

CITY OF ARMADALE

MINUTES

OF COMMUNITY SERVICES COMMITTEE HELD IN THE COMMITTEE ROOM,
ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON TUESDAY, 4
SEPTEMBER 2018 AT 7.00PM.

PRESENT: Cr C M Wielinga (Chair)
Cr C Frost (Deputy Chair)
Cr R Butterfield
Cr C A Campbell JP
Cr M Geary
Cr G J Smith

APOLOGIES: Cr J A Stewart
Ms Y Loveland Executive Director Community Services

OBSERVERS:

IN ATTENDANCE: Mr N Kegie A/Executive Director Community Services
Ms L Jarosz Executive Assistant Community Services
Mr G Dixon Manager Libraries and Heritage
Ms C Whittington Community Facilities Planning Coordinator
Ms J Elton Social Planning Coordinator
Ms J Steele Community Facilities Planning Coordinator

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

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

DECLARATION OF MEMBERS' INTERESTS

Nil

QUESTION TIME

Nil

DEPUTATION

Nil

CONFIRMATION OF MINUTES

RECOMMEND

Minutes of the Community Services Committee Meeting held on 7 August 2018 be confirmed.

Moved Cr C A Campbell

MOTION CARRIED

(7/0)

ITEMS REFERRED FROM INFORMATION BULLETIN - ISSUE 14

Report on Outstanding Matters – Community Services Committee

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

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

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COMMUNITY SERVICES COMMITTEE

4 SEPTEMBER 2018

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1.1 - COMMUNITY PLANNING OVERVIEW

The Executive Manager Community Services was in attendance and provided an overview of the Community Planning Department and its activities.

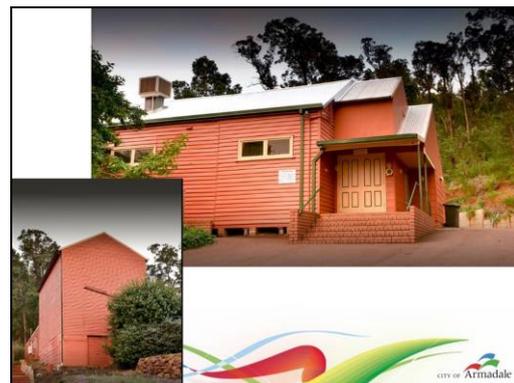
The information presented by Mr Neil Kegie, Executive Manager Community Services is outlined below:



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COMMUNITY SERVICES COMMITTEE
8 SEPTEMBER 2018

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Snapshot

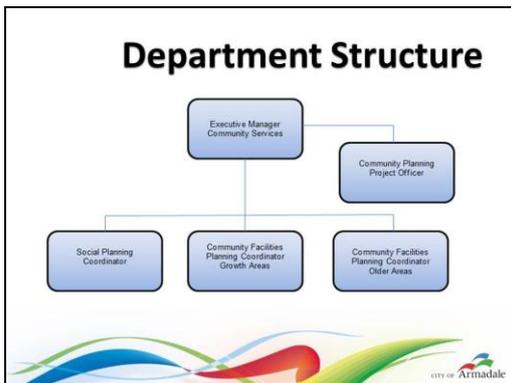
- 151 Community groups using 59 facilities:
- Of which 97 Sporting Clubs use 35 facilities
- Of which 55 facilities are in older areas
- Dichotomy of ageing facilities and the need to provide for emerging communities
- 22 Key Projects - \$120,000,000 in LTFP
- 19 grants in 10 years - \$23.2Million
- Most popular sport – AFL, soccer, gymnastics
- Fastest growing – soccer, basketball, gymnastics
- Emerging sports – volleyball, badminton, female participation in AFL & Rugby
- Increase in unstructured and social sport (mainly in growth areas)
 - cricket, soccer, volleyball, badminton
- Strong interest in 2nd tier infrastructure
 - Men's Sheds, Community Gardens, Cycle activities, youth spaces





Community Planning Core Functions

- Social Planning
- Community Infrastructure Planning
- Embedding Financial Sustainability
- Coordination & Integration



Social Planning

- Demographic Insights
- Research
- Feasibility Analysis
 - Golf Course
 - Greendale Centre
 - Champion Centre/Svl Gve Library
- Social Impact Statements
 - Armadale Fitness & Aquatic Centre
 - City Centre Structure Plan
- Wungong connectivity
- Community Engagement
 - Training
 - On Line Platform

Community Infrastructure Planning

- Growth Areas – Planning and Funding
- Older Areas – Master Plans
- Some stand alone facilities
 - District Hall, Golf Course
 - Equestrian Facilities
 - Greendale Centre
- Stand Alone Facilities
- 2nd Tier Community Infrastructure
- Standards of Provision
- Regional Recreation Reserve

Embedding Financial Sustainability

- Grant Advocacy strategies
- Grant Management, identifying, seeking, monitoring and acquitting
- Monitoring Project Funding Models, (Loans, Grants, DCP, DCS, POS sales, DoE) & Recurrent Costs for LTFF
- Forward Planning Modelling for LTFF consideration

Coordination & Integration

- **Single point of contact for external groups**
 - Eg: Men's Sheds, Community Gardens, Gymnastics
- **Reviewing the Community Infrastructure Plan**
- **Coordinating Internal Project Teams including Asset and Services Group**
- **Liaising with external stakeholders**
 - Department of Education
 - Department of Communities
 - Department of Health



Risk of inaction

History tells us poor planning leads to....

- Lack of **social cohesion**
- **Physical and mental health** problems
- Low **civic participation**
- Isolation
- **Disengaged** young people
- Crime and anti social behaviour
- Dormitory suburbs **lacking character**



Sound Planning helps facilitate Communities that...

- Are **safe** and **feel safe**
- Are **inclusive** and **diverse**
- Are **healthy** and **participative**
- Are **connected** and **self organise**
- Have access to **support services and social networks** relevant to all life stages and circumstances
- Have **places, spaces and facilities** for interaction, recreation, leisure, sport, lifelong learning and other activities



2.1 - TRAILS MASTER PLAN

WARD : ALL
FILE No. : M/550/18
DATE : 27 August 2018
REF : CW/NK
RESPONSIBLE : Executive Manager
MANAGER : Community Services

In Brief:

- At the Technical Services Committee meeting in April 2018 a recommendation was proposed and subsequently endorsed by Council that a detailed report be submitted to a future Community Services Committee meeting regarding off-road mountain bike trails.
- For reasons outlined in this report it is recommended to develop a Trails Network Plan for the City that includes walk trails and bridle trails as well as off-road mountain bike trails.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

- 1.2 Active community life that is safe and healthy
 - 1.2.2 Provide opportunities to improve health outcomes for everyone
- 1.3 The community has the services and facilities it needs
 - 1.3.1 Plan for services and facilities in existing and emerging communities
- 2.1 The natural environment is valued and conserved.
 - 2.1.2 Manage the interface between natural areas and the built environment
 - 2.1.2.1 Promote the role the City's natural environment plays in quality of life
- 2.2 Attractive and Functional Public Places
- 2.3 Well managed infrastructure
- 3.3 Public Infrastructure that supports Economic Development
- 3.4 A Desirable Destination
 - 3.4.2 Leverage existing strengths to diversify and expand tourism product in the region.

Legislation Implications

Any trails constructed subsequent to completion of a trails Network plan will need to comply with relevant legislation.

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

It is anticipated that the development of a Trails Network Plan will cost between \$75,000 and \$100,000. This figure cannot be accommodated within current budget allocations, however it is possible that external funds can be sourced for the project. If funding submissions are unsuccessful, Council could consider an allocation of municipal funds at an appropriate time.

Consultation

1. Outdoor Recreation, Department of Local Government, Sport and Cultural Industries
2. Lotterywest
3. Other City Directorates

BACKGROUND

At the Council meeting held on 12 February 2018, Cr R Butterfield referred the following matter to Technical Services Committee.

That the matter of identification of sites for informal use as BMX or pump tracks throughout the City of Armadale be referred to the Technical Services Committee.

Comment from Cr R Butterfield

Councillors have been approached several times for help with identifying potential sites for construction/modification of a pump track in the hills areas of the City.

Over the last few years bicycle riding has experienced a surge in popularity, with many children and adults building their own tracks, jumps and obstacles to ride around. These circuits are built in places which are convenient to the riders but are sometimes dangerous (one is 2m from Brookton Highway) or inappropriate (in the middle of a small 'bush forever' site on the Canning River, Kelmscott).

These tracks are cost effective to build, but there has often been many hours of effort put into the construction (by the bike riders). Due to the inappropriate placement of the informal tracks, the City is often called upon to remove them which could lead to conflicts. Some tracks have also been built in a dieback or bush regeneration areas/sites.

It is suggested that a small working group is formed to identify sites that may be able to be utilised for pump tracks and identify an appropriate site for a mountain biking track. A range of very small sites is envisaged, perhaps in some of our dry parks. My suggested recommendation would be:

“That the City work with mountain bike and BMX bike riders to identify sites within the City, where it would be appropriate to allow the building of one or more ‘pump tracks’ and perhaps a larger mountain bike trail.”

A report was presented at the April 2018 Technical Services Committee meeting that considered the matter.

Council's decision at that time was;

RECOMMEND T31/4/18

1. *That the City identify local areas for the provision of pump tracks.*
2. *That a detailed report be submitted to a future Community Services Committee meeting on off-road mountain bike trails.*

The first part of recommendation T31/4/18 was addressed at the August meeting of the Technical Services Committee with Council's decision as follows;

RECOMMEND T60/8/18

That Council:

1. *Note that pump tracks are planned to be installed at Frye Park and Flematti Reserve as part of planned park upgrades scheduled to take place during 2019.*
2. *Note that the City will consider installing pump tracks at other sites within the City.*
3. *Investigate the possibility of using the Council owned land opposite Frye Park off Clifton Street for installation of a temporary BMX/pump track.*

This report addresses the second part of recommendation T31/4/18

"That a detailed report be submitted to a future Community Services Committee meeting on off-road mountain bike trails."

Three Documents provide sound guidance for the development of a Trails Network Plan for the City.

- The Western Australian Strategic Trails Blueprint 2017–2021
- The Western Australian Mountain Biking Strategy 2015 – 2020
- WestCycle Perth and Peel Mountain Bike Network Plan July 2017

The Western Australian Strategic Trails Blueprint 2017–2021 (the Blueprint) has been developed by the Department of Local Government, Sport and Cultural Industries and is described as

"...an overarching guide for consistent and coordinated planning, development and management of quality trails and trail experiences across Western Australia. It provides a vision, guiding principles, strategic directions and actions for consideration across the State for government, trail managers, landholders, trail support groups, tourism operators and the community."

The Blueprint notes that *"trails are pathways or routes that are used for recreation, tourism and appreciation of natural and cultural values. Trails may be short or long; be part of a trail network or a single journey; be used for one activity or be shared by several different trail activities; be primarily used by local residents or form a visitor attraction; be purpose-built paths or routes designated by signage and information."*

The Blueprint scope includes:

- Bushwalking / Urban Walk
- Mountain Bike
- Cycle

- Equestrian
- Paddle
- Snorkel
- Trail Bike
- Drive (2WD)
- Drive (4WD)

The Blueprint also notes that *“The provision of well-constructed trails is vital to ensure that these activities are undertaken in a way that protects natural and cultural values and is environmentally and socially sustainable as well as offering excellent experiences for participants. Consumers are increasingly seeking trails that facilitate their enjoyment and appreciation of an area or trail activities through supporting services, visitor products, interpretation and accessible information.”*

“A global body of evidence shows that the provision of trails leads to multiple health, lifestyle, social, environmental and economic benefits for communities.”

- *Encouraging more frequent outdoor physical activity leading to improved physical and mental wellbeing and a reduction in lifestyle diseases and associated medical costs.*
- *Improved lifestyle due to opportunities for outdoor recreation by individuals, groups, education and community organisations.*
- *Providing low cost facilities for recreation accessible to many different groups in the community.*
- *Improved awareness and appreciation of the natural environment and support for its conservation and protection.*
- *Economic benefits from employment and business opportunities in trail development, management, maintenance, events and supporting products and services.*
- *Tourism growth to trail destinations with resulting economic stimulus of local economies.*
- *Trails adding to the value of nearby properties.*
- *Protection and showcasing of natural, cultural and historic areas by providing for sustainable access routes.*
- *Improved sustainability of local communities by making them more attractive places to live.*
- *Opportunities for social interaction and development of community identity through participation in trail activities, maintenance and conservation. “*

The Western Australian Mountain Biking Strategy 2015 – 2020 is the result of approximately three years’ work by WestCycle, WAMBA (West Australian Mountain Bike Association), the mountain bike community, the Department of Parks and Wildlife and the Department of Sport and Recreation. This strategy notes in part;

Mountain biking is one of the world’s fastest growing recreation, sport and tourism activities, with WA following this global trend.

- Almost 120,000 mountain bikes are purchased every year in Western Australia
- 19% of Western Australians own a mountain bike
- Mountain bikers are seeking places to ride in increasing numbers with ‘Camakazi’ and ‘Scorpion’, just two of the 30+trails in the Kalamunda Circuit network, ridden over 50,000 times in 12 months

- Over 50 competitive mountain bike events take place in Western Australia each year, with 1,200 riders taking part in the Cape to Cape MTB and more than 1,000 people riding the Dwellingup 100 in 2014.

“In Western Australia we now have a situation where the demand for mountain biking experiences significantly exceeds supply. As a result unsanctioned trail usage is high, which in turn may negatively affect sensitive landscapes and the environment, causing conflict with other land uses and activities, and increasing risk and liability for landowners and land managers.”

Gap analysis identified:

- The desire amongst riders to build technical skills to enable progression is restricted by the limited availability and accessibility of facilities such as pump tracks, skills parks and dirt jumps.
- Trails within or in close proximity to population centres are limited, with an acute lack of urban trails in the Perth Metropolitan region.
- Access to trails is generally only practicable by private vehicle with bike and public transport access limited or unviable.

The state’s longest off-road touring trail, the Munda Biddi Trail, is already recognised as one of the world’s top cycling trails and is a major draw for local, domestic and international visitors seeking single and multi-day trips in an unique environment. The trail provides a flow of economic benefits to communities and businesses along its length, many of which are members of the Munda Biddi Trail Foundation’s successful Cycle Friendly Business program. Opportunities to build on the success of the Munda Biddi Trail, widen its tourism reach and further its economic impact should be explored.

The WestCycle Perth and Peel Mountain Bike Network Plan July 2017 proposes the development of a diverse mix of trail types in a range of reserves including;

- The Perth Hills, to host a mountain bike precinct of at least 120km of high quality, cohesive and accessible recreational mountain biking trails.
- The creation of Western Australia’s premier international mountain bike events facility in **Wungong Regional Park**, with 80km of accessible trails, including gravity, downhill and shuttle uplift services.
- The potential to establish a number of trail centres in the locations of Perth Hills Precinct, Dwellingup, **Wungong**, Swan Valley and Yanchep, providing dedicated on site services and visitor information and at least 30km of quality mountain bike trails at each location. The exact locations of trail centres will be determined in further stages of planning.

In addition to the three documents mentioned, the recently release National Sport Plan (Sport 2030) highlights the case study of Blue Mountain Derby Bike Trails in Tasmania. Completed in 2014 the economic impact is estimated to be between \$15 and \$18 million with significant increase in visitors. Small business owners in the area have reported a positive impact on local teens and children noting an increase sense of pride in their town.

Requests and demand for Trails in Armadale

The City receives regular requests for trails infrastructure. These requests range from bridle, off-road trail bike, and most frequently mountain biking. More recently there have been enquiries from residents interested in how trails might be developed in the City’s high growth areas.

DETAILS OF PROPOSAL

This report proposes the development of a Trails Network Plan for the City of Armadale incorporating Mountain Bike Trails, Bridle Trails and Walking Trails.

While the original request of the T31/4/18 decision focused solely on mountain bike trails, there is some rationale to suggest that incorporating Bridle and Walking Trails in an overarching Trails Network Plan is a logical proposition;

- Similar work is involved for each albeit with different areas of focus
- A Trails Network Plan would provide more complete information with which to advocate for funding and the development of partnerships
- At some point there will be an imperative to do similar work with bridle and walking trails
- Incorporating these elements now rather than doing the work separately is more efficient and cost effective
- Similar risks relating to safety and environmental degradation are involved with bridle trails (in particular) as those associated with mountain bike trails
- A solid body of background work exists with the three documents mentioned earlier in this report to assist in completing a Trails Network Plan

There is also an opportunity to address a previous Councillor item regarding walking trails for people with mental and physical disability by incorporating walking trails in the scope of a Trails Network Plan.

At the April 2017 Community Services Committee Meeting (April 2017) Cr Stewart referred the following Councillor item be referred to the relevant directorate for action and/or report. (C14/4/17)

Investigation into Assistance Walks for Disabled Persons in Natural Environments (Cr JA Stewart)

Comment from Cr Stewart

At a recent Parks and Leisure conference, one of the presenters outlined the significant improvements engaging with greenspaces and natural environments can have on people's general health and wellbeing. More specifically, this referred to the potential positive impact greater engagement with greenspaces and natural environments can have for people with a physical or mental disability. It is requested that officers investigate if community groups currently undertaking walks in the area would be willing to provide assistance walks as part of their existing activities.

ANALYSIS

Currently, some formal and unsanctioned trails exist for each of the three activities as follows;

Mountain Bike Trails

- Munda Bididi and Carinyah MTB Trails.
- Forrestdale Trail (concrete/limestone).
- A range of unsanctioned trails are present within the City controlled and Dept Parks and Wildlife controlled land. (Wungong Downs).
- Anecdotal private trails are also utilized.

Bridle Trails

There are a range of ‘official’ and also unsanctioned bridle trails within the City, including at Bungendore Park, where some issues with presence of dieback have been identified, suggesting that access to horses may be limited in the future.

- Wallangarra – Unofficial trails. Western trail along Admiral Rd could potentially go all the way to Wungong Dam.
- Kevin Murphy – The Kevin Murphy trail links with trails in Serpentine Jarrahdale and goes East to Darling Downs and West to Magenup Equestrian Centre.
- Palomino – bridle trails around Palomino Park Equestrian Centre. Unsanctioned trails along Wungong River.
- Rails Crescent – an official bridle trail along South Western Hwy.

Walking Trails

- 11 trails sites included in the Armadale Walks and Trails brochure
- Roley Pools Heritage Walk Trails
- Many informal trails, and utilisation of the path network informally and unguided

Due to unmet demand (particularly for mountain biking) unsanctioned trails are being developed in some places resulting in potentially unacceptable environmental and cultural impacts. A Trails Network Plan would link existing sanctioned trails and relevant nodes.

Wungong Regional River Trail

In addition to trails already noted is the recently endorsed Wungong Regional River Trail.

A report to the October 2017 Technical Services Committee (T76/1017) proposing the development of the Wungong Regional River Trail noted that; “*the 3.4km stretch of river foreshore provides a missing link in the future trails network of Armadale and is strategically placed to continue the networks of the Wungong Urban Redevelopment Area to Champion Lakes and the Principal Shared Path of the Tonkin Highway.*”

The report also outlines how the project can be delivered over a period of time with funding from a variety of sources including Developer Contributions, Landcare grants and community infrastructure grants, as well as through existing allocations in the City’s Long Term Financial Plan.

The Wungong Regional River Trail Concept Plan adopted in July 2018 (T55/7/18). The concept plan includes a pump track, mountain biking trails and tracks, bridle trails and walking trails, as well as interpretative signage.

OPTIONS

1. Undertake Network planning for mountain biking, walking and bridle trails.
2. Prepare a Network plan for mountain biking trails only.
3. Not undertake an overarching plan and respond to individual trails initiatives on a case by case basis.

Option 1 is recommended.

CONCLUSION

It is considered that bridle, walking and mountain biking trails are linked with efficiencies to be gained by incorporating all three activities in the scope of a Trails Network Plan.

While project development can continue on a project by project basis, this would limit the economic and tourism benefit of having an integrated approach. Beyond effective and efficient trail planning, a Network planning exercise will identify governance, funding, engagement and promotion to ensure that the benefits achieved are greater than those purely related to the activity participation.

ATTACHMENTS

There are no attachments for this report.

RECOMMEND

C25/9/18

That Council endorse the development of a Trails Network Plan for the City of Armadale incorporating mountain bike, bridle and walking trails.

**Moved Cr R Butterfield
MOTION CARRIED**

(7/0)

3.1 - WORDING AND LOCATION APPROVAL FOR HISTORICAL SITE PLAQUES

WARD : ALL
FILE No. : M/514/18
DATE : 9 August 2018
REF : GD
RESPONSIBLE : Executive Director
MANAGER : Community Services

In Brief:

- This agenda item considers Historical Site Plaques for the locations of the former locations of the Kelmscott Police Station, and the Old Bull n Bush Tearooms
- Recommend that the wording and locations as recommended in this agenda item be approved

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

Nil

Legislation Implications

- 1.1 A strong sense of community spirit
 - 1.1.3 Value and celebrate our diversity and heritage
 - 1.1.4 Foster local pride

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

Approximately \$3,000 per plaque inclusive of plinth, funding included in the 2018/19 Budget.

Consultation

1. History Reference Group (HRG)
2. Parks and Reserves Department
3. Planning Services Department

BACKGROUND

Council has previously approved budgetary funding for a series of Memorial Plaques for the City's named Parks and Reserves and more recently approved budgetary funding for a series of Historic Site Plaques.

Historic Site Plaques:

The following resolution was adopted by Council at its Ordinary Meeting of 9 March 2015 (C8/3/15):

“That Council approve for consideration of inclusion in the 2015/16 Draft Budget an amount of \$10,000 per annum to fund approximately three (3) plaques each year, depending on actual cost, with the plaques to be placed at historic sites within the City.”

Funding of \$10,000 was subsequently approved in the 2015/16 Budget. Council further resolved at its Ordinary Meeting of 13 July 2015 (C31/7/15) the following detail regarding the layout of the Historic Site plaques:

“That Council endorse suggested standard layout for historic site plaques of the words historic site in upper case on the left hand side of an A3 plaque, the City’s crest on the bottom right hand side of the plaque and an appropriate outline of the subject matter on the top right hand side of the plaque.”

(Note that all plaques will include an artistic outline related to the subject matter, the detail of which is dependent on photographic or illustrated availability).

Also detailed in the March 2015 agenda item is advice that an annual Community Project would invite recommendations for Historic Site plaques. As well as requests from the History Reference Group and Community Heritage Advisory Group members, it is appropriate that other community members be invited to make recommendations of historic sites. They will be required to provide historical information related to the site as well as copies of any documentation and photographs that they may have. This will assist in growing the historical collections of the Birtwistle Local Studies Library. This Community Project has been progressed with a media release together with details and a downloadable form from the City’s website and has attracted some interest.

Research for the Historic Site plaques is conducted by Jennie and Bevan Carter, authors of the City’s local history book. Their research is converted into appropriate wording which is further discussed, refined, and approved by the HRG at its quarterly meetings.

Council further resolved at its Ordinary Meeting of 19 January (C4/1/16):

“That Council endorse the recommendation that the final location of all Historic Site Plaques be determined by the Technical Services Directorate taking into consideration pedestrian and traffic movement and any other planning and/or technical factors in the vicinity of the site.”

DETAILS OF PROPOSAL

The proposal is that Council approve the recommended locations and wording for Historic Site Plaques for the former Kelmscott Police Station, and the Old Bull n Bush Tearooms.

The proposal for these plaques came from members of the History Reference Group and Community Heritage Advisory Group members.

It is proposed that the Plaque for the Kelmscott Police Station be located at the south-eastern boundary of Kelmscott Primary School, Orlando Street, Kelmscott, with wording as follows:

**Kelmscott Police Station and residence
1857 – 1977**

The district's first Police Station was built in 1857, with J. Barron listed as the first police constable.

A residence was constructed in 1860 and occupied by the family of Enrolled Pensioner Guard Patrick Cronin. This was demolished in 1897.

A flurry of civic building took place in 1897-1898 with the construction of the Kelmscott School, the replacement police station, gaol and stables, and the Orlando Street bridge.

Police operations continued until 1969, with the Education Department acquiring the site in 1975.

In 1977, the police quarters were demolished and extra classrooms constructed on the extended school site.

It is proposed that the Plaque for the Old Bull n Bush be located on the southern side of Albany Highway, approximately 200 metres east of the Yule Do Roadhouse, Bedfordale, with wording as follows:

**The Old Bull n Bush
1930s – ca. 1940s**

William Smith, with his wife Winnifred and two children, migrated in 1923 to Western Australia from London.

In the mid-1930s, he built the Bull n Bush tea rooms near Bedfordale, on the south side of Albany Road at the 23 mile peg (37 km from Perth).

This was the change-over site for horses hauling heavy carts up the steep Bedfordale Hill, and a hub from which passers-by and locals could collect their groceries, petrol and mail.

By the late 1940s the building had been burned, and by the 1970s its remains had disappeared.



COMMENT

The locations of the Kelmscott Police Station, and the Old Bull n Bush Tearooms, as detailed in the proposal, have been recommended as fitting locations for Historic Site Plaques.

The History Reference Group determined that they are of sufficient importance and interest historically to warrant plaques, and that there is sufficient historic information available to include on these plaques.

OPTIONS

1. Approve the wording and locations for the Historic Site plaques as noted in the report.
2. Amend the wording and/or locations for the Historic Site plaques.
3. Not approve a plaque being placed at one or both of the sites.

CONCLUSION

To continue the adopted practices of installing Historic Site plaques at appropriate locations, it is recommended that Council approve progressing Historic Site Plaques for the historic sites of the Kelmscott Police Station, and the Old Bull n Bush Tearooms.

ATTACHMENTS

1. [↓](#) Plaques - Sept 2018

RECOMMEND

C26/9/18

That Council endorse the following recommended wording and locations for the Historic Site Plaques for the historic sites of the Kelmscott Police Station, and the Old Bull n Bush Tearooms.

**Kelmscott Police Station and residence
1857 – 1977**

The district's first Police Station was built in 1857, with J. Barron listed as the first police constable.

A residence was constructed in 1860 and occupied by the family of Enrolled Pensioner Guard Patrick Cronin. This was demolished in 1897.

A flurry of civic building took place in 1897-1898 with the construction of the Kelmscott School, the replacement police station, gaol and stables, and the Orlando Street bridge.

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The Old Bull n Bush**1930s – ca. 1940s**

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This was the change-over site for horses hauling heavy carts up the steep Bedfordale Hill, and a hub from which passers-by and locals could collect their groceries, petrol and mail.

By the late 1940s the building had been burned, and by the 1970s its remains had disappeared.

Moved Cr R Butterfield

MOTION CARRIED

(7/0)

3.2 - WORDING AND LOCATION OF HISTORICAL SITE PLAQUES - CHANGE OF PROCESS

WARD : ALL
FILE No. : M/517/18
DATE : 10 August 2018
REF : GD
RESPONSIBLE : Executive Director
MANAGER : Community Services

In Brief:

- This agenda item considers the approval process for the wording and location of Historical Site Plaques
- Recommend that the process be amended to no longer require Council approval for Historical Site Plaques wording and location

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

Nil

Legislation Implications

- 1.1 A strong sense of community spirit
 - 1.1.3 Value and celebrate our diversity and heritage
 - 1.1.4 Foster local pride

Council Policy/Local Law Implications

Nil

Budget/Financial Implications

Approximately \$3,000 per plaque inclusive of plinth and installation. Funding is included in the 2018/19 Budget.

Consultation

1. History Reference Group (HRG)
2. Parks and Reserves Department
3. Planning Services Department

BACKGROUND

Council has previously approved budgetary funding for a series of Memorial Plaques for the City's named Parks and Reserves and more recently approved budgetary funding for a series of Historic Site Plaques.

Historic Site Plaques:

The following resolution was adopted by Council at its Ordinary Meeting of 9 March 2015 (C8/3/15):

“That Council approve for consideration of inclusion in the 2015/16 Draft Budget an amount of \$10,000 per annum to fund approximately three (3) plaques each year, depending on actual cost, with the plaques to be placed at historic sites within the City.”

Funding of \$10,000 was subsequently approved in the 2015/16 Budget. Council further resolved at its Ordinary Meeting of 13 July 2015 (C31/7/15) the following detail regarding the layout of the Historic Site plaques:

“That Council endorse suggested standard layout for historic site plaques of the words historic site in upper case on the left hand side of an A3 plaque, the City’s crest on the bottom right hand side of the plaque and an appropriate outline of the subject matter on the top right hand side of the plaque.”

(Note that all plaques will include an artistic outline related to the subject matter, the detail of which is dependent on photographic or illustrated availability).

Also detailed in the March 2015 agenda item is advice that an annual Community Project would invite recommendations for Historic Site plaques. As well as requests from the History Reference Group and Community Heritage Advisory Group members, it is appropriate that other community members be invited to make recommendations of historic sites. They will be required to provide historical information related to the site as well as copies of any documentation and photographs that they may have. This will assist in growing the historical collections of the Birtwistle Local Studies Library. This Community Project has been progressed with a media release together with details and a downloadable form from the City’s website and has attracted some interest.

Research for the Historic Site plaques is conducted by Jennie and Bevan Carter, authors of the City’s local history book. Their research is converted into appropriate wording which is further discussed, refined, and approved by the HRG at its quarterly meetings.

Council further resolved at its Ordinary Meeting of 19 January (C4/1/16):

“That Council endorse the recommendation that the final location of all Historic Site Plaques be determined by the Technical Services Directorate taking into consideration pedestrian and traffic movement and any other planning and/or technical factors in the vicinity of the site.”

DETAILS OF PROPOSAL

At present the approval process for the wording and locations of Historical Site Plaques is as follows:

1. Suitable plaques are chosen from the agreed list of suggested sites at the quarterly meetings of the History Reference Group;
2. Research is undertaken to verify information available and to draft appropriate wording;

3. Wording is presented at the next available meeting of the History Reference Group for discussion, amendment, and agreement;
4. Approval for both wording and location is then sought through the next available Community Services Committee meeting.

If any amendments are required by Committee, Steps 3 and 4 are repeated. This can result in a delay of several months before a plaque can be approved, pending the timing of the next available meetings of both HRG and Committee. This impacts on the timeliness of the installation of the plaques and expenditure of the budget.

It is proposed that Step 4 be removed from the approval process, and that the wording as refined and agreed by the History Reference Group be accepted as the approved wording for the Historic Site Plaques.

It is further proposed that locations for installation of plaques be determined in consultation between the Library & Heritage Services, Planning, and Parks and Reserves Departments.

It is also proposed that where there is disagreement on the wording or location of the Historical Site Plaques, that the plaque in question will be brought to the attention of Council for a determination.

It is not proposed that any change be made to the approval process for the Memorial Plaques for the City's named Parks and Reserves, or for the Historic Railway Plaques, and that these will continue to be brought to Council for ratification.

OPTIONS

1. Approve the suggested change to the approval process for Historical Site Plaques as noted in the report.
2. Suggest an alternative process to expedite Historical Site Plaques approvals.
3. Not support the suggested change to the approval process.

CONCLUSION

To ensure timely creation and installation of Historic Site plaques at appropriate locations, it is recommended that Council approve the suggested change to the approval process.

ATTACHMENTS

There are no attachments for this report.

RECOMMEND

C27/9/18

That Council support the amended approval process for Historical Site Plaques wording and location being:

- 1. Suitable plaques are chosen from the agreed list of suggested sites at the quarterly meetings of the History Reference Group;**
- 2. Research is undertaken to verify information available and to draft appropriate wording;**
- 3. Wording is presented at the next available meeting of the History Reference Group for discussion, amendment, and agreement; and**
- 4. Location for installations is determined by the City.**

Moved Cr G J Smith

MOTION CARRIED

(7/0)

4.1 - PARKING AND PARKING FACILITIES LOCAL LAW DUE FOR EIGHT YEAR REVIEW

WARD : ALL
 FILE No. : M/532/18
 DATE : 17 August 2018
 REF : KD/CV
 RESPONSIBLE : Executive Director
 MANAGER : Community Services

In Brief:

- There is a requirement under the *Local Government Act 1995* to review Local Laws every eight (8) years.
- The eight (8) yearly review of the City's Parking and Parking Facilities Local Law is due to be completed by 8 November 2018.
- Recommend that Council give state wide public notice of its intent to review the Parking and Parking Facilities Local Law.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

1.3.2.3 Deliver initiatives that respond to local law enforcement and legislative requirements.

1.3.3.1 Contribute to cooperative emergency management

Legislation Implications

Section 3.16 *Local Government Act 1995*

Regulation 3 *Local Government (Functions and General) Regulations 1996*

Council Policy/Local Law Implications

City of Armadale Parking and Parking Facilities Local Law.

Budget/Financial Implications

Cost of advertising in the local and state newspapers will be accommodated within the Community Services Budget.

Consultation

1. Ranger and Emergency Services
2. Governance and Administration

BACKGROUND

The original Parking and Parking Facilities Local Law was gazetted on 29 April 2003 with amendments to this Local Law gazetted on 31 August 2007, 9 August 2011 and 23 October 2015.

The last eight (8) yearly review of the Local Law was undertaken in November 2010 (Council resolution C44/11/10 refers). Council resolved to amend the Local Law and these amendments were gazetted on 9 August 2011.

DETAILS OF PROPOSAL

It is proposed that in accordance with section 3.16 of the *Local Government Act 1995* (the Act) Council advertises its intent to undertake an eight (8) yearly review of the City of Armadale Parking and Parking Facilities Local Law.

COMMENT

Under Section 3.16 of the *Local Government Act 1995*, a local authority is required to periodically, every eight (8) years, conduct a review of its local laws to determine whether or not they should be repealed or amended.

The first step in this process requires the local government to advertise its intent to undertake a review, allowing a period of not less than six (6) weeks for public submissions.

After the close of the submission period, in-accordance with Section 3.16(3) of the *Local Government Act 1995*, the local government is to consider any submissions made and cause a report of the review to be prepared and submitted to its Council.

Should Council determine that the Local Law be repealed or amended then a separate process is required to be undertaken to comply with Section 3.12 of the Act, which details the procedure for making local laws.

OPTIONS

Given the legislative requirement to undertake an eight (8) yearly review there is no option but to commence this review process to ensure that it is completed within the timeframe.

CONCLUSION

As the Parking and Parking Facilities Local Law is due to have the eight (8) yearly review completed by the 8 November 2018 it is recommended that in accordance with Section 3.16 of the Act, Council advertise its intent to commence the review process.

ATTACHMENTS

There are no attachments for this report.

RECOMMEND

C28/9/18

That Council, pursuant to Section 3.16(2) of the *Local Government Act 1995* – Periodic review of local laws, give state wide public notice of its intent to review the City of Armadale Parking and Parking Facilities Local Law.

**Moved Cr C Frost
MOTION CARRIED**

(7/0)

5.1 - COUNCIL POLICY REVIEW - COMMUNITY SERVICES

WARD : ALL
FILE No. : M/104/18
DATE : 20 August 2018
REF : YL
RESPONSIBLE : Executive Director
MANAGER : Community Services

In Brief:

- This report presents the findings of the annual review of Council Policies as relating to the responsibilities of the Community Services Directorate.
- Recommend that the Policies including amendments where noted be confirmed for a further period of 3 years.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

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

Legislation Implications

Section 2.7 of the *Local Government Act 1995* states:

“(1) *The council —*

- (a) *directs and controls the local government’s affairs; and*
- (b) *is responsible for the performance of the local government’s functions.*

(2) *Without limiting subsection (1), the council is to —*

- (b) *determine the local government’s policies.”*

Council Policy/Local Law Implications

City of Armadale Policy Manual
Bush Fire Brigades Local Laws

Budget/Financial Implications

Nil

Consultation

Council officers as relevant to the various subject matters covered by the policies under review in this report.
Management Executive (MANEX)

BACKGROUND

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

Part 3.1 of the Procedure states:

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

As per the procedure for reviewing policies, the following policies relating to Community Services Directorate are due for review.

COMD 2	Community Consultation
COMD 3	Volunteer Involvement
COMD 7	Jull Street Mall Activities
FIRE 3	Training and Qualifications
HTG 1	Moveable Heritage Collection
HTG 2	Birtwistle Local Studies Library Collection
LIB 1	Display of Arts and Crafts in Library Buildings
LIB 2	Library Public Notice Boards
REC 7	Major Event Sponsorship Policy

DETAILS OF PROPOSAL

Each of the Policies and proposed changes where applicable are outlined below.

COMD 2 COMMUNITY CONSULTATION

Council endorsed the Community Engagement Strategy in July 2018 (CS58/7/18) and the Policy has been rewritten to reflect that, including changing its title. The Community Engagement Toolbox which has previously been distributed to Councillors replaces the Management Practice (1) and there have been some minor amendments to Management Practice (2) where it alluded to the previous Policy.

COMD 2 – Management Practice 1 becomes the Community Engagement Toolbox

COMD 2 – Management Practice 2 Establishment of Advisory, Working, Reference Groups and Committees of Management – Minor changes to delete reference to the previous Management Practice 1

Rationale

~~The City Council is committed to engaging and understanding its community’s needs, expectations and aspirations so as to achieve the objectives of the Strategic Community Plan. maintaining dialogue with its community to understand their needs and expectations. In achieving its Strategic aims, Council recognises the need to consult with its community and encourage community participation so as to enhance its decision-making. This policy provides the framework and principles for undertaking community consultation and encouraging participation.~~

Policy

Council has endorsed the Community Engagement Strategy which outlines the City's commitment to quality engagement, defines how and when it will engage and what the community can expect in regard to reporting and accountability so that they know how their views are being used.

An Engagement Toolbox has been developed using the principles of International Association for Public Participation (IAP2) approach. The Toolbox will guide the City in having a consistent approach to engagement. (Management Practice COMD1 Community Engagement Toolbox)

The City and Council will at times establish a group that includes community or agency representation for a variety of reasons. The purpose, intent and timeframe for the group will determine which format they should be established and operate under. If there is a requirement for a resolution of Council then the group/committee is to be treated as a Committee created under Section 5.8 of the Local Government Act 1995. (Management Practice COMD2 Establishment of Advisory, Working, Reference Groups and Committees of Management) will be guided by the following principles in relation to community consultation.

Council will:

- ~~• Keep the community informed of decisions made and actions taken in relation to its activities, listen to and acknowledge concerns, and provide feedback on how public input influenced the decision.~~
- ~~• Encourage participation as appropriate.~~
- ~~• Be open and honest about the purpose of any consultation activity so as to be transparent with its decision making processes.~~
- ~~• Use a range of approaches to engage community views and enable everyone interested to contribute.~~
- ~~• Allow sufficient time to consult effectively.~~
- ~~• Undertake to make balanced decisions using the outcomes of community consultation whilst taking into account other influences such as budget constraints, statutory obligations and strategic directions.~~
- Strive to continuously improve its community consultation methods.

COMD 3 VOLUNTEER INVOLVEMENT

The Policy has changes to reflect work completed. There is no change to the Management Practice, however two documents have been developed to support the Management Practice being a Volunteer Supervisor Manual and a Volunteer Handbook.

Rationale:

To establish a framework that respects and protects the relationship between the City and its volunteers and recognises the valuable contribution made by volunteers in the community.

Policy:

The City of Armadale will develop and implement procedures is committed to ensuring best practice procedures that define and acknowledge both the roles and responsibilities of its volunteers and those of the City as a volunteer host organisation.

Those procedures:

- Clearly define the roles and responsibilities of the volunteer and the City;
- Reduce risk of harm or litigation to the volunteer and the City of Armadale;
- Acknowledge the contribution of volunteers in the community.

COMD 7 JULL STREET MALL ACTIVITIES

No changes proposed.

FIRE 3 TRAINING AND QUALIFICATIONS

The Policy has been amended to recognise that the City's Bushfire Firefighters can include City officers (Chief Bushfire Control Officer and Rangers) as well as the essential volunteers. Changes to Management Practice primarily to align with Policy change.

FIRE 3 ~~Training and Qualifications~~ Local Government Bushfire Fighter Training

Rationale

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

Policy

The ~~City Council~~ shall provide sufficient resources to ensure that Volunteer Bush Fire Fighters are ~~properly~~ appropriately trained and competent to perform their tasks in a safe and effective manner and that a basic level of skills is acquired for all members of the organization. Training and qualifications shall be in accordance with current Management Practices.

HTG 1 MOVEABLE HERITAGE COLLECTION

No changes proposed

HTG 2 BIRTWISTLE LOCAL STUDIES LIBRARY COLLECTION

No change to Policy. Minor changes to Management Practice

LIB 1 DISPLAY OF ARTS AND CRAFTS IN LIBRARY BUILDINGS

No changes proposed

LIB 2 LIBRARY PUBLIC NOTICE BOARDS

No change to Policy. Minor changes to Management Practice

REC 7 MAJOR EVENT SPONSORSHIP POLICY

Policy is to be further reviewed in conjunction with the Financial Assistance Policy (COMD1) as requested by Community Services Committee; however it is reaffirmed at this time as per policy review procedure. Both will be subject to a further report following Councillor Workshop.

All Management Practices (including those with tracked changes) are attached for reference purposes.

ANALYSIS

The Policies reviewed on this occasion findings and recommendations on each having regard to the following considerations, i.e.

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

Policy No, Title & Wording	Review Findings	Officer Recommendation
<p>COMD 2 - Community Consultation Engagement</p> <p>Rationale The City Council is committed to engaging and understanding its community's needs, expectations and aspirations so as to achieve the objectives of the Strategic Community Plan, maintaining dialogue with its community to understand their needs and expectations. In achieving its Strategic aims, Council recognises the need to consult with its community and encourage community participation so as to enhance its decision making. This policy provides the framework and principles for undertaking community consultation and encouraging participation.</p> <p>Policy Council has endorsed the Community Engagement Strategy which outlines the City's commitment to quality engagement, defines how and when it will engage and what the community can expect in regard to reporting and accountability so that they know how their views are being used. An Engagement Toolbox has been developed using the principles of International Association for Public Participation (IAP2) approach. The Toolbox will guide the City in having a consistent approach to engagement. (Management Practice COMD1 Community Engagement Toolbox) The City and Council will at times establish a group that includes community or agency representation for a variety of reasons. The purpose, intent and timeframe for the group will determine which format they should be established and operate under. If there is a requirement for a resolution of Council then the group/committee is to be treated as a Committee created under Section 5.8 of the Local Government Act 1995. (Management Practice COMD2 Establishment of Advisory, Working, Reference Groups and Committees of Management) will be guided by the following principles in relation to community consultation.</p> <p>Council will:</p> <ul style="list-style-type: none"> •Keep the community informed of decisions made and actions taken in relation to its activities, listen to and acknowledge concerns, and provide feedback on how public input influenced the decision. •Encourage participation as appropriate. •Be open and honest about the purpose of any consultation activity so as to be transparent with its decision making processes. •Use a range of approaches to engage community views and enable everyone interested to contribute. •Allow sufficient time to consult effectively. •Undertake to make balanced decisions using the outcomes of community consultation whilst taking into account other influences such as budget constraints, statutory obligations and strategic directions. •Strive to continuously improve its community consultation methods. 	<p>Changes required in consideration of Community Engagement being adopted.</p>	<p>Policy COMD 2 be amended and confirmed for a further 3 year period.</p>

Policy No, Title & Wording	Review Findings	Officer Recommendation
<p>COMD 3 - Volunteer Involvement</p> <p>Rationale To establish a framework that respects and protects the relationship between the City and its volunteers and recognises the valuable contribution made by volunteers in the community.</p> <p>Policy The City of Armadale will develop and implement procedures <u>is committed to ensuring best practice procedures</u> that define and acknowledge both the roles and responsibilities of its volunteers and those of the City as a volunteer host organisation.</p> <p><u>Those procedures:</u></p> <ul style="list-style-type: none"> • <u>Clearly define the roles and responsibilities of the volunteer and the City;</u> • <u>Reduce risk of harm or litigation to the volunteer and the City of Armadale;</u> • <u>Acknowledge the contribution of volunteers in the community.</u> 	<p>Requires changes to reflect work completed.</p>	<p>Policy COMD 3 be amended and confirmed for a further 3 year period.</p>
<p>COMD 7 - Jull Street Mall Activities</p> <p>Rationale To provide guidance for the delivery of activities in the Jull Street Mall that improves the quality and image of the city's public realm whilst managing the competing needs and interests of pedestrians, consumers and local business proprietors.</p> <p>Policy The City encourages the activation of our public spaces. The management of activities held within the Jull Street Mall will facilitate the attraction of high quality street activity which complements the existing retail offer. The policy covers the following activities within the Jull Street Mall:</p> <ol style="list-style-type: none"> 1. Street Markets 2. Street appeals/Fundraising 3. Street Entertainment 4. Community Group Promotion 5. Street Signage 6. Outdoor Eating Areas 7. Shop front trading 	<p>Meets all review considerations.</p>	<p>Policy COMD 7 be reaffirmed, without amendment, for a further 3 year period.</p>
<p>FIRE 3 - Training and Qualifications-Local Government <u>Bushfire Fighter Training</u></p> <p>Rationale To ensure that volunteer <u>local government</u> fire fighters are adequately skilled to fulfil their roles and Council exercises its duty of care.</p> <p>Policy The City Council shall provide sufficient resources to ensure that Volunteer Bush Fire Fighters are properly <u>appropriately</u> trained <u>and competent</u> to perform their tasks in a safe and effective manner and that a basic level of skills is acquired for all members of the organization. Training and qualifications shall be in accordance with current Management Practices.</p>	<p>Meets all review considerations.</p>	<p>Policy FIRE 3 be amended and confirmed for a further 3 year period.</p>

Policy No, Title & Wording	Review Findings	Officer Recommendation
<p>HTG 1 - Moveable Heritage Collection</p> <p>Rationale The City of Armadale’s moveable heritage collection has evolved as the City has grown and developed and is an indication of its evolving cultural identity. To provide clear collection and management guidelines in relation to the current and future acquisitions and display of the City’s Museum Collection, to ensure safeguarding of all items and to remove any doubt as to ownership of artefacts.</p> <p>Policy The City of Armadale will retain or accept items in its museums that are significant to the history of the City of Armadale and the people who live or have lived there. Displays will be maintained, both permanent and temporary, from materials within the City’s collections or those covered by a temporary loan agreement that are relevant to the City of Armadale district and its history. Acceptance, retention and display of materials shall be in accordance with current management practices.</p>	<p>Meets all review considerations.</p>	<p>Policy HTG 1 be reaffirmed without amendment for a further 3 year period.</p>
<p>HTG 2 - Birtwistle Local Studies Library Collection</p> <p>Rationale The City of Armadale’s written, oral and photographic heritage collection has evolved as the City has grown and developed and is an indication of its evolving cultural identity. To provide clear collection and management guidelines in relation to the current and future acquisitions of the City’s Local Studies Collection.</p> <p>Policy The City of Armadale Birtwistle Local Studies Library will collect material in written, oral, photographic or digital format that documents the history of the City and its community. Acceptance and retention of materials shall be in accordance with current management practices.</p>	<p>Meets all review considerations.</p>	<p>Policy HTG 2 be reaffirmed without amendment for a further 3 year period.</p>
<p>LIB 1 - Display of Arts and Crafts in Library Buildings</p> <p>Rationale Council’s libraries are a community resource, and as such not be used for the financial gain of any individual or business enterprise. Displays that support local artists or arts and crafts groups that are of a community based nature, are permitted, display booking timetables and space permitting.</p> <p>Policy Painting, handicraft and other works of art, displayed for commercial purposes, shall not be permitted in the City’s libraries.</p>	<p>Meets all review considerations.</p>	<p>Policy LIB 1 be reaffirmed, without amendment, for a further 3 year period.</p>
<p>LIB 2 - Library Public Notice Boards</p> <p>Rationale Public libraries receive a large number of community notices and “handout” pamphlet type material in association with their role of information providers. This policy and its associated management practices seek to ensure that the City’s libraries are not used for inappropriate commercial, political or religious gain.</p>	<p>Meets all review considerations.</p>	<p>Policy LIB 2 be reaffirmed, without amendment, for a further 3 year period.</p>

Policy No, Title & Wording	Review Findings	Officer Recommendation
<p>LIB 2 - Library Public Notice Boards (continued)</p> <p>Policy The City of Armadale Library & Information Service will provide community information notice boards and will disseminate community information brochures. Permission to place notices on the notice boards, or to disseminate community information brochures will be in accordance with the current Management Practice.</p>		
<p>REC 7 - Major Event Sponsorship Policy</p> <p>Rationale Council is committed to promoting the City of Armadale locally, nationally and internationally and also supporting the Champion Lakes Complex and major events. This policy provides guidelines determining how Council responds to sponsorship requests for major events that occur within the City boundaries including but not limited to the Champion Lakes Complex.</p> <p>Policy Council will consider requests for sponsorship of major events held within the City of Armadale. Sponsorship proposals will be assessed against criteria which are outlined in the Management Practice.</p>	<p>Is to be reviewed in conjunction with COMD1 Financial Assistance Policy via a Councillor Workshop with a future report to be presented.</p>	<p>Policy REC 7 be reaffirmed, without amendment, pending outcomes of Councillor Workshop.</p>

CONCLUSION

It is recommended that the Policies as reviewed on this occasion, with changes as outlined in this report apply for a further three (3) years or such earlier period as Council may determine, if and when required.

For Councillors information/reference, attached are copies of the supporting Management Practices.

OFFICER RECOMMENDATION

1. Pursuant to section 2.7(2)(b) of the Local Government Act 1995 confirm the following Council Policies with changes as outlined in this report for a further three (3) years or such earlier date as Council may determine from time to time.

COMD 2	Community Consultation
COMD 3	Volunteer Involvement
COMD 7	Jull Street Mall Activities
HTG 1	Moveable Heritage Collection
HTG 2	Birtwistle Local Studies Library Collection
LIB 1	Display of Arts and Crafts in Library Buildings
LIB 2	Library Public Notice Boards
REC 7	Major Event Sponsorship Policy

2. Notes the attached associated Management Practices.

ATTACHMENTS

1. 1 Policy Review - Community Services Management Practices

Committee Discussion

Committee considered the policies as presented and sought clarification regarding various aspects of policies COMD2 and FIRE 3.

It was agreed that that the table of policies with agreed changes would form part of the recommendation. Following consideration, Committee then moved the amended recommendation.

**RECOMMEND
That Council**

C30/9/18

1. Pursuant to section 2.7(2)(b) of the Local Government Act 1995 confirm the following Council Policies with changes as outlined in the table below for a further three (3) years or such earlier date as Council may determine from time to time.

COMD 2	Community Consultation
COMD 3	Volunteer Involvement
COMD 7	Jull Street Mall Activities
FIRE 3	Training and Qualifications
HTG 1	Moveable Heritage Collection
HTG 2	Birtwistle Local Studies Library Collection
LIB 1	Display of Arts and Crafts in Library Buildings
LIB 2	Library Public Notice Boards
REC 7	Major Event Sponsorship Policy

Policy No, Title & Wording	Review Findings	Officer Recommendation
<p>COMD 2 - Community Consultation Engagement</p> <p>Rationale The City Council is committed to engaging and understanding its community's needs, expectations and aspirations so as to achieve the objectives of the Strategic Community Plan, maintaining dialogue with its community to understand their needs and expectations. In achieving its Strategic aims, Council recognises the need to consult with its community and encourage community participation so as to enhance its decision-making. This policy provides the framework and principles for undertaking community consultation and encouraging participation.</p> <p>Policy Council has endorsed the Community Engagement Strategy which outlines the City's commitment to quality engagement, defines how and when it will engage and what the community can expect in regard to reporting and accountability so that they know how their views are being used. An Engagement Toolbox has been developed using the principles of International Association for Public Participation (IAP2) approach. The Toolbox will guide the City in having a consistent approach to engagement. (Management Practice COMD1 Community Engagement Toolbox)</p>	<p>Changes required in consideration of Community Engagement being adopted.</p>	<p>Policy COMD 2 be amended and confirmed for a further 3 year period.</p>

Amended at the Council Meeting of 10 September 2018.

<p>The City and Council will at times establish a group that includes community or agency representation for a variety of reasons. The purpose, intent and timeframe for the group will determine which format they should be established and operate under. If there is a requirement for a resolution of Council then the group/committee is to be treated as a Committee created under Section 5.8 of the Local Government Act 1995. (Management Practice COMD2 Establishment of Advisory, Working, Reference Groups and Committees of Management) will be guided by the following principles in relation to community consultation.</p> <p>Council will:</p> <ul style="list-style-type: none"> • Keep the community informed of decisions made and actions taken in relation to its activities, listen to and acknowledge concerns, and provide feedback on how public input influenced the decision. • Encourage participation as appropriate. • Be open and honest about the purpose of any consultation activity so as to be transparent with its decision making processes. • Use a range of approaches to engage community views and enable everyone interested to contribute. • Allow sufficient time to consult effectively. • Undertake to make balanced decisions using the outcomes of community consultation whilst taking into account other influences such as budget constraints, statutory obligations and strategic directions. • Strive to continuously improve its community consultation methods. 		
<p>COMD 3 - Volunteer Involvement</p> <p>Rationale To establish a framework that respects and protects the relationship between the City and its volunteers and recognises the valuable contribution made by volunteers in the community.</p> <p>Policy The City of Armadale will develop and implement procedures is committed to ensuring best practice procedures that define and acknowledge both the roles and responsibilities of its volunteers and those of the City as a volunteer host organisation.</p> <p><u>Those procedures:</u></p> <ul style="list-style-type: none"> • Clearly define the roles and responsibilities of the volunteer and the City; • Reduce risk of harm or litigation to the volunteer and the City of Armadale; • Acknowledge the contribution of volunteers in the community. 	<p>Requires changes to reflect work completed.</p>	<p>Policy COMD 3 be amended and confirmed for a further 3 year period.</p>
<p>COMD 7 - Jull Street Mall Activities</p> <p>Rationale To provide guidance for the delivery of activities in the Jull Street Mall that improves the quality and image of the city's public realm whilst managing the competing needs and interests of pedestrians, consumers and local business proprietors.</p> <p>Policy The City encourages the activation of our public spaces. The management of activities held within the Jull Street Mall will facilitate the attraction of high quality street activity which complements the existing retail offer.</p>	<p>Meets all review considerations.</p>	<p>Policy COMD 7 be reaffirmed, without amendment, for a further 3 year period.</p>

<p>The policy covers the following activities within the Jull Street Mall:</p> <ol style="list-style-type: none"> 1. Street Markets 2. Street appeals/Fundraising 3. Street Entertainment 4. Community Group Promotion 5. Street Signage 6. Outdoor Eating Areas 7. Shop front trading 		
<p><u>FIRE 3 - Training and Qualifications Local Government Bush Firefighter Training</u></p> <p>Rationale To ensure that volunteer <u>local government bush</u> firefighters are adequately skilled to fulfil their roles and Council <u>the City</u> exercises its duty of care.</p> <p>Policy The City Council shall provide sufficient resources to ensure that Volunteer local government Bush Fire bush firefighters are properly <u>appropriately</u> trained <u>and competent</u> to perform their tasks in a safe and effective manner and that a basic level of skills is acquired for all members of the organisation. Training and qualifications shall be in accordance with current Management Practices.</p>	<p>Meets all review considerations.</p>	<p>Policy FIRE 3 be amended and confirmed for a further 3 year period.</p>
<p>HTG 1 - Moveable Heritage Collection</p> <p>Rationale The City of Armadale’s moveable heritage collection has evolved as the City has grown and developed and is an indication of its evolving cultural identity. To provide clear collection and management guidelines in relation to the current and future acquisitions and display of the City’s Museum Collection, to ensure safeguarding of all items and to remove any doubt as to ownership of artefacts.</p> <p>Policy The City of Armadale will retain or accept items in its museums that are significant to the history of the City of Armadale and the people who live or have lived there. Displays will be maintained, both permanent and temporary, from materials within the City’s collections or those covered by a temporary loan agreement that are relevant to the City of Armadale district and its history. Acceptance, retention and display of materials shall be in accordance with current management practices.</p>	<p>Meets all review considerations.</p>	<p>Policy HTG 1 be reaffirmed without amendment for a further 3 year period.</p>
<p>HTG 2 - Birtwistle Local Studies Library Collection</p> <p>Rationale The City of Armadale’s written, oral and photographic heritage collection has evolved as the City has grown and developed and is an indication of its evolving cultural identity. To provide clear collection and management guidelines in relation to the current and future acquisitions of the City’s Local Studies Collection.</p> <p>Policy The City of Armadale Birtwistle Local Studies Library will collect material in written, oral, photographic or digital format that documents the history of the City and its community.</p>	<p>Meets all review considerations.</p>	<p>Policy HTG 2 be reaffirmed without amendment for a further 3 year period.</p>

Acceptance and retention of materials shall be in accordance with current management practices.		
<p>LIB 1 - Display of Arts and Crafts in Library Buildings</p> <p>Rationale Council’s libraries are a community resource, and as such not be used for the financial gain of any individual or business enterprise. Displays that support local artists or arts and crafts groups that are of a community based nature, are permitted, display booking timetables and space permitting.</p> <p>Policy Painting, handicraft and other works of art, displayed for commercial purposes, shall not be permitted in the City’s libraries.</p>	Meets all review considerations.	Policy LIB 1 be reaffirmed, without amendment, for a further 3 year period.
<p>LIB 2 - Library Public Notice Boards</p> <p>Rationale Public libraries receive a large number of community notices and “handout” pamphlet type material in association with their role of information providers. This policy and its associated management practices seek to ensure that the City’s libraries are not used for inappropriate commercial, political or religious gain.</p> <p>LIB 2 - Library Public Notice Boards (continued)</p> <p>Policy The City of Armadale Library & Information Service will provide community information notice boards and will disseminate community information brochures. Permission to place notices on the notice boards, or to disseminate community information brochures will be in accordance with the current Management Practice.</p>	Meets all review considerations.	Policy LIB 2 be reaffirmed, without amendment, for a further 3 year period.
<p>REC 7 - Major Event Sponsorship Policy</p> <p>Rationale Council is committed to promoting the City of Armadale locally, nationally and internationally and also supporting the Champion Lakes Complex and major events. This policy provides guidelines determining how Council responds to sponsorship requests for major events that occur within the City boundaries including but not limited to the Champion Lakes Complex.</p> <p>Policy Council will consider requests for sponsorship of major events held within the City of Armadale. Sponsorship proposals will be assessed against criteria which are outlined in the Management Practice.</p>	Is to be reviewed in conjunction with COMD1 Financial Assistance Policy via a Councillor Workshop with a future report to be presented.	Policy REC 7 be reaffirmed, without amendment, pending outcomes of Councillor Workshop.

2. Notes the attached associated Management Practices.

**Moved Cr M Geary
MOTION CARRIED**

(7/0)

COUNCILLORS' ITEMS

Nil

EXECUTIVE DIRECTOR COMMUNITY SERVICES REPORT

Nil

MEETING DECLARED CLOSED AT 8.37PM

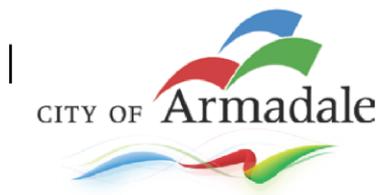
COMMUNITY SERVICES COMMITTEE		
SUMMARY OF ATTACHMENTS		
4 SEPTEMBER 2018		
ATT NO.	SUBJECT	PAGE
3.1 WORDING AND LOCATION APPROVAL FOR HISTORICAL SITE PLAQUES		
3.1.1	Plaques - Sept 2018	41
5.1 COUNCIL POLICY REVIEW - COMMUNITY SERVICES		
5.1.1	Policy Review - Community Services Management Practices	43



Kelmscott Police Station on Orlando Street



The Bull n Bush Tea Rooms in Bedfordale



MANAGEMENT PRACTICE – COMD 2-1
Community ~~Consultation~~Engagement Toolbox

Relevant Delegation
N/A

City of Armadale Community Engagement Toolbox

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Why it's Important	
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International Standard for Engagement	
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Welcome to the Engagement Toolkit

The following information steps out the practical application of the City's Community Engagement Framework (2018). The tools have been developed for City staff to provide guidance and a consistent approach to engagement. Training and support will be provided.

Why it's Important

As part of the City's statutory obligation under the State Government's Integrated Planning and Reporting Framework¹ a Strategic Community Plan (SCP) is developed. An outcome of the SCP is the City's commitment to engage: 'Outcome 1.4: The community is engaged and understood.'

Engaging stakeholders produces a number of benefits for the City, these include:

- Saves time and money to have all stakeholders 'on board' at the beginning of a project;
- Provides a more thorough examination of all facets of a project;
- Drives collaboration with other departments and stakeholders;
- Drives collective decision making and shared responsibility;
- Develops productive, strong relationships with stakeholders;
- Leverages a broader knowledge pool for more thorough, resilient outcomes; and
- Brings together technical and local knowledge (including Indigenous knowledge).

What it shouldn't be

Failing to engage effectively reflects poorly on the City's reputation, so here are some things to avoid:

- Just a box ticking or data gathering exercise;
- Gathering support for a decision which has already been made;
- Raising expectations or wasting people's time;
- Not using the data for the purpose stated;
- Failing to be transparent and maintaining the integrity of data;
- It shouldn't exclude people who are affected by the outcome; and
- It's not about being 'seen to do the right thing'.

International Standard for Engagement

The City's approach is aligned with the international standard for engagement, *International Association for Public Participation (IAP2)*².

¹ <https://www.dlgs.wa.gov.au/CommunityInitiatives/Pages/Integrated-Planning-and-Reporting.aspx>

² <https://www.iap2.org.au/Home>

Process

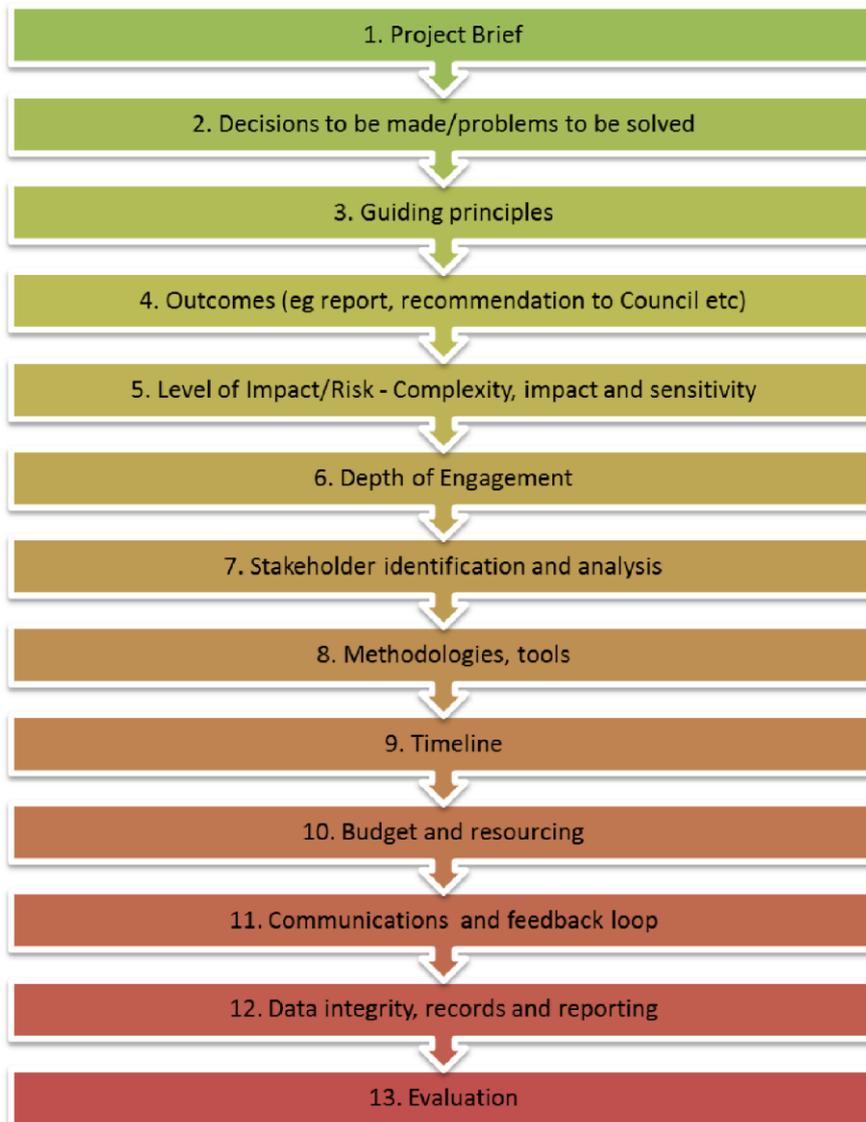
Where an engagement is required a plan will need to be developed. This will assist in clarifying the purpose, identifying stakeholders and selecting the best method of engagement in order to achieve the required output.



Engagement Plan Steps

The following steps are laid out in the Engagement Plan Template (see appendices) and explained below.

Progressing through these steps will ensure a methodical and consistent approach.



Developing an Engagement Plan

The aim of the engagement plan is to provide a simple, systematic and consistent format for all City staff to follow to undertake stakeholder engagements. This will be complemented with training and support.

A template for an engagement plan can be found at in the appendices, along with a few other templates which can be used to gather the information needed for the plan.

Following is a brief description of each step in the engagement plan:

1. Project

The first section of the template asks you to insert a brief description of the project which requires stakeholder engagement. Include information such as background of the project, scope, purpose, timing, context, limitations and constraints.

2. Decisions to be made/problems to be solved

Clearly defining what problem needs to be solved or what decision needs to be reached is the most important part of the engagement process. Given the time, resources and public nature of engagements, it is crucial that this step is thoroughly considered.

This step can be undertaken through a cross-functional meeting, or project control group meeting, using the following questions to guide discussion:

- What is problem are you trying to solve? (Before engaging, ascertain that the problem can be solved)
- What question(s) do you want answered? (Be open informative in order to manage expectations)
- How will you use the information to inform decision making?
- How will you ensure the transparency and integrity of the process? (Communications and record keeping)

3. Guiding principles and objectives

For this step clearly outline the objectives for the engagement and any guiding principles which are used for the broader project.

4. Outcomes or outputs required

The outcomes or outputs required need to be clarified in the engagement plan, as it will inform the type of information which is required and the best way to obtain this from stakeholders.

Examples of outcomes/outputs might be: Consensus to be reached on a building design; service provider collaboration to inform a feasibility study; broad statistical data around community priorities to inform long term capital expenditure; community perceptions to inform a strategy or Council report, etc.

The outcome or outputs required must be clearly communicated to stakeholders as part of the engagement, so they are fully informed about how and when their contribution will be utilised. Stakeholders must have the opportunity to decide whether the engagement is appropriate, and a good use of their time.

5. Level of Impact/Risk

Projects differ greatly in the level of engagement required, due to factors such as complexity, sensitivity, cost, numbers of people involved etc. Using the table below (and seeking guidance where needed) the level of engagement can be determined based on the impact and risk. This helps inform who needs to be involved and what methods could be used.

The highest level of impact/risk is any level which scores two or more indicators. The level of impact/risk will then determine what oversight the engagement requires (see bottom of the table).

Note: this table is a guide of the minimum oversight for engagements, however there may be lower impact projects which require a higher level of oversight due to the high level of stakeholder or Council interest.

	Limited Impact/Risk	Low Impact/Risk	Medium Impact/Risk	High Impact/Risk
Social	<ul style="list-style-type: none"> <input type="checkbox"/> Outcomes won't involve any substantial changes <input type="checkbox"/> Limited impact and across community <input type="checkbox"/> No potential for cultural or historical offence 	<ul style="list-style-type: none"> <input type="checkbox"/> Outcome likely to be perceived as having a low impact <input type="checkbox"/> The impacts/benefits affect a only a narrow section of the community <input type="checkbox"/> No potential for cultural or historical offence 	<ul style="list-style-type: none"> <input type="checkbox"/> Outcome likely to be perceived as having a moderate impact <input type="checkbox"/> Multiple views on the preferred outcome, but more points of agreement than disagreement <input type="checkbox"/> Potential for cultural or historical offence 	<ul style="list-style-type: none"> <input type="checkbox"/> Outcome likely to be perceived as having a significant impact <input type="checkbox"/> Multiple conflicting views on the preferred outcome <input type="checkbox"/> Significant potential cultural or historical offence
Technical	<ul style="list-style-type: none"> <input type="checkbox"/> Simple decision; there are very few solutions with no technical or regulatory challenges 	<ul style="list-style-type: none"> <input type="checkbox"/> Uncomplicated decision; there are very few technical solutions with a few technical or regulatory challenges 	<ul style="list-style-type: none"> <input type="checkbox"/> Complicated decision; there are several technical solutions with a few technical or regulatory challenges. 	<ul style="list-style-type: none"> <input type="checkbox"/> Highly complicated decision; there are several technical solutions, with several technical or regulatory challenges.
Economic	<ul style="list-style-type: none"> <input type="checkbox"/> No economic benefit or impact 	<ul style="list-style-type: none"> <input type="checkbox"/> Minimal economic benefit or impact 	<ul style="list-style-type: none"> <input type="checkbox"/> Moderate economic benefit or impact 	<ul style="list-style-type: none"> <input type="checkbox"/> Significant economic benefit or impact
Environment	<ul style="list-style-type: none"> <input type="checkbox"/> No environmental benefit or impact 	<ul style="list-style-type: none"> <input type="checkbox"/> Minimal environmental benefit or impact 	<ul style="list-style-type: none"> <input type="checkbox"/> Moderate environmental benefit or impact 	<ul style="list-style-type: none"> <input type="checkbox"/> Significant environmental benefit or impact

	Limited Impact/Risk	Low Impact/Risk	Medium Impact/Risk	High Impact/Risk
Political	<input type="checkbox"/> No media and political interest <input type="checkbox"/> No competing interests	<input type="checkbox"/> Minimal media interest <input type="checkbox"/> Minimal competing interests	<input type="checkbox"/> Some media interest <input type="checkbox"/> Some local political interest <input type="checkbox"/> Some community action/groups present <input type="checkbox"/> Some competing interests	<input type="checkbox"/> Significant media interest <input type="checkbox"/> Significant local, state or federal political interest <input type="checkbox"/> Strongly supported by community action/groups <input type="checkbox"/> Multiple competing interests
Total <input checked="" type="checkbox"/>				
Minimum level of oversight required	Officer & Manager	Manager	MANEX	MANEX & Council

6. Depth of Engagement

It's important to be clear from the beginning what level of involvement stakeholders will have the decision making process, as this will need to be made clear to those being engaged. The IAP2 table below describes five levels of depth of stakeholder involvement in the decision making processes. It's important to note that in Local Government, Council is ultimately responsible decision making, so this needs to be reflected in the selection of the depth of engagement and explained to those being engaged.

Depth of Engagement (based on IAP2 engagement spectrum)				
Inform	Consult	Involve	Collaborate	Empower
Provide stakeholders with information which assists them in understanding the project issues, options and opportunities	Provide stakeholders with information and obtain their feedback to help inform recommendations/decisions	Provide stakeholders with information and work directly with them to ensure that their concerns, values and aspirations are reflected in the recommendations/decisions	Provide stakeholders with information and work alongside them on each aspect of the recommendations/decision, to come to a jointly preferred solution	Support stakeholders to develop their own decisions and solutions, and increase their ownership, self-reliance, and sustainability

7. Stakeholder Identification and Analysis – Involve the right people

Stakeholders can be viewed as partners who will add value to a project, and help identify risks. Using a simple table (see appendices) identify stakeholders who are affected or have a high level of interest in the project. These could include community members, service providers, groups/ organisations, community leaders, advocates, industry, other government agencies, cultural, religious, age, disability, etc. This also includes the City's stakeholders including Council and various departments across the City.

For high profile or large projects, a workshop could be held with key stakeholders, to further identify who other stakeholders by asking 'who else should be involved'. Once the stakeholders and level of engagement have been identified, the list needs to be analysed to determine the best methods of engaging each stakeholder.

Things to note:

- Missing key stakeholders is a risk to the project, City's reputation, and quality of the engagement output
- Ensure engagements have the correct level of oversight in order to manage risks
- Don't omit people who are hard to engage, there will be other offers or agencies who can assist

8. Methodology, Tools – Use a fit-for-purpose approach

There is no simple solution or one fit all approach to identifying an effective engagement method. To be most effective it will often be necessary to combine two or three complementary methods for each engagement to ensure all key stakeholders are reached, in the way which suits them best, and produces the required output.

Things to note:

- Select engagement method based on the 'best fit' for that stakeholder(s).
- It might be necessary to use several methods e.g. face-to-face interview, on-line survey, focus group.
- Think about how to ensure equity, access and inclusion for all stakeholders to be engaged.
- Select venues, times, and events which will make participation easy E.g. piggy-back on to events or communications, go to where the group already feels comfortable.
- It may be more effective to use a facilitator who already has a trusted relationship with the stakeholder(s).
- Ensure the language used is appropriate for the stakeholder(s).
- It may be more effective to involve stakeholder(s) in the design of the engagement.
- Ensure the access and inclusion of stakeholders who may experience barriers to participation:
 - People with disability, mobility impairment, or have requirements for information in other formats;
 - Children and young people;
 - Culturally diverse stakeholders; and
 - Harder to reach/ vulnerable stakeholders.

Methods				
Inform	Consult	Involve	Collaborate	Empower
Meeting Public notice Website Social media Fact sheets Flyers Letters and emails Newsletters	Public comment Public meeting Information session Surveys Forum	Workshop Focus group Audit (stakeholder) Multi-criteria analysis Digital platform World cafe	Advisory committee Facilitation Working group Appreciative enquiry Charrette/ Enquiry by Design	Open space Guide and resource external stakeholders to undertake engagement

Some characteristics of key methodologies:

- **Appreciative Enquiry:** Focuses on what is working well, to envisage the best possible scenario and preferred way to get there. In effect what's possible (not focusing on the issue). This methodology helps people compromise, innovate, design, and collaborate. It may not be ideal for solving technical or complex issues.
- **Digital:** Digital platforms reaches a wide audience, are quick, provide easy analysis of information, can offer information in alternate formats, is consistent and has the potential to be interactive. However it is not collaborative, and doesn't build relationships or consensus. It is impersonal and a barrier for people without access to technology or language proficiency.
- **Multi-criteria analysis:** Can be used for scoring and ranking criteria to make decisions, such as a cost benefit analysis. This method is good for simple decisions e.g. design elements needed in a playground. Again this is an impersonal process, and could limit innovation and contributions from stakeholders.
- **Open space:** This is an advanced methodology where the participants set the agenda, and the facilitator relinquishes control to the group. It works well for defining and eliciting issues around complex topics, rather than solving specific problems. So it's most effectively used at the start of a process to help define the focus for the engagement.

9. Timelines

The engagement timeline should include key dates for the engagement process, e.g. key meetings, communication deadlines, Council reporting deadlines etc. In addition to this, stakeholders will need to be informed of the timeline for:

- Project milestones e.g. draft plans, feasibility, consultant appointed, concept designs.
- Dates for public submissions.
- Dates for stakeholder engagements (open or close).
- Public comment opens or closes.
- When a project will be finalised, Council decision made, or publication of engagement data.

10. Budget and resourcing

The budget will need to detail the costs for every stage of the engagement, and will be funded by the project to which the engagement relates. The template lists some of the possible costs as a guide. In addition to the budget, there needs to be planning for the other resources the engagement will require, which could include:

- Staff to deliver the engagement e.g. technical presentations, facilitation, data capture etc.
- Research and development e.g. background information, briefing papers, concepts plans etc.
- Administration e.g. promotions, venue hire, transport, printing etc.

11. Communications and feedback loop

Communications are a key component in effective engagement and need to be carefully planned, accessing internal expertise from the Marketing and Communications team as required.

Communications should be:

- Jargon free, plain English, complying with the style guide.
- Highlight key messages.
- Available in accessible formats.
- Available in alternative language(s) if appropriate.
- Clear about how the project is likely to affect stakeholders.
- Utilising existing communication channels.

A feedback loop should include:

- Information on how and when stakeholders will receive feedback on the engagement and the project.
- How and when decisions will be made.
- How stakeholder input contributed to the overall engagement outcomes.
- Any further opportunities for stakeholder involvement.
- Any opportunities for ongoing involvement in the project.

An effective feedback loop will illustrate the value the City places on the time and contribution of stakeholders, and helps reinforce strong stakeholder relationships for the future.

12. Data integrity, records, reporting

As with all other City decision making activities, records of engagements must be kept and managed appropriately, and according to their sensitivity. If stakeholders were informed of how the City would use their contribution, it is important to maintain the integrity of that data by ensuring that it is only used for the stated purpose.

13. Evaluation

It is critical that any engagement process is evaluated post completion. Evaluation will provide valuable feedback for example, on the best methods for engaging with groups in a particular area or the most appropriate times or venues. These learnings can be shared to inform your future engagement processes.

Things to note

- ☑ Don't select methodology until you have determined the question, risk/impact, depth, stakeholder identification and analysis.
 - ☑ When identifying stakeholders, ask the stakeholders if they can identify anyone who should be consulted, and if the stakeholders identified will provide a broad and equitable range of views.
 - ☑ Try to reach the people who are seldom heard: People with disability, homeless, children etc. This may involve procuring the services of people who regularly work with these groups.
 - ☑ Be aware of other consultations to avoid over consultation and duplication.
 - ☑ Have technical experts at hand, but don't stifle local knowledge and expertise.
 - ☑ Multilayered processes build fuller picture.
 - ☑ Check back with participants to ensure we heard them correctly.
 - ☑ Be aware of cultural decision making – who 'can' make decisions on behalf of groups/families.
 - ☑ Be honest about the amount of power stakeholders ultimately have in decision making processes.
 - ☑ Set the context – provide information so people can make informed decisions.
 - ☑ Quantitative data is easier to obtain, but qualitative data helps build the full picture. Use peoples words and stories – a personal account helps people understand the issues.
-

Appendices

Templates

Community Engagement Plan	
Project Name:	Date(s):
Project Lead:	File ref:
Team Members:	Project Sponsor:
Oversight level required (<i>use table</i>) <input type="checkbox"/> No Impact/Risk – Officer and Manager <input type="checkbox"/> Low Impact/Risk - Manager <input type="checkbox"/> Medium Impact/Risk - MANEX <input type="checkbox"/> High Impact/Risk – MANEX & Council	Approval to commence: Name _____ Position _____ Sign _____ Date _____
1. Project Brief (E.g. Purpose, scope, context, limitations/constraints e.g. budget, timing)	
2. Decisions to be made/problem(s) to be solved (What is the question(s) which will be asked?)	
3. Guiding principles/objectives (Add project principles/objectives if relevant)	
4. Outcome required (e.g. report, data, design, collaboration)	
5. Depth of Engagement <input type="checkbox"/> Inform <input type="checkbox"/> Consult <input type="checkbox"/> Involve <input type="checkbox"/> Collaborate <input type="checkbox"/> Empower	
6. Stakeholder identification and analysis (Complete Stakeholder ID, analysis & management template) <input type="checkbox"/> Stakeholder template complete <input type="checkbox"/>	
7. Methodologies, tools	

Community Engagement Plan			
8. Timeline			
Tasks/Milestones	Dates	Notes	
9. Budget and resourcing			
Item	G/L	\$	
Consultant/facilitator			
Communications			
Printing			
Catering			
Hire/facilities/equipment			
10. Communications and feedback loop			
Medium	When/Action	Notes	Complete
Print /flyer			<input type="checkbox"/>
Website			<input type="checkbox"/>
Social media			<input type="checkbox"/>
Digital platform			<input type="checkbox"/>
News			<input type="checkbox"/>
Direct / targeted			<input type="checkbox"/>
11. Data integrity, records and reporting – Detail actions			
12. Evaluation			
<input type="checkbox"/> Evaluation template complete			

Stakeholder Identification, Analysis and Management

Project Name:		Date(s):									
Project Lead:		File ref:									
Team Members:		Project Sponsor:									
Stakeholder Internal/External Individual/group	Position/ role	Contribution	Level of Interest			Level of Influence			Vehicle to engage e.g. established meetings, network	Best methodologies for this stakeholder	Stakeholder Management Communications
			Low	Med	High	Low	Med	High			
<i>E.g. Young people @skate park</i>	<i>Users</i>	<i>Design input, need safe access and amenities</i>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<i>Can be engaged when using facility, or event</i>	<i>Face to face dialogue, peer to peer interviews, design workshop</i>	<i>Face to face feedback, Facebook updates, Instagram</i>
Councillors											
MANEX											
City Officers											
Government											
Aboriginal											
Community											
Target groups											
Environmental											
Industry											
Business											
Service Providers											
Advocates											

Engagement Planning Checklist		
Project Name:	Date(s):	
Project Lead:	File ref:	
Team Members:	Project Sponsor:	
Task/Phase	Complete <input type="checkbox"/> <input type="checkbox"/>	Notes
1. Engagement plan approved		
2. Define the decisions to be made/problem(s) to be solved		
3. Compile all background and previous engagement information		
4. Assess the level of impact/risk		
5. Stakeholder identification, analysis, and methodologies		
6. Events, venues, logistics, catering, facilitator, IT, etc.		
7. Timeline developed		
8. Communications/promotions locked in with marketing		
9. Roles allocated - with required skills		
10. Administration - stakeholders attendance, information to set context for engagement, answering enquiries		
11. Delivery/launch - Task list and running sheet		
12. Feedback form/process for participants		
13. Output report/ other format required		
14. Data protected, record keeping		
15. Close feedback loop, report on outcomes to participants		

Evaluation Template	
Project Name:	Date(s):
Project Lead:	File ref:
Team Members:	Project Sponsor:
Project Brief Overview	
Evaluation of stages	Engagement Planning
	Stakeholder Identification and Analysis
	Methodologies
	Effectiveness of engagements
	Outcomes/outputs
	Framework, tools and support
Key Achievements	
What were the challenges?	
How were the challenges overcome?	
Recommendations for future evaluations	



Management Practice – COMD 2-2 - Establishment of
Advisory, Working, Reference Groups and
Committees of Management

Relevant Delegation

N/A

Introduction

The City and Council will at times establish a group that includes community or agency representation for a variety of reasons. The purpose, intent and timeframe for the group will determine which format they should be established and operate under.

The purpose of this Management Practice is to provide guidelines for establishing Advisory, Working, Reference Groups and Committees. ~~of Management as defined in the Community Consultation Policy and Management Practice COMD2 under the heading of 'Partnership Approach' (For ease of reference this is included in Appendix 1).~~

The intent of these guidelines are not to be overly arduous so as to place unnecessary burdens on the community engagement opportunities and benefits that arise from including community or agency involvement in City activities. Rather they are provided to guide and direct a process that enables that community engagement to be fully realised whilst ensuring consistency across the City organisation.

Purpose and Intent

The purpose of the Groups will determine what level of formality should apply to its establishment. Some reasons to establish groups could be:

- Assist with the provision of a once off activity or event.
- Assist with the provision of information to inform reports, policy or general service provision.
- Assist with the management of a service or facility.
- Provide an opportunity for specialised or professional input.

If the purpose of the group is to significantly influence Council or City activities, operations or decision making then the relevant Executive Director with the CEO will determine if it requires a resolution of Council. If there is resolution of Council then the group/committee is to be treated as a Committee created under Section 5.8 of the Local Government Act 1995.

Purpose Statement / Terms of Reference

Groups may be established for a set period of time to focus on a clearly defined purpose. Others will be longer term or may be for an indefinite period such as facility / service reference group or for a continuous community or professional reference group.

Where groups are for a short – medium term, there would be the expectation that a purpose statement is established to ensure that all members are aware of the reason and intent of forming the group.

For those groups who are formed for an indefinite period or have a purpose that has a working, management or influence on decision making, a Terms of Reference will be established.

As a guide, the Terms of Reference may include:

- Purpose of the Group
A statement that specifies the purpose of establishing the group.
- Objectives of the Group
Specified objectives of what the group is expected to achieve / contribute.
- Membership
Details of what membership the group will comprise of including the provision for a nominated Councillor if and where appropriate.
- Group / Committee positions
Details of what positions are required, eg Chairperson, Secretary and how those positions will be determined.
- Meetings
Details of what the format and timing of meetings will be.
- Quorum / Voting
Details of how the group will reach a consensus and agreement if required.
- Minutes
Details of how the activities and meetings of the group will be recorded and distributed
- Communication and Public Relations
Confirmation that only the Mayor and the CEO are authorised to make public statements in regard to City operations and activities.
- Conduct of Members
Members of groups are to be governed by the same Code of Conduct as required by Elected members and staff.

Membership

The purpose of the group and the level of community engagement that is expected to be achieved will determine its membership, including the nomination of a Councillor where appropriate.

The relevant Executive Director will determine the appropriate methods of advertising and recruiting of members.

Appointment of Members and Term of Membership

The purpose and timeframe of the group, will provide guidance for how membership appointment and length of tenure will be determined.

For short term groups, the membership will be approved by the relevant Executive Manager or Manager as appropriate and the term will be for the length of period relevant to the group. For example a short term reference or event group.

For medium / long term groups that have a definitive end date no longer than two years, the membership and term will be approved by the relevant Executive Director.

For continuous groups, the membership should be for a period of two years and appointment will be approved by the relevant Executive Director. Where appropriate, Council will be informed administratively.

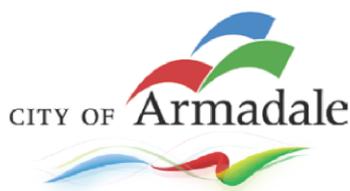
For groups requiring a resolution of Council, then the group/committee is to be treated as a Committee created under Section 5.8 of the Local Government Act 1995. Accordingly, Council approves the appointment and term of membership.

Rights of Members

Members of groups are considered volunteers of the City and as such the Volunteer Management Policy and Practice (COMD3) apply.

Formal Agreements

Depending on circumstances, the relevant Executive Director will determine if a formal agreement such as a Memorandum of Understanding or Deed of Agreement needs to be initiated.



MANAGEMENT PRACTICE – COMD 3 – Volunteer Involvement

Relevant Delegation

N/A

Volunteer roles at the City vary greatly. Volunteers participate in a wide range of City of Armadale programs for the benefit of the City and the wider community. These range from 'one off' projects to an ongoing involvement in council initiatives. The City is committed to ensuring best practice procedures are in place that:

- Clearly define the roles and responsibilities of the volunteer and the City;
- Reduce risk of harm or litigation to the volunteer and the City of Armadale;
- Acknowledge the contribution of volunteers in the community.

Definition

Volunteering, as defined by Volunteering Australia is the “time willingly given for the common good without financial gain.”

At the City of Armadale members of Advisory Groups, Working, Reference Groups and Committees of Management are also considered volunteers. Further information about these groups can be found in Management Practice COMD2-2

Volunteering does not include:

- Compulsory educational service learning (where students are required to volunteer as part of a course)
- Mandated court orders including community service and fines
- Internships
- Formal work experience / vocational placements
- Mandatory government programs
- Limited choice labour market government programs
- Direct family responsibilities

Aim Of Volunteer Involvement Within The Organisation

To involve volunteers in partnership with paid workers, to:

- Initiate, enhance and extend service provision;
- Add a community perspective;
- Increase community awareness and involvement;
- Build capacity within and develop partnerships with community groups.

The City defines a Volunteer Supervisor as any staff member who is responsible for managing volunteers.

This Management Practice and associated documents have been written for City managed volunteers. These documents do not apply to the management of indirect volunteers, one-off volunteers, spontaneous volunteers, elected members, State Emergency Services Volunteers or the City's Bushfire Brigade Volunteers.

City Managed Volunteer refers to a volunteer that is engaged and managed by the City. City Managed Volunteers are covered by the City's public liability and personal accident for volunteers insurance.

Indirect Volunteer refers to a volunteer that is engaged and managed by a third party organisation or community group, participating in an activity within the locality of the City of Armadale. Indirect Volunteers may also be engaged via donation or sponsorship to support City of Armadale programs and events. Indirect Volunteers must be covered by the third party's insurance.

One-off Volunteers refers to volunteers that are engaged in a one-off activity. Examples of this may be event volunteers, environmental volunteers that attend a one day planting/weeding session and so on.

Spontaneous Volunteer refers to volunteers who come forward following a disaster or emergency to assist in disaster related activities.

Approval Of New Volunteer Roles

Due to the concern of volunteers being placed into paid positions, the City has developed an approval process for new volunteer roles. This process includes:

1. Volunteer Supervisor identifies volunteer role.
2. Volunteer Supervisor meets with Volunteer Services Coordinator to discuss the legitimacy of the role.
3. Volunteer Supervisor liaises with relevant CoA departments including Human Resources to ensure compliance with legislation and policy.
4. Volunteer Supervisor develops Volunteer Role Description.
5. Volunteer Role approved by relevant Executive Director in consultation with Volunteer Services Coordinator.
6. Volunteer Supervisor recruits volunteer.

Some of the key questions a Volunteer Supervisor should ask themselves before creating volunteer roles are:

- Was this role previously held by a paid worker?
- Is the volunteer role description the same as an employee's position description?
- Are volunteers being asked to complete tasks of paid staff during times of industrial dispute?
- Will the volunteer be asked to perform duties that are considered core business for the City of Armadale?

Management Of Volunteers And Volunteer Programs

This Management Practice has been written in-line with Volunteering Australia's new "The National Standards for Volunteer Involvement."

The new National Standards for Volunteer Involvement were released in 2015.

Leadership and Management

- The City will ensure responsibilities for leading and managing volunteers are defined and supported;
- The City will ensure all policies and procedures applying to volunteers are communicated, understood and implemented by all relevant staff across the organisation;
- The City's risk management processes will be applied to volunteer management;
- Volunteer involvement records will be maintained.

Commitment to Volunteer Involvement

- The City will publicly declare its intent, purpose and commitment to involving volunteers;
- Volunteer involvement will be planned and designed to contribute directly to the City's purpose, goals and objectives;
- The City will allocate resources for volunteer involvement.

Volunteer roles

- The City will design volunteer roles that contribute to the City's purpose, goals and objective;
- Volunteer roles will be appropriate for the community, service user or stakeholder groups with which the City works.
- Volunteer roles will be defined, documented and communicated.
- Volunteer roles will be regularly reviewed with input from the City and volunteers.

Recruitment and Selection

- The City will use planned approaches to attract volunteers with the relevant interests, knowledge, skills and attributes;
- Potential volunteers will be provided with relevant information about the City, the volunteer role description and the recruitment and selection process;
- Volunteers will be selected based on interest, knowledge, skills or attributes relevant to the role they are applying, and consistent with anti- discrimination legislation;
- Screening processes will be applied to volunteer roles that help maintain the safety and security of City users, employees, volunteers and the City.

Support and Development

- Volunteers will be provided with orientation relevant to their role and responsibility.
- Volunteers' knowledge and skills will be reviewed to identify support and development needs.
- Volunteers' knowledge and skills need relevant to their roles are identified, and training and development opportunities are provided to meet these needs.
- Volunteers are provided with supervision and support that enables them to undertake their roles and responsibilities.
- Changes to the involvement of a volunteer are undertaken fairly and consistent

Workplace Safety and Wellbeing

- The City will facilitate effective working relationships with/between employees and volunteers;
- Processes will be put in place to protect the health and safety of volunteers;
- The City will ensure volunteers have access to and are aware of the City's Grievance Policy and Procedure.

Volunteer Recognition

- The City and its employees understand how volunteers benefit the City of Armadale, service users and the community.
- Volunteers will be informed about how their contributions benefit the City, service users and the community.
- The City will regularly acknowledge the contributions made by volunteers and the positive impact on the City, service users and the community.
- Volunteer acknowledgement will be appropriate to the volunteer role and respectful of cultural values and perspectives.

Quality Management and Continuous Improvement

- The City will develop policies and procedures to effectively guide all aspects of volunteer involvement.
- The City will regularly review volunteer involvement in line with the organisations evaluation and quality management frameworks.
- The City's performance with volunteer involvement is monitored and reported to annually to Council,
- Opportunities will be made available for volunteers to provide feedback on City volunteer programs and their volunteer roles.

Support For Staff Managing Volunteers

Armadale Volunteer Services (AVS) will be available to assist Volunteer Supervisors with any questions they may have in relation to managing volunteers.

AVS can assist Volunteer Supervisors with recruiting volunteers. The Service is also available to refer volunteers but will not recommend them. Volunteer Supervisors will need to apply all of their usual screening processes.

AVS will also report annually to council the number of hours completed by volunteering programs and the outcomes achieved. All City of Armadale volunteers will be invited to AVS recognition events.

AVS will provide professional development and training opportunities for Volunteer Supervisors.

Human Resources will ensure volunteer management is reflected in the position descriptions of all volunteer supervisors and assist with risk management and compliance with Equal Opportunity and Occupational, Health and Safety legislation.

Human Resources will also play a role in supporting volunteer supervisors in times of grievance

Developing Effective Paid Staff And Volunteer Relations

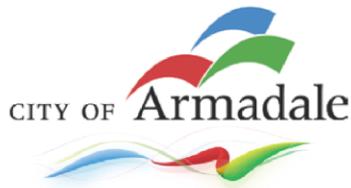
The City understands the importance of cohesive relationships between volunteers and paid staff. The City will develop processes to ensure a climate of mutual trust and respect is achieved between management, staff and volunteers.

Staff will be encouraged to voice any concerns or fears they may have about volunteer programs and will be asked to assist with the review of the City's volunteer programs and roles.

The City's volunteer programs will not be isolated but rather integrated into existing City programs.

In times of industrial dispute volunteers will not be expected to undertake roles previously held by paid staff.

Last Reviewed	
Authority	



MANAGEMENT PRACTICE – COMD 7 – Jull Street Mall

Activities

Relevant Delegation

N/A

1. Purpose

The primary purpose is to provide a framework, guiding principles and decision making criteria for the management of street activity within the Jull Street Mall.

By clarifying expectations, the aim is to encourage and enable a range of high quality street activity to locate within the Jull Street Mall.

2. Objectives

The objectives are:

- To encourage diversity, vitality, amenity and ambience into the Jull Street Mall;
- To enable street activity that complements the existing retail/commercial sector;
- To minimise the impacts on the visual and physical amenity of the Jull Street Mall;
- To minimise the disruption to pedestrians and other legitimate users; and
- To clearly outline the City's decision making process for persons seeking to undertake activities within the Jull Street Mall.

3. Legislative Considerations

This management practice applies to activities occurring within the Jull Street Mall in accordance with the City of Armadale *Activities and Trading in Thoroughfares and Public Places Local Law 2005*.

4. Guiding Principles

Street activity is guided by four principles that are designed to help create and manage street activities within the Jull Street Mall. People who wish to apply for a Street Activity Permit must ensure their proposed activity is aligned to these key principles.

4.1 Appropriate Location

Street activity is encouraged in locations that enhance the vibrancy of the Jull Street Mall. The locations must consider the impact upon business activity, pedestrian flow and community activity.

4.2 Accessibility

A well designed and maintained urban environment is essential to ensure adequate open space for people to enjoy without the clutter of commercial activity on the street.

Street activity should be integrated into the street in a way that does not compromise existing uses, street furniture, building entrances, disabled access and pedestrian safety.

4.3 Diverse and Engaging

Street activities should be engaging and diverse in nature. The ability to attract and engage people can enhance the vitality of a street and create a sense of interest and curiosity.

Applicants sought will be energetic, dynamic, creative and adept at identifying local niche markets.

Permit holders with these qualities ultimately generate a distinctive business culture with strong links to the commercial/retail sector.

4.4 Attractive and High Quality

The overall design of street activity infrastructure and associated equipment should contribute to the Jull Street Mall physical characteristics and enrich city life and street culture.

The design and appearance of structures should be innovative and vibrant, and structurally sound to be able to withstand prolonged exposure to various climatic conditions.

5. Activities Permitted

The activities permitted in the Jull Street Mall are shown in table (1) below.

Table 1 – Jull Street Mall Activities

Type of Activity	Permitted	Permit Required	Fees Required
Street Market	Yes	Yes	Yes
Street Appeals/Fundraising	Yes	Yes	Yes*
Street Entertainment	Yes	Yes	No
Community Group Promotion	Yes	Yes	No
Street Signage	Yes	Yes	No
Outdoor Eating Areas	Yes	Yes	No
Shop Front Trading	Yes	Yes	No

**Not for profit organisations or sporting groups conducting their own Street appeals/Fundraising may request at the time of application to have their fees waived*

5.1 Street Market

A defined area determined by the City where traders can carry out trading. Trading is the selling or marketing of goods or services.

A permit will be required by a market organiser (either a nominated CoA officer or an external contractor) who will manage all stallholders within the market zone and will operate according to the following criteria:

- a) Market organiser to manage all operations of the market in accordance with operating agreement;
- b) Markets only to operate on days between Thursday to Sunday;
- c) Markets will not interfere with any other approved activity or use in the Mall;
- d) Market Traders shall not obstruct or impede pedestrians using the Mall;
- e) Market Traders shall not obstruct or impede access to adjacent business properties;
- f) Market Trading goods that are likely to detract from the appearance of the mall may be required to be removed; and
- g) Market Trading stalls which detract from the appearance of the mall may be required to be removed or amended.

5.2 Street Appeals/Fundraising

An organisation undertaking the soliciting of funds or contributions or offering for sale of any button, badge, token, or other similar thing for the purpose of raising funds or contributions.

- a) Only to be conducted on Fridays except where registered charities have an advertised and commonly known Fundraising day / date e.g. Red Nose Day.
- b) No more than two (2) people assisting the street appeal/survey are to be located in the Jull Street Mall.
- c) Each person assisting the street appeal/survey must carry an identification badge and a signed permit;
- d) No person under the age of 16 shall act as a collector; and
- e) Collection tins are to remain sealed and be appropriately signed and numbered.

- f) All applicants or representatives must adhere to the requirements of the following legislation where applicable:
 - a. Charitable Collections Act 1946;
 - b. Charitable Collections Regulations 1947;
 - c. Street Collections (Regulations) Act 1940; and
 - d. Street Collections Regulations 1999

5.3 Street Entertainment

A person who wishes to perform in public as defined in the Activities and Trading in Thoroughfares and Public Places Local Law.

- a) Any collection container for donations is to remain stationary on the pavement;
- b) A permit holder shall not interfere with any other approved use or permitted activity in the mall;
- c) A permit holder cannot reserve a location or leave equipment or articles in the permitted area;
- d) A permit holder shall not obstruct or impede pedestrians using the mall or to adjacent business properties;
- e) Street Entertainment shall be for a maximum of four (4) hours in any one day;
- f) A maximum limit of two (2) artists applies in any one performance unless a greater number of performers is approved and included as a condition on the permit;
- g) Permit holders shall ensure all performers are of a suitable appearance and dress standard and must not wear attire contains offensive language or that promotes or encourages illegal activity;
- h) The use of amplification during a performance may be decibel limited (and must not exceed 72dB(A); and
- i. Can only be battery operated; and
- ii. Must not unreasonably interfere with businesses or other mall users.
 - i) Street Entertainers may be required to audition for a permit.

5.4 Community Group Promotions

A not for profit community group or sporting club promoting membership to its association or club.

- a) Promotional activities only to be located in Community Group Promotional zone;
- b) May only operate in the Community Group Promotional zone for a total of one (1) day per month.
- c) Displays may only be undertaken by an association or charity for the purpose of that association or charity; and
- d) The display of or sale of goods associated with the community group may require a traders permit.

5.5 Street Signage

Signage located within the Jull Street Mall, which promotes a business operating in a leased or owned premises.

- a) Sandwich board (A-Frame) signs are only allowed within the Jull Street Mall in accordance with current legislative requirements;
- b) No more than one (1) A-Frame sign is permitted in relation to each business;
- c) A-frame signs are not to exceed any dimensions of 1.0 metres and a surface area of 0.9m²;
- d) Be located no more than 2.0m directly in front of related business;
- e) Shall not obstruct or impede pedestrians using the Mall; and
- f) Be removed each day at the close of the business to which it relates and not be erected again until the business next opens.

5.6 Outdoor Eating Areas

A portion of a public place adjoining the normal place of business, that sell food and or beverages.

- a) These areas are only permitted directly adjacent to food businesses;
- b) Areas shall not obstruct or impede pedestrians using the Mall;
- c) All furniture and approved structures are to be free standing;
- d) All furniture and approved structures must be removed from the mall at the close of each business day;
- e) Areas are to be delineated only by means approved by the City (brass plates); and
- f) Where café umbrellas are used as a sun shade they must be adequately secured to ensure they do not become dislodged in high winds.

5.7 Shop front trading

Merchandise or goods displays in front of a premises located within the Jull Street Mall

- a) Shop front trading must be located directly in front of the premises in which it relates;
- b) Shop front trading is not to extend beyond the side boundary of the business premises;
- c) Supervision of trading activities/goods must be possible from the business premises;
- d) Shop front trading is not to obstruct access to the premises or pedestrians;
- e) All goods must be displayed on stands or racks above the level of the footpath; and
- f) Shop front trading areas are to be aesthetically pleasing.

6. Applying for a Permit

A Permit will be required to conduct activities within the Jull Street Mall as detailed within this Management Practice. Applications will be assessed on a case by case basis against the following criteria:

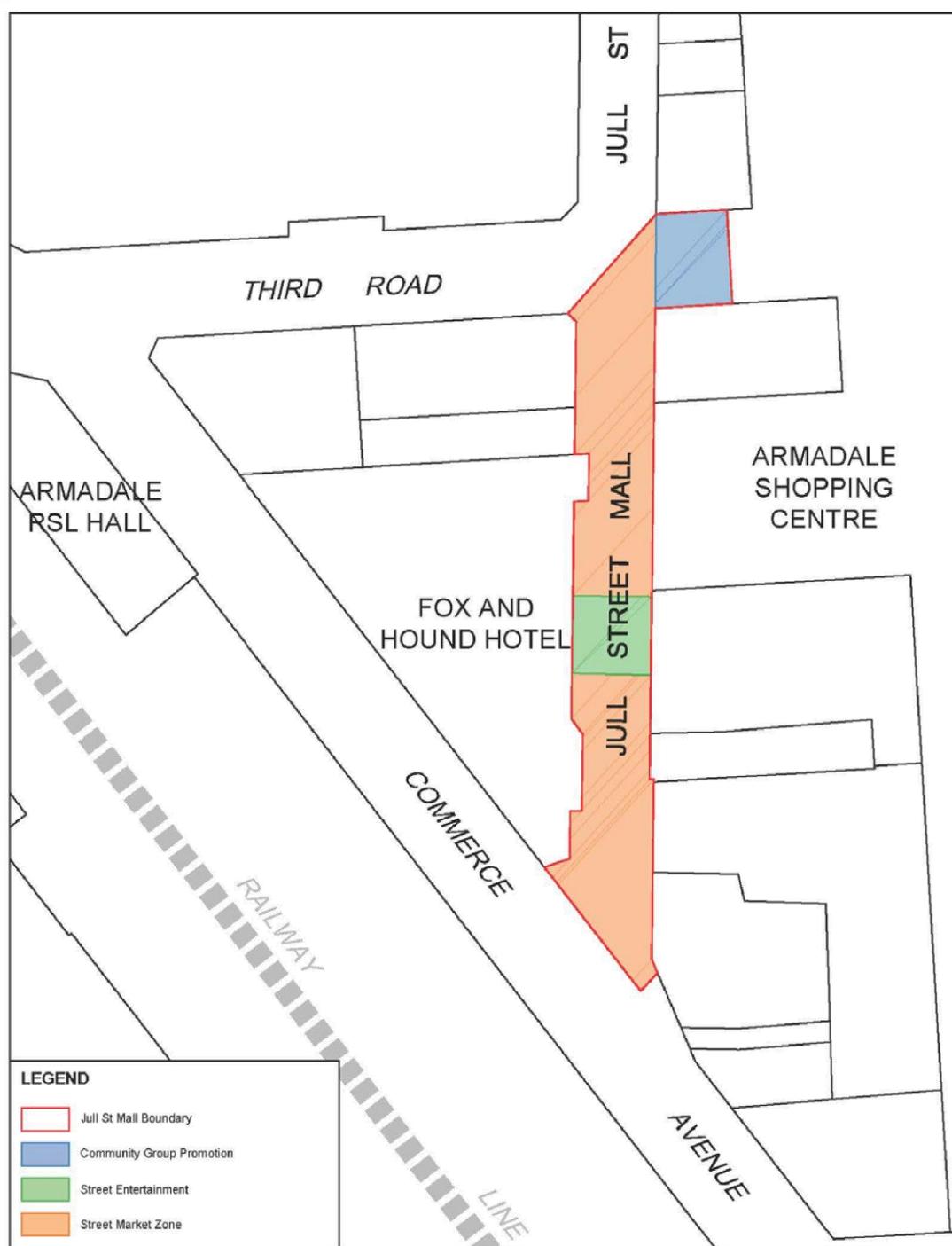
- Demonstrated compliance with relevant legislative requirements;
- Meeting the Purpose of this Management Practice
- Public safety; and
- Willingness to adhere to the City's values.

A permit may be cancelled or amended at any time if:

- The permit holder fails to comply with the permit conditions;
- There are changed conditions affecting the Jull Street Mall, such as a change of purpose, conflicting activities and/or health and safety concerns etc.

7. Fees

The fees will be consistent with the corresponding fees detailed in the City's Schedule of Fees and Charges for the relevant financial year period.



LEGEND

- Jull St Mall Boundary
- Community Group Promotion
- Street Entertainment
- Street Market Zone

Jull St Mall Activity Zone Map



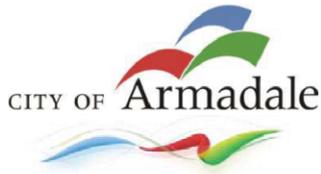
Based on information provided for and with the permission of the Western Australian Land Information Authority trading as Landgate (6/15). Aerial photograph supplied by Landgate. Photograph by Neelke.



DATE 20 May 2015 - REVISION 1501

The Incorporation is to be run by a committee that takes legal and financial responsibility for the establishment and ongoing operation of a community garden, including public liability and site insurance.

Last Reviewed	8 June 2015
Authority	C27/6/15



MANAGEMENT PRACTICE – FIRE 3 – Training and Qualifications – Local Government Bushfire Fighters Training Management Practice
Relevant Delegation
N/A

The following training requirements are to be applied to all Volunteer Bush Fire Brigades local government Bushfire Fighters within the City.

1. Training And The Bush Fire Organisation

Responsibilities differ at various levels in the fire ~~organization~~ organisation and accordingly the level of skills required to perform related tasks varies.

The Department of Fire and Emergency Services (DFES) assists local authorities by providing a variety of training courses with defined prerequisites, known as the Pathways ~~Project which addresses~~ Pathways address specific skills and knowledge required by the various levels of ~~brigade members~~ local government bushfire fighters.

These courses offer ~~an~~ DFES accredited level of training, which recognises a promotional structure and development programme for the ~~volunteer fire fighter~~ local government bushfire fighters, and are recognised by the City as being applicable to the volunteer bush fire organisation.

2. Training Officers

- (a) A bushfire brigade shall endeavour to appoint a member of the brigade as the Brigade Training Officer.

It will be the responsibility of the Training Officer to ensure that all fire fighters are trained in basic firefighting procedures and in the efficient and safe operation of the brigade's equipment.

A Brigade Training Officer appointment may be held in conjunction with any other position within the Brigade.

- (b) Appointed Training Officers will undertake the relevant training courses with DFES and will adopt and practice the procedures and standards recommended by DFES.
- (c) All accredited Training Officers will be approved ~~to~~ present training to fire fighters throughout the City.
- (d) The person in charge of training shall at all times keep the safety of those personnel under his/her direction as a primary consideration.
- (e) The Chief Bush Fire Control Officer has the operational management responsibility to ensure this occurs.

3 New And Serving Brigade Members - Training Standards

(a) Trainees (New Members)

- (i) Persons joining a brigade shall be classified as Trainee Members.
- (ii) A Trainee is a member of a Volunteer Bush Fire Brigade who has not completed the Fire Fighter Training, and has been approved to undertake the role of an active member by the brigade.
- (iii) Trainees should not be engaged in active firefighting duties at the fire face and wild fire situations until they have qualified as fire fighters.
- (iv) The minimum accepted training standard required for a member of the City of Armadale Volunteer Bush Fire Brigades to be regarded as a fully active firefighter is:
 - Induction
 - Introduction to firefighting
 - Bush Fire fighting
 - Australasian Inter-Service Incident Management Service Awareness

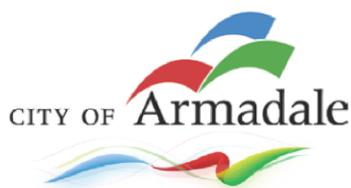
(b) Active Members

- (i) Serving brigade members who have not already undertaken formal training courses must satisfy their Captain, and brigade Training Officer that they have a level of knowledge and skills at least equal to the Fire Fighter Course level.
- (ii) Brigade members likely to be promoted within a brigade should be encouraged to attend accredited courses conducted by the DFES or their equivalent.
- (iii) Promotion within the brigade shall be based on experience and accredited training.
- (iv) The City requires Brigade Officers to be trained to a level consistent with their rank and role within the bush fire organisation, which is consistent with the Pathways ~~Project~~.
- (v) The City will require, wherever possible, Bush Fire Service Training Course accreditation or its equivalent as a prerequisite for future appointments to the positions of Fire Control Officer, Deputy Chief Bushfire Control Officer and Chief Bushfire Control Officer.

4 Bush Fire Training Committee

The Bush Fire Training Committee comprising the Training Officer from each brigade, the CBFCO, DCBFCO and Captain who will advise the Bush Fire Advisory Committee (BFAC) or in the absence of the BFAC the Manager Ranger &

Emergency Services on matters pertinent to the safety and training of ~~volunteer~~local government bushfire fighters.



**MANAGEMENT PRACTICE – HTG 1 – Movable Heritage
Collection**

Relevant Delegation

N/A

1. Introduction

The City of Armadale's moveable heritage collection currently comprises material collected by History House Museum and the Bert Tyler Vintage Machinery Museum. The City of Armadale seeks to collect, preserve, research, document, interpret, store and exhibit items that enhance the understanding of the history of the City of Armadale and its people.

2. Definition of the City of Armadale for Collection Purposes

The City of Armadale will be defined as the gazetted geographical local government boundary at the given time of the objects provenance. For the period pre 1894 today's local government boundary will be used.

3. Key Collecting Themes

The City of Armadale will only retain or accept in the collection those items which have provenance and significance relating to the following themes:

- Culturally appropriate objects relating to the Aboriginal occupation and use of the area.
- Items significant to how people, families, groups have lived their lives within the City of Armadale over time.
- Items relating to any person, family, group, organisation or event that have a significant connection to the City of Armadale.
- Items relating to the development of early industries in the City of Armadale.
- Items that relate to the effect of national or international social, political and/or economic events or practices on the City of Armadale.
- Representative examples of natural history from the City of Armadale that relate to human occupation.
- Items not directly related to the history of the City of Armadale but are reflective of the known social environment at the time and which can supplement the collection (these items to be de-accessioned when a more appropriate item enters the collection).

4. Museum Resources and Procedures

The City of Armadale will only retain or accept items if adequate resources and procedures can be provided to preserve, research, document, interpret, store and exhibit the item in accordance with accepted professional standards.

5. Item Physical Condition

The City of Armadale will only retain or accept objects whose physical condition allows it to contribute to the interpretation of the history of the City of Armadale and not pose a health and safety threat to staff, volunteers or patrons.

6. Documentation of Provenance and Significance

The City of Armadale will, where possible, only accept or retain items in the collection that are accompanied by:

- Documented provenance
- Documented significance to the City of Armadale.

7. Duplication within the Collection

The City of Armadale will avoid the unnecessary duplication of like or similar objects, and will co-operate where possible with other collecting and cultural institutions to avoid duplication of thematic collections.

Highly significant or fragile items may be duplicated to assist with security, environmental, research, education, conservation or display purposes.

8. Acquisition of the Collection by the City of Armadale

All items previously under the care of the Armadale Kelmscott Historical Society, and clearly not identified as a loan prior to the transfer of management of the History House Museum from the History House Museum Management Committee to the City of Armadale in 2003, will be regarded as belonging to the City of Armadale Moveable Heritage Collection.

Items can be accepted into the City of Armadale Moveable Heritage Collection by donation, acquisition, bequest, internal transfer, salvage or external transfer. Where possible all items that enter the collection will be accompanied by appropriate documentation such as a receipt, transfer document or a signed donation/deed of gift form.

Donation or deed of gift forms must clearly state that the donor is the legal owner of the item or that they have the legal authority to transfer the ownership of the item to the City of Armadale.

9. Item Restrictions

The City of Armadale as general practice will not accept an item with any restrictions from the donor attached. If a sufficiently important case exists for a highly significant item to be accepted with restrictions, a reasonable date will be agreed to with the donor for the termination of the restrictions. The City of Armadale will strictly adhere to the provisions of the restrictions unless a court of competent jurisdiction authorises otherwise.

10. Secondary Collection

Not all items offered to the City of Armadale will meet the criteria established in this document. Some items may have an educational significance and be accepted into the City of Armadale's Secondary Collection. Donors must be made aware of this distinction prior to acceptance of donations.

The secondary collection is to be used for public and educational programs. These items will be used by members of the public and may be subject to possible damage. They are not a part of the City of Armadale's Moveable Heritage Collection, they will not be documented on the primary collection database and not be subject to the management practices set out in this document except that they must be safe to use by staff, volunteers and members of the public.

11. Ethics

The City of Armadale will only acquire items for its collection:

- In accordance with State and Federal law and international agreements between Australia and other nations.

- That have legal and ethical provenance.
- In accordance with the Museum Australia Code of Ethics of which it is a member.
- That preserve human dignity.

The City of Armadale will:

- Promote the legal and ethical responsibilities of natural and cultural preservation to the general public.
- Not provide appraisals for tax deductions or other external purposes.
- Only provide identification and authentication for professional, scientific or educational purposes as outlines in the Museums Australia Code of Ethics.

12. De-accessioning and disposal

De-accessioning is the process whereby an item from the collection maybe considered for removal. In accordance with good collection management practice and International Council of Museums (ICOM) ethics, the City of Armadale has the right to de-accession items over which it has ownership.

13. Condition for De-accessioning

The City of Armadale may de-accession an item if it:

- Fails to meet the criteria set out in the City of Armadale's management practices for the acceptance and retention of material on a permanent basis.
- Does not have adequate documentation proving provenance and significance.
- Is more appropriate for the item to belong in another cultural or collecting institution.

14. Community Consultation

For an item to be disposed of or transferred to another organisation the City of Armadale will present the recommendation for de-accessioning to a Council recognized community committee for ratification.

For items that have significant financial or cultural value, or where the community committee is unable to reach a consensus on disposal or transfer, the decision will be referred to Council for resolution.

15. Conditions for Disposal

The City of Armadale may dispose or de-accessioned items using the following methods:

- Offer the item in the first instance back to the original donor or immediate member of the family.
- Offer the item to another appropriate cultural or collecting institution.
- Offer the item to an appropriate community organisation.
- Transfer the item to the City of Armadale's Secondary Collection.
- Cannibalise the item for spare parts for other, more significant items in the collection.
- Sell the item via public auction and in accordance with the ethics outlined in this document.

- As a last resort destruction of the item while being witnessed by an impartial observer.

16. Proceeds from the Sale of an item

Any proceeds from the sale of a de-accessioned item should be committed back into the development and care of the moveable heritage collection. The City of Armadale should not be seen to be profiting from the communities' heritage.

17. Ethics

No City of Armadale staff member, Councillor, volunteer, community group member or member of their family may purchase or be seen to gain personal benefit from the disposal of a de-accessioned item regardless of method of disposal including public auction.

18. Loans

The acceptance of items by the City of Armadale on a 'long term loan' or a 'temporary loan' basis will be refused. Loans may be accepted on a short term basis for exhibition purposes and only within a specifically defined period. All loans to the collection will be properly cared for in keeping with the standards outlined in this management practice.

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

All outward loans will be made under signed agreement with the City of Armadale, and depending on value may be subject to notification and acceptance of the City's Insurer noting the following:

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

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

19.19. Display of Moveable Heritage Collection Artefacts

Prior to display all artefacts must be transferred to the legal ownership of the City of Armadale.

- If the artefact is deemed not to belong to City of Armadale's moveable heritage collection it may only be included in a display provided that the artefact is covered in a temporary loan agreement and is essential to the success of the display.
- The City of Armadale should hold those artefacts that originate from indigenous groups under mutual agreement. The rights to such cultural material will legally remain with the indigenous custodians.

Establishing the aim of display

Before any artefact is placed within a display it must be considered to comply with the Moveable Heritage Collection Policy/Management Practice.

The artefact or display must be placed in a location within the museum that is suitable for exhibition of artefacts. Due care is to be given to the condition requirements of artefacts such as exposure to light, heat and biological agents.

Appropriateness

The City will only display in its museums those objects or archival materials, which are relevant to and consistent with the defined purposes of the museum, as defined by the Moveable Heritage Collection Policy/Management Practice.

Research requirements of displayed objects

Those artefacts that are used in displays must have a minimum standard of research so that the object can be interpreted in an appropriate manner. This level of research should include:

- Knowledge on the use or application of the object/artefact.
- Accessioning information at time of donation completed as far as is practicable.
- The object must have a research relevance to the display in which it is to be placed.

Condition of objects to be displayed

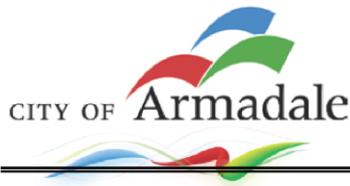
All objects earmarked for display should be considered to be in good general order. Any conservation works to objects should be carried out prior to display.

- Objects that are placed in long-term displays should be assessed at least once per calendar year.
- Any object found to have deteriorated while on display should be removed immediately and not replaced until stabilised.
- If necessary replacement artefacts should be used to complement the display.

Safety

The museum will avoid displaying items that may endanger the health or safety of museum staff or the public given reasonable safety precautions.

Last Reviewed	
Authority	



Management Practice – HTG 2 - Local Studies Library Collection

Relevant Delegation
N/A

1. Introduction

The City's Local Studies Library was named in 2003 in honour of Ivor T. Birtwistle, the first president of the Armadale-Kelmscott Historical Society. Birtwistle's private collection of books and documents, donated after his death and originally held in the History House Museum, remains an integral part of the collection. The Birtwistle Local Studies Library is committed to acquiring materials to develop a comprehensive history of the district.

2. Key Collecting Themes

The City of Armadale's local history collection will reflect the following acquisition criteria:

- Items should have a verifiable connection with the City of Armadale (i.e. people, places, activities or events).
- Published district history works of other local government areas will be collected.
- The collection will include oral history recordings and transcripts, photographs, documents, ephemera, books and manuscripts, local newspapers and news magazines, serials, ~~council records~~, private archives, cartographic materials, micro formats and limited artefacts.

3. Acquisition

Acquisitions into the collection are made through:

- purchase, donation, copying agreements or by bequest.

Where possible all donations that enter the collection will be accompanied by appropriate documentation such as a receipt, transfer document or a signed donation/deed of gift form.

Donations that include a large collection of items, e.g. minutes and correspondence of a community group or organisation, might not be retained in full, rather a sample collection of the items only may be retained depending on the significance of the collection. Remaining items will be returned to the donor or destroyed by agreement.

Where donors do not wish, or are unable, to fulfil these requirements, then donors may be approached for a loan of such materials to be copied for the collection. When an item is on loan for such purpose, a termination date will be specified.

Donation or deed of gift forms must clearly state that the donor is the legal owner of the item or that they have the legal authority to transfer the ownership of the item to the City of Armadale.

Preferably, acquisitions must be in a good state of preservation or manufacture. Items requiring extensive conservation and storage conditions that cannot be adequately provided for by the collection resources should not be acquired unless it meets significance criteria.

3.4. De-accessioning and disposal

De-accessioning is the process whereby an item from the collection may be considered for removal if it:

- Is an item that does not fall within the Acquisition Criteria,
- Is in poor condition and is considered to be of insufficient merit to allocate the resources to ensure its conservation,

- It is a duplicate and a more physically intact item is available.

The City of Armadale may dispose or de-accession items using the following methods:

- Return to the donor if indicated on the donor's receipt or deed of gift.
- Transfer to another collection agency.
- Sale or auction.
- Destruction.

45. Collection management

All items are officially receipted and registered into the collection and catalogued within the City of Armadale's current Library Management System.

The library catalogue record includes information, including, but not limited to: loans, physical condition, identifying features, provenance and legal requirements and copyright agreement, i.e. whether the donor has retained copyright or transferred copyright to the City.

56. Copyright

Published materials

- Copyright practices should be within the *Copyright Amendment Act 1968-2006* and apply to all published material in the collection. Should a researcher wish to use any unpublished item for publication, written permission must be first sought from the City of Armadale's Historian/Local Studies Librarian, who will seek any clearances on behalf of the researcher.
- Photographs will only be available on application to the City of Armadale's Local Studies Library, which will work within the *Copyright Amendment Act 2006*.
- Digitisation of significant items will be in accordance with the *Copyright Amendment Act 1968/2006*.

Unpublished materials

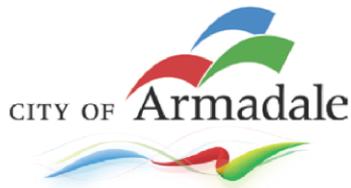
- Copies of all or part of unpublished materials may be made, subject to the wishes of the donor of the material.

67. Ethics

The City of Armadale will abide by the codes of ethical practice established by the:

- Australian Library & Information Association
- Australian Society of Archivists
- Oral History Association of Australia

Last Reviewed	
Authority	



MANAGEMENT PRACTICE – LIB 2 - Library Public Notice

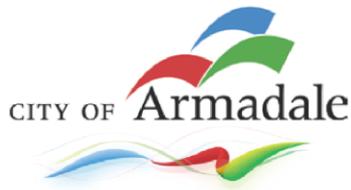
Boards

Relevant Delegation

N/A

1. Notice Board items promoting an event should be of a non-commercial nature, ie they should be “non profit” other than commercial cultural advertising, such as theatre, ballet, musical events, film etc.
2. Promotion of community courses/events for which payment is required is acceptable, if the course/events are of an educational nature or health/welfare related, and it is considered that they are not being run from a purely profit driven motive. This decision rests with the Branch Librarian in the first instance, with the Manager Library & Cultural-Heritage Services making the final decision in case of dispute. The Library’s community service obligation should be the prime factor in making such a decision.
3. Any religious promotional material should be of a general nature and should not promote one particular church and its actual location. A telephone number for contact on such notices or handouts is permissible. An address is acceptable for specific events at a religious centre, eg fete, guest speaker, carol singing event.
4. Political advertising in support of particular candidates is not permitted. However, promotion of a particular event eg guest speaker, rally etc is acceptable. It is not the Library’s responsibility to seek advertising material from the other side of political opinion if it does display material promoting an event supporting one particular point of view.
5. When space becomes an issue on notice boards, local events will take priority.
6. Notices should where possible be “classified” so that like events are promoted on one board.
7. A-Where possible, a separate notice board will be used to display all Council related notices and to promote the City’s events.
8. Open ended notices will in most instances be displayed for a-up to three3-months period only, other than those deemed to be of greater use to the community. This decision rests with the Branch Librarian.
9. Informational handouts will be offered as space permits. No group has the right to request that their handouts be placed in a more prominent position than another.
10. The placing of handouts inside of books when issued will be restricted to City supported events.
11. The City at its discretion, reserves the right, with or without reason being provided, to refuse the placement of material on its library notice boards which in its view does not comply with the intent of this policy and that decision shall be final.

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POLICY – RECN 7- Major Event Sponsorship Policy

Related Management Practice

Yes

Relevant Delegation

N/A

Rationale

Council is committed to promoting the City of Armadale locally, nationally and internationally and also supporting the Champion Lakes Complex and major events.

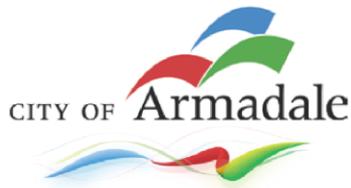
This policy provides guidelines determining how Council responds to sponsorship requests for major events that occur within the City boundaries including but not limited to the Champion Lakes Complex.

Policy

Council will consider requests for sponsorship of major events held within the City of Armadale.

Sponsorship proposals will be assessed against criteria which are outlined in the Management Practice.

Related Local Law	N/A	
Related Policies	COMD1 Requests for Financial Assistance COMD5 Sponsorship of the City’s Events, Programs, Facilities and Publications	
Related Budget Schedule	Recreation Services	
Last Reviewed	11 May 2015	
Next Review Date	March 2018	
Authority Council Meeting of:	13 February 2012 (C8/2/12)	11 May 2015 (C23/5/15)



MANAGEMENT PRACTICE – REC N 7- Major Event

Sponsorship

Relevant Delegation

N/A

Requests for sponsorship will be considered having regard for the following guidelines and criteria:

1.1 Eligibility criteria

- a. Local, national and international recognition and affiliation with relevant sporting or community associations and governing bodies.
- b. Must present a proposed sponsorship agreement.
- c. The event must attract spectators and volunteers from the local and wider community.
- d. Can demonstrate a high level of community interaction with local business and residents.
- e. Has the ability to manage a high profile event of the proposed type.
- f. Demonstrates a significant contribution in cash and/or 'in kind'.
- g. Demonstrate annual events have capacity to become sustainable without sponsored funds.
- h. Provide promotional opportunities for the City before, during and after the event.

1.2 In the event that the application is successful applicants must:

- a. Adhere to the sponsorship agreement proposed by the City.
- b. ensure that the Council's sponsorship is acknowledged through means such as advertising, promotional and media publicity associated with the event. Extent of acknowledgement will be dependent on each individual sponsorship agreement.
- c. Provide a sponsorship report with detail of the outcomes and event summary within 3 months of the event.
- d. All requests for sponsorship will be referred to the Community Services Committee for inclusion in the budgeting process.

Last Reviewed	
Authority	

