

ACTION PLAN

Seniors Master Plan - Leisure and Social Activity Needs

POLICY DEVELOPMENT

ITEM	ACTION TO BE TAKEN	INDICATIVE COST	FUNDING SOURCES	COMPLETION DATE	OFFICER RESPONSIBLE
1. Council to adopt policy on Seniors Leisure Services	1. Develop draft policy 2. Submit draft policy to Executive Management Group 3. Submit draft policy to Council 4. Amend draft policy as required 5. Seek community input 6. Amend draft policy as required 7. Submit amended policy to Council for final approval	Nil	N/A	September 2001	Manager Leisure and Ranger Services
2. Conduct consultation on the draft policy and strategic plan	1. Prepare a consultation strategy 2. Implement consultation strategy 8. Amend the policy as required	\$2,000 (subject to budget approval)	Council funds	October 2001	Manager Leisure and Ranger Services

*Seniors Master Plan - Leisure and Social Activity Needs***FINANCIAL**

ITEM	ACTION TO BE TAKEN	INDICATIVE COST	FUNDING SOURCES	COMPLETION DATE	OFFICER RESPONSIBLE
1. Review Seniors Fees and Charges Policy	<ol style="list-style-type: none"> 1. Develop a draft policy, which addresses the City's position in relation to the fees and charges for the provision of facilities, services, support etc. 2. Submit draft policy to Chief Executive Officer 3. Submit draft policy to Council 4. Amend draft policy as required 5. Seek community input 6. Amend draft policy as required 7. Submit amended policies to Council for final approval 8. Develop implementation schedule incorporating community consultation and education process 	\$2,000 (subject to budget approval)	Leisure and Ranger Services Operating Budget	January 2002	Manager Leisure and Ranger Services
2. Tender hairdressing at the City's facilities	<ol style="list-style-type: none"> 1. Develop tender package and information 2. Advertise tender 3. Evaluate tenders 4. Award service 	\$2,000 (subject to budget approval)	Leisure and Ranger Services Operating Budget	December 2001	Manager Leisure and Ranger Services

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FACILITIES

ITEM	ACTION TO BE TAKEN	INDICATIVE COST	FUNDING SOURCES	COMPLETION DATE	OFFICER RESPONSIBLE
1. Conduct an Acoustic analysis of the City's multi use facilities	<ol style="list-style-type: none"> 1. Identify facilities to be included in review 2. Prepare brief 3. Appoint appropriately qualified personnel/consultant 4. Conduct inspections 5. Determine maintenance and upgrade requirement 6. Determine costs and funding sources 7. Submit program for inclusion in the budget 	\$10,000 for the review only (Subject to budget approval)	Council Funds	December 2001	Infrastructure Management
2. Develop Storage Standards and strategy	<ol style="list-style-type: none"> 1. Identify aspects to be covered 2. Determine desired level of community responsibility 3. Determine Council responsibility 4. Draft standards paper 5. Submit to Executive Management team 6. Submit for Council approval 7. List funding required (if any) for consideration on Draft budget 	\$2,000 (subject to budget approval)	Leisure and Ranger Services Operating Budget	February 2002	Infrastructure Management and Manager Leisure and Ranger Services
3. Review Community Bus system	<ol style="list-style-type: none"> 1. Examine existing procedures 2. Determine desired level of service 3. Determine bus type and size 4. Identify gaps in service provision 5. Determine relationship with Community Bus Service 6. Draft management and service requirements agreement 	Nil	Leisure and Ranger Services Operating Budget	March 2002	Manager Leisure and Ranger Services

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FACILITIES cont

ITEM	ACTION TO BE TAKEN	INDICATIVE COST	FUNDING SOURCES	COMPLETION DATE	OFFICER RESPONSIBLE
4. Develop passive facilities throughout City	<ol style="list-style-type: none"> 1. Determine requirements, number and type of facilities i.e. <ul style="list-style-type: none"> ❖ Bicycle paths ❖ Seating and picnic facilities ❖ Pedestrian lighting ❖ Playground facilities 2. Consider requirements in conjunction with the City's Precinct Plans 3. Prepare Council report 4. Submit for consideration on 2002/03 Draft Budget 5. Call tenders 6. Select and appoint contractors 7. Install new facilities 	To be determined	Council	March 2002	Infrastructure Management
5. Incorporate Principles of Universal Design in Precinct Action Planning Programme	<ol style="list-style-type: none"> 1. Discuss requirements for senior access and social needs with the Office of Seniors Interest 2. Determine relevance of the Universal Design principles 3. Ensure current Precinct Planning process recognises the needs of seniors within the community 4. Assess impact of requirements on the community 5. 	Nil	Council	March 2002	Manager Urban Design and Policy Services

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MANAGEMENT

ITEM	ACTION TO BE TAKEN	INDICATIVE COST	FUNDING SOURCES	COMPLETION DATE	OFFICER RESPONSIBLE
1. Establish a Seniors Consultation Process	<ol style="list-style-type: none"> 1. Identify current community consultation processes 2. Amend as appropriate 3. Identify a seniors consultation process 4. Consult with seniors 	\$2,000 annually (subject to budget approval)	Council funds	Ongoing	Manager Community Services and Health and Manager Leisure and Ranger services
2. Develop partnership with Volunteering WA	<ol style="list-style-type: none"> 1. Arrange meeting with Volunteering WA 2. Determine City's role within the partnership 3. Provide local expertise to development of a citywide marketing exercise 4. Continue liaison with Volunteering WA 	\$5,000 annually for marketing and community education (subject to budget approval)	Council Funds	Ongoing	Manager Leisure and Ranger Services
3. Develop information sheet to assist Seniors Leisure Activity organisers within the City	<ol style="list-style-type: none"> 1. Based on the consultation and findings of this report develop information sheets 2. Develop programmes based on variety, educational , recreational and social aspects being inculcated 	\$2,500 (subject to budget approval)	Council Funds	May 2002	Manager Leisure and Ranger Services
4. Conduct regular reviews of this plan	<ol style="list-style-type: none"> 3. Conduct a review of this plan every three years 	Nil	N/A	Ongoing	Manager Leisure and Ranger Services