

CITY OF ARMADALE

AGENDA

OF COMMUNITY SERVICES COMMITTEE TO BE HELD IN THE COMMITTEE ROOM, ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON TUESDAY, 4 AUGUST 2009 AT 5:30 PM

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.”

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

QUESTION TIME

DEPUTATION

CONFIRMATION OF MINUTES

RESOLVED

Minutes of the Community Services Committee Meeting held on 6 July 2009 be confirmed.

Minutes of Special Community Services Committee Meeting held on 20 July 2009 be confirmed.

Moved

MOTION CARRIED ()

ITEMS REFERRED FROM INFORMATION BULLETIN – ISSUES NO. 13/2009

The following matters were included for information in the Community Services section – Issue No. 13/2009:

▪ **Outstanding Matters**

Report on Outstanding Matters – Community Services CommitteeC-1

▪ **Monthly / Quarterly Departmental Reports**

Library & Heritage Services General Monthly Report – June 2009C-2

Manager Ranger & Emergency Services Monthly Report – June 2009C-7

▪ **Minutes of Occasional/Advisory Committees**

Disability Advisory Team Meeting – 2 June 2009C-15/“CA-3”-22

Disability Advisory Team Meeting – 7 July 2009C-15/“CA-4”-24

Seniors’ Interest Advisory Group Meeting – 29 May 2009C-15 “CA-5”-27

Seniors’ Interest Advisory Group Meeting – 26 June 2009C-15 “CA-6”-29

▪ **Miscellaneous**

Mind Your Mind SeminarC-16

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.

INDEX

COMMUNITY SERVICES COMMITTEE

4 August 2009

COMMUNITY DEVELOPMENT

CULTURAL EVENTS PROGRAM REVIEW3

COMMUNITY PLANNING

DEPARTMENT OF SPORT & RECREATION CSRFF GRANT APPLICATIONS
– GWYNNE PARK15
FUTURE USE AND DEVELOPMENT OF CROSS PARK.....20

MATTERS FOR REFERRAL TO STANDING COMMITTEES

VOLUNTEER POLICY.....26

MISCELLANEOUS

LOCAL GOVERNMENT & TOURISM CONFERENCE.....32

CULTURAL EVENTS PROGRAM REVIEW

WARD ALL
FILE REF: CUL/EVT/1
DATE 16 July 2009
REF NK
RESPONSIBLE Executive Director
MANAGER Community
Services

In Brief:

This item follows the decision of Council in May 2009 (C17/5/09) to support a review of the City's Events Program and proposes;

- A set of objectives for the overall Events Program;
- How individual events can sit within the context of the overall Program objectives;
- How the City's Program can relate to community events coordinated by other organisations throughout the City;
- Ongoing evaluation of the Events Program against the set objectives; and
- Recommendations that relate to the Cultural Events Program which work towards the proposed objectives.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

2. Building Our Community

Relevant Aims:

- facilitate a wide range of social and cultural experiences;
- encourage community participation and responsibility;
- cultivate community pride and ownership of the City's direction.
- foster a supportive and caring community;
- improve the overall well-being and safety of the community.

3. Communicating and Marketing

Relevant Aims:

- communicate our achievements to the community;
- promote and market the City locally, nationally and internationally

Legislation Implications

Nil

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

In 2008/09, a total of \$286,676 in Council funds was utilised for the Cultural Events Program that included:

- Highland Gathering;
- Carols in Minnowarra;

- Australia Day Fireworks;
- Minnowarra Festival;
- Concerts in the Park;
- Jull Street events;
- Rushton Park events; and
- Art Awards:
 - Minnowarra;
 - Outside the Frame;
 - Framed.

This amount is inclusive of salaries and administrative costs. The City received \$66,699 in revenue from a range of sources for these events resulting in a total spend on the 2008/09 Events Program of \$353,375.

In addition, the City from time to time coordinates events such as the NAIDOC Celebrations and *Thank a Volunteer* event. Costs for these events are incorporated into relevant program budgets.

The Community also has access to a range of events coordinated by external organisations. These include the Kelmscott Show, Hills Heart Beat Festival, Forrestdale Festival, Head of the River and Slingshot Youth Festival. While the City occasionally supports events such as these, the costs are borne substantively by the coordinating bodies.

It is anticipated that while there may be some reallocations of funds between events, as a result of this review, there will be no increase in the City's overall financial commitment to the Cultural Events Program.

Consultation

- Councillor Workshop - 2 June 2009
- Highland Gathering Working Group – 15 July 2009
- Minnowarra Festival Working Group – 23 July 2009
- Internal consultation with City of Armadale Officers
- Minnowarra Art Award Curator
- Kelmscott Senior High School, Carey Baptist College, John Wollaston Anglican School

BACKGROUND

The City has developed a substantial annual program of Cultural events. Currently these include:

- Minnowarra Festival
- Highland Gathering
- Australia Day Fireworks
- Carols in Minnowarra
- Concerts in the Park
- Jull Street entertainment
- Art Awards:
 - Minnowarra,
 - Outside the Frame,

➤ Framed.

In addition, a number of other events coordinated by external organisations occur throughout the City. Currently these include:

- Kelmscott Show
- Head of the River
- Araluen Events
- Hills Heart Beat Festival
- Blue Sky Day
- Autumn Festival
- Forrestdale Festival
- Karragullen Field Day
- Slingshot Youth Event

This review takes a strategic view of how the City of Armadale Community is served by these events including the role they play in engendering community spirit, and how they promote the City to the wider metropolitan population. The excellent work undertaken in establishing the Cultural Events Program presents opportunities to refine the balance of the overall program to ensure that it remains relevant to the City's vision and meets the aspirations of the community. It is not the intention of this review to plan in detail specific program elements but rather to establish a sound evidence-based structure that provides clear direction and objectives.

DETAILS OF PROPOSAL

This item proposes;

- A set of overarching objectives for the Cultural Events Program;
- How individual events sit within the context of the overall program objectives;
- How the City's program relates to community events coordinated by other organisations throughout the City;
- Ongoing evaluation of the program against the set objectives;
- A number of recommendations relating to the program that work towards the proposed objectives.

Overarching Objectives for the Cultural Events Program

It is proposed that the overall Events Program works towards the following objectives:

- Ensure that the City of Armadale community is encouraged, and has opportunities to actively participate in events and activities;
- Ensure the Program encompasses a range of events and activities that appeal to different demographics and to people from different cultural backgrounds;
- Ensure a balance between events with a regional or local focus;
- Ensure that events are accessible to the entire community;
- Take into account; and build on the strengths of events in the community presented by external organizations; and
- Take advantage of opportunities to further develop the Events Program through partnerships with external organisations and through collaboration between City of Armadale Departments.

Recommendations that work towards the proposed objectives:

The following recommendations are proposed in order to work towards these objectives:

- Define the Highland Gathering, Minnowarra Art Award, Outside the Frame Art Award and NAIDOC Celebrations as events with a *Regional* focus;
- Define Carols in Minnowarra, Australia Day Fireworks, Minnowarra Festival, Youth events, Concerts in the Park and Thank a Volunteer as events with a *Local* focus;
- Explore opportunities to integrate more free interactive activities at City of Armadale events;
- Collaborate with external organisations that work with people from different backgrounds and demographics, and with a wide range of interests to further develop events and activities;
- Proactively work with external organisations that coordinate events in the City to optimise benefits for the community and minimise disruption for residents;
- Concentrate Minnowarra Festival as a one day event in order to create a more Festive atmosphere;
- Move the Minnowarra Art Award to late May in order to spread major events more evenly throughout the year;
- Discontinue the ‘Framed’ Art award for Year 8-10 students and explore other options to support these students; and
- Explore opportunities to develop a Program of Events at the Memorial Park Amphitheatre.

COMMENT

Analysis

Community Events contribute greatly to social cohesion. Events such as the Kelmscott Show, which has been a part of the local community for over 100 years, demonstrate how an event can bring people together, provide opportunities for meaningful participation and assist in promoting an area in the wider region.

Over the past two decades, Local Governments have become more and more active in the direct coordination of community events. This coincides with a significant increase in the number of events coordinated by other organisations (particularly outdoor events) that are now available for people to choose from. The City of Armadale has been a leader in the events area through the development of its broad ranging Cultural Events Program. Whether presented by LGAs or other organisations, cultural events facilitate opportunities to celebrate the unique character of a local community, encourage diversity, and nurture and promote grass roots cultural activity.

Events can also present opportunities to realise community development outcomes. For example, partnering with service providers and other organisations to develop projects involving groups disadvantaged in the community that work towards performance/participation outcomes at a festival. These could be community art, street theatre, music or sport-focused projects. These types of projects allow service providers to engage with a target group, allow for positive interaction between diverse groups in the community and provide opportunities for people who may not otherwise, express themselves in a positive way in the public domain.

In order to remain relevant and vibrant, community and cultural events must have a clear focus and continue to be responsive to the interests and aspirations of the local community. Establishing a system for continuous improvement through ongoing evaluation against set objectives will allow this to happen.

A significant element of the Events Program is the balance between events with a *Regional* focus, or events that attract people in to the City from a broader catchment, and events with a *Local* focus, or events that involve people from the geographical area of the City or parts therein. To elaborate, events would be characterised as follows;

REGIONAL FOCUS	LOCAL FOCUS
Promote Armadale as a destination in the wider community	Celebrating the local community
Distinctive high quality events	An emphasis on including community groups and organisations
An emphasis on the City Centre as a location for events	Generally smaller scale events located throughout the City to encourage ‘community building’
Promoting the Armadale brand through high quality advertising in the wider community	A strong emphasis on promotion in the local community
Should also incorporate Local Focus objectives as a secondary aim	Events may be promoted in the wider community however the main focus is a local one

Defining events in this way will assist in determining how events should be planned and in focusing strategic marketing strategies. For example, expanding mainstream media campaigns for regional events or localised letterbox drops for local events.

Working towards Objectives

It is important that, while providing clear direction, objectives are broad enough to be responsive to new opportunities such as developing partnerships at short notice, and to changing circumstances such as the increase or decrease in events coordinated by external organisations.

Some examples of how these objectives can be used to influence events are illustrated below:

OBJECTIVE	WAYS OF WORKING
Ensure that the City of Armadale community is encouraged, and has opportunities to actively participate in events and activities;	<ul style="list-style-type: none"> • Maintaining an awareness of event focussed initiatives at community network forums and through regular contact with community groups. • Explore opportunities to develop projects with schools that also meet curriculum requirements. • Incorporate free ‘Kids Zones’ incorporating arts, crafts, physical activities. • Develop longer term community arts and other projects with outcomes at events.

OBJECTIVE	WAYS OF WORKING
	<ul style="list-style-type: none"> • Engage with the business sector to identify opportunities to capitalise on increased numbers of people in the CBD during events.
<p>Ensure the program encompasses a range of events and activities that appeal to different demographics and to people from different cultural backgrounds;</p>	<ul style="list-style-type: none"> • Engage with community groups that work with people with diverse backgrounds, interests and demographics to develop event elements. • Further develop the NAIDOC celebrations.
<p>Ensure a balance between events with a regional or local focus;</p>	<ul style="list-style-type: none"> • Work with external community event coordinators to identify their events as <i>Regional</i> or <i>Local</i> and assist with promotion accordingly. • Work with the business community to identify opportunities for local businesses to take advantage of Regional events, in particular.
<p>Ensure that events are accessible to the entire community;</p>	<ul style="list-style-type: none"> • Identify locations throughout the City where ‘one off’ concerts in the park type events may be held. • Ensure all events are accessible and friendly to people with disabilities. • Ensure that within the overall program elements are included that appeal to diverse groups in the community. • Develop targeted access strategies such as bus trips from seniors centres to events and exhibitions.
<p>Take into account, and build on the strengths of events in the community presented by external organizations</p>	<ul style="list-style-type: none"> • Ensure that ‘Brand Armadale’ is promoted through <i>Regional</i> events such as Head of the River. • Work with the organisers of the Slingshot Youth Festival to add value to this event. • Compile an annual calendar of events that includes City of Armadale and other events. • Cross promotion between City of Armadale and other events,
<p>Take advantage of opportunities to further develop the events program through partnerships with external organisations and through collaboration between City of Armadale Departments</p>	<ul style="list-style-type: none"> • Use Head of the River to generate interest in local ongoing programs at Champion Lakes. • Work closely with youth based organisations to support rather than present youth events. • Work closely with City of Armadale Volunteer Services to further develop <i>Thank a Volunteer</i> into a more significant community event.

Evaluation

In many ways the City’s Cultural Events Program is very successful in working towards some of the proposed objectives. Clearly articulating, measuring success against, and

regularly revisiting these objectives will however provide clear direction when planning for the future. Building and maintaining a body of evidence will also assist greatly in arguing for funding from external sources. Strategies for evaluation will vary depending upon the events themselves and would include initiatives such as community surveys, exit polls, collecting information as part of specific event elements and gathering information on a regular basis from event partners.

Role of Working Parties

Working Parties comprising community representatives, elected members and officers currently exist for the Minnowarra Festival and Highland Gathering. Internal Committees comprising Elected Members and officers exist for Carols in Minnowarra and Australia Day Fireworks. Terms of Reference for these bodies set out procedural matters and outline how the groups are involved in planning for specific events, however there is no reference to the events within the structure of the overall Cultural Events Program. Endorsing the overarching objectives would provide these groups with a clearer sense of the bigger picture and how the events can be designed and remain relevant within this context.

City of Armadale Cultural Events Program – Moving Forward

In addition to previous comments relating to ways of working towards the proposed objectives of the overall program, the following comments relate to specific elements of the Program and incorporate recommendations that refocus the program in line with the proposed objectives.

HIGHLAND GATHERING	REGIONAL FOCUS
---------------------------	-----------------------

The Highland Gathering has developed into a very popular and distinctive regional event that attracts patronage from throughout the metropolitan area. There is strong commitment from a number of partnering organisations which assists greatly in helping with the coordination of the event; and is undoubtedly the major factor in its success. Any significant deviation from the current format may disenfranchise participants and possibly patrons, a risk probably not worth taking given the popularity of the event. Minor variations responding to new partnering opportunities and the inclusion of more interactive elements, particularly for children would assist in maintaining vibrancy. Along with other major events in the CBD, the Highland Gathering presents local businesses with an excellent opportunity to attract increased patronage.

CAROLS IN MINNAWARRA	LOCAL FOCUS
-----------------------------	--------------------

This is a good local event that is well supported by the community. There may be an opportunity, once regular activity is established at the Memorial Park amphitheatre to expand the location base of the Events Program by relocating Carols in Minnowarra to another reserve thus increasing the range of locations throughout the City that host events. (It should be noted that while the amphitheatre is an excellent venue it will not accommodate the numbers attracted to the carols event). It is anticipated that *Carols*, along with the Australia Day Fireworks, will benefit as a result of the decision to discontinue daylight saving.

AUSTRALIA DAY FIREWORKS	LOCAL FOCUS
--------------------------------	--------------------

While this event attracts a very large crowd, with many people coming from outside the City, its focus is predominantly a local one, providing the City of Armadale community with an accessible alternative to the Perth display. Minimal local promotion through posters at shopping precincts and a small scale local media campaign are all that are needed to ensure that local residents remain aware of the event. As the event occurs on a public holiday, local

businesses have not taken full advantage of the large number of people in the CBD, however the City can encourage the business sector to consider opportunities in the future.

MINNAWARRA FESTIVAL

LOCAL FOCUS

The Minnowarra Festival is a very good sized *Local* event for the City of Armadale community though patronage has dropped in recent years. The Festival has also been an excellent ‘incubator’ for the Minnowarra Art Award which has developed into a significant regional based Award and Exhibition in its own right. If the Festival were to be considered one to have a distinctive *Regional* focus, significant changes and additional resources would be required. Ideas presented for the Minnowarra Festival are aimed at further developing a sense of Community Celebration though the inclusion of more interactive elements and encouraging more external groups to develop discrete and active program elements. These ideas include:

- Concentrate the activities that make up the event in one day rather than two in order to create a more festive atmosphere and to utilise available funds to develop stronger event elements.
- Maintain some main stage entertainment but incorporate more roving entertainment and activities, particularly for children, and move away to an extent from a ‘stage centred’ passive event to a more interactive one.
- Through partnerships with schools and other organisations, create projects and partnerships before the event that have an outcome at the Festival, for example community art projects.
- Move the Minnowarra Art Award to late May in order to spread the City’s major events throughout the year.

YOUTH EVENTS/ACTIVITIES

LOCAL/REGIONAL FOCUS

The direct provision of events and activities for young people is an issue for many local governments including Armadale. Partnering with youth-based organisations, and supporting groups that coordinate youth events rather than developing projects independently is a more effective way of ensuring that young people have access to relevant and appealing events. The City’s support for the annual Slingshot event held at the City’s Aquatic Centre, which in 2009 attracted approximately 1,800 young people, is an excellent example of how the City can be most effective in this area.

In addition to supporting externally coordinated events, the City can continue to work with youth-focused organisations such as local schools, Armadale Youth Resources and Armadale PCYC to develop collaborative projects that may be smaller scale ‘stand alone’ initiatives or elements of established events such as Minnowarra Festival, Highland Gathering and the NAIDOC Celebrations.

Consistent with this approach, dialogue is already underway with a number of schools and youth-focused organisations to develop joint initiatives relating to the Jull Street Mall activities, Champion Lakes Rowing Facility and Memorial Park Amphitheatre.

MINNAWARRA ART AWARD

REGIONAL FOCUS

The Minnowarra Festival has been an excellent incubator for the Minnowarra Art Award, however there is now an opportunity to move this event to the cooler months in order to spread major events throughout the year. In addition to general promotion of the Award, some focused strategies could be implemented such as advocating or organising bus trips

from Seniors' centres that could also (for example) include lunch in the CBD or visits to the Birtwistle Library and History House Museum.

OUTSIDE THE FRAME ART AWARD	REGIONAL FOCUS
------------------------------------	-----------------------

This very successful Award, which showcases the work of Year 11 and 12 students from schools and colleges in the south east corridor, is well established on the Cultural Events Program. Focussed promotional initiatives could increase patronage at the exhibition which would also benefit from a more extended exhibition period. Both Art Awards can be further showcased by ensuring that the City hosts some of its regular civic functions and network forums during the exhibition periods.

FRAMED ART AWARD	
-------------------------	--

Of the three Art Awards coordinated by the City, *Framed*, which showcases the work of student in years 8 – 10 from schools and colleges within the City, is the least patronised. While the Award is strongly supported by one or two local colleges it does not attract widespread support. It is recommended that *Framed* is discontinued following the 2009 Award and that officers work with local schools and colleges to determine if the City can support these students and showcase their work in a more effective manner.

NAIDOC CELEBRATIONS	REGIONAL FOCUS
----------------------------	-----------------------

With the increasing interest in Champion Centre, there is an excellent opportunity to build the NAIDOC Celebrations to a more substantial community event of *Regional* significance. This does not require significant additional resources as many partnering organisations can participate by coordinating discrete elements in much the same way as the Highland Gathering operates. In addition, and as a consequence of the substantial community involvement at the Champion Centre, there are good opportunities to source external funding for NAIDOC-focused initiatives.

VOLUNTEER CELEBRATION	LOCAL FOCUS
------------------------------	--------------------

This event would benefit considerably from consultation with volunteer-focused organisations to ensure there is a greater level of support than in previous years. Considerations such as timing and location should assist in attracting greater numbers of volunteers to attend. Recognising, celebrating and promoting volunteering in the community are extremely important in ensuring that a vibrant 'third sector' is actively engaged in the community.

CONCERTS IN THE PARK	LOCAL FOCUS
-----------------------------	--------------------

It is recommended that these concerts are strongly promoted as local community events. Residents within a narrow radius can be targeted through direct letterbox drop as well as promoting the concerts through the local media. Locations may vary from year to year as areas become more established with venues such as Heron Park, Cross Park, Churchman Brook Dam, Rushton Park, Baker's House and Memorial Park Amphitheatre all considerations. As numbers for these concerts has generally decreased in recent years, it is important to closely monitor interest to determine their ongoing viability.

MEMORIAL PARK AMPHITHEATRE	LOCAL FOCUS
-----------------------------------	--------------------

The redevelopment of Memorial Park, including the construction of the central playground and the amphitheatre, presents excellent opportunities to energise the central Armadale area and to create a cultural centre for the City. It is anticipated that the City will play a key role

in facilitating activities at the amphitheatre by external groups such as schools as well as directly coordinating performances and other initiatives at the site. In addition to musical performances, the amphitheatre can be used for theatre, outdoor films, community art projects, school holiday programs or even as an ephemeral sculpture park.

The amphitheatre can also create a strong physical link from Minnowarra Park and the CBD during major events such as the Minnowarra Festival and Highland Gathering with the inclusion of program elements at the amphitheatre as part of these events. This could encourage event patrons to visit the CBD as well as encouraging local businesses to become involved.

Officers have commenced discussion with a range of stakeholders regarding these opportunities. The evolution of the amphitheatre as a cultural hub will be an organic and ongoing process and an efficient role for the City can be in facilitating this rather than trying to direct specific outcomes.

EVENTS COORDINATED BY OTHER ORGANISATIONS	LOCAL OR REGIONAL
--------------------------------------------------	--------------------------

The City should continue to be proactive in assisting external organisations to hold events in the area, particularly regional events which attract visitors to Armadale. Through the Arts & Events Team, as a first point of contact the City can provide logistical, promotional, networking and local knowledge support, all of which can be invaluable to organisations seeking to establish an event for the first time or to further develop their event in the context of other events in the area. Engaging with event organisers during the early stages of planning can also assist greatly in developing strategies to minimise disruption to residents.

One of the simplest ways in which the City can assist external organisations is in the promotion of their events. While it is important that the City is recognised as the coordinator of its own events there are significant benefits in promoting an overall events program that includes City of Armadale as well as other events. An annual and inclusive events calendar for example, would be a convenient point of reference for residents and potential visitors to the areas as well as a way of promoting the City as a vibrant and energetic community.

Other benefits of engaging with external event coordinators include identifying potential scheduling conflicts, cross promotional opportunities, identifying partnering opportunities, avoiding duplication and identifying ways for either the City or external organisers to refine their events within the context of a diverse Cultural Events Program.

Options

The following options are presented as considerations:

1. Endorse the recommendations of this item.
2. Not endorse the recommendations of this item.
3. Amend the recommendations of this item

Option 1 is recommended

Conclusion

Clearly defining objectives for the overall Cultural Events Program as well as for individual events and activities within the program and then evaluating how events work towards these objectives assist in determining whether or not they have been successful. Evaluation should also include revisiting the objectives to determine their ongoing relevance.

The intention of the proposed objectives is to establish a context for the Cultural Events Program and provide direction for the program elements. Ideas for new events, or for new elements of existing events, for example, can be tested against the objectives to determine their relevance.

It is also the intention of the proposed objectives to provide a structure that is responsive to new ideas and that maximises community participation. It is very important that a flexible approach is taken when working with community groups and other organisations to ensure that projects are developed that meet their objectives while aligning with the City's desired outcomes. Developing a schools-based project, for example, that meets the requirements of the curriculum while at the same time providing an event outcome results in a 'win win' scenario and better buy in from project partners.

RECOMMEND

That Council:

- 1. Endorse the following objectives for the City's Cultural Events Program:**
 - a. Ensure that the City of Armadale community is encouraged, and has opportunities to actively participate in events and activities;**
 - b. Ensure the program encompasses a range of events and activities that appeal to different demographics and to people from different cultural backgrounds;**
 - c. Ensure a balance between events with a regional or local focus;**
 - d. Ensure that events are accessible to the entire community;**
 - e. Take into account; and build on the strengths of events in the community presented by external organizations; and**
 - f. Take advantage of opportunities to further develop the events program through partnerships with external organisations and through collaboration between City of Armadale Departments.**

- 2. Endorse the following changes to the City's Cultural Events Program**
 - a. Define The Highland Gathering, Minnowarra Art Award, Outside the Frame Art Award and NAIDOC Celebrations as events with a *Regional* focus;**
 - b. Define Carols in Minnowarra, Australia Day Fireworks, Minnowarra Festival, Youth events, Concerts in the Park and Thank a Volunteer as events with a *Local* focus;**
 - c. Explore opportunities to integrate more free interactive activities at City of Armadale events;**

- d. Collaborate with external organisations that work with people from different backgrounds and demographics, and with a wide range of interests to further develop events and activities;**
- e. Proactively work with external organisations that coordinate or events in the City to optimise benefits for the community and minimise disruption for residents;**
- f. Concentrate Minnowarra Festival as a one day event in order to create a more Festive atmosphere;**
- g. Move the Minnowarra Art Award to late May in order to spread major events more evenly throughout the year;**
- h. Discontinue the ‘Framed’ Art award for Year 8-10 students and explore other options to support these students; and**
- i. Explore opportunities to develop a program of events at the Memorial Park Amphitheatre.**

Moved

MOTION CARRIED/LOST ()

**DEPARTMENT OF SPORT AND RECREATION CSRFF GRANT
APPLICATIONS – GWYNNE PARK**

WARD Minnowarra
FILE REF: GS/RC/1
DATE 29 July 2009
REF PGQ
RESPONSIBLE Executive Manager
MANAGER Community Services

In Brief:

This report recommends that Council support the CSRFF grant application for a new cricket pitch at Gwynne Park, and in the event that the application is successful, the requested Council contribution of \$10,000 be funded from the annual budget allocation for CSRFF projects.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

- Deliver a range of services to meet community needs.
- Maintain and improve the physical infrastructure to meet the needs of the local community.
- Ensure that all activities have a strong focus on sustainability.

Legislation Implications

Nil

Council Policy/Local Law Implications

RECN/3 Clubs/Community Group Applications for Council support of capital works projects.
ENG 13 Asset Management Vision.

Budget/Financial Implications

The grant application requests a contribution of \$10,000 from Council. In addition, there will be ongoing asset renewal and maintenance cost for the project outlined and this equates to approximately \$1,000 per annum.

Consultation

Armadale Sporting Club
Armadale Cricket Club
Technical Services staff

BACKGROUND

As advised via the Executive Director's report to the July Community Services Committee Meeting, the Department of Sport and Recreation (DSR) has recently announced a number of changes to the CSRFF program.

One of the changes was the introduction of a new Small Grants category for smaller projects with a value of \$7,500 - \$150,000, with two funding rounds per year i.e. August and March.

The closing date for receipt of community group applications was 31 July 2009 and applications must be submitted to DSR by 31 August 2009. A condition of funding for the August round is that projects must be able to be completed by the end of the financial year i.e. 30 June 2010.

The process for assessing applications has not changed and it is Council's responsibility to prioritise the applications and determine the level of funding (if any) that Council is prepared to make towards the projects in 2009/10.

At the time of preparing this report, only one community group application had been received. There are no City of Armadale applications to be submitted in the August funding round, this will occur via the October round with further details to be provided to the October Community Services Committee Meeting.

The report provides a brief description of the grant application, identifies the proposed funding arrangement, and the extent of any ongoing maintenance commitment required from Council.

DETAILS OF PROPOSAL

Details of the grant application are as follows:

Install new Cricket Pitch at Gwynne Park

Applicant	Armadale Sporting Club
Club contribution	\$4,000
Grant Requested	\$7,000
Council contribution requested	<u>\$10,000</u>
Total Project Cost	\$21,000

Project Description

Install a new cricket pitch at Gwynne Park, north oval (corner Forrest and Seventh Roads).

Justification

The Armadale Cricket Club (ACC) is one of the largest cricket clubs in the south east metropolitan region with seven senior sides and approximately 6-8 junior teams.

There are three central cricket pitches at Gwynne Park, which allows three games to be played concurrently. Under normal home and away fixtures, three sides will play at home and three away, which means that the seventh side must find an alternative venue for its home games. In recent years, the club has used Rushton Park lower oval for its home games however, with works scheduled to commence at Frye Park in October/November 2009, Rushton Park lower oval will be required by the Kelmscott Cricket Club for at least the next two seasons.

Gwynne Park north oval is currently used for junior football in winter but is not used for any sporting activity in summer. The proposal will provide an additional venue within the City for senior and junior cricket at a relatively small cost, and allow the Club to play all its home games at Gwynne Park.

The proposal will also help alleviate the shortage of cricket venues over the next two seasons whilst the Frye Park upgrade is taking place.

Strategic Plan/15 Year Financial Plan

The project is not specifically listed in Council's Strategic Plan or 15 Year Financial Plan however, Council does have an annual allocation of funds (\$60,000) in the 15 Year Plan as a contribution to CSRFF projects such as this one.

Ongoing Costs to Council

Ongoing asset maintenance and renewal costs of approximately \$1,000 per annum are not currently included in the City's 15 Year Financial Plan.

Recommended Priority Rating

Given that only one application has been received, it is recommended that the project be allocated the No. 1 priority rating.

COMMENT

Analysis

The proposal will allow one of the City's active sporting reserves, which is not currently used in the summer season, to be used for cricket activities and help alleviate a shortage of cricket pitches available in the City.

The proposal is also in line with recommendation 3 g) of the Active Sporting Reserves Feasibility Study that was considered by Council via the October 2008 City Strategy Committee Meeting. For ease of referral that recommendation reads as follows:

“3. Council support the following specific strategies that will increase the capacity and improve management of the City’s existing active sporting reserves:

g) Install new cricket pitches at the following venues subject to the need being demonstrated:

- Alfred Skeet Reserve (between soccer pitches 2 & 3);
- Creyk Park;
- Gwynne Park (oval at corner of Forrest and Seventh Roads).”

The need for the project is evident and will provide increased capacity at the City’s active sporting reserves.

Options

Council has the option of not supporting the project if it does not consider it to be a priority.

Conclusion

This report recommends that Council support the CSRFF grant application for a new cricket pitch at Gwynne Park, and in the event that the application is successful, the requested Council contribution of \$10,000 be funded from the annual budget allocation for CSRFF projects.

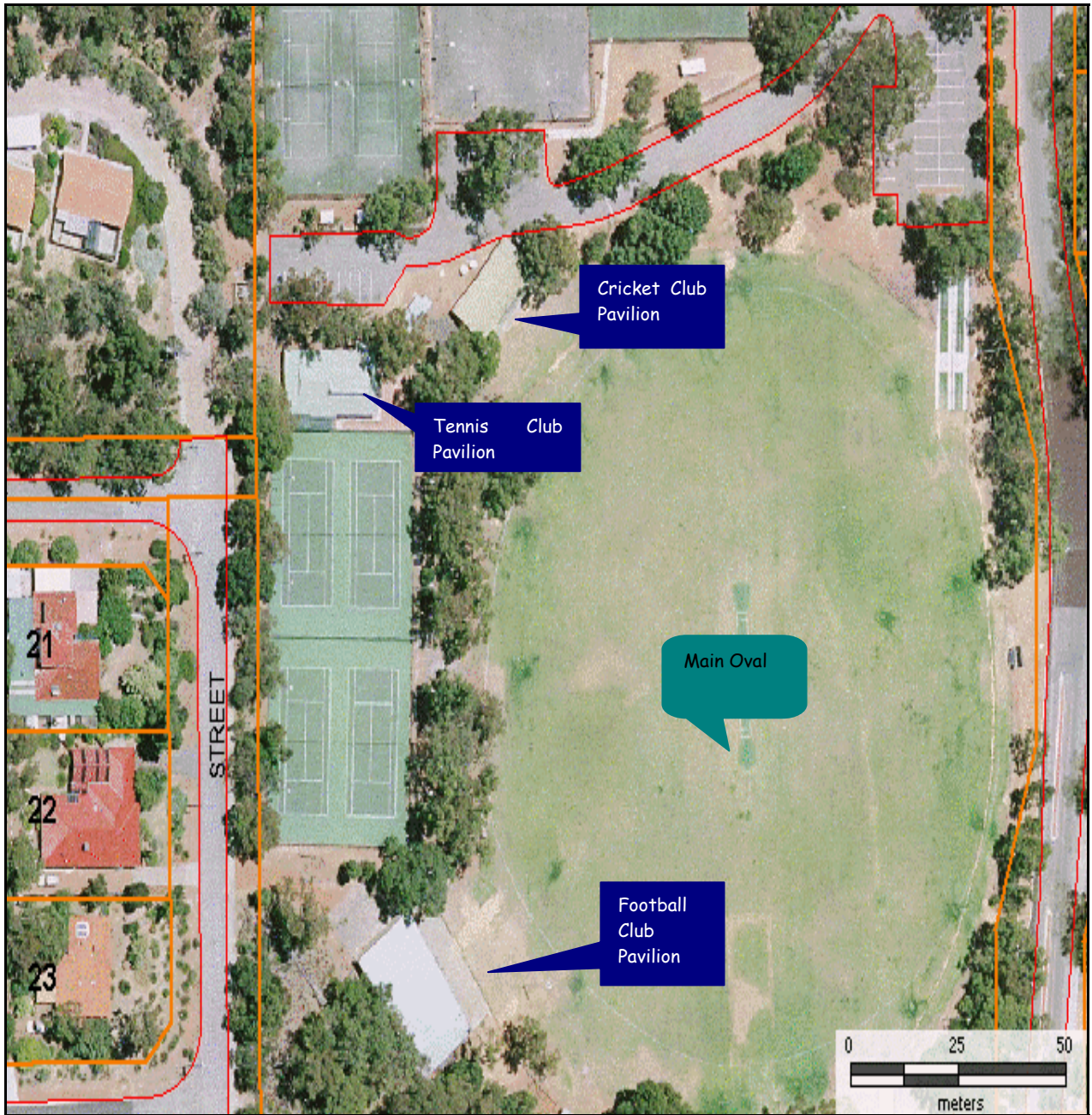
RECOMMEND

That Council support the CSRFF grant application for a new cricket pitch at Gwynne Park, and in the event that the application is successful, the requested Council contribution of \$10,000 be funded from the annual budget allocation for CSRFF projects.

Moved

MOTION CARRIED/LOST ()

Cross Park, Jarrah Road, Roleystone



FUTURE USE AND DEVELOPMENT OF CROSS PARK

WARD Jarrah
FILE REF: P17124
DATE 28 July 2008
REF PGQ
RESPONSIBLE Executive Director
MANAGER Community
Services

In Brief:

This report recommends that Council:

1. Note the issues and constraints of Cross Park and Springdale Reserve and the associated facilities as presented in this report.
2. Officers undertake further consultation with clubs and other stakeholders based at Cross Park and Springdale Park to consider the findings of the condition reports and options for meeting their long term needs.
3. Receive a further report on the future use and development of Cross Park following consultation with the clubs and user groups.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

- Deliver a range of services to meet the needs of the community
- Maintain 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

Council has allocated \$15,000 towards a concept plan for Cross Park.

Consultation

- Manex
- Roleystone – Karragullen Cricket Club
- Roleystone Sporting Club
- Asset Steering Group
- Technical Services staff

BACKGROUND

Following a request from the Roleystone-Karragullen Cricket Club to extend and upgrade the Cricket Pavilion at Cross Park, a report on the proposal was presented to the May 2008 Community Services Committee.

A further report was presented to the June 2008 Community Services Committee and Council resolved (C30/6/08) to approve the proposal subject to a number of conditions. Due to the age and condition of the building Council resolved not to financially contribute to the project. The club submitted a grant application to the Department of Sport and Recreation in the recent round of funding seeking a one third contribution to the project but the application was unsuccessful. At this time the club does not have sufficient funds to undertake the project from its own resources and has decided not to pursue the proposal at this time.

The previous reports to Council advised that Cross Park includes a number of community and sporting facilities that have been developed in an ad-hoc fashion over the years. The need to consolidate this planning was a focus of the Roleystone Revitalisation Project 2005-2008, a partnership between Council, the State Government and the community to revitalize the Roleystone town centre.

Community consultation undertaken in 2005 to develop the Roleystone Revitalisation Precinct Plan identified the need to improve the quality, attractiveness, accessibility, connection and maintenance of community/sporting facilities. The potential for rationalisation and shared use of facilities was also identified and continued to be a consideration for the steering group throughout the project.

Cross Park is one of two main active sporting reserves that service the Roleystone community, the other one being Springdale Park. The following table shows the current use of both Cross Park and Springdale Park:

Venue	Winter	Summer
Cross Park	Snr Football (3 teams)	Snr Cricket (4 teams)
		Jnr Cricket (4 teams plus In2Cricket)
Springdale Park	Jnr Football (7 teams plus Auskick)	Tee Ball (12 teams)

Located at Cross Park are three separate pavilion buildings that are used by three individual clubs, these being football, tennis and cricket. Also within the Cross Park precinct is the Roleystone Hall, Roleystone Neighbourhood & Family Centre, a skate facility, playground, two public toilet facilities, the Roleystone Seniors Centre, Girls Guides Hall, Fire Brigade Station and the Hillandale Retirement Village.

The “Football Pavilion” and the “Cricket Pavilion” are located on the western side of the oval, approximately 80m apart. The Football Pavilion was constructed in the early 1970s and the Cricket Pavilion is estimated to be about 50-60 years old. Both buildings provide only a basic standard of facility and are close to the end of their life cycle, although some minor upgrades to the Football Pavilion have taken place in recent years, which have improved the amenity of that facility.

The Tennis Pavilion is located on the northern side of the main four tennis courts and was constructed in the late 1990s. This building provides a good standard facility that should continue to meet the needs of the local tennis community for the next 20-30 years.

As alluded to in the earlier reports and in consideration of current industry Asset Management principles, the age and condition of the existing “Football “ and “Cricket” pavilions is such that it would be difficult to justify any Council funds being used to upgrade and/or extend either of these facilities. The recommended approach was to assess the condition and long term viability of the existing buildings and playing surface at Cross Park, and develop a concept plan for the site that best served the long term needs and carrying capacity of the venue.

An amount of \$15,000 was allocated in Council’s 2008-09 budget to develop a concept plan for Cross Park to guide the future use and development.

Prior to appointing a consultant to prepare the concept plan, an independent assessment of the condition of both the oval and the Cricket and Football pavilions was carried out by specialist consultants. This discussion paper provides a summary of the respective condition reports, and canvases some possible options in terms of the way forward.

ISSUES AND CONSIDERATIONS

A summary of the key findings of the condition reports is as follows:

Cross Park Reserve

- The playing field has a shallow depth of top soil over a sub grade which severely constrains drainage. The playing surface is unable to cope with average winter rainfall and sections of the ground become inundated for extended periods during winter. Major works would be required to address the drainage problems.
- There is the converse difficulty during the summer season when there is currently insufficient water supply from the existing bores to sustain a good quality playing surface.
- Even if sufficient water was available, the current irrigation system would need to be replaced to provide high level distribution uniformity.
- The severely limited water capacity at Cross Park causes continual decline in turf condition requiring sections of the turf to be regularly replaced up to 30% of the oval per annum.
- Maintaining Cross Park as a high usage active playing field is unsustainable given water supply and drainage constraints.

Cricket Pavilion

- Constructed circa in the 1940s, it is a very basic single brick structure with a colorbond roof.

- There are no toilet facilities in the building and patrons are required to use the adjacent external free standing toilets.
- The amenities are of a low standard and it would not be economical to upgrade or extend. In particular, the complexity related to effluent disposal would be an issue.
- The building fails to meet the Building Code of Australia requirements in a number of areas, e.g. stormwater, toilet effluent disposal and power requirements.
- The report recommends that the building be demolished or retained as a storage facility only.

Football Pavilion

- The physical structure is sound, however the original facility was designed to serve as change rooms with a basic kiosk and small meeting room. The building has been added to and modified by the club over the years to try and make it more functional as a clubhouse facility however major works would be required to redesign and upgrade the facility to a good standard.
- The building could be upgraded to comply with the Building Code Australia more easily than the Cricket pavilion.
- The report recommends either upgrading and extending the pavilion to accommodate the cricket club, or reviewing the management and operation of Cross Park with a view to possible replacement with a good standard facility.

The report recommends two options for consideration i.e.

1. No redevelopment of Cross Park

This option would involve:

- Changing the turf usage to passive or minor active
- Relocating cricket and football to Springdale Park
- Upgrading the playing surface at Springdale Park through increased turf renovation and maintenance.
- Cost estimate \$70,000

2. Redevelop Cross Park

This option would involve:

- Sourcing an additional water supply to supplement existing bores.
- Installing a perimeter drain around the western side of the oval.
- Reconstructing the playing field and installing new turf.
- Installing a new irrigation system
- Significant costs, possibly in the order of \$1.1 million to upgrade the oval.

Other known issues and considerations include:

- The size of the main oval (139m x 113m) is well short of the recommended dimensions for a senior size Australian Rules oval. Due to the topographical and infrastructure constraints of the existing site there is little scope for extending the oval without major earthworks and reconfiguration of existing facilities.
- The power supply to existing facilities and infrastructure is inadequate to cope with current demand. It is currently at capacity and it has the potential to fail under maximum load.
- The senior football club has increased in size from one senior team to three senior teams in the last two years, causing a significant increase in the wear and tear on the oval surface.
- Current use of Cross Park exceeds the carrying capacity of the playing surface in its current condition, and there is little or no scope for growth of existing activities due to the condition and constraints of the site.
- There is a shortage of car parking at Cross Park on game days, and the site is restricted in terms of opportunities for additional parking bays.

COMMENT

Analysis

The findings of the condition reports indicate that unless major works are undertaken to reconstruct and upgrade existing facilities at Cross Park, the venue will be unsustainable as a high use active sporting reserve in the long term.

Prior to developing a concept plan for the site, further consultation will need to occur with the clubs and user groups to consider the findings of the condition reports and discuss options for meeting their long term needs. In some cases this may include the option of relocation to an alternative venue.

It is important for Council to consider its position with regard to the future use and development of Cross Park. The Park is located in the centre of the Roleystone town site and is generally considered to be the recreational and social hub of the community. Given its historical and social importance to the local community, any move to substantially change the status and function of Cross Park would be likely to be met with strong opposition from the community.

If Council wishes to retain Cross Park as a high use active sporting reserve in the long term, this will be a critical factor in preparing the concept plan and will have significant financial implications for the City's 15 Year Financial Plan. Currently there are no funds allocated in the 15 Year Financial Plan for any major works at Cross Park.

Should Council be unable to commit major funds to the redevelopment and upgrade of Cross Park in the short to medium term (5-10 years), one option may be to relocate some activities to Springdale Park, thereby reducing the wear and tear on the playing surface. Springdale Park was constructed in the 1990s as a second active sporting reserve to serve the Roleystone

community and is currently used by junior football in winter and Tee Ball in summer. Council supported the development of Springdale Park in order to alleviate the overuse that was occurring at Cross Park.

A consideration for Council is that the Roleystone Sporting Club (senior football) wishes to remain based at Cross Park and upgrade the “Football Pavilion” to provide a better standard of facility for its members. Plans have recently been submitted by the club to enlarge and upgrade the kiosk and other minor works.

Another possible option is the use of Roleystone District High School oval for junior and senior sport although it is acknowledged that this venue does have certain limitations e.g. lack of change rooms, oval lighting and parking. This oval is larger than Cross Park and could be used as an overflow venue for community sport. A cricket pitch has recently been installed on the school oval and is likely to be used for junior cricket games in the future if required.

The purpose of this report is to advise Council of the main findings of the condition reports recently completed at Cross Park and their implications for the future use and development of the venue. The report also seeks to stimulate thought and discussion on what is a complex issue that will ultimately require direction from Council.

Conclusion

The proposed way forward is to undertake consultation with the clubs and user groups based at both Cross Park and Springdale Park to consider the findings of the condition reports and discuss options for meeting their long term needs. A further report would then be presented to Council with options and a recommendation for the future use and development of the Park.

RECOMMEND

That Council:

- a. note the issues and constraints of Cross Park and Springdale Reserve and the associated facilities as presented in this report.**
- b. request further consultation to be undertaken with clubs and other stakeholders based at Cross Park and Springdale Park to consider the findings of the condition reports and options for meeting their long term needs.**
- c. receive a further report on the future use and development of Cross Park following consultation with the clubs and user groups.**

Moved

MOTION CARRIED/ LOST ()

VOLUNTEER POLICY

WARD ALL
FILE REF: CD/V/6
DATE 10 August 2009
REF NK/WS
RESPONSIBLE MANAGER Executive Manager
Community Services

In Brief:

In November 2008, the Community Services Committee endorsed a recommendation that officers investigate and report back to Council on the formulation of a policy for City of Armadale volunteers.

This item consolidates information regarding current City of Armadale volunteer initiatives and recommends that Council adopt the Volunteer Policy and note the related Management Practice.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

2. Building Our Community

Relevant Aims

- facilitate a wide range of social and cultural experiences;
- encourage community participation and responsibility;
- cultivate community pride and ownership of the City's direction.
- foster a supportive and caring community;
- deliver a range of services to meet community needs; and
- *improve the overall well-being and safety of the community.*

5. Developing Our Organisation

Relevant Aims

- deliver high quality, professional governance and administration;
- enhance our ability to embrace and manage change;

Legislation Implications

Local Government Act

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

Bush Fires Act 1954

Budget/Financial Implications

Volunteering allows organisations to extend programs and activities beyond core service delivery. It is estimated that in the 2008/2009 financial year over 2,500 volunteers contributed approximately 49,900 hours to City of Armadale initiatives. At a rate of \$24.09, which is recognised as a realistic indication of the value of volunteering, this equates to \$1.2M in labour costs for community-based activities over and above what the City can provide.

Costs associated with volunteering initiatives are met through relevant program allocations. Volunteer Program Coordinators may need to consider revising the allocation for volunteer recognition as a result of this Policy being adopted.

Armadale Volunteer Services, which provides a referral service for individuals and organisations, receives an annual State Government grant through the Department for Communities to complement City funds to deliver the service. In 2008/09, this grant was \$26,191.85, with funding confirmed until June 2010.

Consultation

- MANEX
- CoA Human Resources Department
- City of Armadale officers supervising volunteers in City of Armadale programs.
- Birtwistle Local Studies Library
- History House Museum
- Armadale Gosnells Landcare Group
- Bushcare and Environmental Advisory Committee
- Drop n Shop
- Libraries
- Events
- Armadale Visitor Centre
- Champion Centre
- People Against Vandalism
- ARK Roadwise Committee
- Bushfire Brigades
- Armadale State Emergency Service
- Seniors' Advisory Group
- Disability Advisory Group
- Youth Advisory Group

BACKGROUND

At the Council Meeting of 27 October 2008, the matter of a “Volunteer Policy and Management Practice” was raised. It was considered at the Community Services Committee meeting on 4 November 2008 (C54/11/08) which determined:

“That officers investigate and report back to Council on the formulation of a Policy for City of Armadale volunteers.”

Volunteering

In 2008, the Department for Communities released the report “*The Economic Value of Volunteering in Our Community*”. Key indicators in the report included estimating the volunteering contribution made to WA in 2006 was \$6.6 billion and the equivalent of 146,000 full time jobs.

Volunteers enhance and extend many of the City’s services. The following table provides a summary of current volunteering initiatives and the extent to which they contribute to community-based programs. This table does not take into account the numerous hours Councillors and external community organisations contribute to assist in City of Armadale programs and events.

Volunteer Program	Number of Volunteers	Annual hours contributed
Birtwistle Local Studies Library	14	2156
History House Museum	11	1543
Armadale Gosnells Landcare Group	2039	8185
Bushcare and Environment Advisory Committee Friends Groups	182	4728
Drop n Shop	5	832
Champion Centre including ATSIAC	38	804
Libraries	5	453
Events	36	281
Armadale Visitor Centre	15	1697
People Against Vandalism	16	2340
ARK Roadwise Committee	8	432
Roleystone Bushfire Brigade	45	9402
Bedforddale Bushfire Brigade	45	9400
Armadale State Emergency Service	35	7401
Public History Advisory Group	5	45
Seniors Interest Advisory Group	2	8
Disability Advisory Group	6	132
Youth Advisory Group	4	60
Total	2511	49899

As can be seen from this table, volunteers are engaged in a wide range of volunteering activities. These range from ‘one off’ projects to an ongoing involvement in community-based initiatives. In some cases, for example the Bushfire Brigades and Environmental Friends Groups, guidelines have been developed that meet the needs of specific programs. Documentation and guidelines applicable to other volunteer programs vary in scope and sophistication. Currently, relevant documentation for City of Armadale Volunteer programs includes:

- Bush Fires Act 1954;
- Birtwistle Local Studies Library Volunteer Handbook;
- History House Museum Volunteer Handbook;
- Friends Group Manual (Community groups and individuals concerned with management of bushland);
- Visitor Centre Volunteer Manual.
- Drop n Shop procedures

Armadale Volunteer Services (AVS) commenced as a City program in 2003 and receives ongoing financial support from the Department for Communities. It is part of a State-wide alliance promoting the benefits and increasing the awareness and opportunities of volunteering throughout the community. Armadale Volunteer Services is a referral service for individuals seeking volunteering opportunities. AVS also provides advice and assistance to organisations (including City of Armadale Departments) that manage volunteer-focused programs. Since its inception, the service has fielded more than 1,200 queries from individuals and currently has over 100 groups registered as host organisations.

DETAILS OF PROPOSAL

A draft Policy and Management Practice has been prepared that aims to ensure volunteers are treated in a fair and equitable manner while minimising the City's exposure to risk. **(Refer to Attachment "A-1" – Summary of Attachments – buff page.)** The Policy and Management Practice will provide a structure to ensure the following three main objectives are met:

- Clearly define the roles and responsibilities of the volunteer and the City;
- Reduce risk of harm or litigation to the volunteer and the City of Armadale;
- Acknowledge the contribution of volunteers in the community;

Officers supervising volunteers will also report the number of volunteers and volunteer hours completed in their programs to gain a clear picture of the value of volunteering to the City and the community.

Analysis

The intention of implementing this policy is to ensure that the rights of volunteers are protected in the same way that award provisions protect paid staff. Therefore, organisations and volunteers have to determine what Rights and Responsibilities are applicable. In general terms this involves:

Volunteers' Rights

- To work in a safe and healthy environment.
- To be interviewed and appointed in accordance with Equal Opportunity legislation.
- To be adequately covered by insurance.
- To have a position description and agreed working hours, including appropriate leave.
- To be provided with an introduction to the organisation and appropriate departmental orientation.
- To be provided with appropriate training for the position undertaken.
- To have access to a grievance procedure.
- To be recognised for their contribution.

Volunteers' Responsibilities

- Be dependable and give adequate notice if unable to attend or wishing to resign.
- Be willing to undertake relevant training and orientation pertaining to the position.
- Seek assistance, guidance or information, where necessary, and receive constructive feedback, as appropriate.
- Ensure that confidential information is respected.
- Report any incidents and accidents to their supervisor.

- Abide by the rules and regulations of the organisation.
- As representatives of the City, volunteers should conduct themselves in a manner which is professional, ethical and reflects favourably on the City

Organisational Responsibilities

- To promote and recognise volunteering as an important activity that makes a significant contribution to community well being
- To ensure that effective procedures are in place that respect the rights of the volunteer and protect the volunteer and the organisation from risk.

The intention of developing a Volunteer Policy and related Management Practice is to:

- Ensure that volunteers are managed within a structured system by capable personnel, with appropriate authority and resources.
- Identify and document the policies and procedures for volunteer involvement and ensure that these are understood, implemented and maintained at all levels of the organisation where volunteers are involved.
- Have defined systems to control all documentation and personnel records that relate to the management of volunteers.
- Have clearly documented volunteer recruitment, screening, selection and orientation procedures that are consistent with Equal Employment Opportunity practices and guidelines.
- Clearly specify and control a volunteer's participation and work place, ensuring that it is conducive to their well being and provides a safe and healthy environment.
- Define and document the scope of the volunteer's role. This may be in the form of a Position Description document or scoping document of a general nature.
- Undertaking a Risk Assessment of any activity involving volunteers ensures that:
 - OH&S-related requirements are identified;
 - Potential exposure to litigation by third parties on the volunteer or City as a result of the volunteering activity;
 - Police and working with children checks are obtained, where necessary.
- Ensure appropriate inductions are undertaken.
- Ensure that relevant training and support mechanisms are provided for volunteers.
- Ensure that volunteers are recognised within the organisation and within the community for their efforts in contributing to the improved well-being of the community.
- Continually work towards best practice in volunteer management, utilising the 'Volunteering Australia National Standards for Involving Volunteers in Not for Profit Organisations'.

The introduction of a City of Armadale Volunteer Policy and Management Practice will not replace existing procedures but will assist in identifying gaps and work towards consistency in volunteer management. They will also assist in the development of procedures and guidelines for new volunteering initiatives.

Armadale Volunteer Services will play a key role in implementing the Volunteer Policy and Management Practice by assisting Departments to develop and review their program-specific guidelines. Armadale Volunteer Services can ensure that volunteer management is managed in a consistent manner across the organisation and that the City is constantly working towards best practice in this area.

Options

Council has the following options:

1. Adopt and support the Volunteer Policy.
2. Make amendments to the Volunteer Policy prior to formal endorsement.
3. Not approve the Volunteer Policy at this time.

Option 1 is recommended

Conclusion

The City can play a key role in promoting the value of volunteering in the community by demonstrating best practice examples in volunteer management and acknowledgement. Articulating a commitment to supporting volunteers through this proposed Policy is a positive step in this direction.

It is recommended that Council adopt the Volunteer Policy and note the Management Practice as presented.

RECOMMEND

That Council:

- a. **adopts the Volunteer Policy pursuant to Section 2.7(2)(b) of the Local Government Act 1995; and**
- b. **notes the Management Practice;**

as presented at Attachment “A-1” to these Minutes.

Moved

MOTION CARRIED/LOST ()

LOCAL GOVERNMENT & TOURISM CONFERENCE

WARD ALL
FILE REF: ED/T/1
DATE 20 July 2009
REF YW
RESPONSIBLE Executive Director
MANAGER Community Services

In Brief:

The report advises that the Local Government & Tourism Conference will be held at the Vines Resort and Country Club from 8 – 10 September 2009, and recommends that Council consider nominating an Elected Member to attend the Conference.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

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

Legislation Implications

Nil

Council Policy/Local Law Implications

Council Policy ADM3 – Conferences, Seminars and Training. [It should be noted that part (2) of Council Policy ADM3 (Management Practice) states “Where a member of Council at the date of the conference, seminar or training course has an electoral term of less than six (6) months to complete, such member shall be ineligible”.]

Budget/Financial Implications

Conference registration fees are \$649 per person (Full Delegate – inc. GST).

Consultation

Nil

BACKGROUND

The “Local Government and Tourism Conference will be held from 8 – 10 September 2009 at The Vines Resort and Country Club.

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

COMMENT

The full conference program is yet to be finalised, however a number of topics are relevant to the provision of tourism in the City.

The Local Government and Tourism Conference will focus on ‘Connecting, Developing & Partnering’ and the highly innovative program will include top quality Keynote Addresses from high profile overseas, interstate and local speakers such as:

- Dr Elizabeth Constable, Minister for Tourism and Education
- John Anderson, Contiki Tours Founder
- Bob Abbott, Mayor of Noosa
- Steve Kozlowski, Chief Executive Officer, Shire of East Gippsland
- Dr Dianne Dredge, Associate Professor Tourism Policy & Planning

Delegates will also take part in interactive themed Field Trips which will include:

- Arts, Culture & Indigenous Tourism
- Attraction and Product Development
- Events, Food & Wine
- Planning and Development

Other Conference highlights will be a Gala Dinner, Swan Valley food & wine tasting and many networking opportunities including a Corporate Golf competition to conclude the Conference.

The Visitor Centre Coordinator will be attending the Conference. In the event of there being no nominations from Committee, the matter will be referred to the Council Meeting on 10 August 2009 for other Councillors to consider a nomination.

RECOMMEND

That Council nominate Cr to attend the Local Government and Tourism Conference to be held from 8 – 10 September 2009 at The Vines Resort and Country Club, with costs incurred to be charged to Members’ Training and Development.

OR, if there is no nomination at the Council Meeting of 10 August 2009, then the resolution be as follows:

That Council make no Councillor nomination for attendance at the Local Government and Tourism Conference to be held from 8 – 10 September 2009 at The Vines Resort and Country Club.

Moved

MOTION CARRIED/LOST ()

EXECUTIVE DIRECTOR COMMUNITY SERVICES REPORT

COUNCILLORS' ITEMS

COMMUNITY SERVICES COMMITTEE

SUMMARY OF “A” ATTACHMENTS

4 August 2009

Attachment No.	Subject	Page
A-1	DRAFT POLICY & MANAGEMENT PRACTICE COMD 3 – VOLUNTEER INVOLVEMENT	35 - 37



POLICY

COMD 3 – Volunteer Involvement

Management Practice

COMD 3

Relevant Delegation

Rationale

To establish a framework that respects and protects the relationship between the City and its volunteers and recognises the valuable contribution made by volunteers in the community.

Policy

The City of Armadale will develop and implement procedures that define and acknowledge both the roles and responsibilities of its volunteers and those of the City as a volunteer host organisation.

Related Local Law

Related Policies

Related Budget Schedule

Last Reviewed

Next Review Date

Authority

MANAGEMENT PRACTICE

COMD 3 | Volunteer Involvement

Volunteers participate in a wide range of City of Armadale programs for the benefit of the community. These range from ‘one off’ projects to an ongoing involvement in community-based initiatives. The City is committed to ensuring best practice procedures are in place that:

- Clearly define the roles and responsibilities of the volunteer and the City;
- Reduce risk of harm or litigation to the volunteer and the City of Armadale;
- Acknowledge the contribution of volunteers in the community.

DEFINITION

Formal volunteering is an activity that takes place in organisations and is undertaken: -

- For the benefit of the community and the volunteer.
- Of the volunteer’s own free will and without coercion.
- For no financial payment.
- As a designated volunteer position only.

AIM OF VOLUNTEER INVOLVEMENT WITHIN THE ORGANISATION

To involve volunteers in partnership with paid workers, to:

- Initiate, enhance and extend service provision;
- Add a community perspective;
- Increase community awareness and involvement.

MANAGEMENT OF VOLUNTEERS AND VOLUNTEER PROGRAMS

The roles of volunteers vary greatly depending on the scope of the activity undertaken. Whenever working with volunteers however, the following guidelines should be applied:

- Ensure that volunteers are managed within a structured system by capable personnel, with appropriate authority and resources.
- Identify and document the policies and procedures for volunteer involvement and ensure that these are understood, implemented and maintained at all levels of the organisation where volunteers are involved.
- Have defined systems to control all documentation and personnel records that relate to the management of volunteers.
- Have clearly documented volunteer recruitment, screening, selection and orientation procedures that are consistent with non-discriminatory practices and guidelines.
- Clearly specify and control the volunteer’s participation and work place, ensuring that it is conducive to their well being and provides a safe and healthy environment.
- Define and document the scope of the volunteer’s role. This may be in the form of a Position Description document or scoping document of a general nature.
- Undertake a Risk Assessment of any activity involving volunteers ensures that:
 - OH&S related requirements are identified;

- Potential exposure to litigation by third parties on the volunteer or City as a result of the volunteering activity;
- Police and working with children checks are obtained where necessary;
- Ensure appropriate inductions are undertaken.
- Ensure that relevant training and support mechanisms are provided for volunteers.
- Ensure that volunteers are recognised within the organisation and within the community for their efforts in contributing to the improved well being of the community.
- Continually work towards best practice in volunteer management, utilising the ‘Volunteering Australia National Standards for Involving Volunteers in Not for Profit Organisations’.

DRAFT