

# CITY OF ARMADALE

## AGENDA

**OF COMMUNITY SERVICES COMMITTEE TO BE HELD IN THE COMMITTEE ROOM, ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON TUESDAY, 9 APRIL 2024 AT 7:00PM.**

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

**PRESENT:**

**APOLOGIES:**

**OBSERVERS:**

**IN ATTENDANCE:**

**PUBLIC:**

*“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).”*

## **DISCLAIMER**

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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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*Public Question Time is allocated for the asking of and responding to questions raised by members of the public.*

*Minimum time to be provided – 15 minutes (unless not required)*

*Policy and Management Practice EM 6 – Public Question Time has been adopted by Council to ensure the orderly conduct of Public Question time and a copy of this procedure can be found at <http://www.armadale.wa.gov.au/PolicyManual>*

*It is also available in the public gallery.*

*The public's cooperation in this regard will be appreciated.*

## **DEPUTATION**

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## **CONFIRMATION OF MINUTES**

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## **RECOMMEND**

**Minutes of the Community Services Committee Meeting held on 5 March 2024 be confirmed.**

## **ITEMS REFERRED FROM INFORMATION BULLETIN**

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Report on Outstanding Matters – Community Services Committee

Items referred from the Information Bulletin – Issue 4 – March 2024

*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 APRIL 2024

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### **1.1 - REVIEW OF THE FUTURE OF THE CHRISTMAS PARADE**

WARD : ALL  
FILE No. : M/161/24  
DATE : 18 March 2024  
REF : RM  
RESPONSIBLE : Executive Director  
MANAGER : Community Services

**In Brief:**

- This report proposes that the Christmas Parade is discontinued and the funds are reallocated to the Carols by Candlelight event to add value to the event and to retain one of the objectives of the Parade being to promote community groups.
- Recommend that Council:  
Endorse the proposal to discontinue the Christmas Parade and to reallocate the funds and resources to add value to the Carols by Candlelight event.

#### **Tabled Items**

Nil

#### **Decision Type**

- Legislative**                      The decision relates to general local government legislative functions such as adopting/changing local laws, town planning schemes, rates exemptions, City policies and delegations etc.
- Executive**                              The decision relates to the direction setting and oversight role of Council.
- Quasi-judicial**                      The decision directly affects a person's rights or interests and requires Councillors at the time of making the decision to adhere to the principles of natural justice.

#### **Officer Interest Declaration**

Nil

#### **Strategic Implications**

##### **Strategic Community Plan**

##### ***Community***

##### **1.1 Foster and strengthen community spirit**

- 1.1.1 Facilitate a dynamic calendar of events, festivals and cultural activities that activate suburbs, foster community connections, celebrate the diversity of the community and encourage a sense of place for residents.
- 1.1.3 Support the development and sustainability of a diverse range of community groups.

### **Legal Implications**

Nil

### **Council Policy/Local Law Implications**

Nil

### **Budget/Financial Implications**

The cash component to deliver the Christmas Parade is \$7000. Significant staff resourcing of approximately 25% of the Carols by Candlelight event, both on the day and in the lead-up, is dedicated to the Parade alone.

### **Consultation**

Nil

## **BACKGROUND**

The City's Carols by Candlelight event has been delivered on an annual basis since 1995. It is held in early December in Memorial Park and attracts approximately 4000 people. This event is consistently well received by the community and has strong support by participating schools and community groups, including the local working group which has overseen the event since 2014. The event has received commendation from the Department of Communities for its accessibility for people with disability due to the inclusion of an Accessible Viewing Area, additional ACROD parking, service dog area, songbooks in Braille, an AUSLAN interpreter, audio description and Bluetooth assistive listening.

Since 2013, a Christmas Parade has been held prior to the Carols by Candlelight event. The Parade has commenced at the Commerce Road end of Jull Street Mall, proceeded through the Mall and concluded at the Memorial Park. The Parade comprises a range of community groups, paid performers, City of Armadale Councillors and staff. The inclusion of Santa and Ms. Claus on a motorised sleigh has also been well received by the community.

The Christmas Parade provides an opportunity for community group involvement and promotion, however in recent years the number of patrons appears to have decreased. Due to scheduling arrangements with the three Primary School choirs participating in the Carols by Candlelight event, the 2023 date competed with Christmas Parades held at the City of Perth and the Shire of Serpentine-Jarrahdale. At this stage it will be the same situation in 2024, for the same scheduling reasons. The competing dates can impact the numbers of both spectators and participants.

### *Community Feedback and Community Group Participation*

A sample of the feedback from patrons specifically regarding the Christmas Parades held in 2022 and 2023 comprise the following:

2022

- Hope more schools and industry participate in the parade to make it more interesting.
- I love the Armadale carols and pageant each year, but I'm very disappointed with this years. The pageant was terrible it lacked everything fun and exciting.
- Add more to the parade with shorter gaps between each group.

- The carols were great but the parade, I'm sorry was a real disappointment. Why not get more of the community involved and not have it on the same night as the city parade. I am sure there would be marching bands, other groups that would participate. Maybe look at doing some kind of incentive for groups to participate.
- More people in the pageant, like some fun Christmas floats would be cool. And more food trucks and entertainment while waiting for the carols.
- It's an excellent local community event rather than travelling into the city. Children of all ages enjoyed the parade and groups handing out lollies.

2023

- Far less gaps in the parade. There were some big wait times between groups. More excitement in the parade. More groups. Floats?
- It was so joyous. Not anything to change, just more parades would be great, I know it comes down to the community groups though.
- Yes. It is good to have a community event, especially with the train lines down making it harder to access the city pageant. (2023 feedback)

The following table indicates the number of community groups who have participated in the Parade from 2019 to 2023. Please note that City staff or paid entertainers have not been included.

<b>Year</b>	<b>Number of community groups</b>
2019	17
2020	Cancelled
2021	Cancelled
2022	13
2023	16

#### *Improvements to the Christmas Parade*

The following possible improvements to the Parade have been considered with the allocation of additional funding and resources:

- Include floats/vehicles in the Parade.
- Allow local businesses to participate who provide a quality entertainment aspect.
- Incorporate more paid entertainment.
- Consider incentives for City staff to participate.

#### **DETAILS OF PROPOSAL**

It is proposed that the Christmas Parade is discontinued, and the funds reallocated to enhance the activities offered at the Carols by Candlelight event to increase its value to community members. Along with the scope to engage more paid performers, these activities will provide opportunities for community groups to interact with attendees, thus helping to achieve the groups' promotional objectives at the Carols event originally sought via the Parade.

Examples of the activities comprise:

- Increased free family activities at the Carols event (such as the popular "Letters to Santa" workshop in 2023)

- Opportunities for community group involvement, for example:
  - Christmas tree decorating
  - Contribute ornaments to a communal Christmas tree
  - Contribute decorations to the general event
- Increased paid entertainment and performers – for example have a “meet Santa” opportunity and more roving performers
- Large props and spaces conducive to photo opportunities
- Christmas story time sessions nearby in the lead-up to the event for families with young children

## **ANALYSIS**

The Christmas Parade has been a preceding component of the Carols by Candlelight event since 2013 and is an opportunity for community groups to promote their work. However, patron attendance has decreased in recent years, not helped by competing dates with other Christmas Parade events. With the allocation of additional funds, there is scope to improve the Christmas Parade with floats, increasing the number of paid performers and inviting local businesses to participate. This will also require increased staff resources, as currently the Parade comprises 25% of the staff’s workload allocated to the Carols by Candlelight event.

The Carols by Candlelight event is a long-standing major City event. It is well attended and well received by the community and considered a highly accessible event for people with disability. Reallocating the funds and resources dedicated to the preceding Christmas Parade is expected to add significant value to patrons attending the event, and providing further opportunities for community groups to offer information and interactive activities will achieve the groups’ promotional objectives sought via the Parade. Due to the significant proportion of staff time allocated to the Parade, consolidating the workload to the one event will also maximise staff resources.

## **OPTIONS**

Council has the following options:

1. Endorse the proposal to discontinue the Christmas Parade and to reallocate the funds and resources to add value the Carols by Candlelight event.
2. Do not endorse the proposal to discontinue the Christmas Parade. Retain the Christmas Parade with the current level of funds and resources.
3. Do not endorse the proposal to discontinue the Christmas Parade. Expand the Christmas Parade with an additional allocation of funds and resources.

Option 1 is recommended.

## **CONCLUSION**

The Christmas Parade is a component of the long-standing and popular Carols by Candlelight event. The Parade provides an opportunity for community groups to promote their work to residents. However, it is asserted that this objective can be achieved by reallocating the funds and resources for the Parade to include a range of interactive activities to add value to the Carols by Candlelight event. This approach also has the benefit of maximising staff resources.

**RECOMMEND**

**That Council endorse the proposal to discontinue the Christmas Parade and to reallocate the funds and resources to add value to the Carols by Candlelight event.**

**ATTACHMENTS**

There are no attachments for this report.



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***2.1 - CO-SHARING OF THE CROSS PARK SHED BY ROLEYSTONE COMMUNITY GARDEN AND ROLEYBUSHCARE***

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WARD : HILLS  
FILE No. : M/70/24  
DATE : 14 February 2024  
REF : NP  
RESPONSIBLE : Executive Director  
MANAGER : Community Services

**In Brief:**

- Following Council Decision C34/12/23, this report outlines the details of consultation with the Roleystone Community Garden Inc and Roleybushcare for a joint occupancy arrangement at the Cross Park Shed, Roleystone.

**Tabled Items**

Nil

**Decision Type**

- Legislative**                      The decision relates to general local government legislative functions such as adopting/changing local laws, town planning schemes, rates exemptions, City policies and delegations etc.
- Executive**                              The decision relates to the direction setting and oversight role of Council.
- Quasi-judicial**                      The decision directly affects a person's rights or interests and requires Councillors at the time of making the decision to adhere to the principles of natural justice.

**Officer Interest Declaration**

Nil

**Strategic Implications**

- 1.1.3 Support the development and sustainability of a diverse range of community groups  
1.3.1 Ensure the equitable provision of Community Facilities throughout the City

**Legal Implications**

Nil

**Council Policy/Local Law Implications**

Council Policy - Lease & Licence.

### **Budget/Financial Implications**

There may be costs related to alternative storage solutions suggested from Roleystone Community Garden. Further investigation including feasibility and costings would be required if recommended by Council.

Should Council recommend the addition of a storage container for additional equipment storage at Cross Park, the cost of a storage container is estimated to be between \$3,080 + GST and \$4,830 + GST, not including any external treatment to match existing developments.

### **Consultation**

1. Roleystone Community Garden
2. Roleybushcare
3. Roleystone Markets
4. Roleystone Gymnastics Club
5. Roleystone Neighbourhood Family Centre
6. Roleystone Sporting Club
7. Roleystone Tennis Club
8. Roleystone/Karragullen Cricket Club
9. Roleystone Guides
10. Roleystone/Karragullen Senior Citizens Club
11. City Departments
  - a. Recreation Services
  - b. Community Planning

### **BACKGROUND**

On 26 June 2017 Council endorsed the following recommendation (D24/6/17) regarding the construction of the Cross Park Shed.

*That Council:*

A) *Approves the Application for Planning Approval for a storage shed on Lot 1 Jarrah Road, Roleystone (Cross Park) in accordance with the attached plans and subject to the following conditions:*

1. *Plans being submitted to the City's Planning Services that:*
  - a. *Maintain the size of the storage shed to a maximum floor area of 60sqm, maximum pitched roof height of 3.7m and maximum wall height of 3.1m;*
  - b. *Locate the storage shed 2m west of the location currently shown on the site plan.**to the satisfaction of the Executive Director Development Services.*

The Council recommendation referenced above set the dimensions of the current storage shed and on 26 September 2017 Council endorsed the execution of a lease agreement with Roleystone Community Garden Inc. to occupy the shed (CS65/9/17).

The sizing and siting of the previous shed was based on minimising tree loss due to construction and bushfire separation requirements.

On 18 December 2023, Council endorsed the following recommendation (C34/12/23) in regard to the Cross Park Shed currently occupied by the Roleystone Community Garden:

*That Council:*

- 1. Request that Officers commence discussions in January 2024 for the future occupancy of the premises (currently known as the Cross Park Community Garden Shed and Gardens).*
- 2. Direct that discussions are to occur with the Roleystone Community Garden Inc. and Roleybushcare Inc. for joint occupancy of the premises.*
- 3. Request that Officers explore options within existing buildings at the Cross Park precinct for the storage of materials associated with the Roleystone Markets currently at the premises.*
- 4. Provide a report on the progress of joint occupancy discussions and storage options to Council in March 2024, or earlier if either of the parties is not willing to participate in discussions.*

### **Roleystone Community Garden Inc.**

Roleystone Community Garden Inc. have occupied the Cross Park Shed under an exclusive use lease agreement since 26 February 2018 (CS65/9/17). The group were responsible for the cost of capital works through a Lotterywest grant, service connections and all outgoings under the terms of their lease agreement.

Roleystone Community Garden Inc. have advised that they have a membership of approximately 15 members, noting that the group have experienced a reduction in membership numbers in recent years.

The lease agreement with the Roleystone Community Garden Inc. expired on 26 February 2023 and the group have been occupying the space via a holding over clause of the lease, which allows the agreement to continue on a month-by-month basis at the discretion of the City as Lessor. The City reviewed the Lease & Licence Policy in April 2021 (C9/4/21) and negotiations were scheduled to commence with Roleystone Community Garden Inc. in July 2024.

### **Roleybushcare**

Roleybushcare are a local conservation group who have been in operation for thirty years, with approximately 50 members. Their focus is on maintaining and protecting bushland around the Roleystone and Karragullen areas. Since 1999, the City has supported and facilitated the Bushcare and Environmental Working Group (BEWG), providing a forum for environment focused community groups to share ideas and collaborate with each other, and the City's Environment team and Council representatives. Through BEWG, the City offers annual grants to environmental groups, with Roleybushcare receiving funding to support their volunteer contribution to environmental protection and enhancement in Armadale. Roleybushcare initially contacted the City in November 2022 to request consideration of storing their equipment in any available facilities in the Roleystone or Karragullen area. City Officers investigated potential storage options at existing buildings, however, there were no suitable options at the time.

### **Roleystone Markets**

The Roleystone Markets have been utilising a portion of the garden shed for storage of equipment since 2018. The group hold a market each quarter at Cross Park to display local vendors with over 100 stalls, ranging from home grown and hand made food and products, with visitors from the local community and wider Perth region attending.

For joint occupancy to be arranged with Roleystone Community Garden Inc and Roleybushcare in the current garden shed with current equipment requirements, the Roleystone Markets equipment may need to be relocated to an alternative location at Cross Park. Further information is included in this report.

### **ROLEYSTONE COMMUNITY GARDEN PROPOSAL**

Following consultation meetings with City Officers in February 2024, Roleystone Community Garden Inc, Roleystone Markets and Roleybushcare advised that they are all willing to co-share the space in the Cross Park Shed, however, the amount of equipment required by each group exceeds the amount of space available in the shed.

The Roleystone Markets advised that a solution of an offsite storage container would not be suitable for storage as their equipment is stored on a trailer and volunteers need to be able to safely access this trailer, as well as being able to wheel the trailer in and out of the storage shed without the need to unload heavy equipment.

Roleystone Community Garden Inc proposed that extending the length of the current shed by approximately 10 metres in length could allow for all three community groups to co-share the garden shed. Roleybushcare have also indicated that they would be in support of this proposal.

If Council were to support investigation of this proposal, it will involve further consultation with internal departments to confirm the feasibility, works required, financial implications and assessment of the surrounding grounds including impact on vegetation due to bushfire requirements. Further information is provided in this report.

### **COMMENT**

In liaising with Roleystone Community Garden Inc, Roleybushcare and Roleystone Markets, the amount of equipment required by each group to operate seems to exceed the amount of space available in the shed.

All groups have indicated that they are willing to work together out of the same space and the overall reception from each group was positive. However, it has been identified that the equipment requirements cannot be reduced without impacting each group's ability to operate.

It should be noted that Roleybushcare have requested an external fence as a condition of moving to this space, as they require a fence to protect their equipment and plants that will need to remain outside of the shed.

The proposal raised by the Roleystone Community Garden Inc. to extend the garden shed is included as an option for Council to authorise City Officers to investigate further. Roleybushcare have also indicated that they would be in support of an extension to the Cross Park Shed.

## **ANALYSIS**

### **Cross Park Shed**

The Cross Park Shed is approximately 60m<sup>2</sup> internally. The right side of the shed (approximately 30m<sup>2</sup>) is filled with gardening tools and equipment belonging to Roleystone Community Garden Inc. The left side of the shed (approximately 30m<sup>2</sup>) is filled with equipment belonging to Roleystone Markets which includes a shelving unit and a trailer filled with equipment, as well as a small kitchenette area at the entrance.

Roleybushcare have indicated that they would require 35m<sup>2</sup> of internal space as a minimum requirement.

Currently, the storage requirements of all groups exceeds the space available in the shed.

### **Roleybushcare**

City Officers met with Roleybushcare on 6 February 2024 to discuss their storage and usage requirements.

Roleybushcare advised that they were willing to collaborate and share the garden shed if all groups involved were in support.

Roleybushcare provided the following requirement for floor space as being essential:

Internal floor space (shed):	35m <sup>2</sup>
External floor space (outdoor area):	40m <sup>2</sup>

The 40m<sup>2</sup> requirement does not take into consideration any future growth or plans to expand. Roleybushcare believe they may require an additional 20m<sup>2</sup> if they further expand in the future.

With the current shed being 60m<sup>2</sup>, the amount of equipment required by Roleybushcare will occupy over half of the shed space.

Roleybushcare also advised that the outdoor area would need to be fenced, to protect both their equipment and plants that need to remain outside.

In regards to the equipment requiring storage, Roleybushcare provided the following details:

- Internal:
  - Set of Shelving
  - Two Wheelbarrows
  - Shovels and other tools
  - 8 x 60 Litre Bins (Propagation mix)
  - 2 x 60 Litre Crates
  - 6 x 40 Litre Crates

- Work Bench - 3.5m x 1.8m
  - Plant protectors / seeding guards / plastic mesh covers
  - 6x Crates 37cm x 29cm x 20cm – stacked one on top of the other
- External:
- Two Trailers (4.5m x 2m)
  - Roleybushcare can reduce to one trailer if required, storing equipment from second trailer in the shed.
  - Display Tables
  - 3 Tables – 3m x 0.6m
  - 4 Tables – 1.55m x 0.86m
  - 1 table – 2.44m x 0.75m
  - 6 Chairs
  - 8 x 60 Litre Bins (Propagation mix)

Roleybushcare do not require partitioning or separation of equipment, although they may seek to label equipment and potentially store certain chemicals in lockable cupboards to avoid cross-contamination, with the intention being to manage this between the relevant groups.

Roleybushcare advised that they have already reduced their equipment within the last 12 months and the above items are now considered to be essential to their operations.

Roleybushcare confirmed their usage requirements are as follows:

Every Monday, 9:00am – 12:00pm

Every fourth Friday, Saturday and Sunday 9:00am – 12:00pm

The primary work will occur on the Sunday, with Friday and Saturday being used to set up equipment.

Roleybushcare don't foresee any issues with Roleystone Community Garden Inc. members being on site at the same time whilst they are utilising the shed.

### **Roleystone Community Garden Inc.**

City Officers met with the Roleystone Community Garden Inc. on 7 February 2024 to discuss the possibility of co-sharing the space with Roleybushcare.

Roleystone Community Garden Inc. advised that they are willing to collaborate and share the Cross Park Shed with Roleybushcare. However, the group stated that the current shed is not large enough for a co-location arrangement and have proposed an extension to the current shed as a solution. The Roleystone Community Garden Inc. advised that the current equipment is the minimum amount of equipment required to be able to operate. The group noted that they would be able to tidy and reorganise the space, however, the equipment could not be reduced any further. The group noted that the installation of shelving or storage cabinets may tidy the area but would also further reduce the available floor space.

Roleystone Community Garden Inc's current equipment stored covers approximately half of the shed. The remaining space is utilised by Roleystone Markets equipment, including a trailer. Photos are attached to this report of the equipment stored in the garden shed. A photo of the current garden space is also included within the attachment for reference.

Roleystone Community Garden Inc. advised that in any potential co-location arrangement, they would be willing and able to operate out of the space at the same time as Roleybushcare as there would not be any times where the groups could not operate alongside one another. Although, it was re-emphasised that the current shed does not provide sufficient space to do so.

Roleystone Community Garden Inc also noted their previous request for a fence to surround the external areas of the Cross Park Shed. While a review of the Community Garden Policy is underway, Roleybushcare have also indicated that they will require an external fence to protect their plants and equipment that will need to remain in the outdoor area, should they relocate to the Cross Park Shed.

### **Roleystone Markets**

The Roleystone Markets confirmed that they are a sub-committee of the Community Garden Inc and advised the current amount of equipment is the minimum required. The Roleystone Markets have a trailer of equipment stored as well as equipment stored on shelving. The Roleystone Markets advised that it is not possible to reduce or better organise the current equipment in the shed. The group advised that the trailer is required to be able to safely set up and operate the Markets noting the capacity of their volunteers.

The group advised that a storage container would not be suitable solution as their equipment is best placed on a trailer which would be challenging to fit inside a storage container. There would also be significant challenges with wheeling the trailer in and out of the container safely and also holds heavy equipment that cannot otherwise be safely unloaded or moved by volunteers.

The Roleystone Markets advised their intention is to purchase a larger trailer in the future to better store their current equipment. The group stated that there was a large amount of equipment already being stored off site, at the homes of members due to the limited space available in the shed. This equipment includes signage, speakers, musical equipment and some children's games.

### **Roleystone Markets (Relocation)**

As per the recommendation in C34/12/23, City Officers have investigated the possibility of relocating equipment for the Roleystone Markets to alternative venues, as well as the possibility of purchasing a storage container.

*C34/12/23:*

- 3. Request that Officers explore options within existing buildings at the Cross Park precinct for the storage of materials associated with the Roleystone Markets currently at the premises.*

City Officers have contacted all occupants of the facilities located within the Cross Park precinct to discuss the possibility of storing equipment belonging to the Roleystone Markets. The following feedback was provided by the occupants at Cross Park:

- Roleystone Gymnastics Club (Roleystone Hall):
  - The Roleystone Gymnastics Club are using the facility to its maximum capacity and are unable to store any additional equipment.
- Roleystone Family Centre:
  - The Roleystone Family Centre advised that they do not have any storage space available within the facility.
- Roleystone Sporting Club (Cross Park Football Pavilion):
  - The Roleystone Sporting Club have confirmed that they are currently using the facility to its maximum capacity.
  - The club currently have a sea container stored onsite next to the Cross Park Football Pavilion, however, as the container is not air-tight, it has resulted in the club losing both equipment and documents due to mould issues.
  - As such, the club intend to remove this sea container, however, they have indicated they would be open to working with the City of Armadale for a long-term storage unit, or any other long-term solutions to potentially benefit both the Roleystone Sporting Club, the Roleystone Markets and the wider community.
- Roleystone Tennis Club (Eli Cook Pavilion):
  - The Roleystone Tennis Club confirmed they have no additional storage space at the club.
  - The club are currently utilising both the inside of the facility and a small external storeroom to its capacity. This includes tennis equipment, coaches equipment, and some gardening equipment (blowers for outer area).
- Roleystone/Karragullen Cricket Club:
  - The Roleystone/Karragullen Cricket Club have confirmed that they do not have any storage space available in the Cricket & Netball Pavilion.
  - The Cricket Club suggested the installation of a sea container at Cross Park.
- Roleystone Guides (Roleystone Guide Hall):
  - The Roleystone Girl Guides have confirmed that they do not have any availability in the facility and have been considering a new storage shed in the future to assist with their current storage restrictions.
- Roleystone/Karragullen Seniors Club (Thomson House):
  - The Roleystone/Karragullen Senior Citizens Club confirmed they are currently utilising the entire facility and are unable to store any additional equipment.

Overall, the current community groups operating out of the Cross Park precinct have no storage space available and appear to be open to any additional storage arrangements for the site.

### **Storage Container**

An alternative solution considered was to relocate all equipment belonging to the Roleystone Markets into a new long-term storage container on site at Cross Park.



In meeting with the Roleystone Markets, the Markets advised that a storage container would not be suitable for their equipment, as they store a majority of the equipment on their trailer and would not be able to safely wheel the trailer in and out of the container. The group raised concerns about the space available within a sea container to safely maneuver the trailer, as well as having sufficient surrounding space to safely unload heavy equipment.

The equipment is required to remain on the trailer due to the weight of the equipment, with concerns about the safety of volunteer members if they were unable to wheel equipment on the trailer. The current storage shed has two roller doors and a flat surface area outside allowing members to safely wheel the trailer in and out of the shed as required, without the need to unload all equipment.

The Roleystone Markets have advised that a storage container would not be suitable however, the costs involved in obtaining a storage container and the dimensions are included below for noting.

Container Grade - New or Near New

Price: \$4,450 + GST  
Delivery: \$380 + GST  
Size of Trailer: 20ft  
Dimensions: 6.05m long, 2.43m wide and 2.59m tall

B Grade Container

Price: \$2,700 + GST  
Delivery: \$380 + GST  
Size of Trailer: 20ft  
Dimensions: 6.05m long, 2.43m wide and 2.59 tall

In comparison to the dimensions of the sea container as outlined above, the Cross Park Shed has two roller doors on one side of the shed (please refer to Image 5 in Attachment 1). Each door is approximately 2.54m wide, being only slightly wider than the width of a sea container.

The minimal difference in the size of the roller door and the sea container may result in a container still being a suitable option for storage, noting an entrance ramp would need to be installed to assist volunteers in safely wheeling the trailer in and out of the container or alternatively the sea container being set down slightly into the surrounding ground.

The City of Armadale has the following Policy in place, which discourages the use of sea containers due to the visual impact they may have on an area.

*PLN 5.3 Sea Containers, Railway Carriages and Other Decommissioned Transport Conveyances*

PLN 5.3 states:

*The use of sea containers, railway carriages or other decommissioned transport conveyances, primarily for storage purposes, may be an acceptable development option in association with rural and industrial uses in certain parts of the City, however their use is discouraged.*

*Despite the possible advantages of using sea containers, railway carriages or other decommissioned transport conveyances, their 'industrial' appearance and relatively large size raises concern about the impact they may have on the visual amenity of an area.*

Part of section 4.1 of PLN 5.3 states:

Sea containers, railway carriages and other decommissioned transport conveyances are not acceptable in the Residential, Special Residential, Mixed Business/Residential, Special Rural, Rural Living & Urban Development zones.

Cross Park is zoned Parks and Recreation.

PLN 5.3 states in 4.3 Assessment Criteria that modifying the structure so it integrates with existing development may be a way of addressing the objectives of the policy.

Should a sea container be arranged as a storage option at Cross Park, further work may need to be undertaken to improve the aesthetic of the container visually and to match with existing developments.

#### **Proposal from Roleystone Community Garden Inc. – Extension of Shed**

Due to the amount of equipment required by all groups, the Roleystone Community Garden have requested consideration of an extension of the current shed, to create sufficient space to allow all groups to work collaboratively from the same area.

The suggestion was made to extend the shed by approximately 10 metres, with the extension being attached to the current structure.

The extension will be located in the driveway space immediately outside of the roller doors, as per the indication in the red outlined area in the image below.



At this stage, further investigative work into this option has not yet been conducted. However, Option 1 of this report provides for Council to authorise City Officers to investigate the shed extension further, as this will include collating information on the cost of works, as well as an investigation into the feasibility, including but not limited to, aesthetics and use of cladding materials, location of utility services, legal compliance matters, tree preservation, asset management and other social and environmental considerations not yet identified.

Roleybushcare have indicated to City Officers that they would be in support of an extension to the Cross Park Shed currently occupied by Roleystone Community Garden Inc.

## **OPTIONS**

From the consultation conducted to date, it is possible that Roleystone Community Garden and Roleybushcare could jointly occupy the shed with Roleybushcare requiring an additional 40m<sup>2</sup> of fenced outside area. However, there is insufficient space in the current shed to house the Roleystone Community Garden, Roleybushcare and Roleystone Markets.

The below options are available regarding the Cross Park Shed currently occupied by Roleystone Community Garden Inc.

- Option 1: Authorise City Officers to investigate the flexibility and costs of extending the Cross Park Shed to accommodate Roleystone Community Garden, Roleybushcare and Roleystone Markets and to provide a further report to Council on the findings.
- Option 2: Do not authorise City Officers to investigate the flexibility and costs of extending the Cross Park Shed.
- Option 3: Authorise City Officers to investigate the possibility of a 20ft storage container at Cross Park to be occupied by the Roleystone Markets.
- Option 4: Authorise City Officers to investigate the cost and siting of 40m<sup>2</sup> of fenced external area for Roleybushcare adjacent to the Cross Park shed.
- Option 5: Authorise the Chief Executive Officer and Mayor to sign and execute a joint licence arrangement for Roleystone Community Garden and Roleybushcare only.

Licensee(1)	Roleybushcare
Licensee(2)	Roleystone Community Garden
Licenced Area	Portion of Cross Park, Roleystone
Term	Five (5) years with a 5 year renewal option
Commencement	Upon signing by both parties
Rent:	Peppercorn Rent in line with the Schedule of Fees & Charges (2023/24 - \$100 per annum).
Insurance	Licensee to be responsible for Public Liability Insurance to the value of \$20 Million.
Licensee responsibilities	<ul style="list-style-type: none"> <li>• Cost of all claims resulting from the group's activities that fall within the City excess on building insurance (currently \$5,000 per incident);</li> <li>• Insurance for any property or equipment owned by the occupier.</li> </ul>
Outgoings	Licensee to be responsible for normal outgoings for occupied premises.
Maintenance	Occupant maintenance responsibilities as outlined in the licence agreement.

Option 6: Authorise the Chief Executive Officer and Mayor to sign and execute a new lease agreement with the Roleystone Community Garden (with Roleystone Markets occupying a portion of the shed as sub-committee of Roleystone Community Garden), under the following basic terms and conditions, consistent with the City's Lease & Licence Policy:

Occupier	Roleystone Community Garden
Leased Area	Portion of Cross Park, Roleystone
Term	Five (5) years with a 5 year renewal option
Commencement	Upon signing by both parties
Rent:	Peppercorn Rent in line with the Schedule of Fees & Charges (2023/24 - \$100 per annum).
Insurance	Lessee to be responsible for Public Liability Insurance to the value of \$20 Million.
Lessee responsibilities	<ul style="list-style-type: none"> <li>• Cost of all claims resulting from the group's activities that fall within the City excess on building insurance (currently \$5,000 per incident);</li> <li>• Insurance for any property or equipment owned by the occupier.</li> </ul>
Outgoings	Lessee to be responsible for normal outgoings for occupied premises.
Maintenance	Occupant maintenance responsibilities as outlined in the lease agreement.

Option 7: Do not endorse any occupant at this time of the Cross Park shed and to authorise the Chief Executive Officer to advertise the Cross Park Shed via the Registration of Interest process to determine the most suitable occupant.

Option 1 and Option 4 are recommended.

## **CONCLUSION**

Following discussions with the Roleystone Community Garden Inc, Roleybushcare and Roleystone Markets, City Officers have been advised that all groups are willing to work together and operate out of the same space. However, the current storage limitations within the Cross Park Shed and the surrounding community facilities at Cross Park makes the possibility of sharing the current space unfeasible.

Other facilities at Cross Park were investigated to store Roleystone Market equipment, however, all tenants advised that there is inadequate space available. Use of a storage container requires further investigation to determine the feasibility of works and suitability for use by the Roleystone Markets.

An extension to the existing shed may be a suitable solution to be able to accommodate the storage requirements of all groups. It should be noted that at this stage, the feasibility and costs of a shed extension have not yet been investigated.

## **RECOMMEND**

**That Council:**

- (i) Authorise City Officers to investigate the feasibility and costs of extending the Cross Park Shed in accordance with Option 1 of this report and to provide a further report to Council on the findings.**
- (ii) Authorise City Officers to investigate the costs and siting of 40m<sup>2</sup> of fenced external area for Roleybushcare in accordance with Option 4 of this report and to provide a further report to Council on the findings.**

## **ATTACHMENTS**

1. [↓](#) Attachment 1 - Images of Roleystone Community Garden

### **3.1 - USE OF COMMUNITY FACILITIES (REFERRAL MATTER)**

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At the Council meeting held on 12 February 2024, Cr Kamdar referred the following matter to the Community Services Committee.

*That the matter of a review of the terms and conditions for the use of community facilities for birthday parties between the ages of 16 and 21 be referred to the Community Services Committee.*

#### **Comment from Cr Kamdar**

Can Council review the Policy as it is not fair that a resident is not able to use facilities due to red tape policies.

*Cr Kamdar's further comments have been forwarded under separate cover.*

#### **Officer Comment**

The City of Armadale (the City) does not have a specific policy which guides assessment of high risk functions or birthday bookings. However, the City's Terms and Conditions for hire does contain clauses regarding high risk functions which is demonstrated below:

#### **18. HIGH RISK BOOKINGS**

18.1 The City may deem a hire booking to be a high risk booking, such as 16th-25th birthday functions, hens and bucks functions, other functions as determined and may require that additional conditions apply to the hire, including but not limited to:

- (a) restricting some Facilities from being used for such hire;
- (b) the hirer to have licensed security providers on site at all times. The Hirer will need to provide proof of security arrangements to the City;
- (c) the hirer to provide information to the satisfaction of the City as to how people will be moved on from the Facility or Reserve on completion of the Hire Period.

Officers do not determine high risk functions based on the amount of noise that a booking is likely to produce, rather it is assessed on the type of activity. All hirers must ensure that their noise activities comply with the *Environmental Protection Act 1986* and *Environmental Protection (Noise) Regulations 1997*.

The current arrangements that are in place have been working well. Restrictions are made to certain facilities because of the damage that can be caused to parts of the facility eg wooden floors. It is not about whether the event has alcohol or is alcohol free, but about the type of activity that attracts large gatherings and the damage that may be caused because of this.

The decision to restrict the venues that can be utilised for high risk bookings arose from frequent damage caused by these types of events in the past. Damage that is caused to well utilised and high profile facilities is more likely to impact a large number of existing bookings whilst repair is organised. When damage occurs to City facilities, especially frequently booked spaces, it leads to cancellations or requirement for relocation, often at a loss of income to the City.

High risk bookings are accepted at some of the City's facilities which includes Bob Blackburn Pavilion, Evelyn Gribble Community Centre, Forrestdale Hall and Harold King Community Centre. John Dunn Hall will also be included as an appropriate venue for high risk bookings once the redevelopment of John Dunn Pavilion has been completed. Although it is understood that not all 16<sup>th</sup> - 25<sup>th</sup> birthdays, hens and bucks' functions will necessarily lead to damage of a facility, the terms and conditions for hire have been developed to ensure that there is consistency in decision making across the community.

## **RECOMMEND**

**That Council:**

*To be considered.*

## **ATTACHMENTS**

There are no attachments for this report.

### **3.2 - HOMELESSNESS IN THE CITY (REFERRAL MATTER)**

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At the Council meeting held on 26 February 2024, Cr Joy referred the following matter to the Community Services Committee.

*That the matter of homelessness in the City be referred to the Community Services Committee.*

#### **Comment from Cr Joy**

I would like to see the City of Armadale arrange a safe shelter to give the homeless a place to stay overnight.

*Cr Joy's further comments have been forwarded under separate cover.*

#### **Officer Comment**

##### *Councillor Workshop and Research*

In September 2020, a Councillor workshop was held on the topic of *Sleeping Rough: Primary Homelessness in the City of Armadale*.

Feedback at the workshop from Councillors resulted in a Homelessness Policy that was endorsed by Council in February 2021. One of the questions at the workshop pertinent to this referral matter comprised:

*Can the idea of using undercover shopping centre car parks (and community facilities) for shelter for people sleeping rough be investigated?*

In response, Officers researched an organisation based in Brisbane called 'Beddown' whose primary aim is described as follows:

*'The objective of Beddown is to take spaces that are commonly used and busy during the day but at night are left vacant or empty. Beddown activates and repurposes these(sic) spaces at night into pop-up accommodation to ensure the homeless, in particular those who are sleeping rough are able to access a safe, secure shelter to get a great night's sleep and have access to a range of services that restore dignity, respect, self-esteem and confidence'.*

In October 2019, Beddown conducted a two-week pilot program using a car park in Brisbane. Staff and volunteers repurposed the car park into an accommodation space, with a range of onsite services available for guests including:

- Medical staff
- Social Workers
- Catering
- Laundry
- Hairdressers
- New clothing
- Legal staff



- Recruitment services
- Options for longer term accommodation

According to Beddown, a ‘typical activation’ of a car park (or similar space) comprises the following steps:

1. Identify venue type eg: car park, shopping centre etc.
2. Venue Landlord approval
3. Regulatory Approvals
  - Planning Approval through the local Council
  - Building Code & Compliance to include:
    - Architectural Drawings
    - Fire Engineering and local fire service approval
    - Ventilation Engineering
4. Identify local service and charitable organisations to partner and collaborate with for guest services
5. Identify onsite service provisions for:
  - Security
  - Cleaning of facilities
  - Laundry of Beddown bed linen
  - Build volunteer base

When speaking with the Founder of Beddown, the Officers discovered the main challenges for the organisation included navigating regulatory ‘red tape’ and accessing funding.

In 2021, the City of Perth considered a trial of this approach in partnership with Beddown. However due to none of its sites complying with National Construction Code requirements the trial did not proceed.

To note, Shelter WA and the Western Australian Alliance to End Homelessness expressed concern regarding a trial with Beddown in the City of Perth’s carparks as the focus of these organisations is to “develop safe interim housing options that provide a pathway to permanent homes and service support” (Shelter WA, 2021).

#### *Current data on homelessness*

- The 2021 ABS Census estimated that there were around 9700 people in WA experiencing homelessness of which 2315 were sleeping rough - an 8% increase since 2016.
- In Armadale, 255 people were classified as being homeless:
  - 39 were sleeping rough
  - 26 were in supported accommodation
  - 70 were temporarily staying with other people
  - 27 living in boarding houses
  - 93 in severely overcrowded dwellings

#### *The people experiencing homelessness*

- Aboriginal and Torres Strait Islander people
  - 35% of the homeless population in WA are Aboriginal despite being 3.3% of the population

- Young people and children
  - 19.8% of the homeless population in WA are young people
  - 20.5% of the homeless population in WA are children under 18
- Older Persons 55+
  - 19.1% of the homeless population in WA are older people
- Disability
  - 5% of all people experiencing homelessness need assistance with core activities

*Causes and triggers of homelessness*

- Family and domestic violence
- Poverty
- Unemployment
- Sexual assault
- Young people exiting out-of-home care
- Shortage of affordable housing
- Gambling
- Addiction
- Social isolation

*Response from the WA Government*

- All Paths Lead to a Home: Western Australia's 10-Year Strategy on Homelessness 2020–2030. Achievements to date:
  - Homelessness Reforms (\$24.2M) – see below
  - Boorloo Bidee Mia (Perth pathway to housing) – supported accommodation in the Perth CBD
  - Acquisition of the Murray Hotel in West Perth (\$5.5M)
  - Common Ground – two facilities in East Perth and Mandurah (\$73.5M)
- Homelessness Reforms initiatives:
  - 100 social homes between Peel, Perth and Bunbury
  - Short and medium accommodation through St Barts
  - Outreach support
  - Better data management

*The City's approach to homelessness*

According to the City's Homelessness Policy:

“The City of Armadale will take a compassionate approach to the issue of primary homelessness by its support and when possible, coordination of the relevant departments, sector organisations and service agencies involved in this area. City staff and its contractors who interact with people experiencing primary homelessness will do so with an attitude of empathy and a disposition to assist.”

A copy of the City's Homelessness Policy is attached.

The City produces a Hardship Resource Directory that is provided to service providers and those experiencing homelessness. Ranger and Emergency Services staff specialise in engaging with people sleeping rough, and these Officers work alongside the Department of Communities to source alternative accommodation.

The Manager of Ranger and Emergency Services and the Manager Community Development have provided information sessions to teams across the City to educate staff on homelessness; these presentations have included various scenarios as to what individual staff may do if they encounter a person sleeping rough.

Some community members experiencing homelessness access services at the Champion Centre and other community centres.

## **RECOMMEND**

**That Council:**

*To be considered*

## **ATTACHMENTS**

1. [↓](#) Policy - Homelessness

***COUNCILLORS' ITEMS***

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Nil

*This refers to any brief updates from Councillors from their attendance at Working Group or Advisory Group meetings on which they represent Council.*

***EXECUTIVE DIRECTOR COMMUNITY SERVICES REPORT***

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Nil

**MEETING DECLARED CLOSED AT \_\_\_\_\_**

<b>COMMUNITY SERVICES COMMITTEE</b>		
<b>SUMMARY OF ATTACHMENTS</b>		
<b>9 APRIL 2024</b>		
<b>ATT NO.</b>	<b>SUBJECT</b>	<b>PAGE</b>
<b>2.1</b>	<b>CO-SHARING OF THE CROSS PARK SHED BY ROLEYSTONE COMMUNITY GARDEN AND ROLEYBUSHCARE</b>	
2.1.1	Attachment 1 - Images of Roleystone Community Garden	30
<b>3.2</b>	<b>HOMELESSNESS IN THE CITY (REFERRAL MATTER)</b>	
3.2.1	Policy - Homelessness	35

**Attachment 1 – Images of Cross Park Garden Shed**

*Image 1 – Left Side of Shed (Front)*



*Image 2 – Left Side of Shed (Rear) – Markets*



*Image 3 – Right Side of Shed (Front) – Roleystone Community Garden*





*Image 4 – Right Side of Shed (Rear) – Roleystone Markets / Community Garden*

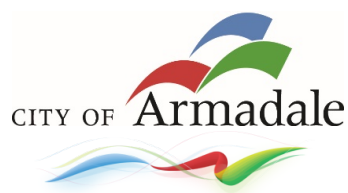


Image 5 – Cross Park Garden Shed – External Area:



# Policy - Homelessness





## Homelessness

### Objective

This policy is to define the approach of the City of Armadale to the issue of primary homelessness in the community.

### Scope

This policy applies to City staff and contractors who are delivering services in the community who come into contact with people at risk of, or are experiencing, primary homelessness. It also applies to how City staff support external organisations to deliver services to people at risk of, or are experiencing, primary homelessness. This guides all enforcement measures considered to be in the best interests of public health and safety, including the person experiencing homelessness.

### Policy Definitions and Terms

#### *Homelessness:*

The Australian Bureau of Statistics define a person as homeless if they do not have suitable accommodation alternatives and their current living arrangement:

- is in a dwelling that is inadequate;
- has no tenure, or if their initial tenure is short and not extendable; or
- does not allow them to, have control of, and access to space for social relations.

This includes persons living in; improvised dwellings, tents, sleeping out, in cars, buses, trains, and buildings not designed for housing (rough sleeping); supported accommodation for the homeless; temporarily with other households; boarding houses; other temporary lodging; and living in severely crowded dwellings.

#### *Primary Homelessness*

People in the sleeping rough or the sleeping out category are considered to be experiencing **primary homelessness**. This policy is focused on addressing this category of homelessness.

### Policy

#### Introduction

##### *Causes of homelessness*

The main drivers of adult homelessness are family and domestic violence, leaving prison, low incomes, housing affordability or access, physical or mental health problems, and relationship breakdown.

Risk of homelessness is increasing for low income older person households, particularly older women, which is driven by a lack of social housing, high rents, and absence of retirement savings.

Homeless children are also a large and growing group; they become homeless with their families due to poverty or because of family violence or abuse in the home. Early experiences of homelessness are highly correlated with adult homelessness. Children placed in out-of-home care have a much higher incidence of homelessness after exiting care than for other young Australians.

There is an overrepresentation of Aboriginal people seeking homelessness and social housing services compared with non-Aboriginal people. This relates to complex and interrelated factors including exposure to family violence, substance disorders, unemployment, low education levels, and poor health. These factors are both contributors to, and outcomes of, insecure housing circumstances

### **Approach**

The City of Armadale will take a compassionate approach to the issue of primary homelessness by its support and when possible, coordination of the relevant departments, sector organisations and service agencies involved in this area. City staff and its contractors who interact with people experiencing **primary homelessness** will do so with an attitude of empathy and a disposition to assist.

It is not illegal to beg or sleep rough. However there are some circumstances where the WA Police, the Rangers and Health Services can, using their discretion, deal with associated issues under their respective legislation.

The City will:

#### *Direct services*

- Provide ongoing support to vulnerable community members who access the Champion Centre, including people experiencing primary homelessness, through the informal drop-in service offered, the Food Relief Program, direct access to external organisations based at the Centre and referrals to other local service providers offering emergency relief.

#### *City of Armadale employees and contractors*

- Proactively provide options to people experiencing primary homelessness for example:
  - Provide a list of services available including accommodation options and organisations providing food/emergency relief services including the City's Champion Centre
  - Contact relevant departments who will take a collaborative approach to assist further if required and if possible, for example, making calls to support services on behalf of the person
- For issues that are deemed to be a potential health and/or safety risk (for example, dogs belonging to the person but classified as 'stray', fires the person may use to keep warm, littering, public drinking or engagement in anti-social behaviour), staff may notify the City's Rangers and/or the WA Police for assistance. The implementation of local and State law may be required.

#### *Advocacy*

- Align with the WA Government's Strategy on Homelessness where possible

#### *Support to sector organisations*

Provide in-principle support to services assisting individuals to transition into housing and to maintain housing

- Provide financial assistance to organisations providing food/emergency relief services through Community Grants and contracts
  
- Assist organisations seeking to provide services for local people experiencing primary homelessness with the allocation of a suitable location and promotion of the service
- Lead the coordination of the South East Emergency Relief Forum

Applicable legislation

Act	<ul style="list-style-type: none"> <li>• Public Health Act 2016</li> <li>• Dog Act 1976</li> <li>• Litter Act 1979</li> <li>• Caravan and Camping Grounds Act 1995</li> </ul>
Regulation	
Local law	<ul style="list-style-type: none"> <li>• City of Armadale Property Local Law</li> <li>• Activities and Trading in Thoroughfares and Public Places Local Law</li> </ul>
Policy	

Delegation of Power

- NA

Link to influencing strategies or plans

- NA

Link to procedure

- NA

Other implications

*Financial/Budget Implications*

- Staff resources

*Asset Management Implications*

*Environmental Implications*

*Occupational Safety and Health Implications*

Administrative information

Adopted on	19 April 2021 – CS9/4/21
Reviewed or amended	
Responsible department	Community Development