CITY OF ARMADALE

AGENDA

OF **COMMUNITY SERVICES COMMITTEE** TO BE HELD IN THE **COMMITTEE ROOM**, ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON **TUESDAY, 9 OCTOBER 2007 AT 7.00 PM**

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

PRESENT:

APOLOGIES:

OBSERVERS:

IN ATTENDANCE:

DISCLAIMER

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

DECLARATION OF MEMBERS' INTERESTS

QUESTION TIME

DEPUTATION

Nil

CONFIRMATION OF MINUTES

RESOLVED

Minutes of the Community Services Committee Meeting held 28 August 2007 be confirmed.

Moved
MOTION CARRIED ( )

ITEMS REFERRED FROM INFORMATION BULLETIN – ISSUE NO. 18/2007

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

- **Outstanding Matters**
  Report on Outstanding Matters – Community Services Committee
- **Monthly / Quarterly Departmental Reports**
  Library & Heritage Services General Monthly Report – August
  Manager Ranger & Emergency Services Monthly Report – August 2007
- **Minutes from Occasional/Advisory Committees**
  Aboriginal & Torres Strait Islander Adv. Committee – 5 June 2007
  Armadale Highland Gathering Committee – 18 July 2007
- **Miscellaneous**
  Outside the Frame

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

9 October 2007

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ACTING SENIOR POSITION – EXECUTIVE DIRECTOR COMMUNITY SERVICES

WARD:	ALL
FILE REF:	HR/ECS/10
DATE:	8 October 2007
REF:	CA
RESPONSIBLE MANAGER:	CEO

In Brief:
This report:
- Provides advice of the Executive Director Community Services' (Mr Carl Askew) annual leave and
- Seeks Council endorsement of Chief Executive Officer's recommendation to appoint the Manager Community Services (Mrs Yvonne Coyne) to the position of Acting Executive Director Community Services for the period 10 December 2007 to 21 December 2007, inclusive.

Tabled Items
Nil

Officer Interest Declaration
Nil

Strategic Implications
Nil

Legislation Implications
Nil

Council Policy/Local Law Implications
Council Policy & Management Practice ADM 12 "Acting Senior Positions".

Budget/Financial Implications
The higher duties payment associated with this matter is provided for in the adopted 2007-08 Annual Budget.

Consultation
Chief Executive Officer

BACKGROUND

Nil

DETAILS OF PROPOSAL

The Executive Director Community Services will be taking annual leave from the 10 December 2007 to 21 December 2007, inclusive and during this time, the Chief Executive Officer recommends that the Manager Community Services (Mrs Yvonne Coyne), be appointed Acting Executive Director Community Services.

RECOMMEND

That Council:

a. Note that the Executive Director Community Services (Mr Carl Askew) will be taking annual leave from 10 December 2007 to 21 December 2007, inclusive, and

b. Pursuant to Management Practice ADM 12 and on recommendation of the Chief Executive Officer, appoint the Manager Community Services (Mrs Yvonne Coyne) to the position of Acting Executive Director Community Services for the period 10 December 2007 to 21 December 2007, inclusive.

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AUTHORIZED PERSON

WARD	ALL
FILE REF:	
DATE	October 2007
REF	BLW
RESPONSIBLE MANAGER	Executive Director 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 staff member, and 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

1. That the following persons be appointed 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.

City of Armadale Administration

Jennifer Hewett

Railway Ave Vet Hospital

Wendy Hobley
Naasha Glumac
Julie Butler
Maria Butler
Ant Donohoe
Lou Jones
Jackie Atkinson
Kym Knight
Kellie Thatcher
Gemma Tripp
Lauren Wood
Michelle McEwan
Tegan Rowlands

Ark Veterinary Clinic

Shaan Russell-Smith
Chloe Bain
Frances Peck

Armadale/Byford Veterinary Hospital

Glenda Miller
Martine Stuart
Michelle White
Tracey Morey
Kelly Coppins
Penny Terpstra
Emma Stuart
Petra Bailey
Carmilla Atkinson
Suzanna Sowa
Tricia Matthews

Champion Lakes Veterinary Centre

Kim Evangelilles

Colin Sherry
Lesley Sherry
Maria Tarr
Amanada Beckett
Ashleigh Webster
Juanita Morrison
Helen Mantle
Juanita Meachon

2. That all previous appointments as "Authorised Person" at the abovementioned veterinarian facilities be cancelled

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MOTION CARRIED/LOST ( )

***EMERGENCY MANAGEMENT GRANT APPLICATIONS

WARD : All

FILE REF : CG/LEM/1

DATE : 4 October 2007
REF : BLW

RESPONSIBLE MANAGER : Executive Director community Services

In Brief:-

- Informs Council of a successful grant application in conjunction with the City of Gosnells for $54,000 to enhance emergency risk management within Western Australia through Local Government.
- Recommends that Council in conjunction with the City of Gosnells accept the $54,000 grant.

Tabled Items
Nil

Officer Interest Declaration
Nil

Strategic Implications
The Emergency Management Act, 2005 includes sections for Local Governments to ensure they have emergency management provisions. Section 41 states that Local Governments are to ensure that arrangements for emergency management in their Local Government district are prepared. These arrangements include the prevention, preparedness, response and recovery to identified emergency categories.

Legislation Implications
Emergency Management Act, 2005
Section 36 Functions of Local Government
Section 41 Emergency Management Arrangements in Local government District
Section 42 Reviewing and Renewing Emergency Management Arrangements

Council Policy / Local Law Implications
Nil

Budget / Financial Implications
All works associated with the AWARE program are fully funded by the grant and do not have any budget/financial implications for the City.

Consultation

- Mr. Trevor Perkins City of Gosnells.
- Mr. Peter Johnstone FESA Bush Fire Service
- Ms Karen Roberts FESA Community Development
- Mr. Rod Wallington City of Gosnells

BACKGROUND

In February 2007, the City of Armadale, in conjunction with the City of Gosnells, made application to the Fire Emergency Services Authority (FESA) AWARE program for a grant to undertake a risk management study for the City of Armadale and Gosnells. Both participating local governments have since been notified of the successful grant application of $54,000.

The AWARE program (All West Australians Reducing Emergencies) has been developed in consultation with Local Government to enhance Western Australian emergency management arrangements. The funding associated with the AWARE program enables Local Government to identify emergency risk or hazards within their community and develop appropriate treatment options through the emergency risk management process.

The AWARE program aims to enhance emergency risk management within Western Australia through local government.

The objectives of the AWARE program are to:
- Identify and develop current and future emergency risk management (ERM) leaders in the community.
- Enhance the ERM skills and understanding of local communities.
- Identify opportunities and fund ERM strategies, to improve ERM in the community.
- Increase the involvement of emergency management practitioners and local communities in focused ERM programs.
- Increase community awareness of the value of effective ERM.
- Improve ERM support systems for local communities. Encourage the integration of ERM as part of organisational culture in local government.

The grant scheme provides each Local Government with access to funding to facilitate them through the emergency risk management process. If a Local Government has undertaken the ERM process in their community the grant scheme can be accessed to determine and manage the implementation of treatment strategies identified by the ERM process. Grant scheme applications may include:
- Salary subsidies;
- Mitigation strategies;
- Treatment options;
- Research studies.

DETAILS OF PROPOSAL

The purpose of the grant is to identify risks within the Local Governments, vulnerability's within the community, methods of reducing the risks and opportunities for resource sharing amongst the Cities.

The project can be completed by duplicating the process in each of the participating Local Governments. The major outcome of this project is to initiate the Emergency Risk Management process and includes:

- To identify the greatest risks within the local government boundaries;
- To arrange training for the Local Governments;

- To establish resource sharing opportunities for emergency management;
- To initiate planning for implementation of prevention and mitigation strategies for identified risks;
- To ensure knowledge transfer to local government staff;
- It is anticipated that this project will take 6 months to complete.

With this grant, the Cities of Armadale and Gosnells will be able to create community-based Emergency Management Plans that will address the risks that may affect the communities, property and the environment.

The Cities of Armadale and Gosnells recognise that the risks, which are assessed as high or extreme, need to be reviewed as a matter of priority and that risks assessed as moderate or low will be reduced to an acceptable level by the responsible management.

At the conclusion of the Emergency Risk Management Project process, all risks to the respective communities that are unacceptable, whether caused by natural or technological hazards will have been identified and options for eliminating or reducing the effects of these risks will have been recommended.

Unacceptable risks will be identified and the individual, organisation or agency responsible for implementing actions as recommended to lessen or eliminate the risk will have been identified and notified. The Citis of Armadale and Gosnells LEMC's will monitor implementation of the treatment options recommended.

COMMENT

Given the combination of the City's topography, the history of natural incidents and soil types, the City faces more potential natural disasters than most other Local Government areas. In addition, there is an increasing rate of a vulnerable population due to the development in rural and semi rural areas throughout the district.

The City of Armadale was once largely rural in character and bushfire was always the most prevalent threat to the community. Over the past twenty (20) years subdivision of land and residential developments, with an urban/bush land interface, has resulted in a significant increase in the threat of bushfire to those properties, as is the risk of bushfire in the extensive areas of state forest and individual bush land reserves within the City of Armadale.

The AWARE program provides funds for the City to identify risks that face the community address the vulnerability of those at risk and provide options and treatments to reduce or eliminate the risks based on the Australia Emergency Risk Management Guide.

Options

Council has the following options:

1. Accept the grant of $54,000 to undertake a risk management study for the City of Armadale and Gosnells and proceed with the project.

2. Not accept the grant of $54,000 to undertake a risk management study for the City of Armadale and Gosnells and not proceed with the project.

Option 1 is recommended.

RECOMMEND

That Council, pursuant to Section 6.8 of the Local Government Act 1995 (as amended), authorise the following expenditure:

FESA AWARE Program	**$54,000**

And amend the 2007-2008 Annual Budget as follows:

Expenditure	
FESA AWARE Program increase by	**$54,000**
Revenue	
Grant – FESA AWARE Program increase by	**$54,000**

For the purpose of undertaking a risk management study for the Cities of Armadale and Gosnells.

****ABSOLUTE MAJORITY DECISION REQUIRED**

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MOTION CARRIED/LOST ( )

TENDER NO. 22/07 - TENDER FOR SUPPLY AND INSTALLATION OF INCINERATOR

WARD	ALL
FILE REF	TEN/22/07
DATE	2 October 2007
REF	BLW
RESPONSIBLE MANAGER	Executive Director Community Services

In Brief:
- Tender No. 22/07 was recently called for the Supply and Installation of an Incinerator.
- One tender was received by the specified closing time.

It is recommended that Council accepts the tender from Scholer Industries Pty Ltd in accordance with their submitted tender and Council contract documentation.

Tabled Items
Nil

Officer Interest Declaration
Nil

Strategic Implications
Corporate Services:
To achieve maximum community benefit from effective use of resources.

Legislation Implications
Assessment of legislation indicates that the following regulations apply:
Local Government (Functions and General) Regulations 1996 s11
Local Government Act 1995 s3.57
Council Policy/Local Law Implications
Policy ENG 5: Tendering and Purchasing.

Budget/Financial Implications
The recommended tender price is within the adopted budget of $77,800.

Consultation
Nil

BACKGROUND

The current incinerator at the Dog Pound was purchased and installed in 1978 and is now considered to have reached the end of its effective useful life.

DETAIL OF PROPOSAL

There are at least three (3) companies in WA that manufacture and supply incinerators capable of performing to the requirements set out in the tender document. Two (2) companies requested tender documents, however only one, Scholer Industries Pty Ltd, submitted a tender for the supply and installation of the incinerator for $84,700.00 incl. GST.

SELECTION CRITERIA
The weightings for the evaluation of the tender are as follows.

Table 3: Selection Criteria		
Item No.	**Description**	**Weighting**
1.	Capability/competence of tenderer to perform the work required	20%
2.	Experience of tenderer in supplying similar goods or completing similar projects	20%
3.	Reference from past and present clients	20%
4.	Tendered Price(s)	40%
	TOTAL	**100%**

TENDER RECEIVED

Incinerator	**SCHOLER INDUSTRIES PTY LTD**
MODEL	NSI HSH75-P Quarantine Waste Incinerator
PRICE	$85,800.00
TRADE	$1,100.00
Net Price	$84,700.00 (GST Inclusive)

TENDER EVALUATION
Scholer Industries Pty. Ltd. is a Western Australian company and has been designing, manufacturing, installing and servicing incineration products from Perth since 1978. Referee checks were carried out with the following companies; AGR Matthey, Apache Energy and Darwin Port Corporation. The results of the tender evaluation after the application of the selection criteria have shown that the tender from Scholer Industries Pty Ltd is beneficial to Council.

OPTIONS

If approved, the incinerator could be installed and operational in approximately (8) weeks from the official order date.

If Council is not supportive of accepting the tender outlined in this report, the only available alternative option would be to re-tender for the supply and installation of the incinerator.

CONCLUSION
It is recommended that the tender by Scholer Industries Pty Ltd be accepted as they have satisfied the selection criteria.

RECOMMEND

That Council accepts the tender from Scholer Industries Pty Ltd for Tender No. 22/07 being for the Supply and Installation of a NSI HSH75-P Quarantine Waste Incinerator for the amount of $84,700.00 (GST Inclusive), which is in accordance with their submitted tender and Council contract documentation.

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MOTION CARRIED/LOST ( )

EXECUTIVE DIRECTOR COMMUNITY SERVICES REPORT

COUNCILLORS' ITEMS