

CITY OF ARMADALE

MINUTES

OF COMMUNITY SERVICES COMMITTEE HELD IN THE COMMITTEE ROOM,
ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON **TUESDAY, 26**
FEBRUARY 2002 AT 7.00 PM

PRESENT: Cr J A Stewart (Chairman)
Cr V L Clowes-Hollins
Cr A L Cominelli JP
Cr J D Cumming
Cr F R Green
Cr J Knezevich
Cr R C Stubbs

APOLOGIES: Nil

OBSERVERS: Nil

IN ATTENDANCE: Mr A F Maxwell Executive Director – Community & Corporate Services
Mrs J Dudley Executive Manager Business Services
Mr S Phillips Manager Community Development
Mr P G Quinlivan Manager Recreation Services
Mrs Y Ward Minute Secretary

Mr Bruce Reynolds Manager Community Health Armadale
(7.00 pm to 7.35 pm)
Ms Marion Smith Nurses Manager, Child Health Nurses
(7.00 pm to 7.35 pm)
Mr Ross Coggan State Operations Manager - RANS Mgt Group
(7.00 pm to 8.05 pm)

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

Cr Green

Armadale Sporting Club Incorporated 21

Mrs J P Dudley, Executive Manager Business Services

Armadale Sporting Club Incorporated 21

Cr R Stubbs

South City Housing Inc. 30

Cr J Knezevich

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DEPUTATION

The Chairman welcomed Mr Bruce Reynolds, Manager Community Health and Ms Marion Smith, Nurses Manager, Child Health Nurses to the meeting and invited them to make their presentation to the Committee re: “New Vision for Community Health” regarding the future of Child & Family Centres in Armadale.

Mr Reynolds spoke to his power point presentation, a copy of which is presented as an attachment to these Minutes. **(Refer to Attachment “A-1” – Summary of Attachments.)**

The presentation was followed by a brief question and answer time whereupon the Chairman thanked the Deputation for the informative presentation – the Deputation left at 7.35 pm.

QUESTION TIME

Nil

ITEMS REFERRED FROM INFORMATION BULLETIN

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

- **Finance**
Financial Statements – for the (31) week period ending 31 January 2002
- **Minutes from Occasional/Advisory Committees**
Aboriginal & Torres Strait Islander Advisory Committee – 4 December 2001
Armadale Highland Gathering Committee – 29 November 2001
Community Security Working Party – 6 December 2001
Minnawarra Festival Committee – 4 December 2001
- **Miscellaneous**
Report on Outstanding Matters emanating from Community Services Committee
- **Monthly/Quarterly Departmental Reports**
Library & Cultural Services Department General Report – January 2002
Manager Accounting Services Report – 4 February 2002
Manager Ranger & Fire Services Report – January 2002

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

CONFIRMATION OF MINUTES

RESOLVED

Minutes of the Community Services Committee Meeting held on 29 January 2002, be confirmed.

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COMMUNITY SERVICES COMMITTEE

26 FEBRUARY 2002

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I N D E X

COMMUNITY SERVICES COMMITTEE

26 FEBRUARY 2002

COUNCILLORS' ITEMS

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Recreation

With Mr Coggan from RANS Management Group 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 (2) agenda items (pages 56-60 of the Agenda).

AQUATIC CENTRES – MID-SEASON REPORT AND CUSTOMER SERVICE STRATEGY

WARD	ALL
FILE REF:	A173263/1
DATE	19 February 2002
REF	PGQ
RESPONSIBLE MANAGER	Executive Director Community & Corporate Services

In Brief:

This report presents:

- the mid-season report for the Armadale and Kelmscott Aquatic Centres; and
- the Customer Service Strategy for the Armadale and Kelmscott Aquatic.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

Relates to Council's aim to maintain physical infrastructure for the economic and physical well-being of the local community.

Legislation Implications

Nil

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

Nil

Consultation

Nil

BACKGROUND

In line with Council's previous resolutions (C20/01) and C126/01) this report presents the mid-season report for the Armadale and Kelmscott Aquatic Centres as well as the Customer Service Strategy developed with input from RANS. **(Refer to Attachments "A-7" and "A-8" – as circulated with the Agenda.)**

Recreation

DETAILS OF PROPOSAL

Mid-Season Report

The mid-season report provides a summary of the operations of the Armadale and Kelmscott Aquatic Centres for the period 15 October until 31 December 2001. Information is provided under the following headings:

- Events
- Programs
- User Groups
- Marketing
- Maintenance – General and Plant
- Health & Safety Issues
- Environmental Report
- Customer feedback
- Centre attendances

Of particular note, the report advises of the difficulties that have been encountered in the first half of the season due to the failure of significant items of plant and equipment at the Armadale Centre. Some of the more major problems included:

- The heat exchanger on the main heater burnt out and needed to be replaced.
- Tests revealed that the main pool pump, which was replaced in September 2000, was performing well below its required duty. This led to a lack of pressure in the pools circulation system, which in turn caused the heaters to malfunction on a number of occasions. A specialist consultant was engaged to help resolve the problem and following negotiations with the pump supplier, a new replacement pump was recently installed at no cost.
- The automatic pool cleaner broke down twice during the period, resulting in the pools needing to be cleaned manually.
- The chain mesh fencing along the Champion Drive boundary continues to be cut by people gaining illegal entry to the premises. Replacement of this fence has been listed for budget consideration for the past three years but funds have not been able to be allocated due to budget constraints.

Despite these problems, the Centre continued to operate with minimal inconvenience to the public. There was, however, a number of complaints received at the City on those days when the heaters misfired and the quality of the water was adversely affected by the problems with the pool pump.

Recreation

Customer Service Strategy

As specified in the contract between RANS and the City, a Customer Service Strategy has been developed for the Armadale and Kelmscott Aquatic Centres.

The Strategy was developed with input from RANS Management and staff and has been in use at the Centres during the current season. The Strategy is also consistent with Council's recently adopted Customer Service Charter and reflects Council's aim to provide high quality customer service to all its residents.

COMMENTS

Analysis

The mid-season report provides a brief overview of the operations of the Armadale and Kelmscott Aquatic Centres for the first part of the current season.

The Customer Service Strategy is a concise document which sets out in plain language the commitment of pool staff to provide good quality customer service to all users of the Centres.

Options

Council could request further work be done on the mid-season report and/or the Customer Service Strategy if it believed that either or both documents required additional information.

Conclusion

It is recommended that the mid-season report and the Customer Service Strategy for the Armadale and Kelmscott Aquatic Centres, be received.

The Chairman welcomed Mr Coggan to the meeting and invited him to present his mid-season report to Committee.

Mr Coggan presented his report with the use of a power point presentation which is presented as an attachment to these Minutes. (Refer to Attachment "A-2" – Summary of Attachments.)

The presentation was followed by a brief question and answer period whereafter the Chair thanked Mr Coggan for his report and he left the meeting at 8.05 pm.

Committee commented favourably on the report, and requested that officers in future keep Council better informed on matters, like for example, the pool heating.

Recreation

C17/02 RECOMMEND

That Council receive the mid-season report and the Customer Service Strategy for the Armadale and Kelmscott Aquatic Centres.

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

Recreation

CONTRACT MANAGEMENT PLAN FOR AQUATIC CENTRES

WARD ALL
FILE REF: A173263/1
DATE 19 February 2002
REF PGQ
RESPONSIBLE EXECUTIVE DIRECTOR
MANAGER COMMUNITY &
CORPORATE SERVICES

In Brief:

- This report presents the plan that has been developed and currently in use to supervise the contract for management of Council's Aquatic facilities.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

Relates to Council's aim to maintain physical infrastructure for the economic and physical well-being of the local community.

Legislation Implications

Nil

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

Nil

Consultation

Nil

BACKGROUND

In line with Council's previous Resolution (C126/01) this report presents the plan that has been developed and is currently being used to supervise the contract for management of Council's Aquatic facilities. **(Refer to Attachment "A-9" – as circulated with the Agenda.)**

Recreation

DETAILS OF PROPOSAL

The contract between the City and RANS Management Group is in essence a partnership between the two parties which sets out the responsibilities of both RANS and the City.

The plan for monitoring the contract was jointly developed by Council officers and RANS and in the first instance involved identifying and listing all of the tasks and responsibilities of the respective parties. These were then grouped together under appropriate headings and assigned a completion date. The strategy also identifies the current status of each task.

Both parties have copies of the plan and any outstanding items are discussed at the monthly contract management meetings to identify the cause for the delay in completing the item.

COMMENT

Analysis

Now in the second year of the contract, the initial plan for monitoring the contract has evolved and been modified on more than one occasion. As with most new projects, there has been a “learning curve” and there is likely to be further adjustments to the plan as new issues arise. Although now considered to be comprehensive, any further comments or suggestions to improve the monitoring of the contract and ultimately the service provided to the community, would be welcome.

Options

The plan could be added to or adjusted if Council believed it was deficient in any areas.

Conclusion

It is recommended that Council receive the contract management plan for the Armadale and Kelmscott Aquatic Centres and acknowledge that there are likely to be further adjustments to the plan as new issues arise.

C18/02 RECOMMEND

That Council receive the contract management plan for the Armadale and Kelmscott Aquatic Centres as attached to these Minutes and acknowledge that there are likely to be further adjustments to the plan as new issues arise.

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

Committee at this juncture of the meeting agreed to return to the start of the Agenda.

Finance

SCHEDULE OF CHEQUE PAYMENTS

Cr Stewart advised that he had a number of queries on the list of payments and sought Committee's approval for a report on same for the next meeting - Committee agreed and hence the additional part (4) to the recommendation. Cr Stewart explained that his queries were in follow up to the recent Budget Review Councillors' Workshop, with a view to examining possible savings in recurrent expenditures.

MANAGER ACCOUNTING SERVICES REPORTS

C19/02 RECOMMEND

- 1. Payments totalling \$6,829,774.33 on Vouchers 42141-42182, EF2863-EF3130, EF3132-EF3182 & 102076-102087, drawn upon the Municipal Fund, be received.**
- 2. Cheque payments totalling \$83,797.38 on Vouchers 88587-88779, drawn upon the City Treasurer's Advance Account, be received.**
- 3. Cheque payments totalling \$32,524.74 on Vouchers 88977-88978, EF3131 and 400810-400811, drawn upon the Trust Fund, be received.**
- 4. That the payment queries raised by Cr Stewart be the subject of report to the March 2002 Community Services Committee.**

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

STATUTORY FINANCIAL REPORT

MANAGER ACCOUNTING SERVICES REPORTS

The Statutory Financial Report for the Quarter ended 31 December 2001 (inclusive of budget review estimates) as required in accordance with Clause 35 of the Local Government (Financial Management) Regulations 1996, are presented. **(Refer to Attachment "A-1" - as circulated with the Agenda.)**

C20/02 RECOMMEND

The Statutory Financial Report for the Quarter ended 31 December 2001, as presented, be received.

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

Finance

STATUTORY FINANCIAL REPORT

MANAGER ACCOUNTING SERVICES REPORTS

The Statutory Financial Report for the (7) months ended 31 January 2002 as required in accordance with Clause 34 of the Local Government (Financial Management) Regulations 1996, is presented. **(Refer to Attachment “A-2” – as circulated with the Agenda.)**

Commentary

Year to Date Net Operating Position (see also City of Armadale Net Position)

The Year to Date Net Operating Position (as shown by the actual deficit line) is less than budget estimations, as confirmed by the City of Armadale Net Position graph. Without adjustment the indications are that the anticipated deficit at year-end will be greater than budget. For the second month, revenue is again lower than budget. Even though expenditure was also lower than budget, the overall impact on the final position is negative. Executive management are in the process of reviewing budget allocations to determine appropriate action to correct the trend.

Investment Interest

The monthly interest revenue was in line with budget, however, the accumulated year to date revenue remains slightly below budget. It is anticipated that the lower interest rates combined with anticipated expenditures (therefore less funds invested) may result in a widening gap between the year to date budget and the actual realising a less than budget return of approximately \$65,000 for the year.

Investments

Funds under investment have remained relatively in accordance with anticipated fluctuations.

Grants

The amount of grant funding received remains lower than budget expectations. The full year grant expectation established at the beginning of the financial year was over \$4m. Initial graphs did not incorporate all grant revenue in the monthly budget calculation. The graph has been adjusted accordingly.

Sundry Debtors

Focus remains on high volume, long outstanding debtors.

Rates Debtors

The graph reflects the steady decline in the level of outstanding rates arrears. This is particularly pleasing given that the Rate Debtors Collection officer's position was vacant through most of January.

Supporting graphs are attached for information purposes. **(Refer to Attachment “A-3” – as circulated with the Agenda.)**

Finance

C21/02 RECOMMEND

That Council receive the Statutory Financial Report for the (7) months ended 31 January 2002.

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

2001/2002 BUDGET VARIATIONS

MANAGER ACCOUNTING SERVICES REPORTS

In accordance with the requirements as outlined in the Council document entitled “Internal Control Procedures – Budget Variations”, as attached (**refer to Attachment “A-4” – as circulated with the Agenda**) are the Budget Variations having been transacted administratively during the period 31 January to 21 February 2002.

C22/02 RECOMMEND

That Council receive the Budget Variations transacted administratively during the period 31 January to 21 February 2002.

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

Finance

OUTSTANDING DEBTORS' REPORT

WARDS All
FILE REF: FIN/1
DATE 15th February 2002
REF JPD
RESPONSIBLE Executive Manager
MANAGER Business Services

In Brief:

- Status report on outstanding debtor management
- Report for information purposes.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

Corporate Services: to achieve maximum community benefit from effective use of resources.

Legislation Implications

Nil

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

At 15th February 2002, the balance attributed to outstanding debts is \$656983.96.

BACKGROUND

A regular monthly overview of the status of all outstanding debtors is to be reported to the Community Services Committee.

COMMENT

Analysis

The status of Sundry Debtors at 15 February 2002 is summarised in the following table:

Finance

TOTAL	Current	One month	Two months	Three months	Four months & Over
\$656,983	\$94,726	\$78,305	\$18,193	\$30,384	\$435,374
100%	14.4%	11.9%	2.8%	4.6%	66.3%

The listing of major long-term outstanding debtors at 15th February 2002:

Name	Amount	Percentage	Movement from last report
<i>GRANT APPLICATIONS</i>			
Main Roads/Blackspot funding	\$30,800		
Main Roads/Blackspot funding	\$46,808		
Subtotal	\$77,608	18%	Same
<i>WORKS CONTRIBUTIONS</i>			
Water Corporation/Acacia Brook	\$12,719		
Water Corporation Reinstatements	\$17,362		
Brigade Road Syndicate	\$11,966		
Homeswest/ Keystart Westfield	\$48,188		
Municipal Workcare Scheme (W/Comp)	\$16,950		
Alinta Gas Reinstatements	\$10,414		
Westzone Enterprises	\$12,980		
Subtotal	\$130,579	30%	Decrease
<i>SUNDRY DEBTORS – LOAN/ SERVICES</i>			
ARKS Rugby Union	\$7,749		
Armadale Rugby League	\$8,804		
Armadale Sporting Club	\$114,640		
Kelmscott Football Club	\$16,072		
Subtotal	\$147,265	34%	Same
Others under \$6,000	\$79,922	18%	Decrease
TOTAL 173	\$435,374	100%	Decrease

The debtor's ledger has been manually sub-categorised to isolate grant applications and other contingent debtors (Contractual contributions to works).

C23/02 RECOMMEND

That Council receive the report on Outstanding Sundry Debtors for the period ended 15th February 2002.

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

Finance

****EXEMPT REGISTER**

WARD KELMSCOTT
FILE REF: A97138, A65183
 RAT/13
DATE 13 February 2002
REF JEAH/PMF
RESPONSIBLE Manager
MANAGER Accounting
 Services

In Brief:

- Lot 2054, 65 River Rd, Kelmscott currently receives rate exemption that does not qualify under a relevant section of the Act.
- On 7.8.01, Council resolved to request the Minister to approve rate exemption on land used by the same owner for similar purposes, (Lot 3, 2942 Albany Highway, Kelmscott) on receipt of supporting documents from that owner.
- The documents supplied included a request for exemption on both properties
- Recommend that Lot 2054, 65 River Rd, Kelmscott be included in the rate exemption application to the Minister, and that a rate waiver be granted on both properties for the current year.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

Effective Governance and Administration of the City's Services.

Legislation Implications

Local Government Act 1995

Section S6.26 (2) states that all land is rateable except where land is:

- The property of the Crown;
- Held by a local government;
- Used or held exclusively by a religious body;
- Used exclusively for charitable purposes;
- Land vested in trustees for agricultural or horticultural show purposes;
- Owned by Co-operative Bulk Handling Limited;
- Exempt from rates under any other written law;
- Declared by the Minister to be exempt from rates.

Finance

Section 6.47 states that:

“A local government may at the time of imposing a rate or service charge or at a later date resolve to waive a rate or service charge or resolve to grant other concessions in relation to a rate or service charge”.*

** Absolute majority required.*

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

Based on current applicable minimum rates (valuations not available), the value of the rate exemption or waiver is \$542 per lot, i.e. \$1084.00.

Consultation

- Kelmscott Agricultural Society
- Department of Local Government and Regional Development

BACKGROUND

Council resolution F13/98 of 2 February 1998 was for officers to undertake a comprehensive review of all non-rateable properties. In early 2001, officers wrote to the owners of non-rateable properties stating that the exemption would no longer apply as at 1st July 2001 unless written confirmation pertaining to ownership and any usage agreements were in place. The Kelmscott Agricultural Society was one of the property owners contacted.

Council resolution C112/01 of 7 August 2001 stated that upon written application from the Kelmscott Agricultural Society for rate exemption on their property at **Lot 3, 2942 Albany Highway, Kelmscott**, Council would apply to the Minister for Local Government and Regional Development under Section 6.26(2)(k) of the Local Government Act 1995 to grant an exemption for the use of the vacant land as a car park for the Kelmscott Show.

No application was made to the Minister for rate exemption on this property, as the supporting documents were not received until 27 December 2001.

Details of Proposal

On 27 December 2001, the written request from Kelmscott Agricultural Society was received. The Society also advised that they own **Lot 2054, 65 River Rd, Kelmscott** and that this lot is also used once a year for car parking when the annual Kelmscott Show is held. They were requesting Council to apply to the Minister of Local Government and Regional Development under Section 6.26(2)(k) to apply for a rate exemption on this property also.

Finance

The ownership of Lot 2054, 65 River Road, Kelmscott had been incorrectly registered on Council's records as Council owned land. This would have meant it was exempt from rates. A title search confirmed that the Kelmscott Agricultural Society owns the land.

A rate exemption is eligible under section 6.26 (2) (g) of the Local Government Act 1995 where: "*land is used exclusively for charitable purposes*". The land is vacant land and according to the Kelmscott Agricultural Society, ("the Society") not used for charitable purposes, therefore this section of the Act does not apply.

A rate exemption is eligible under section 6.26 (2) (h) of the Local Government Act 1995 where: "*land (is) vested in trustees for agricultural or horticultural show purposes*". The Society owns both properties freehold and therefore the land is not held in trust as required for eligibility under the Act.

The Society has advised that these properties are only used for the following:

- As car parks for the period of the annual Kelmscott Show. The car parking duties are carried out by local organizations and the fees are used as fundraising.
- As security and could be sold, should the Society not make enough funds to provide the annual show.

The Department of Local Government and Regional Development have advised that the Act is not clear whether an exemption should be granted under these circumstances.

One property (Lot 3, 2942 Albany Highway, Kelmscott) is zoned Residential under Town Planning Scheme No. 2 and the parking is a use that is not permitted, unless such use is incidental to the predominant use of the land as determined by the Council. The use of the land for parking, for a single weekend each year, has been carried out for many years without objection based on the premise that the predominant use is vacant land.

The other property (Lot 2054, 65 River Road, Kelmscott) is reserved for the purposes of Recreation (Local) under Town Planning Scheme No. 2 and parking is a use requiring determination of Council. In its determination, Council will have to consider the intended purpose of the Reserve. The use of the land for parking, for a single weekend each year, has been carried out for many years without objection based on the premise that the use is consistent with that of a local reserve. Future development of this site would require Council Planning consent, or a Scheme amendment (depending on the use).

The Society has never paid rates on either of the lots.

Options

The available options to Council are:

1. Require rates to be paid on both properties.
2. Waive the rates under Section 6.47 of the Act.

Finance

3. Request the Minister declare the land to be exempt from rates.

The circumstances under Options 1 and 2 could be reviewed on an annual basis.

Conclusion

The Kelmscott Agricultural Society uses both lots as additional car parking facilities during the annual agricultural show. The car parking fees are collected and used by local organizations such as girl guides, football clubs etc, as part of their fund raising activities to help assist their organizations meet their financial commitments during the following year.

The use of the land, when it is used, is community service based rather than profit making or 'charitable' as defined by the Act.

There has been a precedent of not requiring rates to be paid on these properties, although the basis for that precedent is not defined.

In view of the community service use of the land, it is recommended that Council waive the rates for the 2001/02 year for these properties and apply to the Minister for a rate exemption to be applied for future years provided the ownership and use of the land does not change.

Committee, in supporting the officer recommendation, agreed to also seek clarification from the Society as to its longer term intentions for Lot 3, Albany Highway, Kelmscott and hence the additional part (3) to the recommendation.

C24/02 RECOMMEND

- 1. That Council waive the rates for 2001/02 on Lot 2054, 65 River Road, Kelmscott, and Lot 3, 2942 Albany Highway, Kelmscott under Section 6.47 of the Local Government Act 1995.**
- 2. That Council apply to the Minister for Local Government and Regional Development under Section 6.26(2)(k) of the Local Government Act 1995 to declare Lot 2054, 65 River Road, Kelmscott, and Lot 3, 2942 Albany Highway, Kelmscott, exempt from Council rates effective from 1st July 2002, conditional upon the current ownership and usage of the properties remaining unchanged.**
- 3. That Council write to the Kelmscott Agricultural Society seeking its longer term intentions in regard to the future use of Lot 3, 2942 Albany Highway, Kelmscott.**

****ABSOLUTE MAJORITY RESOLUTION REQUIRED FOR PART (1)**

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

Finance

ARMADALE SPORTING CLUB INCORPORATED

In regard to this matter, Cr Green disclosed that he is a member of the Armadale Sporting Club. As a consequence, Cr Green advised that there may be a perception on the basis of his disclosed non-financial interest, that his impartiality may be affected and declared that he would set aside that association, consider the matter on its merits and vote accordingly.

Mrs J P Dudley, Executive Manager Business Services also disclosed a non-financial interest, that being to assist the Club in placing its accounts in order. As a consequence, Mrs Dudley advised that there may be a perception on the basis of her disclosed non-financial interest, that her impartiality may be affected and declared that she would set aside that association and report the matter on its merits.

WARD	FORREST
FILE REF:	A28505/5
DATE	15 May, 2002
REF	JPD
RESPONSIBLE MANAGER	Executive Manager Business Services

In Brief:

Prior Resolution C6/02(1) of 4 February 2002 refers, namely:-

- That Council recommit the matter of the Armadale Sporting Club debt to the February 2002 Community Services Committee meeting, for further report and consideration.

The further report on this matter has not been completed (due to work demands) in time for inclusion in this Agenda document.

The report will, however, be completed and tabled at the Committee Meeting.

A draft report was presented, however, it was not received or considered by Committee the reason being that Council's prior resolution, namely:

- “3. That Council write to the Armadale Sporting Club and affiliated clubs advising of the Council's deliberations and the extent of the Club's indebtedness to Council.”*

had not been actioned. Committee was of the view that consideration by Council of further reports on this matter should not occur until the aforementioned letters are sent and responses received.

Cr Stubbs left the meeting at 8.28 pm and returned at 8.30 pm.

Miscellaneous

****PROPERTY LOCAL LAW**

WARD All
FILE REF: LAW/26
DATE 15 February 2002
REF KD
RESPONSIBLE Executive Manager
MANAGER Business Services

In Brief:

- Council resolved on 19 November 2001 to advertise for public comment in accordance with the Act, the proposed City of Armadale Local Government Property Local Law.
- At the close of advertising (3) submissions had been received – these require Council consideration.
- The concerns raised in the submissions are believed not to require amendment to the proposed Local Law.
- The Recommendation is that the proposed Local law be adopted without amendment.

Tabled Items

Nil.

Officer Interest Declaration

Nil

Strategic Implications

- To maintain Armadale as a place where the average family can enjoy a good lifestyle.
- To achieve a better quality of living for the people of the City.
- To enhance the qualities and benefits of our natural and built environment.

Legislation Implications

Section 3.12 Local Government Act 1995 – Procedure for making local laws.

Council Policy/Local Law Implications

The proposed Property Local Law serves to replace the following existing Local Laws which have become outdated:

- Control and Management of Halls, Equipment and Property Under the Control of Council
- Reserves
- Prohibition of Vehicles on Reserves
- Control and Management of Public Swimming Pools

Budget/Financial Implications

Advertising costs have been allowed for in the current budget

Consultation

- All Directorates
- Manex

Miscellaneous

- Mr Ted Chown
- WALGA

BACKGROUND

At its Ordinary Meeting on 19th November 2001, Council resolved as follows (CS86/01 refers):-

“1. That the following statement be read aloud by the person presiding at the Council meeting –

The purpose of the local law is to:

- *Regulate the care, control and management of all property of the local government except thoroughfares.*

The effect of the local law is to:

- *Control the use of local government property;*
- *Determine those activities that are allowed only under a permit or under a determination and those which are either restricted or prohibited;*
- *Establish offences for inappropriate behaviour in or on local government property;*
- *Introduce a more streamlined, effective and relevant local law reflecting current day terminology.*

2. That Council gives statewide public notice, under section 3.12 of the Local Government Act 1995, of its intention to make the City of Armadale Local Government Property Local Law as presented at Attachment A-2 to this Report

The proposed Local Government Property Local Law as advertised for comment is presented as an attachment to this Agenda. **(Refer to Attachment “A-5” – as circulated with the Agenda.)**

COMMENT

Section 3.12(4) of the Local Government Act 1995 requires that after the last day for submissions Council is to consider any submissions and may make or amend the Local Law – Special Majority Resolution required.

At the close of submissions, 8 February 2002, (3) submissions had been received, the details and responses to which are as follows:

- Submission 1 has been received from the Bushcare and Environmental Advisory Committee supporting clause 4.3 of the Property Local Law. This Clause states a person shall not feed, take, injure or kill or attempt to feed, take, injure or kill any fauna which is on or above any local government property, unless that person is authorized under a written law to do so.

Miscellaneous

- Submission 2, signed by (60) persons, has been received from residents in the area of the Neerigen Brook Reserve, in essence, objecting to the proposed Local Law on the basis that “it will make it very difficult to get rid of the private fences” currently located on that Reserve.

The current situation is that any fencing on Reserves is illegal. With the introduction of the proposed Local Law, existing fencing would remain illegal. Provision has been made for substantial penalties to be applied to persons not complying with the requirements of the proposed law. The situation could only change if Council, under the provisions of the proposed Local Law, made a determination to issue a permit to those persons who erected the fencing. It is this element (Council’s ability to grant permission) that is absent from the existing law.

The proposed Local Law relates to all Council property (excepting thoroughfares), not just Reserves. It is considered to be essential that Council have the right to allow fencing on property that it owns or for which it has management responsibility. This right would enable appropriate action to be taken to ensure the safety of residents by fencing or allowing erection of fencing to:

- Protect against hazards such as land subsidence, water bodies, dangerous materials etc
- Contain stock specifically allowed for the purpose of reducing bushfire fuel levels by grazing, and
- Safeguard valuable materials that might be stored or constructed on local government property.

Existing fences on Reserves are illegal. Fences erected or remaining erected on Reserves without Council approval will remain illegal. The submission seeks to categorically have all private fences removed from the Reserves.

No amendment to the proposed Local Law is considered either necessary or recommended. If the Law was to be enacted, the status quo in respect of the fences located on the Neerigen Brook Reserve would remain. Unless Council grants a permit for the fences to remain, they would still be illegal. The submission appears to question Council’s ability or preparedness to administer the law in a manner acceptable to the authors of the letter, i.e., to have the existing fences removed.

- Submission 3 has been received from the Bushwalkers of WA (Inc) expressing similar concerns as submission 2 with regard to private fences being erected on Local Government property.

Copies of the above submissions are attached to this Agenda. **(Refer to Attachment “A-6” – as circulated with the Agenda.)**

Miscellaneous

Options

Council may elect to:

- Accept in full
- Amend, or
- Not proceed with the proposed Local Law

Conclusion

The (2) submissions objecting to the Local Law are in essence, objecting to Council having the ability to issue permits for fences on Reserves. It is considered that Council needs to provide an opportunity for it to decide whether a fence is warranted dependent upon the individual circumstances. Therefore, subject to no further submissions being received, it is recommended that Council approve without amendment the proposed Property Local Law.

The balance of the process as detailed in the Local Government Act 1995 (Section 3.12) involves:

- Gazettal
- Finalised copy forwarded to the Minister
- Statewide public notice of the date the law becomes effective (i.e. 14th day after the day it is published in the Gazette)
- Ten copies to be forwarded to the Joint Standing Committee on Delegated legislation along with an Explanatory memorandum signed by the Mayor and CEO.

It was suggested by Committee that future petitions should contain full names and addresses not just phone numbers.

C25/02 RECOMMEND

- 1. That Council note having received and considered the public submissions as presented at Attachment “A-4” to these Minutes made in response to advertising the proposed Local Government Property Local Law and advise those persons of its deliberations and decision on the matter.**
- 2. That Council pursuant to Section 3.12(4) of the Local Government Act 1995 proceed to adopt without amendment the proposed Local Government Property Local Law as presented at Attachment “A-3” to these Minutes.**

****SPECIAL MAJORITY RESOLUTION REQUIRED.**

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

Miscellaneous

****MEMBERSHIP OF COMMUNITY SECURITY WORKING PARTY**

At Council's Meeting on 18 February 2002, Cr Munn referred "The Matter of Membership of the Community Security Working Party to the Community Services Committee".

On behalf of Cr Munn, Cr Knezevich reported that:

- *Cr Munn due to work commitments can no longer attend meetings of the Community Security Working Party and subject to Council's approval;*
- *Cr Everts is prepared to replace Cr Munn.*

C26/02 RECOMMEND

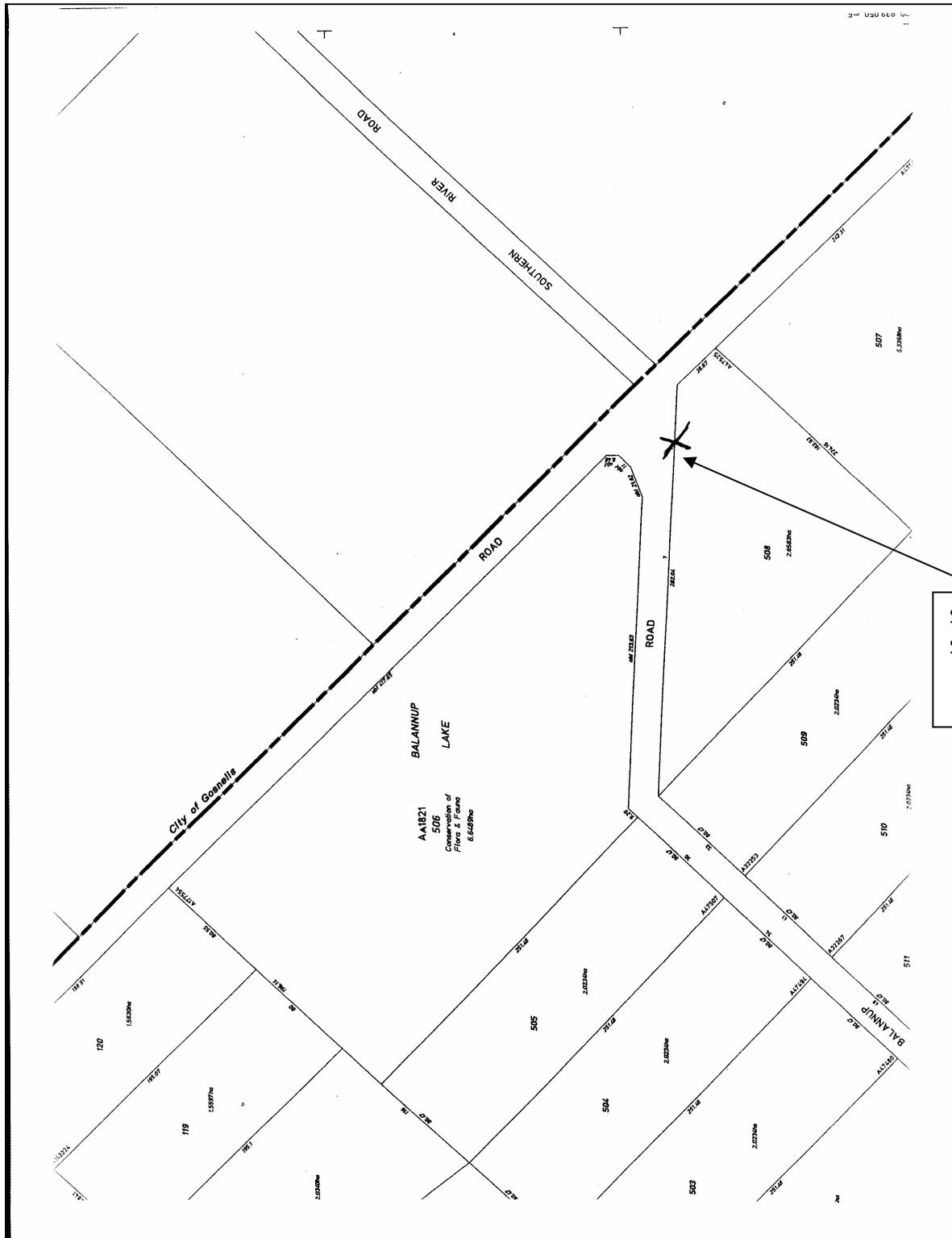
That Council:

- a. accept Cr Munn's resignation from the Community Security Working Party; and**
- b. appoint Cr Everts to the Community Security Working Party.**

****ABSOLUTE MAJORITY DECISION REQUIRED**

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

Miscellaneous



Miscellaneous

TRADING IN A PUBLIC PLACE LICENCE – MR N AGOSTINO

WARD Forrest
FILE REF: LAW/2
DATE 15 February 2002
REF KD
RESPONSIBLE Executive Manager
MANAGER Business Services

In Brief:

- An application has been received from Mr N Agostino to operate an ice-cream van from a site outside his property at 7 Balannup Road near Ranford Road Forrestdale.
- The Recommendation is to not approve the application.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

To achieve a better quality of living for the people of our City.

Legislation Implications

Local Government Act 1995

Council Policy/Local Law Implications

Activities and Trading in Thoroughfares and Public Places Local Law

Budget/Financial Implications

Nil

Consultation

Technical Services Directorate

DETAILS OF PROPOSAL

The applicant has applied to operate an ice cream van on the road verge outside his property at 7 Balannup Road near the intersection of Ranford Road Forrestdale. Time of operation to be seven (7) days a week from 10.00am to 9.00pm.

Refer copy of site location opposite.

COMMENT

Analysis

Officers from the Technical Services Directorate have inspected the site and their report is as follows:

Miscellaneous

- There is a possibility that damage would occur to the shoulder and edge of Ranford Road. With extra vehicles turning right into Balannup Road vehicles travelling along Ranford Road would have to travel over the shoulders and bitumen edge to pass as there is no overtaking lane. This could also increase the incidents of rear end collisions.
- Motorists from both south and north bound directions along Ranford Road and on exit from Balannup Road have poor site vision due to dense vegetation.
- Street lighting is present on Ranford Road at the intersection of Southern River Road and diagonally opposite towards Balannup Road, however the natural vegetation and trees in this area would not allow light to illuminate the proposed ice cream van.

Point 3 above is based on the premise that the proposed trading hours are 10.00am to 9.00pm. This issue would be eliminated however if the hours were amended so that he could only operate during daylight.

Options

- Option 1: Approve the application.
Option 2: Not approve the application.
Option 3: Approve the application subject to the trading hours being reduced to daylight hours only. The current application is asking for trading hours to be between 10.00am and 9.00pm. By reducing the trading hours to daylight hours, this will eliminate the problem of inadequate lighting as identified in the report by Technical Services. However the other problems will still remain, therefore this option is not recommended.

Conclusion

It is recommended that the permit not be approved due to the reported possible road damage and the traffic hazard.

C27/02 RECOMMEND

That Council:

- pursuant to the City of Armadale Activities and Trading in Thoroughfares and Public Places Local Law not approve the permit for Mr N Agostino of 7 Balannup Road Forrestdale to operate an ice cream van due to the possible damage to the shoulder and edge of Ranford Road, and the potential traffic hazard, and**
- pursuant to Sections 9.5 and 9.7 of the Local Government Act 1995 advise the applicant of their right of objection and appeal.**

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

Rates

In regard to the following report – South City Housing Inc. – Cr Stubbs disclosed that he is a board member (as Council’s appointed delegate) of the South City Housing Inc. Cr Stubbs advised that there may be a perception, given his association with the group, that his impartiality may be affected but declared that he would set aside that association, consider the matter on its merits and vote accordingly.

SOUTH CITY HOUSING INC.

WARD Armadale, Forrest, Kelmscott, Seville,
West Armadale, Westfield
FILE REF: A228165, A166082, A221436,
A201379, A72841, A236550,
A236564, A46654, A161929,
A114182, A184834, A205985,
A220268, A51601, A163054 RAT/13
DATE 15 February 2002
REF JEAH
RESPONSIBLE Manager Accounting Services
MANAGER

In Brief:

- Council resolved to disallow South City Housing objection to Council’s rejection of their application for rates exemption on the basis of charitable purpose use.
- Notification received from South City Housing Inc. requesting extension to the 42 days granted under the Act to appeal Council’s decision.
- Officers of South City Housing have advised that they are recommending their Board request that the objection be lodged as an appeal to the Land Valuation Tribunal.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

Effective Governance and Administration of the City’s services.

Legislation Implications

6.77. *Appeal against decision of local government on objection*

Any person who is dissatisfied with the decision of a local government on an objection by that person under section 6.76 may, within 42 days (or such further period as the local government, for reasonable cause shown by the person, allows) after service of notice of the decision, give to the local government a notice requiring that it treat the objection as an appeal against the rate record.

6.78. *Appeal against refusal to extend time for objection or appeal*

A person who is dissatisfied with a decision of the local government to refuse to extend the time for making an objection against the rate record or for service of a notice requiring it to treat an objection to the rate record as an appeal against the rate record

Rates

may give to the local government a notice requiring it to refer the decision to a Land Valuation Tribunal as an appeal.

6.79. *Referral of appeal to Tribunal*

Upon receipt of a notice under section 6.77 or 6.78 the local government is required to promptly refer the decision to a Land Valuation Tribunal as an appeal.

Council Policy/Local Law Implications

Nil

Budget / Financial Implications

The legal cost to defend the appeal, estimated to be between \$5,000 and \$10,000, is not funded. The current year's rates on the twenty (20) properties current under South City Housing's management total \$12,187.11. If the appeal is successful, this per annum rate loss is likely to rise with increases in future property numbers.

Consultation

Bob Chown, Executive Officer South City Housing Inc

BACKGROUND

Council resolution C199/01 of 17 December 2001 resolved the following:

- “1. *That Council disallow South City Housing's rate objection, claiming a Section 6.26(2)(g) rate exemption {land used exclusively for charitable purposes}, on the grounds that:*
 - a. *The properties held by South City Housing are in Council's view in terms of use, not markedly different to the housing stock of Department of Housing & Works which are rateable, that is:*
 - i. *The properties are still owned by Department of Housing & Works;*
 - ii. *The tenant clientele would be largely the same if under Department of Housing & Works Management;*
 - iii. *The rentals currently payable by South City Housing tenant clientele are at like levels to those rental properties managed by Department of Housing & Works.*
 - b. *There is no clear nor demonstrable element of 'giving voluntarily' which in Council's view is a necessary prerequisite in assessing whether properties are used exclusively for charitable purposes;*
 - c. *Given (a) and (b) above, Council is therefore not of the view that the properties managed by South City Housing are "held exclusively for charitable purposes".*

Rates

2. *That Council provide South City Housing with:*
 - a. *Written notice of its decision as per part (1) of the recommendation; and*
 - b. *Written advice of its appeal rights pursuant to the provisions of the Local Government Act 1995.”*

DETAILS OF THE PROPOSAL

Advice received from the Executive Officer of South City Housing, on 15 February 2002 was that they:

- a) Intend to appeal Council’s decision to disallow their objection.
- b) Have a Board meeting on 20 February 2002 to confirm or otherwise (a) above.
- c) Seek an extension of the 42day period in which to lodge their appeal with Council on account of their first Board meeting after receiving Council’s decision not being until 20 February 2002.

Analysis

The primary issue requiring council’s determination is whether Council in the circumstances as explained by the applicant is prepared to extend the 42day appeal lodgement timeframe. Section 6.77, as noted previously in this report, provides Council with the discretionary authority to extend the 42day period.

In the circumstances as explained by the applicant, and given that a refusal to extend the time is also subject to appeal, it is recommended that the requested time extension be granted.

The secondary and more consequential issue for Council’s consideration is: should South City Housing appeal to the Land Valuation Tribunal, Council will be required to defend its decision at the Tribunal hearing. The question of whether South City Housing’s properties are exempt or not impacts on all local governments and should warrant a legal defence on behalf of all local governments and not just the City of Armadale. Council should consider whether the Department of Local Government and Regional Development or WALGA should be approached to provide the legal argument on behalf of all local governments.

Legal costs arising from the likely appeal are estimated to reach \$10,000. Should this appeal proceed on the basis of interpretation of ‘charitable purposes’, the cost could be significant, as it would set a legal precedent in this area.

Options

As regards the request to extend the 42day appeal lodgement period, Council may:

- Decline the request; or
- Approve the request.

Rates

Regarding the matter of defending the appeal before the Tribunal, Council may wish to approach the Department of Local Government and Regional Development for assistance and support given the consequential implications for all local governments.

Conclusion

On the matter of the requested time extension, it is recommended that Council allow same for the reasons as explained by the applicant.

On the matter of the likely defence before the tribunal, it is recommended that the Department of Local Government and Regional Development be requested to take a lead role given the associated legislation and local government wide implications of the matter.

C28/02 RECOMMEND

- 1. That Council pursuant to S 6.77 of the Local Government Act allow the South City Housing Inc. until 8 March 2002 to lodge their rates appeal.**
- 2. That Council request the Department of Local Government and Regional Development to take a lead role in defending the likely appeal given the associated Legislation and local government wide**

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

Rates

Cr Knezevich declared an interest in the following report – Rates – Sale of Land – on the basis that one of the properties, being the subject of this report, belongs to a family member. Cr Knezevich left the meeting at 9.12 pm

RATES – SALE OF LAND

WARD ALL
FILE REF: RAT/10
DATE 14 February 2002
REF JEAH
RESPONSIBLE MANAGER Manager Accounting Services

In Brief:

- Sale of Land – recovery of rates in arrears for a period of three (3) or more years.
- Recommendation is that Council commence proceedings to sell (8) properties which have rates in arrears of 3 or more years, to recover from the proceeds of sale the outstanding balances which currently total \$55,239.13.

Tabled Items

The Executive Director Community & Corporate Services tabled a confidential listing of property addresses and owners – **(refer to Attachment “B-1” to these Minutes).**

Officer Interest Declaration

Nil

Strategic Implications

Corporate Services: – to achieve maximum community benefit from effective use of resources (staff, finances and information technology).

Legislation Implications

S6.64 of the Local Government Act 1995 states:

- (1) *If any rates or service charges which are due to a local government in respect of any rateable land have been unpaid for at least 3 years the local government may, in accordance with the appropriate provisions of this Subdivision take possession of the land and hold the land as against a person having an estate or interest in the land and –*
 - (a) *from time to time lease the land;*
 - (b) *sell the land;*
 - (c) *cause the land to be transferred to the Crown; or*
 - (d) *cause the land to be transferred to itself.*
- (2) *On taking possession of any land under this section, the local government is to give to the owner of the land such notification as is prescribed and then to affix on a conspicuous part of the land a notice, in the form or substantially in the form prescribed.*

Rates

- (3) *Where payment of rates or service charges imposed in respect of any land is in arrears the local government has an interest in the land in respect of which it may lodge a caveat to preclude dealings in respect of the land, and may withdraw caveats so lodged by it.*

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

Should the properties mentioned in this report be eventually sold for recovery of rates, then the rates debtors' balance will be reduced by \$55,239.13.

Consultation

Nil

BACKGROUND

Analysis

There are currently 8 properties that have rates outstanding of three or more years for which it has not been possible to enter into acceptable and successful arrangements for the payment of the balance owing. In each instance, a written notification has been directed to the last known postal address of the ratepayers advising that failure to make satisfactory payment arrangements will result in the matter being referred to Council with a recommendation to sell the property to recover the outstanding balance.

The following is a list of those properties that have rates currently in arrears of three or more years, together with a brief history of the unsuccessful recovery action taken to date.

1.		2.	
Ward	Seville	Ward	Seville
Assessment	A174742	Assessment	A225696
Type	Residential	Type	Residential
Amount Outstanding	\$5,063.27	Amount Outstanding	\$4,308.13
Payment	Last payment received – 22/11/96	Payment	Last payment received – 9/12/1997
Recovery Action	Served with a Local Court Summons in May 2001. A Warrant of Execution has been returned to Council – nulla bona. A (3) year demand letter was sent in November 2001.	Recovery Action	Served with a Local Summons in May 2001. A Warrant of Execution has been returned to Council – nulla bona. A (3) year demand letter was sent in November 2001.
Response	The owner has not responded to recent notices or correspondence.	Response	The owners have not responded to recent notices or correspondence.

Rates

3.		4.	
Ward	Seville	Ward	West Armadale
Assessment	A211439	Assessment	A50348
Zoning	Residential	Zoning	Residential
Amount Outstanding	\$5,880.72	Amount Outstanding	\$3,406.53
Payment	Last payment received – 2/7/1999	Payment	Payment made on 30/12/1996 and last payment received - 26/6/2001
Recovery Action	Served with a Local Court Summons in May 2001. A Warrant of Execution has been returned to Council – nulla bona. A land warrant letter was sent in December 2001.	Recovery Action	Served with a Local Court Summons in May 2001. A Warrant of Execution has been returned to Council – unable to serve.
Response	The owners have not responded to recent notices or correspondence.	Response	The owner has not responded to recent notices or correspondence

5.		6.	
Ward	Westfield	Ward	Westfield
Assessment	A87325	Assessment	A137461
Zoning	Residential	Zoning	Residential
Amount Outstanding	\$4,959.37	Amount Outstanding	\$4,494.65
Payment	Last payment received on 7 November 1995.	Payment	Last payment received – 20 April 2000.
Recovery Action	Served with a Local Court Summons in May 2001. A Warrant of Execution has been returned to Council – nulla bona. A (3) year demand letter was sent in November 2001.	Recovery Action	Served with a Local Court Summons in May 2001. A Warrant of Execution has been returned to Council – nulla bona. A land warrant letter was sent on 7 January 2002.
Response	The owners have not responded to recent notices or correspondence.	Response	The owner has not responded to recent notices or correspondence.

7.		8.	
Ward	Westfield	Ward	Westfield
Assessment	A75996	Assessment	A152334
Zoning	Residential	Zoning	Special Use
Amount Outstanding	\$3,140.22	Amount Outstanding	\$23,986.24
Payment	No monies received from owners since they purchased the property in August 1997.	Payment	No monies received from the owner since the property was purchased in July 1996. The owner does not reside on the property and it has been vacant since December 2000.
Recovery Action	Served with a Local Court Summons in May 2001. A Warrant of Execution has been returned to Council – nulla bona. A (3) year demand letter was sent in November 2001.	Recovery Action	Served with a Local Court Summons in February 1997. A number of demand letters over the years to a number of different postal addresses.
Response	The owners have not responded to recent notices or correspondence	Response	The owner has not responded to recent notices or correspondence

Rates

DETAILS OF PROPOSAL

It is proposed to sell the land to recover outstanding rates and charges in excess of 3 years, in accordance with Section 6.64(1)(b) of the Local Government Act 1995.

COMMENT

Options

Option 1 - Continue to write and request monies:

- is likely to produce minimum result as these owners have not responded (or have nothing of value - according to the Bailiff) to increasingly stronger correspondence and legal notices;
- is not equitable to those ratepayers who meet their rate payment obligations in a responsible manner.

Option 2 – Factor the debt to a recovery agent

- loss on recoverable amount of a minimum of 15% commission;
- there is also a significant service charge on the ratepayer over and above the amount being sought.

Option 3 – Exercise the provisions of Section 6.64 of the Local Government Act 1995

- given the high level of the debt, and the amount of time that has been afforded to enable the ratepayers to either clear or reduce the debt, it is considered reasonable to apply the relevant section of the Local Government Act 1995 enabling the sale of land to recover unpaid rates and charges.

Conclusion

It is recommended that Council, pursuant to the provisions of Section 6.64 of the Local Government Act 1995, commence proceedings for the sale of the properties mentioned in this report to recover unpaid rates.

C29/02 RECOMMEND

That Council, pursuant to Section 6.64(1)(b) of the Local Government Act 1995, commence proceedings to sell the properties listed hereunder which have rates in arrears for 3 or more years, and recover from the proceeds of sale the unpaid rates which currently total \$55,239.13.

**Assessment 174742
Assessment 225696
Assessment 211439**

Rates

Assessment 50348
Assessment 87325
Assessment 137461
Assessment 75996
Assessment 152334

Moved Cr Stubbs
MOTION CARRIED (6/0)

Cr Knezevich returned to the meeting at 9.15 pm.
Meeting adjourned at 9.15 pm and resumed at 9.20 pm.

Community Development

YMCA COUNSELLING SERVICE DONATION

WARD	ALL
FILE REF:	DON/1
DATE	15 May, 2002
REF	SP
RESPONSIBLE MANAGER	Manager Community Development

In Brief:

- Application has been received from the YMCA Counselling Service who have been operating at the Challis Road Community and Family Centre for the past eight years to financially support the travelling costs associated with providing the service.
- The recommendation is to support the request.

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

Donations Policy 1.1.8 "Council will consider applications from locally based organizations".

Budget/Financial Implications

The General Donations Budget has a current available balance of \$2995.

Consultation

- Kelmscott Clinic staff.
- Department for Community Development – Community Programs Funding Officer (Armadale)

Community Development

- Armadale Community Family Centre Coordinator

BACKGROUND

The YMCA Counselling Service has been operating at the Challis Road Community and Family Centre for the past eight years. The group offers counselling for a low fee to Armadale residents.

Increasingly, this service is experiencing financial difficulties associated with the travel costs of the Counsellor from Perth to Armadale.

Counselling is provided on Family and Relationship Issues, Trauma, Abuse and Mental Health. The service is funded by the Department for Community Development (Supported Accommodation Assistance Program), to provide counselling services including outreach services.

Four sessions are provided each Tuesday afternoon. Last calendar year the group saw 38 clients for a total of 122 sessions with each session approximately one hour. 86% of the clients are referred by Armadale Clinic.

DETAILS OF PROPOSAL

YMCA is seeking a contribution of \$1,200 from Council to assist with travelling costs for this service. This will ensure that:

- The service continues to be based in Armadale providing care to Armadale residents,
- Will release funds currently allocated to travelling costs to increase the sessions from four sessions per week to six sessions per week.

COMMENT

Analysis

Council officers have discussed the proposal with staff of the Kelmscott Clinic, a major referral agency to the YMCA counselling service. Staff have indicated that the YMCA service and staff are well respected. Young people referred to Kelmscott Clinic who do not meet their strict mental health criteria are regularly referred to the YMCA counselling service. Armadale Community Family Centre staff also strongly support the work of the Lynks Counselling service.

Enquiries to Department for Community Development staff indicated that the Lynks Counselling service is funded metropolitan wide to provide counselling services, including 0.5 days per week in outer metropolitan areas. The funding specifications do not stipulate where the outreach component is to be delivered from. The service is funded to cater for young people aged 12 to 25 with a particular focus on 12-18 year olds considered to be 'at risk' and their families. The focus of counselling is crisis prevention and intervention.

Community Development

Further discussions with local DCD community funding staff indicate another local service is funded to provide counselling to young people from another DCD programs (Minnawarra House). Information from all sources indicates there is an growing need for such services and that current service levels are not keeping up with demand.

Comparison data between the services offered by these two agencies is not readily available. It would be reasonable to conclude that the services are similar, although there are often subtle differences in approach that can affect the way counselling services are delivered and received. This variation can be an advantage as services can develop their own styles that attract different groups.

It is also reasonable to conclude that support for the YMCA proposal could lead to similar requests from other counselling services in the City of Armadale.

Options

- Donate \$1,200 to support the travel component of the service.
- Donate a lesser amount (\$500) recognising the importance of services being provided locally in Armadale.
- Decline the request acknowledging the importance of the service but not the responsibility of Council to fund such services.

Conclusion

As this service is funded by Department for Community Development the responsibility for providing the services outside the Perth metropolitan area should lie with the Department for Community Development. However, the decision as to where in the outer Metropolitan area outreach services are provided rests with the YMCA.

To have the service based in Armadale is a distinct advantage to the community. As a measure of goodwill towards the service a contribution towards the travelling component shows a commitment from Council to the YMCA to have this service provided in Armadale.

C30/02 RECOMMEND

That Council make a “one-off” contribution of \$500 towards the YMCA Lynks Counselling Service provided at the Challis Road Community and Family Centre and that this contribution be recorded as a donation.

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

Community Development

LYSAGHT DONATION

WARD	ALL
FILE REF:	DON/1
DATE	15 May, 2002
REF	SP
RESPONSIBLE MANAGER	Manager Community Development

In Brief:

- An application has been received from a Mr Lysaght seeking a contribution towards the costs associated with his daughters' travel to Japan as part of a student exchange program through the Kelmscott Senior High School.
- The recommendation is to decline the request.

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.

Legislation Implications

Nil

Council Policy/Local Law Implications

Donations Policy 1.1.8

Budget/Financial Implications

The General Donations Budget has a current available balance of \$2995.

Consultation

Nil

BACKGROUND

An application has been received from a Mr Lysaght seeking a Council contribution towards his daughters' expenses relating to a Student Exchange Group travelling to Japan.

Community Development

DETAILS OF PROPOSAL

The applicant's daughter has been awarded a place in the 2002 Student Exchange Group travelling to Japan. The trip is scheduled to take place from mid-April until early May (exact dates are yet to be finalised).

The total individual cost for the trip is expected to be in the order of at least \$2,500.

The Student Exchange Group trip to Japan is organised by the Kelmscott Senior High School and involves students studying Japanese at the high school. The exchange program is designed to assist students in their cultural understanding and technical skills.

Mr Lysaght is also a Carer who looks after his wife and son, who are both disabled. Mr Lysaght has not requested a specific amount towards the costs of this trip. He seeks financial assistance with the amount being at Council's discretion.

COMMENT

Analysis

Council's Donation Policy does not specifically exclude or include assistance of the kind required.

Advice from the Kelmscott Senior High School indicates that 20 students will be undertaking the exchange and that it is a biennial event. All 20 students that will be participating are from the Kelmscott area and may seek similar assistance from Council, if any is provided on this occasion.

The provision of any assistance on this occasion may a precedent for further applications from other students. However, Mr Lysaght is a Carer, looking after his wife and son who are both disabled and this may present a argument for special financial hardship in this case and Council may accordingly provide a small contribution.

Options

1. Council provide financial assistance towards the costs bearing in mind that a precedent will be set.
2. Council provide financial assistance towards the costs based solely on the family specific circumstances.
3. Council respectfully decline the request due to precedence considerations and lack of currently policy direction on such matters.

Community Development

4. Council decline the individual application, but consider a donation to the Kelmscott Senior High School towards the associated costs and that the donation be of benefit to all students taking part.

Conclusion

It is recommended that Council not provide a contribution due to precedence considerations and lack of current policy on such matters.

C31/02 RECOMMEND

That Council decline Mr Lysaght's application for financial assistance towards his daughter's travel costs as part of a student exchange program.

Moved Cr Stubbs

MOTION CARRIED (7/0)

Community Development

HARMONY DAY 2002 DONATION

WARD ALL
FILE REF: DON/1
DATE 15 May, 2002
REF SP
RESPONSIBLE MANAGER Manager Community Development

In Brief:

- This item seeks a \$1,000 contribution from Council towards an event at Roleystone Primary School to celebrate Harmony Day on 21st March 2002.
- The recommendation is to support the request but at the lesser amount of \$400.

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

Donations Policy 1.1.8 "Council will consider applications from community/locally based organizations"

Budget/Financial Implications

The Donations Budget has a current available balance of \$2995.

Consultation

Applicant – Roleystone Primary School P&C Body

Community Development

BACKGROUND

Harmony Day is becoming an annual event coordinated by the Department of Multicultural Interests to promote diversity and reconciliation amongst all cultural groups in the Community.

DETAILS OF PROPOSAL

This year Harmony Day is on the 21st March 2002. An application has been received on behalf of the P & C body at the Roleystone Primary School to host a multicultural kite day to celebrate Harmony Day.

The P & C intends to protect cultural history and breakdown prejudices by using the making of kites. The kites will be used to celebrate culture’s artistic styles.

The P & C intend to use Mr Michael Alvares, an experienced kite maker, who uses kite making as a medium to “display creative talent [and]... break down racial and cultural barriers”. The project will consist of displays and demonstrations followed by individual workshops to make kites with children. Each child participating will leave with a working kite to remember the day. Parents and Community members are encouraged to be involved in the workshops. The Day culminates with everyone flying the kites and a demonstration by Mr Alvares.

It is estimated 360 children will be involved cost of \$400 plus \$3.50 per child bringing the total cost into \$1,660.

Following a conversation between staff and a P & C representative, Roleystone Primary School P & C submitted an application to the Office of Multicultural Interests seeking a \$500 contribution towards the event. The following was the initial budget submitted by the P & C for the event:

Expenditure		Income	
Catering – Multicultural food tasting	\$ 60	\$2 cost per child to participate (approx 360)	\$ 720
Mr Alvares – including presentation, display and 360 kites @ \$3.50	\$ 1,660	Grant from OMI	\$ 500
		Grant from City of Armadale (subject to approval)	\$ 500
Total	\$ 1,720	Total	\$ 1,720

Since this time correspondence has been received from Roleystone Primary School advising that the grant application to the Office of Multicultural Interests has been unsuccessful, as such they now wish Council to consider making a contribution of \$1,000 towards the event.

Community Development

COMMENT

Analysis

Harmony Day is an excellent opportunity to promote aspects of our multicultural community and therefore racial harmony.

Work with Primary School students to increase exposure to different cultures is considered a reasonable approach to increase cultural awareness.

The use of kite making is creative approach as it will keep children occupied and interested and provide a forum for discussion.

An event at Roleystone Primary School will be essentially limited to the Roleystone Community. While the event is particularly relevant to the Roleystone community, such an event would be equally welcome in other locations within the City of Armadale.

Options

- Decline the application.
- Donate \$500.
- Donate \$1,000.

Conclusion

The Roleystone P&C has demonstrated their willingness to seek other funding sources through applying to the Office of Multicultural Affairs. They are also incorporating a 'user pays' component in the children being charged to participate in the project. Thus the applicant is not solely relying on Council's contribution toward this project being a success.

This proposal is in principle, supported, however, the level of financial assistance remains a consideration given:

- the number of donation requests in this Agenda; and
- the limited funds remaining in this year's donations budget.

Officer Recommendation:

That Council contribute \$400 towards to the Roleystone Primary School's P&C kite making activities on Harmony Day on the 21st March 2002.

Committee was of the view not to support the officer recommendation given the purpose forms part of the school's core curriculum and therefore is more appropriately a school-funded activity.

Community Development

C32/02 RECOMMEND

That Council decline Roleystone Primary School's application for financial assistance towards P&C kite making activities on Harmony Day on 21st March 2002.

Moved Cr Stubbs

MOTION CARRIED (7/0)

Community Development

AUSTRALIAN BREASTFEEDING ASSOCIATION – DONATION

WARD ALL
FILE REF: DON/1
DATE 15 May, 2002
REF SP
RESPONSIBLE Manager Community
MANAGER Development

In Brief:

- This report presents an application from the Australian Breastfeeding Association for a donation towards training costs for volunteer counsellors.
- The recommendation is to support the application.

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.

To ensure all out communication is readily understood by the target market.

Legislation Implications

Nil

Council Policy/Local Law Implications

Donations Policy 1.1.8 "Council will consider applications from community/locally based organizations"

Budget/Financial Implications

The Donations Budget has a current available balance of \$2995.

Consultation

Group Leader, Southern Lakes Group, Australian Breastfeeding Association

Community Development

BACKGROUND

A request has been received from the Group Leader, Southern Lakes Group, Australian Breastfeeding Association for financial support from Council.

DETAILS OF PROPOSAL

The applicant requests financial support to offset some or all of the \$450 registration fees (\$150 each for two counsellors and a trainee counsellor) to attend a 3 day residential conference in March 2002. The purpose of the training is for counsellors to upgrade their breastfeeding knowledge and counselling skills.

COMMENT

Analysis

The Southern Lakes District of the Australian Breastfeeding Association covers a region that includes the suburbs of Bedforddale, Armadale, Forrestdale and Brookdale. In previous years the District has approached other Local Government Authorities and local MPs for financial support as well as a range of fundraising activities. This year the focus of the Group's services will be on the City of Armadale, their aim being to increase the level of involvement in the area. The three persons who will be attending the training will be running groups in the Armadale area and hopefully act as recruiters for local volunteer counsellors to further develop the work of the Association in the City of Armadale. The Association will be developing antenatal groups based at the Armadale Hospital.

The Association does not promote a particular style of parenting but rather provides support for parents particularly with regard to the early stages of parenting. The provision of factual information regarding the benefits of breastfeeding is an important focus of the Association's work.

Options

- Donate \$450 dollars.
- Donate a lesser amount.
- Decline the request for donation.

Conclusion

The request for a donation is supported on the understanding that the focus of the District Branch of Australian Breastfeeding Association will be increasing their efforts to serve the Armadale Community this year.

Community Development

C33/02 RECOMMEND

That Council contribute \$300 to the Southern Lakes District of the Australian Breastfeeding Association towards the registration costs of 3 delegates to attend the WA Branch Conference in March 2002.

Moved Cr Stewart

MOTION CARRIED (7/0)

Community Development

SCHOOL CHAPLAINCY DONATION

WARD ALL
FILE REF: DON/1
DATE 15 May, 2002
REF SP
RESPONSIBLE MANAGER Manager Community Development

In Brief:

- Application has been received from the Armadale, Kelmscott and Roleystone District Councils of the Churches Commission on Education for an increase in Council's contribution towards the School Chaplaincy Program. The application seeks \$32,000. Council currently allocates \$3,400 per annum as a contribution towards the Chaplaincy Program.
- The recommendation is to further consider the request in the context of the forthcoming 2002/03 draft Budget and 5 Year Plan processes.

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

Donations Policy 1.1.8 "Council will consider applications from locally based organizations".

Budget/Financial Implications

Council's current year budget makes provision of \$3,400 contribution towards the Chaplaincy Program. The five year plan makes a similar contribution per annum.
In addition the General Donations Budget has a current available balance of \$2995.

Community Development

Consultation

Nil

BACKGROUND

Currently Council makes a contribution towards the Chaplaincy Program of \$3,400 per annum.

The Chaplains in each of the schools are as follows:

- Armadale Senior High School – Gary Butcher– two days per week,
- Cecil Andrews Senior High School – Gary Butcher– two days per week,
- Kelmscott Senior High School – Grant Collins,
- Roleystone District High School – Karen Brooks.

Each of these Chaplains has letters of support from their respective principals and the role Chaplains play in their schools.

Following is a summary of the programs at each of the High Schools:

Armadale Senior High School

Pastoral Care for students – individual counselling, conflict resolution, and support for Year Coordinators

Christian Resource Person – school based and out of school activity programs

Student Mentor Program – seeking to link caring adult volunteers from the community with students in local high schools needing encouragement and extra support with reading, writing and basic mathematics. Thirteen students involved throughout the year with five adult mentor covering 152 sessions.

Respect Program – A program for year 8 classes encouraging students to demonstrate respect. This program was delivered to approximately 180 young people for 4 X 50 minute sessions.

ASHS Work Ethic Program – Acknowledges appropriate and positive behaviour of students in and outside of the classroom.

Crisis Management – The chaplain undertakes defined responsibilities when there is a crisis.

Public Relations – promotions of the Chaplaincy program to school community and parents.

Cecil Andrews Senior High School

Respect Program – A program for year 8 classes encouraging students to demonstrate respect. This program was delivered to approximately 150 young people for 4 X 50 minute sessions.

Student Mentor Program – seeking to link caring adult volunteers from the community with students in local high schools needing encouragement and extra support with reading, writing and basic mathematics. Six students involved throughout the year with one adult mentor covering 33 sessions.

Student Services Team Member – providing pastoral care to students or being referred by staff.

Christian Resource Person – providing Christian resources to enhance contemporary school curriculum addressing the needs of students.

Community Development

Extra-curricular Activities in the School – including Christian basketball team that play against the school team and organising Reggie Dabbs as guest speaker.

Out of School Christian Based Programs – Wildfire program and organising students to attend various rallies and forums or speakers.

Kelmscott Senior High School

Pastoral Care

Role Modelling

Crisis Management

Roleystone District High School

Counselling - approximately 10 students a week and 2 parents a week on a one to one basis.

JAM-time – Religious instruction for 3X year Six classes and 3 Year 7 classes once per week. (Approximately 180 students)

Leaderships skills – Years 9-10 during third Term. (30-35 students)

Peer Support program ‘Tenz Frenz’- Year 9, Term Four (40 students) Year 6 Term One

Bushranger Cadets,- Years 8-9, 2 hours per week (20 students)

Student Council,- 4 representatives from each year. Meets weekly organises events.

Camps and Excursions. - Wide variety of camps and excursions

DETAILS OF PROPOSAL

Application has been received from the Churches Commission on Education seeking a contribution for four high schools in the area, being Armadale, Cecil Andrews, Kelmscott and Roleystone High Schools for a contribution of \$8,000 each, therefore a total of \$32,000 for the 2002/03 financial year.

Other funding that makes up the yearly budget for the Chaplains comes from the schools, local churches, private individuals and fundraising. Whilst these avenues of support have ‘carried the day’ since the inception of the Chaplaincy program the applicant is now looking to Council with the hope of ‘a considerable boost in direct budgetary assistance for our Chaplains’ salaries’.

The applicant also indicates that their goal is to have a Chaplain in each high school and every primary school in Australia.

COMMENT

Analysis

Council’s current contribution makes provision for a \$3,400 contribution each year in the five year plan. The requested increase to \$32,000 per annum is significant and therefore must be considered in a draft Budget/5 Year Plan context.

In addition to the existing commitment to the Chaplaincy program the current annual General Donations budget is only \$12,000 per financial year. In this current financial year the budget is

Community Development

C34/02 RECOMMEND

That Council include for consideration in the 2002-03 draft Budget, the request to increase, perhaps on a staged basis over several years, Council's current contribution towards the local Chaplaincy Program.

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

Library & Cultural Services

MUSEUM CURATOR POSITION

WARD All
FILE REF: CTE/5
DATE 19 February 2002
REF PLW
RESPONSIBLE Executive Director
MANAGER Community &
Corporate Services

In Brief:

This report

- Recommends that Council approve for inclusion of consideration in the 2002/03 Draft Budget:
 - a) that the Museum Curator position be retained as a permanent full time position in lieu of the 0.5 Local Studies Librarian currently programmed for 2002/03 in the 5 year plan and that the position be renamed to Historian/Curator with responsibility for the Museum, a Local Studies Library and Oral History program.
 - b) that the School Room located in the Minnowarra Precinct be used to house the Local Studies Library

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

Our commitment to the future is: To create a caring and vibrant City, rich in history, heritage and lifestyle, and **The challenges ahead:** Protecting our history and heritage.

Legislation Implications

Nil

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

Budgetary implications – estimated costs

- Salary Historian/Curator* \$25,000
- Compactus and/or shelving \$3,000
- General office requirements \$2,000
- Air conditioning \$4,000
- IT connection \$5,000
- Increased operating costs, building and materials usage \$9,000
- Extended storage area in History House Museum \$5,000

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* Note that this amount is included in the current 5 Year Corporate Plan for a 0.5 Local Studies Librarian

Consultation

- History House Management Committee
- Technical Services Directorate – Property Management Department
- Manager Recreation Services

BACKGROUND

Council will be aware that when the appointment was first made to the position of Museum Curator it was as a two year contract position, partly funded by a Lotteries Commission Grant. When proposing the appointment to the Community Services Committee on 28 November 2000, it was reported that, in the grant application to the Lotteries Commission they were advised “Allowance has been made in the City’s Five Year Forward Initiatives and Financial Plan for the continued funding of the position”. (This was as a 0.5 FTE). The same report also stated that “A report to Council on the success of the position/appointment, relating to progress made against developed Business Plans for the Museum would be made in October/November 2002. This would enable Council to determine the value or otherwise of retaining the Museum curator position on a permanent basis”.

Given the budgetary time frame and proposals contained in this report, it is necessary to provide the report earlier than proposed, even though the Museum Business Plan was presented to Council only in January 2002. However, the following list of achievements to date is presented to Council as reason to retain the position of Museum Curator. It should be noted that to find a voluntary Curator to continue with and build on the developments put in place, should Council not approve ongoing funding for the Curator position would, in all probability be impossible. This comment is made based on attempts made by the Honorary Curator over the last two years in her role to find a successor. Equally, many Local Governments are now employing curatorial/management staff for Museums, e.g. Gosnells, Claremont, Subiaco, Melville.

Museum Curator – List of achievements March 2001 – January 2002

Programs/Events to date:

- ANZAC Day and 25th Anniversary Display – this involved two displays, one with an ANZAC theme and the other with a history of History House Museum theme with afternoon tea for past and present volunteers.
- School holiday activities, a first ever for the Museum took place in July 2001 – offered in conjunction with the library and involved 60 young participants.
- The Curator conducted a Family History Workshop in August, another event run in conjunction with the City’s libraries. The 15 people who attended the course appreciated the professional knowledge of the Curator.
- A further school holiday program in October of Federation Kites.
- Displays mounted to profile History House at other Council events included Pioneer Day, Settlers Common Bushwalk Day and the Highland Gathering.

Library & Cultural Services

- Major displays have been the Federation Display held in History House and the major exhibition of Ben Strange Cartoons. Without the services of a paid Curator, it is acknowledged that this exhibition would not have reached the standard that it did given the amount and level of research that was required, and the high level of support that was received from the City of Armadale.
- A Christmas Holiday program with supporting display in December/January.
- A 2002 Calendar of Events, Displays and Public Programmes has been prepared.

Strategic achievements to date:

A number of strategic achievements have been advanced as listed below:

- The Terms of Reference for the History House Museum Management Committee have been revised, with a call for new community members to the Management Committee and a clarification of the community groups represented on the Committee and their respective roles.
- The format for the agendas and minutes of the Committee has been changed and brought in line with the corporate standard, giving the History House Museum Management Committee a more professional profile with elected members.
- A draft Business Plan has been prepared and presented to Council.
- A draft Volunteer Manual has been prepared.
- Work has commenced on a Disaster Recovery Plan.

General achievements:

- An increase in visitor numbers to the Museum – 2280 in 2000 and 2787 in 2001, an 18% increase in the first year.
- An increase in the number of school bookings to participate in the new public education programs
- A change to the opening hours of the Museum that offers greater open hours on weekends when visitor numbers were traditionally higher, coupled with 2 days when the Museum is closed to the public. This has enabled volunteers to achieve higher work outputs and has created opportunities for group bookings when the Museum is not open to the general public.

DETAILS OF PROPOSAL

The proposal is:

- a) Increase the Museum Curator hours to full time in lieu of the 0.5 Local Studies Librarian position already included in the 5 year plan, and rename the position to that of Historian/Curator to manage both the Museum and Local Studies Library, inclusive of the oral history programme. To combine the positions is a sound option, as there is a

Library & Cultural Services

natural overlap in the duties including the management and liaison with the one volunteer group.

- b) Relocate all of the written materials from History House to the School building located in Minnowarra Precinct adjacent to the Museum, inclusive of the Birtwistle Library, maps, documents, photographs, oral histories etc. and establish a Local Studies Library to be available to the public and researchers. The cataloguing of all materials onto the Public Library database would be carried out by qualified librarians.
- c) Establish and provide an in-house training program for a volunteer team, with the training carried out by the Historian/Curator who is accredited to provide this training. The Oral History Volunteer Team will be responsible for an ongoing Oral History Program conducted from the Local Studies Library, under the guidance of the Historian/Curator.

COMMENT

Analysis

An analysis of the positives, negatives and estimated costs associated with the proposal is presented:

Positives

- Adds a greater degree of professionalism to both the library and museum environments
- Nominates the Historian/Curator as the person to whom all research questions related to local history should be directed and creates time for Council requested research to be undertaken – research has recently been requested by the Corporate Relations Assistant, Events Coordinator, Planning Department Administrative Officer and others on matters relating to the City's history
- Resolves in part the storage problems at History House as the current library area can be utilized for storage
- Allows additional donated historical items of both a library and museum nature to be accepted as more space will be available for both
- Residents will be more willing to donate appropriate family records to a visible "library" knowing that items will be stored in a visible environment and conserved to minimum standards
- Creates a local studies library that will enable serious research, as the documents currently housed in storage boxes in the Museum will become accessible – both physically and online on the City's public library data base
- Enables volunteers to choose on working in the museum, library or both and volunteer coordination for both the Local History and museum volunteers would be organised and trained by one officer, offering consistency
- Creates a "home" for an Oral History voluntary recording group with staff time allocated to managing the program – a team of up to 10 volunteers is proposed, trained and managed by the Historian/Curator.

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- Will place the Local History collection in the Historic Precinct making it a vibrant cultural history precinct
- Local History collection will have the benefit of a curator with conservation skills i.e. photo conservation, rare document preservation
- Will offer greater opportunity for cross-promotion of public programmes with education and curriculum planning.

Negatives

- Possible future loss of income from hire of school room should Council wish to make it available for hire (Property Management has advised that it is not currently considered as a building available for hire)
- Loss of space for public programs run by Museum (the school has been used for this purpose to date) – this can be overcome by using the church building or current Curator office space in the Museum
- Loss of use of school room during Minnowarra Festival etc – the Manager Recreation Services advises that this will not have a great impact on the events programme, as alternative arrangements can be made for any usage requirements
- Additional volunteers required to keep both locations open to the public – the Curator, History House Management Committee and volunteer group believe this can be overcome
- Removes the Local History Library from the public library where it perhaps should be – however, options to relocate the Local Studies Library in the long term, if preferable, at such time as an Armadale Regional Library is constructed would still exist, but in the mean time ensures that collections are professionally maintained and improved
- Limited hours of opening when compared with public library and volunteers not trained in information retrieval – longer Museum weekend hours are a positive, and the Local History Library could be used by appointment for researchers.

Budgetary implications – estimated costs

• Salary Historian/Curator*	\$25,000
• Compactus and/or shelving	\$3,000
• General office requirements	\$2,000
• Air conditioning	\$4,000
• IT connection	\$5,000
• Increased operating costs, building and materials usage	\$9,000
• Extended storage area in History House Museum	\$5,000

(This matter could be left until the following financial year)

* Note that this amount is included in the current 5 Year Corporate Plan for a 0.5 Local Studies Librarian

The current Curator's contract expires on 12 April 2003. The option does exist to split the Historian/Curator position, and recruit a 0.5 Local Studies Librarian with responsibility for the

Library & Cultural Services

library and oral histories. However, as much of the skill set is the same for both positions, including collection development, conservation of printed/photographic collections together with management of the volunteer team, to combine the positions is a sensible option. Equally, as the current Curator does have the required skills and qualifications (including a degree majoring in History, post graduate qualifications in Public History and a Master of Arts in Public History) to appoint the current Curator to the position, is recommended. The option would, of course, always exist to split the position should the current Curator resign and a person with both skills sets could not again be attracted to the position.

The one task that does need to remain with the Library Department is the cataloguing of data onto the library database, as it is essential to retain the integrity of a complex library cataloguing process with associated authority files. As the public library catalogue will be available from the City's WEB site, the City's local history will have a global presence.

Options

1. Increase service levels by approving the proposal to increase the hours of the current Curator to a full time Historian/Curator position with responsibility for both the History House Museum and a Local Studies Library located in the School Room building adjacent to the Museum, inclusive of an ongoing Oral History program using an in-house trained volunteer team. This option assists with the storage problems being experienced by History House.
2. Appoint the 0.5 Local Studies Librarian as per the current 5 Year Plan, and give this officer carriage of the Local Studies program within the limited space and confines of both the Armadale Library and History House, as well as responsibility for the Oral History project – this will not resolve the storage problems at History House and would mean that records would still not be accessible for researchers, and less future donated items could be accepted by both the Library and Museum.
3. Maintain the current service levels by appointing the 0.5 Curator as a permanent staff member with responsibility for the History House Museum only. Ongoing requests to Council to assist in resolving the storage problems at History House Museum would result. Note that should this option be preferred, and the 0.5 Local Studies Librarian position is not approved, it will be necessary to budget for ongoing outsourcing of the Oral History program if it is to continue.

Conclusion

Option number one provides for a marked and measurable increase in service levels related to the history and heritage of the City without equivalent cost increases, whereas only slightly lesser sums of money would provide less visible and measurable improvements, e.g. storage facilities only. In conclusion, it would seem a very cost effective way for Council to fulfill its commitment "To create a caring and vibrant City, rich in history, heritage and lifestyle", by approving the proposal to increase the hours of the current Curator to a full time Historian/Curator position with responsibility for both the History House Museum and a Local

Library & Cultural Services

Studies Library located in the School Room building adjacent to the Museum, inclusive of an ongoing Oral History program using an in-house trained volunteer team.

C35/02 RECOMMEND

That Council include for consideration in the 2002/03 Draft Budget:

- 1. The appointment of an Historian/Museum Curator on a permanent full time basis, in lieu of the 0.5 Local Studies Librarian included in the current 5 Year Plan, with responsibility for the History House Museum as well as a Local Studies Library inclusive of an ongoing volunteer Oral History Recording Team.**

- 2. The establishment of a Local Studies Library, in the historic School Room building located in Minnowarra Precinct, housing all of the appropriate materials from the History House Museum.**

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

Recreation

ARMADALE HIGHLAND GATHERING

WARD All
FILE REF: EVT/10
DATE 22 January 2002
REF Events Coordinator
RESPONSIBLE Manager Recreation
MANAGER Services

In Brief:

- This report presents a recommendation from the Armadale Highland Gathering Committee regarding the scheduling of this year's event.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

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

Legislation Implications

Nil

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

Nil

Consultation

- Key stakeholders and participants
- Gathering Organising Committee members

DETAILS OF PROPOSAL

The one recommendation from the Armadale Highland Gathering Committee Meeting held on 29 November 2001 requiring Council consideration/approval, is:

“That the 2002 Armadale Highland Gathering be held on Saturday, 23 November 2002.”

To ensure the Scottish community's participation and support, the Gathering should not clash with a number of other events. The dates of these other events have been considered before Committee agreed to the recommendation.

Recreation

COMMENT

Analysis

Amended
Full
Council 5
March 2002

Given that the recommendation is in a similar timeframe as the very successful ~~2002~~ 2001 event, the Committee's recommendation is supported.

Options

Conduct the Festival on alternative dates. However this may clash with other events and is not the preferred option.

Conclusion

In summary, the proposed scheduling of the 2002 Armadale Highland Gathering is similar to that of previous successful events.

C36/02 RECOMMEND

That Council support the Armadale Highland Gathering Committee's recommendation, namely:

That the 2002 Armadale Highland Gathering be held on Saturday, 23 November 2002.

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

Recreation

RECREATION NEEDS STUDY

WARD ALL
FILE REF: REC/7
DATE 20 February 2002
REF PGQ
RESPONSIBLE Executive Director
MANAGER Community &
Corporate Services

In Brief:

This report provides an update on the progress of the City's Recreation Needs Study and recommends that:

- A Councillors' Workshop be held at the earliest suitable time to consider the outcomes of the community consultation process;
- A like approach be followed with the Recreation Needs Study to that adopted by Council for the Seniors' Planning process, and the initial report be presented to the March Community Services Committee which focuses on the recreation needs and priorities of the community.

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

Nil

Consultation

Nil

BACKGROUND

Following consideration of a report to the August 2001 Community Services Committee, Council endorsed the proposed methodology for developing the City's Recreation Plan, and resolved (C122/01) that the time frame for completion of the Recreation Needs Report be February 2002.

This report provides a brief update on the progress of this important project.

Recreation

COMMENT

The project is progressing well and is currently in its final phase. The work involved in assembling, analysing and reporting the information arising from workshops and focus group sessions has been greater than expected. This, combined with the task having spanned the Christmas/New Year break has resulted in the project being (4) weeks behind schedule.

Hereunder is the project schedule of tasks:

Phase 1 – Scoping of Issues (completed)

- Review of existing studies and material completed;
- Discussions held with key Council officers.
- Information assembled and analysed.
- Key issue papers prepared by external consultant.
- Workshop held with Councillors and Manex.
- Key Issue Papers reviewed to reflect input from Councillors and Manex.

Phase 2 – Community Consultation (completed)

- (4) Focus Group Workshops conducted with randomly selected people in the community.
- (3) Focus Group Workshops held with stakeholder groups.
- Information from the focus group workshops has been assembled and analysed.

Phase 3 – Develop Plan

The steps in the process that are yet to be completed include:

- Workshop the outcomes of the community consultation process with Councillors.
- Amend report to reflect Councillors' input.
- Present draft Recreation Needs Study to Community Services Committee for consideration.
- Final adoption by Council.

In order to progress the study through to its completion, it is proposed that the Workshop with Councillors be convened at the earliest possible time and that the resulting draft Recreation Needs Report be presented for consideration to the March Community Services Committee Meeting.

It is worth noting, that as with the Seniors' Needs Project, the Recreation Needs Report will serve to identify broad recreation/leisure future directions/needs/key outcome areas from which then strategies and programs will be developed in the next project phase.

Recreation

Conclusion

For the reasons outlined in this report, it is recommended that a Councillors' Workshop be convened to consider the results of the community consultation process, and the draft Recreation Needs Report be presented for Council's consideration via the March Community Services Committee.

C37/02 RECOMMEND

- 1. That Council receive the information on the progress of the development of the City's Recreation Needs Study.**
- 2. That a Councillors' Workshop be held at the earliest suitable time to consider the results of the community consultation process undertaken for the City's Recreation Needs Study.**

Moved Cr Stubbs

MOTION CARRIED (7/0)

Community Development

Moved Cr Stewart that the meeting at this juncture, be closed to the public on the grounds that the next item of business deals in part with personal information in regard to nominees for membership of the Aboriginal & Torres Strait Islander Advisory Committee.

MOTION CARRIED (7/0)

The meeting was then closed to the public at 9.35 pm.

****ABORIGINAL AND TORRES STRAIT ISLANDER ADVISORY COMMITTEE
MEMBERSHIP**

WARD	ALL
FILE REF:	CTE/36
DATE	15 May, 2002
REF	SP
RESPONSIBLE MANAGER	Executive Manager Community Services

In Brief:

- This item proposes changes to the membership of the ATSIAC.
- Proposed that discussion on appointment of (3) persons from (5) nominations received, be conducted behind closed doors.

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.
- To ensure all out communication is readily understood by the target market.

Legislation Implications

Nil

Community Development

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

Nil

Consultation

Aboriginal and Torres Strait Islander Advisory Committee.

BACKGROUND

At the meeting of 3 December 2001 Council resolved (C182/01

That Council acknowledge that the following delegates have forfeited their positions of the ATSIAC, in accordance with Section 7(4) of the Terms of Reference.

Mr Daniel Jackson

Mr Richard Wilkes

Mr Allen Garlett

Mr Jerry Reuben

Mr Ted Fogarty

Mr Craig Winmar

That Council endorse the following positions be removed from the membership of the Aboriginal and Torres Strait Islander Committee:

Aboriginal Medical Service

Perth Noongar Regional Council

Moorn Ngoorlaak

3 x Community Representative

On the understanding that an ad will be placed in the local press to recruit additional local aboriginal community representatives for the committee, and that the matter of membership of the committee will be revisited and reported to Council following the conclusion of the recruitment process.”

An ad was placed in the local press to recruit additional community representation in early December, following Council resolution. Five nominations have been received. The matter of the composition of the committee was again discussed at the February meeting of the ATSIAC.

DETAILS OF PROPOSAL

Advice received from the Aboriginal and Torres Strait Islander Advisory Committee contains the following proposed changes to the Committee structure for consideration by Council:

Community Development

1. *That the Aboriginal & Torres Strait Islander Advisory Committee consist of Community Representatives only (must be living within the City of Armadale) and that representatives of agencies continue to attend the meetings in an advisory capacity only with no voting rights (unless they are members of the committee as Community Representatives also).*
2. *That the following people be appointed by Council to the Aboriginal & Torres Strait Islander Advisory Committee:*

*Mr Murray Riley,
Ms Vivienne Hansen,
Mr Albert McNamara,
Mr Richard Sheppard (Interim Chairman),
Mr Gerald Hansen (Interim Deputy Chairman),
Ms Sharon Jones,
Mr Kevin Miller,
Ms Kerry Mead,
Mr Geoff Hannan, and
Ms Jodie Hayden;*
3. *That the Terms of Reference for the Aboriginal & Torres Strait Islander Advisory Committee be amended accordingly.*

COMMENT

Analysis

Part one (1) of the ATSIAC proposal, that the ATSIAC be composed of Community Representatives who are local indigenous residents, is consistent with Council's objective in establishing the committee, i.e. to develop a representative body to allow Council to consult broadly with the Aboriginal Community. In addition, the significant contribution to the committee of local indigenous workers who also hold positions in relevant agencies should also be noted. Discussion with other agency representatives indicates strong support for continuing to meet with the committee in an advisory capacity. (There had been earlier problems in achieving a quorum for the large Committee, which included many agency representatives.)

Part two (2) of the ATSIAC advice relates to appointing particular people to the committee in line with the principles stated in Part one.

Three of the existing committee members are both representatives of an agency as well as local indigenous residents. These are:

Mr Murray Riley,	WA Police Service
Ms Vivienne Hansen,	Indigenous Affairs Department
Mr Albert McNamara,	Education Department

Community Development

These three members have expressed a desire to continue on the committee as community representatives, using both their professional capability and local awareness.

Two of the existing committee members are community representatives. These are:

Mr Richard Sheppard (Interim Chairman),
Mr Gerald Hansen (Interim Deputy Chairman),

Both these representatives have demonstrated consistent commitment to the objectives of the committee from its inception.

Five nominations have been received.

At the time of establishing the ATSIAC the issue of the size of the committee was discussed. At that time the view that the committee needed to be large was supported. Since then there has been an ongoing issue in meeting the quorum of the committee. The current members of the committee have all consistently attended committee meetings. It is suggested expanding the committee significantly at this point carries a risk of encountering further problems meeting a quorum. It is therefore proposed that the membership number is (9) inclusive of the Councillor delegate.

Decisions regarding the appointment of persons to the committee can be approached with reference to various categories of nominees.

1. Council's representative on the Committee :
Cr Knezevich
2. Committee members who are both local indigenous residents and representatives of an agency as well.
Ms Vivienne Hansen, Indigenous Affairs Department
Mr Albert McNamara, Education Department
Mr Murray Riley, WA Police Service
3. Current community representatives and have regularly attended prior meetings. These are:
Mr Gerald Hansen (Interim Deputy Chairman),
Mr Richard Sheppard (Interim Chairman),
4. Nominations received for the remaining (3) positions, i.e.
Mr Geoff Hannan, and
Ms Jodie Hayden;
Ms Sharon Jones,
Ms Kerry Mead,
Mr Kevin Miller,

Community Development

Conclusion

The principle of making the membership of the ATSIAC more representative is supported and the contribution of local Aboriginal people who hold key positions in relevant State Agencies acknowledged. A conservative approach to broadening the membership of the committee is advocated.

Presented as a confidential attachment to these Minutes – (refer to Attachment “B-2”) are personal profiles, as provided by the (5) nominees, to which Committee had regard in arriving at its recommendation.

**Moved Cr Stewart that the meeting be opened to the public at 9.50 pm
MOTION CARRIED (7/0)**

C38/02 RECOMMEND

- 1. That Council appoint the following persons to the Aboriginal & Torres Strait Islander Advisory Committee on the basis of members being local Aboriginal residents, and having a commitment to the objectives of the committee as stated in the Terms of Reference**

Amended
Full Council
5 March 2002

Cr Knezevich	(Council Representative)
Ms Vivienne Hansen	(Indigenous Affairs Department)
Mr Albert McNamara	(Education Department)
Mr Murray Riley	(WA Police Service)
Mr Richard Sheppard	(Community Representative)
Mr Gerald Hansen	(Community Representative)
Mr Geoff Hannan	(Community Representative)
Ms Sharon Jones	(Community Representative)
Ms Kerry Mead	(Community Representative)

and that the Terms of Reference regarding membership be amended accordingly.

- 2. That all relevant agencies be notified of the changes in membership and invited to have representatives continue to attend meetings of the Aboriginal & Torres Strait Islander Advisory Committee in an advisory capacity.**

****ABSOLUTE MAJORITY DECISION REQUIRED**

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

Cr Clowes Hollins – SES – Break-in

Cr Clowes-Hollins requested that the matter of provision of a security system at the SES Owen Road premises be referred to the Manager Property Services for urgent consideration.

Cr Knezevich – Armadale Sporting Club

Cr Knezevich advised he had received a request from the Armadale Sporting Club wishing to meet with Committee at the Club's premises.

Committee was of the view to invite the Sporting Club Committee as a deputation to the March 2002 Community Services Committee Meeting.

Cr Cumming – Morgan Park Play Group

Cr Cumming advised that he had received a request from the Morgan Park Play Group requesting a reduction in the annual hire fee of \$724 per annum – matter to be reported to the March Community Services Committee Meeting.

Cr Stubbs – Reconciliation Mural

Requested that the matter of the Reconciliation Mural be referred to the Aboriginal & Torres Strait Islander Advisory Committee for consideration of a group activity to upgrade the mural.

C39/02 RECOMMEND

- 1. That Council refer the matter of provision of a security system at the SES premises in Owen Road to the Technical Services Directorate for urgent consideration.**
- 2. That Council invite, as a deputation, the Committee of the Armadale Sporting Club to the March 2002 Community Services Committee Meeting.**
- 3. That the remaining Councillors' items as follows:**
 - Cr Cumming – Morgan Park Playgroup**
 - Cr Stubbs – Reconciliation Mural**

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

MEETING CLOSED AT 10.12 PM

COMMUNITY SERVICES COMMITTEE

SUMMARY OF "A" ATTACHMENTS

26 FEBRUARY 2002

Attachment No.	Subject	Page
A-1	POWER POINT PRESENTATION – “NEW VISION FOR COMMUNITY HEALTH” – COMMUNITY HEALTH ARMADALE	75 – 77
A-2	POWER POINT PRESENTATION – MID-SEASON REPORT – RANS MANAGEMENT GROUP	78 - 81
A-3	PROPOSED CITY OF ARMADALE LOCAL GOVERNMENT PROPERTY LOCAL LAW	82 – 106
A-4	SUBMISSIONS – PROPOSED CITY OF ARMADALE LOCAL GOVERNMENT PROPERTY LAW	107 - 115

COMMUNITY SERVICES COMMITTEE

SUMMARY OF "B" ATTACHMENTS

26 FEBRUARY 2002

Attachment No.	Subject	Page
B-1	RATES – SALE OF LAND – CONFIDENTIAL LIST OF PROPERTY ADDRESSES AND OWNERS.	116
B-2	PROFILES OF NOMINEES FOR ABORIGINAL & TORRES STRAIT ISLANDER ADVISORY COMMITTEE MEMBERSHIP	117

