CITY OF ARMADALE

AGENDA

OF **COMMUNITY SERVICES COMMITTEE** TO BE HELD IN THE **FUNCTION ROOM**, ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON **TUESDAY, 13 APRIL 2021 AT 7.30PM.**

A meal will be served at 7.00p.m.

PRESENT:

APOLOGIES: Cr Silver (Leave of Absence)

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**."*

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

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

CONFIRMATION OF MINUTES

RECOMMEND

Minutes of the Community Services Committee Meeting held on 2 March 2021 be confirmed.

ITEMS REFERRED FROM INFORMATION BULLETIN

Report on Outstanding Matters – Community Services Committee

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

13 APRIL 2021

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**1.1 - REVIEW OF POLICIES AND DELEGATION TO THE CEO - VARIOUS

WARD	:	ALL
FILE No.	:	M/148/21
DATE	:	25 February 2021
REF	:	KD
RESPONSIBLE MANAGER	:	Executive Director Corporate Services

In Brief:

- On 22 June 2020 Council adopted a schedule of SOHAG meetings as part of the process for facilitating a thorough and systematic review of Council's policies and delegations.
- This report proposes:
  - The revocation and approval of amended and new policies and
  - The approval of a new delegation from Council to the CEO.
- It is recommend that Council approve the revocation and approval of amended policies and the new delegation from Council to the CEO, as detailed in the recommendation and as attached to this report.

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

1.3 The community has the services and facilities it needs
  1.3.2 Deliver Services
    1.3.2.3 Deliver initiatives that respond to local law enforcement and legislative compliance

4.1 Visionary Civic Leadership and Sound Governance
  4.1.2 Make Decisions that are sound, transparent and strategic

4.1.2.1 Implement policies and associated delegations to improve transparency of decisions.

Legal Implications

Local Government Act 1995:
s5.41 - Functions of CEO
s5.42 - Delegation of some powers and duties to CEO
s5.43 - Limits on delegations to CEO
s5.44 - CEO may delegate powers and duties to other employees
s5.46 - Register of, and records relevant to, delegations to CEO and employees

Local Government (Administration) Regulations 1996:
r18G - Delegations to CEO's limits on
r19 - Delegates to keep certain records

Interpretation Act 1984:
s53 - Appointments may be by name or office
s58 - Delegates, performance of functions by
s59 - Power to delegate, effect of

Council Policy/Local Law Implications

This report has implications on the existing policies presented in this report.

Budget/Financial Implications

Nil

Consultation

1. Standing Order House Advisory Group (SOHAG)
2. Executive Leadership Team (ELT)
3. Community Services Directorate
4. Governance and Administration

BACKGROUND

On 22 June 2020, Council adopted a schedule (Recommendation CS26/6/20) of SOHAG meetings as part of the process for facilitating a thorough and systematic review of Council's policies and delegations. The following policies and delegation have now been considered by SOHAG and are ready to be presented to Council via the Community Services Committee.

- Policy – Homelessness
- Policy – Community Facilities and Reserve Fees and Charges
- Policy – Council Support of Club-Community Group Capital Works Projects
- Policy – Lighting on Sporting Reserves
- Policy – Lease and License
- Policy – Provision of Goal Posts and Structures
- Delegation – Sponsorship and grant application, agreements and acquittals.
- Delegation – Lease Administration

DETAILS OF PROPOSAL

It is proposed that Council adopt the proposed new and amended policies and delegations as detailed below and as attached to this report.

Proposed new and amended policies and delegation:

Policy Name
Homelessness^
Community Facilities and Reserve Fees and Charges
Council Support of Club-Community Group Capital Works Projects
Lighting on Sporting Reserves
Lease and License Policy

Delegation Name	**Delegated To**
Sponsorship and Grant Application, Agreements and Acquittals^	Chief Executive Officer
Lease Administration	Chief Executive Officer

^denotes new

Proposed deletion of the policy:

Policy Name
Provision of Goal Posts and Structures

COMMENT

This full review of both the Council's delegations and policies seeks to address items that have recently been raised through audits - internal and across the industry, respond to any legislative changes that have resulted from the review of the *Local Government Act 1995* and address any deficiencies that may not have been previously considered, while also analysing the relationship between the delegations and any related policy.

Sections 5.42 and 5.44 of the *Local Government Act 1995*, prescribes that Council may delegate certain powers and duties to the Chief Executive Officer and other Officers. A delegation authorises persons or class of persons to exercise powers that the Council would ordinarily exercise. The City of Armadale has established and maintains a Delegations Register in accordance with s5.46 of the *Local Government Act 1995* which is contained within the Attain system.

Council policies being an essential part of Council's governance framework provide and guide Council and Management in the context of Council's decision making.
Policies can be developed to respond to legislative requirements, discretionary legislated powers and/or non-legislated functions/activities of Council.

As these policies and delegations are just some of the many that will be presented to Council as part of the full review process, the numbering and formatting will need altering to suit the overall format of the policy and delegations registers once all have been reviewed. To this end Council approval is sought to allow any necessary formatting requirements to be done administratively. There will be no change to the content of the policies or delegations.

ANALYSIS

In reference to the proposed policies and delegations, the proposed new policies or amendments to existing policies are summarised below:

Policy – Homelessness

This Policy defines homelessness, outlines its causes, clarifies that the Policy is focused on people experiencing primary homelessness (another term is 'sleeping rough') and states the City will take a compassionate approach to this matter. It provides guidance to frontline City officers interacting with these community members and how the City will engage with and support external organisations to provide services locally.

Policy - Community Facilities and Reserve Fees and Charges

This policy has been rewritten to incorporate the Management Practice and Schedule and has been amended to reflect the following:

- Removed the tables containing the fee recovery percentages and included new values
- Amalgamated community facilities and reserves into one clause
- Removed specific references to the Recreation Centre and AFAC

Policy – Council Support of Club-Community Group Capital Works Projects & Delegation - Sponsorship and grant application, agreement and acquittals

This policy has been rewritten to incorporate the Management Practice and has had minor rewording. A delegation has also been created to complement this policy.

Policy – Lighting on Sporting Reserves

This policy has been rewritten to incorporate the Management Practice and remove unnecessary references to Australian Standards. Minor rewording.

Policy – Provision of Goal Posts and Structures

This policy has not been used for a number of years and has been assessed as no longer being required and therefore it is proposed to delete this policy.

Policy – Lease and License & Delegation – Lease Administration

This policy has been in review for some years and has been rewritten to incorporate a more contemporary management practice. A delegation has also been created to complement this policy.

OPTIONS

1. Adopt the recommendation as proposed to revoke, approve new and/or amend existing policies and delegation.
2. Not adopt the recommendation to revoke, approve new and/or amend existing policies and delegation.
3. Adopt a variation to the proposed policies and delegation.

CONCLUSION

To provide the administration with appropriate direction and powers to undertake the duties required of a local government in an efficient and effective manner option 1 is recommended as detailed in the recommendation below.

RECOMMEND

That Council:

1. **Adopts the following policies, inclusive of any amendments and as presented in the attachment to this report:**
   a. **Homelessness**
   b. **Community Facilities and Reserve Fees and Charges**
   c. **Council Support of Club-Community Group Capital Works Projects**
   d. **Lighting on Sporting Reserves**
   e. **Lease and License**

2. **Deletes the following policy:**
   a. **Provision of Goal Posts and Structures**

3. **Approves* the following delegation to the Chief Executive Officer, inclusive of any amendments and as presented in the attachment to this report, in accordance with section 5.42 of the Local Government Act 1995:**
   a. **Sponsorship and grant application, agreements and acquittals**
   b. **Lease Administration**

4. **Grant authority to the CEO to make administrative changes to numbering and formatting of all reviewed policies and delegations, as approved by Council, upon completion of the full review. This authority does not extend to amending the content.**

ABSOLUTE MAJORITY RESOLUTION REQUIRED

ATTACHMENTS

1. Draft Policy - Homelessness - April 2021
2. Draft Policy - Community Facilities and Reserves Fees and Charges - April 2021
3. Draft Policy - Council Support For Club-Community Group Capital Works Projects - April 2021
4. Draft Policy - Lighting on Sporting Reserves - April 2021
5. Draft Policy - Lease and Licence - April 2021
6. Proposed Deletion of Policy - Provison of Goal Posts and Structures - April 2021
7. Draft Delegation - Sponsorship and grant applications, agreements and acquittals - April 2021
8. Draft Delegation - Lease Administration - April 2021

2.1 - COMMUNITY CONSULTATION REGARDING THE AUSTRALIA DAY EVENT IN ARMADALE

WARD	:	ALL
FILE No.	:	M/216/21
DATE	:	24 March 2021
REF	:	RM
RESPONSIBLE MANAGER	:	Executive Manager Community Services

In Brief:

- This report proposes that a community-wide survey is distributed to capture the views of local residents concerning the Australia Day event in Armadale. The feedback will be included in a Council report in June 2021 regarding the date, name and format of the Australia Day event in Armadale.

Recommend that Council:

- Endorse the distribution of the community-wide survey regarding the Australia Day event in Armadale.

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

1.4 An inclusive and engaged community
1.4.3 Ensure the provision of culturally appropriate services and programs within the City
1.4.4 Facilitate the provision of facilities, services and programs to meet the needs of the City's current and future demographics

Legal Implications

Nil

Council Policy/Local Law Implications

COMD 2 – Community Engagement

Budget/Financial Implications
Nil

Consultation
1. Elected members
2. Communications and Marketing Department

BACKGROUND

On 22 March 2021 a Councillor briefing was held to provide Councillors with information pertaining to the following aspects associated with the City's Australia Day event:

- Cultural insights
- Fire risk issues

The purpose of providing information on this topic was to respond to the following objective and focus area:

Corporate Business Plan
Objective 1.4.3: Ensure the provision of culturally appropriate services and programs in the City

Community Development Business Area Plan 2021-2025
Focus Area 1.4.3.2: Consider the City's celebration of Australia Day and views of the City's Aboriginal and broader community as well as fire risk.

The information presented comprised:
- a brief timeline of the history of Australia Day
- a summary of the feedback from local Aboriginal Elders regarding the cultural perspective of the Australia Day date and event
- a summary of opinions from Aboriginal political leaders and activists regarding the cultural perspective of the Australia Day date and event
- a snapshot of national polls representing the broader community regarding the Australia Day date and events
- advice from the Department of Fire and Emergency Services regarding fire risk of the fireworks element of the event
- advice from the Department of Mines, Industry Regulation and Safety regarding fire risk of the fireworks element of the event
- advice from a local volunteer bushfire brigade regarding fire risk of the fireworks element of the event

One of the key objectives of the presentation was to discuss the potential distribution of a community-wide survey to capture the views of local residents regarding the Australia Day event in Armadale.

This relates to the latter part of Focus Area 1.4.3.2 regarding considering the views of the broader community, with the intention being that the survey results would inform the subsequent report to Council in June 2021.

An outcome of the briefing was that a report is to be presented to Council outlining the consultation proposed to inform a decision in June 2021 on the future of the Australia Day event.

DETAILS OF PROPOSAL

To ascertain the views of the local community regarding the Australia Day event in Armadale, it is proposed that Council endorses the distribution and promotion of the following survey:

1. **Are you an Armadale Resident/Rate Payer?**
   Yes/No
   If yes – proceed to Q2, if no – thank you for your interest, however we are seeking the opinion of local constituents only at this stage.
   Please enter your postcode: _____

2. **Do you think the City of Armadale should have a major community event on Australia Day?**
   Yes/No

   If no – What would you like to see occur on Australia Day in Armadale?
   _____

3. **If the major community event in Armadale does proceed:**
   Should the event continue to be delivered on Australia Day?
   Yes/No

   If no, what dates do you feel are an option for a major community event:
   - New Year's Eve (with fireworks)
   - New Year's Day (no fireworks)
   - Another date in January - please indicate:_____
   - Another date during the year - please indicate: _____

4. **What would you suggest this event should feature (for example: music, food trucks, children's activities)? _____**

5. **Please tick the following points that inform your answers on whether to hold a major event on Australia Day in Armadale: (Dropdown list)**
   Respect for indigenous cultural history
   Pride in being Australian
   Fire risk
   Other (please expand) Do you have any other comments you would like included in your response about the Australia Day in Armadale community event?
   _____

6. **What is your country of origin?**
   _____

It is proposed that the survey would be accessible online via Survey Monkey for a three week period. This would provide adequate time for residents to respond in addition to allowing subsequent time to collate data and report back to Council in June 2021.

Promotion through traditional and digital channels would be used to encourage completion of the survey. It has also been observed that survey responses increase when a prize is offered for completion.

The City's Communications and Marketing team monitor and moderate the City's social media pages on a daily basis. This covers a mix of social media with page headings comprising City of Armadale, Perth Hills Armadale, Armadale Fitness & Aquatic Centre and Armadale Libraries. House rules have been established for those following the City's social media - these set the boundaries of interaction and help moderate offensive posts. House rules also establish when and why staff would delete or block a person from the City's page; this includes but it not limited to the categories of defamatory, obscene, offensive and/or violent language.

Currently the pages are monitored twice per day during weekdays. Over the weekends, a roster has been set up within the team to monitor commentary on a similar schedule. If the City has promoted or posted a social media post that may be contentious, monitoring and moderation is increased.

COMMENT

The information provided to Councillors at the recent briefing regarding the Australia Day event in Armadale comprised a sample of local and national perspectives of Aboriginal people, a snapshot of national polls regarding the date of Australia Day and advice from relevant stakeholders regarding the fire risk.

To achieve the objective of considering the views of the broader community regarding the Australia Day event in Armadale, it is important that all residents have the opportunity to provide feedback on this topic.

Officers expect that starkly different views will be forthcoming however an awareness of these views is important to consider when making the decision either to retain the current format, date and name of the Australia Day event or to change some or all of these elements.

OPTIONS

Council has the following options:

1. Endorse the distribution of the community-wide survey regarding the Australia Day event in Armadale.

2. Do not endorse the distribution of the community-wide survey regarding the Australia Day event in Armadale

Option 1 is recommended.

CONCLUSION

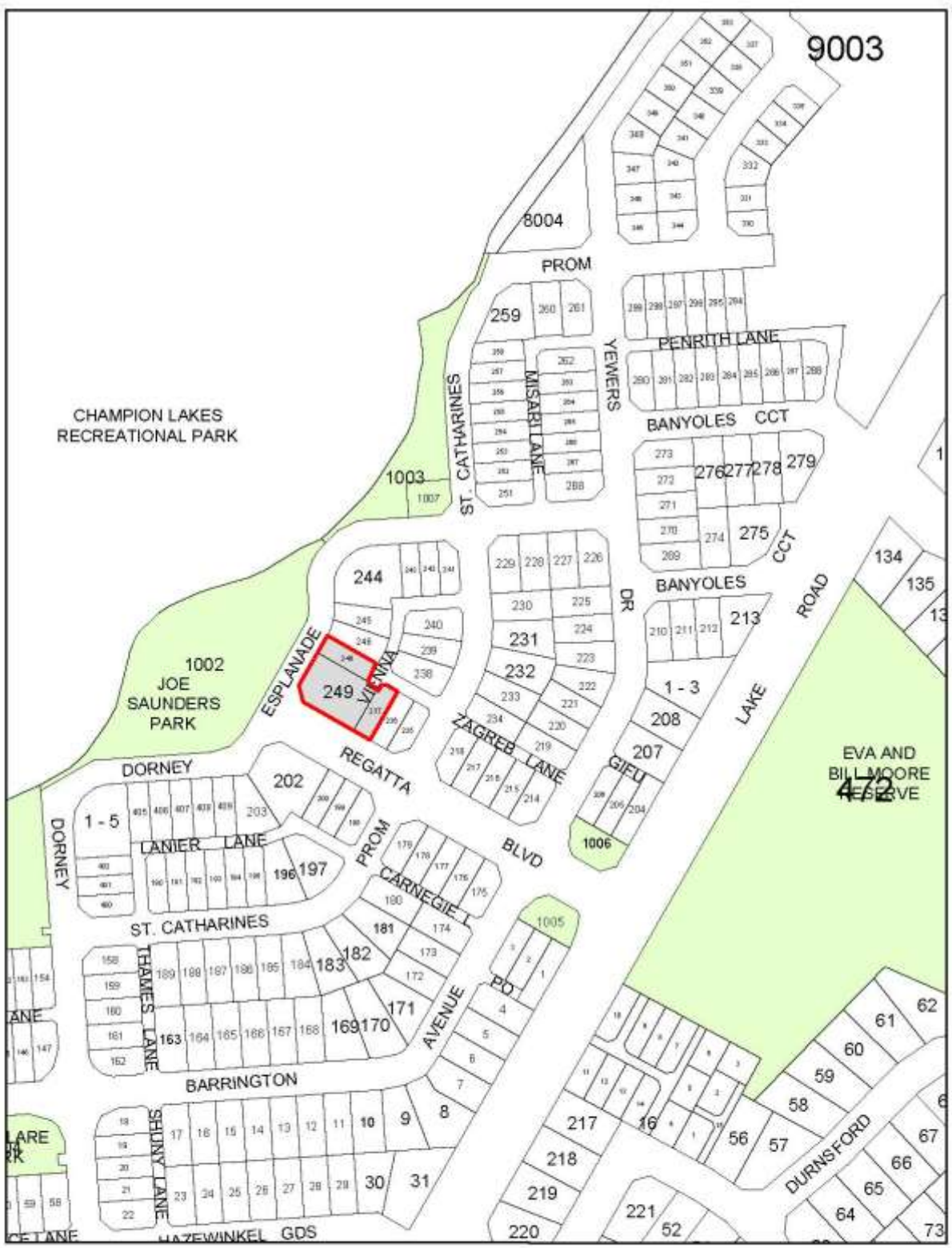
The purpose of the distribution of a community-wide survey regarding the Australia Day event in Armadale is to provide the opportunity for local stakeholders to express their views for inclusion in the subsequent report to Council. It is important to capture the views of residents, and whilst the feedback is expected to be diverse, it provides that essential local perspective in addition to those of the other cohorts presented.

RECOMMEND

That Council endorse the distribution of the community-wide survey regarding the Australia Day event in Armadale.

ATTACHMENTS

There are no attachments for this report.



LOCATION PLAN

Lots 248 and 249 Dorney Esplanade and
Lot 237 Regatta Boulevard, Champion Lakes

30 0 30 60m

SCALE 1 : 3000

CITY OF Armadale

3.1 - LOT 249 (30) REGATA BOULEVARD, CHAMPION LAKES - PROPOSED CONVERSION OF EXISTING SALES BUILDING INTO COMMUNITY FACILITIES

WARD	:	HERON
FILE No.	:	M/103/21
DATE	:	10 February 2021
REF	:	DS/NK
RESPONSIBLE MANAGER	:	Executive Manager Community Services
LANDOWNER	:	Western Australian Land Authority (DevelopmentWA)
SUBJECT LAND	:	Lots 237 and 249 Regatta Avenue, Lot 248 Dorney Esplanade
ZONING MRS / TPS NO. 4	:	MRA Scheme

In Brief:

- Champion Lakes Residents Association (CLRA) were originally asked by Development WA (DWA), to relocate from an existing 'Sales Office' at Lot 249 Regatta Boulevard, where the Association has previously been conducting community events and meetings on a regular basis, as DWA wished to develop the land for housing.
- The City has been liaising with DWA and the CLRA to assist them to identify options for a longer term home.
- Subsequent advocacy, particularly by Dr Tony Buti MLA, has resulted in DevelopmentWA offering to transfer Lot 249 and two adjoining lots to the Crown as a Crown Reserve with a Management Order for the City.
- Recommend that Council supports the proposal by DevelopmentWA subject to satisfactory arrangements being agreed and budget provided as outlined in this report.

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

1.1.1 - Provide opportunities to connect individuals to each other and the wider community
1.1.2 - Build inter-dependent and resilient community groups
1.1.3 - Value and celebrate our diversity and heritage
1.1.4 - Foster local pride
1.3.1 - Plan for services and facilities in existing and emerging communities
1.3.2 - Deliver services
1.3.3 - Advocate and share responsibility for service delivery
1.3.4 - Promote services and facilities available in the community

Legislation Implications

Local Government Act 1995
Local Government (Functions and General) Regulations 1996
Metropolitan Redevelopment Authority Act 2011
Metropolitan Redevelopment Authority Regulations 2011
Planning and Development Act 2005
Metropolitan Region Scheme

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

It is anticipated that the cost of works to the current building to make it suitable for use as a community facility would be $200,000. It is proposed that these works are funded through an additional allocation of $200,000 to the 2021/22 Property Services budget.

Ongoing costs such as cleaning, outgoings and general maintenance of the building and grounds would be the responsibility of the CLRA.

Consultation

- Western Australian Land Authority or DevelopmentWA (DWA) are the existing landowners of the subject sites. The City has had discussions with DWA regarding the proposals for the land.
- Champion Lakes Residents Association (CLRA) have been utilising the subject sites for community purposes. The Association has contacted the City to request assistance in retaining the existing location in Champion Lakes for the Association to conduct future community based activities.
- Workshop presentation to elected members on 19 November 2020 to consider options for the CLRA.

BACKGROUND

History of Champion Lakes Residents Association (CLRA)

The CLRA was established in 2012, following the commencement of the Champion Lakes residential development, with a focus on advocating for improvements within the estate and providing a range of community based activities and functions. The CLRA Facebook group has grown to 430 members in the last 8 years.

The following is a summary of the Association from a submission dated 16 November 2020:

- *The CLRA is an active group representing the 1,200 residents of Champion Lakes across 370 homes.*
- *The CLRA has been running for eight years and are known for community-based events with multiculturally inclusive foundations.*
- *The CLRA facilitate a well subscribed and supported Facebook presence (430 members), a Neighbourhood Watch group and are an active member of the Town Teams Movement.*
- *The CLRA is focused on assembling a group of specalists in the environment, creating landcare groups, planting regimes for rehabilitation and provide environmental education to its members.*
- *The CRLA have developed an Action Plan for 2020-2022 which documents the community's aspirations for the area over forthcoming years.*
- *The CLRA operates without any funding sources.*
- *The CLRA's vision involves protecting and improving the quality of our residents' lives and creating a safe, caring and vibrant community where all people can thrive.*

The CLRA have been using the building located at Lot 249 (30) Regatta Boulevard, Champion Lakes for meetings and activities, which occur approximately 3 to 4 times a week.

The building was established by LandCorp, now DevelopmentWA (DWA), as a 'Sales Office' for the Champion Lakes Estate in 2008. DWA has been allowing the CLRA to use the former Sales Office as a meeting point.

The facility sits within Lot 249 that is 854m^2 in area, supported with vehicle access and car parking (approximately 16 bays) by adjoining Lot 237 which is 264m^2 in area to the southeast. The adjoining Lot 248 which is 264m^2 to the northeast is vacant. Joe Saunders Park is located directly to the northwest, which has shelters, seats and barbeque facilities.

DWA advised CLRA in 2020 that it planned to realise the commercial value of the Sales Office lots. The CLRA was notified that an alternative facility will have to be used for future CLRA meetings unless an agreement was reached with the City regarding acquisition or management of the site.

Request from CLRA

In August 2020, the CLRA enquired with City Councillors and Officers, to seek assistance in acquiring the existing Sales Office at Lot 249 Regatta Boulevard. The CLRA indicated that the existing Sales Office is preferable for the Association's activities given its location within the Champion Lakes Estate.

The CLRA indicated at a meeting with the City on 3 September 2020 that the following attributes of the current building make is suitable for their activities;

- *Building minimum 100-120m^2 in area;*
- *Main activity area for up to 40 people;*
- *Secondary area for use as an office and other activities such as computer classes;*
- *Non-Commercial kitchen;*
- *Shaded outdoor seating and gathering area;*
- *Space adjacent to the building to support gardening activities; and*
- *Water harvesting and best practice environmental design.*

Preliminary enquiries with DWA officers at that time, indicated that the only way the land could become available would be for the City to purchase the lots at a commercial rate. DWA officers proposed that an area designated as POS, on the soon to be developed stage 7B of the Champion Lakes development, could accommodate a modest community building of a similar size to the current sales office.

The CLRA maintained its preference to remain at its current location and has continued to advocate that position with City and local members of parliament. The City has maintained the position that it would continue to advocate for a transfer of the land at no cost, but in addition to the alternative suggested by DWA, would look to identify other alternative options as well.

A Councillor workshop was held on 19 November 2020, to discuss potential options which at that time included;

Option No.1 – Retain Current Sales Office Building at Lot 249 (30) Regatta Boulevard (City Purchase)

- The City purchases the land from DevelopmentWA and upgrades the 'Sales Office' Building to 'BCA' standard
- Cost to City: More than $950k

Pros
- Champion Lakes Residents Association remains in current location
- Land acquisition and building upgrade works could occur over 12 months if funding can be secured

Cons
- Option is expensive costing the City more than $950k
- Additional costs are likely to the building and grounds, depending upon what is needed

It is noted that since the workshop DWA has informed the City that it is willing to transfer the land to the Crown and 'gift' the building to the City if the City was to take an order for the management of the land.

Option No.2 – Retain Current Sales Office Building at Lot 249 (30) Regatta Boulevard (DevelopmentWA to gift land and building)

- DevelopmentWA hands over to the City the land and 'Sales Office' building free of cost
- City to upgrade the 'Sales Office' Building to 'BCA' standard
- Cost to City: $200k

Pros
- Champion Lakes Residents Association remains in current 'familiar' location
- Land acquisition and building upgrade works could occur over 12 months if funding can be secured
- Cost to the City is potentially $200k

Cons
- Option is reliant on DevelopmentWA support and they have said 'no' in the past

It is noted that since the workshop DWA has changed its position and has offered this option as a proposal to the City.

Option No.3 – Establish a new Building in Stage 7B of Champion Lakes

- DevelopmentWA has proposed to construct a new Building (sea containers) on POS in Stage 7B
- DevelopmentWA will pay part of the cost (approximately 20%) with the City to pay the balance (approximately 80%). DevelopmentWA will deliver the project
- Cost to City: Approximately $437k

Pros
- City receives a new Building that can be used for Community purposes
- Project can be delivered by DevelopmentWA as part of Stage 7B
- Building works can occur in the next 6 to 12 months if funding is provided.

Cons
- Project cost to the City is high - $437k
- Further discussion is required with the Champion Lakes Association to gain their support to use the building in this location

It is noted that this option is now off the table since the offer from DWA to transfer the land on which the sales office currently sits to the crown. (Refer Attachment A)

Option No.4 – Champion Lakes Residents Association relocates to existing Community Building

- Champion Lakes Residents Association relocates to any one of the following existing facilities within 2km's of Champion Lake Estate:
  - Harold King Community Centre

- Westfield Seniors Centre
- John Dunn Hall
- John Dunn Pavilion
- Seville Grove Library
- Armadale Fitness and Aquatic Centre
- Bob Blackburn Pavilion
- Champion Centre

Pros
- Utilise an existing Community Building
- There is no significant cost to the City

Cons
- Not supported by Champion Lakes Residents Association – prefer to be located within the Champion Lakes Estate

Option No.5 – Establish a new Building or move and upgrade 'Sales Office' in Existing POS

- The City either constructs a new building (either Bricks and mortar or sea container) in existing POS or relocates and upgrades the existing Sales Office to existing POS (i.e. Jon Sanders Park)
- Cost to City: Between $300k (Bricks and Mortar Building) and $600k (Sea Container)
  - $300k if relocating and upgrading Sales Office
  - $300k if constructing a new 'Bricks and Mortar' building
  - $600k if constructing new building from 'sea containers'

Pros
- Champion Lakes Residents Association remains in current area
- City receives a new Building that can be used for Community purposes
- Building works can occur in the next 6 to 12 months if funding is provided

Cons
- Project could cost will be between $300k and $600k
- If not in Stage 7B the City will need to manage construction of a new Building
- May need to remove existing use of the POS area to accommodate the Building
- It may be difficult to find a suitable location

Option No.6 – Use of Aged Care Complex – Community Building

- The Residents Association could use the future Aged Care Complex on Lot 10 Lake Road, Champion Lake
- Lot 10 Lake Road is owned by Yolk Property Group who will be selling part of the site to a "Aged Care' provider who will construct on site a community building

Pros
- Champion Lakes Residents Association remains in current 'estate'
- There is potentially no cost to the City
- Creates opportunities for interaction between the estate residents and the Aged Care Complex

Cons
- The Community Building will not be constructed in time for the Champion Lakes Residents Associations need to vacate from the existing site

- Lack of certainty for Champion Lakes Residents Association as it will require an interim approach
- Attending the facility would come at a cost to the Champion Lakes Residents Association (not viable)
- Operational Arrangements may conflict

Option No.7 – Use of Regatta Building on Champion Lake Island

- The Residents Association could use the existing Regatta Building on Champion Lakes Island managed by Venues West

Pros
- Champion Lakes Residents Association remains in current 'familiar' location
- There is potentially no significant cost to the City
- Use of an underutilised facility

Cons
- Attending the facility would come at a significant cost to the Champion Lakes Residents Association (not likely to be viable)
- Discussions with Venues West indicates that the facility would not meet the current needs of the Champion Lakes Residents Association (i.e. no exclusive use area and lack of cooking facilities, no storage area)

Proposal from DWA

The City wrote to DWA on 24 November 2020, enquiring about the possibility of DWA gifting the land and existing structures at Lot 249 Regatta Boulevard to the City free of cost for conversion into permanent Community Facilities.

DWA replied to the City on 9 February 2021, refer Attachment B, and detailed the following:

- DWA has permitted the CLRA to use the site since early 2012 with no rent;
- The Building was not constructed to be permanent and the DWA acknowledged that the building will have to be upgraded to meet minimum specifications for permanent use by the CLRA;
- Approval had been granted from the Minister for Lands to transfer all the lots to the Department of Planning Lands and Heritage to be vested as a Crown Land parcel under a Management Order to the City;
- The City will then be able to provide a lease to the CLRA; and
- The Sales Office will remain onsite until the management order is finalised or a permanent facility is procured.

The following lots are proposed to be ceded to the Crown:

- Lot 249 (No. 30) Regatta Road – 854m^2 – Building and Car parking
- Lot 217 (No. 25) Regatta Road – 264m^2 – Vehicle Access and Car parking
- Lot 248 (No. 28) Dorney Esplanade – 290m^2 – Vacant Lot

In essence, DWA are proposing to provide saleable land to the Crown at no cost for the benefit of the community, under the condition that the City is willing to accept management, maintenance and upgrade costs associated with the site.

Annual General Meeting of Electors

Representatives for the CLRA attended Council's Annual General Meeting of Electors on 21 January 2021, at which a notice of Motion was passed that stated the following;

> *"That Council:*
> 1. *Provide a permanent, centrally located Community Hub in Champion Lakes, which includes a large room for meetings and other group activities, a kitchen, storage and amenities, and is adjacent to a park where events can be held.*
> 2. *Liaise with the Champion Lakes Residents Association and advise of the outcome of investigations by 30 April 2021.*
> 3. *Include the establishment of a Champion Lakes Community Hub in next year's, and future, budget and planning documents."*

An item was included in the Chief Executive Officers Report at the 8 February Council Meeting, that made note of the previous notice of motion and also resolved;

> *"3. That Council request a report for a community hub in Champion Lakes to be referred to the Community Services Committee."*

DETAILS OF PROPOSAL

DWA has offered to facilitate the ceding of three lots for a total combined size of 1,408m^2 to the Crown and provide all buildings, parking and infrastructure to the City.

Should the City accept vested management of the site, there will be initial costs required to either convert the building to a permanent community facility or replace the building if that is more cost effective, as well as ongoing costs to cover routine maintenance.

At the time DWA notified the CLRA that the group was required to vacate the building, there was a time imperative as the site was to be prepared for sale, including demolition of the current facility. As the site does not need to be prepared for sale the time imperative does not exist now. Discussions with DWA following their proposal offer confirm that the existing arrangement between DWA and CLRA can remain in place until land and building transfer arrangements are finalised.

Initial costs – Building Works, Landscaping and Car Parking

The City's Building Department have investigated the current condition of the 'Sales Office' and advised that it has a Building Code classification of 5 and will need to be upgraded to a classification of 9B to meet 'Community Building' specifications.

To enable the building to be compliant with the Building Codes of Australia, required upgrades include:

- the construction of toilet facilities (including universal access toilets);
- rendering internally and externally to the building to make it fire compliant;
- construction of disabled access; and
- complete an energy efficiency assessment and potential modifications to meet this assessment.

The estimated cost of works required to bring the building up to the correct building code specifications is approximately $200,000.

The remainder of the site which comprises carparking for approximately 16 cars and landscaped grounds is considered adequate in its current condition and would not require any additional works. The proposal from DWA also includes an adjacent vacant lot of 290sqm which the CLRA has advised would be used for a community garden which would be established and maintained at the group's cost.

Ongoing Costs – Building Works, Landscaping and Car Parking

As an exclusive use tenant of the facility the CLRA would be responsible for minor maintenance, outgoings and cleaning of the building. Given the nature of the group's activities and its capabilities it is proposed that they would also be responsible for the ongoing maintenance of the grounds.

COMMENT

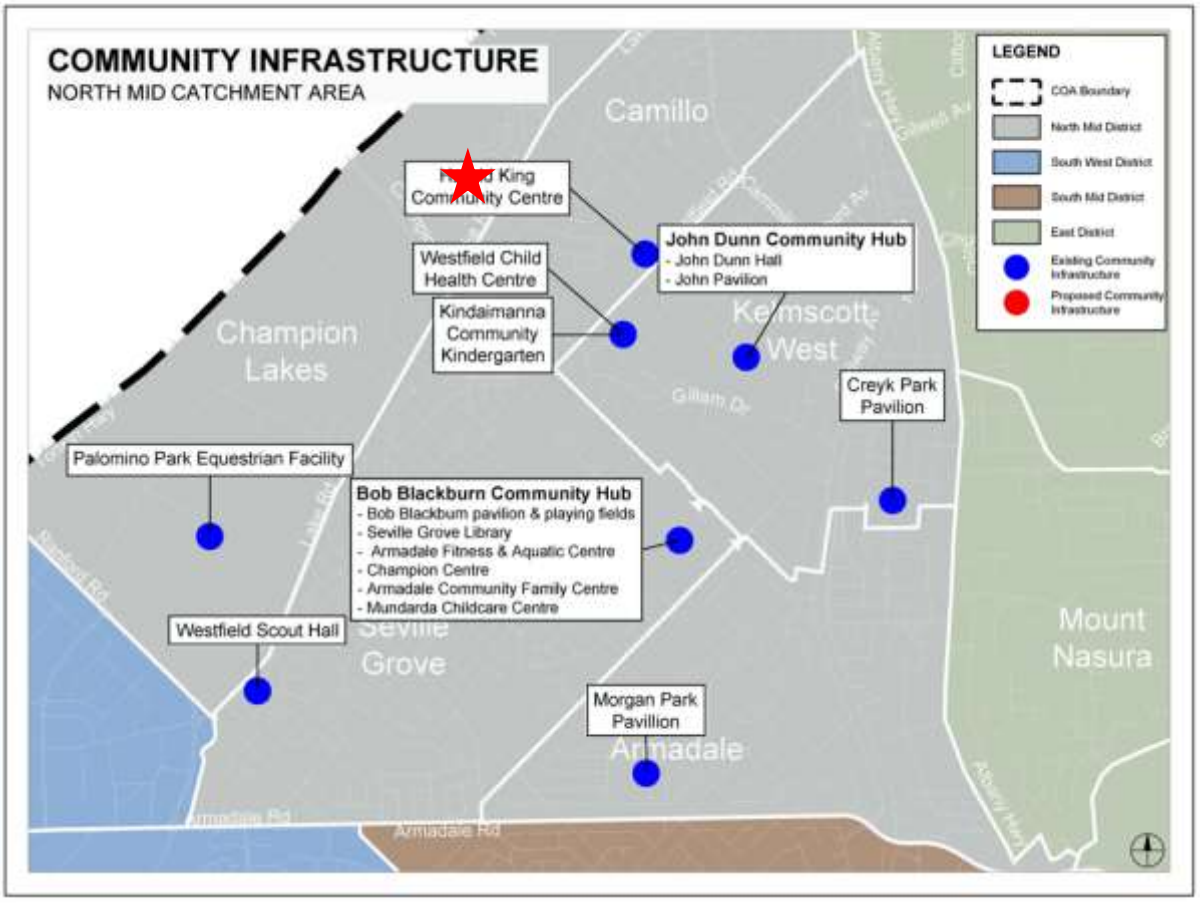
As a result of discussions between the City, the CLRA and DWA, there is an opportunity to retain a community facility for residents of the Champion Lake area. The CLRA have shown their intent for continued use of the site given that they have successfully operated from the site since 2012 (refer Attachment A). It should also be noted that other organisations or groups may benefit from acquiring these facilities.

Given the experience and aspirations of the CLRA, it is possible that the group could take on responsibility for the maintenance and partial landscaping of the site, subject to approval of a management plan by the City.

Community Infrastructure Plan and Community Centre Provision

The City's Community Infrastructure Plan 2020-2036 (CIP) assesses infrastructure needs based on district catchments. Champion Lakes is located within the North Mid Catchment which includes Champion Lakes, Camillo, Seville Grove, Kelmscott West and Armadale North.

The current population of approximately 28,000 is anticipated to grow to 35,000 by 2036. This growth will be predominantly through the development of small greenfield residential areas within Champion Lakes as well as infill development through Kelmscott West, Camillo and Seville Grove.



The CIP notes several benchmarks as applicable for assessing the need for future provision of infrastructure and does not propose additional community infrastructure for the catchment.

Since the development of the CIP, one of the standard benchmarks has been updated – the *Benchmarks for Community Infrastructure (Parks and Leisure Australia, 2012*); has been superseded by *Parks and Leisure Australia WA Community Infrastructure Guidelines 2020*.

This industry benchmark includes ratios for provision on a range of community and sporting infrastructure, as follows:

PLAWA Community Infrastructure Guidelines 2020

Item	Facility	Definition	Population Guideline	Facility hierarchy, distance & spatial components
8	Neighbourhood Community Centre	Small local meeting rooms and activity spaces that can be used by local organisations for activities such as dance, fitness and outreach work. Various gross floor area configurations of approximately 300m2 to serve immediate community.	1:7,500	Determined by local need and research; size and design should reflect the unique local conditions and be integrated / co-located where possible within a local sports pavilion and sports space, or other active spaces serviced well by public transport.
9	District Community Centre	Multi-functional building or group of public buildings for the social, cultural, and educational activities of a neighbourhood or entire community.	1:15,000 – 25,000	Need and evidence is required to establish a business case. The design scope and catchment to be determined through local research and community need. Indicative building requirements of approximately 900m2 of community meeting/activity space.

Based on these ratios, the catchment would currently require one district and four neighbourhood community centres (increasing to five by 2036). The catchment currently has one neighbourhood – John Dunn Hall, and one district – Harold King.

There is also community provision at other facilities in the catchment, however these do not meet the 300m2 neighbourhood level guidelines. All community facilities in the catchment currently have low utilisation rates.

The existing 'sales office' 100m2 size and configuration would fall beneath any benchmark threshold as meeting the size for community centre provision – either neighbourhood or district - however as noted in the PLAWA Guidelines, '*size and design should reflect the unique local conditions*' so from that perspective may be considered, however would sit outside of overall provision. The second part of the guideline notes that neighbourhood centres should be '*integrated/co-located where possible within a local sports pavilion, or other active spaces serviced well by public transport*'. In the case of the subject building it is not possible for colocation as other facilities have not been developed in the area, however this facility has been used to a high level by community

To a degree the proposal meets the Community Infrastructure Guiding Principles as endorsed in the CIP and shown below.

Principle One	Create diverse and flexible spaces that maximise use and community access through the utilisation of the community hub model.
Principle Two	Design community infrastructure that enhances built form and provides an integrated, safe and enjoyable environment for communities.
Principle Three	Ensure an equitable range of community infrastructure of different sizes and functions are accessible to all of the City's residents.
Principle Four	Create sustainable community infrastructure which is responsive over time and meets current and future community needs.
Principle Five	Provide facilities in accordance with good practice asset management principles that ensure an appropriate balance between community infrastructure full lifecycle cost and community benefit.
Principle Six	Maximise benefit to community from capital investment by achieving an efficient use of resources through cost-effective design and operation.
Principle Seven	Provide the opportunity for fair, open and collaborative community consultation when planning community infrastructure.

Champion Lakes POS Shortage

Champion Lakes historically has a shortage of public open space. Typically in new estates there is a requirement to provide a minimum 10% of the land for public open space in the Western Australian Planning Commissions (WAPC) *Liveable Neighborhoods* policy. In some instances, this can be reduced to 8% in accordance with the policy, where the final 2% is provided in the form of a Public Open Space Cash-in-Lieu payment.

The City has strongly advocated for the provision of the normal 10% public open space requirement.

The Minister for Planning is the determining body for the Champion Lakes estate rather than the WAPC. A consequence is that it is not a requirement to apply the *Liveable Neighbourhoods* policy. The Armadale Redevelopment Authority (which includes the Metropolitan Redevelopment Authority and now DWA) and the developers LandCorp (now also DWA) have not applied the WAPC's 10% POS requirement. Much of the open space that was provided is also linear in nature due to the proximity of the lake with limited active POS access.

The ceding of the former 'Sales Office' on Lots 249, 248 and 217 as a Crown Reserve for Community Purposes would assist in increasing the amount of public open space available in the estate.

OPTIONS

Two options present at this time;

1. Pursue the idea of retaining a community centre on the current site including the transfer of land to the Crown and consider an additional allocation of $200,000 to the 2021/22 Property Services budget to fund the required works.

Or

2. Not pursue the offer by DWA and work with the CLRA to identify opportunities for the group to utilize existing City facilities.

Option 1 is recommended.

CONCLUSION

The City has been presented with a unique opportunity to acquire additional POS in an area underserved by open space, subject to the City making the land and a building suitable for use as a community centre available to the Champion Lakes Residents Association.

RECOMMEND

That Council:

1. **Notify DevelopmentWA advising of its desire to progress discussions on the ceding of Lot 249 (No. 30), Lot 217 (No. 25) Regatta Road and Lot 248 (No. 28) Dorney Esplanade, Champion Lakes to the Crown as a Crown Reserve for "Community Purposes" with power to lease.**
2. **Notify the Champion Lakes Residents Association, advising of Council's desire to progress the ceding of Lots referred to in part 1 of this recommendation.**
3. **Consider an additional allocation of $200,000 to the 2021/22 Property Services budget to fund the required works.**

ATTACHMENTS

1. Correspondence from CLRA to CoA
2. Response from DWA re: Champion Lakes Sales Office - Feb 2021
3. Champion Lakes CC-Floorplan and Images

4.1 - HARRISDALE LIBRARY - LOCATION FEASIBILITY

WARD	:	RANFORD
FILE No.	:	M/212/21
DATE	:	23 March 2021
REF	:	AB
RESPONSIBLE MANAGER	:	Executive Manager Community Services

In Brief:

- In October 2020, Council requested an investigation into the location of a library facility on City owned land.
- In February 2021, consultants were engaged to undertake a feasibility study and design for a library to serve the Piara Waters and Harrisdale community.
- Recommend that Council:
- Endorse Site 2 on the attached plan as the preferred location for the Harrisdale Library.
- Proceed to Concept and Detailed Design for the Harrisdale Library.

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

1.3 The Community has the services and facilities it needs.
1.3.2 Deliver Services
1.3.2.2 Implement Library Strategy

Legal Implications

Nil

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

This report relates to the feasibility component of an approved contract (RFQ/56/20), so there are no financial implications.

Consultation

1. ELT
2. Inter-Directorate
3. Hunt Architect

BACKGROUND

At its meeting of April 15 2019, Council endorsed the Library Strategic Plan 2019-2026, adopting a number of key recommendations, including:

> *3.1 Support the development of a library in, or adjacent to the Harrisdale District Centre, to be operative in 2021.*

In October 2020, Council did not adopt Officer recommendations contained within a Confidential Report, and further requested the CEO to investigate and report to Council on the location of a library facility to serve the Piara Waters and Harrisdale community (C34/10/20).

In February 2021, Hunt Architects were engaged to provide Design and Documentation (including feasibility) for the Harrisdale Library project (RFQ/56/20).

Based on officer investigations, the only (Council owned) land within the library catchment area suitable for construction of a 1,000 square metre library is the Piara Waters Playing Field. Part of the Design and Documentation Contract was to evaluate the feasibility for constructing a library on this site (see attachment A: Site Plan).

DETAILS OF PROPOSAL

Hunt Architects were engaged to undertake a feasibility study to inform Council on the suitability to construct a library on the Piara Waters Playing Field. In consultation with the City's engineers, two potential locations were identified (see attachment B: Site Feasibility Review). Investigations were undertaken to determine the location of underground services, proximity to existing facilities, potential site costs and overall aesthetic and functionality.

COMMENT

The following tables outline the pros and cons for both sites.

SITE 1			
PROS		CONS	
1	Close proximity to the existing car park with adequate car bays available during the week as reciprocal use.	1	Site requires the existing shade structure, play space and landscaping to be removed.
2	Site is relatively flat.	2	Existing shade structure and play area will need to be relocated elsewhere on the site, which would pose a challenge with location.

SITE 1			
PROS		CONS	
3	No in-ground services in the area.	3	Existing shade structure and play area relocation will incur substantial cost.
4	Facility would be located in close proximity to the existing sports pavilion, which might be beneficial in some shared reciprocal use.	4	Site area is restricted in size, which will require the building to be a two-storey structure, which will incur substantial costs.
		5	Site is very close to sporting activity, which could have issues related to noise and damage to the facility.

SITE 2			
PROS		CONS	
1	Close proximity to the existing car park with adequate car bays available during the week as reciprocal use.	1	The building will need to be partially suspended over the storm water swale.
2	Site is relatively flat.	2	The existing small landscaped area will need to be removed, however the existing verge trees will remain untouched.
3	No in-ground services in the area.		
4	Facility would be located in close proximity to the existing sports pavilion, which might be beneficial in some shared reciprocal use.		
5	Site is larger than Site 1, which would allow the building to remain as a single storey structure.		
6	The existing shade structure and play space can remain.		
7	The existing space about the playing field for passive use can remain.		
8	Building on this site will cost less than Site 1.		
9	Building location can provide a quality landmark statement.		

OPTIONS

The options available are:

1. Approve Site 1 as the location for a two-storey library development, and progress to concept and detailed design stage.
2. Approve Site 2 as the location for a single storey library development, and progress to concept and detailed design stage.
3. Do not proceed with a library development on the Piara Waters Playing Field site.

CONCLUSION

Following a detailed analysis of the overall feasibility and pros and cons for the location of a library development in Harrisdale/Piara Waters, factors such as minimizing disruption, ease of construction (and subsequent construction costs) and overall amenity, Site 2, located opposite the Piara Waters Sports Pavilion provides the optimal outcome.

RECOMMEND

That Council:

1. **Endorse Site 2 on the attached plan as the preferred location for the Harrisdale Library.**
2. **Proceed to Concept and Detailed Design for the Harrisdale Library.**

ATTACHMENTS

1. Attachment A Site Plan
2. Site Feasability Review 01_COA

5.1 - BEDFORDALE VOLUNTEER BUSH FIRE BRIGADE FIRE STATION

WARD	:	HILLS
FILE No.	:	M/224/21
DATE	:	31 March 2021
REF	:	AB
RESPONSIBLE MANAGER	:	Executive Manager Community Services

In Brief:

- Due to a combination of reduced income and additional expenses, the BVBFB are not able to meet their financial commitment towards the construction of the new Bedfordale Fire Station.
- Recommend that Council
  - Note the success of additional DFES LGGS grant funding of $51,198 towards the Bedfordale Fire Station project.
  - Note the reduction of the Bedfordale Volunteer Bush Fire Brigade's co-contribution towards the construction of the Bedfordale Fire Station from $80,000 to $54,400.
  - Note the reduction in the drawdown from the Freehold Sale Capital Works Reserve Fund from $248,000 to $222,402.

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

1.3 The community has the services and facilities it needs
1.3.1 Plan for services and facilities in existing and emerging communities

Legal Implications

Nil

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

The funding model for the construction of the Bedfordale Volunteer Bush Fire Brigade (BVBFB) Fire Station comprises Council contribution $1,138,000; DFES Local Government Grants Scheme (LGGS) funding of $372,000; and a BVBFB contribution of $80,000. In December 2020, a further LGGS grant of $51,198 was received.

Consultation

- Inter and Intra Directorate
- BVBFB

BACKGROUND

In April 2020, the Tender 5/20 for Design, Development and Construction of the Bedfordale Fire Station (T20/4/20) was awarded as a Separable Portion Contract (portion 1 for design, and portion 2 for construction). Council recommended a further report be prepared detailing the final costs for portion 2.

In September 2020, a report detailing the final construction cost and the funding model was presented. This report detailed advice received from DFES stating that the resubmitted LGGS grant (requesting additional funds), was unsuccessful. The report recommended amending the 202/21 Annual Budget as follows (C28/9/20):

> *Increase the Bedfordale Fire Station Capital Expense by $248,000 and fund this amount from the Freehold Sale Capital Works Reserve Fund.*

In December 2020, the City was successful in their application for a further LGGS grant for the supply and installation of water tanks and received a grant amount of $51,198.00.

In March 2021, members from the BVBFB met with the Mayor, and Director City Projects. The purpose of the meeting was to discuss the Brigade contribution of $80,000. The President of the BVBFB, explained that due to factors such as reduced income due to COVID-19 restrictions (curtailed fundraising opportunities) and commemorations for deceased long-term Brigade members, the Brigade was not in a financial position to fulfill their financial commitment.

Whilst not previously agreed, throughout the course of the construction of the fire station, the BVBFB have assisted with in-kind contributions of pump and hydrant equipment, as well as some site clearing. This has resulted in some project cost savings.

DETAILS OF PROPOSAL

As a result of the BVBFB's inability to meet their $80,000 financial contribution towards the construction of the fire station, the Brigade have proposed "sharing the benefit" of the additional LGGS grant of $51,198, in effect using half ($25,600) to reduce the Brigade contribution to $54,400 and thus remaining financially viable. The remaining $25,598 would reduce the City's previously approved drawdown on the Freehold Sale Capital Works Reserve Fund.

COMMENT

At the time of the BVBFB's commitment to co-contribute towards the construction of the new fire station (in 2018), the Brigade were in a financial position to cover the $80,000. Since this time, the Brigade has experienced a drain on their financial position through increased outgoings and reduced income.

Subsequent to Council resolving to access $248,000 from the Freehold Sale Capital Works Reserve Fund, an additional DFES LGGS grant of $51,198 has been obtained.

Through discussion with the BVBFB, a reduction in their cash contribution by $25,600, bringing it to $54,400 is achievable. This will still result in a reduced drawdown on the City's Freehold Sale Capital Works Reserve Fund from $248,000 to $222,402.

CONCLUSION

Due to the BVBFB being unable to fully meet their $80,000 co-contribution towards the construction of the new Bedfordale Fire Station, and as a result of the City successfully receiving an additional $51,198 in DFES LGGS grant funding and in-kind contributions from the BVBFB, it is proposed to "share the benefit" of the LGGS grant. Splitting the $51,198 between reducing the drawdown on the Freehold Sale Capital Works Reserve Fund and reducing the Brigade's co-contribution will enable the BVBFB to remain financially viable, whilst at the same time still delivering project savings to the City.

RECOMMEND

That Council:

1. **Note the success of additional DFES LGGS grant funding of $51,198 towards the Bedfordale Fire Station project.**
2. **Note the reduction of the Bedfordale Volunteer Bush Fire Brigade's co-contribution towards the construction of the Bedfordale Fire Station from $80,000 to $54,400.**
3. **Note the reduction in the drawdown from the Freehold Sale Capital Works Reserve Fund from $248,000 to $222,402.**

ATTACHMENTS

There are no attachments for this report.

5.2 - ROYAL COMMISSION INTO INSTITUTIONAL RESPONSES TO CHILD ABUSE, RECOMMENDATION 6.12 - CHILD SAFETY OFFICERS

WARD	:	ALL
FILE No.	:	M/190/21
DATE	:	15 March 2021
REF	:	WS
RESPONSIBLE MANAGER	:	Executive Manager Community Services

In Brief:

- Recommendation 6.12 of the Royal Commission into Institutional Responses to Child Sexual Abuse states:
  With support from governments at the national, state and territory levels, local governments should designate child safety officer positions from existing staff profiles to carry out the following functions:
  a) developing child safe messages in local government venues, grounds and facilities
  b) assisting local institutions to access online child safe resources
  c) providing child safety information and support to local institutions on a needs basis
  d) supporting local institutions to work collaboratively with key services to ensure child safe approaches are culturally safe, disability aware and appropriate for children from diverse backgrounds.
- The State Government is currently seeking feedback from Local Governments to assist in policy development in response to the Royal Commission recommendation.
- Recommend that Council endorse the position outlined in this report.

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

1.2 Active community life that is safe and healthy.
4.1 Visionary Civic leadership and sound Governance.
4.4 Effective communications

Legal Implication

- *Children and Community Services Act 2004*
- *Working with Children (Criminal Record Checking) Act 2004*
- *Commissioner for Children and Young People Act in 2006.*
- Common law duty of care also applies to ensure that reasonable steps are taken to prevent injury and harm to another person.

Council Policy/Local Law Implications

City's Code of Conduct for Elected Members, Committees, Staff and Volunteers (2018).
Policy ADM23 Misconduct, Fraud and Corruption

Budget/Financial Implications

There are no financial implications associated with the recommendation of this report, however there may be resource implications, as yet not defined, should future legislation require local governments to implement additional functions.

Consultation

1. Intra directorate
2. Department of Local Government, Sport and Cultural Industries
3. WALGA

BACKGROUND

CONTENT WARNING: This report contains information about child sex abuse that may be distressing to the reader.

The *Royal Commission into Institutional Responses to Child Sexual Abuse* (the Royal Commission) was established in January 2013, to investigate systemic failures of public and private institutions, and to protect, report and respond to child sexual abuse.

The Royal Commission examined the nature and adequacy of institutional responses and identified common failings.

The key findings relating to arts, cultural, sport, community and other hobby groups were:

- sexual abuse can occur in a range of settings and have different enablers
- adults are sometimes valued over children's wellbeing
- perpetrators exploited their positions of power and authority
- erosion of personal boundaries – there was continuous disregard and invasion into personal space.

The impacts of child sexual abuse can be devastating. Common impacts include disengagement from the activity, isolation from social groups, long-term mental health problems, difficulties with interpersonal relationships, and social and wellbeing implications for families.

The Children's Rights Report delivered by the National Children's Commissioner in 2019, estimates that 13% of Australian adults (2.5 million people) have experienced physical and/or sexual abuse before the age of 15. This includes 1.6 million adults (8.5%) who experienced childhood physical abuse and 1.4 million adults (7.7%) who experienced childhood sexual abuse. This data is from the Personal Safety Survey completed in 2016.

In 2018, 34 people aged 19 and under were victims of family and domestic violence related homicide in Australia. This includes children and young people killed by parents, siblings and other relatives.

The work on creating child safe institutions is underpinned by the United Nations Convention on the Rights of the Child, which was ratified by Australia in 1990. By fulfilling children's rights, the Australian Government believes institutions will create a positive, child safe environment that better protects children from harm.

Premier Mark McGowan MLA, delivered an apology on behalf of Government in response to the findings in the Royal Commission in June 2018.

The State Government has responded to the Royal Commission's recommendations and is prioritising reform work. In Western Australia, the response to recommendation 6.12 is being led by the Department of Communities (DoC) supported by the Department of Local Government, Sport and Cultural Industries (DLGSCI). The Western Australian Local Government Association (WALGA), is taking a coordinating role in collating a consolidated response from the sector and is also encouraging individual local governments to provide submissions directly to DLGSCI.

A coordinated effort is required across local, state and commonwealth governments, with a commitment from the non-government sector and community groups to:

- keep children safe
- improve institutional responses
- strengthen criminal justice responses
- provide compensation to victims of child sexual abuse.

The Royal Commission made 409 recommendations; many of the recommendations in the final report need all Australian Governments to work together. One specific recommendation was directed at local government: Recommendation 6.12.

> *Recommendation 6.12*
> *With support from governments at the national, state and territory levels, local governments should designate child safety officer positions from existing staff profiles to carry out the following functions:*
> *e) developing child safe messages in local government venues, grounds and facilities*
> *f) assisting local institutions to access online child safe resources*
> *g) providing child safety information and support to local institutions on a needs basis*
> *h) supporting local institutions to work collaboratively with key services to ensure child safe approaches are culturally safe, disability aware and appropriate for children from diverse backgrounds.*

The State Government has provided a discussion paper on the recommendation which can be found at https://www.dlgsc.wa.gov.au/department/publications/publication/discussion-paper-on-the-implementation-of-child-safety-officers-in-local-governments

The Royal Commission cited the fundamental role local governments play in assisting and resourcing communities across Australia, particularly in regional and remote areas where access to resources and services is often more limited than for their urban counterparts.

The active role local governments take in community development and community safety, particularly roles that impact on child safety, was identified by the Royal Commission as an opportunity to integrate their direct responsibilities to children with their wider role within the community.

Related to the response to the Royal Commission recommendation, is a proposed *Reportable Conduct Scheme*; which will oblige heads of certain organisations (including local government CEOs) to report allegations of misconduct between an employee, contractor, subcontractor or volunteer involving a child to the Ombudsman and/or an independent body who will in turn report on these matters to Parliament.

The proposed *Reportable Conduct Scheme* will provide independent oversight of how certain organisations prevent and handle allegations and convictions of child abuse involving any of the organisation's employees, and will require heads of organisations that are covered by the scheme to:

- have certain systems in place, including systems for preventing, notifying and dealing with any allegations or convictions of child abuse involving an employee;
- notify the Ombudsman and/or an independent body about any allegations or convictions of child abuse involving an employee; including volunteers, contractor and subcontractors;
- investigate any allegations or convictions of child abuse involving an employee and provide a report to the Ombudsman and/or an independent body at the end of the investigation on any findings made and actions taken; and
- report to other bodies, such as WA Police, the Department of Communities or professional bodies as required.

The *Reportable Conduct Scheme* will also make amendments to the *Working with Children (Criminal Record Checking) Act 2004*, so that reportable conduct findings can cause an assessment or re-assessment of a person who has a Working with Children's Check card.

It is possible that the *Reportable Conduct Scheme* will be legislated in approximately two years.

In Western Australia, legislation applies to organisations and individuals undertaking child-related work. Examples include:

- *Children and Community Services Act 2004*
- *Working with Children (Criminal Record Checking) Act 2004*

A common law duty of care also applies, to ensure that reasonable steps are taken to prevent injury and harm to another person.

In 2019, the Council of Australian Governments endorsed the National Principles for Child Safe Organisations (National Principles). The National Principles for Child Safe Organisations show how an organisation can create a culture, adopt strategies and act to promote child wellbeing and prevent harm. The National Principles incorporate the 10 Child Safe Standards recommended by the Royal Commission (Recommendation 6.5), with a broader scope that goes beyond child sexual abuse to include all forms of abuse or potential harm to children.

Currently, the National Principles are not legislated; however, the Department of the Premier and Cabinet is leading the development of advice to the State Government on an independent oversight system, which will include the monitoring and enforcing of the National Principles for organisations engaged in child-related work.

The National Principles for Child Safe Organisations state:

1. Child safety and wellbeing is embedded in organisation leadership; governance and culture.
2. Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.
3. Families and communities are informed and involved in promoting child safety and wellbeing.
4. Equity is upheld and diverse needs respected in policy and practice.
5. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
6. Processes to respond to complaints and concerns are child focused.
7. Staff and volunteers are equipped with knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
8. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
9. Implementation of the national child safe principles is regularly reviewed and improved.
10. Policies and procedures document how the organisation is safe for children and young people.

The National Principles include guidance to help leaders, staff and volunteers in organisations understand the important aspects of creating a child safe culture. They provide a nationally consistent approach to embedding child safe cultures within organisations that engage with children, and act as a vehicle to give effect to all Royal Commission recommendations related to child safe standards.

The current consultation by the State Government is focused on two main points;

1. to develop a better understanding of the current role of local governments in promoting child safety and how the outcomes of this work are reported internally, to Executive and to Council; and
2. to use this understanding of current work promoting child safety to inform development of an approach, to meet Recommendation 6.12 of the Royal Commission in implementing the child safety officer role.

The timeline for this consultation is:

- September 2020 Endorsement of the consultation process
- December 2020 – April 2021 Consultation process
- April to June 2021 Development of a position paper and draft policy
- 4 June 2021 Release of a findings report and draft policy position statement for comment

The purpose of this report is to provide Council with an opportunity to form a view on how the City should respond to the two focus areas of the current consultation.

DETAILS OF PROPOSAL

With regard to the first consultation focus area;

1. *to develop a better understanding of the current role of local governments in promoting child safety and how the outcomes of this work are reported internally, to Executive and to Council*

It is estimated there are 26,000 children living in the City of Armadale and this is expected to grow to 40, 800 children by 2041.

Currently there are several City programs that are directly related to the Royal Commission recommendation. These programs are run or contracted by the Community Services Directorate.

City Departments directly affected

Library and Heritage Services

Currently, the twelve Libraries and Heritage staff members who have been identified as having regular involvement with children, have current Working with Children Checks. Regular programs and events attract between 20 and 30 children with parents/ guardians always present.

Workshops and smaller events attract 10 to 15 child participants and parents/ guardians are always present. There are currently no volunteers engaged in children's programs in Libraries and Heritage.

Community Development

Community Development Team

Within the Community Development Department, the six staff members in the Community Development team all have Working with Children Checks. The Community Development team also require all those who volunteer/participate in advisory groups to have Working with Children Checks and National Police Clearances.

The Community Development team runs several programs that directly involve children:

- Armadale Aspire – up to 30 children will be able to participate in this year's program run through the local high schools
- Youth Activity Council – up to 12 children/young people participate; (Participants older than 18 are also required to hold a Working with Children Check)
- Nightfields – last year this program attracted 56 participants

- Street Meet and Greets with Armadale Neighbourhood Watch – often manned with Police Rangers in addition to family members with their children attending
- Community Engagement activities with community members where children may be present.

When the Community Development team run workshops targeting families, they engage a crèche worker from the Armadale Recreation Centre to supervise the participants' children. All crèche workers from the Armadale Recreation Centre have Working with Children Checks.

Aboriginal Development Team
All staff participating in Champion Centre programs have current Working with Children Checks. Programs include playgroups for younger children where parents participate with their children, as well as after school and school holiday programs for older children. The Centre also runs classes for adults, where crèche services are provided.

Recreation Services
Swim School
Currently, the swim school has almost 2700 children enrolled in classes Monday to Sunday. Classes are held for young babies (from 6 months) to adults. Any child under the age of 12 must be accompanied by an adult 17 years or over, who is to remain in the pool area whilst the lesson is conducted. Children are not released from a class until their parent/carer collects them. For children under the age of three, parents participate in the class. All swim instructors have current Working with Children Checks.

Crèche - Armadale Fitness and Aquatic Centre (AFAC)
The crèche at the Armadale Fitness and Aquatic centre operates seven days per week. Depending on day and time, there is an average of between 18 and 40 children per session. All staff working in the crèche have Working with Children Checks. The average AFAC child to staff ratio is 8 children to one crèche attendant.

Crèche - Armadale Recreation Centre
The crèche at the Armadale Recreation Centre operates Monday to Thursday and Saturday mornings. The average number of children during these sessions is four children. A minimum of two staff are at the Recreation Centre crèche at all times. All staff have Working with Children Checks.

Broader reach for City of Armadale staff

City teams often contract third parties to deliver programs and projects in the City. Examples of this include but are not limited to:

The Community Development team has recently contracted external service providers, through Service Agreements, to run the following programs that address Community Development's social priorities:

- Kiss 4 Life – a supported playgroup in Brookdale.
- Hope Community Services –support services for young people at Cecil Andrews Senior High School.
- Multicultural Community Council of WA – Working with families to run respectful relationship programs for CaLD families.

- Armadale Community Family Centre – Drum Fun in Harrisdale (targeting CaLD children – Drumbeat program to build resiliency).
- Dismantle – Bicycle program at Armadale Senior High School targeting disengaged young people.

The Club Development team has recently commenced the Multisports Program at Bob Blackburn Reserve. Communicare are leading and delivering the program, with the City and other local organisations supporting the program. The program will run for seven weeks.

There are approximately 14 staff members involved in this program, and over three weeks there has been an average of 41 participants each week. City staff have been advised by Communicare, that all staff who are actively involved in the program must either have a Working with Children Check, or be covered under an exemption. A majority, if not all parents, stay at each session and watch their children participate, as this was a term of the registration.

As previously mentioned, City officers already provide a role of promoting child safety. Some of the work City officers already do that aligns with the child safety principles include:

- Capacity Building – The City hosts workshops that educate families on how to keep children safe ie Protective Behaviours/ providing related resources (ie books) on the topic available in the City's Libraries; ways to manage children's behaviour in a positive manner (ie Circle of Security).
- Officers raise awareness by promoting child safe messaging with organisations and individuals through co-ordination of the Armadale Early Years Network (AEYN) and the Armadale Youth Network (AYN).
- Officers promote days that support children and young people ie Families Week, Child Protection Week and Children's Week.
- Through the City's Disability Access and Inclusion Plan, children with disability are respected and rights are promoted.
- Children and young people are given the opportunity to have a voice in community development activities through the Armadale Youth Advisory Council (AYAC).
- Officers are given clear guidance on appropriate ways to interact with children and young people, with an emphasis on positive role modelling.

What the City currently does

Council is responsible for effectively identifying and managing risk, and for promoting a safe and healthy environment for employees, volunteers and the community. The City has a Risk Management Policy and Framework that guides the assessment and management of risk in accordance with the City's risk appetite. As part of the development and implementation of existing plans and strategies related to programs involving children, officers identify, assess and take steps to minimise child abuse risks. Mitigating controls are designed and implemented, taking into consideration prevention, detection and response mechanisms.

The City's Code of Conduct (the Code) provides for standards of behaviour and includes definitions of misconduct. Clause 5.2 of the Code, requires Councillors, Committee Members, Staff and Volunteers to observe the highest standards of honesty and integrity, and outlines the process for notification of breaches. The City's Misconduct, Fraud and Corruption Policy and Management Practice, provides a framework for responding to allegations of misconduct. This involves a system of assessment and investigation, following any subsequent disciplinary or external reporting requirements, if appropriate.

This framework can be adapted to incorporate any additional requirements of the Reportable Conduct Scheme.

Prevention

In January 2007, the West Australian Government introduced compulsory Working with Children Checks (WWCC), for all individuals who work or volunteer in positions that require them to work closely with children. In July 2020, the Office of the Auditor General (OAG) released an audit report on "Working with Children Checks – Managing Compliance." City staff have reviewed the report recommendations against the City's system for managing these requirements and identified where improvements could be made. Sixteen (16) opportunities for improvement were identified, fifteen (15) of which have been implemented. The remaining action to be implemented is a biannual review of the City's WWCC register, which is not yet due for review. This was reported to Council in March 2021.

Pre-employment screening is undertaken to verify employment background, referee and criminal history checks.

With regard to the second consultation focus area;

> *2. to use this understanding of current work promoting child safety to inform development of an approach to meet Recommendation 6.12 of the Royal Commission in implementing the child safety officer role.*

Consultation was undertaken with staff associated with programs involving children and also with the City's Business Improvement Coordinator, to ensure a whole of organisation risk based approach to this issue is considered.

The functions of the proposed Child Safety Officers, are outlined below;

- *develop child safe messages in local government venues, grounds and facilities*
- *assist local institutions to access online child safe resources*
- *provide g child safety information and support to local institutions on a needs basis*
- *support local institutions to work collaboratively with key services to ensure child safe approaches are culturally safe, disability aware and appropriate for children from diverse backgrounds,*

The consensus reached through the consultation is that the functions would be delivered more effectively if they are integrated in the City's strategic documents, including the business area plans of relevant departments, rather than through the employment of Child Safety Officers.

Notwithstanding that there is no commitment to resourcing Child Safety Officers by the State or Federal Governments, it is still considered to be more effective to take a whole of organisation approach, rather than focusing the functions through the employment of additional role specific officers.

Comments on the four functions proposed for the Child Safety Officer role are included in the following table.

Royal Commission Recommendation	**Officer Comments/ Opportunities**
Developing child safe messages in local government venues, grounds and facilities	The City needs to be the conduit for these messages and not the creator. Ideally messaging will developed by an independent body; potentially the Commissioner of Children and Young People (CCYP) and/or the Working with Children's Check (WWCC) unit. Internal departments can promote, print and install messages at City venues, grounds and facilities and through City programs. Note: the Commissioner is the independent person who works closely with children and young people, their families, community and government to make WA a better place for 0 to 18 year-olds. The position was created because the Western Australian Parliament made a commitment to the children and young people of WA that they would live in a state where they were heard, valued, healthy and safe. The WA Parliament passed the Commissioner for Children and Young People Act in 2006.
Assisting local institutions to access online child safe resources	The City's Communications team can feature online child safe resources created by the CCYP and the National Office of Child Safety on the City's website. City Officers can also add links to the CCYP and the National Office of Child Safety on relevant City's webpages.
Providing child safety information and support to institutions on a needs basis	With the support of relevant state government agencies, the City can host additional workshops and seminars for local service providers on the promotion of child safety and implementation of the National Principles. Officers can make child safety a standing item on agendas when meeting relevant community groups. Officers can provide support and advice to institutions developing and implementing child safety policies and procedures. Officers can provide additional information at early literacy programs in the City's libraries. Officers can share booklists and resources on child safety in parenting collections on the libraries website, during parent talks and during school visits when appropriate. Officers should attend professional development opportunities to maintain a sound working knowledge of child abuse and neglect and local child safeguarding procedures. This training should commence during the corporate

Royal Commission Recommendation	Officer Comments/ Opportunities
	induction for new employees and a roll out of training for existing employees. Officers working closely with children must also attend professional development opportunities to be more informed about specific areas of expertise. The recently published Community Safety handbook developed by the City can be extended to contain more information regarding child safety.
Supporting local institutions to work collaboratively with key services to ensure child safe approaches are culturally safe, disability aware and appropriate for children from diverse backgrounds.	Based on the identified needs of the City's discrete and diverse communities (suburbs) and cohorts (Aboriginal, Culturally and Linguistically Diverse and children with disabilities), Officers can work with local organisations to link in with needed services to ensure child safe practices are in place for the specific needs Officers can provide advice and support to local organisations on how to implement accessible and inclusive child safe approaches

COMMENT

Child safety is a whole of community responsibility, so it is logical for the City take a whole of organisation approach, to ensure consistent messaging is delivered across the City and to the Community.

City officers already fulfil a role promoting child safety within the organisation and supporting local organisations to develop capacity in this area. However, it has been identified that existing plans, policies and procedures could be expanded to ensure appropriate responses become embedded in the culture and operations of the organisation.

Local governments may be expected to play a role in implementing part 'c' of the Royal Commission recommendation:

> *c) providing child safety information and support to local institutions on a needs basis*

The City should be the conduit for child safe messages and not the creator. The City should be using centralised information and not creating its own (for consistency and workload). Ideally messaging will developed by an independent body; potentially the Commissioner of Children and Young People (CCYP) and/or the Working with Children Check (WWCC) unit. In addition to targeted promotion of information through programs managed by the City, a broader approach could be taken to feature and promote online child safe resources.

Relevant messages could include:

- increase awareness and knowledge about child sexual abuse, both inside and outside of institutional contexts
- counter problematic attitudes and practices that increase risks to children
- strengthen the community's capacity to respond effectively, and remove social barriers to seeking help and disclosing abuse.

Initiatives should reach and involve all communities at all levels, including leaders, families, workers and children themselves. They should be delivered in accessible ways for different cultural contexts, languages and religious settings. They should also take account of barriers to participation, such as individual impairments and community attitudes towards disability, culture and ethnicity.

Principle 7 of the *National Principles for Child Safe Organisations* (National Principles) states;

> *Staff and volunteers are equipped with knowledge, skills and awareness to keep children and young people safe through ongoing education and training*

In line with Principle 7, it is imperative that current and new staff and volunteers are equipped with knowledge, skills and awareness to keep children and young people safe through ongoing education and training. Through existing programs, the City should develop child safe practises in line with the Child Safe Principles and guidelines for staff

Facilitating disclosures

Child safe institutions have a culture of safety that empowers children, prevents child sexual abuse and encourages identification and disclosure. Adults within child focused institutions and the broader community need to better understand the dynamics of sexual abuse. They need to recognise grooming tactics, and to notice emotional and behavioural changes in children and their attempts to disclose.

Disclosure can be a traumatic experience for both children and adults. People who receive a disclosure, or become aware of abuse, should be aware of how to react and respond. The reaction of the person to whom a disclosure is made may affect whether the survivor makes future disclosures. It may also affect the severity of psychological symptoms experienced by the survivor. It is essential the City creates a culture that supports disclosure and identification of child sex abuse. This will become increasingly important when a *Reportable Conduct Scheme* is legislated.

Detection

In addition to expanding current plans, policies and procedures, officers will also need access to appropriate training and staff protocols, to assist in the identification of children requiring assistance or for when incidents are disclosed.

OPTIONS

1. Provide this report to WALGA and the Department of Local Government as Council's endorsed feedback into the development of the State Government's findings report and draft policy position statement regarding the *Royal Commission into Institutional Responses to Child Sexual Abuse* recommendation 6.12.

2. Provide alternative feedback as a Council endorsed position.

3. Not provide any feedback.

Option 1 is recommended.

CONCLUSION

The impacts of child sexual abuse can be devastating. Child safety is a whole of community responsibility and it is logical for local governments to take a similarly holistic approach. Other institutions that interact with children also play a key role, including schools, sport and recreation clubs, support services and childcare centres.

City officers already fulfil a role promoting child safety within the organisation and supporting smaller local organisations to develop capacity in this area. It has been identified that existing plans, policies and procedures could be expanded further to address Recommendation 6.12 of the Royal Commission.

Through building knowledge and capacity, staff, contractors, volunteers and others can become better equipped to recognise and counter problematic attitudes and behaviour that put children at risk, and know how to respond to warning signs and indicators. It is essential that all staff and volunteers are provided with training and protocols to be equipped for any disclosures.

Prevention initiatives are part of a comprehensive response to building a strong, preventive system for creating child safe organisations and communities. A well-informed and proactive community could help to create an environment that is hostile to child sexual abuse.

RECOMMEND

That Council:

1. **Provide this report to the West Australian Local Government Association and the Department of Local Government, Sport and Cultural Industries, as Council endorsed feedback, into the development of the State Government's findings report and draft policy position statement regarding the *Royal Commission into Institutional Responses to Child Sexual Abuse* recommendation 6.12.**
2. **Receive further information on the related findings report and draft policy position statement when it becomes available.**
3. **Receive further information on the proposed *Reportable Conduct Scheme* when it becomes available.**

ATTACHMENTS

There are no attachments for this report.

COUNCILLORS' ITEMS

Nil

EXECUTIVE DIRECTOR COMMUNITY SERVICES REPORT

Nil

MEETING DECLARED CLOSED AT _____

COMMUNITY SERVICES COMMITTEE

SUMMARY OF ATTACHMENTS

13 APRIL 2021

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1.1	**REVIEW OF POLICIES AND DELEGATION TO THE CEO - VARIOUS**	
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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.

DRAFT

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

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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	• Public Health Act 2016 • Dog Act 1976 • Litter Act 1979 • Caravan and Camping Grounds Act 1995
Regulation	
Local law	• City of Armadale Property Local Law • Activities and Trading in Thoroughfares and Public Places Local Law
Policy	

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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	
Reviewed or amended	
Responsible department	

DRAFT

Community Facilities and Reserves Fees and Charges

Objective

To establish a sound and equitable basis of setting of fees and charges for the use of the City's community facilities and reserves.

Policy

Council acknowledges that it is not feasible or in the interest of the community for community facility and reserve fees and charges to be set at a full cost recovery level.

Council have set guiding principles to determine fees and charges, considering a philosophy that achieves a balance between;

- Recognising the value in providing community facilities for a variety of activities, which enhance community, social, health and wellbeing outcomes.
- A fair and reasonable contribution from users of community facilities

Principles

The principles are established for fee recovery and standard fees, junior subsidy and other considerations to ensure consistency, appropriateness and relevance.

1. **Fee recovery and Standard Fees**

   Community Facilities and Reserves
   Community charges will be set by Council each year in the Fees and Charges Schedule giving consideration to the affordability to user groups and any movements in the Perth Consumer Price Index.

   Flood Lighting

   Flood lighting charges will be based on 100% of the estimated metred electricity cost.

2. **Junior subsidy**

   Use of reserves or community facilities by junior sports clubs and other similar not for profit associations (participants under 18 years of age) will be subsidised 100%. These groups will receive the subsidy on either community facilities or reserves, not both, with the following restrictions:

Community Facilities	Maximum 5 hours per week and 1 committee meeting per month per group.
Reserves	2 training sessions and 1 match play booking per week per team or association. In addition, clubs/associations are eligible for access to a facility for 1 committee meeting per month.

Additional hire of community facilities or reserves above the restrictions outlined will be charged at the community rate.

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3. Other principles

Resident Associations that have been in existence for a period of 12 months and have been endorsed by the Standing Orders House Advisory Group (SOHAG), are eligible for free use of a facility or reserve for one booking per month for a maximum of two hours on each occasion.

Applicable legislation

Act	Local Government Act 1995 Section 2.7 – The Role of Council Local Government Act 1995 Section 6.16 – Imposition of fees and charges Local Government Act 1995 Section 6.17 – Setting level of fees and charges
Regulation	
Local law	Local Government Property Local Law
Policy	

Delegation of Power

No

Link to influencing strategies or plans

Community Strategic Plan

1.2.3 – Provide for a diverse range of active and passive recreational pursuits within the City

1.3.1 – Ensure the equitable provision of Community Facilities throughout the City

Link to procedure

Nil

Other implications

Financial/Budget Implications

Fees and charges are incorporated into the Annual Budget

Asset Management Implications

Nil

Environmental Implications

Nil

Occupational Safety and Health Implications

Nil

Administrative information

Adopted on	

DRAFT

Reviewed or amended	
Responsible department	Recreation

DRAFT

Council Support for Club / Community Group Capital Works Projects

Objective

To provide guidance and clarity around the requirements and process for community groups to instigate capital works projects at City owned property.

Policy

Support by the City is predicated on ensuring that due process is undertaken for the planning, assessment and funding of those capital works.

Once approval for the works has been provided in-principle, the City will manage projects on City land owned freehold or under its care, control or management. In exceptional circumstances, all in-kind contributions may be considered, and in all cases pre-approved by the relevant Executive Director.

Criteria for consideration

1. Any sporting club or community group wishing to upgrade, replace or install new sporting facilities on City property or land owned freehold by the City, or under its care, control or management, must initially discuss its proposal with the City. This is to ensure the proposal is consistent with the City's Strategic Community Plan and/or Five Year Capital Works Program, Long Term Financial Plan and the Building Asset Management Plan.

2. A formal proposal is to be presented to the City by the relevant Club/Community Group and is to include the following information as a minimum:

   (a) Summary of proposal

   (b) Benefit to the community

   (d) Project Design/ Plan

   (e) Cost Estimates

   (f) Funding Proposal

   (g) Future Development

3. If supported by the City, the project proposal is to be referred for consideration for inclusion in the relevant Works Program. Projects will be coordinated, managed and controlled by the City.

   If the proposal does not require any funding from the City, the Capital Works will be coordinated, managed and controlled by the City and will not commence until all approvals have been obtained.

5. If supported by the City, any grant applications are to be prepared in consultation with the City, and are to align with the likely timeframe for any City funding contribution to the project.

6. Funding

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Any proposal, which is in accordance with the above, and is supported by the City, may be funded through a combination of City, community group and external grant contributions, such as the Department of Sport and Recreation's Community Sport and Recreation Facilities Fund (CSRFF). Subject to availability of funding, some projects may need to be staged over a number of years.

Following approval for the project and the funding model by the City, the timetable for payment of the cash contribution from the community group shall be as follows:

a. 50% cash contribution at the lodgement of any grant application with the City, along with assurance that the group can attain the remaining funds.
b. 100% of the total cash contribution is required, unless otherwise agreed, to be lodged with the City at the time any funding application gains approval from any other external source such as the Department of Sport and Recreation or Lottery West.

Applicable legislation

Act	Local Government Act 1995 sections 6.5 – Accounts and Records, 6.7 – Municipal fund and 6.8 – Expenditure from municipal fund not included in annual budget
Regulation	Local Government (Financial Management) Regulations 1996
Local law	Property Local Law
Policy	Procurement of Goods and Services

Delegation of Power

Yes

Link to influencing strategies or plans

Strategic Community Plan 1.3 – Community facilities meet community needs

Five Year Capital Works Program

Long Term Financial Plan

Link to procedure

N/A

Other implications

Financial/Budget Implications

All expenditure incurred must be in line with approved budget allocations.

Asset Management Implications

It will increase the value of the City's assets and may increase the insurance payable on the facility.

Environmental Implications

Nil

DRAFT

Occupational Safety and Health Implications

Nil

Administrative information

Adopted on	
Reviewed or amended	
Responsible department	Recreation

DRAFT

CITY OF Armadale

Lighting on Sporting Reserves

Objective

To support local sporting groups within the City by assisting with the provision of adequate standard lighting.

Policy

The provision and upgrading of lighting shall be in accordance with the following:

- City of Armadale Asset Renewal Program
- City of Armadale Sports Lighting Technical Brief
- Relevant Australian Standards

The standard provision and upgrade of lighting by the City is set at a level of 50 lux. Where other funding sources are confirmed or where 50 lux would not be fit for purpose, higher lighting levels may be considered where other funding sources are confirmed to fully fund the additional cost and where there is an established need.

With regard to sporting clubs or other community groups seeking to upgrade the lighting at general recreation reserves:

1. The community group must firstly discuss its proposal with the Recreation Services Department, who will liaise with the Parks Department to ensure the proposal is in line with the City's Sports Lighting Technical Brief and Asset Renewal Program.

2. No community group is permitted to proceed with the installation, upgrade or modification of any lighting system at a City venue without the City's formal approval.

3. Subject to the proposal being in accordance with the City's lighting requirements for Sporting Reserves, a formal proposal is to be prepared by the community group which reflects the long term needs for the reserve, resident user groups and broader community.

4. A formal proposal is to be presented to the City via a City Infrastructure Works Request form which, as a minimum, provides the following information:
    a. Summary of proposal
    b. Needs analysis
    c. Feasibility
    d. Funding proposal

5. Grant applications are to be prepared, only once a proposal is assessed by the City. Grant applications are to tie in with the intended timeframe for any City contribution to the project.

6. Subject to final approval of funding for the project, the installation of any new lighting or upgrading of the existing lighting system is to be carried out by the City ~~of Armadale~~. All financial contributions committed by the proponent will be received in full by the City prior to works commencing, excluding grant funding which shall be endorsed by an executed Letter of Agreement.

DRAFT

7. Lighting designs will comply with the relevant current Australian Standards suite of standards for outdoor sports lighting.

8. Funding
    a. Any proposal, which is in accordance with the City's requirements, and is supported by the City, may be funded via numerous strategies including but not limited to:
        i. Combination of City, community group and grant contributions.
        ii. Alignment of the request and subsequent approval of the proposal with the City's Asset Renewal Program; subject to availability of funding through the City's annual budget. Some projects may need to be staged over a number of years.
        iii. Externally funded (100%) of the City (in situations where the community group is seeking acceleration of renewal or upgrade).
    b. Any proposal, which is not in accordance with the City's Sports Lighting Technical Brief for sporting reserves (e.g. a proposal for a training standard lighting venue to be upgraded to competition standard), will be considered on its merits by the City, but may not attract financial support from the City.

Applicable legislation

Act	Local Government Act 1995 sections 6.5 – Accounts and Records, 6.7 – Municipal fund and 6.8 – Expenditure from municipal fund not included in annual budget
Regulation	Local Government (Financial Management) Regulations 1996
Local law	Property Local Law
Policy	Procurement of Goods and Services

Delegation of Power

No

Link to influencing strategies or plans

Strategic Community Plan 1.3 – Community facilities meet community needs

Five Year Capital Works Program

Long Term Financial Plan

Link to procedure

Nil

Other implications

Financial/Budget Implications

All expenditure incurred must be in line with approved budget allocations.

DRAFT

Asset Management Implications

Must align to the Asset Renewal Program

Environmental Implications

Nil

Occupational Safety and Health Implications

Nil

Administrative information

Adopted on	
Reviewed or amended	
Responsible department	Recreation

DRAFT

Lease and Licence Policy

Objective

The objective of this Policy is to:

- Ensure decisions about the granting of leases, licences and subsidies are made transparently and in accordance with established criteria; and
- Ensure the City's property is appropriately optimised and maintained in accordance with the City's Strategic Community Plan, Corporate Business Plan and Asset Management Plan.

Policy

Community, Financial, Historical and Environmental considerations have been taken into account in developing the following Guiding Principles:

- The City's preference for its community facilities is to encourage multiuse arrangements to maximise the benefit to the community. The City will, however, enter into a Lease or Licence agreement where significant community benefit or operational practicalities is identified. The City recognises the value in providing access to community facilities for a variety of activities, which enhance community, social, health and wellbeing outcomes.
- The City recognises the value in providing access to facilities to commercial organisations in circumstances where the organisation's activities provide a significant community benefit.
- The City is the Asset owner and is responsible for providing safe, and compliant facilities and ensuring that any proposed usage is appropriate to the type and location of facilities.
- The City aims to balance a fair and reasonable contribution from users of community facilities with the subsidy required from rates.

1. Definitions

Act means *Local Government Act* 1995 (WA).

Asset Renewal is defined as the replacement or refurbishment of an existing asset (or component) with the same or modern day equivalent asset (or component) towards the end of its lifecycle to ensure service delivery at the same level as the existing asset.

Asset Upgrades/Additions are defined as capital improvements, upgrades and alterations to a facility.

City means City of Armadale.

Commercial Organisation means an organisation that can lawfully distribute their funds in excess of operating expenses (ie. surplus funds or profit), to owners, directors, members or any other stakeholders.

Community Facility means any building or structure owned or managed by the City, and categorised as:

- Halls
- Pavilions
- Clubrooms and change rooms
- Community Centres

- Sheds

Grant Funded Organisation means a not for profit entity delivering a community social service with the assistance of a Commonwealth or State Government operating grant and/or qualify for charitable status under the *Charities Act 2013* (Cth).

Lease means exclusive use of whole or portion of a facility or land, at all times.

Licence means non-exclusive continued use of the whole or portion of a facility or land for an agreed amount of time.

Maintenance is defined as the Occupier responsibilities as specified in the City's Standard Maintenance Schedule.

Community based not for Profit Organisation means an entity that provides a service or activity for the benefit of the community and does not operate for the profit, personal gain or other benefit of its members or third parties and which applies all proceeds from its activities to the organisation's purposes.

Occupancy Arrangement means a right to continual use of a community facility in whole or in part for a minimum period of six months and specifically excludes seasonal, regular or casual hire.

Occupier means the occupant of the community facility

Organisation means a Commercial Organisation or Not-For-Profit Organisation

Outgoings is defined as the Occupier responsibilities as specified in the City's Standard Maintenance Schedule.

Registration of Interest means a document to assist in determining the level of community interest in a Community Facility.

Regulations means the *Local Government (Functions and General) Regulations 1996* (WA).

Statutory Inspections/Requirements means services to Fire extinguishers, Exit signs, Pest Control, RCDs and testing and tagging of electrical items, Asbestos inspections.

2. Categories of Occupancy Arrangements

Category	Application	Term
Lease Agreement	Exclusive use of whole or portion of a facility or land, at all times.	▪ Five years with a five year renewal option at the sole and absolute discretion of the City. ▪ Council may consider shorter terms where required for transitionary arrangements
Licence Agreement	Non-exclusive continued use of the whole or portion of a facility or land for an agreed amount of time.	

3. Registration of Interest

Organisations can register an interest in entering a Lease or Licence in one of two ways:

1. Where Council determines that City property is available for lease or licence, it will call for registrations of interest based on the criteria set out in this Policy (see Table 1 below). Registrations of interest will then be considered by Council.
2. An eligible organisation may at any time approach the City for a Lease or Licence for a City owned property by providing an evidence based case to demonstrate its activities respond effectively to identified community needs (see Table 1 below). In this case, Officers will consider whether a lease or licence is potentially feasible, and if so, a preliminary proposal is to be considered by Council to decide if the property can be made available for Lease or Licence following which a Registration of Interest process will be implemented.

4. Pre-Leasing/Licensing Requirements

Prior to the granting of a lease/licence, a prospective Occupant must present an evidence-based business case proposal to demonstrate that its activities respond effectively to identified community needs and its internal capacity to meet the terms of an Occupancy Arrangement. Table 1 below outlines the requirements and considerations of such a proposal.

Table 1 – Requirements and Considerations of Occupancy Proposal

Organisation to provide	**City assessment factors**
Community Benefit	
Provide an evidence based response to demonstrate how the proposed service or activity will address an identified community need	Evidence of demand for the service or activity Evidence that the proposed service or activity will effectively address the identified community need and is not duplicating an existing service or activity Evidence of consultation with other organisations/agencies and/or the broader community to identity opportunities for collaboration An implementation plan to demonstrate how the service or activity will become established and become sustainable
Strategic documents	Do the organisation's strategic documents align with the City strategies, plans and vision?
Membership and participant numbers and projections	Information on the current membership, residential location and participation rates of the organisation and projections over the life of the lease period. Priority will generally be given to business cases that demonstrate inclusion of, and support to the local residents and community.

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Organisation to provide	**City assessment factors**
Community Benefit	
The governance structure and processes of the organisation	The organisations constitution and/or similar documents
Proposed usage times of the property; historical and projected growth of the organisation	Will the property be utilised to its realistic potential? Does the property have the capacity to manage the growth?
Proposed spaces to be included in arrangement	Does the organisation require exclusive use of the property?
Proposed usage available to the wider community and method to manage	How does the proposal address broad community access?
Financial and Asset Management	
Financial positions/statements: past, present and future	Evidence that the organisation capable of meeting financial obligations under an occupancy arrangement?
Current and proposed fees and charges	Information on the proposed fees and charges for the service or activity and how they will be reviewed and over the life of the lease/licenced period
Any property modifications required for the intended use and how these are proposed to be funded	Is funding secure for any proposed modifications to enable the intended use?
Organisation management structure	Is the organisation in a position with human resources to fulfil its obligations under an occupancy arrangement for the entirety of the arrangement?
Historical Factors	
History of the group (including any financial contributions)	Does the group have any history in relation to the facility? Does the group have a connection with the surrounding area?
Environmental Impact	
Proposed sustainable practices	Does the organisation offer an environmentally sustainable service?

DRAFT

5. Market Rent Value

In cases of a commercial lease, the market rental value of each property is to be determined by a licensed valuer.

6. Eligibility and Calculation of Rent Subsidy

The City may subsidise rent for eligible Organisations. The eligibility criteria is set out in **Table 2** and the rental rate is summarised in **Table 3**.

Table 2 – Eligibility Criteria for subsidised rent

Elements	**Criteria**
Not-for-Profit Organisation	▪ Is a not for profit legal entity incorporated under the *Associations Incorporation Act 2015* or the *Australian Charities and Not-for-Profits Commission Act 2012* ▪ Is financially viable, demonstrates good financial management, record-keeping practices and maintains records for audit purposes.
Child Health Service	▪ Recognition of the historic relationship between the City and the Health Department in providing effective Child Health Services when and where they are needed

Table 3 – Rent

Category	**Annual Rent**	**Eligibility**
Peppercorn rent	As determined annually in the City's Schedule of Fees and Charges	Standard Peppercorn ▪ Meets all relevant criteria in **Table 1 and Table 2**; ▪ Provides significant and extensive community benefit; ▪ Has limited revenue-raising ability (net cost of service); and ▪ Is run predominantly by volunteers Non-Standard Peppercorn ▪ Building fully or substantially funded or constructed by the proposed Occupant
Subsidised rent	▪ Community Facilities: $20/m2 increasing in line with CPI	▪ Meets all relevant criteria in **Table 1 and Table 2** ▪ Is a grant funded organisation that receives funding to provide a community service or services

Category	Annual Rent	Eligibility
	▪ Land: to be negotiated	▪ Council has determined that the service or services being provided address priority needs in the proposed location
Commercial rent	Market value	Meets all relevant criteria in **Table 1**

7. Variations / Special Conditions

The City will consider proposals for variations and special conditions for Occupancy Arrangements on a case by case basis, with the understanding that:

- No basic aspects of the Lease and Licence Policy are to be contravened or subverted.
- These are unique to the Occupier, Building / Land or Usage conditions/requirements.
- These do not require any undue additional cost to the City either in the short or long term.
- These are conditional on Council approval.

8. Insurance & Indemnities

The following outlines the standard lease/licence conditions (unless otherwise agreed)

a) The Occupant shall be responsible for:
   i. taking out and maintaining public liability insurance of $20 million ($20,000,000.00) (**Public Liability Insurance**)
   ii. taking out and maintaining liability for all actions or omissions of the Occupant's employees, contractors, invitees and agents (**Liability**)
   iii. indemnifying the City against all actions, claims and costs made or suffered by the City unless caused by the negligent or wrongful act of the City (**Indemnity**)
   iv. taking out and maintaining workers compensation insurance where the occupant employs persons; and
   v. taking out and maintaining insurance for the occupants own contents and equipment that may be left on the Premises.

b) The City is responsible for:
   i. taking out and maintaining insurance against those City constructed buildings or structures located on the Premises. The City will not cover the contents insurance of the Occupier.

9. Expiration of Occupancy Arrangement

Where an Occupancy Arrangement reaches its expiry date, the City will undertake a Registration of Interest process for the property, as outlined in clause 5 of this policy.

10. Legislative Requirements

Consideration into entering into the negotiation of an Occupancy Arrangement may need to take into account legislative requirements, such as:

- *Local Government Act 1995*, Section 3.58(5) – Disposing of Property
- *Regulation 30 Local Government (Functions and General) Regulations* 1996
- *Land Administration Act 1997*, Section 18 – the Minister for Lands must approve all leases on reserves vested in Council. The Minister will only grant a lease for a maximum of 21 years unless exceptional circumstances apply.
- *Planning and Development Act 2005*, Section 136 – The Minister for Planning approval may be required if the lease exceeds 20 years.
- *Occupiers Liability Act* 1985 - Consideration to the content of this act needs to be given where the City retains responsibility of maintenance or repair of the premises.
- *Occupational Safety and Health Act 1984 & Occupational Safety and Health Regulations 1996* need to be taken into consideration when allowing people who may utilise the facility as a workplace where the City is still retaining maintenance responsibilities.
- *Commercial (Retail Tenancy) Agreements Act 1985* – Consideration to commercial tenancy agreements in relation to retail shop leases
- *Residential Tenancies Act 1987* – Consideration to the rights and responsibilities of tenants and property owners/agents.

11. Occupant Responsibilities – Standard Schedule

Outgoings (See Note 1)

- Electricity
- Water and sewage
- Gas
- Waste removal
- Security responses and call outs

Maintenance (See Note 2)

- General cleaning of the building and/or premises
- Removal of excess rubbish
- Repairs and replacement of light bulbs and tubes
- Replacement of window glass resulting from internal impacts.
- Repair of all plumbing, such as: washer replacements, leaking taps, blockages, tap ware, toilet cisterns.
- Removal of internal graffiti where no break in has occurred and repaint if necessary
- Replacement of lost/stolen air conditioning control units
- Repair damage to any fitting, doors, door handles, door hinges, floor covering, wall, ceiling, installation, equipment etc. which have been damaged as a result of incidental or malicious actions, or negligence – as determined by City of Armadale's Property Condition Report.
- Replacement keys/access swipes if lost or stolen including locks if replaced – must be arranged by the City
- Air conditioning units cleaning / inspections.

DRAFT

- Professional carpet cleaning bi-annually.
- Clearing and removal of debris in gutters bi-annually
- All grease trap cleaning & filter replacements as required to maintain effective operation
- Internal painting every five years

Note 1: Outgoings
If the Outgoings cannot be charged separately directly to the Occupier, then the City will calculate a percentage of the total of each assessment issued in respect of the facility/land or part thereof (acting reasonably) that will be payable by the Occupier.
Note 2: Maintenance
In negotiation with the Occupier, the City will identify where it is more appropriate or where the Occupier requests the City to perform/contract maintenance which will be at the Occupier's cost.

An Occupant's responsibility to carry out maintenance items on the above list may differ depending on the nature of an individual facility. As such, the above list of maintenance items is a non-exhaustive list.

As the City sets the levels of service for all its Assets, additional maintenance responsibilities may be attributable to the Occupier which will be set out in the Special Conditions Schedule of the Agreement.

Applicable legislation

Act	*Commercial (Retail Tenancy) Agreements Act 1985* *Land Administration Act 1997* *Local Government Act 1995* *Local Government (Functions and General) Regulations 1996* *Occupiers Liability Act 1985* *Occupational Safety and Health Act 1984* *Occupational Safety and Health Regulations 1996* *Planning and Development Act 2005* *Residential Tenancies Act 1987*
Regulation	Regulation 30 *Local Government (Functions and General) Regulations 1996*
Local law	Property Local Law
Policy	

Delegation of Power

Yes

Link to influencing strategies or plans

Link to procedure

Yes

Other implications

Financial/Budget Implications

All expenditure incurred must be in line with approved budget allocations.

Asset Management Implications

Must align to the Asset Renewal Program

Environmental Implications

Nil

Occupational Safety and Health Implications

Nil

Administrative information

Adopted on	
Reviewed or amended	
Responsible department	

DRAFT

CITY OF Armadale

POLICY – RECN 5 - Provision of Goal Posts and Structures

Related Management Practice
Yes
Relevant Delegation
N/A

Rationale

To ensure that all goal posts and structures used at the City's sporting reserves and venues comply with all relevant safety standards, and are correctly installed and maintained so as to minimise the risk of accident or injury that may be attributed to the goal post or structure.

Policy

The City shall be responsible for the provision, installation and maintenance of permanent goal posts and structures at the City's sporting reserves and recreation venues. The individual sporting clubs that use the City's sporting reserves and recreation venues shall be responsible for the provision, installation and maintenance of all portable and modified goal posts or structures under the risk management guidelines and procedures as set out in Management Practice RECN 5.

Proposed to Delete

Related Local Law	N/A	
Related Policies	N/A	
Related Budget Schedule	N/A	
Last Reviewed	15 April 2019	
Next Review Date	March 2022	
Authority Council Meeting of:	5 June 2007 (C34/5/07) 8 April 2013 (C13/4/13) 15 April 2019 (C12/4/19)	12 April 2010 (C15/4/10) 14 March 2016 (C8/3/16)

CITY OF Armadale

MANAGEMENT PRACTICE – RECN 5 - Provision, installation and maintenance of goal posts on Sporting Reserves.

Relevant Delegation
N/A

1. Permanent or Sleeved Goal Posts or Structures

1.1 Provision

The City shall be responsible for the provision of permanent goal posts and structures at the City's Sporting Reserves and Recreation Venues. This includes goals that may be removed from *'sleeves'* in the ground at the end of a playing season e.g. Australian Rules Football, Soccer.

Provision will be determined via a needs analysis during the planning process for new or renewed reserves. Should there be a change in needs and feasibility, the City may change goal post and structure provision to suit new needs.

1.2 Installation

The City shall ensure that all goals are correctly installed in accordance with any relevant safety standards, maximum allowable playing surface dimensions appropriate to the spatial constraints of the site, manufacturer's specifications and/or a structural engineer's certificate.

1.3 Maintenance

The City shall be responsible for the maintenance of all permanent goals and structures. The level of maintenance required shall be determined via an annual audit inspection and recording by the Parks Department prior to the commencement of the winter playing season in March. The inspection shall include checks for the following:

a) Stability of structure especially the condition of joints and welded areas

b) Rust and/or corrosion

c) Appearance and/or condition of paint

Each soccer goal post shall have three warning labels, as specified by Australian Standard 4866.1 – Playing field equipment – Soccer goals, placed on both upright bars and the crossbar.

1.4 Ongoing care of goals

Clubs are responsible for the ongoing care of goal systems and must not use adhesive tapes to secure nets, make any perforations/holes in metal work, use paints or solvents or any materials that may affect the surface coating of goals

Proposed to Delete

1.5 Replacement

The City shall be responsible for replacing and repairing any permanent or sleeved goals that have either reached the end of their structural life or are assessed to be unsafe and/or no longer viable to repair or maintain. Replacement will be determined by the City of Armadale based on current asset management principles.

2. Temporary or Portable Goal Posts or Structures

The individual clubs that use the City's sporting reserves and recreation venues shall be responsible for the provision of, installation, maintenance and safe storage of any portable or modified size goals that they use.

Any portable or modified goal post or structures that sporting clubs wish to use must fully comply with all relevant safety requirements for individual sports as prescribed by the relevant sport governing body.

3. Policy Implementation

All sporting clubs that use goal structures shall be notified of the policy by letter and reference included with the City's seasonal ground hire confirmation. Awareness and compliance with the policy will be included in the Conditions of Hire.

Proposed to Delete

Last Reviewed	18 March 2019
Authority	A/CEO

CITY OF Armadale

Delegation of authority

Delegation	**NEW TBC Sponsorship and grant applications, agreements and acquittals (DRAFT)**
Category	Corporate and Finance (New)
Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995,* 5.42 Delegation of some powers to the CEO
Express power or duty delegated	*Local Government Act 1995*, Part 9, Division 3 s9.49A(4) Execution of Documents
Function	Authorised to sign sponsorship or grant applications, agreements and acquittals on behalf of the City of Armadale.
Delegates	Chief Executive Officer
Conditions	1. The CEO is authorised to apply for and execute sponsorship and grant agreements where the City's contribution component falls within budget, forms part of the four year budget, or is consistent with a Council resolution to consider a budget allocation in a future budget; or 2. If such a sponsorship or grant is opportunistic in nature, not in the current budget, but is consistent with a plan, or strategy and has a clear benefit to the community. 3. The CEO is not authorised to apply for and execute grants where any additional contribution of funds in excess of the City's budget amount is required. This will require a budget variation to be approved by Council before the CEO can exercise this delegation.
Express power to subdelegate	Nil *Local Government Act 1995* s5.43 Limits on delegations to CEO
Statutory framework	*Local Government Act 1995*
Policy	Nil
Record keeping	The exercise of this delegation is to be recorded in Attain. Where the common seal is affixed the details are to be recorded in the Common Seal Register.

Delegation of authority

Delegation	**New TBC Administration of Leases and Licences (DRAFT)**
Category	Engineering and Property (New)
Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995* 5.42 Delegation of some powers and duties to CEO
Express power or duty delegated	*Local Government Act 1995* s3.18 - Performing executive functions. s9.49A(4) - Execution of documents
Function	The Chief Executive Officer is authorised to exercise all rights available and duties incumbent on the City under any lease or licence agreement, providing it doesn't alter the intent of the documentation.
Delegates	Chief Executive Officer
Statutory framework	*Local Government Act 1995*
Policy	Lease and Licence Policy
Record keeping	Any exercise of this delegation is to be recorded in Attain.

DRAFT

20 February 2021

Chief Executive Officer
City of Armadale
7 Orchard Avenue
ARMADALE WA 6112

Dear Ms Abbiss

CHAMPION LAKES COMMUNITY HUB

We believe that a report will soon be presented to the Council's Community Services Committee in relation to the future of the Champion Lakes Community Hub, and we write this letter to assist the Council when discussing this matter.

We were delighted to be advised of the Minister for Lands' proposal to convert the Community Hub site into Crown Land and issue a Management Order to the City of Armadale. This is a wonderful opportunity for the residents of the City to access a community facility adjacent to a significant recreational and environmental area.

Having a Management Order over the facility at Champion Lakes will also address a number of the Strategies in the Community section of the City's Strategic Community Plan. The Community Hub is already being used to hold environmental information sessions, as a meeting place for the local craft group, and for Champion Lakes Residents Association (CLRA) activities both within the building and at the adjacent park.

As the City's Community Infrastructure Plan 2020 – 2036 states, it is important the residents in new growth areas have access to community facilities in the early stages of development. While we have had access to this facility for the last eight years, it is important that this opportunity continues. This continuity will enable us to build upon the consistent positive actions and activities that have brought our community together socially while advocating practical environmental stewardship and care for our area. There is still plenty to be done.

The City's Community Infrastructure Plan 2020-2036 identifies that a large number of households in the area rely on accessible community infrastructure to participate in physical and social activities. The Community Hub is an integral part of the social life of the Champion Lakes community. Without it we are left with a few small parks, some barbecues, one playground, a little beach to the lake, and our exercise equipment. Only one park is big enough to kick a ball on, and it is close to houses and exercise equipment users. This is very little infrastructure when compared to the large community facilities and ovals found in most suburbs across Perth. We understand that the lake is seen as being part of Public Open Space, and it is, to a point, but it does not address the social aspects needed in community life.

The CLRA has been largely self-reliant over recent years, obtaining grants to supply our community needs and working with the City's parks team to implement horticultural improvements.

It is a fact that the only financial contribution (outside of normal operating expenditure) made by Council to the residents of Champion Lakes in the last eight years has been a $1,500 part contribution towards having reflective curb numbering painted outside every home in the estate. The other half of the cost was contributed by residents. We very much appreciated the support from the City for this very successful initiative.

Another example of our proactive work are the items of exercise equipment located in the main Public Open Space area. These were secured after years of lobbying and many unsuccessful grant applications, and were finally purchased and installed using funding from Development WA. The CLRA did all the lead up work on design and procurement from suppliers, and there was no cost to the City. This equipment has improved the health and wellbeing of many people who use it on a regular basis.

We also obtained a large number of plants from Plant-rite Nursery through their native plant grant program, and with assistance from the City we removed the dangerous original verge sedge plants near the Community Hub and replaced them with more appropriate native waterwise species to enhance the appeal of the area. This has been a huge success.

We are currently working with City parks staff to improve Bill Clare Park, as we have been offered more plants by Plant-rite (only $500 worth though), which will go towards vastly improving the aesthetic and safety of this park, while considerably reducing maintenance required by the parks team.

We value and celebrate diversity and heritage, and are proud of our Estate and the adjacent lake. We have held Diwali events in conjunction with our Indian community, we were the first local community to do this. We also host Easter and Christmas celebrations, and Harmony Day. In 2020, we actively promoted our ANZAC heritage through the community Facebook group and encouraged residents to participate in the driveway ANZAC service. We hope to build upon this in 2021.

The community is informed of, and invited to attend events, busy bees, planting days, and meetings, via the Facebook group (which has around 430 resident members), signs at the entrance to the Estate, and by way of a newsletter mailbox delivery.

The CLRA has a consistently large core group, with many others regularly participating in meetings and activities. We are a diverse and multicultural group dedicated to making our community a better place for everyone. We want to share our lovely environment with other City of Armadale residents, and already have hosted environmental information sessions in conjunction with the Armadale Gosnells Landcare Group, Friends of Forrestdale Lake, and SERCUL.

We are very environmentally aware, and are addressing some of the strategies in the Environment section of the City's Strategic Community Plan. Our group regularly collects rubbish, so it doesn't end up in the lake, reports issues of concern to the appropriate regulatory body, and encourages activities that are sensitive to the environment we live in. As stated earlier, we have worked with the City to deliver attractive streetscapes in key areas. We have also promoted verge improvement opportunities to our residents.

The CLRA has lots of plans and great enthusiasm for the future, after going through a difficult period with a restrictive lease arrangement and uncertain tenure. We are very keen to provide more activities for children and teenagers, as there are currently few opportunities for connection in this space. We are also trying to engage with our multicultural population more. We look forward to working towards positive outcomes in these areas in conjunction with City staff.

As we have had the use of the Development WA Sales Office for the last eight years, we realise that the City may not have been overly aware of the activities of the Champion Lakes community. We are excited at the prospect of a City-managed facility near the lake which will enable the wider community to enjoy this beautiful part of the City of Armadale, and we look forward to engaging with the City more into the future. We have a number of activities coming up, and we hope to see Councillors and City officers coming along to get to know the friendly people in the Champion Lakes community.

Yours sincerely

DevelopmentWA

Your Ref: CD/133136/20
Our Ref: A1915521
Enquiries: Claire Collins 9482 7447
Date: 9 February 2021

Ms Joanne Abbiss
Chief Executive Officer
City of Armadale
7 Orchard Avenue
ARMADALE WA 6112

Dear Ms Abbiss

CHAMPION LAKES SALES OFFICE LOT 249 REGATTA BOULEVARD CHAMPION LAKES

Thank you for your letter dated 2 December 2020, seeking the support of DevelopmentWA to work with the City of Armadale (City), to identify a permanent premise for the Champion Lakes Residents Association (CLRA), including the option for them to remain operating from the temporary Sales Office at Champion Lakes.

DevelopmentWA has a long association with the CLRA since its inception in 2012, providing seed funding to establish the Association and ongoing support of their activities through financial contributions to various events and a licence to use of the Sales Office with no rent payable.

The Sales Office was provided as an interim measure, offering a temporary venue to support the CLRA's activities and time for the Association to become self-sufficient. The Sales Office was built as a transitory structure to undertake land sales activities and was not intended for permanent use as a community building. As highlighted in your letter, the option to retain the existing Sales Office on Lot 249 (refer to attached location plan) will require the building to be upgraded or potentially the construction of a new facility may be warranted.

DevelopmentWA has been working collaboratively with the City's officers to consider all the options available to find a solution. I am pleased to advise that DevelopmentWA has obtained approval from the Minister for Lands to transfer Lots 237 (264m^2), 248 (290m^2) and 249 (854m^2) to the Department of Planning, Lands and Heritage, to be vested as a Crown Land parcel under a Management Order to the City. The City will then be able to provide a lease to the CLRA.

The sales office which is currently being utilized by the CLRA may remain onsite until a more permanent facility is procured as needed.

DevelopmentWA remains committed to supporting the CLRA, and recognise its integral role in improving community wellbeing, facilitating community events and improvements, and providing community support to the residents of Champion Lakes.

Western Australian Land Authority ABN 34 868 192 835
Metropolitan Redevelopment Authority ABN 69 932 571 142

T +618 9482 7499 F +618 9481 0861
E contact@developmentwa.com.au W developmentwa.com.au
Level 2, 40 The Esplanade, Perth WA 6000
Locked Bag 5, Perth Business Centre, Perth WA 6849

I trust this proposal will be acceptable to the City and should you wish to discuss further please do not hesitate to contact me.

Yours sincerely

Frank Marra
CHIEF EXECUTIVE OFFICER

Location (Lot) Plan

AREAS

House:	120.96 m²
Deck:	43.45 m²
Total:	164.41 m²
Perim:	57.60 m²

Roof Area : 159.96 m²

600 WIDE SOLAR LOUVRED SUNSHADES

600 EAVES

DECK / COURTYARD

DISPLAY / SALES AREA

KITCHEN

L'DRY

250 EAVES

SOLAR PERGOLA OVER SEE DETAIL

300 EAVES

600 WIDE SOLAR LOUVRED SUNSHADES

SALES LOUNGE

SALES OFFICE

STORE

WIR

Unisex WC

250 EAVES

600 EAVES

200mm THK WALL BY OTHERS

PLAN
Scale 1 : 100

CITY OF Armadale
AMENDED PLAN APPROVED
23 MAY 2008
Subject to conditions of original Building Licence
Bldg App/Lic No. 08 - 455

This amendment for Disabled WC layout only

CITY OF Armadale
DEVELOPMENT SERVICES
- 7 MAY 2008
08 - 455
Bldg App/Lic No.

NOT TO SCALE

AlternativeLiving
Alternative Living Pty Ltd ABN 49 124 202 491
40 Embleton Avenue, Embleton WA 6062 www.alternativeliving.com.au
Mobile 0401 733 291 Mobile 0430 358 940 Facsimile (08) 9471 9954

REVISION				
REV	DATE	DRWN	CHK	DESCRIPTION
0	17/01/08	AS		PRE DRAWINGS
A	11/02/08		MC	ENGINEERING CHECK
B	12/02/08	WC	AS	FINAL SUBMIT
C	2/04/08	AS	PW	FRONT DOOR 920
D	2/05/08	AS	PW	ACCESS MODIFICATIONS UNI WC

LANDCORP

CHAMPION LAKES SALES OFFICE
LOT 249 DORNEY ESPLANADE

PLAN

SCALE:	DRAWING No.	REV
1 : 100	CLSO / A02	D

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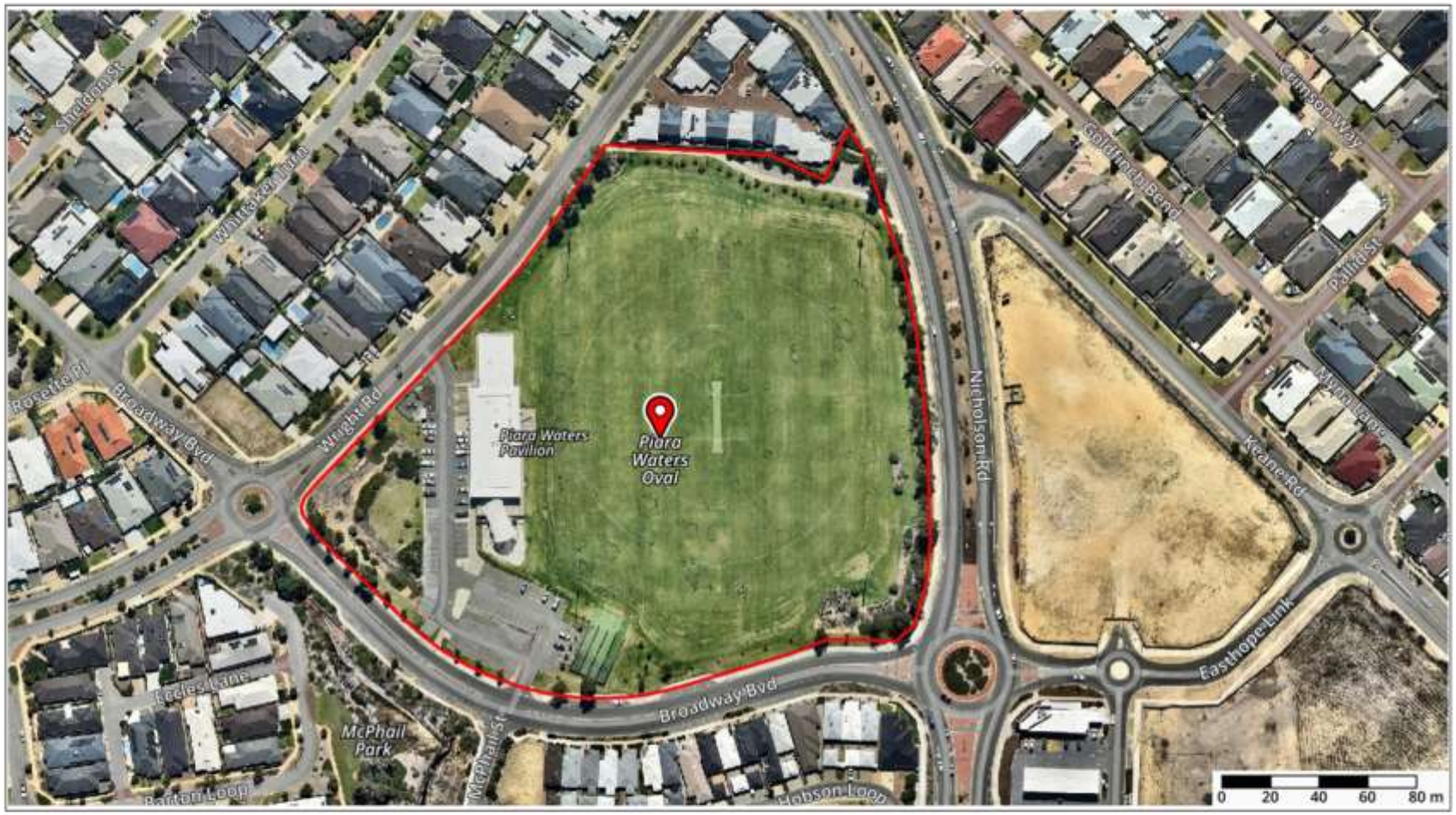
FLOOR PLAN
Lots 248 and 249 Dorney Esplanade and
Lot 237 Regatta Boulevard, Champion Lakes

Figure 1. Front photograph of Sales office on Lot 249 Regatta Boulevard.

Figure 2. Side photograph of Sales Office on Lot 249 Regatta Boulevard.

Figure 3. Photograph of exising car park facilities on Lot 237 Regatta Boulevard.

Figure 4. Photograph of vacant Lot 248 Dorney Esplanade.



CITY OF Armadale

ATTACHMENT A: SITE PLAN

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HARRISDALE LIBRARY
SITE FEASABILITY REVIEW

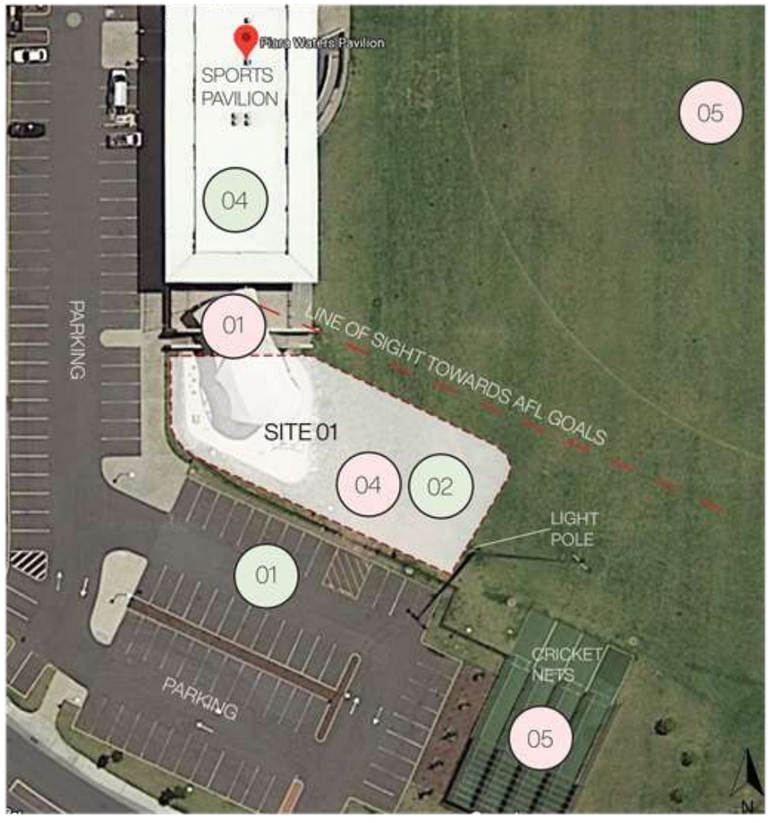
FOR THE CITY OF ARMADALE
09/03/2021

HUNT
ARCHITECTS

HARRISDALE LIBRARY

LOCATION OF BOTH PROPOSED LIBRARY SITES

HARRISDALE LIBRARY
SITE 01



01 02

04

04

01

05

SITE 01			
PROS		**CONS**	
1	Close proximity to the existing car park with adequate car bays available during the week as reciprocal use	1	Site requires the existing shade structure, play space and landscaping to be removed
2	Area is relatively flat	2	Existing shade structure and play area may need to be relocated elsewhere on the site, which would pose a challenge with location
3	Appears to not have any in ground services in the area	3	Existing shade structure and play area may need to be relocated elsewhere on the site, which incur substantial costs.
4	Facility would be located in close proximity to the existing sports pavilion, which might be beneficial in some shared reciprocal use	4	Site area is restricted in size, which will require the building to be a two storey structure, which is not a preferred operational model, and will incur substantial costs over a single storey structure
		5	Site is in very close to sporting activity such as cricket and football, which could have issues related noise and damage to building from cricket balls

HARRISDALE LIBRARY
SITE 02

01

02

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06

01

02

02

SITE 02			
PROS		**CONS**	
1	Close proximity to the existing car park with adequate car bays available during the week as reciprocal use	1	The building will need to be suspended partially over the existing stormwater swale
2	Area is relatively flat	2	The existing small landscaped area will need to be removed, however the existing trees on the verge remain untouched
3	Appears to not have any in ground services in the area		
4	Facility would be located in close proximity to the existing sports pavilion, which might be beneficial in some shared reciprocal use		
5	Site is larger than site 1, which might allow the building to remain as a single storey structure		
6	The existing shade structure and play space equipment can remain		
7	The existing space about the oval for passive recreation is not reduced		
8	Building on this site should cost less than site 1		
9	Building location can provide a quality landmark statement		