

CITY OF ARMADALE

MINUTES

OF COMMUNITY SERVICES COMMITTEE HELD IN THE COMMITTEE ROOM,
ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON TUESDAY, 3
FEBRUARY 2009 AT 7:00 PM

PRESENT: Cr C J MacDonald (Chair)
Cr R Butterfield
Cr K Lethbridge JP
Cr W Mauger
Cr L Scidone
Cr J A Stewart CMC (Deputy for Cr L Reynolds)
Cr R J Tizard

APOLOGIES: Cr L Reynolds AM JP (Leave of Absence)

OBSERVERS: Nil

IN ATTENDANCE: Mrs Y Coyne - Executive Director Community Services
Mrs Y Ward - Minute Secretary

Public: 1

*“For details of Councillor Membership on this Committee, please refer to the City’s website
–*

The Chairman congratulated Ms Yvonne Coyne on her promotion to Executive Director Community Services.

DISCLAIMER

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

DECLARATION OF MEMBERS' INTERESTS

Nil

QUESTION TIME

Mrs I Bettridge – 96 Verna Street, Gosnells

Q-1 Enquired as to whether input had been received from the historical side of Council as to the selection of the group to be awarded the McKimmie-Scott house.

The Chairman advised that this was a matter for consideration by the Development Services Committee.

Question Time closed at 7.04 pm

DEPUTATION

Nil

CONFIRMATION OF MINUTES

RESOLVED

Minutes of the Community Services Committee Meeting held on 9 December 2008 be confirmed.

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

ITEMS REFERRED FROM INFORMATION BULLETIN – ISSUES NO. 1/2009

The following matters were included for information in the Community Services section – Issue No. 1/2009:

- **Outstanding Matters**
Report on Outstanding Matters – Community Services CommitteeC-1
- **Monthly / Quarterly Departmental Reports**
Library & Heritage Services General Monthly Report – November & December 2008 ..C-2
Manager Ranger & Emergency Services Monthly Report – Nov & Dec 2008.....C-13

▪ **Minutes of Occasional/Advisory Committees**

Armadale Highland Gathering Working Group – 28 October 2008	C-20/“CA-4”-32
Disability Advisory Team Meeting – 2 December 2008.....	C-20/“CA-5”-36
Minnawarra Festival Working Group Meeting – 2 December 2008	C-20/“CA-6”-38
Public History Advisory Committee – 2 October 2008.....	C-20/“CA-7”-41
Youth Advisory Committee – 24 November 2008.....	C-20/“CA-8”-57

▪ **Miscellaneous**

Community Development Program of Events – January to June 2009.....	C-21
Community Development Seminar to be held in January & February 2009	C-22

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

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COMMUNITY SERVICES COMMITTEE

3 February 2009

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****YOU'RE WELCOME PROJECT**

WARD ALL
FILE REF: CD/D/1
DATE 8 January 2009
REF DC
RESPONSIBLE EXECUTIVE DIRECTOR
MANAGER Community Services

In Brief:

The You're Welcome project is a disability access assessment that promotes the accessibility of community facilities, business premises and community areas to people with access difficulties.

This item advises that a grant application for \$23,000 (exclusive of GST) from the Western Australia Local Government Association (WALGA) to offer a positive disability access assessment for local businesses has been successful. It recommends Council's endorsement of the grants receipt and expenditure in accordance with Section 6.8 of the Local Government Act.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

Building Our Community

Legislation Implications

Disability Access and Inclusion Plan in the Disability Services Act (1993)

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

Acceptance of the grant will increase Council's income and expenditure by \$23,000 for the 2008/09 Budget.

Consultation

Disability Advisory Team

BACKGROUND

The You're Welcome WA Access Initiative Project was developed by the Disability Services Commission in December 2004 and is designed to provide people with disabilities clear access information to community facilities, business and community areas. The purpose of the assessment is to record the positive aspects of disability access of a facility / area.

The City initiated the You're Welcome in Armadale in 2008 by appointing an independent consultant to assess 50 of its own civic and community facilities and some additional buildings such as the Armadale Court House, Department of Child Protection building and

Armada Lotteries House. The information that has been collected and its accuracy is being confirmed by regular users of the facility and the City's Disability Advisory Team. Once details have been confirmed, the information will be made available on the City's website.

The proposal for stage two is to offer access assessments to local businesses in the City of Armadale. The City applied for grant funding of \$23,000 (GST exclusive) from WALGA to appoint a consultant to implement stage two of the You're Welcome, which we have recently been advised has been successful.

DETAILS OF PROPOSAL

To initiate stage 2 of the You're Welcome project, businesses will be invited to participate and after agreement will be provided with the completed assessment report. Businesses will be made aware that the intention is to include the information as a promotion of accessible businesses to people with disability or access difficulties. Approval will be sought from the businesses prior to the information being made available on the City's website and the Disability Services Commission You're Welcome project website.

COMMENT

Analysis

The You're Welcome project, within the metropolitan area in particular, has grown as a resource and is increasingly drawing attention and support. A number of local governments, including the City of Perth and City of Melville have instigated it on their websites with positive feedback. It is timely, given the expected increase in population, that the City provides as much disability access information to encourage and enable wider participation by all its residents and visitors.

Options

Council has the following options:

1. Agree to accept the funding and authorise the expenditure to provide an access assessment of participating businesses to the amount of \$23,000 (GST exclusive).
2. Not Agree to accept the funding, nor authorise the expenditure to provide an access assessment of participating businesses to the amount of \$23,000 (GST exclusive).

Option 1 is recommended.

Conclusion

The City of Armadale is increasingly becoming accessible to people with disabilities which count as one in five, including seniors which number approximately 6,000.

The City is continuing to develop as a City Centre where people can be included with the support from the broader community. Following the initiation of stage one, there has been increasing acknowledgement by individuals and social service providers that the City is an accessible shopping and leisure area which is an indication that the concept is proving successful. This project will increase awareness of the barriers experienced by people with access difficulties and also assist in increasing Disability Awareness in the community while increasing accessible buildings.

C1/2/09 RECOMMEND

That Council:

- a. Pursuant to Section 6.8 of the Local Government Act (1995) authorise the following new expenditure:

You're Welcome project \$23,000 (GST exclusive)

- b. Amend the 2008-2009 Annual Budget as follows:

Expense

Seniors Disabilities Programs 220428.1476.02

– increase by \$23,000

Revenue

Seniors Disabilities Activity Grants 120402.1525.22

You're Welcome Project

- increase by \$23,000

For the purpose of establishing an access assessment of local business facilities.

****ABSOLUTE MAJORITY REQUIRED**

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

HEAD OF THE RIVER CITY TOURISM PROMOTION

WARD ALL
FILE REF: ED/T/1
DATE 21 January 2009
REF PLW
RESPONSIBLE MANAGER Executive Director
Community Services

In Brief:

- This item proposes that the City (Visitor Centre Coordinator) be in attendance at the Head of the River event due to be held on Saturday, 28 March 2009 to offer and promote local tourism-related information.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

Communicating and Marketing

Promote and market the city, locally, nationally and internationally

Legislation Implications

Nil

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

\$500 for a small marquee (either 3 x 3 or 4.5 x 4.5).

Note that this is unbudgeted and that the Area Promotion budget to which this would be costed is already slightly over expended.

Consultation

- Armadale Redevelopment Authority

BACKGROUND

At the Community Services Committee of 4 November 2008 and Council (C55/11/08) Meeting of 10 November 2008, the following matter was raised by Cr Stewart under Matters for Referral to Standing Committees:

Head of the River Event

Cr Stewart requested that officers investigate ways of promoting the City and the region with a tourism-focus during the Head of the River due to take place in March 2009.

Both the Public Relations Coordinator and the Manager Libraries & Heritage were requested to investigate what opportunities there are to promote the City and the region with a particular focus on Champion Lakes leading up to the Head of the River.

It has been confirmed that the date for the Head of the River event at Champion Lakes is Saturday, 28 March 2009.

DETAILS OF PROPOSAL

In order to promote the City and the region during the Head of the River, it is proposed that the City (Visitor Centre Coordinator) be in attendance at a small marquee to offer and promote local tourism-related information, subject to approval by the organising body.

COMMENT

Analysis

While it is possible that many of the spectators to the Head of the River would not be planning to spend the day in the Armadale region following the event, the opportunity to promote the region to a large number of people from the Perth metropolitan area to encourage visits to the region would be advantageous.

Additionally, as there will be ongoing canoeing and rowing events at Champion Lakes, this may encourage spectators at events to plan tourism-related outings following future events.

Options

1. Endorse the presence of the City at the Head of the River event to be held in March 2009 to promote local tourism-related information.
2. Not endorse the presence of the City at the Head of the River event to be held in March 2009 to promote local tourism-related information.

Conclusion

It is suggested that it would be of benefit for the City (Visitor Centre Co-ordinator) to be in attendance at the Head of the River event, offering and promoting local tourism-related information.

C2/2/09 RECOMMEND

That Council endorse the presence of the City at the Head of the River event to be held in March 2009 to promote local tourism-related information.

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

COUNCIL POLICY REVIEW – COMMUNITY SERVICES

WARD ALL
FILE REF: G/A/2
DATE 19 January 2009
REF YW
RESPONSIBLE Executive Director
MANAGER Community
Services

In Brief:

- This report presents the findings of the annual review of Council policies as relating to the responsibilities of the Community Services Directorate
- It is recommended that Council endorse the following Policies, as detailed in Attachment “A-3”:
 - FIRE 2 Brigade Acquisition of Appliances, Equipment and Apparatus.
 - FIRE 3 Training & Qualifications.
 - HH 1 History House Collection
 - HH 2 History House Display.
 - LIB 1 Displays of Arts and Crafts in Library Buildings.
 - LIB 2 Library Public Notice Boards

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

The effective management of Council resources and process to:

- *Deliver high quality, professional governance and administration;*
- *Enhance our ability to manage change;*
- *Ensure the Council is a proactive, enquiring organisation;*
- *Ensure our workplace enables staff to be innovative and confident; and*
- *Implement technologies to enhance decision-making, communication and service delivery.*

Legislation Implications

Section 2.7 of the Local Government Act 1995 states:

2.7 *The role of the Council*

- (1) *The council –*
 - (a) *directs and controls the local government’s affairs; and*
 - (b) *is responsible for the performance of the local government’s functions.*
- (2) *Without limiting subsection (1), the council is to –*
 - (a) *oversee the allocation of the local government’s finances and resources; and*
 - (b) *determine the local government’s policies.*

Council Policy/Local Law Implications

Assessment of Policy/Local Law indicates that the following are applicable:

Policy Manual

Budget/Financial Implications

Nil

Consultation

Executive Director Community Services

Manager Library Services

Manager Fire & Emergency Services

Manager Recreation Services

Senior Administration Officer

BACKGROUND

At its meeting of 4 March 2003, Council formally adopted (C6/2/03) the Policy Manual and endorsed the associated Management Practices and the procedure for developing, amending and reviewing policies and management practices.

Part 3.1 of the Procedures states:

“A review of every policy is to be made every 3 years by the relevant Executive Directorate, with a third of the policies reviewed each year.”

DETAILS OF PROPOSAL

As per the Procedure for Developing, Amending and Reviewing Policies, a **third** of the policies that relate to the Community Services Directorate are herewith presented for review. These are presented as an attachment to this Agenda. (**Refer to Attachment “A-1” – Summary of Attachments – buff page.**)

COMMENT

Analysis

The following table summaries the Policies that have been reviewed on this occasion, together with findings and recommendations on each, having regard for the following considerations, i.e.

- whether the Policy satisfies current organisational operations/requirements’
- whether the Policy complies with current legislative requirements?
- Whether the Policy is consistent with other Council Policies?

It is to be noted that there is one (1) other policy due for review which is currently still in the process of being reviewed, i.e.

- RECN 6 – Recreation Fees & Charges

This policy will be the subject of a separate subsequent report to Council in the next few months.

Policy Name & Number	Review Findings	Officer Recommendation
<p>FIRE 2 – Brigade Acquisition of Appliances, Equipment & Apparatus</p> <p>Rationale: To ensure that all fire fighting plant and equipment purchased for use by Council’s Brigades meets the minimum recommended standards and specifications as set by FESA.</p> <p>Policy: All acquisitions of fire fighting equipment and plant by the city’s Volunteer Bush Fire Brigades require Council prior approval.</p>	<p>Subject to the introduction of the Emergency Services levy, this policy is no longer applicable.</p>	<p>Delete Policy</p>
<p>FIRE 3 – Training & Qualifications</p> <p>Rationale: To ensure that volunteer fire fighters are adequately skilled to fulfil their roles and Council exercises its duty of care.</p> <p>Policy: Council shall provide sufficient resources to ensure that Volunteer Bush Fire Fighters are properly trained to perform their tasks in a safe and effective manner and that a basic level of skills is acquired for all members of the organisation. Training and qualifications shall be in accordance with the current Management Practices.</p>	<p>Meets all review considerations.</p>	<p>Policy FIRE 3 be reaffirmed, without amendment, for a further 3 year period.</p>
<p>HH1 – History House Collection</p> <p>Rationale: Space dictates that only certain items can be stored, not all donated items are appropriate for inclusion in the collection, and at times there will be a need to de-accession items. The need exists for accurate records to be kept of donors and all collections.</p> <p>Policy: The History House Museum will retain or accept into the collection those objects or archival materials which are relevant to and consistent with the purpose of the Museum. Acceptance and retention of items shall be in accordance with the current Management Practice.</p>	<p>Meets all review considerations.</p>	<p>Policy HH1 to be reaffirmed, without amendment, for a further 3 year period.</p>

Policy Name & Number	Review Findings	Officer Recommendation
<p>HH 2 – History House Display Rationale: The maintenance of displays will be in accordance with the current procedures and practices, to ensure safeguarding of all items, and to remove any doubt as to ownership of artefacts.</p> <p>Policy: The History House Museum will maintain displays, both permanent and temporary, from materials within its collection that are relevant and consistent with the defined purposes of the Museum. The maintenance of displays shall be in accordance with the current Management Practices.</p>	<p>Meets all review considerations</p>	<p>Policy HH 2 be reaffirmed, without amendment, for a further 3 year period.</p>
<p>LIB 1 – Displays of Art & Crafts in Library Buildings Rationale: Council’s Libraries are a community resource, and as such, should not be used for the financial gain of any individual or business enterprise. Displays that support local artists or arts and crafts groups, that are of a community-based nature, are permitted, display booking timetables and space permitting.</p> <p>Policy: Painting, handicraft and other works of art, displayed for commercial purposes, shall not be permitted in the City’s Libraries.</p>	<p>Meets all review considerations</p>	<p>Policy LIB 1 be reaffirmed, without amendment, for a further 3 year period.</p>
<p>LIB 2 – Library Public Notice Boards Rationale: Public libraries receive a large number of community notices and “handout” pamphlet-type material in association with their role of information providers. This policy and its associated management practices seek to ensure that the City’s libraries are not used for inappropriate commercial, political or religious gain.</p> <p>Policy: The City of Armadale Library & Information Service will provide community information notice boards and will disseminate community information brochures. Permission to place notices on the notice boards, or to disseminate community information brochures will be in accordance with the current Management Practices.</p>	<p>Meets all review considerations.</p>	<p>Policy LIB 2 be reaffirmed, without amendment, for a further 3 year period.</p>

Conclusion

It is recommended that the Policies, as reviewed, continue to apply and operate for a further three (3) years or such earlier date as Council may determine from time to time.

C3/2/09 RECOMMEND

That Council, pursuant to Section 2.7(2)(b) of the Local Government Act 1995:

- 1. reaffirm the continued application and operation of each of the following current Policies for a further three (3) years or such earlier date as Council may determine from time to time.**

FIRE 3 - Training and Qualifications

HH 1 - History House Collection

HH 2 - History House Display

LIB 1 - Displays of Arts and Crafts in Library Buildings

LIB 2 – Library Public Notice Boards

- 2. Delete Policy FIRE 2 - Brigade Acquisition of Appliances, Equipment and Apparatus on the basis that the introduction of funding by the Emergency Services Levy has negated the need for the policy.**

Moved Cr Tizard

MOTION CARRIED (7/0)

AUTHORISED PERSONS

WARD ALL
FILE REF: LE/L/12
DATE 21 January 2009
REF BLW
RESPONSIBLE Executive Director
MANAGER Community
Services

In Brief:

- The appointment of persons as “Authorised Person” for the purpose of carrying out the duties of a Registration Officer pursuant to the Dog Act 1976.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

Nil

Legislation Implications

Section 11(1)(3) Dog Act 1976

Council Policy/Local Law Implications

Local Laws Relating to Dogs

Budget/Financial Implications

Nil

Consultation

Nil

BACKGROUND

Nil

DETAILS OF PROPOSAL

To enable the following nominated persons at external dog registration facilities to undertake the appropriate responsibilities it is a requirement that Council shall, in writing, appoint them to exercise on behalf of the Local Government the powers conferred on an “Authorised Person” for the purpose of carrying out the duties of a Registration Officer pursuant to the Dog Act 1976. It is further proposed that all previous appointments to the herein listed veterinary establishments be cancelled.

COMMENT

The recommended appointment of the following persons as “Authorised Person” is consistent with their position role description and will serve to facilitate and assist in the orderly business and performance of the Ranger Services.

C4/2/09 RECOMMEND

That Council:

- 1. appoint the following persons as “Authorised Person” in accordance with the provisions of Section 29 (1) of the Dog Act 1976, for the purpose of effecting dog registrations only.**

Railway Avenue Veterinary Hospital

**Dr Wendy Hobley
Dr Maria Butler
Dr Ant Donohoe
Lou Jones
Jackie Atkinson
Kellie Thatcher
Gemma Tripp
Johanne Taylor
Kirsty Fowler
Leigh Green
Karyn Garritty
Phoebe Spencer
Jasmine Hart
Dr Tim Piper
Dr David Kirke**

Ark Veterinary Clinic

**Shaan Russell-Smith
Chloe Bain
Joanne Lynch
Nicole Brennan**

Armadale/Byford Veterinary Hospital

**Glenda Miller
Martine Stuart
Michelle White
Tracey Morey
Kelly Coppins
Emma Stuart
Petra Bailey
Carmilla Atkinson
Suzanna Sowa**

**Tricia Matthews
Keira Rubery
Hannah Bignell**

Champion Lakes Veterinary Centre

**Dr Colin Sherry
Lesley Sherry
Ashleigh Webster
Juanita Morrison
Juanita Meachen
Jeanette Pullen
Kerry Bell
Louise Royal**

2. **cancel all previous appointments as “Registration Person” at the abovementioned veterinarian facilities.**

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

EXECUTIVE DIRECTOR COMMUNITY SERVICES REPORT

Nil

COUNCILLORS' ITEMS

Nil

MEETING CLOSED AT 7.40 PM

COMMUNITY SERVICES COMMITTEE

SUMMARY OF "A" ATTACHMENTS

3 February 2009

Attachment No.	Subject	Page
A-1	POLICY REVIEW – COMMUNITY SERVICES DIRECTORATE	18 - 23



POLICY

FIRE 2 – Brigade Acquisition of Appliances, Equipment and Apparatus

Management Practice

N/A

Relevant Delegation

N/A

Rationale

To ensure that all fire fighting plant and equipment purchased for use by Council’s Brigades meets the minimum recommended standards and specifications as set by FESA.

Policy

All acquisitions of fire fighting equipment and plant by the City’s Volunteer Bush Fire Brigades require Council’s prior approval.

Related Local Law

N/A

Related Policies

N/A

Related Budget Schedule

N/A

Last Reviewed

6 June 2006

Next Review Date

4 March 2009

Authority

Council Meeting of 4 March 2003
(C6/2/03)

Council Meeting of 6 June 2006 (C34/5/06)



POLICY

**FIRE 3 – Training and
Qualifications**

Management Practice

FIRE 3

Relevant Delegation

N/A

Rationale

To ensure that volunteer fire fighters are adequately skilled to fulfil their roles and Council exercises its duty of care.

Policy

Council shall provide sufficient resources to ensure that Volunteer Bush Fire Fighters are properly trained to perform their tasks in a safe and effective manner and that a basic level of skills is acquired for all members of the organization.

Training and qualifications shall be in accordance with the current Management Practices.

Related Local Law N/A

Related Policies N/A

Related Budget Schedule N/A

Last Reviewed 6 June 2006

Next Review Date 4 March 2009

Authority Council Meeting of 4 March 2003 (C6/2/03)
Council Meeting of 6 June 2006 (C34/5/06)



POLICY

HH 1 – History House Collection

Management Practice

HH 1

Relevant Delegation

N/A

Rationale

Space dictates that only certain items can be stored, not all donated items are appropriate for inclusion in the collection, and at times there will be a need to de-accession items. The need exists for accurate records to be kept of donors and all collections.

Policy

The History House Museum will retain or accept into the collection those objects or archival materials which are relevant to and consistent with the purpose of the Museum. Acceptance and retention of items shall be in accordance with the current Management Practices.

Related Local Law N/A

Related Policies N/A

Related Budget Schedule N/A

Last Reviewed 4 July 2005

Next Review Date 4 March 2008

Authority Council Meeting of 4 March 2003 (C6/2/03)
4 July 2005 (C58/6/05)



POLICY

HH 2 – History House Display

Management Practice

HH 2

Relevant Delegation

N/A

Rationale

The maintenance of displays will be in accordance with the current procedures and practices, to ensure safeguarding of all items, and to remove any doubt as to ownership of artefacts.

Policy

The History House Museum will maintain displays, both permanent and temporary, from materials within its collection that are relevant and consistent with the defined purposes of the Museum.

The maintenance of displays shall be in accordance with the current Management Practices.

Related Local Law N/A

Related Policies N/A

Related Budget Schedule N/A

Last Reviewed 4 July 2005

Next Review Date 4 March 2008

Authority Council Meeting of 4 March 2003 (C6/2/03)
4 July 2005 (C58/6/05)



POLICY

LIB 1 – Displays of Arts and Crafts in Library Buildings

Management Practice

N/A

Relevant Delegation

N/A

Rationale

Council’s libraries are a community resource, and as such should not be used for the financial gain of any individual or business enterprise. Displays that support local artists or arts and crafts groups, that are of a community based nature, are permitted, display booking timetables and space permitting.

Policy

Painting, handicraft and other works of art, displayed for commercial purposes, shall not be permitted in the City’s libraries.

Related Local Law

N/A

Related Policies

N/A

Related Budget Schedule

N/A

Last Reviewed

6 June 2006

Next Review Date

4 March 2009

Authority

Council Meeting of 4 March 2003 (C6/2/03)
Council Meeting of 6 June 2006 (C34/5/06)



[POLICY](#)

LIB 2 – Library Public Notice Boards

Management Practice

[LIB 2](#)

Relevant Delegation

N/A

Rationale

Public libraries receive a large number of community notices and “handout” pamphlet type material in association with their role of information providers. This policy and its associated management practices seek to ensure that the City’s libraries are not used for inappropriate commercial, political or religious gain.

Policy

The City of Armadale Library & Information Service will provide community information notice boards and will disseminate community information brochures.

Permission to place notices on the notice boards, or to disseminate community information brochures will be in accordance with the current Management Practices.

Related Local Law N/A

Related Policies N/A

Related Budget Schedule N/A

Last Reviewed 4 July 2005

Next Review Date 4 March 2008