

# CITY OF ARMADALE

## AGENDA

**OF COMMUNITY SERVICES COMMITTEE TO BE HELD IN THE COMMITTEE ROOM, ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON TUESDAY, 3 FEBRUARY 2009 AT 7:00 PM**

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

**PRESENT:**

**APOLOGIES:**

**OBSERVERS:**

**IN ATTENDANCE:**

*“For details of Councillor Membership on this Committee, please refer to the City’s website – [www.armadale.wa.gov.au/your\\_council/councillors](http://www.armadale.wa.gov.au/your_council/councillors).”*

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## **DISCLAIMER**

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

## **DECLARATION OF MEMBERS' INTERESTS**

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## **QUESTION TIME**

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## **DEPUTATION**

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## **CONFIRMATION OF MINUTES**

### **RESOLVED**

**Minutes of the Community Services Committee Meeting held on 9 December 2008 be confirmed.**

**Moved**

**MOTION CARRIED ( )**

## **ITEMS REFERRED FROM INFORMATION BULLETIN – ISSUES NO. 1/2009**

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The following matters were included for information in the Community Services section – Issue No. 1/2009:

### ▪ **Outstanding Matters**

Report on Outstanding Matters – Community Services Committee .....C-1

### ▪ **Monthly / Quarterly Departmental Reports**

Library & Heritage Services General Monthly Report – November & December 2008 ..C-2

Manager Ranger & Emergency Services Monthly Report – Nov & Dec 2008.....C-13

### ▪ **Minutes of Occasional/Advisory Committees**

Armadale Highland Gathering Working Group – 28 October 2008 .....C-20/“CA-4”-32

Disability Advisory Team Meeting – 2 December 2008.....C-20/“CA-5”-36

Minnawarra Festival Working Group Meeting – 2 December 2008.....C-20/“CA-6”-38

Public History Advisory Committee – 2 October 2008.....C-20/“CA-7”-41

Youth Advisory Committee – 24 November 2008.....C-20/“CA-8”-57

### ▪ **Miscellaneous**

Community Development Program of Events – January to June 2009.....C-21

Community Development Seminar to be held in January & February 2009 .....C-22

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

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**COMMUNITY SERVICES COMMITTEE**

**3 February 2009**

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**COMMUNITY DEVELOPMENT**

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**MATTERS FOR REFERRAL TO STANDING COMMITTEES**

**HEAD OF THE RIVER – TOURISM-RELATED PROMOTION OF THE CITY AND REGION.....6**

**MISCELLANEOUS**

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**\*\*YOU'RE WELCOME PROJECT**

WARD ALL  
FILE REF: CD/D/1  
DATE 8 January 2009  
REF DC  
RESPONSIBLE EXECUTIVE DIRECTOR  
MANAGER Community  
Services

**In Brief:**

The You're Welcome project is a disability access assessment that promotes the accessibility of community facilities, business premises and community areas to people with access difficulties.

This item advises that a grant application for \$23,000 (exclusive of GST) from the Western Australia Local Government Association (WALGA) to offer a positive disability access assessment for local businesses has been successful. It recommends Council's endorsement of the grants receipt and expenditure in accordance with Section 6.8 of the Local Government Act.

**Tabled Items**

Nil

**Officer Interest Declaration**

Nil

**Strategic Implications**

*Building Our Community*

**Legislation Implications**

Disability Access and Inclusion Plan in the Disability Services Act (1993)

**Council Policy/Local Law Implications**

Nil

**Budget/Financial Implications**

Acceptance of the grant will increase Council's income and expenditure by \$23,000 for the 2008/09 Budget.

**Consultation**

Disability Advisory Team

**BACKGROUND**

The You're Welcome WA Access Initiative Project was developed by the Disability Services Commission in December 2004 and is designed to provide people with disabilities clear access information to community facilities, business and community areas. The purpose of the assessment is to record the positive aspects of disability access of a facility / area.

The City initiated the You're Welcome in Armadale in 2008 by appointing an independent consultant to assess 50 of its own civic and community facilities and some additional buildings such as the Armadale Court House, Department of Child Protection building and

Armadales Lotteries House. The information that has been collected and its accuracy is being confirmed by regular users of the facility and the City's Disability Advisory Team. Once details have been confirmed, the information will be made available on the City's website.

The proposal for stage two is to offer access assessments to local businesses in the City of Armadale. The City applied for grant funding of \$23,000 (GST exclusive) from WALGA to appoint a consultant to implement stage two of the You're Welcome, which we have recently been advised has been successful.

## **DETAILS OF PROPOSAL**

To initiate stage 2 of the You're Welcome project, businesses will be invited to participate and after agreement will be provided with the completed assessment report. Businesses will be made aware that the intention is to include the information as a promotion of accessible businesses to people with disability or access difficulties. Approval will be sought from the businesses prior to the information being made available on the City's website and the Disability Services Commission You're Welcome project website.

## **COMMENT**

### Analysis

The You're Welcome project, within the metropolitan area in particular, has grown as a resource and is increasingly drawing attention and support. A number of local governments, including the City of Perth and City of Melville have instigated it on their websites with positive feedback. It is timely, given the expected increase in population, that the City provides as much disability access information to encourage and enable wider participation by all its residents and visitors.

### Options

Council has the following options:

1. Agree to accept the funding and authorise the expenditure to provide an access assessment of participating businesses to the amount of \$23,000 (GST exclusive).
2. Not Agree to accept the funding, nor authorise the expenditure to provide an access assessment of participating businesses to the amount of \$23,000 (GST exclusive).

Option 1 is recommended.

### Conclusion

The City of Armadale is increasingly becoming accessible to people with disabilities which count as one in five, including seniors which number approximately 6,000.

The City is continuing to develop as a City Centre where people can be included with the support from the broader community. Following the initiation of stage one, there has been increasing acknowledgement by individuals and social service providers that the City is an accessible shopping and leisure area which is an indication that the concept is proving successful. This project will increase awareness of the barriers experienced by people with access difficulties and also assist in increasing Disability Awareness in the community while increasing accessible buildings.

**RECOMMEND**

**That Council:**

- a. Pursuant to Section 6.8 of the Local Government Act (1995) authorise the following new expenditure:

**You're Welcome project \$23,000 (GST exclusive)**

- b. Amend the 2008-2009 Annual Budget as follows:

**Expense**

**Seniors Disabilities Programs 220428.1476.02**

**– increase by \$23,000**

**Revenue**

**Seniors Disabilities Activity Grants 120402.1525.22**

**You're Welcome Project**

**- increase by \$23,000**

**For the purpose of establishing an access assessment of local business facilities.**

**\*\*ABSOLUTE MAJORITY REQUIRED**

**Moved**

**MOTION CARRIED/LOST ( )**

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***HEAD OF THE RIVER CITY TOURISM PROMOTION***

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WARD ALL  
FILE REF: ED/T/1  
DATE 21 January 2009  
REF PLW  
RESPONSIBLE MANAGER Executive Director  
Community Services

**In Brief:**

- This item proposes that the City (Visitor Centre Coordinator) be in attendance at the Head of the River event due to be held on Saturday 28 March to offer and promote local tourism-related information.

**Tabled Items**

Nil

**Officer Interest Declaration**

Nil

**Strategic Implications**

*Communicating and Marketing*

*Promote and market the city, locally, nationally and internationally*

**Legislation Implications**

Nil

**Council Policy/Local Law Implications**

Nil

**Budget/Financial Implications**

\$500 for a small marquee (either 3 x 3 or 4.5 x 4.5).

Note that this is unbudgeted and that the Area Promotion budget to which this would be costed is already slightly over expended.

**Consultation**

- Armadale Redevelopment Authority

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**BACKGROUND**

At the Community Services Committee of 4 November 2008 and Council (C55/11/08) Meeting of 10 November 2008, the following matter was raised by Cr Stewart under Councillor's items:

**1. Head of the River Event**

*Cr Stewart requested that officers investigate ways of promoting the City and the region with a tourism-focus during the Head of the River due to take place in March 2009.*

Both the Public Relations Coordinator and the Manager Libraries & Heritage were requested to investigate what opportunities there are to promote the City and the region with a particular focus on Champion Lakes leading up to the Head of the River.

It has been confirmed that the date for the Head of the River event at Champion Lakes is Saturday 28 March 2009.

### **DETAILS OF PROPOSAL**

In order to promote the City and the region during the Head of the River, it is proposed that the City (Visitor Centre Coordinator) be in attendance at a small marquee to offer and promote local tourism related information, subject to approval by the organising body.

### **COMMENT**

#### Analysis

While it is possible that many of the spectators to the Head of the River would not be planning to spend the day in the Armadale Region following the event, the opportunity to promote the region to a large number of people from the Perth metropolitan area to encourage visits to the region would be advantageous.

Additionally, as there will be ongoing canoeing and rowing events at Champion Lakes, this may encourage spectators at events to plan tourism related outings following future events.

#### Options

1. Endorse the presence of the City that the Head of the River event to be held in March 2009 to promote local tourism related information.
2. Not endorse the presence of the City that the Head of the River event to be held in March 2009 to promote local tourism related information.

#### Conclusion

It is suggested that it would be of benefit for the City (Visitor Centre Co-ordinator) to be in attendance at the Head of the River event, offering and promoting local tourism-related information.

### **RECOMMEND**

**That Council endorse the presence of the City that the Head of the River event to be held in March 2009 to promote local tourism-related information.**

**Moved**

**MOTION CARRIED/LOST ( )**



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***COUNCIL POLICY REVIEW – COMMUNITY SERVICES***

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WARD ALL  
FILE REF: G/A/2  
DATE 19 January 2009  
REF YW  
RESPONSIBLE Executive Director  
MANAGER Community  
Services

**In Brief:**

- This report presents the findings of the annual review of Council policies as relating to the responsibilities of the Community Services Directorate
- It is recommended that Council endorse the following Policies, as detailed in Attachment “A-3”:
  - FIRE 2 Brigade Acquisition of Appliances, Equipment and Apparatus.
  - FIRE 3 Training & Qualifications.
  - HH 1 History House Collection
  - HH 2 History House Display.
  - LIB 1 Displays of Arts and Crafts in Library Buildings.
  - LIB 2 Library Public Notice Boards

**Tabled Items**

Nil

**Officer Interest Declaration**

Nil

**Strategic Implications**

*The effective management of Council resources and process to:*

- *Deliver high quality, professional governance and administration;*
- *Enhance our ability to manage change;*
- *Ensure the Council is a proactive, enquiring organisation;*
- *Ensure our workplace enables staff to be innovative and confident; and*
- *Implement technologies to enhance decision-making, communication and service delivery.*

**Legislation Implications**

Section 2.7 of the Local Government Act 1995 states:

2.7 *The role of the Council*

- (1) *The council –*
  - (a) *directs and controls the local government’s affairs; and*
  - (b) *is responsible for the performance of the local government’s functions.*
- (2) *Without limiting subsection (1), the council is to –*
  - (a) *oversee the allocation of the local government’s finances and resources; and*
  - (b) *determine the local government’s policies.*

**Council Policy/Local Law Implications**

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

*Policy Manual*

**Budget/Financial Implications**

Nil

**Consultation**

Executive Director Community Services

Manager Library Services

Manager Fire & Emergency Services

Manager Recreation Services

Senior Administration Officer

**BACKGROUND**

At its meeting of 4 March 2003, Council formally adopted (C6/2/03) the Policy Manual and endorsed the associated Management Practices and the procedure for developing, amending and reviewing policies and management practices.

Part 3.1 of the Procedures states:

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

**DETAILS OF PROPOSAL**

As per the Procedure for Developing, Amending and Reviewing Policies, a **third** of the policies that relate to the Community Services Directorate are herewith presented for review. These are presented as an attachment to this Agenda. **(Refer to Attachment “A-1” – Summary of Attachments – buff page.)**

**COMMENT**

**Analysis**

The following table summaries the Policies that have been reviewed on this occasion, together with findings and recommendations on each, having regard for the following considerations, i.e.

- whether the Policy satisfies current organisational operations/requirements’
- whether the Policy complies with current legislative requirements?
- Whether the Policy is consistent with other Council Policies?

It is to be noted that there is one (1) other policy due for review which is currently still in the process of being reviewed, i.e.

- RECN 6 – Recreation Fees & Charges

This policy will be the subject of a separate subsequent report to Council in the next few months.

<b>Policy Name &amp; Number</b>	<b>Review Findings</b>	<b>Officer Recommendation</b>
<p><b>FIRE 2 – Brigade Acquisition of Appliances, Equipment &amp; Apparatus</b></p> <p><b>Rationale:</b> To ensure that all fire fighting plant and equipment purchased for use by Council’s Brigades meets the minimum recommended standards and specifications as set by FESA.</p> <p><b>Policy:</b> All acquisitions of fire fighting equipment and plant by the city’s Volunteer Bush Fire Brigades require Council prior approval.</p>	<p>Subject to the introduction of the Emergency Services levy, this policy is no longer applicable.</p>	<p>Delete Policy</p>
<p><b>FIRE 3 – Training &amp; Qualifications</b></p> <p><b>Rationale:</b> To ensure that volunteer fire fighters are adequately skilled to fulfil their roles and Council exercises its duty of care.</p> <p><b>Policy:</b> Council shall provide sufficient resources to ensure that Volunteer Bush Fire Fighters are properly trained to perform their tasks in a safe and effective manner and that a basic level of skills is acquired for all members of the organisation. Training and qualifications shall be in accordance with the current Management Practices.</p>	<p>Meets all review considerations.</p>	<p>Policy FIRE 3 be reaffirmed, without amendment, for a further 3 year period.</p>
<p><b>HH1 – History House Collection</b></p> <p><b>Rationale:</b> Space dictates that only certain items can be stored, not all donated items are appropriate for inclusion in the collection, and at times there will be a need to de-accession items. The need exists for accurate records to be kept of donors and all collections.</p> <p><b>Policy:</b> The History House Museum will retain or accept into the collection those objects or archival materials which are relevant to and consistent with the purpose of the Museum. Acceptance and retention of items shall be in accordance with the current Management Practice.</p>	<p>Meets all review considerations.</p>	<p>Policy HH1 to be reaffirmed, without amendment, for a further 3 year period.</p>

Policy Name & Number	Review Findings	Officer Recommendation
<p><b>HH 2 – History House Display</b> <b>Rationale:</b> The maintenance of displays will be in accordance with the current procedures and practices, to ensure safeguarding of all items, and to remove any doubt as to ownership of artefacts.</p> <p><b>Policy:</b> The History House Museum will maintain displays, both permanent and temporary, from materials within its collection that are relevant and consistent with the defined purposes of the Museum. The maintenance of displays shall be in accordance with the current Management Practices.</p>	<p>Meets all review considerations</p>	<p>Policy HH 2 be reaffirmed, without amendment, for a further 3 year period.</p>
<p><b>LIB 1 – Displays of Art &amp; Crafts in Library Buildings</b> <b>Rationale:</b> Council’s Libraries are a community resource, and as such, should not be used for the financial gain of any individual or business enterprise. Displays that support local artists or arts and crafts groups, that are of a community-based nature, are permitted, display booking time</p>	<p>Meets all review considerations</p>	<p>Policy LIB 1 be reaffirmed, without amendment, for a further 3 year period.</p>
<p><b>LIB 2 – Library Public Notice Boards</b> <b>Rationale:</b> Public libraries receive a large number of community notices and “handout” pamphlet-type material in association with their role of information providers. This policy and its associated management practices seek to ensure that the City’s libraries are not used for inappropriate commercial, political or religious gain.</p> <p><b>Policy:</b> The City of Armadale Library &amp; Information Service will provide community information notice boards and will disseminate community information brochures. Permission to place notices on the notice boards, or to disseminate community information brochures will be in accordance with the current Management Practices.</p>	<p>Meets all review considerations.</p>	<p>Policy LIB 2 be reaffirmed, without amendment, for a further 3 year period.</p>

Conclusion

It is recommended that the Policies, as reviewed, continue to apply and operate for a further three (3) years or such earlier date as Council may determine from time to time.

**RECOMMEND**

**That Council, pursuant to Section 2.7(2)(b) of the Local Government Act 1995:**

- 1. reaffirm the continued application and operation of each of the following current Policies for a further three (3) years or such earlier date as Council may determine from time to time.**

**FIRE 3 - Training and Qualifications**

**HH 1 - History House Collection**

**HH 2 - History House Display**

**LIB 1 - Displays of Arts and Crafts in Library Buildings**

**LIB 2 – Library Public Notice Boards**

- 2. Delete Policy FIRE 2 - Brigade Acquisition of Appliances, Equipment and Apparatus on the basis that the introduction of funding by the Emergency Services Levy has negated the need for the policy.**

**Moved**

**MOTION CARRIED/LOST ( )**

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***AUTHORISED PERSONS***

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WARD ALL  
FILE REF: LE/L/12  
DATE 21 January 2009  
REF BLW  
RESPONSIBLE Executive Director  
MANAGER Community  
Services

**In Brief:**

- The appointment of persons as “Authorised Person” for the purpose of carrying out the duties of a Registration Officer pursuant to the Dog Act 1976.

**Tabled Items**

Nil

**Officer Interest Declaration**

Nil

**Strategic Implications**

Nil

**Legislation Implications**

Section 11(1)(3) Dog Act 1976

**Council Policy/Local Law Implications**

Local Laws Relating to Dogs

**Budget/Financial Implications**

Nil

**Consultation**

Nil

**BACKGROUND**

Nil

**DETAILS OF PROPOSAL**

To enable the following nominated persons at external dog registration facilities to undertake the appropriate responsibilities it is a requirement that Council shall, in writing, appoint them to exercise on behalf of the Local Government the powers conferred on an “Authorised Person” for the purpose of carrying out the duties of a Registration Officer pursuant to the Dog Act 1976. It is further proposed that all previous appointments to the herein listed veterinary establishments be cancelled.

## **COMMENT**

The recommended appointment of the following persons as “Authorised Person” is consistent with their position role description and will serve to facilitate and assist in the orderly business and performance of the Ranger Services.

### **RECOMMEND**

#### **That Council:**

- 1. appoint the following persons as “Authorised Person” in accordance with the provisions of Section 29 (1) of the Dog Act 1976, for the purpose of effecting dog registrations only.**

#### **Railway Avenue Veterinary Hospital**

**Wendy Hobley  
Maria Butler  
Ant Donohoe  
Lou Jones  
Jackie Atkinson  
Kellie Thatcher  
Gemma Tripp  
Johanne Taylor  
Kirsty Fowler  
Leigh Green  
Karyn Garritty  
Phoebe Spencer  
Jasmine Hart  
Dr. Tim Piper  
Dr. David Kirke**

#### **Ark Veterinary Clinic**

**Shaan Russell-Smith  
Chloe Bain  
Joanne Lynch  
Nicole Brennan**

#### **Armadale/Byford Veterinary Hospital**

**Glenda Miller  
Martine Stuart  
Michelle White  
Tracey Morey  
Kelly Coppins  
Emma Stuart  
Petra Bailey  
Carmilla Atkinson**

**Suzanna Sowa  
Tricia Matthews  
Keira Rubery  
Hannah Bignell**

**Champion Lakes Veterinary Centre**

**Colin Sherry  
Lesley Sherry  
Ashleigh Webster  
Juanita Morrison  
Juanita Meachen  
Jeanette Pullen  
Kerry Bell  
Louise Royal**

2. **cancel all previous appointments as “Registration Officers” at the abovementioned veterinarian facilities.**

**Moved**

**MOTION CARRIED/LOST ( )**



***EXECUTIVE DIRECTOR COMMUNITY SERVICES REPORT***

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***COUNCILLORS' ITEMS***

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**COMMUNITY SERVICES COMMITTEE**

**SUMMARY OF "A" ATTACHMENTS**

**3 February 2009**

<b>Attachment No.</b>	<b>Subject</b>	<b>Page</b>
A-1	POLICY REVIEW – COMMUNITY SERVICES DIRECTORATE	17 - 22



POLICY

**FIRE 2 – Brigade Acquisition of Appliances, Equipment and Apparatus**

**Management Practice**

N/A

**Relevant Delegation**

N/A

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**Rationale**

To ensure that all fire fighting plant and equipment purchased for use by Council’s Brigades meets the minimum recommended standards and specifications as set by FESA.

**Policy**

All acquisitions of fire fighting equipment and plant by the City’s Volunteer Bush Fire Brigades require Council’s prior approval.

**Related Local Law**

N/A

**Related Policies**

N/A

**Related Budget Schedule**

N/A

**Last Reviewed**

6 June 2006

**Next Review Date**

4 March 2009

**Authority**

Council Meeting of 4 March 2003  
(C6/2/03)

Council Meeting of 6 June 2006 (C34/5/06)



POLICY

**FIRE 3 – Training and  
Qualifications**

**Management Practice**

**FIRE 3**

**Relevant Delegation**

N/A

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**Rationale**

To ensure that volunteer fire fighters are adequately skilled to fulfil their roles and Council exercises its duty of care.

**Policy**

Council shall provide sufficient resources to ensure that Volunteer Bush Fire Fighters are properly trained to perform their tasks in a safe and effective manner and that a basic level of skills is acquired for all members of the organization.

Training and qualifications shall be in accordance with the current Management Practices.

**Related Local Law** N/A

**Related Policies** N/A

**Related Budget Schedule** N/A

**Last Reviewed** 6 June 2006

**Next Review Date** 4 March 2009

**Authority** Council Meeting of 4 March 2003 (C6/2/03)  
Council Meeting of 6 June 2006 (C34/5/06)



POLICY

**HH 1 – History House Collection**

**Management Practice**

**HH 1**

**Relevant Delegation**

N/A

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**Rationale**

Space dictates that only certain items can be stored, not all donated items are appropriate for inclusion in the collection, and at times there will be a need to de-accession items. The need exists for accurate records to be kept of donors and all collections.

**Policy**

The History House Museum will retain or accept into the collection those objects or archival materials which are relevant to and consistent with the purpose of the Museum. Acceptance and retention of items shall be in accordance with the current Management Practices.

**Related Local Law**

N/A

**Related Policies**

N/A

**Related Budget Schedule**

N/A

**Last Reviewed**

4 July 2005

**Next Review Date**

4 March 2008

**Authority**

Council Meeting of 4 March 2003 (C6/2/03)  
4 July 2005 (C58/6/05)



[POLICY](#)

**HH 2 – History House Display**

**Management Practice**

[HH 2](#)

**Relevant Delegation**

N/A

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**Rationale**

The maintenance of displays will be in accordance with the current procedures and practices, to ensure safeguarding of all items, and to remove any doubt as to ownership of artefacts.

**Policy**

The History House Museum will maintain displays, both permanent and temporary, from materials within its collection that are relevant and consistent with the defined purposes of the Museum.

The maintenance of displays shall be in accordance with the current Management Practices.

**Related Local Law** N/A

**Related Policies** N/A

**Related Budget Schedule** N/A

**Last Reviewed** 4 July 2005

**Next Review Date** 4 March 2008

**Authority** Council Meeting of 4 March 2003 (C6/2/03)  
4 July 2005 (C58/6/05)



**POLICY**

**LIB 1 – Displays of Arts and Crafts in Library Buildings**

**Management Practice**

N/A

**Relevant Delegation**

N/A

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**Rationale**

Council’s libraries are a community resource, and as such should not be used for the financial gain of any individual or business enterprise. Displays that support local artists or arts and crafts groups, that are of a community based nature, are permitted, display booking timetables and space permitting.

**Policy**

Painting, handicraft and other works of art, displayed for commercial purposes, shall not be permitted in the City’s libraries.

**Related Local Law**

N/A

**Related Policies**

N/A

**Related Budget Schedule**

N/A

**Last Reviewed**

6 June 2006

**Next Review Date**

4 March 2009

**Authority**

Council Meeting of 4 March 2003 (C6/2/03)  
Council Meeting of 6 June 2006 (C34/5/06)



**POLICY**

**LIB 2 – Library Public Notice Boards**

**Management Practice**

**LIB 2**

**Relevant Delegation**

N/A

---

**Rationale**

Public libraries receive a large number of community notices and “handout” pamphlet type material in association with their role of information providers. This policy and its associated management practices seek to ensure that the City’s libraries are not used for inappropriate commercial, political or religious gain.

**Policy**

The City of Armadale Library & Information Service will provide community information notice boards and will disseminate community information brochures.

Permission to place notices on the notice boards, or to disseminate community information brochures will be in accordance with the current Management Practices.

**Related Local Law** N/A

**Related Policies** N/A

**Related Budget Schedule** N/A

**Last Reviewed** 4 July 2005

**Next Review Date** 4 March 2008