CITY OF ARMADALE

MINUTES

OF **COMMUNITY SERVICES COMMITTEE** HELD IN THE **COMMITTEE ROOM**, ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON **TUESDAY, 1 MARCH 2016 AT 7.00PM.**

PRESENT:	Cr K Busby	(Chair)
	Cr R Butterfield	
	Cr C A Campbell JP	
	Cr C Frost	
	Cr J A Stewart	
	Cr C M Wielinga	
APOLOGIES:	Cr G A Best	
OBSERVERS:	Cr G Nixon	

IN ATTENDANCE:	Ms Y Loveland	- Executive Director Community Services
	Mr G Thompson	- Manager Community Facilities Planning
	Ms J Hancock	- Minute Secretary
	Mr G Fisher	- Manager Community Development

PUBLIC: **3**

*"For details of Councillor Membership on this Committee, please refer to the City's website – **www.armadale.wa.gov.au/your council/councillors**."*

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

Mr V James – 8 Atlantic Blvd., Canning Vale

1. Why has the City of Armadale used a generic, not to scale, entertainment map produced to show the Show Patrons via the Show Schedule approximately where attractions are on the showgrounds and not all operational requirements to base their decision to place the Kelmscott Community Gardens at this site? This map was used without the Kelmscott Agricultural Society knowledge and without questions asked to validate the accuracy and detail of this map.

   The Community Facilities Planning Manager noted that there were 2 maps in the report. 1 being to scale, showing the location of the proposed garden and the second indicating the position of the proposed garden in context of the Kelmscott Agricultural Shows entertainment map.

2. Is the City of Armadale aware that the current recommended position, area and detail of the Community gardens will remove approximately 60 cars from the operational car park and along with the removal of the car parks on River Road in 2015, this may require the Kelmscott Agricultural Society to remove attractions/exhibits from the future Kelmscott Shows to reduce the number of cars and trucks.

   Chair advised that car parking will require further discussions, as the Chair has a number of questions.

3. The process to develop the Kelmscott Community Gardens appears to have been designed to engineer one outcome and position on Rushton Park without the need to fully understand the complex requirements of all users of Rushton Park. Will the City of Armadale consider arranging a meeting at a suitable time for all parties so that a workable solution for all can be workshopped so that the operations of the largest volunteer community event in the City of Armadale is not hindered, now or in the future. Additionally, will the City of Armadale ensure that future development or allocation of space on Rushton Park is handled in a more inclusive manner to avoid frustration to all parties and significant time delays.

   Chair advised that Council will not want to move forward without all parties working together.

4. What are the plans for toilet and facilities for refreshments and meetings for the Kelmscott Community Gardens, with the current public toilets located at the old pool site due to the City of Armadale not replacing the public toilets near the main hall back around 1996. Will the council be providing a new toilet block and facility close to these community gardens?

The Community Services Executive Director advised that discussions with Kelmscott Community Garden Inc. around toilet facilities had established that the current provision of public toilets at Rushton Park were sufficient for their needs.

5. Why has the City of Armadale proceeded with supporting these gardens in the current arrangement which appear to be in direct conflict with the master plan for Rushton Park that was only produced a few years ago.

   Chair advised that the Kelmscott Community Gardens fits in with the Master Plan and the principle of sharing and fitting in with community space.

6. Has Kelmscott Community Garden Inc. been advised of the Riverdale site.

   The Community Facilities Planning Manager advised that they had been made aware of the Riverdale site and the current registration of interest (ROI) process.

DEPUTATION

Nil

CONFIRMATION OF MINUTES

RECOMMEND

Minutes of the Community Services Committee Meeting held on 19 January 2016 be confirmed.

Moved Cr C Frost
MOTION CARRIED (6/0)

ITEMS REFERRED FROM INFORMATION BULLETIN - #3

Report on Outstanding Matters – Community Services Committee

Monthly / Quarterly Departmental Reports

Community Facilities Planning
Community Development
Recreation Services Report
Library & Heritage Services Monthly Report
Ranger & Emergency Services Monthly Report

No items were raised for further investigation or report to committee.

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1 MARCH 2016

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Following a request from Cr. Butterfield the Committee agreed to bring forward the Report – 2.1 Kelmscott Community Garden Inc. Proposal – Rushton Park – due to members of the public being present specifically in relation to this item of business.

2.1 - KELMSCOTT COMMUNITY GARDEN INC. PROPOSAL - RUSHTON PARK

WARD	:	ALL
FILE No.	:	M/87/16
DATE	:	10 February 2016
REF	:	GT
RESPONSIBLE MANAGER	:	Executive Director Community Services

In Brief:

This report follows a previous report to Council on 6 October 2015 where Council resolved to:

- *Support in principle the proposal to establish a community garden in Kelmscott*
- *Request officers to further investigate Rushton Park and Fancote Park as alternative locations*
- *Note that officers will work with the Kelmscott Community Gardens Inc to identify and respond to the issues in relation to Rushton Park*
- *Receive a future report on the appropriate site for a community garden*

This report presents information requested by Council and makes the following recommendation.

- Recommend that Council:

1. Endorse the proposal to establish a 1034m^2 community garden on Rushton Park Kelmscott.
2. Enter into a Management Agreement with the Kelmscott Community Gardens Inc. for the use of the area defined on the site map subject to the outcome of a planning approval and Lotterywest grant.

Following Committee discussion the following alternative recommendation was supported:

1. *Note the report and reaffirm its support in principle to establish a community garden in Kelmscott.*

2. *Request Officers facilitate a meeting between KCG, KAS and relevant stakeholders to discuss the proposed community garden on Rushton Park.*

Tabled Items

NIL

Officer Interest Declaration

NIL

Strategic Implications

Community Wellbeing
1.1 Support and strengthen community groups, organisations and volunteer services
1.2 Optimum quality of life for all citizens
1.2.2 Advocate and promote programs and services that enhance the wellbeing of seniors
1.2.3 Increase engagement and participation of youth in the community
1.6 A community that feels safe
1.6.3 Promote planning and activities that encourage a safe and responsible community

Legislation Implications

Any construction or design is required to comply with the Building Code of Australia, Universal Access and Australian Standards.

Council Policy/Local Law Implications

- COMD1 Financial Assistance Policy
- ADM 2 – City's Leasing Policy
- Property Local Law
- Section 3.58 Local Government Act 1995- Disposing of Property
- Regulation 30 of the Local Government (Functions and General) Regulations 1996 Dispositions of property to which section 3.58 of the Act does not apply.

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Budget/Financial Implications

Nil

Consultation

1. Kelmscott Community Garden Group Inc. (KCG Inc.)
2. Kelmscott Agricultural Society (KAS)
3. City staff from Technical Services Directorate

BACKGROUND

In May 2014, members of the proposed Kelmscott Community Garden (KCG) attended a site meeting at Rushton Park with City officers to discuss the feasibility of establishing a community garden on an area of Rushton Park that is adjacent to the tennis courts. Following the site meeting, site constraints were identified and discussed between City officers and members of the KCG. They were as follows:

- Water connection and metering – The bore will not be available for this use due to an insufficient water supply. For this reason, a feasible and sustainable water supply and connection will need to be investigated together with the feasibility of a sub-meter that will enable the KCG group to be billed for their consumption. The City's Parks Department has identified a suitable potable water meter supply and storage tank system and has provided estimates for the KCG's Lotterywest grant application.

- Electricity connection and metering – A practical electric connection will need to be investigated together with the feasibility of a sub-meter that will enable the KCG group to be billed for their consumption. The City's Building Services section has identified 3 practical options for electrical connection and metering. Estimates have been provided to the KCG for their Lotterywest grant application.
- Co-location and existing user impact –Kelmscott Agricultural Society (KAS) uses the proposed area as an overflow car park 1- 2 days a year for the Kelmscott Show and Kelmscott Tennis Club (KTC) courts are adjacent to the proposed garden. The size and management practices of the proposed garden should avoid adversely impacting the existing users. The reduced footprint reduces any perceived impact on overflow parking and the location on the Show Ground Plan (attachment 2) indicates it is in an area not designated for any other purpose.
- Financial Assistance – The City does not have a budget in place for this project. The establishment of the garden will therefore need to be at the cost of the group through grant applications and sustainable operational funding structures.

In June 2014 the group submitted a proposal to the City for a community garden on the proposed area of Rushton Park. Letters of support from Dr. Toni Buti, Kelmscott Primary School and Kelmscott Tennis Club accompanied this proposal.

It was apparent at that time, that there needed to be further investigation and discussion prior to presenting to Council regarding the site constraints, research into grant funding and assessment of the feasibility, practicality and sustainability of the proposal.

Nonetheless, members of the proposed KCG remained committed to the proposal and become an Incorporated Association during the intervening period so that they would be eligible for independent funding and be able to enter into a management agreement with the City.

In October 2015 Council considered the proposal by KCG Inc. to occupy 1034m^2 (47m x 22m) of land on Rushton Park for the purpose of community gardening through a management agreement (C49/10/15).

DETAILS OF PROPOSAL

The Kelmscott Community Gardens Inc., have identified a parcel of land for a proposed community garden on Rushton Park adjacent to the tennis courts (see Attachment 1). The area proposed is not currently used for any function during the Annual Agricultural Show as indicated on the Kelmscott Agricultural Show layout map, (see Attachment 2). This current proposal has reduced the footprint from 1560m^2 to 1034m^2, therefore reducing any impact on overflow parking during the show.

The proposal includes a dedicated and fenced area, within which, are garden beds and a small equipment shed with water and electricity supply. Water and Electrical solutions have been identified by City officers and cost estimates provided for inclusion in the Lotterywest grant application.

The establishment of this community garden will be at the cost of the group through grant applications and sustainable operating funding structures. This is consistent with the approach that the City has taken with the Roleystone Community Garden proposal.

COMMENT

The proposal put forward by KCG Inc. is for the opportunity to occupy 1034m^2 (47m x 22m) of land on Rushton Park for the purpose of community gardening through a management agreement.

Investigation of Fancote Park

In response to the recommendations of the Council meeting on 12 October 2015, Council officers have undertaken an investigation of Fancote Park as a possible alternative location. Consultation with other City departments including Parks and Environment, have concluded that the development of a community garden would not be suitable in this area for the following reasons:

- Most of the perimeter is too shaded for a garden therefore any proposal would need to be centrally located on the park;
- The open space in the park is currently used for active play and passive recreation; the proposed 1034m^2 footprint of the community garden will significantly reduce the active play area;
- There are no toilets which would mean a significantly higher establishment cost and the involvement of the Swan River Trust as it sits within the Swan River Trust Development Control Area;
- There is a potential for run-off into the Canning River resulting in water quality issues.

Response to Issues Raised Regarding the Rushton Park Site

As per Council recommendations, City staff continued to work with KCG Inc., to identify and respond to the issues related to the proposal of Rushton Park. Initial investigations by the KCG into the potential for a Community Garden on Rushton Park resulted in written support from the Kelmscott Tennis Club, Kelmscott Primary School and Dr. Tony Buti MLA.

During initial investigation the Kelmscott Agricultural Society (KAS) provided a written objection on 24 September 2015, which supported the concept of a community garden in Kelmscott but expressed concern regarding the location and size (originally 1560m^2) of the proposed site. It was felt by this group that the Community Garden would have an adverse effect on the Kelmscott Show. These factors are detailed in the previous report to Council on 12 October 2015 (C49/10/15).

In response to the objections, the KCG Inc. have reduced the proposed area to 1034m^2, resulting in a rectangle footprint as shown in Attachment 1. This will enable the retention of some overflow car parking for the Kelmscott Show, should it be required. As shown on Attachment 2, the area of the proposed footprint does not impact on the operations of the Kelmscott Show. At other times of the year, a community garden will activate this portion of land which is currently underutilized.

There has been subsequent discussion between the KCG, City Officers and KAS on the amended proposal with inconsistent feedback being received from KAS on the amended proposal. Officers have advised KAS to consolidate any further concerns they may have and present them in a formal submission however, none has been received.

A growing demand for community gardens in Armadale has been noted by Council, along with the positive outcomes and benefits to the local community. It is noted that members of the KCG Inc. reside in and around Kelmscott. Their fundraising efforts and perseverance in driving this proposal to date, in spite of the setbacks and compromises is not only an indication of the demand for community recreation in this area, but also the group's commitment. This proposal from KCG Inc. offers a low risk, high social return outcome for the City in responding to this demand.

The proposal for the Community Garden has been made subsequent to the consultation related to the development of the Rushton Park Master Plan. Officers support the proposal however as it consistent with the guiding principles of master planning which are to;

- *Build social capital, community health and wellbeing.*
- *Maximise use and community access.*
- *Provide facilities and services matched to community needs over time.*
- *Develop new buildings and facilities in accordance with asset management principles and based on a planned and prioritised approach.*
- *Provide co-located, flexible and multiuse facilities.*
- *Maximise benefit to community from capital investment*

These principles complement the stated purpose of the KCG Inc. which is to 'provide a community development hub that focuses on bringing together the community to learn, share and participate in sustainable gardening and living practices'.

OPTIONS

Council has the following options:

1. Endorse the proposal to establish a community garden on Rushton Park as illustrated in Attachment 1.
2. Not support the proposal to establish a community garden on Rushton Park as illustrated in Attachment 1.

Option 1 is recommended.

CONCLUSION

The KCG Inc., and City officers have worked through a range of issues and constraints to get to this point. This includes modifying the footprint originally proposed and altering the shape to reduce the impact on existing users of Rushton Park. The KCG Inc. has approached this process being mindful of the environment and their impact on existing user groups.

The City officers believe the KCG Inc. will provide a welcomed recreation and social option to the community with limited financial risk to the City.

ATTACHMENTS

1. Proposed Kelmscott Community Garden 1034m2 footprint
2. Showground Directory Map

Officer's Report Recommendation –

That Council:

1. *Endorse the establishment of a 1034m^2 community garden on Rushton Park Kelmscott.*
2. *Enter into a Management Agreement with the Kelmscott Community Gardens Inc. for use of the area defined on the site map, subject to planning approval and Lotterywest grant.*

Committee Discussion

Committee discussed the proposal and agreed that there was a need for further clarification and discussion. In doing so, they requested that a meeting be held that included the Ward Councillors and Chair of Community Services. As such they recommended the following as an alternative to the Officers Recommendation:

C5/3/16 **RECOMMEND**

That Council:

1. **Note the report and reaffirm its support in principle to establish a community garden in Kelmscott.**

2. **Request Officers facilitate a meeting between Kelmscott Community Garden Inc., Kelmscott Agricultural Society and relevant stakeholders to discuss the proposed community garden on Rushton Park.**

Moved Cr R Butterfield
MOTION CARRIED (6/0)

1.1 - PUBLIC ART POLICY

WARD	:	ALL
FILE No.	:	M/93/16
DATE	:	12 February 2016
REF	:	GF
RESPONSIBLE MANAGER	:	Executive Director Community Services

In Brief:

- The City of Armadale recognises the contribution of public art in creating vibrant and attractive places across the region.
- A Public Art Policy has been drafted to provide a framework for the process of commissioning, installation, management, maintenance and decommissioning of all permanent or temporary public art and mural art in the City of Armadale
- Recommend that Council adopts the Public Art Policy

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

The Public Art Strategy is in line with the City of Armadale Strategic Community Plan and directly reflects the following strategic goals:

1.3 Access to a wide range of cultural, arts and leaning opportunities

1.3.2 Promote and support community arts and events.

1.3.4 Promote and support initiatives that enable community to enjoy a variety of cultural experiences.

2.2 A revitalised City of Armadale

2.2.2 Plan and implement projects to revitalise the Armadale City Centre.

2.4 Attractive and user-friendly streetscapes and open space

2.4.1 Implement townscape, streetscape and parkland improvements to enhance the distinctive character of the City.

Legislation Implications

Nil

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

Current budgets are not impacted by the proposed policy.

Consultation

In developing the Public Art Policy various staff were engaged in the final Policy and Management Practice. The business units engaged included:

- Governance and Administration;

- Parks and Reserves;
- Property Management;
- Statutory Planning;
- Economic Development;
- Public Relations;
- Tourism;
- Community Development;
- Library and Heritage Services;
- Community Facility Planning; and
- Landscape Architecture.

BACKGROUND

The City of Armadale recognises the contribution of public art in creating vibrant and attractive places across the region and is committed to the incorporation of stimulating and relevant public art that enriches the character and identity of local communities.

At the Community Services Committee of 2 July 2013, Council recommended that the City appoint a consultant to develop a Public Art Policy and Public Art Strategy for consideration (C23/7/13).

In addition, the City held a workshop with Council on 9 March 2015 to progress the development of the City's Public Art Policy and Strategy. The feedback from Council provided guidance in developing the Public Art Policy and Management Practice for consideration.

The Public Art Policy and Public Art Strategy are two separate documents. The Public Art Policy will be the approach the City will take in relation to the management of public art works within the locality and the Public Art Strategy will be a separate forward thinking document which will identify the types and locations of public art in the future.

The draft Public Art Policy and Management Practice is presented in this report for Council consideration. At the Community Services Committee in April 2016, Council will consider the Public Art Strategy.

For the purposes of the attached policy, *'Public Art'* is defined as artworks in public places or areas of private property that are open or visible to the public and designed and created by an artist.

This includes any visual or multi-disciplinary art form including a range of media, from tangible sculpture to intangible/ephemeral works, painting, crafts, film and video, sound, light, performance. It is not limited to site, and can include any location where the public can access an artwork either indoors or outdoors. This can include parks, pavements, building facades and interiors, bridges, bodies of water, natural environment and other locations.

COMMENT

The development of a Public Art Policy is timely and appropriate given the City's current community development projects and development growth. The City receives numerous proposals from land developers and private land owners to install public art on their land, as

well as the opportunity for the City to procure public art pieces on City of Armadale owned land.

The Public Art Policy provides a framework for the process of commissioning, installation, management, maintenance and decommissioning of all permanent or temporary public art and mural art in the City of Armadale.

This Policy does not include a 'percent for art' scheme, but provides a flexible set of objectives to guide and encourage private and other public sector bodies to create a synergy of public art across the City.

The objectives of the policy are:

- To promote excellence, creativity and innovation in the delivery of public art, which enhances the public amenity of public spaces;
- To provide opportunities for a wide variety of artistic outcomes, including permanent, temporary and mural artworks, that engage and interact with the community;
- To enhance the local community identity and cultural tourism; and
- To generate economic development and capacity building opportunities for local arts industry practitioners.

OPTIONS

1. Adopt policy as recommended.
2. Seek further reviews of policy prior to adoption.

CONCLUSION

The Public Art Policy provides a clear framework for the integration and growth of public art within public spaces in the City of Armadale. This may include public art commissioned by the City of Armadale or private land owners.

It is recommended that Council adopts the Public Art Policy.

ATTACHMENTS

1. Attachment - Policy - Public Art
2. Attachment - Management Practice - Public Art Policy
3. Attachment A4 Flow chart - Public Arts Policy

Committee Discussion

Committee discussed the Public Art Policy and agreed that the Public Art Assessment Panel membership needed to be included in the Policy statement, hence the addition was made and the recommendation was supported noting that change.

Amended by Council at Ordinary Council Meeting of 14 March

C6/3/16 **RECOMMEND**

That Council:

Adopts the Public Art Policy (as amended) and as attached to this report.

Moved Cr R Butterfield
MOTION CARRIED (6/0)

Council resolved to amend the Public Art Policy (Attachment 1.1.1) be amended by including the following objective as the first dot point:-

- **To introduce new Public Art to the City in private and public places through City funded projects and encouraging and providing opportunities for private investment in Public Art.**

Council Resolved:

That Council:

Adopts the Public Art Policy (as amended) and as attached to this report

1.2 - REVISED FINANCIAL ASSISTANCE POLICY

WARD	:	ALL
FILE No.	:	M/900/15
DATE	:	22 January 2016
REF	:	FB
RESPONSIBLE MANAGER	:	Manager Community Development

In Brief:

- The City of Armadale Financial Assistance Policy has evolved over many years and supports a wide range of local organisations and larger agencies that provide services within the Armadale area.
- A revised Financial Assistance policy has been drafted to provide greater clarity about the ways in which the City can support projects that are aligned with its Strategic Community Plan, as reviewed and adopted by Council every (2) two years.
- It is recommended that the revised Financial Assistance Policy is adopted.

Tabled Items

1. Draft revised Financial Assistance Policy COMD 1
2. Revised Financial Assistance Management Practice

Officer Interest Declaration

Nil

Strategic Implications

The consideration of the Financial Assistance Policy is consistent with the City of Armadale Strategic Community Plan in the outcome statements -

1.1 Services that support community growth and development
1.1.2 Strengthen and support community groups, organisations and volunteer services
4.5 Effective and efficient administrative services
4.5.1 Ensure compliance of relevant Council policies and procedures with legislative and organisational requirement.

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 —*
  - *(b) determine the local government's policies.*

Council Policy/Local Law Implications

Policy Manual

Budget/Financial Implications

Current budgets are not impacted by the changes proposed in the revised policy.

Annual contributions would normally be considered in April/May 2016. It is recommended that this be delayed until July/August to enable Council to adopt an appropriate budget before approving allocations to applicant organisations. In this way funds can be dispersed as soon as approval is given by Council.

Consultation

1. Current recipients of Council funding
2. Councillor workshop
3. The policies of other local government authorities and the staff who administer these.

BACKGROUND

The City of Armadale Financial Assistance Policy and other processes have evolved over many years and support a wide range of local organisations and larger agencies that provide services within the Armadale area. The policy was most recently reviewed in March 2014 but has been further reviewed at Council's request following consideration of applications for Annual Contributions in early 2015.

DETAILS OF PROPOSAL

During the review of this policy, the various ways in which Council provides financial assistance currently have been mapped. These form a continuum from regular small donations for individuals travelling interstate or overseas to sums in excess of $20,000 to agencies providing services to the most vulnerable sectors of our community.

Primarily, the City is seeking community development outcomes through the application of its policy – providing opportunities to build capacity, engage residents and host events. The attached draft policy has been amended only slightly to better reflect alignment with the City of Armadale Strategic Community Plan. The Management Practice, attached for information, has been amended more significantly to reflect improved compliance, transparency and recognition of Council's contribution in the community.

Key changes from the previous Policy/Management Practice include:

1. A clear statement of intent linking policy outcomes to the Strategic Community Plan;
2. Clarification of eligibility/ineligibility for receiving City funding;
3. Seeking matching contributions from eligible organisations;
4. Increased clarity in requirements for reporting and acquittal;
5. Clarification of the need to identify Council's support through benefiting services;
6. Adoption of a budget for the total funding pool before seeking applications;
7. Deletion of the Section on Disaster Relief as this is now managed through a separate Council endorsed Policy.

It is also being proposed that the revised policy not come into effect until 1 July 2016 to enable thorough promotion of, and education about, the changes with local community groups, and adoption of the new Strategic Community Plan by Council which is currently under development.

COMMENT

ANALYSIS

During review of this policy, consideration has been given to the variety of ways in which Council currently supports services delivered by local organisations. A review of the policies

supporting financial assistance from other councils has also been undertaken to establish best practice approaches that might be considered. A workshop was conducted with Councillors to identify the strengths and weaknesses of the current policy.

As an outcome of this research it is clear that the current local government operating environment requires a higher level of accountability of both staff and community organisations in the management of City finances. Responses to this weakness have been included in the Management Practice by way of improved acquittal and reporting requirements including issuing contracts to successful applicants.

In recent years the Annual Contributions program has seen many of the same applicants repeatedly apply, with few new applicants. There is an opportunity to increase the promotion of the Financial Assistance policy and to cap/limit the support to existing well-established organisations whilst encouraging new emerging groups to apply. This is identified in the eligibility criteria and in the requirements for matching funds and/or decreasing contributions over a nominated timeframe.

The Community Grants program also requires increased promotion and encouragement for new groups to apply. This program is managed under delegated authority and the current process of administering two rounds a year appears to be an effective method of operation.

The Donations program appears to operate effectively and with well-established delegations of authority to the Executive Director and Manager. Few changes are proposed for this program. Council however may wish to consider in the future whether a higher level of assistance might be provided to eligible individuals who are chosen to represent sports and other interests overseas. Currently all donations to representatives are fixed at $150 but international travel imposes higher costs and a higher donation might be more appropriate in these cases.

An important aspect of all of these programs is to ensure contact with City staff that enable connections with other groups and funding bodies. This helps to build sustainability and encourages local partnerships.

OPTIONS

1. Adopt the policy as recommended.
2. Seek further reviews of the policy before adoption.

CONCLUSION

It is recommended that Council adopts the revised Financial Assistance Policy whilst noting the improved management practices that will enable a more efficient and effective application of the policy.

ATTACHMENTS

1. Draft new Financial Assistance Policy
2. Draft MANAGEMENT PRACTICE - Financial Assistance

C7/3/16 **RECOMMEND**

That Council:

1. **Adopts the revised Financial Assistance Policy as attached to this report.**
2. **Notes the delegations of authority that enable the day to day management of the policy are already included in the City of Armadale Delegated Authority Register.**

Moved Cr C A Campbell
MOTION CARRIED (6/0)

3.1 - COUNCIL POLICY REVIEW 2016 - COMMUNITY SERVICES

WARD	:	ALL
FILE No.	:	M/85/16
DATE	:	10 February 2016
REF	:	JH
RESPONSIBLE MANAGER	:	Executive Director Community Services

In Brief:

- This Report presents the findings of the annual review of Council Policies relating to the responsibilities of the Community Services Directorate
- Recommend that Policy COMD 6, which has been amended be approved for 3 year period.
- Recommend that the remaining Policies reviewed on this occasion be reaffirmed without amendment for a further period of 3 years.

In addition to the above and following Committee discussion COMD 4 was amended and recommended for approval for a 3 year period.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

4.1 Good governance and leadership
- 4.1.2 Ensure governance policies, procedures and activities align with legislative requirements and best practice

4.5 Effective and efficient administrative services
- 4.5.1 Ensure compliance of relevant Council policies and procedures with legislative and organisational requirements

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 —*
  - *(b) determine the local government's policies.*

Council Policy/Local Law Implications

Policy Manual

Budget/Financial Implications

Nil

Consultation

Council officers as relevant to the various subject matters covered by the policies under review in this report.

BACKGROUND

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

Part 3.1 of the Procedure states:

> *"A review of every policy is to be made every 3 years by the relevant Executive Director, with a third of the policies being reviewed every year."*

DETAILS OF PROPOSAL

As per the Procedure for Reviewing Policies, the policies are herewith presented for review by Council.

COMMENT

ANALYSIS

The following table summarises the Policies that have been reviewed on this occasion, together with findings and recommendations on each, with updated information highlighted in red, 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?

Policy No, Title and Wording	Review Findings	Officer Recommendation
COMD 4 – Art Collection Policy Rationale: The City of Armadale Art Collection has evolved as the City has grown and developed and is an indication of its evolving cultural identity. To provide clear collection and management guidelines in relation to the current and future acquisitions of the City's Art Collection. Policy: To ensure that the City Art Collection is as a collection of aesthetic and artistic excellence, Council will: • Acquire and preserve items that create	Meets all review considerations.	Policy COMD 4 be reaffirmed, without amendment, for a further 3 year period. *Committee determined that the Art Collection Acquisition Panel needed to be included in the Policy statement and as such it was amended.*

Policy No, Title and Wording	Review Findings	Officer Recommendation
a diverse and varied collection of varying themes and mediums. • Acquire and preserve items that express the social, environmental and cultural heritage of the City of Armadale. • Promote increased understanding and enjoyment of contemporary art by making the Art Collection accessible to the community. • Consider outward loans of the Art Collection subject to certain criteria, including reciprocal lending. • Encourage discussion, critical dialogue and education about the art collection. • Consider acquisitions through donations and bequests.		
COMD 6 – Assistance in Relation to a Natural or Other Disaster Rationale: Council may provide assistance to communities that have been significantly impacted by an emergency emanating from fire, flood, earthquake or other disaster. Policy: The City may provide assistance, financial or other, to a Local Government or recognised relief fund, such as the Lord Mayor's Distress Relief Fund and/or WALGA's Emergency Support Program, where it is deemed that: • The impact on communities and community infrastructure is significant; • A common interest is shared between the City of Armadale and the community/Local Government impacted by the event; The value of financial or other assistance is discretionary and is to be determined on a case by case basis. Offers of, or requests for assistance arising from a natural or other disaster will be expedited to Council for determination at the earliest opportunity.	Meets all review considerations.	Policy COMD 6 - Assistance in Relation to a Natural of Other Disaster be reaffirmed and Council note the minor amendment relating to the addition of 'and/or WALGA's Emergency Support Program' in both the Policy and Management Practice.

Policy No, Title and Wording	Review Findings	Officer Recommendation
FIRE 4 – Health Declaration Rationale: To assist in ensuring the protection and safety of brigade members. Policy: It shall be a requirement for all fire-fighting members to complete a Health Declaration in the form required by Council Matters pertaining to the Health Declaration shall be in accordance with the current Management Practices.	Meets all review considerations.	Policy FIRE 4 be reaffirmed, without amendment, for a further 3 year period.
RECN 1 Lighting on Sporting Reserves Rationale: To support local sporting groups within the City by assisting with the provision of adequate standard lighting. Policy: Council will on a progressive basis provide or upgrade reserve lighting on selected reserves for training, competition and public safety purposes. The provision and upgrading of lighting shall be in accordance with the current Management Practice and Australian Standards AS 2560.	Meets all review considerations.	Policy RECN 1 be reaffirmed, without amendment, for a further 3 year period.
RECN 5 – Provision of Goal Posts and Structures Rationale: To ensure that all goal posts and structures used at the City's sporting reserves and venues comply with all relevant safety standards, and are correctly installed and maintained so as to minimise the risk of accident or injury that may be attributed to the goal post or structure. Policy: The City shall be responsible for the provision, installation and maintenance of permanent goal posts and structures at the City's sporting reserves and recreation venues. The individual sporting clubs that	Meets all review considerations.	Policy RECN 5 be reaffirmed, without amendment, for a further 3 year period.

Policy No, Title and Wording	Review Findings	Officer Recommendation
use the City's sporting reserves and recreation venues shall be responsible for the provision, installation and maintenance of all portable and modified goal posts or structures under the risk management guidelines and procedures as set out in Management Practice RECN 5.		

CONCLUSION

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

For Councillor information/reference purposes, attached are copies of the supporting policies and management practices all of which, except COMD 6 (which has been amended – highlighted in red), remain unchanged.

An updated COMD 6 – Assistance in Relation to a Natural or Other Disaster Policy has been attached for Councillor information/reference purposes.

ATTACHMENTS

1. Policy Review 2016

Community Discussion

COMD 4 – Arts Collection Policy

Committee discussed COMD 4 - Art Collection Policy and agreed that the Art Collection Policy Acquisition Panel membership needed to be included in the Policy statement, hence the addition was made and the recommendation below had the words 'as amended' included.

C8/3/16 **RECOMMEND**

That Council, pursuant to section 2.7(2)(b) of the *Local Government Act 1995* reaffirm without amendment the continued application and operation of each of the following current Council Policies for a further three (3) years or such earlier date as Council may determine from time to time, except COMD 6, which requires approval of amendment and reaffirm for a further three (3) years or such earlier date as Council may determine from time to time:

- **COMD4 – Art Collection Policy (as amended)**
- **COMD 6 – Assistance in Relation to a Natural or Other Disaster (as amended)**
- **FIRE 4 – Health Declaration**

- **RECN 1 – Lighting on Sporting Reserves**
- **RECN 5 – Provision of Goal Posts and Structures**

Moved Cr R Butterfield
MOTION CARRIED (6/0)

3.2 - COUNCIL POLICY REVIEW - LIB 3 - PUBLIC INTERNET USE - COMMUNITY SERVICES

WARD	:	ALL
FILE No.	:	M/86/16
DATE	:	10 February 2016
REF	:	JH
RESPONSIBLE MANAGER	:	Executive Director Community Services

In Brief:

- This Report presents the findings of the annual review of Council Policies relating to the responsibilities of the Community Services Directorate
- Recommend that the LIB 3 – Public Internet Use Policy be amended as shown and affirmed for a further period of 3 years

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

4.1 Good governance and leadership
4.1.2 Ensure governance policies, procedures and activities align with legislative requirements and best practice
4.5 Effective and efficient administrative services
4.5.1 Ensure compliance of relevant Council policies and procedures with legislative and organisational requirements

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 —*
  - *(b) determine the local government's policies.*

Council Policy/Local Law Implications

Policy Manual

Budget/Financial Implications

Nil

Consultation

Council officers as relevant to the various subject matters covered by the policies under review in this report.

BACKGROUND

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

Part 3.1 of the Procedure states:

> *"A review of every policy is to be made every 3 years by the relevant Executive Director, with a third of the policies being reviewed every year."*

DETAILS OF PROPOSAL

As per the Procedure for Reviewing Policies, the policies are herewith presented for review by Council.

COMMENT

ANALYSIS

The following table summarises the Policy that has been reviewed on this occasion, together with findings and recommendations, with updated information highlighted in red, 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?

Policy No, Title and Wording	Review Findings	Officer Recommendation
LIB 3 – Public Internet Use Rationale: Strict guidelines exist to ensure that the City is not held responsible for inappropriate usage of the Internet. Persons using the library's public access computers are responsible for reading the terms and conditions of use prior to log on access being approved. Policy: The City of Armadale Library & Information Service will provide free and equitable access to the world wide web for the public. Usage of the internet shall be in accordance with the current Management Practices.	Meets all review considerations.	Policy LIB 3 – Public Internet Use be amended as per attached amended policy rationale statement to reflect the current situation, as well as the Management Practice which has been amended to be the same as the current Library Membership Terms and Conditions brochure, which has been approved by Governance for legal 'correctness'.

CONCLUSION

It is recommended that the Policy as reviewed, on this occasion, be amended and continue to apply and operate after amendment for a further three (3) years or such earlier date as Council may determine from time to time.

For Councillor information/reference purposes, attached are copies of the current LIB 3 Policy and supporting management practice and an amended copy of the LIB 3 Policy and management practice (all amendments have been highlighted in red).

ATTACHMENTS
1. Attachments for Policy Review - LIB 3 - Public Internet Use

C9/3/16 **RECOMMEND**

That Council, pursuant to section 2.7(2)(b) of the *Local Government Act 1995*, agree the proposed amendments to the LIB 3 Policy and supporting management practice and continue to apply and operate after amendment for a further three (3) years or such earlier date as Council may determine from time to time:

- **LIB 3 – Public Internet Use**

Moved Cr C M Wielinga
MOTION CARRIED (6/0)

COUNCILLORS' ITEMS

1 **Percentage for Art - Public Art Policy** (Cr Ruth Butterfield)

Requested that Officers investigate a Percentage for Art inclusion in the Public Art Policy.

C10/3/16 **RECOMMEND**

That Council refer the item relating to Percentage for Art inclusion in the Public Art Policy to the relevant Directorate for action and/or report to the appropriate Committee.

Moved Cr C M Wielinga
MOTION CARRIED (6/0)

EXECUTIVE DIRECTOR COMMUNITY SERVICES REPORT

Nil

MEETING DECLARED CLOSED AT ___8:40pm_____

COMMUNITY SERVICES COMMITTEE

SUMMARY OF "A" ATTACHMENTS

1 MARCH 2016

ATT NO.	SUBJECT	PAGE
1.1	**PUBLIC ART POLICY**	
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2.1.1	Proposed Kelmscott Community Garden 1034m2 footprint	55
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3.1	**COUNCIL POLICY REVIEW 2016 - COMMUNITY SERVICES**	
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POLICY

Public Art

Management Practice

Public Art

Relevant Delegation

Community Development

Rationale

The Public Art Policy and associated Management Practice provide a framework for the process of commissioning, installation, management, maintenance and decommissioning of all permanent or temporary public art and mural art in the City of Armadale.

Policy

The City of Armadale recognises the contribution of public art in creating vibrant and attractive places and is committed to the incorporation of stimulating and relevant public art that enriches the character and identity of local communities.

The objectives of the policy are

- To introduce new Public Art to the City in private and public places through City funded projects and encouraging and providing opportunities for private investment in Public Art;
- To promote excellence, creativity and innovation in the delivery of public art, which enhances the public amenity of public spaces;
- To provide opportunities for a wide variety of artistic outcomes, including permanent, temporary and mural artworks, that engage and interact with the community;
- To enhance the local community identity and cultural tourism; and
- To generate economic development and capacity building opportunities for local arts industry practitioners.

The Public Art Assessment Panel noted in the Management Practice will include:

- The Mayor or delegated elected member;
- CEO or relevant City of Armadale Officer designated by CEO;
- The City's contracted Art Curator, and
- Manager Community Development (Ex-Officio).

Related Local Law

Related Policies

Related Budget Schedule

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Last Reviewed

Next Review Date

Authority

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MANAGEMENT PRACTICE	
COMD ?	**Public Art**

1. Purpose

The City of Armadale recognises the contribution of public art in creating vibrant and attractive places across the region and is committed to the incorporation of stimulating and relevant public art that enriches the character and identity of local communities.

The Public Art Policy and associated Management Practice provide a framework for the process of commissioning, installation, management, maintenance and decommissioning of all permanent or temporary public art and mural art in the City of Armadale.

2. Rationale

- To guide criteria for the commissioning, creation, installation and maintenance of all permanent or temporary public art commissioned by the City of Armadale either directly or indirectly through developer or other schemes that have a public art outcome;
- This Management Practice document provides a flexible set of objectives, both as a framework and series of action steps for the integration and continued growth of art in public spaces; and
- The Public Art Management Practice guides and encourages private and other public sector bodies in order to create a synergy of public artwork across the City.

3. Definitions

Public Art

For the purposes of these guidelines, *'Public Art'* is defined as artworks in public places or areas of private property that are open or visible to the public and designed and created by an artist.

This includes any visual or multi-disciplinary art form including a range of media, from tangible sculpture to intangible/ephemeral works, painting, crafts, film and video, sound, light, performance. It is not limited to site, and can include any location where the public can access an artwork either indoors or outdoors. This can include parks, pavements, building facades and interiors, bridges, bodies of water, natural environment and other locations.

For purposes of clarity, the following is **NOT** Public Art:

- Reproductions of original Artworks by mechanical or other means (however, limited editions controlled by the artist, or original prints, cast sculpture, photographs, etc., may be included);

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- Decorative, ornamental or functional elements that are designed by an architect or other design consultants engaged by an architect;
- Those elements generally considered to be components of the landscape architectural design, vegetative materials, pool(s), paths, benches, receptacles, fixtures, planters, etc., which are designed by the architect, landscape architect or other design professional engaged by the primary designer or developer. Walls, bases, footings, pools, lighting or other architectural elements on or in which the Artworks are placed or affixed, or mechanical elements and utilities needed to activate the Artwork;
- Art objects which are mass produced, ordered from a catalogue, or of a standard design, such as playground sculpture or fountains;
- Directional or other functional elements, such as signing, colour coding, maps, etc., not designed by an artist selected through the Commission-approved process;
- Statues, representations of historical figures or historical plaques, unless part of a larger Artwork designed by a professional artist where the work illuminates historical facts and deeds significant to the community; or
- Purchase of existing Artworks without the selection process, as provided for in the adopted Public Art Policy.

Mural Art

Public Murals are defined as artworks that are either painted directly on to an external façade or attached to an external façade e.g. mosaic or sculptural relief or digitally presented on an external façade. The artwork must be visible to the public. The site for the work may be the property of the City or privately owned.

4. Commissioning Guidelines

When the City of Armadale is seeking to shortlist artists for a project, artists are invited to submit a Registration of Interest [ROI] in response to a brief. The request will be made through advertising, direct mail or social media depending on the size and scale of project.

The brief will be prepared after consultation with appropriate stakeholders and will provide the following, which is not intended to dictate the actual design of the finished artwork, but leave sufficient flexibility for artistic interpretation and creative response:

1. Background

Provide artists with a brief overview of the City's expectations for the project such as the following:

a) Project background;

b) Location, including any permissions required to install art on private or public land;

c) Timing; and

d) Process for ROI (include shortlist information, assessment panel information).

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2. Artist Selection Criteria

Artist will be required to submit the following as part of the ROI:

a) CV, including qualifications;
b) Examples of previous work, including location, budget and 1 x referee per project;
c) Schematic response to the artwork brief; and
d) Evidence of relevant insurances.

Concept Design

Once shortlisted, each artist will be requested to prepare a Concept Design in response to the brief (which may be updated to provide additional information if necessary). Artists will usually be paid a pre-determined fee for preparation of the Design Concept and associated presentation to the Public Art Assessment Panel.

The Design Concept submission must include all of the following:

1. Details of the artist's qualifications, experience and suitability for the project (already submitted in the ROI process);
2. The Artist is to provide a detailed statement addressing how they are complying with the Public Art Policy Guidelines;
3. Concept Documentation; including research, concept development, and a detailed statement addressing compliance with the public art policy guiding principles;
4. Concept plans of the artwork/s, including plans to scale, dimensions, materials, colours surface treatments, an indication of the relationship of the artwork to the site. This may be represented with a model or 3D graphic representation depending on the project and artist style;
5. Details of cost calculations, including construction cost and public art contribution costs;
6. Identify anticipated planning approval/building licence and engineering certification as appropriate with scale, nature and size of project;
7. For artwork that is to be located on or over public land a copy of relevant public liability insurance is to be included; and
8. A brief outline of the ongoing maintenance required (noting a detailed maintenance manual will be required as part of the Design Development for the successful artist).

Artist selection

Each artist will present their Concept Design package to representatives from the Public Art Assessment Panel.

The panel will assess against the criteria detailed in the original Concept Design brief and in accordance with this Public Art Policy. From this process a preferred concept will be identified.

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The Panel have the authority to make decision to approve the artist selection or defer to the Community Services Committee if the panel considers the artwork to have a significant visual impact on the public or judges the artwork contentious.

Once a preferred concept has been approved by the panel, the artist will enter into a formal written contract with the City of Armadale.

Design development

The artist prepares final detailed plans and documents that may be required for any government approvals, such as development approval, and/or engineering certification. The artist will be responsible for obtaining local government approvals. Project plans will include how the artist/s will engage/consult with stakeholders/communities if this is deemed necessary.

The Artist will be required to submit a final detailed design package to the City of Armadale for final approval prior to construction. The package is to include:

1. Site location plan to scale;
2. Detail scale drawings, including materials and finishes;
3. Structural drawings (if required) and associated approvals;
4. Maintenance manual, including ongoing maintenance requirements, any manufacturing details, material sourcing information etc; and
5. A risk assessment plan will demonstrate how the artist is adhering to appropriate health and safety legislation to ensure a safe working environment during construction and installation.

For all Mural Artworks the final design is to be accepted by the City before the commencement of the art work.

Preparation of artwork

The artist creates or supervises the creation of the artwork. The City will, in most cases require *sign off* at specified milestones outlined in the artist's contract and will pay staged payments against the milestones. Where appropriate progress updates and images are to be provided and may include a studio or site visit.

Installation and handover

The artwork is to be finished and accepted before installation, once accepted the artist will arrange for the safe and legal installation of the work. The City of Armadale, will arrange for the installation of a plaque that acknowledges the artist, the title of the work and the year it was made.

The artist is required to provide the details of the artwork and a Public Art Maintenance Report, as specified below, to the City of Armadale. The final payment is then made to the artist.

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Public Artwork Register

Prior to handover to the City, the following information about the artwork is to be provided in order to add to the Public Artwork Register:

1. Year artwork was made;
2. Title of artwork;
3. Artists statement relating to the artwork;
4. Name of artist, bio and contact information;
5. Materials used with details of size;
6. Photographs of artwork that will be placed on the Register;
7. Illustrate the location of each artwork on a map that can be distributed to the public;
8. Details including capital cost of all physical assets, for the City's asset register; and
9. Public art maintenance requirements.

To assist the City to conserve and maintain the artwork, full details of the artwork, including description and conceptual premise together with a Public Art Maintenance Report must be submitted at handover stage. The report is to include:

1. The expected life span of the work;
2. Details of materials used;
3. The method of construction and the fabricator and subcontractors details;
4. Electrical and mechanical systems installed;
5. Finishes to the surfaces such as formulae for patination's;
6. A written recommended maintenance schedule;
7. As installed drawings;
8. Artist direction should removal of or relocation of the artwork be required;
9. Details of any collaborators;
10. De-commissioning preferences; and
11. Photographs, documentation and evaluation of the process.

Launch

Depending on the size and scale of the artwork a launch will be held, celebrating the final artwork, reinforcing the community engagement process, increasing profile of the work and demonstrating the City's respect and commitment to the artist and final artwork.

Developer Commission

The Artist's Brief and Commissioning an Artist

1. Where a development proposal includes Public Art, the Developer is to engage an appropriately qualified and experienced Public Art Consultant to assist with developing

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a brief, the selection process, drafting a contract, liaison with both parties and monitoring the work in progress (as detailed in this Public Art Policy);

2. In developing the artwork brief the Developer will reflect on the importance placed by the residents of the City in creativity and in the City's heritage, environmental and cultural values as detailed in this Public Art Policy; and
3. The Developer is to submit the artist's brief to the City's Cultural Development Officer for approval before any work commences on the design of public artworks.

Design and Construction

The design and materials must maximise the durability of the work and avoid risk by:

1. Minimising the potential for damage, vandalism, weathering and abnormal wear and tear;
2. Not presenting a potential unacceptable risk of injury or potential in acceptable risk to personal safety;
3. Not posing a traffic or pedestrian hazard;
4. Not presenting maintenance difficulties; and
5. Not being detrimental to the natural environment.

Approval Criteria

The City will liaise with the Developer to achieve the best results for the Public Art project. The City will make judgements against the following criteria, which include, but not limited to:

1. Scope of the project brief and the proposed process for selecting artists;
2. The goals in terms of design and construction standards of excellence and innovation;
3. The installation process;
4. Integrity and aesthetics of the work;
5. Budget and timetable; and
6. Respect for and appropriate acknowledgment of the artist(s) (for example, to include a plaque close to the artwork when it is installed that cites the title and artist's name);
7. The relevance and appropriateness of the design to the site and the creative, heritage, culture, lifestyle and values of the neighbouring community and the Region;
8. Identify planning approval/building licence and engineering certification as appropriate with scale, nature and size of project (Planning approval would only identify appropriate space and relevant conditions referring to the Public Art Policy);
9. The appropriate design, materials, construction methods and installation in terms of the work's susceptibility to damage and wear and tear, and its maintenance need;
10. Safety issues;
11. Community and civic support;
12. Duplication of design or theme in existing or planned public artwork in the City or Western Australia generally;

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13. Commitment to the proper care of the work;
14. Compliance with copyright law; and
15. Consistency with current legislation and the City's Local Laws and policies.

Practical Completion

Upon reaching Practical Completion the Cultural Development Officer is to arrange an inspection of the completed artwork to be attended at least by the Artist/s, Cultural Development Officer, Developer and any other specialist required (depending on the artwork) at a time convenient to all parties. Following the inspection, the Artist is to provide the Developer:

1. A copy of the list of items requiring completion or repair;
2. Details including capital cost of all physical assets, for the City's asset register; and
3. A 12-month maintenance schedule and estimate of annual maintenance costs.

Following Practical Completion, the Developer is to:

1. Carry out any remedial works noted during the Practical Completion inspection without delay; and
2. Undertake the maintenance of the Artwork.

The maintenance period commences on the date for Practical Completion.

Maintenance

The artist is to provide a detailed maintenance guide covering cleaning, conservation, maintenance and repair of the work that contains information on the estimated cost of maintenance on an annual basis, the materials to be used and how they should be applied (including safety information) and the timetable for maintenance.

The artist must also include in the guide advice if she/he would be willing to undertake the maintenance/repair work or describe the skills the person undertaking this work needs. It is industry best practice to give the artist the first option to undertake more intricate maintenance work.

In the instances where the work is routine, such as mowing, buffing and cleaning, the current owner of the artwork would undertake the responsibility for completing this work.

Longer Term Responsibility for the Artwork

If it is intended that the work is to become the property of the City, then in order for the City to take ownership of the artwork, the following stipulations are to apply:

Prior to the work being handed over, the City will inspect the work.

1. If the work has been damaged, has suffered deterioration or has been stolen, the City may choose not to take ownership of the work until after any damage and deterioration

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have been rectified so that within reason the work is repaired to its original state, or in the case of theft, an appropriate replacement has been installed;

2. For any of the work in (1) above, the City will not be liable for any costs. In the instance of damage, deterioration or theft, the Developer/present owner(s), in the first instance, will engage the artist from whom the work was commissioned to repair or replace the work or will ask the artist to nominate a suitable person to conduct this work;
3. If the artist is not contactable an artist with the necessary skills must be engaged by the Developer/present owner(s) to undertake this work in an appropriate manner and in accordance with the integrity of the work;
4. The current owner of the artwork has the right to remove the work on a temporary or permanent basis in consultation with the artist and within the parameters of industry best practice. It may relocate, store or dispose of the work in consultation with the artist and within the parameters of industry best practice; and
5. These stipulations should be cited in the artist's contract prepared by the Developer.

Public Artwork Register

Prior to handover to the City, the following information about the artwork is to be provided in order to add to the Public Artwork Register:

1. Year artwork was made;
2. Title of artwork;
3. Artists statement relating to the artwork;
4. Name of artist, bio and contact information;
5. Materials used with details of size;
6. Photographs of artwork that will be placed on the Register;
7. Illustrate the location of each artwork on a map that can be distributed to the public;
8. Details including capital cost of all physical assets, for the City's asset register; and
9. Public art maintenance requirements

5. Materials

All materials used should be permanent, durable and requiring a low level of maintenance.

Mural artwork proposed will require the application of an anti-graffiti coating or address issues of graffiti prevention.

6. Artistic Integrity

Where appropriate, artist/s will be appointed to undertake public art programs to ensure that rigour, integrity, standards and creativity can be optimised. For the purpose of this policy an artist can be defined as someone who meets at least two of the following categories:

- University degree or minimum three year full time TAFE Diploma in visual arts, or when the brief calls for it, other art forms such as multi-media;

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- Track record of exhibiting their artwork at reputable art galleries that sell the work of professional artists;
- A person who has had work purchased by major public and private collections, including (but not limited to) the Art Gallery of Western Australia and any of the university collections; and
- A person who earns more than 50% of their income from arts related activities, such as teaching art or design, selling artwork or undertaking public art commissions.

7. Decommissioning of Public or Mural Art

Considerations for decommissioning a Public Artwork include:

- The site for which a site-integrated artwork was specifically created is structurally or otherwise altered and can no longer accommodate the work, is made publicly inaccessible as a result of new construction or demolition, or has the surrounding environment altered in a way which significantly impacts the art;
- Threat to public safety;
- The works is at the end of its intended life span;
- Maintenance and repair obligations and costs have become excessive in relation to the value and age of the artwork;
- There is irreparable damage through vandalism or decay;
- There is a significant threat of damage of the work if left in its current location;
- The work has become unsafe, or is affected by changes in health and safety regulations;
- The site where the work is located is to be redeveloped or physically altered; and
- The work is no longer relevant or appropriate, and the commissioner wishes to commission a new work for the site.

If the work is identified for decommissioning the City will conduct a formal review with the following guiding principles:

- Make reasonable attempt to consult with the artist prior to any relocation, sale, alteration, or removal of an artwork set out in section 195AT of the *Copyright Act.*
- The artist, owner, commissioners, maintenance contractors, and professional assessors should be consulted;
- Where possible it is important to be sensitive to the views of the general public and any community groups who were involved in the original commission and to any other culturally sensitive matters regards the work;
- The review should examine the artwork maintenance file, as well as any contractual agreements between the artist and the commissioner regarding the maintenance or decommissioning of the work; and
- If the artwork was commissioned as a permanent piece then all reasonable effort should be made to avoid permanent removal within the year of its installation.

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8. Public Art Assessment Panel

The Public Art Assessment Panel will meet as required to assess and approve public art proposals and de-commissioning artworks in accordance with the specifics of this Management Practice. The Panel have the authority to make decision to approve or defer to the Committee for approval.

The Public Art Assessment Panel will include:

- The Mayor or delegated elected member;
- CEO or relevant City of Armadale Officer designated by the CEO;
- The City's contracted Art Curator; and
- Manager Community Development (Ex-Officio).

Last Reviewed

Authority

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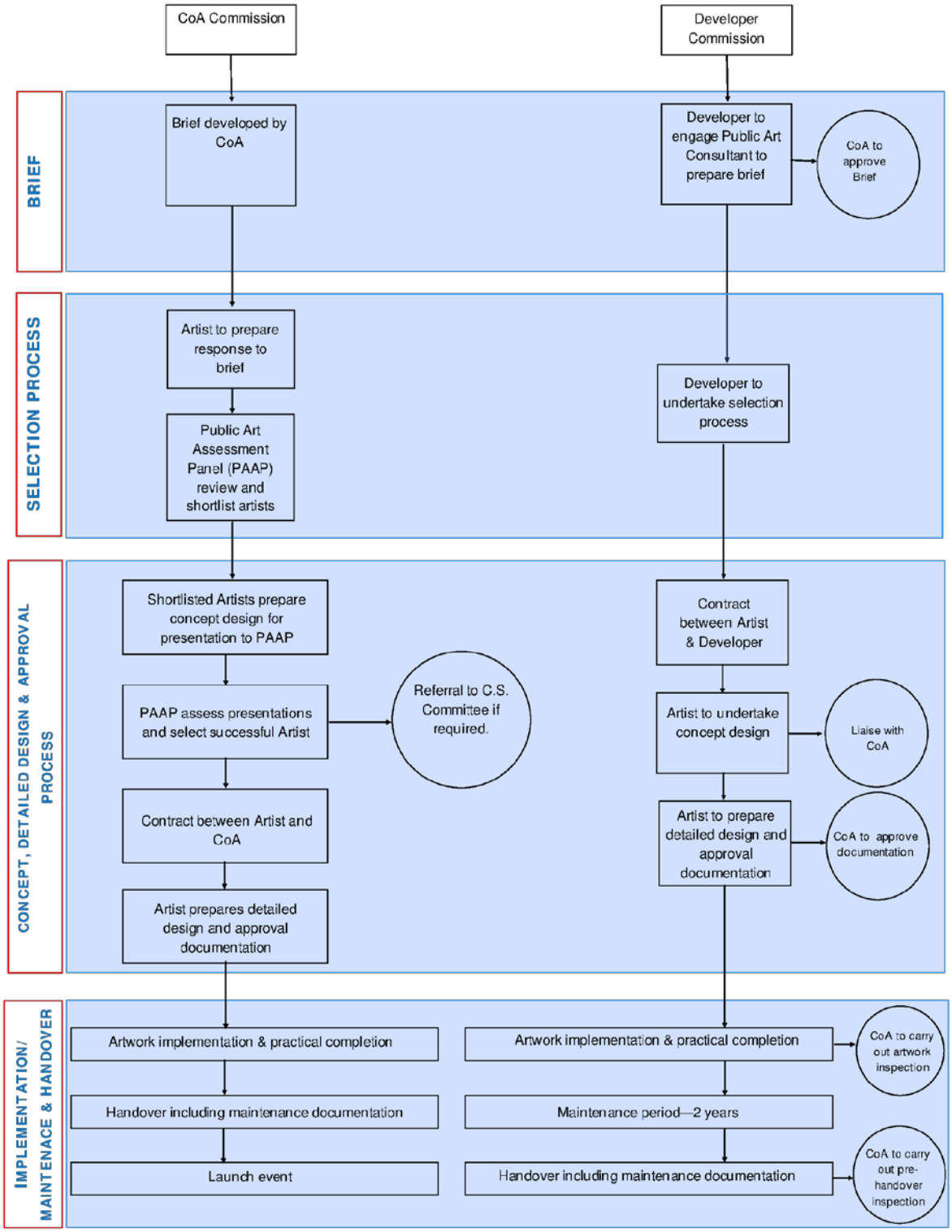
Public Art Commissioning Flow Chart



Financial Assistance Policy

Rationale
Council is committed to recognising, and assisting individuals, groups and organisations that provide services and support to residents of the City of Armadale.

This policy guides how Council responds to requests for financial assistance from individuals, groups and organisations in line with the City's Community Strategic Plan. The policy aims to optimise the use of Council funds and to support capacity building of community groups and organisations.

Policy
Council will consider requests for assistance according to the following categories:
1. Donation
2. Community grant
3. Annual contribution

Within each category there are criteria against which requests must be assessed. These criteria are outlined in the associated Management Practice.

Related Local Law	N/A
Related Policies	N/A
Related Budget Schedule	Community Development
Last Reviewed	March 2016
Next Review Date	March 2019
Authority	Council Meeting of : 3 May 2004 (C59/4/04) 6 March 2007 (C14/2/07) 8 March 2010 (C7/3/10) 19 December 2011 (C41/12/11) 24 March 2014 (C8/3/14) 28 March 2014 (C28/4/14)

Delegations Register in relation to this policy

502	COMD 1	Consider requests for assistance according to the following categories. • Donation • Community Grant
S502.2	Authority to approve Community Grants to a maximum of $1,000 per application and in accordance with Council policy COMD1	Executive Director Community Services Executive Manager Community Services Manager Community Development Manager Recreation Services

MANAGEMENT PRACTICE
COMD 1 Requests for Financial Assistance

Introduction

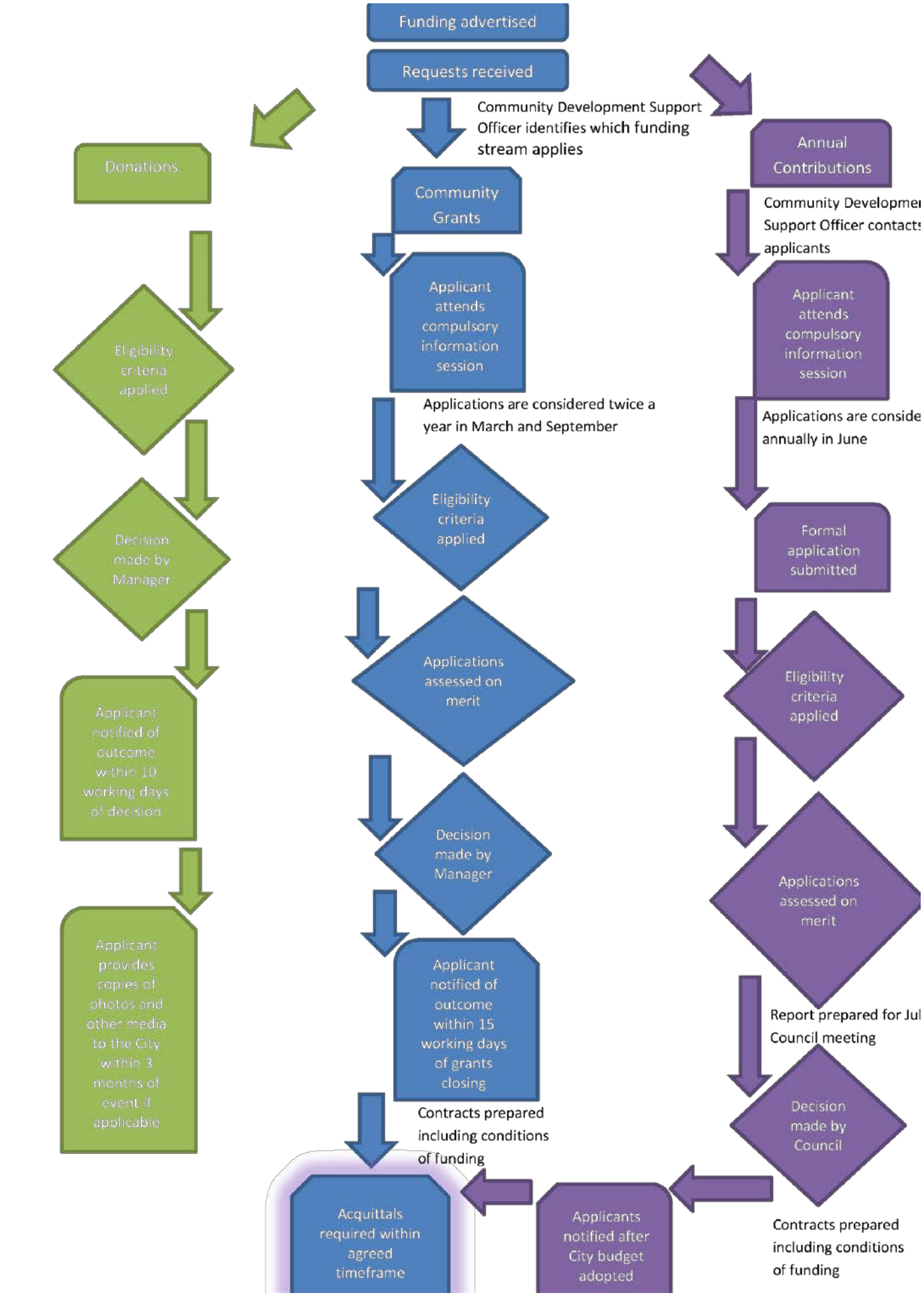
Applications for funding must be received in writing and are directed to the appropriate stream of funding within the City of Armadale Financial Assistance Policy. The primary actions required in each process are included in the following flow chart to assist in understanding the roles and responsibilities of applicants and the City in meeting the requirements of the policy. An essential requirement of this funding is for outcomes to be delivered that are consistent with the City of Armadale Strategic Community Plan.

Applications will be assessed in response to guidelines and criteria specific to each funding stream and a decision making matrix will be applied to identify successful applicants in line with the requirements of the policy. In particular the City is seeking projects and outcomes with ongoing benefits to a wide variety of community members and the potential to build sustainable services for the longer term using partnerships and a range of funding sources.

The timing of applications and processing is identified in each category but may change according to the meeting schedule of Council and its Standing Committees.

Dispute resolution

Where applicants for financial assistance are dissatisfied with the way in which the policy is applied or applications are processed, they should put their concerns in writing for consideration by the Executive Director Community Services, City of Armadale, 7 Orchard Avenue Armadale or to info@armadale.wa.gov.au.


Funding advertised
Requests received
Community Development Support Officer identifies which funding stream applies
Donations
Community Grants
Annual Contributions
Community Developmer Support Officer contacts applicants
Eligibility criteria applied
Applicant attends compulsory information session
Applicant attends compulsory information session
Applications are considered twice a year in March and September
Applications are conside annually in June
Decision made by Manager
Eligibility criteria applied
Formal application submitted
Applicant notified of outcome within 10 working days of decision
Applications assessed on merit
Eligibility criteria applied
Decision made by Manager
Applications assessed on merit
Applicant provides copies of photos and other media to the City within 3 months of event if applicable
Applicant notified of outcome within 15 working days of grants closing
Report prepared for Jul Council meeting
Decision made by Council
Contracts prepared including conditions of funding
Acquittals required within agreed timeframe
Applicants notified after City budget adopted
Contracts prepared including conditions of funding

1. DONATIONS

Requests for donations must be received in writing and may be awarded to requests that meet the following requirements:

1.1 Applications MUST comply with the following general criteria
(i) Projects or outcomes must primarily benefit residents of the City of Armadale;
(ii) Individuals must be a resident or ratepayer in the City of Armadale; and non-profit groups or organisations must be based in or primarily service residents of the City of Armadale;
(iii) Projects must be considered to be a worthy contribution made on behalf of City of Armadale residents.

1.2 Applications will be scored on the following recognition criteria
(i) Individuals who have been selected to represent the State or Nation in an interstate or overseas competition in a sport, recreational, educational or arts activity;
(ii) Individuals must supply supporting documentation from the relevant governing association of the activity;
(iii) Only one application will be approved for any individual in the City's financial year;
(iv) The City requests its contribution to be acknowledged where possible;.
(v) Copies of published stories about the sponsored individual should where possible be provided to the City within 3 months of competing;
(vi) The maximum allocation per individual is a donation of $150.

Delegated Authority:	*CEO*
Secondary Delegation:	*Executive Director Community Services*
	Manager Community Development

1.3 Applications to support community groups, individuals or organisations toward fundraising and promotional initiatives will be scored on the following criteria:
(i) There must be evidence of capacity to deliver the project for which a donation is being sought;
(ii) Types of assistance may include vouchers to Armadale Aquatic Centre or Armadale Arena or from external businesses to the City;
(iii) The maximum value of this support, including these vouchers, is $1,000.
Delegated Authority: CEO
Secondary Delegation:
(a) up to $1,000 Executive Director Community Services
(b) up to $500 Manager Recreation Services

1.4 Applications for general donations will be scored on the following criteria:
(i) Requests for assistance will only be received from members of the City of Armadale community or community organisations that will benefit the City of Armadale community;
(ii) The degree of alignment between the expected outcomes to be achieved from the project for which a donation is being sought and the City of Armadale Strategic Community Plan;
(iii) The maximum value of this support is $1,000.
Delegated Authority: CEO
Secondary Delegation:

(a) up to $1,000 Executive Director Community Services
(b) up to $500 Manager Community Development
(c) all other requests to be referred to the Community Service Committee

1.5 All donations approved under Delegated Authority are to be listed in the Councillor Information Bulletin.

2. COMMUNITY GRANTS

2.1 Applications MUST comply with the following general criteria
(i) Projects or outcomes must primarily benefit residents of the City of Armadale;
(ii) Not-for-profit groups or organisations must be based in or primarily service residents of the City of Armadale;
(iii) Organisations seeking funding must be incorporated or auspiced by another organisation with incorporation;
(iv) Applicants must attend a compulsory information session in the year of their application to be eligible for consideration;
(v) Projects must be considered to be a worthy contribution made on behalf of City of Armadale residents;
(vi) Individuals are not eligible to apply for this category of funding.

2.2 Applications will be considered in two rounds per financial year.

2.3 Applicants are eligible to receive a grant only once per financial year and applicants are only eligible to apply for one project in any funding round.

2.4 Eligibility criteria for community groups or organisations:
(i) Must be based in the City of Armadale or primarily benefit residents of the City;
(ii) Applications will be received from non-profit community groups or organisations including sporting, welfare, educational (only school P&C's are eligible to apply for funding), arts, cultural, children, youth, seniors' and other relevant groups;

(iii) Must be a non-profit, incorporated organisation or auspiced by an incorporated non-profit organisation;
(iv) Must hold public liability insurance to a value as agreed with the City;
(v) Can demonstrate the ability to manage a project of the proposed type;
(vi) Applicants that have been successful in previous years are eligible to apply for the current round but will not be able to receive any monies until all previous monies have been satisfactorily acquitted. All acquittals must be received within 30 days of program completion or the end of the financial year whichever is earlier unless agreed otherwise and included in the funding contract;
(vii) Applicants with an outstanding acquittal will be ineligible to receive funding.

2.5 Community grant project criteria:
(i) Clearly demonstrated need for this project;
(ii) Will be of benefit to the local community and/or the City of Armadale generally;
(iii) Will not require ongoing funding from the City beyond the initial funded period;
(iv) Does not duplicate an activity already available in the immediate area;
(v) Other avenues of funding have been exhausted and/or the project would not successfully attract other sources of funding;
(vi) Requests for equipment will only be granted once in three years;
(vii) Funding will *not* be made available for:
(a). Personal items unless the applicant can demonstrate a benefit to the general community;
(b). Deficit funding for organisations which are experiencing a shortfall of cash revenue or anticipated revenue.

2.6 The City will convene an internal working group to consider and score applications using the decision making matrix identified within this Management Practice. A report will be prepared with recommendations for consideration by the Manager Community Development and Executive Director Community Services.

2.7 Maximum community grant allocation is $1,000 per application. The City's funding will not exceed 50% of the total project budget, including estimates of volunteer and in-kind contributions. City contributions such as rubbish collection, ranger services, venue hire, etc will be valued and included as part of the funding provided under this category of financial assistance.
Delegated Authority: CEO
Secondary Delegation: *Executive Director Community Services*
Executive Manager Community Services
Manager Community Development
Manager Recreation Services

2.8 Successful applicants must ensure that:

(i) The City's financial support is acknowledged through promotional means such as advertising and media publicity associated with the project;
(ii) Approval may be given for the use of the City's logo where appropriate;
(iii) A written acquittal report detailing how the grant was utilised and the outcomes/benefits achieved to be submitted within three months of the completion of the project.

3. ANNUAL CONTRIBUTIONS

3.1 Applications MUST comply with the following general criteria
(i) Projects or outcomes must primarily benefit residents of the City of Armadale;
(ii) Not-for-profit groups or organisations must be based in or primarily service residents of the City of Armadale;
(iii) Organisations seeking funding must be incorporated or auspiced by another organisation with incorporation;
(iv)Applicants must attend a compulsory information session in the year of their application to be eligible for consideration;
(v) Projects must be considered to be a worthy contribution made on behalf of City of Armadale residents;
(vi) Individuals are not eligible to apply for this category of funding.

3.2 Applications will be considered in one round per financial year considered by Council after adoption of the annual budget.

3.3 Applicants are eligible to apply for only one project in any funding round.

3.4 Annual contributions may be granted for a period of 12 months and recommended for up to three years, depending on the capacity of the applicant to demonstrate:
(i). A need for funding for one to three years;
(ii). A longstanding service to the local community;
(iii) A proven capacity to achieve intended outcomes;
(iv) There is no obligation for the City to grant beyond a 12 month period.

3.5 Eligibility criteria for community groups or organisations:
(i) Must be based in the City of Armadale or primarily benefit residents of the City;
(ii) Must be a not-for-profit, incorporated organisation or auspiced by an incorporated not-for-profit organisation;
(iii)Must hold public liability insurance to a value as agreed with the City;
(iv) Can demonstrate the ability to manage a service, project or program of the proposed type;
(v) Have satisfactorily acquitted any previous community grant or annual contribution allocations;

(vi) Applicants that have been successful in previous rounds are eligible to apply for the current round but will not be able to receive any monies until all previous monies have been satisfactorily acquitted. All acquittals must be received within 30 days of program completion or the end of the financial year whichever is earlier unless agreed otherwise and included in the funding contract;
(vii) State and Federal Government agencies/responsibilities will not be supported even when applications are made by third parties;
(viii) Applications will not be considered from commercial entities – the City of Armadale Event Sponsorship Policy does make some provision for commercial activities.

3.6 Project criteria:
(i) Clearly demonstrated need for this project;
(ii) For services, projects and programs that the City recognises as being of benefit to City of Armadale residents;
(iii) Does not duplicate an activity already available in the local area;
(iv) Other avenues of funding have been exhausted and/or the project is unlikely to secure other sources of funding;
(v) Funding will not be made available for deficit funding for organisations which are experiencing a shortfall of cash revenue or anticipated revenue.

3.7 Sustainability - funding of recurring projects will reduce over 3 years to encourage capacity building within communities. This particularly applies to start-up projects, new initiatives and seed funding, where City officers will work with applicants to identify new funding streams, income generation and partnerships to ensure ongoing delivery.

3.8 The contribution amount is discretionary, generally between $1,000 to $25,000 depending on the number and value of applications received and the total budgeted amount for annual contributions. Applications for more than $25,000 may be awarded where the merit can be determined.

3.9 The City's funding will not exceed 50% of the total project budget, including estimates of volunteer and in-kind contributions. City contributions such as rubbish collection, ranger services, venue hire, etc will be valued and included as part of the funding provided under this category of financial assistance.

3.10 The City will convene an internal working group to consider and score applications using the decision making matrix identified within this Management Practice. A report will be prepared with recommendations for consideration by the Community Services Committee as part of the City of Armadale published meeting cycle.

3.11 All requests for annual contributions will be referred to the Community Services Committee.

3.12 In the event that the application is successful applicants must ensure that:
(i) The City's financial support is acknowledged through promotional means such as advertising and media publicity associated with the service, project or program;
(ii) Approval may be given for the use of the City's logo where appropriate;
(iii) A written acquittal report is submitted at the end of the funded period detailing how the contribution has been utilised and the benefits/outcomes achieved;
(iv) Interim reporting to City officers is required at periods identified in the funding contract.

3.13 Once approved, contracts will be prepared for successful applicants detailing the level of funding agreed, the items that this funding can be attributed to and timeframes for delivery of the project and acquittal of the project funding. These contracts must be signed by the applicant and returned within 30 working days of receiving them.

3.14 Acquittals of annual contribution funding must be completed within 3 months of project completion unless otherwise agreed in the funding contract with the City.

3.15 Marketing - The City of Armadale will:
(i) Promote successful projects delivered as a result of Council assistance through media releases and City managed media, including social media;
(ii) Require acknowledgement of the City and its branding at projects and required for acquittal of the project funding;
(iii) Make the use of the City's branding available to approved projects;
(iv) Seek copies of media attention of projects;
(v) Bring applicants together to share success stories and learn from each other's experiences.

DECISION MAKING FRAMEWORK - Donations

Criteria	Does not comply	Poor	Satisfactory Compliance	Good	Notes
Essential					
Benefit City residents					
Resident or ratepayer/group					Proof of address
Worthy contribution of City funding					
Alignment with SCP					Reference to SCP strategic objectives
Only once per financial year					Donations register
State/national representation					
Representation confirmed					Letter from association
Disaster relief					
Disaster status confirmed					Confirmation from State or Federal office
General support					
Other City assistance valued					Information provided by other officers
Capacity to deliver project					CDO's to advise
Assessment outcome					Any non-compliance will not be supported

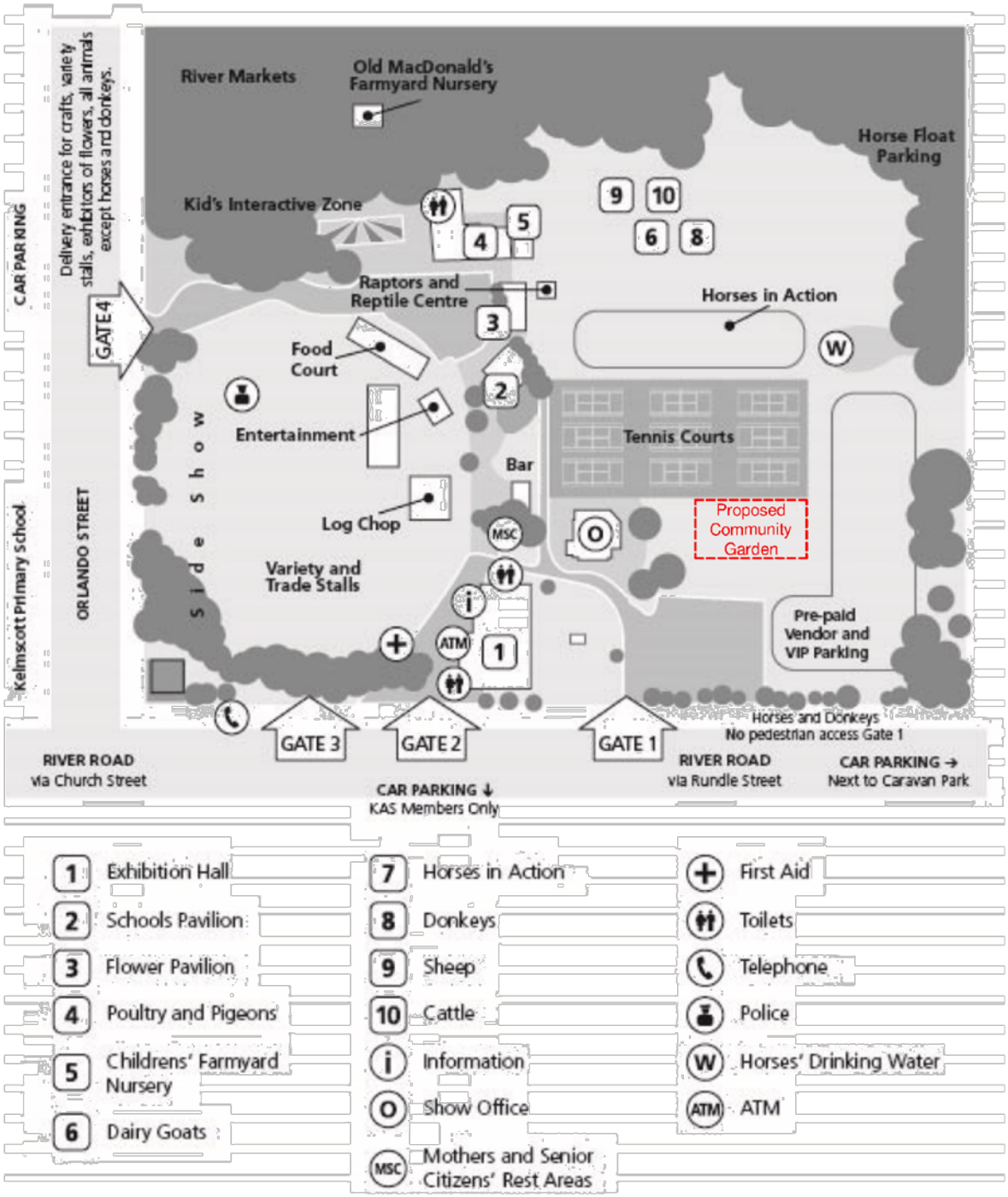
DECISION MAKING FRAMEWORK – Community Grants

Criteria	Does not comply	Poor	Satisfactory Compliance	Good	Notes
Designated liaison officer					CDO to work with the applicant
Essential					
Benefit City residents					
Not-for-profit status or auspicing body					Proof of legal entity
Worthy contribution of City funding					
Alignment with SCP					Reference to SCP strategic objectives
Only once per financial year					Grants register
Only one project					
Organisation					
Attendance at information session					Attendance register
Acquitted all previous grants					Grants register
Public Liability Insurance					Certificate of currency provided
Project detail					
Capacity to deliver project					CDO's to advise
Minimum 50 % of project funded from other sources					May include volunteer contributions
Clearly identified need for project					
Other City assistance valued					Information provided by other officers
Sustainability					Will not require ongoing support beyond period of funding
Duplication with other services?					Does not exclude duplication, only in the same location
Other funding sources explored					CDO's to advise
Equipment requests					
Equipment type and quantity specified					
Once every three years					Grants register
Quotes received					For items over $300
Assessment outcome					Any non-compliance will not be supported

DECISION MAKING FRAMEWORK – Annual Contributions

Criteria	Does not comply	Poor	Satisfactory Compliance	Good	Notes
Designated liaison officer					CDO to work with the applicant
Amount requested					
Essential					
Benefit City residents					
Not-for-profit status or auspicing body					Proof of legal entity
Worthy contribution of City funding					
Alignment with SCP					Reference to SCP strategic objectives
Only once per financial year					Grants register
Only one project					
Organisation					
Public Liability Insurance					Certificate of currency provided
Attendance at information session					Attendance register
Acquitted all previous grants					Grants register
Project detail					
Capacity to deliver project					CDO's to advise
Minimum 50 % of project funded from other sources					May include volunteer contributions
Clearly identified need for project					
Other City assistance valued					Information provided by other officers
Sustainability					Will not require ongoing support beyond period of funding
Duplication with other services?					Does not exclude duplication, only in the same location
Other funding sources explored					CDO's to advise
No deficit funding					
Assessment outcome					Any non-compliance will not be supported

Location of proposed community garden
River Rd
63 Lot 129
65 Lot 2054
67 Lot 40
69 Lot 39
71 Lot 18
0 7 14 21 28 m
N
CITY OF Armadale
Rushton Park
Proposed Community Garden
Sept 2014
The City of Armadale does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that the City shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information. Based on information provided by and with permission of the Western Australian Land Information Authority trading as Landgate (2012). PhotoMaps by NearMap. Scale 1:678 (printed at A4). Map produced on 9/03/2015


River Markets
Old MacDonald's Farmyard Nursery
Horse Float Parking
Kid's Interactive Zone
Delivery entrance for crafts, variety stalls, exhibitors of flowers, all animals except horses and donkeys.
CAR PARKING
Kelmscott Primary School
ORLANDO STREET
GATE 4
Raptors and Reptile Centre
Horses in Action
Food Court
Entertainment
Tennis Courts
Bar
Log Chop
Proposed Community Garden
Variety and Trade Stalls
Pre-paid Vendor and VIP Parking
Side show
GATE 3
GATE 2
GATE 1
Horses and Donkeys No pedestrian access Gate 1
RIVER ROAD via Church Street
CAR PARKING ↓ KAS Members Only
RIVER ROAD via Rundle Street
CAR PARKING → Next to Caravan Park
1 Exhibition Hall
2 Schools Pavilion
3 Flower Pavilion
4 Poultry and Pigeons
5 Childrens' Farmyard Nursery
6 Dairy Goats
7 Horses in Action
8 Donkeys
9 Sheep
10 Cattle
Information
Show Office
Mothers and Senior Citizens' Rest Areas
First Aid
Toilets
Telephone
Police
Horses' Drinking Water
ATM

CITY OF Armadale

POLICY

COMD 4 – Art Collection Policy

Management Practice

COMD 4

Relevant Delegation

N/A

Rationale

The City of Armadale Art Collection has evolved as the City has grown and developed and is an indication of its evolving cultural identity.

To provide clear collection and management guidelines in relation to the current and future acquisitions of the City's Art Collection.

Policy

To ensure that the City Art Collection is as a collection of aesthetic and artistic excellence, Council will:

- Acquire and preserve items that create a diverse and varied collection of varying themes and mediums.
- Acquire and preserve items that express the social, environmental and cultural heritage of the City of Armadale.
- Promote increased understanding and enjoyment of contemporary art by making the Art Collection accessible to the community.
- Consider outward loans of the Art Collection subject to certain criteria, including reciprocal lending.
- Encourage discussion, critical dialogue and education about the art collection.
- Consider acquisitions through donations and bequests.

The Art Acquisition Panel noted in the Management Practice will include:

- The Mayor or delegated elected member;
- CEO or relevant City of Armadale Officer designated by CEO;
- The City's contracted Art Curator; and
- Manager Community Development (Ex-Officio).

Related Local Law	N/A
Related Policies	H1, HH2
Related Budget Schedule	N/A

Last Reviewed	8 April 2013
Next Review Date	March 2016
Authority	Council Meeting of: 8 February 2010 (C1/2/10) 8 April 2013 (C13/4/13)

MANAGEMENT PRACTICE	
COMD 4	**Art Collection**

1. Introduction

The City of Armadale's Visual Art Collection comprises art in a diversity of traditional, new and hybrid media. Some of the Collection represents artists connected with, and/or themes relevant to the City of Armadale. Generally these artworks date from the 1980s onwards.

2. The Art Acquisition Panel (AAP)

The AAP will meet as required to assess and approve acquisitions, de-accessions and outward loans based on and in accordance with the specifics of this Management Practice.
The AAP will consist of: The Mayor or delegated elected member, CEO or relevant City of Armadale Officer designated by the CEO and the contracted Curator.

3. Acquisitions

Acquisitions into the collection are made through:

- Purchase, commission, donation or bequest;
- Items obtained by the City of Armadale or acquired by elected members or staff in the course of their duties.

In order to be considered for the City of Armadale's Art Collection all items should be considered within the following preferred acquisition criteria:

- Compliments and enhances the current scope and value of the collection.
- Where appropriate have a verifiable connection with the City of Armadale (ie lived, worked, studied, created artworks about City of Armadale).
- Be an unconditional donation or purchase which has valid and clearly verifiable legal title.
- Have the capacity to be placed on display in a Council building without hindrance to public access or safety, and without breaching the artist's moral rights.
- Acquisitions must be in a good state of preservation or manufacture. Work requiring extensive conservation and storage or exhibition conditions which cannot be realistically provided by collection resources, unless the works, following significance assessment be essential for the collections, should not be acquired.

4. De-Accessioning and Disposal

De-accessioning is the process whereby works from the collection may be considered for removal from the collection.

An item may be nominated for de-accessioning if it:

- Is an item which does not fall within the Acquisition Criteria,

- Is in a poor condition and is considered to be of insufficient merit to allocate the resources to ensure its conservation,

    - Cannot be displayed due to its properties, and is not suitable for research,

    - Is a duplicate that serves no specific function,

    - Is irreparably damaged or destroyed or is stolen without hope of return.

A de-accessioning assessment will contain a detailed description of the item; a photographic record, an estimated market value and a recommendation of how it is to be best disposed of which will be presented to the AAP for final decision.

5. Collection Management

Art Collection Register

All items are officially receipted and registered upon acquisition into the collection and entered into the Art Collection Register.

The Art Collection Register will:

- Record essential information, including but not limited to, valuations, loans, condition, location, identifying features, provenance and legal requirements and copyright agreement, i.e., whether the artist has retained copyright or transferred copyright to the CoA,
    - Document the significance of the item,
    - Record an image of the item,
    - Be regularly maintained and updated,
    - Record any conservation, repairs or reframing of the work.

De-accessioned items will remain on the City of Armadale Art Collection Register with details of its de-accession assessment and disposal details.

Valuation and Insurance

The collection will be valued to its replacement value in accordance with Local Government Accounting Regulation AAS27. Collection valuations are currently undertaken every four years by a suitably qualified art valuer and recorded on the City of Armadale asset register.

Collection insurance will be maintained at the current valuation through standard City Of Armadale procedure.

Storage

The collection should be stored securely and, wherever possible, to museum industry standards of preservation.

Conservation

The general condition of the collection will be assessed and documented in the asset register by City of Armadale's designated officer and/or contracted Curator on a bi-annual basis in accordance with the National Standards for Australian Museums and Galleries. Items requiring maintenance/repairs will be identified during this process and action documented in the asset register.

6. Collection Access:

The City of Armadale rotates artworks from the collection within the public access areas of its own buildings to provide access to the collection.

Broader access may be facilitated through the use of temporary displays in appropriate places, for example, District Hall, Libraries and Civic Administration Centre.

Access is provided through the following:

- Publications and reproductions, programs, exhibitions and display of collection items,
- Supervised research access is available through the Birtwistle Local Studies Library. Photographic reproductions and supplementary information relating to the artworks is available for public access and research only,
    - Digital access via the City of Armadale's web site,
    - Loans.

Priorities and standards for the regular display of works in Council premises

The priority for display locations within Council premises will increasingly focus on those areas most commonly accessible to the public. Collection items will be placed on display primarily in public areas and secondary meeting rooms and offices.

Regular and special exhibitions and display of the collection will progressively aim towards best museum standards of practice in terms of access, interpretation, space, lighting and security, according to allocated resources.

Period of Display

Not all collection items may be displayed. Suitable items for display are limited by environmental conditions/conservation values and will be displayed in a manner to satisfy conservation concerns. Items may be on display in the same place over a period of 6 to 12 months. After such time the display will be rotated and the item may be relocated.

Where items are particularly sensitive to deterioration they may only be exhibited for a maximum period of up to 6 months. At such time the CoA contracted curator will review the condition of the item, to determine whether the item may remain on display, be conserved, or temporarily returned to storage.

Special Exhibitions

Special exhibitions of the collection may be displayed in accessible, secure venues, appropriate to the material and the exhibition content.

Artist's Moral Rights

During exhibition and display, the artist's moral rights will be observed and the work will be labeled in full view with the following information as a minimum requirement. Artist's name, title of the artwork, date of the work, medium and, as appropriate, the name of the donor or credit to the source of the work.

The work will:

- Not be displayed so as to be obscured or altered without written permission of the artist,
    - Not be displayed if it is in disrepair, and
- Be properly identified as a reproduction, where an item on display is not the original work.

Publications and Reproductions

Printed publications including exhibition catalogues may be produced and made available for reference purposes or for sale. The City of Armadale's Art Collection will be professionally photographed and added to the City of Armadale website. The ongoing programme for the production of digital imaging of the collection will continue to provide visual reference and information to the website on an annual basis.

Loans

The collection may accept loans from time to time for exhibition purposes and only within a specifically defined period. All loans to the collection will be properly cared for in keeping with the standards outlined in this management practice.

All loans either inward or outward will be detailed on the Art Collection Register and be for a set period of time. Outward loans will be for a maximum period of 12 months.

The City may lend objects to other museums and organizations holding art and history collections. Where applicable and appropriate outward loans will be made on the understanding of reciprocal lending. It will generally not lend to private collectors.

All outward loan conditions are in reference to Period of Display and Artist's Moral Rights and will be made under signed agreement with the City of Armadale.

All outward loans are subject to notification and acceptance of the City's Insurer noting the following:

- Address and details of display area (Main Foyer, office etc)
- Loan period
    - Details of building security or other methods of securing the item.
    - Value of the piece/pieces

The lender will be responsible for any additional insurance cost that the City may incur as a result of the loan. Where applicable the City may require the lender to include the piece under their insurance cover and to provide confirmation of coverage.

Notes

Artists in Australia have three rights under Moral Rights legislation. These are:

- the right of attribution (to be identified/credited as the creator of a work)
- the right to not be falsely attributed as the creator of a work
- the right to object to distortion, mutilation or modification of, or other derogatory treatment of, the work which is prejudicial to the artist's honour or reputation.

Moral rights cannot be sold, however, there is a consent clause in the legislation. In most cases moral rights remain with the artist regardless of who has physical possession or ownership of the work.

Last Reviewed

Authority

Version: 06:05:H (INT/18255/14)

CITY OF Armadale

POLICY

COMD 6 – Assistance in relation to a natural or other disaster

Management Practice

COMD 6

Relevant Delegation

Chief Executive Officer

Rationale

Council may provide assistance to communities that have been significantly impacted by an emergency emanating from fire, flood, earthquake or other disaster.

Policy

The City may provide assistance, financial or other, to a Local Government or recognised relief fund, such as the Lord Mayor's Distress Relief Fund, where it is deemed that:

- The impact on communities and community infrastructure is significant;
- A common interest is shared between the City of Armadale and the community/Local Government impacted by the event;

The value of financial or other assistance is discretionary and is to be determined on a case by case basis.

Offers of, or requests for assistance arising from a natural or other disaster will be expedited to Council for determination at the earliest opportunity.

Related Local Law	N/A
Related Policies	COMD 1 – Requests for Financial Assistance
Related Budget Schedule	
Last Reviewed	
Next Review Date	March 2016
Authority	Council Meeting of: 10 November 2014 (C45/11/14)

Version: 06:05:H - Refer to INT/18255/14

MANAGEMENT PRACTICE	
COMD 6	**Assistance in relation to a natural or other disaster**

Offers of, or requests for assistance in relation to a natural or other disaster will be based on the following guidelines:

1. The City may provide assistance, financial or other, to a Local Government or recognised relief fund, such as the Lord Mayor's Distress Relief Fund, where it is deemed that:

   a) The impact on communities and community infrastructure is significant;
   b) A common interest is shared between the City of Armadale and the community/Local Government impacted by the event;

2. The value of financial or other assistance is discretionary and is to be determined on a case by case basis.

3. When making an offer of, or receiving a request for assistance in relation to a natural or other disaster, officers will prepare a report to Council outlining details which may include the:

   a. Event and emanating emergency;
   b. Impact on the community and community infrastructure;
   c. Type of assistance offered or requested e.g. financial, staff services;
   d. Estimated value of the assistance requested or offered;
   e. Nominated recipient of financial or other assistance;
   f. Common interest shared between the City of Armadale and the community or Local Government impacted by the event.

4. The City may provide assistance, financial or other, to a Local Government or recognised relief fund, such as the Lord Mayor's Distress Relief Fund. Assistance will not be provided to individuals.

5. Offers of, or requests for assistance arising from a natural or other disaster will be expedited to Council for determination via the City Strategy Committee; or where time imperatives exist will be considered as an urgent item by the next scheduled Council meeting.

Last Reviewed 10 November 2014

Authority C45/11/2014

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CITY OF Armadale

AMENDED POLICY

COMD 6 – Assistance in relation to a natural or other disaster

Management Practice

COMD 6

Relevant Delegation

Chief Executive Officer

Rationale

Council may provide assistance to communities that have been significantly impacted by an emergency emanating from fire, flood, earthquake or other disaster.

Policy

The City may provide assistance, financial or other, to a Local Government or recognised relief fund, such as the Lord Mayor's Distress Relief Fund and/or WALGA's Emergency Support Program, where it is deemed that:

- The impact on communities and community infrastructure is significant;
- A common interest is shared between the City of Armadale and the community/Local Government impacted by the event;

The value of financial or other assistance is discretionary and is to be determined on a case by case basis.

Offers of, or requests for assistance arising from a natural or other disaster will be expedited to Council for determination at the earliest opportunity.

Related Local Law	N/A
Related Policies	COMD 1 – Requests for Financial Assistance
Related Budget Schedule	
Last Reviewed	
Next Review Date	March 2016
Authority	Council Meeting of: 10 November 2014 (C45/11/14)

MANAGEMENT PRACTICE	
COMD 6	**AMENDED Assistance in relation to a natural or other disaster**

Offers of, or requests for assistance in relation to a natural or other disaster will be based on the following guidelines:

1. The City may provide assistance, financial or other, to a Local Government or recognised relief fund, such as the Lord Mayor's Distress Relief Fund and/or WALGA's Emergency Support Program, where it is deemed that:

    a) The impact on communities and community infrastructure is significant;
    b) A common interest is shared between the City of Armadale and the community/Local Government impacted by the event;

2. The value of financial or other assistance is discretionary and is to be determined on a case by case basis.

3. When making an offer of, or receiving a request for assistance in relation to a natural or other disaster, officers will prepare a report to Council outlining details which may include the:

    a. Event and emanating emergency;
    b. Impact on the community and community infrastructure;
    c. Type of assistance offered or requested e.g. financial, staff services;
    d. Estimated value of the assistance requested or offered;
    e. Nominated recipient of financial or other assistance;
    f. Common interest shared between the City of Armadale and the community or Local Government impacted by the event.

4. The City may provide assistance, financial or other, to a Local Government or recognised relief fund, such as the Lord Mayor's Distress Relief Fund. Assistance will not be provided to individuals.

5. Offers of, or requests for assistance arising from a natural or other disaster will be expedited to Council for determination via the City Strategy Committee; or where time imperatives exist will be considered as an urgent item by the next scheduled Council meeting.

Last Reviewed 10 November 2014

Authority C45/11/2014

CITY OF Armadale

POLICY

FIRE 4 – Health Declaration

Management Practice

FIRE 4

Relevant Delegation

N/A

Rationale

To assist in ensuring the protection and safety of brigade members.

Policy

It shall be a requirement for all fire fighting members to complete a Health Declaration in the form required by Council.
Matters pertaining to the Health Declaration 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	8 April 2013
Next Review Date	March 2016
Authority	Council Meeting of: 4 March 2003 (C6/2/03) 19 April 2004 (CS14/4/04) 6 March 2007 (C14/2/07) 8 March 2010 (C7/3/10) 8 April 2013 (C13/4/13)

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MANAGEMENT PRACTICE	
FIRE 4	**Health Declaration**

1. The Health Declaration shall be completed and delivered to the City each fifth year immediately following the brigade AGM.

2. Upon receipt of a Health Declaration, which offers cause for concern regarding a members' ability to safely carry out fire fighting duties and following advice from the Bush Fire Advisory Committee, Council may vary the status of that member to associate member. Any member who's status has been varied in this manner shall, at his/her own expense be required to produce a medical certificate issued by a qualified medical practitioner (which offers advice to the effect that the member is fit to carry out normal fire fighting duties) prior to the membership status being reverted to fire fighting member.

3. In order to reinforce the importance of the policy, it is necessary to deem any member who has not delivered a completed Health Declaration to Council by the 1 July every five years to be no longer a Fire Fighting member with effect from that date (1 July). It is important to note that any member, other than a Fire Fighting member, should under no circumstances attend any fire in a fire fighting capacity as this may render any claim under insurance policies invalid.

Last Reviewed

Authority

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CITY OF Armadale

POLICY

RECN 1 – Lighting on Sporting Reserves

Management Practice

RECN 1

Relevant Delegation

N/A

Rationale

To support local sporting groups within the City by assisting with the provision of adequate standard lighting.

Policy

Council will on a progressive basis provide or upgrade reserve lighting on selected reserves for training, competition and public safety purposes.

The provision and upgrading of lighting shall be in accordance with the current Management Practice and Australian Standards AS 2560.

Related Local Law	N/A
Related Policies	N/A
Related Budget Schedule	Parks
Last Reviewed	8 April 2013
Next Review Date	March 2016
Authority	Council Meeting of: 4 March 2003 (C6/2/03) 19 April 2004 (CS14/4/04) 29 May 2007 (C28/4/07) 12 April 2010 (C15/4/10) 8 April 2013 (C13/4/13)

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MANAGEMENT PRACTICE	
RECN 1	**Lighting On Sporting Reserves**

Any sporting club wishing to upgrade the lighting at a City venue must firstly discuss its proposal with the Manager Technical Services or Manager Recreation Services to ensure the proposal is in line with the City's Lighting Strategy for Sporting Reserves. Under no circumstances is any club permitted to proceed with the installation of any lighting at a City venue without the City's formal approval.

2. Subject to the proposal being in accordance with the City's Lighting Strategy for Sporting Reserves, a Lighting Plan is to be prepared which reflects the long term needs for the reserve.

3. A formal proposal is to be presented to the City which, as a minimum, provides the following information:

   (a) Summary of proposal
   (b) Needs analysis
   (c) Feasibility
   (d) Lighting Plan
   (e) Cost Estimates
   (f) Funding Proposal
   (g) Future Development

   The Community Services Committee (need and concept aspects) and the Technical Services Committee (technical feasibility and costing aspects) shall consider the matter prior to a recommendation to Council.

4. If supported by Council, the project is to be referred to the Technical Services Committee for consideration of inclusion in the Parks Development 5 Year Rolling Programme.

5. Grant applications are to be prepared which seek the nominated grant contribution to the project. Grant applications are to tie in with the likely timeframe for any City contribution to the project.

6. Subject to final approval of funding for the project, the installation of any new lighting or upgrading of existing lighting is to be carried out by an approved Contractor under City supervision.

7. Design Criteria:

   (a) For all new lighting installations or upgrades, a Lighting Design must be prepared which provides the following information:

   A computer print-out of horizontal illumination over the playing surface;
   Average illumination;
   Maximum illumination;
   Minimum illumination;
   Uniformity;
   Maintenance factor;

Playing surface boundaries and dimensions;
Column positions.

Lighting Plans must comply with the following Australian Standards for outdoor sports lighting.

AS2560 2.1 - Outdoor tennis
AS2560 2.3 - Football (all codes)
AS2560 2.6 - Baseball/softball
AS 2560 2.7 - Hockey
AS2560 2.8 - Bowling Greens

(c) Any new light pole to be installed must be designed to accommodate its ultimate carrying capacity in accordance with the approved Lighting Plan and supplier's specifications.

(d) Minimum heights for any new lighting towers to be installed on sporting reserves and tennis/hard courts are as follows:

Sporting reserves	-	20 metres
Tennis/hard courts	-	15 metres

(e) The base for any new lighting tower must be designed to accommodate the ultimate carrying capacity of the lighting tower and comply with the supplier's specifications.

(f) The City's Electrical Consultant must approve the electrical specifications.

(g) Factors to be considered when selecting light fittings for a sporting reserve include:

(i) Light output
(ii) Maintenance factor
(iii) Luminous efficacy (how efficiently a light converts electrical energy to light)
(iv) Rated life (expected average operating life of the lamps)
(v) Lamp guarantee
(vi) Lamp replacement costs
(vii) Uniformity
(viii) Energy consumption
(ix) Cabling and switching needs
(x) The sail area and mass of the floodlight
(xi) Spill light control
(xii) Aesthetic considerations
(xiii) Robustness
(xiv) Back up services such as preparation of lighting plans, aiming of lights, availability of parts and lamps etc
(xv) Price

(h) Once a particular type of light fitting has been chosen for a sporting reserve, any subsequent upgrading of the lighting at that venue is to utilise the same type of floodlight wherever possible.

1. Funding

(a) Any proposal, which is in accordance with the City's Lighting Strategy for sporting reserves, and is supported by the City, shall be funded through a combination of City, Club and grant contributions. Subject to availability of funding, some projects may need to be staged over a number of years.

(b) Any proposal, which is not in accordance with the City's Lighting Strategy for sporting reserves (e.g. a proposal for a training standard lighting venue to be upgraded to competition standard), will be considered on its merits by the City, but may not attract financial support from the City.

Last Reviewed

Authority

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CITY OF Armadale

POLICY

RECN-5 Provision of Goal Posts and Structures

Management Practice

RECN-5

Relevant Delegation

N/A

Rationale

To ensure that all goal posts and structures used at the City's sporting reserves and venues comply with all relevant safety standards, and are correctly installed and maintained so as to minimise the risk of accident or injury that may be attributed to the goal post or structure.

Policy

The City shall be responsible for the provision, installation and maintenance of permanent goal posts and structures at the City's sporting reserves and recreation venues. The individual sporting clubs that use the City's sporting reserves and recreation venues shall be responsible for the provision, installation and maintenance of all portable and modified goal posts or structures under the risk management guidelines and procedures as set out in Management Practice RECN 5.

Related Local Law	N/A
Related Policies	N/A
Related Budget Schedule	N/A
Last Reviewed	8 April 2013
Next Review Date	March 2016
Authority	Council meeting of: 5 June 2007 (C34/5/07) 12 April 2010 (C15/4/10) 8 April 2013 (C13/4/13)

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MANAGEMENT PRACTICE	
RECN 5	**Provision, installation and maintenance of goal posts on Sporting Reserves.**

1. Permanent Goal Posts or Structures

Provision

The City shall be responsible for the initial provision of permanent goal posts and structures at the City's Sporting Reserves and Recreation Venues. This includes the goals that may be removed from *'sleeves'* in the ground at the end of a playing season e.g. Australian Rules Football.

1.2 Installation

The City shall ensure that all goals are correctly installed in accordance with any relevant safety standards, manufacturer's specifications and/ or a structural engineer's certificate.

1.3 Maintenance

The City shall be responsible for the maintenance of all permanent goals and structures. The level of maintenance required shall be determined via an annual inspection by the Parks and Reserves Department prior to the commencement of the winter playing season in March. The inspection shall include checks for the following:

a. Stability of structure especially the condition of joints and welded areas.
b. Rust and/or corrosion
c. Appearance and/or condition of paint.

Each soccer goal post shall have three warning notices, in the form of the official Department of Consumer and Employment Protection warning sticker, placed on the both upright bars and the crossbar. The stickers warn anyone against the dangers of swinging from the crossbar and climbing on the goals.

1.4 Replacement

The City shall be responsible for replacing and repairing any permanent goals that have either reached the end of their structural life or are assessed to be unsafe and/or no longer viable to repair or maintain.

2. Temporary or Portable Goal Posts or Structures

The individual clubs that use the City's sporting reserves and recreation venues shall be responsible for the provision of, installation, maintenance and safe storage of any portable or modified size goals that they use.

Any portable or modified goal post or structures that the sporting clubs wish to use must fully comply with all relevant safety requirements for individual sports as

detailed below and must be correctly installed so as to minimise the risk of injury to any player, spectator or member of the public.

Australian Rules Football

a. '*In order to prevent injuries to players, officials and spectators, all fixed goal posts must be padded and PVC or plastic posts replace all portable steel posts'.* (Source WA Football Commission, WA Junior Club Manual, Policies and Procedures. 2006)

Soccer

a. Definition: '*Moveable soccer goalposts can be described as any freestanding goal post designed to be moved from field to field or to be moved on and off a field.'* (Source: Department of Consumer Protection, 'Soccer Goal Safety', 2006')

b. Securing: '*Generally it takes 200 kg to anchor moveable soccer goalposts, with weights distributed evenly on the ground bar and both side supports. This equates to: using 10 hooded pegs or 12 sandbags or 10 bags of cement mix. Moveable goalposts can also be secured by inserting the frame into ground sleeves……. Before use, adults, preferably club officials, should test all moveable soccer goal post to make sure they are stable.* (Source: Department of Consumer Protection, 'Soccer Goal Safety', 2006)

All portable soccer goal sleeves in the City are housed in lockable valve boxes for which the clubs are issued keys.

c. Notification: Each soccer goal post shall have three warning notices, in the form of the official warning sticker placed on the both upright bars and the crossbar. The individual clubs shall be responsible for this on temporary and moveable goal posts.

Rugby

a. *'All goals post within the playing enclosure must be fitted with goal post padding'* (Source: Rugby Union WA, Modified Games, Coordinators Handbook, and 2005 Edition)

Hockey – awaiting policy documentation from the WA Hockey Federation

Netball - awaiting policy documentation from Netball WA

3. Policy Implementation

All sporting clubs that use goal structures shall be notified of the policy by letter and a copy distributed to the clubs with the seasonal ground hire application.

Awareness and compliance with the policy will be included in the Conditions of Hire on the application form for which each club is required to sign the declaration.

The City's Parks and Reserves Department shall conduct an annual inspection of all goal structures, both permanent and temporary, during the month of March each year, prior to the commencement of the winter sporting season. At this time a staff member of the

Parks and Reserves Department will demonstrate to clubs the safe and correct installation of temporary goal structures to be followed by the clubs during the season.

The recording of this inspection will be consistent with the current inspection of the City's playgrounds. An inspection form will be signed and dated by the inspecting officer and retained on the City's records system.

Last Reviewed

Authority

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CITY OF Armadale

POLICY

LIB 3 – Public Internet Use

Management Practice

LIB 3

Relevant Delegation

N/A

Rationale

Strict guidelines related to access to the Internet are required to be displayed in the libraries, together with the adopted policy, to ensure that the City is not held responsible for inappropriate usage of the Internet.

Policy

The City of Armadale Library & Information Service will provide free and equitable access to the world wide web for the public.

Usage of the internet 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	8 April 2013
Next Review Date	March 2016
Authority	Council Meeting of: 4 March 2003 (C6/2/03) 19 April 2004 (CS14/4/04) 6 March 2007 (C14/2/07) 12 April 2010 (C15/4/116 8 April 2013 (C13/4/13)

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MANAGEMENT PRACTICE	
LIB 3	**Public Internet Use**

1. Members using the internet are responsible for reading the terms and conditions associated with its use as required prior to log on access being approved. ("Member" includes those persons using a "guest" membership in all matters relating to internet use.)
2. The City reserves the right to deny access or to restrict access to certain internet sites and/or materials, and to terminate a member's internet privileges if any of its rules and procedures are breached.
3. Due to the changing nature of the internet, guidelines and procedures are subject to change without notice and at the City's discretion.
4. The City does not take responsibility for the information gathered on the internet, or for any technical problems in accessing sites on the internet. If the internet is unavailable during a time where a member has booked a session then the member will lose this booking.
5. The City takes all care to protect against viruses and unauthorised use of data. However, members are responsible for ensuring their own privacy by logging out completely from all sites which require a password.
6. The City is bound by an agreement with the Internet Service Provider (ISP) that prohibits any unlawful use of the internet.
7. A member must not use a computer to 'transmit, obtain possession of, demonstrate, advertise or request the transmission of an article knowing it to contain objectionable material' (WA Censorship Act 1996, s101) or to make restricted material available to a minor (a person under 18 years of age).
8. A member must not violate or attempt to violate any computer network system security or modify the installed hardware or software in any way.
9. Members must respect copyright laws and licensing agreements.
10. Supervision or restriction of a minor's access to the internet, and software is the responsibility of the parent or legal guardian.
11. Members will be assisted in their use of the internet, and software installed on the PCs, to the same degree as assistance is given in the use of other library resources. (ie: Direction given in locating our resources and information).
12. The City will determine the maximum number of sessions a member may have per day across all branches.
13. Members are to advise the library if the session time booked is no longer required. Failure to do so may affect future computer use.
14. Members are permitted to print and download information from the internet at costs determined by the City. Downloading to the hard drive is not permitted.
15. The City provides a wireless hotspot for public access to the internet free of charge within each library building. All of the computer/internet use terms and conditions apply to the use of the wireless hotspot service.

Last Reviewed

Authority

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AMENDED POLICY

LIB 3 – Public Internet Use

Management Practice

LIB 3

Relevant Delegation

N/A

Rationale

Strict guidelines exist to ensure that the City is not held responsible for inappropriate usage of the Internet. Persons using the library's public access computers are responsible for reading the terms and conditions of use prior to log on access being approved.

Policy

The City of Armadale Library & Information Service will provide free and equitable access to the world wide web for the public.

Usage of the internet 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	8 April 20133
Next Review Date	March 2016
Authority	Council Meeting of: 4 March 2003 (C6/2/03) 19 April 2004 (CS14/4/04) 6 March 2007 (C14/2/07) 12 April 2010 (C15/4/116) 8 April 2013 (C13/4/13)

MANAGEMENT PRACTICE	
LIB 3	**AMENDED Public Internet Use**

These terms and conditions are subject to change without notice and at the City of Armadale's discretion.

1. Members must respect all applicable copyright laws and licensing agreements.
2. Members using the computers are responsible for reading the terms and conditions of use as required prior to log on access being approved. ("Member" includes those persons using a "guest" membership in all matters relating to internet use.)
3. The City will determine the maximum number of sessions a member may have per day across all branches.
4. The City does not take responsibility for the information gathered on the internet, or for any technical problems in accessing sites on the internet. If internet access is unavailable during a time where a member has booked a session then the member may lose this booking.
5. The City takes all care to protect against viruses and unauthorised use of data. Members are responsible for ensuring their own privacy by logging out completely from any site which requires a password.
6. The City is bound by agreements with Internet Service Providers that prohibit any unlawful use of the internet.
7. A member must not use a computer to 'transmit, obtain possession of, demonstrate, advertise or request the transmission of an article knowing it to contain objectionable material' (WA Censorship Act 1996, s101) or to make restricted material available to a minor (a person under 18 years of age).
8. A member must not violate or attempt to violate any computer network system security or modify the installed hardware or software in any way.
9. Supervision or restriction of a minor's access to the computers or the internet is the responsibility of the parent or legal guardian.
10. Members will be assisted in their use of the internet, and software installed on the PCs, to the same degree as assistance is given in the use of other library resources. (i.e. direction given in locating resources and information).
11. The City reserves the right to deny access or to restrict access to certain internet sites and/or materials, and to terminate a member's computer use privileges if any of its rules and procedures are breached.
12. Members are to advise the library if the session time booked is no longer required. Failure to do so may affect future computer use.
13. Members are permitted to download information to a USB drive and to print from the computers at costs determined by the City. Files cannot be downloaded to the hard drive.

14. The City provides wireless public internet access free of charge within each library building. All computer/internet use terms and conditions apply to the use of the wireless service.

Last Reviewed

Authority