA)
Armadale Girl Guides
Parks and Gardens Department
Planning Department
Home and Community Care Services
Development Services Committee

BACKGROUND

The accommodation needs of the Southern Districts Support Association (SDSA) have been the subject of a number of reports to council since May 2002.

Initially SDSA had proposed to develop an area of San Jacinta Reserve but due to a combination of community feedback, site access and increased construction costs due to an underground water pipe this site was not progressed.

An agenda item in April 2003 identified Lotteries House as being a suitable site and as such the City, SDSA, Lotteries House Management Committee and LotteryWest negotiated for the SDSA to become the principal tenant of that building.

Consequently Council resolved (C57/4/03):

“That Council:

- a) *subject to appropriate applications approve in principle a portion of the site at Lot 21 Cnr Forrest Road & Millman Way, Armadale for the lease to and development by SDSA.*
- b) *Support the relevant Council Directorates to proceed with application processes in regards to lease and development of part 21 Cnr Forrest Road & Millman Way, Armadale.*
- c) *As a contribution to the project, agree to release remaining Council funding (\$3,644) allocated to SDSA accommodation needs for the altered proposal.”*

Since that resolution was adopted, the Lotteries House option stalled due to existing tenants not being in a position financially or logistically to relocate as was originally intended. This resulted in the SDSA reviewing other options.

Miscellaneous

Subsequent to this development, Council resolved (C121/8/03) in part:

“That Council:

3. *approve, in principle, the use of the PCYC building in Champion Drive by SDSA and authorise, subject to successful negotiations, the Chief Executive Officer to execute and sign the resulting lease agreement with SDSA.*
4. *acknowledge that part of those negotiations may involve underwriting SDSA’s capital expenses up to \$450,000, together with other reinstatement works, should the PCYC enact upon their 3 year clause to return to the Champion Drive site.”*

This option was also not progressed due to the fact that the PCYC premises was not supported by the main funding agencies (Lotterywest and Home and Community Care) as they considered it inappropriate for the proposed development purpose.

Council at its meeting on 17 January 2005 resolved (D1/1/05) in part:

2. *That Council approve the application for Southern Districts Support Association to develop a “Home and Community Care Centre” and vehicle storage area on Lot 21 Forrest Road, Armadale, subject to the following conditions:*
6. *That the City’s Corporate Services Directorate incorporate reciprocal use and access arrangements between SDSA and the Girl Guides into the leasing arrangements with SDSA to the satisfaction of the Executive Director Corporate Services.*

DETAILS OF PROPOSAL

It is proposed to enter into a lease for a portion of Lot 21 cnr Forrest Road and Millman Way, Armadale under the following basic terms and conditions:

Lessee:	Southern Districts Support Association Inc.
Term:	Twenty One (21) years.
Commencement date:	1 January 2005
Rent:	\$50 per annum plus \$5 GST
Outgoings:	All normal outgoings to be the responsibility of the lessee.
Maintenance:	Lessee to be responsible for all building maintenance.
Insurance:	Lessee to be responsible for all building and public liability insurance.
Costs:	Council to be responsible for legal fees as per Council Policy ADM 2 – Property Lease Rentals.
Leased Area:	Portion of Lot 21 Forrest Rd, Armadale as contained within Certificate of Title Volume 1205 Folio 39 as highlighted on the plan attached to this agenda (Refer to Attachment "A-2" - Summary of Attachments - buff page.)

Miscellaneous

COMMENT

Analysis

SDSA is a growing organisation funded by the State and Commonwealth Health Departments under the Home and Community Care (HACC) programme to provide basic maintenance and support services to frail aged and younger people with disabilities and their carers.

Services provided by SDSA include respite, domestic assistance and transport, social support and activities, home maintenance, and day care (for children up to 12 years old, from 9:00 a.m. to 3:30 p.m. each Saturday).

Presently the service operates out of four bases, the primary base being the administration arm at Armadale Lotteries House and a day care facility operating from premises in Forrest Lakes. In addition to these facilities, transport vehicles and the adult day care facility operate from leased premises in Gillam Drive, Kelmscott and the Home Maintenance and Gardening Department operates from separate leased premises in Gillam Drive.

It is their desire to construct one facility to bring all of their existing services together in one location.

SDSA have locked in funding to build administration and adult day care facilities on the block adjacent to Armadale Lotteries House (Lot 21 Forrest Rd) and have engaged an architect to draw up the plans for the development with a view to submitting a formal building application as soon as possible.

They have lodged a development application with Council for the construction of the new premises, which was considered by the Development Services Committee on 11/1/05 and approved by Council on 17/1/05, subject to a number of conditions.

The process of negotiating a lease with SDSA has been ongoing for a number of years with the only main difficulty being the location. The basic terms and conditions of a lease have been agreed to and are now being submitted to Council for approval.

The lease term being espoused in the proposal is longer than most recently negotiated leases (generally ten years) however this is at the request of the SDSA. Due to the financial input from LotteryWest the Lotteries Commission requires security of tenure and this is achieved through the longevity of the lease term.

In comparison, the existing lease for Lotteries House is for 50 years and does not expire until 2042.

As a condition of the grant from the Lotteries Commission, Southern District Support Services are required to enter into a Deed of Trust with the Lotteries Commission as part of the leasing arrangements with Council.

The Lotteries Commission also requires that the City of Armadale, as lessor under the lease, acknowledges the Lotteries Commission's interests under the Deed of Trust.

Miscellaneous

There does not appear to be any reason to object, particularly on the basis that the existing Lotteries House lease also incorporates a similar Deed of Trust.

In order for this to occur, the Lotteries Commission solicitors have requested the following inclusions in the lease:

1. The Lotteries Commission (Commission) to be added as a party to the lease between the City of Armadale (Lessor) and Southern District Support Services (Lessee); and
2. The following clause to be inserted into the lease:

"The Lessor by its execution of this Lease hereby acknowledges to the Commission that:

- (a) The Lessee and the Commission have entered into the Deed of Trust;*
- (b) The Commission has by virtue of the Deed of Trust a beneficial interest of the Undivided Share (as defined in the Deed of Trust) in this Lease;*
- (c) The Lessor will not exercise its rights on a breach by the Lessee of the terms of this Lease without first giving reasonable notice of its intention to do so to the Commission;*
- (d) The Lessor shall give to the Commission notice as soon as practicable after it is aware the Lessee has failed to perform or observe any covenant contained in this Lease or fails to comply with any condition described in this Lease; and*
- (e) If a specified event (as defined in the Deed of Trust) occurs under the Deed of Trust, entitling the Commission to require an assignment of this Lease to it or a party selected by the Commission, the Lessor agrees that it will not withhold its consent to such assignment."*

Discussions have been held with representatives of the SDSA in regards to the reciprocal rights of access through the proposed leased area to the Girl Guides as required under previous Council resolutions. They have had discussions with the Guides and are agreeable to include this in the lease. They have offered the guides use of a secure parking area which is accessed via gates on the basis that the guides lock up and make secure the car park on every occasion they use it. The times of use are to be 3.00 p.m. to 9.00 a.m. every day of the week and the SDSA will supply a key to the guides for this purpose. The SDSA have also offered the use of an open area at the south east corner of the facility.

In order for the process to continue and comply with the Local Government Act it is necessary to rescind the following Council resolution.

At its meeting in August 2003 Council resolved (C121/8/03), in part:

Miscellaneous

- “3. That Council approve, in principle, the use of the PCYC building in champion Drive by SDSA and authorise, subject to successful negotiations, the Chief Executive Officer to execute and sign the resulting lease agreement with SDSA”

Options

Due to the fact that Council has already committed itself to some degree to entering into a lease with SDSA and the fact that SDSA have substantially progressed their development and building applications there are no options available in terms of whether to lease or not.

Conclusion

It is considered appropriate to enter into a lease with the Southern Districts Support Association Inc due to:

- Funding sources for the construction of the facilities is based on the development occurring at the Lotteries House site.
- The benefit derived to the community from these additional facilities.
- Council’s prior decision to approve the lease in principle.
- The substantial progress made with their development and building applications.

RECOMMEND

- (1) **That Council enters into a lease agreement with the Southern Districts Support Association Inc under the following basic terms and conditions:**

- **Lessee:** Southern Districts Support Association Inc.
- **Premises:** Portion of Lot 21 Forrest Rd, Armadale as contained within Certificate of Title Volume 1205 Folio 39 as highlighted on the plan attached to this agenda.
- **Term:** Twenty One (21) years.
- **Commencement Date:** 1 January 2005
- **Rent:** \$50 per annum plus \$5 GST.
- **Outgoings:** All normal outgoings to be the responsibility of the lessee.
- **Maintenance:** Lessee to be responsible for all building maintenance.
- **Insurance:** Lessee to be responsible for all building and public liability insurance.
- **Costs:** Lessor to be responsible for all legal fees as per Council Policy ADM2 – Property Lease Rentals.

Miscellaneous

- Use: **Home and Community Care Centre and Vehicle Storage area**

(2) **That Council rescinds part of resolution C121/8/03 which states:**

- “3. That Council approve, in principle, the use of the PCYC building in champion Drive by SDSA and authorise, subject to successful negotiations, the Chief Executive Officer to execute and sign the resulting lease agreement with SDSA”**

**** ABSOLUTE MAJORITY REQUIRED FOR PART (2) ****

Moved

MOTION CARRIED/LOST ()

Recreation

PROPOSAL TO ESTABLISH A RUSHTON PARK ADVISORY COMMITTEE

WARD Kelmscott
FILE REF: A178691
DATE 23 November 2005
REF PGQ
RESPONSIBLE Executive Director
MANAGER Community
Services

In Brief:

This report

- Presents a proposal to establish a Rushton Park Advisory Committee along with other options for improving communication between Council and the user groups.
- Recommends that Council write to the user groups to formally seek their views on the proposal and a further report on this matter be presented to the May Community Services Committee meeting.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

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

Legislation Implications

Local Government Act (1995)

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

The proposal has no direct financial implications, but does have implications in terms of staffing resources to service the proposed new committee.

Consultation

- Cr Zelones
- Kelmscott Primary School
- Kelmscott Cricket Club
- Kelmscott Tennis Club
- Kelmscott Agricultural Society
- Free Reformed Church Soccer Club

Recreation

BACKGROUND

Following a formal approach to the Executive Director by Cr Zelones, the possibility of establishing a new committee called “Rushton Park Advisory Committee” was briefly canvassed in a report to the November 2004 Community Services Committee Meeting. Council’s subsequent resolution on this matter was:

2. *That officers further investigate the proposal to establish a Rushton Park Advisory Committee and report back to the February Community Services Committee on the benefits and potential implications of the proposal.*

The background to Cr Zelones requesting that this matter be investigated originates from comments made to elected members around the time of the 2004 Kelmscott Show, that there needed to be better communication between Council and the Kelmscott Agricultural Society on matters related to the Society’s use of Rushton Park for its annual Show. The redevelopment of the former Kelmscott Pool site and the need to keep user groups informed and involved with the process, as well as ongoing management issues formed part of the rationale for requesting that the establishment of a new advisory committee be investigated.

This report provides information on a number of issues related to the proposal including the role of the proposed committee, membership structure, frequency of meetings as well as advantages and disadvantages of the proposal.

DETAILS OF PROPOSAL

The rationale for this matter being investigated can broadly be summarised as follows:

- The view expressed by some members of the Kelmscott Agricultural Society that there needed to be better communication between Council and the Society regarding the use of Rushton Park for the annual Show.
- The perception that both Council and the user groups would benefit from a formal structure that would provide the opportunity for improved communication between the respective parties on matters related to the redevelopment of the former Kelmscott Pool site and ongoing management of the facilities.

This section of the report presents two options for achieving the desired outcome.

1. Establish a new Advisory Committee

Section 5.8 of the Local Government Act (1995) makes provision for Local Governments to establish committees to assist the Council and to exercise the powers and discharge the duties of the Local Government that can be delegated to committees.

If this was Council’s preferred option, Terms of Reference would need to be established and a process put in place whereby user groups and other stakeholders would be invited to nominate delegates to serve on the Committee. Council would then need to formally appoint the membership of the committee and as with other Council committees, members of the

Recreation

committee would be bound by the provisions of the Local Government Act and Council's Code of Conduct.

The purpose of the committee would be to advise Council on matters related to the future development and ongoing management of Rushton Park, and provide a vehicle for communication between Council and the user groups.

Possible objectives might include:

- To advise Council on matters related to the future development and ongoing management of Rushton Park.
- To identify and make recommendations to Council with regard to capital works priorities for Rushton Park to be considered as part of Council's budget process.
- To provide a forum for communication between the user groups of Rushton Park, and a vehicle for communication between Council and the user groups.

Membership of the committee would most likely comprise:

- (1) Representative from each of the user groups of the Park
- (1) Ward Councillor
- (1) Council Officer
- (2) Community Representatives not linked to any user group

Meetings would most likely be held at quarterly intervals.

As with most other advisory committees, responsibility for administering the committee and providing secretarial services would rest with a Council Officer.

2. Establish an informal communication process

The alternative to establishing a new advisory committee would be to establish an informal process whereby user group and Council representatives would meet 2 or 3 times a year to discuss any issues relating to the development and ongoing management of the Park. Notes from the meetings would be recorded to ensure that any matters raised were correctly recorded and followed up on.

These meetings would not in any way take the place of the current arrangements whereby user groups are encouraged to contact Council Officers as and when issues arise to report any maintenance problems or discuss any matters of concern.

The purpose of the informal process would be similar to that of an advisory committee, and in all likelihood produce a similar outcome.

In the brief discussions with the user group representatives, the user groups generally expressed a preference for the informal process rather than establishing a formal advisory committee.

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COMMENT

Analysis

The report presents two options for providing a vehicle for improved communication between Council and the Rushton Park user groups. The advantages and disadvantages of both options are summarised below:

Option 1 – Advisory Committee

Advantages

- It would provide a formal structure to facilitate improved communication between Council and the user groups on matters related to the future development and ongoing management of Rushton Park.
- Representatives on the committee would be covered under Council's volunteer insurance policy.

Disadvantages

- The user groups themselves are not driving the concept of establishing a new committee and appear to be more supportive of an informal process rather than setting up a formal committee.
- The establishment of another committee does have implications in terms of staffing resources to administer the committee, resulting in possible deferral of existing priorities.
- If Council's preference is to establish an advisory committee, there is the possibility that user groups at other venues may also wish to set up similar committees e.g. Cross Park, Frye Park, Gwynne Park, John Dunn Oval, Bob Blackburn Reserve and Forrestdale. Should this eventuate, there would be reasonably significant implications in terms of staffing resources to administer the committees.

Option 2 – Informal process

Advantages

- It would provide an informal process for user groups to meet with one another and with Council representatives to discuss any issues related to Rushton Park.
- The user groups appear to favour this option rather than establishing a formal committee.
- It would require less commitment in terms of staffing resources to administer
- It would not create a precedent to establish other sporting reserve advisory committees.

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Disadvantages

- User group representatives would not be covered under Council's volunteer insurance policy.
- It does not provide a formal structure whereby a committee can make recommendations to Council on budget priorities and management issues.

In summary, the notion of establishing a Rushton Park Advisory Committee has merit and would provide a formal structure for discussing issues related to the future development and ongoing management of the Park. The proposal does however, have implications in terms of resources to service the Committee and the potential for other sporting and recreation venues to request establishment of similar committees.

An option that has not been canvassed is to simply reinforce and continue with the current process whereby user groups are encouraged to make contact with Council officers as and when issues arise. In the case of the Kelmscott Agricultural Society's comments, Council officers that had been liaising with the Society in the lead up to the Show were somewhat surprised to hear the comments as they had been able to accommodate the majority of the Society's requests for assistance. Addressing the perceived need for better communication between the Society and Council could simply be a case of requesting the Society to submit in writing any requests for assistance, holding a meeting with the Society to clarify and confirm what assistance Council is able to provide, and a follow up confirmation letter from Council. A debriefing meeting after the Show may also be of some benefit.

Another matter that is worthy of mentioning is that a report on the role and effectiveness of Council's advisory committees will soon be presented to Council as part of the development of a Community Consultation Policy, which has been identified in the City's Strategic Plan. A possible outcome of this report is that Council may elect to review and/or rationalise some of its Council appointed committees as well as consider less formal processes for seeking community input and advice on matters relevant to Council.

Options

1. Council could establish a new committee called the *Rushton Park Advisory Committee* with draft Terms of Reference to be prepared and presented to a future Community Services Committee.
2. Council could set up an informal process to meet with user groups on two or three occasions a year to discuss matters related to the future development and ongoing management of Rushton Park.
3. Council could simply write to all user groups and reinforce the current communication channels whereby groups are encouraged to contact Council officers as and when issues arise.

Recreation

Conclusion

The idea of establishing a new committee called the *Rushton Park Advisory Committee* or the alternative of setting up an informal communication process has only been canvassed via telephone contact with one member of each user group. Prior to Council making a decision that may not necessarily be supported by the user groups, the recommended approach is to write to each user group to seek their views on the proposal. Once this has occurred, Council will be better placed to make a decision as to the need to establish a new committee.

RECOMMEND

1. That Council writes to user groups of Rushton Park to:

- a) **Reinforce current communication channels that are available whereby user groups are encouraged to make direct contact with Council officers as and when issues arise to report any maintenance problems or discuss any matters of concern**
- b) **Seek their views as to the need to establish a new advisory committee or the alternative of setting up an informal communication process that would involve the groups meeting with Council representatives on two or three occasions each year.**

2. That a further report on the proposal to establish a Rushton Park Advisory Committee be presented to the May 2005 Community Services Committee.

Moved

MOTION CARRIED / LOST

Recreation

PROPOSAL TO USE KARRAGULLEN HALL – ROLEYSTONE SCOUT GROUP

WARD Roleystone
FILE REF: A225830
DATE 21 March 2005
REF PGQ
RESPONSIBLE
MANAGER Executive Director
 Community
 Services

In Brief:

This report

- Presents a proposal from the Roleystone Scout Group to use the Karragullen Hall for its activities under a License/Management Agreement.
- Recommends that Council support the Scout Group's proposal and a draft Management Agreement be prepared to reflect the responsibilities of both the City and the Scout Group under that Agreement.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

- To foster a supportive and caring community.
- To have in place a range of services to meet community needs.
- To maintain and upgrade physical infrastructure for the economic and physical well being of the local community.

Legislation Implications

Nil

Council Policy/Local Law Implications

ADM/2

Budget/Financial Implications

The current cost to maintain and clean Karragullen Hall is approximately \$14,000 per year. The proposal would provide annual operational savings in the order of \$8,000.

Consultation

- Roleystone Scout Group
- Cr Hopper
- Technical Services
- Corporate Services

Recreation

BACKGROUND

For the past twenty years the Roleystone Scout Group has operated from a transportable building located on land owned by the Congregational Church in Thompson Road Roleystone. The building is very old and need of major repairs, which are estimated to cost at least **\$10,000** to undertake. The Scouting Association of Australia has inspected the building and deemed it to be an inappropriate building to run a scouting programme.

The Scout Group does not have the necessary funds to repair the building and because the facility is located on privately owned land, the Group is not eligible to apply for State Government or Council funding. Even if funds were readily available, the Scouting Association has advised against spending large sums of money on a badly deteriorated facility.

After working through a process of identifying and considering its options, the Scout Group has submitted a proposal to use the Karragullen Hall for its scouting programme, under a License/Management Agreement.

DETAILS OF PROPOSAL

The proposal is for the Roleystone Scout Group to relocate to the Karragullen Hall and take over management responsibilities for the Hall under a License/Management Agreement. The Scout Group proposal has flagged that the use of Karragullen Hall is considered to be a short term (3-5 years) arrangement and its ultimate aim to eventually be located in a suitable facility within the Roleystone townsite.

The proposal is generally in line with existing lease and management agreements that are in place between the City and various community groups and sporting clubs. The proposed responsibilities of the respective parties are identified as follows:

City of Armadale

- Major and/or structural maintenance
- Minor works to bring the Hall up to an acceptable standard prior to the Scout Group taking over.

Roleystone Scout Group

- Day to day maintenance
- Electricity and water costs
- Cleaning
- Property and public liability insurance
- Pay the standard annual lease fee of \$50

Under the proposed agreement, the Scout Group would retain any income generated from the hire of the Hall, and a clause would be included in the agreement that retains the use of the Hall for the Karragullen Field Day.

Recreation

COMMENT

Analysis

The situation that the Scout Group finds itself in is that it is operating from premises that have genuine safety concerns, and the advice from the Scouting Association is that even if funds were readily available, the condition of the building is such that spending large sums of money to repair the building could not be justified. The options considered by the Scout Group are summarised below:

1. Repair existing hall

Rejected due to a lack of funds to undertake the repairs and advice that it would not be viable to repair the building as a long-term option.

2. Roleystone Hall

The main advantage is that it is centrally located in the Roleystone townsite. The disadvantages are the lack of storage space, the unavailability of the Hall at the desired times and the large size of the Hall which is not conducive for small group activities.

3. Build a new hall

Rejected due to a lack of funds.

4. Karragullen Hall

The major advantages are that aside from the toilets being external to the building, the hall is suitable for scouting activities and is located next to the oval and bush, which is ideal for outside activities. The main disadvantage is the distance from the Roleystone townsite where the majority of the Group's members live.

From Council's perspective, there would not appear to be any reason why the Scout Group should not be permitted to use Karragullen Hall. The hall currently receives minimal use with the annual Field Day (2 days) being the only regular booking. The Scout Group is more than happy to retain the current arrangement for the Field Day and would more than likely take the opportunity to promote their activity at the event. The Group is also keen to hire the hall out to other parties when it is not required for scouting activities.

In terms of the financial considerations, the proposal is likely to provide Council with savings on operating costs of approximately \$8,000 per year. Under the proposed agreement, Council would still be responsible for any major and/or structural maintenance, and any white ant related treatment/maintenance. The Scout Group has submitted with its proposal a summary statement of income and expenditure for 2004, which indicates that the Group has the capacity to meet its responsibilities under the proposed agreement.

With regard to the Scout Group's medium term aim to be located within the Roleystone townsite, it appears likely that some of the recently announced State Government funding for upgrading the Roleystone town centre will be allocated to the preparation of a "Place Plan".

Recreation

Part of the process to develop the Place Plan would be to consult with local community and sporting groups to identify their needs and how those needs could best be met. The wish for the Scout Group to eventually be located in the Roleystone townsite could be considered as part of that process.

In summary, the advantages and disadvantages of the proposal are as follows:

Advantages

- It provides a short to medium term solution to the Scout Group's problem and would allow the Group to continue to operate in a safe environment.
- It would make use of an under used facility, whilst maintaining existing use for the Karragullen Field Day and potential other use of the hall.
- It would provide operational savings of approximately \$8,000 per year for Council.
- It is the Scout Group's preferred option and would provide access to a suitable facility at minimal cost.

Disadvantages

- The distance from the Roleystone townsite where the majority of the Scout Group's members live.
- The toilet facilities being separate to the hall building.

Options

If Council is not supportive of the Scout Group's proposal, the following alternative options are presented for consideration:

1. Decline the proposal.
2. Approve the use of the hall on the basis of the Scout Group hiring the hall rather than setting up a management agreement.
3. Reschedule existing activities at Roleystone Hall, and negotiate the use of that venue by the Scouts rather than Karragullen Hall.

The above options are not recommended.

Conclusion

For the reasons outlined in this report it is recommended that Council support the Roleystone Scout Group proposal to take over management of the Karragullen Hall, and a draft Management Agreement be prepared to reflect the responsibilities of both the City and the Scout Group as identified in the report. It is recommended that the initial term of the

Recreation

Agreement be for a trial period of two years, with an option for a further three years should the initial period be successful.

RECOMMEND

- 1. That Council support the Roleystone Scout Group proposal to use the Karragullen Hall for its scouting programme.**
- 2. That a draft Management Agreement be prepared between the City and the Scouting Association of Australia – WA Branch for the use of Karragullen Hall that reflects the following terms and conditions:**

Term	Two years plus an option for a further three years
Annual Fee	\$50 per year

Scouting Association Responsibilities

- **Property and Public Liability Insurance**
- **Day to day maintenance**
- **Electricity and water costs**
- **Cleaning**

City of Armadale Responsibilities

- **Major and/or structural maintenance**
 - **Minor works to bring the hall up to an acceptable standard prior to the Scout Group taking over.**
 - **White ant related treatment and maintenance**
- 3. That subject to the successful conclusion to the negotiations with the Scout Association of Australia, the Chief Executive Officer (or his delegate) be authorised to sign the Management Agreement referred to in part 2 above on Council's behalf.**

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Recreation

ARMADALE ARENA FINANCIAL UPDATE

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

In Brief:

This report

- Advises of an increase in the operational subsidy for Armadale Arena for 2004/05, and the need to undertake repairs to the floor surface on Court 1 due to white ant damage, and
- Recommends that the projected increase in the operational subsidy be referred for consideration to the March Quarterly Budget Review process, and the necessary repairs to the floor surface be undertaken as soon as possible due to safety concerns.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

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

Legislation Implications

Nil

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

The report advises of a likely over expenditure on the allocated budget for subsidising the operations of Armadale Arena, and the likelihood that for 2005/06 the operating subsidy will remain in the order of \$80,000 to \$100,000.

Consultation

- Armadale Police and Citizens Youth Club (PCYC)
- Federation of Police and Citizens Youth Clubs
- ABV Leisure Consultants

Recreation

BACKGROUND

Following the withdrawal of LeisureCo in late 2001, and an extended period of negotiations with the Federation of Police and Citizens Youth Clubs, the new management partnership between the City and the PCYC came into effect in late July 2003.

A key element of the partnership was that during the first four years of the agreement, the City would underwrite the operating deficit for the Centre up to but not exceeding the following amounts:

Year 1	\$100,000
Year 2	\$75,000
Year 3	\$50,000
Year 4	\$25,000

In addition to the operating subsidy, Council has also accepted responsibility for any major or structural maintenance that is required at the Centre that exceeds \$5,000 in value.

For the initial eleven month period of the partnership i.e. year 1, the operating subsidy for Armadale Arena was \$72,000. At the time Council's 2004/05 budget was prepared, the assumption was made that once the early "teething problems" that could be expected with any new venture were overcome and the PCYC became more proficient with the management of the Centre, the operating deficit would be reduced. At the time there was also no known major maintenance items that needed to be addressed. The amount that was allocated in Council's 2004/05 budgets for the operating subsidy was \$50,000.

As reported via the Quarterly Budget Review to the February City Strategy Committee meeting, the predicted operating subsidy for the year was expected to be in the order of \$75,000.

This report advises that the projected operating deficit for Armadale Arena for 2004/05 is now likely to increase to approximately \$120,000, and in the past month or so a major white ant problem has become evident that will cost approximately \$8,500 to repair.

COMMENT

Analysis

The Management Agreement for the Armadale Arena requires an annual Business Plan to be prepared and forwarded to the City by 30 April each year. Unfortunately the 2004/05 Business Plan was not completed until late August, and predicted an operating deficit of \$80,000. By that stage Council's budget had already been adopted, but it was hoped that new revenue generating activities such as the climbing wall could reduce the deficit down to a figure close to Council's budget allocation of \$50,000. Despite the best efforts of the former Manager, this has not occurred. The following comments are made in relation to the projected operating deficit:

Recreation

- As at the end of February 2005, actual expenditure was under budget by approximately \$10,000. Whilst the new manager is actively investigating opportunities to reduce operating costs, over expenditure of the budget has not caused the increased deficit.
- The main problem has been the shortfall of approximately \$55,000 in revenue. This has occurred across a number of areas. The impact of “Foxy’s Leisure Centre” in Kelmscott has been greater than anticipated, and gym memberships have remained relatively stable since the upgrade of the Centre was completed. The budget forecasts had predicted a reasonable increase in gym memberships for 2004/05.
- Two months into the current financial year, Council officers became concerned about the initial monthly deficits and engaged an independent consultant to undertake a review of the Centre’s financial operations. This report made a number of recommendations in relation to the method of financial reporting, service levels in the gymnasium, marketing of the Centre and reducing energy costs. These recommendations were discussed with the former manager and were partly implemented.
- Various meetings have been held with the Armadale PCYC, the Federation of PCYC and Council staff to discuss the City’s concerns with the financial operation of the Centre.
- The new manager has already commenced work on developing the Centre’s 2005/06 Business Plan and has given a commitment that the draft Plan will be presented to the PCYC Management Committee meeting in April and available for Council’s consideration by no later than the May Community Services Committee meeting. A key objective of the new Business Plan will be to increase the revenue base of the Centre, and reduce costs. A decision has been taken not to replace two staff members that have recently finished employment at the Centre.

The other problem that has recently become evident is that white ants have caused significant damage to the floor surface and skirting boards on court one. The cost to undertake the necessary repairs is approximately \$8,500, which under the Management Agreement is classified as major maintenance and is therefore Council’s responsibility. For safety reasons it is recommended that these repairs be done as soon as possible rather than leave it until the new financial year.

Options

1. Council could elect not to subsidize the operating deficit beyond the level agreed to in the Management Agreement (\$75,000 for 2004/05) however this option would be likely to result in the PCYC terminating its partnership with Council and is not recommended.
2. Council could agree to fund the increased operating deficit through until the end of the financial year and work closely with the PCYC in developing its Business Plan for 2005/06 and provide assistance wherever possible to reduce the deficit to a more acceptable level. This is the recommended course of action.

Recreation

3. Council could elect to defer works to repair the white ant damage until the new financial year however for safety reasons this option is not recommended.

Conclusion

Although disappointing that the financial operation of Armadale Arena has not been as successful as was originally envisaged, the presence and involvement of the PCYC has provided many benefits in the area of crime prevention programs, reduced vandalism and a more community focussed approach to the management of the Centre than existed in the past. Aside from the financial performance of the Centre, Council has every reason to be happy with the other benefits that the partnership has brought to the local community.

It is fair to say that the transition from the old PCYC facility to managing a large multi faceted Recreation Centre represented a steep learning curve for the former manager and staff. The next year represents a continuation of that learning period for the new manager and hopefully an improved financial performance for Armadale Arena. The manager Recreation Services will be looking to provide as much support and assistance as possible during this period in order to turn around the financial operation of the Centre. It appears likely however that if Council wishes to maintain the partnership with the PCYC, it will need to accept that an ongoing subsidy is required. Once the Business Plan for 2005/06 has been developed, further information will be provided regarding the likely ongoing subsidy for the Arena.

RECOMMEND

- 1. That Council note the likely increase in the 2004/05 operational subsidy for Armadale Arena as being approximately \$120,000 and this be referred for consideration as part of the March Quarterly Budget Review.**
- 2. That the works to repair white ant damage on Court 1 at Armadale Arena be undertaken as soon as possible at an approximate cost of \$8,500 and this be considered as part of the March Quarterly Budget Review.**
- 3. That the draft 2005/06 Business Plan for Armadale Arena be presented for Council's consideration via the May 2005 Community Services Committee meeting**

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LATE ITEMS

EXECUTIVE DIRECTOR COMMUNITY SERVICES REPORT

COUNCILLORS' ITEMS

COMMUNITY SERVICES COMMITTEE

SUMMARY OF “A” ATTACHMENTS

29 MARCH 2005

Attachment No.	Subject	Page
A-1	CITY OF ARMADALE LOCAL HISTORY REWRITE	47– 55
A-2	LEASE: SOUTHERN DISTRICTS SUPPORT ASSOCIATION – GWYNNE PARK	56

CITY OF ARMADALE LOCAL HISTORY RE-WRITE

Background:

At the October 2003 meeting of the History House Museum Management Committee meeting, following advice given by the Historian/Curator of the limited number of copies of First Stage South remaining, the Committee passed a motion "That Council look at a range of options regarding the updating and revision of the written history of the district".

It was noted at that stage that there was a dollar allocation in the existing Five Year Financial Plan for a Local History Update Project. A budgetary recommendation had been made to increase the existing allocation but this was not successful. The current dollar allocation and budgetary years for the Local History Update Project are:

2005/06	2006/07	2007/08
\$10 300	\$10 300	\$15 500

Additionally Cr Zelones referred the matter of the City's history to the Community Services Committee, where it was considered at the April 2004 meeting. As a consequence, Council adopted the following Resolution at its Ordinary Meeting of 3 May 2004:

C70/4/04

1. *Officers investigate the likely cost of:*
 - a. *employing a suitably qualified historian to undertake a written history of the City.*
 - b. *having the City's Art Collection digitised for incorporation into a database*
2. *Officers request the Armadale Redevelopment Authority to consider contributing to the above projects*
3. *The matter be referred to the History House Museum Management Committee for advice and a subsequent report be provided to a future Community Services Committee on the outcomes of the above.*

An approach has been made to the ARA but no response has been received to date.

The History House Museum Management Committee discussed various funding options and the associated costs of contracting an Historian to do the work, as well as the merits of choosing to proceed with a themed or chronological approach to the work. It was decided that a report on the matter would be necessary.

The City's Historian/Curator undertook the research and provided an interim report to the Public History Advisory Committee (PHAC) meeting of 2 December 2004 (formerly the History House Museum Management Committee) which was received and discussed. It was agreed that the report would be reviewed at the next PHAC Meeting in February 2005. The revised report that follows is presented to PHAC for review.

1. Commissioned History

The task of commissioning an historian should be done with care as the type and scope of work produced by people who write history varies considerably in both content and quality. Professionally qualified historians bring historical knowledge, research skills and effective writing skills to a history project. They have the skills to:

- Identify, collect and interpret research materials;
- Conduct oral history interviews;
- Research pictorial collections and
- Produce manuscripts within historical context.

Should the City of Armadale decide to go forward with the proposal to re-write the history of the district it will need to carefully consider if the contracted historian is to design the project as well as undertake it, or whether the project will be clearly defined before engaging the services of a qualified historian.

If the City of Armadale decides to define the product before engaging the services of an historian it will need to consider the following:

- The length and comprehensiveness of the manuscript;
- Appropriate number of illustrations and photographs;
- The scope of events to be covered;
- Writing style;
- Use of oral histories within the body of the text; and,
- Presentation standards, including the required format for citing source material.

2. Costing Options

Once the City of Armadale has a good idea of the type of product it requires, various options can be further explored to suit budgetary requirements.

Essentially, the commissioning of a written history can be completed as either:

- One comprehensive volume, extensively researched and referenced (Option One);
- One volume, well researched and referenced (Option Two);
- Separate themed volumes (Option Three).

Explanation of the three options is as follows:

Option One Produce a comprehensive, professionally researched volume of history.
The final product would incorporate:

- colour photographs and ephemera with the text
- be produced on quality paper
- hard bound volume

Rough Estimate - \$220 000-

Option Two

Produce a smaller volume of history. The final product would still be researched by an historian but would not be as comprehensively sourced. The final product would incorporate:

- Some photographs and ephemera with the text
- Be produced on good paper stock
- Produced as a soft cover / paperback
- Option for Council to produce a limited number of "Deluxe Edition" copies for corporate/ VIP distribution. (*This would depend on the print company contracted to do the work.*)

Rough Estimate - \$150 000-

Option Three

Council produces a series of volumes that are arranged and published thematically. The volumes would be researched to professional historian standard and as such would be comprehensively researched and sourced. This option poses a range of variations for the final product, but would:

- Produce separate volumes that focus on specific themes.
- Spread the costs associated with research and printing over a number of years.
- Produce volumes that are readable, incorporating social history aspects such as oral history, personal photographs and other ephemera and could be timed to be available to celebrate a series of anniversaries or milestones within the district.
- Result in a final product could be produced more cheaply than the traditional volumes proposed in Option One and Two, although the final result would mean that the record of the districts history is more fragmented than with one volume of work.

This option would also allow Council the further options of:

- Producing a "Deluxe Edition" which would consist of the volumes in an edited format at a later stage should finances to print become available.
- Choosing historians with specific expertise in different areas as separate volumes would allow the input of a variety of historians.

Rough Estimate - Each volume \$50 000-

3. Historical Approach

The commissioning of a local history can be undertaken in a variety of formats – it could be carried out in a chronological or narrative style but it is likely that a professional historian would choose to approach the task from a more thematic perspective.

Any commissioned history is best based on scholarly archival research, but should also incorporate broader aspects of social and public history such as personal recollections. It should incorporate a proportion of ephemeral and anecdotal material.

Part of the research process would involve compiling a body of oral material. The Birtwistle Local Studies Library volunteer oral history programme will be a valuable resource for the commissioned historian. It is envisaged that the commissioned historian will work closely with such volunteer / community groups, as this will help to establish a sense of community ownership for the project.

The history should be written with its audience in mind and should be presented in an accessible style and format. Broad themes usually work best and preliminary research has been carried out in the following subject areas to ascertain whether or not they are viable:

- **Settlement** – exploration of the pioneer settlement but to also include post World War II migration and indigenous settlement of the district.
- **Industry** – Looking at the key industries of the district such as Brickworks, Orchards and Dairy Farming. This theme could incorporate the changing face of commercial centres such as Armadale's Jull Street; through personal reminiscences and ephemeral materials.
- **Sense of Place** – What makes this area(s) unique? Oral history interviews should be used to gain an insight into the district from the perspectives of a broad cross range of residents.
- **Education** – Examination of education from settlement to the present day in the district.
- **Entertainment** – What did / do people do to amuse themselves? From the traditional debutant balls to present discos, dances in the Town Hall to concerts in the park. The aim of this theme would be to encapsulate the changing face of entertainment in the district.
- **Women's Lives** – This district has a proud tradition of having extraordinary women living and working as part of the community. People such as Dr Roberta Jull, Matron Galliers, and scores of women too numerous to mention have blazed a trail in their chosen fields both professional and within the home – a theme is necessary to celebrate these efforts in detail.

Other themes which could be incorporated include:

- Changing face of Local Government
- Sport
- Community Services

Until a complete survey of historical sources has been carried out by the commissioned historian, it is advisable that Council not firmly decide on appropriate themes. The sources will help suggest the themes and also make obvious where omissions exist as this may affect the final outcome and quality of the work.

Should Council decide not to opt for Option Three, the types of themes described above represent what the Council could reasonably expect to be woven into the traditional volume approach adopted by Options One and Two.

4. Production Stages

Once Council gives it support to the project it will be necessary to design a project brief to guide the initial process. Before this is possible Council must have a very firm idea of the

final product(s) they require in mind. To see these ideas come to fruition Council may like to work in partnership with another body such as the Centre for Western Australian History (CWAH) who could co- manage the project and are a group with substantial expertise in this area. If Council preferred this option a contract with CWAH would need to be negotiated.

Another option for Council would be to coordinate the project in-house perhaps through one of Councils Committees such as the Public History Advisory committee (PHAC). PHAC could then create a specific local history re-write working party which would need to include any Council staff deemed necessary and the commissioned historian.

- **Research**

Council should expect that for Options One & Two, the commissioned Historian will require between 12-24 months for research. The salary for a professional historian of the quality and reputation necessary (Professionally Accredited level 2-3) is approximately \$65 000 - \$80 000 per annum.

Option Three would cost considerably less initially as the scope of work expected is reduced. For each volume a historian would expect to be researching for a period of approximately 4 months at a rough costing of approximately \$15 000 - \$20 000.

At the end of the research period Council could expect to receive a detailed outline of the proposed work such as chapter outlines and the scope of works. Any omissions should also be included. It is advisable for Council to request a copy of any primary or secondary source material used by the historian and for a bibliography of historical sources to be lodged with the City of Armadale Birtwistle Local Studies Library.

- **Writing and editing**

The second stage of the process requires the historian to write up the history. It is expected that the historian would keep Council informed of work progress and also of any changes that may be necessary from the outline stage, through submission of Project Report Summaries at agreed regular intervals.

Obviously the write up stage for a project of the magnitude of Options One and Two will be considerably longer than the thematic volume approach outlined in Option Three. As a guideline Options One and Two may require between 6-12 months to write up where as it would be reasonable to expect the write up for each thematic volume to take about 2 months to produce.

Once the historian has completed the work it should be presented in both hard and electronic format to Council for approval. If Council is managing the project in-house, once the manuscript has been considered, any suggested changes should be discussed with the historian by the appropriate Committee.

Following manuscript approval, the next step is to edit the manuscript and finalise a layout. To complete this task Council may hire a text editor to work with the Historian who would expect to be involved in this process. The final layout would need to be managed in conjunction with the printers and it is advisable to contact printers early in the process so that the production of the work can be fitted into their print schedule.

5. Print and Publish

Council's initial brief will guide the writing of the history as well as the final publication. Before commissioning an historian or shortly thereafter, Council may choose a printing firm to work with and discuss publishing requirements.

If Council opted for a well researched volume of local history, academic publishers such as the UWA Press may be interested in producing the manuscript, but they are not obliged to publish. Council should note that academic publishers are generally closely involved in the manuscript process and are usually consulted during the write up process to help determine the parameters of the final product. In effect the "printing" process begins during the write-up phase of the project and it can therefore take up to 12 months to produce a print run. If Council decided to take this approach it would be advisable to contact a range of Academic Publishers at the start of the project.

If the City of Armadale was happy to publish the work independently, there are a number of local printing firms that could handle the work required for all three options. Council would not need to consult the printers as early in the process as with Academic Publishers. However, it is strongly recommended that once Council has a comprehensive project brief, that they approach printing firms for more definite costings than those provided in this report, because until a firm understanding of the final product is reached it is extremely difficult to cost printing and no company will provide a written quote until furnished with this additional information.

6. Intellectual Property

Council should stipulate in the brief that the City Of Armadale has the exclusive right to publish the work, provided that this right is exercised within a reasonable timeframe. If Council does not publish or make provision to publish within this designated time period it would be reasonable to expect the historian/author to canvas other publishing sources.

Copyright to the work should ideally be retained by the City of Armadale, but it could be expected that the historian may wish to assert joint copyright over the work. This would need to be clearly discussed before finalizing any contract and legal agreement reached related to matters such as reprints, publishing of new editions etc.

Conclusion

This report, together with the attached SWOT analysis, is presented to the Public History Advisory Committee for its deliberation and recommendation.

Chantal Gurney Pringle
Historian/Curator

January 2005

SWOT ANALYSIS FOR EACH OPTION

OPTION ONE

Strengths
<ul style="list-style-type: none">• The volume would be produced to a high academic standard.• The volume would be properly referenced unlike the City's current publication <i>First Stage South</i>.• The work would include colour photographs to lighten the text.• The history would include a social perspective through the use of oral history materials and other ephemera.• The local community can be involved in the production of the oral histories and these resources can also be utilised by the City's Birtwistle Local Studies Library and History House Museum.
Weaknesses
<ul style="list-style-type: none">• The target audience may not find the work very accessible because of the large size and text based appearance.• The volume is likely to be aimed at the researcher instead of the average reader.• Associated costs – as this is the most expensive of the costing options it would be unlikely that revenue from the sale of the book would cover the production costs.• The long timeframe (approx. 3 years) associated with this production of the volume.
Opportunities
<ul style="list-style-type: none">• The City would produce a history of the district which is of an excellent standard.• The long timeframe would enable Council to spread the cost of the project over a number of financial years.• Given the timeframe Council would be able to involve the community in this project thereby giving them a sense of ownership in the final product.• Council can advertise the work at various stages during production by producing simple displays (photograph, text etc) showcased at the Museum, Libraries, Shopping Centres and special events such as Australia Day at Minnowarra Park and the Kelmscott Show.• Council could off-set some of the cost by asking the community to support the project via a donation which would entitle the person to have their name listed at the back of the book and a certificate to donors could also be issued.
Threats
<ul style="list-style-type: none">• The work could be too academic in nature. The Historian contracted to complete the work would need to be chosen very carefully to avoid this.• To cover production costs the volume would need to be priced at the top end of the scale making the purchase of the book unattractive to local residents who would be the main audience. Other such books of this standard sell slowly and are priced around \$80.00-\$100.00.• The long time it would take for a product to appear - public may lose the initial momentum associated with the project.

OPTION TWO

Strengths

- The volume would be produced to a good academic standard.
- The cheaper printing of the book would make pricing more reasonable at around \$30.00 - \$40.00.
- The volume would be properly referenced unlike the City's current publication *First Stage South*.
- The work would include black and white photographs to lighten the text.
- The history would include a social perspective through the use of oral history materials and other ephemera.
- The local community can be involved in the production of the oral histories and these resources can also be utilised by the City's Birtwistle Local Studies Library and History House Museum.
- The smaller size of the work would be of interest to average readers making the volume more accessible to its target audience.
- The total cost is reduced form Option One.

Weaknesses

- The volume would be produced in a paperback smaller size which is less durable and appealing than the deluxe hard cover product of Option One.
- The volume would not be as comprehensive as the complete work produced in Option One.
- The volume would not be visually produced to the same standard as Option One.
- Associated costs – although cheaper than Option One, it would still not be likely that the sale of the book would cover the production costs in the short term
- The long timeframe associated with this production of the volume.

Opportunities

- The City would produce a history of the district which is of a good standard.
- Council may still be able to spread the cost of the project over a few financial years.
- Given the timeframe Council would be able to involve the community in this project thereby giving them a sense of ownership in the final product.
- Council can advertise the work in production at various stages by producing simple displays (photograph, text etc) showcased at the Museum, Libraries, Shopping Centres and special events such as Australia Day at Minnowarra Park and the Kelmscott Show.
- Council could off-set some of the cost by asking the community to support the project via a donation which would entitle the person to have their name listed at the back of the book and a certificate to donors could also be issued.
- Depending on the printing company Council may be able to print a limited edition version of the book in a deluxe hardcover for distribution at official occasions but this would increase the overall cost.

Threats

- The long time it would take for a product to appear - public may loose the initial momentum associated with the project.

OPTION THREE

Strengths

- Each volume would be properly referenced unlike the City's current publication *First Stage South*.

- The work would include black and white photographs to lighten the text.
- The history would include a social perspective through the use of oral history materials and other ephemera.
- The local community can be involved in the production of the oral histories and these resources can also be utilised by the City's Birtwistle Local Studies Library and History House Museum.
- The specialized nature of each volume means that the volumes are targeting specific audiences.
- The cost of each volume is the lowest of the three options although in the longer term the total cost of producing a series will amount to the type of cost expected in Options One and Two.
- As there would be a number of separate volumes Council can contract historians that specialize in different areas.

Weaknesses

- The volume would be produced in a budget paperback which is less durable and appealing than the deluxe hard cover product of Option One or the paperback volume of Option Two.
- The volumes would not be available as one comprehensive complete work and the final works may seem fragmented.
- The volume would not be visually produced to the same standard as Option One & Two.
- Associated costs – although the cheapest option, it would still not be likely that the sale of the book would cover the production costs.
- People may opt to buy only a few of the volumes instead of the whole series.

Opportunities

- The City would produce a series of histories which would cover broad themes.
- Council would be able to spread the cost of the project over numerous financial years.
- Council can advertise the work in production at various stages by producing simple displays (photograph, text etc) showcased at the Museum, Libraries, Shopping Centres and special events such as Australia Day at Minnowarra Park and the Kelmscott Show.
- Council can produce the work to coincide with specific anniversaries or milestones within the community.
- Council could opt to re-print the paperback series in a complete hardcover addition with minimal reworking which would result in a deluxe version for VIPs.

Threats

- The public may lose interest in the later volumes.
- Council would need to carefully consider this option as it has the potential to compromise the published history of the district.

