
Shire of Kalamunda

General Services Committee

Minutes for 6 November 2006



 SHIRE OF KALAMUNDA

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 General Services Committee Meeting
 6 November 2006

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Minutes of General Services Committee
held in the Council Chamber,
2 Railway Road, Kalamunda
Monday, 6 November 2006

1.0 OFFICIAL OPENING

- 1.1 The Chairman opened the Meeting at 7.00 pm and welcomed Councillors staff and members of the public gallery.

2.0 APOLOGIES AND LEAVE OF ABSENCE

2.1 PRESENT

Councillors

E Taylor	(SHIRE PRESIDENT) NORTH WARD
S Blair	NORTH WARD
D McKechnie	NORTH WARD
N Sadler	(CHAIRPERSON) SOUTH WEST WARD
D Sadler	SOUTH WEST WARD
A Morton	SOUTH WEST WARD
P Tonkin	SOUTH WARD
J Giardina	SOUTH WARD
S Bilich	SOUTH WARD
M Casey	NORTH WEST WARD
M Cresswell	NORTH WEST WARD
J Winterhalder	EAST WARD

Officials

D Vaughan	CHIEF EXECUTIVE OFFICER
G Parslow	EXECUTIVE MANAGER CORPORATE SERVICES
K O'Connor	EXECUTIVE MANAGER RESIDENTS' SERVICES
D Tomlinson	A/EXECUTIVE MANAGER PLANNING AND DEVELOPMENT SERVICES
M Singh	EXECUTIVE MANAGER ENGINEERING SERVICES
B Millan	EXECUTIVE ASSISTANT
D Elkins	MANAGER ENGINEERING SERVICE
R Neale	MANAGER LIBRARY SERVICE
J Smith	MANAGER HEALTH SERVICE
J Gough	MINUTE SECRETARY

Apologies

Nil

Observers

Nil

Newspapers

Hills Gazette

3.0 PUBLIC QUESTION TIME

A period of not less than 15 minutes is provided to allow questions from the gallery on matters relating to the functions of this Committee. For the purposes of Minuting, these questions and answers are summarised.

3.1 Nil

4.0 PETITIONS

4.1 **Two petitions were tabled, both regarding the Poultry Farm extensions in Wattle Grove.**

5.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

5.1 That the Minutes of the General Services Committee Meeting held on 3 October 2006 is confirmed as a true and correct record of the proceedings.

Moved: (Cr Taylor)

Seconded: (Cr J Winterhalder)

CARRIED UNANIMOUSLY

6.0 ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

6.1 Nil

7.0 MATTERS FOR WHICH MEETING MAY BE CLOSED

7.1 Nil

8.0 DISCLOSURE OF INTERESTS

Disclosure of Financial and Proximity Interests

(a) Members must disclose the nature of their interest in matters to be discussed at the meeting. (Sections 5.60B and 5.65 of the Local Government Act 1995)

(b) Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting. (Sections 5.70 and 5.71 of the Local Government Act 1995).

Disclosure of Interest Affecting Impartiality

-
- (a) Members and staff must disclose their interest in matters to be discussed at the meeting in respect of which the member or employee has given or will give advice.

9.0 REPORT TO COUNCIL

Please Note:

Strategic and Policy related items are bolded and will be dealt with as the first items of business.

Declaration of financial/conflict of interests to be recorded prior to dealing with each item

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REPORTS

Declaration of financial/conflict of interests to be recorded prior to dealing with each item

110. Financial Activity Statements for the Period Ending 30 September 2006

(FI-SRR-006) (Corporate Services)

Refer Item:

Applicant:

Owner:

Purpose of Report

1. To receive financial activity statements.

Background

2. Attached are the financial activity statement reports for the period ending 30 September 2006 ([Attachment 1](#)) prepared in accordance with the requirements of Section 34 of the Local Government (Financial Management) Regulations 1996.
3. It is also a requirement of this regulation that each financial year a local government is to adopt a percentage or value to be used in statements of financial activity for reporting material variances.

Comments

4. It has been agreed a percentage value of 10% variance be adopted for the 2006/2007 Financial Activity Statement. This amount is in accordance with the materiality provisions of Australian Accounting Standards (Refer AAS5) which is also set at 10%.
5. Refer [Attachment 1](#) for comments relating to the above mentioned variances.

RECOMMENDATION GS 110/2006

Endorsed *by Chief Executive Officer*
 by Senior Executive Management Planning Group
 by Executive Manager

1. That the Financial Activity Statement report for the period ending 30 September 2006 ([Attachment 1](#)) be received.

Moved: (Cr Taylor)

Seconded: (Cr Tonkin)

CARRIED UNANIMOUSLY

Declaration of financial/conflict of interests to be recorded prior to dealing with each item

111. Creditors Accounts Paid - October 2006

(FI-CRS-002) (Corporate Services)

Refer Item:

Applicant:

Owner:

Purpose of Report

1. To receive creditors' accounts paid for the month of October 2006.

Background

2. It is a requirement of the local Government (Financial Management) Regulations 1996 (Regulation 12) that a list of Creditors' Accounts Paid be compiled each month.
3. This is required to show the payee's name, amount of payment, provide sufficient information to identify the transaction and the date of the meeting of council to which it is to be presented.

Comments

4. Accordingly, the list of Creditors' paid for October 2006 is attached.
(Attachment 1)
5. **A councillor enquired on behalf of a resident who was concerned that his rates had been debited twice to his credit card if the Shire had possibly made an error. He was advised that this would be followed through by Shire staff.**

RECOMMENDATION GS 111/2006

Endorsed *by Chief Executive Officer*
 by Senior Executive Management Planning Group
 by Executive Manager

1. That the list of Creditor's Paid for October 2006 is attached as per ***(Attachment 1)*** be received by Council in accordance with the requirements of Regulation 12 of the Local Government (Financial Management) Regulations 1996.

Moved: (Cr Casey)

Seconded: (Cr Giardina)

CARRIED UNANIMOUSLY

Declaration of financial/conflict of interests to be recorded prior to dealing with each item

112. Minutes Of Audit Committee - Meeting 9 October 2006 And Appointment Of Auditors (FI-AUD-003) (Corporate Services)

Refer Item:

Applicant:

Owner:

Purpose of Report

1. To report to Council on the outcomes of the meeting of the Audit Committee held on 9 October 2006.

Background

2. Terms of Reference state that the Audit Committee will report through an open Committee, General Services Committee, to Council.

Comments

3. In accordance with this requirement the minutes of the 9 October 2006 meeting of the Audit Committee are attached ([Attachment 1](#)).
4. The following items of business were dealt with:
 - Australian Taxation office – GST Audit.
 - Interim Audit year ending 30 June 2006.
 - Consideration of appointment of auditors.
5. A specific recommendation, arising from the attached minutes, is required for the appointment of auditors.

RECOMMENDATION GS 112/2006

Endorsed *by Chief Executive Officer*
 by Senior Executive Management Planning Group
 by Executive Manager

1. That Council receives the minutes of the 9 October 2006 meeting of the Audit Committee.
2. That Council agree to extend the appointment of Mr Tony Macri registered Company Auditor of Barrett and Partners DFK for the balance of the current contract period of two years.

ABSOLUTE MAJORITY

Moved: (Cr D Sadler)

Seconded: (Cr Taylor)

CARRIED UNANIMOUSLY

Declaration of financial/conflict of interests to be recorded prior to dealing with each item

**113. Proposal To Adopt A Graffiti Policy
(CO-CCS-065) (Community Services)**

Refer Item:

Applicant:

Owner:

Purpose of Report

1. To consider the adoption of a Graffiti Policy for the Shire of Kalamunda.

Background

2. According to our 2005/2006 financial year figures, the cost of graffiti to Shire facilities was \$49,900. Graffiti removal at Hartfield Park Recreation Centre alone cost the Shire \$20,400 during this period.
3. There are 4 designated legal art walls in the Shire of Kalamunda:
 - i) Rear of Hartfield Park Recreation Centre, Forrestfield.
 - ii) Palm Terrace toilet block, Lesmurdie.
 - iii) Gooseberry Hill Hall toilet block, Ledger Reserve, Gooseberry Hill.
 - iv) Maida Vale Reserve toilet block.
4. There are a minority of users who abuse the privilege of these legal art walls and graffiti outside the designated areas.
5. The Office of Crime Prevention reviewed the Hartfield Park Recreation Centre site and recommended that Council should:

"Remove the existing legal art wall as this is simply encouraging the extension of illegal graffiti and vandalism to be carried out around the entire facility...any such legal wall should be placed in clear view in a public area or controlled environment."

Comments

6. The purpose of the Graffiti Policy is to:
 - Reduce the incidence of graffiti within the Shire of Kalamunda.
 - Provide guidance for Council and Shire of Kalamunda residents.
 - Provide the basis for accessing external funding from organisations to reduce graffiti in the Shire of Kalamunda through strategies such as electronic surveillance, youth arts programmes and expanding the Lions Graffiti trailer programme.

-
7. Following adoption of the proposed policy a range of on going support strategies will be implemented.

Policy Objective

8. To provide guidelines and parameters that encourages a graffiti free environment within the Shire of Kalamunda and reduce the incidence of graffiti on Shire property by removal, prevention and early intervention.

Policy

9. The Shire of Kalamunda will endeavour to reduce the incidence of graffiti vandalism and improve community reporting by:
 - a) Removal of graffiti on Shire buildings within 10 working days of being reported;
 - b) Increasing awareness of reporting practices;
 - c) Promoting the Shire's Vandalism reward, as per policy BS 5.1;
 - d) Increasing community participation in anti-graffiti programmes;
 - e) Encouraging and supporting self-initiated removal practices;
 - f) Adopting a database to record all graffiti by electronic means;
 - g) Working collaboratively with Police, the community, schools and agencies in identifying graffiti offenders and in dealing with them via legal and other means such as training or community service programmes and early intervention programmes;
 - h) Supporting and participating in the formulation of National, Statewide and Metropolitan wide initiatives aimed at the reduction of graffiti.
10. **The councillors discussed the possibility of deferring the decision on this item as not enough consultation and information has been made available. It was finally agreed that the policy was needed straight away and a good starting point for any action to be subsequently taken.**

RECOMMENDATION GS 113/2006

Endorsed *by Chief Executive Officer*
 by Senior Executive Management Committee
 by Executive Manager

1. That Council adopt the following policy:

Policy Objective

To provide guidelines and parameters that encourages a graffiti free environment within the Shire of Kalamunda and reduces the incidence of graffiti on Shire property by removal, prevention and early intervention.

Policy

The Shire of Kalamunda will endeavor to reduce the incidence of graffiti vandalism and improve community reporting by:

- a) Removal of graffiti on Shire buildings within 10 working days of being reported;
- b) Increasing awareness of reporting practices;
- c) Promoting the Shire's Vandalism reward, as per policy BS 5.1;
- d) Increasing community participation in anti-graffiti programmes;
- e) Encouraging and supporting self-initiated removal practices;
- f) Adopting a database to record all graffiti by electronic means;
- g) Working collaboratively with Police, the community, schools and agencies in identifying graffiti offenders and in dealing with them via legal and other means such as training or community service programmes and early intervention programmes;
- h) Supporting and participating in the formulation of National, Statewide and Metropolitan wide initiatives aimed at the reduction of graffiti.

Moved: (Cr Taylor)

Seconded: (Cr Bilich)

On being put to the vote, the motion was **LOST**

After further discussion the following Committee recommendation was put to the vote:

COMMITTEE RECOMMENDATION

The Shire of Kalamunda will endeavor to reduce the incidence of graffiti vandalism and improve community reporting by:

- a) **Endeavoring to remove** graffiti on Shire buildings within **5** working days of being reported;
- b) Increasing awareness of reporting practices;
- c) Promoting the Shire's Vandalism reward, as per policy BS 5.1;
- d) Increasing community participation in anti-graffiti programmes;
- e) Encouraging and supporting self-initiated removal practices;
- f) Adopting a database to record all graffiti by electronic means;
- g) Working collaboratively with Police, the community, schools and agencies in identifying graffiti offenders and in dealing with them via legal and other means such as training or community service programmes and early intervention programmes;
- h) Supporting and participating in the formulation of National, Statewide and Metropolitan wide initiatives aimed at the reduction of graffiti.
- i) **Legal Art walls will not be designated within the Shire of Kalamunda.**

Moved: (Cr Taylor)

Seconded: (Cr Bilich)

For

Cr Tonkin
Cr Morton
Cr Casey
Cr Blair
Cr N Sadler
Cr Winterhalder
Cr Taylor

Against

Cr D Sadler
Cr Cresswell
Cr McKechnie
Cr Bilich
Cr Giardina

MOTION CARRIED

Declaration of financial/conflict of interests to be recorded prior to dealing with each item

**114. Pickering Brook Sports Club – Business/Management Plan
(WS-04/035) (General Services)**

Refer Item: N/A
Applicant: Shire of Kalamunda
Owner: Shire of Kalamunda

Purpose of Report

1. To consider the commissioning of a business/management plan for the operations of the Pickering Brook Sports Club (PBSC).

Background

2. The PBSC have held a peppercorn lease with the Shire of Kalamunda for the land they currently occupy, since 1953. The current lease expires on 31 December 2012. The club is responsible for all buildings, bushland and facilities on the reserve.
3. \$20,000 has been allocated for improvements at Pickering Brook Sports Club in the 2006/2007 Council budget. The funding is subject to a business plan being developed which includes identifying public use opportunities.
4. The Pickering Brook Sports Club operates as a private club and provides recreation opportunities predominantly to residents of the Pickering Brook community.

Comments

5. The club has struggled to maintain its membership over the past ten years with numbers falling from a high of approximately 1000 in the late 1980's to approximately 300 in 2006.
6. The club is responsible under their lease agreement for the maintenance of the facilities on the reserve. Facilities include two basketball and four tennis courts, 25 metre swimming pool, golf course, bowling greens, two pavilions (one of which is subleased), bushland and a sporting oval.
7. Shire staff recently conducted an initial review of the Pickering Brook Sports Club facility which revealed a number of concerns regarding the club's ability to adequately manage a large recreation facility for the community.
8. The main concerns included inadequate record keeping, insufficient cash flow to support the club's activities, reluctance of club members to hold key committee positions, lack of forward planning and falling membership numbers.
9. As club numbers have declined, maintenance has been neglected this has resulted in many of the facilities becoming degraded and unusable for the club members or the local community.
10. The swimming pool complex has degraded to the point where Shire Health regulations cannot permit the pool to open in its current condition.

11. The Pickering Brook Sports Club is a unique facility in the Shire as it is a multi sport complex managed by a committee with little financial support from the Shire. It also has the potential to provide recreation services and programs to people living in the eastern parts of the Shire.
12. The funding provided by Council in the 2006/07 budget requires the club to produce a business plan before funding will be released.
13. Given the size of the facility a specialist sporting consultant is needed to conduct a review of the Pickering Brook Sports Club in its entirety including all facilities, operations and future requirements.
14. Due to the importance of the complex to the local community and the need for more playing areas for local sporting clubs, the broader interests of the community and the Shire should be taken in to account when completing this business/management plan.
15. A comprehensive business/management plan would provide direction to the Pickering Brook Sports Club committee and Shire staff who can then work towards improving the management practices on this reserve.
16. Shire staff will conduct an audit of the buildings, sports facilities and surrounds at Pickering Brook Sports Club to ascertain the current condition and maintenance requirements of each.
17. Initial enquiries to potential consultants indicate that a comprehensive business/management plan will cost approximately \$10 – \$15, 000.00. This would be funded from the \$20,000.00 allocated for improvements at Pickering Brook Sports Club in the 2006/07 budget.
18. **Councillors discussed the need for a consultant to help solve the management issues at the Club.**

RECOMMENDATION GS 114/2006

Endorsed *by Chief Executive Officer*
 by Senior Executive Management Committee
 by Executive Manager

1. That a consultant be engaged to provide a five year business/management plan, including public use opportunities, for the Pickering Brook Sports Club to be funded from the 2006/07 non recurrent budget.
2. That on the completion of the audit and business/management plan, the operations of the club be assessed for consideration of future Council funding and broader community use.

Moved: (Cr Giardina)

Seconded: (Cr Taylor)

CARRIED UNANIMOUSLY

Declaration of financial/conflict of interests to be recorded prior to dealing with each item

**115. Push Pit Maintenance Walliston Transfer Station
(LW-03/155C) (Community Services)**

Refer Item: N/A

Applicant: N/A

Owner: N/A

Purpose of Report

1. To obtain Council approval to utilize funds from the Waste Management Reserve fund to undertake repairs to the Transfer Station push-pit.

Background

2. In August 2006 Wastemaster were engaged to report on the state of the push-pit equipment. Their report identified a number of worn components that related to general wear and tear over many years and the failure of the equipment to meet current safety standards.
3. The push pit commissioned in 1978 consists of two components. The push-pit blade which pushes the refuse into the compactor, and the static compactor which compresses the waste into a compactor bin.

Comments

4. Some of the items identified by Wastemaster have been rectified by Council's current contractor Cleanaway
5. The firm MacDonald Johnston was the original supplier of the equipment and quoted the lowest cost to bring it back to the required standard; they can undertake this work with minimal disruption to the operation of this facility.
6. The unbudgeted funds could be sourced from the Waste Management Reserve Fund, which has an estimated balance as at 30 June 2006 of \$2,034m.

RECOMMENDATION GS 115/2006

Endorsed *by Chief Executive Officer*
 by Senior Executive Management Committee
 by Executive Manager

1. That repairs be carried out to the Walliston Transfer Station push pit for the estimated price of \$6,000.
2. That the costs for these repairs be drawn from the Waste Management Reserve Fund.

Moved: (Cr McKechnie)

Seconded: (Cr Tonkin)

CARRIED UNANIMOUSLY

ABSOLUTE MAJORITY

10.0 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

10.1 Nil

11.0 QUESTIONS BY MEMBERS WITHOUT NOTICE

11.1 A Councillor requested information as to why the Western Australian Planning Commission had rejected Council's recommendation to refuse extensions to a poultry farm at Lot 251 Victoria Road, Wattle Grove. A Councillor asked if it was possible to challenge the decision. The Councillors were advised of the process that was involved and that it was statutory requirement for the Western Australian Planning Commission to determine the proposal. Councillors would be provided with correspondence from the Commission outlining the conditions of approval and the reasons as to why it had been approved.

12.0 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

12.1 Nil

13.0 MATTERS BEHIND CLOSED DOORS

13.1 Nil

14.0 CLOSURE

There being no further business, the Chairman declared the meeting closed at 8.07 pm.

I confirm these Minutes to be a true and accurate record of the proceedings of this Council.

Signed Chairman

Dated thisday of2004