

# CITY OF ARMADALE

## MINUTES

OF COMMUNITY SERVICES COMMITTEE HELD IN THE COMMITTEE ROOM,  
ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON TUESDAY,  
10 DECEMBER 2002 AT 7.00 PM

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**PRESENT:** Cr J A Stewart (Chair)  
Cr V L Clowes-Hollins  
Cr A L Cominelli JP  
Cr J D Cumming  
Cr F R Green  
Cr J H Munn CMC JP (Deputy for Cr Knezevich)  
Cr R C Stubbs AM

**APOLOGIES:** Cr J Knezevich

**OBSERVERS:** Nil

**IN ATTENDANCE:** Mr A F Maxwell - Executive Director Corporate Services  
Mr C Askew - Director – Community Services  
Mr P Quinlivan - Manager Recreation Services  
Mrs Y Ward - Minute Secretary

Mr A Trantor – Creating Communities (7.00 pm to 7.27 pm)  
Mr B Spencer – Dept. of Sport & Recreation (7.00 pm to 7.27 pm)

Public: Nil

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### **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

### **DEPUTATION**

Nil

### **QUESTION TIME**

Nil

### **ITEMS REFERRED FROM INFORMATION BULLETIN – ISSUE NO. 23**

The following items were included for information in the Community Services section:

- ✍ **Outstanding Matters**  
Report on Outstanding Matters - Community Services Committee
- ✍ **Monthly/Quarterly Departmental Reports**  
Library Department General Report – November 2002  
Accounting Services Report – 27 November 2002  
Manager Information Technology – 27 November 2002  
Manager Ranger & Fire Services Report – November 2002
- ✍ **Miscellaneous**  
Update – State Records Act 2000 – Councillor Implications
- ✍ **Minutes from Occasional/Advisory Committees**  
Aboriginal & Torres Strait Islander Committee – 8 October 2002  
Armadale Kelmscott Senior Citizens' Centre Mgt Cttee – 13 September 2002  
Community Security Working Party – 1 August 2002  
Disability Services Plan Committee – 13 August 2002  
South East Regional Recreation Advisory Committee – 15 August 2002  
South East Regional Recreation Advisory Committee – 21 November 2002

*Committee noted the information – no items were raised for discussion and/or further report.*

### **CONFIRMATION OF MINUTES**

#### **RESOLVED**

**Minutes of the Community Services Committee meeting held on 26 November 2002, are confirmed.**

# I N D E X

## COMMUNITY SERVICES COMMITTEE 10 DECEMBER 2002

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*With Mr Allan Trantor of Creating Communities & Mr Brett Spencer from the Department of Sport & Recreation present to make a presentation, the Chairman requested and Committee agreed to bring forward, as the first matter of business to be dealt with by Committee, the following late agenda item.*

**ARMADALE & KELMSCOTT SPORTING CLUBS**

WARD All  
FILE REF: FIN/1  
DATE 9<sup>th</sup> December 2002  
REF AFM  
RESPONSIBLE Executive Director  
MANAGER Corporate Services

**In Brief:**

? This report presents for Council's endorsement a process for developing a proposal which seeks to resolve debt and related club management/operational matters between the City and the Armadale and Kelmscott Sporting Clubs.

**Tabled Items**

Nil

**Officer Interest Declaration**

Nil

**Strategic Implications**

To achieve maximum community benefit from effective use of resources.

**Legislation Implications**

Nil

**Council Policy/Local Law Implications**

Nil

**Budget/Financial Implications**

- ? the total current debt to the City by the Armadale (\$131,500)& Kelmscott (\$21,800) Sporting Clubs is \$153,300 and the current year provision for all doubtful debts is \$102,400.
- ? the proposed consultancy cost is \$4,000 for which there is provision in the current year's budget.

**Consultation**

Consultants – Creating Communities – Mr A Trantor

**DETAILS OF PROPOSAL**

With the approval of the Committee Chairman, Mr Alan Trantor from the consulting firm "Creating Communities" has been invited to the meeting to speak to and explain the

Finance

following recommended methodology as a means of progressing debt and related club management/operational matters between the City and the Armadale and Kelmscott Sporting Clubs.

**COMMENT**

Acknowledging the need to progress and finalise this matter at the earliest possible time which as stated again at the last Committee meeting is an imperative, discussions since that Committee meeting have been held with Creating Communities and a representative from the Department of Sport and Recreation to determine a timely “way forward” on this matter. Those discussions together with a review of prior reports to Council on the matter have resulted in the development of the following recommended (5) step methodology that has been used with success for other clients in similar circumstances.

Step 1 of the methodology is virtually completed and Step 2, subject to the availability of key persons, should be completed by the end of January 2003. According to the consultant the total project hours are estimated to be in the range 30-40 with almost 50% of these hours to be spent in the consultation phase.

*The Chairman welcomed Messrs Trantor and Spencer to the meeting and invited them to speak to and explain the methodology which they have developed as a means of progressing debt-related club management/operational matters between the City and the Armadale Sporting Clubs.*

*The presentation was followed by a brief question and answer period whereafter the Chair thanked both Mr Trantor & Mr Spencer and they left the meeting at 7.27 pm.*

*The Chairman called for nominations in relation to part (b) of the recommendation.*

*Cr Clowes-Hollins nominated Cr Stubbs  
Cr Cominelli nominated Cr Munn*

*Cr Stubbs and Cr Munn accepted the nomination. There being no further nominations, Committee endorsed Cr Stubbs’ and Cr Munn’s appointment.*

**C190/02      RECOMMEND**

**That Council:**

- a. **approve the following (5) step methodology as a means of developing a proposal which seeks to resolve debt and related club management/operational matters between the City and the Armadale and Kelmscott Sporting Clubs, i.e.:**

**Step 1 : BASELINE  
ESTABLISHING BASELINE DATA**

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**Review Council reports**  
**Analysis of previous reports and correspondence**  
**Identify situational trends**  
**Review legal status**  
**Market scan of similar situations in local government**  
**Establish consultation protocol and awareness**

?

**THE FACTS**

**And**

**THE FUTURE**

**Step 2: CONSULTATION**

**INDEPENDENT FACILITATION**

**Executive Armadale & Kelmscott Sportsman Clubs**

**Elected members and administrators**

**Joint planning and strategy meeting**

**SUBJECT MATTER**

**The facts and future**

**Establishing values**

**Issues and ideals**

**Responsibilities**

**- Wants**

**- Negotiations points**

**- Non-negotiable**

?

**THE POSSIBILITIES**

**And**

**THE RESPONSIBILITIES**

**Step 3: FRAMEWORK**

**STRATEGY DEVELOPMENT**

**Situational perspective**

**Terms and conditions**

**Asset development**

**Organisational development**

**Sustainability**

**Council re-investment**

**Commitment and obligations**

**Establishing basis for proposal development**

?

**COUNCIL BUYBACK**

**And**

**RESOLUTION PATH**

**Step 4: PROPOSAL DEVELOPMENT**

**SHORT TERM**

**Legal agreements**

Finance

**Organisational development**  
**Governance**  
**Administration**  
**Member service**  
**Marketing promotion**  
**Memorandum of Understanding**

**MEDIUM TERM**

**Monitoring performance reporting**  
**Initiate co-location and share resource discussions**  
**Report on operational audit**

**LONG TERM**

**Demonstrate sustainability as to why council should maintain a separate asset**

**OR**

**Propose co-location for long term sustainability benefits**

**Step 5: COUNCIL REPORT**

**Background**

**Issues**

**Financial Implications**

**Policy Implications**

**Proposal & Action Plan**

**Options/Risk Analysis**

**Executive Summary**

**Recommendations**

- b. **nominate Cr Stubbs and Cr Munn as its representatives to participate in the meetings mentioned in the consultation phase of the abovementioned methodology.**
- c. **be provided with a progress report via the January 2003 Community Services Committee meeting by which time the Baseline and Consultation phases of the methodology should be completed.**

**Moved Cr Green**

**MOTION CARRIED (7/0)**

Finance

***SCHEDULE OF CHEQUE PAYMENTS***

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**C191/02      RECOMMEND**

- 1.      Payments totalling \$8,209,063.05 on Vouchers 42771-42817, EF6559-EF6654, EF6656-EF6894 and 102170-102178, drawn upon the Municipal Fund, be received.**
- 2.      Cheque payments totalling \$29,149.65 on Vouchers 89761-89843, drawn upon the City Treasurer's Advance Account, be received.**
- 3.      Cheque payments totalling \$17,091.25 on Vouchers 89000-89001, EF6655 and 400818, drawn upon the Trust Account, be received.**

**Moved Cr Clowes-Hollins  
MOTION CARRIED (7/0)**



Finance

***STATUTORY FINANCIAL REPORT***

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The Statutory Financial Report for the (5) months ended 30 November 2002, as required in accordance with Clause 34 of the Local Government Financial Management) Regulations 1996, is presented. **(Refer to Attachment “A-1” – as circulated with the Agenda.)**

**Commentary**

**(Refer to Attachment “A-2” – as circulated with the Agenda.)**

**Investments**

Funds available for investment are continuing to remain at higher levels than this time last year thus maintaining earning capacity for the next month.

**Investment interest**

Rates are continuing to fluctuate slightly with interest earnings expected to peak during December.

**Grants**

Grant receipts are currently on target with the budget estimates for this period.

**Sundry Debtors**

There has been a slight decrease in the amount owing with an expected improvement in the following month.

**Debtors**

The rate collection statistics show we are on target to reduce the outstanding debt with an anticipated improvement over last year.

**Year to date net operating position**

Revenue and expenditure are remaining relatively steady for this period comparative to last year Increased rate collections have improved the position year to date for this period.

**C192/02      RECOMMEND**

**That Council receive the Statutory Financial Report for the (5) months ended 30 November 2002.**

**Moved Cr Cominelli  
MOTION CARRIED (7/0)**

Finance

***2002/2003 BUDGET VARIATIONS***

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In accordance with the requirements as outlined in the Council document entitled “Internal Control Procedures – Budget Variations”, as attached (refer to **Attachment “A-3” – as circulated with the Agenda**) are the Budget Variations having been transacted administratively during the period 27 November to 5 December 2002.

**C193/02      RECOMMEND**

**That Council receive the Budget Variations transacted administratively during the period 27 November to 5 December 2002.**

**Moved Cr Cumming  
MOTION CARRIED (7/0)**

Finance

**PUBLIC LIABILITY INSURANCE – CASUAL HIRERS**

WARD All  
FILE REF: INS/8  
DATE 4<sup>th</sup> December 2002  
REF AFM  
RESPONSIBLE EXECUTIVE DIRECTOR  
MANAGER Corporate Services

**In Brief:**

- ? This report is in response to prior Council Resolution C166/02(1) of 7.10.02, ie.  
*That Council facilitate a means by which the Historical Society and similar organisations may meet in Council premises without being required to demonstrate that they have public liability insurance.*
- ? The report recommendation is to favourably consider including in the 2003-04 Draft Council Budget, an allocation of approximately \$6,000 to purchase “casual hirers” public liability insurance thereby providing public liability insurance for all hirers of council facilities (not including incorporated bodies).

**Tabled Items**

Nil

**Officer Interest Declaration**

Nil

**Strategic Implications**

To facilitate a wider range of social and cultural experiences for the City and to encourage community participation.

**Legislation Implications**

Local Government Act 1995 – Section 3.60 – No Capacity to form or acquire control of body corporate.

**Council Policy/Local Law Implications**

Nil

**Budget/Financial Implications**

**Presuming Council’s support of this report recommendation then,  
Current 2002-03 budget year – nil (NB: there is no allocation in the current year’s budget to accommodate the recommended additional insurance coverage)**

? Future years’ budgets – a \$6,000 expense per annum.

Finance

**Consultation**

- ? WA Local Government Municipal Liability Scheme
- ? City of Gosnells
- ? Royal Historical Society of Victoria

**BACKGROUND**

This report is in response to the following Councillors' Item and Council resolution from the Council Meeting of 7<sup>th</sup> October 2002 (C166/02), ie.

**CR STUBBS – PUBLIC LIABILITY INSURANCE – HISTORICAL SOCIETY**

Cr Stubbs expressed concern with regard to the Historical Society's recent decision to scale back its operations due to unaffordable public liability insurance costs. Cr Stubbs requested that Council examine ways in which it could assist groups like the Historical Society with the issue of public liability insurance. Committee agreed and hence part 1 of the following recommendation.

- "1. *That Council facilitate a means by which the Historical Society and similar organisations may meet in Council premises without being required to demonstrate that they have public liability insurance.*"

**COMMENT**

Analysis

The following commentary and information reflects the advice received from the WA Local Government Municipal Liability Scheme, the City of Gosnells and correspondence from the Royal Historical Society of Victoria, ie.

- ? Council's public liability and personal accident policies specifically exclude coverage of bodies incorporated under the Associations Incorporations Act 1987 primarily on the basis that Council has no "control" over the activities of such bodies a position which is reinforced by Section 3.60 of the Local Government Act which states:

***3.60. No capacity to form or acquire control of body corporate***

*A local government cannot form or take part in forming, or acquire an interest giving it the control of, an incorporated company or any other body corporate except a regional local government unless it is permitted to do so by regulations.*

- ? the advice received from the City of Gosnells is:

- ✍ they have a separate public liability insurance policy (available through the Municipal Liability Scheme) covering "casual hirers" using their facilities. The policy has a \$10m cover, does not cover incorporated bodies and casual hirers are taken to include any persons/groups having an annual usage of less than (11) hirings per annum. The

### Finance

annual premium cost for this insurance is \$5,000 plus GST and stamp duty (total of \$5,940) and there is a claim deductible of \$2,000;

- ✍ other than the above “casual hirers” insurance, the City of Gosnells’ insurances for public liability and personal accident are the same as Councils;
- ? the Municipal Liability Scheme has recently released (in response to the call by local governments for a scheme response to the issue of affordable liability insurance for community groups) a new public liability insurance product specifically for community groups and local government related organisations. Details in brief of this product are a minimum premium of \$1,000 for a \$10m sum insured, a \$2,500 claim deductible and the cover is only available to non-profit and non-sporting groups.
- ? the Royal Historical Society of Victoria has a combined public liability and personal accident product at a minimum annual premium cost of \$80 plus \$120 per person (for the personal accident coverage) for members over 80 years of age. The public liability cover is \$10m and the personal accident coverage is a maximum payable of \$60k and a weekly benefit of \$300 make-up pay for a maximum of 104 weeks for employed volunteers. The claim deductible is \$1000 for public liability and \$50 for personal accident. In the case of the local Historical Society the minimum premium cost would therefore be \$680, ie. \$80 plus \$120 per member for (5) members over the age of 80.

Relating the above findings to the situation of the local Historical Society, suggests (2) possible options namely:

1. if the Society wishes to remain an incorporated body then the only viable option for them is to purchase the combined public liability and personal accident insurances policy available through the Royal Historical Society of Victoria. The downside to this option is the Society’s lack of funds to afford the \$680 premium as well as the claims deductible of \$1,000 per claim;
2. if the Society did not wish to remain an incorporated body **and** Council were to purchase the “casual hirers” public liability insurance policy, then the members could continue to meet in council’s facilities (up to and including 10 meetings per annum) with appropriate public liability cover provided. It is to be noted with this option however that the liability insurance only relates to activities occurring at the meetings/hirings and that there is no personal accident insurance coverage.

### Conclusion

It is recommended that Council favourably consider including in the 2003-04 Draft Council Budget an allocation of approximately \$6,000 to purchase the “casual hirers” public liability insurance policy thereby providing public liability insurance for all hirers of council facilities (not including incorporated bodies) and that this occur on a partial cost recovery basis, ie. an insurance fee be charged in addition to the ordinary facility hire fee to recover a nominated percentage of the premium cost say 50% and that commensurate with the risk, there be a (2)

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tier fee structure based on either use and/or numbers of persons in attendance, eg. there be a lesser fee for meetings of 10 or less persons than by comparison to a 21<sup>st</sup> birthday party.

**C194/02      RECOMMEND**

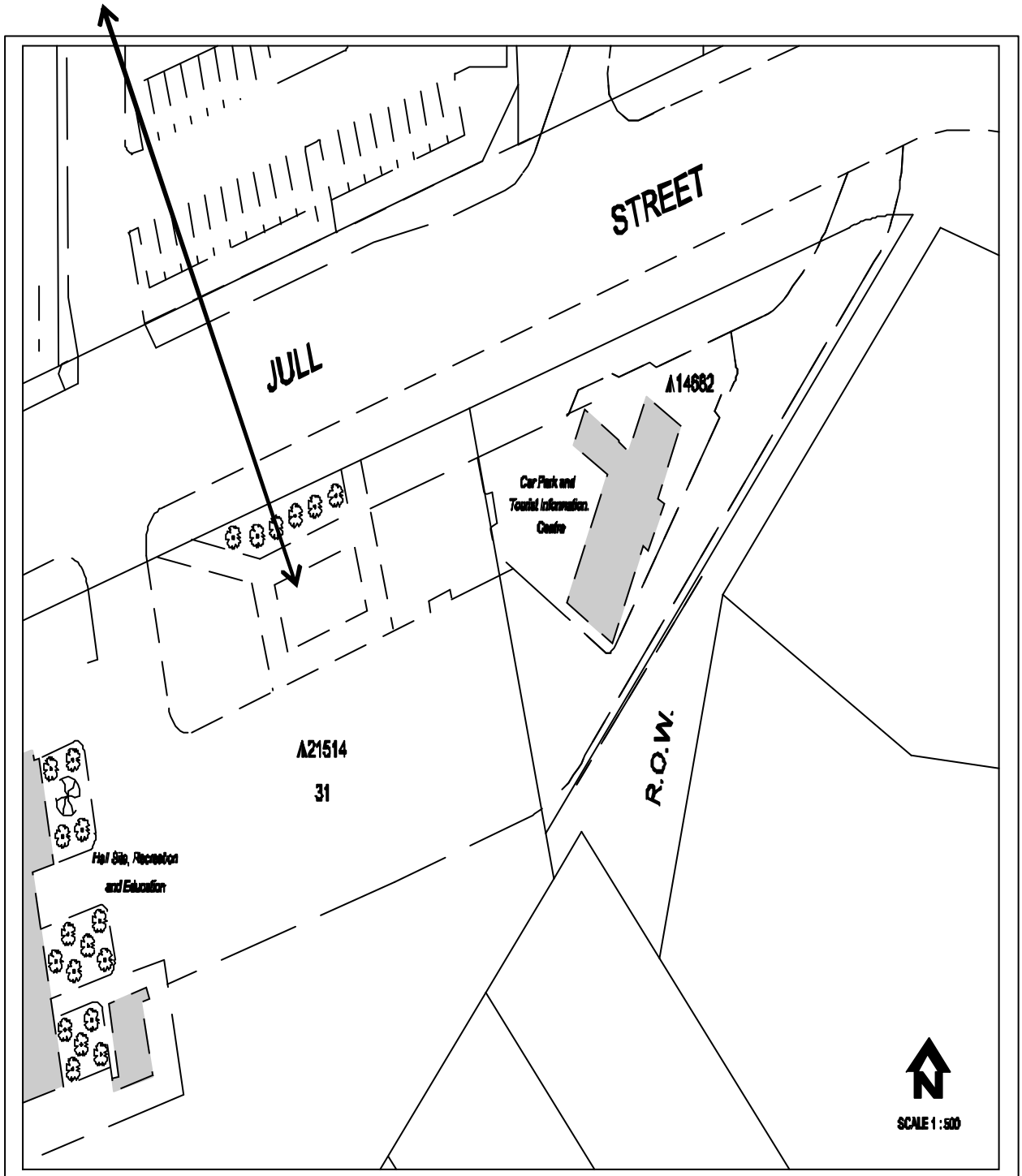
- 1.      Council approve \$6,000 being listed for consideration of funding in Council's 2003-04 Draft Budget for the purposes of acquiring separate public liability insurance as provided by WA Local Government Municipal Liability Scheme, covering "casual hirers" when using Council facilities.**
  
- 2.      That Council be briefed on the circumstances preventing the completion of Thomas Buckingham's cottage by the Armadale Historical Society and that the briefing include recommendations as to how this situation may be resolved.**

Amended  
Full  
Council 16  
December  
2002

**Moved Cr Stubbs  
MOTION CARRIED (7/0)**

Leases

**Reserve No. 21514 Jull Street, Armadale**



Leases

***LEASE – CALM – ARMADALE TOURIST REST CENTRE – JULL STREET  
ARMADALE***

WARD	Armadale
FILE REF:	A178489
DATE	19 December 2002
REF	KLD
RESPONSIBLE MANAGER	Manager Admin & Governance

**In Brief:**

- ? CALM are seeking approval to enter into a lease with Council for a portion of Reserve 21514 Jull Street Armadale (Armadale Tourist Rest Centre).
- ? The terms and conditions have been negotiated and are now presented for Council's approval.

**Tabled Items**

Nil

**Officer Interest Declaration**

Nil

**Strategic Implications**

Create stronger and more formal networks with and between service providers (Government, community and private) and work together to address the shortfall in community services and facilities.

**Legislation Implications**

- ? Section 3.58 Local Government Act 1995 – Disposing of Property
- ? Regulation 30 Local Government (Functions and General) Regulations 1996 – Dispositions to which Section 3.58 of the Act do not apply.

**Council Policy/Local Law Implications**

Nil

**Budget/Financial Implications**

Nil

**Consultation**

- ? Department of Conservation and Land Management
- ? Development Services
- ? Technical Services
- ? Community Services
- ? Minter Ellison
- ? Armadale Tourist Rest Centre/Heritage Country Tourism Association



Leases

**BACKGROUND**

At its meeting of 8 June 1999 Council resolved in part that:

- (C) Subject to satisfactory negotiation of the following terms and conditions, Council agree to allow CALM to establish a shopfront/office in the Tourist Rest Centre building initially for a twelve month period.
1. *Annual rent to be \$7000*
  2. *Commencement date: 1/7/99*
  3. *Associated establishment costs including the installation of a security system similar to that at the Tourist Centre (if required) be met by CALM.*
  4. *All outgoings to be CALM's responsibility.*
  5. *No alterations being made to the building without prior Council approval and that any alterations so approved to be at CALM's expense.*
  6. *Negotiations continue with CALM with a view to establishing a long term leasing arrangement for the Tourist Rest Centre.*

Further negotiations with CALM took place in August 2000 when Council agreed that the rent would be reduced to \$5000 per annum.

**DETAILS OF PROPOSAL**

The applicant proposes to enter into a lease for a portion of the building on Reserve 21514 Jull Street Armadale (Armadale Tourist Rest Centre) under the following terms and condition:

? Lessee:	Department of Conservation and Land Management
? Term:	Two (2) years
? Term of Renewal:	Three (3) years
? Commencement Date:	Date of approval by the Minister for Lands
? Rent:	\$5000 per annum plus \$500 GST = \$5500 plus CPI
? Insurance:	Lessee to be responsible for building and public liability insurance
? Outgoings:	All normal outgoings to be the responsibility of the Lessee
? Legal Costs:	Lessee to be responsible for all legal costs associated with the preparation of the lease

**COMMENT**

Analysis

CALM has been occupying and paying rent for a portion of the building at the Armadale Tourist Rest Centre since July 1999. To date CALM has been reluctant to enter into a formal lease arrangement because of a proposed restructure within their Department and a need to review the function and services provided to the community through its shop front in Armadale.

### Leases

A review has now been undertaken by CALM and it is their intention to continue to provide a presence in the Armadale area. To this end CALM would now like to formalise it's tenancy at the Armadale Tourist Rest Centre, by entering into a lease agreement with Council.

Consultation has taken place with officers from Development Services, in particular with regard to the Harvey Norman Complex, and they have raised no objections to the lease. Consultation has also taken place with the Armadale Tourist Rest Centre/Heritage Country Tourism Association and they advise that there have been no problems associated with CALM's occupancy of the building and they would be happy to see this continue on a formal basis.

### Options

The only options are to approve or not approve the lease.

### Conclusion

Due to CALM's desire to continue to provide a service to the community and a presence in the Armadale area and Council's desire to put formal arrangement for tenancy in place, it is recommended that Council enter into a lease with CALM under the terms and conditions as outlined in the recommendation below.

### **C195/02      RECOMMEND**

**That Council enter into a lease agreement with CALM for a portion of the building on Reserve 21514 Jull Street Armadale (Armadale Tourist Rest Centre) under the following terms and conditions:**

?	<b>Lessee:</b>	<b>Department of Conservation and Land Management.</b>
?	<b>Term:</b>	<b>Two (2) years.</b>
?	<b>Term of Renewal:</b>	<b>Three (3) years.</b>
?	<b>Commencement Date:</b>	<b>Date of approval by the Minister for Lands</b>
?	<b>Rent:</b>	<b>\$5000 per annum plus \$500 GST \$5500 plus CPI.</b>
?	<b>Insurance:</b>	<b>Lessee to be responsible for building and public liability insurance.</b>
?	<b>Outgoings:</b>	<b>All normal outgoings to be the responsibility of the Lessee.</b>
?	<b>Legal Costs:</b>	<b>Lessee to be responsible for all legal costs associated with the preparation of the lease.</b>

**Moved Cr Clowes-Hollins  
MOTION CARRIED (7/0)**

Community Development

***POPULAR CULTURE CENTRE / LIVEWORX***

WARD ALL  
FILE REF: A27670/1  
DATE 20 November 2002  
REF SP  
RESPONSIBLE Director Community  
MANAGER Services

**In Brief:**

? This item proposes Council support using the current PCYC site on Champion Road for an expansion of the Popular Culture Centre / LiveworX project and enter into a partnership with Armadale Youth Resources to achieve this objective

**Tabled Items**

Nil

**Officer Interest Declaration**

Nil

**Strategic Implications**

**Social Infrastructure**

To facilitate a wider range of social and cultural experiences for the City of Armadale.

To encourage community participation and responsibility.

To foster ownership, pride and a supportive and caring community.

To have in place the range of services to enhance the well being and safety of the community.

**Communication**

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**

Item proposes endorsement of further negotiation only. Financial implications to be assessed through this process.

**Consultation**

? YAC  
? CANWA  
? Armadale Youth Resources

Community Development

**BACKGROUND**

Council has in the past demonstrated a high level of commitment to the concept of the Popular Culture Centre developing in Armadale and the partnership with CANWA, which is central to the success of the project.

At the Community Services Committee on 9 June 1999 the committee moved the following motion that was then resolved at the next council meeting that:

- a) *The Popular Culture Centre Feasibility Study Report be received.*
- b) *That Council support the proposal to establish a Popular Culture Centre at the Pioneer Village site in Armadale and grant applications be prepared and submitted to the following agencies seeking capital funding for the project:*
  - i. *Federation and Cultural Heritage Fund*
  - ii. *Lotteries Commission*
  - iii. *Australian Youth Foundation*
- c) *Subject to external funds totalling \$650,000 being received for the Popular Culture Centre project, and there being a successful outcome to the negotiations to purchase the Pioneer Village site, Council provide a commitment to contribute \$150,000 to the property by way of loan funds.*
- d) *Subject to capital funding for the Popular Culture Centre being approved, and there being a successful outcome to the negotiations to purchase the Pioneer Village site, Council make a commitment to provide an annual grant of \$20,000 to the PCC to assist with it's operating costs in the initial period, with this arrangement to be reviewed after the first five (5) years of operation.*
- e) *That Council support the proposal to apply for funding through the Federation Cultural Heritage fund for the Armadale Precinct Cultural Centre project and the proposed upgrade of History House Museum and a combined grant application be prepare which promotes an integrated and complementary range of cultural facilities in the central Armadale precinct*
- f) *An approach be made to the Federal Member of Canning, the Hon Ricky Johnston MP, requesting her support for the proposed funding applications."*

The application made to the Federation Cultural Heritage program was unsuccessful.

Council has also supported the development of the 'Youth Space' in Minnowarra Arts Festival with CANWA taking the lead role through the Popular Culture Centre Project with support from Armadale Youth Resources.

On the 24 August 1999 it was recommended to Council from the Community Services Committee and resolved (C269/99) at the next Council meeting that:

*"Council supports the proposal form Community Arts Network to run a series of workshops and activities for young people, at suitable Council facilitates, with the use of such facilities to be provided free of charge and recorded as a donation."*

This has been effective with CAN organising many activities for young people some linking into Council activities and events including Minnowarra Festival.

Community Development

At the March Community Services Committee meeting the following was recommended and then resolved by Council on 2<sup>nd</sup> April 2002:

- “1. That Council include for consideration in the 2002-03 draft budget, an amount of \$60,00 to partner with CANWA and other groups as many be appropriate, e.g. Western Australian Music Industry Association, the review of the City’s Cultural Plan and Policy and development of an action plan.
2. That Council lodge an Expression of Interest with Community Arts Network to partner Council in the review of the City’s Cultural Policy and Plan subject to funds, as referred to in part (1) above being allocated in the 2002-03 adopted budget.
3. Officer investigate and report back on the following:
  - a. Other community art projects previously requested by Council but which remain uninitiated.
  - b. Possible partnerships with CANWA and other appropriate bodies for implementation of those projects.”

The review of the City’s Cultural Policy and Plan is underway in partnership with CANWA.

A project plan for community art projects which will address Part 3(a) this financial year is the topic of a separate agenda item.

Part 3(b) of the resolution has been progressed via negotiation over succession planning for the lead role in the development of the Popular Culture Centre / LiveworX project in Armadale.

Armadale Youth Resources has been involved with the PCC/LiveworX in Armadale from the outset and played a major role in the development of the Youth Space at Minnowarra Festival. Negotiation between CANWA, Armadale Youth Resources and Officers have led to an agreement in principle that Armadale Youth Resources continue in this role as CANWA takes a less direct role in the development of PCC/LiveworX. On the strength of their commitment CANWA has applied for funding with HealthWay for the ongoing development of the Youth Space at the 2003 Minnowarra Festival on behalf of Armadale Youth Resources. This application has been successful.

Council has also supported the development of a Management Agreement with the PCYC for the Armadale Recreation Centre.

At its meeting of 19 November, 2001, (CS83/01) Council resolved:

*“That Council endorse the draft agreement “A Partnership to Manage the Armadale Recreation Centre” as presented at Attachment “B-1” to these Minutes as the basis for further negotiation with PCYC including a request that a deputation from Council meet with the State Council of that body.”*

### Community Development

One of the features of the draft agreement will be that the PCYC surrenders the existing lease and associated responsibilities on the Champion Road site for the duration of the agreement to manage the Armadale Recreation Centre for the City. In the first two years the PCYC has the option of returning to the Champion Road site should the partnership with the City to manage the ARC fail (*note: this time frame is subject to further negotiation with PCYC as part of the management and lease agreements*).

In considering the possible uses of the Champion Road site, Officers were of the view that it would be advantageous to develop a proposal that maintained a youth focus at the facility. One of the issues identified in discussion with Armadale Youth Resources was that they would need a larger venue to operate out of to achieve the objective of developing PCC/LiveworX and the Youth Space at Minnowarra Festival. Discussions regarding potential venues led to AYR expressing interest in the Champion Road site.

Currently Armadale Youth Resources maintains an office at Lotteries House and the Youth Resource Centre (Drop In Centre) behind the Shopping Centre. The agency pays very low rent as per Lotteries House policy of supporting Community based organizations and has no capacity to increase their contribution.

### **DETAILS OF PROPOSAL**

It is proposed that Council develop and enter into a partnership with Armadale Youth Resources for the ongoing development of the Popular Culture Centre/LiveworX. This partnership will need to include provision for the use of the Champion Road PCYC site by Armadale Youth Resources on terms and conditions that are acceptable to the City and Armadale Youth Resources.

### **COMMENT**

#### Analysis

The proposal addresses several priority issues.

- ? It would provide for the retention and expansion of the PCC/LiveworX program, including the Minnowarra Festival ‘Youth Space’ in the City of Armadale following the withdrawal of CANWA’s involvement.
- ? It would provide continuity of youth programs in the Westfield area following the relocation of the PCYC to the ARC.
- ? Ensures the facility is used in a manner relevant to the needs of the Community
- ? Allows for the facility to be used in the transition period while the PCYC settles into the management of the ARC.
- ? Develops the capacity of Armadale Youth Resources to deliver quality youth programs in line with Council’s objectives.
- ? The nature of the agreement would need to allow AYR to access the facility without unduly burdening the agency with the full responsibility of a lease. This would also assist Council in that AYR would take responsibility for certain functions associated with the management of the facility and make a contribution to the operating costs of the centre that is within their capacity, thus offsetting the costs to Council of managing

Community Development

the facility. The potential for other complementary users to access the facility can be explored and managed by AYR. There are several options for the form of agreement that would meet these criteria. Further investigation is required to determine the most appropriate form or combination of forms.

The City and Armadale Youth Resources have had a long and fruitful history of partnership projects. The City currently funds two of their programs as part of the Community Security Program. AYR's crime prevention programs have recently been assessed by their major funding body (Department of Justice) resulting in the agency being given 'Preferred Provider' status. The Agency has also received National and State Awards for their innovative and effective programs. Successive Community Development Officers of the City have sat on the Management Committee of AYR and consistently reported on the high quality of the management and staff of the organization. Armadale Youth Resources is a great asset to the City and a major element of the City's implementation system for youth programs. The opportunity to partner with them for the ongoing development of the PCC/LiveworX is strongly supported.

Options

There are several options for the form of agreement that could be developed including:

<i>Lease-</i>	<i>The benefit of a lease is that the control of the building is with the lessee, including maintenance, insurance (public liability and building), and also there is legal recourse if required. It also gives the lessee sole occupancy of the leased area. However, at this time a lease is not the preferred option as the arrangements with PCYC include the possibility of relocation back to the Champion Road site during the transition period. AYR has also expressed concern that they do not have the resources nor the capacity to take full responsibility for a facility the size of the PCYC Champion Road site.</i>
<i>Licence to Occupy</i>	<i>Same status as a lease without the sole occupancy. Similar conditions &amp; terms may apply.</i>
<i>Management Agreement</i>	<i>Can include any terms and conditions desirable. It is not a legally binding agreement and therefore must only be used in cases where there is no possibility of a lease.</i>
<i>Memo of Understanding</i>	<i>Only for very short term tenancy. Again it is not legally binding and is basically just an exchange of letters signed by CEO and the other party. Not recommended.</i>
<i>Monthly Hall hire -</i>	<i>May be suitable for those not wishing to enter into any formal agreements. Hire rates could be negotiated.</i>

Council could identify alternate uses for the facility.

Community Development

Conclusion

The proposal represents an innovative and effective approach to managing the facility and results in the retention and expansion of relevant youth services in the City. The result would be two strong youth services (AYR and PCYC) operating in prime locations in Westfield and Armadale, both with the capacity to grow and develop further initiatives.

**C196/02      RECOMMEND**

**That Council endorse the development of a Partnership with Armadale Youth Resources for the ongoing development of the Popular Culture Centre / LiveworX in Armadale, on the understanding that:**

- a. the proposed partnership includes provision for Armadale Youth Resources to access the Champion Road PCYC site;**
- b. the nature of the agreement to be negotiated with Armadale Youth Resources;**
- c. the agreement be on terms acceptable to the City and Armadale Youth Resources.**

**Moved Cr Stubbs**

**MOTION CARRIED (7/0)**



Community Development

***SKATE PARK REVIEW – BOB BLACKBURN RESERVE***

WARD All  
FILE REF: **CDP/39**  
DATE 3 December 2002  
REF TM  
RESPONSIBLE Director Community  
MANAGER Services

**In Brief:**

This report outlines:

- ? Specific information in regards to the preferred site for the proposed skate facility in Westfield.

**Tabled Items**

Nil

**Officer Interest Declaration**

Nil

**Strategic Implications**

- ? To facilitate a wider range of social and cultural experiences for the City of Armadale
- ? To recognize the needs of young people
- ? To encourage community participation and responsibility

**Legislation Implications**

Nil

**Council Policy/Local Law Implications**

Nil

**Budget/Financial Implications**

\$14,000 on 2002/03 budget.

Referred consideration for allocation on draft 2003/04 budget of \$25,000.

**Consultation**

- ? Technical Services staff
- ? Manager Recreations Services
- ? Manager Parks and Reserves
- ? Supervisor Property Management
- ? Manager Community Development
- ? Armadale Police.
- ? Ward Councillors
- ? Armadale Youth Advisory Committee,
- ? Cecil Andrews Senior High School students and staff.
- ? Development Control Unit

## Community Development

### **BACKGROUND**

At its meeting held on 4 November 2002 Council resolved the following recommendation from the Community Services Committee on 29 October 2002 (C175/02) as follows:

#### Committee Discussion

*The nature of the discussion in relation to the Westfield Skate facility site, and in particular the issue of visibility of the proposed site at Bob Blackburn reserve, was such that Committee determined to recommit this matter for further clarification / investigation, hence the recommendation of part (3) below.*

- “3. That Council recommit the matter of the preferred site for the proposed Westfield Skate facility to the November meeting of Committee.”

#### Westfield Consultation

The following methodology was developed in determining the proposed site in Westfield:

- ? Community consultation was carried out successfully on 31<sup>st</sup> July at the PCYC Hall with approximately 15 young people from the Westfield area and the Armadale YAC. The meeting was completed in conjunction with Graham Withey from SKATEWA.
- ? An information session was held at Cecil Andrews SHS after a formal approach by the school to be involved in the project through investigating the most suitable site.
- ? Community consultation was held on 17<sup>th</sup> August where residents were able to view the potential sites and were given an opportunity to provide feedback on their preferred location.
- ? Updated ward Councillors during consultation phases.
- ? Developed indicative costs addressing equipment and proposed site issues.
- ? Sought technical advice from Parks and Reserves, Property Management and Environment staff.
- ? Met with local Police to listen to their advice and concerns in relation to the proposed site.
- ? Developed site plan based on youth, stakeholder, City of Armadale and community feedback.

This report provides an update of this project and recommends the preferred site for the location of the proposed skate facility in Westfield.

### **DETAILS OF PROPOSAL**

To assist with the selection of a site for skate parks, SKATEWA and the Department of Sport and Recreation have developed the following set of criteria. In conjunction with the Parks department, this criterion has assisted in making an informed decision on a site in Westfield.

Community Development

Access to site	Close to Public Transport
Access to Busy Roads	Close to other sporting facilities
Close to shops	Shaded areas
Drinking Fountain	Bicycle racks
Public Amenities	Rubbish Bins
Telephone	Night Lighting

Westfield Skate Facility

The community and stakeholder consultation was seen to be representative of the area and the feedback was as follows:

- ? The young people needed to be involved in an activity in which they could participate. The families consulted were fully supportive of the project.
- ? The consultation overwhelmingly suggests that Bob Blackburn Reserve is the preferred site due to the fact that so many support services surround the area.
- ? The consultation gave support to Bob Blackburn Reserve and John Dunn oval. John Dunn however received many unfavourable comments, as the residents believe this area is hidden from surrounding shops and services, raising concerns for security and supervision.
- ? Many people want the skate park in the area, and they want it for not only the young people but also for their families. Shade and seating for the general public to view the park were seen as important to achieve this.
- ? A meeting held in consultation with the Westfield library on 19<sup>th</sup> August 2002 highlights the fact that the Library is committed to targeting youth as part of their services offered. The Westfield library staff had some concerns about the potential noise from the park and suggested planting trees and bushes to form a natural sound barrier.
- ? It was suggested the area would create an environment for youth that is welcoming and that complements other youth activities such as the aquatic centre and the library.

The consultation process identified the following potential sites, together with perceived advantages and disadvantages for each new facility.

Site	Advantages	Disadvantages
Bob Blackburn Reserve / PCYC car park	Close to; ? Shops, Telephone ? Pool, ? Public transport (train and bus), ? Medical centre, ? Library, ? Public amenities ? As part of the greater reserve	

Community Development

Site	Advantages	Disadvantages
	therefore offering a form of unstructured supervision. ? Shade. ? Away from residents ? Centrally located in catchment area. ? Community support. ? Satisfies DSR requirements.	
Bob Blackburn Reserve (adjacent to swimming pool carpark)	Close to; ? Shops, ? Pool, ? Medical centre, ? Library, ? Public amenities ? Telephones ? As part of the greater sports reserve. ? Shade ? Away from residents ? Centrally located in catchment area. ? Community support ? Satisfies most DSR requirements	? No Direct or Indirect Supervision ? Hidden from view from roadside. ? Hidden from view from the Library and PCYC building. ? Potential to disrupt other users of reserve due to access.
John Dunn Oval (adjacent to BMX track)	? Close to public transport, ? As part of the greater sports reserve. ? Near the BMX track which will compliment skateboarding. ? Central to catchment area	? Hidden from view which gives rise to security concerns. ? Backs on to housing and no regular access to toilets and shops. ? No community support ? Resident concerns raised
Kuhl Park	? Proximity to shops, ? Public transport (bus), ? Child health care, ? Telephones ? Part of a greater park reserve.	? Close proximity to Pre-Primary school and ? Park backs on to housing. ? No access to public toilets.
San Jacinta Reserve (adjacent to Scout Hall)	? Proximity to shops, ? Public transport, ? Scout hall, ? Toilets, ? Bike paths ? Telephones.	? At the far end of Westfield which isn't central to the catchment area. ? Investigation occurring for this reserve to accommodate Southern Districts Support Association.
Seville Rd Reserve	? Near shops ? Public transport. ? Close to Cecil Andrews SHS.	? No support services. Just an empty block of land. ? Doesn't satisfy DSR requirements ? Close to residents.

The preferred site is in the car park of the current PCYC Hall. This site has strong community support and has the surrounding facilities that complement youth related activities.

Visibility is a major factor in selecting a site concerning the construction of skate parks. If this site is supported, the Parks and Reserves department and the local Police suggested that existing ground level shrubs be removed to allow more open viewing from the roadside and

### Community Development

the Library car park. Discussion with the Development Control Unit led to the following comments.

*“Vegetation between car park and Champion Drive very significant, must be retained. Loss of car parking would be met by library and shop centre car park. Advise Council site okay subject to development application addressing issues relating to vegetation and parking.”*

(The exact positioning of the facility can be seen on the attached site photographs).

On initial consultation with the local police, they suggest the Bob Blackburn reserve area in the PCYC Hall car park is the most appropriate site in the catchment area. From a policing point of view, security concerns with youth anti social behaviour would take place regardless if the park were situated in or out of view from other people.

The police suggest the alternative of building the park in public view is a better option than out of public view. A form of passive security such as a web-cam was suggested as part of a security strategy. This needs to be investigated further.

### **COMMENT**

#### Analysis

This item seeks to show how the process of consultation has been undertaken and is representative of the community. With their input, the plan proposes a workable skate park strategy, which is consistent with Council resolution C111/02.

Local young people have been involved in the design of the equipment, which will go a long way to satisfying the need and creating an ownership in the facility.

The proposed site at the PCYC car park is closer to light industrial areas than residential which are also determining factors in recommending a site.

It is proposed the most appropriate site will be at the Bob Blackburn Reserve, on the current PCYC Hall car park. The area is in close proximity to the other youth related activities, the Westfield Library, shops, telephones, public transport and the Aquatic Centre. The attached photos show exactly where the proposed facility is to be constructed.

The item seeks to show how the visibility concerns for the skate facility at the PCYC site have been addressed. The Parks department has given their support of the site and will facilitate the clearing of ground level trees and shrubs to create an open view of the area from surrounding car parks.

Technical advice from the City and the Armadale Police suggests that this is the best site for the proposed skate facility. They have recommended minor site works be completed as part of the project to ensure the safety and security of the users and the surrounding buildings.

Community Development

Options

Options for Council to consider include:

1. May elect to select an alternative site to the one recommended for Westfield.
2. May elect not to proceed at all with the skate facilities at Westfield.

In view of strong local community support, neither option 1. or 2. is recommended.

Conclusion

It is recommended Council endorse the location of the skate park in Westfield at Bob Blackburn Reserve in close proximity of current PCYC building.

**C197/02 RECOMMEND**

**That Council endorse Bob Blackburn Reserve in close proximity to the current PCYC facility and as highlighted on the attached map as the preferred site for the proposed Westfield Skate facility.**



Community Development



Proposed site – PCYC Hall car park



Entry from Champion Rd.



View from the site looking through to Champion Rd. Area to be cleaned up to create clearer viewing.

Bus stop at driveway of proposed site.

View from Champion Rd driveway facing the proposed site. Shrubs on right to be cleaned up to create clearer viewing.



**Moved Cr Clowes-Hollins  
MOTION CARRIED (7/0)**



Community Development

***SUBSTANCE ABUSE ISSUES***

WARD ALL  
FILE REF: CMD/1  
DATE 3 December 2002  
REF SP  
RESPONSIBLE Director Community  
MANAGER Services

**In Brief:**

? This item provides an update on Officer investigations into the potential to develop proactive substance abuse programs.

**Tabled Items**

Nil

**Officer Interest Declaration**

Nil

**Strategic Implications**

**Social Infrastructure**

To facilitate a wider range of social and cultural experiences for the City of Armadale.  
To encourage community participation and responsibility.  
To foster ownership, pride and a supportive and caring community.  
To have in place the range of services to enhance the well being and safety of the community.

**Communication**

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**

Nil

**Consultation**

- ? ATSIAC
- ? Department for Community Development:
- ? Police Department:
- ? Armadale Youth Resources:
- ? Armadale SHS:
- ? Drug – Arm:
- ? PCYC:
- ? Child Adolescent Mental Health



Community Development

? Community Drug Service Team

**BACKGROUND**

A report was prepared for the May 2002 meeting of the Community Services on funding available from the Alcohol Education and Rehabilitation Foundation, and a proposed approach to developing a submission for funding. At the May meeting of committee it was recommended and subsequently resolved by Council (C90/02):

- “1. *That Council:*
  - a. *note the information presented in this interim report and the likelihood of grant funding opportunities for the City of Armadale;*
  - b. *recommit the matter to the June Community Services Committee meeting for further report and consideration;*
2. *That Council request that this matter be addressed with expedition recognising that the window of opportunity for funding may be limited and that liaison occur with other relevant agencies to provide necessary data to inform an application for funding.*

A meeting was held with stakeholder agencies with the objective of developing strategies on 12 June and a report presented to Council via the 24 July Community Services Committee. A subsequent meeting was held on 22 August. **(Refer to Attachment “A-4” – as circulated with the Agenda.)**

At the Community Services Committee meeting of 29 October 2002, Cr Stubbs raised the following item:

*Substance Abuse – A&TSI Advisory Committee*

*Cr Stubbs enquired whether the advice of the A&TSI Advisory Committee had been sought in regard to options for engaging the local Aboriginal Community in developing a proactive substance abuse program. This matter had been the subject of a report to the Community Services Committee of July 2002*

The issue has also been discussed in several other forums recently.

Drug and alcohol issues are a matter of ongoing concern for the City’s Aboriginal and Torres Strait Islander Advisory Committee, and have been discussed by the Committee with a view to seeking solutions for what is a very complex issue.

Recently the State Government convened a Community Drug Summit, the outcome of which was the release of it's Drug and Alcohol Strategy 2002 - 2005 and an Area Drug and Alcohol Planning discussion paper, charging the Drug and Alcohol Office (DAO) to implement the strategy.

### Community Development

In recent weeks, City officers have attended three meetings aimed at addressing the above issues. One was convened by the DAO to look at the above from a local issues/planning perspective and the other two were regarding the Northbridge Priority Project - specifically targeting local indigenous youth in Northbridge and providing alternative diversionary and preventative activities/services/programs in Armadale. ATSIAC members attended these meetings.

In addition staff from the Community Drug Service Team (Mission Australia) attended the November ATSIAC meeting to present information regarding a drug and alcohol training program designed specifically for Aboriginal workers. The training is being offered free of charge and is fully accredited competency based training. An invitation has been extended to the ATSIAC to assist in recruiting local Aboriginal people for the training.

At the same meeting the SGIO Crime Safe funding (\$4,500) was also discussed and it was agreed this funding could be used to supplement the drug and alcohol training for local Aboriginal people if successful.

Officers have also spoken with local traders who sell alcohol (Woolworth's) with a view to "restricting" service/consumption if the intention is to publicly consume, especially in the park. They are aware of the issues and are keen to work with the City to address the problem. They indicated that they will talk to the other suppliers with a view to coordinating a response and then invite the City and ATSIAC members to work through the issues. A representative from Woolworths Regional Office will attend the December ATSIAC meeting to discuss their proposed strategy which they claim has been applied successfully in other localities around the state.

The ATSIAC are keen to play a leading role, with the support of appropriate local agencies, to work with local indigenous people and Officers are now trying to coordinate all of the above efforts into a plan that is both acceptable, practicable and which has broad community support so that we can secure external funding to address the issues.

Whilst much of this is still in the early phases, the planning done to date has set up a potential model for the above projects to link into and support. Praise has been received from the above two projects as a grass roots model to resolving this problem and this may help us as we are more advanced than many others LGA's and this in turn may impact on our ability to access resources for "pilot" projects. On a more immediate/short term response to current problems the ATSIAC are also working through our services at Orchard House (AFSS) and the local Aboriginal Men's Group to make contact with the people in the park and address issues of anti-social behaviour.

### **DETAILS OF PROPOSAL**

This is a progress report on investigations into options for developing drug and alcohol services with particular reference to Aboriginal specific services. Further work is proposed to develop the ideas and explore the options identified above.

In particular it is proposed that Community Development officers continue to convene the Drug and Alcohol Issues Working Group (including a subcommittee of ATSIAC) and take a

Community Development

lead role in coordinating a cooperative approach to developing appropriate local substance abuse strategies, building on existing resources with a united approach from local agencies, local Aboriginal people and State/Federal agencies/funding.

**COMMENT**

Analysis

Recent developments in regional drug and alcohol planning processes (DAO) and the Northbridge Priority Project (ATSIC) have broadened the range of stakeholders as well as introducing potential new funding sources. While this makes the planning process more complex, the potential for a better outcome should not be ignored.

Many of the elements for an effective intervention program are currently in place or under development. From a Community Development perspective, any proposal should take seriously the need to work with the existing service network to try to build on and value-add to the situation.

Options

Developing drug and alcohol services is complex. In order to be successful, a service model needs broad based support to deal with the complexities of the issue. A partnership approach is indicated. While it does take longer to develop a proposal working in partnership with external agencies, the chances of success are far higher.

**C198/02      RECOMMEND**

**That the information regarding current investigations into developing a drug and alcohol intervention program be received, and that Council endorse the cooperative planning approach undertaken by the Drug and Alcohol Issues Working Group convened by the Council Officers.**

**Moved Cr Cominelli  
MOTION CARRIED (7/0)**

Community Development

***COMMUNITY HEALTH'S NEW VISION***

WARD Forrest  
FILE REF: A228232  
DATE 18 November 2002  
REF SP  
RESPONSIBLE MANAGER Director Community Services

**In Brief:**

This item proposes changes to the accommodation provided by the City for Child Health Nurses in line with the 'New Vision' for Community Health.

**Tabled Items**

Nil

**Officer Interest Declaration**

Nil

**Strategic Implications**

**Social Infrastructure**

To facilitate a wider range of social and cultural experiences for the City of Armadale.

To encourage community participation and responsibility.

To foster ownership, pride and a supportive and caring community.

To have in place the range of services to enhance the well being and safety of the community.

**Communication**

*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**

This item proposes support for ongoing negotiation with Community Health and other stakeholders. The financial implications will be addressed through this process.

**Consultation**

*Department for Community Development*

*Armadale Health Service*

*User Groups Evelyn Gribble Centre*

? *Read, Write, Now*

? *Community Help Inc.*

### Community Development

- ? Brookdale Toy Library
- ? Jellybeans Playgroup Inc.
- ? Heritage Christian Church

### **BACKGROUND**

Council resolved in September 1995 (D373/95) as follows:

*“Council affirm its commitment to the provision of Child Health Services within the Municipality being a co-operative approach between the State Government and the Local Health Authority.”*

A presentation re “New Vision for Community Health” was made to the Community Services Committee on 26 February, 2002 by Mr Bruce Reynolds, Manager Community Health and Ms Marion Smith, Nurses Manager, Child Health Nurses regarding the future of Child and Family Health Centres in Armadale. Since than ongoing discussion between Officers of the Armadale Health Service and of the City of Armadale has led to the development of a proposal to provide better education and support services for families with young children in the Armadale area.

As the proposal focuses on increasing services delivered from the Evelyn Gribble Centre (EGC), a review of the major current and proposed uses of EGC has also been undertaken.

A number of arrangements have been agreed to by Council, over time, granting free use of areas within the EGC. These include:

- ? Department for Community Development (DCD) has first option on counselling Rooms (North and South) at no charge from the City due to their original contribution to the building of the EGC.
- ? Read Write Now has free use of Counselling Room North at no charge from the City or DCD by arrangement with DCD
- ? Community Help Inc. has had free use of the Main Hall from Council up until end of second term 2002.

Discussions with the Department for Community Development indicate they are currently restructuring and, as a result, are looking at how they too deliver their programs in the community. DCD is proposing to base new programs that complement the New Vision at the Evelyn Gribble Centre in Counselling Rooms North and South. At this stage the two programs being considered are Parent Link, a volunteer parenting support service and Best Beginnings, targeting families of young children 0-5. To this end DCD has written to Read Write Now informing them the current arrangement providing them with free use of one of the rooms will be terminated as of February 2003.

### **DETAILS OF PROPOSAL**

The proposal is to shift Child Health Nurses from Kelmscott and Westfield Child Health Centres as well as services provided by allied health staff (speech pathology, social work, etc)

### Community Development

from various other locations, to the EGC. Additional group work programs will also be developed and run from the EGC. Child Health Nurses will also change the way they operate, with an increased emphasis on home visitation.

The “New Vision” is to integrate these related services and to deliver them in a more social setting. As such it is desirable to continue the existing programs operating out of EGC as much as possible. A review of the major uses of the facility indicates it is possible to accommodate most of the current and proposed user groups (either paid

- ? Heritage Christian Church – will need to consolidate bookings
- ? Read Write Now – will need to find alternate accommodation

### **COMMENT**

#### Analysis

Low usage levels of Evelyn Gribble Centre facilities have been a topic of concern for several years. This proposal will result in a greater level of use of the facility and a greatly increased range of services available at the Centre, particularly those targeting families with very young children. The focus on early childhood health and well-being services would very relevant to the current and proposed demographic of the neighbourhood.

The concentration of Child Health facilities is also an attractor for Department of Community Development programs targeting a similar demographic. These services will complement the existing major tenant, Lady Forrest Family Day Care, and other user groups.

An agreement will need to be negotiated with Armadale Health Service over the terms and conditions of the proposed changes to occupancy.

Currently Child Health facilities in Westfield and Kelmscott are used free of charge. Freeing up these two facilities will provide opportunities for other uses. Negotiation will be entered into with the one user group that will be displaced by the proposal, Read Write Now, to identify suitable alternative accommodation options.

#### Options

Evelyn Gribble Centre is the only facility in the City of Armadale that has been identified as suitable for the New Vision program. Council could recommit this matter for further consideration, but it is not likely a better opportunity will arise.

#### Conclusion

The proposed arrangements are supported as the best mix of services available to better utilize available facilities at the Evelyn Gribble Centre and provide an appropriate range of services to the community.

Community Development

*Committee Discussion*

*Committee was generally supportive of the concept proposed, however, concern was raised in relation to:*

- a) accommodation for Read, Write, Now. Officers to investigate possible alternative accommodation options for this group; and*
- b) public transport limitations in getting to the Evelyn Gribble Centre – officers to canvas this aspect in the process of further negotiations with Armadale Health Service.*

**C199/02      RECOMMEND**

- 1.      That Council endorse a process of further negotiation with Armadale Health Service regarding ‘New Vision’ and proposed changes to uses of the Evelyn Gribble Centre, in particular that Child health nurses from Westfield and Kelmscott relocate to the Evelyn Gribble Centre and allied health workers visit on a sessional basis.**
- 2.      That in negotiations, Council recognise the need to make equitable arrangements for accommodating the Read, Write, Now Program in a suitable location.**

Amended    Full  
Council      16  
December 2002

**Moved Cr Munn  
MOTION CARRIED (7/0)**

Community Development

***SOUTHERN DISTRICTS SUPPORT ASSOCIATION***

WARD ARMADALE  
FILE REF: CDP 1  
DATE 3 December 2002  
REF SP  
RESPONSIBLE MANAGER Director Community Services

**In Brief:**

- ? This item presents the results of community consultation re the proposed development of part of San Jacinita Reserve and subsequent findings.
- ? This item proposes a new option to meet the needs of SDSA.

**Tabled Items**

Nil

**Officer Interest Declaration**

Nil

**Strategic Implications**

**Social Infrastructure**

- ? To facilitate a wider range of social and cultural experiences for the City of Armadale.
- ? To encourage community participation and responsibility.
- ? To foster ownership, pride and a supportive and caring community.
- ? To have in place the range of services to enhance the well-being and safety of the community.

**Legislation Implications**

Nil

**Council Policy/Local Law Implications**

Nil

**Budget/Financial Implications**

This item seeks support for the proposed direction of negotiation. Financial implications to be determined through this process.

**Consultation**

Council officers and representatives from SDSA undertook consultation with the community and met with the Scouts regarding this proposal. The results of this consultation are presented in the item.

A working group has been established comprising representatives from across the organisation who has discussed the results of this consultation.



Community Development

**BACKGROUND**

Council at its meeting of 2<sup>nd</sup> September 2002 resolved the following recommendation from the Community Services Committee (C142/02):

*“That Council –*

*Approves part of Reserve No. 41640 (an area of approx. 4,000 m<sup>2</sup>) on San Jacinta Road being used for the purposes of SDSA’s new service centre, subject to the results of the community consultation to be reported to Community Services Committee at the September meeting being favourable.*

- 1. Authorises officers to approach DOLA to seek the excision of 4,000m<sup>2</sup> of the reserve with a view to obtaining an appropriate vesting order which gives Council power to lease the land.*
- 2. As a contribution to the project, agree to fund the following costs estimated to total \$5,000, ie:*
  - lease preparation*
  - site surveying for excision purposes, and*
  - relocation of some playground equipment*
- 3. Refers the matter of project management of the construction of the facility to the Executive Director Technical Services.*
- 4. Agree to joint community consultation with the SDSA.*
- 5. Provide a letter of support to SDSA for their application to the Health Department outlining Council’s commitment to this project.”*

Community Development staff met with representatives from SDSA on a number of occasions and planned the community consultation which occurred on Saturday, 7 September on site at San Jacinta Reserve.

200 notices of this consultation were distributed to houses and business in the immediate area. The notice outlined the background to the project and SDSA, information on where the process was up to, a site map showing the location of the reserve and the proposed development, and provided a response form and reply paid envelope.

The notice also invited people to a forum on site on Saturday 7<sup>th</sup> September. At this forum material was displayed outlining the process.

Officers also had many discussions with local residents who rang to ask questions about the proposal.

Extra comment forms and background information were made available through the deli located across from the reserve.

On the Friday prior to the consultation Officers and a representative from SDSA met with two representatives from the Scout Association to discuss the proposal and seek feedback. This meeting proved very positive with support being given to the proposal.

Community Development

At the consultation approximately 30 people attended the marquee at some point during the three hours. Staff members, volunteers and management committee members of SDSA participated in the consultation and provided a free sausage sizzle and face painting for people who attended.

Whilst all but on couple who commented where supportive of the proposal, some of the concerns and questions asked can be summarized as follows:

- ? Losing more of the reserve
- ? Increase in traffic movements in the area and the safety implications of such activity particularly when considering the location of the deli.
- ? Will SDSA be requiring extra land over time if services increase and how will this impact on the amenity of the park.
- ? Interest in what the facility will look like and what if any walls will screen the facility from the remainder of the park.
- ? Residents giving up space for SDSA would like to see the remainder of the park reticulated.

Since this day 21 feedback forms have been received. The following is a summary of the responses:

Street	Number received
Dancy Way	5
San Jacinta Rd	4
Riverside Lane	2
Emperor Pl	2
Henderson Dr	1
Candish	1
Strawberry Dr	1
Clydesdale St	1
Silverhill Loop	1
Navel Cl	1
Valleyview Rd	1

Of those who responded positively the following is a summary of their comments:

- Make it secure
- As long as the play equipment remains
- Good to see something there
- More info required on what it will look like
- Can improve security for the scout hall
- Help develop local area
- Good cause

The responses not supporting the use of the reserve can be summarized as follows:

- ? Too small, more traffic, less room for kids to play
- ? Out of place

Those who indicated their decision depends made the following comments:

Community Development

- ? More information required on what it will look like
- ? Don't want any more of park used, want access of Lake Road
- ? Conditional on reticulation of area, relocation of driveway and screening fence

Since this time a petition of 111 signatures has been received which can be summarized as follows:

1. The entry for the development is not acceptable and they are requesting that the entry to the site be from Lake Road.
2. The shape of the lot change to ensure the recreation reserve borders with the Scout Hall. Discussions with the instigator of the petition indicate that if more space was required along Lake Road to compensate for the loss in space bounding the Scout Hall this would be acceptable.
3. That suitable screening fencing be erected.
4. As the residents are forfeiting a large portion of the reserve for this proposal they are seeking to have the remainder of the reserve reticulated.

Further Investigation by Council Officers led to the discovery of a major sewer pipe running through the block. The presence of this constraint was considered to add considerable cost to the development. Further meetings with SDSA led to the conclusion that further research of other options was warranted in light of community concerns and the likely additional costs.

**DETAILS OF PROPOSAL**

Presented at **Attachment "B-1"** – as circulated with the **Agenda** is a discussion paper on options to address the current and future accommodation needs of SDSA, together with options for a number of affected community groups. The Discussion Paper is of a confidential nature given that it deals with proposals for future infrastructure and service changes within the City and impacts on a number of organisations some of which are yet to be fully consulted.

**C200/02      RECOMMEND**

**That Council adopt the recommendation as it appears in the Discussion Paper at Attachment "B-1" to these Minutes.**

**Moved Cr Munn  
MOTION CARRIED (7/0)**

Library & Heritage Services

***\*\*HISTORY HOUSE MUSEUM MANAGEMENT COMMITTEE – FILLING OF VACANCY***

WARD ALL  
FILE REF: CTE/5  
DATE 29 November 2002  
REF PLW  
RESPONSIBLE MANAGER Director Community Services

**In Brief:**

- ? Ms Kath Coulthard has resigned as the Armadale & Districts Brickworks Preservation Group (Inc.) representative on the History House Museum Management Committee.
- ? The report recommends that the nomination by the Armadale & Districts Brickwork Preservation Group of Mr David Allen as its representative on the History House Museum Management Committee, be approved.

**Tabled Items**

Nil

**Officer Interest Declaration**

Nil

**Strategic Implications**

**Communication**

The effectiveness of Council's communication with the community: We will measure this by the level of the range of mechanisms available for community input into Council's decision-making.

**Legislation Implications**

Assessment of legislation indicates that the following regulations apply:  
Local Government Act 1995 Section 5.8 to 5.18

**Council Policy/Local Law Implications**

General assessment has not revealed any applicable Policies / Local Laws.

**Budget/Financial Implications**

Nil

**Consultation**

History House Museum Management Committee

**BACKGROUND**

Council approved the recommendation of Ms Kathleen Coulthard to the History House Museum Management Committee, as the Armadale & Districts Brickworks Preservation Group representative, at its Ordinary Meeting of Council on 3 December 2001. Ms Coulthard

Library & Heritage Services

has recently resigned from the position. Advice received from the Armadale & Districts Brickworks Preservation Group is that Mr David Allen is their newly appointed representative to the History House Museum Management Committee.

**DETAILS OF PROPOSAL**

The proposal is that Council approve the nomination of Mr David Allen as the Armadale & Districts Brickworks Preservation Group representative on the History House Museum Management Committee.

**C201/02      RECOMMEND**

- 1.      That Mr David Allen be appointed as the Armadale & Districts Brickworks Preservation Group representative on the History House Museum Management Committee.**
- 2.      That Council note that the term of all members of the History House Museum Management Committee and all other Council Committees, will expire at the next Ordinary Council elections in May 2003.**

**\*\*ABSOLUTE MAJORITY REQUIRED**

**Moved Cr Green**

**MOTION CARRIED (7/0)**

Library & Heritage Services

***WALGLA BIENNIAL CONFERENCE 2003***

WARD ALL  
FILE REF: LIB/1  
DATE 29 November 2002  
REF PLW  
RESPONSIBLE MANAGER Director  
Community Services

**In Brief:**

- ? The report presents details of the Western Australian Local Government Librarians Association (WALGLA) Biennial Conference to be held in Perth 7 March 2003.
- ? The report recommends that Councillors be nominated to attend the Conference with cost being allocated to the Members' Training & Development budget.

**Tabled Items**

Nil

**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**

Assessment of Policy/Local Laws indicates that the following are applicable:  
Policy 1.2.5 – Conferences, Seminars and Training.

**Budget/Financial Implications**

Funds are included in Schedule M1 – Members' Training & Development. Conference registrations are \$190 per delegate.

**Consultation**

Nil

**BACKGROUND**

The WALGLA Biennial Conference with the theme 'Public Libraries: Community Building' is to be held on Friday, 7<sup>th</sup> March 2003 at the Esplanade Hotel, Fremantle. A copy of the Registration Brochure is attached to this Agenda. (**Refer to Attachment "A-5" – as circulated with the Agenda.**)

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This biennial conference is the State's major regular conference related specifically to public libraries. It offers an opportunity for Elected Members, administrative staff and librarians to obtain information on the latest developments and trends in public libraries, as well as a forum for professional networking.

In accordance with Council Policy 1.2.5, it is recommended that Council support the attendance by interested members at the Conference.

**COMMENT**

Topics to be covered at the Conference are pertinent to the current developments in the City of Armadale, related to both the Armadale Redevelopment Authority and the Kelmscott Enquiry-by-Design process, as they address the issues of:

- ? Building a Literate Nation
- ? Connecting Our Community
- ? Public Library Politics: an International Perspective
- ? Observations on Public Library Trends Overseas
- ? Science and Technologies of Community Participation

The opportunity has been given to all professional Librarians to attend the Conference, in either a full or half day capacity, with the cost being allocated to the Library Staff Training & Development budget.

*Committee Discussion*

*There were no nominations from Committee, hence the nomination referral to Full Council. (N.B.: Interested Councillors are reminded of the Council Policy 1.2.5 requirement, namely:*

*“Where a member of Council at the date of the conference, seminar or training course has an electoral term of less than six (6) months to complete, such member shall be ineligible to attend unless such is specifically authorised by Council.”*

**C202/02      RECOMMEND**

**That Council nominate Crs \_\_\_\_\_ to attend the Western Australian Local Government Librarians Association Biennial Conference ‘Public Libraries : Community Building’ to be held in Perth on Friday 7 March 2003, with the associated Conference registration costs to be costed to the Members’ Training & Development account budget.**

Library & Heritage Services

**OR, if there is no nomination at the Council Meeting of 16 December 2002, then the recommendation be as follows:**

**That Council make no nomination.**

**Moved Cr Stubbs**

**MOTION CARRIED (7/0)**



Recreation

***DRAFT RECREATION STRATEGIC PLAN***

WARD All  
FILE REF: REC/7  
DATE 2 December 2002  
REF PGQ  
RESPONSIBLE Director Community  
MANAGER Services

**In Brief:**

This report presents the draft Recreation Strategic Plan and recommends that

- ? the comments identified in this report, along with any other changes recommended by the Committee, be included in the relevant sections of the draft Recreation Strategic Plan.
- ? the draft Recreation Strategic Plan be released for a public comment period of eight weeks.
- ? the matter be recommitted to the February Community Services Committee Meeting to consider any comments or input from the public prior to adoption of the Recreation Strategic Plan by Council

**Tabled Items**

Nil

**Officer Interest Declaration**

Nil

**Strategic Implications**

Develop a Strategic Plan for Recreation Facilities and Services

**Legislation Implications**

Nil

**Council Policy/Local Law Implications**

Nil

**Budget/Financial Implications**

The draft Plan identifies a range of strategies for consideration by Council. Some of the strategies contained in the draft Plan are currently not included in Council's 5 Year Financial Plan and will have implications for future years budgets should Council wish to implement the strategies.

**Consultation**

- ? Mayor and Councillors
- ? MANEX
- ? Relevant staff
- ? Local clubs, community groups and stakeholders
- ? Random sample survey of community members

## Recreation

### **BACKGROUND**

The draft Recreation Strategic Plan was presented for Council's preliminary consideration via the November Community Services Committee Meeting. Council subsequently Resolved (C188/02) as follows:

- “1. *That Council receive the draft Recreation Strategic Plan*
2. *That Councillors forward any comments or input on the draft plan to the Manager, Recreation Services*
3. *The matter be recommitted to the December 2002 Community Services Committee Meeting.*”

In the discussions that occurred at the November Community Services Committee Meeting some general comments were made regarding the draft plan. In addition, further comments and suggested amendments have been received from Technical and Development Services Directorates. This report will identify the comments that have been received and seek the Committee's view as to whether or not they be included in the revised draft plan.

The draft Recreation Strategic Plan (not including amendments) is presented as an attachment to the Agenda. **(Refer to Attachment “A-6” – as circulated with the Agenda.)**

### **DETAILS OF PROPOSAL**

The comments that have been received are summarized below:

#### *Councillor Comments*

The draft plan should

- ? promote the need for clubs to work together and identify opportunities to achieve long-term sustainability.
- ? identify opportunities for revenue generation e.g. review recreation fees and charges
- ? identify opportunities for rationalization of under utilised facilities
- ? include the involvement of the Community Services Directorate in a number of the proposed strategies
- ? support the allocation of resources to promote participation in unstructured recreation activities

Recreation

*Development Services*

The current distribution of the City’s population is largely at the foot of the Darling Scarp. In the future the western districts of Forrestdale, Brookdale and Wungong will contain tens of thousands of residents as the population of the City doubles. For the bigger population, particularly those living westwards, it will be necessary to use the natural features of the sub-region to provide strategic recreation areas and a sense of place. The main natural assets these areas have are Forrestdale Lake, and the Southern River and Wungong Brook. These assets need to be seen as recreational resources, not just environmental features. Indeed they should be developed as major attractions to draw users from further afield by promoting their national significance (such as the wetland status of Forrestdale) and seeking State and Federal grants for development.

In addition to the assets of the western portions of the City, it would be appropriate to develop and promote accessways through the City’s other major natural assets – the Scarp, and the Canning River.

Consideration be given to including the following additional strategies in the Strategic Plan:

*Medium Term Strategic Recreational Developments*

Strategies	Timeframe	Responsibility	Cost
51. Forrestdale Lake. Promote and develop access for pedestrians along a complete circle around the lake comprised of a made pathway, clearly signed and provided with interpretive information.		CoA and CALM	
52. Develop a common pathway signing system for the City’s strategic walking trails.			
53. Develop linear walking paths along strategic riverine systems for Southern River, Wungong Brook, Neerigen Brook and Canning River.			
54. Develop and promote a system of walking paths along the Ridge and face of the Darling Scarp.			
55. Promote and assist with the development of the Champion Lakes Recreation Park as a regional centre for water based recreation.		CoA and ARA	

Other comments from Development Services include:

- ? Under Lifestyle and Community – Strategy 5, amend wording to reflect the environmental focus of the AREDS program.
- ? Suggested amended wording for Strategy 18 to read *Continue the staged assessment, consultation and implementation process identified to achieve*

## Recreation

*rational open space provision as agreed by Council for the City's Public Open Space Strategy* It is also suggested that the timeline for completion be extended to 2007.

- ? Under Recreation Facilities and Infrastructure – Strategy 22, costs to implement this strategy should be available in the near future.
- ? It is suggested that the Recreation Strategic Plan should recognise Action 2.18 in the City's State of the Environment Report. Action 2.18 states "*Prepare a program to enhance community appreciation of the natural environment and enhance community and individual involvement in biodiversity protection*". Significant progress has been made in implementing this action. A Friends Group Manual has been prepared, and a Volunteer Strategy that achieves the main aims of Action 2.18 is currently being developed. The Volunteer Strategy is expected to be adopted and then implemented by the second quarter of next year.
- ? Under Recreation Facilities and Infrastructure – Strategy 23, suggested rewording to recognise that trails will often link reserves with substantial parts of the trails not passing through bushland reserves.

## ***Other Comments***

- ? All strategies should identify an estimated cost, whether the strategy can be completed using in-house resources or whether the strategy is unfunded.
- ? Under *Strategies for the Future*, Council to consider whether the draft plan that is released for public comment should include columns 3 & 4 i.e. Responsibility and Cost. The rationale being that these are internal matters which may be of limited value to the public.
- ? Under *Strategies for the Future* it was suggested that the Directorate primarily responsible for implementing the strategy be listed in bold print, with other Directorates that may be involved being listed in normal print.

## **COMMENT**

### Analysis

The comments that have been received thus far are positive suggestions that will help strengthen and generate ownership of the Recreation Strategic Plan. It is recommended that these comments, together with any other amendments that Committee believes are appropriate, be included in the relevant sections of the draft plan and the draft plan be released for public comment.

Recreation

Options

1. Not include any or all of the comments received to date on the draft Recreation Strategic Plan and adopt the draft Plan as is.
2. Include some or all of the comments identified in this report, along with any other changes recommended by the Committee, and put the Plan out for public comment.

Conclusion

It is recommended that the comments identified in this report, along with any other changes recommended by the Committee, be included in the relevant sections of the draft Recreation Strategic Plan and the Plan be released for public comment.

**C203/02      RECOMMEND**

- 1.      That the comments identified in this report, along with any other changes recommended by the Committee, be included in the relevant sections of the draft Recreation Strategic Plan.**
- 2.      That the draft Recreation Strategic Plan be released for a public comment period of eight weeks.**
- 3.      That the matter be recommitted to the February Community Services Committee Meeting to consider any comments or input from the public prior to adoption of the Recreation Strategic Plan by Council.**

**Moved Cr Stubbs  
MOTION CARRIED (7/0)**

Councillors' Items

***Cr Green - Ward Councillors – Staff Awareness***

Requested that Council officers be reminded of the need to ensure that correct information is given to residents in relation to the link between Ward boundaries and Councillor representation.

***Cr Cumming - City of Armadale Pipe Band Photograph***

Requested that officers investigate the display options for the historic photograph of the City of Armadale Pipe Band in the Council premises.

***Cr Cumming - Dogs - Seventh Road***

Requested that Rangers investigate problems associated with dogs in Seventh Road.

***Cr Cominelli – Billing & Collection Procedures***

Requested that officers review the billing and collection procedures in regards to rates and truck parking permits, given recent problems experienced.

***Cr Stewart – Armadale Aquatic Centre***

Requested that officers investigate the matter of debris, lack of flushing of the two junior wading pools and the absence of a life guard patrolling those pools at the Armadale Aquatic Centre.

**C204/02      RECOMMEND**

**That Councillors' items listed as follows:**

- ? **Cr Green – Ward Councillors – Staff Awareness**
  - ? **Cr Cumming – City of Armadale Pipe Band Photograph**
  - ? **Cr Cumming – Dogs – Seventh Road**
  - ? **Cr Cominelli – Billing & Collection Procedures**
- be referred to the appropriate Directorate for action and/or report back to Committee.**

**Moved Cr Stewart**  
**MOTION CARRIED (7/0)**

*The Chairman wished his fellow Councillors and officers the compliments of the season and a successful 2003.*

**MEETING CLOSED AT 8.10 PM**

**COMMUNITY SERVICES COMMITTEE**

**SUMMARY OF CONFIDENTIAL "B" ATTACHMENTS**

**10 DECEMBER 2002**

<b>Attachment No.</b>	<b>Subject</b>	<b>Page</b>
B-1	SOUTHERN DISTRICTS SUPPORT ASSOCIATION – CONFIDENTIAL DISCUSSION PAPER	54 - 55