

# CITY OF ARMADALE

## MINUTES

OF COMMUNITY SERVICES COMMITTEE HELD IN THE FUNCTION ROOM,  
ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON TUESDAY, 6  
DECEMBER 2022 AT 7.00PM.

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**PRESENT:** Cr M Silver (Chair)  
Cr P Hetherington (*Deputy for Cr Northcott*)  
Cr J Keogh  
Cr S J Mosey  
Cr G J Smith (*Deputy for Cr Busby*)

**APOLOGIES:** Cr K Kamdar (Leave of Absence)  
Cr M S Northcott

**OBSERVERS:** Cr R Butterfield (*Mayor*)  
Cr K Busby (*via Teams*)  
Cr E J Flynn (*via Teams*)  
Cr S Peter (*from 7:17pm*)(*via Teams*)

<b>IN ATTENDANCE:</b>	MS J Abbiss	CEO
	Mr J Lyon	Executive Director Corporate Services ( <i>via Teams</i> )
	Mr M Andrews	Executive Director Technical Services ( <i>via Teams</i> )
	Ms J Cranston	Executive Assistant Community Services
	Ms R Milnes	Manager Community Development
	Ms C Whittington	Community Facilities Planning Coordinator ( <i>via teams</i> )
	Mr L Puig	Manager Economic Development and Advocacy

**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](http://www.armadale.wa.gov.au/your_council/councillors).”*

## **DISCLAIMER**

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

## **DECLARATION OF MEMBERS' INTERESTS**

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Nil

## **QUESTION TIME**

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Nil

## **DEPUTATION**

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Nil

## **CONFIRMATION OF MINUTES**

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## **RECOMMEND**

**Minutes of the Community Services Committee Meeting held on 8 November 2022 be confirmed.**

**Moved Cr S J Mosey**  
**MOTION CARRIED**

**(5/0)**

## **ITEMS REFERRED FROM INFORMATION BULLETIN**

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Report on Outstanding Matters – Community Services Committee

Items referred from the Information Bulletin – Issue 19 – November 2022

*No items were raised for further investigation or report.*

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## COMMUNITY SERVICES COMMITTEE

6 DECEMBER 2022

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### ***1.1 - REVIEW OF THE ANNUAL SCHOOL SCHOLARSHIP***

WARD : ALL  
FILE No. : M/613/22  
DATE : 11 November 2022  
REF : RM  
RESPONSIBLE : Executive Director  
MANAGER : Community Services

#### **In Brief:**

- This report outlines the review undertaken of City's Annual School Scholarship comprising consultation with local secondary schools regarding the fiscal amount of the Scholar Award and the student cohort it is designed to benefit.
- Recommend that Council:
  1. Endorse the increased fiscal amount allocated to the Annual School Scholarship of \$300 per local secondary school.
  2. Endorse that the Scholar Award continues to be offered to local schools to nominate one Year 10 student as the recipient.

#### **Tabled Items**

Nil

#### **Decision Type**

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

#### **Officer Interest Declaration**

Nil

#### **Strategic Implications**

##### ***1.2 Improve Community Wellbeing***

1.2.2 Facilitate the alignment of service and program delivery to identify social priorities within the community

##### ***1.4 An Inclusive and Engaged Community***

1.4.4 Facilitate the provision of facilities, services and programs to meet the needs of the City's current and future demographics

**Legal Implications**

Nil

**Council Policy/Local Law Implications**

Nil

**Budget/Financial Implications**

- It is proposed that the current Scholar Award amount is increased from \$150 per school (a total of \$1500) to \$300 per school (a total of \$3000 per annum). The increase of \$1,500 will be included in the mid-year review.

**Consultation**

1. Intra-departmental
2. Five local secondary schools

**BACKGROUND**

At the Ordinary Council Meeting on 10 October 2022, a Councillor item was raised to request a report to review of the City's Annual School Scholarship. The subsequent recommendation by Council comprised (C28/10/22):

*That Council request a review on the Annual School Scholarship including the fiscal amount allocated to the award.*

*The Current Annual School Scholarship*

The Annual School Scholarship was originally titled the 'City of Armadale High School Scholarship' and was endorsed by Council as a City of Armadale initiative in 1994 (F337/94). The conditions of the Annual School Scholarship and the fiscal amount of the Scholar Award have remained the same since Council's original endorsement.

Each year the City invites 10 local secondary schools to nominate a Year 10 student to receive the \$150 Scholar Award to assist with the cost of school fees and books. To date, the majority of the schools participate in nominating a student, with the Scholar Award presented by the Mayor or the Mayor's representative to students at the school assembly. Schools are advised of the conditions of application as follows:

- (i) *the Scholar Award provided by Council shall be called the "City of Armadale Scholar Award";*
- (ii) *annually, each high school within the Armadale district shall be invited to participate;*
- (iii) *the Scholar Awards are only for Year 10 students proceeding to Year 11;*
- (iv) *the student must be a resident of the Armadale district;*
- (v) *to be eligible to receive the Scholar Award, the candidate's name will be forwarded to the City of Armadale **no later than (nominated date).***
- (vi) *the school accepts responsibility for receiving the Scholar Award and administering same on behalf of the student;*
- (vii) *the Scholar Award to be presented by the City of Armadale at an official year end school event of prominence ie, graduation night; **Please provide date and time of presentation.***
- (viii) *the selection of the winning student to be at the sole discretion of the school provided the conditions herein above are satisfied;*
- (ix) *Council's Scholar Award be acknowledged in terms of the school's advertising and promotional material.*

### *The Review Process*

The following factors were considered when undertaking the review of the Annual School Scholarship:

- How the law on compulsory schooling has changed since 1994 and the effect of this on the original purpose of the initiative in the context of the Scholar Award's presentation to Year 10 students
- The fiscal amount provided for the Scholar Award
- On what basis the student is nominated for the Scholar Award
- How the Annual School Scholarship links with the City Financial Assistance Policy

To inform the recommendations, Officers approached all the participating schools to obtain feedback as to the relevance of the Annual School Scholarship to the Year 10 cohort, the funds allocated and the basis on which the student is nominated for the Scholar Award. From the schools approached, five responded and a summary of the comments are noted in this report.

## **DETAILS OF PROPOSAL**

### *The Change in the Law on Compulsory Schooling*

Since 2008, it has been compulsory in Western Australia for children to attend school from Pre-primary to the end of Year 12. The Department of Education has outlined alternatives to full time schooling including apprenticeships, traineeships, a TAFE course or a combination of school, training and paid employment. For students in the final years of compulsory education, the Minister for Education must approve a Notice of Arrangement.

One of the original intentions of the of the Annual School Scholarship was to encourage nominated students to proceed to Year 11, as in 1994 it was compulsory to complete Year 10 only. With it now being compulsory to complete Year 12, it was important to ascertain what age a student would find the Scholar Award most advantageous.

Interestingly, all five schools surveyed indicated that it is still the Year 10 cohort who would benefit the most from the Scholar Award. It was stated that there are various forms of assistance available to Year 11s and 12s therefore providing the Scholar Award to Year 10 students will still be of benefit to this cohort in terms of contributing to their academic progress.

### *Fiscal Amount of the Scholarship*

The fiscal amount of the Scholar Award was identified in the recommendation as an element to be included in this review. According to the Reserve Bank of Australia (2022), \$150 in 1994 equated to \$288.35 in 2021. Therefore it is proposed that \$300 would be a fair contribution in today's terms for educational items to equip the student to progress their academic life.

Whilst the five schools surveyed indicated that the higher the amount of the Scholarship the more advantageous it will be for the student, it was accepted that the amount of \$300 is considered a meaningful contribution.

### *The Basis for the School's Nomination of the Student*

The schools consulted with provided the following reasons a student would be nominated for the Scholar Award:

- The student who is striving to achieve excellence in their school work
- The student who is in good standing with the school - adhering to school rules, satisfactory academic results, has a positive influence on peers and contributes to school culture
- The student whose family's financial circumstances are challenging

*The City's Financial Assistance Policy*

The City's Financial Assistance Policy does not currently include the Annual School Scholarship. The intention is to amend the Policy to include the Scholarships to ensure that all donations are captured in the Policy.

## **ANALYSIS**

The City has offered the Annual School Scholarship to all local secondary schools since 1994 for one Year 10 student per school to receive a contribution of \$150 for school items.

It may be theorised that the Scholar Award would be most useful to Year 11 or 12 students given the current law that all students may not leave school at Year 10, and that this legal requirement negates the need for the Scholar Award as an incentive for Year 10 students to continue to Year 11. However the five schools surveyed stated the Scholar Award is still of most benefit to Year 10 students, who are selected based on a range of academic and behavioural criteria, along with taking into consideration the financial circumstances of the student's family.

After receiving feedback from the schools and determining the appropriate value of the initial contribution on today's standards, it is recommended that the Scholar Award amount offered is increased to \$300.

The Annual School Scholarship will also be incorporated into the City's Financial Assistance Policy and presented to Council as a draft for endorsement by June 2023.

## **OPTIONS**

Council has the following options:

1. Endorse the increased fiscal amount allocated to the Annual School Scholarship of \$300 per local secondary school for one Year 10 student as nominated by the school.
2. Do not endorse the increased fiscal amount allocated to the Annual School Scholarship of \$300 per local secondary school for one Year 10 student as nominated by the school.
3. Endorse an alternative amount to be allocated to the Annual School Scholarship.
4. Endorse that the Scholar Award continues to be offered to local schools to nominate one Year 10 student as the recipient.
5. Endorse that the Scholar Award is offered to local schools to nominate one student from a different year group.

Options 1 and 4 are recommended.

## **CONCLUSION**

The Annual School Scholarship originated in 1994 with the purpose of assisting one nominated Year 10 student from each local secondary school with the cost of school fees and books. The review undertaken included consulting with participating schools and determining today's value of the \$150 provided in 1994. Whilst it was found that the purpose of the Annual School Scholarship and its target cohort is still relevant and appropriate, the proposed fiscal amount of \$300 would provide a more meaningful benefit to the student.

## **ATTACHMENTS**

There are no attachments for this report.

*The following motion was moved by Cr Silver:*

That Council:

1. Endorse the increased fiscal amount allocated to the Annual School Scholarships Initiative of \$300 per local secondary school.
2. Endorse that the Annual School Scholarships Initiative continues to be offered to local schools to nominate one Year 10 student as the recipient.
3. The increase of \$1,500 in the allocation to the Annual School Scholarship Initiative be included in the mid-year budget review.
4. Request a report for a book award for primary schools.

Moved Cr Silver, Opposed Cr Keogh  
MOTION LAPSED FOR WANT OF A SECONDER

*Cr Keogh moved the Officer recommendation.*

## **RECOMMEND**

C33/12/22

That Council:

1. **Endorse the increased fiscal amount allocated to the Annual School Scholarships Initiative of \$300 per local secondary school.**
2. **Endorse that the Annual School Scholarships Initiative continues to be offered to local schools to nominate one Year 10 student as the recipient.**
3. **The increase of \$1,500 in the allocation to the Annual School Scholarship Initiative be included in the mid-year budget review.**

Moved Cr J Keogh  
MOTION CARRIED

(5/0)



## **2.1 - ROLEYSTONE COMMUNITY GARDEN - SECURITY MEASURES (REFERRAL MATTER)**

At the Council meeting held on 10 October 2022, Cr Mosey referred the following matter to the Community Services Committee.

*That the matter of investigating security measures to support the Roleystone Community Garden (fencing and/or CCTV are desired options) be referred to the Community Services Committee.*

### **Comment from Cr Mosey**

I have been contacted by members of the Roleystone Community Garden who are exacerbated with the constant vandalism and destruction of their hard work. They have recently had all of the carrots they had planted pulled out and strewn all over the garden. They have had all strawberries picked when not ripe and then squashed into the paths etc.

They are quite simply at their wits end as this has been a constant battle and they will likely lose all of their members and be forced to close down if they can't get some form of Security Measures going forward.

The Kelmscott Community Garden as an example is fully fenced and the Roleystone Family Centre has great CCTV coverage which has enabled perpetrators to be identified and dealt with.

### **Officer Comment**

#### **Fencing**

The Roleystone Community Garden Inc. currently have the following areas under use by agreement (CS/65/17):

- Exclusive use via lease of the area for the shed
- Approx 1065m2 via licence for the purpose of a community garden.

Relevant extracts from the lease are as follows:

**(b) Use of Licensed Area**

The Tenant covenants with the Landlord:

- (i) to use the Licensed Area for the purpose of a community garden area only;
- (ii) to use the Licensed Area for the Tenant's use only;
- (iii) that all existing naturally occurring vegetation in the Licensed Area as at the Commencement Date shall not be removed or damaged;
- (iv) not to fence off the Licensed Area;
- (v) not to do or permit anything at the Licensed Area that is noxious, noisy, offensive, illegal or that causes annoyance, disturbance or damage to neighbours.
- (vi) not to permit any person to sleep at the Licensed Area or use them as a dwelling.

Notwithstanding paragraph (iv) above, although the Licensed Area is not to be fenced for the time being, the Parties acknowledge that there may become a need to fence the Licensed Area at some stage during the Term. If the Tenant ever wishes to fence off the Licensed Area during the Term, the Tenant shall not do so without the prior written consent of the Landlord – which consent the Landlord may withhold at its absolute discretion, and which consent will not be given without a determination being made by way of a Council resolution.

A further report to Council would be required to provide determination to approve fencing.

**CCTV**

The City's CCTV and MCCTV (ENG18) policy and Management Practice provides the following with respect to access of footage captured by City CCTV and MCCTV systems:

- 2.3 *The use of CCTV and MCCTV footage is restricted to approved users only in compliance with applicable CCTV legislation and/or Standards can only be viewed by Authorised Officers.*
- 2.4 *Members of the public are not permitted to view CCTV and MCCTV recordings.*
- 2.5 *Members of the public wanting to report an incident shall be directed to the Police to make a formal report. Authorised Officers may, on request by the Police, extract the relevant digital recording in order to assist the Police with their investigations.*

▪ **Mobile CCTV Trailer:**

The City recently obtained a mobile CCTV trailer via an election commitment grant. Ranger Services are currently working with WA Police to establish a suitable deployment protocol so that the asset is utilised to its fullest potential. It is intended that the trailer will be deployed to crime hotspots based upon WA Police statistics, therefore the use of the trailer at the Roleystone Community Garden would require statistical evidence to support its deployment to the area.

The City's CCTV and MCCTV Management Practice (ENG18) provides the following in relation to deployment of the City Mobile CCTV:

- 3.1 *A request to deploy MCCTV cameras in any location must first be approved by the Chief Executive Officer via submission of the relevant Request for M/CCTV deployment form.*
- 3.2 *The responsible directorate shall coordinate the MCCTV camera location program that is based on operational requirements (environmental) or historical evidence of criminal or anti-social activities, vandalism, illegal dumping, or graffiti.*

■ Permanent CCTV:

The City currently has CCTV overlooking Cross Park public toilet and skate park. If further coverage was sought to be installed by the City, then our contractor would be requested to quote on approved area.

Several leased facilities have installed their own CCTV systems, however this is typically over buildings under exclusive use, and not public open space.

Both the Lease Agreement and the Lease & Licence Policy are silent on CCTV cameras being installed, either on leased facilities or public open space.

From a lease/licence perspective, there are no restrictions or set conditions around CCTV, other than the general requirement to seek City approval before proceeding with any alteration to the facility. Under the current Agreement, maintenance of a 'security system' is the responsibility of the Landlord with respect to the building.

Funding

The City's Community Garden Policy (COMD9) and associated Management Practice provides a framework for the establishment and management of community gardens. The Management Practice states:

*The City will not provide capital funding for the establishment of a community garden or associated facilities.*

And;

*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.*

Options

1. Take no further action at this stage.
2. Request details of the proposed fencing from Roleystone Community Garden that is consistent with the terms of their license agreement.
3. Receive a further report in consideration of option 2.

**ATTACHMENTS**

There are no attachments for this report.

**RECOMMEND**

**C34/12/22**

**That Council:**

**Request a report that includes:**

- (i) Options available to address the ongoing security issues at the Roleystone Community Garden.**
- (ii) The estimated capital and asset renewal costs of the security options identified.**
- (iii) Potential funding sources for the security options.**
- (iv) A comparative analysis of security measures at other community gardens within the City.**

**Moved Cr S J Mosey  
MOTION CARRIED**

**(5/0)**

## **2.2 - BUSHLAND RESERVE - CROSS PARK PRECINCT (REFERRAL MATTER)**

### **MEETING CLOSED TO PUBLIC**

MOVED Cr Mosey that the meeting be closed to members of the public as the matter to be discussed deals with the personal affairs of a person.

Motion Carried (5/0)

*Meeting declared closed at 7:22pm*

At the Council meeting held on 10 October, Cr Mosey referred the following matter to the Community Services Committee.

*That the matter of investigating creation of a bushland reserve within the Cross Park Precinct and consider naming after a local bushland champion be referred to the Community Services Committee.*

### **Comment from Cr Mosey**

I would like a section of bushland near the South West corner of the Cross Park Precinct in Roleystone to be set aside as a bushland reserve, fenced and named for a prominent member of the Roleystone bush care or environmental champion.

Further details of the proposal were circulated to Councillors via memo.

### **Officer Comment**

Further clarification was sought from Cr Mosey as to the subject area – as indicated below:



### **Existing Areas under Lease/Licence:**

Cross Park is owned freehold by the City with parts of the area of interest currently under lease as indicated below:





A significant portion is currently under lease to the Roleystone Family Centre. The Lease Agreement lists the responsibility of cleaning, landscaping and maintaining the land as a responsibility of the Roleystone Family Centre.

These items are listed within the tenants 'Operating Expenses'.

Wording from Lease Agreement (Tenant's operating expenses):

- (c) cleaning and decoration of the Land and the Complex;
- (d) garbage collection, compacting, storage and removal services and facilities;
- (e) landscaping of and maintaining any landscaping at the Land or the Complex;

The City does not have any responsibilities listed in the lease agreement regarding landscaping or maintaining the land.

Master Plan and Site Functionality:

The Cross Park masterplan, which was endorsed by Council in March 2013 (C38/3/13) has no future allocation for this portion of the site, with the masterplan indicating 'Family Centre to be Retained'.

Comment from Environment:

There is no dedicated environmental management plan, bushland weed mapping, dieback mapping or localised environmental values assessment of the Cross Park precinct.

The vegetation of the site is consistent with that of an upland Jarrah Forest, with a modified understory.

Mapped environmental values of the site includes (State and Federal datasets) on:

- Mapped presence and habitat suitable for *Isoodon fusciventer* (Quenda) – Priority 4 species (Rare, Near Threatened and other species in need of monitoring) under the *Biodiversity Conservation Act 2016*.
- Mapped presence and habitat suitable for *Calyptorhynchus latirostris* (Carnaby's Cockatoo). Listed as Endangered Species under the *Biodiversity Conservation Act 2016* and the *Environmental Protection Biodiversity Conservation Act 1999*.

Consistent with an approach of the management of other urban natural assets, the management of the environmental values of the site is undertaken in accordance with a bushland maintenance schedule. Bushland restoration works such as rubbish collection, dieback treatment of vegetation and weeding is also undertaken in the reserve by the community group Roleybushcare.

Other bushland reserves at recreation precincts include Creyk Park Bushland (2.3ha) and Bob Blackburn Reserve (5ha). These two reserves are also currently managed in accordance with a bushland maintenance schedule (bushfire mitigation works, revegetation works, weed control) that is administered by the Bushcrew. The maintenance of these sites is also supported through the implementation of programs such as the dieback treatment program.

If a higher level of environmental maintenance or improvement was sought in the Cross Park precinct, the following studies could be considered (both inside and outside of the lease areas) to inform a maintenance schedule:

- mapping of habitat trees;
- formal dieback mapping of site;
- detailed weed mapping & weed maintenance program development;
- vegetation condition mapping;
- revegetation programs (opportunities with the consideration of appropriate asset protection zones associated with adjacent community infrastructure).

Bushfire Risk Management

The nominated site for the bushland reserve would need to be established cautiously given that ongoing mitigation works will be required to meet the City's Bushfire Risk Management Planning (BRMP) obligations. The fuel loads on the proposed site would need ongoing monitoring and management, particularly given its proximity to the Roleystone Family Centre. Therefore the location should not be considered for use as an unmanaged natural bushland site.

Other Considerations

- There are no particular planning considerations. The City's policy on naming places and buildings would apply.

- CAPEX costs related to fencing have not yet been estimated as part of this report.
- Community & current leaseholder engagement has not been undertaken in writing this report, and would be required should further action be recommended.

Options

1. Do nothing
2. Receive a report that includes;
  - a. details and estimated cost of required studies
  - b. details and estimated cost of fencing
  - c. details and estimated cost of developing and implementing a management plan for such a reserve
  - d. implications of creating a reserve on land owned freehold by the City
  - e. implications for the current leaseholder of establishing a bushland reserve.
3. Identify other appropriate bushland areas in or around Roleystone that could be named after a prominent member of the Roleystone bush care or environmental champion.

**ATTACHMENTS**

There are no attachments for this report.

**RECOMMEND**

C35/12/22

**That Council:**

1. Notes the intended individual for whom the bushland is to be named provided under confidential cover.
2. Immediately proceeds with naming the portion of Cross Park delineated as "the subject area" within this report as the "Individual's **Full Name Bushland**" or "**Individual's Surname Bushland**".
3. **Directs that Part 2, including determining the choice of the two naming preferences, is only to be actioned with the agreement of the intended individual and/or individual's immediate family.**

Amended  
at  
Council  
Meeting  
of 19  
Dec 2022

Moved Cr S J Mosey  
**MOTION CARRIED**

**(5/0)**

**MEETING OPENED TO PUBLIC**

Moved Cr Mosey that that the meeting be opened.  
Motion Carried (5/0)

*Meeting declared open at 7:31pm*



***COUNCILLORS' ITEMS***

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**1. Storage Shed for Piara Waters Cricket Club (Cr Michelle Silver)**

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Cr Silver requested a report on a storage shed for the Piara Waters Cricket Club.

**RECOMMEND**

**C36/12/22**

**That Council refer the following Councillor item in regard to:**

**1. A storage shed for the Piara Waters Cricket Club**

**To the relevant Directorate for action and/or report to the appropriate Committee.**

**Moved Cr Silver**

**MOTION CARRIED**

**(5/0)**

***EXECUTIVE DIRECTOR COMMUNITY SERVICES REPORT***

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Nil

**MEETING DECLARED CLOSED AT 7:41PM**