

CITY OF ARMADALE

MINUTES

OF COMMUNITY SERVICES COMMITTEE HELD IN THE COMMITTEE ROOM,
ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON TUESDAY, 8
AUGUST 2017 AT 7.00PM.

PRESENT:

| | |
|------------------|------------------------------|
| Cr K Busby | (Chair) |
| Cr R Butterfield | |
| Cr C Frost | |
| Cr J A Stewart | |
| Cr C M Wielinga | |
| Cr L Sargeson | (Deputy for Cr C A Campbell) |

APOLOGIES:

| | |
|-----------------|--------------------|
| Cr C A Campbell | (Leave of Absence) |
| Cr G A Best | |

OBSERVERS:

IN ATTENDANCE:

| | |
|--------------|---|
| Mr N Kegie | A/Executive Director Community Services |
| Ms C Graff | A/EA to Executive Dir. Community Services |
| Ms F Grieves | Manager Recreation Services |
| Mrs R Milnes | A/Manager Community Development |
| Mr G Dixon | Manager Library and Heritage Services |

PUBLIC: 1

*“For details of Councillor Membership on this Committee, please refer to the City’s website
– www.armadale.wa.gov.au/your_council/councillors.”*

DISCLAIMER

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

DECLARATION OF MEMBERS' INTERESTS

Nil.

QUESTION TIME

Nil.

DEPUTATION

Nil.

CONFIRMATION OF MINUTES

RECOMMEND

Minutes of the Community Services Committee Meeting held on 4 July 2017 be confirmed.

**Moved Cr L Sargeson
MOTION CARRIED**

(6/0)

ITEMS REFERRED FROM INFORMATION BULLETIN - #12

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

8 AUGUST 2017

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1.1 - POLICY REVIEW - COMD 1 - FINANCIAL ASSISTANCE POLICY

WARD : ALL
FILE No. : M/446/17
DATE : 14 July 2017
REF : RM
RESPONSIBLE : Executive Manager
MANAGER : Community Services

In Brief:

- The City's Financial Assistance Policy COMD 1 has undergone review and includes amendments in the accompanying Management Practice

Recommend that Council:

- Reaffirms the revised Financial Assistance Policy and notes the amended Management Practice

Tabled Items

Nil.

Officer Interest Declaration

Nil.

Strategic Implications

Strategic Community Plan:

1. Community
 - 1.1 A strong sense of community spirit
 - 1.1.1 Provide opportunities to connect individuals to each other and the wider community
 - 1.3 The community has the services and facilities it needs
 - 1.3.1 Plan for services and facilities in existing and emerging communities
 - 1.3.3 Advocate and share responsibility for service delivery
 - 1.3.4 Promote services and facilities available in the community

Legislation Implications

Section 2.7 of the Local Government Act 1995 states:

2.7. The role of the council

- (1) The council –
 - (a) directs and controls the local government’s affairs; and
 - (b) is responsible for the performance of the local government’s functions.
- (2) Without limiting subsection (1), the council is to –
 - (b) determine the local government’s policies.

Council Policy/Local Law Implications

City of Armadale Policy Manual

Budget/Financial Implications

While some increases to the maximum amounts for individual donations and community grants have been proposed, it is envisaged there will be no impact on the relevant budget allocations as these categories are generally underspent and the number of applications requesting the maximum amount (in the case of community grants) is relatively small compared to the overall number of requests.

Consultation

1. Interdepartmental

BACKGROUND

The City’s Financial Assistance Policy and Management Practice COMD 1 were reviewed and subsequently adopted at the March 2016 Ordinary Meeting of Council (C7/3/16). The changes in this reviewed Policy and Management Practice were reflected in a Report to Council regarding the Annual Contributions 2016/2017 (CS28/8/16). Whilst the recommended applications presented in the Report were endorsed, Council moved the additional recommendation to:

“Refer the matter of future applicants entering into 3 year funding agreements and applying for seed funds for consideration as part of a review of Policy COMD1 and associated Management Practice. The review is to be conducted prior to the next round of the Annual Contributions Program.”

The further review of the policy COMD 1 – *Request for Financial Assistance* has been concluded. The review process has included considering possible changes to the Management Practice and investigating good practice examples of financial assistance programs in a local government context.

As per the recommendation moved by Council, the review of the Request for Financial Assistance and associated Management Practice has particularly focused on the Annual Contributions program and its division of funds for two types of initiatives: costs for one-off projects/seed funding and contributions towards the recurrent costs for longer term programs of one or three years.

DETAILS OF PROPOSAL

The aim of the Financial Assistance Policy is to facilitate improved community outcomes through providing support of high quality programs and activities. This support is provided through grants and donations, with City officers working with groups and organisations to develop applications for initiatives that will result in optimum benefit to community members.

On review, the existing Policy continues to meet the intent of the financial assistance program and so it is recommended that it be reaffirmed. In response to the recommendation of Council, clarification has been provided with regards to how the Policy is administered through the Management Practice, particularly in relation to the Annual Contributions program’s division of funds contingent on the timeframe and nature of the project the contribution is sought for.

| Policy No. Title and Wording | Review Findings | Officer recommendation |
|--|--|--|
| <p>COMD 1 – Financial Assistance</p> <p>Rationale:</p> <p>Council is committed to recognising, and assisting individuals, groups and organisations that provide services and support to residents of the City of Armadale. This policy guides how Council responds to requests for financial assistance from individuals, groups and organisations in line with the City’s Community Strategic Plan. The policy aims to optimise the use of Council funds and to support capacity building of community groups and organisations.</p> <p>Policy:</p> <p>Council will consider requests for assistance according to the following categories:</p> <p>1. Donation</p> | <p>Meets all review considerations.</p> <p>Consideration of amendments to the Management Practice.</p> | <p>Policy COMD 1 be reaffirmed.</p> <p>Amendments to the Management Practice be noted.</p> |

| | | |
|---|--|--|
| <p>2. Community grant</p> <p>3. Annual contribution</p> <p>Within each category there are criteria against which requests must be assessed. These criteria are outlined in the Management Practice.</p> | | |
|---|--|--|

The accompanying Management Practice (attached with tracked changes) has been amended to provide more clarity and an improved level of support to groups. The amendments are in italics and presented in the order they appear in the Management Practice, as follows:

Donations

1. Expansion of sources of supporting evidence:

- *A letter of invitation from the represented organisation or the relevant governing association of the activity;*
- *Nomination from an educational institution;*
- *Nomination from an endorsed service provider;*
- *Nomination from a relevant governing body or the State/Federal/Voluntary organization supporting the activity.*

Currently the supporting documentation required to accompany a request for a donation is limited to supplying documentation from the relevant governing association of the activity. Detailing and expanding the sources of supporting documentation reflects the range of worthy activities eligible for a donation from the City.

2. Addition of exclusions:

The following are not supported:

- *Activities which seek to make a financial profit for the individual*
- *Purchase of equipment*
- *Insurance costs*
- *Donations to other entities*
- *Outstanding debts*
- *Everyday living costs*
- *Voluntary work or fundraising activities*

Currently the exclusions to applying for a donation are not listed. Adding these to the Management Practice provide clarity as to the requests eligible for a donation.

3. Classification of donations according to the location of the activity:

- *Attendance within WA up to \$150*
- *Attendance interstate up to \$250*
- *Attendance overseas up to \$350*

Currently all donations to representatives are fixed at \$150 but interstate and international travel imposes higher costs. Increasing the amount of the donation would reflect the significant travel expenses to the individual. Therefore, the allocation of funding may be based on locality and travel considerations. Increasing these amounts should not be an impost on the Donations budget as requests for overseas donations are infrequent and the overall Donations budget is generally underspent.

1.3 Title to be inserted: *Fundraising Activities*

Currently there is no subheading differentiating the types of donations; this title has been included for clarity.

1.4 Title to be inserted: *General Donations*

Currently there is no subheading differentiating the types of donations; this title has been included for clarity.

Community Grants

The changes are outlined as follows:

2.1 Amendment to item iv:

Applicants meet with (or make contact via phone) a relevant City officer to discuss their project prior to submitting their application;

Currently it is stated that all applicants must attend a compulsory information session in the year of their application to be eligible for consideration. It is recommended that to make the process less onerous for organisations, City officers initiate and maintain one-on-one contact with interested organisations rather than stipulating compulsory workshops.

2.4 Amendment to item vi:

All acquittals must be received within 30 days of program completion unless agreed otherwise and included in the funding contract;

Currently it is stated that acquittals may be received within 30 days of program completion or the end of the financial year whichever is earlier. It is recommended this timeframe is simplified to provide clear direction to groups for the forwarding of their acquittals.

2.7 Increase of the maximum community grant application from \$1000 to a maximum of \$2000 per application:

Maximum community grant allocation is \$2000 per application.

The increased maximum amount is proposed in order to broaden the scope of eligible projects. Whilst the Community Grants budget will not increase, recipients of the grant will be allocated funds relative to their alignment with community priorities as per the current process. Currently, many applications received request funds under the current maximum grant allocation of \$1000. Similarly with the increased allocation, it is envisaged that a

significant proportion of applications will request funds under the maximum allocation of \$2000, thereby ensuring an even provision of funds for a range of quality projects.

Consistent with current practice, Community Grants would continue to be managed administratively and reported to Council via the Councillor Information Bulletin.

Annual Contributions

Discussions at the Community Services Committee regarding the Annual Contributions program related to the difference between funding one-off projects and recurrent costs of longer term programs. This difference wasn't clear in the associated Management Practice and the amendments include clarification of this. The amendments, listed in the order they appear in the Management Practice, are as follows:

Flow chart:

Applications open annually in July/August

This change of timeframe from June is to align with the finalising of the City's annual budget, resulting in a shorter process for promotion of the program, receiving applications, assessing applications and presenting recommendations to Council.

Report prepared for Sept/Oct Council meeting

This change of timeframe from July is a consequence of amending the commencement date of the Annual Contribution program.

3.4 Clarification of the purpose and timeframe of the Annual Contributions program:

Annual contributions may be granted for:

- 1. A one-off project/seed funding with a set start and end date*
- 2. Recurrent operational costs for ongoing programs for a minimum of one year up to a maximum of three years*

Currently the Management Practice does not clearly define the two types of grants. Clarifying these categories provide a clear direction for officers to promote the grants appropriately, undertake the assessment process and accordingly report to Council.

With regard to annual contributions for one off projects and seed funding it is proposed that all costs must be clearly identified as relating to the project with no funds to be directed to ongoing administrative costs of the host organisations. It is logical that projects generate their own administrative costs however these must be clearly identified as over and above the normal operations of the host organisations.

With regard to contributions towards the ongoing contribution towards the recurrent costs of programs, the intention is that Council be comfortable in supporting the ongoing efforts of organisations providing needed services and programs in the community. Organisations would generally have proved themselves and already have a good relationship with the City.

Consideration was given to allocating specific amounts for each of the two categories, however this is seen as impractical as the number and type of applications varies from year to year as does the cost of each individual project of program. It is seen as restrictive to limit either category if it happens that there are a greater number of worthy projects in one or other of the categories in any given year.

Provision of the Annual Contribution depending on the capacity of the applicant to demonstrate:

- (i) A need for funding for one or three years*
- (ii) A longstanding service to the local community*
- (iii) A proven capacity to achieve intended outcomes*
- (iv) There is no obligation for the City to grant beyond a 12-month period*

Currently, many well-established organisations submit recurrent applications to the City for funding through the Annual Contributions program as they provide essential, well managed services to the community. Therefore it is pragmatic to consider entering into a formal partnership arrangement with such organisations in order to specify the outcomes required by the City. This arrangement may comprise a one year to a maximum three-year service agreement based on the corresponding funding term. The funds for these agreements will be allocated from the existing Annual Contributions budget.

Fewer applications are received from emerging organisations that require funding for one-off activities and programs. The inclusion of a separate category for such projects encourages applications from these emerging organisations for funds through the Annual Contributions program for new initiatives.

3.5 Amendment to item vi:

All acquittals must be received within three months of program completion unless agreed otherwise and included in the funding contract;

Currently it is stated that acquittals may be received within 30 days of program completion or the end of the financial year whichever is earlier. It is recommended this is timeframe is expanded and simplified to reflect the scale of the grant and to provide clear direction to groups for the forwarding of their acquittals.

3.6 Addition of exclusions:

- *Capital equipment purchases*
- *New building projects or capital works through fundraising*
- *Facility maintenance projects*
- *Projects which have already commenced and require retrospective funding*
- *Programs, projects and services considered the responsibility of other government departments, individuals and private for-profit groups*
- *Any group not covered by current Public Liability Insurance or who cannot be auspiced by another incorporated organisation.*

Currently the exclusions to applying for a donation are not listed. Adding these to the Management Practice provide clarity as to the requests eligible for an annual contribution.

- 3.7 Increase of the suggested minimum amount of the annual contribution from \$1000 to \$2000:

The contribution amount is discretionary, generally between \$2000 to \$25,000 depending on the number and value of applications received and the total budgeted amount for annual contributions.

This minimum increase for an annual contribution is consistent with the maximum amount recommended for a Community Grant. Any amount up to \$2000 requested in an eligible community grant application will be assessed and granted administratively, and any amount above \$2000 requested in an eligible annual contribution application will be presented to Council through the Community Services annual contributions report.

Decision Making Framework

The following changes (in italics) to the Decision Making Framework reflect most of the amendments in the body of the Management Practice.

Donations:

Remove - *Worthy contribution of City funding*

This duplicates the 'Benefit City residents' essential criteria 1.

Community Grants:

Remove - *Worthy contribution of City funding*

This duplicates the 'Benefit City residents' essential criteria 1.

Amendments –

- *Compulsory meeting with liaison officer*
- *Name of City officer to be noted on application*
- *Minimum 50% contribution*
- *Must be declared in the applicant's budget. Additional information provided by other officers*
- *1 quote for items over \$300*

These amendments relate to what is required of the applicants before submitting an application for a community grant and what needs to be included in the application.

Annual Contributions:

Remove - *Worthy contribution of City funding*

This duplicates the 'Benefit City residents' essential criteria 1.

Amendments –

- *One-off project with a set start and end date*

- *Recurrent operational costs for ongoing programs (one or three years)*
- *Quotes received, 1 quote for items over \$300*

These amendments define the two types of grants available through the Annual Contributions program and state the amount for which a quote is required.

ANALYSIS

During the review of this policy, consideration has been given to how the City may enhance its contribution to excellent community initiatives.

Whilst the increased maximum amounts for some categories do not impact on the overall budgets of the Donations, Community Grants and Annual Contributions programs, the amounts of individual grant amounts and the terms of the arrangements with organisations are recommended to change to facilitate optimum community outcomes.

An important element of each of the financial assistance programs is the connection of groups with relevant City officers. This helps facilitate authentic partnerships with other organisations and funding bodies, resulting in less duplication and increased efficacy of delivery of needed initiatives.

OPTIONS

1. Reaffirm the policy as recommended and note the amended Management Practice
2. Seek further reviews of the policy before reaffirmation

CONCLUSION

It is recommended that Council reaffirm the revised Financial Assistance Policy whilst noting the improved Management Practices that will enable a more efficient and effective application of the Policy.

ATTACHMENTS

1. COMD 1 Policy
2. Amended COMD 1 Management Practice

RECOMMEND

C24/8/17

That Council:

1. Pursuant to section 2.7(2)(b) of the Local Government Act 1995 reaffirm the continued application and operation of Policy COMD 1 – Financial Assistance without amendment as presented as Attachment 1 to this Report.
2. Note the attached associated amended Management Practice as presented as Attachment 2 to this Report.

Moved Cr R Butterfield

MOTION CARRIED

(6/0)

****2.1 - CSRFF SMALL GRANT APPLICATION - INSTALLATION OF CRICKET
WICKET AT CREYK PARK**

WARD : RIVER
FILE No. : M/456/17
DATE : 21 July 2017
REF : ES
RESPONSIBLE : Executive Director
MANAGER : Community Services

In Brief:

This report recommends that Council:

- Support a Department of Sport and Recreation (DSR) Community Sporting and Recreation Facilities Fund (CSRFF) Small Grant application for the installation of a cricket pitch at Creyk Park, including a pitch cover; and in the event the application is successful;
- Contribute the required \$27,000 to be funded from the Future Recreation Facilities Reserve.

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

1.3.2 Deliver services

2.3 Well managed infrastructure

2.3.1 Apply best practice design and construction methodologies for provision of infrastructure

Legislation Implications

Any works associated with the installation of the cricket pitch and pitch cover at Creyk Park will be required to comply with the building code of Australia and meet Australian Standards.

Council Policy/Local Law Implications

ENG13 Asset Management Vision

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

Budget/Financial Implications

If Council is supportive of the proposed Creyk Park cricket wicket capital works at \$40,500 being added to the 2017/18 Annual Budget on the basis of a one third grant from DSR of \$13,500 and there being no club contribution, then the remaining \$27,000 can be funded by reducing the budgeted transfer of funds of \$127,500 to the *Future Recreation Facilities Reserve Account* – this treatment is consistent with how like DSR applications in the past have been funded and is the reason in part why in the adopted budget there is a budgeted transfer to this Reserve Account.

The recurrent costs associated with the cricket wicket equate to 2% of the capital cost for maintenance or \$800 per year, and 3% of the capital cost for renewal, or \$1,200 per year. Should the proposal be supported, these ongoing costs will be incorporated into the City's long term financial plan.

Consultation

- Department of Sport and Recreation
- Community Services
- Technical Services
- Champion Lakes Cricket Club
- Kelmscott Cricket Club
- Roleystone Karragullen Cricket Club

BACKGROUND

The Department of Sport and Recreation (DSR) provides financial assistance to community groups and LGAs to develop basic infrastructure for sport and recreation. DSR invites funding applications in March and August under the Community Sporting and Recreation Facilities Fund (CSRFF) Small Grants program. Types of eligible projects include:

- Cricket pitch and practice wickets
- Storage upgrades
- Changeroom refurbishments
- Various planning studies to a maximum grant amount of \$25,000.

The maximum grant offered is one third of the total estimated project cost (excluding GST) up to a maximum of \$66,666 for a \$200,000 project, with the remaining funds to be provided by the Local Government and/or community group.

The installation of a cricket pitch was identified as a short term priority in the Master Plan for Creyk Park, endorsed by Council on 11 July, 2016. This was for community use and to fill the gap of current users at Cross Park, Frye Park, Karragullen Oval and Rushton Park. There are currently three senior cricket clubs, Champion Lakes Cricket Club, Kelmscott Cricket Club and Roleystone Karragullen Cricket Club; and two junior cricket clubs, Kelmscott Junior Cricket Club and Roleystone Karragullen Junior Cricket Club sharing these four reserves.

There are also five other cricket clubs within the City of Armadale; Gwynne Park (Armadale Junior Cricket Club and Armadale Senior Cricket Club), Piara Waters Oval and Harrisdale Playing Field (Piara Waters Cricket Club) and William Skeet Oval (Forrestdale Junior Cricket Club and Forrestdale Cricket Club)

DETAILS OF PROPOSAL

It is proposed that the City submits an application for a DSR CSRFF Small Grant for the installation of a cricket pitch at Creyk Park, including a cricket pitch cover. This would provide improved training and playing facilities and increase player participation and safety. The application is to be based on the following funding model:

| Contributor | Amount |
|-----------------------|-----------------|
| City of Armadale | \$27,000 |
| DSR CSRFF Small Grant | \$13,500 |
| Total Project | \$40,500 |

ANALYSIS

Cricket is a growing sport within the City of Armadale, for both juniors and seniors, for community use and for structured competition. It is the main sport for structured participation in the Summer season with more than 900 participants in the 2016/2017 Summer season.

At any one time on a Saturday there are only 12 cricket pitches available for senior games, but there are 25 senior teams that need fixturing on a cricket pitch; plus a prospective women's team at Forrestdale Cricket Club. This means that some teams are required to hire other reserves outside of the City, which has both fiscal and social disadvantages.

These community groups have strong and stable volunteer committees and have been working hard to promote their sport to the local community. As the community groups have grown so has the necessity to improve and increase facilities available to current and potential members.

The installation of another cricket pitch will provide another option for fixtures within the City of Armadale.

OPTIONS

Council has the following options:

1. Endorse the application to the DSR CSRFF Small Grants funding round for a third of the total project cost to an amount of \$13,500 for the installation of a cricket pitch at Creyk Park (this is the preferred option).
2. Modify the recommendation.
3. Not endorse the application to the DSR CSRFF Small Grants funding round for a third of the total project cost to an amount of \$13,500 for the installation of a cricket pitch at Creyk Park.

CONCLUSION

There is a demonstrated need for the installation of a cricket pitch and pitch cover at Creyk Park. It was identified as a short term priority in the Master Plan for Creyk Park, endorsed by Council on 11 July 2016.

ATTACHMENTS

There are no attachments for this report.

RECOMMEND

C25/8/17

That Council :-

1. Pursuant to section 6.8 of the *Local Government Act 1995*, authorise* the following capital works for inclusion in the 2017/18 Annual Budget, ie.

– Creyk Park - cricket Wicket \$40,500

2. And, accordingly amend the 2017/18 Annual Budget as follows :-

Revenue

– CSFFF Grant \$13,500

Expenditure

– Creyk Park cricket wicket \$40,500

– Transfer to Future Recreation Facilities Reserve Account (\$27,000)

Total \$0

***ABSOLUTE MAJORITY RESOLUTION REQUIRED**

Moved Cr R Butterfield

MOTION CARRIED

(6/0)

**2.2 - POLICY REVIEW - RECN 3 - CLUB/COMMUNITY GROUP APPLICATION(S)
FOR COUNCIL SUPPORT OF CAPITAL WORKS PROJECTS - COMMUNITY
SERVICES**

WARD : ALL
FILE No. : M/395/17
DATE : 22 June 2017
REF : LG
RESPONSIBLE : Executive Manager
MANAGER : Community Services

In Brief:

- This report follows the annual review of Council Policies relating to the responsibilities of the Community Services Directorate
- Recommend that the RECN 3 – Club/Community Group Application(s) for Council Support of Capital Works Projects be amended as shown and affirmed for a further period of 3 years.

Tabled Items

Nil.

Officer Interest Declaration

Nil.

Strategic Implications

4.1 Visionary Civic leadership and sound Governance

4.1.2 Make decisions that are sound, transparent and strategic

Legislation Implications

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

2.7. *The role of the council*

(1) *The council —*

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

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

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

Council Policy/Local Law Implications

Policy Manual – Council Policies and Management Practices

Budget/Financial Implications

Nil.

Consultation

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

BACKGROUND

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

Part 3.1 of the Procedure states:

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

DETAILS OF PROPOSAL

As per the Procedure for Reviewing Policies, the RECN 3 policy is presented for review by Council. The changes proposed for the policy and associated management practice are intended to streamline the process and reduce risk to Council.

ANALYSIS

The following table summarises the Policy that has been reviewed on this occasion, together with findings and recommendations, with updated information highlighted in red, having regard for the following considerations, i.e.

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

| Policy No, Title and Wording | Review Findings | Officer Recommendation |
|---|---|--|
| <p>RECN 3 – Club/Community Group Application(s) for Council Support of Capital Works Projects</p> <p>Rationale:</p> <p>Council will support local sporting clubs and community groups who wish to undertake capital works projects to improve their facilities provided that the works comply with the City’s Strategic Community Plan. This support is predicated on ensuring that due process is undertaken for the planning, assessment and funding of those capital works.</p> <p>Policy:</p> <p>Council will support clubs and community groups contributing funds to capital works projects on public facilities. The assessment process shall be in accordance with Management Practice RECN 3. Once approval for the works has been provided in –principle by Council, the City will manage projects on City land. All in-kind contributions will require approval of the relevant Executive Directors.</p> <p>Related Budget Schedule:</p> <p>Parks & Reserves Property Services Civil Works Recreation Services</p> | <p>Meets all review considerations.</p> | <p>The intent of the policy remains unchanged.</p> <p>Terminology has been revised to include reference to the City’s Strategic Community Plan.</p> <p>Details of how funds by sporting clubs and community groups are to be administered have been omitted as this is best suited to the Management practice.</p> <p>The revised policy clarifies that the City is responsible for all works and that any in-kind contributions require approval by the City.</p> |

Management Practice

For information, a copy of the amended Management Practice is attached to this report (ATTACHMENT 2).

Changes to the Management Practice include:

- Requiring sporting clubs and community groups to provide their financial contribution at the time the City commits to a project.
- Clarifying that the City is responsible for all works.
- Requiring that any in-kind work must receive prior approval by the City

OPTIONS

1. Endorse the Policy as amended
2. Seek further amendments to the Policy
3. Retain the current policy wording

CONCLUSION

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

ATTACHMENTS

1. ↓ Amended RECN 3 Policy
2. ↓ Associated RECN 3 Management Practice

RECOMMEND

C26/8/17

That Council:

1. Pursuant to section 2.7(2)(b) of the *Local Government Act 1995*, adopt Policy RECN 3 – Club/Community Group Application(s) for Council Support of Capital Works Projects as amended and presented as Attachment 1 to this Report.
2. Note the related Management Practice as presented as Attachment 2 to this Report.

Moved Cr R Butterfield
MOTION CARRIED

(6/0)

3.1 - WORDING AND LOCATION APPROVAL FOR HISTORICAL SITE PLAQUES

WARD : ALL
FILE No. : M/428/17
DATE : 6 July 2017
REF : GD
RESPONSIBLE : Executive Director
MANAGER : Community Services

In Brief:

- This agenda item considers Historical Site Plaques for the locations Deane's Snack Bar, Sister Whitehead's Hospital, and the Mechanic's Institute Hall.
- Recommend that the wording and locations as recommended in this agenda items be approved

Tabled Items

Nil.

Officer Interest Declaration

Nil.

Strategic 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

Legislation Implications

Nil.

Council Policy/Local Law Implications

Nil.

Budget/Financial Implications

Approximately \$3,000 per plaque inclusive of plinth, funding included in the 2017/18 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 not all plaques will include an artistic outline related to the subject matter, this 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 HRG 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.

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 proposed wording and locations for Historic Site Plaques for the locations Deane’s Snack Bar, Sister Whitehead’s Hospital, and the Mechanics’ Institute Hall.

ANALYSIS

The locations of Deane’s Snack Bar, Sister Whitehead’s Hospital, and the Mechanics’ Institute Hall site have been recommended as fitting locations for Historic Site Plaques.

The HRG 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 as advised for three Historic Site plaques.
2. Amend the wording and locations as advised for the Historic Site plaques.
3. Not approve a plaque being placed at one or all 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 Deane’s Snack Bar, Sister Whitehead’s Hospital, and the Mechanic’s Institute Hall.

ATTACHMENTS

1. [Historic Site Plaque Locations August 2017](#)

RECOMMEND

C27/8/17

That Council endorse the following recommended wording for the Historic Site Plaques for the historic sites of Deane's Snack Bar, Sister Whitehead's Hospital, and the Mechanic's Institute Hall.

**Deane's Snack Bar
1950 – ca 1972**

A popular meeting place located in a fixed caravan opposite the Narrogin Inne, operated by former professional boxer, Arthur Deane, wife Louisa, and daughter Shirley.

The hamburgers and other fast foods were a favourite with the district's young people, as an after movies treat, and with those travelling through the district.



Sister Whitehead's Hospital

The Armadale Private Hospital, known as Sister Whitehead's hospital, was built and operated by Lillian Beatrice Whitehead from 1928 to 1946.

It was renamed the Armadale-Kelmscott District Memorial Hospital after being purchased by the Armadale-Kelmscott Road Board in 1946.

When a large public hospital was built facing Albany Highway in 1964 the name was transferred to it and the old hospital was taken over by the Disability Services Commission, renamed the Dorset Hostel, but demolished in 2011.



**Mechanics' Institute Hall
Opened 20 November 1897 – demolished 1936**

The Mechanics' Institute, designed by Edward Dean Smith, was the first public hall in Armadale. Construction was funded by a government grant matched by the efforts of a building committee, chaired by Martin Jull.

Local residents assisted with the construction by providing their expertise, materials, and labour.

The hall with its distinctive portico was in constant use until termites led to its demolition in July 1936.



**Moved Cr L Sargeson
MOTION CARRIED**

(6/0)

4.1 - APPOINTMENT OF AUTHORISED OFFICERS

WARD : ALL
FILE No. : M/474/17
DATE : 1 August 2017
REF : CV
RESPONSIBLE : Executive Manager
MANAGER : Community Services

In Brief:

- This report seeks the appointment of Authorised Persons to prosecute and withdraw proceedings for the various Acts, Regulations, and Local Laws relating to Ranger and Emergency Services
- Recommend that Mr Clinton Venables, Mr Neil Kegie and Mrs Yvonne Loveland be appointed as an “Authorised Person” to prosecute and to withdraw proceedings for legislation.

Tabled Items

Nil.

Officer Interest Declaration

Nil.

Strategic Implications

1.1.2.2 Facilitate bush fire awareness and emergency preparedness.

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

1.3.3.1 Contribute to cooperative regional emergency management.

Legislation Implications

Section 20(1) Criminal Procedures Act 2004

Section 26(1) and 30(4a) Litter Act 1979

Section 29(1) and Regulation 35(5) Dog Act 1976 and Regulations

Section 48 (4), 59 and 59A (5) Bush Fires Act 1954

Section 38 (3) and 37 (5) Control of Vehicles (Off Road Areas) Act 1978

Council Policy/Local Law Implications

Nil.

Budget/Financial Implications

Nil.

Consultation

Intra-Directorate

DETAILS OF PROPOSAL

In line with the City of Armadale's delegated authority requirements, there is a requirement for certain personnel to review proceedings which have been carried out by Authorised officers. Some of these procedures result in further court prosecutions occurring or the withdrawal of a case.

It is requested to authorise Mr Clinton Venables, Mr Neil Kegie and Mrs Yvonne Loveland to undertake the appropriate responsibilities and duties performed for this task under the certain legislation. It is a requirement that Council shall, in writing, appoint them to exercise on behalf of the Local Government the powers conferred as an "Authorised Person" to prosecute or withdrawing the case about Acts/Local Laws.

COMMENT

The recommended appointment of Mr Clinton Venables, Mr Neil Kegie and Mrs Yvonne Loveland as "Authorised Persons" to prosecute or withdrawing proceedings is consistent with their position role descriptions and will serve to facilitate and assist in the orderly business and performance of the Ranger and Emergency Services.

CONCLUSION

Accordingly, it is recommended that Council appoint the persons herein named as an "Authorised Person" to prosecute and withdraw proceedings to allow them to undertake the appropriate responsibilities and duties performed in their positions. Authorisation will be withdrawn automatically when the persons herein named as an "Authorised Person" cease employment with the City.

ATTACHMENTS

There are no attachments for this report.

RECOMMEND

C28/8/17

That Council:

1. **Appoint the Manager Ranger and Emergency Services Mr Clinton Venables, Executive Manager Community Services Mr Neil Kegie and the Executive Director Community Services Mrs Yvonne Loveland as an “Authorised Person” to exercise the following powers under the relevant Acts and Regulations:**
 - **Section 20(1) Criminal Procedures Act 2004- - commence a prosecution**
 - **Section 26(1) and 30(4)(4a) Litter Act 1979 – withdraw infringement notices.**
 - **Section 29(1) Dog Act 1976 and Regulation 35(5) Dog Regulations 2013 – withdraw infringement notices**
 - **Section 59A (5) Bush Fires Act 1954 – withdraw of infringement notices**
 - **Section 38 (3) and 37 (5) Control of Vehicles (Off Road Areas) Act 1978 – withdraw infringement notices.**
2. **This authorisation will be withdrawn automatically when the persons herein named as an “Authorised Person” cease employment with the City.**
3. **Pursuant to s59(3) of the Bush Fires Act 1954 delegates to the Manager Ranger and Emergency Services the authority to institute and carry on proceedings against any person alleged to have committed an offence.**

Moved Cr C M Wielinga
MOTION CARRIED

(6/0)

5.1 - TENDER NO 2/17 - RECREATION SERVICES SOFTWARE PACKAGE

WARD : ALL
FILE No. : M/448/17
DATE : 17 July 2017
REF : FG
RESPONSIBLE : Executive Director
MANAGER : Community Services

In Brief:

- Tender No 2/17 was recently called for the supply, implementation and maintenance of a software package for Recreation Services.
- The request for Tender seeks the provision of services for a period of three (3) years, with an option to extend for a further (3) years.

Recommend:

That with Tender 2/17 Recreation services Software Package, that Council:

- Awards the tender for supply, implementation and maintenance of a software package to Jonas Leisure with the Envibe software package for a period of three (3) years from 1 September 2017 – 31 August 2020 in accordance with the submitted tender, Councils contract documentation and budget allocation; and
- Authorises the Chief Executive Officer to extend the contract for a further period of three (3) years up to 31 August 2023.

Tabled Items

Nil.

Officer Interest Declaration

Nil.

Strategic Implications

4.2 An innovative and progressive organisation

4.2.2 Implement business plans and practices that improve service delivery

4.3 Financial Sustainability

4.3.3 Seek efficiencies that will reduce service delivery costs

Legislation Implications

Section 3.57 *Local Government Act 1995* – Tenders for providing goods or services

Division 2 *Local Government (Functions and General) Regulations 1996* – Tenders for providing goods or services

Council Policy/Local Law Implications

Council Policy ADM 19 – Procurement of Goods or Services

Budget/Financial Implications

Works can be accommodated in the Information and Community Technology Budget.

Consultation

- Governance
- Information and Communications Technology

BACKGROUND

Tender number 2/17 being for the supply, implementation and maintenance of a software package for Recreation Services was advertised in the 25 March 2017 edition of the ‘West Australian’ newspaper and in a notice which was displayed on the Administration Centre, Armadale, Kelmscott and Seville Grove Libraries public notice boards.

The City of Armadale has two (2) different recreation software systems to accommodate the Armadale Arena and for Community Facility bookings. Both systems are no longer supported by the suppliers, over ten years old and don’t meet current needs in day to day functionality or reporting processes.

DETAILS OF PROPOSAL

The City of Armadale invited tenders for the Recreation Services Software Package on 25 March 2017.

The successful (tenderer OR successful acceptable tenderers) will be required to provide one software system offering all requirements for Recreation Centres and Community Facility bookings. The tender does not include access control systems at the new Aquatic Centre, however will be compatible with the centre needs.

Modules required for the software system include:

- Bookings
- Point of Sale

- Memberships
- Kiosk and stock control
- Reports
- Class management

Council approval is sought to Jonas Leisure, operating as Envibe, for Recreation Services Software Package for a period three (3) years from 1 September 2017 to 31 August 2020 with an option to be extended a further three (3) years.

DETAILS OF NEW CONTRACT

| | |
|---------------------|---|
| Contract Type | Recreation Services Software Package |
| Contract Duration | 3 years |
| Commencement Date | 1 September 2017 |
| Expiry Date | 31 August 2020 |
| Extension Permitted | Yes as per Request for Tender Special Conditions 4.1 [three (3) year extension] |
| Total Contract Cost | \$171,000 ex GST (approximately) |
| CPI | No, included in pricing |

ANALYSIS

The Request for Tender seeks the provision of the required Recreation Services Software Package for a period of three (3) years, commencing on 1 September 2017, with an option to extend the contract for a further three (3) years.

The tender closed at 2:00pm on 5 May 2017. Four submissions were received from:

| Tenderer's OR Respondent's Name | |
|--|------------------------|
| 1. | Envibe (Jonas Leisure) |
| 2. | Intelligenz Solutions |
| 3. | Links |
| 4. | Perfect Gym |

Four tenders were received before the close of deadline and in accordance with Regulation 18 (1) of the *Local Government (Functions and General) Regulations 1996*.

No non-conforming tenders were received.

An evaluation process was undertaken having specific regard to the following Qualitative Criteria:

| Item No. | Description | Weighting |
|----------|----------------------------|-----------|
| 1. | Relevant experience | 25% |
| 2. | Key Personnel | 15% |
| 3. | Tenderer's resources | 25% |
| 4. | Demonstrated understanding | 30% |
| 5. | Price | 5% |
| | Total | 100% |

Based on the panel's evaluation, using a combination of the above qualitative criteria and price the submission from Envibe, Jonas Leisure, represents the most advantageous submission. It is therefore recommended this firm be selected as the City's preferred supplier for Envibe, Jonas Leisure.

Envibe demonstrated software requirements meeting the needs of Recreation Centres and Community Facilities. This company has local service support and had a clear understanding of requirements for the City of Armadale. Envibe was the only company who covered the needs of Community Facilities and Recreation Centre management. Reference checks were also complete with positive feedback from Local Governments currently using the software.

The ranking of the compliant tender submissions as determined by the evaluation panel is as follows:

| Tenderer | Relevant Experience | Key Personnel | Tenderer's Resources | Demonstrated Understanding | Price | Total | Ranking |
|------------------------|---------------------|---------------|----------------------|----------------------------|-----------|--------------|----------|
| | 25% | 15% | 25% | 30% | 5% | | |
| Envibe (Jonas Leisure) | 20.63 | 13.13 | 20.94 | 26.25 | 4.36 | 85.30 | 1 |
| Intelligenz Solutions | 17.19 | 10.31 | 15.63 | 20.25 | 3.82 | 67.19 | 2 |
| Links | 15.00 | 9.00 | 14.38 | 15.00 | 4.61 | 57.98 | 3 |
| Perfect Gym | 10.00 | 7.88 | 9.38 | 12.00 | 5.00 | 44.25 | 4 |

CONCLUSION

Tenders for the Recreation Services Software Package were recently invited with four being received and assessed by an evaluation panel against compliance and qualitative criteria.

The result was that the submission received from Envibe, Jonas Leisure, represented the most advantageous tender to the City of Armadale.

The evaluation panel therefore recommends that the contract be awarded to Envibe, Jonas Leisure, at a price of \$170,212.50 for a period of three (3) years with the option to extend for a further three (3) years.

ATTACHMENTS

There are no attachments for this report.

Committee Discussion

Committee noted that the original table ranking the compliant tender submissions as it appeared in the agenda was incorrect, and was replaced by the version as appears in these minutes. Committee also noted this had no impact on the comparative analysis or the ranking as a result.

RECOMMEND

C29/8/17

That Council:

- 1. Awards the tender for the Recreation Services Software Package to Envibe, Jonas Leisure, for a period of three (3) years commencing from 1 September 2017 to 31 August 2020 for the consideration of \$170,212.50 exclusive of GST in accordance with their submitted tender, Council contract and documentation and Budget allocation.**
- 2. Authorise the Chief Executive Officer to extend the contract for three (3) years up to 31 August 2023, subject to satisfactory performance by the contractor and price adjustments specified in the Request for Tender Special Conditions of Contract Clause 4.1.**

**Moved Cr C Frost
MOTION CARRIED**

(6/0)

6.1 - BANNERS IN THE JULL STREET MALL - MATTER FOR REFERRAL

At the Council meeting held on 24 July 2017, Cr Wielinga referred the following matter to the Community Services Committee.

That the matter of banners in the Jull Street Mall to celebrate different community groups be referred to the Community Services Committee.

Comment from Cr Wielinga

I would like to see some more banner sets made for the Mall. I would like these sets to include - the local environment groups (eg Bungendore, Armadale Settlers Common, Forestdale Lake, Roleystone Bushcare group etc- with some photos of our reserves), other local groups organised by Officers into "sets" - for example seniors clubs, sports clubs, garden groups, men's sheds, youth groups/youth areas, art groups, craft groups....etc.

I would like the Officers to consider the concept and the potential breadth of it and report back to Council if the idea is feasible. The aim of this project would be a form of internal-to-Armadale-residents advertising/promoting local groups and positivity of Armadale: target perception of Armadale.

Officer Comment

For discussion at Committee.

ATTACHMENTS

There are no attachments for this report.

Committee Discussion

Committee discussed the item and asked that officers investigate the use of the banners to promote a range of City initiatives as reflected in the recommendation.

RECOMMEND

C30/8/17

That Council Officers investigate options to use the banners to promote Heritage, Environment, Community Groups, Events and Initiatives.

**Moved Cr C M Wielinga
MOTION CARRIED**

(6/0)

COUNCILLORS' ITEMS

Nil.

EXECUTIVE DIRECTOR COMMUNITY SERVICES REPORT

Update on the Department of Communities (formerly Department of Local Government and Communities) withdrawal of ownership of Community and Child Care Centres

Background

In August 2016, the Department of Communities ('DC' - formerly the Department of Local Government and Communities) advised the City that as of 1 July 2018 the DC would be withdrawing ownership (including as a lessee) from all community centres and child care centres across WA. This impacted three centres within the City as follows:

- Roleystone Neighbourhood Family Centre ('RNFC' - building owned by the City, leased by the DC)
- Mundarda Community Child Care Centre ('MCCCC' - building owned by the DC)
- Armadale Community Family Centre ('ACFC' - building owned by the DC and adjacent to the MCCCC)

The RNFC and the ACFC are also funded by the DC for discreet community support programs. As part of the withdrawal of ownership of buildings, Centres were advised that the facility maintenance element of the funding programs that would not be available as of 1 July 2018.

Shortly after receiving the correspondence regarding the local Centres, the City met with the DC to discuss available options for the management of the Centres from 1 July 2018. Whilst the DC offered significant flexibility as to the transition of funded services to City facilities and the future of the buildings, the underpinning intent of the DC was to withdraw from all financial and physical management of the facilities. This intent was reflected in the following options:

- MCCCC and ACFC take the facilities freehold from the DC and assume financial responsibility for all outgoings, maintenance and renewal
- The City is granted the buildings housing the MCCCC and the ACFC by the DC and assume financial responsibility for major maintenance and renewal and leases the facilities to the organisations
- The RNFC leases the facility directly from the City

Upon consultation with each organisation to determine the most appropriate option for them to operate effectively, City officers noted:

- The MCCCC intended to take the building freehold from the DC without intervention from the City and to look to amalgamate with the adjacent ACFC
- The RNFC was happy to lease directly from the City
- The ACFC wanted to explore further options, including considering leasing a facility owned by the City in another area where the data suggests such services are required

Current status

To date, the MCCCC and the ACFC are still in the process of working through their options for accommodation arrangements. The ACFC engaged a consultant to assist them to prepare a business case in consideration of leasing one of City's facilities.

In May 2017, the DC advised all stakeholders, including local government, that the existing funding program for community centres would be amended to become a competitive tendering process open to all not-for-profit organisations across WA. A total pool of \$9.5M would be available divided into two streams. Tenders are due in March 2018 with programs to commence 1 July 2018. Prior to this, the community/family centres had a 'preferred provider' status meaning that if reporting requirements were met, funding from the DC was granted for five years.

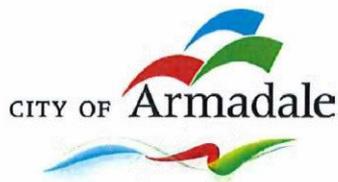
This revised funding process affects the RNFC and the ACFC, as well as the Roberta Jull Community Care organisation which is based at Minnowarra House (a City owned facility).

In addition to this, the City is currently reviewing its Leasing Policy with consideration of incorporating a cost recovery framework which will mean changes to the fees payable to the City by organisations with a sole or partial lease of the City's facilities. Should Council endorse this idea as part of the Policy review, organisations seeking to lease the City's facilities would be advised to include the fee for the facility in their tender to the DC or other state or federal government funding source.

A report will be presented to Council if the ACFC can demonstrate it is well placed to lease one of the City's facilities. Officers will continue to liaise with each community organisation affected by the DC's changes to help facilitate an optimum community outcome.

MEETING DECLARED CLOSED AT 07:42PM

| COMMUNITY SERVICES COMMITTEE | | |
|--|--|-------------|
| SUMMARY OF ATTACHMENTS | | |
| 8 AUGUST 2017 | | |
| ATT NO. | SUBJECT | PAGE |
| 1.1 POLICY REVIEW - COMD 1 - FINANCIAL ASSISTANCE POLICY | | |
| 1.1.1 | COMD 1 Policy | 38 |
| 1.1.2 | Amended COMD 1 Management Practice | 39 |
| 2.2 POLICY REVIEW - RECN 3 - CLUB/COMMUNITY GROUP APPLICATION(S) FOR COUNCIL SUPPORT OF CAPITAL WORKS PROJECTS - COMMUNITY SERVICES | | |
| 2.2.1 | Amended RECN 3 Policy | 54 |
| 2.2.2 | Associated RECN 3 Management Practice | 56 |
| 3.1 WORDING AND LOCATION APPROVAL FOR HISTORICAL SITE PLAQUES | | |
| 3.1.1 | Historic Site Plaque Locations August 2017 | 61 |



POLICY – COMD 1 - Financial Assistance

Related Management Practice

Yes

Relevant Delegation

Chief Executive Officer

Rationale

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

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

Policy

Council will consider requests for assistance according to the following categories:

1. Donation
2. Community grant
3. Annual contribution

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

| | | |
|-------------------------------|--|--|
| Related Local Law | N/A | |
| Related Policies | N/A | |
| Related Budget Schedule | Community Development | |
| Last Reviewed | 24 March 2014 | |
| Next Review Date | March 2017 | |
| Authority Council Meeting of: | 3 May 2004 (C59/4/04) 8 March 2010 (C7/3/10) 24 March 2014 (C8/3/14) | 6 March 2007 (C14/2/07) 19 December 2011 (C41/12/11) 14 March 2016 (C7/3/16) |

| | |
|-----------------------------------|--|
| <u>MANAGEMENT PRACTICE</u> | |
| <u>COMD 1</u> | Requests for Financial Assistance |

Introduction

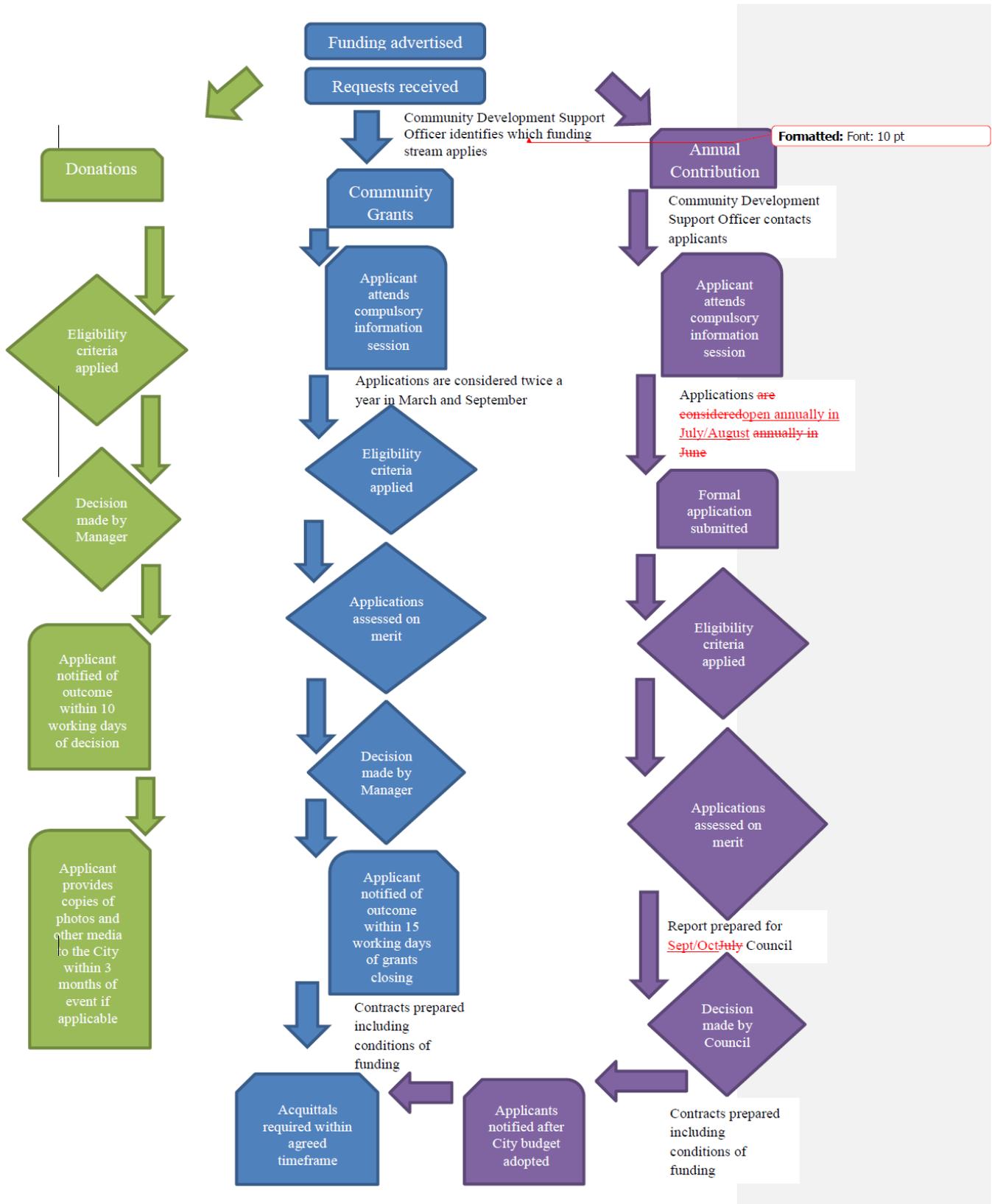
Applications for funding must be received in writing and are directed to the appropriate stream of funding within the City of Armadale Financial Assistance Policy. The primary actions required in each process are included in the following flow chart to assist in understanding the roles and responsibilities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

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

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

Dispute resolution

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



1. DONATIONS

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

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

1.2 SPORTING, RECREATION AND DEVELOPMENT DONATIONS

Applications will be scored on the following recognition criteria

- (i) Individuals who have been selected to represent the State or Nation in an interstate or overseas competition in a sport, recreational, educational or arts activity;
- (ii) Individuals must supply supporting documentation from the relevant governing association of the activity such as:
 - A letter of invitation from the represented organisation or the relevant governing association of the activity
 - Nomination from an educational institution
 - Nomination from an endorsed service provider
 - Nomination from a relevant governing body or the State/Federal/Voluntary organisation supporting the activity:-
- (iii) Only one application will be approved for any individual in the City's financial year;
- (iv) The City requests its contribution to be acknowledged where possible;.
- (v) Copies of published stories about the sponsored individual should where possible be provided to the City within 3 months of completing the activity;
- (vi) The maximum allocation per individual is a donation of \$150.
- (vi) Donation caps are based on the location of the competition or activity:
 - Attendance within WA up to \$150
 - Attendance Interstate up to \$250
 - Attendance Overseas up to \$350

The following are not supported:

- Activities which seek to make a financial profit for the individual
- Purchase of equipment
- Insurance costs
- Donations to other entities
- Outstanding debts

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- Everyday living costs
- Voluntary work or fundraising activities

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

FUNDRAISING ACTIVITIES

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

GENERAL DONATIONS

- 1.4 Applications for general donations will be scored on the following criteria:
- (i) Requests for assistance will only be received from members of the City of Armadale community or community organisations that will benefit the City of Armadale community;
 - (ii) The degree of alignment between the expected outcomes to be achieved from the project for which a donation is being sought and the City of Armadale Strategic Community Plan;
 - (iii) The maximum value of this support is \$1,000.
- Delegated Authority: CEO*
- Secondary Delegation:*
- (a) up to \$1,000 Executive Director Community Services*
 - (b) up to \$500 Manager Community Development*
 - (c) all other requests to be referred to the Community Service Committee*
- 1.5 All donations approved under Delegated Authority are to be listed in the Councillor Information Bulletin.

2. COMMUNITY GRANTS

- 2.1 Applications MUST comply with the following general criteria
- (i) Projects or outcomes must primarily benefit residents of the City of Armadale;
 - (ii) Not-for-profit groups or organisations must be based in or primarily service residents of the City of Armadale;
 - (iii) Organisations seeking funding must be incorporated or auspiced by another organisation with incorporation;
 - (iv) Applicants must ~~attend a compulsory information session in the year of their application to be eligible for consideration~~ **meet with (or make contact via phone) a relevant City officer to discuss their project prior to submitting their application;**
 - (v) Projects must be considered to be a worthy contribution made on behalf of City of Armadale residents;
 - (vi) Individuals are not eligible to apply for this category of funding.
- 2.2 Applications will be considered in two rounds per financial year.
- 2.3 Applicants are eligible to receive a grant only once per financial year and applicants are only eligible to apply for one project in any funding round.
- 2.4 Eligibility criteria for community groups or organisations:
- (i) Must be based in the City of Armadale or primarily benefit residents of the City;
 - (ii) Applications will be received from non-profit community groups or organisations including sporting, welfare, educational (only school P&C's are eligible to apply for funding), arts, cultural, children, youth, seniors' and other relevant groups;

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

2.5 Community grant project criteria:

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

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

2.7 Maximum community grant allocation is \$~~4~~2,000 per application. The City's funding will not exceed 50% of the total project budget, ~~which can include~~ing estimates of volunteer and in-kind contributions. City contributions such as rubbish collection, ranger services, venue hire, etc will be valued and included as part of the funding provided under this category of financial assistance.

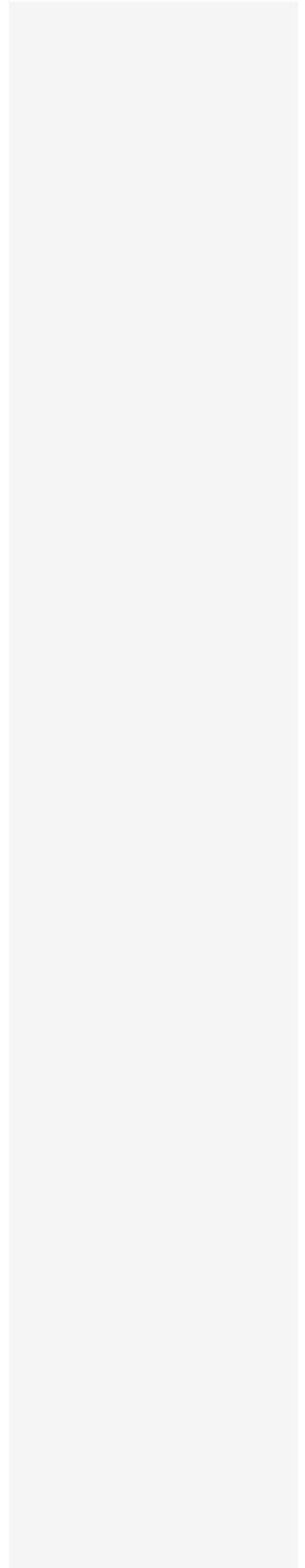
Delegated Authority: CEO

*Secondary Delegation: Executive Director Community Services
 Executive Manager Community Services
 Manager Community Development
 Manager Recreation Services*

2.8 Successful applicants must ensure that:

- (i) The City's financial support is acknowledged through promotional means such as advertising and media publicity associated with the project;
- (ii) Approval may be given for the use of the City's logo where appropriate;

(iii) A written acquittal report detailing how the grant was utilised and the outcomes/benefits achieved to be submitted within three months of the completion of the project.



3. ANNUAL CONTRIBUTIONS

3.1 Applications MUST comply with the following general criteria

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

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

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

3.4 Annual contributions may be granted:

1. One-off projects with a set start and end date

Funds will be granted for costs specific to the project and not directed to ongoing administrative costs of the organisation.

2. Recurrent operational costs for ongoing programs for a minimum of one year up to a maximum of three years

~~for a period of 12 months and recommended for up to three years, depending on the capacity of the applicant to demonstrate:~~

Provision of the Annual Contribution depends on the capacity of the applicant to demonstrate:

- (i). A need for funding for one ~~to~~ or three years;
- (ii). A longstanding service to the local community;
- (iii). A proven capacity to achieve intended outcomes;
- (iv). There is no obligation for the City to grant beyond a 12 month period.

3.5 Eligibility criteria for community groups or organisations:

- (i) Must be based in the City of Armadale or primarily benefit residents of the City;
- (ii) Must be a not-for-profit, incorporated organisation or auspiced by an incorporated not-for-profit organisation;
- (iii) Must hold public liability insurance to a value as agreed with the City;
- (iv) Can demonstrate the ability to manage a service, project or program of the proposed type;

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

3.6 Project criteria:

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

The following are not supported:

- Capital equipment purchases
- New building projects or capital works through fundraising
- Facility maintenance projects
- Projects which have already commenced and require retrospective funding
- Programs, projects and services considered the responsibility of other government departments, individuals and private-for-profit groups
- Any group not covered by current Public Liability Insurance or who cannot be auspiced by another incorporated organisation

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

3.8 The contribution amount is discretionary, generally between \$~~1~~2,000 to \$25,000 depending on the number and value of applications received and the total budgeted

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amount for annual contributions. Applications for more than \$25,000 may be awarded where the merit can be determined.

- 3.9** The City's funding will not exceed 50% of the total project budget, including estimates of volunteer and in-kind contributions. City contributions such as rubbish collection, ranger services, venue hire, etc will be valued and included as part of the funding provided under this category of financial assistance.
- 3.10** The City will convene an internal working group to consider and score applications using the decision making matrix identified within this Management Practice. A report will be prepared with recommendations for consideration by the Community Services Committee as part of the City of Armadale published meeting cycle.
- 3.11** All requests for annual contributions will be referred to the Community Services Committee.
- 3.12** In the event that the application is successful applicants must ensure that:
 - (i) The City's financial support is acknowledged through promotional means such as advertising and media publicity associated with the service, project or program;
 - (ii) Approval may be given for the use of the City's logo where appropriate;
 - (iii) A written acquittal report is submitted at the end of the funded period detailing how the contribution has been utilised and the benefits/outcomes achieved;
 - (iv) Interim reporting to City officers is required at periods identified in the funding contract.
- 3.13** Once approved, contracts will be prepared for successful applicants detailing the level of funding agreed, the items that this funding can be attributed to and timeframes for delivery of the project and acquittal of the project funding. These contracts must be signed by the applicant and returned within 30 working days of receiving them.
- 3.14** Acquittals of annual contribution funding must be completed within 3 months of project completion unless otherwise agreed in the funding contract with the City.
- 3.15** Marketing - The City of Armadale will:
 - (i) Promote successful projects delivered as a result of Council assistance through media releases and City managed media, including social media;
 - (ii) Require acknowledgement of the City and its branding at projects and required for acquittal of the project funding;
 - (iii) Make the use of the City's branding available to approved projects;
 - (iv) Seek copies of media attention of projects;
 - (v) Bring applicants together to share success stories and learn from each other's experiences.

DECISION MAKING FRAMEWORK - Donations

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

DECISION MAKING FRAMEWORK – Community Grants

| Criteria | Does not comply | Poor | Satisfactory Compliance | Good | Notes |
|--|-----------------|------|-------------------------|------|---|
| Designated liaison officer | | | | | CDO to work with the applicant |
| Essential | | | | | |
| Benefit City residents | | | | | |
| Not-for-profit status or auspicing body | | | | | Proof of legal entity |
| Worthy contribution of City funding | | | | | |
| Alignment with SCP | | | | | Reference to SCP strategic objectives |
| Only once per financial year | | | | | Grants register |
| Only one project | | | | | |
| Organisation | | | | | |
| Attendance at information session Compulsory communication with liaison officer from the City | | | | | Attendance register Name of the relevant City Officer to be noted on application |
| Acquitted all previous grants | | | | | Grants register |
| Public Liability Insurance | | | | | Certificate of currency provided |
| Project detail | | | | | |
| Capacity to deliver project | | | | | CDO's to advise |
| Minimum 50 % of | | | | | May include volunteer contributions |

| | | | | | |
|--|--|--|--|--|---|
| project funded from other sources contribution | | | | | |
| Clearly identified need for project | | | | | |
| Other City assistance valued | | | | | Must be declared in applicant's budget. Additional information provided by other officers |
| Sustainability | | | | | Will not require ongoing support beyond period of funding |
| Duplication with other services? | | | | | Does not exclude duplication, only in the same location |
| Other funding sources explored | | | | | CDO's to advise |
| Equipment requests | | | | | |
| Equipment type and quantity specified | | | | | |
| Once every three years | | | | | Grants register |
| Quotes received | | | | | 1 quote for items over \$300 |
| Assessment outcome | | | | | Any non-compliance will not be supported |

DECISION MAKING FRAMEWORK – Annual Contributions

| Criteria | Does not comply | Poor | Satisfactory Compliance | Good | Notes |
|---|-----------------|------|-------------------------|------|---------------------------------------|
| Designated liaison officer | | | | | CDO to work with the applicant |
| Amount requested | | | | | |
| <i>Essential</i> | | | | | |
| Benefit City residents | | | | | |
| Not-for-profit status or auspicing body | | | | | Proof of legal entity |
| Worthy contribution of City funding | | | | | |
| Alignment with SCP | | | | | Reference to SCP strategic objectives |
| Only once per financial year One-off project with a set start and end date | | | | | Grants register |
| Recurrent operational costs for ongoing programs (one or three years) | | | | | |
| Only one project | | | | | |
| <i>Organisation</i> | | | | | |
| Public Liability Insurance | | | | | Certificate of currency provided |
| Attendance at information session | | | | | Attendance register |
| Acquitted all previous grants | | | | | Grants register |
| <i>Project detail</i> | | | | | |
| Capacity to deliver | | | | | CDO's to advise |

| | | | | | |
|---|--|--|--|--|---|
| project | | | | | |
| Minimum 50 % of project funded from other sources | | | | | May include volunteer contributions |
| Clearly identified need for project | | | | | |
| Other City assistance valued | | | | | Information provided by other officers |
| Sustainability | | | | | Will not require ongoing support beyond period of funding |
| Duplication with other services? | | | | | Does not exclude duplication, only in the same location |
| Other funding sources explored | | | | | CDO's to advise |
| No deficit funding | | | | | |
| <u>Quotes received</u> | | | | | <u>1 quote for items over \$300</u> |
| <i>Assessment outcome</i> | | | | | Any non-compliance will not be supported |

Last Reviewed

Authority



POLICY

**RECN 3 - Club/ Community Group
Application(s) for Council Support of
Capital Works Projects.**

Management Practice

[RECN 3](#)

Relevant Delegation

N/A

Rationale

Council will support local sporting clubs and community groups who wish to undertake capital works projects to improve their facilities provided that ~~it complies~~the works comply with the City's Strategic ~~direction~~Community Plan. This support is predicated on ensuring that due process is undertaken for the planning, assessment and funding of those capital works.

Policy

~~In supporting local sporting clubs and community groups in undertaking capital works on public facilities, Council will invite quotes and tenders on the approved project, with a view to maximising benefits and minimising risk, when a minimum of 75% of the group's nominated cash contribution towards the project has been received. Council will support clubs and community groups contributing funds to capital works projects on public facilities. The assessment process shall be in accordance with Management Practice RECN 3. (Note: no "in kind" contributions by Clubs are to be accepted. Once approval for the works has been provided in-principle by Council, the City will manage projects on City land. All in-kind contributions will require approval of the relevant Executive Directors.~~

Related Local Law

N/A

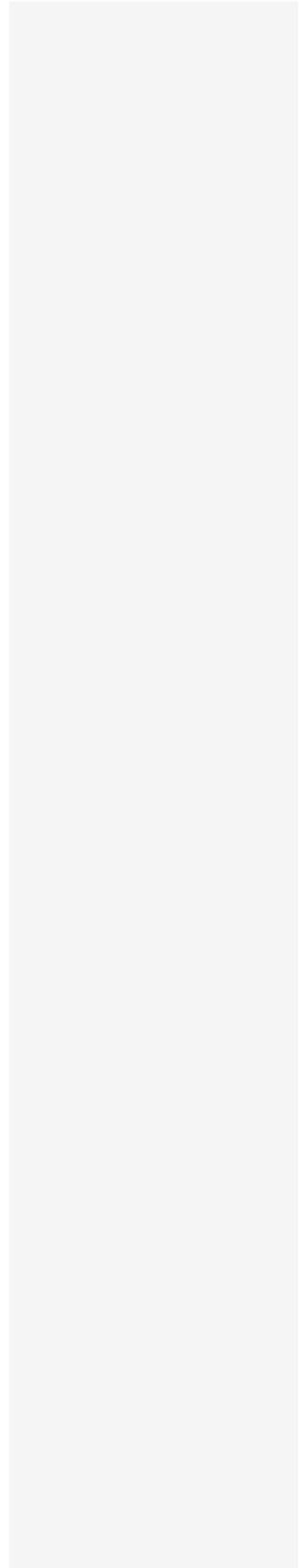
Related Policies

RECN 1, COMD 1

Related Budget Schedule

Parks & [Reserves](#)
Property [Services](#)
[Civil Works](#)
[Recreation Services](#)

| | |
|-------------------------|---|
| Last Reviewed | 12 May 2014 |
| Next Review Date | March 2017 |
| Authority | Council Meeting of: 5 July 2004 (C102/6/04) 6 March 2007 (C15/02/073) 10 May 2010 (C19/5/10) 12 May 2014 (C20/5/14) |



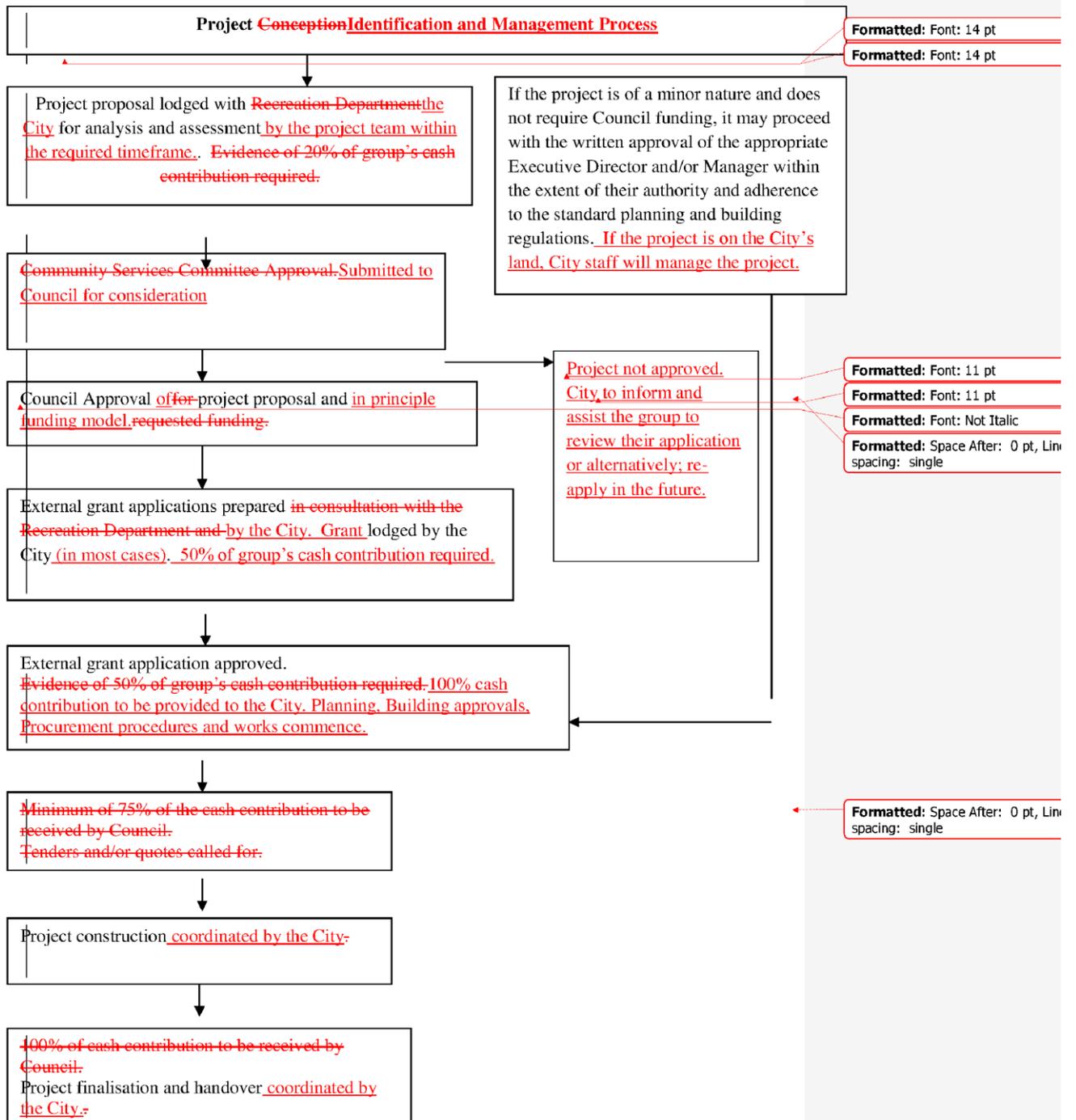
community group and external grant contributions, such as the Department of Sport and Recreation's Community Sport and Recreation Facilities Fund (CSRFF). Subject to availability of funding, some projects may need to be staged over a number of years. ~~(Note: all Club contributions are to be in cash and no "in kind" contributions are to be accepted.)~~

Any proposals, which ~~is-are~~ not in accordance with the above, will be considered on ~~its-their~~ merits, but may not necessarily attract-qualify for financial support from Council.

Following approval for the project and the funding model by Council, the timetable for payment of ~~theany~~ cash contribution from the ~~club~~/community group shall be as follows:

- a. ~~520%~~ cash contribution at the lodgement of the grant application with Council, along with assurance that the group can attain the remaining funds.- Evidencee must be provided that the amount is available to the club (eg. bank statement).
- b. ~~Evidencee of 50~~100% of the total cash contribution is required, unless otherwise agreed, to be lodged with the City at the time the funding application gains approval from any other external source such as the Department of Sport and Recreation or Lottery West, Funds will be held in trust by the City. Tenders or quotes will then be called by the City in accordance with the City procurement procedures.
- e. ~~A minimum of 75% cash contribution is required to be received by the City prior to tenders or quotes being called. For projects that will be less than a month in duration Council must receive 100% of the funds at the letting of the contract.~~

~~Any outstanding balancee is a pre-requisite to the finalisation and handover of the project.~~



Note: The Department of Sport and Recreation releases CSRFF funding in two rounds each year.

| Date | Action |
|---|---|
| February or July: September: Lodgement of applications with the City by the Clubs. | <ul style="list-style-type: none"> ▪ <u>Lodgement of applications with the City</u> ▪ Letter to the applicant club(s) acknowledging receipt of the application and outlining the remainder of the application process. <ul style="list-style-type: none"> ▪ List of applications and projects to be referred to the <u>project team</u>, Asset Management Steering Group Meeting and/or <u>Heads Up Group</u> for comment. |
| October March or August | <ul style="list-style-type: none"> ▪ Preceding the October Council Meeting, there will be an opportunity for clubs who have applied for CSRFF grant funds to present their final project proposals at a forum prior to the October Community Services Committee Meeting. ▪ Letter to the club(s) advising whether Council is able to support their application and if so, the priority ranking the application received. ▪ <u>List of projects to be presented to City for comment and Council</u> |
| <u>April or September</u> | <ul style="list-style-type: none"> ▪ <u>Letter to the group(s) advising whether Council is able to support their application and if so, the priority ranking the application received</u> |
| <u>June or November</u> | <ul style="list-style-type: none"> ▪ <u>CSRFF applications assessed by the Department of Sport and Recreation (DSR)</u> |
| March July or December | <ul style="list-style-type: none"> ▪ Letter to the <u>groupclub(s)</u> advising the outcome of the application <u>following the assessment by</u> with DSR. |
| July | <ul style="list-style-type: none"> ▪ Letter to the club(s) advising whether the requested Council contribution has been prioritised within its budget and the preliminary time frame for the project. |
| In the event of quotes/tenders being higher than the project budget. | <ul style="list-style-type: none"> ▪ The City and the <u>Club-group</u> to discuss options for resolving the matter. |

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| Date | Action |
|---------------------------------------|--|
| Upon contracting successful tender. | ▪ Letter to the club group(s) outlining the proposed construction time line as set by the contractor the City. |
| In the event of delays to the project | ▪ Letter to club group(s) indicating amended date of expected completion. |
| Construction Completion | ▪ Formal hand over to club Handover to relevant department for ongoing management |
| Project Completion | ▪ Grant Acquittal |

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Last Reviewed

Authority

Armadale Mechanics' Institute Hall. Plaque located in garden bed at the front of the carpark adjacent to the current District Hall on Jull St.



Deane's Snack Bar. Plaque located in garden bed at SE corner of the intersection of Albany Hwy and South Western Hwy



Sister Whitehead's Hospital. Plaque located at the corner of Whitehead St and Church Ave.

