

# CITY OF ARMADALE

## MINUTES

OF COMMUNITY SERVICES COMMITTEE HELD IN THE COMMITTEE ROOM,  
ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON TUESDAY, 6  
MAY 2008 AT 7:00 PM

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

**APOLOGIES:** Cr L Reynolds AM JP Leave of Absence

**OBSERVERS:** Cr P J Hart

**IN ATTENDANCE:** Mr C Askew - Executive Director Community Services  
Mrs Y Coyne - Executive Manager Community Services  
Mrs P L Walker - Manager Libraries & Heritage Services  
Ms Y Ward - Minute Secretary

Public: Nil

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## **DISCLAIMER**

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

## **DECLARATION OF MEMBERS' INTERESTS**

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Nil

## **QUESTION TIME**

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Nil

## **DEPUTATION**

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Nil

## **CONFIRMATION OF MINUTES**

### **RESOLVED**

**Minutes of the Community Services Committee Meeting held on 8 April 2008 be confirmed.**

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

## **ITEMS REFERRED FROM INFORMATION BULLETIN – ISSUE NO. 7/2008**

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

- **Outstanding Matters**  
Report on Outstanding Matters – Community Services Committee
- **Monthly / Quarterly Departmental Reports**  
Library & Heritage Services General Monthly Report – March 2008  
Manager Ranger & Emergency Services Monthly Report – March 2008
- **Minutes from Occasional/Advisory Committees**  
Connected Communities Armadale Inc. – 31 January 2008  
Disability Advisory Team – 1 April 2008  
Seniors' Interests Advisory Group – 20 March 2008  
Public History Advisory Group – 7 February 2008  
Youth Advisory Group – 25 February 2008

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

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**COMMUNITY SERVICES COMMITTEE**

6 May 2008

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**COMMUNITY DEVELOPMENT**

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**\*\*FARMERS' MARKET**

WARD ALL  
FILE REF: PLU/APA/1  
DATE 31March 2008  
REF YC  
RESPONSIBLE Executive Director  
MANAGER Community  
Services

**In Brief:**

Council has previously given in principle support to the ARA initiative to establish a Farmers' Market in Armadale.

This item advises that a grant application for \$50,000 (inclusive of GST) from the Department of Health has been successful and requests Council endorse its 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**

Local Government Act 1995 Section 6.8.

**Council Policy/Local Law Implications**

Nil

**Budget/Financial Implications**

Council has previously agreed to support the Farmers' Market "in principle" and has committed \$5,000 as an initial contribution.

**Consultation**

Nil

**BACKGROUND**

Council at its Ordinary Meeting of 25 March 2008 resolved (CS29/3/08) the following:

*"That Council support the concept of a Farmers Market in Armadale in principle and offer an initial contribution of \$5,000 until the benefits and mode of operation of the Markets can be fully determined."*

Subsequent to that report, and in partnership with the Armadale Redevelopment Authority (ARA), a successful grant application was made to the Department of Health for \$45,455 (excluding GST) towards the project. An agreement will be made that confirms the City will act as the 'banker' for the funds with the ARA being responsible for the administration, expenditure and grant accountability requirements.

## **DETAILS OF PROPOSAL**

This item advises Council that a successful grant application for the proposed Farmers' Market in Armadale has been made with the Department of Health and pursuant to the Local Government Act Section 6.8 requests Council to approve it receipt and endorse its expenditure.

## **COMMENT**

### Analysis

As has been previously reported to Council, the concept of a Farmers' Market has merit and the City is working in collaboration with the ARA on its development. On 6 May 2008, the ARA is hosting a workshop to progress the development of the Farmers' Market and will be inviting prospective interested participants. From there the ARA will look to employ a project officer to further refine and develop the proposal. The grant funds from the Health Department are a significant financial contribution towards the establishment of the Markets.

### Options

Council can choose to either:

Accept and endorse associated expenditure of the Health Department grant for the proposed Farmers' Market, or

Not accept and endorse associated expenditure of the Health Department grant for the proposed Farmers' Market.

It is recommended that Council accept the Health Department grant funds.

### Conclusion

Council has previously given its support to the concept of a Farmers' Market for Armadale and the acceptance of the Health Department Grant will enable the development of the project to proceed.

### Committee Discussion

*As requested by Cr Stewart and agreed to by Committee, the Executive Director Community Services advised that on Tuesday, 6 May 2008, the Armadale Redevelopment Authority hosted an Armadale Farmers' Workshop which was attended by a number of growers/producers, some representing more than one grower. Presentations by Zannie Flanagan (Project Manager Adelaide Showground Farmers' Market) and David Schober (Albany Farmers' Market) were well received. Those present were very supportive of advancing the concept of a Farmers' Market in Armadale.*

**C24/5/08 RECOMMEND**

**That Council:**

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

**Armadale Farmers Market                    \$45,455**

- b. Amend the 2007-2008 Annual Budget as follows:

**Expense**

**Redevelopment Authority Projects**

**– increase by \$45,455**

**Revenue**

**Redevelopment Authority Project Grants**

**- increase by \$45,455**

**For the purpose of establishing a Farmers' Market in the City of Armadale.**

**\*\*ABSOLUTE MAJORITY REQUIRED**

**Moved Cr Tizard**

**MOTION CARRIED (7/0)**

***LIBRARY STOCKTAKE AND PAYMENT FOR MISSING ITEMS***

WARD ALL  
FILE REF: LIB/A/1  
DATE 30 April 2008  
REF PLW  
RESPONSIBLE Executive Director  
MANAGER Community  
Services

In Brief:

- This item recommends that:  
That Council advise both WA Local Government Association and State Library of WA that:
  - a. it already undertakes ongoing rolling stocktakes of its library holdings and will undertake a further barcode match to confirm and correct discrepancies in the SLWA database, following which the City will pay for those items for which it has a record and where it is agreed with SLWA that the item cannot be found.
  - b. the City supports the principle of regular stocktakes and agrees that where Councils have not been undertaking rolling stocktakes, a physical stocktake should be undertaken.

**Tabled Items**

Nil

**Officer Interest Declaration**

Nil

**Strategic Implications**

*Deliver high quality, professional governance and administration*

**Legislation Implications**

Nil

**Council Policy/Local Law Implications**

Nil

**Budget/Financial Implications**

Unknown at this stage, however the cost of missing stock and of conducting a physical stocktake is unbudgeted and is estimated to be in the order of \$15,000 - \$20,000.

**Consultation**

Nil

**BACKGROUND**

The Public Library Framework Agreement between State and local Government for the provision of Public Library Service was signed in 2004. It sets out standards for the service and articulates what each party agrees to in providing the service.

In relation to Local Government it states:

Local Government agrees to:

- Provide physical and technological infrastructure, staffing and meet operating costs, to agreed standards
- Establish collection development policies which are aligned with community needs
- Ensure that State assets are properly managed

A Joint Advisory Committee (JAC) oversees the agreement. The JAC has equal representation of State and Local Government members. The Local Government members are nominated by the Western Australian Local Government Association (WALGA). Two of the WALGA nominated positions are filled by public library managers. The current representatives are Patricia Walker, Manager Libraries & Heritage City of Armadale and Andrea Selvey, City Librarian Geraldton/Greenough Regional Library. Ricky Burges CEO WALGA and Gary Evershed CEO Town of Bassendean are the other Local government representatives.

One of the issues being considered by the JAC is the management of the State's assets by Local Government libraries. The State Library of WA (SLWA) maintains a database of all of the stock held in public libraries. The SLWA has proposed, via the JAC, that in order to manage to State's assets all public libraries will be required to conduct a physical stock take. Correspondence was received from the State Librarian in February 2007 advising of this and providing a stock take timetable and methodology.

Many local government librarians, including the City of Armadale, registered their opposition to the need to conduct physical stocktakes, as they believe that they are meeting the requirements of the Framework Agreement in ensuring that the "State assets are managed properly", by conducting ongoing rolling stocktakes. There was also the question of who would pay for items not found and at what rate? The SLWA has an agreed stock take payment formula, and this was used when the City carried out a full physical stocktake prior to automating the library service in 1990. An additional budgetary amount of some \$20,000 was required in that financial year to pay for all stock that could not be found. Since that time, rolling stock takes have been in place. This process uses the library's automated data base and identifies all library barcodes that have not been seen by the system within a specified period of time. The items with those barcodes are located and considered for removal from stock, due to their non use. If they cannot be located they are afforded a series of "missing" statuses over a three month period. After that time they are declared lost to the State Library and paid for in accordance with our legal responsibility. All barcodes on the City's library data base have to be seen by the system at least once per year.

For this reason, it is considered unnecessary to conduct a physical stock take. If an item is missing it will be picked up in the next rolling stock take and paid for at the appropriate price and within the Library Department's budget for Lost and Damaged stock (currently just over \$23,000 per annum). Some of these costs are recouped from borrowers who lose or damage the stock, but the majority is a cost to the City of doing business and running its library service.

The question of who would pay for lost or missing items, and how much, has been the subject of a number of reports and much discussion by the JAC. Many of the public library managers believe that the only costs that local governments have an obligation to honour, are for those

items for which both the SLWA and the public library management systems have a record, and that can't be found. This is what the rolling stock takes determine. The SLWA is proposing that local governments should pay a percentage of items that they have allocated to that public library, even if the public library does not have a current record for that item. A number of different scenarios and proposals for payment have been put by SLWA all of which have been rejected by the public library managers.

Recent correspondence received from Ricky Burges, Chief Executive Officer WALGA, requested that Local Governments agree to:

- conduct a physical stock take as this position was reaffirmed at the JAC meeting of February 2008 (with both of the public librarians voting against the motion), and
- to pay a set price for some items that appear on the SLWA data base but not the public library data base.

This request was made, as WALGA believes that the State Government is making every effort to present a workable solution to this impasse on stock takes. Additionally, a solution is required in order for the JAC to be able to move forward and implement recommendations of the Structural Reform of Public Libraries report that was commissioned by the JAC in 2006 and completed in 2007.

At the most recent JAC meeting held on 23 April 2008, a proposal was put by WALGA that determined a pricing solution for all missing items. This proposal was not supported by the public librarian members of the JAC, but it received a majority vote. This proposal will now be taken to the Library Board of Western Australia and the State Council of WALGA. While the City can confidently agree on most of the matters, the one area that should still be of concern to Council is that the City will be required to pay for some items for which it has no record. What has been proposed is that costs for missing items (missing being defined as: *there is a record on the SLWA Library Management System (LMS) that locates the item to a particular library. That library does not have a record on its LMS and the item cannot be found at any library location in that Local Government Authority*) will be as follows:

- For items accessioned prior to the year 2001, the cost will be absorbed by SLWA.
- For items accessioned in the period 2001 to 2004, Local Government will pay \$7.50 per item.
- For items accessioned in the period 2005 to 2008, Local Government will pay \$15.00 per item.

While this means that the State Government will absorb some 85% of the cost of any losses and local government will pay some 15% of the total cost of losses, it is suggested that the City should not support this, and neither should it support the requirement for the libraries to conduct a physical stock take.

## **DETAILS OF PROPOSAL**

The proposal is that the City advises the State Library of Western Australia and WALGA of its processes in conducting ongoing rolling stock takes, which it believes are best practice, and for this reason it will not be conducting a physical stock take, but will undergo a barcode match to determine what items do not exist on both data bases, and requests that where only one party has a holdings record then the SLWA data base should be simply updated.

## COMMENT

### Analysis

There are a number of reasons why the above proposal is being made. The reason for proposing that the City should not undertake a physical stock take is because rolling stocktakes have been conducted now for at least 10 years, and probably more. To conduct a physical stock take each item needs to be physically removed from the library shelf and the barcode read with the barcode reader. This would require each library to close to the public for a period of time, which is not a preferred option. It would be preferable to pay staff to work on a weekend, or to employ a team of casual staff to do this work together with at least one librarian to oversee the task. There would be some financial cost to Council to undertake a physical stock take.

The reason for proposing that the SLWA data base simply be amended where only one party has a holding record, relates to the integrity of the SLWA data base. It is acknowledged that a huge number of items are moved around public libraries in WA with constant changes to the data base, and that given the number of transactions made, the error rate is relatively low. Comparatively, the number of transactions made by individual local government libraries in relation to data base management with the SLWA data base is miniscule. The margin for error at the SLWA end is much higher. Over the years, this was acknowledged and the practice was for SLWA staff to simply delete records for public libraries when advised that the public library did not have a record for an item, which is what we are requesting that they continue to do.

Additionally, when items are declared lost or damaged to SLWA and paid for, the record for that item is removed from the public library data base and should also be removed from the SLWA data base. In attempting to gain some understanding of the size of discrepancy that the City might have against the SLWA data base, a test barcode match was carried out. On analyzing the barcodes that the SLWA data base had allocated to the City for which we had no record in our libraries, we identified 176 items that we have already paid for that were not removed from the SLWA data base. In the proposal that was agreed to by the JAC, if any of these items were accessioned post 2000, then the City would be required to pay for these items again at a cost of either \$7.50 or \$15.00 depending on their age. The City does have the option of advising SLWA that it has already paid for these items and provide proof of payment by supplying invoice numbers, and while this can be done the time taken to carry out this exercise is something that public librarians believe should not be required.

There were a number of other matters that were brought to the attention of public library managers in relation to the integrity of the SLWA data base that influenced the decision of most to not agree to pay for any item for which the public library did not have a record. One of these was the sudden addition of 400,000 items to the state wide public library collections in the 2005/06 year. This was explained in the State Library Annual Report of that year by saying "*The State Library is now able to provide a more accurate figure of the stock in public libraries from the library management system database.*" It was worrying to public librarians that this number of volumes could suddenly be counted and this has resulted in an adjustment of stock numbers to our public libraries.

While a test barcode match was conducted of the City's library data base with the SLWA data base to try to determine the size of the discrepancy, it is not possible to ascertain how many items the City would be required to pay for if it supports the JAC proposal (still is to be put to both the Library Board and WALGA State Council). This is because the accession dates were not provided for the 2,306 items that were determined to be "missing" after conducting the test barcode match and required checks at the City's end. Note that it is probable that a number of return exchanges had not been unpacked at the SLWA end when the barcode match was done, and that when these items were processed, that would have reduced the number of missing items from the 2,306. Optimistically, it would have at least halved the figure, but that means that some 1,000 volumes would still be missing. Based on modelling done by SLWA following stocktakes and barcode matches done by 29 libraries, the missing items accessioned pre 2001 is some 73.2% of the total.

Presuming that the total number of missing items will be approximately 1,000 following a final barcode check, and applying the average of 73.2% being accessioned pre 2001, the City would be required to pay for some 250 volumes at either \$7.50 or \$15.00 per volume. Based on this, it is probable that the actual dollar cost to SLWA would be in the vicinity of some \$3,000. Until the final barcode match is completed, it is not possible to give an accurate assessment of the amount.

While the amount may not be significant, the principle of paying for items for which the City does not have a record, and of paying again for items already paid for because they had not been removed from the SLWA data base is the decision that needs to be made, along with the requirement to conduct a physical stock take when there is a professional belief that the rolling stocktakes already conducted are adequate to manage the states assets which is the local government responsibility under the terms of the Framework Agreement.

### Options

The options are:

1. Comply with the request from WALGA that asks Local Governments to agree to conduct a physical stocktake and to pay a set price for items accessioned pre 2001 that appear on the SLWA data base but not the public library data base.
2. Advise both WALGA and SLWA that the City opposes conducting a physical stocktake of its library holdings as ongoing rolling stocktakes are conducted, and that rather a barcode match will be undertaken to correct discrepancies in the SLWA data base, following which the City will only pay for those items for which it has a record and where the item cannot be found.

### Conclusion

While the position of WALGA is respected and it is understood why agreement is sought to comply with its request to conduct a physical stock take and pay for missing items as recommended, it is believed that the City's Library Department has adopted best practice in managing the State's assets over many years. Not all local governments have done this, so there should not be a "one size fits all" solution to this matter.

**C25/5/08 RECOMMEND**

**That Council advise both WA Local Government Association and State Library of WA that:**

- a. it already undertakes ongoing rolling stocktakes of its library holdings and will undertake a further barcode match to confirm and correct discrepancies in the SLWA database, following which the City will pay for those items for which it has a record and where it is agreed with SLWA that the item cannot be found.**
- b. the City supports the principle of regular stocktakes and agrees that where Councils have not been undertaking rolling stocktakes, a physical stocktake should be undertaken.**

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

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***ARMADALE AQUATIC CENTRE SEASONAL REPORT***

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WARD All  
FILE REF: P32122  
DATE 29 April 2008  
REF AWP  
RESPONSIBLE MANAGER Manager  
Recreation Services

**In Brief:**

- The seasonal report for the Armadale Aquatic Centre provides an overview of the operations and activities of the Centre for the 2007/08 season and;
- Recommends that the report be received.

**Tabled Items**

Nil

**Officer Interest Declaration**

Nil

**Strategic Implications**

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

**Legislation Implications**

Nil

**Council Policy/Local Law Implications**

Nil

**Budget/Financial Implications**

Nil

**Consultation**

N/A

**BACKGROUND**

This report provides an overview of activities at the Armadale Aquatic Centre for the 2007/08 season.

**Season**

The Centre opened on the 15<sup>th</sup> of October 2007 and closed on 26<sup>th</sup> of April 2008. The length of season was twenty eight weeks.

**Staffing**

A new team of staff was recruited and these included:

- Two seasonal Assistant Managers
- One part time Assistant Manager
- One trainee Assistant Manager
- Kiosk Staff

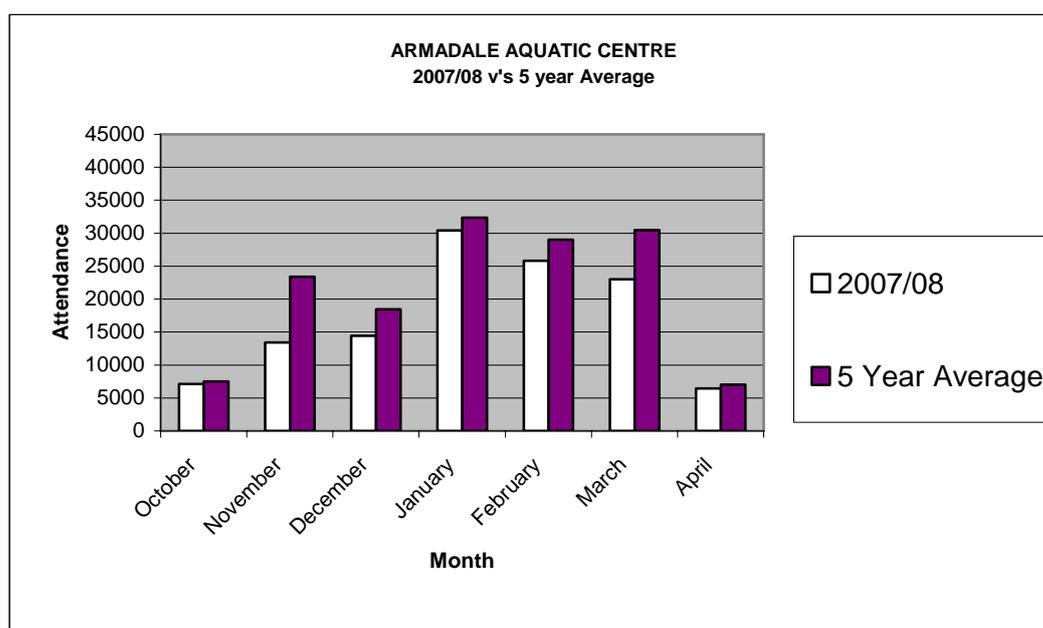
- Swimming Teachers
- Pool Lifeguards
- Receptionists
- Contract maintenance & cleaning staff

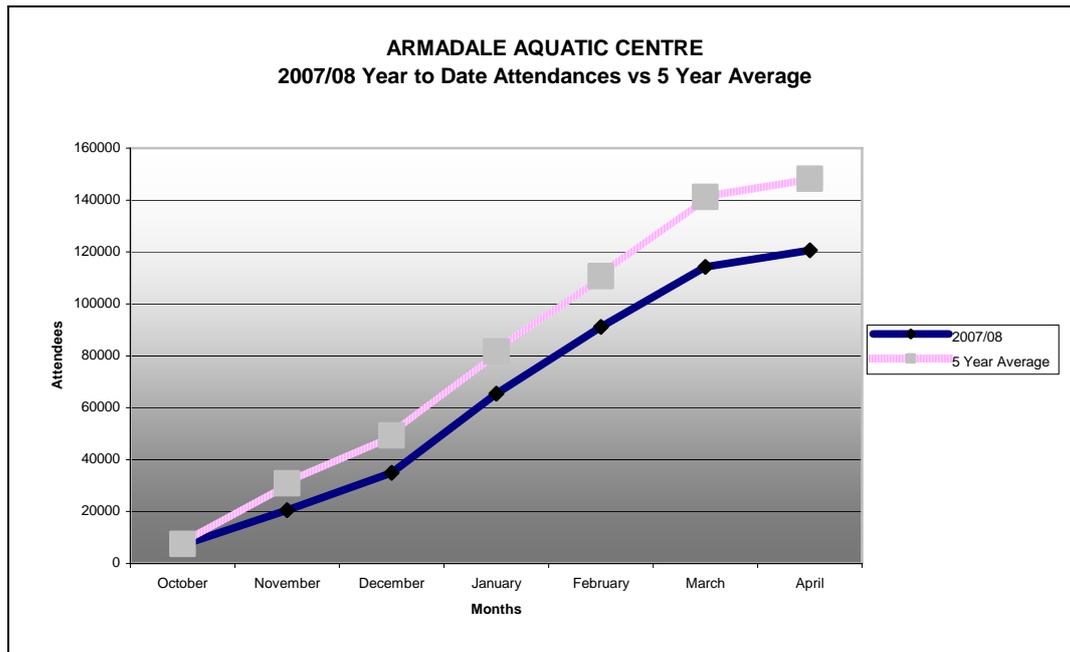
Attendances

The total seasonal attendance was 120,640 which was down on the five-year average and down by 15,055 on the previous year. The main factors contributing to the decline in attendances were as follows:

- The very late opening of the 50m pool which was not ready to open to the public until just before Christmas. This not only was an inconvenience to the general public but also greatly affected the user groups and the programs that were run at the centre.
- The number of students visiting the Centre with the school programs was down by 2,877 on last year. This was due to the 50m pool being unavailable for the whole of term four which severely impacted the in term swimming program. There has also been an ongoing shortage of qualified swimming teachers.
- A number of large schools cancelled their annual swimming carnivals at late notice due to the teachers' industrial dispute. This resulted in a loss of attendances of approximately 5,000 during the month of March.
- It is pleasing to note the increase in the number of families visiting the centre this season. This may be due in part to the reduction in the number of security problems we have had this year. We have worked hard to make our centre a safer and more secure place to be and will continue to do so.

The following graphs illustrate the monthly attendances as compared to the five-year average, and the year to date attendances as compared to the five-year average.





As shown in the graphs, after an average start to the season in October, attendances were significantly down during November, December and March, and slightly below the average in January and February.

### Marketing and Promotion

Marketing and promotional activities included:

- Advertising in local newspapers to promote the Centre run activities e.g. learn to swim program, birthday parties and the water walkers.
- Direct mail out to all schools and past participants in the learn to swim program.
- A new design and professionally printed brochures promoting the Centre's programs and facilities.
- New signs
- City of Armadale web site
- In-house promotion through staff personally making customers aware of services and activities available to them, also displaying notices and making announcements via the public address system.
- A new design for the managers and assistant managers' uniform and additional lifeguards uniforms which helps to display a clean and professional image.

### Programs

A summary of the main programs conducted at the centre is as follows:

- *Learn to Swim*  
There were 3,693 people that attended our learn to swim program generating \$14,567 in revenue for the Centre
- *Aussie Masters*  
A dedicated and increasing number of Aussie masters swimmers continued to train three times per week at the centre throughout the season.
- *Vacation Swimming Program*  
Three series of vacation swimming classes were held at the centre during the December-January school holidays which attracted approximately 12,000 attendances directly related to the program.
- *School Swimming*  
A total of 30 schools used the centre for school swimming lessons, training and carnivals throughout the season, resulting in 48,201 attendances. School attendances were well down on previous years.
- *Professional Swimming Coaching*  
Again we had the services of a professional coach who hired lane space and trained a small but successful squad throughout the season.
- *Water Walkers*  
Water walking continued this season and included morning tea after the walking had been completed. This proved to be a very popular activity with an average of 30 people regularly gathering for their early morning walk and social activities. Over the course of the season, 1537 attendances related directly to this activity, and the walkers walked a combined distance of 2,390 km, which equates to walking from Perth to Derby.

#### Capital Improvements and Maintenance

The major capital improvements and maintenance items carried out during the year included:

- The 50m pool has been tiled
- New anti wave lane ropes were purchased for the 50m pool
- A new fence was installed between the Aqua Tubes and the Aquatic Centre
- The car park has been resurfaced and the parking bays repainted
- On going repairs to the plumbing and drainage system
- General building repairs and painting
- The change room walls, grand stand and the planter boxes have been painted
- Purchased a heart defibrillator and a oxy sock for the first aid room
- The bush area along Champion Drive has been landscaped, gardens pruned and tidied
- Annual servicing of all plant and equipment
- Minor up grade of the IT system

Kiosk

This was the fifth year that the centre directly managed the kiosk and despite a decline in the seasonal attendances it is pleasing to note the kiosk takings were slightly up on last year's total of \$103,010. The kiosk service ran at a net profit of approximately \$21,000.

Customer Service Survey

A randomly selected customer survey was conducted during the season to ascertain the level of customer service being provided to patrons. Approximately 80 people participated in the survey with the results indicating a high level of customer satisfaction. Whilst there is still scope for further improvement, the overall result of the survey demonstrates that patrons are generally satisfied with the service provided at the Centre.

Length of Season

This year the Centre again remained open during the April school holiday period as an additional service to the community. The trial to extend the pool season had a limited success, with only 578 people attending the centre (average of 38.5 per day) over the 15-day period. The weather conditions were mild with the average maximum temperature for the period being 24.5 degrees. A summary of the income and main costs (does not include all costs) of extending the season are as follows:

<u>Income</u>		
	\$1,439	Admission fees
	<u>\$ 620</u>	Kiosk Income
	\$2,059	Total
<u>Expenditure</u>		
	\$8,600	Staff
	\$3,200	Gas
	<u>\$ 350</u>	Chemicals
	\$12,150	Total

The net cost to extend the season was approximately \$10,091, which equates to a subsidy of \$17.46 per attendance during the extended period. In the future it would be interesting to trial opening for the October school holidays instead of the April holidays as it is the officer's opinion that this would be more popular.

Other Issues

Throughout the course of the season a number of issues arose and were addressed at a management level so as to minimize any disruption or inconvenience to patrons. A summary of the main issues follows:

- The fibreglass lining in the 25metre pool has further deteriorated and as recently reported to the Technical Services Committee will be replaced with a ceramic tile surface over the winter period
- Although the tiling of the 50 metre pool was largely successful, there are some defects that will need to be repaired before the Centre is opened to the public next season.

- Aside from one incident, vandal damage was minimal compared to previous years.
- The “Bull Pit” at the rear of the pool grounds continued to create problems for management and it is recommended that the Bull Pit be removed prior to the 2008/09 season. Once it is removed and levelled the area could be made into an attractive safe area for the public to enjoy.
- The installation of security cameras would be a useful tool in identifying some of the people who have been behaving in an anti social way and should help to increase the security of the centre.
- Additional BBQs installed at different locations along with tables and chairs would help to attract more families and groups to our centre.

## COMMENT

### Analysis

Although the drop in attendances was disappointing, it is pleasing to note that the season ran smoothly without any major incidents. Centre staff received many positive comments throughout the season and there were only a small number of complaints, which were addressed quickly. This is a credit to all the staff that worked at the Centre throughout the season, sometimes under difficult circumstances. Officers will continue to build on the improvements made at the Centre next season.

### Options

N/A

### Conclusion

It is recommended that Council receive the seasonal report for the Armadale Aquatic Centre.

### Committee Discussion

*Cr Lethbridge requested that additional information be provided to Councillors in relation to a breakdown of the annual attendance figures and the overall Income and Expenditure incurred during the 2007-08 season at the Armadale Aquatic Centre. The Executive Director Community Services undertook to provide the required information.*

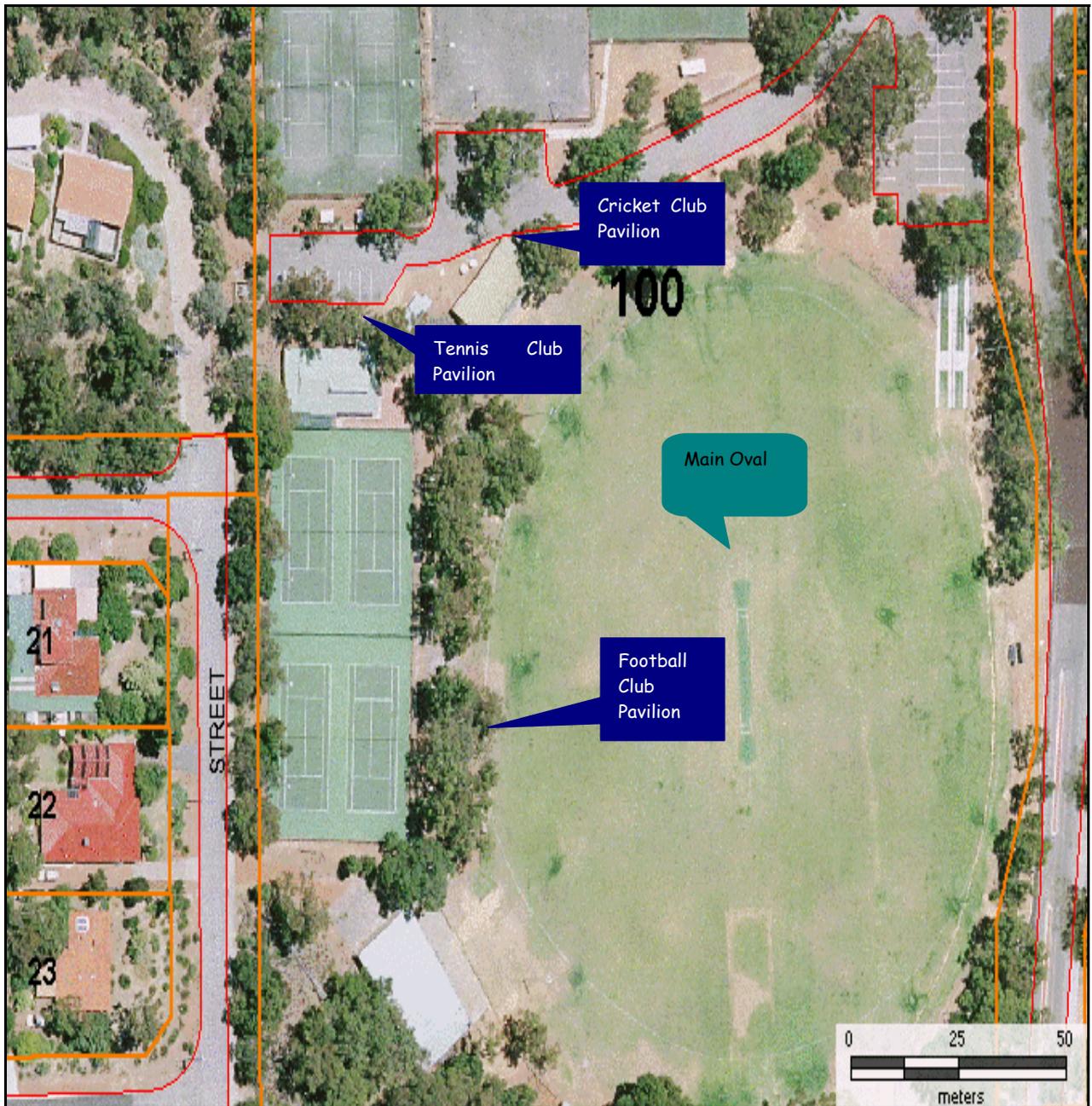
## **C26/5/08      RECOMMEND**

**That Council receive the 2007-08 seasonal report for the Armadale Aquatic Centre.**

**Moved Cr Mauger**

**MOTION CARRIED (7/0)**

Cross Park, Jarrah Road, Roleystone



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***PROPOSAL TO UPGRADE CROSS PARK CRICKET PAVILION***

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WARD Jarrah  
FILE REF: P17124  
DATE 29 April 2008  
REF PGQ  
RESPONSIBLE Executive Director  
MANAGER Community Services

**In Brief:**

This report presents a proposal from the Roleystone Karragullen Cricket Club to upgrade the Cricket Pavilion at Cross Park and recommends that:

1. Officers arrange for a full condition report on the Cross Park Pavilion and provide cost estimates to upgrade the building to the required standard.
2. Officers liaise with the Roleystone-Karragullen Cricket Club on the proposal to upgrade and extend the Cross Park Cricket Pavilion and provide a further report to the June Community Services Committee Meeting on the proposal.

**Tabled Items**

Nil

**Officer Interest Declaration**

Nil

**Strategic Implications**

- Deliver a range of services to meet the needs of the community
- Maintain physical infrastructure for the economic and physical well being of the local community.

**Legislation Implications**

Nil

**Council Policy/Local Law Implications**

Nil

**Budget/Financial Implications**

Unknown at this stage, however the cost of upgrading/making compliant the Cricket Club facility is unbudgeted.

**Consultation**

- Roleystone – Karragullen Cricket Club
- Asset Steering Group
- Ward Councillors

**BACKGROUND**

Cross Park is located in the Roleystone town centre and includes a number of community and sporting facilities that have been developed in a somewhat ad-hoc fashion over the years. The venue is one of two main active sporting reserves that service the Roleystone community, the other one being Springdale Park. The main users of the oval are Australian Rules Football (seniors and juniors) and Cricket (seniors and juniors).

Located at the venue are three separate pavilion buildings that are used by three individual sports. The “Football Pavilion” and the “Cricket Pavilion” are located on the western side of the oval, approximately 70m apart. The Football Pavilion was constructed in the early 1970s and the Cricket Pavilion is estimated to be about 40-50 years old. Both buildings provide only a basic standard of facility and are close to the end of their life cycle, although some minor upgrades to the Football Pavilion have taken place in recent years, which have improved the amenity of that facility.

The Tennis Pavilion is located on the northern side of the main four tennis courts and was constructed in the late 1990s. This building provides a good standard facility that should continue to meet the needs of the local tennis community for the next 20-30 years.

The rationale for constructing separate pavilions on the site is unknown however back in those times it was not uncommon for clubs to operate from separate facilities at the same sporting reserve. This sort of arrangement would not be feasible if it had been proposed in more recent times and clubs would be required to share facilities. There are many examples of winter and summer sports operating successfully from the same facility, and shared use of facilities is a principle that is strongly supported by Council and agencies such as the Dept of Sport and Recreation.

The need to rationalise and upgrade the ageing infrastructure at Cross Park was discussed as part of the consultation process for the Roleystone Revitalisation project, and the concept of the Football and Cricket Pavilions being consolidated into one good standard facility was canvassed. Discussion has also occurred with representatives of the clubs however there has been little progress in pursuing the provision of a shared use facility and no formal proposal has been received for Council to consider.

A request has been received from the Roleystone-Karragullen Cricket Club to extend and upgrade the Cricket Pavilion at Cross Park.

## **DETAILS OF PROPOSAL**

The proposal from the Club is to undertake a minor upgrade of the Cricket Pavilion that would include:

- Extend the existing verandah and concrete apron towards the oval to create a new verandah.
- The old verandah and concrete apron would be enclosed to include a new store room, visitors change room and extend the club lounge area.
- A new disabled access pathway is provided from the roadway to the new verandah area.

A sketch diagram of the proposed extension/upgrade is attached to the Agenda (**Refer to Attachment “A-1” – Summary of Attachments – buff page**).

Although the Club has not submitted its proposal in writing, it has verbally advised that it is able to undertake the proposed upgrade from its own resources and does not require a financial contribution from Council.

## COMMENT

### Analysis

Whilst the Club's proposal does have merit, there are a number of issues that require consideration by Council.

Other than the sketch diagram of the club's proposal, there has been no formal proposal or proper plans provided so it is difficult to assess the feasibility of the proposal. As a minimum the club would need to submit a more detailed proposal with proper plans to allow assessment and further consideration by the City.

Although a condition assessment of the building has not been done for some time, its age and condition is such that a reasonably significant upgrade may be required to bring the building up to a standard that complies with Health and Building regulations. The cost of extending and upgrading the facility to the required standard may therefore be considerably more than the club currently envisage. Prior to Council giving any approval for the club's proposal, it is recommended that a condition assessment of the building be carried out and cost estimates obtained to upgrade the facility to the standard required for a public building.

The Club's proposal involves the provision of change rooms and showers, which may require a reasonably significant upgrade of the septic and leach system. This matter also requires further assessment and consideration.

There is currently no formal agreement in place for the Club's use of the building although the Club has historically had sole use of the facility and an informal arrangement has been in place for many years whereby the Club is responsible for the maintenance of the building. Other than maintenance and repairs to the external toilets, the City has not provided any significant funding for maintenance of the building over the years. Should Council wish to support the Club's proposal, a condition should be that a Management Agreement be established that clearly defines the responsibilities of the respective parties i.e. the Club and the City.

Rather than support the Club's proposal to upgrade the Cricket Pavilion and in doing so support the continuation of the Football and Cricket Clubs operating from separate premises, the recommended approach would be to master plan the site similar to what has recently occurred with Frye Park. This process would assess the viability of retaining two facilities and in all likelihood, recommend that one good standard facility be established that would be shared by all oval users. The disadvantage with this approach is that this process would take 3-6 months to complete, and the likely outcome would be a recommendation for a more substantial upgrade and consolidation of facilities at Cross Park. The other consideration is that Council presently does not have any funds allocated in its 15 Year Financial Plan to upgrade facilities at Cross Park other than those funds allocated to the Roleystone Revitalisation Project and subject to availability of funding, it may be several years before any significant upgrade of facilities could occur. This in turn would create a dilemma of "what to do in the mean time".

The report presents the following options for consideration:

### **1. Conditional support for the Club's Proposal**

Under this option, Council would support the Club's proposal subject to the following conditions:

- The club submits a Development Application that includes detailed plans and documentation to support its proposal, on the basis that the proposed upgrade fully complies with all Health and Building regulations.
- The club accepts full responsibility for all costs associated with the project.
- The club agrees to enter into a Management Agreement with the City that clearly defines the responsibilities of the Club and the City for the ongoing management and maintenance of the building. The term for that agreement to be 5 years.
- The club acknowledging that Council's medium to long term goal for Cross Park is to provide one good standard facility that is shared by all sporting clubs based at the venue.

### **2. Further Assess and Research the Proposal**

Given that there are a number of "unknowns" with the club's proposal, it may be prudent for officers to undertake further research and provide a further report to the June Community Services Committee Meeting. As a minimum, this would include a condition report on the existing building.

### **3. Decline the Club's Proposal**

Under this option Council would decline the Club's proposal on the basis that the preferred approach would be to prepare a concept master plan for the whole site. Such a planning process would assess the condition and viability of the existing buildings on the site and ensure that any future development occurs in a planned and coordinated fashion. The likely cost of preparing such a plan would be in the order of \$10,000 - \$15,000.

#### Options

As presented above.

#### Conclusion

The recommended approach would be to proceed along the lines of Option 3 and work towards the provision of one good standard facility at Cross Park rather than continue with two sub standard facilities. It is acknowledged however that this is likely to be a medium term (5-10 years) proposition that would not address the short term needs of the Cricket Club.

In view of the lack of information available at this time, it may be prudent for Council to proceed as per Option 2, with a further report to be provided to the June Community Services Committee Meeting.

Committee Discussion

*Committee discussed the report at length with both Cr Hart and Cr Scidone speaking on behalf of the request from the Roleystone Karragullen Cricket Club for support to upgrade and extend the Cricket Pavilion at Cross Park. Cr Scidone moved that the recommendation be not adopted and that it be replaced by Option 1 of the Officer's report. Cr Stewart seconded the motion, opposed Cr Tizard, and Committee discussed the relative merits of the proposed amendment. The motion was put and lost (1/6). Cr Mauger then moved the Officer Recommendation as presented.*

**C27/5/08      RECOMMEND**

**That Council request Officers to:**

- a.      **arrange for a full condition report on the Cross Park Pavilion and provide cost estimates to upgrade the building to the required standard.**
- b.      **liaise with the Roleystone-Karragullen Cricket Club on the proposal to upgrade and extend the Cross Park Cricket Pavilion and provide a further report to the June Community Services Committee Meeting on the proposal.**
- c.      ***include for consideration of funding on the draft 2008/09 budget an amount of \$15,000 for a concept master plan for the Cross Park sporting facilities.***

Amended  
Ordinary Council  
Meeting  
12 May 2008

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

***EXECUTIVE DIRECTOR COMMUNITY SERVICES REPORT***

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Nil

***COUNCILLORS' ITEMS***

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Nil

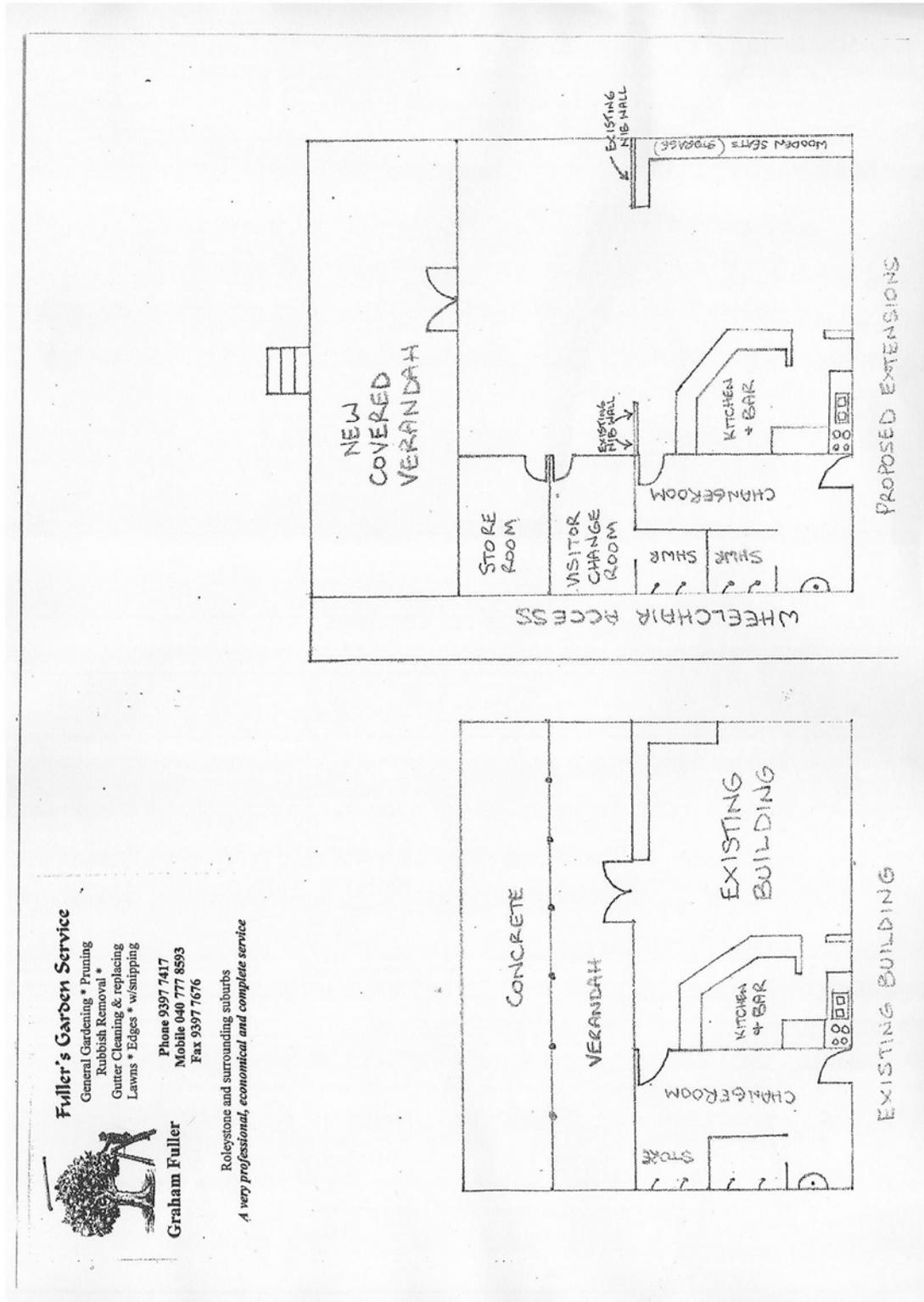
**MEETING CLOSED AT 8.20 PM**

**COMMUNITY SERVICES COMMITTEE**

**SUMMARY OF “A” ATTACHMENTS**

**6 May 2008**

<b>Attachment No.</b>	<b>Subject</b>	<b>Page</b>
A-1	SKETCH OF PROPOSED EXTENSION TO CRICKET PAVILION AT CROSS PARK	25



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