

CITY OF ARMADALE

MINUTES

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

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

APOLOGIES: Cr J Knezevich
Cr R C Stubbs AM

OBSERVERS: Cr H A Zelones JP

IN ATTENDANCE: Mr R S Tame Chief Executive Officer
Mr A F Maxwell Executive Director – Community &
Corporate Services
Mr W A Bruce Executive Director – Technical Services
Mrs J Dudley Executive Manager – Business Services
Mr C Askew Executive Manager – Community Services
Mr M Roberts Manager Information Technology
Mrs Y Ward Minute Secretary

Public: 18

DISCLAIMER

The Disclaimer for protecting Councillors and staff from liability of information and advice given at Committee meetings was read by the Chairman.

DECLARATION OF MEMBERS' INTERESTS

Cr Stewart

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DEPUTATION

Nil

QUESTION TIME

Ms Wrightson

Have you incorporated in your swimming pool plans a hydrotherapy pool? There is a great need for a hydrotherapy pool in the area. A number of people of my age who have arthritis have to go to Gosnells or Thornlie.

The Chairman advised that the provision of an indoor facility was unfunded on Council's Five Year Plan and that there is an item on tonight's agenda regards the provision of transport for people who have a medical condition to the Thornlie facility.

Ms Shaw, Hemingway Drive, Westfield

I would like to know what is the opposition to a pool facility being provided in Armadale which would improve the facilities here?

The Chairman advised that Council receives many requests for facilities and endeavours to address those issues as it does many other propositions.

Mr Ashton, Armadale-Kelmscott Swimming Club

Why can't Council fully consider the feasibility of an indoor aquatic centre.

The Chairman advised that Council has and will continue to explore the matter of provision of all recreational facilities within the City of Armadale.

Mr Joss, Vista Grove, Mt Nasura

Question 1:

I know numerous country towns who have all managed to provide an indoor heated facility. What does the City of Armadale know that other Councils do not?

The Chairman advised that the question was a leading one, and was difficult to answer. Council grapples with many issues. We have to make financial decisions based on what Council can afford and that it maintains its strategic direction. We are not privy to the funding arrangements of other Councils. At the moment there is no support within the Five Year Plan for an all-year round heated Aquatic Centre.

Mr Glasgow, Connell Avenue, Kelmscott

If they make the Armadale Aquatic Centre a Year Round facility would it not possibly lose less money than when it is sitting idle?

The Chairman advised that an all year round indoor facility, which it is being suggested would be more viable, is unfortunately not the case. Figures have been provided which suggest that in fact it would become more expensive.

Mr Peacock, Tyers Road, Roleystone

How many social organisations do make a profit. Why do you subsidise everyone else but you baulk at subsidising an all year round Aquatic Centre?

The Chairman advised that Council supported various recreational pursuits but that Council has to balance other requests as all of these have an impost on the general rate. The Aquatic Centre is one of the highest cost items.

Mrs Wildie, Henrietta Avenue, Mt Nasura

How can you justify the fact that we cannot afford an all year round indoor facility when Waroona, Mandurah and Busselton all have these facilities and are of similar area.

The Chairman advised that all Local Governments are different with different funding opportunities and reiterated that Council tries to balance the many recreational pursuits against its limited resources and what it can generally achieve.

Ms Connell, Westfield Road, Westfield

My son has cerebral palsy - what criteria are you going to set to subsidise travel to other areas if that is what you are suggesting as an alternative.

The Chairman advised that it was somewhat premature to make comment but the request for a therapeutic pool was one of a number of issues of which Council was aware. Council was also considering the possible transport of local persons to other suitable venues.

Mr Joss, Vista Grove, Mt Nasura

Question 2:

I have heard an awful lot about costs, is the Council going to compensate me for travelling outside the City of Armadale to use other heated facilities?

The Chairman advised that Council will explore the matters that have been raised.

Mr Glasgow, Vista Grove, Armadale

Question 3:

When are the next Council elections?

The Chairman advised that they are held every two years and the next election will be in May 2003.

Ms Kingston, Peel Court

When you weigh up the provision of travel for some clients I hope you will talk with the hospitals. Some clients need to go 2/3 times per week.

The Chairman advised that the general thrust of Council's efforts to date had been negotiating with the Armadale Hospital for the provision of a hydrotherapy facility.

Question Time closed at 7.25 pm

ITEMS REFERRED FROM INFORMATION BULLETIN – ISSUE NO. 16

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

- **Outstanding Matters**
Report on Outstanding Matters - Community Services Committee
- **Monthly/Quarterly Departmental Reports**
Library Department General Report – July 2002
Manager Accounting Services Report – 8 August 2002
Manager Ranger & Fire Services Report – July 2002
- **Finance**
Financial Statements – for the (5) week period ended 31 July 2002
- **Minutes from Occasional/Advisory Committees**
Armadale Highland Gathering Committee – 11 July 2002
Aboriginal & Torres Strait Islander Advisory Committee – 4 June 2002
Aboriginal & Torres Strait Islander Advisory Committee – 10 July 2002
Armadale-Kelmscott Senior Management Committee – 21 May 2002
Armadale-Kelmscott Senior Management Committee – 17 June 2002
Disability Services Plan Committee – 15 May 2002

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

CONFIRMATION OF MINUTES

RESOLVED

Minutes of the Community Services Committee meeting held on 22 July 2002, are confirmed.

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Recreation

For the benefit of the persons present in the public gallery, Committee agreed that the next item of business be the Discussion Paper on Future Provision of Aquatic Services (pages 70 to 76 of the Agenda refer).

DISCUSSION PAPER ON FUTURE PROVISION OF AQUATIC SERVICES

WARD All
FILE REF: A173263/1;
A178691/1
DATE 19 August 2002
REF PGQ
RESPONSIBLE Executive Manager,
MANAGER Community
Services

In Brief:

This Discussion Paper:

- Provides background information and identifies key issues with regard to Council's aquatic facilities; and
- Seeks direction from Council in terms of a broad strategy for future provision of aquatic services within the City.

Tabled Items

Petition tabled at the Council meeting held on 17 June 2002 containing 1,454 signatures.
Petition tabled at the Council meeting held 6 August 2002 containing 778 signatures.

Officer Interest Declaration

Nil

Strategic Implications

Relates to Council's aim to maintain and upgrade 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 for the current financial year.

Potentially significant beyond 2002/03 depending on the direction taken by Council.

Consultation

Armadale – Kelmscott Swimming Club
Technical Services staff

BACKGROUND

A report presented to the June Community Services Committee sought to stimulate discussion on the future provision of aquatic services within the City. The report provided background information on Council's existing aquatic facilities and also raised the issue of how Council wished to address the expressed community need for provision on an indoor year-round facility. A number of options were presented in terms of a broad strategy for aquatic services.

In view of the complexity of the issues involved, it was resolved by Council at its meeting on 1 July 2002 (C112/02 refers) that:

“Council recommit the matter of considering and determining a broad strategy for the future provision of aquatic facilities within the City to the next meeting of the Community Services Committee and note the following matters, i.e.:

- *the proposal for an indoor heated aquatic facility in the City remains an unfunded project on Council's current draft Strategic and Five Year Forward Financial Plans;*
- *the request to officers to examine and report on:*
 - *the option of a Council contribution towards the provision of a hydro-therapeutic pool within the City, and*
 - *possible models to facilitate the transport of local persons requiring hydrotherapy services to suitable venues;*
 - *indicative capital and operating costs of current providers of indoor heated pool facilities.”*

To enable easy referral, much of the information contained in the earlier report is reproduced in this report

Existing Facilities

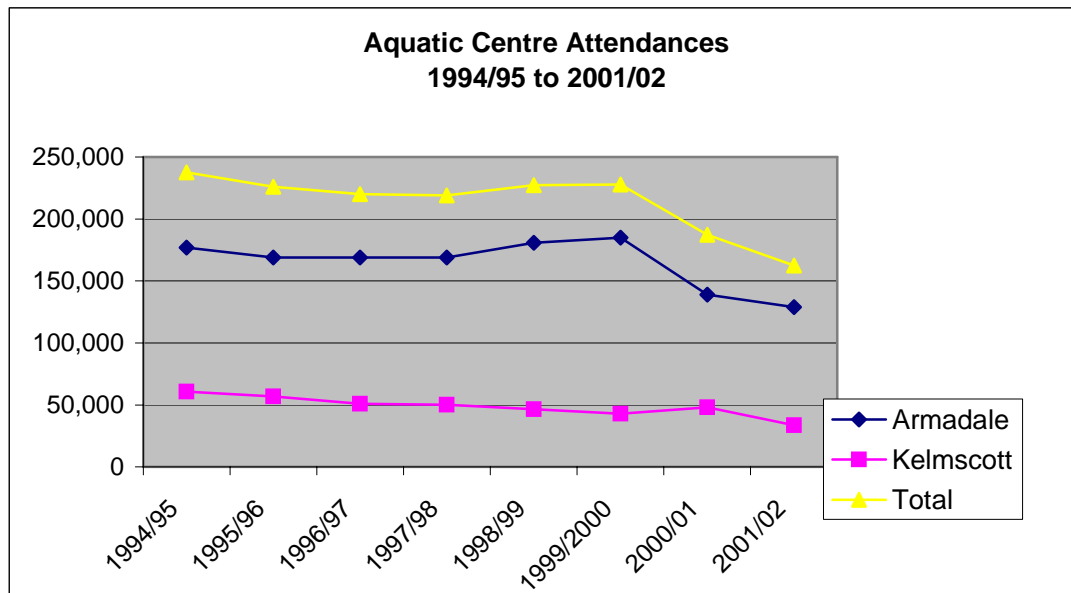
The Armadale Aquatic Centre was constructed in 1981 and is Council's main aquatic facility. The major capital improvements carried out at the Centre in recent years include the installation of a gas heating system, the refurbishment of the 50m and 25m pools and the provision of attractive shade structures throughout the Centre.

Kelmscott Pool was opened in 1957 and was the first public pool to be built in the metropolitan area. The facilities available include a 33m and 5 lane pool, toddlers' pools, change rooms, office and kiosk. The pool is similar to many country pools that were built around that time and provides a basic level of amenity for patrons.

Both the Armadale and Kelmscott Centres are ageing facilities and have a somewhat dated look about them. In addition, a number of items of plant and equipment are at or near the end of their lifecycle. This aspect is further discussed later in the report.

Attendances and Financial Operation

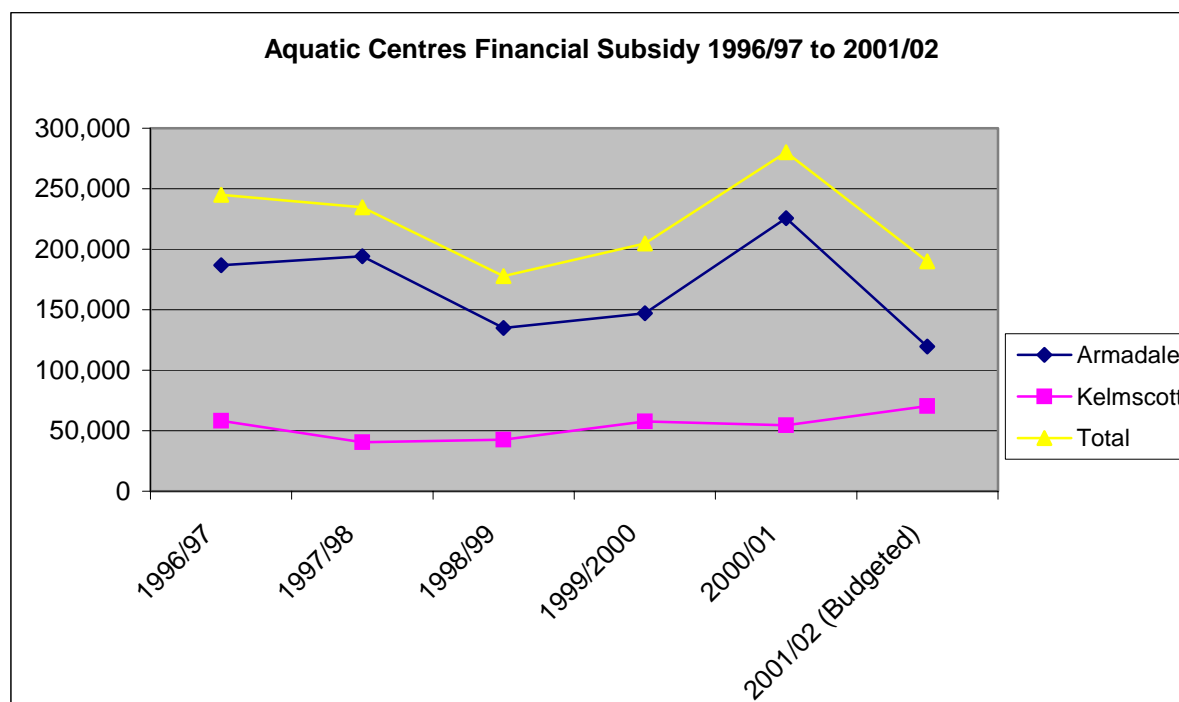
The following graph illustrates total seasonal attendances at both the Armadale and Kelmscott Aquatic Centres for the period 1995/95 until 2001/02.



The following comments are noted in terms of attendances at the two Centres:

- Attendances at Armadale have fallen by approximately 48,000, from 177,000 to 129,000 during the period. The past two seasons in particular have seen a significant decline in attendances.
- Aside from the year 2000/01, there has been a steady and significant (45%) decline in attendances at Kelmscott since 1994/95.
- Total attendances remained relatively constant until 1999/2000 and then experienced a significant decline in the past two seasons.

The net cost to Council, including capital costs, is shown in the graph.



The following comments are made in respect to the financial operation of the Centres:

- The total cost to maintain and operate the Centres has varied from \$177,600 in 1998/99 (subsidy of 0.78 cents per attendance) to \$280,200 in 2000/01 (subsidy of \$1.50 per attendance).
- In 2000/01 there were a number of “one off” costs associated with the transfer to contract management, e.g. payout of staff entitlements, redundancy payments etc.;
- Capital costs vary from year to year and in part, account for some of the variations.

Requests for an indoor aquatic facility

The need for an indoor aquatic facility was a strong theme to emerge from the consultation process for the Recreation Needs Study. Many requests and various petitions have also been received over the years, including petitions tabled at the Council Meeting on 17 June 2002 containing 1454 signatures and one containing 778 signatures tabled at the Council Meeting held on 6 August 2002, requesting that Council provide an indoor, year-round aquatic facility. To date, there has been no independent study undertaken to assess the need and feasibility of such a facility in Armadale.

A study undertaken by Ashton Associates, on behalf of the Armadale Kelmscott Swimming Club in September 2001, supported the provision of a new enclosed 25 metre pool with leisure pool, hydrotherapy pool sauna and spa at Armadale Aquatic Centre. The estimate to provide the proposed facility was \$6 million.

Potential options arising from the Ashton & Associates Report for an indoor aquatic facility include:

- *Enclose either the 50m pool or the 25m pool at Armadale Aquatic Centre.*
- *Construct a new indoor 25m pool with leisure pools at Armadale Aquatic Centre.*
- *Construct a new integrated aquatic and recreation centre at Champion Lakes Recreation Park.*

In recognising the current situation with Council's existing aquatic facilities and the expressed need for an indoor facility, it is important that Council develops a strategy, both short term and medium to long term, for provision of aquatic facilities in the City.

This report will seek to identify the key issues and options available to Council to assist in the development of an appropriate strategy for future provision of aquatic facilities within the City.

Key Issues

The key issues to be considered by Council when developing its strategy for future provision of aquatic facilities are summarised below:

Armadale Aquatic Centre

- The Centre is now some 21 years old and is in need of a "facelift". The existing facility has a somewhat dated look about it and there is a need to provide a more attractive and functional facility if the Centre is to continue to meet the aquatic recreational needs of the community.
- In addition to the aesthetic and functional aspects of the Centre, a number of items of plant and equipment are approaching the end of their lifecycle.
- The Centre has experienced a significant decline in attendances over the past two years.

Kelmscott Pool

- The Centre is now 45 years old and has served the local community well over the years.
- An independent "Condition Report" indicates that a number of major items of plant and equipment will need to be replaced over the next 2-3 years if the facility is to remain operational. The cost of these repairs is likely to be substantial.
- Since 1994/95 there has been a significant decline (45%) in seasonal attendances at the Centre.

Provision of an Indoor Aquatic Facility

- The provision of an indoor aquatic facility would require a capital investment in the order of \$6 million for a basic standard facility and at present, remains an unfunded priority on Council's draft Strategic and Five Year Forward Financial Plans. If recent indoor aquatic centre construction costs are any guide, the cost to provide a higher standard facility is likely to be upwards of \$10 million, e.g. Bayswater Waves - \$9 million, Riverton Leisureplex - \$14 million, Warnbro Aquatic Centre - \$14 million and Melville Aquatic Centre - \$10 million
- It is likely that an indoor year round aquatic centre would require a significant increase in operating subsidy to that which currently applies. For example, Gosnells Leisure World requires an annual operating subsidy of over \$550,000, Bayswater Waves has incurred operating deficits of \$270,000 for the past two years and South Lakes Leisure Centre, which is a dual use wet/dry facility, has annual operating deficit in the order of \$200,000. Each of the above facilities has significantly larger catchment populations than Armadale presently does.
- Although not feasible within the next 5 years, as the population of the City grows and Council's financial position strengthens, an indoor aquatic facility will become a more viable proposition in the medium to long term.

Hydrotherapy Facility

- Many requests have been received over the years for Council to either provide or facilitate the provision of a hydrotherapy facility. The nearest facility is located at Gosnells, which means that local residents have to travel out of the City to access hydrotherapy facilities.
- During the planning phase for the Armadale Health Service redevelopment, Council did request that provision of a hydrotherapy facility be considered as part of the redevelopment but unfortunately this did not eventuate.
- Depending on the size of the hydrotherapy pool, and whether it needs to be integrated with existing facilities, the cost of an indoor facility could be in the order of \$300,000.
- Should Council wish to provide or financially support the provision of a hydrotherapy facility, further research would be required to assess the need and feasibility of such a facility in Armadale. A study would be required to identify likely usage, potential locations, capital and operational costs, and any management considerations. In addition, the study could examine options for transporting local residents to facilities outside the City. The likely cost of undertaking the study would be approximately \$15,000 and perhaps could be funded with contributions from stakeholders such as Armadale Health Service, local physiotherapists, Department of Sport and Recreation and Council.

To assist in the development of a strategy for the provision of aquatic facilities in the City a discussion paper has been prepared (**refer to Attachment "B-1" –as circulated with the**

Agenda) and provide information on a number of key issues to be considered and addressed by Council.

Committee Discussion

It was noted that any consideration of an indoor heated aquatic centre facility was in the medium to long term, i.e. 5 – 15 years and not funded in the current draft Strategic Plan. (5 years).

Clarification was sought as to which comments in the report were from a private report by Ashton & Associates for the Swimming Club and those provided by Council Officers. This was clarified (see page 10).

Committee was concerned at recent regulations implemented with regard to hydrotherapy facilities and the potential cost of any such facility.

In response to points made at Question Time, Committee discussed the operating costs mentioned in the report, noting that for a larger aquatic centre all indications are that operating costs would be an increase on current costs, while capital costs would be a further financial burden.

C133/02 RECOMMEND

That Council –

- a) **Note the two petitions received re the proposal for an indoor aquatic facility and provide the following response –**
- i) **as per resolution C112/02 the proposal for an indoor heated aquatic facility in the City remains an unfunded project on Council's current draft Strategic and Five Year Forward Financial Plans.**
 - ii) **Council is currently considering the future directions for aquatic facilities within the City which may include the provision of an indoor aquatic facility in the medium to long term.**
 - iii) **In considering the above, any report into this matter give a detailed assessment of the financial and strategic implications of taking this course of action.**
- b) **Give further consideration to the hydrotherapy facility matter as part of its further deliberations in respect to the future directions and strategies for aquatic facilities in the City.**
- c) **That Council request the Mayor and Chief Executive Officer to provide the Swimming Club and other interested parties with a briefing upon Council's financial situation and the implications that the Aquatic Centre proposal has for the Strategic Plan.**

Amended Ordinary Council Meeting 2 September 2002

**Moved Cr Munn
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

MANAGER ACCOUNTING SERVICES REPORTS

C134/02 RECOMMEND

- 1. Payments totalling \$4,080,309.03 on Vouchers 42350 – 42391, EF4995 – EF5396 and 102132 - 102133, drawn upon the Municipal Fund, be received.**
- 2. Cheque payments totalling \$103,008.50 on Vouchers 89505 - 89714 drawn upon the City Treasurer's Advance Account, be received.**
- 3. Cheque payments totalling \$1,348,629.00 on Voucher 100010, drawn upon the Reserve Fund, be received.**

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

Finance

STATUTORY FINANCIAL REPORT

MANAGER ACCOUNTING SERVICES REPORTS

The Statutory Financial Report for the month ended 31 July 2002 as required in accordance with Clause 34 of the Local Government (Financial Management) Regulations 1996, is presented. **(Refer to Attachment “A-1” – as circulated with the Agenda.)**

Commentary

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

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

With only one month of financial data available, no specific trend has become evident. The two-year trend shows a similar pattern. Progress during 2002/03 will be measured against trends for the past two years thereby providing indicative trend analysis.

Investment Interest

Interest revenue is following the same trend as the past financial year.

Investments

The graph reflects the demand on cash holdings prior to the rates being struck.

Grants

There has been little movement in Grant receipts. The anticipated full year grant expectation is considerably higher than last year.

Sundry Debtors

The opening balance for the year was significantly below the same period last year.

Rates Debtors

The opening year- to-date position is better than at the same time last year. The rise in the graph reflects the later date of raising this year’s rates by comparison to last year.

C135/02 RECOMMEND

**That Council receive the Statutory Financial Report for the month ended
31 July 2002.**

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

Finance

SUNDRY DEBTORS

WARD All
FILE REF: FIN/1
DATE 16 August 2002
REF JPD
RESPONSIBLE Executive Manager
MANAGER Business Services

In Brief:

- Status report on outstanding debtor management
- Recommend that debts of \$3,505.25 be written off.

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 13th August 2002 the balance attributed to outstanding debts is \$600591.35

Provision for all doubtful debts is \$82,378. An additional \$20,000 is included in this financial year's budget to increase the provision to \$102,378.

Consultation

Nil

BACKGROUND

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

DETAILS OF PROPOSAL

The status of Sundry Debtors at 13th August 2002 is summarised in the following table:

Finance

TOTAL	Current	One month	Two months	Three months	Four months & Over
\$600,591	\$105,913	\$167,742	\$44,711	\$7,852	\$274,373
100%	18%	28%	7%	1%	46%

COMMENT

Analysis

The listing of major long-term outstanding debtors at 30th June 2002:

Name	Amount	Percentage of Total	Movement from last report
WORKS CONTRIBUTIONS			
Gazebo Management (F/dale study contrib..)	\$6,759		↑
Water Corporation/Acacia Brook	\$24,029		↔
Brigade Road Syndicate	\$24,351		↑
Subtotal	\$55,139	20%	↑
SUNDRY DEBTORS over \$6000 – LOAN/ SERVICES			
ARKS Rugby Union	\$7,849		↔
Armadale Rugby League	\$8,804		↔
Armadale Sporting Club	\$121,924		↑
Kelmscott Football Club	\$18,601		↑
Subtotal	\$157,178	57%	↑
Others under \$6,000			
Council Policy/Court Imposed	\$25,023		↑
Others	\$37,033		↑
Subtotal	\$62,056	23%	↑
TOTAL 112	\$274,373	100%	↑

Other long-term outstanding debtors with balances less than \$6000 can be broken down as follows:

Name	Amount	Percentage of Total	
WORKS CONTRIBUTIONS			
Chamber of Commerce (festivals)	\$3,300		↔
South East Chamber of Commerce (festivals)	\$2,000		↔
C & C Services (Telstra reinstatements)	\$494		↔
Alinta Gas (Reinstatements)	\$3,505		↔
Water Corporation Reinstatements	\$2,953		↓
Western Power (Reinstatements)	\$3,325		↑

Finance

Subtotal	\$15,577	42%	↓
<i>SUNDRY DEBTORS under \$6000</i>			
<i>– SPORTING CLUBS</i>			
AK Strikers Tee-ball	\$1,702		↑
Armadale Junior Soccer Club	\$240		↑
Dale Sports Club	\$4,958		↔
Forrestdale Cricket Club	\$2,288		↔
Kelmscott Cricket Club	\$2,580		↑
Southern Spitfires Softball	\$429		↑
South Suburban Badminton	\$470		↔
Forrestdale Jnr Football Club	\$560		↔
Roleystone Cricket Club	\$1,888		↑
Roleystone Karragullen Sporting & Recreation Assoc	\$5,572		↔
Subtotal	\$20,687	56%	↑
<i>Others under \$6,000</i>			
8 Others	\$769		
Subtotal	\$769	2%	↑
TOTAL 28			
	\$37,033	100%	↑

The majority of those sundry debtors under \$6000 that are neither sporting clubs nor works contributions are for replacement rubbish bins.

Sporting Clubs with operational debt outstanding for longer than three months were written to on 18th July 2002 and requested to make arrangements to have their debt cleared by 31st December 2002. Those clubs that had not made arrangements with Council by 15th August 2002 were sent a reminder letter, urging contact.

The invoices attributed to Alinta Gas of \$3505.25 relate to invoices raised in 1992, 1993 and 1998. Their records do not show any outstanding amounts due to the City of Armadale in those periods. In respect to the 1992 and 1993 invoices, they have advised that they are not in a position to provide substantiation of the payment due to the records no longer being available. Alinta Gas has undergone system and structural changes since 1992 and 1993, and the period in question is outside their retention timeframe.

The payment of these 1992 and 1993 invoices cannot be established or denied by either party, and the transactions occurred ten years ago. They have provided evidence of payment being made in 1998 for the 1998 invoices therefore it appears that the funds may have been incorrectly allocated to other invoices at the time of receipt.

Conclusion

It is recommended that Council write off the amount of \$3505.25 relating to the invoices raised on Alinta Gas in 1992, 1993 and 1998 as unrecoverable. Further, it is to be noted that the meeting resolved by Council to be held with the president and office bearers of the

Finance

Armadale Sporting Club and member clubs (prior Council resolution C100/02 refers) and scheduled to be held on Thursday 22 August 2002 at 6.30pm in Council's Committee Room. A report detailing the outcomes of this meeting will be presented at the August 2002 Community Services Committee meeting.

C136/02 RECOMMEND

That Council

- 1. Write off \$3,505.25 pertaining to Alinta Gas.**
- 2. Accept the outstanding sundry debtors status report as at 13th August 2002.**

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

Information Systems Services

TENDER NO. 18/02 – TENDER FOR THE SUPPLY OF PERSONAL COMPUTERS AND PRINTERS

WARD ALL
FILE REF: TEN/33/01
DATE August 27, 2002
REF MR
RESPONSIBLE Manager Information
MANAGER System Services

In Brief:

- Tender No. 18/02 was called for the Supply of Personal Computers and Printers.
- Eight (8) tenders were received by the specified closing time.
- The Tender from Moncrieff has been assessed as being the most advantageous to Council.
- Recommend acceptance of Moncrieff's tender.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

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

Legislation Implications

Local Government Act and Tender Regulations.

Council Policy/Local Law Implications

Policy No. 2.1.54: Tendering and Purchasing Policy.

Budget/Financial Implications

The yearly lease value of \$49,000 for the IT equipment to be supplied by the recommended tender is within current budget allocation for lease of IT Equipment (Schedule M4 Information System Services)

Consultation

IT Industry
Council Staff

BACKGROUND

The current policy of leasing IT equipment has enabled the City of Armadale to keep its IT equipment technologically current and viable for a much more predictable cost. This cost has been built into the annual budget of Schedule M4 (Information System Services).

This year the City is seeking to replace a third of its PC and printer equipment. This consists of 66 PCs (7 of which are enhanced business PCs), 4 Laptops, 5 monochrome laser printers

Information Systems Services

and 1 colour laser printer. All equipment must meet Australian and New Zealand standard SAA/SNZ MP77 and be EPA Green Compliant

HARDWARE SPECIFICATIONS

General Business PCs

Quantities **59**

Hardware Configuration

Processor	Intel Celeron 1.3 GHz
Memory	128 MB SDRAM
Hard Disk	20.0 GB Ultra ATA HDD
Floppy Disk	1 x 3.5" 1.44 Mb
CD ROM	Yes
Video	4MB AGP
Network Card	10/100 Ethernet card with Wake Up ON LAN
Soundcard + speakers	Yes
Monitor	17"
Keyboard	104+ Keyboard
Mouse	PS/2 IntelliMouse
Operating System	Windows 2000 Professional
Warranty	Minimum of three year on site warranty is required. Any options for warranty extensions should also be supplied

Enhanced Business PCs TYPE 1

Quantities **4**

Hardware Configuration

Processor	Intel Pentium 4 1.7 GHz
Memory	500 MB SDRAM
Hard Disk	20.0 GB Ultra ATA HDD
Floppy Disk	1 x 3.5" 1.44 Mb
CD ROM	Yes
Video	4MB AGP
Network Card	10/100 Ethernet card with Wake Up ON LAN
Soundcard + speakers	Yes
Monitor	17"
Keyboard	104+ Keyboard
Mouse	PS/2 IntelliMouse
Operating System	Windows 2000 Professional
Warranty	Minimum of three year on site warranty is required. Any options for warranty extensions should also be supplied

Information Systems Services

Enhanced Business PCs TYPE 2

Quantities **3**

Hardware Configuration

Processor	Intel Pentium 4 1.7 GHz
Memory	500 MB SDRAM
Hard Disk	20.0 GB Ultra ATA HDD
Floppy Disk	1 x 3.5" 1.44 Mb
CD ROM	Yes
Video	Two Matrox Millenium Graphics cards per PC with at least 4Mb on board memory and supporting the dual screen function in Microstation.
Network Card	10/100 Ethernet card with Wake Up ON LAN
Soundcard + speakers	Yes
Monitor	17"
Keyboard	104+ Keyboard
Mouse	PS/2 IntelliMouse
Operating System	Windows 2000 Professional
Warranty	Minimum of three year on site warranty is required. Any options for warranty extensions should also be supplied

LAPTOP PCs

Quantities **4**

Hardware Configuration

Processor	Intel Mobile Celeron 1.133 GHz
Memory	256 MB SDRAM
Hard Disk	20.0 GB Ultra ATA HDD
Floppy Disk	1 x 3.5" 1.44 Mb
CD ROM	Yes
Video	The minimum requirement is for a 14.1" colour LCD.
Network Card	10/100 Ethernet card with Wake Up ON LAN
Mouse	integrated pointing device
Operating System	Windows 2000 Professional
Warranty	Minimum of three year on site warranty is required. Any options for warranty extensions should also be supplied

Information Systems Services

STANDARD monochrome laser printers

Quantities 3

Hardware Configuration

Print Technology	Laser, Monochrome
Print Resolution	1200 x 1200 dpi 600 x 600 dpi 300 x 300 dpi
Print Speed	16 pages per minute
Memory	16 Mb
Paper Handling	250 sheet drawer 500 sheet drawer Duplex Unit Envelope feeder.
Network Card	10/100 Ethernet card
Duty Cycle	50,000 pages per month

Enhanced monochrome laser printers

Quantities 1

Hardware Configuration

Print Technology	Laser, Monochrome
Print Resolution	1200 x 1200 dpi 600 x 600 dpi 300 x 300 dpi
Print Speed	35 pages per minute
Memory	64 Mb
Paper Handling	500 sheet drawer 500 sheet drawer Duplex Unit
Network Card	10/100 Ethernet card
Duty Cycle	150,000 pages per month

A3 Colour laser printers

Quantities 1

Hardware Configuration

Print Technology	Laser, Colour A3
Print Resolution	1200 x 1200 dpi
Print Speed	10 pages per minute colour
Memory	128 Mb
Paper Handling	250 sheet drawer 500 sheet drawer
Network Card	10/100 Ethernet card
Duty Cycle	50,000 pages per month

As the value of the IT equipment to be acquired exceeds \$50,000 tenders were invited. This Tender was called in August 2002 and Eight (8) companies responded.

Information Systems Services

Table 1 Respondents

Company	Equipment Make
Dell	Del
Moncrieff	IBM
TPG	TPG Zeus
PT Computer Pro	Compaq
Fujitsu	Acer
Ipex	Ipex
Computer Corp	IBM
CDM	CDM

SELECTION CRITERIA

The selection criteria and weightings for the evaluation of the tender are as follows:

Description of Selection Criteria	Weighting
<p>Capability/competence of Tenderer to supply equipment</p> <ul style="list-style-type: none"> ▪ Capability to supply and service equipment required ▪ Qualifications, skills and experience of key personnel ▪ Staff resources available ▪ Quality systems 	20%
<p>Experience of Tenderer in supplying similar goods or completing similar projects</p> <ul style="list-style-type: none"> ▪ Relevant industry experience (including public sector), including details of similar work undertaken ▪ The Tenderer's involvement in these projects, including details of outcomes produced ▪ Past record of performance and achievement ▪ References from past and present clients ▪ Safety record 	10%
<p>Quality of equipment offered</p> <ul style="list-style-type: none"> ▪ Quality systems ▪ Customer service ▪ Value added service ▪ Ability to meet delivery dates ▪ Ability to store equipment until its needed ▪ Warranties offered ▪ Added value items offered 	30%
<p>Tendered Price/s</p> <ul style="list-style-type: none"> ▪ The price to supply the goods or services in accordance with the Request ▪ Rates or prices for variations 	40%
TOTAL	100%

Information Systems Services

TENDERS RECEIVED

Details of tenders received as follows with the Moncrieff having the Highest Ranking.

Company	Equipment Make	Total Price	Score (40)	Capability Competence of Tenderer to supply Score (20)	Experience of Tenderer Score (10)	Quality of Equipment Offered Score (30)	Total Score
Dell	Del	\$139,232.60	32.0	15	9	28	84.0
Moncrieff	IBM	\$147,299.00	30.3	19	10	28	87.3
TPG	TPG Zeus	\$111,408.50	40.0	14	7	24	85.0
PT Computer Pro	Compaq	\$152,214.76	29.3	16	8	28	81.3
Fujitsu	Acer	\$126,028.70	35.4	15	7	27	84.4
Ipex	Ipex	\$140,596.28	31.7	17	7	24	79.7
Computer Corp	IBM	\$152,590.10	29.2	18	8	28	83.2
CDM	CDM	\$132,261.80	33.7	16	7	25	81.7

Conclusion

It is recommended that the tender be awarded to the Moncrieff who have satisfied the selection criteria and have the highest score on the tender evaluation.

C137/02 RECOMMEND

That Council accept the tendered price of Moncrieff - \$147,299 – in accordance with their submitted tender and Council’s contract documentation for Tender 18/02 - Supply of Personal Computers and Printers.

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

Information Systems Services

TENDER NO. 19/02 – TENDER FOR THE SUPPLY OF SERVERS, STORAGE AREA NETWORK AND BACKUP TAPE LIBRARY

WARD ALL
FILE REF: TEN/33/01
DATE August 27, 2002
REF MR
RESPONSIBLE Manager Information
MANAGER System Services

In Brief:

- Tender No. 19/02 was called for the Supply of Servers, Storage Area Network and Backup Tape Library Personal Computers and Printers.
- Five (5) tenders were received by the specified closing time.
- The Tender from Moncrieff has been assessed as being the most advantageous to Council.
- Recommend acceptance of Moncrieff's tender.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

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

Legislation Implications

Local Government Act and Tender Regulations

Council Policy/Local Law Implications

Policy No. 2.1.54: Tendering and Purchasing Policy.

Budget/Financial Implications

The yearly lease value of \$30,000 for the IT equipment to be supplied by the recommended tender is within current budget allocation of Schedule M4 Information System Services, increased via a budget variation of \$20,000 from a Corporate System Part 1 Payment to Lease of IT equipment.

Consultation

Council Staff
IT Industry
Other City Councils

BACKGROUND

Five (5) of the City of Armadale servers are due to be replaced under the City's lease agreement. The amount and variety of information that the City manages is soon to increase considerably as the City embraces an electronic records management system and prepares its

Information Systems Services

records management plan under the new State Records Act. It is estimated that the amount of data the City stores will increase from 70 GB to 2,000 GB in the next 5 years, with 47 per cent of the data being allocated to records; 23 per cent to user files; 15 per cent to e-mail; and 15 percent to database applications.

The usual approach to solving the problem of increased storage requirements is to deploy servers with larger and larger direct attached storage capacity, in which it is impossible to reallocate storage capacity to other servers if required and results in a propagation of backup solutions.

The City now needs an enterprise storage solution that will make the City’s stored data more responsive to varying business requirements, resistant to damage, permit an unrestricted growth capacity with small incremental cost increases and allow a five (5) lease of Servers rather than three (3).

The City is therefore seeking to acquire a SAN (Storage Area Network) based infrastructure with 180 GB. As this infrastructure will be used by the new Corporate and Records systems \$20,000 will be reallocated from Corporate System Part 1 Payment to Lease of IT equipment.

HARDWARE SPECIFICATIONS

Set out below are the minimum hardware requirements. While these are minimum requirements Council recognises that suppliers may be able to offer configurations in excess of these at a competitive rate.

1U Rack optimised Mounted Servers

Quantities	5
Processor	1x Intel PIII 1.4 Ghz/133MHz
Memory	1 GB SDRAM
Sever RAID	Ultra 160 SCSI
Floppy Disk	1 x 3.5” 1.44 Mb
CD ROM	Yes
Hard Disks	2x 18.2Gb 10K Hot Swap HDD
Network Card	1000 Base T Ethernet
Monitor	1 x flat rack optimised folding monitor
UPS	1x rack mounted APC SMART UPS 3000
Operating System	Windows 2000 Professional
Warranty	Minimum of Five year on site warranty is required. Any options for warranty extensions should also be supplied

Information Systems Services

RACK optimised Storage area network (SAN)

Quantities 1

REQUIREMENTS

The Storage Area Network solution must be able to supply a midrange storage consolidation solution that will allow data sharing on multiple or heterogeneous server platforms. It must also be scalable and flexible to accommodate growth. Initially the City requires 180 Gb of storage obtained from RAID 5 Hot Swap drives. This storage requirement is expected to grown to around 1-2Tb in the next few years.

Warranty Minimum of five year on site warranty is required. Any options for warranty extensions should also be supplied.

Backup tape library

Quantities 1

REQUIREMENTS

A Scalable Linear Tape-Open (LTO) Backup Library that will provide backup or archive for the SAN.

Warranty Minimum of five year on site warranty is required. Any options for warranty extensions should also be supplied.

As the value of the IT equipment will exceed \$50,000, tenders were invited. This tender was called in August 2002 and five (5) companies responded with one (1) being non-compliant as it did not include the SAN component.

Table 1 Respondents

Company	Equipment Make
Dell	Del
Moncrieff	IBM
PT Computer Pro	Compaq
Ipex	Ipex
Alphawest 6	Compaq

Information Systems Services

SELECTION CRITERIA

The selection criteria and weightings for the evaluation of the tender are as follows:

Description of Selection Criteria	Weighting
Capability/competence of Tenderer to supply equipment <ul style="list-style-type: none"> ▪ Capability to supply and service equipment required ▪ Qualifications, skills and experience of key personnel ▪ Staff resources available ▪ Quality systems 	25%
Experience of Tenderer in supplying similar goods or completing similar projects <ul style="list-style-type: none"> ▪ Relevant industry experience (including public sector), including details of similar work undertaken ▪ The Tenderer's involvement in these projects, including details of outcomes produced ▪ Past record of performance and achievement ▪ References from past and present clients ▪ Safety record 	10%
Quality of equipment offered <ul style="list-style-type: none"> ▪ Quality systems ▪ Customer service ▪ Value added service ▪ Ability to meet delivery dates ▪ Ability to store equipment until its needed ▪ Warranties offered ▪ Added value items offered 	25%
Tendered Price/s <ul style="list-style-type: none"> ▪ The price to supply the goods or services in accordance with the Request ▪ Rates or prices for variations 	40%
TOTAL	100%

TENDERS RECEIVED

Details of tenders received as follows with the Moncrieff having the Highest Ranking.

Company	Equipment Make	Total Price	Score (40)	Capability Competence of Tenderer to supply Score (25)	Experience of Tenderer Score (10)	Quality of Equipment Offered Score (25)	Total Score
Dell	Del	\$172,569.00	35.5	22	9	23	89.5
Moncrieff	IBM	\$153,347.00	40.0	24	10	24	98.0
PT Computer Pro	Compaq	\$161,350.50	38.0	21	8	23	90.0
Ipex	Ipex		0.0	0	0	0	0.0
Alphawest 6	Compaq	\$208,568.50	29.4	23	8	24	84.4

Information Systems Services

Conclusion

It is recommended that the tender be awarded to the Moncrieff who have satisfied the selection criteria and have the highest score on the tender evaluation.

C138/02 RECOMMEND

1. **That Council accept the tendered price of Moncrieff - \$153,347 – in accordance with their submitted tender and Council’s contract documentation for Tender No. 19/02 – Supply of Servers, Storage Area Network and Backup Tape Library.**

2. **That Council approve the following budget variation:**

ACCOUNT NAME	SCHED. NO.	PRESENT BUDGET \$	VARIATION		REVISED BUDGET \$
			(+) OR (-)	\$	
Lease of IT equipment	M4	216,000	+	20,000	236,000
Corporate System	M4	50,000	-	20,000	30,000

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

Cr Cumming left the meeting at 8.15 pm

Community Development

ROLEYSTONE WILDLIFE HOSPITAL DONATION

WARD ALL
FILE REF: DON/1
DATE 15 August 2002
REF SP
RESPONSIBLE Executive Manager
MANAGER Community
Services

In Brief:

- The Roleystone Wildlife Hospital is seeking a donation from Council towards the \$4,000 costs associated with the installation of a water pump at the hospital.
- The recommendation is to provide a \$500 donation.

Tabled Items

Nil.

Officer Interest Declaration

Nil.

Strategic Implications

1. Social Infrastructure

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

To encourage community participation and responsibility.

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

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

Legislation Implications

Nil.

Council Policy/Local Law Implications

Donations Policy 1.1.8 (3) "Council shall consider applications from licensed charitable organisations whose primary aims would benefit residents of the City of Armadale."

Budget/Financial Implications

The draft 2002/03 Donations Budget has an available balance of \$7,637.08.

Consultation

Nil

BACKGROUND

The Roleystone Wildlife Hospital is a voluntary organization devoted to the rescue and rehabilitation of sick, injured and orphaned wildlife.

Community Development

The hospital is located in Mills Road East, Gosnells on land provided by the Cohuna Wildlife Park and is essentially on the Gosnells side of the Gosnells/Armadale Boundary.

The Roleystone Wildlife Hospital cares for wildlife from the entire bush land area around Roleystone and surrounds.

The hospital is intending to install a Sun Mill Solar Pump to allow for a reliable and adequate supply of water to meet the needs of the hospital at a cost of \$4,000 and is seeking a Council donation towards this cost.

DETAILS OF PROPOSAL

The area is not serviced by scheme water and the hospital currently relies on water provided by the Cohuna Wildlife Park and must service their own needs as a matter of priority.

An adequate and reliable supply of water is an ongoing problem for the hospital and during summer there have been periods where water reserves have run out. During the summer months an adequate supply of water is vital in the care of water birds commonly affected by botulism poisoning.

To assist in the provision of an independent water supply for the hospital, the management of Cohuna Wildlife Park have provided the hospital with the exclusive use of a bore with ample capacity to meet their needs. The Cohuna Wildlife Park has also provided the use of a covered reservoir tank of 130kl capacity.

To connect this tank into the present piping system the hospital has also been donated enough high-pressure poly pipes to connect the reservoir tank into their existing water system.

The hospital now needs to purchase a water pump and their investigations have shown that the most appropriate and cost effective pump is a Sun Mill Solar Pump at a cost of \$4,000. Hospital volunteers will install the pump.

COMMENT

Analysis

The volunteers, supplemented by assistance from the Earth and Wildlife Fund, meet the day-to-day running costs of the organization through fundraising activities. This provides the resources to meet food and medical needs of the wildlife only.

The Roleystone Wildlife Hospital has shown that they are willing to seek assistance and funding from sources other than Council, and are seeking assistance in this instance only due to the high initial capital cost.

Options

1. Council may decline the request.
2. Council may wish to donate the full amount of \$4,000

Community Development

3. Council may wish to donate a lesser amount.

Conclusion

The Roleystone Wildlife Hospital is a voluntary organization that provides an important service for the communities of Gosnells and Armadale and, as such, their application is worthy of consideration.

The Hospital has also undertaken to seek as much assistance as possible from other relevant organizations and is not solely seeking support from Council.

Council provision of a donation towards the cost of the water pump is supported.

Cr Cumming returned to the meeting at 8.18 pm

C139/02 RECOMMEND

That Council –

- a) **Donate \$500 to the Roleystone Wildlife Hospital to assist in the purchase of a Sun Mill Solar Water Pump.**
- b) **Request Roleystone Wildlife Hospital to suitably acknowledge Council's support.**

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

Community Development

DONATION REQUEST – LOCAL RESIDENT

WARD KELMSCOTT
FILE REF: DON/1
DATE 15 August 2002
REF SP
RESPONSIBLE Executive Manager
MANAGER Community
 Services

In Brief:

- This item reports a request from a local resident for a Council donation towards the cost of therapy for a child with a disability.
- The recommendation is to decline the request and provide information about appropriate referral agencies.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

To encourage community participation and responsibility.

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

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

Legislation Implications

Nil

Council Policy/Local Law Implications

Donations Policy 1.1.8 (4) indicates Council will consider requests for donations from local residents which are not recurrent, related to a charitable organization or natural disasters, but does not specify or limit the purpose of the donation.

Budget/Financial Implications

The 2002/03 Donations Budget has an available balance of \$7,637.03.

Consultation

- Disability Services Commission Clinical Psychologists

BACKGROUND

A letter has been received from a local resident requesting Council support in the form of a donation to assist with the costs of early intervention therapy for their four year old son diagnosed with autism.

Community Development

DETAILS OF PROPOSAL

The applicant requests Council assistance in the form of a donation towards the costs of therapy for their son. The child is currently funded through the Disability Services Commission for approximately 2 hours therapy a week. An additional 4 hours per week would cost \$3,536 per annum.

COMMENT

Analysis

The benefits of early intervention are well documented. The applicant has pursued all available avenues within Government and Community based Services. It is likely that there are other children in similar circumstances in the Armadale community. Disability Services Commission assesses need and allocates available funding on the basis of need. Council staff are not qualified to assess the relative need in this situation. In addition, the provision of a donation would set a precedent that could raise expectations beyond the capacity of Council's current Donations budget as Council staff are not qualified to assess the relative merit of similar requests.

Options

Council staff have investigated available options and spoken to the applicant, who was already aware of most of the options.

Council could consider make a donation towards the cost of therapy or decline the request.

Conclusion

While the request reflects genuine need, it is recommended Council decline the request for a donation as it is not within Council's capacity to assess the need and there is a significant possibility that to provide support on this occasion will raise expectations in the community beyond Council's capacity to deliver.

C140/02 RECOMMEND

That, whilst noting and sympathizing with the applicant Council decline the applicant's donation request to assist in meeting the costs of therapy for their child on the basis that it would draw Council into the public health funding area; and that it will raise expectations in the community beyond the capacity of Council to deliver.

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

Community Development

READY FOR LIFE – PROJECT UPDATE

WARD ARMADALE
FILE REF: CDP 33
DATE 21 August 2002
REF PM
RESPONSIBLE Executive Manager
MANAGER Community Services

In Brief:

- This item provides an update to Council on seniors' program development as a result of the Seniors Needs Report and Seniors Action Plan.
- The item presents the image developed for the Seniors Leadership Project and associated images for Council's information.

Tabled Items

'Ready for Life' Logo

Officer Interest Declaration

Nil

Strategic Implications

The Seniors Plan was adopted in December 2001 by Council which set the direction for seniors' services in the city. This document was used as the basis for the development of seniors programs contained in the action plan adopted by Council in March 2002.

The Seniors Action Plan was adopted by Council in March 2002. This documents outlined strategies to be undertaken to meet the needs identified in the Seniors Needs Report.

Legislation Implications

Nil

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

Council allocated \$35,000 in 2001/2002 financial year and \$35,000 in 2002/2003 financial year towards this project. Funding has been received from Lotteries Commission and Department of Veterans Affairs to the values of \$46,000 and \$44,000 respectively for the two-year project.

Consultation

The development of the strategies has been done in extensive consultation with agencies and the Seniors Interest Advisory Committee.

Community Development

BACKGROUND

The Seniors Action plan was considered by Council in March 2002 where the following resolution was made:

That Council:

- a. endorse the Draft Seniors' Action Plan as presented at Attachment "A-2" to these Minutes.*
- b. include for consideration in the 2002-03 draft Budget an amount of \$10,000 to establish a volunteer centre in Armadale – Strategy 1.1. of the Draft Action Plan refers.*

Subsequent to this application was made with the Department of Veterans Affairs and Lotteries Commission to contribute towards this project. These applications have been successful with \$46,000 being received from Lotteries Commission and \$44,000 being received from Department of Veterans Affairs for the two-year project.

With the outcome of the funding known substantial planning has been undertaken on the project activities over the coming two years to achieve the objectives of the project.

The first community forum has taken place and proved very successful

DETAILS OF PROPOSAL

This item presents for Council's information the name of the program, "Ready for Life" and the associated images to be used to identify the various project to be developed.

The images and name will be used on all the promotional material associated with any aspect of the program.

The title "Ready for Life" represents the myriad opportunities available to seniors and to encourage participation in new activities.

The Seniors Interest Advisory Committee considered this matter on 18th April 2002 where:

- The concept of 'branding' the project was strongly supported
- The proposed title of the project, "Ready for Life" was endorsed.

A photographic montage to be used as the image associated with the project has been created. It was planned to have the montage of local people and images, however this was not logistically possible. It is envisaged photos of local people and images will be included in the promotional material as photos are taken at events and the library of photo images is developed.

The image created will be applied to:

- Promotional material for 6 community forums occurring each year

Community Development

- Promotional material for seniors leadership recruitment and projects
- Seniors directory online as part of Council's website
- Proposed Seniors Expo
- Seniors Safety Forums
- Information on and about the three Seniors Centres in the City

The image will be used in conjunction with the Council logo in the following manner:

Ready for Life Image

Council Logo

Lotteries Commission Logo

Department of Veterans Affairs Logo

COMMENT

Analysis

The use of an image and a separate name for the project is considered essential for the following reasons:

1. A key finding of the seniors planning process was that people did not identify as being a senior, therefore an image without reference to the word 'seniors' in the title will encourage participation by seniors.
2. The program will act as the 'umbrella' for a number of distinct projects. The image will help people to relate the various aspects of the program together and raise the profile of seniors' initiatives across the City.
3. Other funding partners are involved in the program as mentioned above and these organisations require recognition in promotional material for the program. It is proposed an image independent of any of the funding partners in the project but supported by all of these organizations is the best way to acknowledge the partnership approach to the program.
4. The information strategies will include information from seniors' centres and other projects which may not be entirely related to Council, therefore an image and wording which is not seen just as Council but supported by Council is considered desirable.

Conclusion

The project is two years in duration and will significantly change the image and information available to seniors in the Armadale Community.

The image is considered to be meeting the issues identified in the seniors planning process and will be a large contributor to the success of the project.

Local images and people will be added to the images used as the project progresses and the library of images develops.

Community Development

C141/02 RECOMMEND

Amended Ordinary
Council Meeting
2 September 2002

That Council receive the information and endorse the use of the ‘Ready for Life’ image and name as presented at Attachment “A-3” to these minutes.

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

Community Development

Cr Stewart declared a financial interest in the following matter on the basis that he lives in close proximity to one of the suggested sites. Cr Stewart vacated the chair at 8.28 pm.

Cr Cominelli assumed the Chair.

SOUTHERN DISTRICTS SUPPORT ASSOCIATION – SELECTION OF SITE FOR PARTNERSHIP

WARD	ARMADALE
FILE REF:	CDP 1
DATE	20 August 2002
REF	PM
RESPONSIBLE MANAGER	Executive Manager Community Services

In Brief:

- This item seeks final approval from Council on the preferred site being Sanjacinta Reserve and associated issues to allow development of an application by SDSA for capital funding for the facility.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

Social Infrastructure

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

Legislation Implications

Nil

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

Nil

Consultation

Community Development

Since this matter was considered by Community Services Committee consultation has occurred with:

- Southern Districts Support Association
- Technical Services Directorate
- Development Services Directorate
- Community & Corporate Services Directorate

BACKGROUND

Council, at its meeting of the 4 June 2002, resolved as follows:

C87/02 RECOMMEND

That Council:

- a. acknowledge that the POS component of the Lot 60 Carawatha Avenue, Mt Nasura site is not suitable for this project due to it not being of sufficient size;*
- b. approve further investigation of the following possible sites:
 a portion of Bob Blackburn Reserve. In particular part of
 Public Open Space fronting Challis Road (adjacent to Challis
 Road Family Centre);
 a portion of reserve Number 4496 Seville Drive;
 a portion of reserve Number 41640 Lake Road;*
- c. be provided with an update on these investigations at the July 2002
 Community Services Committee meeting.*

The three sites that have been investigated further as per the resolution are:

- A portion of Bob Blackburn Reserve. In particular part of Public Open Space fronting Challis Road (adjacent to Challis Road Family Centre)
- A portion of reserve Number 4496 Seville Drive
- A portion of reserve Number 41640 Lake Road

Investigation of these lots has included the following aspects:

- The requirements of SDSA
- Site preparation that may be required to use the lot
- Most appropriate manner to offer the land
- Zoning and associated land use issues which may impact upon the use of the site
- The impact the development will have on traffic movements in the area.
- The processes that are required for approval from other agencies.
- And any other relevant information to aid Councils decision on this matter

Community Development

To facilitate this investigation a Cross Directorate Officers' Working Group was established with representation from across the organization. The working group comprised of the following officers:

- Manager Administration and Governance
- Senior Design Engineer
- Property Supervisor
- Senior Planner
- Community Development Coordinator

The working group met on three occasions with the most recent a meeting with representatives of SDSA.

The discussions from the working group can be broadly summarized as:

- Lake Road site was most appropriate for the following reasons:
 - Impact on traffic will be considered minimal
 - Impact on surrounding residential properties will not be large
 - Potential for future use for another purpose is not considered great
 - Provides good traffic links to remainder of City Of Armadale
 - The only site preparation required is the relocation of some existing playground equipment to another location within the reserve
 - The zoning of the land will be determined based upon vesting received from DOLA for this reserve.
 - Approval to excise a part of the reserve will be required from DOLA.
- The most appropriate manner to offer the land is considered a 21 year peppercorn lease paid in advance. Council could consider being responsible for the establishment costs of this lease.
- The City of Armadale should undertake the project management of the construction of the facility as the building will ultimately be the property of the City of Armadale.
- Consultation will need to be undertaken with nearby residents. This should be undertaken with representatives from SDSA.
- Water Corporation be approached to make improvements to the pumping facility located on part of the reserve with a view to increasing the aesthetics of the facility.

The Community Development Coordinator attended a board meeting of SDSA where Mr Don Randall MP and a representative from the Health Department of WA were in attendance. At this meeting a presentation was made by the Community Development Coordinator on the investigations to date and the process from this point onwards, subject to Council resolution.

Feedback was sought from SDSA on the following matters:

- Their preferred site
- The suitability of a 21 year lease
- Who will be responsible for site works and landscaping costs
- The interest of SDSA of being involved in community consultation with Council on this matter

Community Development

- The interest in City of Armadale project managing the construction of the facility.

Correspondence has been received from SDSA indicating the following:

- The preferred site is the Lake Road site
- A 21-year lease suits SDSA with the understanding that towards the end of the lease period discussions could be undertaken on the possible extension of the lease.
- Site works and landscaping costs will be included in the application SDSA make to the Health Department of WA.
- SDSA are willing to participate in community consultation with residents.
- SDSA would be very interested in Council project managing the construction of the facility as they indicate their expertise is in delivering HACC services and not project construction

DETAILS OF PROPOSAL

The funding round through which SDSA can make application has impacted upon the timeline for this project. The next funding round requires an application to be made by the end of October 2002, to allow for works to be undertaken in the 2003 calendar year.

In order to make an application the Health Department for the construction costs (estimated to be in the vicinity of \$400,000) SDSA need a commitment from Council on the following issues:

Agreement on the site

Assistance in preparation of concept plans for the application

An indication of the role Council will play in the project management of the facilities construction.

What is sought from Council at this point is:

Approval of the site to be Lake Road (reserve number)

Agreement to undertake community consultation with nearby residents

Agreement to undertake initial design works of the facility

Agreement to consider project managing the construction of the facility and recommend this matter be referred to Technical Services Committee for consideration.

Commitment to assuming the costs of application to DOLA, excising of part of reserve, site surveying, and relocation of some playground equipment which is located on part of the land proposed to offer to SDSA. It is estimated these costs will be in the vicinity of \$5,000.

COMMENT

Comments from Planning Department

The subject reserve No. 41640 already contains other non-recreational land uses such as the Scout Hall and Water Corporation storm water drainage infrastructure. The establishment of

Community Development

the SDSA facility should be consolidated with these uses on the site to permit the retention of the balance of the reserve for informal recreation uses.

The site is located within the Coastal Plain North (2) precinct of Council's Public Open Space Strategy and is identified for retention. The strategy recognises that the site has good access and surveillance, and satisfies social and recreational needs within the locality.

The development of the SDSA facility will require revesting of the portion of the reserve to be occupied to a use that is more consistent with the proposal, which may take between 3 and 6 months. A planning application to construct the development may be submitted prior to the revesting of the reserve but cannot be determined until the revesting is finalised. The determination of the planning application would be made by the Western Australian Planning Commission, consistent with the requirements of the Metropolitan Region Scheme.

Comments from Property Services

Property Services will assist the Management of the Southern District Support Association in the development of a Design Brief and conceptual plans for the new centre to enable the SDSA to seek appropriate funding

Analysis

The approach proposed is an innovative partnership.

SDSA is a large community based organization that receive almost \$500,000 pa in recurrent funding from the state government providing a valuable service to a large number of Armadale residents. Council providing the land for the development of a new service centre will greatly assist them in meeting current and future needs of people with disabilities in Armadale area.

The site proposed is the most reasonable site available from Councils land holdings. It provides good access to major arterial roads and the potential to use the site for another purpose is limited. It is proposed the existing playground equipment on the site will be relocated to an alternative position on the reserve, thus maintaining community amenity.

An offer of a 21-year lease to SDSA for the land is acceptable to both the funding agency and SDSA.

SDSA has skills in delivering services to community members but not in construction management. They have therefore asked Council to consider project managing the construction of the facility for them. While this needs investigation by the Technical Services Directorate, as the facility will essentially be a facility of Council such investigation it is considered appropriate to ensure the facility is built to acceptable standards.

Initial design works are required in order to facilitate the application being made by SDSA to the Health Department. The Manager Property Services has indicated his support for undertaking initial design works.

Community Development

Community consultation is considered necessary with the residents and stakeholders in the immediate vicinity. It is proposed that once concept plans are developed an information day be held with representatives from Council and SDSA and seek feedback from the residents on the plans and the impact upon them. Consultation at this point is considered appropriate as residents will want to see plans to determine the potential impact upon them and this is not possible until the concept plans are developed.

Options

Council has a range of possibilities in considering this item. Council can develop alternatives positions on any of the following aspects of what is being proposed:

- The proposed preferred site
- The method to which the land is offered and the annual lease charges
- The costs incurred by Council in offering the land
- The point at which community consultation occurs
- Council's role in project management of the construction of the facility

Conclusion

Substantial investment of officers' time has been invested in this project from across the organization to get the project to this point.

The site proposed is considered the best opportunity available at this point in time. The manner proposed to offer the site is considered most appropriate for Council needs and the role Council officers are already playing in developing concept plans and by giving consideration to project managing the construction of the facility is very appreciated by SDSA.

The costs that will be incurred by Council in bringing this proposal into reality are not substantial when considered against the benefit this service will bring to residents of Armadale over the coming 21 years.

On this basis it is recommended that Council approve the site, commit to undertaking the required approvals process and incur associated costs of this process, refer the matter of project management of construction to Technical Services for consideration and undertake community consultation to determine the views of the community.

C142/02 RECOMMEND

That Council –

- 1. Approves part of Reserve No. 41640 (an area of approx. 4,000 m²) on San Jacinta Road being used for the purposes of SDSA's new service centre, subject to the results of the community consultation to be reported to Community Services Committee at the September meeting being favourable.**

Community Development

- 2. Authorises officers to approach DOLA to seek the excision of 4,000 m² of the reserve with a view to obtaining an appropriate vesting order which gives Council power to lease the land.**
- 3. As a contribution to the project, agree to fund the following costs estimated to total \$5,000, i.e.**
 - Lease preparation**
 - Site surveying for excision purposes, and**
 - Relocation of some playground equipment.**
- 4. Refers the matter of project management of the construction of the facility to the Executive Director Technical Services.**
- 5. Agree to joint community consultation with the SDSA.**
- 6. Provide a letter of support to SDSA for their application to the Health Department outlining Council's commitment to this project.**

Moved Cr Clowes-Hollins
MOTION CARRIED (6/0)

Cr Stewart returned to the meeting at 8.30 pm and resumed the Chair.

Community Development

YOUTH ADVISORY COMMITTEE ROAD SAFETY PROJECT

WARD ALL
FILE REF: CTE/35
DATE 6th August 2002
REF TM
RESPONSIBLE EXECUTIVE MANAGER
MANAGER Community Services

In Brief:

This report provides an update on the Youth Advisory Committee Road Safety Project

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

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

Legislation Implications

Nil

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

Received \$5000 from the Office Youth Affairs. The funding has been expended and acquitted.

Consultation

BACKGROUND

At the meeting of council on the 5 November 2001 council resolved that C174/01 as follows:

1. *That Council approve the two final winning designs as presented at Attachment "B-1" to these Minutes.*

Community Development

2. *That Council approve the (11) locations for the road signs subject to approval by the Technical Services Directorate, namely:*

1. *Forrest Rd after the Seventh Rd roundabout. (Driving away from 7th Rd).*
2. *Church Ave after Thomas Street. (Driving towards 4th Rd)*
3. *Railway Ave. In front of 'Armada Party Hire'.*
4. *Champion Dve after Westfield Rd (Driving away from Westfield Rd).*
5. *Ranford Rd before Lake Rd. (Driving towards Lake Rd)*
6. *Nicholson Rd opp. Piara Nature Reserve Sign, (Driving towards Armadale Rd).*
7. *Lake Rd after Zenobia Tce. (Driving towards Railway Ave).*
8. ~~*Jarrahd Rd near Cross Park. (Driving towards Tyres Rd).*~~
8. *Corner Peet and Chevin Roads.*
9. *Streich Ave after Denny Ave. (Driving towards Armadale).*
10. *Admiral Rd 55 metres before Albany Hwy. (Driving towards Albany Hwy).*
11. *Armadale Senior High School car park (before South West Hwy).*

Amended
Full Council
5 November 2001

3. *That Council host a presentation ceremony to present prizes to the winners and -certificates of appreciation to sponsors and finalists.*
4. *That Council be provided with an officer report which reviews this matter (3) months from the date of the signs being installed.*

The 2 winning designs were selected and the signs were then installed at the above-mentioned sites. Within the first week of installation a number of signs had been stolen and had to be replaced immediately.

An unveiling ceremony was held hosted by the Mayor, Cr Linton Reynolds, recognizing publicly the young people who submitted the winning design. Certificates of appreciation were awarded to sponsors and finalists.

The methodology used in acquitting the report to the Office of Youth Affairs was a self-administered survey of young people in Armadale. This was done directly through the Youth Advisory Committee members who represent the majority of schools and youth groups in the Armadale area. A sample of 100 surveys was distributed to various schools and youth groups with approximately 80 surveys returned.

The key findings show that the road signs have been a great success with young people surveyed recognising the signs at the various locations in Armadale.

The following table highlights the results of the survey.

Community Development

Evaluation	% Results
Have you noticed these signs on the local roads?	76
Which locations have been the most noticeable?	
<ul style="list-style-type: none"> • Church Ave • Railway Parade • Champion Rd. • Armadale SHS • Admiral Rd • Streich Ave. 	<p>39</p> <p>32</p> <p>12</p> <p>32</p> <p>12</p> <p>6</p>
Which road safety message these signs give you?	
<ul style="list-style-type: none"> • Speeding • Drugs and driving • Drinking and driving • Driving tired 	<p>48</p> <p>68</p> <p>48</p> <p>35</p>
Which other road safety issues that you believe need to be addressed?	
<ul style="list-style-type: none"> • Speeding • Drink driving • Wearing a seatbelt • Inexperience 	<p>53</p> <p>53</p> <p>44</p> <p>48</p>

DETAILS OF PROPOSAL

The City of Armadale has not received any negative community feedback since the signs were erected. On this basis, it is reasonable to suggest that the general community response has been reflected through the evaluation process. The targeted market to which the signs were aimed demonstrates that the project was successful.

It is proposed that the work and advice of the YAC be recognized and that the YAC be congratulated for their efforts in creating awareness for road safety issues for the young people of Armadale.

COMMENT

Analysis

The two final winning designs were appropriate for the young road users of Armadale and the survey results show how effective they have been.

The three locations that were the most recognizable were on Church Avenue, Railway Parade and outside the Armadale Senior High School. The signs were placed strategically along high traffic areas for young people, including schools and access to sports and aquatic centres.

Community Development

Interestingly, these signs all had the same message



The most important message for young people to come out of these signs to was not to do drugs and drive. By creating this awareness of the dangers through a road sign, the YAC of Armadale should be proud in that they have helped tackle a potentially serious road safety problem. The other potential road safety issues that need addressing are speeding and drink driving.

Through the survey results, 55% of the young people of Armadale suggest that they do not want another competition to design a road sign. The issue of road safety, and more specifically, speeding and drink driving, was suggested to be addressed and handled another way. This information will be very useful for the YAC and will provide them with the challenge of coming up with new ideas to tackle these road safety issues in the City of Armadale.

Conclusion

It is recommended that the YAC be thanked for their efforts and that the results of the evaluation show that the signs have been noticed and the road safety messages effectively communicated.

C143/02 RECOMMEND

That Council –

- a) **Acknowledge the results of the recent survey as an effective evaluation of the Youth Road Safety project.**
- b) **Thank the YAC for their efforts on this project.**

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

Community Development

DONATION – OMOKE ABORIGINAL CORPORATION

WARD ALL
FILE REF: DON/1
DATE 20 August 2002
REF SP
RESPONSIBLE Executive Manager
MANAGER Community
Services

In Brief:

- Omoke Aboriginal Corporation is intending to hold a football/netball carnival at John Dunn Reserve as a fundraiser towards the costs of sending teams to the Dr Charles Perkins Memorial National Aboriginal Football Netball Carnival.
- Omoke seeks a Council donation to cover hire costs of the change rooms and a waiver of fees for John Dunn Reserve.
- The report recommendation is to support the request.

Tabled Items

Nil.

Officer Interest Declaration

Nil

Strategic Implications

- To encourage community participation and responsibility.
- To foster ownership, pride and a supporting and caring community.

Legislation Implications

Nil

Council Policy/Local Law Implications

Donations Policy: *“8. Community Sporting Events, Tournaments and Carnivals for Locally Based Sporting Organisations – Applications for sponsorship of community sporting events, tournaments and carnivals be declined administratively. Applications for sponsorship of “one-off” major sporting events, tournaments and carnivals be assessed on their merit.”*

Budget/Financial Implications

The General Donations Budget has a current available balance of \$7,637.08

Consultation

- Omoke Aboriginal Corporation,
- Kelmscott Football & Sportsmen’s Club, and

Community Development

- Manager Recreation Services.
- Due to the short notice of this item the Aboriginal and Torres Strait Islander Advisory Committee has not been consulted as yet. The matter will be presented as an item in the agenda for the ATSIAC meeting of September 3, 2002.

BACKGROUND

Omoke Aboriginal Corporation is a relatively new local Aboriginal Corporation that is keen to promote and organize sporting and other activities for Aboriginal youth in the area. Omoke has previously undertaken other events with a great deal of success.

Ms Kerry Mead is a founder of the Omoke Aboriginal Corporation and is a member of the Armadale Aboriginal & Torres Strait Islander Advisory Committee.

Ms Mead would like to send teams to represent Armadale at the Dr Charles Perkins Memorial National Aboriginal Football Netball Carnival. This is an annual event held in a different state each year. The event is to be held in Victoria, hosted by the Victorian Aboriginal Youth Sport and Recreation Cooperative.

The Football/Netball Carnival to be held at John Dunn Reserve on 3rd October 2002 will be used as a fundraiser for the costs associated with attending the Dr Charles Perkins Memorial Carnival.

DETAILS OF PROPOSAL

The applicant proposes to hire John Dunn Oval and associated buildings for the full day on 3rd October 2002 to hold a fundraising football/netball carnival. This date does not clash with any current users of the reserve.

The change rooms, lights and canteen are leased by the Kelmscott Football & Sportsmen's Club (KFSC) and they have advised Omoke that they will donate the hire of the hall and change rooms.

Omoke Corporation will be required to hire the use of the lights and the canteen from the KFSC at a total cost of \$100 plus a \$250 bond.

Omoke Corporation will also be required to hire the use of the oval from Council at a total cost of \$80 plus \$300 bond.

Omoke Corporation is seeking a Council donation to cover the hire charges of the lights and canteen from the KFSC and a waiver of the oval hire fees and bond.

COMMENT

Analysis

Although a relatively new corporation, Omoke have shown that they are committed to their goals and capable of organizing successful events.

Community Development

The proposed carnival is a fundraiser for the inclusion of an Armadale team at the annual Dr Charles Perkins Memorial Carnival. Omoke have not requested any assistance towards the costs associated with this.

The carnival will attract participation from a large number of Armadale Aboriginal youth and has merit.

Options

1. Council decline the request.
2. Council waiver the oval hire fees of \$80 only.
3. Council waiver the oval hire fees of \$80 and waives or reduce the bond.
4. Council undertake option 2 and donate \$100 to cover other hire costs, or
5. Council undertake option 3 and donate \$100 to cover other hire costs.

Conclusion

As the event is likely to attract a high participation rate, be beneficial to local Aboriginal youth and their families and is a fundraiser for a national carnival it should be supported by Council.

As Omoke is a relatively new Corporation, their funding ability is limited and therefore Option 5 is recommended.

C144/02 RECOMMEND

- 1. That Council support Omoke Aboriginal Corporation's request by–**
 - a. waiving the hire fees for John Dunn Oval of \$80.**
 - b. reducing the standard bond for the use of the John Dunn Oval to \$100.**
 - c. donating \$100 to the Omoke Aboriginal Corporation as a contribution to the hire costs of the lights and canteen.**
- 2. That Omoke Aboriginal Corporation be requested to suitably acknowledge Council's support at the event.**

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

Ranger & Fire Services

****ABANDONED SHOPPING TROLLEYS**

WARD All
FILE REF: LAW/3
DATE 12th August 2002
REF BLW
RESPONSIBLE Executive Manager
MANAGER Community
Services

In Brief:

- To provide a report regarding the effectiveness, advice and application of the local law relating to abandoned shopping trolleys.
- To set fees and charges for the impounding and maintenance of abandoned shopping trolleys.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

Social Infrastructure – To have in place the range of services to enhance the well being and safety of the community and to foster a professional environment for the effective governance and administration of the City's services.

Legislation Implications

Local Government Act 1985 Subdivision 4 – Impounding goods involved in certain contraventions

Council Policy/Local Law Implications

City of Armadale Activities and Trading in Thoroughfares and public Places Local Law.

Budget/Financial Implications

Nil

Consultation

Nil

BACKGROUND

At the August 6 Council meeting (C125/02 and C131/02 refer), it was resolved that –

- (a) Council through the Community Services Committee, be provided with a report with respect to whether, pursuant to local law requirements, retailers have been advised of the requirement for shopping trolleys, made available for the use of customers, to be clearly marked with the owners name or trading name, and

Ranger & Fire Services

- (b) A report as to the operational effectiveness of the local law relating to shopping trolleys be presented to the Community Services Committee.

COMMENT

Advice to Retailers

All retailers within the City of Armadale have been duly notified, in writing, of their obligation in regard to the requirement for shopping trolleys, owned by them, to be clearly marked with their name or trading name. A copy of the relevant Section of the Activities and Trading in Thoroughfares and Public Places Local Law, relating to Shopping Trolleys has also been forwarded to the retailers. (*All trolleys now bear a trade name.*)

Each major retailer has engaged contractors who are responsible for collecting trolleys within a specified radius (approx 1km) of their shopping centre. It is also our understanding that the contractors are accountable for lost or abandoned trolleys and bear all associated costs of recovery. This contractual arrangement encourages the contractor to ensure a quick collection.

Ranger Services currently advise the retailers and contractors whenever trolleys are located and request collection within a specified time (24 hours). If the trolleys are not picked up as requested, they are impounded and an infringement notice may be issued to the retailer.

Enforcement of Local Law

Currently Ranger Services deal with abandoned shopping trolleys pursuant to the Activities and Trading in Thoroughfares and Public Places Local Law, which sets out conditions for the removal of abandoned shopping trolleys and provides that a \$50 penalty, by way of an Infringement Notice, may be issued to the retailer if the trolley is not removed within a twenty four (24) hour period after having received notice.

The Local Law also provides that a \$100 penalty, also by way of an Infringement Notice, may be issued to a person who leaves a shopping trolley in a public place other than an area set aside for the storage of shopping trolleys. Unless Rangers actually observe a person leaving a shopping in a public place it is difficult to issue infringement notices. Therefore there are very few occasions where such action has been taken.

Ranger Services receive on average five reports a month in regard to abandoned shopping trolleys and of those reported approximately 95% are collected within the specified time, following retailers having been notified of their whereabouts.

Fees and Charges

In researching this matter it transpires that no fees or charges have been set for the recovery and daily maintenance of impounded shopping trolleys.

Accordingly it is suggested that Council set fees and charges in accordance with the provisions of section 6.16 of the LGA.

Ranger & Fire Services

A local government may impose and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

Fees and charges are to be imposed when adopting the annual budget but may by absolute majority resolution be -

- (a) imposed* during a financial year; and
- (b) amended* from time to time during a financial year.

If a local government wishes to impose any fees or charge after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of -

- (a) its intention to do so; and
- (b) the date from which it is proposed the fees or charges will be imposed.

Accordingly it is recommended that an impounding fee of \$50 and a daily maintenance fee of \$5 be introduced commencing from September 23rd 2002.

In determining the quantum of the proposed fee, and daily charge, the following aspects have been taken into consideration

- (a) the cost to Council of providing the service or goods;
- (b) the importance of the service or goods to the community; and
- (c) the price at which an alternative provider could provide the service or goods.

Conclusion

Ranger Services, through consultation with the majority of local retailers and trolley collection contractors, has developed a policy of cooperation.

For Ranger Services to be able to administer that section of the local law relating to impounding of shopping trolleys, on a cost recovery basis, it is recommended that Council give local public notice in accordance with section 6.19 of the LGA of its intention to set fees and charges for the recovery of impounded shopping trolleys, and the date from which the fees and charges will apply.

C145/02 RECOMMEND

- 1 That Council receive this report regarding the effectiveness, advice and application of the local law relating to shopping trolleys.**

- 2 That Council give local public notice, under section 6.19 of the Local Government Act 1995 –**
 - (a) of its intention to set fees and charges at \$50 for the recovery of an impounded shopping trolley, and a maintenance fee of \$5 per day.**

Ranger & Fire Services

- (b) that the abovementioned fees and charges will become effective from September 23rd 2002

****ABSOLUTE MAJORITY RESOLUTION REQUIRED**

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

Ranger & Fire Services

REVIEW OF LOCAL EMERGENCY MANAGEMENT PLAN

WARD ALL
FILE REF: EMG/2
DATE August 19th 2002
REF BW
RESPONSIBLE Manager Ranger & Fire Services
MANAGER

In Brief:

- To provide a report on the review and amendments to the City of Armadale Local Emergency Management Plan.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

Facilitate initiatives to improve the safety and security of the community
Investigate other ways of improving public safety and security.

Legislation Implications

Nil

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

Stationary costs have been allowed for in the current budget

BACKGROUND

- Ordinary meeting of Council on January 21st 2002 under “Matters For Referral to Standing Committees” the matter of the City of Armadale Local Emergency Management Plan (LEMP) was referred to the Community Services Committee for the review of its accuracy and currency.
- Progress report was forwarded to the March Community Services Committee advising that the LEMP had been forwarded to stakeholders for comment and review.
- A copy of the revised LEMP was made available to the May 28th 2002 Community Services Committee Meeting. Committee’s preliminary review of the Plan identified a number of inaccuracies. Accordingly it was Committees view that benefit could be gained by circulating the plan to Councillors to provide local knowledge input (to be done administratively).
- Accordingly the appropriate amendments have been duly incorporated into the draft plan.

Ranger & Fire Services

- A copy of the draft LEMP was made available to the Local Emergency Management Committee (LEMC) at its meeting on Monday July 22nd 2002. The Committee made several recommendations and amendments, which have been duly incorporated into the draft plan

COMMENT

In response to the Community Services Committee and the Local Emergency Management Committee comments, the identified inaccuracies have been corrected and the suggested amendments incorporated into the current draft Local Emergency Management Plan.

There was a concern expressed by the LEMC regarding the Araluen Country Club being identified as an evacuation assembly point in the event of a wildfire in the area.

On Thursday August 15 2002 the Manager Ranger & Fire Services in company with the District Manager of Bush Fire Services, Mr. Webster and the District Operation Manger of Bush Fire Services Mr. Wade, inspected the proposed site for the purpose of determining its suitability as an evacuation assembly point in the event of a wildfire in the area.

Mr. Webster was of the opinion that whilst the Country Club would meet the requirements as an evacuation assembly point, the whole of the Araluen Estate should be treated as a “Special Fire Risk Area” and suggested that a complete fire risk assessment should be carried out as a separate undertaking.

On that basis it is planned that the assessment will be carried out in conjunction with the appropriate Hazard Management Agencies and incorporated into the current Araluen Fire Management Plan.

CONCLUSION

In response to a requirement for a review of the Local Emergency Management Plan, following recent amendments, to the “*Western Australian Emergency Management Arrangements Policy Statement No 7*”, the new draft City of Armadale Local Emergency Management Plan has been completed.

The new Plan does not contain any significant changes however it does seek to replace the existing ‘Local Emergency Management Plan’ which is showing signs of age in expressions of terminology and currency of identifying emergency response personnel.

A copy of the Local Emergency Management Plan will be tabled on the night of the Committee meeting for Councillors to peruse.

Ranger & Fire Services

C146/02 RECOMMEND

That the information of the City of Armadale Local Emergency Management Plan be received.

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

Ranger & Fire Services

****PARKING AND PARKING FACILITIES LOCAL LAW**

WARD All
FILE REF: LAW/15
DATE 24th April 2002
REF BLW
RESPONSIBLE MANAGER Executive Manager
Community Services

In Brief:

- Council resolved on 4th June 2002 to advertise for public comment in accordance with the Act, the proposed City of Armadale Parking and Parking Facilities Local Law.
- At the close of advertising no submissions had been received.
- The Recommendation is that the proposed Local law be adopted without further amendment.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

Social Infrastructure – To have in place the range of services to enhance the well-being and safety of the community and to foster a professional environment for the effective governance and administration of the City's services.

Legislation Implications

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

Council Policy/Local Law Implications

Existing Local Law Relating to Parking Facilities

Budget/Financial Implications

Advertising costs have been allowed for in the current budget.

Consultation

Management Executive (Local Laws Aspects)
WALGA (Model Local Laws Manual)

BACKGROUND

At its Ordinary Meeting on 4th June 2002, Council resolved as follows (C 91/02 refers):-

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

The purpose of this Local Law is to:

Ranger & Fire Services

Constitute a parking region thereby –

- *enabling the local government to regulate the parking of vehicles within the parking region; and*
- *provide for the management and operation of parking facilities under the control of the local government*

The effect of the Local Law will be to:

- *update existing local laws so as to reflect, and be consistent with the Road Traffic Code requirements and operational practices.*
 - *to provide effective regulation for vehicle parking within the City in a manner that is equitable and has regard for public safety.*
2. *That the draft City of Armadale Parking and Parking Facilities Local Law as presented at Attachment “A-1” to these minutes be advertised for public comment in accordance with the requirements of the Local Government Act 1995*

The proposed City of Armadale Parking and Parking Facilities Local Law as advertised for comment is presented as an attachment to this Agenda. **(Refer to Attachment “A-4” – 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, August 14th 2002, no submissions were received from the public in relation to the proposed Local Law. However there was a suggestion from the Department of Local Government that Clause 7.6 which refers to “**Vehicles not to obstruct a public place**” be deleted and incorporated into “**Part 9 OBSTRUCTING VEHICLES**” as there appears to be a duplication of the provision for dealing with Obstructing Vehicles, which may cause some confusion.

The proposed amendment does not constitute any significant change and as such there is no requirement to re-advertise the Local Law.

Conclusion

The suggestion from the Department that Clause 7.6 be deleted and incorporated into Part 9, which refers to Obstructing Vehicles so as to reflect consistency of the Local Law is supported.

Ranger & Fire Services

Options

Council may elect to:

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

The draft Parking and Parking Facilities Local Law has been generally well received. Therefore, it is recommended that Council approve the proposed Parking and Parking Facilities Local Law, incorporating the minor amendment as outlined above

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

- Gazettal
- Finalised copy forwarded to the Minister
- State-wide 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.

C147/02 RECOMMEND

- 1. That Council resolve to amend the Local Law by deleting Clause 7.6 which refers to “Vehicles not to obstruct a public place” and incorporate that clause into “Part 9 OBSTRUCTING VEHICLES”.**

- 2. That Council pursuant to Section 3.12(4) of the Local Government Act 1995 proceed to adopt the proposed Parking and Parking Facilities Local Law as presented at Attachment “A-1” to these Minutes without any further amendments.**

****SPECIAL MAJORITY RESOLUTION REQUIRED.**

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

Ranger & Fire Services

REQUEST TO WITHDRAW COURT ACTION

WARD All
FILE REF: RGR/4
DATE 19th August 2002
REF BLW
RESPONSIBLE Executive Manager
MANAGER Community
Services

In Brief:

- Request for Council to withdraw Court action and write off portion of the cost of installing firebreak on subject property at Pt. Lot 211 Canns Road, Bedfordale.
- *Committee recommended full payment of the debt within 30 days otherwise court action would be taken.*

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

Nil

Legislation Implications

Bush Fires Act 1954 Section 33 (3) (4) (5)

The owner or occupier of land to whom a notice has been given under subsection (1) and who fails or neglects in any respect duly to comply with the requisitions of the notice is guilty of an offence.

Penalty: \$1 000.

- (4) (a) *Where an owner or occupier of land who has received notice under subsection (1) fails or neglects to comply with the requisitions of the notice within the time specified in the notice, the local government may direct its bush fire control officer, or any other officer of the local government, to enter upon the land of the owner or occupier and to carry out the requisitions of the notice which have not been complied with.*
- (b) *The bush fire control officer or other officer may, in pursuance of the direction, enter upon the land of the owner or occupier with such servants, workmen, or contractors, and with such vehicles, machinery, and appliances as he deems fit, and may do such acts, matters and things as may be necessary to carry out the requisitions of the notice.*
- (5) (a) *The amount of any costs and expenses incurred by the bush fire control officer or other officer in doing the acts, matters, or things provided for in subsection (4) shall be ascertained and fixed by the local government and a certificate signed by the mayor or president of the local government shall be prima facie evidence of the amount.*

Ranger & Fire Services

- (b) *The local government may recover the amount in any court of competent jurisdiction as a debt due from the owner or occupier of land to the local government.*

Local Government Act 1995 Section 6.12

- (1) *Subject to subsection (2) and any other written law, a local government may —*
- (a) *when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money;*
 - (b) *waive or grant concessions in relation to any amount of money; or*
 - (c) *write off any amount of money,*

which is owed to the local government.

** Absolute majority required.*

- (2) *Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.*

Council Policy/Local Law Implications

Council Policy 1.3.4 Firebreaks

- (iv) *Owners of non complying properties to be immediately issued with an infringement notice and immediate action taken by Council to construct a firebreak at the expense of the owner in accordance with the powers provided in the Bush Fires Act 1954*

Budget/Financial Implications

If the report recommendation is supported then the financial implications are:

- Expected loss of revenue from fines & penalties approx \$200.00
- Loss of half of the costs and expenses paid to Contractor for installing firebreak \$412.00
- Loss of costs for preparation and lodging summons for court action \$57.00

Consultation

N/A

BACKGROUND

On December 22 2001 a resident complaint was received alleging a fire hazard along the portion of Pt Lot 211 that adjoins lots 85,86,88 and 89 Narrik Court Kelmscott. Pt. Lot 211 is owned by Mr. W Lenz and forms part of the land holdings attached to 58 Canns Road Bedfordale.

On January 2 2002 the Senior Ranger attended at 58 Canns Road Bedfordale to undertake an onsite inspection along the northwest boundary of the abovementioned property. It was noted

Ranger & Fire Services

that the extent of flammable material along this section, of the property, had reached a level that would be unsafe in the event of a wildfire.

As a consequence a written order was issued, to Mr. Lenz on January 2 2002, pursuant to the Bush Fires Act 1954, requiring him to slash or by some other means install a three (3) metre wide firebreak along that portion of his property that adjoins lots 85,86,88 and 89 Narrick Court Kelmscott.

On January 30 2002 Mr. Lenz had failed to comply with the provisions of the written order, and as a consequence a Bush Fires Act Infringement Notice, amounting to \$100, was issued. Furthermore in accordance with Section 33 (4) of the Bush Fires Act 1954, and Council Policy, arrangements were duly made for a contractor to carry out the required work at a cost of \$825.

On April 18th 2002 advice was received from Mr. Lenz claiming that the City of Armadale had not applied the requirements of the Bush Fires Act in a consistent or equitable manner. Mr. Lenz further advised that he was of the opinion that the area concerned did not pose a particular fire threat and requested that the matter be referred to the local court for determination.

A summons of complaint was drawn up on May 2nd 2002 and subsequently served on Mr. Lenz alleging a contravention of the provisions of Section 33 (3) of the Bush Fires Act 1954, and that the matter would be heard on May 29th 2002.

On May 22nd 2002 correspondence was received from the FESA Fire Services Director, Mr. Gary Mears, advising that The District Manager Bush Fire Services, Mr. Webster, had conducted a survey of the properties in the vicinity of Canns Road Bedfordale and had observed a number of properties, which in his opinion warranted inspection in relation to compliance with the annual firebreak inspection order.

FESA's interest in this matter stemmed from a letter from Mr. Lenz to FESA's Chief Executive Officer claiming that the City were not applying the requirements of the Bush Fires Act in a consistent and equitable manner.

On May 29th 2002 the matter of City of Armadale versus Lenz was adjourned to a trial date given that Mr. Lenz indicated that he was going to rigorously contest the matter on the grounds that the City had not been consistent in their application of the Bush Fires Act, and that he intended to call FESA officer(s) as witnesses in the pending court hearing.

COMMENT

On June 6th 2002, the Manager Ranger & Fire Services, conducted an onsite inspection of properties adjoining 58 Canns Road Bedfordale, and confirmed that there were several properties in the vicinity that did warrant attention in relation to compliance with the Firebreak Local Law.

Whilst the lack of firebreaks on adjoining properties does not mitigate Mr. Lenz's obligation in regard to his own property and the requirements to comply with the order which was

Ranger & Fire Services

issued on January 2nd 2002, it does however explain why Mr. Lenz is of the opinion that the Bush Fires Act is not being applied in an equitable manner.

However it should also be noted that the inspection of Mr. Lenz property was on the basis of responding to a particular complaint and whilst it is not feasible for reasons of cost and available resources to inspect every property every year there is a due and considered process in place

In a subsequent discussion with the Manager Ranger & Fire Services, Mr. Lenz indicated that he would prefer that this matter was settled outside of the court, notwithstanding maintaining the opinion that he has no case to answer because of the circumstances relating to consistency in the application of the provisions of the Bush Fires Act, and that the portion of land adjoining the abovementioned properties in Narrik Court did not constitute a particular fire threat to those properties.

Furthermore Mr. Lenz has offered to pay half of the costs associated with the installation of the firebreak and in return all legal actions against him is to be withdrawn, and was particularly adamant that he wanted this matter to be dealt with by Council.

CONCLUSION

It is considered that Ranger Services does have a prima facie case against Mr. Lenz for failing to comply with the provisions of the Bush Fire Act, and is reasonably confident that the charge would be successful, should the matter be determined by the court

It would appear that there are two options available to Council in relation to this matter.

- 1 Proceed with legal action against Mr. Lenz.
- 2 Withdraw legal action against Mr. Lenz and write off portion of the costs currently outstanding on the sundry debtors ledger, for the installation of a firebreak on his property.

Officer Recommendation:

That Council:

1. Withdraw its court action against Mr W Lenz, and
2. Write off 50% of the debt owed by Mr Lenz – being the cost to install the firebreak – on the basis that the remaining balance of \$412.00 is paid by Mr Lenz.

Committee agreed with the officer's conclusions in regard to the debt owed by Mr W Lenz, i.e. that a prima facie case does exist for failing to comply with the provisions of the Bush Fire Act, and is reasonably confident that the charge would be successful, should the matter be determined by the court.

Ranger & Fire Services

C148/02 RECOMMEND

That –

Provided the debt of \$824.00 is paid in full within 30 days, Council would be prepared to consider withdrawing its court action against the owner of Pt Lot 211, Canns Road, Bedfordale.

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

Recreation

****MINNAWARRA ARTS FESTIVAL**

WARD ALL
FILE REF: EVT/5
DATE 17 September, 2002
REF MDG
RESPONSIBLE Manager,
MANAGER Recreation Services

In Brief:

- The report presents the recommendation from the Minnowarra Arts Festival Committee that:
- Mr Ernie Dean be appointed to the 2002 Minnowarra Arts Festival Committee.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

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

Legislation Implications

Local Government Act

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

Nil

Consultation

Nil

BACKGROUND

The following recommendation from the Minnowarra Arts Festival Committee meeting held on 6 August 2002 requires Council's consideration.

“That the Minnowarra Arts Festival Committee support Ernie Dean's nomination for membership of the 2002 Minnowarra Arts Festival Committee and refer this to Council's Community Services Committee for consideration and endorsement.”

Mr Dean has been a past member of the Minnowarra Arts Festival Committee and has again expressed an interest in being on the Committee and contributing to the organisation and running of the event.

Recreation

DETAILS OF PROPOSAL

The recommendation from the Committee is for Council to formally appoint Mr Dean to the Minnowarra Arts Festival Committee until June 2003.

COMMENT

Analysis

In accordance with Section 5-10 of the Local Government Act (1995), there is a requirement for Council to formally appoint the membership of any committee set up by a local government for whatever purpose.

Mr Dean has previously served on the Minnowarra Arts Festival Committee and his involvement and contribution would again be of benefit.

Options

Council could elect not to appoint Mr Dean, however, this option is not recommended.

Conclusion

It is recommended that Council support the recommendation from the Minnowarra Arts Festival Committee for Mr Dean to be appointed to the Minnowarra Arts Festival Committee.

C149/02 RECOMMEND

That Council appoint Mr Ernie Dean to the Minnowarra Arts Festival Committee for the period until June 2003.

**** ABSOLUTE MAJORITY RESOLUTION REQUIRED**

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

Recreation

AQUATIC CENTRES – MANAGEMENT AND CAPITAL MAINTENANCE

WARD All
FILE REF: A173263/1;
A178691/1
DATE 16 August 2002
REF PGQ
RESPONSIBLE EXECUTIVE MANAGER, Community Services

In Brief:

The report

- provides a brief update on arrangements that are being put in place for the management of Council's Aquatic Centres for the forthcoming summer season; and
- seeks direction from Council in terms of capital Maintenance priorities for 2002/03.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

Relates to Council's aim to maintain and upgrade 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

\$68,000 has been allocated in Council's 2002/03 budget for capital maintenance at Armadale & Kelmscott Aquatic Centres

Consultation

- Technical Services staff
- Available Energy Consultants
- A Balanced View Leisure Consultancy

Recreation

BACKGROUND

A report to the June Community Services Committee provided information regarding the management and maintenance of Council's Aquatic Centres.

Following consideration of a further confidential report submitted to the 15 July Ordinary Meeting of Council, Council Resolved (269/2002) as follows:

That Council:

- a) Note and endorse the action taken instructing Council's lawyers to prepare and serve Notice of Termination of the contract with RANS Management Group;*
- b) In consideration of a) above, note and confirm management actions to resume direct management responsibilities for its aquatic centres;*
- c) Note and refer to the 2002-03 draft budget Special City Strategy Meeting to be held on 23 July 2002, the matter of additional funding required to implement b) above.*

This report provides an update on the management of the centres and seeks direction from Council in terms of capital maintenance priorities for 2002/03.

DETAILS OF PROPOSAL

Management

In line with Council's Resolution, the contract with RANS Management Group was formally terminated on 23 July 2002 and Council officially resumed direct management of its aquatic facilities on that date.

Given the normal recruitment period of 6-8 weeks, the relatively short time available until the start of the season and the amount of work that needs to be done prior to the season, the decision has been taken to engage the services of an experienced Manager on a short term contract (until June 2003). Mr Bill Parker is a previous employee of the City and very capably performed the role during the 1999/2000 season following the retirement of the previous Swimming Pools Superintendent.

Aside from being able to secure the services of a qualified and capable manager at a time when there is a shortage experienced aquatic managers, a major advantage of this approach was that Mr Parker was able to make an immediate start. A program is currently being prepared to ensure that the transition back to Council management occurs with minimal or no disruption to the service. The balance of the seasonal and casual staffing complement will be recruited over the next month or so in readiness for the opening of the Armadale Aquatic Centre on 14 October 2002.

Recreation

Capital Maintenance

As reported to the June Community Services Committee, the budget submission presented by RANS Management Group identified priority capital maintenance works at both Centres.

An independent “Condition Assessment” report was subsequently obtained for Kelmscott Pool, which confirmed the need for the works to be done and presented some options in terms of staging.

A summary of capital maintenance/works required at both Centres is as follows:

Armadale Aquatic Centre

\$14,000	Replace perimeter fence along Champion Drive
\$8,000	Replace leaking pipes and valves in plant room
\$6,000	Replace heat exchanger on No. 3 heater
\$3,000	Replace sand in filter
\$20,000	Environmentally friendly system for backwash water discharge
\$3,000	Hot showers for change rooms
\$1,000	Repair floodlighting
\$4,000	Concept Plan for upgrading Centre
\$14,000	New automatic pool cleaner
\$3,000	Re-tile change room floors
\$5,000	Upgrade telephone system
\$6,000	Replace soda-ash pump and mixer
\$2,000	Public phone
\$40,000	Refurbish Boat Pool
\$15,000	Resurface 70m “stream”
\$20,000	Remove “Cave” and “Bullpit”
\$10,000	Landscape grounds and upgrade lawns
\$8,000	Replace existing paving
\$20,000	Additional shade throughout
<u>\$20,000</u>	Upgrade and modernize entry
\$220,000	Total

[Note: The above costs are estimates only – firm costings are yet to be obtained.]

Kelmscott Pool

\$50,000	Replacement of filter and pipe work
\$25,000	Environmentally friendly system for discharge of backwash water
\$5,000	Repairs to pool coping and fibreglass lining, and installation of lane rope connections
\$2,000	Replace section of leaking pipe from plant room to main pool
\$4,000	Hydraulic testing of pipe work and repair leaks
\$10,000	Resolve concourse drainage problems
<u>4,000</u>	Minor works to address safety issues raised in Royal Life Saving Society Audit

Recreation

\$100,000 Total

[Note: The above costs are estimates only – firm costings are yet to be obtained.]

The following allocations have been made in Council’s 2002/03 Budget:

\$32,000 Armadale Aquatic Centre – plant maintenance
 \$1,000 Armadale Aquatic Centre – pool maintenance
\$35,000 Kelmscott Pool – plant maintenance
\$68,000 Total

When the decision was made by Council to contract RANS to manage its aquatic facilities there was discussion and agreement in relation to a number of plant/pool maintenance items that needed to be addressed by Council. As part of that agreement monies were included in the 5 Year Forward Plan. Many of the above listed items are part of that ongoing maintenance program however timeframes in relation to their urgency now need to be brought forward.

In addition to the funds allocated in 2002/03 (\$68,000), the Five Year Forward Plan for the financial years 03/04, 04/05, 05/06 and 06/07 has set aside plant/pool maintenance funds as listed:

Armadale	03/04	04/05	05/06	06/07	Totals
Plant Mtce	11,000	17,000	50,000	15,000	93,000
Pool Mtce	25,000	17,000	5,000	15,000	62,000
Sub Total	36,000	34,000	55,000	30,000	155,000
Kelmscott					
Plant Mtce	5,000	10,000	25,000	13,000	53,000
Pool Mtce	13,000	8,000	8,000	10,000	39,000
Sub Total	18,000	18,000	33,000	23,000	92,000
Total	54,000	52,000	88,000	53,000	247,000

Overall, including the monies allocated in the 02/03 financial year, there is \$315,000 set aside for the next 5 years for pool/plant/capital maintenance at both pools. The above lists equate to \$320,000 however the issue of priority of these items must be considered in the overall planning.

Given that the cost of above works well exceeds the funds that have been allocated in Council’s 2002/03 Budget, it will be necessary to prioritise the most urgent works that will be required in order to keep the Centres operational for the forthcoming season.

Based on the budget submission from RANS, and the independent Condition Assessment report on Kelmscott Pool, the following scope of works are identified as being priority:

Armadale Aquatic Centre

\$20,000 Recycling facility for backwash water

Recreation

\$8,000	Replace leaking pipes and valves in plant room
\$6,000	Replace heat exchanger on No. 3 heater
\$3,000	Replace sand in filter
\$4,000	Concept Plan for upgrading Centre
\$1,000	Repair floodlight
<u>\$2,000</u>	Public phone
\$44,000	Total

Kelmscott Pool

\$25,000	Recycling facility for backwash water
\$10,000	Short-term repairs to filter (1 – 2 years)
\$4,000	Hydraulic testing and repair leaks to balance tank and pipe work
\$2,000	Replace section of leaking pipe from plant room to main pool
<u>\$5,000</u>	Repairs to pool coping and fibreglass lining, and installation of lane rope connections
\$46,000	Total

In addition to the above listed priorities, it has just been discovered that there is a major leak in one of the pipes at Armadale Aquatic Centre with the cost of repair being unknown at this time.

COMMENT

Analysis

In view of there being a shortfall in funding of some \$22,000, it will be necessary for one or more of the identified priorities to be deferred.

At Armadale Aquatic Centre, all of the listed items are considered high priority and have some significant management implications if not done. The one exception to this is the amount of \$4,000 to allow a concept plan to be developed for a medium term upgrade to the Centre. If Council's strategy for provision of aquatic facilities in the short, medium and long term does not include any capital improvements at Armadale Aquatic Centre, these funds could be reallocated to any number of capital maintenance items needing to be done. On the other hand, if Council did wish to consider a medium term upgrade of Armadale Aquatic Centre as part of its strategy, it would need to provide the necessary funds for a concept plan to be developed which in turn would be used to support subsequent grant applications to the Department of Sport and Recreation.

With regard to Kelmscott Pool, advice from the consultant indicates that it may be possible to do some temporary repairs to the Kelmscott Pool filter, which may give the filter another 1 – 2 years' life expectancy. For the pool to remain operational beyond the 2002/03 season, replacing the existing filter and pipe work plus the provision of a recycling facility for backwash water would be considered "must do" items.

One of the difficulties with the current situation is that firm costings for all of the identified priority works are yet to be obtained. For example, the costs for the recycling facilities for

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backwash water are “ball-park” and may be less than the listed amounts. Further technical advice will be required to identify options and costs.

A best-case scenario is that there will be sufficient savings on the various items to allow all works to be completed within the budget allocations. Should this not be the case however, one or more of the listed items will need to be deferred.

As a general principle, Council may wish to just do those works that are essential to keep Kelmscott Pool operational for the forthcoming season pending determination of its medium to long term strategy for provision of aquatic services. Should this be the preferred approach, the one item that possibly could be deferred without causing the Centre to become non operational is the recycling facility for discharged backwash water.

Alternatively, the replacement of the fence (\$14,000), concept plan (\$4,000) and replacement of the sand in the filter (\$3000) at Armadale are considered to be the least urgent priorities at that facility. It should be noted however that:

- The fence along Champion Drive is badly damaged and causes considerable management problems during the season with people cutting the fence to gain illegal entry to the centre. This item has previously been reported to Council and listed for budget consideration for the past 3-4 years.
- If Council did wish to consider a medium term upgrade of Armadale Aquatic Centre as part of its strategy for provision of aquatic services, it will need to prepare a concept plan in order to do this. If this item were deleted, it would delay this process by a further year.
- The filter sand has not been replaced for at least 12 years and is affecting water quality at the Centre, particularly during periods of heavy loading. The replacement of the filter sand would result in improved water quality at Council’s main aquatic facility.

The suggested approach is to obtain firm quotations for all of the priority listed items to determine if sufficient savings can be achieved to allow all of the works to be completed within budget. Should this not be possible, it is suggested that the recycling facility for discharged backwash water at Kelmscott Pool be deferred until 2003/04.

Options

1. Additional funds to be allocated to allow all works to proceed
2. Defer some of the other works listed in the report

Unless Council considers all of the listed priorities as “must do” and is able to allocate additional funds, these options are not recommended.

Conclusion

The report has provided an update on the transition back to Council management following the demise of RANS Management Group, and sought direction from Council in terms of

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capital maintenance priorities at its aquatic facilities. It is recommended that Council endorse the capital maintenance priorities identified in the report.

Committee Discussion

With regard to the recommended list of capital works at the Armadale Aquatic Centre, Committee agreed to replace the \$4,000 Concept Plan item with Additional Shade Structures, reason being, that the majority of the recommended works are of an infrastructure nature not readily apparent to pool patrons – the following recommendation reflects this amendment.

C150/02 RECOMMEND

- 1. That Council receive the information re management arrangements for Aquatic Centres for the forthcoming summer season.**
- 2. That firm quotations be obtained for all of the capital maintenance priorities listed in the report to determine whether sufficient savings can be achieved to allow all works to be completed within budget.**
- 3. That in the event that sufficient funds are not available to complete all the recommended capital items listed in the report, the following works be implemented prior to the start of the new pool season:**

Armadale Aquatic Centre

\$20,000	Recycling facility for backwash water
\$8,000	Replace leaking pipes and valves in plant room
\$6,000	Replace heat exchanger on No. 3 heater
\$3,000	Replace sand in filter
\$4,000	Additional Shade Structures
\$1,000	Repair floodlight
\$3,000	Repair major leak in pipe work
<u>\$2,000</u>	Public phone
\$47,000	Total

Kelmscott Pool

\$10,000	Short-term repairs to filter (1 – 2 years)
\$4,000	Hydraulic testing and repair leaks to balance tank and pipe work
\$2,000	Replace section of leaking pipe from plant room to main pool
\$5,000	Repairs to pool coping and fibreglass lining, and installation of lane rope connections
\$21,000	Total

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

Recreation

RECREATION NEEDS STUDY

WARD	All
FILE REF:	REC/7
DATE	19 August 2002
REF	PGQ
RESPONSIBLE MANAGER	Executive Manager, Community Services

In Brief:

This report –

- Provides an update on the progress of this project.
- Recommends the draft Recreation Plan be circulated to all Councillors and relevant staff seeking their input and comment with a revised plan to be presented for Council's consideration via the September Community Services Committee meeting.

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

Workshop of stakeholder groups and individuals

BACKGROUND

Following consideration of the draft Recreation Needs Study at the March Community Services Committee, Council endorsed a series of *Strategic Directions* for recreation in the City thereby providing the framework for developing more detailed action plans and programs to address specific needs.

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

Recreation

COMMENT

The project is now in its final phase with the draft Recreation Plan now close to completion.

Following endorsement of the *Strategic Directions* arising from the Recreation Needs Study, a full copy of the report was forwarded to all clubs, community groups and individuals that participated in the planning process inviting their further comment and input. An Executive Summary of the report was also forwarded to those clubs and community groups that were unable to participate in Focus Groups but may have been interested in providing input.

All known clubs, community groups and organizations that provide recreation opportunities for the City's residents were invited to participate in a second series of Focus Groups to seek their input on the next phase of the project i.e. the development of more detailed plans and programs to address specific needs, within an overarching strategic framework.

The response to these invitations was unfortunately a little disappointing and the Focus Groups had to be cancelled and rescheduled due to lack of numbers. It was originally planned to conduct three workshops however, even after making telephone contact with all known clubs and community groups, the level of participation was not as high as hoped.

A single Focus Group was held on 26 July 2002 and was attended by 11 participants representing various clubs/community groups and interested individuals. To maintain consistency with the process followed to date, Mr Kevin McQuoid of Glew Corporate Communications facilitated the Focus Group, and independently analysed the results (**Refer to Attachment "A-5" – as circulated with the Agenda**).

Although originally scheduled for completion by August, difficulties with the scheduling of the most recent Focus Group, together with the unforeseen events associated with the management of Council's aquatic facilities, has resulted in the project falling behind schedule.

It is now proposed that the draft Recreation Plan be presented to the September Community Services Committee Meeting for consideration. Prior to that however, the draft plan will be circulated to all Councillors and relevant staff seeking their input and comment.

Conclusion

It is recommended that the draft Recreation Plan be presented for Council's consideration via the September Meeting of the Community Services Committee.

C151/02 RECOMMEND

- 1. That Council receive the information on the progress of the City's Recreation Plan.**

Recreation

- 2. The draft Recreation Plan be circulated to all Councillors and relevant staff seeking their input and comment, and the revised plan be presented for Council's consideration via the September Community Services Committee Meeting.**

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

****LEASE – ARMADALE AQUATIC CENTRE KIOSK**

WARD All
FILE REF: TEN 23/02
A173263/2
DATE 16 August 2002
REF PGQ
RESPONSIBLE Executive Manager
MANAGER Community
Services

In Brief:

- The report advises that the lease on the Armadale Aquatic Centre kiosk expires on 31 August 2002 and tenders have been invited from interested parties to lease the kiosk for a further 5-year period.
- Tenders close on 26 August 2002 and a late item will be tabled at the meeting to enable Council to consider prospective lessees and award the tender.
- *A late report was tabled.*
- *Committee recommended that:*
 - *the (1) tender received be declined; and*
 - *the Chief Executive Officer be given conditional delegated authority to lease the kiosk by private treaty.*

Following placement of an advertisement in “*The West Australian*” on 10 August 2002, the Tender Information Kit was forwarded to six interested parties.

The response has unfortunately been disappointing with just one tender being received.

Name: Lorenzo Murray
Tender Amount: \$3,600 per year
Type of Service: Kiosk only i.e. Tender A
Experience: Previous experience with similar kiosk services

COMMENT

Analysis

In view of only one tender being received and the tender amount being well below that of the previous lease fee (\$22,000 per year), it is recommended that the tender be declined.

If Council is supportive of this approach, the options available are as follows:

1. Re-advertise the Tender

Under this option, the earliest that a decision could be made would be early October 2002. With the Centre scheduled to open on 14 October 2002, it is unlikely that any new lessee could be operational by the start of the new season. There is also no guarantee that re-advertising would result in alternative tenders being received.

2. Negotiate Lease by Private Treaty

Provision is made in the Local Government Act for Councils to negotiate provision of the service by Private Treaty in cases where no acceptable tender has been received.

This is the preferred option and will allow Council to expedite the process and ensure that the Kiosk service is operational by the start of the season.

3. Resume Direct Management of the Kiosk

Under this option Council would need to outlay approximately \$20,000 to establish the service i.e. purchase of equipment and stock and in its first season, the Kiosk may struggle to generate a profit. Thereafter, the Kiosk could be expected to generate a profit.

The main disadvantage of this option is the additional workload that would be created to set up and manage the service at a time when resources are already stretched.

Conclusion

The only tender received for the lease of the Armadale Aquatic Centre Kiosk was significantly less than the prior lease value, therefore, it is recommended:

- The tender not be accepted;
- In accordance with Section 3.58 of the Local Government Act, Council grant approval for the lease of the Armadale Aquatic Centre Kiosk to be negotiated by Private Treaty; and
- Given the limited lead time to finalise a lease agreement prior to the opening of the pool season, it is requested that Council delegate authority to the Chief Executive Officer to negotiate and approve arrangements for the lease of the Armadale Aquatic Centre Kiosk, subject to a subsequent report to Council detailing the outcome of the completed lease agreement.

C152/02 RECOMMEND

That Council:

- a) **decline to accept the tender received from Mrs Lorenzo Murray in response to Tender No: 23/02 for the lease of the Kiosk at the Armadale Aquatic Centre and that the tenderer be advised of this decision.**
- b) **proceed to lease the kiosk at the Armadale Aquatic Centre by private treaty pursuant to the provisions of Section 3.58(3) and (4) of the Local Government Act 1995.**
- c) **pursuant to the provisions of Section 5.42 of the Local Government Act and subject to the following conditions, delegate to the CEO the authority as contained in Section 3.58(3) and (4) of the Local Government Act 1995, that is, the authority to lease the Armadale Aquatic Centre Kiosk subject to giving Statewide public notice of the proposed lease and considering any submissions received before the specified date for receipt of submissions in the notice, ie.**

- **for the purposes of Section 5.43(d) of the Act which states:**
A local government cannot delegate to a CEO any of the following powers or duties —
 - d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;*
the lease value be set as an amount not exceeding \$30,000pa.
- **subsequent to the lease arrangements being finalised, Council be provided with a report from the CEO giving details of the agreed lease arrangements together with details of any submissions received and the reason(s) in support of the lease agreement.**

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

Moved Cr Munn
MOTION CARRIED (7/0)

Cr Hopper left the meeting at 9.10 pm and returned at 9.12 pm.

ARMADALE SPORTING CLUB

WARD ALL
FILE: A28505/5
DATE: 27TH August 2002
REF: AFM
RESPONSIBLE CHIEF EXECUTIVE
MANAGER; OFFICER

In Brief:

This report:

- presents details of the meeting held on 22.8.02 between attended by the Mayor, CEO, EDCCS and presidents and office bearers of the Armadale Sporting Club and its affiliated clubs, the primary outcome of which was agreement by the ASC to prepare a submission to Council which addresses their current indebtedness to the City;
- recommends that the matter of the Armadale Sporting Club debt be recommitted to the September 2002 Community Services Committee meeting to assess and evaluate the Club's written submission for repayment of their debt.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

to achieve maximum community benefit from effective use of resources

Legislation Implications

Nil

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

The club's debt to the City is as follows:

- current operational debt - \$29,143 (NB: this is accumulated)
- current loan debt - \$95,360
- deferred loan debt - \$86,500

Council's current provision for doubtful debts is \$82,400.

The 2002-03 adopted budget includes an increase in the doubtful debts provision of \$20,000.

Consultation

Mayor, CEO and Presidents and office bearers of the Armadale Sporting Club and its affiliated clubs.

- Mr Kersley Vice President/Senior Coach – Cricket Club
- Mr Ladhams Treasurer – Cricket Club
- M/S Facey Secretary – Cricket Club
- Mr Sutherland Chairman Armadale Sporting Club
- Mrs Sutherland Secretary Armadale Sporting Club

Hereunder is a brief summary of the matters discussed at the meeting:

- the Mayor stressed the imperative for the clubs to accept and commit to a financial arrangement that would serve to repay the debt owed to Council, particularly the current operational debt of \$29,000 by the 31st December 2002, for otherwise on-going facility access/use would almost certainly be replaced with hire arrangements at a hire charge inclusive of a premium for repayment of the debt. In response, each of the clubs acknowledged their collective responsibility for repayment of the debt and demonstrated a willingness to work with Council in developing a debt repayment arrangement that is manageable and affordable. The clubs expressed their support for the sporting club concept however they also commented that their financial support of the sporting club (amounting to approx \$24,000 pa in the form of foregone bar revenues) since its establishment could not be sustained in the longer term if they were to survive as individual clubs.
- the Mayor made brief reference to legal advice received by Council, namely:
 - that there may well be an argument that member club funds are belonging to the ASC and therefore can be applied towards the repayment of the ASC debt,
 - that the lease and loan agreement are valid and enforceable, and
 - if the City reverted the clubs to a fee-for-hire basis arrangement, there is no reason why the City could not impose a higher differential fee to recover the outstanding debt.
- the clubs explained that had it not been for debts of \$30,000 to local suppliers which over the last (11) months had been reduced to \$6,000, they would have commenced repayment of the council debt. They explained further that until this debt is cleared, which they expect to occur by November 2002, they have limited if any spare financial capacity to commence repayment of Council's debt. Other factors cited by the clubs as contributing to their financial difficulties included:
 - increased building repair costs due to vandalism and break-ins,
 - the cost of security patrols (approx \$240/week or \$12,500pa),
 - falling patronage due to car park safety issues,
 - loss of gate income to football matches due to limited control over access points – estimated loss being \$4,500pa
- details of the current operational debt of approx \$29,000 were discussed, ie.

Other Debts	Amt \$
Water Rates	15,408
Excess Water	2,467
Gas	6,625
Legal Costs	423
Lease/Hire Charges	4,065
Other	48
	29,036

- The clubs accepted responsibility for each of the above debts requesting that Council give favourable consideration to:
 - accepting a 50% share of the water rates debt and future water rate costs given the club toilets are opened by the club for use as public toilets (water rates are based on the number of cubicles on the site),
 - raising a credit for a portion of the gas debt given that for a time gas consumption was considerably higher than the norm due to a broken hot water pipe which took several months to identify and rectify, and
 - accepting a portion of the electricity costs for security lighting of the general area.
- regards the matter of the outstanding loan debt of \$95,360, it is anticipated that the club will in their submission present an argument to Council to favourably consider a write-off of all or a substantial part of this debt on the basis that their current and future financial position is unlikely to be such as to meet this expense.
- the matter of refinancing the existing loan balances was discussed as being an achievable outcome, ie. a consolidation of the existing loan balances totalling \$86,500 over 25 years costing approx \$670 per month (the club is already meeting loan repayments of \$400 per month).

Conclusion

The outcomes of the meeting can be summarised as follows:

- the meeting provided an effective and informative communication session for both Council and club representatives to exchange and share their respective views on a range of related matters;
- there was a genuine acceptance of responsibility for the operating debt by club representatives and an expressed willingness and commitment to work with Council in clearing the highest proportion of the capital (loan) debt; and
- there was agreement by the clubs to prepare, within (3) weeks, a written submission putting forward a financial proposal for the repayment of their debt for Council's consideration.

C153/02 RECOMMEND

That Council:

- a) note the following outcomes from the meeting held with the ASC and its member clubs on 22.8.02, ie.
- the meeting provided an effective and informative communication session for both Council and club representatives to exchange and share their respective views on a range related matters;
 - there was a genuine acceptance of responsibility for the operating debt by club representatives and an expressed willingness and commitment to work with Council in clearing the highest possible proportion of the capital (loan) debt;
 - there was agreement by the clubs to prepare, within (3) weeks, a written submission putting forward a financial proposal for the repayment of debt for Council's consideration;
- b) recommit the matter of the Armadale Sporting Club debt to the September 2002 meeting of the Community Services Committee to assess and evaluate the Club's pending submission on repaying its debt to the City.
- c) That a further report which addresses the issue of rationalisation of Gwynne Park and similar recreational facilities be received by Council before the commencement of the 2003 football season.

Amended Ordinary Council Meeting 2. September 2002
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Moved Cr Munn
MOTION CARRIED (7/0)

MATTERS FOR REFERRAL TO STANDING COMMITTEES

At the August 19th 2002 Ordinary Council Meeting, Cr Zelones raised the following matter for referral to the Community Services Committee, ie,

“That placement of the booklet presented by Kelmscott RSL in Council’s libraries be referred to the Community Services Committee.”

A copy of the booklet will be tabled at the committee meeting.

Cr Zelones will be in attendance at the August 27th 2002 Community Services Committee Meeting to speak to this matter.

C154/02 RECOMMEND

That Council place a copy of the Kelmscott RSL publication titled “10th Light Horse Re-enactment Ride, Kelmscott to Albany, 9th to 25th April 2001” in each of Council’s Libraries.

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

COUNCILLORS’ ITEMS

Nil

MEETING CLOSED AT 9.36 PM.

COMMUNITY SERVICES COMMITTEE
SUMMARY OF "A" ATTACHMENTS

27 AUGUST 2002

Attachment No.	Subject	Page
A-1	PARKING & PARKING FACILITIES LOCAL LAW	89 - 150
A-2	ARMADALE SPORTING CLUB MEETING AGENDA	151 - 152