

CITY OF ARMADALE

MINUTES

OF COMMUNITY SERVICES COMMITTEE HELD IN THE COMMITTEE ROOM,
ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON TUESDAY, 2
AUGUST 2016 AT 7.00PM.

PRESENT: Cr K Busby (Chair)
Cr R Butterfield
Cr C A Campbell JP
Cr M Silver (Deputy for Cr Frost)
Cr J A Stewart
Cr C M Wielinga

APOLOGIES: Cr C Frost (Leave of Absence)
Cr G A Best

OBSERVERS: Cr L Sargeson

IN ATTENDANCE: Ms Y Loveland - Executive Director Community Services
Mr N Kegie - Executive Manager Community Services
Mr G Fisher - Manager Community Development
Ms F Grieves - Manager Recreation Services
Ms W Nel - Coordinator Community Development
Ms W Hill - CDO Positive Ageing, Access & Inclusion
Ms J Hancock - Minute Secretary

PUBLIC: Nil

*“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 not read as there were no members of the public in attendance..

DECLARATION OF MEMBERS' INTERESTS

Nil

QUESTION TIME

Nil

DEPUTATION

Nil

CONFIRMATION OF MINUTES

RECOMMEND

Minutes of the Community Services Committee Meeting held on 5 July 2016 be confirmed.

**Moved Cr R Butterfield
MOTION CARRIED (6/0)**

ITEMS REFERRED FROM INFORMATION BULLETIN - #13 2016

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 report or investigation

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COMMUNITY SERVICES COMMITTEE

2 AUGUST 2016

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1.1 - DRAFT DISABILITY ACCESS AND INCLUSION PLAN 2016 - 2021

WARD : ALL
FILE No. : M/339/16
DATE : 20 June 2016
REF : WH
RESPONSIBLE : Executive Director
MANAGER : Community Services

In Brief:

- This report presents the draft Disability Access and Inclusion Plan 2016 – 2021 which provides direction for the City’s approach to improving access and inclusion for people with disability over the next five years.
- Recommend that the draft Disability Access and Inclusion Plan 2016 – 2021 be approved and released for public comment for a period of four weeks.

Tabled Items

1. Draft Disability Access and Inclusion Plan.

Officer Interest Declaration

Nil

Strategic Implications

The development of the City’s Draft Access and Inclusion Plan is in line with the City of Armadale Strategic Community Plan and directly reflects the following strategic goal:

Strategy 1.2.1.2

Implement the City of Armadale Access and Inclusion Plan.

Legislation Implications

Disability Services Act (1993) (amended in 2004 and 2014).
Commonwealth Disability Discrimination Act (DDA)
WA Equal Opportunity Act.

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

The implementation of the City’s Disability Access and Inclusion Plan is funded through various departmental budgets.

Consultation

1. Councillors
2. Disability Access and Inclusion Reference Group
3. MANEX (Management Executive Team)
4. City Staff
5. Community Organisations
6. Residents

BACKGROUND

The Survey of Disability, Ageing and Carers (2015) estimated that 4.3 million Australians, or one in five people had a disability. With an additional 2.7 million Australians who are carers, disability impacts on one third of the population. In July 2016 the City's estimated residential population was 87,437 people. This is projected to grow to 144,826 by 2036. As the Armadale population grows and ages, the number of people requiring assistance will continue to increase.

It is a requirement of the Disability Services Act (1993) (amended in 2004 and 2014) that all public authorities develop and implement a Disability Access and Inclusion Plan (DAIP) for the purpose of ensuring that people with disabilities have equal access to its buildings, facilities, information, services and community life.

The DAIP provides a framework for the identification of access and inclusion initiatives and the development of strategies to improve access and inclusion outcomes for the community. The seven access and inclusion outcome areas specified in the Act aim to provide a means of ensuring that people with disabilities:

1. Have the same opportunities as other people to access the services of, and any events organised by, the relevant public authority;
2. Have the same opportunities as other people to access the buildings and other facilities of the relevant public authority;
3. Receive information from the relevant public authority in a format that will enable them to access the information as readily as other people are able to access it;
4. Receive the same level and quality of service from the staff of the relevant public authority as other people receive from the staff of that authority;
5. Have the same opportunity as other people to make complaints to relevant public authority;
6. Have the same opportunities as other people to participate in any public consultation by the relevant public authority; and
7. Have equal employment opportunities at the relevant public authority.

The City of Armadale adopted its first Disability Services Plan (DSP), (now known as DAIPs), and was the first local government in WA to lodge its DSP with the Disability Services Commission in 1995. The plan addressed both statutory requirements under the WA Disability Services Act (1993) and obligations under the Commonwealth Disability Discrimination Act (1992). The plan underwent reviews and the City developed revised plans in 2007 and 2011. Following the 2004 amendment to the Disability Services Act (1993) the

City focused on ensuring people with disabilities were able to access services provided by the City in a way that facilitates increased independence, opportunities and inclusion within the community.

Since the adoption of the initial plan, the City of Armadale has implemented a number of initiatives to ensure access and inclusion for people with a disability including:

- Improving engagement opportunities for people with disability including establishing a disability reference group, representing a broad range of stakeholders;
- Supporting accessible events through developing an accessible events checklist, with training provided to key staff;
- Increasing staff awareness through ongoing staff disability awareness training;
- Developing an All Abilities Playground within the City of Armadale;
- Review of the website to meet accessibility guidelines (AA W3C);
- Development of an Access and Mobility Map;
- Increasing community awareness by celebrating International Day of Disability each December;
- Improvements within the administration to support improved customer service for all community members including the Audio Loop technology and lowering heights of counters;
- Introduction of resources such as DAISY readers, desk top magnifiers and e-readers available at the Armadale Library;
- Continual upgrading of the City's walkways considering the access needs of residents; and
- Improving outcomes for people with dementia through supporting Alzheimer's Australia's Dementia Friendly Communities project.

The Disability Services Act (1993) requires that DAIP's are reviewed every five years and a progress report submitted annually to the Disability Services Commission. A review of the Disability Access and Inclusion Plan 2011 – 2016 (DAIP) has been undertaken to meet these requirements.

DETAILS OF PROPOSAL

This report presents the draft Disability Access and Inclusion Plan 2016-2021 which provides direction for the City's approach to improving access and inclusion for people with disability over the next 5 years.

The City of Armadale contracted E-QUAL disability consultants to review the current DAIP and develop a new DAIP which complies with the legislative requirements of the Disability Services Act (1993). This document will guide the City of Armadale's work to ensure equitable access to its buildings, facilities, information, services and events for people with disabilities and their carers, over the next five years.

The methodology for the review included a desktop review of the City of Armadale's current DAIP, progress reports and other relevant Council documents, plans and strategies, as well as other relevant literature on best practice in access and inclusion.

Consultation was undertaken with key stakeholders including City of Armadale staff, key organisations and the community, in accordance with the Disability Services Act Regulations 2004. The consultation was held in March 2016 and was promoted within the;

- Local newspaper;
- City of Armadale website;
- Directly with key disability organisations;
- Communications with City of Armadale services; and
- City of Armadale intranet.

The consultation included:

- Focus groups/workshops with community and staff;
- On line surveys;
- Hard copy surveys;
- Surveys e-mailed directly to community groups and individuals; and
- Telephone interviews.

A total of 191 community and staff members provided feedback through the consultation process. In addition, workshops to discuss the findings and to gather further feedback were held during May 2016 with:

- Councillors;
- City of Armadale Disability Access and Inclusion Reference Group; and
- City of Armadale Positive Ageing Network Group.

The review and consultation process reflected the successful outcomes achieved by the City, including improved access for people with disabilities to City facilities, information, services and community life. However there were also findings which identified that there are still some barriers to full access and inclusion within the City. The identification of these issues has informed the development of strategies for the draft DAIP 2016 – 2021 and associated implementation plan.

The implementation plan will be developed to implement the strategies identified in the DAIP. The implementation plan will be subject to the approval of yearly budgets as a part of the normal Council budget approval process.

In addition to the seven mandatory minimum standards for DAIPs under the Act, the City has included one additional outcome in its draft DAIP, being that;

- The City will provide information, and encouragement to raise the awareness of the community regarding disability, access and inclusion.

The City's Community Development Department is the custodian of the Disability Access and Inclusion Plan and is responsible for monitoring its process.

To monitor the success of implementing the DAIP strategies, the following reporting measures will be undertaken:

- Annual progress report presented to Council;
- Annual progress report presented to Disability Services Commission;
- Findings communicated through the City's Annual Report;
- DAIP Review conducted every five years.

COMMENT

The City of Armadale's Disability Access and Inclusion Plan 2016 -2021 fulfils a legislative requirement to outline the City's approach in accomplishing equal access for people with disability to its buildings, facilities, to information, services and community life.

Since the development of the first Disability Services Plan in 1995, the City has maintained a commitment to improving access and inclusion for people with disability through the implementation of initiatives included in the first and subsequent DAIP plans. In conjunction with E-QUAL disability consultants, the City has consulted with a wide variety of organisations, community and City staff to inform the strategies for the City's draft DAIP 2016 – 2021.

The draft DAIP 2016 – 2021 provides a framework to guide the City's approach by clearly identifying the strategies within the key outcomes. These will guide the City of Armadale and the community in achieving positive change over the next five years.

OPTIONS

The following options are presented for consideration:

1. Endorse the City of Armadale Draft Disability Access and Inclusion Plan and public comment period of four weeks.
2. Not endorse the City of Armadale Draft Disability Access and Inclusion Plan and public comment period of four weeks.
3. Amend the City of Armadale Draft Disability Access and Inclusion Plan prior to releasing for public comment.

CONCLUSION

The City is committed to encourage that people with disability, their families and carers have the same opportunities as other people and remain valuable members of the community. The DAIP will guide the City in creating this and developing an accessible and inclusive community for all.

ATTACHMENTS

1. DRAFT Disability Access and Inclusion Plan

C27/8/16 RECOMMEND

That Council:

1. **Endorse the City of Armadale Draft Disability Access and Inclusion Plan 2016 – 2021.**
2. **Seek public comment on the strategy through a four week public comment period.**
3. **Receive a final strategy report at a subsequent Community Services Committee meeting that considers any additional community input.**

**Moved Cr R Butterfield
MOTION CARRIED (6/0)**

1.2 - ANNUAL CONTRIBUTIONS 2016/17

WARD : ALL
FILE No. : M/326/16
DATE : 16 June 2016
REF : WS
RESPONSIBLE : Manager Community
MANAGER : Development

In Brief:

- Eighteen (18) applications have been received from organisations requesting support through the City of Armadale's Annual Contributions program.
- Recommend that the City considers an amount of \$130,500 to support a number of eligible organisations through its Annual Contributions program in 2016/17.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

The financial support of community groups through the City's Annual Contribution program is in line with the City of Armadale Strategic Community Plan and directly reflects the following strategic goal:

Strategy 1.1.2.3

Contribute financial and in-kind support to local initiatives.

Legislation Implications

Nil

Council Policy/Local Law Implications

Council's COMD1 Requests for Financial Assistance Policy and Management Practice sets out the framework by which annual contribution requests are considered.

Budget/Financial Implications

The Long Term Financial Plan has provision for Annual Contributions. The budget allocation proposed for 2016/2017 is \$134,730. Officers are recommending that \$130,500 be distributed.

Consultation

All applicants were invited to a compulsory workshop in April 2016.

BACKGROUND

The City's Financial Assistance Policy and Management Practice COMD 1 were reviewed and subsequently adopted at the March 2016 Council meeting (C7/3/16).

Key changes from the previous Policy/Management Practice included:

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; and
7. Deletion of the Section on Disaster Relief as this is now managed through a separate Council endorsed Policy.

For information the following annual contributions were approved by Council for the 2015/2016 financial year:

Organisation	Approved
Armadale Kelmscott Mobile Meals	6,000
Armadale Neighbourhood Watch	7,000
Communicare	10,000
Crossways Community Services	15,000
Darling Range Wildlife Shelter Inc.	9,200
Hope Community Services	16,000
Parkerville Children & Youth Care	20,000
Roberta Jull Community Care Association Inc	3,550
Save the Children	17,000
YouthCARE	25,000
Starick House	5,000
TOTAL	\$133,750

Note: That the funding for Starick House for \$5,000 annually was also approved for a period of three (3) years commencing in 2015/16.

Organisations who received an annual contribution in 2015/2016 were invited to apply for an annual contribution in 2016/2017. In addition, advice was sent to community groups and organisations listed on City databases and the City's Community Directory. An advertisement was also placed in local media.

A total of 18 applications were received requesting a total \$249,494.

Council has a budget allocation of \$134,730 for annual contributions for 2016/2017.

DETAILS OF PROPOSAL

The below information provides a summary of each request and the officer recommendation.

ANCHOR HOME HELP INC TRADING AS HOME HELP LOCAL (FORMERLY ARMADALE HOME HELP)

Anchor Home Help Inc offers clients and carers a wide range of services to support frail older persons and younger people with disabilities to continue living independently. In October 2015 Anchor Home Help commenced delivery of meals to clients following AK Mobile Meal ceasing to operate. The purpose of the delivered meals service is to encourage people to live in their own homes by providing them with nutritious, affordable meals that are appropriate to their individual medical conditions and choices.

The program has three clear functions; the delivery of a nutritious meal, social connections and client monitoring.

Program:

The service currently provides 300 meals weekly to City of Armadale residents. The meals are delivered at lunchtime from Monday through to Friday with clients having the option to order additional meals. All meals are delivered by volunteers. Home and Community Care (HACC) provide partial funding towards the administration and delivery of the meals. There is no funding available to assist consumers with the cost of the meal. The City's contribution will assist with administration; travel expenses and volunteer support to ensure that increasing expenses does not equate to price increases for consumers.

Request:

The application requests a contribution of \$10,000 towards the management of the meals program.

Previous support:

This is the first time Anchor Home Help has requested assistance in delivering this program.

RECOMMENDATION:

Application Supported: \$7,500 to continue to support this valuable program that delivers services to some of the City's most vulnerable residents.

ARMADALE COMMUNITY MEN'S SHED INC

Armadale Community Men's Shed Inc offers support to members in the areas of men's mental, physical, and emotional health and wellbeing. They also engage other groups from Armadale and surrounding suburbs to specifically address any issues of loneliness, isolation and depression. Membership at the Men's shed is 100% Armadale residents.

Program:

The application shows the valuable work the Men's Shed provides to the City of Armadale community; however, the request for funding in this application does not request funds for a specific program. The budget indicates consumable purchases and an upgrade of IT systems.

Request:

This application requests a contribution of \$2,775.

Previous support:

The Armadale Community Men's Shed has not previously received funding through the Annual Contributions program.

RECOMMENDATION:

Application Not Supported: The application does not meet the Financial Assistance Policy guidelines.

The City will allocate a Community Development Officer to assist Armadale Community Men's Shed with future applications and recommend applying to Lotterywest. In addition, the City will provide a letter of support for an application to Lotterywest.

ARMADALE NEIGHBOURHOOD WATCH

Armadale Neighbourhood Watch aims to prevent crime and enhance community safety. The program is designed to help neighbours watch out for neighbours, build social networks and provide community safety awareness.

Program:

Armadale Neighbourhood Watch are seeking funding to continue to host Street Meet and Greet activities; address trouble spots in the community, encourage community to sign up to their e-newsletter, assist in breaking down barriers between the increasing culturally and linguistically diverse population and the police and promote Armadale in a positive manner.

Request:

The application requests a contribution of \$8,000 towards the Street Meet and Greet program and ongoing operational costs.

Previous support:

Armadale Neighbourhood Watch has received previous contributions for the Street Meet and Greet events. (\$4,000 in 2012/13, \$5,270 in 2014/15 and \$7,000 in 2015/16).

RECOMMENDATION:

Application Supported: \$6,500.00 to support Armadale Neighbourhood Watch to host increasing numbers of Street Meet and Greet sessions.

ARMADALE SOCIETY OF ARTISTS

Armadale Society of Artists currently has 190 members with 100 members residing in the City of Armadale. The reach of the organisation is much wider with non-members encouraged to attend activities at the Arthouse, located on Railway Avenue in Kelmscott, and the two main exhibitions that the Society runs annually.

Program:

The application for Annual Contributions is to build a public program around their main exhibition in October 2016. The program includes celebrations, community morning teas, demonstrations, floor talks and “taster” workshops. The program will take place in the Armadale District Hall and will partner with other organisations located in the City of Armadale. Armadale Society of Artists is entirely run by volunteers and the City will be acknowledged as the major partner of this program.

Request:

The application requests a contribution of \$11,390 towards running a public program around the Society’s main exhibition in October 2016.

Previous support:

Armadale Society of Artists received funding in 2011/12 (\$3,500), 2013/14 (\$5,000) and 2014/15 (\$4,790).

RECOMMENDATION:

Application Supported: \$7,500 to support Armadale Society of Artists to deliver an arts program that will compliment and build on the City’s existing arts and events program from a community level.

CECIL ANDREWS ARMADALE POLICE RANGERS

The Cecil Andrews Armadale Police Rangers are a cadet group that focus on training young people to become well rounded, responsible adults.

Program:

The application is for setting up a community garden including other infrastructure such as boundary fences, sheds, pavers and materials for the garden beds at the back of the Cecil Andrews Senior High School in partnership with other community groups and members of the local neighbouring community on Viana Loop, Seville Grove. Once the garden is established community groups will be invited to rent a plot. Produce from the Cecil Andrews students will be used in the school canteen.

The program aims to bring together the Seville Grove community. Various community groups across generations will be brought together to assist in achieving this outcome. The group aims to have the garden complete by Easter 2017.

Request:

The application requests a contribution of \$25,000 to build the community garden.

Previous support:

Cecil Andrews Armadale Police Rangers have received community grants in 2015/16 (\$1,000) and 2014/15 (\$750).

RECOMMENDATION:

Application Not Supported: Officers can see this project as extremely beneficial to the community, however the Financial Assistance Policy guidelines clearly state that capital equipment purchases will not be considered. Council has recently had two similar applications at Cross Park Roleystone and Rushton Park Kelmscott where community garden infrastructure was not supported.

Allocate Community Development Officers to assist Cecil Andrews Armadale Police Rangers with an application to Lotterywest or alternative funders for the development of a community garden.

CHUNG WAH ASSOCIATION INC

The Chung Wah Association aims to encourage and foster the Chinese language, culture, customs, values and way of life.

Program:

The Chung Wah Association proposes to host a Dragon Boat Race at Champion Lakes during the Duanwu Festival on Sunday 12 June 2016.

Request:

The application requests a contribution of \$5,000 to host the Dragon Boat Race.

Previous support: Nil

RECOMMENDATION:

Application Not Supported: The proposed event was held on Sunday 12 June 2016. The City does not support retrospective funding. The group will be advised of the City's Major Event Sponsorships program that may be applicable.

CONSTABLE CARE CHILD SAFETY FOUNDATION INC

Constable Care Child Safety Foundation Inc aims to prevent harm to children, young people and the community through theatre-in-education programs and community services that raise awareness, change attitudes and behaviours, and prevent or reduce harm.

Program:

Through puppet theatre and live interactive performances, the Constable Care team addresses a range of personal safety, community safety and citizenship themes to excite, engage, challenge and educate children

Although Constable Care Child Safety Foundation Inc is a State-wide service, in the last three years 13,558 children in the City of Armadale have taken part in their educational programs. The group proposes to deliver a comprehensive community theatre- in-education program for children and young people aged 5 to 17 years within City of Armadale primary and secondary schools that address the City's current and emerging community crime and youth safety priorities.

The program also includes an intensive 12 week program at Cecil Andrews Senior High School for a core group of students to explore a key local issue in-depth, multiple two-hour workshops for students at all City of Armadale secondary schools, multiple one hour performances for older primary school students within the City of Armadale, multiple 45 minute puppet theatre performances for younger students and an agreed number of puppet theatre performances in libraries and community events.

Request:

The application requests a contribution of \$23,400 to deliver this program in the City of Armadale.

Previous support:

The City of Armadale has previously supported Constable Care Child Safety Foundation Inc in 2014/2015 (\$9,580), 2013/2014 (\$10,000), and 2012/2013 (\$10,000) through annual contributions.

RECOMMENDATION:

Application Supported: \$15,000 to continue to deliver important safety messages to school students.

CROSSWAYS COMMUNITY SERVICES

Crossways Community Services is a charitable organisation predominately offering assistance to provide specialist services directly to disadvantaged and distressed people in the City of Armadale and empower people towards improved quality of life.

Program

The application requests a contribution to support their "Creative Living on a Budget" program. This project will assist struggling low income residents within the City of Armadale to achieve an improved quality of life, health and mental well-being. They have requested funding for three years to maintain consistency of their quality service and provide sufficient time to increase funding capacity to continue the extended service.

The applicant currently has submitted an application with Lotterywest for the purpose of upgrading their existing pantry facility. The annual contribution from the City is required to develop new aspects of the service which includes:

- Further development and training of volunteers in the new and expanded pantry;
- Development of ongoing educational resources to accompany food from our pantry to encourage healthy eating;
- Increase hours of access of the service by 25-30%;
- Develop and present practical cooking classes;
- Provide monthly workshops that educate the relationship between financial pressure, stress and wellbeing and provide strategies to reduce and manage stress.

Request

The application requests a contribution of \$20,000 per year for three years to deliver their program.

Previous support

The City has supported Crossways Community Services for many years to deliver a variety of programs (2011/12 \$6,000), 2012/13 (\$10,000), 2013/14 (\$12,000), 2013/14 (\$14,370), 2015/16 (\$15,000).

RECOMMENDATION:

Application Supported: Based on Annual Contributions criteria point 3.7 of the Management Practice – *Sustainability: Funding of recurring projects will reduce over three years to encourage capacity within communities:* It is recommended to support Crossways \$18,000 for the first year of the program, \$17,000 for the second year and \$15,000 for the third year.

DALE SPORTS CLUB INC

Dale Sports Club aims to provide a club where men, women and children of all ages can play hockey.

Program

The Dale Sports Club is requesting assistance to host an “Open House” Junior Hockey Carnival to promote the benefits of playing a group sport, in particular, hockey. The budget indicates the request is predominately for line-marking equipment.

Previous support: Nil

RECOMMENDATION:

Application Not Supported: The applicant did not attend the compulsory work shop, which is an essential requirement of the application process and it is therefore recommended not to support this application.

It is recommended that the City’s Club Development Officer contact the club and assist them to find another grant to support them.

DARLING RANGE WILDLIFE SHELTER INC.

Darling Range Wildlife Shelter Inc. is a not for profit volunteer organisation. The organisation rescue, treat and care for injured, orphaned, sick and displaced Australian native wildlife with the aim of rehabilitation and return of wildlife to their natural environment.

Request:

Darling Range Wildlife Shelter Inc. is seeking an annual contribution to fund the purchase of a modified trailer for use as a mobile enclosure for the release of wildlife admitted for care and rehabilitation.

RECOMMENDATION:

Application Not Supported: Annual Contributions do not support capital equipment purchases.

It is recommended that a Community Development Officer contact Darling Range Wildlife Shelter Inc. to suggest alternative funding sources.

GOSNELLS COMMUNITY LEGAL CENTRE INC.

In January 2016 Gosnells Community Legal Centre commenced an outreach service known as Armadale Community Legal Service (ACLS) at St Matthew's Anglican Church Café. The Service works with individual clients to address their legal needs, to develop an understanding of the law and to acquire the knowledge and skills to deal with similar difficulties in the future.

Program

The project will provide Armadale seniors with information and assistance in completing forms relating to Enduring Power of Attorney, Enduring Power of Guardianship and Advance Health Directive documentation. The main target group will be seniors residing within the City of Armadale and surrounding areas.

The proposed project will be based at ACLS; however, it will include visits to assist people at Armadale Health Service and local aged care facilities and will focus on the needs of seniors within the City of Armadale.

A part time solicitor will supervise law students to deliver the project and will operate two days per week. It is expected the service will be able to offer 150-200 appointments per year and will commence on 1 September 2016. This service will complement existing services provided in Armadale.

Currently the Citizens' Advice Bureau support City of Armadale residents to complete Enduring Power of Attorney and Enduring Power of Guardianship.

Request

The application requests a contribution of \$10,859.

Previous support

The City has not previously supported Gosnells Community Legal Centre Inc through the Annual Contributions program.

RECOMMENDATION

Application Not Supported: The majority of this application duplicates a service currently available in the local area.

HEADSPACE ARMADALE (LEAD AGENCY ARCHE HEALTH LTD)

Headspace Armadale provides support to young people aged 12-25 years and their family and friends who are struggling with mental health related issues.

Program

Headspace Armadale are proposing to host a Culturally and Linguistically Diverse (CaLD) Community Enquiry into supporting young people at risk of mental health issues. It is expected that 60 people within the CaLD community will attend and it will include entertainers that will enact visually the perceived mental health related issues relating to the CaLD community. A video clip specific to CaLD mental health will be played; followed by personal experiences and a networking afternoon tea.

The purpose of this event is to create awareness in the community about issues facing young people in the CaLD community within the City of Armadale and the wider area. The budget includes the development of the video clip.

Request

The application requests a contribution of \$4,880.

Previous support:

The City has not previously supported Headspace Armadale through the Annual Contributions program.

RECOMMENDATION:

Application Supported: \$3,000 to create awareness in the community about issues facing young people in the CaLD community.

HERITAGE FM INC (107.3FM)

Heritage FM Inc is the only licensed community radio broadcaster for the Cities of Armadale, Gosnells and Canning. The station has been broadcasting since 1998 and staffed solely by volunteers.

Program:

Heritage FM would like to initiate a program that links with the White Ribbon Day campaign and march that may occur in Armadale in November.

The proposed program will include short interviews with at least 30 people, relaying or explaining various aspects or impacts that are caused by domestic violence. Interviews will include victims, perpetrators, family members, male ambassadors and hospital emergency staff. At least three interviews will be aired daily and service providers will be promoted via professional community service announcements. Interview segments will be promoted and the program will be promoted with a one month billboard on Albany Highway and two adverts in local newspapers. The development of this program will also develop Heritage FM volunteer skills.

Despite people from all over Perth being able to listen to the radio stations broadcasts, the people involved, the services promoted and the proposed culminating event, are all Armadale based.

Request

This application requests a contribution of \$8,335.

Previous support:

The City has not previously supported Heritage FM through the Annual Contributions program.

RECOMMENDATION:

Application Supported: \$5,000 to assist with educating the community on domestic violence.

MADI WORKS INC

MADI Works teach and encourage strategies and life skills to all ages, empowering attendees to speak and respond to any situation that makes them or someone they know feel unsafe, unhappy or at risk. Their programs are adaptable to reach all community members regardless of age, gender or culture.

Program

This application is to conduct a program in nine (9) primary schools in the City of Armadale over a 12-month period. The program includes a holiday workshop during the Christmas break. The program will directly involve 30-40 children in years 4, 5 and 6 at each school. Five workshops are conducted during a five weeks period, which culminate in a production at a school assembly. The students also create hand painted calico banners that are displayed at the assembly which are later made into large bean bags for the school's library.

The project aims to empower children and adults with strategies that enable them to speak up and support others at times when one is made to feel unhappy, unsafe or scared and in particular, when the person(s) making them feel this way is either in the family or known to the family.

Request

This application requests a contribution of \$13,845.

Previous support

The City has been funding a pilot of this program at Westfield Park and Grovelands Primary Schools. This program was very successful and MADI Works are now seeking funding to deliver the program to more schools

RECOMMENDATION:

Application Supported: \$8,000 to deliver the program to more City of Armadale students.

PARKERVILLE CHILDREN AND YOUTH CARE (INC)

Parkerville Children and Youth Care (Inc) have been providing services in Western Australia since 1903 for children who have been harmed and neglected.

In 2014 the City of Armadale awarded Parkerville Children and Youth Care \$19,170 for phase one of the *Enabling Children to Grow* project and the implementation of a Self-Regulation Framework (developed by Dr Stuart Shanker) in 10 primary schools. This was followed by a further contribution in 2015/2016 of \$20,000 for phase two for the *Enabling Children to Grow* project. The *Enabling Children to Grow* project is a training package for all Educators at 22 Child Care Centres within the City of Armadale to reduce the vulnerability of children in the community.

The first two phases have allowed for 15 child care centres to access this training. The request for this round of funding is for phase three of delivering these workshops to the final 7 child care centres in the City of Armadale.

COMMENT

The original application in 2014/2015 from Parkerville Children and Youth Care included a contribution of \$40,000 from Parkerville Children and Youth Care. However, as the City did not enter into a three year contract with Parkerville Children and Youth Care they have adapted their application each year and this year are proposing a co-contribution of \$20,494 while asking the City to provide \$20,000.

RECOMMENDATION:

Application Supported: \$15,000 to deliver the final phase of the Enabling Children to Grow project.

SAVE THE CHILDREN

Save the Children is one of the world's leading development and humanitarian organisations for children. They work in 100 countries to ensure children achieve the right to education, protection, development and participation, according to their rights enshrined in the 1989 Convention on the Rights of the Child. Save the Children currently deliver a variety of programs in Armadale.

Program

For this round of Annual Contributions they are requesting assistance for their It Takes A Village Multicultural Play2Learn Program (ITV) at Westfield Park Primary School.

Save the Children use facilitated playgroups as a mode of referral and engagement to address issues of isolation and disengagement amongst refugee and migrant families. They provide an environment in which families are referred by and to social service providers who provide support and assistance during their settlement.

With the City's support, the ITV program will continue to operate once a week, providing structured early childhood programs, life skill sessions for the mother, school holiday activities and family support for more complex needs. A bus service will also continue to be provided for families who live outside the school catchment area, who would otherwise find it difficult to travel to the program. Based on term attendance, it is anticipated that 30 families will be engaged in the program. In addition, links made with family members allows 50-60 school aged children to engage in their school holiday program.

Request

The total budget for this program is \$58,749. This application requests a contribution of \$25,000.

Previous support

The City provided \$17,000 (50% of the budget) to support the pilot program in 2015/2016.

RECOMMENDATION:

Application Supported: \$17,000 to provide the It Takes A Village Multicultural Play2Learn Program (ITV) at Westfield Park Primary School. The recommendation is based on previous support. The total budget for this program is \$58,749. The previous year's budget was \$34,047. Previously Save the Children was supplementing this program through internal

funding which will not be available from 1 July 2016. As the project criteria for annual contributions clearly states that “*funding will not be available for deficit funding for organisations which are experiencing a shortfall of cash revenue or anticipated,*” it is recommended to only provide funding based on previous support.

YOUTHCARE

YouthCARE is WA’s largest provider of school chaplains and currently in-school chaplaincy services in over 300 public schools. YouthCARE has provided school chaplaincy services within the City for over 19 years.

Their chaplains are trained in pastoral care, with ongoing training opportunities provided to specialise in critical incidences, community members living in isolation and mental health initiatives. In 2015, chaplains in the City of Armadale had 2,210 formal conversations with students, 803 staff conversations and 633 conversations with parents and guardians. The main topics of conversation were peer relationships, family dynamics, mental health, grief and loss. Chaplains assist the school community to find resilience and successfully transition these difficulties toward a healthy, wholesome, rewarding and successful life. Religious evangelisation is strictly prohibited.

Program

YouthCARE are proposing an extra day of delivering their service to Grovelands Primary School, Kelmscott Primary School and Kelmscott Senior High School. Currently these schools each receive two days support through YouthCARE. It is envisaged the extra day of service could deliver:

- Increase the time given to running programs for students, staff and parents;
- An additional day of breakfast club;
- An extra lunch time activity;
- Increased mentoring groups;
- Increased 1:1 discussions;
- Increased referrals to community agencies;
- Extra peer training;
- Additional practical help for administration and teaching staff.

Request

The total funding costs of the combined high school and primary school in-school chaplaincy program within the City of Armadale for 2016/2017 is \$411,400. YouthCARE is seeking \$25,500 to deliver these additional services.

Previous support

YouthCARE have previously received funding in 2011/2012 (\$18,500), 2012/2013 (\$18,500), 2013/2014 (\$18,500) and 2015/2016 (\$25,000).

RECOMMENDATION:

Application Supported: \$23,000 to assist in the delivery of additional services to Grovelands Primary School, Kelmscott Primary School and Kelmscott Senior High School.

STARICK HOUSE

In addition to the formal requests, for many years the City of Armadale has supported Starick House, a community service supporting those affected by family and domestic violence, jointly provided with the City of Gosnells.

In 2015 the City of Armadale agreed to provide \$5,000 annually for three years. This is the second year of this agreement.

COMMENT

All applications have been assessed and clarifications sought where required.

Summary of requests for 2016/17

The table below provides a summary of the requests received for the 2016/2017 financial year and includes previous funding allocated to those organisations.

Organisation	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17 Request	2016/17 Recommendation
Anchor Home Help						10,000	7,500
Armadale Community Men's Shed						2,775	0
Armadale Neighbourhood Watch		4,000		5,270	7,000	8,000	6,500
Armadale Society of Artists	3,500		5,000	4,790		11,390	7,500
Cecil Andrews Armadale Police Rangers						25,000	0
Chung Wah Associations Inc						5,000	0
Constable Care Child Safety Foundation Inc		10,000	10,000	9,580		23,400	15,000
Crossways Community Services	6,000	10,000	12,000	14,370	15,000	20,000	18,000 for the first year, 17,000 for the second year and 15,000 for the third year.
Dale Sports Club Inc						2,500	0
Darling Range Wildlife Shelter Inc				4,790	9,200	3,810	0
Gosnells Community Legal Centre Inc						10,859	0
Headspace Armadale						4,880	3,000
Heritage FM Inc						8,335	5,000
MADI Works Inc						13,845	8,000
Parkerville Children and Youth Care				19,170	20,000	20,000	15,000
Save the Children			10,000	16,590	17,000	25,000	17,000
YouthCARE	18,500	18,500	18,500		25,000	25,000	23,000
Starick House	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Total							130,500

OPTIONS

Council has the following options:

1. Support the officers' recommendations in line with Council's budget.
2. Amend the officers' recommendations in full or in part,
3. Not support any of the applications for Annual Contribution.

CONCLUSION

The review of the Financial Assistance Policy earlier this year and the attendance at compulsory workshop by applicants has seen a larger, more diverse pool of applications.

After considering the range of services being offered by the applicant organisations and the needs of the community, it is recommended that Council support the provision of annual contributions to organisations that fulfil the requirements of the policy. Successful applicants will be required to enter into a funding agreement contract with the City.

ATTACHMENTS

There are no attachments for this report.

Committee Discussion

Committee had a lengthy discussion on how the Annual Contributions applications are assessed in regard to seeding funding vs recurrent funding, community needs (children, family, youth, seniors), other funding opportunities and levels including state and federal government. Committee agreed that there was a strong desire for Council to support its community organisations however it was mindful of the sustainability of continuous funding. The view being that there needed to be a differentiation between what is considered as seeding funding versus continual funding and have asked officers to consider how that can be addressed.

As a result of the discussion the following amendment was put and voted on:

Moved Cr Wielinga, Seconded Cr Butterfield
Opposed Cr Campbell

That the officer's recommendation be amended by decreasing YouthCARE amount by \$500 to \$22,500 and MADI Works be increased by \$500. The total of Annual Contributions remaining at \$130,500.

MOTION LOST (1/5)

Councillor Campbell then proposed that a part (2) be added to the officer recommendation:

2. That clarity regarding the opportunity for 3 Year recurrent contributions with an annual decreasing scale versus seeding money for new projects be determined prior to future rounds for Annual Contributions.

C28/8/16

RECOMMEND

That Council:

1. **Endorse the annual contributions as listed below for 2016/17 and distribute funds accordingly.**

Organisation	Approved
Anchor Home Help	7,500
Armadale Community Men's Shed	0
Armadale Neighbourhood Watch	6,500
Armadale Society of Artists	7,500
Cecil Andrews Armadale Police Rangers	0
Chung Wah Association Inc	0
Constable Care Child Safety Foundation Inc.	15,000
Crossways Community Services*	18,000
Dale Sports Club Inc	0
Darling Range Wildlife Shelter Inc	0
Gosnells Community Legal Centre Inc	0
Headspace Armadale	3,000
Heritage FM Inc	5,000
MADI Works Inc	8,000
Parkerville Children & Youth Care	15,000
Save the Children	17,000
YouthCARE	23,000
Starick House	5,000
	130,500

***Crossways:**

\$18,000 for the first year, \$17,000 for the second year and \$15,000 for the third year.

2. ~~The City communicates with all future applicants the opportunity for regular recipients to enter into 3 year funding agreements with the City (inclusive of a financial sustainability clause) and encourage new start up community projects to apply for seeding funds.~~
2. **Refer the matter of future applicants entering into 3 year funding agreements and applying for seed funds for consideration as part of a review of Policy COMD1 and associated Management Practice. The review to be conducted prior to the next round of the Annual Contributions Program.**

Amended by
Council at
Ordinary Council
Meeting of 8
August.

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

1.3 - PUBLIC ART FUTURE LOCATIONS

WARD : ALL
FILE No. : M/406/16
DATE : 18 July 2016
REF : GF
RESPONSIBLE : Executive Director
MANAGER : Community Services

In Brief:

- Council has asked for a report to be presented regarding the future public art locations for 2016/17.
- The City is currently conducting a procurement process to develop public art works within the Jull Street Mall.
- Recommend that the City advertise an additional artwork brief to develop multiple artworks within Minnowarra Park, Armadale in 2016/17.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

The provision of Public Art 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 learning 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

COMD8 Public Art Policy and Management Practice sets out a process for the commissioning, installation, management, maintenance and decommissioning of all permanent or temporary public art and mural art in the City of Armadale.

Budget/Financial Implications

The City carried forward \$80,000 from the 2015/16 budget for the Jull Street Public Art Works and has a budget allocation of \$100,000 in the 2016/17 budget.

The City Long Term Financial Plan has allocated an additional \$100,000 in 2019/20.

Consultation

1. Council
2. MANEX (Management Executive Team)

BACKGROUND

Council endorsed the City's Public Art Strategy in April 2016. The Public Art Strategy is a strategic document which identifies the context for the provision of public art, possible artistic narratives, art types and key locations of public art in the future.

As part of the Public Art Strategy the public art consultant developed a prioritised list of Public Art Future Works however Council determined that the list was to be used as a guide only.

Council has also endorsed the City Centre Activation Plan which includes an action related to Public Art. To progress this action, the City has recently engaged Artsource to manage the artist procurement for the Jull Street Mall public art project.

An expression of interest has been called for an artwork that responds to the area being mostly a City centre, retail, commercial zone and reflects positively on the history of the Jull St Mall and/or the history of Armadale in general. It is intended that numerous smaller artworks will be fabricated and installed which are family friendly and have some useful functionality to add to the amenity of the mall.

COMMENT

At the Ordinary Council Meeting on 13 June 2016, Council requested that a report be presented regarding the future public art locations for 2016/17 (C23/5/16). To assist in developing the report, Councillors were requested to provide feedback on the priority list developed by the public art consultant or suggest alternative locations. A total of three (3) Councillors responded to this request.

The City's Public Art Strategy includes several key public art precincts, which include:

- Armadale City Centre;
- Key Parks and Public Open Spaces;
- Roads and Intersections;
- Train Stations;
- Developing Suburbs; and
- Existing Suburbs.

The Public Art Strategy also identifies key themes of public art works, which were developed through community consultation and stakeholder engagement. The key themes include:

- Natural Place;
- Vibrant Community;
- History and Heritage; and
- Urban/Rural Gateway.

Due to the feedback received from Council and an analysis of the key themes and locations identified within the City's Public Art Strategy, the following three priorities have been identified for future works, in addition to the works being carried out within the Jull Street Mall.

1. Minnowarra Park
2. Kelmscott Town Centre
3. Armadale Arena

The City is recommending to advertise an artwork brief calling for artists to develop multiple artworks within Minnowarra Park in 2016/17. The multiple artworks may be integrated within the landscape to encourage discovery opportunities. The City will also investigate future partnership opportunities with Metropolitan Redevelopment Authority to develop a public artwork within the Kelmscott Town Centre in 2019/20 when the next potential budget allocation becomes available.

OPTIONS

1. Support the City's recommendation for public art works in 2016/17
2. Amend the City's recommendation for public art works in 2016/17

CONCLUSION

The City 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 City has recently engaged Artsouce to manage the artist procurement for a public artwork within the Jull Street Mall. In addition to this artwork the City is recommending the commissioning of public artworks within Minnowarra Park, Armadale.

ATTACHMENTS

There are no attachments for this report.

Officer Recommendation

That Council:

1. Endorse the City to advertise an artwork brief to develop multiple artworks within Minnowarra Park, Armadale.
2. Investigate opportunities to provide public artwork within the Kelmscott Town Centre in 2019/20.

Committee Discussion

Committee discussion considered the recent workshop on Entry Statements and the inclusion of public art into those spaces. As such the Committee agreed to amend part (1) of the Officer Recommendation.

C29/8/16 RECOMMEND

That Council:

- 1. Endorse the City to advertise an artwork brief to be incorporated within an entry statement on the intersection of Armadale Road, Albany Highway and South West Highway.**
- 2. Investigate opportunities to provide public artwork within the Kelmscott Town Centre in 2019/20.**

**Moved Cr R Butterfield
MOTION CARRIED (6/0)**

2.1 - FEES AND CHARGES REVIEW - GUIDING PRINCIPLES

WARD : ALL
FILE No. : M/380/16
DATE : 6 July 2016
REF : FB
RESPONSIBLE : Executive Director
MANAGER : Community Services

In Brief:

- During development of the 2016-2021 Corporate Business Plan Council endorsed the Action 4.3.2.2. Investigate and implement revised principles for setting fees and charges for community facilities.
- Recommend that Council adopts new guiding principles for fees and charges for the use of community facilities.

Tabled Items

1. Nil

Officer Interest Declaration

Nil

Strategic Implications

This report is consistent with the City of Armadale Strategic Community Plan 2016 – 2031:

1.3 The community has the services and facilities it needs

1.3.2 Deliver services;

4.3 Financial sustainability

4.3.2 Pursue non-rates revenue opportunities.

Legislation Implications

The Local Government Act, Western Australia, 1995

s 616 Imposition of fees and charges

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

* *Absolute majority required.*

(2) A fee or charge may be imposed for the following —

(a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;

Council Policy/Local Law Implications

Policy Manual

Budget/Financial Implications

The City of Armadale Long Term Financial Plan includes provision for fees and charges (user contributions) for community facilities and active reserves. The table below shows the actual costs and revenues for facilities and active reserves in 2015/16 and anticipated levels of recovery based on the recommendations of this report for existing active reserves and facilities.

It is difficult to estimate the impact of new facilities on this cost information and for this reason the table below models changes only in existing facilities. Although 2016/17 fees will remain the same as in 2015/16, there is expected to be an increase in recovery due to increased users. Total cost is based on a 1.5% annual growth in line with the City of Armadale Long Term Financial Plan.

	2015/16 (actual) (4%/15%)		2016/17 budget (4%/15%)		2017/18 budget (4.5%/16%)		2018/19 budget (5%/17%)		2019/20 budget (5.5%/18%)	
	Total costs	Fee recovery	Total costs	Fee recovery	Total costs	Fee recovery	Total costs	Fee recovery	Total costs	Fee recovery
Active Reserves	2,002,000	80,000	2,032,000	105,000	2,063,000	107,000	2,094,000	109,000	2,215,000	111,000
Facilities	1,450,000	223,000	1,472,000	308,000	1,494,000	316,000	1,516,000	324,000	1,539,000	332,000

Note: All figures in the above table have been rounded to the nearest \$'000

Correction – Council Meeting of 8 August 2016

The Executive Director has confirmed that there is an error in the table in that:

1. 2015/16 correctly showed actuals for expenditure (costs) and income (fees).
2. 2016/17 and subsequent years correctly detailed expenditure (costs) for existing facilities and excluded new facilities.
3. 2016/17 and subsequent years incorrectly added in revenue (fees) for new facilities and should be reduced to show revenue (fees) from existing facilities only.

Therefore the table provided was not correctly balanced and should be replaced with the following table showing corrected fee recovery figures.

	2015/16 (actual) (4%/15%)		2016/17 budget (4%/15%)		2017/18 (4.5%/16%)		2018/19 (5%/17%)		2019/20 (5.5%/18%)	
	Total costs	Fee recovery	Total costs	Fee recovery	Total costs	Fee recovery	Total costs	Fee recovery	Total costs	Fee recovery
Active Reserves	2,002,000	80,000	2,032,000	80,000	2,063,000	91,000	2,094,000	103,000	2,215,000	115,000
Facilities	1,450,000	223,000	1,471,000	220,000	1,494,000	235,000	1,516,000	254,000	1,539,000	273,000

Note: All figures in the above table have been rounded to the nearest \$'000

Consultation

1. Workshop conducted with 11 people representing 9 user groups;
2. Workshop conducted with officers representing business units that manage/maintain City facilities;
3. Workshop conducted with the City of Armadale Management Executive Team;
4. Workshop conducted with City of Armadale Councillors;
5. Research undertaken with other local governments, Department of Sport and Recreation, Parks and Leisure Australia, South East Regional Recreation Advisory Group.

BACKGROUND

It is appropriate to periodically review the Fees and Charges associated with community facilities and active reserves to ensure consistency, appropriateness and relevance.

As such Council endorsed the following Action in its 2016-2021 Corporate Business Plan:

Action 4.3.2.2. Investigate and implement revised principles for setting fees and charges for community facilities.

Council’s Policy RECN 6 Community Facilities, Active reserves and Leisure Centre Fees and Charges has the following cost recovery rates:

Facility Type	User Contribution	Council Subsidy
Community Facilities	15%	85%
Active reserves	4%	96%

The level of user contribution differs between community facilities and active reserves because facilities provide greater exclusivity of use, with users able to exclude members of the public not directly involved in the booked activity. With active reserves, users may often share parts of the reserve with dog walkers and individuals undertaking personal fitness and leisure activities. They may also compete with other members of the public for shared infrastructure such as toilets and carparking. Actual recovery depends upon utilisation rates from year to year and unexpected damage/maintenance that require extra unforeseen expenditure.

Council has consistently acknowledged that it is not feasible, or in the interests of the community, for recreation fees and charges to be set at a level which seeks to recover the full cost of providing the various facilities. The fee structure also sets a standard rate for use by commercial entities and private use and then a discounted, not for profit community rate. Junior (under 18) use of active reserves and changerooms receives a full 100% subsidy.

Examples of commercial and private uses include private functions, government organisations, commercial fitness groups, businesses.

Examples of not for profit/community uses include incorporated sporting clubs and associations, not for profit community and cultural groups, churches and charitable organisations and fundraising for charitable purposes.

The City calculates direct operating costs (such as utility costs, cleaning, security and waste management) associated with a given facility before identifying an appropriate fee, based on seeking contributions from users of the approved percentage of these costs. The City’s subsidy is therefore the gap between the user contribution and the operating cost of providing the service.

Other costs are also associated with the provision of community facilities and active reserves such as asset renewal and establishment (capital) costs. These are not included in the calculations of fees and charges as it would virtually double the user contributions. This is not considered appropriate or reasonable.

The process of the Review included research about the basis on which fees have historically been set at the City of Armadale and comparing current charges against the fees of other, similar local government areas. This was provided to workshops (Community, Officer and Councillor) participants as a discussion paper for investigating and reviewing the principles for setting fees for community facilities and active reserves into the future. A range of fee setting scenarios was also developed for consideration.

Consultation with Community Group Representatives

A workshop was conducted on Monday 13 June 2016 with representatives of local user groups including sporting clubs, literary groups, and cultural organisations. 11 representatives from 9 community groups attended and feedback from this workshop included the following key considerations:

- Value for money is an important consideration for all clubs, but facilities also need to be fit for purpose and efficient to run;
- Strong support for there to be some charge to encourage shared responsibility and accountability;
- Recognition of the need to manage demand for scarce resources;
- Understanding of the need to cooperate with other users to reduce conflict around changeover times and overlapping needs;
- Priority for juniors is important and the concept of subsidised use for junior players/participants was strongly supported;
- Subsidised use of community facilities for juniors should match the subsidy provided for use of active reserves;
- Consideration should be given to also providing a higher level of subsidy to older members of the community;
- Casual hirers should continue to pay more than regular/seasonal bookings;
- Differential pricing for residents of other Council areas was not supported.

There was majority support for maintaining fees and charges at the current level of cost recovery, with three supporting a higher recovery rate. Only one participant recommended a slightly lower recovery rate, but no free use.

Consultation with City Staff Involved in Managing and Maintaining Community Facilities

A workshop was conducted on Wednesday 22 June 2016 with representatives of operational teams including Recreation Services, Property Services, Governance, Customer Service, Waste Services, Community Development, Health Services and Development Services.

This workshop unanimously supported the values statements identified by the user group representatives and identified operational issues that impact on effective management of facilities. These include:

- A need to differentiate fees for different standards of facilities, not just based on capacity;
- The opportunity to increase fees for commercial use of facilities to cross subsidise community uses, particularly juniors;
- Supporting the principle of charging more for casual bookings;
- Proactively promoting under-utilised facilities to relieve the pressure on high demand facilities;
- Some support for charging non-residents more to use facilities, but generally limited to casual hire due to the administrative demands of managing this for clubs and seasonal hire arrangements;

Within this group there was majority support for increasing fees over an extended period to gradually recoup a greater proportion of costs. This would encourage greater ownership by the direct users of the facilities and relieve some of the burden on general ratepayers.

Consultation with Council and Management Executive Team

A Councillor workshop was held on 27 June 2016 where the outcomes from the previous two workshops were discussed and where Councillors had the opportunity to present their own views. Outcomes from the Workshop included:

- The majority of Councillors at the workshop supported charging fees to encourage responsible use of facilities and active reserves;
- Subsidised use for juniors was supported but not to the exclusion of all other users;
- Subsidised use of community facilities for juniors should match the subsidy provided for junior use of active reserves;
- Casual/one off hirers should pay more than regular/seasonal/annual bookings;
- Although there is a desire to reward residents over non-residents after discussion there was feedback that due to the cost in time and money for both user groups and the City this is not the time to introduce this change;
- The progression of users from hirers to longer term tenancy arrangements was supported as groups become more viable;
- Subsidised use of community facilities for seniors (over 60) was considered but determined not to proceed at this time.

DETAILS OF PROPOSAL

The following key principles have been considered in all workshops and the results below reflect preferences for values and principles to be applied to future fee setting. All workshops reflected a desire for similar values to be applied when fees and charges are being considered – value for money, fairness and reasonableness, respect, safe access and use, and a concern for the future, both socially and environmentally as well as effective problem solving.

Why Should The City Charge Fees?

The City charges fees to encourage responsible booking and use of facilities and active reserves. When there is no charge, some groups and individuals over-book or over-use the amenities. This is neither fair nor reasonable.

Proposal:

Fees should be charged for the use of City facilities and active reserves but not at a full cost recovery rate:

- Fee recovery for community groups should remain at the current average levels of cost recovery for 2017/18 - 4% for active reserves and 15% for facilities.
- Fee recovery for community groups should increase gradually over the next 5 years
 - Facilities - an additional 1% of cost recovery per year to a maximum of 20%;
 - Active reserves - an additional 0.5% of cost recovery per year to a maximum of 6.5%;

Should Juniors Receive A Higher Rate of Subsidy Than Adult/Senior Users?

There is a strong intention by Council to encourage young people to be involved in sporting and community activities. Applying a subsidy for those under 18 is seen as a positive step in supporting improved physical and mental health outcomes for our community and encourages the creation of social networks for mutual interest and support.

Proposal:

The 100% subsidy for junior use of active reserves and facilities should be applied as follows:

- Use of both active reserves and facilities by Juniors (under 18) will be subsidised to 100% of the fee with the following restrictions
 - Facilities: 5 hours per week and one meeting month per club;
 - Active reserves: 2 training sessions and 1 match play booking per week and one meeting month per club;
- Any use by Juniors (under 18) above these restrictions should be charged at the community rate;

Should Facilities And Active Reserves Have The Same Guiding Principles?

Discussion centred around the level of exclusive use that facilities and active reserves provide to the users. Facilities, by their nature, provide better exclusive use and users are less impacted by the activities of the general public during their activities. Active reserve users however are impacted by members of the community who use active reserves and the adjoining passive space for their private exercise, dog walking and social activities. There also tends to be greater competition for the use of parking, changerooms and other shared spaces in reserve usage.

Proposal:

Other than the junior subsidy referred to above, it is intended that there will continue to be a different level of cost recovery sought from facilities, over and above that sought from reserve usage.

Should Casual Hirers Pay More Than Annual/Seasonal/Regular Bookings?

Currently there is a 25% higher charge for casual use of facilities. Feedback from all workshops supported this arrangement. There may be a view that private and commercial hirers should pay 100% recovery of costs however this does not take into account the social and economic benefits that these activities provide to the community. It is therefore being recommended that this rate of recovery be increased but not to 100%. In regard to Active Reserves fees need to reflect the potential impact that the activity could generate. For example a circus versus a school fete.

Proposal:

It is proposed that casual hirers continue to pay more than annual, seasonal and regular bookings, and in the case of standard bookings (private, commercial and government activities), these fees may be increased to offset the increased subsidy to junior activities:

- Fees for standard bookings (private, commercial and government) use will be revised to recoup more than the current standard rate over the next 5 years;
 - Facilities: 30% higher than the community rate, increasing by 2% per year to a maximum of 40%;
 - Active reserves: negotiated to reflect the extent of use and anticipated impact on the reserve and other users;

Should Non-Resident Groups Pay More Than Resident Groups? There was much discussion around this point and a clear understanding that although there is a desire to reward residents with lower fees and charges, the administrative impost on both the City and user groups to prove eligibility makes this onerous and therefore not supported.

Proposal:

It is proposed that there will be in the short term no differentiation between residential and not residential groups and individuals.

Should Leased Facilities Be Treated Differently To Hire And Management Agreements?

There was general consensus that leases are different to hire arrangements and require a greater level of governance and financial viability by clubs and organisations. Feedback from Council during the workshop was for clubs to transition from hire to management agreements as a trial before leases are offered. This is dependent of the availability of suitable facilities that are not already widely used by a range of groups.

Proposal:

The City should continue to work with interested clubs and organisations with regard to their long term intentions to use and manage facilities. Each case should be considered on an individual basis. Not every facility is suitable for leases or management agreements and should be maintained for multipurpose community use.

- Leases and management licenses will be considered on a case by case basis where groups can demonstrate capacity to sustainably manage facilities without disadvantage to other potential users;
- Resident/Community Associations will continue to receive one free meeting per month at a local hall only on establishment of a Memorandum of Understanding.

COMMENT

ANALYSIS

The proposals for consideration were developed as a result of feedback from workshops held with the community, relevant key officers and Councillors. The participants of those workshops used background information provided in a discussion paper which included a history of fee setting at the City of Armadale, research about the fees and principles applied by other local governments, current usage and cost recovery levels.

OPTIONS

In considering this report Council may decide to support one or more of the following options:

1. Support the principles included within the proposals above for inclusion in a revised policy;
2. Determine alternative or amended principles for inclusion in a revised policy; or
3. Not support the principles presented.

CONCLUSION

Clarification of Council's values and principles is important in determining the level of cost recovery to be applied through policy and the associated fees and charges levied to users of community facilities and active reserves.

The cost of implementing a full 100% subsidy for Junior use of facilities is estimated to be \$18,000 based on 2015/16 use. Additional revenue that might be generated by increasing the standard booking fee (private/commercial/government) is estimated to be \$20,000 based on 2015/16 use. Additional subsidies for adults over the age of 60 years are not recommended at this time.

ATTACHMENTS

There are no attachments for this report.

Committee Discussion

Committee discussed a number of aspects of the proposed principles of the Fees and Charges recommendations including the application of junior sport subsidies, reducing Fee Recovery %, affordability by Community Groups, classifications and application of standard rates vs community rates vs non-residents and comparisons with other Local Governments.

The following amendment to the officer recommendation for Fee Recovery % was proposed.

Moved Cr Wielinga, Seconded Cr Butterfield
Opposed Cr Stewart

Fee Recovery %

- a) Fee recovery for community groups should remain at the current average levels of cost recovery of operating costs for 2016/17 - 4% for active reserves and ~~15%~~ 10% for facilities;
- b) ~~Fee recovery of operating costs for community groups should increase gradually over the next 5 years commencing in 2017/18;~~
 - i. ~~Facilities an additional 1% of cost recovery per year to a maximum of 20%;~~
 - ii. ~~Active reserves an additional 0.5% of cost recovery per year to a maximum of 6.5%;~~

MOTION LOST (2/4)

The original recommendation was voted on, as below:

C30/8/16 **RECOMMEND**

That Council:

Supports the principles listed below as the basis for setting facility fees and charges:

Fee Recovery %

- a) Fee recovery for community groups should remain at the current average levels of cost recovery of operating costs for 2016/17 - 4% for active reserves and 15% for facilities;
- b) Fee recovery of operating costs for community groups should increase gradually over the next 5 years commencing in 2017/18;
 - ~~i. Facilities – an additional 1% of cost recovery per year to a maximum of 20%;~~
 - ~~ii. Active reserves – an additional 0.5% of cost recovery per year to a maximum of 6.5%;~~
 - i. Active reserves – an additional 0.5% of cost recovery per year to a maximum of 6.5%.**

Amended by
Council at
Ordinary
Council Meeting
of 8 August.

Junior Use

- c) Use of both active reserves and facilities by Juniors (under 18) will be subsidised to 100% of the fee commencing in 2017/18 with the following restrictions
 - i. Facilities – 5 hours per week and one meeting month per club;
 - ii. Active reserves – 2 training sessions and 1 match play booking per week and one meeting month per club;
- d) Any use by Juniors (under 18) above the restrictions outlined in c) above will be charged at the community rate;

Standard Fees

- e) Fees for standard bookings (private, commercial and government) use will be revised to recoup more than the current full rate over the next 5 years, commencing in 2017/18, before a further review
 - i. Facilities - 30% higher than the community rate, increasing by 2% per year to a maximum of 40%;
 - ii. Active reserves – negotiated to reflect the extent of use and anticipated impact on the reserve and other users;

Other Considerations

- f) Non-resident groups will not be charged more than resident groups at this time;
- g) Leases and management licenses will be considered on a case by case basis where groups can demonstrate capacity to sustainably

- manage facilities without disadvantage to other potential users**
- h) Resident/Community Associations will continue to receive one free meeting per month at a local hall only on establishment of a Memorandum of Understanding.**

Requires a revised policy to be presented for consideration no later than October 2016;

Supports the implementation of new fees and charges under this policy from 1 July 2017;

Supports the implementation of information sessions with community groups and users about the new policy and fees prior to implementation.

**Moved Cr J A Stewart, Opposed Cr C M Wielinga
MOTION CARRIED (4/2)**

Cr Wielinga and Cr Butterfield voted against Recommendation C30/8/16

**2.2 - CSRFF SMALL GRANT APPLICATION - INSTALLATION OF SPRINGDALE
OVAL BATTING CAGES**

WARD : JARRAH
FILE No. : M/416/16
DATE : 20 July 2016
REF : ES
RESPONSIBLE : Executive Director
MANAGER : Community Services

In Brief:

- This report recommends that Council support a Department of Sport and Recreation CSRFF grant application for the installation of two batting cages at Springdale Oval and in the event the application is successful, the Council contribution required of \$17,000 to be funded from the 2016-2017 allocated budget.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

- 1.2 Activity community life that is safe and healthy
 - 1.2.2 Provide opportunities to improve health outcomes for everyone.
- 1.3 That community has the services and facilities it needs.
 - 1.3.1 Plan for services and facilities in existing and emerging communities.
- 2.3 Well manages infrastructure
 - 2.3.1 Apply best practice design and construction methodologies for provision of infrastructure.

Legislation Implications

Any works associated with the installation of the Springdale Oval batting cages will be required to comply with the building code of Australia and meet Australian Standards.

Council Policy/Local Law Implications

ENG13 Asset Management Vision
REC3 Club / Community Group Application(s) for Council Support of Capital Works Projects

Budget/Financial Implications

The proposal nominates a financial contribution from Council of \$17,000 from the 2016-2017 budget allocation from Reserve for DSR CSRFF small projects in the event of grant funding being approved.

The following is the funding model proposed for the project:

Contributor	Amount
City of Armadale	\$17,000
DSR CSRFF Small Grant	\$12,000
Roleystone Tee-Ball and Baseball Club Inc.	\$7,000
Total Project	\$36,000

Should the project proceed then it will also generate a demand for extra renewal and maintenance funding.

Consultation

Department of Sport and Recreation
Community Services
Technical Services
Roleystone Tee-Ball and Baseball Club Inc.
Roleystone Junior Football Club
Baseball WA
Southern Hills Warriors

BACKGROUND

Each year the Department of Sport and Recreation (DSR) invites funding applications in March and August for capital works projects under the CSRFF Small Grants program. Types of eligible projects include:

- Cricket pitch and practice wickets
- Safety fence for sport and recreation facilities
- Small floodlighting projects
- Court resurfacing or upgrade
- Construction of or upgrade to shade shelters
- Various planning studies to a maximum grant amount of \$25,000.

The total project cost for the Small Grants program cannot exceed \$200,000 and funding will be no greater than one-third of the total estimated cost. That is, funding is generally available for up to one third of the cost of eligible projects (maximum grant is \$66,666), with the remaining funds to be provided by the Local Government and/or club/community group.

Roleystone Tee-Ball and Baseball Club approached the City of Armadale in 2016 requesting installation of a batting cage at Springdale Oval. Since initial discussions the Roleystone Tee-Ball and Baseball Club has sought support from the Roleystone Junior Football Club who also use the oval for training, as well as their State Sporting Association, Baseball WA, and the district's high performance association, the Southern Hills Charter.

DETAILS OF PROPOSAL

It is proposed that the City submits an application for funding for the installation of batting cages on the western side of Springdale Oval. This would provide improved training facilities

and increase player participation and safety. The application to be based on the following funding model:

Contributor	Amount
City of Armadale	\$17,000
DSR CSRFF Small Grant	\$12,000
Roleystone Tee-Ball and Baseball Club Inc.	\$7,000
Total Project	\$36,000

COMMENT

ANALYSIS

The Roleystone Tee-Ball and Baseball Club currently have one hundred and forty nine (149) registered junior players, a growth of 57% since 2011. They have had a strong and stable committee for many years and have been working hard to promote their sport and Club to the local community. As the Club has grown so has the necessity to improve facilities available to members.

As their members range from 4 – 15 years safety has become a growing concern. The installation of batting cages will provide a safe and enclosed area for batting practice and will enable other members to safely practice on the oval without the concern for stray balls becoming projectiles.

The installation of the batting cages was not identified in the Master Plan for Springdale however the Club has significantly grown and the batting cages are warranted. Officers have checked the location and the batting cages will not have any impact on long term plans for the hub.

OPTIONS

Council has the following options:

1. Endorse the application to the DSR CSRFF small funding round for a third of the total project cost to an amount of \$12,000 for the installation of batting cages at Springdale Oval (this is the preferred option).
2. Modify the recommendation.
3. Not endorse the application to the DSR CSRFF small funding round for a third of the total project cost to an amount of \$12,000 for the installation of batting cages at Springdale Oval.

CONCLUSION

There is a demonstrated need for the installation of batting cages at Springdale Oval, given that the Roleystone Tee-Ball and Baseball Club are growing rapidly.

ATTACHMENTS

There are no attachments for this report.

C31/8/16 RECOMMEND

That Council:

- 1. Support the DSR CSRFF Small Funding grant application to install batting cages at Springdale Oval, Roleystone, based on the following funding model:**

Contributor	Amount
City of Armadale	\$17,000
DSR CSRFF Small Grant	\$12,000
Roleystone Tee-Ball and Baseball Club Inc.	\$7,000
Total Project	\$36,000

- 2. In the event that the application is successful, the Council contribution of \$17,000 be funded from the 2016-2017 budget allocation for CSRFF small projects.**

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

COUNCILLORS' ITEMS

Nil

EXECUTIVE DIRECTOR COMMUNITY SERVICES REPORT

1 Forrestdale Community Entry Statement

A public community meeting was held on Sunday 31 July at the Forrestdale Sporting Association with 19 local residents in attendance. The purpose of the community meeting was to initiate community discussion on the new Forrestdale entry statement community art piece that would replace the previous entry statement that was removed when Armadale Road was widened.

There was a positive response to developing a new entry statement with genuine community engagement in the theming, design and location decisions, plus potential community involvement in the creation process. The group discussed the special character of Forrestdale and the best way to represent this in a community art work. Key themes were that Forrestdale has more of a country feel, it's a great place for families to raise their children, sport is a strong community focus, and the Forrestdale Lake and associated flora, fauna and migratory birdlife are great assets.

A community survey was also distributed to all residents in the Forrestdale townsite and the results are currently being collated to determine the key themes, art form and location preferences. A further meeting will be held in September to firm up a community working group to help drive and coordinate the entry statement artwork project.

MEETING DECLARED CLOSED AT 8:22pm

COMMUNITY SERVICES COMMITTEE		
SUMMARY OF "A" ATTACHMENTS		
2 AUGUST 2016		
ATT NO.	SUBJECT	PAGE
1.1 DRAFT DISABILITY ACCESS AND INCLUSION PLAN 2016 - 2021		
1.1.1	DRAFT Disability Access and Inclusion Plan	45

City of Armadale DRAFT Disability Access and Inclusion Plan 2016 - 2021

This plan is available in alternative formats such as large print, electronic format (stick or emailed), audio or Braille upon request.

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1. Introduction

The City is committed to ensuring that people with disability, their families and carers are able to access its services, facilities and information, providing them with the same opportunities, rights and responsibilities enjoyed by all other people in the community.

Local Governments are required under the Disability Services Act (1993), as amended in 2014, to have a Disability Access and Inclusion Plan (DAIP) to improve access and inclusion for people with a disability.

The DAIP provides a framework for the identification of areas where access and inclusion can be improved and the development of strategies to best improve access and inclusion. These strategies work towards a number of access and inclusion outcomes, which are defined in the Act as the minimum standard for DAIPs. The seven access and inclusion outcome areas specified in the Act aim to provide a mechanism for people with disability to be included and have access to their community.

In addition to these seven mandatory minimum standards for DAIPs under the Act, the City has included one additional outcome in its DAIP, being that the City will provide information, and encouragement to raise the awareness of the community regarding disability, access and inclusion.

2. Background

1.2 The City of Armadale

The City of Armadale is located about 30km south-east of Perth and covers an area of 560km². The City includes suburbs such as Kelmscott, Roleystone, Mt Nasura, Armadale and Seville Grove, along with growth areas in Harrisdale, Piara Waters, Haynes and Hilbert.

The Armadale region has grown from an historic country town on the fringe of the Perth metropolitan area, to an important regional activity centre for surrounding growth areas including Byford and other areas within the City of Armadale. Armadale is now one of the fastest growing local governments in Australia, with a current population of 87,437.

2.2 Functions, Facilities and Services Provided by the City of Armadale

The City of Armadale provides a range of services and supports to the community broadly defined as:

- Services to Property. For example construction and maintenance of council owned buildings, footpaths and roads; street lighting, and waste management collection;

- Services to the community. This includes parks and reserves, library and information services and community development;
- Regulatory Services. This includes planning of road systems and subdivisions and town, building approvals for construction, and Ranger services;
- General Administration. This includes the provision of general information to the public and the lodging of complaints and payment of fees including rates and dog licenses; and
- Processes of Government. This includes ordinary and special Council meetings, electors meetings and election of Council members; community consultations.

2.3 People with disability in the City of Armadale

Data from the 2015 Survey of Disability, Ageing and Carers estimated that 4.3 million Australians, or 18.3% of the population, has a disability. With an additional 2.7 million Australians who are carers, disability impacts on approximately one third of the population.

By 2026 the number of people with disability in Western Australia is expected to increase by more than 210,000, due mainly to our ageing population. As the 'baby boomer generation' moves into the older age groups individuals will acquire disability associated with aging.

For the purposes of the data collection (ABS), disability is defined as any limitation, restriction or impairment, which has lasted, or is likely to last, for at least six months and restricts everyday activities.

The WA Disability Services Act (1993) defines disability as a condition that:

- Is attributed to an intellectual, cognitive, neurological, sensory or physical impairment or a combination of those impairments;
- Is permanent or likely to be permanent; and
- May or may not be episodic in nature and the result is; a substantial reduced capacity of the person for communication, social interaction learning or mobility and a need for continuing support services.

The City of Armadale recognises that as the National and State demographic grows, so too will the number of people requiring support within the City of Armadale.

2.4 Planning for better access

It is a requirement of the Disability Services Act 1993, amended 2014, that local government authorities develop and implement a Disability Access and Inclusion Plan (DAIP) that outlines the ways in which the authority will ensure that people with disability have equal access to its facilities and services. This is governed

through the City's overarching Strategic Community Plan which provides the vision for all work undertaken within the City. The Disability Access and Inclusion Plan is one of many plans that informs the Corporate Business Plan and clarifies how the business of the City is to be delivered.

Armadale will become a trial site for the WA National Disability Insurance Scheme (NDIS) with Serpentine/Jarrahdale and Murray in October 2016. This will bring changes to how people with disability in the City of Armadale access services and funding. The NDIS will implement changes to the system of care and support for Australians with disability and their carers, introducing a nationally consistent approach to funding.

Other legislation underpinning access and inclusion includes the:

- Commonwealth Disability Discrimination Act (DDA) and the WA Equal Opportunity Act;
- The United Nations Convention on the Rights of Persons with Disability (UNCRPD);
- Access to Premises Standard 2010;
- Count Me In – Disability Future Directions; and
- Alzheimer's Disease International Dementia Friendly Communities Key Principles.

2.5 Achievements since 1995

The City of Armadale adopted its first Disability Services Plan (DSP), (now known as DAIPs), in 1995 to address the barriers in the community for people with disability. The plan addressed both statutory requirements under the WA Disability Services Act (1993) and obligations under the Commonwealth Disability Discrimination Act (1992). City of Armadale embraced the opportunity to address access through the DSP, being the first Local Government Authority to lodge their plan with the Disability Services Commission. The plan underwent reviews and the City developed new plans in 2007 and 2011. Following the 2004 amendment to the Disability Services Act (1993) the City aimed at ensuring people with disability can access services provided by the City in a way that facilitates increased independence, opportunities and inclusion within the community.

Since the adoption of the initial plan, the City of Armadale has implemented a number of initiatives to ensure access and inclusion for people with a disability including:

- Improving engagement opportunities for people with disability including establishing a disability reference group representation of a broad range of stakeholders;

- Supporting accessible events through developing an accessible events checklist, with training being provided to key staff;
- Increasing staff awareness through ongoing staff disability awareness training;
- Developing an All Abilities Playground within the City of Armadale;
- Review of the website to meet accessibility guidelines (AA W3C),
- Development of an Access and Mobility Map;
- Increasing community awareness by celebrating International Day of Disability each December;
- Improvements within administration to support better customer service for all community members including the Audio Loop technology and lowered counters;
- Introduction of resources such as DAISY readers, desk top magnifiers and e-readers available at the Armadale Library;
- Continual upgrading of the City's walkways considering the access needs of community members; and
- Improving outcomes for people with dementia through supporting Alzheimer's Australia's Dementia Friendly Communities project.

3. Access and Inclusion policy statement

The City has an overarching Strategic Community Plan which provides the vision for all work undertaken within the City. At an operational level the Disability Access and Inclusion Plan (DAIP) is one component of an integrated set of strategic plans which inform the development of the City's Strategic Community Plan.

4. The Act's requirements for agents and contractors

A requirement of the Disability Services Act (1993) is that agents and contractors of the public authority conduct their business in a manner consistent with the DAIP of the public authority. The City therefore seeks to encourage agents and contractors to be sensitive to the needs of the community specifically in:

- New contracts or variation of contract, and
- Services being provided to the public.

This requirement does not apply to services provided directly to the public authority such as cleaners, and regular maintenance.

5. Development of the DAIP

5.1 Responsibility

It is the responsibility of City staff to oversee the development, implementation, review and evaluation of the Disability Access and Inclusion Plan. This includes requirements of contractors and agents engaged by the City who supply services to the public and the responsibilities of the City's Disability Access and Inclusion Reference Group.

Each department of Council is responsible for planning, implementation, monitoring and reporting within its own area. The Community Development Department will have an advisory, support and coordination role.

5.2 Review and Consultation Process

The City of Armadale is committed to actively consulting people with disability, their families, carers, disability organisations, encouraging and seeking input on planned initiatives and feedback on strategies already in place. This approach incorporates the Disability Access and Inclusion Reference Group is the most appropriate and effective way to ensure barriers to access and inclusion are successfully addressed.

The City of Armadale contracted E-QUAL disability consultants to review their current Disability Access and Inclusion Plan (DAIP) and develop a new DAIP which comply with the legislative requirements of the Disability Services Act (1993) as amended in 2014 and guide the City of Armadale's work to ensure equitable access to its buildings, facilities, information, services and events for people with disability and their carers, over the next five years.

The methodology for the review included examination of the City of Armadale's 2011 – 2016 DAIP, progress reports and other relevant Council documents, plans and strategies. The consultants also reviewed other relevant literature on the changes to disability legislation and on contemporary and developing trends and best practice in access and inclusion.

Consultation was undertaken with key stakeholders including City of Armadale staff, key organisations and the community, in accordance with the Disability Services Act Regulations 2004. The consultation, held in March 2016, was promoted through various mediums, including:

- Local newspaper;
- City of Armadale website;
- Communication with key disability organisations;
- Information provided to City of Armadale services ie Libraries;
- Information provided to Disability Services Commission Local Area Coordinators; and
- City of Armadale intranet.

The consultation included:

- Focus groups/workshops with community and staff;
- On line surveys;
- Hard copy surveys;
- Surveys e-mailed directly to community groups and individuals; and
- Telephone interviews.

A total of 191 staff and community members provided feedback through the consultation process. Additional workshops were also held to discuss the findings and to gather further feedback in May 2016 with:

- City of Armadale Councillor's;
- Cities Disability Access and Inclusion Reference Group; and the
- Positive Ageing Network Group.

The draft DAIP will go out for public comment to allow for final feedback before the plan is endorsed by Council.

5.3 Findings of the consultation

The review and consultation showed that the City of Armadale has made many changes and implemented sound strategies that have improved access and inclusion for people with disability to the City of Armadale's facilities and services, but that there are still many opportunities to further improve access and inclusion.

During the consultation period key issues were identified by both community members and City of Armadale officers. These are documented below.

Community Members

- Lack of and poorly placed ACROD parking;
- Some events are not easy to access for people with disability, including parking and toilets,
- Lack of awareness of events and services;
- Not feeling safe within the City of Armadale;
- Lack of services and opportunities for youth;
- Concerns with the pool only being an outdoor pool and therefore seen to lack availability all year round; and
- Lack of public transport services in and out of the City.

City of Armadale Officers

- Staff not having accessed disability awareness training;
- Difficulty in finding the balance between access and heritage. The need to address access to heritage areas sensitively, maintaining their integrity;
- Poor workplace access for potential and current staff members with disability (primarily wheelchair access);

- Staff are unclear on how to obtain correct, contemporary information around disability including accessible documentation;
- The need for budget provision to ensure events, facilities and services are accessible;
- Difficulty in getting contractors to be mindful of the objectives of the DAIP; and
- A lack of information on how to consider all needs of all groups in relations to future housing development, ie Livable Homes.

The above issues were defined by such comments as:

- *'I think that events need to be planned where it isn't too hard to push a wheelchair (such as concrete), have more awareness of disability friendly events.'* (Community Member);
- *'Lack of transport options into Armadale, especially from Byford, Serpentine and Jarrahdale. One AM bus in and one PM bus out - leaves our whole day in city Centre. Perhaps a safe space for a person with mental health to go, like a drop in Centre, you can also see a lot of people you know.'* (Community Member);
- *'Would like to see the City offer more employment opportunities to people with a disability. I had a staff member through an employment agency for a while and it was beneficial to the employee and the staff group to be part of this program.'* (City of Armadale Officer); and
- *'Information where people who need help with access and inclusion could access it.'* (City of Armadale Officer)

The identification of these issues, with the review of the existing DAIP has informed the development of strategies for the Disability Access and Inclusion Plan 2016 – 2020. While implementation of the strategies will be subject to the approval of annual budgets as a part of the normal council budget approval process, the City is mindful of its commitment to people with disability, their families and carers and its legislative obligations.

5.4 Responsibility for implementing the DAIP

It is a requirement of the Disability Services Act that the City must take all practical measures to ensure that the DAIP is implemented by its officers, employees, agents and contractors.

It is the responsibility of City staff to implement the Disability Access and Inclusion Plan 2016 – 2021. An internal document, the Disability Access and Inclusion 2016 - 2021 Implementation Plan will provide clear actions and areas of responsibility for the City Business Units with a timeline for completion. Departmental Managers will be responsible for the implementation of the actions for their Department and ensuring the actions are in their Departments Business Plan. The implementation plan outlines how the Community Development team will work with Managers to assist and advise on specific relevant actions and indicators to achieve the required outcomes.

The City will inform its agents and contractors of their responsibilities under the DAIP, and will encourage and model best practice in providing accessible and inclusive services to people with disability.

5.5 Communicating the plan to staff and people with disability

Staff and Community will be advised through a notice in the local newspaper and on the City's Website that the draft DAIP is available for public comment. A copy of the draft DAIP will be forwarded to relevant stakeholders and the Disability Access and Inclusion Reference Group for comment.

Upon adoption, the City will ensure the Disability Access and Inclusion Plan 2016-2021 is available:

- On request, at the City of Armadale Administration Building in alternative formats if required, including hard copy in standard and large print, electronic format
- On the City's website; and
- Hard copies at various City locations.

The community will be advised of the availability of the Disability Access and Inclusion Plan 2016 -2021 through:

- The City's website;
- City Views (City of Armadale Newsletter);
- Facebook;
- Media release to the local newspapers; and
- Local organisations.

5.6 Review and Evaluation mechanisms

The Disability Services Act sets out the minimum review requirements for public authorities in relation to DAIPs. The City's DAIP will be reviewed at least every five years, in accordance with the Act. The DAIP Implementation Plan will be updated annually to reflect progress and include any strategies to manage additional access and inclusion issues which may arise. This plan is a dynamic document intended to guide the City of Armadale to continue its work in creating an accessible and inclusive community.

Whenever the DAIP is amended, a copy of the amended plan will be lodged with the Disability Services Commission.

6. Reporting on the DAIP

The Disability Services Act sets out the minimum reporting requirements for public authorities in relation to DAIPs. The City of Armadale will report on the implementation of its DAIP in Councils Annual Report and to the Disability Services Commission by the end of June of each year, outlining:

- Progress towards the outcomes of its DAIP;
- Progress of its agents and contractors towards meeting the seven outcomes; and
- The strategies used to inform its agents and contractors of its DAIP.

7. Strategies to improve access and inclusion

As a result of the consultation process, the following strategies will guide more detailed tasks reflected in the Implementation Plan that the City of Armadale will undertake from 2016-2021. The desired outcomes provide a framework for improving access and inclusion for people with disability in the City of Armadale.

The City of Armadale is committed to working towards achieving the following objectives:

Objective 1: People with disability have the same opportunities as other people to access the services of, and any events organised in the City of Armadale.

Strategy
1.1 Embed the principles and objectives of the DAIP throughout the organisation's policies, documents and planning.
1.2 Support accessible events in City of Armadale.
1.3 Support accessible programs in the community.
1.4 Improve communication with agents and contractors.
1.5 Improve feedback channels with state and local government authorities.
1.6 Provide Accessible and safe footpaths.
1.7 Improve pedestrian access to busy roads.
1.8 Continue to improve and promote accessible City resources and services.
1.9 Develop, maintain and promote accessible public spaces.

Objective 2: People with disability have the same opportunities as other people to access the buildings and other facilities of the City of Armadale.

Strategy
2.1 Provide accessible and inclusive buildings.
2.2 Develop strategic processes to address access to heritage areas sensitively, maintaining their integrity.

2.3 Provide accessible and inclusive parks, playgrounds and reserves.
2.4 Establish interim accessibility processes for works in progress.
2.5 Support accessible non-City buildings.
2.6 Maintain the focus on providing Accessible Parking.

Objective 3: People with disability receive information from the City of Armadale in a format that will enable them to access the information as readily as other people are able to access it.

Strategy
3.1 Provide public documents in alternative formats.
3.2 Provide Council documents in alternative formats.
3.3 Support alternative options for receiving and giving information.
3.4 Develop accessible options in Customer Service Charter.
3.4. Improve website /online accessibility.

Objective 4: People with disability receive the same level and quality of service from the staff of the City of Armadale as other people receive from the staff.

Strategy
4.1 Build on a disability access and inclusion culture at the City of Armadale.
4.2 Develop an access and inclusion culture in the customer service charter at the City of Armadale.

Objective 5: People with disability have the same opportunities as other people to make complaints to the City of Armadale.

Strategy
5.1 Provide an equitable and accessible complaints feedback mechanism.
5.2 Develop a guide to making complaints in a variety of formats.

Objective 6: People with disability have the same opportunities as other people to participate in any public consultation by the City of Armadale.

Strategy
6.1 Provide accessible and inclusive opportunities for engagement.
6.2 Communicate with qualified and experienced individuals, including people with disability, carers and organisations on disability access and inclusion matters.
6.3 Support a Disability Access and Inclusion Reference Group.
6.4 Continue to monitor the progress against Disability Access and Inclusion Plan.

Objective 7: People with disability have the same opportunities as other people to be employed at the City of Armadale

Strategy
7.1 Implement recruitment and employment policies and practices to reflect equal opportunity for the ageing workforce and people with disability.
7.2 Provide a workplace to ensure equitable access for employees.
7.3 Provide opportunities for engagement with specialist services for employment for people with disability for recruitment, advice and resources.
7.4 Continue to provide staff awareness of disability issues.

Objective 8: Provide information, and encouragement to raise the awareness of the community regarding disability, access and inclusion.

Strategy
8.1 Inform and support local businesses regarding access and inclusion.
8.2 Inform and support community groups regarding access and inclusion.
8.3 Promote Access and Inclusion to the community.
8.4 Engage with Disabilities Services Commission regarding the National Disability Insurance Scheme.
8.5 Promote the aims and availability of the DAIP in the community.
8.6 Investigate options to incorporate Dementia Friendly Communities.