

CITY OF ARMADALE

MINUTES

OF COMMUNITY SERVICES COMMITTEE HELD IN THE FUNCTION ROOM,
ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON TUESDAY, 2 MAY
2023 AT 7:00PM.

PRESENT: Cr M Silver (Chair)
Cr M S Northcott (Deputy Chair)
Cr K Busby
Cr E J Flynn
Cr K Kamdar
Cr J Keogh
Cr S J Mosey

APOLOGIES: Nil

OBSERVERS: Cr R Butterfield (Mayor)
Cr S Peter

IN ATTENDANCE:	Miss J Abbiss	CEO
	Mrs S van Aswegen	Executive Director Community Services
	Ms J Cranston	Executive Assistant Community Services
	Ms R Milnes	Manager Community Development
	Mr C Halpin	Manager Recreation Services
	Ms K Jennings	Major Events and Arts Coordinator (<i>via Teams</i>)
	Ms A Highman	Coordinator Community Development (<i>via Teams</i>)

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 present.

DECLARATION OF MEMBERS' INTERESTS

Nil

QUESTION TIME

Nil

DEPUTATION

Nil

CONFIRMATION OF MINUTES

RECOMMEND

Minutes of the Community Services Committee Meeting held on 4 April 2023 be confirmed.

Moved Cr M S Northcott
MOTION CARRIED

(7/0)

ITEMS REFERRED FROM INFORMATION BULLETIN

Report on Outstanding Matters – Community Services Committee

Items referred from the Information Bulletin – Issue 5 – April 2023

None of the items from the Community Services Information Bulletin required clarification or a report for a decision of Council.

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COMMUNITY SERVICES COMMITTEE

2 MAY 2023

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****1.1 - CHAMPION LAKES RESIDENTS ASSOCIATION - WAIVER OF HIRE AND RELOCATION FEES - COMPLIANCE WORKS AT THE CHAMPION LAKES COMMUNITY CENTRE**

WARD : ALL

FILE No. : M/170/23

DATE : 23 March 2023

REF : NP

RESPONSIBLE : Executive Director
MANAGER : Community Services

In Brief:

- This report requests Council endorsement to delegate authority to the Chief Executive Officer to make a contribution to relocation costs and waive hire fees for the Champion Lakes Residents Association (CLRA) to operate out of an alternate facility to facilitate future works at the Champion Lakes Community Centre.
- This report also refers to permitting the CLRA to occupy Champion Lakes Community Centre without charge from the time of land transfer.

Tabled Items

Nil

Decision Type

- ☐ **Legislative** The decision relates to general local government legislative functions such as adopting/changing local laws, town planning schemes, rates exemptions, City policies and delegations etc.
- ☒ **Executive** The decision relates to the direction setting and oversight role of Council.
- ☐ **Quasi-judicial** The decision directly affects a person's rights or interests and requires Councillors at the time of making the decision to adhere to the principles of natural justice.

Officer Interest Declaration

Nil

Strategic Implications

1.1.3 Support the development and sustainability of a diverse range of community groups

Legal Implications

- *Local Government Act 1995:*
 - 6.12 – Power to defer, grant discounts, waive or write off debts
 - (1)(b) – waive or grant concessions in relation to any amount of money

- Subdivision 2 – Fees and Charges
 - 6.16 – Imposition of fees and charges
 - (3) Fees and charges are imposed when adopting the annual budget but may be –
 - a. imposed* during a financial year; and
 - b. amended* from time to time during a financial year.
- *Building Act 2011*
- *Building Code of Australia*

Under the following delegated authority, the Chief Executive Officer has authority to write off or waive monies owing, provided the waiver does not exceed \$2000.

Delegation: *Defer, write off, grant a concession or authorise a waiver for monies owing*

Council Policy/Local Law Implications

Policy – Community Facilities and Reserve Fees and Charges

Budget/Financial Implications

When the land on which the Champion Lakes Community Centre stands is transferred to the City, the CLRA can continue to occupy the building until such time as the building works commence provided a temporary occupancy permit is issued, usually in conjunction with a building licence.

The Champion Lakes Community Centre is not in the City's fees and charges as it is not a City building yet. It is recommended that Council resolve to allow the CLRA to occupy the building without charge from the date of transfer of the land until the date of relocation from the land for the building works.

The waiver of hire fees for the CLRA to operate out of an alternative facility for an estimated 12 month period while works are underway will amount to a waiver of fees totalling \$6,370. The waiver of fees will result in a loss of income for the hire of community facilities.

Should a contribution to relocation costs for the CLRA also be endorsed by Council, it is recommended this cost be capped at \$15,000.

Consultation

- Champion Lakes Residents Association
- Internal Departments: Recreation Services, Community Planning, Program Delivery, Governance

BACKGROUND

The former Champion Lakes sales office (Champion Lakes Community Centre) has previously been made available to the Champion Lakes Residents Association (CLRA) via an Access Agreement with Development WA (DevWA) the current owner of the land.

In April 2021, Council resolved (C10/4/21) to request the transfer of land to the City:

1. *Notify DevelopmentWA advising of its desire to progress discussions on the ceding of Lot 249 (No. 30), Lot 237 (No. 25) Regatta Boulevard and Lot 248 (No. 28) Dorney Esplanade, Champion Lakes to the Crown as a Crown Reserve for "Community Purposes" with power to lease.*

The City has been working with Development WA and the Department of Planning, Lands and Heritage to effect this transfer. It is anticipated for this to be complete by April 2023.

Following the transfer of land, the City will be responsible for managing via a Management Order. Council resolved to enter into a Lease Agreement with CLRA (C39/12/21) and negotiations are ongoing between both parties.

The current approved building classification of the Champion Lakes Community Centre is a Class 5 - Office. The City are planning for compliance works to enable the reclassification to a Class 9B Public Building. This will allow for the appropriate classification for the CLRA to continue their current activities as a City facility.

It is anticipated that these works will require a temporary relocation of the CLRA while the works are completed. This report addresses the options available to reduce the impact to CLRA during the anticipated period that the facility will not be available.

Imposition and Waiver of Fees during Compliance Works

Once the transfer of land occurs and the City is responsible for the management of the building, it is recommended that the CLRA be permitted to continue use of the building without charge until the building works commence and they are relocated.

As the Champion Lakes Community Centre is yet to be transferred to CoA as the responsible management body, this facility is not listed within the City's Schedule of Fees & Charges so there is no fee or charge to be waived.

Once the works commence, CLRA will be required to relocate to an alternative facility temporarily while the facility is closed for construction. It is proposed that the fee for use of the alternate City facility be waived for up to 12 months while works are being completed.

As the relocation to an alternative facility will include the requirement for all equipment to be relocated and/or stored during the works and returned at the end of works, a contribution to relocation costs of up to \$15,000 is recommended.

DETAILS OF PROPOSAL

Relocation to an Alternative Facility

Once construction works commence at the Champion Lakes Community Centre, CLRA will be required to relocate to an alternative facility for safety and insurance purposes, as the site will be closed for construction.

It is proposed that any hire fees associated with CLRA's operational use at an alternative facility are waived while works are being completed.

As there is also a requirement for CLRA to relocate all equipment offsite during the works and then return them at the end of the works, it is also proposed that the City makes a contribution to relocation costs of up to \$15,000.

As CLRA will likely be relocated to an alternative Category 2 facility, it is anticipated that the hourly rate of hire fees to be waived will be \$17.50 per hour under the current Fees and Charges. CLRA have indicated that their operational use of an alternative facility will decrease to 7 hours per week, due to the cancellation of some regular meetings.

As the specific timeframes for the completion of future works at the Champion Lakes Community Centre are yet to be confirmed, it is proposed that Council delegate authority to the CEO to provide a waiver of hire fees for a 12 month period to cater for any potential building delays.

At a rate of \$17.50 per hour for 7 hours per week during a 12 month period, this fee waiver will amount to \$6,370.00.

The relocation to an alternative facility will include the collection and delivery of all equipment to the new temporary space and/or temporary storage, as well as the return of all equipment to the Champion Lakes Community Centre following the completion of works. It is proposed that a contribution to relocation costs associated with arranging the collection and delivery of equipment of up to \$15,000 be made.

It is proposed that Council delegate authority to the CEO to provide the contribution toward relocation costs.

COMMENT

The future compliance works at the Champion Lakes Community Centre are required to ensure the building is compliant and classified appropriately for CLRA's operational purposes.

ANALYSIS

As the works at the Champion Lakes Community Centre are required to address compliance and classification issues, it is considered appropriate for the City to bear the cost of any temporary hire arrangements until the building is re-classified as a 9B Public Building. The timings of the transfer of land and construction works could not be controlled by CLRA. The temporary hire arrangements will not be required after the construction works have been completed as the City is currently negotiating the lease terms with CLRA for the Champion Lakes Community Centre.

The requirement for CLRA to relocate to an alternative facility while works are underway is considered to have a negative impact on their volunteers and operations temporarily, with CLRA indicating they intend to reduce the amount of meetings while operating out of a temporary space.

The waiver of hire fees is recommended to offset the impact to the group and ensure CLRA are able to continue operations and remain sustainable during this period.

As commencement and completion dates of the compliance works are yet to be confirmed, this report seeks Council endorsement to delegate authority to the CEO to provide a fee waiver of up to \$6,370, which will be required for temporary hire arrangements and a contribution be made of up to \$15,000 towards relocation costs. Due to variable factors such as transfer of land from DevWA, date that compliance works will commence and the timeframe for the compliance works to be completed, it is recommended that Council delegate the authority to the CEO to waive these fees to ensure a smooth and efficient process for CLRA. Should works commence or be completed at a date earlier than anticipated, the total fee waiver will be less than the total amount outlined in this report.

OPTIONS

- Option 1:** That Council permit the CLRA to occupy the Champion Lakes Community Centre from the time of land transfer until building works commence at no charge.
- Option 2:** That Council do not permit the CLRA to occupy the Champion Lakes Community Centre from the time of land transfer until building works commence at no charge.
- Option 3:** That Council delegate authority to the Chief Executive Officer to provide a waiver of hire fees of up to \$6,370 and a contribution to relocation costs for the Champion Lakes Residents Association of up to \$15,000.
- Option 4:** That Council do not delegate authority to the Chief Executive Officer to provide a waiver of hire fees and contribution to relocation costs for the Champion Lakes Residents Association.

Options 1 and 3 are recommended.

CONCLUSION

Following the transfer of land, works at the Champion Lakes Community Centre are anticipated to commence within a 10 month period. While commencement and completion dates are yet to be confirmed, the waiver of hire and contribution towards relocation fees outlined in this report are deemed to be sufficient to cover the estimated timeframe of works.

The works required at the Champion Lakes Community Centre relate to the compliance and reclassification of the building as a 9B Public Building - the appropriate classification for the CLRA to continue their current activities. Due to the impact on CLRA's daily operations while works are underway, the waiver of fees and contribution is proposed to avoid further impact to CLRA in terms of hire and relocation costs while a temporary space is required, particularly as CLRA have indicated that they intend to reduce the frequency of meetings while operating out of an alternative facility.

The proposed waiver of fees will support CLRA's ongoing sustainability and will aid to ensure a smoother process while the Champion Lakes Community Centre is undergoing works.

ATTACHMENTS

There are no attachments for this report.

RECOMMEND

C10/5/23

That Council:

1. Delegate authority to the Chief Executive Officer in accordance with Section 6.12 of the *Local Government Act 1995* to provide a waiver of hire fees for the Champion Lakes Residents Association (CLRA) at a total amount of up to \$6,370.
2. Make a contribution of up to ~~\$15,000~~ **\$8,630** towards relocation costs.
3. Permit the CLRA to continue to occupy the Champion Lakes Community Centre (CLCC) without charge from the time of land transfer until such time as building works commence.
4. Note the CLRA will be permitted to occupy the CLCC as per Point 3 by way of a temporary occupancy permit.

***ABSOLUTE MAJORITY RESOLUTION REQUIRED**

Moved Cr K Busby, opposed Cr E J Flynn

Seconded Cr J Keogh

MOTION CARRIED

(4/3)

2.1 - SOCIAL PRIORITIES: 2023 - 2026

WARD : ALL

FILE No. : M/195/23

DATE : 16 April 2023

REF : RM

RESPONSIBLE : Executive Director
MANAGER Community Services

In Brief:

- This report presents proposed suburb-level Social Priorities for 2023-2026 based on a range of data sets and feedback from residents and the community services sector
- Recommend that Council:
Endorse the four Social Priorities across identified suburbs as detailed in this report.

Tabled Items

Nil

Decision Type

- ☐ **Legislative** The decision relates to general local government legislative functions such as adopting/changing local laws, town planning schemes, rates exemptions, City policies and delegations etc.
- ☒ **Executive** The decision relates to the direction setting and oversight role of Council.
- ☐ **Quasi-judicial** The decision directly affects a person's rights or interests and requires Councillors at the time of making the decision to adhere to the principles of natural justice.

Officer Interest Declaration

Nil

Strategic Implications

Strategic Community Plan

Community

- 1.1 Foster and strengthen community spirit
 - 1.1.3 Support the development and sustainability of a diverse range of community groups
- 1.2 Improve Community Wellbeing
 - 1.2.1 Advocate for the delivery of services and programs as well as increased resources to contribute to improvements in community safety
 - 1.2.2 Facilitate the alignment of service and program delivery to identify social priorities within the community
- 1.4 An inclusive and engaged community
 - 1.4.4 Facilitate the provision of facilities, services and programs to meet the needs of the City's current and future demographics

Community Development Strategy 2021 – 2026

Legal Implications

Nil

Council Policy/Local Law Implications

COMD 2 – Community Engagement

Budget/Financial Implications

During the 2022/23 financial year, Council approved the amount of \$229,000 for Social Priority Service Agreements and \$114,500 for initiatives to address the Social Priorities. This allocation continues in subsequent years of the LTFP.

Consultation

1. Internal City of Armadale departments
2. Community members from suburbs across the City of Armadale
3. Community organisations and service providers
4. State Government departments
5. Federal Government departments

BACKGROUND

Summary of the Social Priorities Approach

The City's Social Priorities approach is based on identifying the most important aspirations and issues in the City's individual suburbs through a range of data sets and community/sector engagement. The first iteration of Social Priorities was identified and endorsed in August 2019 and the overall approach is explained in the City's Community Development Strategy 2021 – 2026.

The second iteration of Social Priorities encompassing the years 2021 – 2023 were identified as follows:

- Armadale South: Connection to community and services
- Armadale North: Connection to community and services
- Camillo: Youth engagement and education
- Kelmscott West: Early years and family support
- All suburbs: Community Safety

These Social Priorities were endorsed on 14 June 2021 at the Ordinary Council Meeting (C20/6/21) resulting in the following resolution:

That Council endorse the suburb-level social priorities detailed in this report.

As explained in the City's Community Development Strategy 2021 - 2026, the City's responses to address the Social Priorities are categorised as follows:

- Advocacy
- Coordination of internal and external stakeholders
- Contract of services via Service Agreements
- Capacity building

Progress Reporting

Council receives reports on an annual basis in September on the progress of the implementation of the Social Priorities approach. The last progress report was presented to Council on 12 September 2022 at the Ordinary Council Meeting (C19/9/22), with Council resolving the following:

That Council:

Note the update on strategies to address endorsed suburb-level Social Priorities detailed in this report.

An update is also provided each month to Councillors via the Councillors Information Bulletin.

Social Priorities 2023 – 2026

In 2023 the Social Priorities have been reviewed using the same process as 2019 and 2021 comprising the analysis of community/sector feedback and a number of data sets.

Community Engagement

From 1 February to 31 March 2023, the *Growing our Community* campaign was conducted to collect feedback from residents regarding their views on their suburb to inform the Social Priorities – the positive aspects and the areas of concern. A total of 1411 surveys were completed by residents online and at the 17 community engagement events held. Each of the City's suburbs were represented in the responses.

City of Armadale Staff and Sector Engagement

The City invited 10 City staff members from various departments across the organisation to a workshop to determine their observations of the local community.

City Officers also facilitated a second workshop with total of 38 service providers in attendance representing local community organisations, State Government agencies and Federal Government agencies.

Key Data and Information for Analysis

The following elements were analysed to produce key themes of the characteristics and the Social Priorities across suburbs:

- Demographic and health data from the Australian Bureau of Statistics (2021).
- Child developmental data from the Australian Early Development Census (2021).
- Crime statistics from the WA Police (2022).
- Child safety data from the Department of Communities (Child Protection and Family Support). (2022). This data is not for public access therefore general comments will be made and not specific statistics and information.

Analysis of the Data

Officers undertook the analysis of the data sets, the 1411 survey responses from residents and insights from external stakeholders. The suburb level demographic data from the Australian Bureau of Statistics (ABS) and the Australian Early Development Census (AEDC) data provides contextual information and presents an insight into the collective characteristics of the suburb.

The data from the WA Police and the data from the Department of Communities, together with feedback collected at the workshops for City Officers and local not-for-profit and government organisations, are important to the analysis as this information provides an evidence based and objective perspective to what is happening for some residents.

The responses from the residents provide valuable insights as to what they are experiencing and their perception of living in their suburbs.

DETAILS OF PROPOSAL

Selection of the Priorities

In a similar manner to the Social Priorities selected in 2019 and 2021, the Social Priorities for 2023 – 2026 have been condensed to four. However, it is proposed that for this iteration, each Social Priority is applicable to an identified group of suburbs sharing similar profiles and characteristics as indicated by the data sets and responses from residents. Learnings from previous years have contributed to this expanded approach, including the fact that it is beneficial for organisations contracted to deliver services to have a wider reach to areas with the same issues.

The information in the next section comprises:

- The identified Social Priorities and suburbs
- Rationale behind the selection of the Social Priority
- Results from the Growing Our Community campaign
- Data sets comprising elements of the 2021 ABS Census and the 2021 AEDC (please note the latter pertains to the percentage of children who are developmentally vulnerable on two or more of the five domains of the AEDC. These domains are categorised as communication, physical, emotional, language and social)
- Key themes identified from the workshop with local organisations
- General information reflecting the data from the WA Police for applicable suburbs
- General information reflecting the confidential data from the Department of Communities for applicable suburbs

The Proposed Social Priorities

Social Priority: Children, Young People & Families

Suburbs

- Armadale North and South
- Brookdale
- Camillo
- Harrisdale
- Piara Waters

Rationale

Armadale North and South, Brookdale and Camillo

The data indicates a high level of disadvantage exists across demographic cohorts and facets of life in the first three listed suburbs reflected by the lowest SEIFA scores in the City.

The data indicates there is a particularly high level of developmental vulnerability of children aged 0 – 5 measured by the AEDC in these suburbs, a high number of single parent families and a high number of households with low incomes (defines as a weekly household income of less than \$800 before tax). Many are also experiencing housing stress (this applies to rental stress and mortgage stress, both defined as more than 30% of the household income being attributed to housing). Armadale and Camillo have the highest rates of youth disengagement in the City. According to the ABS data, there are more people with mental health conditions across all four suburbs than the City of Armadale as a whole. Please note this data was collated by the ABS in response to the Census question which asked if respondents have been diagnosed with a specific condition (or other condition) from a list of ten conditions plus "other", including anxiety and/or depression.

For residents, crime, anti-social behavior, substance abuse and lack of facilities/services are of primary concern. Residents enjoy the natural environment and feel a sense of community but did not rate affordability or activities/events as highly.

There are a concerning number of child safety investigations, and crime statistics are higher for these suburbs than for the City as a whole. Crime statistics were also identified at both the City staff and sector stakeholder workshops as a particular concern for Armadale, Brookdale and Camillo. The feedback from the workshops also indicated that residents in these suburbs also face homelessness from lack of affordable housing and the challenge of accessing food and other essentials.

Piara Waters and Harrisdale

The residents from Piara Waters and Harrisdale cited ‘disengaged youth’ in their top three concerns. They also noted a primary concern being lack of services and facilities. This feedback provides rationale for these suburbs to be included in this Social Priority.

Overall City Response: Support children and families of all ages and compositions through sector support, parent education and engagement.

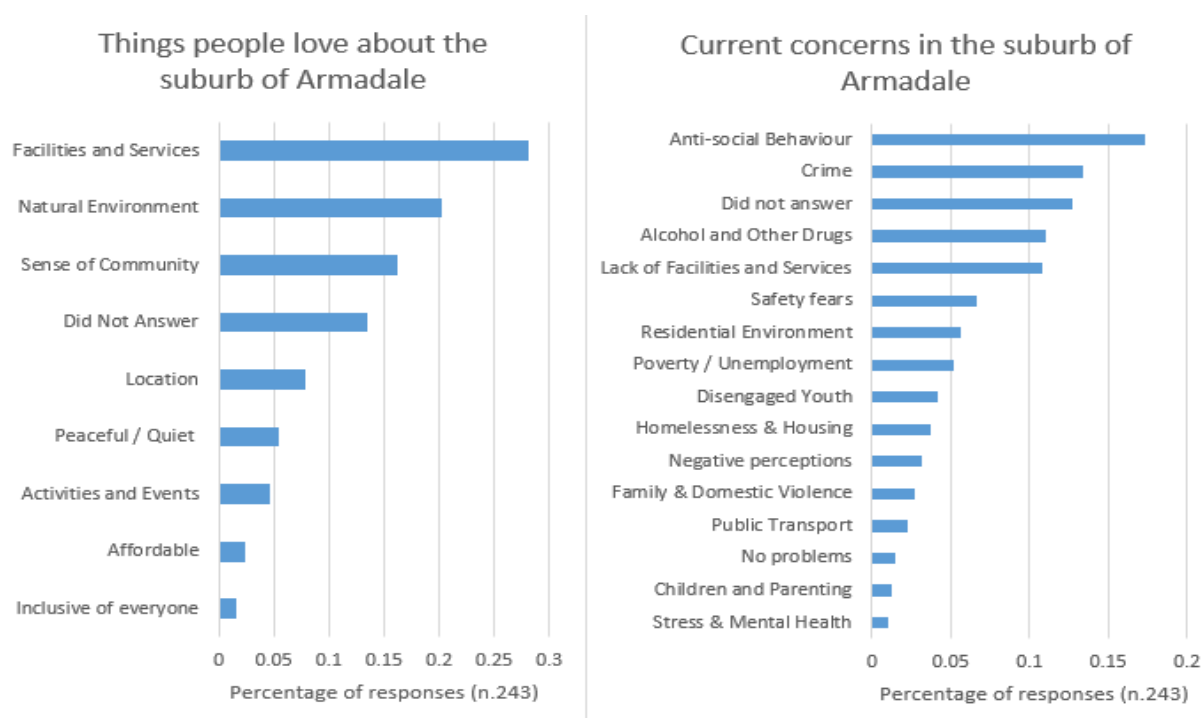


Figure 1: Results for Armadale North and South from the Growing our Communities campaign

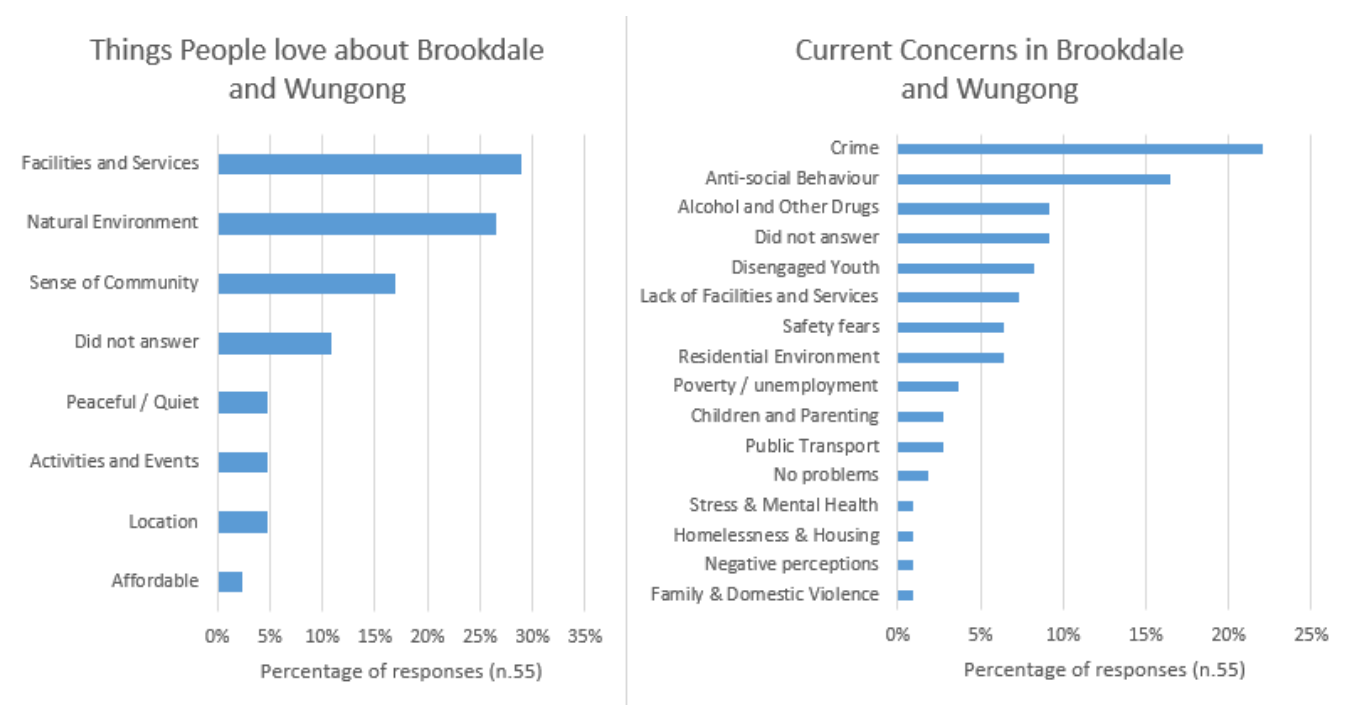


Figure 2: Results for Brookdale and Wungong from the Growing our Communities campaign

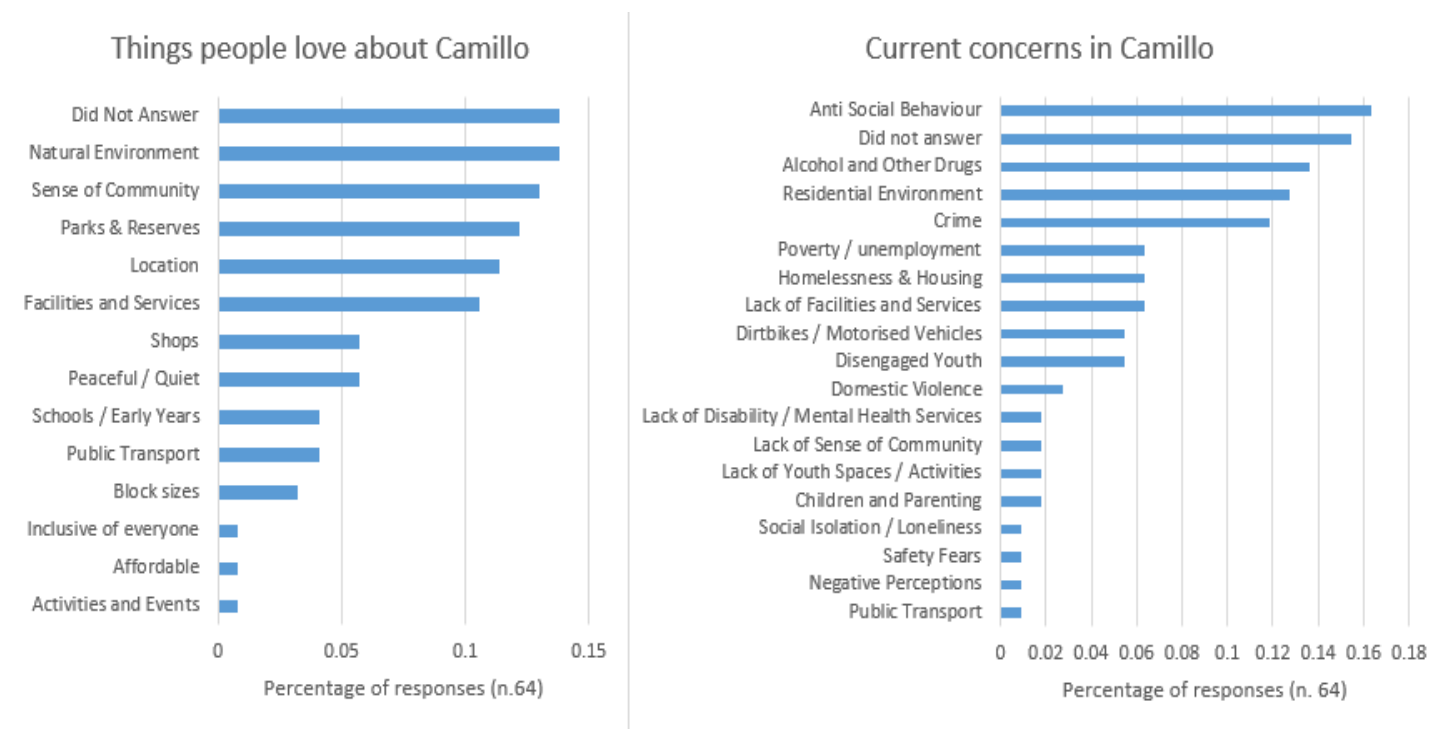


Figure 3: Results for Camillo from the Growing our Communities campaign

Table 1: Armadale North and South, Brookdale and Camillo: ABS 2021 and AEDC 2021 data

Data Set	Armadale North	Armadale South	Brookdale	Camillo	CoA	Greater Perth
SEIFA (2016 ABS)	883.8	844.4	909.7	912	994	1026
Rental Stress %	39%	40.3%	32.6%	31.8%	33.2%	29.9%
Mortgage Stress %	18.5	14.7	18.4	15.1	13.8	13.3
Social Housing %	4.9	7.6%	6.5%	3%	2.3%	2.9%
Unemployment %	11.3%	13.9%	9.9%	10.6%	6.4%	5.3%
Low income %	32.2%	38.9%	21.8%	25.5%	18.6%	19.5%
No qualifications %	45.8%	49.9%	46.5%	49.6%	38.2%	35.6%
Youth Disengagement %	16.8	22.6	16.3	19.4	11.1	7.8
Median Age	37	40	31	37	35	37
People not fluent in English	1.4	1.9	1.4	3.4	2.4	2.6
Single Parents %	17.4	15.9	19.6	17.5	12.3	10.3
Mental health condition	14.3	14.4	12.7	12.9	9	8.4
AEDC (2 or more domains)	21.5	21.5	25.4	26.7	11.3	10.2 (WA-wide)

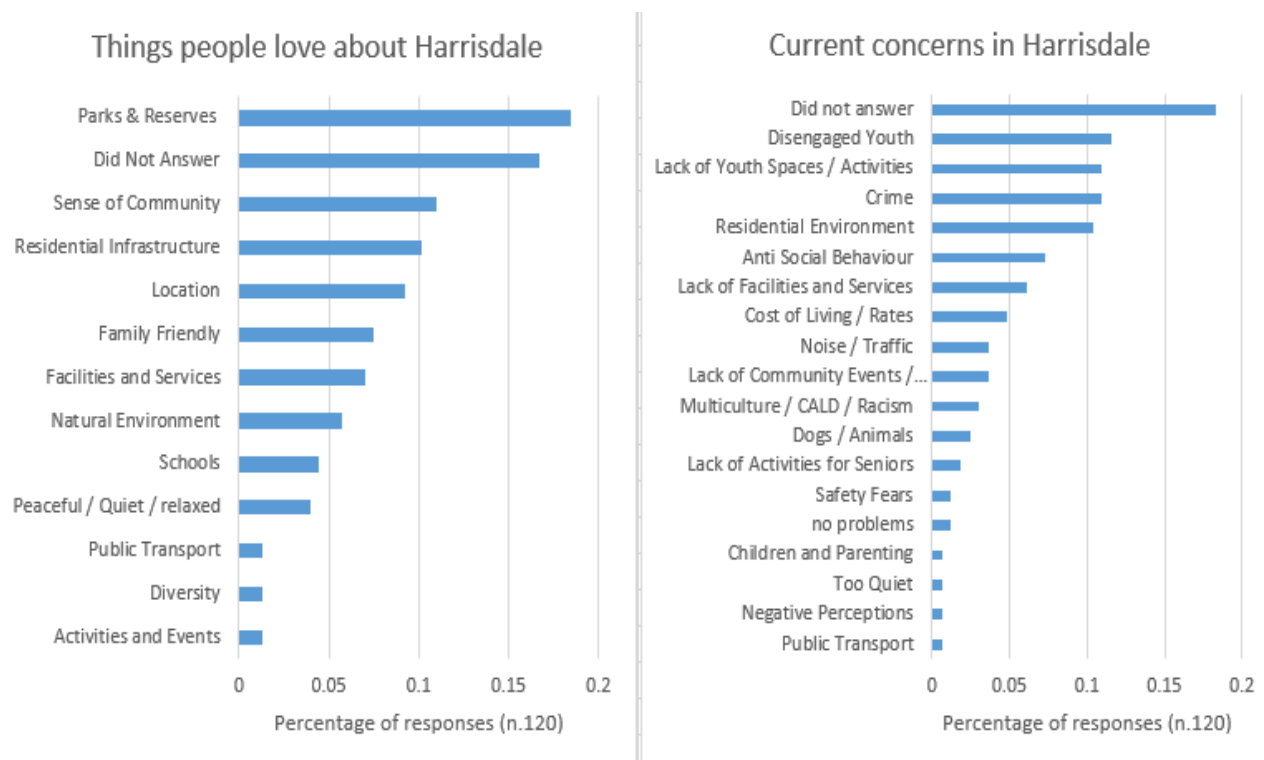


Figure 4: Results for Harrisdale from the Growing our Communities campaign

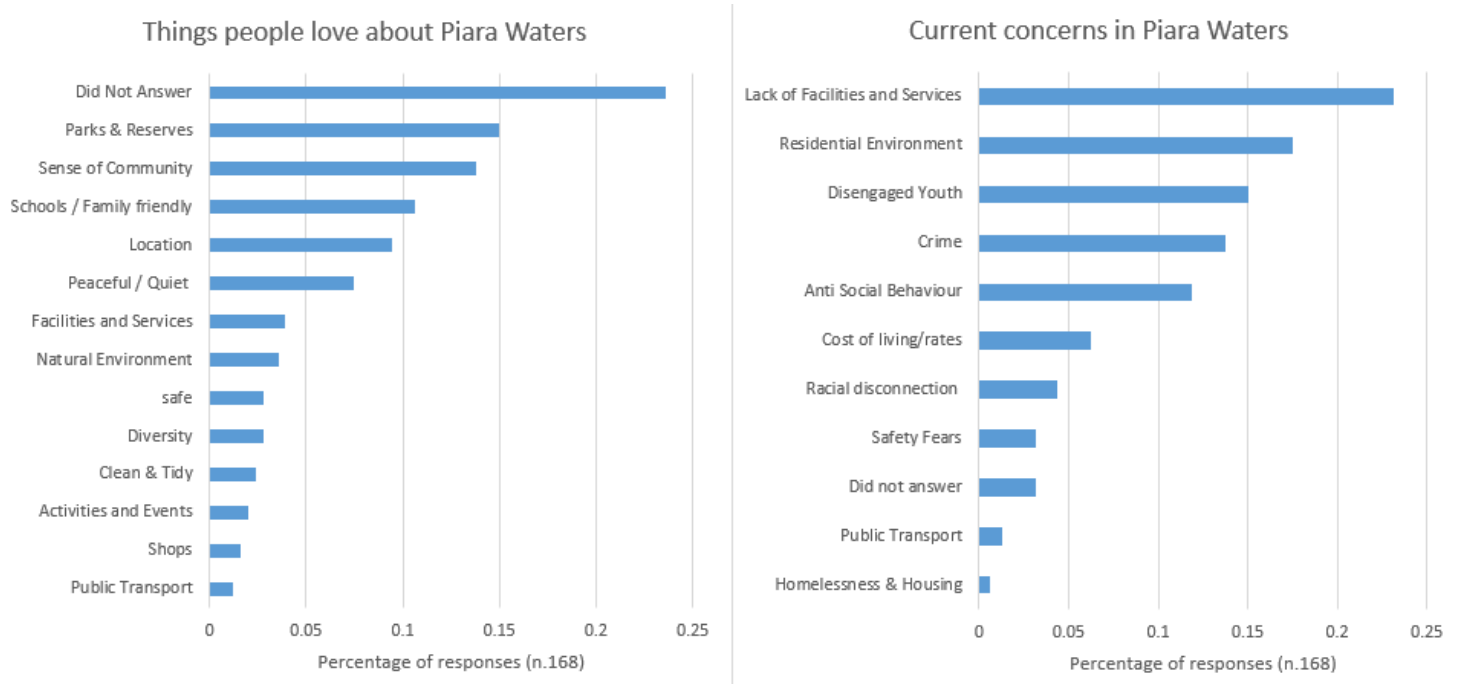


Figure 5: Results for Piara Waters from the Growing our Communities campaign

Table 3: Harrisdale, Haynes and Piara Waters: ABS 2021 and AEDC 2021 data

Data Set	Harrisdale	Haynes	Piara Waters	CoA	Greater Perth
SEIFA (2016 ABS)	1087	1031	1096	994	1026
Rental Stress %	23.9	29.3	23.8	33.2%	29.9%
Mortgage Stress %	13	16.7	13.3	13.8	13.3
Social Housing %	0.2	0	0.1	2.3%	2.9%
Unemployment %	4.3	4.8	4	6.4%	5.3%
Low income %	7.1	7.4	5	18.6%	19.5%
No qualifications %	29.3	32.2	26.1	38.2%	35.6%
Youth Disengagement %	5.1	9.8	6.1	11.1	7.8
Median Age	33	29	31	35	37
People not fluent in English	3.9	2.6	4.3	2.4	2.6
Single Parents %	9.9	9.3	7.8	12.3	10.3
Mental health condition %	4.9	8	4.7	9	8.4
AEDC (2 or more domains)	7.6	18.4	5.8	11.3	10.2 (WA-wide)

Social Priority: Home and Community Safety

Suburbs

- All

Rationale

The response from 1411 residents across the City's suburbs indicate that crime, family and domestic violence, and anti-social behavior are of significant concern to respondents.

WA Police statistics indicate that some suburbs experience higher levels of crime and different categories of crime than others, however community safety is cited by residents as an overwhelming priority across the City. It is therefore proposed that Community Safety remains a key priority across all suburbs with the additional aspect of 'Home' safety. This still adheres to the Social Priorities principle of using data to inform place-based responses with the crime statistics from the WA Police a key way of determining the action to be taken.

Family and domestic violence was also identified at both the City staff and sector stakeholder workshops as a concern for all City of Armadale suburbs. Other key concerns collated from the workshops applicable to all suburbs comprised people facing financial stress, increasing social isolation, the need for public safe spaces, and increasing anti-social behavior in public places. The largest concern raised at both workshops was the lack of spaces and activities for young people, with some organisations reporting that older people and families are concerned that young people are involved in crime due to not being engaged with the community, education or employment.

Overall City Response: Working with relevant stakeholders including the WA Police and other State Government Departments to deliver strategies that prevent and respond to crimes in the community using CPTED principles, and within the home including Family and Domestic Violence, through community education and resourcing.

Table 2: City of Armadale: ABS 2021 and AEDC 2021 data

Data Set	CoA	Greater Perth
SEIFA (2016 ABS)	994	1025
Rental Stress %	13.2	10.7
Mortgage Stress %	13.8	13.3
Social Housing %	2.6	3.1
Unemployment %	9.3	8.3
Low income %	15.5	15.7
No qualifications %	42.2	38.1
Youth Disengagement %	14.6	9.4
Median Age	33	36
People not fluent in English	2.4	2.6
Single Parents %	12.2	9.8
Mental health condition	9	8.4
AEDC (2 or more domains)	11.7	9.4 (WA)

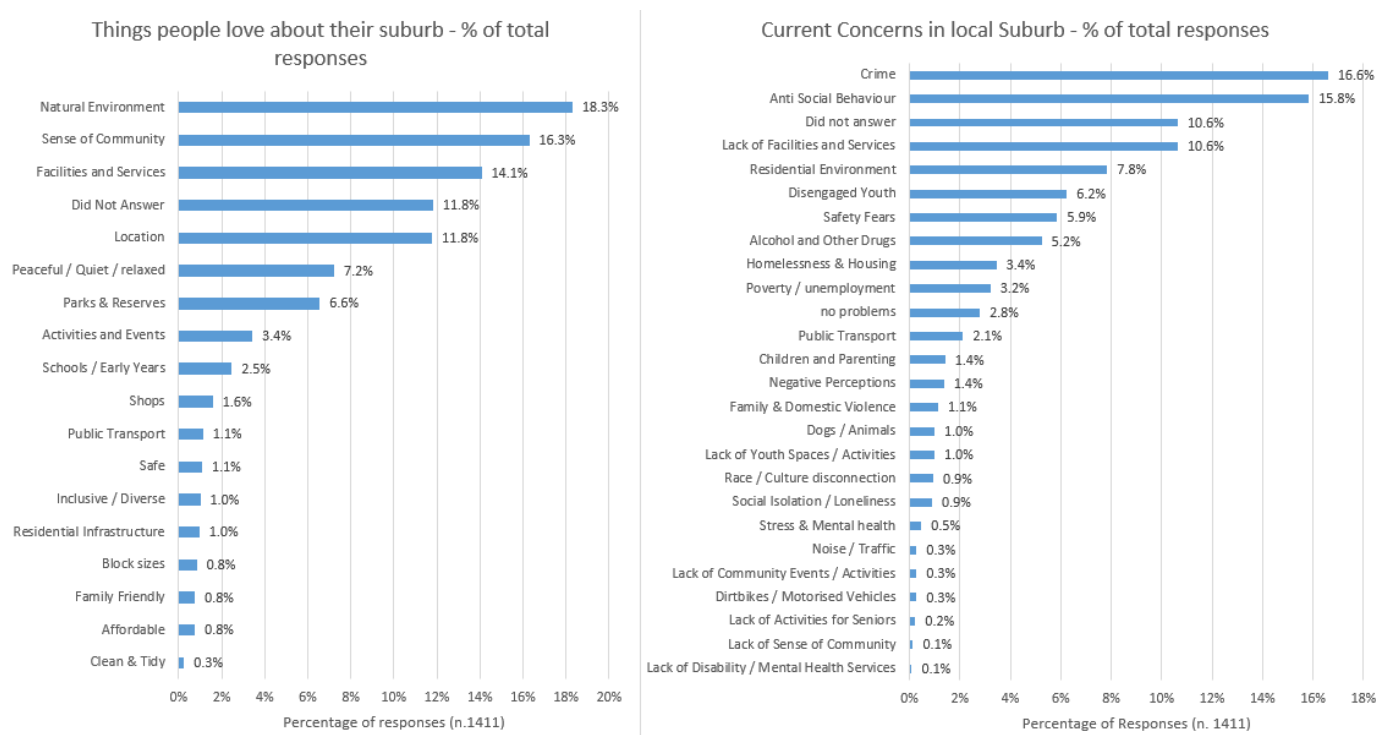


Figure 6: Results for the City of Armadale from the Growing our Communities campaign

Social Priority: Access to Essential Supports

Suburbs

- Armadale North and South

Rationale

As identified in the first Social Priority for Armadale South and North, Armadale has the greatest percentage of residents earning less than \$800 per week and high levels of unemployment. It also has the equal highest percentage of residents in housing stress.

Lack of access to facilities and lack of services have been identified as a significant concern by both residents and service providers. Homelessness, housing costs and overcrowding have become an increasing concern in the City and is known to lead to further social issues such as food security, school attendance and maintenance of employment.

Overall City Response: Support residents to ensure access to essential health and welfare services through information sharing and promotion, including for residents experiencing homelessness, food security and other financial crises. Strategies also include sector support, community education and advocacy.

Social Priority: Neighbourhood and Community Connections

Suburbs

- Harrisdale
- Haynes
- Piara Waters

Rationale

Whilst the data indicates that these suburbs, particularly Piara Waters and Harrisdale, do not have the same level of disadvantage experienced by residents in other localities, these suburbs are new and it can take time for communities to settle and become established. In addition, the feedback from residents show that there is a level of disconnection in the community particularly with regards to different cultural backgrounds. This may be correlated to Piara Waters and Harrisdale having a higher than the City of Armadale average percentage of people not being fluent in speaking English.

The number of child safety investigations, and crime statistics are lower for these suburbs than for the City as a whole. However community services are still required; and according to the participants at the City and sector stakeholder workshops, there is not enough office spaces available to services outside of the Armadale city centre area, thus creating service gaps in new suburbs such as Hilbert, Haynes, Forrestdale, Piara Waters and Harrisdale. It was also noted that there were long delays in building promised facilities in these new communities.

Residents can feel isolated due to physical factors such as mobility, transport or geography. They may not be connected with neighbours or other City residents for social reasons such as being a new resident or having low levels of English language. They may feel unsafe being outside of their home. Connecting with one's community is a known factor in mental health and wellbeing and having trusted neighbours provides a very practical level of support in times of need.

Overall City Response: Build social connections between residents through community capacity building activities such as Town Teams, Residents Associations, community barbeques, and informal contact groups and activities. Will include groups of specific interest such as the Multicultural Advisory Group and support activities for isolated older people.

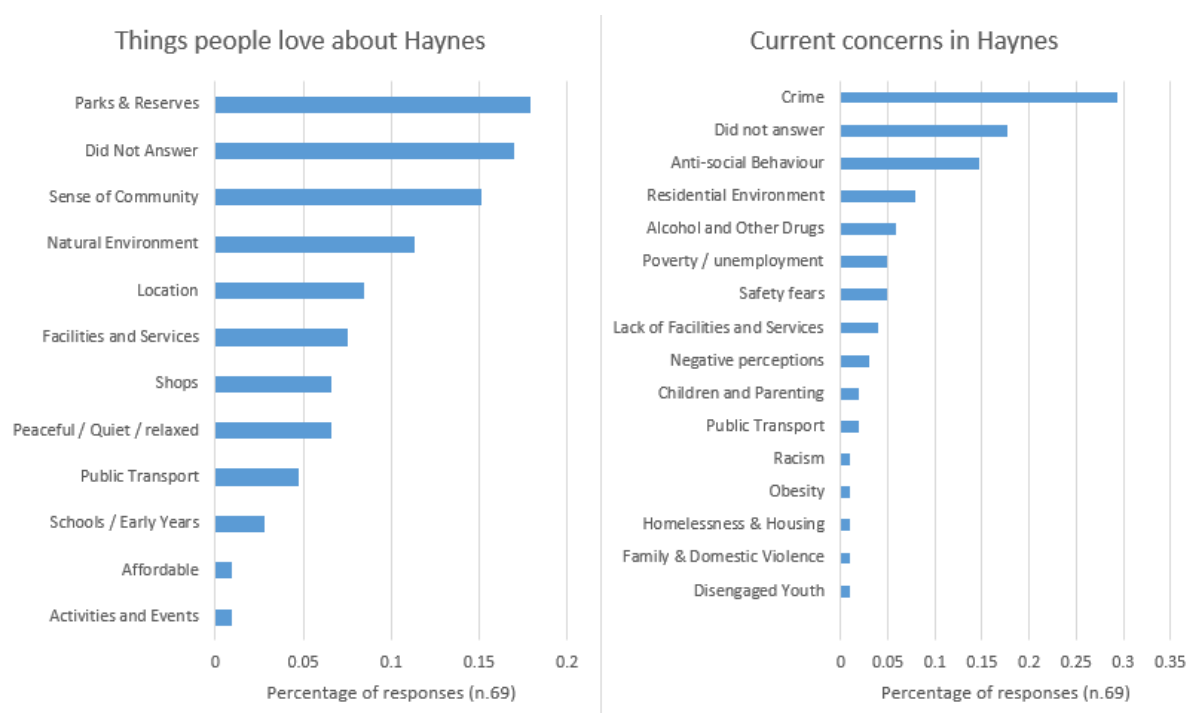


Figure 7: Results for Haynes from the Growing our Communities campaign

Projects that will continue alongside and link with the Social Priorities approach

There are four categories of initiatives that will continue outside of the Social Priorities approach – please note the latter three in particular link into the responses to the identified Social Priorities.

- Legislative Projects – the City’s Access and Inclusion Plan. All local governments are required to have these legislation-based Plans and report on how Council is complying.
- Council Policies – the Financial Assistance program including the administration of the Community Grants program twice per year, and the Donations program which is available all year round.
- Sector Networks – the six sector networks are important so that officers can keep updated with what is happening in the community however for the City to commit time and resources, officers are working with the networks to use the opportunity to collectively achieve results for the particular cohort/area the network membership provides services for.
- Grant Funded – Armadale Volunteer Services is partly funded by the Department of Communities.

ANALYSIS

The purpose of presenting suburb-level data to Council and its analysis is to indicate the most important priorities to direct the City’s staff and budget resources. Drawing on the lived experiences of residents in the suburbs and considering these in the context of demographic data and specific information of service organisations can provide a sound rationale behind identifying what are the most important social priorities to the City’s diverse communities.

The responses will be determined on the basis of good practice principles and will comprise a range of strategies, some of which upon evaluation may also be replicated in other suburbs with required amendments to suit the characteristics of that suburb.

OPTIONS

Council has the following options:

Selection of social priorities:

1. Endorse the suburb-level social priorities detailed in this report
2. Do not endorse the suburb-level social priorities detailed in this report
3. Request further information on the suburb-level social priorities

CONCLUSION

The value of using a range of data sets including the findings from community engagement to inform how to spend ratepayers’ money is that it is an objective way of determining what is happening in the communities in the City and what matters most to residents. It is for this purpose that Council is presented with the data and its analysis to determine the most important social priorities on which the City’s efforts may be directed.

ATTACHMENTS

There are no attachments for this report.

RECOMMEND

C11/5/23

That Council endorse the four suburb-level social priorities detailed in this report.

Moved Cr M S Northcott

MOTION CARRIED

(7/0)

2.2 - PUBLIC ART POLICY

WARD : ALL

FILE No. : M/196/23

DATE : 16 April 2023

REF : RM

RESPONSIBLE : Executive Director
MANAGER Community Services

In Brief:

- This report presents an amended draft Policy: *Public Art*
- Recommend that Council:
Endorse the amended draft Policy: *Public Art*

Tabled Items

Nil

Decision Type

- ☒ **Legislative** The decision relates to general local government legislative functions such as adopting/changing local laws, town planning schemes, rates exemptions, City policies and delegations etc.
- ☐ **Executive** The decision relates to the direction setting and oversight role of Council.
- ☐ **Quasi-judicial** The decision directly affects a person's rights or interests and requires Councillors at the time of making the decision to adhere to the principles of natural justice.

Officer Interest Declaration

Nil

Strategic Implications

Strategic Community Plan Community

1.1 *Foster and Strengthen Community Spirit*

- 1.1.1 Facilitate a dynamic calendar of events, festivals and cultural activities that activate suburbs, foster community connections, celebrate the diversity of the community, encourage a sense of place for residents as being part of the City of Armadale and to attract "first-time" visitors to the City in order to contribute to changing the narrative regarding Armadale.

Environment

2.2 *Attractive and Functional Public Spaces*

- 2.2.4 Develop, improve and maintain quality parks, playgrounds and public open space throughout the City

Leadership

4.1 Strategic Leadership and effective management

4.1.5 Establish comprehensive governance policies and processes

Art and Culture Strategy 2021 – 2025

Legal Implications

Local Government Act 1995:

s2.7 – The role of the Council – “(2) (b) determine the local government’s policies”

Council Policy/Local Law Implications

PLN 3.12 Percent for Public Art (Local Planning Policy)

This Policy – *Public Art* will be added to the City’s Policy Manual as an amended policy.

Budget/Financial Implications

The public art component of the current policy comprises an annual budget allocation of \$100,000 every second financial year. In addition, developers may contribute funds as per the PLN 3.12 Percent for Public Art (Local Planning Policy).

Consultation

1. Executive Leadership Team (ELT)
2. Development Services Directorate

BACKGROUND

Council policies are an essential part of Council’s governance framework. They guide Council and Officers in their decision making. Policies can be developed to respond to legislative requirements, discretionary legislated powers and/or non-legislated functions/activities of Council.

The objective of the amended draft Policy: *Public Art* is to provide an administrative framework for public art commissions, maintenance and management of all aspects of public art across the City of Armadale.

With regards to the scope of the draft Policy, it applies to City staff and external organisations looking to establish new artworks, maintain or decommission existing public artworks across the City. Public art is diverse in nature and it is recognised that different approaches are often required depending on the artwork’s purpose, expected life and the budget commitment.

The City’s Art and Culture Strategy

In June 2022 (CS29/6/22), Council endorsed the following recommendation pertaining to the draft Arts and Culture Strategy 2022 – 2026:

1. *Endorse the proposed Arts and Culture Strategy 2022 – 2026.*
2. *Amend the adopted 2022/23 Annual Budget to include funds of \$25,000 for the Music in the Mall program.*

The endorsed Arts and Culture Strategy contains a section dedicated to Public Art. The amended draft Public Art Policy provides detail on the processes and management required to implement the Strategy.

DETAILS OF PROPOSAL

It is proposed that Council adopt the amended draft Policy: *Public Art*. The Policy cites definitions, terms and priorities relating to the City's process of managing public art, and details the following categories:

- Key themes
 - Natural place
 - Vibrant community
 - History and heritage
 - Urban/rural gateway
- Artwork plaques
- Commissioning guidelines for City funded public artwork
 - Types of commissions
 - Artist brief
 - Public art approvals
 - Concept design
 - Preparation, installation and handover
 - Artwork launch
 - Commissioning Process Chart – City funded public artwork
- Commissioning Guidelines for Privately Funded Public Artwork as part of a Development Approval Condition Clearance Request (Percent for Public Art Submission).
 - Engaging with the City of Armadale
 - Lodging a Percent for Public Art Submission
 - Percent for Public Art Submission Criteria
 - Approval criteria and process
 - Building permits
 - Practical completion criteria
 - Monetary contributions
 - Commissioning Process Chart – privately funded public artwork
- Maintaining Existing City Owned Public Artwork
- Decommissioning City Owned Public Artworks

In addition to the amalgamation of the Policy and Management Practice to align with the updated format for City policies, the key amendments of the amended draft Policy comprise guidelines for different types of public art commissions. These include medium to long term public art, community public art and temporary public art.

It also provides comprehensive detail on the City's process for managing applications from private developers.

ANALYSIS

The amended draft Policy: *Public Art* provides clear and practical guidance for City Officers to manage public art works spanning different categories. This was an important addition, as for example, community art projects are increasingly used as an engagement tool, conducive to contributing to local ownership and pride. With larger and more iconic public art and whether funded by the City or privately, the amended draft Policy provides comprehensive guidelines to maximise the opportunity to ensure that the art work enhances the unique identity and sense of place of Armadale. The policy also makes it clear that the process of providing concept designs and formal presentations by artists is only required for commissions of >\$50,000.

OPTIONS

Council has the following options:

1. Endorse the amended draft Policy: *Public Art*
2. Do not endorse the amended draft Policy: *Public Art*

Option 1 is recommended.

CONCLUSION

The amended draft Policy: *Public Art* provides clarity and detail on managing public art across a range of categories. It is envisaged that once the amended draft Policy is endorsed it will allow for a more streamlined process to be applied, thus contributing to the aim of highlighting the City of Armadale's strengths in the arts field, community pride and unique identity.

ATTACHMENTS

1. Draft COA Public Art Policy - 2023

RECOMMEND

C12/5/23

~~That Council endorse the amended draft Policy: *Public Art*.~~

That Recommendation C12/5/23 be not adopted and recommitted to the next Community Services Committee.

Moved Cr K Busby
MOTION CARRIED

(7/0)

Amended
at
Council
Meeting
of 8 May
2023

****2.3 - FINANCIAL ASSISTANCE POLICY**

WARD : ALL

FILE No. : M/184/23

DATE : 3 April 2023

REF : RM

RESPONSIBLE : Executive Director
MANAGER : Community Services

In Brief:

- This report presents an amended draft Policy: *Financial Assistance*.
- Recommend that that Council endorse the amended draft Policy: *Financial Assistance*.

Tabled Items

Nil

Decision Type

- ☒ **Legislative** The decision relates to general local government legislative functions such as adopting/changing local laws, town planning schemes, rates exemptions, City policies and delegations etc.
- ☐ **Executive** The decision relates to the direction setting and oversight role of Council.
- ☐ **Quasi-judicial** The decision directly affects a person's rights or interests and requires Councillors at the time of making the decision to adhere to the principles of natural justice.

Officer Interest Declaration

Nil

Strategic Implications

- 1.4 An Inclusive and Engaged Community
- 1.4.3 Ensure the provision of culturally appropriate services and programs in the City
- 1.4.4 Facilitate the provision of facilities, services and programs to meet the needs of the City's current and future demographics
- 4.1 Strategic Leadership and effective management
- 4.1.5 Establish comprehensive governance policies and processes

Legal Implications

- *Local Government Act 1995:*
s2.7 – The role of the Council – “(2) (b) determine the local government's policies”

Council Policy/Local Law Implications

This Policy – *Financial Assistance* will be added to the City's Policy Manual as an amended policy.

Budget/Financial Implications

The categories of the current Policy comprise the following annual budget allocation for the 2022/23 financial year:

- Donations and Scholar Awards: \$31,700
- Community Grants Program: \$63,300

Within the Donations category of the amended draft Policy, the donation caps for an individual representing the City, their state or their country in a sporting, recreation or development endeavor are set as follows:

- (a) Attendance within WA up to \$150
- (b) Attendance Interstate up to \$250
- (c) Attendance Overseas up to \$350

These amounts have not been increased since 2017. Council may decide to increase the Donations budget to facilitate an increase to these amounts and subsequently reflect this in the endorsed Policy.

Consultation

- Executive Leadership Team (ELT)
- Community Services Directorate

BACKGROUND

Council policies are an essential part of Council's governance framework. They guide Council and officers in their decision making. Policies can be developed to respond to legislative requirements, discretionary legislated powers and/or non-legislated functions/activities of Council.

The objectives of the amended draft Policy: *Financial Assistance* are to:

- (a) recognise and assist individuals and organisations that provide services and support to residents of the City of Armadale
- (b) respond to requests for financial assistance from individuals and organisations in line with the City's Strategic Community Plan
- (c) equitably support capacity building of the large number of community organisations operating in the City.

DETAILS OF PROPOSAL

It is proposed that Council adopt the amended draft Policy: *Financial Assistance*. The Policy cites definitions and terms relating to the City's process of providing financial assistance, and details the following related categories:

- Donations
 - Sporting, recreation and development donations
 - Fundraising donations
 - Nutrition in Schools Program
 - General donations

- Community Grants Program
 - Equipment grants
 - Community events or a one-off activity
 - Community project (extended program)
- Scholar Awards

In addition to the amalgamation of the Policy and Management Practice to align with the updated format for City policies, the key amendments comprise the additions of the Nutrition in Schools Program and the Scholar Awards initiative to the Donations category. The Scholar Awards initiative was considered by Council in December 2022 (C33/12/22) resulting in a resolution to increase the allocation of funds. The same report stated that the intention is to amend the current Financial Assistance Policy to include the Scholar Awards initiative.

ANALYSIS

The amended draft Policy: *Financial Assistance* now captures the Scholar Awards as an element of how the City supports young people in the community, and the inclusion of the Nutrition in Schools Program reflects the increased need for support to children and families.

Council may wish to increase the Donations budget to facilitate a corresponding increase in the amounts offered to individuals applying for assistance when representing the City, the state or the country in their sporting, recreation or development endeavors.

OPTIONS

Council has the following options:

1. Endorse the amended draft Policy: *Financial Assistance*
2. Do not endorse the amended draft Policy: *Financial Assistance*

Option 1 is recommended.

CONCLUSION

The amended draft Policy: *Financial Assistance* contains the inclusions of the Scholar Awards and the Nutrition in Schools Program within the Donations category. The overall aim of these amendments is to address what is most needed in the community with the resources available in the context of the support local government is best placed to offer.

ATTACHMENTS

1. Draft Policy - Financial Assistance (002)

Officer Recommendation

That Council endorse the amended draft Policy: *Financial Assistance*

Committee Discussion

The Committee discussed the draft Financial Assistance Policy and amended the recommendation as follows. The Policy will be updated to reflect these amendments.

RECOMMEND

C13/5/23

That Council endorse the amended draft Policy: *Financial Assistance* that requires any events or activities to be conducted in the City of Armadale with the exception of sporting, and the addition of intra-state to the sporting donations section, and removal of the reference to Arena in the fundraising donations section.

***ABSOLUTE MAJORITY RESOLUTION REQUIRED**

Moved Cr Silver

MOTION CARRIED

(7/0)

COUNCILLORS' ITEMS

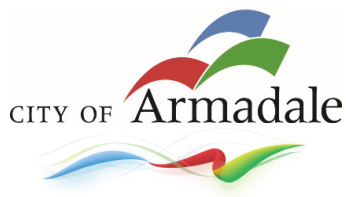
Nil

EXECUTIVE DIRECTOR COMMUNITY SERVICES REPORT

Nil

MEETING DECLARED CLOSED AT 8:50PM

COMMUNITY SERVICES COMMITTEE		
SUMMARY OF ATTACHMENTS		
2 MAY 2023		
ATT NO.	SUBJECT	PAGE
2.2 PUBLIC ART POLICY		
2.2.1	Draft COA Public Art Policy - 2023	33
2.3 FINANCIAL ASSISTANCE POLICY		
2.3.1	Draft Policy - Financial Assistance (002)	52



Policy

Public Art

Objective

This policy is to provide an administrative framework for public art commissions, maintenance and management of all aspects of public art across the City of Armadale.

Scope

This policy applies to City staff and external organisations looking to establish new artworks, maintain or decommission existing public artworks across the City. Public art is diverse in nature and it is recognised that different approaches are often required depending on the artwork's purpose, expected life and the budget commitment.

Policy Definitions and Terms

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

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

Public art can include (but is not limited to):

- The artistic treatment of functional infrastructure such as seating, bike racks, fountains, playground equipment and light posts which are unique
- Murals and mosaics covering external walls, ceilings, floors and walkways
- Sculptures, free-standing or incorporated to other facilities

For purposes of policy clarity, the following is NOT considered public art:

- Reproductions of original artworks by mechanical or other means (however, limited editions controlled by the artist, or original prints, cast sculpture, photographs, etc., may be included)
- Decorative, ornamental or functional elements of construction that are designed by an architect or other design consultants engaged by an architect, unless the City has provided prior agreement to in accordance with the commissioning guidelines outlined in this document

- Those elements generally considered to be components of the landscape architectural design, vegetative materials, pool(s), paths, benches, receptacles, fixtures, planters, etc., which are designed by the architect, landscape architect or other design professional (other than an artist) engaged by the primary designer or developer. Walls, bases, footings, pools, lighting or other architectural elements on or in which the artworks are placed or affixed, or mechanical elements and utilities needed to activate the artwork
- Art objects which are mass produced, ordered from a catalogue, or of a standard design, such as playground sculpture or fountains
- Directional or other functional elements, such as signing, business logos or names related to the development or building owner, colour coding, maps
- Statues, representations of historical figures or historical plaques, unless part of a larger artwork designed by a professional artist where the work illuminates historical facts and deeds significant to the community
- Purchase of existing artworks without the selection process, as provided for in the commissioning guidelines outlined in this document.

Artist: For the purpose of this policy, an artist can be defined as someone who meets at least two of the following categories:

- A person who has had work purchased by major public and private collections, including (but not limited to) the Art Gallery of Western Australia, any of the university collections, Local or State Governments
- A person who has a proven track record and regularly earns income from arts related activities, such as selling artwork or undertaking public art commissions
- A history of exhibiting their artwork at reputable art organisations that sell the work of professional artists ie galleries
- Possess a university degree or minimum three year full time TAFE Diploma in visual arts, or when relevant, a qualification in other art forms such as multi-media

Policy

1. Introduction

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

2. Objectives

The objectives for public art within the City of Armadale are:

- A. To provide new public art within the City through City funded projects and private development.
- B. To promote excellence, creativity and innovation in the delivery of public art, which enables the public amenity of public spaces.

- C. To provide opportunities for a wide variety of artistic outcomes, including permanent, temporary and mural artworks, that engage and interact with the community.
- D. To contribute to and enhance the sense of community identity and increase cultural tourism.

3. Key Priorities

- **Instil Local Pride:** High quality art outcomes that are relevant to the local community, yet are also inspiring to a visiting audience should encourage a sense of community pride.
- **Grow Local Arts and Culture:** Public art should help local artists thrive and flourish in Armadale and it should tell local stories contributing to a strong local culture.
- **Community Vibrancy and Engagement:** Where appropriate public art should follow good community consultation and engagement practices, to encourage a sense of community ownership, knowledge and intergenerational exchange. The outcomes should be entertaining and engaging.
- **Sustainable Economy:** Public art should contribute to a cultural tourism offering in Armadale. It should assist in building business relationships for a more attractive and economically viable City.

4. Key Themes

The four key themes distilled from the research and community engagement phases of the 2016 Public Art Strategy continue to remain relevant today. They will be used to plan public art projects that are relevant to Armadale, by drawing on one or more of the unique Armadale narratives that flow from each theme noted below. These will be the basis for public art briefs developed by the City of Armadale and others delivering public art across the City.

Natural Place: Armadale is a place of great natural beauty. With its forest-covered hills, beautiful rivers and waterways, nature reserves, and scenic valleys, it is home to many kinds of stunning flora and fauna and is considered a wildflower hotspot. Throughout Armadale's many important bushland parks and reserves are hundreds of plant species, some of which are "declared rare and priority flora species." Located on the Darling Scarp, Armadale is affected by the strong easterly winds and bush fire risk that characterise the Perth Hills region. The Scarp also has important geological significance, which gave rise to the Armadale brickworks in the 20th century.

Vibrant Community: Armadale has a highly engaged, multifaceted and multicultural community. The City's estimated resident population forecast for 2023 is approximately 103,000 with 36.1% of residents born overseas. Aboriginal or Torres Strait Islander people comprise 3% of the City's population compared to 2% for Greater Perth. The City is also one of the fastest growing local government areas in Western Australia and in the country and with its population forecast to reach 148,346 by 2041.

Community engagement campaigns conducted over the years indicates that community safety, a sense of connection with others and the natural environment are important priorities for the Armadale community. The community comprises a wide range of socio-economic backgrounds, family structures and over 150 community groups.

There is an opportunity for arts and cultural activities to tell positive stories of community spirit as there are many inspiring stories to tell. Armadale has a highly active and talented creative community, with a rich culture and focus on artistic production. Positive stories of community spirit in the face of challenges and adversity abound, including historic settler tales, through to the regrowth and volunteering spirit associated with the significant bush fires of 2011.

History & Heritage: The City of Armadale takes great pride in its history and cultural heritage. Through the City's webpage, as well as through the institutions in the Minnawarra Historic Precinct, such as the Minnawarra History House Museum, public artists and other cultural workers can obtain a rich tapestry of information on the history and heritage of Armadale. The area now known as the City of Armadale was originally exclusively occupied by the Noongar people, and there is still a strong Noongar community presence in Armadale today. The Noongar people were very connected to the land. Their survival depended on a thorough understanding of the environment and the plants and creatures in it. This information has been passed down to Noongar elders of today, making them valuable sources of cultural knowledge.

With the arrival of Europeans to Western Australia the Swan River Colony was created in 1829 and the town of Kelmscott was established as an army barrack. Kelmscott was proclaimed a town site in 1830, making it one of the oldest towns in the state. The district prospered in the early days as a centre for timber cutting, orchards, dairies, market gardens and brickmaking works. The official opening of the railway line from Perth to Bunbury in 1893 accelerated the development of Armadale and Kelmscott, and by the end of the 1920's the significant roadways that connect Armadale began to be established; the area remains an important transport hub today.

During the early 1900s, planting of orchards grew at an increasing rate in Roleystone and Karragullen. This was a time of Italian migration into the district. The following decades saw unprecedented population growth for the region. Whole new areas of housing appeared, with many of the residents being British immigrants. By 1970 major urban development was taking place on the slopes of the Darling Scarp. In 1985 Armadale was granted City status. From the deep and rich history of Armadale's Aboriginal people, the fascinating tales from early settler life, the significance of the first settlement in Kelmscott, the important military, industrial and transport stories, Armadale's rich history provides much inspiration for story telling through public art.

Urban/Rural Gateway: The City of Armadale is recognised as a strategic regional centre servicing urban and semi-rural communities. Straddling the cross-over between the Perth coastal plain and the Darling Scarp, Armadale comprises a unique mix of urban development, forested hills and agricultural lands.

The City is a vital regional centre for Perth's expanding south-east corridor, and an important connection to the rural areas further east. It is a semi-rural retreat and hinterland; a quick getaway destination for Perth residents. Armadale is the site of important rail and road intersections. The intersection of Armadale Road with South Western and Albany Highways is an important landmark, not only for motorists travelling south/southeast, but also because of its historic significance as the location of Armadale's historic hotel precinct. Its strategic location at these gateway arterial routes, close to Perth, but linked to rural areas, has led to Armadale establishing itself as a modern urban hub and a major metropolitan shopping, commercial and service centre. Increasing development and building activity continues in the newer western suburbs, which are the focus of intense residential and infrastructure development, with new schools, shopping and recreation facilities. Residential growth is supported by an expanding commercial/industrial precinct, with increased business and employment opportunities adding to the positive regional economic outlook.

5. Artwork Plaques

In line with Australian Copyright Law, a plaque is to be developed for each public artwork. These plaques are to be consistent in format and include the following information:

- The title of the artwork (most prominent text)
- The artist's name
- The year the artwork was commissioned
- The name of the commissioner and/or logo eg. City of Armadale
- Details of any partner organisations or funding bodies (if required).

In some instances the artist statement may also be appropriate to include on the plaque to assist in interpretation of the artwork.

6. Commissioning Guidelines for City Funded Public Artwork

6.1 Types of Commissions

Type	Description	Anticipated Funding Source	Process Requirements	Estimated Budget Per Artwork	Anticipated Lifespan	Community Consultation
Medium to Long Term Public Art	Considered permanent public artworks, these are works that have high value and can be in various forms such as murals, sculpture or digital works.	Public Art Reserve Fund and/or Public Art Budget	Request for Quote/ /Registration of Interest, Public Art Assessment Panel, Memo to Councillors	>\$50,000	>10 years	Limited or information only
Community Public Art	Artwork that is created with the involvement of community members or groups, such as local residents or school students. Community art is usually produced through a collaboration project between a qualified artist and the community group.	Program Funding	Basic Registration of Interest or Direct Invite, Manager Approval, Memo to Councillors	<\$50,000	5-10 years	Consultation, co-design and/or installation
Temporary Public Art	Artwork designed to be installed for a short-time such as seasonal programming, artworks from natural fibres or chalk	Program Funding	Basic Registration of Interest or Direct Invite, Department approval if required, inclusion in Information Bulletin.	>\$5,000	<1 year	Various

All contracting of artists must also follow the requirements outlined in the Procurement Policy.

6.2 Artist Brief

When the City of Armadale is seeking to shortlist artists for a project, artists are invited to submit a Request for Quote (RFQ) or a Registration of Interest (ROI) in response to the artist brief. The request will be made either directly to appropriate artists, or through public promotion such as advertising or social media depending on the size, scale and objective of project.

The artist brief will be prepared following consultation with appropriate stakeholders and will provide the following, which is not intended to dictate the actual design of the finished artwork, but leave sufficient flexibility for artistic interpretation and creative response. The information and level of detail provided as well as the submission requirements will be relevant to the scale of the project.

Background

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

- Overview of the City and context of this artwork within this
- Project background
- Location, including any permissions required to install art on private or public land
- Estimated timing
- Allocated budget (this could be a budget range or left open for quotes if appropriate)
- Process for ROI (include shortlist information and assessment criteria and process).

Artist Selection Criteria

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

- CV, including qualifications, and information addressing the City's definition of Artist
- Three examples of previous work, including photo, location, budget and one referee per project
- Written response outlining approach to the artwork brief
- Evidence of relevant insurances such as Public Liability.

The Arts and Events Team are to be engaged in all City commissioned public art projects, to provide input and recommendations throughout the process and cross reference alignment with other public art across the City.

Following the ROI deadline, artists are shortlisted by City officers with the top three prepared for approval.

6.3 Public Art Approvals

Type	Approval Requirement	Est. Approval Timeline
Medium to Long Term Public Art	Public Art Assessment Panel (PAAP) to be provided a report on the applicants, shortlisting process and recommended applicants for further consideration. Once the Panel agrees on shortlisted candidates the artists are contracted to develop a concept design and present to the Panel. The Panel will rate applicants and finalise successful applicant. Councillors will be advised by a Memo. The PAAP can refer the decision to Council, if they feel further input is required.	3 months
Community Public Art	Following the community engagement the artist finalises the concept design and submits it to the contracting City officer with a statement outlining the consultation process and outcomes and the local relevance of the work. This is sent to the Arts and Events Team for input and presented to the Manager of the relevant Department for final approval. A Councillor memo will then be distributed.	<1 month
Temporary Public Art	The approval requirement will be determined within the Department commissioning the work and will be relevant to the anticipated life of the artwork, for example chalk drawings on a pavement won't require pre-approval, however they will need to be monitored at the time of application. Bush trail art however may have concepts submitted and be approved by City officers delivering the project.	<2 weeks

On rare occasions a high end mural project (medium to long term public art) may be commissioned by the City which attracts national and international artists at a reduced cost for the compromise of providing artists maximum creative control. An example is the ReDiscover Urban Arts Trail in the Armadale city centre. These works may be commissioned by the City with prior approval of the artists' brief, summary of proposed artists and project plan from Public Art Assessment Panel, with the understanding that final concept approval by the Panel will only be to ensure that the artwork is not offensive or detrimental to the local community. Final concepts will be provided to the Panel for approval either via email or a meeting.

Public Art Assessment Panel

The Public Art Assessment Panel will meet as required to assess and approve medium to long term public art proposals in accordance with the specifics of this Public Art Policy. The Panel have the authority to make decisions to approve or defer to the Committee for approval.

The Public Art Assessment Panel consists of:

- The Mayor or delegated elected member
- CEO or relevant City of Armadale Officer designated by the CEO
- Manager Community Development
- The City's Art Contractor commissioning the work (where applicable)
- The City's contracted Art Curator.

For medium to long term public artworks, each shortlisted artist will be commissioned to prepare a detailed visual concept of their proposal. They will then present this to representatives from the Public Art Assessment Panel.

The panel will assess against the criteria detailed in the original Artist Brief and in accordance with this Public Art Policy.

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

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

6.4 Concept Design

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

The concept design submission must include all of the following that are relevant to the project:

- Details of the artist's qualifications, experience and suitability for the project (already submitted in the ROI process)
- Concept documentation; including research, concept development, and a detailed statement addressing compliance with the public art policy themes
- Visual concept plans of the artwork(s), including plans to scale, dimensions, materials, colours surface treatments, an indication of the relationship of the artwork to the site. This may be represented with a model or 3D graphic representation depending on the project and artist style
- Budget breakdown, including materials, artist fees, construction cost and installation costs;
- Identify anticipated planning approval/building licence and engineering certification requirements as appropriate with scale, nature and size of project
- A brief outline of the ongoing maintenance required (noting a detailed maintenance manual will be required for the successful artist).

6.5 Preparation, Installation and Handover Preparation

Public artworks may require government approvals such as a development approval, building approval and/or engineering certification. The artist will be responsible for liaising with the correct departments and obtaining the relevant local government approvals. The following documents will need to submit to the City's Building and Planning Departments to confirm what approvals are required:

- Site location plan to scale
- Detail concept design - scale drawings, including materials and finishes
- Structural drawings (if required) and associated approvals.

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

Installation and Handover

The artwork is to be finished and accepted before installation, once accepted the artist will arrange for the safe and legal installation of the work. The Artists is to provide a Risk Management Plan to demonstrate how appropriate health and safety legislation is being adhered to, ensuring a safe working environment during construction and installation.

The City will arrange for the installation of a plaque that acknowledges the artist, the title of the work and the year it was made.

Prior to the final handover the artist is required to provide details of the artwork for the City's public art register and a Maintenance Manual. Once these are received, the final payment is then made to the artist.

Details of the Artwork – Public Art Register

- Year artwork was made
- Title of artwork
- Artists statement relating to the artwork
- Name of artist, bio and contact information
- Details of any collaborators
- Materials utilised

Maintenance Manual

- The expected life span of the work
- Recommended maintenance schedule
- Details of materials used
- The method of construction and the fabricator and subcontractors details
- Electrical and mechanical systems installed
- Finishes to the surfaces such as formulae for patinations

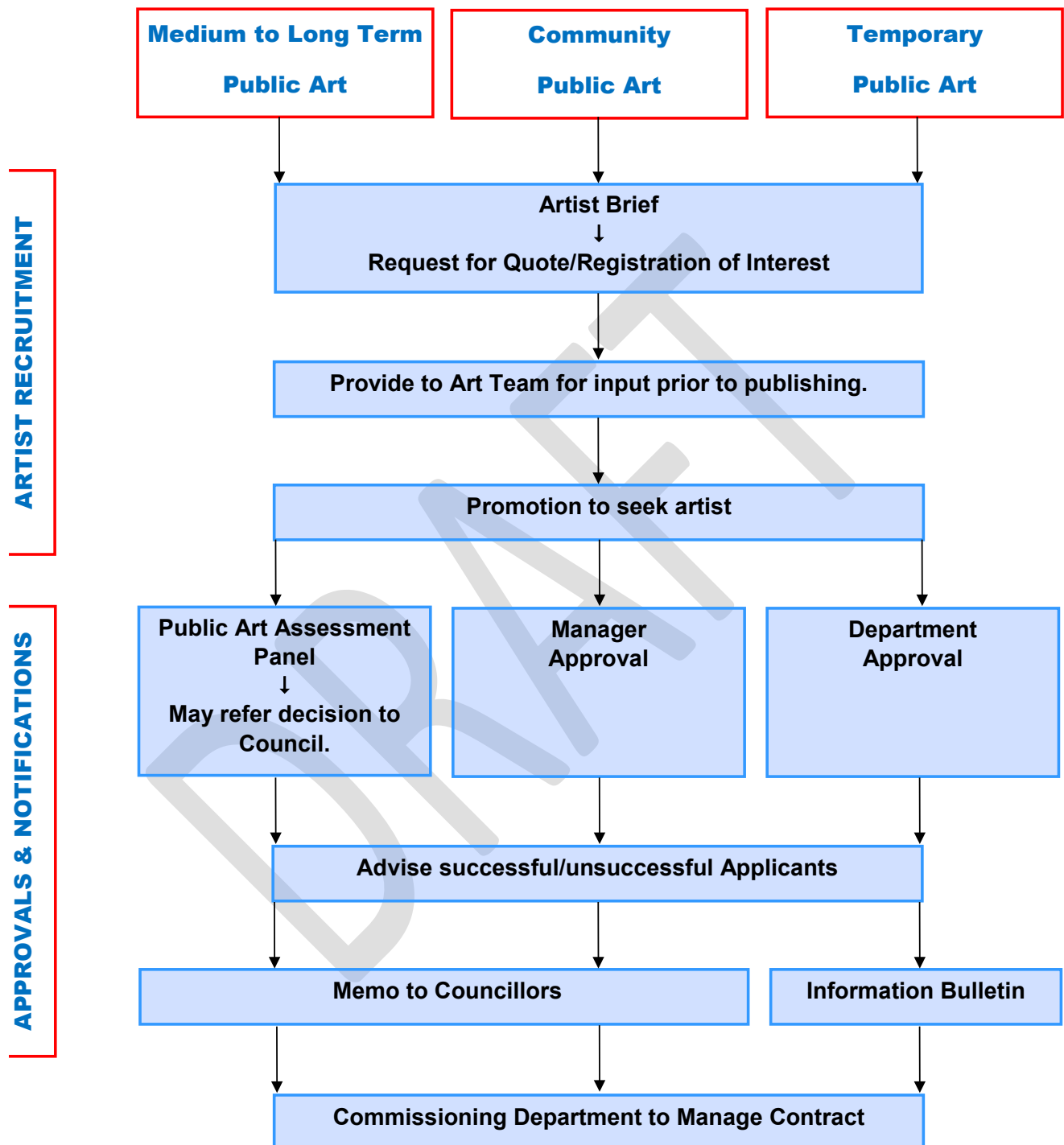
- As installed drawings
- Photographs, documentation and evaluation of the process
- Estimate of maintenance and replacement costs.

6.6 Artwork launch

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

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6.7 Commissioning Process Chart – City Funded Public Artwork



7. Commissioning Guidelines for Privately Funded Public Artwork as part of a Development Approval Condition Clearance Request (Percent for Public Art Submission).

In accordance with PLN 3.12 – Percent for Public Art Local Planning Policy, certain Development Applications will be conditioned to either provide a:

- a) Monetary contribution to the City for the future funding of public art; and/or,
- b) Install public art within the property.

Refer to PLN 3.12 for further information on which applications will be required to provide public art or a monetary contribution.

The following process's outlines what the requirements are in order to clear the percent for art conditions of Development Approval.

7.1 Engaging with the City of Armadale

Private developers or land owners are to utilise this Public Art Policy and the Percent for Public Art Local Planning Policy PLN 3.12 to guide them through the process of commissioning public art in Armadale in order to clear a percent for public art Development Approval condition.

It is recommended that the developer/land owner engage the City's Planning Department and Arts and Events Team prior to contracting an artist, to outline their proposed approach and the potential location of the public art work. At this stage they would email through the artist brief, the community consultation process and any other relevant details of the proposed development including the address, developer and the development approval details. The City's Planning Department will liaise with the Arts and Events Team to provide feedback to the developer/land owner on the proposal within 30 days.

7.2 Lodging a Percent for Public Art Submission

Where public art is proposed by a private developer on privately owned land, the Developer is to engage an appropriately qualified and experienced artist, as defined in this Policy, and lodge a Development Application Clearance request to the City's Planning Department containing the public art submission.

The Percent for Public Art Submission is to contain all the required information outlined in the Percent for Public Art submission form and checklist.

Planning Services will then refer the Public Art Submission to the Arts and Events Team to assess and advise Planning Services whether the submission satisfactorily clears the relevant Condition.

7.3 Percent for Public Art Submission Criteria

The public artwork by the private developer shall address Clause 4 of PLN 3.12, the Percent for Public Art Submission form and Checklist, in addition to the following criteria:

Themes

Commissioned artwork is to align with one of the four themes outlined in this policy. It is important that the local community benefits from the public art that is commissioned across the City, this can be by means of building awareness of local assets, capacity building, economic benefit or simply beautifying. The greater the community benefit the more favourably the project will be considered.

Construction Criteria

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

- Minimising the potential for damage, vandalism, weathering and abnormal wear and tear
- Not presenting a potential unacceptable risk of injury or potential unacceptable risk to personal safety
- Not posing a traffic or pedestrian hazard
- Not presenting maintenance difficulties
- Not being detrimental to the natural environment
- All materials used should be permanent, durable and requiring a low level of maintenance
- Mural artwork proposed will require the application of an anti-graffiti coating or address issues of graffiti prevention

Maintenance Criteria

A detailed maintenance guide is to be provided, as outlined in point 8. The maintenance period commences on the date for Practical Completion.

7.4 Approval Criteria and Process

The City will liaise with the Developer to achieve the best results for the public art project and the local community. The City will assess and provide feedback to the developer on the public art submission within 30 days of receiving the submission.

Once Communities Services is satisfied with the Percent for Public Art Submission, Planning Services will be notified and Planning Services will advise the developer that the relevant condition has been partially cleared. Full clearance can be provided when the public art work has been constructed. Refer to section 7.6 - practical completion below.

7.5 Building Permits

Public artworks may require building permits and/or engineering certification. The artist /developer will be responsible for liaising with the City's Building Department once the percent for public art submission condition has been cleared. The following documents will need to submit to the City's Building to confirm what approvals are required:

- Site location plan to scale
- Detail concept design - scale drawings, including materials and finishes
- Structural drawings (if required) and associated approvals.

7.6 Practical Completion Criteria

Upon reaching Practical Completion the developer/landowner is to install a commemorative plaque acknowledging the artist(s). The plaque is to be located close to the artwork and cite the title and date of the public artwork along with the artist's name.

In order to confirm that the artwork complies with the approved Percent for Public Art submission, the City's Arts Officer is to arrange an inspection of the completed artwork to be attended at least by the Artist/s, Major Events and Arts Coordinator, relevant Planning Officer, Developer and any other specialist required (depending on the artwork) at a time convenient to all parties.

Private Land

Following Practical Completion of public art on private land, the Developer is to:

- A. Carry out any remedial works noted during the Practical Completion inspection without delay
- B. Undertake the maintenance of the Artwork for the life of the overall development associated with the public artwork.

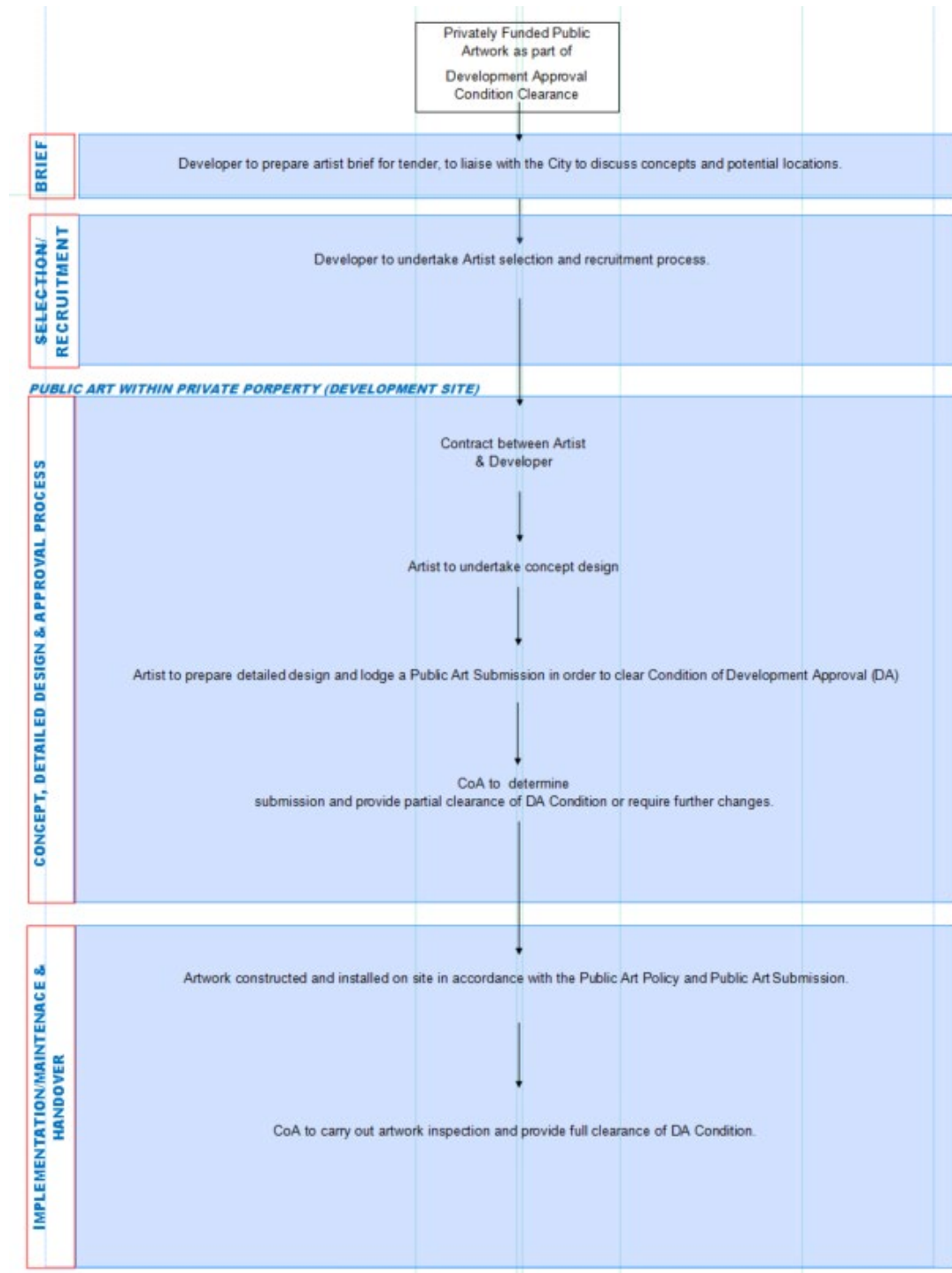
7.7 Monetary Contributions

Where monetary contributions is to be provided, as part of condition of Development Approval, the applicant is to complete and lodge the Percent for Public Art Form with the appropriate fees.

Planning Services is to:

- forward copy to cashiers and request notification when payment is made
- prepare a memo to finance (Template-CD/151666/18)
- prepare a Public Art reserve account information table (Template-CD/151661/18)
- send the table and memo, receipt details and a copy of the determination to Finance Services.

7.8 Commissioning Process Chart – Privately Funded Public Artwork (as part of DA Condition Approval)



8. Maintaining Public Artwork

The artist is to provide a detailed maintenance guide addressing:

- A. materials utilised including brands, colours, application details and safety sheets where relevant
- B. recommended maintenance and cleaning requirements including the proposed maintenance schedule and estimated annual cost
- C. recommended conservation approach and contractors, including estimated cost for replacement

It is industry best practice to give the artist the first option to undertake more intricate maintenance work. In the instances where the work is routine, such as mowing, buffing and cleaning, the current owner of the artwork would undertake the responsibility for completing this work.

The maintenance period commences on the date for Practical Completion.

Where public art is located on land managed by the City of Armadale, it is intended that the artwork become the property of the City. For artworks commissioned by the City this occurs immediately following handover by the artist. For privately commissioned artworks, which have also been accepted by the City, this will also be considered property of the City as per the contract. Public art that is located on private land will be maintained by landowners and not the City.

Maintenance reports will be adhered to as closely as is practicable to maintain the condition of the artwork.

9. Decommissioning Public Artworks

Considerations for decommissioning Public Art include:

- A. The site for which a site-integrated artwork was specifically created is structurally or otherwise altered and can no longer accommodate the work, or is made publicly inaccessible
- B. The site or art constitutes a threat to public safety
- C. The work is at the end of its intended life span
- D. Maintenance and repair obligations and costs have become excessive in relation to the value and age of the artwork
- E. There is irreparable damage through vandalism or decay
- F. There is a significant threat of damage of the work if left in its current location
- G. The work has become unsafe, or is affected by changes in health and safety regulations
- H. The site where the work is located is to be redeveloped or physically altered
- I. The work is no longer relevant or appropriate, and the commissioning party wishes to commission a new work for the site.

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

- A. Make reasonable attempt to advise the artist prior to any relocation, sale, alteration, or removal of an artwork
- B. The artist, owner, commissioners, maintenance contractors, and if appropriate professional assessors should be advised
- C. Where possible it is important to be sensitive to the views of the general public and any community groups who were involved in the original commission and to any other culturally sensitive matters relevant to the work
- D. The review should examine the artwork maintenance file, as well as any contractual agreements between the artist and the commissioning party regarding the maintenance or decommissioning of the work
- E. If immediate replacement is not available and the artwork was commissioned as a permanent piece, then all reasonable effort should be made to avoid permanent removal within the year of its installation
- F. The artwork is to be documented via photograph/video footage and the plaque to be preserved through History House

Applicable legislation

Act	Copyright Act 1968
Regulation	
Local law	
Policy	PLN 3.12 – Percent for Public Art Local Planning Policy

Delegation of Power

- NA

Link to Influencing Strategies or Plans

- City of Armadale Arts and Culture Strategy
- Percent for Art Policy
- Community Development Strategy 2021 – 2026

Link to Procedure

- NA

Other Implications

Financial/Budget Implications

- NA

Administrative Information

Adopted on	
Reviewed or amended	
Responsible department	Community Development



Policy

Financial Assistance

Objective

To:

- (a) recognise and assist individuals, organisations that provide services and support to residents of the City of Armadale
- (b) respond to requests for financial assistance from individuals and organisations in line with the City's Strategic Community Plan
- (c) equitably support capacity building of the large number of community organisations operating in the City.

Scope

This Policy applies to all employees including temporary/agency employees involved in the assessing and payment of Community Grants, donations and Scholar Awards to community organisations and individuals on behalf of the City. For large scale events, please see Policy: Major Event Sponsorship. For purchasing of services outside this scope please see Policy: Procurement of Goods and Services.

Policy Definitions and Terms

Acquittal: a written report to City of Armadale providing feedback on the activity or purchase for which a Community Grant was successful, with evidence provided that the funds granted were spent as per the grant applied for.

Activity: a one-off or on-going project or program delivered by a community organisation to benefit participants who are members of the Armadale community to achieve identified objectives.

Applicant: a person applying for a donation for themselves, a dependent or a community organisation, or a contact person completing the Application form for a Community Grant on behalf of a community organisation.

Community Grant: a funding program provided to a community organisation by City of Armadale for the purpose of purchasing equipment or running a community event or project.

Community organisation: an organised group of people established to promote a community benefit, either operating as an incorporated not-for-profit organisation or auspiced by one.

Donation: donation of monies or vouchers from City of Armadale to an individual or community organisation.

Event: a one-off activity organised by a community organisation, available for the Armadale community for the purpose of social and community engagement.

Individual: a person requesting a donation for themselves or a dependent, or a person affiliated with or member of a community organisation.

Registration of Interest: informing the City of Armadale of a community organisation's intention to apply for a Community Grant and discussing the proposed activity or purchase with a Community Development Officer.

Policy

Donations

The City of Armadale may provide donations to community organisations and individuals based or residing in the City subject to the category of donation and the eligibility criteria described below.

General eligibility criteria

All applications must comply with the following general criteria:

- (a) Individuals must be a resident or ratepayer in the City of Armadale.
- (b) Community organisations must be based in or primarily service residents of the City of Armadale.
- (c) Community organisations must be incorporated not-for-profit organisations or a charity registered in Australia and have a bank account in the name of the organisation.
- (d) Donations made to schools and other government agencies will only be considered when the purpose of the donation is for a community-oriented activity and is outside the scope of the organisation's core business.
- (e) Activities seeking a donation must primarily benefit residents of the City of Armadale.
- (f) Activities must be considered to be a worthy contribution made on behalf of City of Armadale residents.
- (g) Applications must be in writing.

Each category of donation has additional, specific criteria, and specified delegated authority.

Sporting, Recreation and Development Donations

Sporting, Recreation and Development donations can be made to individuals who have been selected to represent the State or Nation in an interstate or overseas competition in a sport, recreational, educational or arts activity.

Sporting, recreation and development donations eligibility criteria

- (a) Individuals must supply supporting documentation from the relevant governing association of the activity such as:
 - A letter of invitation from the represented organisation or the relevant governing association of the activity
 - Nomination from an educational institution
 - Nomination from an endorsed service provider
 - Nomination from a relevant governing body or the State/Federal/Voluntary organisation supporting the activity

- Only one application will be approved for any individual in the City's financial year
- The City requests its contribution to be acknowledged where possible
- Copies of published stories about the sponsored individual should where possible be provided to the City within three months of completing the activity

Purposes that are not supported

- (a) Activities which seek to make a financial profit for the individual
- (b) Purchase of equipment
- (c) Insurance costs
- (d) Donations to other entities
- (e) Payment of debts/deficits
- (f) Everyday living costs
- (g) Voluntary work or fundraising activities
- (h) Request for retrospective donations for activities that have already taken place

Maximum funding amounts

Donation caps are based on the location of the competition or activity:

- (a) Attendance within WA up to \$150
- (b) Attendance Interstate up to \$250
- (c) Attendance Overseas up to \$350

Fundraising Donations

Donations can be made to community organisations, individuals or organisations toward fundraising and promotional initiatives.

Types of assistance may include vouchers to Armadale Aquatic Centre or Armadale Arena or from external businesses to the City.

Fundraising Donations eligibility criteria

There must be evidence of capacity to deliver the project for which a donation is being sought.

Purposes that are not supported

Activities that have already commenced and require retrospective funding.

Maximum funding amounts

The maximum value of this support, including vouchers, is \$1,000.

Nutrition in Schools Program

Donations can be made to public schools for the purpose of delivering a school breakfast program. Funds will supplement donations to the school by food relief charities and other donations and can be used to purchase additional food items or necessary equipment.

Nutrition in Schools Program eligibility criteria

- (a) Applicants must be either a Department of Education public school located in the City of Armadale, or a Parents and Citizens (P&C) Association attached to a public school.
- (b) Applicants must be delivering a breakfast club program at the school.
- (c) Applications open at the commencement of Term 1 each school year and close on 30 April.

Maximum funding amounts

The maximum value of this support is \$300 per school per year.

General Donations

The City of Armadale may provide donations to community organisations and organisations to support activities that provide cultural, social, and wellbeing benefits to residents of City of Armadale.

General donations eligibility criteria

- (a) Demonstrated benefit to the City of Armadale community
- (b) Alignment with the City of Armadale Strategic Community Plan: *Aspiration 1. Community*

Purposes that are not supported

- (a) Activities that seek to make a financial profit for an individual or organisation or are considered fundraising requests
- (b) Activities considered the core business of other government agencies
- (c) Activities that have already commenced and require retrospective funding
- (d) Activities that only benefit an individual or a small number of individuals
- (e) Activities better supported by another category of a donation or a Community Grant

Maximum funding amounts

The maximum value of this support is \$1,000.

Community Grants Program

The Community Grants program allows community organisations to access funding for initiatives that benefit the local community. The provision of funding encourages local organisations to continue to provide valuable opportunities for the City's residents to engage in activities that align with the City of Armadale's Strategic Community Plan including the Social Priorities. Applications that address one or more of the identified Social Priorities and address the general strategic objectives of the City will be given priority.

Fifty Percent Contribution

Grant funding will only be provided for up to 50% of the total cost of the purchase or activity. Applicants must be able to contribute at least 50% of the cost. For equipment purchases this must be by cash, for community events or projects this can include in-kind contributions.

This requirement may be waived where the majority of funds requested is for the purpose of engaging a professional facilitator to deliver an event or project. A request for a 50% contribution waiver must be discussed with the relevant member of the Community Development team prior to submitting an application.

Applying for a Community Grant

Applications will be considered in two rounds per financial year, with dates advertised on the City of Armadale website. Applications may be received from eligible community organisations including those that support sport, welfare, education, arts, culture, children, young people or older people. Grant applications can be received for projects up to 12 months in advance of project commencement.

General eligibility criteria

- (a) Applicants must be an incorporated not-for-profit community organisations or a charity registered in Australia. Groups not meeting these criteria must be auspiced by an eligible organisation.
- (b) Applicant organisations must be based in or demonstrate an existing connection with residents of the City of Armadale.
- (c) Applicant organisations can demonstrate the ability to manage a project of the proposed type.
- (d) There is a demonstrated need for the purchase or activity.
- (e) Applicant organisations must hold public liability insurance to a value as agreed with the City (valid certificate of currency documentation required).
- (f) Applicants are only eligible to receive one Community Grant per financial year.
- (g) Community Grants will only be made if all previous City of Armadale funding has been satisfactorily acquitted. Applicants that have been successful in previous years are eligible to apply for the current round but will not be able to receive any monies until all previous monies have been satisfactorily acquitted.
- (h) Applicants must discuss their proposed purchase or project with a relevant member of the Community Services team prior to submitting their application.
- (i) Other avenues of funding are being pursued.
- (j) Applicants must register their interest and submit their application by the relevant due dates.
- (k) Individuals are not eligible to apply for a Community Grant.

Purposes that are not supported:

- (a) Activities which seek to make a financial profit for an individual or group or are considered fundraising requests
- (b) Activities considered the responsibility of other government agencies
- (c) Activities that have already commenced and are seeking retrospective funding, or are due to commence within two months of the application closing date
- (d) Activities better supported through another category of funding such as donations or sponsorship

- (e) Ongoing organisation costs such as administration, insurance and general staff wages deemed the responsibility of the applying organisation. These costs can be included as part of the applying organisation's contribution towards the project
- (f) Payment of debts/deficits
- (g) Activities that require ongoing funding from the City beyond the initial funded period
- (h) A duplication of an activity already available in the immediate area

Equipment Grants

Community Grants are available for community organisations to purchase equipment needed to run their activities.

Equipment Grant eligibility criteria

- (a) Applicant organisations must demonstrate capacity to provide 50% of the cash cost of the equipment.
- (b) Equipment applications must be supported by data relating to the community organisation's reach of City residents.

Purposes that are not supported

- (a) Equipment for exclusive use of an individual
- (b) Consumables

Maximum funding amounts

Maximum community grant allocation is \$1,000 per application.

Community events or a One-off Activity

Community Grants are available for community organisations to deliver a one-off activity, an event, or establish a series of events.

Community Events or one-off Activity eligibility criteria

- (a) Initiatives must be shown to primarily benefit residents of the City of Armadale.
- (b) Will not require ongoing or additional funding from City of Armadale to deliver the event/activity into the future unless there are costs associated with ongoing maintenance costs and these costs are accepted by the City.
- (c) City contributions such as rubbish collection, ranger services, venue hire, etc will be valued and included as part of the funding provided under this category of financial assistance. Applicants must inform themselves of requirements relating to holding an event in the City paying attention to venue hire, toilets, rubbish and food permits.

Purposes that are not supported

- (a) Personal items unless the applicant can demonstrate a benefit to the general community.
- (b) Payment of debts/deficits.

Maximum funding amounts

Maximum community grant allocation is \$2,500 per application.

Community Project (extended program)

Community Grants are available for community organisations to deliver a program over a period of time.

Community project eligibility criteria

- (a) Initiatives must be shown to primarily benefit residents of the City of Armadale.
- (b) Will not require ongoing or additional funding from City of Armadale to deliver the event/activity into the future.
- (c) City contributions such as rubbish collection, ranger services, venue hire, etc will be valued and included as part of the funding provided under this category of financial assistance. Applicants must inform themselves of requirements relating to holding an event in the City, paying attention to venue hire, toilets, rubbish and food permits.

Purposes that are not supported

- (a) Personal items unless the applicant can demonstrate a benefit to the general community
- (b) Series of repeated community events

Maximum funding amounts

Maximum Community Grant allocation is \$5,000 per application.

Community Grant Assessment Process

Applications will be assessed in response to guidelines and criteria specific to each funding stream. The City will convene an internal working group of representatives to consider and score applications using the decision-making matrix. Applicants will be notified in writing once the decision-making process has been completed. Applicants will need to allow up to two months from closing date for approval and payment of Community Grants.

Obligations of Grant Recipients

Recognition of Support

The City's financial support is acknowledged through promotional means such as advertising and media publicity associated with the project. Evidence will be required as part of the acquittal process. The City's logo will be provided where appropriate; however all marketing material where the City's logo appears must be approved by the City of Armadale Communications team prior to publication.

Variations

Project or expenditure variations may be permitted due to circumstances beyond the grant recipient's control. Any proposed changes to a purchase, a project or other related expenses must be discussed with the relevant member of the Community Services team, and

subsequently submitted in writing to seek approval for funding adjustment prior to grant expenditure.

Acquittal

A written acquittal report detailing how the grant was utilised and the outcomes achieved is to be submitted within 30 days of the completion of the project. An acquittal form will be provided by City of Armadale. Future financial assistance is subject to a successful acquittal.

Scholar Awards

Each year the City invites each secondary school located in the City to nominate a Year 10 student to receive a \$300 'Scholar Award' to assist with the cost of school fees and books as the student prepares to enter Year 11.

Scholar Award eligibility criteria - student

- (a) The Scholar Awards are only for Year 10 students proceeding to Year 11.
- (b) The student must be a resident of the City of Armadale.
- (c) To be eligible to receive the Scholar Award, the candidate's name will be forwarded to the City of Armadale.
- (d) Schools may nominate students for the Scholar Award based on the following reasons:
 - The student is striving to achieve excellence in their schoolwork
 - The student is in good standing with the school - adhering to school rules, satisfactory academic results, has a positive influence on peers and contributes to school culture
 - The financial circumstances of the student's family are challenging.

Scholar Award eligibility Criteria - School

- (a) The school accepts responsibility for receiving the Scholar Award and administering same on behalf of the student;
- (b) The school agrees to have the Scholar Award presented by a representative of the City of Armadale at an official year end school event of prominence i.e. graduation night;
- (c) The school acknowledges the *City of Armadale Scholar Award* in their advertising and promotional material.
- (d) The selection of the winning student is to be at the sole discretion of the school provided the conditions herein are satisfied.

Maximum Funding amounts

The maximum value of this support is \$300 per school per year.

Dispute Resolution

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

Recording of Donations

All donations approved pursuant to this policy are to be listed in the Councillor Information Bulletin.

Applicable Legislation

Act	NA
Regulation	NA
Local law	NA
Policy	NA

Delegated Authority

The following delegated authority instruments and the positions listed below have delegated authority to approve expenditure pursuant to this policy from Council:

CS 5.0 Request for Assistance

- CEO

In accordance with the delegated authority instrument the CEO may have subdelegated this authority.

Link to Influencing Strategies or Plans

- Community Development Strategy 2021 – 2026

Link to Procedure

- NA

Other Implications

Financial/Budget Implications

- The City's annual budget includes an allocation for the Community Grant Program and Donations categories

Administrative Information

Adopted on	
Reviewed or amended	
Responsible department	Community Development