CITY OF ARMADALE

AGENDA

OF THE **COMMUNITY SERVICES COMMITTEE** TO BE HELD IN THE **FUNCTION ROOM**, ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON **TUESDAY, 3 NOVEMBER 2020 AT 7.00PM.**

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

PRESENT:

APOLOGIES:

OBSERVERS:

IN ATTENDANCE:

PUBLIC:

*"For details of Councillor Membership on this Committee, please refer to the City's website – **www.armadale.wa.gov.au/your council/councillors**."*

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 6 October 2020 be confirmed.

ITEMS REFERRED FROM INFORMATION BULLETIN

Report on Outstanding Matters – Community Services Committee

If any of the items from the information bulletin require clarification or a report for a decision of Council, this item to be raised for discussion at this juncture.

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3 NOVEMBER 2020

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1.1 - ANNUAL LEAVE - ACTING EXECUTIVE DIRECTOR COMMUNITY SERVICES

WARD	:	ALL
FILE No.	:	M/713/20
DATE	:	23 October 2020
REF	:	LJ
RESPONSIBLE MANAGER	:	Acting Executive Director Community Services

In Brief:

- Advice of proposed Annual Leave for the Acting Executive Director Community Services.
- This report recommends that Council note the Acting Executive Director Community Services (Neil Kegie) will take annual leave, and that the Manager Community Development (Rebekah Milnes) be appointed Acting Executive Director Community Services.

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

Nil

Legal Implications

General assessment of relevant legislation (e.g. *Local Government Act*) has not revealed any restrictions.

Council Policy/Local Law Implications

Council Policy and Management Practice ADM 12 "Acting Senior Positions".

Budget/Financial Implications

The higher duties payment associated with this matter can be accommodated within the 2020/21 Annual Budget.

Consultation

- Executive Directors and Chief Executive Officer.

DETAILS OF PROPOSAL

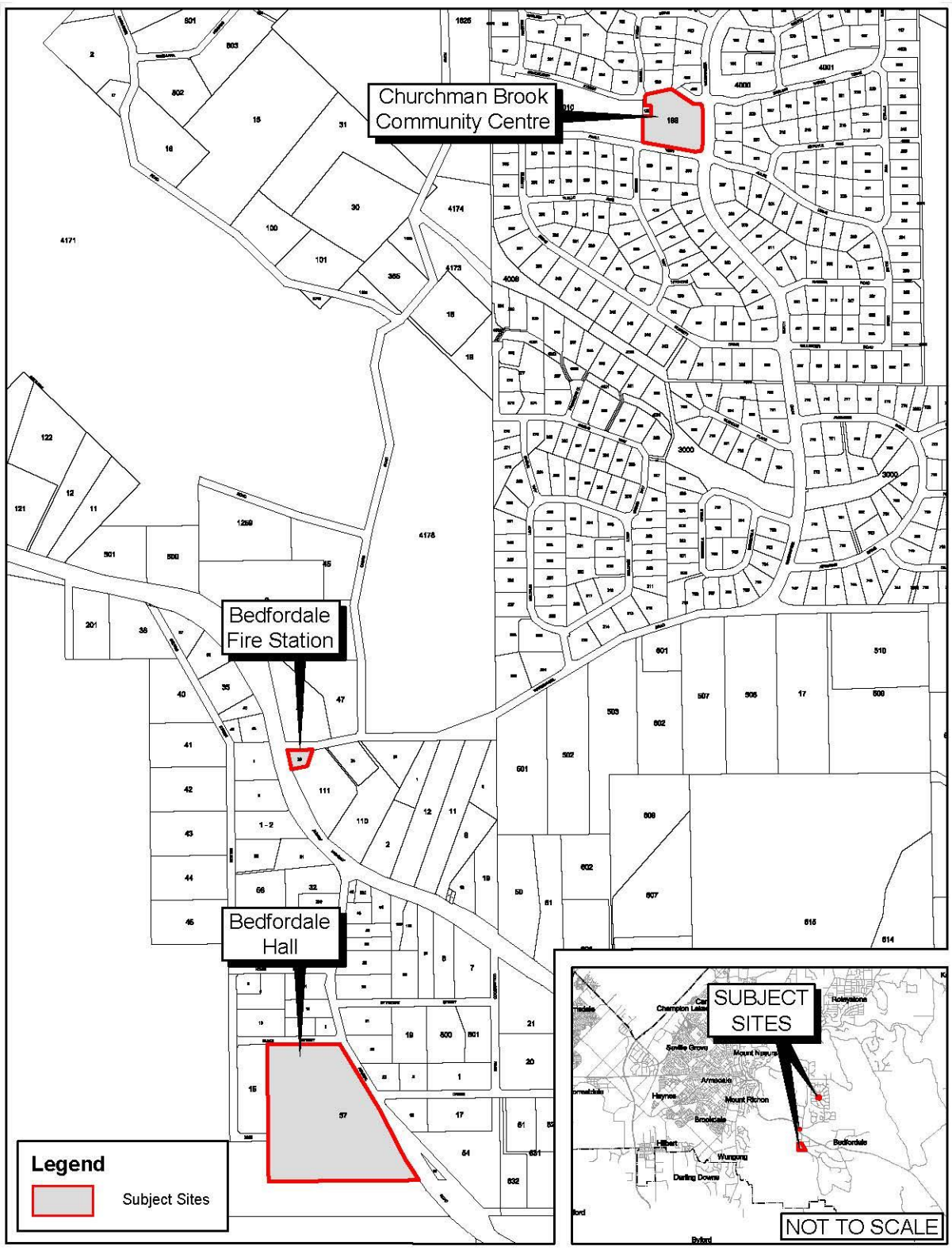
In accordance with current practice, Council is required to authorise leave taken by the Executive Director.

RECOMMEND

That Council pursuant to Management Practice ADM 12 and on the recommendation of the Chief Executive Officer, appoint the Manager Community Development, Rebekah Milnes, for the period 11 December 2020 to 24 January 2021 inclusive as Acting Executive Director Community Services.

ATTACHMENTS

There are no attachments for this report.



LOCATION PLAN

150 0 150 300m

SCALE 1 : 15000

CITY OF Armadale

DATE 3 March 2020 - REVISION 2001
p:\autocad\job_requests\community_services\individuals\carina\bedfordale_civic_buildings\civic_buildings.dwg

2.1 - FUTURE USE OF 2 WATERWHEEL ROAD, BEDFORDALE (BEDFORDALE FIRE STATION)

WARD	:	HILLS
FILE No.	:	M/108/20
DATE	:	7 August 2020
REF	:	CW
RESPONSIBLE MANAGER	:	Executive Manager Community Services

In Brief:

In August 2019 a report was presented to Council regarding the future of the Bedfordale Bush Fire Brigade Fire Station (C26/8/19). The report recommended that

"a *subsequent report to be submitted to Council that includes;-*

e) Potential future options for the current fire station.'

This report addresses the future options for the current fire station.

Recommend that Council:

- Authorise the varying of the Management Order of the site to 'P*ublic Recreation and Community Purposes'*
- Authorise the CEO to lodge the required application forms and statutory declarations.
- Endorse Armadale Community Men's Shed/Roleystone Men's Community Shed as the preferred community group/s to occupy the facility at 2 Waterwheel Road, Bedfordale.
- Receive a further report as to:
  - Proposal for occupancy arrangements, including responsibilities for ongoing costs.
  - Scope of any proposed capital works, including a proposed funding model.

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 A strong sense of community spirit
- 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

1.2 Active community life that is safe and healthy
- 1.2.1 Recognise, value and support everyone
- 1.2.2 Provide opportunities to improve health outcomes for everyone

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

2.1 Attractive and functional public places
- 2.1.1 Deliver attractive and functional streetscapes, open spaces, City buildings and facilities
- 2.1.2 Protect and enhance the character of the City's spaces

Legal Implications

Assessment of legislation indicates that the following is applicable:

- *Land Administration Act 1997* section 51 - Cancelling, changing etc. reserves, Minister's powers as to:

In order to facilitate the recommendation of this report the management order over the land, which is Crown land vested in the City, must be changed from *Bush Fire Brigade Purposes and Recreation* to *Public Recreation and Community Purposes*

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

Preliminary advice from officers indicates that a contamination investigation and report is anticipated to cost in the order of $15,000. This cost can be met through the general consultancy budget in the Community Planning area.

Advice from the City's Building department indicates that the building 'as is', is able to be used without modification. However, the toilet facilities are outdated and it would be highly desirable to bring them up to a contemporary standard. Preliminary advice from officers is that this is likely to cost in the order of $150,000 though it is intended that a further report be presented to Council early in 2021 including proposed tenancy arrangements and a more defined scope of works for any modifications.

Council will need to consider allocating funds to modify the facility as part of the capital program, as there are currently no funds allocated to the building.

Other than basic modifications that would be appropriate to consider for any City facility to be made available for community use, there is no intention that any specialist fit out to make the building 'fit for purpose' for a men's shed would be proposed to be funded by the City.

For example (but not limited to) installing a dust extraction system. Both men's shed groups are aware of this position which would be embedded in a future tenancy agreement.

The Roleystone group has a grant commitment of approximately $180,000 from Lotterywest. This commitment was made approximately four years ago when the group was looking at building a stand-alone facility. The City liaises regularly with Lotterywest on this grant and while its use is subject to review by Lotterywest, they have indicated that the fit out of the Bedfordale Fire Station to make it fit for purpose would be a suitable use of the funds. Lotterywest also indicated that the case is stronger with two men's shed groups involved.

Regardless of the outcome of the Lotterywest review of the outstanding grant, it is proposed that other than the basic modification noted previously, no funds be allocated for specialist fit out.

Consultation

1. City Officers
2. Various Community Groups including – Armadale Community Men's Shed, Armadale Society of Artists, Armadale Lions Club, Bedfordale CWA, Roleystone Men's Community Shed, 4LifeSkills
3. Lotterywest
4. Department of Planning, Lands and Heritage

BACKGROUND

The current fire station is located within the 0.2283ha Brian O'Neill Memorial Reserve which is Crown Land vested in the City and located on the corner of Albany Highway and Waterwheel Road, Bedfordale. It was built in 1985, and extended in 1994, as a purpose built facility and comprises a large shed to accommodate two firefighting vehicles and equipment as well as ablutions, a kitchen, meeting room and a dedicated communications room. Part of the site is used as a park reserve.

Due to size and site constraints, Council considered the future location of the Bedfordale Bush Fire Brigade in August 2019, where it was resolved (C26/8/19) investigate options for a new fire station site. Part of C26/8/19 was to consider;

e) Potential future options for the current fire station.

Council received a further report in December 2019 (CS95/12/19) where it was resolved to:

1. Endorse the Bedfordale Hall site as the preferred location for the new Bedfordale Volunteer Bush Fire Brigade Station.

The December 2019 report also noted;

Potential Future Use Bedfordale Fire Station
There is considerable interest in converting the existing Bedfordale Fire Station into a Community use facility. This will require further consideration.

The tender for design and construction of the new fire station has been awarded (TS20/4/20), and the current anticipated availability of the existing fire station for community or alternate use is mid-2021.

DETAILS OF PROPOSAL

City officers received informal approaches regarding the future use of the Bedfordale Fire Station both while the feasibility process for a new station was still underway, and following Council's decision to relocate. All enquiries received were from community groups interested in exclusive use of the facility.

The following facility usage statistics are from 1 January 2019 to 1 January 2020 (pre COVID-19), demonstrating that there is existing capacity for increased use at both nearby community facilities without needing to use the subject site as a hireable venue, and thereby suitable to an exclusive use arrangement.

Facility	**Casual bookings**	**Regular Hirers**
Bedfordale Hall	4 (total 13 hours usage)	4 (total 235.5 hours usage over 102 bookings) • 5one4: Sundays 8am-12:30/1pm • Bedfordale Connect Markets – On the last weekend of each month – Friday from 4pm until Saturday 2pm • Bedfordale Residents Association: 2nd Tuesday of the month 7:30-9:30pm in January, March and November only • Bedfordale Bandicoots Playgroup: Fridays 9:30am-11:30am (in Term 1 only then cancelled)
Churchman Brook Community Centre	28 (total 106.5 hours usage)	2 (Total 147 hours usage over 141 bookings) • Churchman Brook Exercise Bootcamp: Monday, Tuesday & Thursday 6am-7am • Bedfordale Residents Association: 2nd Tuesday of the month 7:30-9:30pm in May, July and September only

Due to the previous approaches by community groups, and not requiring the facility as a 'hireable' venue it was determined that a Registration of Interest (ROI) process be undertaken. An ROI process is routinely used when new facilities become available in order to establish seasonal and regular hirers.

<u>Registration of Interest Process</u>
A 'registration of interest' (ROI) process was conducted to enable a broad and transparent process of engagement with potential users of the facility.

The availability of the facility and the ROI process was advertised on the City's social media pages, on the City's website, via the '*In the Know*' electronic newsletter and in the *Armadale Alive* insert in The Examiner (3/9/20). An open day was held on 5 September 2020 at the facility to allow viewing by prospective community groups. The open day was well attended with representatives from Armadale Community Men's Shed, Armadale Society of Artists, Armadale Lions Club, Bedfordale CWA, Roleystone Men's Community Shed, and 4LifeSkills.

Three Registrations of Interest have been received:
- Armadale Community Men's Shed (Attachment 1) *
- Roleystone Men's Community Shed (Attachment 2) *
- 4LifeSkills (Attachment 3)

** Both Mens' Shed submissions propose a shared arrangement with each other so have been considered collectively.*

It is proposed that this report identifies a preferred community group to occupy the facility, and that City Officers further liaise with the group, with a further report brought to Council for consideration. The items that will require further investigation/liaison include:
- Occupancy arrangements, including responsibilities for maintenance and recurrent costs.
- Finalising and surveying the leased/licensed area. (to identify the subject area, and the area used as a park reserve.)
- Any modifications required to the building, and how these will be funded.

COMMENT

Site suitability for community re-use.

Planning	• Under TPS4 the property has the scheme reservation - *Primary Regional Roads, Public Purpose* • MRS Zoning - *Rural, Primary Regional Roads*
Crown Reserves	• Management Order – to City of Armadale for *Bush Fire Brigade Purposes & Recreation* • An application will need to be made to Department of Planning, Lands and Heritage to modify the Management Order to '*Public Recreation and Community Purposes*. While this is a simple process (requiring completion of a form) as the site's current use is a fire station a contamination report may be required. It is considered expedient to compile and submit this as part of the approval process.
Building	• No further building approvals would be required for immediate occupation. • Building permit may be required for any works to adapt for specific use or renovations. • The building is classified as 9b – *A building of a public nature. An assembly building, including a trade workshop, laboratory or the like, in a primary or secondary school, but excluding any other parts of the building that are of another class.*

Services	• The site is not connected to mains water. Water is supplied to the building via an overhead gravity tank with a pump and water filtration system. • Sewage – is provided via a bio system. • The site is connected to mains power.
Functionality	• The building consists of a large shed, rudimentary toilet facilities, a modest kitchen, small meeting area and the current communications room.

Submissions (Registrations of Interest)
An intra-directorate group convened to consider the submissions – this group was comprised of officers from Recreation Services, Community Development and Community Planning.

The submissions were reviewed against the following considerations:
1. History of the group in relation to the facility and/or area
2. Past and forecast growth of the group
3. Benefit to the community provided by the group
4. Group financial statements/positions
5. Governance structure details
6. Future vision for the group and its use of the facility.

The following were noted with regard to each submission:

1. Armadale Community Men's Shed (ACMS) and Roleystone Men's Community Shed (RMCS) – Shared Use

- The men's sheds have an existing and long term presence within the City.
- Between the two groups there will be extensive use of the facility, with proposed access to wider community both during their activities, and when not in use by the men's sheds.
- Men's sheds activities, while predominantly motivated around men's health and wellbeing, have extended community reach with the programs offered and support provided to the broader community.
- The RMCS has existing funding that can be applied to any 'fit for purpose' modifications required to the facility.
- Both men's sheds have had a protracted history of searching for a suitable venue.

2. 4LifeSkills

- This group is not currently located within the City, the proposed clients are from Armadale, Gosnells and beyond. They have a significant operating budget in the order of $5.5million.
- Business hours use is proposed.
- The use as a 'social hub' for people with disability is consistent with community need.
- Significant building modifications will be required to accommodate an adult changing place.
- The group has only recently approached the City, and no extensive investigation into alternative facilities has been undertaken.

OPTIONS

Option 1 Endorse 'in principle' agreement of the sites use by the Men's Sheds, and conduct further investigation and negotiation into proposed use, costs, proposed agreement type, etc.

Option 2 Endorse an alternate group to be the preferred user.

Option 3 An alternate use of the facility, other than an exclusive use as a community space.

Option 1 is the preferred option.

CONCLUSION

Both the consolidated AMCS/RCMS and the 4LifeSkills submissions were sound and would provide sufficient community benefit to warrant the occupation of a dedicated community facility. However the AMCS/RCMS use would satisfy two existing local groups that currently have no facility to operate from and would provide broader community reach for their members, the services they provide, and access to the facility by others.

City officers will continue to work with 4LifeSkills to look for a suitable location for their proposed hub.

To facilitate the potential use of the building by a Community Organisation such as AMCS/RMCS a change to the Management Order is required. As detailed earlier in this report, given the site's previous use as a fire station it is possible that as part of the process to change the use of the reserve a statutory declaration regarding the condition of the land may be required to change the purpose of the Reserve. The City is currently in the process of obtaining a contamination report to assess the condition of the land to facilitate the process. It is recommended that Council authorise a request being lodged to change the Management Order to 'Public Recreation and Community Purposes' (including appropriate documentation to be prepared and lodged to facilitate any change in use) and endorse Armadale Community Men's Shed/Roleystone Men's Community Shed as the preferred community group to occupy the facility, with a further report to be submitted to Council on the terms and any proposed capital work costs/funding model.

RECOMMEND

That Council:

1. **Authorise the Chief Executive Officer to submit a request to the Department of Planning, Lands and Heritage to amend the Management Order purpose of Reserve R5247, (known as Brian O'Neill Memorial Reserve) located at Lot 29 No. 2 Waterwheel Road, Bedfordale, from 'Bushfire Brigade Purposes & Recreation' to 'Public Recreation and Community Purposes' with a Power to Lease to facilitate the occupancy of Community Groups.**
2. **Authorise the Chief Executive Officer to lodge the required application forms and Statutory Declarations to progress Part 1 above, subject to the contamination investigation report being completed.**
3. **Endorse Armadale Community Men's Shed/Roleystone Men's Community Shed as the preferred community group to occupy the facility at 2 Waterwheel Road, Bedfordale, following its vacation by the Bedfordale Volunteer Bushfire Brigade.**
4. **Receive a further report as to:**
    a. **Proposal for occupancy arrangements, including responsibilities for ongoing costs.**
    b. **Scope of any proposed capital works, including a proposed funding model.**

ATTACHMENTS

2.1.1.⇩ Att 1 - Armadale Community Mens Shed
2.1.2.⇩ Att 2 - Roleystone Mens Community Shed
2.1.3.⇩ Att 3 - 4LifeSkills

- KELMSCOTT SENIOR FOOTBALL CLUB - DEBT WRITE-OFF AND DISPOSAL OF GOODS - RECOMMITTED ITEM

WARD	:	ALL
FILE No.	:	M/591/20
DATE	:	15 September 2020
REF	:	LJ
RESPONSIBLE MANAGER	:	Executive Director Community Services

In Brief:

- A report is presented as a confidential attachment to this Agenda.

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

Nil

Legal Implications

Section 6.12(1)(c) (Power to defer, grant discounts, waive or write off debts) of the *Local Government Act 1995* permits the local government to write off any amount of money that is owed to the local government.

Part VII of the *Disposal of Uncollected Goods Act 1970* - Disposal of goods in possession otherwise than under a bailment in the course of business.

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

Provision has been made in the annual budget in regard to writing off doubtful debts.

Consultation

1. Memo to Councillors – 20 December 2019 and 7 October 2020
2. Recreation Services
3. Governance and Administration
4. Financial Services
5. Property Services
6. Department of Local Government, Sport and Cultural Industries
7. West Australian Football Commission
8. Western Australian Amateur Football League
9. Kott Gunning Lawyers

A Report is presented as a confidential attachment to this Agenda.

RECOMMEND

That Council:

1. **Adopt the recommendations as contained within the Confidential report.**
2. **Authorise the CEO to execute and finalise any documents or processes related to the recommendations.**

ATTACHMENTS

3.1.1. Confidential Report - Kelmscott Senior Football Club - Debt Write Off and Disposal - November 2020 - *This matter is considered to be confidential under Section 5.23(2) (e iii) of the Local Government Act, as it deals with the matter, if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person*

**4.1 - REVIEW OF DELEGATIONS TO THE CEO - VARIOUS

WARD	:	ALL
FILE No.	:	M/676/20
DATE	:	14 October 2020
REF	:	KD
RESPONSIBLE MANAGER	:	Executive Manager Community 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:
  - Amendments to existing delegations; and
  - New delegations from Council to the Chief Executive Officer and Officers.
- It is recommend that Council approve the amended and new delegations 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

Firearms Act 1973
s9A(4) Duration and renewal of licence
s16(2)(a) Authorisation of employees
s30A Sale and disposal of firearms
s30B Loss, theft, destruction, or disposal out of State to be reported s31(2) Records

Dog Act 1976
s10AA Delegation of local government powers and duties

Cat Act 2011
s44 Delegation by local government

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

Local Law Relating to Dogs

Budget/Financial Implications

Nil

Consultation

1. Standing Order House Advisory Group (SOHAG)
2. Executive Leadership Team (ELT)
3. Ranger and Emergency Services
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 delegations have now been considered SOHAG and are ready to be presented to Council via the Community Services Committee.

- *Fire Arms Act 1973* – Powers and Duties
- Declare a vehicle is an abandoned vehicle wreck
- Confiscated or Uncollected Goods
- Disposal of sick / injured animals
- *Cat Act 2011* – Administration and enforcement
- *Dog Act 1976* – Power or duty of the local government under any provision of this Act.

DETAILS OF PROPOSAL

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

Proposed new delegations:

Delegation Name	Delegated To
Firearms Act 1973 - Powers and Duties	Chief Executive Officer

Proposed amended delegations:

Delegation Name	Delegated To
Local Government Act 1995- Declare vehicle is an abandoned wreck	Chief Executive Officer
Confiscated or Uncollected Goods	Chief Executive Officer
Disposal of sick / injured animals	Chief Executive Officer
Cat Act 2011 – Administration and enforcement	Chief Executive Officer
Dog Act 1976 – Power or duty of the local government under any provision of this Act	Chief Executive Officer

COMMENT

The full review of Council's delegations 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.

Sections 5.42 and 5.44 of the *Local Government Act 1995*, Section 10AA of the *Dog Act 1976* and Section 44 of the *Cat Act 2011* 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.

As these 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 delegations.

ANALYSIS

This review has brought to light the need for a delegation from Council to the Chief Executive Officer so that the City can accurately capture the authority and administer any requirements under the *Firearms Act 1973,* such as registration and the authorisation of employees to possess, carry or use the City's firearm.

The review of the City's delegations under the *Local Government Act 1995* has resulted in reaffirming those existing to the Chief Executive Officer while also elaborating on the powers and requirements of exercising the delegation, as informed under the Act.

Similarly the review of the delegation to the Chief Executive Officer under the *Cat Act 2011* and *Dog Act 1976* still proposes to delegate all powers that can be delegated or have previously been delegated but the delegation instrument itself now also references the specific powers that can't be delegated.

OPTIONS

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

CONCLUSION

To provide the administration with appropriate 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 overlreaf.

RECOMMEND

That Council:

1. **Approves* the delegation to the Chief Executive as detailed in the attachment to this report -**

   a. *Firearms Act 1973* – Powers and Duties.

2. **Approves* the following delegations to the Chief Executive Officer, inclusive of amendments and as presented in the attachment to this report, in accordance with sections 5.42 of the *Local Government Act 1995* -**

   a. Declare vehicle is an abandoned wreck;
   b. Confiscated or Uncollected Goods; and
   c. Disposal of sick / injured animals.

3. **Approves* the following delegation to the Chief Executive Officer, inclusive of amendments and as presented in the attachment to this report, in accordance with section 44 of the *Cat Act 2011* -**

   a. Cat Act 2011 – Administration and enforcement.

4. **Approves* the following delegation to the Chief Executive Officer, inclusive of amendments and as presented in the attachment to this report, in accordance with section 10AA of the *Dog Act 1976* –**

   a. Dog Act 1976 – Power or duty of the local government under any provision of this Act.

*** ABSOLUTE MAJORITY RESOLUTION REQUIRED**

ATTACHMENTS

4.1.1.⇩ Proposed Delegations for Approval (Amended and New)
4.1.2.⇩ Existing Delegations (Proposed to be amended)

5.1 - JULL STREET MALL REPORT (REFERRAL MATTER)

At the Council meeting held on 12 October 2020, Cr Campbell referred the following matter to the Corporate Services Committee.

> *The matter of a report relating to the options for the Jull Street Mall be referred to the Corporate Services Committee*

Comment from Cr Campbell

Councillors received a briefing on the 21 May 2020 from consultants that had been tasked with investigating and comparing options for Jull Street. It is appreciated that the City would not normally make such a report public until it was included in an item to Committee, but given the uncertainty as to when this will occur, and interest from stakeholders, there is a case to be made for it to be released immediately.

Cr Campbell's detailed comments are outlined in a memo forwarded to Councillors under separate cover.

Officer Comment

The legal, policy and relevant facts related to the referral matter are detailed below.

Legal
The *Freedom of Information Act 1992* has enshrined in legislation the general practice of government not to release opinion, advice or recommendations that have been used to inform its decision making processes.

Freedom of Information Act 1992

6. Deliberative processes of Government etc., matter revealing

(1) Matter is exempt matter if its disclosure —

(a) would reveal —

(i) any opinion, advice or recommendation that has been obtained, prepared or recorded; or

(ii) any consultation or deliberation that has taken place,

in the course of, or for the purpose of, the deliberative processes of the Government, a Minister or an agency; and

(b) would, on balance, be contrary to the public interest.

If such an opinion, advice or recommendation was determined to be in the public interest, the *Freedom of Information Act 1992* also reflects the general practice of not releasing such information until the matter has been formally considered by government.

25. Deferring access, grounds for

(1) The agency may defer giving access to a document for a reasonable period if the document —

(a) is required by law to be published but is yet to be published; or

(b) has been prepared for presentation to Parliament or submission to a particular person or body but is yet to be presented or submitted.

(2) The applicant has to be notified under section 30(d) of the likely period for which access is to be deferred.

This allows the information to be referenced within a detailed officer report that provides a consideration of the entire context of the matter, including the professional opinion of officers in relation to the outcomes or limitations of any study and how that relates to the City's existing frameworks, strategies and plans and any other relevant considerations. This allows for a study to be considered in conjunction with all of the relevant material facts and the City's response to those, in order to engender balanced and informed debate in the public arena.

Policy

The City does not have a written policy in respect of the release of information used in their deliberative processes.

Deliberative Process - Relevant Facts

Council received a presentation on 21 May 2020 in respect to the outcomes of a study on matters pertaining to the Jull Street Mall. A further workshop was held with elected members on 8 July 2020 at which further information and options regarding the Jull Street Mall were presented. This workshop resulted in a report to Council on 13 July 2020 endorsing the undertaking of a pre-feasibility study into the City Views Concept. The City Views Concept pre-feasibility is expected to be completed in the next 8 weeks with a workshop for the presentation of the final concept booked with elected members for 21 December 2020.

RECOMMEND

To be considered.

ATTACHMENTS

There are no attachments for this report.

5.2 - FACILITY PROVISION FOR VOLLEY BALL INCLUDING ARMADALE REGIONAL RECREATION RESERVE, PIARA WATERS AND HARRISDALE (REFERRAL MATTER)

At the Council meeting held on 29 September 2020, Cr Peter referred the following matter to the Community Services Committee.

That the matter of a feasibility report for a volleyball facility at the Armadale Regional Recreation Reserve (ARRR) and the Piara Waters and Harrisdale area be referred to the Community Services Committee.

Comment from Cr Peter

The population in the City of Armadale is growing remarkably compared to the state and national average. The taste and requirement of the growing community may demand a volleyball facility shortly.

Volleyball is a team sport, and it has a vital role in forming our community. Currently, there is a lack of a volleyball facility in our suburbs. A national-level Volleyball facility in our Council will be a catalyst to our dream to make Armadale a "State Centre for Sports Facilities."

Can officers please investigate the potential for volleyball facilities at the Armadale Regional Recreation Reserve, Piara Waters, and Harrisdale?

Officer Comment

In October 2019, as part of a consultation with peak state sporting bodies to help inform planning for the Regional Recreation Reserve, officers engaged with Volleyball WA (VWA), who provided information on the growth of their sport and a willingness to be involved in discussion about the sport's future in the City. At that time, VWA explained that volleyball operates at a number of different levels; social and competitive, indoor and outdoor beach volleyball and at its most basic, just having dedicated grass space allocated on reserves. The City is currently installing an outdoor beach volleyball space at Novelli Reserve and is now actively considering designing in informal space at future reserves.

With the preceding comments in mind it would be opportune to investigate the demand for the various level volleyball activities across the City, including for a national level facility to help guide planning for these facilities into the future. A study of this type would cost in the order of $23,000 and could be reported back to Council within six months of being commissioned. It is logical to focus the investigation on the growth areas, particularly Harrisdale and Piara Waters, as well as the Regional Recreation Reserve as a significant number of new residents have backgrounds in countries where volleyball is a major participation sport.

Officers are supportive of undertaking such a study, commencing in the current financial year. This project could be funded within the current budget allocation.

Suggested recommendation

That Council requests the CEO investigate the potential for volleyball facilities in the City including potential provision at the Armadale Regional Recreation Reserve, Piara Waters, and Harrisdale.

RECOMMEND

To be considered.

ATTACHMENTS
There are no attachments for this report.

COUNCILLORS' ITEMS

To be submitted.

EXECUTIVE DIRECTOR COMMUNITY SERVICES REPORT

Nil

MEETING DECLARED CLOSED AT _____

COMMUNITY SERVICES COMMITTEE

SUMMARY OF ATTACHMENTS

3 NOVEMBER 2020

ATT NO.	SUBJECT	PAGE
2.1	**FUTURE USE OF 2 WATERWHEEL ROAD, BEDFORDALE (BEDFORDALE FIRE STATION)**	
2.1.1	Att 1 - Armadale Community Mens Shed	28
2.1.2	Att 2 - Roleystone Mens Community Shed	35
2.1.3	Att 3 - 4LifeSkills	46
4.1	**REVIEW OF DELEGATION TO THE CEO - VARIOUS**	
4.1.1	Proposed Delegations for Approval (Amended and New)	53
4.1.2	Existing Delegations (Proposed to be amended)	59

Registration of Interest – Bedfordale Fire Station

Registration of Interest

Please return competed form to info@armadale.wa.gov.au, enquiries to 9394 5202.
Closing date: Monday 28 September
Incomplete applications will not be accepted.

Group Details

Organisation/ Group:	Armadale Community Men's Shed	**ABN (if applicable):**	26 224 605 916
Contact Person:	Herb Tibben		
Postal Address:	P O Box 487, Kelmscott, WA 6997		
Contact No:	(H) 9399 4653	(M)	0476 790 450
Email Address:	herb.tibben@iinet.net.au		
Legal Status:	☑ Not For Profit ☑ Registered Business ☑ Incorporated ☐ Other _____		
Type of activity:	Community Group	**Number of Members/Participants:**	26
Room/s required:	☑ Main Hall ☑ Office ☑ Shed		
Does your group have an existing premise	☑ Yes ☐ No	If so, where, and what is the reason for wanting to relocate: Temporary accommodation in storage space provided by Armadale City Council Accommodation lacks dedicated facilities and usage is restricted	
Does your group require storage?	☑ Yes ☐ No	If so, items to be stored: A variety of wood and metal working machinery, tools and materials	
How long has your group been looking for a venue?	8 years		
What other facility options has your group explored?	Various possibilities in the Armadale area - see details in the attached group history		
If unsuccessful with this ROI what will this mean for your group	A continuing search for suitable accommodation and facilities. Failure will mean the loss of a Men's Shed in Armadale		

Registration of Interest – Bedfordale Fire Station

Group Usage Time Requirements

Day	Start Time	End Time
Monday	0900	1600
Tuesday	0900	1600
Wednesday	0900	1600
Thursday	0900	1600
Friday		
Saturday	0900	1600
Sunday		

Frequency of usage	Every week	**Flexible with days of the week:**	☑ Yes ☐ No
Usage to continue through School Holidays ☑ YES		**Usage to continue through Public Holidays** ☑ YES	

Additional information: 2 Week shutdown over Christmas.
If our Bid is successful we would be happy to share the facility with the Roleystone Men's Shed

Occupancy Arrangements

The City will consider the most appropriate and achievable occupancy arrangement/s through the registration of interest process in discussion with the successful group/s. In order to assist the City in these considerations, please provide the following information in a separate attachment or submission:

1. History of the group in relation to the facility and/or area
2. Past and forecast growth of the group
3. Benefit to the community provided by the group
4. Group financial statements/positions
5. Governance structure details e.g. Committee or Management Group structure, including noting of vacant positions
6. Future vision for the group and its use of the facility

Note: this may be achieved via submission of a business or strategic plan.

Registration of Interest – Bedfordale Fire Station

Acknowledgement

I Herb Tibben am authorised to lodge this registration of interest with the City of Armadale.

I acknowledge that the information contained in this form is true and correct and that this application is a registration of interest only and is not a guarantee of access.

Contact Name:	Herb Tibben		
Position:	Chairman		
Signature:		**Date:**	23 - 9 - 2020

Please return competed form to info@armadale.wa.gov.au, enquiries to 9394 5202. Closing date: Monday 28 September
Incomplete applications will not be accepted.

Checklist for additional documentation

- ✓ Strategic plan or other documentation addressing Occupancy Arrangement considerations 1-6 listed above
- ✓ Certificate of Currency / Public Liability Insurance
- ✓ Incorporation certificate (if not for profit incorporated organisation)

OCCUPANCY ARRANGEMENTS

History Of The Group

The Armadale Community Men's Shed (ACMS) was started in February 2012 as the Challis Road Men's Shed located in premises provided by the Armadale City Council in the Challis Road Community Centre in Challis Road, Armadale.

Limited space and problems with shared facilities prompted a search for better accommodation and this was found at 2 Tudor Road, a vacant property managed by the Metropolitan Redevelopment Authority (MRA) who granted short term tenancy at a peppercorn rent. The Shed relocated on 1st February 2013. The facilities in the small asbestos clad house were adequate but far from ideal.

Assistance was sought at regular intervals from Armadale City Council to find a more permanent and suitable premises. Over the years a number of possibilities arose and then faded away.

An allocation of space within the Gwynne Park redevelopment was originally offered but there is now no predicted start date for the redevelopment.

The Bush Fire Brigade building in Forrestdale was considered but then deemed to be too valuable a site and had a communication tower on it to which access had already been granted.

Bedfordale Hall was too far out and not on public transport.

A vacant section of Minnawarra House was considered and then deemed to be too close to residential properties.

The Metropolitan Redevelopment Authority suggested a possible site behind the Armadale Bunnings but the City of Armadale could not / would not approve the use of the land.

The Westminster Presbyterian Church building was looked at by ACMS but was only available for sale and was unaffordable.

The Catholic Church building on South West highway was earmarked for the new Justice Precinct.

Land was offered behind the Westfield Scout Hall but the restriction on tree clearance on the property made it impractical to use.

The Equine Centre on Westfield Road was considered but became unavailable.

We have been approached by the Kelmscott Horticultural and Agricultural Show to join with them on their site. This remains a possibility subject to the outcome of discussions between KAS and the Armadale City Council on the future of the site.

The old Custom Electrics site came to our consideration. Rates were too expensive and the site has since been demolished.

When the property at 2 Tudor Road left the management of the MRA we were required to move out and the Armadale City Council found us space at our present location on Millman Way. While this has allowed us to remain active the facility lacks running water and dedicated toilet facilities and has limitations on usage.

Group Membership

Since the formation of the ACMS the maximum membership has been 40 and since the move to the present location has declined to 26. Regular inquiries from prospective members suggest that membership of 50 or more would be achievable if the right facilities were available.

Community Benefit

The objectives of the ACMS are to provide benefits to the health and wellbeing of individual members and to the community as a whole by offering a place where men can meet socially and participate in a range of activities either as individuals or groups. Activities range from the pursuit of individual interests where skills can be developed and shared to group activities including a variety of tasks and projects for the benefit of the local community.

Finance

The ACMS is funded by membership fees supplemented by donations and fundraising activities such as sausage sizzles.
Currently available funds are a little over $16,000

Governance

The ACMS is an Incorporated Association operating under the standard rules for Incorporated Associations in compliance with the Associations Incorporation Act 2015.
The ACMS is controlled by an annually elected 7 person management committee

Future Vision

The aim of the ACMS is to become a thriving Men's Shed operating in facilities which permit the development of a wide possible range of domestic and community activities in furtherance of the objectives of the Shed as described above.
Sharing facilities and cooperating with the Roleystone Men's Shed would greatly assist in achieving that aim

CHUBB

Certificate of Currency

Insured:	Australian Men's Shed Association ABN 84 144 866 277 (AMSA) and State Association Bodies noted by AMSA and all Individual Sheds accepted as being part of AMSA and the members of all noted entities as per the shed register provided by AMSA	
Specific Shed Noted	**Armadale Community Men's Shed inc**	
Policy Number:	93397884	
Policy Type:	Public and Product Liability	
Policy Period:	From: 28 February 2020 4:00pm Local Standard Time L.S.T To: 28 February 2021 4:00pm Local Standard Time L.S.T	
Limits of Liability:	Each Occurrence Limit:	$40,000,000
	Each Act (Advertising Injury And Personal Injury) Limit:	$40,000,000
	Products Hazard Aggregate Limit:	$40,000,000
	Advertising Injury Aggregate Limit:	$40,000,000
	Pollution Aggregate Limit:	$40,000,000
	All Values are in Australian Dollars	
Territorial Limits:	Anywhere in the world except the United States of America, its territories or possessions, Canada and Puerto Rico.	
Interested Party:	**City of Armadale**	
Date:	25 February 2020	

This certificate is issued as a matter of information only, it provides a summary of the scope of the cover and confers no rights to the certificate holder or the mentioned insured. This certificate does not amend, extend or alter the coverage provided by the policy above.

Signed for the Company:

Government of **Western Australia**
Department of **Commerce**

WESTERN AUSTRALIA

Associations Incorporation Act 1987
(Section 9(1))

Registered No: A1016603T

Certificate of Incorporation

This is to certify that

ARMADALE COMMUNITY MEN'S SHED INC

has this day been incorporated
under the *Associations Incorporation Act 1987*

Dated this seventh day of December 2012

Commissioner for Consumer Protection

3 Registration of Interest – Bedfordale Fire Station

Registration of Interest

Please return competed form to info@armadale.wa.gov.au, enquiries to 9394 5202.
Closing date: Monday 28 September
Incomplete applications will not be accepted.

Group Details

Organisation/ Group: ROLEYSTONE MEN'S COMMUNITY SHED INCORPORATED **ABN (if applicable):** 24 723 927 588

Contact Person: NEIL KENNEADY

Postal Address: P.O. BOX 1060 ROLEYSTONE. WA 6111

Contact No: (H) (08) 9496 3398 (M) (0418) 525 444.

Email Address: nkenneady@gmail.com

Legal Status: ☑ Not For Profit ☐ Registered Business ☑ Incorporated ☐ Other _____

Type of activity: Men's Community Shed. (workshops) **Number of Members/Participants:** 35

Room/s required: ☑ Main Hall ☑ Office ☑ Shed

Does your group have an existing premise? ☐ Yes ☑ No
If so, where, and what is the reason for wanting to relocate:

Does your group require storage? ☑ Yes ☐ No
If so, items to be stored: Workshop machinery and materials.

How long has your group been looking for a venue? Since 2015

What other facility options has your group explored? Three attempts at construction of our own building on public land. Development and site issues have stalled success.

If unsuccessful with this ROI, what will this mean for your group? Most likely the loss of Community Men's Sheds in the City of Armadale.

Group Usage Time Requirements

Day	Start Time	End Time
Monday ✓	9:00 am	5:00 pm.
Tuesday ✓	9:00 am	5:00 pm.
Wednesday ✓	9:00 am	5:00 pm.
Thursday ✓	9:00 am	5:00 pm.
Friday ✓	9:00 am	5:00 pm.
Saturday ✓	9:00 am	5:00 pm
Sunday	—	—

Frequency of usage 51 weeks/year. Flexible with days of the week: ☐ Yes ☑ No

Usage to continue through School Holidays ☑ YES Usage to continue through Public Holidays ☑ YES Not Christmas to New Year.

Additional information: Refer to RMCS Strategic Plan (attached).
Note the above times will be shared with the Armadale Community Men's Shed.

Occupancy Arrangements

The City will consider the most appropriate and achievable occupancy arrangement/s through the registration of interest process in discussion with the successful group/s. In order to assist the City in these considerations, please provide the following information in a separate attachment or submission:

1. History of the group in relation to the facility and/or area
2. Past and forecast growth of the group
3. Benefit to the community provided by the group
4. Group financial statements/positions
5. Governance structure details e.g. Committee or Management Group structure, including noting of vacant positions
6. Future vision for the group and its use of the facility

Note: this may be achieved via submission of a business or strategic plan.

Acknowledgement

I Neil Douglas Kennedy am authorised to lodge this registration of interest with the City of Armadale.

I acknowledge that the information contained in this form is true and correct and that this application is a registration of interest only and is not a guarantee of access.

Contact Name: Neil D. KENNEADY.

Position: Chairperson

Signature: N Douglas Kennedy. **Date:** 23/09/2020.

Please return competed form to info@armadale.wa.gov.au, enquiries to 9394 5202.
Closing date: Monday 28 September
Incomplete applications will not be accepted.

Checklist for additional documentation

- ☑ Strategic plan or other documentation addressing Occupancy Arrangement considerations 1-6 listed above
- ☑ Certificate of Currency / Public Liability Insurance
- ☑ Incorporation certificate (if not for profit incorporated organisation)

ansvar insurance
integrity and responsibility

Certificate of Currency

This is to certify that this Ansvar Insurance Limited policy of insurance is current as at the date of issue of this Certificate of Currency, subject to the terms and conditions of the policy indemnifying the Insured as follows:

Policy Number:	**ROLE001**
Name of Insured:	**Roleystone Men's Shed Community Shed**
Type of Policy:	**Gallagher Men's Shed Policy**
Description of Covers:	**Public Liability: $40,000,000** **Products Liability: $40,000,000**
Deductible:	**$1,000 each and every claim**
Business Description:	**Principle activities include, manual workshop activities, project work such as metal work, woodworking and other associated work for the shed and local communities. BBQ's and putting up a static signs to direct traffic and not physically redirecting the traffic whilst on the road.**
Situation of Risk:	**Anywhere in Australia**
Interested Party:	
Period of Insurance:	**28/02/2020 From 4:00pm** **28/02/2021 to 4:00pm**

Signed for and on behalf of Ansvar Insurance Limited

Amanda Seng
BUSINESS DEVELOPMENT UNDERWRITER MANAGER

1300 650 540
ansvar.com.au
GPO Box 1655
Melbourne VIC 3001

Ansvar House
Level 5, 1 Southbank Boulevard
SOUTHBANK VIC 3006

Government of Western Australia
Department of Commerce

WESTERN AUSTRALIA

Associations Incorporation Act 1987
(Section 9(1))

Registered No: A1015844L

Certificate of Incorporation

This is to certify that

ROLEYSTONE MEN'S COMMUNITY SHED INCORPORATED

has this day been incorporated
under the *Associations Incorporation Act 1987*

Dated this second day of February 2012

Commissioner for Consumer Protection

Roleystone Men's Community Shed
BLOKES HELPING BLOKES

INTRODUCTION

Men's Sheds have long been recognised as a meeting place where men of any background can meet and find social engagement and camaraderie.

The Men's Shed movement is an organization which has its roots in South Australia and Victoria, in the mid 1990's, where retired farmers found a need for a local facility to meet and socialize and tinker with their own projects. From this concept of the Men's Shed movement grew.

There are over 900 Men's Sheds in Australia, represented nationally by the Australian Men's Shed Association (AMSA) which was registered in January 2007. Each State and Territory have their own branches which are affiliated with AMSA.

Roleystone Men's Community Shed is affiliated with the Men's Sheds of Western Australia (MSWA).

HISTORY

The Roleystone Men's Community Shed (RMCS) conducted an inaugural meeting and formed in 2011, with the financial assistance of the Roleystone / Karragullen branch of the Bendigo Bank.

In 2012 RMCS became an incorporated association and now operates under the Association Incorporation Act 2015 in Western Australia.

RMCS initially operated from the Roleystone Community Hall, then in 2012 were granted accesses to a vacant Arts Classroom building in the old Roleystone Primary school, which closed at the end of 2011.

The members chose to meet on three, half days, a week (Tuesday, Thursday and Saturday), from 9:00am to Noon.

In January 2020 RMCS relinquished the Arts building, as it was to be demolished for construction of a new residential development.

RMCS are currently meeting 2 days a week (Thursday and Saturday) at the Roleystone Karragullen Seniors Club building, at 46 Jarrah Road Roleystone. Lack of our own space has reduced us to little more than a Coffee Club.

In 2015 RMCS commenced negotiations for suitable land on which to construct their own building. Building funds were obtained, but for various reasons construction has not been possible and we no longer have sufficient funds for construction of a dedicated building.

FACILITY MANAGEMENT

Subject to the conditions of use imposed by the City of Armadale for a shared use facility, RCMS in conjunction with Armadale Community men's Shed (see OPERATION) will draft a Management / Operation Plan for overall use of the facility.

MISSION STATEMENT & OBJECTIVES

Our mission Statement is:

"Provide a welcoming non-judgemental, informal facility, where all men, employed, un-employed or retired, can engaged in social interaction, stimulate creativity through activity and share their knowledge, skills and interests and seek social or psychological refuge. Ultimately, providing a benefit to the wider community".

The Objectives of the Association are to:

- Find, establish and maintain a fully serviced facility, with car parking space, in the southern Perth Hills area for use 6 days per week.
- Provide a safe facility for social interaction for men struggling with social dislocation of life (eg: Unemployment, relocation, retirement, bereavement, divorce, disability, illness etc.) to meet with other men.
- Engage men, from the surrounding area, to meet and interact socially and participate in activities of their choosing.
- Linking men in the community to services and specialized support networks to enhance their health and well-being.

- Recognize and address, where possible, the well-being (physical, mental and emotional health) requirements of male members from the community.
- Advertise on a regular basis in Community publications, both print and electronic, to promote the availability of the facility and the benefits of membership for men.
- Grow our membership, appropriate to community needs.
- Adopt and develop activities which are relevant to the membership and can sustain a cost-neutral benefit for the organization.
- Provide a facility with a relaxed atmosphere, with the minimum of rules and regulation, to encourage and maintain member engagement.
- Levy an annual membership fee on members, sufficient to cover the overheads of the organization, with balanced benefit to all the members.
- Provide a space to facilitate men of all ages participating in work projects that can benefit both themselves and the community.
- Foster, maintain and expand men's social and educational networks.
- Mentor youth in the community.

MEMBERSHIP

In addition to the Rules of Membership, as set out in the RMCS Rules of Association, the following membership conditions apply:

- Ordinary Memberships of the Association will be open to all adult males.
- The Association may have any class of associate membership approved by resolution at a general meeting, including junior membership, senior membership, honorary membership and life membership.
- A membership fee.

At the inaugural meeting in 2011 there were 23 members. In 2012, when we gained access to a suitable building along with some donated workshop equipment, membership grew to 52. Membership dwindled over time as the result of lost services to the Arts building (water supply lost in 2017 and power in 2018). We currently have 35 members.

The decline in membership to the current level is directly related to the lack of a functional space to conduct trade / craft-based activities.

Should a building become available to accommodate the activities our members expect to participate in, RMCS are confident we can increase member numbers to at least 80 to 100, within 2 to 3 years.

COMMUNITY BENEFIT

As the organization's name states RMCS is a community-oriented organization.

There is an outdated view that Men's Sheds are male only access facilities, this is not the intent, however the need for exclusively male space is essential for the delivery of the well-being benefit.

Historically, the main purpose of a Men's Shed is to support the health and well-being of men in a non-judgemental way. The RMCS had a geographic focus on men who live in the City of Armadale and nearby regions, through a program of providing various activities, which may include trade workshops for craft and hobbies and space for non-trade related withdrawal for passive activities.

RMCS have had meetings with the Armadale Community Men's Shed, who are also struggling for members due to the lack of a permanent facility. We have common needs and between the 2 groups we believe we could occupy a common facility and operate it 6 days a week, therefore providing an accessible service to the community.

FINANCIAL

In 2011 RMCS received a small grant from the Roleystone / Karragullen branch of the Bendigo Bank to establish the organization.

In 2016 RMCS applied for and received grants from Lotterywest and Department of Veteran Affairs for building construction. In 2017 we received another grant from Stronger Communities (STOA) for building fit-out.

We have prepared 3 sets of Development Application documents, which were submitted to City of Armadale, for proposed building works. Two were granted Development Approval, but could not proceed to construction. The most recent Development Application failed due to fire safety access requirements.

We have expended some $51k on Development Application documentation. Difficult site constraints have prevented us proceeding to Building Works.

Unfortunately, we had to return the $20k grant we received from Stronger Communities (STOA) in July 2019.

The remaining value of grants we have is:

- Lotterywest $145k
- Department of Veteran Affairs $28.2k

RMCS financial position at August 2020 is $58.4k

STRUCTURE

In 2012 RMCS became an incorporated association and now operates under the Association Incorporation Act 2015 in Western Australia.

The organisational structure of the RMCS is an Executive Committee of 4, as governed by the Rules of Association plus a minimum of 3 ordinary committee members.

On the 2nd October 2018 RMCS submitted a 'Notice of Special Resolution to Change Rules' to the Department of Mines, Industry Regulation and Safety and approval to operate by the 'Model Rules' was received, dated 18th October 2018.

OPERATION

RMCS are currently hiring meeting space, by the hour, from the Roleystone and Karragullen Seniors Club, for 3 hours on Thursday and Saturday mornings. This arrangement while far from ideal, allows members to maintain contact and socialize.

There is no intention for our facility to provide exclusively men only access.

RMCS aim to provide a facility, which is open 6 days a week (Monday to Saturday, nominally 9:00am to 5:00pm), with flexible access by members at a time of their choosing,

RMCS have met with the Armadale Community Men's Shed, who currently operate 4, half days, per week, and as they are also looking for a permanent facility. With their participation and membership we believe a 6 day a week

utilization of a building is deliverable, while providing flexible access to members of both groups.

Should other organizations require access to the building for meetings, outside the proposed Men's Shed operating times, this will be accommodated and encouraged.

At the recent open day at the Bedfordale Bush Fire Brigade facility, hosted by the City of Armadale on Saturday 5th September '20, our Management Committee members had the opportunity to meet with 3 other community groups who were there to inspect the building and to discuss the possibility of shared use of the non-workshop spaces at mutually convenient times, should the City of Armadale support the idea.

The day to day operational management of a facility by RMCS shall be detailed in a separate Operation Plan, should they be the successful applicat.

Registration of Interest

Please return competed form to info@armadale.wa.gov.au, enquiries to 9394 5202.
Closing date: Monday 28 September
Incomplete applications will not be accepted.

Group Details

Organisation/ Group:	4LIFESKILLS INC.	**ABN (if applicable):**	20 140 575 274
Contact Person:	Darren Munday		
Postal Address:	PO Box 625, Gosnells WA 6990		
Contact No:	**(H)**	**(M)** 0408998084	
Email Address:	dmunday@4lifeskills.org.au		
Legal Status:	☒ Not For Profit ☐ Registered Business ☐ Incorporated ☐ Other _____		
Type of activity:	Disability Support	**Number of Members/Participants:**	
Room/s required:	☒ Main Hall ☒ Office	☒ Shed	
Does your group have an existing premise?	☒ Yes ☐ No	If so, where, and what is the reason for wanting to relocate: Gosnells premises are offices at the Gosnells Lotteries House. These offices are not suitable for providing supports to people with a disability. Our clients need a Lifeskills Hub that they can create a sense of belonging and community.	
Does your group require storage?	☒ Yes ☐ No	If so, items to be stored:	
How long has your group been looking for a venue?	3 months in relation to the City of Armadale		
What other facility options has your group explored?	This is the first property within the City of Armadale that we have viewed.		
If unsuccessful with this ROI, what will this mean for your group?	We will continue to look for a suitable location within the City of Armadale to develop our Lifeskills Hub.		

Group Usage Time Requirements

Day	Start Time	End Time
Monday	8:00am	4:30pm
Tuesday	8:00am	4:30pm
Wednesday	8:00am	4:30pm
Thursday	8:00am	4:30pm
Friday	8:00am	4:30pm
Saturday	Variable	
Sunday	Variable	

Frequency of usage		**Flexible with days of the week:**	☒ Yes ☐ No
Usage to continue through School Holidays ☒ YES		**Usage to continue through Public Holidays** ☒ YES	

Additional information: We can be flexible to work with another organisation to share usage. That could be that we are both in the premises at the same time, or that we vacate the premises for 1 day or a morning/afternoon each week. It would need to be with a compatible organisation due to our clients being vulnerable people.

At present we do not have a large weekend program so it could be that we only us the facility from Mon-Fri with another using it for weekends.

Occupancy Arrangements

The City will consider the most appropriate and achievable occupancy arrangement/s through the registration of interest process in discussion with the successful group/s. In order to assist the City in these considerations, please provide the following information in a separate attachment or submission:

1. History of the group in relation to the facility and/or area
2. Past and forecast growth of the group
3. Benefit to the community provided by the group
4. Group financial statements/positions
5. Governance structure details e.g. Committee or Management Group structure, including noting of vacant positions
6. Future vision for the group and its use of the facility

Note: this may be achieved via submission of a business or strategic plan.

I Darren Munday am authorised to lodge this registration of interest with the City of Armadale.

I acknowledge that the information contained in this form is true and correct and that this application is a registration of interest only and is not a guarantee of access.

Contact Name: Darren Munday

Position: Chief Executive Officer

Signature: **Date:** 28/9/20

Please return competed form to [redacted], enquiries to 9394 5202.
Closing date: Monday 28 September
Incomplete applications will not be accepted.

Checklist for additional documentation

- ☒ Strategic plan or other documentation addressing Occupancy Arrangement considerations 1-6 listed above
- ☒ Certificate of Currency / Public Liability Insurance
- ☒ Incorporation certificate (if not for profit incorporated organisation)

4LIFESKILLS INC Occupancy Arrangements

4lifeskills has been operating for over 25 years (previously known as South Metropolitan Personnel & SMP Lifeskills2work), initially providing disability employment services but changing direction in the late 2000's to be a disability support organisation. We are a specialist community, social and employment participation provider.

We are a not-for-profit Incorporated Association, governed by a Board of Directors (currently 5 directors) with elections held annually. We currently have 167 clients, an annual turnover of $5.3M (2019/20), with Net Assets of $1.9M (see attached financial statements). We operate within the Southern Suburbs of Perth.

The National Disability Insurance Scheme projects there to be significant growth in the Armadale region in both NDIS Spend (242%-322%) and Participants (121%-184%) in the 4 years period 2019 to 2023.

		Lower Bound Value	Upper Bound Value
June 2023	Spend	$49,349,600	$66,139,000
June 2023	Participants	1,224	2,002
June 2019	Spend	$20,410,000	$20,560,000
June 2019	Participants	1,009	1,090
Growth	Spend	242%	322%
Growth	Participants	121%	184%

Source: https://blcw.dss.gov.au/ndis-demand-map/

It is also noted in our research that the provision of services closer to where people live is a key strategy of the NDIS, National Disability Services, and the City of Armadale;

"For people with disability, community participation can also be affected by systemic factors, such as availability of supports for disability needs, and support to access education or employment." (https://www.nds.org.au/images/resources/resource-files/CII_Community_Participation_in_Action_Guide_2016.pdf)

Strategy 1.3 Support accessible programs in eth community
Strategy 2.1 Provide accessible and inclusive buildings
Strategy 6.1 Provide accessible and inclusive opportunities for engagement
(City of Armadale Disability Access and Inclusion Plan)

We have been operating from one major Lifeskills Hub located in Spearwood (provided under lease from the City of Cockburn) and two Lotteries House offices located in Gosnells and Rockingham. Neither of the Lotteries House premises are suitable for us to be delivering supports from. They are simply a set of offices spaces that we have used, however after the return of our clients from the COVID-19 close down period it became apparent that our clients missed the staff and each other but they also missed the Lifeskills Hub; a place that they belong. They didn't miss either of the Lotteries House premises. This has been the spark that has resulted in us looking for new premises to develop our Lifeskills Hubs. Our clients from the Armadale/Gosnells/Canning regions have preferred to travel to our Spearwood Lifeskills Hubs as it is a place that they feel that sense of belonging.

We are aiming to replicate that sense of belonging that our clients have felt at Spearwood, in suburbs that are much closer to our client's home community.

Our vision is to establish Lifeskills Hubs in each of the major council catchment areas south of Perth, utilising these hubs to develop programs aimed at improving clients' lifeskills which we define as the abilities, actions, behaviours and choices that help us make the most of every day.

A permanent facility within the City provides us with the ability to combine social support structures, community inclusion (both outward and inward) and skill building all from a facility that establishes a sense of belonging, safety and community.

The Bedfordale Fire Station provides a perfect blend of a safe and convenient location, with facilities that are flexible to suit our client's needs.

If our application progresses further we would welcome the opportunity to engage with the City on the necessary modifications required for the building to be classed as a Public Building, with the additional 4llifeskills specific requirement of a toilet also being able to accommodate an adult change facility.

17 September 2020

PO Box 1331 Parramatta NSW 2124
Level 1, 130 George Street,
Parramatta NSW 2150
DX 8248 Parramatta
phone +1800123266
fax +61 2 9253 7299
email andrew.d.clarke1@aon.com

Valerie Gillian
4lifeskills Inc
PO Box 625
U10 1st Floor, 2232c Albany Highway
GOSNELLS WA 6990

Certificate of Currency

In our capacity as Insurance Brokers to **4lifeskills Inc**., we hereby certify that the undermentioned Insurance Contract is current.

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policy detailed below.

Class of Insurance	**Public & Products Liability**
Insurer	XL Insurance Company SE
Policy Number	AON PER 168CM
Period of Insurance	From: 31 July 2020 To: 31 July 2021
Limit of Liability	**$20,000,000** any one occurrence and in the aggregate for Products
Situation/Location	Anywhere in Australia

Yours faithfully
Andrew Clarke
Aon Risk Services Australia Limited

Important notes

- This certificate is a summary of cover only. Please refer to the Policy Wording and Schedule for its full terms and conditions.
- Aon does not guarantee that the insurance outlined in this Certificate will continue to remain in force for the period referred to as the Policy may be cancelled or altered by either party to the contract, at any time, in accordance with the terms of the Policy and the *Insurance contracts Act 1984 (Cth).*
- Aon accepts no responsibility or liability to advise any party who may be relying on this Certificate of such alteration to or cancellation of the Policy.
- This Certificate does not:
    - Represent an insurance contract or confer rights to the recipient : or
    - Amend, extend or alter the Policy.

Aon has always valued the privacy of personal information. If you would like a copy of our Privacy Policy, you can contact us or access it from our website at www.aon.com.au.

Government of **Western Australia**
Department of **Mines, Industry Regulation and Safety**
Consumer Protection

WESTERN AUSTRALIA
Associations Incorporation Act 2015
(Section 31)

IARN: A1004358B

Certificate of Incorporation on Change of Name

This is to certify that

SOUTH METROPOLITAN PERSONNEL INC.

an association incorporated under the
Associations Incorporation Act 2015 changed its name to

4LIFESKILLS INC.

The new name commenced on the
twentieth day of March 2020

Lanie Chopping
Commissioner for Consumer Protection

CERTIFICATE

CITY OF Armadale

Delegation of authority

Delegation	**NEW TBC Firearms Act 1973 - Power and Duties (DRAFT)**
Category	Ranger and Emergency Services (New)
Head of power	Firearms Act 1973
Delegator	Council
Express power to delegate	*Local Government Act 1995* s5.42 Delegation of some power to the CEO
Express power or duty delegated	*Firearms Act 1973* s9A(4) Duration and renewal of licence s16(2)(a) Authorisation of employees s30A Sale and disposal of firearms s30B Loss, theft, destruction, or disposal out of State to be reported s31(2) Records *Firearm Regulations 1974* s11A Storage Security Requirements
Function	Authorised to: 1. Exercise any of the City's powers or the discharge of any of its duties under the Firearms Act 1973. 2. Appoint such persons to be authorised to possess, carry or use a firearm in accordance with the licence and for performing particular functions under this Act.
Delegates	Chief Executive Officer
Conditions	*Firearms Act 1973* This delegation is subject to: 1. Annual review of the corporate firearm licence as permitted by section 16(1)(c). 2. Authorisation of employees to possess, carry or use a firearm in accordance with licence. Authorisation only to be given to persons employed by the City and approved by the Chief Executive Officer. 3. Sale or disposal of firearms to comply with section 30A and section 3.58 of the *Local Government Act 1995*. 4. Any loss, theft, destruction, or disposal out of State, to be reported to the Commissioner. 5. Compile, maintain and furnish records in such manner as prescribed.
Statutory framework	*Firearms Act 1973* *Firearms Regulations 1974* *Local Government Act 1995*
Policy	Nil
Record keeping	The exercise of this delegation is to be recorded in Attain.

DRAFT

CITY OF Armadale

Delegation of authority

Delegation	**NEW TBC Declare vehicle is an abandoned vehicle wreck (DRAFT)**
Category	Ranger and Emergency Services (New)
Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	Local Government Act 1995 s5.42 Delegation of some power and duties to the CEO
Express power or duty delegated	Local Government Act 1995, Part 3, Division 3 3.40A(2) Give notice that a vehicle may be collected s.40A(4) Declare a vehicle is an abandoned vehicle wreck s3.46 Goods may be withheld until costs paid.
Function	Authorised to: Determine and declare a vehicle to be an abandoned vehicle wreck in accordance with section 3.40A of the Act. Refuse to allow goods impounded under section 3.39 or 3.40A until costs paid.
Delegates	Chief Executive Officer
Conditions	1. Subject to the requirements for sections 3.40A(1), (2) and (3) being undertaken as required; 2. s3.45 Notice to including warning - A notice is to include a short statement of the effect of the relevant provisions of sections 3.46, 3.47 and 3.48; 3. Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with Delegated Authority - Confiscated or Uncollected Goods, alternatively referred for Council decision. 4. Compliance with - r29A Abandoned vehicle wrecks, value etc. prescribed for (Act 3.40A (5)(c))
Express power to subdelegate	*Local Government Act 1995* s5.44 CEO may delegate some powers and duties to other employees.
Statutory framework	*Local Government Act 1995*
Policy	Nil
Record keeping	The exercise of this delegation is to be recorded in Attain.

DRAFT

CITY OF Armadale

Delegation of authority

Delegation	**NEW TBC Confiscated or Uncollected Goods (DRAFT)**
Category	Corporate and Finance (New)
Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995* s5.42 Delegation of some power and duties to the CEO
Express power or duty delegated	*Local Government Act 1995* s3.46 Goods may be withheld until costs paid s3.47 Confiscated or uncollected goods, disposal of s3.48 Impounding expenses, recovery of
Function	Authority to: 1. Refuse to allow goods impounded under s3.39 or 3.40A to be collected until the costs of removing, impounding and keeping them has been paid to the local government. [3.46]. 2. Sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s3.43.[s3.47] 3. Recover expenses incurred for removing, impounding and disposing of confiscated or uncollected goods [s3.48].
Delegates	Chief Executive Officer
Conditions	Disposal of confiscated or uncollected goods, including abandoned vehicles, with a market value of less than $20,000 may, in accordance with r.30 of the *Local Government (Function and General) Regulations 1996,* be disposed of by any means considered to provide best value, provided the process is transparent and accountable.
Express power to subdelegate	*Local Government Act 1995* s5.44 CEO may delegate some powers and duties to other employees.
Statutory framework	*Local Government Act 1995* *Local Government (Function and General) Regulations 1996*
Policy	Nil
Record keeping	The exercise of this delegation is to be recorded in Attain.

DRAFT

CITY OF Armadale

Delegation of authority

Delegation	**NEW TBC Disposal of sick / injured animals (DRAFT)**
Category	Ranger and Emergency Services (New)
Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995* s5.42 Delegation of some power and duties to the CEO
Express power or duty delegated	Local Government Act 1995, Part 3, Division 3 s3.47A Sick or injured animals, disposal of
Function	Authorised to humanely destroy an impounded animal where it is determined to be too ill or injured to be treated.
Delegates	Chief Executive Officer
Conditions	An animal must not be destroyed unless — 1. because of the state of the animal, destroying it is urgent; or 2. reasonable steps have been taken to notify the owner and allowed the owner a reasonable opportunity to collect the animal. Condition (2) does not justify the destruction of an animal before it has been impounded for at least 7 days.
Express power to subdelegate	*Local Government Act 1995* s5.44 CEO may delegate some powers and duties to other employees.
Statutory framework	*Local Government Act 1995*
Policy	Nil
Record keeping	The exercise of this delegation is to be recorded in Attain.

DRAFT

CITY OF Armadale

Delegation of authority

Delegation	**NEW TBC Cat Act 2011 - Administration and enforcement (DRAFT)**
Category	Ranger and Emergency Services (New)
Head of power	Cat Act 2011
Delegator	Council
Express power to delegate	*Cat Act 2011* S44 Delegation by local government
Express power or duty delegated	*Cat Act 2011* s44 Delegation by Local Government *...the exercise of any of its powers or the discharge of any of its duties under another provision of this Act.* s48 Authorised Persons
Function	Authority to: 1. Exercise any of the City's powers or the discharge of any of its duties under the Cat Act 2011 2. Appoint such persons to be Authorised Persons or classes of persons for performing particular functions under this Act.
Delegates	Chief Executive Officer
Conditions	*Cat Act 2011* 1. s48(2) A person who is not an employee of the local government cannot be appointed to be an authorised person for the purpose of section 62 - *Giving an infringement.* 2. s48(6) A power or duty under the following sections cannot be delegated to an Authorised Person: • s63 - Receive payment for a modified penalty • s64 - Extension of time to pay an infringement • s65 - Withdrawal of an infringement
Express power to subdelegate	*Cat Act 2011* s45 Delegation by CEO of local government
Statutory framework	*Cat Act 2011* *Cat Regulations 2012*
Policy	Nil
Record keeping	The exercise of this delegation is to be recorded in Attain.

DRAFT

DELEGATIONS

Delegation	**NEW TBC Dog Act 1976 - Power or duty of the local government under any provision of this Act. (DRAFT)**
Category	Ranger and Emergency Services (New)
Head of power	Dog Act 1976
Delegator	Council
Express power to delegate	*Dog Act 1976* 10AA Delegation of local government powers and duties
Express power or duty delegated	Dog Act 1976 s10AA Delegation of local government powers and duties s10(AA)(3) Authorise the delegate to further delegate the power or duty s29(1) Appointment of authorised persons s11(1) Appointment of registration officers
Function	Authority to: 1. exercise of all its powers and the discharge of all its duties under the *Dog Act 1976*, associated regulations and the City of Armadale's Local Law Relating to Dogs. 2. Further delegate the power or duty.
Delegates	Chief Executive Officer
Conditions	This delegation excludes: 1. power and duties that are prescribed in the Act with the requirement for a resolution by local government; and 2. The following clauses of the City's Local Law Relating to Dogs; a) c2.1-Determining of charges and costs b) c3.3(2) - Fees determined for the lodgement of an exemption c) c4.10(4) - Fees determined for the lodgement of an application for a licence for a kennel establishment.
Express power to subdelegate	*Dog Act 1976* s10(AA)(3) Authorise the delegate to further delegate the power or duty
Statutory framework	*Dog Act 1976* Local Laws Relating to Dogs
Policy	Nil
Record keeping	The exercise of this delegation is to be recorded in Attain.

DRAFT

CITY OF Armadale

Delegation of authority

Delegation	**CS 9.0 Vehicle Wrecks**
Category	Primary Delegations - Council to CEO
Delegator	Council
Express power or duty delegated	Declare that a vehicle is an abandoned vehicle wreck
Delegates	Chief Executive Officer
Conditions	Nil
Subdelegates	Yes - Refer to Secondary Delegations
Statutory framework	3.40A(4) *Local Government Act*
Policy	Nil
Date adopted	13 May 2019
Adoption references	Resolution - C17/5/19
Last reviewed	13 May 2019

Existing Delegations to be replaced

Delegation	**CS 1.0 Sell / dispose of impounded goods**
Category	Primary Delegations - Council to CEO
Delegator	Council
Express power or duty delegated	Sell or otherwise dispose of any impounded goods in accordance with Section 3.47 *Local Government Act 1995*
Delegates	Chief Executive Officer
Conditions	Nil
Subdelegates	Yes - Refer to Secondary Delegations
Statutory framework	Section 3.47 *Local Government Act 1995*
Policy	Nil
Date adopted	13 May 2019
Adoption references	Resolution - C17/5/19
Last reviewed	13 May 2019

Existing Delegations to be replaced

CITY OF Armadale

Delegation of authority

Delegation	**CS 2.0 Dispose of sick / injured animals**
Category	Primary Delegations - Council to CEO
Delegator	Council
Express power or duty delegated	Dispose of sick or injured animals
Delegates	Chief Executive Officer
Conditions	Nil
Subdelegates	Yes - Refer to Secondary Delegations
Statutory framework	Section 3.47A *Local Government Act 1995*
Policy	Nil
Date adopted	13 May 2019
Adoption references	Resolution - C17/5/19
Last reviewed	13 May 2019

Existing Delegations to be replaced

Delegation	**CS 7.0 Cats**
Category	Primary Delegations - Council to CEO
Delegator	Council
Express power or duty delegated	Authority to exercise all of its powers and the discharge of all of its duties under the *Cat Act 2011* including the appointment of authorised persons or classes of persons under section 48.
Delegates	Chief Executive Officer
Conditions	Nil
Subdelegates	Yes - Refer to Secondary Delegations
Statutory framework	*Cat Act 2011* *Cat Regulations 2012*
Policy	Nil
Date adopted	13 May 2019
Adoption references	Resolution - C17/5/19
Last reviewed	13 May 2019

Existing Delegations to be replaced

Delegation	**CS 8.0 Dogs**
Category	Primary Delegations - Council to CEO
Delegator	Council
Express power or duty delegated	Authority to exercise of all its powers and the discharge of all its duties under the *Dog Act 1976* including the appointment of an authorised person under section 29(1), the appointment for a registration officer under section 11 and the power to further delegate the power or duty.
Delegates	Chief Executive Officer
Conditions	Nil
Subdelegates	Yes - Refer to Secondary Delegations
Statutory framework	*Dog Act 1976* Local Laws Relating to Dogs
Policy	Nil
Date adopted	13 May 2019
Adoption references	Resolution - C17/5/19
Last reviewed	13 May 2019

Existing Delegations to be replaced