

CITY OF ARMADALE

MINUTES

OF CITY STRATEGY COMMITTEE HELD IN THE COMMITTEE ROOM,
ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON TUESDAY, 12
OCTOBER 2004, AT 7.00 PM.

PRESENT: Cr G M Hodges (Chair)
Cr V L Clowes-Hollins
Cr A L Cominelli JP
Cr D L Hopper JP
Cr J H Munn JP CMC
Cr I Reynolds JP
Cr H A Zelones JP

APOLOGIES: Nil

OBSERVERS: Nil

IN ATTENDANCE: Mr R S Tame - Chief Executive Officer
Mr A F Maxwell - Executive Director Corporate Services
Mr I MacRae - Executive Director Development Services
Mr C Askew - Executive Director Community Services
Mrs S D'Souza - CEO's Executive Assistant

Public - Nil

DISCLAIMER

The Disclaimer for protecting Councillors and staff from liability of information and advice given at Committee meetings was not read by the Chairman, given no members of the public were present at the meeting.

DECLARATION OF MEMBERS' INTERESTS

Nil

QUESTION TIME

Nil

DEPUTATION

Nil

CONFIRMATION OF MINUTES

RESOLVED

**Minutes of the City Strategy Committee Meeting held on 17 August 2004,
be confirmed.**

MOVED Cr Hopper – MOTION CARRIED

ITEMS REFERRED FROM INFORMATION BULLETIN

INFORMATION BULLETIN – ISSUE NO.19/2004

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

- Progress Report on the Replacement of IT Core Systems Project
- Progress Report on Contingency, Operational and Strategic Projects
- Report on Outstanding Matters

Committee noted the information. No items were raised for further report.

I N D E X

CITY STRATEGY COMMITTEE

12 OCTOBER 2004

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PUBLIC OPEN SPACE STRATEGY – COMMENCEMENT OF STAGE 6

WARD : ARMADALE &
KELMSCOTT
FILE REF : POS/1
DATE : 24 September 2004
REF : CG
RESPONSIBLE : EDDS
MANAGER

In Brief:-

- Consultant's Public Open Space Assessment Report has been revised by the Working Group for Stage 6 of the POS strategy implementation plan.
- Recommend that Council commence public consultation on the disposal of 7 reserves, acceptance of vesting of 15 reserves, and transfer of vesting of 2 reserves.

Tabled Items

- Consultants Report Assessment of existing Public Open Space within urban areas of the City of Armadale (A copy of this report was supplied to Councillors in February 2001).

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

Land Administration Act 1997
Town Planning and Development Act 1928
Town Planning Scheme No. 2

Council Policy / Local Law Implications

Nil.

Budget / Financial Implications

Advertising and associated costs will be met from the Town Planning Scheme Amendment Advertising budget.

Stage 6 of the Public Open Space Strategy proposes to dispose of 1.688 hectares, transfer 0.8022 hectares and accept vesting of 18.7216 hectares of public open space. This equates to a net increase of 17.0332 hectares of public open space managed by the City within the Canning River & Foothills (3) Precinct.

The costs of managing minor passive reserves are about \$1,600 per hectare per annum. Such an increase in the area of public open space vested in the City of Armadale equates to an increase in management costs by approximately \$27, 253 per annum.

Consultation.

- Public Open Space Strategy Working Group (Executive Director Development Services, Manager Parks, Manager Recreation Services, Senior Environmental Planner, Environmental Officer).

BACKGROUND

At its meeting September 2001 Council resolved (CS67/01):

That Council stage the implementation of recommendations of the Public Open Space Assessment as identified in Table T-1, with a report to Council listing reserves to be vested, transferred or disposed of prior to the commencement of each stage.

Table T-1

Stage	Precinct (name and code letter)
1	Coastal Plain North (1) & (2) (A & B)
2	Coastal Plain South (1) & (2) (C & D)
3	Hills North (1) (I)
4	Coastal Plain (3) & Canning River & Foothills (2) (E & G)
5	Canning River & Foothills (1) & Hills North (2) (F & J)
6	Canning River & Foothills (3) (H)
7	Rural (K to O)

Council has previously considered stages 1 through 5 of the Public Open Space Strategy. The Public Open Space Working Group have now considered consultant recommendations for the Canning River and Foothills (3) Precinct of the POS Strategy report.

DETAILS OF PROPOSAL

It is proposed to commence public consultation for Stage 6 of the Public Open Space Strategy for the Canning River and Foothills (3) Precinct.

Outcomes of the Public Open Space Working Group's consideration of the consultants report are detailed in subsequent tables. Reserves recommended for disposal are listed in Table 1. Table 2 lists reserves for which vesting is recommended to be accepted by the City of Armadale. Table 3 lists areas recommended to have their vesting transferred to other management agencies.

Table 1: Public Open Space recommended for disposal as a part of Stage 6 of the POS Strategy.

POS Map Reference	Reserve	Size	Location	Zoning TPS 4	Vesting	Assessment against POS Criteria	Other notes	Recommendation
1	31693*	1,628 m ²	28 Lefroy Road Mt Nasura	Local P&R	Unvested	<ul style="list-style-type: none"> - Uneconomic size to retain - Good surveillance and access - Creates buffer to Brookton Hwy - Secondary landscape quality 	Large remnant trees that buffer Brookton Hwy are within the road reserve, and would not be affected by the disposal and development of this reserve.	Cancel, Rezone & Dispose
2	29937*	923m ²	15 Wandoo Street Mt Nasura	Local P&R	Unvested	<ul style="list-style-type: none"> - Uneconomic size to maintain - Poor surveillance and access - Appears to be a vacant residential lot - Secondary landscape quality - Within 200m of neighbourhood POS 		Cancel, Rezone & Dispose
6	28364	1,636m ²	15 Millen Street Mt Nasura	Local P&R	Vested in CoA	<ul style="list-style-type: none"> - Uneconomic size to maintain - Moderate surveillance and access - 2 road frontage - Within 50 m of other local POS 	No opportunities to rehabilitate a natural stream that runs through land parcel because it is deeply piped.	Cancel, Rezone & Dispose
10	30253*	3,400m ²	End of Hicks Rd Kelmscott	Local P&R	Unvested	<ul style="list-style-type: none"> - Secondary scenic quality - Poor surveillance and access - 2 separate land parcels - Drainage reserve (containing watercourse) runs through one parcel 	Land parcel at the end of Hicks Rd has watercourse running through. Unlikely to be suitable for development and forms a corridor of POS. Land parcel opposite Kevin Rd is like a house block (area of 2,700 m ²). Overgrown with grasses. Appears unused.	Cancel, Rezone & Dispose portion of reserve opposite Kelvin Road.
13	26826	2,089m ²	15 Gemsarna Cres Kelmscott	Local P&R	Vested in CoA	<ul style="list-style-type: none"> - Primary landscape quality - Uneconomic size to maintain - Surrounded by single residential - Poor access and surveillance 		Cancel, Rezone & Dispose.

POS Map Reference	Reserve	Size	Location	Zoning TPS 4	Vesting	Assessment against POS Criteria	Other notes	Recommendation
17	32225	5,438m ²	27 Broomfield Drive Kelmscott	Local P&R	Vested in CoA	<ul style="list-style-type: none"> - Secondary landscape quality - Dense overstorey and understorey - Poor surveillance - Moderate access 	Very rocky area. Unable to access between Cope St to Bromfield Drive across reserve as western slope is very steep and rocky.	Cancel, Rezone & Dispose.
40	28218*	1,770m ²	3244 Albany Hwy Mt Nasura	Local P&R	Unvested	<ul style="list-style-type: none"> - Secondary landscape quality - Poor access and surveillance - Uneconomic size to maintain - Long narrow lot - No other practical use 		Cancel, Rezone & Dispose.

* Indicates a Section 20A reserve

Table 2: Public Open Space recommended to have vesting accepted by the City of Armadale as a part of Stage 6 of the POS Strategy.

POS Map Reference	Reserve	Size	Location	Zoning TPS 4	Vesting	Assessment against POS Criteria	Other notes	Recommendation
8	Title pending.	2,037m ²	127 Brookton Hwy Kelmscott	Local P&R	Crown Land	<ul style="list-style-type: none"> - Secondary landscape quality - Within 150m of other local POS (site 9) in more suitable location - Freehold 		Accept vesting
9	29054	3,602m ²	11 to 13 Ranford St Kelmscott	Local P&R	Unvested	<ul style="list-style-type: none"> - Secondary landscape quality - Moderate access and surveillance - Uneconomic size to maintain - Satisfies local social/ recreational needs 		Accept vesting

POS Map Reference	Reserve	Size	Location	Zoning TPS 4	Vesting	Assessment against POS Criteria	Other notes	Recommendation
10	30253*	10,600m ²	Hicks Rd Kelmscott	Lot 254 = Residential Lot 259 & 216 = Local P&R	Unvested	<ul style="list-style-type: none"> - Secondary scenic quality - Poor surveillance and access - 2 separate land parcels - Has watercourse through one parcel 	Land parcel at the end of Hicks Rd has watercourse running through. Unlikely to be suitable for development and forms a corridor of POS. Land parcel opposite Kevin Rd is like a house block. Overgrown with grasses. Appears unused.	Accept vesting of portion of reserve at end of Hicks Rd. Rezone Lot 254 to Local P&R.
14	232	31,080m ²	Mount St Kelmscott. Reserve runs parallel to Canning River east of Mount Street continuing over Agostino Rd.	Local P&R	Unvested	<ul style="list-style-type: none"> - Runs alongside Canning River - Primary landscape quality - Part of potential fauna link 		Accept vesting
16	32226*	7,155m ²	29 Scott Rd Kelmscott	Local P&R	Unvested	<ul style="list-style-type: none"> - Moderate surveillance - Good access - Secondary landscape quality - Some good overstorey and understorey cover 		Accept vesting
18	32224*	4,757m ²	2 Morrison Drive Kelmscott	Local P&R	Unvested	<ul style="list-style-type: none"> - Excellent access and surveillance - Secondary landscape quality - Dense overstorey and understorey 		Accept vesting

POS Map Reference	Reserve	Size	Location	Zoning TPS4	Vesting	Assessment against POS Criteria	Other notes	Recommendation
21	44372	16986 m ²	Lots 4082 & 4164 bound by Patterson Road, Hilltop Place and Bromfield Drive Kelmscott.	Local P&R	Lot was vested in CoA between 1996 and 1999 until lot 4164 was amalgamated into Reserve.	<ul style="list-style-type: none"> - Secondary landscape quality - Good surveillance and access - Open area/ some trees - Satisfies social/ recreational needs 		Accept Vesting
24	28248*	4,080m ²	Off Carawatha Ave Mt Nasura. <i>Situated behind Reserve 45987</i>	Local P&R	Unvested	<ul style="list-style-type: none"> - Overstorey and understorey intact - Adjoins Reserve 45987 (site 25) that has similar characteristics - Has no road frontage - Secondary landscape quality - Contains watercourse 		Accept Vesting & amalgamate with Reserve 45987
25	45987	16498m ²	89 to 91 Carawatha Ave Mt Nasura.	Local P&R	Unvested	<ul style="list-style-type: none"> - Overstorey and understorey appear intact - Secondary landscape quality - Contains watercourse 		Accept vesting
26	37733*	6147m ²	Rushton Tce Mt Nasura. <i>Reserve links Rushton Tce and Salter Rd</i>	Local P&R	Unvested	<ul style="list-style-type: none"> - Dense vegetation, understorey relatively intact - Adjoins Reserve 45987 (site 25) which has similar characteristics - Secondary landscape quality - Potential trail link 		Accept Vesting. Amalgamate with reserve 45987

POS Map Reference	Reserve	Size	Location	Zoning TPS 4	Vesting	Assessment against POS Criteria	Other notes	Recommendation
28	38117*	23338m ²	Salter Rd Mt Nasura. Between 41 Paterson Rd and 125 Salter Rd.	Local P&R	Unvested	<ul style="list-style-type: none"> - Overstorey and understorey appear intact - Linear POS - Poor surveillance - Moderate access - Secondary landscape quality 		Accept vesting
29	33795*	8141m ²	Off Blackwood Drive Mt Nasura. Access between 57 & 59 Paterson Rd.	Local P&R	Unvested	<ul style="list-style-type: none"> - Overstorey and understorey appear intact - Secondary landscape quality - Poor access (has no road frontage) - Poor surveillance - Adjoins Reserve 38117 (site 28) and has similar characteristics 		Accept Vesting & Amalgamate with Reserve 38117.
30	38116*	281m ²	Westview Place Mt Nasura. Situated between Reserves 38117 & 40455.	Local P&R	Unvested	<ul style="list-style-type: none"> - Narrow drain divides Reserve 38117 (site 28) - Amalgamation opportunity 		Accept Vesting. Amalgamate with Reserve 38117.
32	39794	10165m ²	9 to 14 Rushton Tee Mt Nasura	Local P&R	Unvested	<ul style="list-style-type: none"> - Secondary landscape quality - Poor access and surveillance - Linear POS - Potential trail link 		Accept Vesting

POS Map Reference	Reserve	Size	Location	Zoning TPS 4	Vesting	Assessment against POS Criteria	Other notes	Recommendation
33	35371*	42398m ²	51 Carawatha Av Mt Nasura.	Local P&R	Unvested	<ul style="list-style-type: none"> - District POS size but not suitable for district function - Portion contains intact overstorey and understorey - Potential trail link - Poor access and surveillance 		Accept Vesting.

- Indicates a Section 20A reserve.

Table 3: Public Open Space areas proposed to be transferred to other management agencies as a Part of the POS Strategy Stage 6.

POS Map Reference	Reserve	Size	Location	Zoning TPS 4	Vesting	Assessment against POS Criteria	Other notes	Recommendation
20	36215*	7200m ²	19 Balgor Crt Kelmscott	Regional P&R	Unvested	<ul style="list-style-type: none"> - Poor access and surveillance - Joins Regional Open Space Reserve - >75% overstorey cover and cleared understorey - Secondary landscape quality 		Transfer vesting to the Department of CALM
31	40455	822m ²	4 Westview Place Mt Nasura	Residential	Unvested	<ul style="list-style-type: none"> - Narrow reserve set aside for water supply - Adjoins Reserve 38117 (site 28) - Uneconomical size to maintain on its own - Investigate transfer to water corporation - Alternative to amalgamate with Reserve 38117 		Transfer vesting to the Water Corporation

The Department for Planning and Infrastructure (Land Asset Management) guidelines for the administration of Section 20A reserves require that for reserve to be cancelled or substantially reduced, a Council must signpost the affected reserves to indicate the intended change. Council must also advertise in the local newspaper and, in appropriate cases, canvas nearby landholders by mail in order to demonstrate to the Minister the level of ratepayers support.

The Department for Planning and Infrastructure guidelines require that the funds generated from the disposal of a reserve must be utilised to purchase replacement land of equal area and suitability, or be allocated to a specific project subject to a favourable community attitude and with the approval of the Department for Planning and Infrastructure. Therefore, community consultation should also seek to determine how to best utilise the funds that would be generated from the sale of reserves.

It is now proposed to advertise the proposed recommendations of Stage 6 of the Public Open Space Strategy, as listed in Tables 1 through 3 above, for a 6-week public submission period (consistent with the Department for Planning and Infrastructure guidelines).

Reserves in the Canning River and Foothills (3) Precinct whereby no change in the vesting status is recommended do not appear in this report. However, two reserves are proposed to be amalgamated with nearby Reserves for simplification purposes. Council resolution for the amalgamation of these reserves is sought, as they do not need to be advertised for public comment. These two Reserves are detailed in Table 4.

Table 4: Reserves for which no change in status is recommended, but amalgamation opportunities exist.

Reserve Details	Recommendation
Reserve 28899, Millen Street Mt Nasura	Amalgamate with adjoining Reserve 28746
Reserve 30048 Lori Rd Kelmscott	Amalgamate with adjoining Reserve 30253

COMMENT

In most instances, recommendations of the Public Open Space Working Group are consistent with those recommendations of the consultants report. Table 4 provides rationale for recommendation changes by the Public Open Space Working Group, from the original consultants recommendation.

Table 5: Rationale for recommendations of the Public Open Space Working Group

Reserve	Recommendation and rational of consultants report	Recommendation and rational of Working Group
31693, Lefroy Rd Mt Nasura	Retain: - Good surveillance and access - Creates buffer to Brookton Hwy - Secondary landscape quality	Dispose: - Uneconomic size to retain - Buffer to Brookton Hwy and landscape values retained as vegetation is within road reserve and outside of Reserve 31693.
Lot 106 Brookton Hwy Kelmscott	Dispose: - Secondary landscape quality - Within 150 m of other POS	Retain: - Has watercourse running through it - Provides neighbourhood permeability

Reserve	Recommendation and rationale of consultants report	Recommendation and rationale of Working Group
Reserve 30253 Hicks Rd Kelmscott	Retain: <ul style="list-style-type: none"> - Secondary scenic quality - Moderate access and surveillance - Satisfies local social/recreational need 	Dispose portion opposite Kelvin Rd: <ul style="list-style-type: none"> - Reserve in 2 disjunct parts - Section proposed for disposal small like a house block (2,700 m²) - Appears unused - Other POS close by (other portion of Reserve 30253) - Uneconomical size to maintain
Reserve 32225 Bromfield Drive Kelmscott	Retain: <ul style="list-style-type: none"> - Secondary landscape quality - Dense overstorey and understorey - Poor surveillance - Moderate access 	Dispose: <ul style="list-style-type: none"> - Access of Reserve between Cope St and Bromfield not possible as result of steep slope. - Vegetation degraded - Large amount of rocky material limits access
Reserve 28218 Albany Hwy Mt Nasura	Retain: <ul style="list-style-type: none"> - Secondary landscape quality - Long narrow lot - No other practical use 	Dispose: <ul style="list-style-type: none"> - Poor access and surveillance - Uneconomic size to maintain

Analysis

Based on Tables 1, 2 & 3, the following quantities (area) of public open space would be disposed, accepted or transferred.

Proposal for POS	Area (ha)
Disposal	1.6884 ha
Transfer to other agencies	0.8022 ha (<i>note this area is not currently vested in CoA</i>)
Acceptance of vesting	18.7216 ha

This illustrates a net gain in the management area of 17.0332 hectares.

Financial implications of changing of management responsibilities for POS in this precinct are discussed in the section '*Financial implications*' above.

Options

Council can reconsider recommendations in regard to disposing, accepting and transferring public open space within the Canning River and Foothills (3) Precinct.

CONCLUSION

The Public Open Space Working Group have now considered consultant recommendations for the Canning River and Foothills (3) Precinct of the POS Strategy report. It is now proposed to commence public consultation for Stage 6, advertising reserves whereby cancellation and disposal, acceptance of vesting by the City, or transfer to another agency is recommended for that reserve.

Committee sought clarification on the recommendations of the POS Working Group with regard to the following two reserves to which the Executive Director Development Services provided clarification:-

Reserve 28364 – Millen Street Mount Nasura (Table 1- Map reference 6)

The drainage in this reserve is piped and is sufficient to cope with a 25 year storm, hence disposal is recommended.

Reserve on 127 Brookton Highway, Kelmscott (Table 2 – Map reference 8)

Vesting of this reserve has been recommended as it is required for drainage and access between Travers Gardens and Brookton Highway.

CS47/10/04 RECOMMEND

- A) That Council commence public consultation for the Canning River and Foothills (3) Precinct consistent with the Department for Planning and Infrastructure 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) Requests for suggestions on how to utilise funds generated from the disposal of reserves for the upgrade of public open space in the Canning River and Foothills (3) Precinct.**
- B) That subject to no adverse comment being received in the public consultation process (as per recommendation part A), Council cancel, rezone to residential and dispose of the following reserves in the Canning River and Foothills Precinct (3):**

Reserve	Location
31693	28 Lefroy Rd Mt Nasura
29937	15 Wandoo St Mt Nasura
28364	15 Millen St Mt Nasura
Portion of Reserve 30253	Hicks Rd. Portion of reserve opposite Kelvin Rd Kelmscott (Lot 213, 245 & 257)
26826	15 Gemsarna Cres Kelmscott
32225	27 Broomfield Drive Kelmscott
28218	3244 Albany Hwy Mt Nasura

- C) That subject to no adverse comment being received through the public consultation process (as per recommendation part A), Council accept vesting of the following reserves in the Canning River and Foothills Precinct (3):

Reserve	Location
29054	11 to 13 Ranford St Kelmscott
232	Mount St Kelmscott
32226	29 Scott Rd Kelmscott
32224	2 Morrison Dr Kelmscott
45987	Off Carawatha Ave Mt Nasura
38117	Salter Rd Mt Nasura (between 41 Paterson Rd and 125 Salter Rd)
35794	9 to 14 Rushton Tce Mt Nasura
35371	51 Carawatha Ave Mt Nasura
44372	Paterson Rd Kelmscott (between Paterson Drive and Broomfield Dr Kelmscott)

- D) That subject to no adverse comment being received through the public consultation process (as per recommendation part A), Council accept vesting of the portion of Reserve 30253 at the end of Hicks Rd Kelmscott, and rezone lot 254 to local Parks & Recreation.
- E) That subject to no adverse comment being received through the public consultation process (as per recommendation part A), and title being issued by the Department of Land Information, Council accept vesting of 127 Brookton Hwy Kelmscott.
- F) That subject to no adverse comment being received through the public consultation process (as per recommendation part A), Council accept vesting of the following reserves, and amalgamate with adjacent reserve areas as indicated in the table below.

Reserve	Location	Amalgamate with
28248	Off Carawatha Ave Mt Nasura	Reserve 45987, Carawatha Ave Mt Nasura
37733	Rushton Tce Mt Nasura	Reserve 45987, Carawatha Ave Mt Nasura
33795	off Blackwood Dr Mt Nasura	Reserve 38117, Salter Rd Mt Nasura.
38116	Westview Place Mt Nasura	Reserve 38117, Salter Rd Mt Nasura

- G) That subject to no adverse comment being received through the public consultation process (as per recommendation part A), Council recommend to the Department for Planning and Infrastructure that Reserve 36215 (Balgor Court Kelmscott) and Reserve 40455 (Westview Place Mt Nasura) be transferred to the Department of Conservation and Land Management and Water Corporation respectively.**
- H) That Council amalgamate the following Reserves with adjoining Reserves as indicated in the table below.**

Reserve Details	Recommendation
Reserve 28899, Millen Street Mt Nasura	Amalgamate with adjoining Reserve 28746
Reserve 30048 Lori Rd Kelmscott	Amalgamate with adjoining Reserve 30253

Moved Cr Zelones
Motion Carried (7-0)

ANNUAL REPORT – 2003/2004

WARD	All
FILE REF:	COA/25
DATE	5 Oct 2004
REF	AWD
RESPONSIBLE MANAGER	Manager Administration & Governance

In Brief:

Council is requested to:

- Accept the 2003/2004 Annual Report
- Determine the date, time and place of the Annual General Meeting of Electors

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

Communication:

To achieve a dialogue with the community to have a clearer understanding of the community's needs and expectations.

Legislation Implications

Sections 5.27, 5.32, 5.33 and 5.54 of the Local Government Act 1995 apply.

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

Sufficient funds have been allocated in Council's budget to cover all costs associated with this matter.

Consultation

- Mayor
- CEO
- Senior officers
- Design/publishing houses

COMMENT

The purpose of this report is to obtain Council's acceptance of the text of the 2003/2004 Annual Report, which is a requirement of Section 5.54 of the Local Government Act 1995, and to determine the date, time and place of the Annual General Meeting of Electors in accordance with Section 5.27 of the Act.

Progress on the artwork for the cover and layout design is currently nearing completion, however, the final draft of the Annual Report (text) is presented at **Attachment "A-1" (Summary of Attachments – lilac page)** for acceptance by Council in satisfaction of the requirements of the Act. It will be noted that the report contains the full Financial Report in satisfaction of statutory requirements.

The proposed timetable for completion of the Annual Report and convening of the AGM is as follows:

Due Date	Task
Council Meeting 18 October 2004	<ul style="list-style-type: none"> - Annual Report presented to Council via City Strategy Committee with recommendation to accept the Report. - Council to determine date, time and place of Annual General Meeting of Electors.
Notices to be placed in 2 November Comment News and 11 November Examiner newspapers.	Public notice to be given re: <ul style="list-style-type: none"> - Availability of the Annual Report; and - Date, time, place and purpose of the Annual General Meeting of Electors
16 November 2004	AGM reminder advertisement and distribution of A4 flyer summarised Annual Report to households.
Thursday, 18 November 2004	Annual General Meeting of Electors to be held in the Function Room commencing at 7:30 p.m.
Council Meeting 20 December 2004	Minutes of AGM to be reported to Council.

CS48/10/04 RECOMMEND

That Council:

- 1. accepts the 2003/2004 Annual Report, as presented at Attachment A-1 to this Report.**
- 2. hold its Annual General Meeting of Electors on Thursday, 18 November 2004 at 7:30 p.m. in the City's Function Room, 7 Orchard Avenue, Armadale.**

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

****2005 ORDINARY COUNCIL ELECTION**

WARD All
FILE REF: ELT/13
DATE 23 September 2004
REF AWD
RESPONSIBLE MANAGER EDCorpS

In brief:

This report seeks a Council declaration that the WA Electoral Commissioner shall be responsible for the 2005 Ordinary Council elections and that the election will be a postal election.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

Maintains Council's commitment to ensuring that as many of the electors as possible actively participate in the political process at the local community level.

Legislation Implications

Part 4 of the Local Government Act 1995, together with associated Regulations, prescribes the manner in which elections must be conducted.

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

A \$62,900 provision has been made in the adopted 2004/2005 Annual Budget to conduct the 2005 Ordinary Council election as a postal election.

Consultation

Nil

BACKGROUND

The City of Armadale was amongst the first group of Local Governments in 1997 to conduct its elections by the postal method. In making that determination, Council placed a strong emphasis on the following beneficial outcomes justifying the additional cost of postal voting:

- Obtaining a clear mandate for elected members
- Higher participation rates
- Encouraging greater community involvement in local issues
- Conducting the election by an independent body

The recorded cost of the last in-person election held in 1996 (five wards) was \$16,812, with an estimated further cost of some \$18,000 being attributed to costs associated with officer time. The total cost therefore was estimated to be approximately \$35,000 which equates to a cost of \$7.51 per vote and resulted in an 11.75% turnout performance. Those costs and

performance results are shown in the following table, together with similar data drawn from the subsequent four postal elections for comparison purposes.

Year	No. of Wards	Estimated Total Cost \$	Cost per Vote \$	Turnout Performance %	Election Type
1996	5	35,000	7.51	11.75	in-person
1997	3	62,000	9.17	47.00	postal
1999	4	60,700	7.55	42.50	postal
2001	4	62,000	8.82	35.60	postal
2003	4	60,800	11.80	29.60	postal

COMMENT

As can be seen in the above table, whilst the cost per vote under the postal method is higher than the in-person cost, the voter turnout performance has been up to 300% greater under the postal system. It is considered that the additional cost of conducting an election by the postal method is a reasonable price to pay to achieve the objective of engaging greater community participation in the process. However, should Council wish to consider reverting to the in-person method, it should be noted that Council still has the necessary in-house skills, knowledge, experience and resources required to conduct such an election.

The Electoral Commissioner has written to Council agreeing to be responsible for the conduct of the City of Armadale Local Government Postal Elections in May 2005.

In order for these arrangements to take place, should Council again wish to take advantage of the postal method of conducting its elections, Council will now need to pass a resolution by special majority to:

1. Declare, in accordance with section 4.20(4) of the Local Government Act 1995, the Electoral Commissioner be responsible for the conduct of the May 2005 elections.
2. Decide, in accordance with section 4.61(2) of the Local Government Act 1995, that the method of conducting the election will be as a postal election.

Note: The decision to conduct a postal election and declare the Electoral Commissioner responsible for the conduct of the 2005 Ordinary Council Election must be made by 16 February 2005 and cannot be rescinded after that date.

CONCLUSION

Postal elections have provided a clear benefit for the City of Armadale with the average rate of voter participation over the last four postal elections being 38.7%. It is therefore recommended that the postal option be adopted for conduct of the 2005 Ordinary Council Election.

CS49/10/04 RECOMMEND

That Council:

- 1. pursuant to section 4.20(4) of the Local Government Act 1995, declares the Western Australian Electoral Commissioner to be responsible for the conduct of the 2005 City of Armadale Ordinary Election.**

**** SPECIAL MAJORITY RESOLUTION REQUIRED**

- 2. pursuant to section 4.61(2) of the Local Government Act 1995, determines that the 2005 City of Armadale Ordinary Election shall be conducted as a postal election.**

**** SPECIAL MAJORITY RESOLUTION REQUIRED**

Moved Cr Hopper
Motion Carried (7-0)

BUSINESS HOURS CHRISTMAS & NEW YEAR PERIOD

WARD All
FILE REF: STF/1
DATE 22 Sept 2004
REF MH
RESPONSIBLE CEO
MANAGER

In Brief:

This report presents for Council's approval a Schedule of Business Hours for the 2004/05 Christmas/New Year period.

Council Policy/Local Law Implications

Nil.

Budget/Financial Implications

Nil

Consultation

CEO, Executive Directors, Operational Managers, Western Australian Local Government Association.

BACKGROUND

Council's past practice regarding Christmas and New Year business hours has been to open for business on all weekdays other than public holidays on Christmas Day, Boxing Day, New Year's Day and close at 12 noon on Christmas Eve.

This year the Monday 27 December and Tuesday 28 December are listed as public holidays. In addition, Monday 3 January 2005 is listed as a public holiday.

COMMENTS

The following report recommends the City's proposed business hours for the 2004/05 Christmas / New Year period for Council confirmation. Council will note that it is proposed that the field staff function be held on Thursday, 23 December 2004 commencing at 1pm and the administration staff function be held on Friday, 24 December 2004 commencing at 1pm. As a result the Depot will close to the public on Thursday, 23 December 2004 and Friday 24 December 2004 at 12 noon to allow staff to attend the relevant Christmas function. The Administration Centre and Libraries will close on Friday 24 December at 12noon to allow staff to attend the administration staff Christmas function.

Council offices will be open as usual for business between Wednesday 29 December and Friday 31 December 2004.

Council offices will be closed for business on Monday 3 January 2005, a public holiday, and reopen on Tuesday 4 January 2005 and service delivery levels will not be effected.

There will be advanced publicity given to the early closure of the Depot at 12 noon on Thursday 23 December and early closure of the Council Office and Libraries at 12 noon on Christmas Eve so as to better inform the public and thereby minimise the risk of customer inconvenience.

CONCLUSION

Council will be open for business on all weekdays other than public holidays between Christmas Day and New Year.

An amended Schedule of Business Hours was tabled at the meeting correcting the opening/closing times for the Libraries and this is now reflected in the recommendation.

CS50/10/04 RECOMMEND

That Council approve the following Schedule of Business Hours covering the 2004/05 Christmas and New Year period.

Moved Cr Cominelli
Motion Carried (7-0)

Date	Admin Office	Depot	Libraries	Aquatic Centre	Armadale Arena	Landfill	Waste Collection
Thurs 23.12.04	8.15am - 4.45pm	7.30am - 12noon	9.30am - 8pm	6am - 8pm	6.30am - 8pm	8am - 4.45pm	Y
Fri 24.12.04	8.15am - 12noon	7.30am - 12noon	9.30am - 12 noon	6am - 6pm	9am - 12noon	8am - 4.45pm	Y
Sat 25.12.04 Christmas Day	Closed	Closed	Closed	Closed	Closed	Closed	N
Sun 26.12.04 Boxing Day	Closed	Closed	Closed	9am - 8pm	Closed	8am - 4.45pm	N
Mon 27.12.04 Public Holiday	Closed-	Closed	Closed	7am - 8pm	9am - 12noon	8am - 4.45pm	Y
Tuesday 28.12.04 Public Holiday	Closed-	Closed	Closed	7am - 8pm	9am - 12noon	8am - 4.45pm	Y
Wed 29.12.04	8.15am - 4.45pm	7.30am - 5pm	A'dale: 9.30am - 5pm K'scott: 9.30am - 8pm Westfield: Closed	6am - 8pm	9am - 12noon	8am - 4.45pm	Y
Thur 30.12.04	8.15am - 4.45pm	7.30am - 5pm	9.30am - 8.00pm	6am - 8pm	9am - 12noon	8am - 4.45pm	Y
Fri 31.12.04	8.15am - 4.45pm	7.30am - 5pm	9.30am - 5.00pm	6am - 8pm	9am - 12noon	8am - 4.45pm	Y
Sat 01.01.05 New Year's Day	Closed	Closed	Closed	7am - 8pm	Closed	Closed	N
Sun 02.01.05	Closed	Closed	Closed	9am - 8pm	9am - 12noon	8am - 4.45pm	N
Mon 03.01.05 Public Holiday	Closed	Closed-	Closed	7am - 8pm	6.30am - 8pm	8am - 4.45pm	Y
Tue 04.01.05	8.15am - 4.45pm	7.30am - 5pm	A'dale - Westfield: 9.30am - 8pm K'scott: 9.30am - 5pm	6am - 8pm	6.30am - 8pm	8am - 4.45pm	Y

History House Museum will be closed from Wednesday 22 December 2004, reopening Thursday 6 January 2005
Birtwistle Local Studies will be closed from Wednesday 22 December 2004, reopening Wednesday 5 January 2005
Roleystone Green Waste Site will be closed Christmas Day and New Year's Day.

CHANGE OF COMMITTEE MEETING DAYS – MONDAY PUBLIC HOLIDAYS

WARD All
FILE REF: MTG/1
DATE 1 Oct 2004
REF AFM
RESPONSIBLE MANAGER EDCorpS

In Brief:

- Review of current practice when committee meetings coincide with public holidays
- Recommend that as from 1 January 2005, when a Monday committee meeting coincides with a public holiday, it be moved to the Wednesday, and that the regular meeting days for City Strategy and Development Services committees be changed to Monday and Tuesday respectively

Officer Interest Declaration

Nil

Strategic Implications

Corporate Services - To foster an effective professional environment for the governance and administration of the City's services.

Legislation Implications

Public notice of upcoming committee meeting dates is required at least once every year and if subsequently those dates are changed, then further local public notice is to be given if time permits, ie.

Local Government Act 1995

5.25. Regulations about council and committee meetings and committees

- (1) Without limiting the generality of section 9.59, regulations may make provision in relation to —
 - (g) the giving of public notice of the date and agenda for council or committee meetings;

Local Government (Administration) Regulations 1996

12. Public notice of council or committee meetings — s. 5.25 (g)

- (1) At least once each year a local government is to give local public notice of the dates on which and the time and place at which —
 - (a) the ordinary council meetings; and
 - (b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public,
are to be held in the next 12 months.
- (2) A local government is to give local public notice of any change to the date, time or place of a meeting referred to in subregulation (1).

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

Nil

Consultation

Management Executive (MANEX)

Standing Order House Advisory Group (SOHAG)

BACKGROUND

At the Community Services Committee Meeting held on 25th May 2004, the current practice of moving committee meeting dates forward a day when a Monday is a public holiday was raised/discussed.

The suggestion made was, rather than change both meeting dates, ie. move Monday's meeting to Tuesday and move Tuesday's meeting to Wednesday, that only the Monday meeting be moved to Wednesday thereby affecting less persons and causing less disruption to the meeting calendar. In response, it was commented that part of the reason for changing both meeting dates, is that the minutes from the Monday meeting ordinarily take longer to complete given that it's generally the larger agenda, ie. to move the largest meeting agenda to the Wednesday, is likely to pose problems in completing the minutes for the Thursday delivery.

This is the second time in the last 6 months that the current practice of changing meeting days due to a Monday public holiday has been raised at a Council level.

COMMENTS

The suggested options are:

1. Continue the current practice of moving both meeting dates a day forward

OR

2. Move the Monday committee meeting to the Wednesday and leave the Tuesday committee meeting as is.

The option recommended by MANEX is to move the Monday meeting to the Wednesday thus causing less disruption. If this option is supported by Council, then to avoid possible difficulties in completing the minutes from the Development Services Committee, it is further proposed that the current order of the Development Services and City Strategy Committee meetings in the second week of the month be reversed, ie. City Strategy be moved to a Monday and Development Services be moved to the Tuesday.

Informal discussion had suggested that the relevant Committees are comfortable with this change.

SOHAG considered this matter at its meeting on 14th September and endorsed the following recommendation.

CS51/10/04 RECOMMEND

That Council:

- 1. replace its current practice of moving both committee meeting dates when a public holiday occurs on a Monday, with the practice whereby only the Monday committee meeting is moved to the Wednesday,**
- 2. hold future meetings of the City Strategy and Development Services committees on a Monday and Tuesday respectively, and**
- 3. introduce, with effect from 1 January 2005 via publication of the 2005 annual calendar of meeting dates, the changes referred to in parts (1) and (2) of this recommendation.**

Moved Cr Zelones
Motion Carried (7-0)

COMMUNICATION TECHNOLOGIES FOR COUNCILLORS

WARD All
FILE REF: PCY/1
DATE 1 Oct 2004
REF AFM
RESPONSIBLE MANAGER EDCorpS

In Brief:

- In adopting the 2004/05 Annual Budget, provision was made for a “new” Councillor expense reimbursement relating to Communication Technologies.
- In making the above budget provision, Council agreed that a Policy and Management Practice would be required to administer such expense reimbursements.
- A draft Policy and Management Practice has been developed and is now presented for Council consideration and endorsement.

Officer Interest Declaration

Nil

Strategic Implications

Corporate Services - To foster an effective professional environment for the governance and administration of the City’s services.

5.3 Progressively provide staff and councillors with appropriate information technology.

Legislation Implications

A local government can approve certain kinds of expense reimbursements to Councillors pursuant to section 5.98(2)(b),(3) & (4) of the Local Government Act 1995 and regulation 32 of the Local Government (Administration) Regulations 1996, ie.

Local Government Act 1995

Division 8 — Fees, expenses and allowances

5.98. Fees etc. for council members

- (2) *A council member who incurs an expense of a kind prescribed as being an expense —*
- (a) *to be reimbursed by all local governments; or*
 - (b) *which may be approved by any local government for reimbursement by the local government and which has been approved by the local government for reimbursement,*
is entitled to be reimbursed for the expense in accordance with subsection (3).
- (3) *A council member to whom subsection (2) applies is to be reimbursed for the expense —*
- (a) *where the minimum extent of reimbursement for the expense has been prescribed, to that extent; or*
 - (b) *where the local government has set the extent to which the expense can be reimbursed and that extent is within the prescribed range (if any) of reimbursement, to that extent.*
- (4) *If an expense is of a kind that may be approved by a local government for reimbursement, then the local government may approve reimbursement of the expense either generally or in a particular case but nothing in this subsection limits*

the application of subsection (3) where the local government has approved reimbursement of the expense in a particular case.

Local Government (Administration) Regulations 1996

32. *Expenses that may be approved for reimbursement —s. 5.98 (2) (b) and (3)*
- (1) *For the purposes of section 5.98 (2) (b), the kinds of expenses that may be approved by any local government for reimbursement by the local government are —*
- (a) *an expense incurred by a council member in performing a function under the express authority of the local government;*
- (b) *an expense incurred by a council member to whom paragraph (a) applies by reason of the council member being accompanied by not more than one other person while performing the function if, having regard to the nature of the function, the local government considers that it is appropriate for the council member to be accompanied by that other person; and*
- (c) *an expense incurred by a council member in performing a function in his or her capacity as a council member.*
- (2) *The extent to which an expense referred to in subregulation (1) can be reimbursed is the actual amount, verified by sufficient information.*

Council Policy/Local Law Implications

Report recommends that the current Policy EM-3 be replaced with Proposed Policy & Management Practice EM-9 – Councillor Communications.

Budget/Financial Implications

Provision has been made in the 2004-05 Annual Budget for a “new” expense reimbursement of up to a maximum of \$800 per councillor per annum for Communication technologies.

Consultation

Management Executive (MANEX)

Standing Order House Advisory Group (SOHAG)

BACKGROUND

In adopting the 2004-2005 Annual Budget, provision was made for a “new” expense reimbursement (up to a maximum of \$800 per councillor per annum) for Councillors relating to Communication Technologies (CS27/6/04 of 15 June 2004 refers).

In making this provision, it was agreed that a Policy/Management Practice would be required to administer such expense reimbursements in a transparent, equitable and accountable manner.

Accordingly, presented in this Report is a proposed Policy and Management Practice for Council's consideration and approval.

COMMENTS

Aspects to note about the following recommended Policy and Management Practice are as follows:

- It is intended that it replace current Policy EM 3 (Refer Attachment A-1 as circulated with the Agenda),
- Whereas with Policy EM 3 the minimum communication standard has been facsimile, **the new minimum communication standard proposed is e-mail.**
- Pursuant to the requirements of the Local Government Act 1995, payments made to councillors in accordance with the proposed Policy and Management Practice must be of an "expense reimbursement" nature and NOT an allowance,
- When in the future the Regulations are amended to include an "Information Technology Allowance" payable to councillors (the proposed maximum amount is \$1,000 per councillor per annum), Council will need to re-consider the on-going relevance of the following proposed Policy with the possible options being to:
 - ⇒ delete the proposed Policy in lieu of accepting the new Information Technology Allowance,
 - ⇒ continue the proposed Policy in addition to the new Information Technology Allowance,
 - ⇒ replace the proposed Policy with a new policy referring to some other specific expense reimbursement incurred by councillors in the performance of their councillor duties/role.

SOHAG at its meeting on 14th September 2004 made the following amendment to the proposed Policy and Management Practice:-

- Policy not to preclude the use of facsimile as this will be an alternative means of communication when experiencing problems with ISP addresses. Facsimiles are also required for communication with members of the public who do not have email facilities. Other examples of technology/hardware that can be cited in the Policy include ADSL, ISDN, satellite, DVD/CD Burner, digital recorders etc.

Committee agreed that the operative date for the new Management Practice be 1st July 2004, ie. only expenses of the type prescribed incurred on or after the 1st July 2004, are claimable under the new Practice".

CS52/10/04 RECOMMEND

1. That Council replace current Council Policy EM 3 with the following new Council Policy, ie. EM 9 – Councillor Communications.

Council Policy – EM 9 – Councillor Communications

Rationale

To provide Councillors with modern communication technologies at their place of residence, thus enhancing their role as Councillor by facilitating communications between the community and the Council.

Policy

To reimburse Councillors for modern communication technology expenses incurred in accordance with current Management Practice.

2. That the following Management Practice EM9 be noted:

Management Practice EM 9 – Councillor Communications

Pursuant to Section 598(2)(b),(3)&(4) of the Local Government Act 1995, Councillors may make claim for reimbursement of “allowable expenses” incurred provided such a reimbursement has been detailed in the Notes to and Forming part of Council’s Annual Budget re: Payments to Councillors.

The maximum reimbursement amount that a Councillor may claim in any financial year will be that as detailed in Council’s Annual Budget.

“Allowable expenses” for the purpose of this Management Practice shall include expenses incurred by a Councillor that can reasonably be demonstrated as being of a communication technology nature to facilitate effective and efficient communications from their place of residence with the community and the Council.

The following “allowable expenses” are examples only:

→ **Technology hardware**

- Personal computer; printer; scanner; facsimile; keyboard; modem/router; USB memory stick; monitor; memory upgrades; network capabilities (hubs, network cards, wired/wireless), DVD/CD burner, digital recorder.

Computer software

- E-mail software; office software; anti-virus software,

→ **Other technologies**

- **Internet connection/installation including broadband, ADSL, ISDN, satellite; internet service provider (ISP) fees; repairs and maintenance.**

The procedure for claiming reimbursement is as follows:

- **All claims for reimbursement shall be in writing and lodged with the Chief Executive Officer who shall have the authority to approve payment of claims,**
- **Claims for reimbursement can be made at any time during the financial year and will be paid within (14) days from date of lodgement,**
- **Claims for reimbursement are to clearly describe the nature/type of the expense and show that the expense has at the time of the claim, been paid.**

Reimbursement of the above “allowed expenses” is subject to the following conditions:

- **Councillors are to maintain during their term of office, a current email address and / or facsimile to facilitate communications between themselves and Council’s administration;**
- **Councillors must regularly monitor their emails for inwards communications as emails will be Council administration’s minimum standard written communication medium with Councillors (excluding Agendas and Minutes which will be distributed in hard copy), and**
- **The expense being related to a Councillor’s communication capabilities at their place of residence.**

Technology acquired using this policy/management practice shall remain the property of the Councillor who shall be responsible for all associated repairs and maintenance.

Note: This Management Practice does not preclude the use of facsimile as this will be an alternative means of communication when experiencing problems with ISP addresses. Facsimiles are also required for communication with members of the public who do not have email facilities. Other examples of technology/hardware that can be cited in the Policy include ADSL, ISDN, satellite, DVD/CD Burner, digital recorders etc.

Moved Cr Munn
Motion Carried (7-0)

DISPOSAL OF COUNCIL LAND / BUILDING BY PRIVATE TREATY

WARD All
FILE REF: DIS/2
DATE 1 Oct 2004
REF AFM
RESPONSIBLE MANAGER EDCorpS

In Brief:

- Council resolved in 2003 that a review be undertaken of current practices relating to the sale of Council land/building by private treaty.
- A Management Practice has been developed, the objective of which is to maximise the net sale prices of Council owned land/buildings when sold using “private treaty” provisions.
- Council note Management Practice ADM 14 as detailed in the report be approved, also notify the Management Practice may vary from time to time in accord with legislative change and current best practice.

Officer Interest Declaration

Nil

Strategic Implications

Corporate Services - To foster an effective professional environment for the governance and administration of the City’s services.

Legislation Implications

Section 3.58 of the Act refers (in particular Section 3.58(3) & (4)) which states as follows:

3.58. Disposing of property

- (1) In this section —
“**dispose**” includes to sell, lease, or otherwise dispose of, whether absolutely or not;
“**property**” includes the whole or any part of the interest of a local government in property, but does not include money.
- (2) Except as stated in this section, a local government can only dispose of property to —
 - (a) the highest bidder at public auction; or
 - (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.
- (3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —
 - (a) it gives Statewide public notice of the proposed disposition —
 - (i) describing the property concerned;
 - (ii) giving details of the proposed disposition; and
 - (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;and
 - (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.
- (4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —
 - (a) the names of all other parties concerned;
 - (b) the consideration to be received by the local government for the disposition; and

- (c) the market value of the disposition as ascertained by a valuation carried out not more than 6 months before the proposed disposition.
- (5) This section does not apply to —
- (a) a disposition of land under section 29 or 29B of the *Public Works Act 1902*;
 - (b) a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59;
 - (c) anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or
 - (d) any other disposition that is excluded by regulations from the application of this section.

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

Nil

Consultation

Standing Order House Advisory Group (SOHAG)

BACKGROUND

The background to this matter is Council resolution C86/5/03 of 3rd June 2003, i.e.

Councillors' Item – Cr Munn suggested a review of current practices relating to the placement of public notices and advertisements (relating to the sale of council property by private treaty) – agreed that the matter be referred to the Standing Orders & House Advisory Group.

COMMENTS

In response to the above Councillors' item a new draft Management Practice was developed and referred to the SOHAG meeting held on 14th September 2004.

This self explanatory Management Practice as endorsed by SOHAG inclusive of the following changes made by SOHAG, is presented in the following report recommendation.

- *Considering the number and varied types of Council owned land likely to be sold in the future, i.e. residential, industrial, reserves etc. it was considered preferable that Council appoint a panel of preferred real estate firms for a set period of time. Registrations of interest for such a panel can be called for in accordance with Council's Tendering/Purchasing Policy.*
- *Allocation of Council business to panel members be on a merit and suitability basis eg. standing in the industry, demonstrated sales track record, local knowledge, awareness and empathy with the City's objectives.*

- *Committee should note that this Management Practice does not relate to a Policy, as is normally the case. Section 3.58 of the Act is quite explicit and there is no need to duplicate in a Policy. It should've been noted that Management Practices will vary from time to time in accordance with legislation change and current best practice.*

CS53/10/04 RECOMMEND

That Council note the following new Management Practice.

Management Practice ADM 14 - Disposal of Council Land/buildings by Private Treaty

The objective of this Management Practice is to maximize the net sale price of Council owned land/buildings when disposal using the “private treaty” provisions of the Local Government Act.

Residential Land/Buildings (single lot instance)

In addition to the requirements of the Act, the minimum requirements to be satisfied when disposing of council land/buildings of a residential nature by “private treaty” shall be as follows:

- **The proposed property disposal be placed with a panel member;**
- **Negotiations are to take place with the panel member to determine a realistic sale price to be advertised which is to be not less than the market valuation received;**
- **Council having received a “bona-fide” offer through its panel member shall when giving Statewide public notice of the proposed disposition, place a copy of the Statewide public notice in each of the local newspapers and in the Saturday property section of the West Australian on at least one occasion, in the form of a display advertisement.**

Industrial, Commercial and larger residential land/buildings

In addition to the requirements of the Act, the minimum requirements to be satisfied when disposing of council land/buildings of an industrial, commercial and larger residential nature by “private treaty” shall be as follows:

- **Panel member to prepare a “sales strategy/action plan” for Council’s consideration and approval,**
- **The “sales strategy/action plan” is to be prepared subsequent to Council’s decision to sell by “private treaty”.**

Other Matters relevant to this management practice include:

- **Placement of proposed dispositions by private treaty with a member of Council's Panel of property consultants (referred to in this Management Practice as 'Panel Member') will be by merit and suitability.**
- **Costs associated with disposals by private treaty shall be paid for out of the sale proceeds and if no sale occurs, then costs are to be paid from "office" operating budgets.**
- **The method by which GST is to be calculated should always be the "Margin Method" and stipulated in the offer and acceptance.**
- **Offers can be accepted for consideration direct from a prospective purchaser provided the appropriate advertising as mentioned above is undertaken and the offer is greater than the market valuation;**
- **Prior to any offer being accepted delegated authority is required from Council to the CEO to sign the offer and acceptance form in which a condition of the delegation is to set a maximum limit to which he can sign (Section 5.43(d) of the Local Government Act applies).**
- **In cases where subdivision is required, the property is not to be placed with a Panel Member nor private offers accepted until all subdivision requirements have been completed.**
- **Other conditions of disposal and which are to be included in the offer and acceptance form are:**
 - **Any prospective purchaser is to be advised of the legislative requirements involved with the disposal including timeframes;**
 - **Any specific requirements relating to the use of the property.**

Moved Cr Munn
Motion Carried (7-0)

REPORTING OF CORPORATE SERVICES BUSINESS TO THE CITY STRATEGY COMMITTEE

WARD All
FILE REF: MTG/1
DATE 1 Oct 2004
REF AFM
RESPONSIBLE MANAGER EDCorpS

In Brief:

- Council in 2003 resolved that a report be submitted for consideration on the appropriateness of “corporate” services being reported to City Strategy Committee rather than Community Services Committee as currently occurs.
- Recommended that with effect from 1 January 2005 the responsibilities of the City Strategy Committee be amended to include matters arising from the Corporate Services Directorate.

Officer Interest Declaration

Nil

Strategic Implications

Corporate Services - To foster an effective professional environment for the governance and administration of the City’s services.

Legislation Implications

Nil

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

Nil

Consultation

Management Executive (MANEX)
Standing Order House Advisory Group (SOHAG)

BACKGROUND

The background to this matter is the following councillors' item and council resolution from May 2003, ie.

Cr Reynolds – Review of City Strategy Committee responsibility

Cr Reynolds requested that officers review the appropriateness of the current practice of reports on “corporate” functions being referred via either the Community Services or City Strategy Committees.

CS26/5/03 **RECOMMEND**

That a report be submitted to City Strategy Committee on the reporting of “corporate” services to the City Strategy Committee.

The current listing of directorate and committee responsibilities is attached – Refer Attachment A-2 as circulated with the Agenda. This listing has not changed since October 2002 when the Corporate and Community Services Directorates were separated and the position of Executive Director Community Services was created. Hence, one of the primary reasons to review the appropriateness of current directorate and committee responsibilities.

COMMENTS

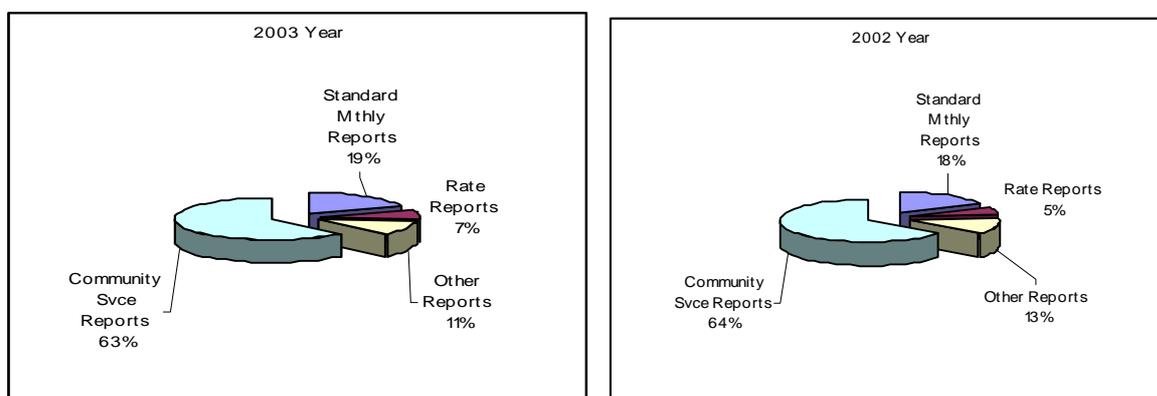
The following comments and recommendation are predicated on the view held by MANEX that:

- (i) the responsibilities currently assigned to each of the directorates are considered appropriate and relevant, and
- (ii) the current council decision making process based on the committee system model (as opposed to no committee meetings and/or councillor briefing sessions as used by some local governments) is working well and should be continued.

The proposal is that in future, matters arising from the Corporate Services Directorate requiring a council decision be dealt with by the City Strategy Committee rather than the Community Services Committee. The substantive reasons for this change are as follows:

- It is a logical extension of what in practice has been occurring, eg. in 2003, almost one-third of the reports/recommendations dealt with by the City Strategy Committee originated from the Corporate Services Directorate, ie. of the 74 recommendations made by the City Strategy Committee during 2003, 23 originated from the Corporate Services Directorate with the majority of the reports being of a financial planning/reporting nature,

The majority of business dealt with by the Community Services Committee is of a community services nature – the following charts refer and explain (NB: (a) standard monthly reports include the cheques, monthly/quarterly financial report, budget variations; (b) total recommendations for years 2003 and 2002 were 185 and 204 respectively)



→ Would provide for a more even distribution of workloads amongst the (4) committees both currently and in the future, ie. the vast majority of business currently dealt with at the Community Services Committee is of a community services nature and there is every likelihood in the future, that the community services workload will increase,

Other aspects considered by MANEX included:

- The imperative for the City Strategy Committee to retain its strategic and corporate focus and not be “bogged-down” with routine and operational type matters (it is acknowledged that some of the standard monthly financial reports currently presented to council via committee will require upgrading in order that be of a more strategic and corporate nature),
- To complement the proposed change in committee responsibilities, that the name “City Strategy” committee also be changed to “Strategic Services” which is concise, descriptive of the committee’s role and is in keeping with the naming convention of the other committees, and
- A survey of council committee/directorate/responsibilities in metro local governments reveals the following trends:
 - directorates/divisions are generally aligned to committees of council on a “one-to-one” basis,
 - almost in every instance, there is a separate Works/Technical Services Committee and a Planning/Development Services Committee,
 - “mainstream” corporate services such as finance, governance, IT, HR, councillor services and administration are usually dealt with by a separate committee the names of which include: Finance & Personnel (Bayswater); Resources & Policy (Belmont); Policy & Administration (Cambridge); Strategic Policy (Mandurah).

When considered by SOHAG at its meeting on 14th September 2004 the recommendation as presented was supported with the one exception being that the **committee name remain unchanged** (the recommendation was to change the name to Strategic Services).

Also discussed at this meeting, but not supported by the majority of the SOHAG membership, was the proposition to change the methodology by which the membership of City Strategy is determined i.e. a member from each Ward as occurs with the other (3) standing committees rather than the Mayor, Deputy Mayor, Chairs of the (3) committees and (2) members as elected, appointed.

During discussion at the SOHAG meeting on the membership of City Strategy Committee it was recommended that the status quo remain on the basis that it did not preclude any councillor from nominating for membership. It was also reiterated that there is a standing invitation to all Councillors to attend the City Strategy Committee meetings and contribute to discussion.

CS54/10/04 RECOMMEND

That Council, with effect from 1 January 2005, amend the responsibilities of the City Strategy Committee to include the responsibilities and functions of the Corporate Services Directorate, i.e. Administration & Governance services, Financial & Accounting Services (excepting audit matters as dealt with by the City Audit Committee) and Information Technology services,

Moved Cr Reynolds
Motion Carried (7-0)

COMMUNITY BUDGET REFERENCE GROUP PROPOSAL

WARD All
FILE REF: FIN/7
DATE 1 Oct 2004
REF AFM
RESPONSIBLE MANAGER EDCorpS

In Brief:

- This report is in response to prior resolution CS46/8/04, namely:
That a report be submitted to the City Strategy Committee regarding the establishment of a Budget Community Reference Group.
- The suggestion of establishing a Budget Community Reference Group has been the subject of report and discussion at a recent meeting of SOHAG.
- SOHAG's recommendation to Council on the matter is summarised as follows:
That a further report be provided to Council which explores and addresses the following initiatives as a means of more effectively communicating and engaging with the community in Council's annual budget and financial planning decision making:
 - a) the development of a "Statement of Public Consultation"
 - b) the development of "Budget Explanatory Notes", and
 - c) conduct a Public Meeting to discuss with community participants the key elements and considerations involved in preparing the coming year's annual budget.

Officer Interest Declaration

Nil

Strategic Implications

Corporate Services

- To foster an effective professional environment for the governance and administration of the City's services, and
- To achieve dialogue with the community in order to have a clear understanding of the community's needs and expectations.

Legislation Implications

Nil

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

The estimated cost to hold the public meeting as referred to in this report recommendation is \$2,000 – this cost can be accommodated within present adopted budget estimates.

Consultation

Management Executive (MANEX)
Standing Order House Advisory Group (SOHAG)

BACKGROUND

The background to this report is the following Councillor's Item and Council resolution from August 2004 i.e.

Cr Zelones – Budget Community Reference Group

Cr Zelones requested that a report be submitted to the City Strategy Committee regarding the establishment of a Budget Community Reference Group. The purpose of this group would be to gain community input to Council's budget process and promote a better understanding of Council's financial management of the City.

Resolution CS46/8/04 – that a report be submitted to the City Strategy Committee regarding the establishment of a Budget Community Reference Group.

COMMENT

The proposal of a Community Budget Reference Group was the subject of a discussion paper to the SOHAG meeting held on 14th September 2004.

The discussion paper presented to SOHAG addressed a range of related issues which are summarised as follows:

- The need for a documented framework and/or policy position by Council on the matter of community participation and consultation as a part of Council's decision making. In this regard, an example of a Participation and Consultation Policy from another local government was provided.
- Examples of community participation and consultation models used by (2) metropolitan local governments were provided including an evaluation as to the effectiveness of such models – the evaluation showed moderate levels of success (in terms of greater community awareness and understanding of Council processes) “*with the least understood process of all being the Council budget and where the money is spent*”
- A suggested framework for how the proposed Community Budget Reference Group might operate was provided covering aspects such as, purpose,

objective/outcomes, membership, frequency of meetings and terms of reference.

- The estimated cost of establishing and operating a Budget Community Reference Group – conservatively \$2,000 per meeting.
- The discussion paper ended posing the following question “whether the establishment of community budget reference group would improve Council’s decision making in respect to the annual budget and forward financial plans **OR** is the proposal more to do with better communicating Council’s financial management decision making to the community?”

(NB: Councillors are referred to the SOHAG Agenda and Notes of 14th September 2004 for the full discussion paper)

SOHAG’s discussion on the matter was as follows:

It was agreed that the matter was more about ‘effective communications’ than perhaps participation in the form of the suggested community reference group, and to that end, it was further agreed, that the following tasks be undertaken as the first step towards developing a greater community awareness and understanding of Council’s annual budget and financial planning processes, i.e.

- *develop a “Statement of Public Consultation” (the City of Bunbury was cited as a suggested initial reference point)*
- *develop “Budget Explanatory Notes” which seek to explain the key elements, considerations and processes involved in preparing the annual Council budget and financial plan (for placement on the City’s website and at the libraries), and*
- *hold a Public Meeting in say March/April to discuss with community participants the key elements and considerations involved in preparing the coming year’s annual budget*

In conclusion, it was expressed to SOHAG that a Public Meeting would probably closely reflect the Annual General Meeting held in November. Indeed it may prove appropriate that an expression of direction for a forth coming Budget occur at the AGM, which is reporting on the previous Budget. It was also felt that the proposed March/April meeting would need to follow Councils setting of “parameters” for the Budget.

In accordance with the above deliberations by SOHAG, the following recommendation is presented for Council’s consideration and approval.

Committee recommended that the first public meeting be held in 2005 and following this meeting a review be undertaken as to whether there is benefit in holding such meetings in the future.

CS55/10/04 RECOMMEND

That Council, via the City Strategy Committee, be provided with an officer report which explores and addresses the following initiatives as a means of more effectively communicating and engaging with the community in Council's annual budget and financial planning decision-making, i.e.

- 1. develop a "Statement of Public Consultation" which seeks to outline and explain the breadth and diversity of community consultation that regularly occurs as part of Council's decision making,**
- 2. develop "Budget Explanatory Notes" which seeks to explain the key elements, considerations and processes involved in preparing the annual Council budget and financial plan,**
- 3. hold a Public Meeting in say March/April 2005 to discuss with community participants the key elements and considerations involved in preparing the coming year's annual budget; and**
- 4. a review be undertaken following the 2005 meeting on whether such Public Meetings should be held in the future.**

Moved Cr Hopper
Motion Carried (7-0)

COMPUTER SYSTEMS IMPLEMENTATION – PROGRESS REPORT

WARD All
FILE REF: CPS/23
DATE 6 Oct 2004
REF AFM
RESPONSIBLE MANAGER EDCorpS

In Brief:

- Progress report on the computer systems implementation project
- The report identifies difficulties experienced in achieving target completion dates and the need therefore to re-schedule and re-timetable remaining tasks
- Revised target completion date (subject to revised schedules and timetables which are currently being prepared) is likely to be March/April 2005

Officer Interest Declaration

Nil

Strategic Implications

To achieve maximum community benefit from effective use of resources (staff, finances and information technology).

To establish management information systems which provide the necessary information to make informed decisions.

Legislation Implications

Nil

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

The Computer Systems Implementation Project is a budgeted \$800,000+ project.

Consultation

Management Executive (MANEX)
Organisational Management Team (OMT)
Project Management Group
Key staff across the organisation
Civica representatives (Council's core computer systems supplier)

BACKGROUND

Nil

COMMENTS

In recent weeks it has become clear that the targeted systems implementation completion date of December 2004 will not be achieved and that a more realistic target date is likely to be March/April 2005.

The primary reasons for project slippage are:

- The IT Systems upgrade presents a work load which must be implemented *on top of* the current operation (both strategic and day-to-day) of the City. The City's day-to-day operation takes priority and despite all efforts and the forbearance of Council, the Systems up-grade will require further time.
- An underestimation of the resources required brought about in the main by the wider implications of the modules now being implemented, i.e. to date most modules have tended to affect but a few staff whereas with the modules now being implemented, eg. electronic document management system, require considerably more staff across the entire organisation to be involved
- New programmes are reliant on critical staff expertise. The absence of key staff through illness or leave commitments has forced re-programming of some modules, and
- A number of key staff having concurrent module obligations leaving limited time for day-to-day duties and workloads

A systematic review of the programme occurred at a meeting held with the contractor, Civica, on 21st September 2004, to determine an alternative way forward that better meets the needs of the City. Key aspects of that meeting were:

- Civica prepare a reviewed schedule of the specific tasks to be completed for each of the remaining modules together with "no-go" dates when Civica's key personnel will not be available
- Council to provide details of when key staff will not be available due to leave and other high order workloads/commitments, and
- The City's schedule and Civica's schedule to then be aligned to find the "best-fit" revised schedule and timetable.

At this point in time, our schedule of staff availability has been completed and forwarded to Civica and they are now in the process of preparing a revised schedule and timetable. It is anticipated that the revised schedule and timetable will be completed by the middle of this month.

The following table shows the current status of the project i.e.

Module	Current Status		
	completed	on-track for completion	requires re-scheduling
<i>Phase 1 (1st July 2004)</i>			
Accounts payable	*		
Accounts receivable	*		
Cash receipting	*		
General ledger & estimates	*		
Inventory control	*		
Name, address, street registers	*		
Payroll	*		
Plant	*		
Project costing	*		
Purchasing	*		
Rates & property	*		
Responsibility management	*		
Trust register	*		
Menu & security	*		
<i>Phase 2 (15th October 2004)</i>			
Planning, building & health		*	
Bank reconciliations	*		
Certificates	*		
Debt recovery	*		
Human resources			*
Infringements			*
Data structures		*	
<i>Phase 3 (1st December 2004)</i>			
Asset management			*
Contracts		*	
e-Services			*
Loans	*		
Electoral roll			*
Works orders			*
Customer request system	*		
Electronic document management			*
Electronic business papers			*
Policy & procedures			*
Facilities booking			*

(NB: the dates shown in this table are the target completion dates now in need of revision)

CONCLUSION

In general, the project implementation, while arduous and exhausting, is progressing well. The City has avoided many of the pitfalls which have occurred at other Councils and, at this stage, the overwhelming concern is simply time. The current review has avoided the potential for any major financial fallout and Civica have acknowledged the demands on Council officers and complimented key staff, including the module champions, on their input to date.

In summary, the more likely project completion date for all modules will now be March-April 2005 and not December 2004 as previously planned. This is not a bad thing (indeed achievements to date have been excellent) for it is better that the remaining tasks be completed in a timely, orderly and diligent manner. It is important as well that the implementation is inclusive of staff for only then will the new system be of true value to the organisation. This is the primary objective of the revised schedule. It is also imperative that every effort is made to deliver on the revised schedule and timetable for any further "project slippage" is likely to have consequential/contractual implications. Clearly the management team will be seeking to avoid any further project slippage.

This major systems upgrade (the last occurred in the late 1980's) is a strategic change to Council's operation. The full benefits will not flow until probably 2 years from now. It is considered that the revised schedule is an appropriate adjustment with the focus remaining on a quality outcome, at a reasonable cost.

Council is also advised that the consultant Project Manager's role has now ended and this role will now be performed internally by the Executive Manager Business Services and Executive Assistant. Current project management decisions and communications between staff and Civica are already occurring via these officers.

Committee commented that the current website lacked on-line functionality which it was anticipated would be provided by the introduction of the E-Services module. In this regard it was requested that the E-Services Module be given some priority in reviewing the systems implementation schedule.

CS56/10/04 RECOMMEND

That:

- 1. Council note the revised systems implementation completion date of March/April 2005 (subject to revised schedules and timetables being completed) and the reasons occasioning the revised date.**
- 2. A further report be provided, via the Information Bulletin, outlining the revised systems implementation schedule and timetable.**

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

CONFERENCES – INFORMATION/PAPERS OBTAINED BY DELEGATES

At Council's meeting on 5th October 2004, Cr Zelones referred the following:-

That the matter of information/papers obtained at Conferences be referred to the City Strategy Committee.

The following comments have been provided by Cr Zelones for consideration by Committee:

As Councillors and staff will be aware, Council policy requires us to prepare a report as to the information and knowledge gained at Council funded Conferences and Seminars.

I am not aware of the views held by other Councillors who have attended conferences and seminars, as to the overall value gained by the City as a result of their attendance.

My concern here is that of the conferences I attended, I had some difficulty in obtaining all the conference notes and papers I believe we should receive from the organisers. The papers from this latest conference are due to be posted on their web site by the end of the month so we will have to wait and see.

I believe there is also an issue between the presentations made by some of the guest speakers and the papers we do receive. Some of the information presented during the presenters' live presentations, especially statistics and reference material, is not reproduced in the final papers made available.

As you know, I recently attended a Mainstreet Conference in Melbourne. I am more than satisfied the presentations made by speakers are current and relevant to the conference theme.

It is my belief that the purpose of Councillor attendance at conferences and seminars is to improve our knowledge, expand our experiences, improve our networks and hopefully use that knowledge and experience to make better decisions in our roles as Councillor.

Committee agreed that whilst for some Conferences papers were made available prior to the Conference in other instances it was either difficult to access papers or there were no papers made available. As most of these conferences rely upon local government representation it was recommended that the matter be referred by Council delegates to the South East Metropolitan Zone of WALGA to prepare a common approach from all local authorities and encourage the various conference organisations to improve their standard of presentation. It was noted there are some Conference organisations that provide an excellent product.

CS57/10/04 RECOMMEND

That the South East Metro Zone delegates refer the matter at the next Zone meeting to the WA Local Government Association for appropriate investigation/action.

Moved Cr Zelones
Motion Carried (7-0)

COUNCILLORS' ITEMS

Cr Hopper - Burning Permits

Cr Hopper requested that following the introduction of Council's new laws for burning and considering the large areas at risk this summer, that Council proactively assist the community during this transition period as follows:-

1. Widely advertise the process and the proper procedure for obtaining burning permits
2. Forms that are currently available at the Council offices or being sent out by mail when people phone in could also be made available for downloading from the website.
3. Officers investigate and possibly put together a list of contractors available to do grass slashing on the larger blocks with the list being made available to the local community newspapers.

CS58/10/04 RECOMMEND

That the Councillors' item regarding "Burning Permits" be referred to the appropriate Directorate for action and/or report back to Committee.

Moved Cr Hopper
Motion Carried (7-0)

CHIEF EXECUTIVE OFFICER'S REPORT

The following items were reported on:-

1. Meeting with landowners of Brookdale
2. Cinema Promotions
3. Opening of the new Armadale Train Station
4. Strategic Plan

MEETING DECLARED CLOSED AT 8 PM

CITY STRATEGY COMMITTEE

SUMMARY OF "A" ATTACHMENTS

12 OCTOBER 2004

Attachment No.	Subject	Page
A-1	2003 / 2004 Annual Report	1 - 63

CITY OF ARMADALE

ANNUAL REPORT

2003-2004

WELCOME TO THE CITY OF ARMADALE

The landscape setting of the City of Armadale is unparalleled in the Perth region. It comprises the forests, wooded hills, picturesque valleys and tranquil streams of the Darling Range and the flatter rural and wetland areas of the coastal plain.

Armadale has a rich and diverse cultural heritage covering both indigenous and European settlement. European settlement dates back to the early 1830s and many buildings and sites of historic interest are to be found in Kelmscott, Armadale, Roleystone and Forrestdale.

The City is conveniently located at the crossroads of Armadale Road and the Albany, South West and Brookton Highways, just 28 kilometres south east of the Perth CBD and has access to all destinations on the metropolitan rail network. Employment and investment opportunities are focused on commerce, administration, personal services, tourism, light industry and rural industries.

The City is poised to experience rapid population growth and is expected to reach a population of 66,400 by the year 2011 and approximately 85,000 by the year 2026.

The people of Armadale are proud of the City's attributes, traditions and sense of place. They are also strongly committed to seeing the City continue to grow into a vibrant regional centre with its own distinctive character that offers a wide range of community events and sustains the interest, liveability and economic wealth of the region.

"Armadale Alive" - 2001

Mayor's Foreword

At last! After years of detailed planning and hard work that has found and locked in appropriate partners from both government and private sectors, Council has begun to deliver on our promise to revitalise not only Armadale, but also the rest of our district.

While our key partners have been the Armadale Redevelopment Authority and WA State Government, the retail industry has been quick to reflect the more buoyant mood of our community. As the 2003/2004 financial year drew to a close, Council was actively discussing development proposals with the owners of the Armadale Plaza; Grand Cinemas, who are developing a multi-screen cinema complex in the City's CBD; the Roleystone Shopping Centre; and the proponents of a new shopping centre in West Armadale. The one disappointment was that we have yet to reach a fair and reasonable agreement on a way forward for the Kelmscott Shopping Centre redevelopment. While the independent Town Planning Appeal Tribunal has supported Council's position in relation to this matter, we have continued to discuss options with landowner representatives in an attempt to find a way forward that is fair to all parties.

Council's strategic partnership with the State Government is producing significant benefits for our community, with 2003/2004 notable for the progress with the extension of the Tonkin Highway, preliminary development of an international standard rowing facility at Champion Lakes, and the building of a new railway station in Armadale. In the last year, planning has also advanced for the growth of new urban areas in Brookdale and Forrestdale, as well as for the development of the Forrestdale Business Park. We thank the Armadale Redevelopment Authority for their major contributions towards these achievements.

With the assistance of grant money from Lotterywest and the Department of Sport and Recreation, Council funded a major upgrade to the Armadale Recreation Centre. The Centre was officially re-opened in November 2003 and has been 're-badged' as the Armadale Arena as part of an innovative management agreement entered into with the Armadale Police and Citizens Youth Club.

The City once again delivered an outstanding events programme including the popular Armadale Highland Gathering, Minnawarra Festival and much acclaimed Australia Day 'Skyworks' show that attracted a well-behaved, good natured crowd of around 40,000 residents and visitors.

Council's draft new town planning scheme – TPS 4 – was advertised for public comment in April 2004. The proposed new scheme will guide the future development of our City for the next five to ten years and is significant because it will directly influence the type and quality of any construction. As a result of the community consultation undertaken by Council, over 400 submissions have been received and these will be considered in the second half of 2004.

Work on the Kelmscott Enquiry by Design (KED) initiative also advanced. The proposals contained in the KED document represents a blueprint for the future development of Kelmscott's town centre and in the years to come, many of the recommendations will be implemented. While it might be said that 2003/2004 was an important year for Armadale, the same can be said of 2004/2005 and Kelmscott. Already Council is committed to a major upgrade of Rushton Park, a larger, modern library, and with the opening of Tonkin Highway, the removal of heavy haulage through traffic from Kelmscott's main street. An upgrade to the Kelmscott railway station is also due to be carried out by the Public Transport Authority in the near future.

The maintenance of the City's roads and footpaths, as well as the tackling of accident black spots remained a Council priority. With the help of Federal and State Government Black Spot funding, Council constructed a roundabout on one of the region's most hazardous intersections at Warton and Nicholson Roads. Work also progressed on dualling 2.1 kilometres of Champion Drive to provide an important link to the Tonkin Highway extension, and early work has commenced for Main Roads on the dualling of Armadale Road to Forrest Road.

Over the last year the City's green credentials were further enhanced with the introduction of a range of measures to encourage recycling and waste minimisation. In the six months to December 2003, the City recycled a total of 4,916 tonnes of waste that would otherwise have gone to landfill. That

Annual Report 2003-2004

figure represents one in twenty tonnes of all material recycled throughout the State in that period and is a remarkable achievement. These figures show that recycling initiatives such as 'Sort & Save' at the Hopkinson Road Landfill and Recycling Facility are really paying dividends.

Finally, I would like to thank our partners and all those who have contributed to enhancing the quality of life of our residents. Our strong, experienced team of Councillors and staff has been greatly assisted by many hundreds of volunteers that provide services to the community and enrich the City's cultural, social and economic life. On your behalf, I thank them for all their efforts over the last year and ask for their assistance in meeting the exciting challenges and opportunities that 2004/2005 will undoubtedly bring.

Cr Linton Reynolds JP
MAYOR

Chief Executive Officer's Report

Once again I am pleased to be able to report on a fruitful and successful year for the City of Armadale.

For the past two years the City's operational focus has been on strategic growth. The best measure of our performance lies in the visible changes occurring in the City centre and surrounding suburbs as Armadale moves into a new phase of its history.

That is not to say that we are not conducting all the necessary corporate checks and balances to ensure our service is delivered efficiently. This report confirms our compliance and close oversight of all aspects of the City's \$30 million operation.

While not setting out to seek awards, it's pleasing to note another addition to those gained in recent years with the City's Careers Expo for High School students winning a best practice award from the Western Australian Local Government Association (WALGA). The WALGA awards are held annually to recognise best practice and promote excellence within local government throughout the State.

During the reporting year, the City refined its vision for the future and has developed a long term, 15-year financial plan that maps out priorities – established through a rigorous strategic planning process – for the next decade and beyond. This 15-year approach to the City's financial planning represents a radical departure from the traditional 5-year model used by other local governments, but is considered essential to planning for growth and ensuring that vital infrastructure and programmes can be funded.

Throughout the year the City continued to work with key partners, including the Armadale Redevelopment Authority (ARA), on projects designed to rejuvenate the City and prepare for the substantial growth expected over the next five to ten years. That work has started to pay real dividends and interest in the City as a place in which to live, work and play has increased significantly. From July 2003 to June 2004, the value of building approvals grew by 20% to around \$61 million, with the number of building licences issued during that time growing by 14% to over 1,400.

A number of projects are currently underway to enhance Armadale as the City's strategic hub. Preparations were made, in association with the ARA, for a major \$2.5 million upgrade to Commerce Avenue that will see it transformed into an attractive gateway into the City's heart.

Works will continue into Third Road, Jull Street and the new Whitehead Road in the near future.

Construction of a multi-screen cinema in Armadale is also underway and has reached an advanced stage with opening anticipated for Boxing Day 2004. This project has captured the imagination of the community and generated a great number of inquiries in terms of job opportunities at the new complex.

In addition to work within the City's Strategic Centre, programmes to rejuvenate Kelmscott's town centre have also been identified. As a result, Council plans to relocate Kelmscott Library to more spacious premises nearby to free up land needed for future development.

It's unfortunate that future commercial plans for Kelmscott became embroiled in an expensive Town Planning Appeal case. I look forward to the formulation of a new proposal that ensures orderly and appropriate redevelopment of the Kelmscott centre.

During 2003/2004 the City played host to visits by both Prime Minister John Howard, and the WA State Cabinet. Both occasions were used as opportunities to outline, at the highest possible level, the City's special needs and circumstances – particularly in terms of unemployment issues and the need to provide new job opportunities for young people. We were also able to brief the Prime Minister on the Champion Lakes development and plans for a White Water facility to complement the international standard rowing course currently under construction.

The City's local effort is greatly enhanced by the continuing support of our State Government.

Annual Report 2003-2004

My thanks to our many partners, in particular the team at the Armadale Redevelopment Authority with whom we work closely in delivering a better future for our citizens.

Lastly, I would like to sincerely thank the elected Council for its guidance through quality decision-making, and all of the City's staff for their continued commitment to providing the highest possible standard of service to the community.

R. S. Tame
Chief Executive Officer

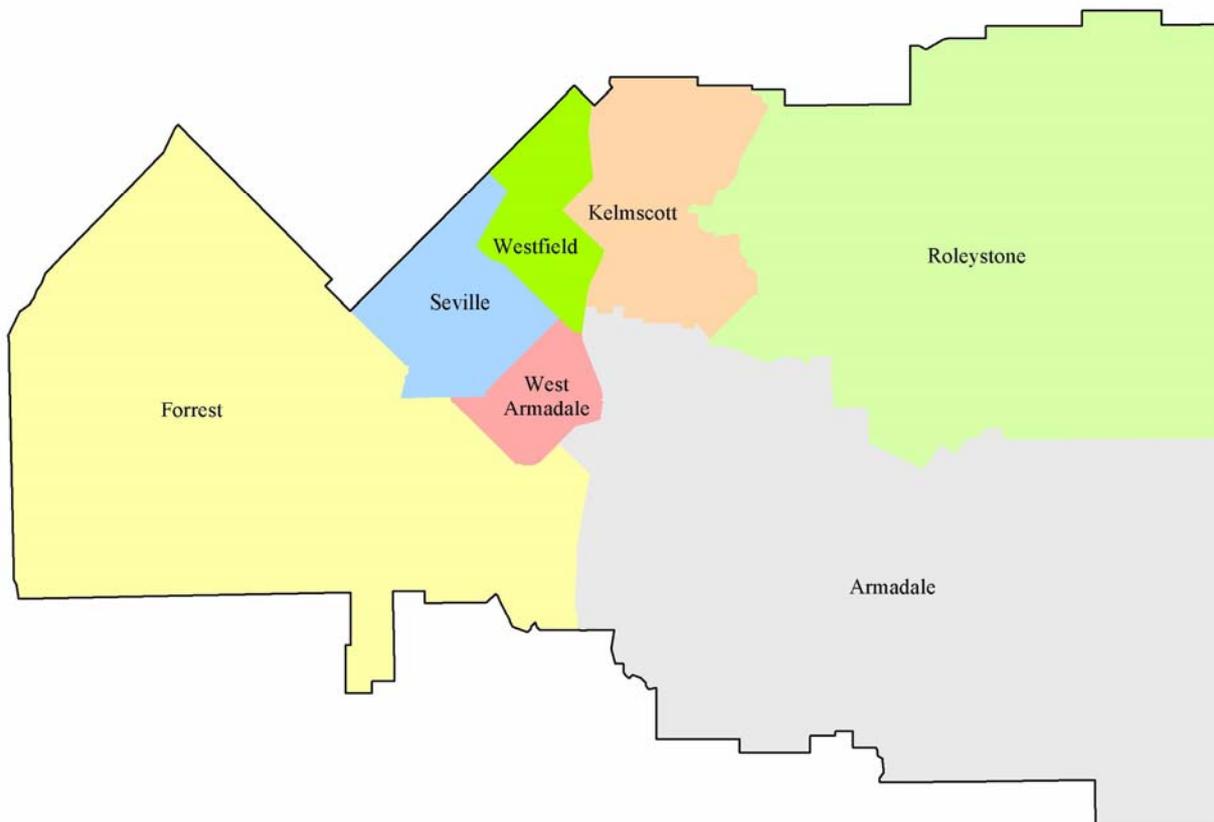
YOUR COUNCIL

The Council is the elected body responsible for the administration of the City and has the following role:

- directs and controls the local government's affairs;
- is responsible for the performance of the local government's functions;
- oversees the allocation of the local government's finances and resources; and
- determines the local government's policies.

The City of Armadale has fourteen Councillors elected to fill two positions in each of the seven wards. Both the Mayor and Deputy Mayor are elected by the Council for a two year term.

YOUR CITY



HISTORY		CURRENT FACTS	
Constituted as the Kelmscott Road Board	14 December 1894	Population	55,400
Renamed Armadale-Kelmscott Road Board	23 March 1910	Area	545 square kilometres
Renamed Shire of Armadale-Kelmscott	1 July 1961	Length of roads	541 kilometres
Proclaimed Town of Armadale	1 January 1979	Area of parks and reserves	1,692 hectares
Proclaimed City of Armadale	16 November 1985	Homes	19,908
		Primary Schools	22
		Secondary Schools	8
		Libraries	3
		Localities and Suburbs:	
			Armadale, Bedforddale, Brookdale, Champion Lakes, Forrestdale, Kelmscott, Karragullen, Mt Nasura, Mt Richon, Roleystone, Seville Grove, Westfield, Wungong.

CORPORATE ADMINISTRATION

Modern local government corporations are highly complex, multi-disciplinary businesses which present many challenges in respect to the provision of sound administration and support services, governance and legislative compliance. The City has established itself as a leader in local government best practice. This high level of corporate administration and service has continued during 2003/2004, with the following representing some of the more notable achievements:

Information Technology

- Replacement and upgrading of core computer systems with acceptance of tenders and signing of contracts totalling approximately \$800,000. Several years in the planning, the new systems will replace previous systems which had served the City well for over 20 years. The new systems, when fully implemented, will have the ability to dramatically increase the efficient flow of relevant and vital information to all stakeholders thereby further improving service to customers.
- Further improvements to the City's information technology structure and systems during the year, all designed to improve the delivery of service, cost effectiveness and responsiveness whilst keeping systems and data secure, include :
 - increasing of security firewall capability to better protect internal systems and data;
 - implementation of Virtual Private Network facilities to enable remote broadband connections to the City's network;
 - installation of content and anti-virus filtering software for Internet browsing and email correspondence;
 - upgrading of communications links to Kelmscott Library.

Finance

- In line with the updating of Council's Strategic Plan, a 15-Year Financial Plan has been initiated. The Plan will greatly assist in the continuing sound financial management of the City.
- A four-yearly Financial Management Review was undertaken by an independent firm of accountants. The Review highlighted the fact that there were no inconsistencies in the account keeping practices of the City.

Public Relations

- A new Style Guide has been developed which establishes a fresh, new corporate image for the City. This Guide assists in ensuring uniformity of presentation of City documents and publications. The City has also appointed its first Public Relations Co-ordinator. This position has assisted in raising the media profile of the City and improving communications via an increased number of press releases and production of the high profile 'City Views' newsletter. The first edition of City Views was published on Thursday 11 December 2003 and appears as a feature in the local newspaper every two months.

Governance

- Required by statute to be conducted every eight years, the City's review of wards and representation was commenced during the year. It is anticipated that the review will be completed and a new ward system put into place in time for the next ordinary local government elections to be held in May 2005.
- Council's Policies and Procedures were reviewed and updated in line with relevant legislation and current best practice.
- Required by legislation, the City completed its first Record Keeping Plan. The Plan sets out the matters about which records are to be created by the City and how it is to keep its records. It also provides an accurate reflection of the record keeping programme including information about systems, disposal arrangements, policies, practices and processes. The City was congratulated for the timeliness of completion of its Plan as well as for demonstrating a strong commitment towards record keeping best practice across the organisation.

Human Resources

The most important resource any local government has at its disposal is its staff. In recognition of this fact, the City aims to maintain an equitable and safe workplace where staff continues to learn. The

following are some of the initiatives undertaken during the year to ensure that the City's objectives in this area are achieved:

- *Training and development:* The City strongly promotes career development. Employees have participated in comprehensive corporate training programmes in the areas of 'frontline' management, communication, customer service, report writing, computer skills and more job specific training. A group of employees also participated in the annual Local Government Managers Association's 'Management Challenge' which offers a valuable professional development opportunity.
- *Apprentices and work experience:* The City actively supports apprenticeships/traineeships and recognises that work experience placements and traineeships offer students the opportunity to gain skills and enhance their career opportunities. This year the City appointed three apprentices and accommodated many requests for work experience placements.
- *Safety and health:* The City is committed to providing a safe and healthy workplace. A comprehensive safety training programme has been implemented for staff including the City of Armadale's 'Fleet Safety' system. Health assessments, flu vaccinations and skin cancer screening programmes were made available to all staff.

ECONOMIC & STRATEGIC DEVELOPMENT

PLANNING

Armadale Redevelopment Authority

The close working relationship between the City, the Armadale Redevelopment Authority (ARA) and the State Government to facilitate major development projects continued over the last year. Further progress was made on the development of the Armadale City Centre, Forrestdale Business Park, South Armadale Industrial area and Champion Lakes Regional Recreation Park.

Armadale City Centre

Development in the Armadale Strategic Centre CBD is currently visible in the following projects under construction:

- ◆ The redevelopment of Armadale Plaza shopping centre and new multiplex cinema;
- ◆ The relocation of Armadale Bus/Rail Transfer Station.

It is also notable that various smaller tenancies in the City centre have been refurbished during the year as a result of positive development prospects in the City.

Forrestdale Business Park

The first subdivision of industrial land in the 190ha site has occurred and a development approval for industrial / showroom purposes has been granted by the City. Further review of a drainage plan for the Park continues.

Champion Lakes Regional Recreation Park

A concept plan for the Champion Lakes development has been prepared. The plan includes a mixture of water-based recreation facilities, residential development, local commercial opportunities, passive recreation and conservation facilities as well as an Aboriginal interpretive facility. The objective with the project is the sustainable development of the Champion Lakes Regional Recreation Park – a Public Environmental Review of the project has been completed.

Excavation of the proposed International Rowing Course commenced in conjunction with Tonkin Highway works during the year. The City has also expressed an interest in facilitating the development of a Whitewater Park at Champion Lakes.

Brookdale and Forrestdale Residential Development Areas

Following completion of the Southern River, Forrestdale, Brookdale, Wungong, Structure Plan, the City has pursued goals of landowner coordination and zoning initiatives resulting in the following:

- Amendments under the Metropolitan Region Scheme and the City's Town Planning Scheme have both been initiated to prepare the Harrisdale and North Forrestdale development areas for subdivision, which is expected to commence during the next two years. The development of local Structure Plans are also well progressed for these areas.
- Construction of the C.Y. O'Connor ERADE Village development near Nicholson Road in Forrestdale has commenced. The Village comprises hi-tech business incubator units, research and development facilities and bio-medical laboratories.
- The ARA has initiated the preparation of Local Area Plans for land in Brookdale, which will facilitate future residential development.

West Armadale Shopping Centre

The City has approved a new 5010m² neighbourhood shopping centre at the intersection of Armadale and Eighth Road to replace the existing West Armadale Shopping Centre. The construction of the new centre is expected to commence shortly while the existing centre will be redeveloped predominantly for medium density residential use.

Town Planning Scheme No. 4

During the last year the City progressed the review of its Town Planning Scheme. The Draft TPS No. 4, the Local Planning Strategy, the Retail Hierarchy Report, and the Local Planning Policies were advertised for public comment between March and June 2004. Over 20,000 information packages containing a brochure, Scheme Map and submission form were sent to each property address and ratepayer, resulting in the receipt of over 400 submissions. It is anticipated that the Scheme will be finalised over the next twelve months.

BUILDING ACTIVITY AND SERVICES

Building activity in the City of Armadale over the last financial year has been the strongest for many years, with over \$60 million worth of construction being approved. The higher dollar value of approvals, along with the increase in the number of housing approvals reflects the growing confidence in the local community. The commencement of some long awaited major projects in the City has been a highlight.

The City's Property Inspection Service remains very popular, with record numbers of reports being requested by the community over the last year. In most cases the inspections are requested when residents have decided to sell their property and find that a shed, patio, pool or other addition has been constructed without a Building Licence. Without the service offered by the City of Armadale a long and wasteful process must be followed to formalise the works to the extent that the sale can continue.

A strong on-site building inspection focus is maintained by the City during the construction of new buildings to ensure that the finished building meets appropriate standards of safety and amenity. The service is rounded off by the provision of unbiased advice to residents on issues relating to building construction and other related fields.

HEALTH AND SAFETY

Council provides a range of services directed towards maintenance, promotion and improvement of public health. The objectives of these programmes and an outline of how they are undertaken, measured and evaluated are detailed within the City's Environmental Health Plan.

Council's Plan for the years 2003 - 2008 attempts to link all programmes and sub-programmes to the listed government responsibilities within the *Australian Charter for Environmental Health*.

Immunisation

Continuation of the State and Commonwealth subsidising of schools based Hepatitis B and Meningococcal programmes and the continuing successful partnership between the City and Armadale Health Service in provision of free immunisation resulted in a record 7881 vaccinations this year.

The outstanding outcome of the year's programme is a consequence both of Local Government and locally based State Government agencies being well placed to deliver services to their communities and of Council's ability to commit additional resources to immunisation as a direct result of the State and Commonwealth payments.

Food

The measurement criteria used under the City's Environmental Health Plan continues to show improvement in the food safety practices adopted by the City's food outlets and manufacturers. National Food Standards that came into effect in 2002 impose a range of new responsibilities upon all food businesses and Council's Environmental Health team helps all proprietors in understanding how to fulfil their obligations.

Council's Environmental Health Officers regularly sample and submit for analysis, foods purchased from manufacturers and retailers throughout the district to determine its compliance with legislated chemical and bacteriological standards. Much of this work is undertaken as part of the State Food Monitoring Programme or the Local Health Authorities Analytical Committee Scheme. Of seventy-five samples analysed this year, just five failed to meet required standards. Prosecutions were instituted in three cases.

Notifiable Infectious Disease Investigations

Environmental Health Officers investigate all cases of notifiable infectious diseases referred for follow up by the WA Department of Health. The majority of these are enteric (food or water borne) illnesses such as campylobacter and salmonella infections. The rate of incidence of notifications of these diseases per unit population in Armadale was again below the metropolitan average, as it has consistently been since 1998.

PEOPLE AND COMMUNITY

Recreation

Council's Recreation Services continued to work in partnership with the community to provide a range of enjoyable recreation opportunities for residents. A number of important achievements were realised during the year, including:

- The Police and Citizen Youth Club (PCYC) completed its first full year as managers of the newly upgraded Armadale Arena. The PCYC has been successful in blending its exciting new programmes with the traditional and established ones of the centre.
- The Armadale Aquatic Centre enjoyed its most successful season in recent times with attendance numbers up by 14,158 on the five year average. The ever-changing climatic conditions prompted an extension of the season for two weeks in April to allow patrons to enjoy the very warm autumn weather.
- As part of Council's strategy for the future provision of aquatic facilities for the community, a needs assessment and feasibility study for an indoor aquatic centre was commenced during the year. The community indicated support for developing the current Aquatic Centre at Champion Drive.
- A study and concept plan for the former Kelmscott Pool site was completed. The proposals from this plan will soon see this site transformed into another exciting community asset for Kelmscott.
- Grants totalling \$40,800 were obtained from the Department of Sport and Recreation for various projects to provide new and improved facilities for the community.
- A major review of the City's recreation fees and charges was carried out during the year resulting in a new and more equitable fee structure being put in place.
- A specialist Facilities Management Officer was employed to implement strategies and provide assistance to some larger sporting clubs with their financial and facility management issues. This assistance has enhanced the long-term sustainability of these clubs in the community.

Events

The City continues to be an industry leader with its diverse and entertaining Cultural Events Programme. The year's major success stories included:

- The Armadale Highland Gathering and Cycling Classic attracted its biggest ever crowd and presented a unique blend of Scottish culture and high quality cycling.
- An estimated 40,000 people celebrated our national day at the City's Australia Day Celebrations in Minnowarra Park, and enjoyed the great family entertainment and a spectacular fireworks display.
- The return of the award winning Spring Family Bushwalks proved very popular and will again be showcasing our stunning natural bushland this year.
- Several thousand people attended the very popular programme of free Concerts in the Park. The feature "Minnowarra Blues" concert has grown to the extent that it is now recognised as one of the leading Blues concerts in the State.
- The ever popular Minnowarra Festival and Art Award is the State's largest arts festival and provided a smorgasbord of activities and entertainment for the whole family. Approximately 25,000 locals and visitors attended over the two days of the event.

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- The Outside the Frame Art Award for Year 11 and 12 students was an outstanding success and attracted over 400 entries from students throughout the region. The quality of the pieces of artwork entered belied the age of the artists and further demonstrated the outstanding talent of our young people.

Community Development

The City's Community Development team works with and for our community to create and maximise opportunities that allow for practical and effectual strategies to meet the needs of the community.

Major achievements this year have included:

- Community Safety and Crime Prevention Partnership Agreement signed with the State Government to ensure Armadale receives priority funding for projects aimed at community safety and crime prevention.
- Development of a skate park in Forrestdale with planning now happening for community urban art work for the site.
- Completion of reviews of the City's Cultural Plan, Disabilities Services Plan and Youth Plan.
- Completion of the Neighbourhood Improvement Project that has seen improvements in local neighbourhoods and parks, building on the sense of community spirit and creating safer places.
- The Armadale Aboriginal Family Support Service continues to be the pivotal contact between the Aboriginal community and service providers. Completion of strategic and business plans for the Service will guide its ongoing development.
- The Armadale Volunteer Resource Service in its first year of operation has been acknowledged as one of the most successful pilot services funded by the State Government. Further funding has been secured to develop Volunteer Management Strategies with the City's sporting groups.
- The Seniors Ready for Life Project took up residence at the Armadale Town Hall with a number of the Seniors' community projects becoming reality.

Libraries

The City's libraries continued to provide high levels of service both within the physical library space (with over 251,000 people visiting the libraries during the year), as well as in the online environment as the public library catalogue was made available on the City's website during this period.

The loan period for library items was increased from two to three weeks to offset the introduction of a fines system. This system was introduced to increase the turnover in stock by encouraging borrowers to either renew or return items that they have finished with on time.

Significant activities for the year included:

- Support for students was enhanced with the commencement of the Homework Hub at Westfield Library. This service is coordinated by a volunteer tutor.
- A small grant from the Office of Multicultural Interests enabled the libraries to support Harmony Week, with more than 150 people attending the special multicultural story times and morning teas in each of the libraries.
- Australian Library & Information Week was used to highlight the regular weekly happenings in the City's libraries. These included:

- story times in each library,
- a Justice of the Peace in attendance,
- an Internet Introduction session,
- the 'Come Write In' group meeting,
- the Pastels Art group meeting,
- the Homework Hub,
- the 'Books-on-Wheels' group and
- the Westfield Writing group.

All of these sessions are ongoing services and support the library's role in community capacity building, as well as the regular lending and reference services associated with libraries.

History & Heritage

Council remains strongly committed to the preservation and promotion of the City's history and heritage, as is evidenced by the ongoing fit-out of the expanded History House Museum storeroom area and the professional cataloguing of the Birtwistle Local Studies Library collection.

The growth in strong public and educational programmes has enabled the Historian / Museum Curator to tailor visitor experiences and offer a greater range and variety of activities. As a result, visitor numbers continue to rise with significant increases in school and seniors groups visiting the Minnowarra Historic Precinct in 2003/2004.

Activities for the year included:

- Upgrading of the "Nyoongar" Display at History House Museum.
- Additional conservation framing of Council's nationally significant Ben Strange political cartoon collection.
- Commencement of the City's oral history programme.
- Local history focused curriculum based education programmes being offered to school groups within the community.

Ranger Services

Ranger Services provide regulatory and other services to the Armadale community. They liaise with agencies such as the Police Service, Department of Transport, Department of Conservation & Land Management, Fire & Rescue Service and the Bush Fire Service and enforce legislation in relation to animal control, litter, fire prevention, parking, and off-road vehicles.

Rangers conduct regular patrols of thoroughfares, removing impediments to safe vehicular and pedestrian traffic caused by unlawfully parked vehicles or other unauthorised obstructions.

With increasing population growth, the primary focus of Ranger Services is managing the response to the community. Demand has again increased over the last twelve months, with 5,371 requests for assistance having been received.

School educational visits are conducted where the duties and role of a Ranger are explained to students and children. This initiative is designed to assist younger members of the community to better understand responsible animal management and to teach them how to understand and comply with State legislation and Local Laws in relation to registration, confinement, and control of pets whilst in public places. Other aspects of Ranger Services covered in the school visits include:

- Fire hazard awareness
- Keep Australia Beautiful litter awareness programmes
- Safety around schools
- Fire awareness and environmental responsibilities

Animal Control

Animal control continues to demand a large proportion of Ranger Services operational time. The City dealt with 4,190 lost, nuisance and/or straying animal incidents during this report period which, unfortunately, included the impounding of some 740 dogs. The City's modern animal impounding facility provides for the adequate welfare of impounded dogs or livestock.

Fire Services

Ranger Services coordinate fire and emergency management procedures and practices, in conjunction with other combat authorities and support agencies, to ensure optimum delivery of district and regional fire prevention and protection.

Volunteer fire brigades responded to 255 calls to bush/scrub fires during the 2003/2004 fire season, however, due to the excellent response from members and the upgraded resources now available to them, they have been able to deal with those incidents in a timely and effective manner, thereby reducing the potential for a major fire situation.

Recreation areas and other public places are patrolled to control unauthorised activities and promote responsible practices relating to the lighting of fires and reducing fire hazards.

INFRASTRUCTURE ASSETS & ENVIRONMENT

The City is committed to providing a level and standard of infrastructure that will enable our community to develop to its full potential, whilst maintaining the highest level of respect for our environment.

The following represents some of the more significant achievements in this area for the 2003/2004 year.

Construction

- The replacement/construction of new bus shelters continued with the installation of five significantly improved shelters.
- Completion of Stage 1 of the construction of dual carriageway from Seville Drive to Lake Road to improve connectivity and accessibility to the Kelmscott industrial area.
- Major rebuilding of Hopkinson Road from Rowley Road to the City's landfill site.
- Completion of the construction of a dual lane roundabout at the intersection of Nicholson and Warton Roads which has significantly improved traffic flow in that area.
- Construction of Black Spot funded roundabouts at Raeburn/Holden Roads, Seventh/Avonlee Roads and upgrade to the Ranford/Warton Roads intersection.
- Construction of a new 75 vehicle car park, together with installation of lighting, at the Roleystone Theatre.
- Refurbishment of the Armadale Recreation Centre in preparation for PCYC to take over management of the facility.
- Extensive refurbishment of the Reg Williams Pavilion to provide accommodation for the Council and WA Police Service road safety joint venture at the ARK Road Safety Centre.
- Commencement of extensions and refurbishment of the Armadale Kelmscott Senior Citizens Centre.
- Design works undertaken for Commerce Avenue and Armadale Road Black Spot funded projects, drainage works and river crossings as well as more than fifteen smaller projects.
- Construction of access roads on behalf of Main Roads WA for private property on Albany Highway, Bedforddale.
- Reconstruction of part of Hesketh/Westfield Roads to facilitate urban development.
- Asphalt resurfacing on some seventeen roads at a total cost of \$500,000.
- Construction of twelve new paths and reconstruction of fourteen old paths throughout the municipality in line with Council's 10-year Path Replacement Programme.

Property

- Major repairs to Armadale Aquatic Centre 50m pool.
- Refurbishment of Karragullen Hall, including rebuilding of the kitchen.
- Provision of new disabled access ramp and handrails at Frye Park Pavilion to allow visitor access to pavilion and viewing area.
- Provision of disabled ramps and doors at Armadale Tourist Centre allowing access off Jull Street.

Waste Management

- Purchase of a new Tana compactor which will extend the life expectancy of the City's landfill site.
- Introduction of the 'Sort & Save' initiative which will enable 80% of trailer waste to be recycled, thus saving valuable landfill capacity.
- Working with local schools for the development and testing of worm farms and composting utilising old mobile garbage bins.
- In association with the Armadale Redevelopment Authority, introduction of calico bags to encourage use of re-usable bags rather than plastic bags which pollute the environment.
- Commenced trial of cardboard compactor in conjunction with Amcor Recycling.

- Clean Up Australia launch at Skeet Road, Forrestdale by the Minister for the Environment, Dr Judy Edwards, in conjunction with Ian Keirnan, Chairman Clean Up Australia Day.

Parks & Reserves

- Streetscape works commenced on Champion Drive, Commerce Avenue and the Armadale 'Gateway' to beautify and enhance the environment.
- Construction of the new Forrestdale Skate Park completed and officially opened.
- Work continued on the upgrading of playgrounds and associated equipment in local parks.
- Irrigation systems continued to be upgraded to comply with new requirements of the State Water Strategy.
- Kelmscott tennis courts were resurfaced and associated fencing/hardware upgraded as the final stage of an upgrade programme which included Cross Park and Gwynne Park courts.
- Neighbourhood Improvement Programme (NIP) works were carried out in the Hollybush precinct and included street tree planting, verge mulching and various works at Bernice Hargraves Reserve, including a performance rotunda.
- The ongoing tree planting programme continued with the involvement of various community groups including scouts, local schools and residents.
- Continued support was provided to community groups to provide environmental awareness through the peak group for bushland/wetland management in Armadale known as the Bushcare and Environmental Advisory Committee (BEAC).

Environment

Significant progress continues to be achieved in the implementation of the City's State of the Environment Report plus the City's management plans for a number of natural areas.

Implementation of management plans has included the treatment of Bungendore Park, Kendal Court, Creyk Park and Bob Blackburn Reserve for *Phytophthora Dieback*. A number of natural areas have also benefited from the implementation of capital works priorities and the undertaking of priority weed control in good condition bushland.

The Streamcare Promotion has continued this year, with the promotion extending from the upper catchment areas to areas of the Swan Coastal Plain, encouraging landowners to receive free technical advice on watercourse management.

The City also supported the World Wide Fund for Nature's initiative known as 'Wetland Watch' by providing office space and other in-kind support. This regional programme is designed to assist private landowners in management of wetlands on the Swan Coastal Plain.

The Bushcare and Environmental Advisory Committee continue their role in advising Council on environmental issues and the City continues to work with the South East Regional Energy Group to implement the Community and Corporate Greenhouse Action Plans.

Armadale Gosnells Landcare Group (AGLG) has continued to support community landcare and implement the Upper Canning Southern Wungong Catchment Management Plan. AGLG and the City are working closely together to enhance the City's environment through coordinated landcare.

STATUTORY REPORTS

PRINCIPAL ACTIVITY PLAN

The Principal Activity Plan, prepared in consultation with the community, represents an overview of the more significant activities planned by Council over the next five years. The Plan details for each principal activity:

- a general description;
- the direct revenue and expenditures;
- the amount of general purpose funding required to fund the activity;
- performance measures.

The principal activities in the Plan account for the major portion of Council's total expenditure and for 2003/2004 those activities, together with their associated objectives, were:

- **Roads, Construction and Related Infrastructure**
To provide the most effective, safe and economical roads (and related infrastructure) network for the convenient movement of vehicles, pedestrians, cyclists and disabled persons.
- **Waste Management**
To minimise waste and to provide a cost effective and environmentally sound waste management service.
- **Parks and Reserves**
To provide safe, attractive, cost effective and socially accepted areas for the recreation and enjoyment of the public.
- **Public Buildings Maintenance and Construction**
To provide effective, safe and economically designed buildings to meet the needs of the community and accommodating people with special needs.
- **Culture and Libraries**
 - To preserve local history and foster local culture.
 - To provide services supporting the information needs of the community.
 - To foster and support major local events to encourage community participation and pride.
 - To facilitate the creation and development of local cultural community groups.
- **Administration and Governance**
To provide cohesive management, information technology and financial structures and practices that adequately serve the needs of elected members, Council employees and the broader community.

The City is performing at a high level of achievement for all activities with most performance targets being attained.

In the Administration and Governance principal activity, the City has again performed well on both an efficiency and effectiveness basis. From an efficiency perspective, the City's level of expenditure continues to be below that of the State average for all local governments. The latest comparative figures from the Western Australian Local Government Grants Commission show the City's expenditure to be 18% less than its assessed standard whereas the State figures (for all local governments) show actual expenditures to be 8% greater than the assessed standard. In terms of effectiveness, the following indicators and outcomes again show a good level of achievement:

- the Annual Audit Report again had no qualifications;
- income and operating expenditures for the activities were either within budget or subject only to minor variations;
- a 97% compliance rate in the Annual Compliance Audit Return (the Return is a legislated requirement upon all local governments which measures levels of statutory compliance). The City met all but eight of the 232 specific questions with the exceptions being of a minor nature. Improved systems and practices have been implemented to assist in ensuring that the City's compliance performance will be even better in future audits;

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- an independent evaluation of the appropriateness and effectiveness of the City's financial management systems and procedures revealed only one minor matter for possible review; and
- another independent evaluation of the City's administration of the Rates & Charges (Rebates & Deferments) Act confirmed that the City's procedures and practices are appropriate.

Surveys conducted by independent agencies and Council staff indicates the following in respect to the principal activities of Roads, Construction and related infrastructure; Waste Management; and Parks and Reserves:

- the City's performance regarding its level of expenditure in maintaining its road network has been rated at the best level;
- comparative surveys confirm the City's expenditure on parks, gardens, ovals and reserves is below average, indicating that expenditure is adequate but limited;
- regular community satisfaction surveys have measured the City's Waste Services at a 98% satisfaction rating. Of all waste management recycled in WA, 5% occurred in the City of Armadale.

The City of Armadale's key principal activities are expected to remain the same for the next financial year.

NATIONAL COMPETITION POLICY

The City of Armadale, in satisfaction of the provisions of Clause 7 of the Competition Principles Agreement, offers the following reports on activities which occurred during 2003/2004:

Competitive Neutrality

This principle deals with ensuring that government business operations have no advantage or disadvantage in comparison with the private sector.

The Policy dictates that competitive neutrality should apply to all business activities which generate a user pays income of over \$200,000, unless it can be shown that it is not in the public interest. No significant new business activities for the purposes of competitive neutrality were initiated or considered during the year and no non-compliance allegations were made.

Legislation Review

The City's Health Local Laws and Environment, Animals and Nuisance Local Laws were reviewed during the year. This resulted in amendments to the Health Local Laws to strengthen controls over the use of refuse receptacles and in minor amendments to the Environment, Animals and Nuisance Local Laws to clarify some definitions.

The Signs, Hoardings & Bill Posting and Removal of Refuse, Rubbish & Disused Materials Local Laws are currently under review with completion anticipated during the next financial year.

Structural Reform

The City of Armadale did not privatise any activities in 2003/2004 and as a consequence there were no obligations for structural reform.

RECORD KEEPING PLAN

The State Records Act 2000 ('the Act'), section 19, requires that every government organisation must have a Record Keeping Plan that has been approved by the State Records Commission ('the Commission'). The City of Armadale's Record Keeping Plan was endorsed by Council in February 2004 and subsequently approved by the Commission on 22 April 2004.

Under section 61 of the Act, the Commission has established and gazetted 'State Records Principles and Standards'. Standard 2, Principle 6 (Compliance) requires, inter alia, that a government organisation includes within its annual report a section that addresses the following points with regard to its Record Keeping Plan:

The efficiency and effectiveness of the organisation's record keeping systems is evaluated not less than once every five years: The latest date for the City's record keeping systems to be evaluated is March 2009. An evaluation will in fact be conducted by April 2006, which is the date by when a fully revised Record Keeping Plan is required to be presented to the State Records Commission.

The organisation conducts a record keeping training programme: The City of Armadale's record keeping training programme has been recognised and approved within its Record Keeping Plan.

Training commences at the induction stage and occurs on an ongoing basis, including the provision of both internal and external training opportunities.

The efficiency and effectiveness of the record keeping training programme is reviewed from time to time: The City's records keeping training is continually monitored for effectiveness and relevancy from staff feedback and surveys of training requirements including information received at annual staff appraisals.

The organisation's induction programme addresses employee roles and responsibilities in regard to their compliance with the organisation's Record Keeping Plan: The City of Armadale's induction programme contains a mandatory session with the Records Department and includes an explanation of the filing system and records procedures as well as staff responsibilities.

DISABILITY SERVICES PLAN

Council's Disability Advisory Committee has been involved with reviewing the City's Disability Services Plan and developing a new one. The new plan, renamed the Disability Access and Inclusion Plan, has been developed to incorporate the findings of the review and community consultation. It ensures that the City has a plan that meets any changing legislative developments and strives for best practice in creating an accessible and inclusive community.

The City of Armadale is committed to ensuring that its facilities are accessible to all members of the community and has made some significant access improvements throughout the year. These include:

- Construction of a new unisex/disabled change room, shower and toilet at the Armadale Aquatic Centre to complement disabled user programmes run at the Centre.
- Inclusion of disabled access ramps to the refurbished ARK Road Safety Centre.
- Redesigned access for disabled users at the refurbished Armadale Kelmscott Seniors Centre, including a new unisex toilet facility.
- Currently designing new temporary accommodation for administrative staff which will include access ramps to entry and unisex toilet facility.

The City makes every effort to respond to the needs of people with disabilities and therefore provides alternative formats of the plan and other Council information on a personalised basis.

LOTTERIES COMMISSION GRANTS

The City is grateful to the Lotteries Commission for providing the following grant funding during 2003/2004:

<u>Purpose</u>	<u>Amount \$</u>
Australia Day celebrations	13,000
Concerts in the Park	5,000
Seniors' Ready for Life Project	46,000
Total	\$64,000

BARRETT & PARTNERS – DFK

Certified Practising Accountants

INDEPENDENT AUDIT REPORT

TO: RATEPAYERS OF THE CITY OF ARMADALE

PARTNERS

Ronald E Barrett FCA

Anthony D Macri FCPA

Domenic A Macri CPA

Scope

We have audited the financial report of the City of Armadale, comprising the Operating Statement, Statement of Financial Position, Statement of Changes in Equity, Statement of Cash Flows, and the notes to and forming part of the financial report for the year ended 30 June 2004. The Council is responsible for the preparation and presentation of the financial report and the information contained therein. We have conducted an independent audit of the financial report in order to express an opinion on it to the ratepayers of the City of Armadale.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial report is free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial report is presented fairly in accordance with the requirements of the Local Government Act 1995 and Regulations under that Act, Australian Accounting Standards and other mandatory professional reporting requirements so as to present a view of the City of Armadale which is consistent with our understanding of its financial position, the results of its operations and its cash flows.

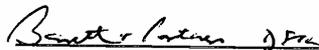
The audit opinion expressed in this report has been formed on the above basis.

Audit Opinion

In our opinion, the financial report of the City of Armadale:

- (a) present fairly the financial position of the City of Armadale as at 30 June 2004 and the results of its operations for the year then ended in accordance with applicable Accounting Standards; and
- (b) are prepared in accordance with the requirements of the Local Government Act 1995 and Regulations under that act and other mandatory professional reporting requirements.

We did not during the course of our audit become aware of any instances where the Council did not comply with the requirements of the Local Government Act and Regulations under that Act.


BARRETT & PARTNERS – DFK
Certified Practising Accountants
Level 1, 28 Thorogood Street
BURSWOOD WA 6100


A MACRI
PARTNER

PERTH
DATED THIS 4TH DAY OF OCTOBER 2004.

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**Financial Report
For the Year Ended 30 June 2004**

**Local Government Act 1995
Local Government (Financial Management) Regulations 1996**

Statement by the Chief Executive Officer

The attached financial report of the City of Armadale, being the Annual Financial Report and supporting notes and other information, for the financial year ended 30 June 2004 is, in my opinion, properly drawn up to present fairly the financial position of the City of Armadale as at 30 June 2004, and the results of the operations for the financial year ended, in accordance with the Australian Accounting Standards and comply with the provisions of the Local Government Act 1995 and regulations under that Act.

Signed on the 1st day of October 2004.

R S Tame
Chief Executive Officer

Annual Report 2003-2004

**City of Armadale
Operating Statement
For the year ended 30 June 2004**

	Note	2003 \$	2004 Budget \$	2004 \$
Revenues from Ordinary Activities	2			
General Purpose Funding		19,086,892	20,103,027	20,366,594
Governance		119,705	23,335	42,668
Law, Order and Public Safety		346,598	483,402	488,134
Health		77,553	81,228	89,431
Education and Welfare		536,560	331,692	404,531
Community Amenities		4,033,899	4,249,694	5,437,004
Recreation and Culture		1,265,132	893,648	882,767
Transport		4,320,323	3,515,528	4,166,885
Economic Services		269,170	256,548	322,631
Other Property and Services		307,908	54,500	235,440
		30,363,740	29,992,602	32,436,085
Expenses from Ordinary Activities Ex Borrowing Cost	2			
General Purpose Funding		136,171	134,000	157,157
Governance		3,837,555	1,525,588	1,445,813
Law, Order and Public Safety		980,971	1,247,418	1,117,846
Health		520,448	654,520	608,235
Education and Welfare		878,502	1,297,293	1,053,488
Community Amenities		4,870,598	5,863,697	6,765,192
Recreation and Culture		9,125,173	10,604,917	10,243,396
Transport		6,160,289	7,893,652	7,672,820
Economic Services		569,378	860,468	709,789
Other Property and Services		344,818	306,576	951,078
		27,423,903	30,388,129	30,724,814
Borrowing Costs Expense	2			
General Purpose Funding		0	1,000	0
Governance		0	70,000	4,486
Law, Order and Public Safety		109	0	0
Community Amenities		7,581	7,200	6,929
Recreation and Culture		29,194	24,200	23,635
Transport		5,219	0	0
		42,103	102,400	35,050
Net Profit or Loss / Result		2,897,734	(497,927)	1,676,221

This statement is to be read in conjunction with the accompanying notes.

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**City of Armadale
Statement of Financial Position
As at 30 June 2004**

	Note	2003	2004
		\$	\$
Current Assets			
Cash Assets	3	7,372,647	9,057,385
Receivables	4	2,886,926	1,963,356
Inventories	5	97,441	118,824
Total Current Assets		10,357,014	11,139,565
Non-Current Assets			
Receivables	4	656,308	609,545
Property, Plant and Equipment Infrastructure	6	25,897,355	26,839,896
	7	167,325,500	167,746,819
Total Non-Current Assets		193,879,163	195,196,260
Total Assets		204,236,177	206,335,825
Current Liabilities			
Payables	8	2,572,088	1,714,961
Interest-Bearing Liabilities	9	96,445	194,050
Provisions	10	1,701,677	2,263,996
Total Current Liabilities		4,370,210	4,173,007
Non-Current Liabilities			
Interest-Bearing Liabilities	9	437,846	1,043,838
Provisions	10	274,050	288,686
Total Non-Current Liabilities		711,896	1,332,524
Total Liabilities		5,082,106	5,505,531
Net Assets		199,154,071	200,830,294
Equity			
Retained Surplus		185,775,036	187,344,302
Reserves - Cash Backed	11	3,103,225	3,210,182
Reserves - Asset Revaluation	12	10,275,810	10,275,810
Total Equity		199,154,071	200,830,294

This statement is to be read in conjunction with the accompanying notes.

Annual Report 2003-2004

**City of Armadale
Statement of Changes in Equity
For the year ended 30 June 2004**

	Note	2003	2004
		\$	\$
Retained Surplus			
Balance as at 1 July 2003		183,495,280	185,775,036
Net Result		2,897,734	1,676,221
Transfer from / (to) Reserves		(617,978)	(106,957)
Balance as at 30 June 2004		<u>185,775,036</u>	<u>187,344,300</u>
Reserves - Cash Backed			
Balance as at 1 July 2003		2,485,247	3,103,225
Transfer (to) / from Reserves		617,978	106,957
Balance as at 30 June 2004	11	<u>3,103,225</u>	<u>3,210,182</u>
Reserves - Asset Revaluations			
Balance as at 1 July 2003		10,275,810	10,275,810
Revaluation Increment		0	0
Revaluation Decrement		0	0
Balance as at 30 June 2004	12	<u>10,275,810</u>	<u>10,275,810</u>
Total Equity		<u>199,154,071</u>	<u>200,830,292</u>

This statement is to be read in conjunction with the accompanying notes.

Annual Report 2003-2004

**City of Armadale
Statement of Cash Flows
For the year ended 30 June 2004**

	Note	2003 \$	2004 Budget \$	2004 \$
Cash Flows from Operating Activities				
Receipts				
Rates		15,686,781	17,111,627	16,904,659
Grants and Subsidies - Operating		2,304,717	2,450,468	2,831,673
Contributions, Reimbursements and Donations		528,473	1,566,089	1,850,829
Service Charges		0	0	0
Fees and Charges		5,063,807	5,705,991	6,914,825
Interest Earnings		601,710	548,900	758,808
Goods and Services Tax (on revenue)		701,301	788,304	781,587
Goods and Services Tax (refunded)		817,654	800,000	1,022,232
Other		939,235	843,155	1,296,107
		26,643,678	29,814,534	32,360,720
Payments				
Employee Costs		(10,850,035)	(10,341,248)	(11,148,687)
Materials and Contracts		(6,174,903)	(9,500,874)	(8,306,948)
Utility Charges		(1,099,545)	(923,607)	(1,083,050)
Insurance		(708,699)	(579,133)	(852,285)
Interest		(42,103)	(92,400)	(35,050)
Goods and Services Tax		(1,489,605)	(800,000)	(1,777,259)
Other		(85,488)	(2,807,177)	(1,764,656)
		(20,450,378)	(25,044,439)	(24,967,935)
Net Cash Provided by Operating Activities	13	6,193,300	4,770,095	7,392,785
Cash Flows from Investing Activities				
Payment for Development of Land		0	0	0
Payment for Property, Plant and Equipment		(2,006,647)	(3,620,867)	(2,957,185)
Payment for Infrastructure		(6,128,649)	(10,289,659)	(6,708,615)
Grants and Subsidies - Non Operating		4,043,885	2,464,879	2,491,142
Proceeds from Sale of Assets		612,296	842,550	763,015
Net Cash Provided by Investing Activities		(3,479,115)	(10,603,097)	(6,411,643)
Cash Flows from Financing Activities				
Advances to Community Groups		0	0	0
Repayment of Debentures		(652,125)	(126,500)	(96,403)
Repayment of Finance Leases		(4,211)	0	0
Proceeds from Self Supporting Loans		21,083	14,300	0
Proceeds from Advances		0	0	0
Proceeds from New Debentures		0	800,000	800,000
Net Cash Provided by Financing Activities		(635,253)	687,800	703,597
Net Increase (Decrease) in Cash Held		2,078,932	(5,145,202)	1,684,739
Cash at Beginning of Year		5,293,715	7,372,646	7,372,646
Cash at End of Year	13	7,372,647	2,227,444	9,057,385

This statement is to be read in conjunction with the accompanying notes.

City of Armadale
Notes to, and forming part of, the Financial Report
For the year ended 30 June 2004

1. Significant Accounting Policies

The significant accounting policies that have been adopted in the preparation of the financial report are:

a. Basis of Accounting

The financial report is a general purpose financial report that has been prepared in accordance with applicable Australian Accounting Standards, other mandatory professional reporting requirements and the Local Government Act 1995 and accompanying regulations. The report has also been prepared on the accrual accounting basis under the convention of historical cost accounting.

b. The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

In the process of reporting on the local government as a single unit, all transactions and balances between those Funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements, but a separate statement of those monies appears at Note 17 to these financial statements.

c. Goods and Services Tax

In accordance with recommended practice, revenues, expenses and assets capitalized are stated net of any GST recoverable. Receivables and payables in the Statement of Financial position are stated inclusive of applicable GST.

d. Fixed Assets

Property, plant and equipment and infrastructure assets are brought to account at cost or at independent or management valuation less, where applicable, any accumulated depreciation or amortisation.

The value of all infrastructure assets (other than land under roads) has been recorded in the Statement of Financial Position. Land under roads is excluded from infrastructure in accordance with legislative requirements.

e. Land Held for Resale

Land purchased for development and / or resale is valued at the lower of cost and net realizable value. Cost includes the cost of acquisition, development and interest incurred on the financing of that land during its development. Interest and holding charges incurred after development is complete are recognized as expenses.

Revenue arising from the sale of property is recognized in the operating statement as at the time of signing a binding contract of sale.

City of Armadale
Notes to, and forming part of, the Financial Report
For the year ended 30 June 2004

1. Significant Accounting Policies (continued)

f. Depreciation of Non-Current Assets

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner that reflects the consumption of the future economic benefits embodied in those assets.

Depreciation is recognised on a straight-line basis, using rates that are reviewed each reporting period.

Major depreciation periods are:

▪ Buildings	50 years
▪ Electronic Equipment	5 years
▪ Furniture and Equipment	15 years
▪ Plant and Machinery	3 to 20 years
▪ Sealed Roads and Street	
Clearing and Earthworks	Not Depreciated
Construction / Road Base	50 years
Original Surface / Major Resurface	50 years
▪ Gravel Roads	
Clearing and Earthworks	Not Depreciated
Construction / Road Base	50 years
Gravel Sheet	12 years
▪ Drainage	50 years
▪ Pathways	20 years
▪ Reserves	20 years

g. Leases

Leases of non-current assets where substantially all the risks and benefits incidental to the ownership of the asset, but not legal ownership, are transferred to the City are classified as finance leases. Finance leases are capitalised recording an asset and a liability equal to the present value of the minimum lease payments, including any guaranteed residual value. Leased assets are amortised over their estimated useful lives. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for that period.

Lease payments under operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

h. Investments

All investments are valued at cost and interest on those investments is recognised when accrued.

i. Joint Venture

Any interest the City has in any joint ventures has been recognised in the financial statements by including its share of any assets, liabilities, revenues and expenses of the joint venture within the Statement of Financial Position and Operating Statement and set out in Note 16.

City of Armadale
Notes to, and forming part of, the Financial Report
For the year ended 30 June 2004

1. Significant Accounting Policies (continued)

j. Employee Benefits

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

Wages, Salaries and Annual Leave

The provision for employees' benefits to wages, salaries and annual leave represents the amount the City has a present obligation to pay resulting from employees' services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the City expects to pay and includes related on-costs.

Long Service Leave

The provision for employees' benefits for long service leave represents the present value of the estimated future cash outflows to be made by the employer resulting from the employees' service to balance date.

k. Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

When contributions recognised as revenues during the reporting period were obtained on the condition that they be expended in a particular manner or used over a particular period, and those conditions were undischarged as at the reporting date, the nature of, and amounts pertaining to, those undischarged conditions are disclosed in Note 2(e). That note also discloses the amount of the contributions recognised as revenues in a previous reporting period that were obtained in respect of the local government's operations for the current reporting period.

l. Superannuation

The City of Armadale contributes to the Local Government Superannuation Scheme. This fund is a defined contribution scheme.

m. Interest Rate Risk

The City's exposure to interest rate risk, which is the risk that a financial instrument's value will fluctuate as a result of changes in market interest rates, is considered negligible for all financial instruments other than borrowings. Information on interest rate risk as it applies to borrowings is disclosed in Note 21.

City of Armadale
Notes to, and forming part of, the Financial Report
For the year ended 30 June 2004

1. Significant Accounting Policies (continued)

n. Credit Risk

The maximum exposure to credit risk, excluding the value of any collateral or other security, at balance date to recognised financial assets is the carrying amount, net of any provisions for doubtful debts, as disclosed in the statement of financial position and notes to the financial statements. The City does not have any material credit risk exposure to any single debtor or group of debtors under financial instruments entered into by the City.

o. Net Fair Values

The net fair value of assets and liabilities approximate their carrying values. No financial assets and / or liabilities are readily traded on organized markets in standardized form. Financial assets, where the carrying amount exceeds net fair values, have not been written down as the City intends to hold these assets to maturity. The aggregate net fair value and carrying amounts of financial assets and liabilities are disclosed in the statement of financial position and notes to the financial statements.

p. Rounding Off Figures

All figures shown in this annual financial report, other than a rate in the dollar, have been rounded to the nearest dollar.

q. Comparative Figures

Comparative figures may have been adjusted to conform to changes in presentation for the current financial year.

r. Impacts of Adopting Australian Equivalents to International Financial Reporting Standards (IFRSs)

Effective from financial periods commencing on or after 1 January 2005, the Australian Accounting Standards Board (AASB) plans to amend existing Australian Accounting Standards so content and wording is consistent with IFRSs.

As the AASB has prohibited the early adoption of the Australian equivalents to IFRSs, the first period to which they will relate will be the year ended 30 June 2006 (that is, the year commencing 1 July 2005).

The transition to the Australian equivalents to IFRSs is being managed via a process of education that includes technical training and liaison with Council's auditors and industry groups. This will include a review of the pending standards to determine the effect on Council's existing accounting policies and treatments.

From the review performed to date, it is not anticipated the adoption of the new standards, when they become applicable, will result in any key differences in the accounting policies or treatments of Council.

Annual Report 2003-2004

City of Armadale
Notes to, and forming part of, the Financial Report
For the year ended 30 June 2004

	2003	2004
	\$	\$
2. Revenues and Expenses		
a. Net Profit or Loss / Result from Ordinary Activities was arrived at after:		
i. Charging as Expenses:		
<u>Significant Expense</u>	Nil	Nil
<u>Amortisation</u>	Nil	Nil
<u>Auditor's Remuneration</u>		
Audit	15,240	9,976
Other Services	1,260	868
<u>Bad and Doubtful Debts</u>		
Rates Written Off	45,690	30,626
Sundry Debtors Written Off	12,079	293,129
Provision for Doubtful Debts	20,000	122,378
<u>Depreciation</u>		
Land and Buildings	429,982	439,049
Plant and Machinery	931,618	1,053,489
Furniture and Equipment	35,016	32,647
Roads	2,128,619	2,242,940
Drainage	510,789	516,912
Pathways	234,807	262,962
Reserves	3,256,888	3,264,482
	<u>7,527,719</u>	<u>7,812,481</u>
<u>Rental Charges</u>		
Operating Leases	4,563	0

ii. Crediting as Revenues:

	2003	2004 Budget	2004
	\$	\$	\$
<u>Interest Earnings</u>			
Investments - Reserve Funds	121,996	123,300	163,718
Investments - Other Funds	291,104	200,000	400,414
Other Interest Revenue	183,558	225,600	190,750
Other Interest Revenue - Loans	5,052	3,900	3,926
	<u>601,710</u>	<u>552,800</u>	<u>758,808</u>

Annual Report 2003-2004

City of Armadale
Notes to, and forming part of, the Financial Report
For the year ended 30 June 2004

	Note	2003	2004
		\$	\$
2. Revenues and Expenses (continued)			
b. Revenues and Expenses Classified According to Nature and Type			
<u>Revenues</u>			
Rates	23	15,461,743	16,663,294
Grants and Subsidies - Operating	29	3,056,476	2,831,673
Grants and Subsidies - Non Operating	29	4,043,885	2,491,142
Contributions, Reimbursements and Donations		528,473	1,850,829
Profit on Asset Disposals	19	252,727	331,815
Fees and Charges	28	5,063,807	6,283,048
Interest Earnings	2	601,710	758,808
Other Revenue		1,354,919	1,225,476
		<u>30,363,740</u>	<u>32,436,085</u>
<u>Expenses</u>			
Employee Costs		11,131,676	11,740,999
Materials and Contracts		6,487,057	7,383,252
Utility Charges		1,099,545	1,083,050
Insurance		708,699	852,285
Depreciation on Non-Current Assets	2	7,527,719	7,812,481
Loss on Asset Disposal	19	35,520	58,262
Other Expenditure		433,687	1,794,485
		<u>27,423,903</u>	<u>30,724,814</u>
Interest	2	42,103	35,050
		<u>27,466,006</u>	<u>30,759,864</u>
c. Borrowing Costs Expense			
<u>Borrowing Costs Expense Comprises:</u>			
Finance Lease Charges		109	0
Debentures	21	41,993	35,050
		<u>42,102</u>	<u>35,050</u>

City of Armadale
Notes to, and forming part of, the Financial Report
For the year ended 30 June 2004

2. Revenues and Expenses (continued)

d. Statement of Objectives

In order to discharge its responsibilities to the community, the City has developed a set of operational and financial objectives. These objectives have been established both on an overall basis, reflected by the City's Commitment and Vision Statements, and for each of its broad activities / programmes.

Our Commitment

To create a caring and vibrant City, rich in history, heritage and lifestyle.

Our Vision

- A major regional centre
- A place with the advantages of city living and the natural beauty of the bushland setting
- A City strong in opportunity – in comparison to any other City in Australia
- A great place to raise children
- Clean, green and prosperous

Council operations encompass the following service activities / programmes:

General Purpose Funding

This programme includes rates, statutory grants from the Western Australian Local Government Grants Commission and interest on the investment of Municipal and Reserve Funds.

Governance

This programme includes the administration and operation of facilities and services to the Elected Members of Council. It also includes civic receptions, citizenship ceremonies, research, development and preparation of policy documents, strategic planning, annual budgets, annual financial reports, audit fees and the annual report.

Law, Order and Public Safety

This programme includes the administration and operations of fire services, including volunteer bushfire brigades and state emergency services, together with animal control and community safety.

Health

This programme includes services such as immunisation, health, inspection, pest control, noise control and health clinics.

Education and Welfare

This programme includes pre-schools, senior citizens' centres, disability services and other community development activities such as seniors, youth and indigenous services.

City of Armadale
Notes to, and forming part of, the Financial Report
For the year ended 30 June 2004

2. Revenues and Expenses (continued)

d. Statement of Objectives (continued)

Community Amenities

This programme includes town planning and regional development services, protection of the environment, refuse collection / disposal and recycling services, provision of public toilets, bus shelters and street furniture.

Recreation and Culture

This is the provision of public buildings, libraries, aquatic centres, community events, cultural activities, museums, indoor and outdoor sporting complexes, parks and gardens, and playgrounds.

Transport

This programme includes the maintenance and construction of roads, drains, footpaths, crossovers and traffic calming devices, plus street lighting and cleaning, road signs and parking areas.

Economic Services

This programme covers building control, private swimming pool inspections, tourism and economic development.

Other Property and Services

This programme includes public works overheads and the purchase and maintenance of engineering plant and equipment.

Annual Report 2003-2004

City of Armadale
Notes to, and forming part of, the Financial Report
For the year ended 30 June 2004

	2003	2004
	\$	\$
2. Revenues and Expenses (continued)		
e. Conditions Over Contributions		
Grants recognised as revenues in a previous reporting period that were not expended at the close of the previous reporting period (i.e. opening balance)		
<u>Law, Order and Public Safety</u>		
Emergency Services	0	100,450
<u>Education and Welfare</u>		
Aboriginal Leaders	0	4,129
Aboriginal Support	137,054	50,200
Armadale Senior Citizen Centre	0	190,000
Community Arts Network	0	7,075
Keystart Neighbourhood Improvement	0	35,419
Safer WA	0	9,704
Seniors Projects	21,215	0
Vacation Training	0	5,695
Volunteer Resource Centre	0	30,000
<u>Community Amenities</u>		
Biodiversity Project	0	5,739
Bungendore Park Revegetation	2,909	0
Cities for Climate Protection	0	30,000
Envirofund	0	2,000
Fletcher Park	0	2,000
<u>Recreation and Culture</u>		
Armadale Recreation Centre	9,384	0
Armadale Sporting Club	6,500	0
Club Development	1,400	0
Kelmscott BMX Club	1,000	0
Roleystone Tennis Club	11,500	0
<u>Transport</u>		
Federal Blackspot	0	258,909
Grants Commission Road Fund	277,300	389,862
Local Government Road Fund	620,900	120,729
Main Roads Road Fund	0	1,062,799
Minor Acquisitions	0	1,974
Planning and Infrastructure	0	112,502
Roads to Recovery	383,000	0
Roadwise Safety Instructor	0	1,021
State Blackspot	0	28,000
	1,472,162	2,448,207

Annual Report 2003-2004

City of Armadale
Notes to, and forming part of, the Financial Report
For the year ended 30 June 2004

	2003	2004
	\$	\$
2. Revenues and Expenses (continued)		
e. Conditions Over Contributions (continued)		
New grants that were recognised as revenues during the reporting period and that had not yet been fully expended in the manner specified		
<u>Law, Order and Public Safety</u>		
Emergency Services	100,450	0
<u>Education and Welfare</u>		
Aboriginal Leaders	4,129	0
Aboriginal Support	50,200	0
Armadale Senior Citizen Centre	190,000	0
Community Arts Network	7,075	0
Indigenous Youth Arts	0	21,990
Keystart Neighbourhood Improvement	35,419	32,667
Safer WA	9,704	0
Vacation Training	5,695	0
Volunteer Resource Centre	30,000	0
<u>Community Amenities</u>		
Biodiversity Project	5,739	0
Cities for Climate Protection	30,000	0
Envirofund	2,000	0
Fletcher Park	2,000	0
Waterwise	0	2,114
<u>Transport</u>		
Federal Blackspot	258,909	0
Grants Commission Road Fund	389,862	468,808
Local Government Road Fund	120,729	0
Main Roads Road Fund	1,062,799	0
Minor Acquisitions	1,974	0
Planning and Infrastructure	112,502	0
Roads to Recovery	0	496,104
Roadwise Safety Instructor	1,021	3,645
State Blackspot	28,000	61,322
Street Lighting	0	14,051
	2,448,207	1,100,701

Annual Report 2003-2004

City of Armadale
Notes to, and forming part of, the Financial Report
For the year ended 30 June 2004

	2003	2004
	\$	\$
2. Revenues and Expenses (continued)		
e. Conditions Over Contributions (continued)		
Grants that have been recognised as revenues in a previous reporting period, and that were expended in the current reporting period in the manner specified by the contributor		
<u>Law, Order and Public Safety</u>		
Emergency Services	0	100,450
<u>Education and Welfare</u>		
Aboriginal Leaders	0	4,129
Aboriginal Support	137,054	50,200
Armadale Senior Citizen Centre	0	190,000
Community Arts Network	0	7,075
Keystart Neighbourhood Improvement	0	35,419
Safer WA	0	9,704
Seniors Projects	21,215	0
Vacation Training	0	5,695
Volunteer Resource Centre	0	30,000
<u>Community Amenities</u>		
Biodiversity Project	0	5,739
Bungendore Park Revegetation	2,909	0
Cities for Climate Protection	0	30,000
Envirofund	0	2,000
Fletcher Park	0	2,000
<u>Recreation and Culture</u>		
Kelmscott BMX Club	1,000	0
Armadale Sporting Club	6,500	0
Roleystone Tennis Club	11,500	0
Club Development	1,400	0
Armadale Recreation Centre	9,384	0
<u>Transport</u>		
Federal Blackspot	0	258,909
Grants Commission Road Fund	277,300	389,862
Local Government Road Fund	620,900	120,729
Main Roads Road Fund	0	1,062,799
Minor Acquisitions	0	1,974
Planning and Infrastructure	0	112,502
Roads to Recovery	383,000	0
Roadwise Safety Instructor	0	1,021
State Blackspot	0	28,000
	1,472,162	2,448,207
Closing balances of unspent grants	2,448,207	1,100,701

Annual Report 2003-2004

City of Armadale
Notes to, and forming part of, the Financial Report
For the year ended 30 June 2004

	2003	2004
	\$	\$
3. Cash Assets		
Unrestricted	1,278,249	3,919,722
Restricted	6,094,398	5,137,663
	<u>7,372,647</u>	<u>9,057,385</u>
The following restrictions have been imposed by regulations or other externally imposed requirements:		
Waste Management Reserve	1,498,534	1,839,534
Plant and Machinery Reserve	1,315,170	872,470
Land Acquisition Reserve	201,687	233,052
Long Service Leave Reserve	44,218	51,936
Armadale-Kelmscott Seniors' Reserve	16,575	0
Workers' Compensation Reserve	0	0
Revolving Energy Reserve	0	0
Building Plant and Equipment Reserve	27,040	92,040
PABX Telephone System Upgrade Reserve	0	8,000
Mobile Garbage Bin Programme Reserve	0	92,850
Future Recreation Facilities Reserve	0	20,300
Restricted Cash - Sundry Deposits and Bonds	542,967	539,569
Unspent Grants	2,448,207	1,100,701
Unspent Loans	0	287,211
	<u>6,094,398</u>	<u>5,137,663</u>
4. Receivables		
<u>Current</u>		
Rates Outstanding	677,804	421,640
Sundry Debtors	1,347,524	735,747
Provision for Doubtful Debts	(102,378)	(122,378)
GST Receivable	26,560	0
Accruals and Prepayments	919,228	927,311
Loans - Clubs / Institutions	18,188	1,036
	<u>2,886,926</u>	<u>1,963,356</u>
<u>Non-Current</u>		
Rates Outstanding - Pensioners	601,029	607,745
Loans - Clubs / Institutions	55,279	1,800
	<u>656,308</u>	<u>609,545</u>
5. Inventories		
<u>Current</u>		
Fuel and Materials	97,441	118,824
	<u>97,441</u>	<u>118,824</u>

Annual Report 2003-2004

City of Armadale
Notes to, and forming part of, the Financial Report
For the year ended 30 June 2004

	2003	2004
	\$	\$
6. Property, Plant and Equipment		
Land and Buildings - Cost	24,103,208	24,569,225
Less Accumulated Depreciation	<u>(2,385,472)</u>	<u>(2,824,520)</u>
	21,717,736	21,744,705
Furniture and Equipment - Cost	2,076,220	2,095,276
Less Accumulated Depreciation	<u>(1,872,861)</u>	<u>(1,905,507)</u>
	203,359	189,769
Plant and Machinery - Cost	9,103,582	10,097,277
Less Accumulated Depreciation	<u>(5,127,322)</u>	<u>(5,191,855)</u>
	3,976,260	4,905,422
Total Property, Plant and Equipment	<u>25,897,355</u>	<u>26,839,896</u>

Movements in Carrying Amounts

Movement in the carrying amounts of each class of property, plant and equipment between the beginning and the end of the current financial year is shown below:

Land and Buildings

Beginning Balance	21,549,702	21,717,736
Additions	598,016	466,016
Disposals	0	0
Revaluation Movements	0	0
Depreciation Written Back	0	0
Depreciation Expense	<u>(429,982)</u>	<u>(439,047)</u>
Carrying Amount	<u>21,717,736</u>	<u>21,744,705</u>

Furniture and Equipment

Beginning Balance	224,594	203,359
Additions	13,781	19,056
Disposals	0	0
Revaluation Movements	0	0
Depreciation Written Back	0	0
Depreciation Expense	<u>(35,016)</u>	<u>(32,646)</u>
Carrying Amount	<u>203,359</u>	<u>189,769</u>

Plant and Machinery

Beginning Balance	3,908,122	3,976,260
Additions	1,394,849	2,472,113
Disposals	<u>(395,093)</u>	<u>(1,478,418)</u>
Revaluation Movements	0	0
Depreciation Written Back	0	988,956
Depreciation Expense	<u>(931,618)</u>	<u>(1,053,489)</u>
Carrying Amount	<u>3,976,260</u>	<u>4,905,422</u>

Total Property, Plant and Equipment	<u>25,897,355</u>	<u>26,839,896</u>
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Annual Report 2003-2004

City of Armadale
Notes to, and forming part of, the Financial Report
For the year ended 30 June 2004

	2003	2004
	\$	\$
7. Infrastructure		
Roads - Cost	106,493,973	112,149,031
Less Accumulated Depreciation	<u>(11,237,604)</u>	<u>(13,480,545)</u>
	95,256,369	98,668,486
Drainage - Cost	25,539,617	25,857,178
Less Accumulated Depreciation	<u>(2,973,664)</u>	<u>(3,490,576)</u>
	22,565,953	22,366,602
Pathways - Cost	4,710,800	5,338,670
Less Accumulated Depreciation	<u>(1,097,594)</u>	<u>(1,360,556)</u>
	3,613,206	3,978,114
Parks and Reserves - Cost	65,143,904	65,252,030
Less Accumulated Depreciation	<u>(19,253,932)</u>	<u>(22,518,413)</u>
	45,889,972	42,733,617
Total Infrastructure	<u>167,325,500</u>	<u>167,746,819</u>

Movements in Carrying Amounts

Movement in the carrying amounts of each class of infrastructure between the beginning and the end of the current financial year is shown below:

Roads

Beginning Balance	92,042,789	95,256,369
Additions	5,342,199	5,655,057
Disposals	0	0
Revaluation Movements	0	0
Depreciation Written Back	0	0
Depreciation Expense	<u>(2,128,619)</u>	<u>(2,242,940)</u>
Carrying Amount	<u>95,256,369</u>	<u>98,668,486</u>

Drainage

Beginning Balance	22,842,059	22,565,953
Additions	234,683	317,561
Disposals	0	0
Revaluation Movements	0	0
Depreciation Written Back	0	0
Depreciation Expense	<u>(510,789)</u>	<u>(516,912)</u>
Carrying Amount	<u>22,565,953</u>	<u>22,366,602</u>

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City of Armadale
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For the year ended 30 June 2004

	2003	2004
	\$	\$
7. Infrastructure (continued)		
Movements in Carrying Amounts (continued)		
<u>Pathways</u>		
Beginning Balance	3,514,716	3,613,206
Additions	333,297	627,870
Disposals	0	0
Revaluation Movements	0	0
Depreciation Written Back	0	0
Depreciation Expense	(234,807)	(262,962)
Carrying Amount	<u>3,613,206</u>	<u>3,978,114</u>
<u>Parks and Reserves</u>		
Beginning Balance	48,928,390	45,889,972
Additions	218,470	108,127
Disposals	0	0
Revaluation Movements	0	0
Depreciation Written Back	0	0
Depreciation Expense	(3,256,888)	(3,264,482)
Carrying Amount	<u>45,889,972</u>	<u>42,733,617</u>
Total Infrastructure	<u>167,325,500</u>	<u>167,746,819</u>
8. Payables		
<u>Current</u>		
Sundry and Rates Creditors	1,402,545	404,084
Accrued Expenses	563,442	659,590
Unearned Revenue	31,070	64,297
Sundry Deposits and Bonds	542,967	539,569
Accrued Salaries and Wages	32,064	47,421
	<u>2,572,088</u>	<u>1,714,961</u>
9. Interest Bearing Liabilities		
<u>Current</u>		
Secured by Floating Charge		
Debentures	96,445	194,050
	<u>96,445</u>	<u>194,050</u>
<u>Non-Current</u>		
Secured by Floating Charge		
Debentures	437,846	1,043,838
	<u>437,846</u>	<u>1,043,838</u>

Additional details on borrowings are provided in Note 21.

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City of Armadale
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For the year ended 30 June 2004

	2003	2004 Budget	2004
	\$	\$	\$
10. Provisions			
<u>Current</u>			
Provision for Annual Leave	1,030,644		1,347,792
Provision for Sick Leave	166,675		161,442
Provision for Long Service Leave	504,358		754,762
	<u>1,701,677</u>		<u>2,263,996</u>
<u>Non-Current</u>			
Provision for Long Service Leave	274,050		288,686
	<u>274,050</u>		<u>288,686</u>
11. Reserves - Cash Backed			
<u>Waste Management Reserve</u>			
Opening Balance	1,091,307	1,498,534	1,498,534
Amount Set Aside / Transfer to Reserve	487,170	349,000	384,000
Amount Used / Transfer from Reserve	(79,943)	(43,000)	(43,000)
Closing Balance	<u>1,498,534</u>	<u>1,804,534</u>	<u>1,839,534</u>
<u>Plant and Machinery Reserve</u>			
Opening Balance	1,126,692	1,315,170	1,315,170
Amount Set Aside / Transfer to Reserve	1,024,806	980,000	1,118,270
Amount Used / Transfer from Reserve	(836,327)	(1,724,678)	(1,560,970)
Closing Balance	<u>1,315,171</u>	<u>570,492</u>	<u>872,470</u>
<u>Land Acquisition Reserve</u>			
Opening Balance	201,687	201,687	201,687
Amount Set Aside / Transfer to Reserve	0	0	31,365
Amount Used / Transfer from Reserve	0	0	0
Closing Balance	<u>201,687</u>	<u>201,687</u>	<u>233,052</u>
<u>Long Service Leave Reserve</u>			
Opening Balance	48,986	44,218	44,218
Amount Set Aside / Transfer to Reserve	10,413	0	7,718
Amount Used / Transfer from Reserve	(15,181)	0	0
Closing Balance	<u>44,218</u>	<u>44,218</u>	<u>51,936</u>
<u>Armadale-Kelmscott Seniors' Reserve</u>			
Opening Balance	16,575	16,575	16,575
Amount Set Aside / Transfer to Reserve	0	0	0
Amount Used / Transfer from Reserve	0	(15,000)	(16,575)
Closing Balance	<u>16,575</u>	<u>1,575</u>	<u>0</u>
<u>Workers' Compensation Reserve</u>			
Opening Balance	0	0	0
Amount Set Aside / Transfer to Reserve	0	0	0
Amount Used / Transfer from Reserve	0	0	0
Closing Balance	<u>0</u>	<u>0</u>	<u>0</u>

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For the year ended 30 June 2004

	2003	2004 Budget	2004
	\$	\$	\$
11. Reserves - Cash Backed (continued)			
<u>Revolving Energy Reserve</u>			
Opening Balance	0	0	0
Amount Set Aside / Transfer to Reserve	0	0	0
Amount Used / Transfer from Reserve	0	0	0
Closing Balance	<u>0</u>	<u>0</u>	<u>0</u>
<u>Building Plant and Equipment Reserve</u>			
Opening Balance	0	27,040	27,040
Amount Set Aside / Transfer to Reserve	27,040	65,000	65,000
Amount Used / Transfer from Reserve	0	0	0
Closing Balance	<u>27,040</u>	<u>92,040</u>	<u>92,040</u>
<u>PABX Telephone System Upgrade Reserve</u>			
Opening Balance	0	0	0
Amount Set Aside / Transfer to Reserve	0	8,000	8,000
Amount Used / Transfer from Reserve	0	0	0
Closing Balance	<u>0</u>	<u>8,000</u>	<u>8,000</u>
<u>Mobile Garbage Bin Programme Reserve</u>			
Opening Balance	0	0	0
Amount Set Aside / Transfer to Reserve	0	92,850	92,850
Amount Used / Transfer from Reserve	0	0	0
Closing Balance	<u>0</u>	<u>92,850</u>	<u>92,850</u>
<u>Future Recreation Facilities Reserve</u>			
Opening Balance	0	0	0
Amount Set Aside / Transfer to Reserve	0	50,300	20,300
Amount Used / Transfer from Reserve	0	0	0
Closing Balance	<u>0</u>	<u>50,300</u>	<u>20,300</u>
Total Reserves - Cash Backed	<u>3,103,225</u>	<u>2,865,696</u>	<u>3,210,182</u>

All of the cash backed reserve accounts are supported by money held in financial institutions and match the amounts shown as restricted cash in Note 3 to this financial report.

In accordance with Council resolutions in relation to each reserve account, the purpose for which the funds are set aside are as follows:

Waste Management Reserve

- To be used to assist in management and future provisioning of Council's Waste Management Site.

Plant and Machinery Reserve

- To be used to assist in the purchase and replacement of plant and machinery.

Long Service Leave Reserve

- To be used to cover Council's portable Long Service Leave liability.

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City of Armadale
Notes to, and forming part of, the Financial Report
For the year ended 30 June 2004

	2003	2004 Budget	2004
	\$	\$	\$
11. Reserves - Cash Backed (continued)			
<u>Armadale-Kelmscott Seniors' Reserve</u>			
- To be used to assist in improvement and refurbishment of the Armadale-Kelmscott Seniors' Centre.			
<u>Workers' Compensation Reserve</u>			
- To be used to assist in covering Council's workers' compensation liability.			
<u>Revolving Energy Reserve</u>			
- To be used to assist in establishing energy efficient management techniques.			
<u>Building Plant and Equipment Reserve</u>			
- To be used to assist in the replacement of equipment associated with Council buildings.			
<u>PABX Telephone System Upgrade</u>			
- To be used to assist in the upgrade and replacement of Council's current PABX telephone system.			
<u>Mobile Garbage Bin Programme Reserve</u>			
- To be used to assist in the purchase and replacement of the City's Mobile Garbage Bins.			
<u>Future Recreation Facilities Reserve</u>			
- To be used to assist in the construction of future recreation facilities.			
Various movements within each of the reserves is expected in the future as further transfers to, and from, occur.			

12. Reserves - Asset Revaluation

Reserves - Asset Revaluation	10,275,810	10,275,810	
	10,275,810	10,275,810	

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City of Armadale
Notes to, and forming part of, the Financial Report
For the year ended 30 June 2004

	2003	2004
	\$	\$
13. Notes to the Statement of Cash Flows		
a. Reconciliation of Cash		
For the purposes of the statement of cash flows, cash includes cash on hand and in banks and investments, net of outstanding bank overdrafts. Cash at the end of the reporting period is reconciled to the related items in the statement of financial position as follows:		
Cash Assets	<u>7,372,647</u>	<u>9,057,385</u>
	<u>7,372,647</u>	<u>9,057,385</u>
b. Reconciliation of Net Cash Provided by Operating Activities to Net Result		
Net Result	2,897,734	1,676,221
Depreciation	7,527,719	7,812,481
(Profit) / Loss on Sale of Asset	(217,203)	(273,553)
(Increase) / Decrease in Receivables	(913,055)	970,333
(Increase) / Decrease in Inventories	(37,959)	(21,383)
Increase / (Decrease) in Payables	708,132	(857,128)
Increase / (Decrease) in Employee Provisions	271,821	576,955
Grants and Contributions for Asset Development	(4,043,885)	(2,491,142)
Net Cash from Operating Activities	<u>6,193,304</u>	<u>7,392,784</u>
c. Credit Standby Arrangements		
Bank Overdraft Limit	100,000	100,000
Bank Overdraft at Balance Date	0	0
Credit Card Limit	6,000	6,000
Credit Card at Balance Date	0	0
Total Amount of Credit Unused	<u>106,000</u>	<u>106,000</u>
d. Loan Facilities		
Loan Facilities - Current	96,445	194,050
Loan Facilities - Non-Current	437,846	1,043,838
Total Facilities in Use at Balance Date	<u>534,291</u>	<u>1,237,888</u>
Unused Loan Facilities at Balance Date	<u>Nil</u>	<u>287,211</u>

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City of Armadale
Notes to, and forming part of, the Financial Report
For the year ended 30 June 2004

	2003	2004
	\$	\$
14. Contingent Liabilities		
Contingent Liabilities	Nil	Nil
15. Capital and Leasing Commitments		
Finance Lease Commitments	Nil	Nil
Operating Lease Commitments	Nil	Nil
Capital Expenditure Commitments	Nil	Nil

16. Joint Venture

The City does not have any joint ventures with other organisations.

17. Trust Funds

Funds held at the balance date over which the City has no control and that are included in the financial statements are as follows:

Item	Balance 1 July \$	Amounts Received \$	Amounts Paid \$	Balance 30 June \$
Builders Registration Board Levy	0	45,870	(45,870)	0
Building Construction Training Fund	0	114,211	(114,211)	0
Rates in Suspense	15,060	975	0	16,035
SEMACC Lease Liability	10,525	0	0	10,525
Town Planning Bonds	25,041	0	0	25,041
Town Planning Section 28A Deposits	26,321	0	0	26,321
	76,947	161,056	(160,081)	77,922

18. Total Assets (Current and Non-Current) Classified by Function and Activity

General Purpose Funding	3,100,049	4,013,256
Governance	280,928	213,073
Law, Order and Public Safety	1,132,074	1,273,907
Health	238,524	237,089
Education and Welfare	2,711,048	2,843,372
Housing	0	0
Community Amenities	3,415,457	4,465,869
Recreation and Culture	64,541,618	62,902,829
Transport	128,529,400	129,903,446
Economic Services	63,400	320,888
Other Property and Services	223,679	162,096
Unallocated	0	
	204,236,177	206,335,825

City of Armadale
Notes to, and forming part of, the Financial Report
For the year ended 30 June 2004

19. Disposals of Assets - 2003-2004 Financial Year

The following assets were disposed of during the year:

Item	Net Book Value		Sale Price		Profit (Loss)	
	Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$
Land and Buildings						
<u>Recreation and Culture</u>						
Lot 651 Westfield Road	0	0	0	120,000	0	120,000
Lot 194 Lake View Terrace	0	30,000	0	0	0	(30,000)
	0	30,000	0	120,000	0	90,000
<u>Transport</u>						
Lot 58 Streich Avenue	0	0	31,364	0	31,364	0
Lot 200 Chamberlain Way	0	0	0	0	0	0
Lot 201 Chamberlain Way	0	0	43,091	0	43,091	0
	0	0	74,455	0	74,455	0
Total Land - Buildings	0	30,000	74,455	120,000	74,455	90,000
Plant and Machinery						
<u>Governance</u>						
P501 - Holden Sedan	18,058	17,424	15,931	16,000	(2,127)	(1,424)
P716 - Ford Sedan	25,227	22,297	24,350	23,500	(877)	1,203
P798 - Holden Sedan	32,607	29,368	30,260	30,000	(2,347)	632
	75,892	69,089	70,541	69,500	(5,351)	411
<u>Law, Order and Safety</u>						
P500 - Ford Utility	13,498	13,768	15,385	14,700	1,887	932
P585 - Ford Utility	10,437	10,705	13,295	14,700	2,858	3,995
P615 - Toyota Utility	37,578	34,680	27,273	27,500	(10,305)	(7,180)
P616 - Toyota Utility	37,578	34,680	27,273	27,500	(10,305)	(7,180)
P620 - Isuzu Truck	0	0	77,273	55,000	77,273	55,000
P860 - Ford Wagon	18,043	13,909	13,113	13,000	(4,930)	(909)
	117,134	107,742	173,612	152,400	56,478	44,658
<u>Health</u>						
P559 - Ford Sedan	9,690	9,172	10,749	11,000	1,059	1,828
	9,690	9,172	10,749	11,000	1,059	1,828
<u>Education and Welfare</u>						
P510 - Holden Sedan	14,409	10,961	15,476	12,700	1,067	1,739
	14,409	10,961	15,476	12,700	1,067	1,739

City of Armadale
Notes to, and forming part of, the Financial Report
For the year ended 30 June 2004

19. Disposals of Assets - 2003-2004 Financial Year (continued)

The following assets were disposed of during the year:

Item	Net Book Value		Sale Price		Profit (Loss)	
	Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$
Plant and Machinery (continued)						
<u>Community Amenities</u>						
P406 - Cat Compactor	0	0	75,000	100,000	75,000	100,000
P416 - Isuzu Truck	0	12,659	10,909	30,000	10,909	17,341
P536 - Ford Sedan	11,214	11,976	10,113	11,000	(1,101)	(976)
P540 - Ford Sedan	12,794	12,285	12,385	11,000	(409)	(1,285)
P718 - Ford Sedan	25,227	22,297	25,441	23,500	214	1,203
Waste - Minor Plant	0	0	0	850	0	850
	49,235	59,217	133,848	176,350	84,613	117,133
 <u>Recreation and Culture</u>						
P136 - Water Tank	53	48	30	400	(23)	352
P305 - Ford Utility	13,895	13,420	13,385	13,000	(510)	(420)
P334 - Polmac Trailer	0	0	0	500	0	500
P337 - Polmac Trailer	0	0	773	1,000	773	1,000
P340 - Ford Utility	8,860	8,358	11,204	13,000	2,344	4,642
P372 - Isuzu Truck	0	0	35,455	20,000	35,455	20,000
P485 - Mitsubishi Van	11,184	10,442	10,000	17,000	(1,184)	6,558
P486 - Mitsubishi Van	11,184	10,442	10,000	17,000	(1,184)	6,558
P492 - Ford Sedan	12,802	12,285	11,204	15,000	(1,598)	2,715
Parks - Minor Plant	11,151	0	1,773	3,700	(9,378)	3,700
	69,129	54,995	93,824	100,600	24,695	45,605
 <u>Transport</u>						
P111 - Plate Compactor	4,143	1,580	2,000	2,500	(2,143)	920
P107 - Ford Sedan	12,802	12,285	12,840	15,000	38	2,715
P113 - Water Tank	198	178	50	500	(148)	322
P118 - Plate Compactor	0	0	3,800	5,000	3,800	5,000
P124 - Ford Utility	17,298	13,589	14,516	13,000	(2,782)	(589)
P125 - Ford Utility	17,054	13,589	14,749	13,000	(2,305)	(589)
P184 - Mitsubishi Truck	350	0	16,091	12,000	15,741	12,000
P207 - Polmac Trailer		0		1,000	0	1,000
P210 - Posiflex Trailer	0	0	455	500	455	500
P472 - Ford Sedan	10,870	10,346	10,930	11,000	60	654
P503 - Ford Utility	14,127	13,420	14,062	13,000	(65)	(420)
P514 - Mitsubishi Van	8,700	0	9,545	0	845	0
P525 - Ford Sedan	12,536	12,285	13,567	15,000	1,031	2,715
P701 - Ford Truck	713	0	19,091	15,000	18,378	15,000
P717 - Ford Sedan	25,930	22,018	28,204	23,500	2,274	1,482
P777 - Ford Sedan		14,180		13,000	0	(1,180)
P777 - Ford Sedan (2)		17,798		12,000	0	(5,798)
Engineering - Minor Plant	2,729	0	545	600	(2,184)	600
	127,450	131,268	160,445	165,600	32,995	34,332

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For the year ended 30 June 2004

19. Disposals of Assets - 2003-2004 Financial Year (continued)

The following assets were disposed of during the year:

Item	Net Book Value		Sale Price		Profit (Loss)	
	Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$
Plant and Machinery (continued)						
<u>Economic Services</u>						
P440 - Ford Sedan	8,213	7,702	7,567	12,000	(646)	4,298
P458 - Polmac Trailer	0	0	727	300	727	300
P461 - Toyota Sedan	7,440	7,214	11,476	11,000	4,036	3,786
P464 - Ford Sedan	10,870	10,346	10,295	11,000	(575)	654
Property - Minor Plant	0	0	0	100	0	100
	26,523	25,262	30,065	34,400	3,542	9,138
Total Plant - Machinery	489,462	467,706	688,560	722,550	199,098	254,844
Total Assets	489,462	497,706	763,015	842,550	273,553	344,844

20. Financial Ratios

	2001	2002	2003	2004
Current Ratio	0.96	0.91	1.11	1.53
Debt Ratio	0.03	0.02	0.02	0.03
Debt Service Ratio	0.06	0.05	0.02	0.04
Rate Coverage Ratio	0.56	0.56	0.51	0.51
Outstanding Rates Ratio	0.11	0.09	0.08	0.06

The above ratios are calculated as follows:

Current Ratio
$$\frac{\text{Current Assets Minus Restricted Current Assets}}{\text{Current Liabilities Minus Liabilities Associated with Restricted Assets}}$$

Debt Ratio
$$\frac{\text{Total Liabilities}}{\text{Total Assets}}$$

Debt Service Ratio
$$\frac{\text{Debt Service Cost (Principal and Interest)}}{\text{Available Operating Revenue}}$$

Rate Coverage Ratio
$$\frac{\text{Net Rate Revenue}}{\text{Operating Revenue}}$$

Outstanding Rates Ratio
$$\frac{\text{Rates Outstanding}}{\text{Rates Collectable}}$$

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21. Information on Borrowings

a. Repayment - Debentures (Budget)

Particulars	Principal 1 July \$	New Loans \$	Principal Payments Budget \$	Principal 30 June Budget \$	Interest Payments Budget \$
<u>Governance</u>					
282 - Corporate System	0	800,000	30,000	770,000	70,000
<u>Recreation and Culture</u>					
268 - Pries Park Pavilion	26,518	0	6,900	19,618	2,000
271 - Armadale Recreation	100,228	0	22,550	77,678	6,200
275 - Display Pavilion *	4,069	0	4,000	69	300
276 - Gwynne Park Pavilion	56,886	0	8,800	48,086	3,500
281 - Armadale Golf Plan	130,000	0	0	130,000	7,000
<u>Economic Services</u>					
280 - Forrestdale Business	118,117	0	11,600	106,517	7,100
<u>Other Property and Services</u>					
279 - Former Administration	67,332	0	42,650	24,682	5,300
	503,150	800,000	126,500	1,176,650	101,400

b. Repayment - Debentures (Actual)

Particulars	Principal 1 July \$	New Loans \$	Principal Payments Actual \$	Principal 30 June Actual \$	Interest Payments Actual \$
<u>Governance</u>					
282 - Corporate System	0	800,000	0	800,000	4,486
<u>Recreation and Culture</u>					
268 - Pries Park Pavilion	26,783	0	6,887	19,896	1,562
271 - Armadale Recreation	100,228	0	22,568	77,660	6,333
275 - Display Pavilion *	3,965	0	3,965	0	104
276 - Gwynne Park Pavilion	61,201	0	8,759	52,442	3,430
281 - Armadale Golf Plan	130,000	0	0	130,000	6,890
<u>Economic Services</u>					
280 - Forrestdale Business	123,829	0	11,592	112,237	6,929
<u>Other Property and Services</u>					
279 - Former Administration	88,284	0	42,632	45,652	5,316
	534,290	800,000	96,403	1,237,887	35,050

* Denotes a self-supporting loan financed by payments from third parties. All other loan repayments are financed by general purpose revenue.

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City of Armadale
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For the year ended 30 June 2004

21. Information on Borrowings

c. New Debentures - 2003-2004 Financial Year

Particulars	Amount Borrowed		Amount Used		Balance
	Actual	Budget	Actual	Budget	Unspent
	\$	\$	\$	\$	\$
282 - Corporate System	800,000	800,000	512,789	800,000	287,211
Particulars	Institution	Loan Type	Term (Years)	Total Interest and Charges	Interest Rate
282 - Corporate System	WATC	Debenture	4	150,740	6.02%

d. Unspent Debentures

Particulars	Date Borrowed	Start / New Loans	Expended	Balance
			2003-2004	30 June
		\$	\$	\$
282 - Corporate System	28 May 2004	800,000	512,789	287,211

e. Overdraft Facilities

Council did not utilise an overdraft facility during the 2002-2003 financial year, although a \$100,000 facility has been established with the Challenge Bank to assist with short term liquidity requirements. A further provision to this facility is the permitted temporary increase to \$1,500,000 during the months of July through September if required. Council did not utilise these facilities and the balance of any bank overdrafts at 1 July 2003 and 30 June 2004 was \$nil.

f. Interest Rate Risk

Council's exposure to interest rate risk as a result of borrowings and the weighted average interest rate on these borrowings is as follows:

Borrowings	2003	2004
	\$	\$
Floating Interest Rates		
Fixed Interest Rate Maturing		
- Within One Year	3,965	45,652
- One to Five Years	400,325	1,062,235
- Over Five Years	0	0
Non Interest Bearing	130,000	130,000
Total Borrowings	534,290	1,237,887
Weighted Average Effective Interest Rate	5.90%	5.93%

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	2004 Budget	2004
	\$	\$
22. Budget Comparison		
a. Non-Operating Revenue and Expenditure		
<p>The following is a comparison of non-operating revenue and expenditure, including movements to and from reserve accounts, with the amounts contained in the Rate Setting Statement in the Budget.</p>		
<u>Non-Operating Revenue</u>		
Proceeds on Sale of Assets	842,550	763,016
Debentures Raised	800,000	800,000
Repayments of Self-Supporting Loans	14,300	18,188
Proceeds from Advances	0	0
Transfers from Reserves	1,782,678	1,620,545
<u>Non-Operating Expense</u>		
Advances to Community Groups	0	0
Principal Repayment of Debentures	(126,500)	(96,403)
Principal Repayment of Finance Leases	0	0
Construction / Purchase of Assets		
- Land Held for Resale	0	0
- Land and Buildings	(883,411)	(466,016)
- Plant and Machinery	(2,717,269)	(2,472,113)
- Furniture and Equipment	(20,187)	(19,056)
- Infrastructure	(10,289,659)	(6,708,615)
Transfers to Reserves	(1,545,150)	(1,727,503)

b. Current Position at 1 July 2003

The current position balance carried forward from the previous financial year for the purpose of the 2003-2004 Annual Budget was \$5,202,924.

The actual current position balance shown in the audited financial report as at 30 June 2003 was \$(11,149).

The difference was due largely to the non-accounting for current employee provisions, as well as the non-accounting of some restricted assets. Other various audit adjustments also accounted for the difference.

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23. Rating Information - 2003-2004 Financial Year

Rate Type (and Numbers)	Budget					Total Revenue \$
	Rate in \$	Rateable Value \$	Rate Revenue \$	Interim Rate \$	Back Rating \$	
<u>Differential Rate - GRV</u>						
Residential Vacant (33)	0.101284	428,034	43,353	0	0	43,353
Residential Improved (14,679)	0.101283	96,894,928	9,813,809	206,000	0	10,019,809
Residential Rural Vacant (95)	0.109119	823,642	89,875	0	0	89,875
Residential Rural Improve (1,644)	0.109118	15,286,827	1,668,068	0	0	1,668,068
Business 1 Vacant (18)	0.101286	453,952	45,979	0	0	45,979
Business 1 Improved (322)	0.101285	13,596,179	1,377,089	0	0	1,377,089
Business 2 Vacant (1)	0.101288	19,252	1,950	0	0	1,950
Business 2 Improved (74)	0.101287	10,560,812	1,069,673	0	0	1,069,673
<u>Differential Rate - UV</u>						
Rural General (240)	0.601100	94,704,542	569,269	0	0	569,269
Sub-Total (17,106)		232,768,168	14,679,065	206,000	0	14,885,065
<u>Minimum Rate - GRV</u>						
Residential Vacant (582)	606	1,653,255	352,692	0	0	352,692
Residential Improved (1,756)	525	8,108,991	921,900	0	0	921,900
Residential Rural Vacant (296)	732	1,467,606	216,672	0	0	216,672
Residential Rural Improved (255)	652	1,142,139	166,260	0	0	166,260
Business 1 Vacant (36)	983	233,711	35,388	0	0	35,388
Business 1 Improved (230)	833	2,027,135	191,590	0	0	191,590
Business 2 Vacant (2)	1,212	10,550	2,424	0	0	2,424
Business 2 Improved (34)	1,059	222,430	36,006	0	0	36,006
<u>Minimum Rate - UV</u>						
Rural General (24)	647	1,538,252	15,528	0	0	15,528
Sub-Total (3,215)		16,404,069	1,938,460	0	0	1,938,460
Total (20,321)						16,823,525
Rate Equivalent Charge						0
Specified Area Rates		Note 24				0
Discounts, Concessions, Write-Offs		Note 26				0
Total						16,823,525

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23. Rating Information - 2003-2004 Financial Year (continued)

Rate Type (and Numbers)	Actual					
	Rate in \$	Rateable Value \$	Rate Revenue \$	Interim Rate \$	Back Rating \$	Total Revenue \$
<u>Differential Rate - GRV</u>						
Residential Vacant (35)	0.101284	450,434	45,622	0	0	45,622
Residential Improved (14,731)	0.101283	97,293,438	9,854,181	80,855	2,003	9,937,039
Residential Rural Vacant (95)	0.109119	939,742	102,053	0	0	102,053
Residential Rural Improve (1,659)	0.109118	15,411,598	1,681,683	0	0	1,681,683
Business 1 Vacant (18)	0.101286	453,954	45,979	0	0	45,979
Business 1 Improved (323)	0.101285	13,599,799	1,377,456	0	0	1,377,456
Business 2 Vacant (0)	0.101288	0	0	0	0	0
Business 2 Improved (73)	0.101287	10,395,216	1,052,900	0	0	1,052,900
<u>Differential Rate - UV</u>						
Rural General (236)	0.601100	93,501,950	562,040	0	0	562,040
Sub-Total (17,170)		232,046,131	14,721,914	80,855	2,003	14,804,772
<u>Minimum Rate - GRV</u>						
Residential Vacant (554)	606	1,596,183	335,724	0	0	335,724
Residential Improved (1,744)	525	8,083,633	915,600	0	0	915,600
Residential Rural Vacant (290)	732	1,371,699	212,280	0	0	212,280
Residential Rural Improve (252)	652	1,309,116	164,304	0	0	164,304
Business 1 Vacant (36)	983	184,137	35,388	0	0	35,388
Business 1 Improved (236)	833	1,218,796	196,588	0	0	196,588
Business 2 Vacant (2)	1,212	10,550	2,424	0	0	2,424
Business 2 Improved (36)	1,059	238,602	38,124	0	0	38,124
<u>Minimum Rate - UV</u>						
Rural General (28)	647	1,514,207	18,116	0	0	18,116
Sub-Total (3,178)		15,526,923	1,918,548	0	0	1,918,548
Total (20,348)						16,723,320
Rate Equivalent Charge						2,213
Specified Area Rates		Note 24				0
Discounts, Concessions, Write-Offs		Note 26				(62,239)
Total						16,663,294

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24. Specified Area Rate - 2003-2004 Financial Year

Council did not raise any specified area rates for the 2003-2004 financial year. Therefore no transfer to, or from, reserve accounts has occurred.

25. Service Charges - 2003-2004 Financial Year

Council did not raise any service charges for the 2003-2004 financial year. Therefore no transfer to, or from, reserve accounts has occurred.

26. Discounts, Incentives, Concessions and Write-Offs - 2003-2004 Financial Year

Discounts

Council did not provide any discounts in the 2003-2004 financial year.

Incentives

Two rate payment incentives were offered by Council in the 2003-2004 financial year. The first was four weekly prizes of \$700 and was provided in conjunction with the Armadale Shopping City and the Examiner Newspaper. Entry forms were made available with the rates notice and weekly issues of the Examiner Newspaper over a four week period. Completed entry forms were required to be placed in a barrel located at the Armadale Shopping City and each week over a four week period a winning entry was drawn. For prize winners that had not yet paid their rates the \$700 prize was forwarded to Council to credit their rates account and prize winners that had already paid their rates received a \$700 Armadale Shopping Centre gift voucher. The second incentive of three prizes of \$1,000 was provided in conjunction with Australia Post (who provided one of the prizes). Entries were conditional on the basis of full payment of rates by 19 September 2003. Winners were selected by random computer selection.

Concessions

Council, in response to ratepayer requests and subsequent to the adoption of the 2003-2004 Annual Budget, resolved on 15 September 2003 to offer a rates concession, the details of which were as follows:

- Reason for concession

To lessen the cost impact of the more significant rate increases resulting from property valuations (for approximately 500 properties) for rating purposes being changed from unimproved to gross rental valuation effective from 1 July 2003 pursuant to Section 6.28 of the Local Government Act.

- Properties eligible for the concession

The concession applied to those properties whose valuation basis for rating purposes was changed to gross rental valuation with effect 1 July 2003 and where the change had resulted in a rates increase on the previous year's rates of greater than \$200.

- Calculation of concession

For eligible properties the concession was calculated by $[(A - B) - \$200] \times 0.5$ where A equals rates levied in 2003-2004 and B equals rates levied in 2002-2003. Total cost was \$31,613.

Write-Offs

The following write-offs were made during the 2003-2004 financial year:

	\$
Rans Sports Management	6,714
Various Library Debtors	29,016
Various Ranger Services Debtors	18,624
Various Rates Debtors	30,626
Various Sporting Clubs	238,775
	323,755

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27. Interest Charges and Instalments - 2003-2004 Financial Year

Particulars	Interest Rate %	Admin Charge \$	Revenue Actual \$	Revenue Budget \$
Interest on Late Paid Rates	11	-	67,848	125,000
Interest on Instalment Plans	5.5	-	90,716	61,800
Interest on Deferred Pensioner Rates	5.9	-	32,186	35,000
Charges on Instalment Plans	-	18.60	119,530	111,200
Charges on Special Arrangements	-	30.00	13,147	25,700

Ratepayers had the option of paying rates in four equal instalments with administration charges and interest applied for the final three instalments. The instalment due dates were 19 September 2003, 19 November 2003, 19 January 2004 and 19 March 2004.

2003	2004
\$	\$

28. Fees and Charges

General Purpose Funding	237,340	256,910
Governance	909	1,139
Law, Order and Public Safety	241,423	256,857
Health	59,148	65,885
Education and Welfare	13,000	7,500
Housing	0	0
Community Amenities	3,681,225	4,912,982
Recreation and Culture	537,676	444,344
Transport	17,596	28,692
Economic Services	255,975	303,331
Other Property and Services	19,515	5,408
	<u>5,063,807</u>	<u>6,283,048</u>

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	2003	2004 Budget	2004
	\$	\$	\$
29. Grant Revenue			
<u>By Nature and Type</u>			
Grants and Subsidies - Operating	3,056,476		2,831,673
Grants and Subsidies - Non-Operating	4,043,885		2,491,142
	<u>7,100,361</u>		<u>5,322,815</u>
<u>By Programme</u>			
General Purpose Funding	2,758,692		2,638,348
Governance	0		0
Law, Order and Public Safety	100,450		98,875
Health	0		0
Education and Welfare	380,252		360,124
Housing	0		0
Community Amenities	46,818		(4,275)
Recreation and Culture	323,132		110,500
Transport	3,491,017		2,119,243
Economic Services	0		0
Other Property and Services	0		0
	<u>7,100,361</u>		<u>5,322,815</u>

30. Employee Numbers

Number of full-time equivalent employees at balance date	208	212
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31. Councillors' Remuneration

The following fees, expenses and allowances were paid to Council members and / or the Mayor.

Annual Attendance Fees	90,000	90,000	90,000
Annual Local Government Allowance	31,375	32,750	32,750
Telecommunications Allowance	10,080	11,200	11,407
Travelling Expenses	5,809	9,000	6,432
Communications Allowance (New Members)	1,372	0	576
Information Technology Allowance (Proposed)	0	7,000	0
	<u>138,636</u>	<u>149,950</u>	<u>141,165</u>

32. Economic Dependency

Some revenue is received by way of grants from the State and Federal Government. The total of grant revenue from government sources is disclosed in Note 29.

33. Major Land Transactions

Council did not enter into any major land transactions in the 2003-2004 financial year.

