

DISCLAIMER

As there were no members of the public in attendance, the Disclaimer was not read at the meeting.

DECLARATION OF MEMBERS' INTERESTS

Nil

QUESTION TIME

Nil

CONFIRMATION OF MINUTES

RESOLVED

Minutes of the City Strategy Committee Meeting held on 15 January 2002, be confirmed.

DEPUTATION

Ms P Wilson, Account Executive Telstra attended the meeting at 7.00 pm to discuss and answer questions in regard to the telecommunications infrastructure within the City of Armadale. Mr Ed Bidzinski, Council's networking contractor, was unable to attend the meeting owing to a death in his family.

The Executive Director Technical Services advised that as a result of a recommendation of Council arising from the City Strategy Committee and raised by Cr Zelones, a deputation from Telstra had been invited to address Committee on telecommunications infrastructure within the City of Armadale and environs.

Issues raised and discussed by Committee were:

- *progress of the roll out of infrastructure that is available and relating to the ADSL network (asymmetrical digital subscriber line);*
- *inadequacies in the ADSL system which is used by a large number of small businesses within the City of Armadale;*
- *current and future home-business operators will not be disadvantaged in any way of by service limitations.*
- *reliability for ordinary copper wires - in Kelmscott, over the last 12 months, outages of up to one day have been experienced;*
- *the need to provide a reliable telecommunication and power supply to areas such as the City Centre and the Forrestdale Industrial Park in order to attract and encourage business;*
- *communication between Telstra and Council - if Council as a representative body could be advised of Telstra's plans, i.e. what has been done in recent times and what is planned in the near future;*
- *provision of a written report from Telstra that gives Council knowledge and confidence that Telstra is aware of all the levels of planning and future development within the City of Armadale and that they have a programme that is going to tie in with that.*

Ms Wilson advised that she would:

- *raise the concerns expressed by Committee with Telstra's Service Manager and Corporate Affairs to see what can be done;*
- *provide a report to Council as requested;*

Ms Wilson asked for feedback from Committee Members as to the particular issues of concern, also if there are areas that members feel should be available, advise Telstra which will put a business case forward advising of the concerns of the community. Also that members provide her with telephone numbers to enable her to obtain a history of the faults that have been reported

The Chair thanked Ms Wilson for attending the meeting.

Ms Wilson and the Manager Information Technology left the meeting at 7.30 pm.

TELECOMMUNICATION INFRASTRUCTURE

WARD ALL
FILE REF: 7
DATE January 15, 2002
REF AB
RESPONSIBLE EDTS
MANAGER

In Brief:

- The City Strategy Committee of May 2001 resolved (CS64/01) to invite a suitable Telstra representative to discuss the telecommunication infrastructure within the City of Armadale.
- A deputation from Telstra and the company providing networking services to the City of Armadale to present communication infrastructure issues for Committee's consideration will attend the meeting.
- Recommend that Council note the information presented by the Deputation.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

Corporate Services – Make Maximum use of available technology to improve administration, governance and service delivery.

Long Term strategic Planning – Promote employment and residential growth, encouraging the economic well-being of the community.

Legislation Implications

Nil

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

Nil

Consultation

- External Network consultants
- Telstra

BACKGROUND

On two occasions the City Strategy Committee has made recommendations (CS45/01 and CS64/01) in regard to the City's communications infrastructure, in particular the roll out of Asymmetric Digital Subscriber Line (ADSL) services. Recommendation CS64/01 invited a suitable Telstra representative to the City Strategy Committee to discuss improvements and upgrades to the land-based telecommunications infrastructure within the boundaries of the City.

A deputation consisting of Telstra Local Government Account Executive Ms Pam Wilson and Mr Ed Bidzinski from Council's networking contractor, Net Effect will be in attendance. The Deputation will discuss:-

- The current progress in the roll out of all infrastructure programmes to service the SE Corridor and their progress relative to other corridors in Perth and other capital cities and regional centres;
- the range of any alternative telecommunication systems to be made available to consumers outside the standard telephone network
- the range of infrastructure options provided by Telstra and other infrastructure suppliers;
- the range of internet services provided by Internet Service Providers (ISPs) either currently available in the City of Armadale or likely to become available as the market continues to mature;
- the constraints and barriers to internet communications arising from users' own infrastructure (eg modems, network configuration and size, hardware configuration);
- the range of internet users and their profiles;
- the standards and features of new and projected industrial and commercial developments provided by both the public and private sectors as part of their marketing strategies.

CS9/02 RECOMMEND

Telstra be advised of Council's concerns in regard to the matters of:

- **future improvement in technology;**
- **repairs and improvements to the existing system; and**
- **future better quality digital services within the City of Armadale**

Moved Cr Stewart
Motion Carried (7/0)

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CITY STRATEGY COMMITTEE

12 FEBRUARY 2002

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PUBLIC OPEN SPACE STRATEGY - STAGE 1

WARDS : WESTFIELD, SEVILLE,
WEST ARMADALE &
KELMSCOTT
FILE REF : POS/1
DATE : 1 February 2002
REF : RVD
RESPONSIBLE : EDDS
MANAGER

In Brief:-

- Public consultation on Stage 1 of the Public Open Space Strategy revealed no objections to the sale of Reserves.
- Recommend that Council rezone the Stage 1 reserves to an R Code consistent with surrounding lots, sell three freehold residential lots to provide seed funding for the strategy, establish a POS Strategy Trust Fund, purchase the reserves, resolve to ensure funds from sale of reserves are spent in the same precinct and advise those who have made submissions.

Tabled Items

Consultants Report and maps - Assessment of Public Open Space within the City of Armadale.

Officer Interest Declaration

Nil.

Strategic Implications

Social Infrastructure Item 2.3 *Develop a Strategic Plan for the provision of recreation services and facilities.*

Legislation Implications

Local Government Act 1995
Land Administration Act 1997
Town Planning and Development Act 1928
Town Planning Scheme No 2

Council Policy / Local Law Implications

Nil

Budget / Financial Implications

Council could realise about \$660,000 (less sale costs) that must be directed to a Trust fund and be re-invested into public open space improvement in the precinct.

Consultation

Public consultation consistent with Department of Land Administration guidelines for the administration of Section 20A reserves has taken place for reserves for Stage 1 of the implementation of the Public Open Space Strategy. Consultation involved writing to all landholders

within 100m walking distance of each reserve, signposting affected reserves, and a newspaper advertisements.

Eight submissions were received, none of which objected to the proposed disposal of the reserves. A summary of submissions is provided as an attachment. **(Refer to Attachment “A-3” – as circulated with the Agenda.)**

The most significant issue was a request that the laneway adjacent to the reserve at the end of Pindari Court also be closed. The laneway request will be the subject of a separate report to Council.

No comments were received in relation to Lot 651 Shrike Ct, which is adjacent to Kuhl Park. Lot 168 Hickson Ave and Lots 200 & 201 Chamberlain Way, which are owned freehold by the City and zoned Residential but included in the list of lots to be disposed of through the Public Open Space Strategy process, were not advertised as part of the Public Open Space Strategy consultation but will be offered for sale with the other reserves.

BACKGROUND

At its meeting of 17 September 2001 Council resolved:

- “1. That Council stage the implementation of the recommendations of the Public Open Space Assessment as identified in this Agenda, with a report to Council listing reserves to be vested, transferred or disposed of prior to commencement of each stage.
2. That Council commence public consultation for the Coastal Plain North Precinct consistent with the Department of Land Administration Guidelines for administration of Section 20A Public Recreation Reserves, which includes:
 - i) explanations of the assessment process used to determine whether vesting should be accepted for reserves or whether the reserve should be cancelled and disposed of; and
 - ii) the intended use of funds generated from the sale of reserves that would be disposed of.
3. That Council accept vesting of the reserves 33644, 37217, 34462, 34463, and 42700 in the Coastal Plain North Precinct.”

The reserves proposed to be disposed of in the Coastal Plain North Precinct for which consultation has taken place are listed under Details of Proposal below.

DETAILS OF PROPOSAL

Further action is now necessary for the reserves identified in the following table.

Reserve	Location	Area (m ²)	TPS No 2	Adjacent R-Code	Nominal purchase price (incl GST & fees)
33118	38 Little John Rd, Armadale	809	Parks and Recreation (Local)	R15	Yes
34698	End of Ives Pl, Armadale	674	Parks and Recreation (Local)	R15	Yes
35639	25 Kyabram Rd, Armadale	921	Parks and Recreation (Local)	R15	Yes
32584	10 Slee Ave, Kelmscott	1,822	Parks and Recreation (Local)	R12.5	Yes
33151	End of Pindari Ct, Kelmscott	1,440	Parks and Recreation (Local)	R15	n/a
34702	9 Scotia Pl, Armadale	1,022	Parks and Recreation (Local)	R15	n/a
37604	17 Banyard Ave, Kelmscott	1,052	Residential R12.5	n/a	Yes
29932	23 Ward Cres, Westfield	911	Parks and Recreation (Local)	R12.5	Yes

The total nominal purchase price for six lots shown is \$15,440.

The nominal purchase price is the price the Department of Land Administration requires to grant freehold title to the City for the reserves. The price shown is based on a valuation and is inclusive of GST and fees. As noted in previous agenda information, the nominal purchase price is conditional upon a statement from Council confirming that the proceeds from the sale of each reserve will be applied to recreational facilities in the same locality.

In order to permit the sale of the above reserves, most need to be re-zoned to Residential and purchased by Council from the Department of Land Administration. Given that public consultation has already occurred, these processes can run concurrently. The Scheme Amendment need only have the minimum advertising period.

It is proposed that the reserves are re-zoned consistent with the adjacent R-Codes.

A separate POS Reserve Trust Fund needs to be established, and it requires funds to purchase the reserves from the Department of Land Administration in the first instance.

It is proposed to sell lots which have been included in the Public Open Space Strategy which are already owned freehold by the City and are zoned Residential to raise funds for the purchase of the other reserves. The lots that would be put on the market are Lot 168 Hickson Ave and Lots 200 & 201 Chamberlain Way. The *Local Government Act 1995* includes a number of requirements for the sale of land, such as the need to obtain valuations and for certain persons to sign the transfer documents, and these will be dealt with administratively.

All persons who made submissions should be advised of Council's intentions to progress the Public Open Space Strategy.

The Department of Land Administration has not yet provided a nominal purchase price for Reserve 33151 (End of Pindari Ct, Kelmscott) or Reserve 34702 (9 Scotia Pl, Armadale). If the Department of Land Administration purchase price is consistent with the other prices, officers would progress purchase of the lots.

Under Department of Land Administration guidelines for the sale of reserves, Council needs to provide a statement confirming that the proceeds from the sale of each reserve will be applied to recreational facilities “in the same locality”, so an appropriate recommendation has been framed. The following information appeared in previous agenda items on the Public Open Space Strategy and material distributed during consultation:

Some examples of projects that might be considered should funds become available following disposal:

- *upgrade parks with quality landscaping, lighting, playground, pathways, barbecues, car park etc;*
- *upgrade BMX facilities;*
- *upgrade infrastructure at ovals e.g. access road, car park, lighting etc.*
- *construct disabled access walk trail through reserves;*
- *upgrade facilities at reserves, e.g. oval floodlighting;*
- *upgrade local neighbourhood parks within the precinct e.g. landscaping, reticulation, lighting, playgrounds, pathways etc.*

A report to commence Stage 2 of the Public Open Space Strategy is expected to be provided to City Strategy Committee in March 2002.

COMMENT

Analysis

There appears to be general public support for the disposal of these reserves, with some submitters expressing an interest in purchasing the adjacent land.

If the adjacent R-Code is applied, Reserve 32584 (10 Slee Ave, Kelmscott) & Reserve 34702 (End of Pindari Ct, Kelmscott) could be subdivided into two lots and still meet the minimum lot size for a single dwelling. This matter can be addressed following the amendment.

Funds from the sale of the freehold residential zoned land included in the Public Open Space Strategy can be used to provide seed funding to purchase reserves.

In regard to the two un-priced reserves, the Department of Land Administration nominal purchase prices are based on valuations so there is a high probability that the prices will be reasonable and the total price for the two remaining unpriced reserves would be less than \$8,000. Therefore, it is considered that Council could authorise purchase of the lots for which a purchase price has not yet been provided with confidence.

Options

Council could decide not to rezone these reserves at this time, but wait until Town Planning Scheme No 4 is gazetted. However, it is considered best to maintain the momentum of Stage 1 and seek to complete it as soon as practical. Re-zoning the reserves through Town Planning Scheme No 4 could be an option for subsequent stages of the Public Open Space Strategy.

Council could require a separate report on the purchase price for the two un-priced reserves.

CONCLUSION

There has been no objection to the Stage 1 proposals canvassed, and some people are keen to purchase reserve lots when they become available. The recommendations below aim to maintain the momentum to complete the administrative procedures necessary to implement Stage 1 of the Public Open Space Strategy.

Committee discussion took place in regard to the following matters:

- *the recommendations appearing in the reserve table above were the first stage which was advertised in September 2001;*
- *the prices shown are a nominal purchase price, not actual market valuations;*
- *action to be taken to close the PAW adjacent to Reserve 33151 in Pindari Court to tie in with the disposal of Reserve 33151;*
- *concurrence that the dot points of the officer's report be of a general nature.*
- *the addition of Reserve 37604 to parts 2 and 5 of the recommendation, omitted from the Agenda.*

CS10/02 RECOMMEND

- 1. That pursuant to Section 7 of the Town Planning and Development Act 1928 (as amended), Council resolves to initiate an amendment to Town Planning Scheme No.2 by:**
 - a. Rezoning reserves 32584 and 29932 from the Parks and Recreation (Local) reservation to the Residential R12.5 zone; and**
 - b. Rezoning reserves 33118, 34698, 35639, 33151 and 34702 from Parks and Recreation (Local) reservation to the Residential R15 zone;**
- 2. That the City establish administrative arrangements, (possibly via a Trust Fund or Reserve Fund) to the satisfaction of Council and the Department of Land Administration to demonstrate that funds from the sale of Reserves 32584, 29932, 33118, 34698, 35639, 33151, 34702**

and 376704 are utilised for improvement of recreational facilities within the Public Open Space Strategy Coastal Plain North Precinct.

3. That Council resolve to sell Lot 168 Hickson Rd, Lot 200 Chamberlain Rd and Lot 201 Chamberlain Road and commence the disposal process.
4. That funds raised from the sale (less costs) of Lot 168 Hickson Rd, Lot 200 Chamberlain Rd and Lot 201 Chamberlain Road be directed to implementation of the POS Strategy.
5. That Council authorise the purchase of Reserves as listed in the following table from the Department of Land Administration utilising funds directed to the POS Strategy in 4. above, when funds become available.

Reserve	Location	Area (m ²)	TPS No 2	Adjacent R-Code	Nominal purchase price (incl GST & fees)
33118	38 Little John Rd, Armadale	809	Parks and Recreation (Local)	R15	Yes
34698	End of Ives Pl, Armadale	674	Parks and Recreation (Local)	R15	Yes
35639	25 Kyabram Rd, Armadale	921	Parks and Recreation (Local)	R15	Yes
32584	10 Slee Ave, Kelmscott	1,822	Parks and Recreation (Local)	R12.5	Yes
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34702	9 Scotia Pl, Armadale	1,022	Parks and Recreation (Local)	R15	n/a
37604	17 Banyard Ave, Kelmscott	1,052	Residential R12.5	n/a	Yes
29932	23 Ward Cres, Westfield	911	Parks and Recreation (Local)	R12.5	Yes

6. That persons who made submission be advised that Council is initiating a Scheme Amendment and purchasing the reserves in order to progress the Public Open Space Strategy.

Moved Cr Hopper
Motion Carried (7/0)

Mr Van Delft left the meeting at 7.40 pm

ITEMS REFERRED FROM INFORMATION BULLETIN

INFORMATION BULLETIN – ISSUE NO.3/2002.

The following items were included for information in the “City Strategy section”

- Progress Report on Contingency, Operational and Strategic Projects
- Report on Outstanding Matters (**See Strategic Plan Progress Report in these Minutes.*)

Committee noted the information and no items were raised for further report.

REVIEW OF WARD STRUCTURE – NEW WARD FOR THE ARMADALE CBD

At Council's meeting on 21st January 2002, Cr Fletcher referred the matter of the possibility of a new ward for the Armadale CBD to the City Strategy Committee.

Cr Fletcher addressed Committee as follows:

“As Armadale is on the threshold of a major development of its Central Business District, the importance of this event happening and its consequences on the convenience, lifestyle and satisfaction of people throughout region cannot be stressed enough. The people who have a stake in this happening, i.e. the shopkeeper and landowner. It is also most important to have a means of working with Council at grassroots level with their own ward representation, a common interest, with feedback to and from all parties concerned.

At present Armadale is a large ward, and as one of the two only members, I am concerned at the lack of time to give the business sector the attention it needs which has been worrying me. Other Wards such as Seville and West Armadale, being smaller, have the support of local committees. With the central business area having their ward members can perhaps pursue that line and work with the Chamber of Commerce, with information coming back to Council and Council making the decisions. A similar Committee of this nature would increase Council's ability to make strong appropriate decisions affecting our community in deliberations with the statutory Armadale Redevelopment Authority. People have been asking when are they going to know what they can do with their land. That is not an issue in the sense of it being denied, but to most they think we have changed direction again and are now concentrating on the old precinct. The residential precinct and the land up to the highway and leaving them out of it. The comprising of the old residential area on the highway, is now a shopping base for the central area. Other towns are finding that they need a residential precinct to support the development of the shopping centre. Here we are closing it down and we can't get anymore on the hill.

The urgent need at this stage is to look at the sinking or elevating of the railway. We are having a \$6m upgrade of the station coming to pass but there are other important factors, i.e. the heavy duty highway leading to Armadale Road and the Industrial Park and to the Tonkin Highway. We have an interchange problem there. We need an overpass or something of that nature. If the Armadale station could be utilised at this stage to have the railway line elevated and the land underneath can be a replacement for the parking area which will have to go when the station is redeveloped. All these factors are things which people are concerned about and I can't give it the attention I would like.

They will feel they are involved in the decision-making process and will be happy but at least they have a common object to develop the town.

The landowners, the body corporate, the shop keepers - as it is now are not united in the sense of having a common area which they can all agree on. It is just part of the Armadale Ward. The centre is to be developed and this is the thing which Armadale is going to be immensely proud of in the future and the more people involved in this process

the smoother the passage. With regard to the electors being on the roll, they have the right to claim eligibility under the Act. It will become a strong base if it agrees with the other criteria of the Act and what Council's thoughts are on this matter.

Cr Reynolds advised that under the Local Government Act Ward reviews could occur every (8) years, the next one being due in 2004-05.

CS11/02 RECOMMEND

Cr Fletcher's submission be noted and be referred to the next Ward boundary review.

Moved Cr Reynolds
Motion Carried (7/0)

Cr Fletcher left the meeting at 8.00 pm.

INFORMATION BULLETINS

WARD All
FILE REF: MTG/10
DATE 30 Jan 2002
REF SDS
RESPONSIBLE CEO
MANAGER

In Brief:

- Council requested that the CEO undertake a survey to review the effectiveness of the Information Bulletins.
- Standing Order Review Working Group (SORWG) at its meeting in Jan 2002 noted that a majority preferred to receive the Bulletin a week prior to the Agenda and recommended that the status quo remain with regard to the timing.
- SORWG also considered the proposition that project progress reports be included in the City Strategy Agenda instead of Bulletins.
- It is recommended that progress reports continue to form part of the Bulletin but that the agenda item on the City Strategy agenda be extended to include a report commenting on only those projects that are being deferred or held in abeyance.

Officer Interest Declaration

Nil

Strategic Implications

Corporate Services

- 2.1 Identify and implement mechanisms to improve communication and achieve common understanding of corporate issues and objectives.

Legislation Implications

Nil

Council Policy/Local Law Implications

Nil.

Budget/Financial Implications

Nil

Consultation

Standing Order Review Working Group

BACKGROUND

Issues regarding the timing and content of the Information Bulletin were the subject of recent discussion by the Standing Order Review Working Group at its meeting on 22 January 2002 and its recommendations are put forward for discussion.

1. TIMING OF ISSUE OF THE INFORMATION BULLETIN

Background

Item 4.8 of the CEO's 2000 Performance Objectives states:

Conduct a survey of Councillors and review the effectiveness of the Information Bulletin as a communication mechanism

Comment

Councillors were surveyed via a memo in October 2001, the results of which are as follows:-

Preference to receive the Bulletin on the week prior to issue of the "related" Committee Agenda	8
Preference to receive the Bulletin the same week as Agendas	4

As the majority indicated a preference for receiving the Bulletin a week prior to the Agenda, the Standing Order Review Working Group recommends that the status quo remain.

A copy of the memo circulated to Councillors, which provides details on Council's earlier decision regarding the issue and procedure for dealing with Information Bulletins is attached. **(Refer to Attachment "A-1" – as circulated with the Agenda.)**

2. PROGRESS REPORT ON STRATEGIC PROJECTS INCLUDED IN INFORMATION BULLETINS

Background

At the City Strategy Committee meeting on 11 September, Cr Munn made the following referral:

"To assist councillors in matching information being provided in the City Strategy agenda with the monthly progress reports on strategic projects, Cr Munn requested that these progress reports be incorporated as part of the City Strategy Agenda instead of being included on the Information Bulletin."

Council at its meeting on 17 September (CS74/01 refers) determined that:-

"The matter be referred to the Standing Order Review Working Group for consideration and a recommendation to this Committee."

Comment

The Standing Order Review Working Group agreed that the progress reports were very useful in keeping Councillors informed on projects under way, particularly after some time to become acquainted with the format.

The Working Group also discussed as to whether there was a need for a further separate report “by exception” where projects were being inordinately delayed or not meeting agreed timeframes.

In this regard, it was recommended that an additional item be included on the City Strategy Agenda wherein excerpts from the Progress Report relating to delayed or critical projects can be highlighted. This would assist in bringing to the fore those projects that are not being progressed as per agreed timeframes.

CS12/02 RECOMMEND

- 1. That the progress reports on projects continue to be submitted via the Information Bulletin on a monthly basis, just prior to issue of the City Strategy agenda.**

- 2. That the item on the City Strategy Committee Agenda relating to matters raised from the Information Bulletin be extended to include excerpts from the Progress Report highlighting projects that are being deferred or falling behind schedule.**

Moved Cr Clowes-Hollins
Motion Carried (7/0)

***COUNCIL MEETING PROCEDURES
ANNOUNCEMENTS BY THE PERSON PRESIDING & MATTERS FOR REFERRAL TO
STANDING COMMITTEES***

WARD All
FILE REF: MTG/10
DATE 24 Jan 2002
REF SDS
RESPONSIBLE CEO
MANAGER

In Brief:

- The proposal to give councillors to make announcements during the item “Announcements by Person Presiding” was considered by the SORWG.
- Due to a number of issues raised, it was considered that this item of business was better managed from the Chair.
- It is recommended that the Elected Member Training Program include training sessions to assist councillors in more actively participating at meetings.
- The SORWG also suggested that a procedure be put in place for dealing with “Referral Matters” to Standing Committees.
- It is recommended that a brief written report on the matter being referred be provided by the respective elected member for inclusion on the agenda.

Officer Interest Declaration

Nil

Strategic Implications

Corporate Services

1. Promote an environment across the organization which facilitates shared vision and ownership of corporate objectives.

To achieve this we will:

- 2.1 Identify and implement mechanisms to improve communication and achieve common understanding of corporate issues and objectives.

Legislation Implications

Section 3.12 of the Local Government Act 1995

Council Policy/Local Law Implications

City of Armadale Standing Orders Local Law 2000

Budget/Financial Implications

Nil

Consultation

Standing Order Review Working Group

COMMENT

1. Announcements by Person Presiding

At Council's meeting on 21 May 2001, Cr Munn referred the matter of "Announcements by Person Presiding" to the Standing Order Review Working Group for consideration and recommendation to the City Strategy Committee.

At the Standing Order Review Working Group meeting on 22 January 2002, Cr Munn suggested that to give councillors an opportunity to speak on the floor of Council, that elected members be invited to announce or report on matters relating to Council business during the item on "Announcements by Person Presiding".

The following issues were raised during discussion:-

1. It was noted that the current practice of elected members informing the Mayor of matters to be announced and the flexibility adopted where (on occasion) individual members are invited to elaborate on some announcements, worked well. Standing Orders allow the Person Presiding to "announce or raise any matter of interest".
2. Councillors also have an opportunity at Committee meetings to report on any matters relating to Council business.
3. Under current Standing Orders, elected members do have ample opportunity to participate on the floor of Council, i.e.
 - a. Discussion or debate on committee reports
 - b. Motions of which due notice is given
 - c. Urgent Business approved by the Presiding Officer or by decision
4. It was agreed that some elected members still had difficulty understanding as to how standing orders operate. Though there have been demonstrated examples at recent Council meetings for putting questions and motions on notice and raising urgent business, these avenues are rarely made use of at Council meetings.
5. To increase elected members' awareness of the Standing Orders and to offer practical techniques as to how these can be applied at meetings it was agreed that this should be an urgent focus for the Elected Member Training Program.

Having consideration for all of the issues raised above, the Working Group expressed a reluctance to introduce a mechanism for allowing announcements from the floor as this item of business is better managed from the Chair.

**CITY OF ARMADALE
MATTERS FOR REFERRAL TO STANDING COMMITTEES**

Cr _____

Matter referred:

- | | |
|--|---|
| <input type="checkbox"/> Development Services Committee
Committee | <input type="checkbox"/> Technical Services |
| <input type="checkbox"/> City Strategy Committee
Committee | <input type="checkbox"/> Community Services |

Please provide a brief report for inclusion on the Agenda.

Your response by will be appreciated:-

2. Matters for Referral to Standing Committees

The Standing Order Review Working Group during its discussion on meeting procedures, considered that the current practice of including "Referral Matters" as a one-line item on Committee agendas was not always effective. Most often members are not aware of the issues involved until a verbal report is made at Committee meetings.

It was recommended that Councillors should have the option of providing a brief written outline on the matter being referred in lieu of attending the Committee meeting. It was noted that such referrals would need an officer's report before recommendation to Council.

In this regard a standard form has been designed (included overleaf) and it is recommended that this procedure be endorsed.

Cr Hopper enquired whether notice in writing would be required when submitting the "Matters for Referral to Standing Committees" form. It was confirmed by the Chief Executive Officer the notice would not be required prior to the Council Meeting (i.e. current practice remains) but the form was simply proposed to assist where Councillors may not be able to attend the Committee meeting.

CS13/02 RECOMMEND

- 1. That the function and application of Standing Orders at Committee and Council meetings be incorporated into the Elected Member Training Program to assist councillors in more actively participating at meetings.**
- 2. That the procedure involving a brief written outline (format included overleaf) from the respective elected member on the matter being referred to a Standing Committee for inclusion on the relevant agenda be approved.**

Moved Cr Hopper
Motion Carried (7/0)

MONITORING OF CONTRACTS

WARD ALL
FILE REF: TEN/1
DATE 30 January 2002
REF NP
RESPONSIBLE Executive Manager
MANAGER Business Services

In Brief:

- Previous Council resolution CS2/02 of 21 January 2002 requested that Council be advised of the arrangements for the monitoring of the expiration of contracts.
- This report serves as an information item only outlining the current system in place.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

- Make maximum use of available technology to improve administration, governance and service delivery.

Legislation Implications

Nil

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

Nil

Consultation

Nil

BACKGROUND

At its meeting of 21 January 2002 Council resolved (CS2/02) in part:

“3. That Council be advised of the arrangements that have been put in place to monitor the expiry of contracts.”

COMMENT

The Administration Department currently maintains a central contracts register in which details of Council contracts are recorded (other than those awarded as part of the tender process),

including the commencement and expiry dates of each contract. The department is also responsible for the safe keeping of each contract.

Modifications to this system have been introduced to assist in the monitoring of the contracts by using an automated reporting mechanism to bring to the attention of appropriate staff those contracts (all contracts tendered or otherwise) nearing their expiry date in sufficient time to take appropriate action.

CS14/02 RECOMMEND

Information be received.

Moved Cr Zelones
Motion Carried (7/0)

REPRESENTATION AT THE 2002 LOCAL GOVERNMENT MANAGERS AUSTRALIAN NATIONAL CONGRESS AND INTERNATIONAL BEST PRACTICES SYMPOSIUM

WARD ALL
FILE REF: GOV/42
DATE 7 February 2002
REF RST
RESPONSIBLE Chief Executive
MANAGER Officer

In Brief:

- The LGMA (formerly IMM) National Congress is to be held in Sydney from 12th – 15th May 2002.
- The Congress is the premier management conference for Local Government in Australia, with a broad range of papers, trade display and networking opportunities.
- The ICMA International Best Practices Symposium is to be held in Sydney from 10th – 11th May 2002.
- Recommend that the Mayor and Chief Executive Officer attend the LGMA Congress & the CEO also attend the ICMA International Best Practices Symposium in Sydney.

CHIEF EXECUTIVE OFFICER REPORTS

LOCAL GOVERNMENT MANAGERS' AUSTRALIA - NATIONAL CONGRESS

Local Government Managers Australia (formerly the Institute of Municipal Management – IMM) advises that its 2002 National Congress is scheduled to be held in Sydney from Sunday, 12th May to Wednesday, 15th May 2002, as follows:-

Australian local government will never underestimate the importance of its role and impact on the local and global agenda after this conference. As the first tier of government for its residents, it is time to take stock of the collective contribution Councils make to the health, vitality, prosperity and welfare of the communities they serve.

This year's conference has been designed to showcase the very best of local government and to draw on practical experiences from within and outside of the sector in important areas such as business development, sustainability, e-government, commerce and business ethics.

The Conference programme is shown at **Attachment "A-2" as circulated with the Agenda** and all subjects cover streams which are considered highly relevant to the City's management direction.

The International City/Country Management Association is holding an International Best Practice Symposium on the two days preceding the LGMA National Congress.

Council requires that the Chief Executive Officer remain abreast of current best practice and management practices. The International Symposium and LGMA National Congress are the primary Local Government symposiums on the 2002 calendar.

The cost of attendance including early registration, accommodation and flights will be approximately \$3,200 for both events.

The LGMA Conference is also highly relevant to elected members and is attended by Mayors and Councillors from around Australia.

The Mayor will be in the eastern states on business prior to the 12th May and has indicated an interest in attending the LGMA National Congress. The estimated cost of this attendance is \$2,200.

CONCLUSION

The LGMA Congress is the premier Local Government Management conference in Australia and provides an excellent forum for gathering of knowledge and networking with other Local Government leaders.

This year it also offers opportunity for joint attendance at the ICMA International Best Practice Symposium.

CS15/02 RECOMMEND

- 1. That the Chief Executive Officer be nominated to attend as Council's representative to the ICMA International Best Practices Symposium in Sydney on 10th and 11th May 2001, with costs to be charged to Account No. 1355220.**
- 2. That the Mayor and Chief Executive Officer attend as Council's delegates to the 2002 Local Government Managers' Australia Congress in Sydney on 12th to 15th May 2002 (inclusive) with costs to be charged to Accounts No. 1508520 and 1355220, respectively.**

Moved Cr Clowes-Hollins
Motion Carried (7/0)

STRATEGIC PLAN REVIEW

WARD : All
FILE REF : MAN/3
DATE : 6 February 2002
REF : RST
RESPONSIBLE : Chief Executive
MANAGER : Officer

In Brief:-

- The Strategic Plan Review has continued according to schedule adopted 20 August 2001.
- Various members of the community, staff and councillor forums have been held.
- Resultant Draft “Working Document” distributed.
- Opportunity for consideration of document – comments forwarded by 31 December.
- Actions and cost estimates to be prepared for consideration late January/February.
- Advertise to public with PAP in Feb/Mar 2002

Tabled Items

Nil.

Officer Interest Declaration

Nil.

Strategic Implications

Council’s Strategic Plan provides the framework for the City’s direction and new initiatives.

Legislative Implications

Nil.

Council Policy / Local Law Implications

Changes to Strategic direction may involve amendments to policy and local laws.

Budget / Financial Implications

The 2001-2002 Annual Budget includes an amount of \$12,000 for this project

Consultation

Liz Pattison (consultant)
Councillors
Community
Staff

BACKGROUND

Council at its meeting on 20th August 2001 adopted a schedule for the Strategic Plan review process.

The project continues and while slightly behind schedule, should be completed in Draft form for advertising in late Feb/Mar 2002 in conjunction with the Principal Activity Plan (PAP).

COMMENT

The following Schedule outlines progress on the programme adopted in August 2001.

Timeframe	Task	Progress
Week of 20 th August	Meet with MANEX to review the proposed approach and discuss the format for the Strategic Plan document	Completed
Week of 3 rd September	Present the proposed approach City of Armadale sends out invitations to community workshops	Completed
During September	Review background documents (eg Current Plan, Economic Development Strategy) Prepare the proposed format for the Strategic Plan document, review and commence update	Completed
During September	Prepare and facilitate staff workshops (25 Sep, 27 Sep & 2 Oct) and Councillor briefing (25 Sep)	Completed
Week of 1 st October	Prepare and facilitate two community workshops (3 rd & 6 th Oct)	Completed
Week of 8 th October	Prepare a report covering the staff and community workshops	Completed
Saturday 27 th October	Workshop with Councillors and Executives to review community input and draft the Strategic Plan	Completed
29 th and 30 th October	Prepare Draft Strategic Plan (work-to-date)	Completed

Timeframe	Task	Progress
19 th to 30 th November	Workshops with staff to identify Action Plans Meetings with staff to add information regarding recurrent programmes	Completed
End November	Complete the Draft Strategic Plan	All initiatives completed
December – February	Present the Draft Plan to Council Update the final document based on feedback from staff and Councillors	Action Plan being compared to Five Year Plan. Complete in February
	Adopt Strategic Plan for advertising in conjunction with the Principal Activities Plan	Late Feb 2002

As reported previously, it can be seen that a comprehensive series of staff, community and Councillors' workshops were successfully completed over September and October.

The Working Document provided by consultant Liz Pattison has been addressed by staff to complete the Recurrent Expenditure section, finalise actions and develop costs.

Key points forwarded from the Councillors Workshop were:-

- Change the Steps to the Future to more simple “doing” statements, i.e. “Building our Community”, “Developing our City”
- Add a section on “Evaluating Progress”
- Make indicators of success more flexible, “consider” rather than “measure”
- Include achievements of Plan to date
- Various comments/points on New Initiatives/Actions

Conclusion:

Comparison of the Strategic Plan to the current Five Year Plan and Principal Activity Plan has raised financial implications which will need consideration prior to advertising. It is still hoped to bring this to Council during this month.

The Chief Executive Officer advised that the current Budget Review had also raised issues affecting the 5 Year Plan and (hence) Strategic Plan.

CS16/02 RECOMMEND

That the Budget Review, 5 Year Plan and Strategic Plan be the subject of a special meeting or workshop/discussion tentatively to be held on Tuesday, 19 February 2002.

Moved Cr Hopper
Motion Carried (7/0)

AFTER-HOURS TELEPHONE SERVICE

WARD ALL
FILE REF: A43725
DATE 12 February 2002
REF RST
RESPONSIBLE Chief Executive Officer
MANAGER

In Brief:

- The matter of Council's After- Hours Telephone Service was raised by Cr Zelones under "Matters for Referral to Standing Committees Without Discussion" at the Council Meeting of 4 February 2002.
- Council resolved to refer the matter to the City Strategy Committee for further investigation and report to Council.

At the Ordinary Meeting of Council held on 4 February 2002, Cr Zelones referred the matter of Council's after-hours telephone service to the City Strategy Committee.

The matter was inadvertently left off the Agenda but is listed here to allow introduction.

Cr Zelones had administratively raised the matter of an after-hours enquiry being taken by an operator located inter-state.

It has been confirmed that Council's contracted operator had closed its WA centre without reference or advice to Council. The closure was sudden and some 55 local (WA) staff lost their jobs.

The matter will be subject of further report as the service provided had been working well.

CS17/02 RECOMMEND

- 1. A further report in regard to Council's After-Hours Telephone Service be provided to the City Strategy Committee.**
- 2. That Councillors continue to use the current after-hours/emergency phone number pending any further report from the Chief Executive Officer.**

Amendment Full
Council 18-2-02

Moved Cr Hopper
Motion Carried (7/0)

Cr Zelones – City of Armadale Website

Cr Zelones enquired as to where Council was at in regard to its Website and requested that the matter be the subject of a further report and that consideration of funding to address the functionality and future design of the website be placed on Council's budget.

~~Cr Clowes-Hollins – Yahoo Website~~

~~Cr Clowes-Hollins advised that on a recent visit to the Yahoo website, all Councils were listed on the website with the exception of the City of Armadale.~~

CS18/02 RECOMMEND

Corrected at
Council
meeting on
18-2-02

That Councillors' items regarding

- a) City of Armadale Website;**
- ~~b) Yahoo Website;~~**

be referred to the appropriate Directorate for action and/or report back to Committee.

Moved Cr Hodges
Motion Carried (7/0)

MEETING CLOSED AT 8.37 PM

