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Shire of Kalamunda

# General Services Committee

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Minutes for Tuesday 2 October 2007



# SHIRE OF KALAMUNDA

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## Minutes of General Services Committee Held in the Council Chambers 2 Railway Road, Kalamunda Tuesday 2 October 2007

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### 1.0 OFFICIAL OPENING

- 1.1 The Chairman opened the meeting at 7pm 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
S Bilich	SOUTH WARD
M Casey	NORTH WEST WARD
M Cresswell	NORTH WEST WARD
J Winterhalder	EAST WARD

#### Officials

M Singh	ACTING CHIEF EXECUTIVE OFFICER
N Wilson	EXECUTIVE MANAGER CORPORATE SERVICES
K O'Connor	EXECUTIVE MANAGER COMMUNITY SERVICES
R O'Brien	EXECUTIVE MANAGER PLANNING & DEV SERVICES
K Singh	A/EXECUTIVE MANAGER ENGINEERING SERVICES
B Millan	EXECUTIVE ASSISTANT CHIEF EXECUTIVE OFFICER
S Leeson	MANAGER FINANCIAL SERVICE
R Neale	MANAGER LIBRARY SERVICE
J Smith	MANAGER HEALTH SERVICE
M Comber	MINUTE SECRETARY

**Apologies**

D Vaughan  
J Giardina

CHIEF EXECUTIVE OFFICER  
SOUTH WARD

**Observers**

8

**Newspapers**

0

**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 Nil.

**5.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

5.1 That the Minutes of the General Services Committee Meeting held on 3 September 2007 is confirmed as a true and correct record of the proceedings.

Moved: (Cr Taylor)

Seconded: (Cr Tonkin)

**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 had given or will give advice.

Item 100 Community Sport & Recreation Facilities Fund – 2008/09 Funding Round Rankings.

Cr N Sadler declared an interest affecting impartiality as she is a patron of the Forrestfield United Soccer Club and Kalamunda United Soccer Club.

## 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.

**95. Creditors Accounts Paid for September 2007**

Previous Items: Nil  
Service Area: Corporate Services  
File Reference: FI-CRS-002  
Applicant: N/A  
Owner: N/A

**PURPOSE**

1. To receive creditors' accounts paid for the month of September 2007.

**BACKGROUND**

2. It is a requirement of the local Government (Financial Management) Regulations 1996 (Regulation12) that a list of Creditors' Accounts Paid is 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.

**DETAILS**

4. Accordingly, the list of Creditors' paid for September 2007 is attached. ([Attachment 1](#))

**STATUTORY AND LEGAL IMPLICATIONS**

5. Nil.

**POLICY IMPLICATIONS**

6. Nil.

**PUBLIC CONSULTATION/COMMUNICATION**

7. Nil.

**FINANCIAL IMPLICATIONS**

8. Nil.

**STRATEGIC IMPLICATIONS**

9. Nil.

**OFFICER COMMENT**

10. Nil.

**MEETING COMMENT**

11.

**COMMITTEE RECOMMENDATION TO COUNCIL GS 95/2007**

1. That the list of Creditors' paid for September 2007 attached ([\*Attachment 1\*](#)) be received by Council in accordance with the requirements of Regulation 12 of the Local Government Financial Management Regulations 1996.

Moved: (Cr Taylor)

Seconded: (Cr Winterhalder)

**CARRIED UNANIMOUSLY**

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

## **96. Financial Activity Statements for the Period Ending 31 August 2007**

Previous Items: Nil  
Service Area: Corporate Services  
File Reference: FI-SRR-006  
Applicant: N/A  
Owner: N/A

### **PURPOSE**

1. To receive the draft financial activity statements for the period ended 31 August 2007.

### **BACKGROUND**

2. Attached are the financial activity statement reports for the period ending 31 August 2007 ([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.

### **DETAILS**

4. It has been agreed a percentage value of 10% variance be adopted for the 2007/2008 Financial Activity Statement. This amount is in accordance with the materiality provision of the Australian Accounting Standards (Refer AAS5) which is also set at 10%.
5. Refer ([Attachment 1](#)) for the comments relating to the above mentioned variances.

### **STATUTORY AND LEGAL IMPLICATIONS**

6. Nil.

### **POLICY IMPLICATIONS**

7. Nil.

### **PUBLIC CONSULTATION/COMMUNICATION**

8. Nil.

### **FINANCIAL IMPLICATIONS**

9. Nil.

**STRATEGIC IMPLICATIONS**

10. Nil.

**OFFICER COMMENT**

11. Nil.

**MEETING COMMENT**

12.

**COMMITTEE RECOMMENDATION TO COUNCIL GS 96/2007**

1. That the Financial Activity Statement reports for the period ending 31 August 2007 ([\*Attachment 1\*](#)) be received.

Moved: (Cr Tonkin)

Seconded: (Cr Casey)

**CARRIED UNANIMOUSLY**

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

## 97. Aged Debtors and Creditors

Previous Items: N/A  
 Service Area: Corporate Services  
 File Reference:  
 Applicant: N/A  
 Owner: N/A

### PURPOSE

1. To receive monthly report on debtors and creditors.

### BACKGROUND

2. Attached is the report detailing aged debtors and creditors as at 31 August 2007.  
*(Attachment 1)*
3. Council has request information as to outstanding debtors and creditors be reported on a monthly basis.

### DETAILS

#### 4. Debtors

- > 90 days Aged debtor collection / write off project since commenced as per Audit Committee 2007. A list of suggested write offs has been commenced. Main Roads \$74,000 invoice now >90 days being pursued.
- > 60 days Main Roads \$25,000 invoice now >60 days being pursued.
- > 30 days Sheffield Grove \$2,000 invoice since renegotiated to a bond.
- Current Main Roads WA \$128,000 grant invoice outstanding.  
 Office of Crime Prevention \$25,000 grant invoice outstanding.  
 Swan TAFE \$20,000 invoice outstanding.

#### 5. Creditors

- > 90 days Rocla Pipeline Products credit note since claimed in September 2007.
- > 60 days Forpark Pty Ltd - awaiting finalisation of playground equipment.
- > 30 days These invoices are paid on the third fortnightly payment run.

**STATUTORY AND LEGAL IMPLICATIONS**

6. Nil

**POLICY IMPLICATIONS**

7. Nil

**PUBLIC CONSULTATION/COMMUNICATION**

8. Nil

**FINANCIAL IMPLICATIONS**

9. Nil

**STRATEGIC IMPLICATIONS**

10. Nil

**OFFICER COMMENT**

11. Nil

**MEETING COMMENT**

12. Exercise has commence with regard to writing-off aged debtors, however, the Executive Manager Corporate Services noted that firstly the history of why the debt has occurred is examined, then the debt will be followed up. No item will be written-off without firstly going to Council.

**COMMITTEE RECOMMENDATION TO COUNCIL GS 97/2007**

1. That the aged outstanding debtors and creditors report as at 31 August 2007 ([Attachment 1](#)) be received.

Moved: (Cr Taylor)

Seconded: (Cr D Sadler)

**CARRIED UNANIMOUSLY**

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

## **98. Rates Debtors Report**

Previous Items: N/A  
Service Area: Corporate Services  
File Reference:  
Applicant: N/A  
Owner: N/A

### **PURPOSE**

1. To receive a report on rates debtors as at 31 August 2007.

### **BACKGROUND**

2. Attached is the report detailing rates debtors as at 31 August 2007. ([\*Attachment 1\*](#))

### **DETAILS**

3. Rates Debtors

The 2007/08 rates have been printed and issued, with negligible impact upon cash at 31 August 2007.

The 2007/2008 rates issue has rolled 2006/2007 unpaid balances across one further year as reported above.

The first instalment date for 2007/2008 rates is 2nd October 2007.

### **STATUTORY AND LEGAL IMPLICATIONS**

4. Nil

### **POLICY IMPLICATIONS**

5. Nil

### **PUBLIC CONSULTATION/COMMUNICATION**

6. Nil

### **FINANCIAL IMPLICATIONS**

7. Nil

### **STRATEGIC IMPLICATIONS**

8. Nil

**OFFICER COMMENT**

9. Nil

**MEETING COMMENT**

10.

**COMMITTEE RECOMMENDATION TO COUNCIL**

**GS 98/2007**

1. That the rates debtors and creditors report as at 31 August 2007 ([Attachment 1](#)) be received.

Moved: (Cr Casey)

Seconded: (Cr Taylor)

**CARRIED UNANIMOUSLY**

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

## **99. Kalamunda & Districts Historical Society Community Memorial Building Project**

Previous Items:

Service Area: Community Services

File Reference: RL-01/050

Applicant: Kalamunda & Districts Historical Society

Owner:

### **PURPOSE**

1. To endorse the application by the Kalamunda and Districts Historical Society for funding through the Community Cultural Arts Facilities Fund to complete the Community Memorial Building Project at the Kalamunda History Village.

### **BACKGROUND**

2. The Kalamunda & Districts Historical Society (KDHS) are applying to the Community Cultural and Arts Facilities Fund (CAFF) managed by the Department of Culture and the Arts. Their application is for funding towards their Community Memorial Building project at the Kalamunda History Village.
3. Part of the application process for these grants requires that the applications are first submitted to the relevant Local Government Authority (LGA) for comments and endorsement at an Ordinary Council Meeting, before being submitted to the Department of Culture and the Arts by the end of October 2007. Late applications are not accepted.
4. Requirements from the Department of Culture and the Arts:
  - All local government planning and regulatory issues in regard to the project have been considered.
  - LGA is aware of the application and shows support for the project.
  - Evidence of any LGA contribution/financial support.
  - Completion of the Local Government Comment Form. ([Attachment 1.](#))
  - Application has been considered, endorsed and minuted at an Ordinary Council Meeting.

### **DETAILS**

5. The Community Memorial Building project is comprised of two components; a new building to house the KDHS's motor vehicle collection and a memorial wall to commemorate families who have made a contribution to the district. ([Attachment 2.](#))

6. The need to house the motor vehicles held by the KDHS is identified in several Kalamunda History Village strategic documents including the Master Plan Vision for the Future (1994); a development plan (2002) and the Conservation Plan (2006).
7. This project will enhance one of the main interpretation themes of the History Village, transport. It will enable the housing of the 6 current motor vehicles together (they are currently dispersed) and also provide the opportunity for future acquisitions of vehicles of significance. Associated interpretative signage and other motor vehicle artefacts will also be housed within the space. This will prevent further degradation of vehicles due to exposure to the elements and allow for a more comprehensive interpretation of the vehicles and their role in the history of transport in the district. The additional room which will be generated by moving current motor vehicles will allow for a more comprehensive and appropriate interpretation of other artefacts on display. For example the crowding currently in the horse-drawn vehicle display will be alleviated allowing for clearer interpretation of this phase of the district's history.
8. The Community Memorial Building will also incorporate a Memorial Wall. This wall will consist of plaques mounted on jarrah panels commemorating the families who settled the district as well as more recent community members who have contributed to the development of the area. Plaques will display the family name, district and date of arrival. Plaques commemorating 52 families identified as residing in the district in 1901 will be funded by a bequest by the Hutchison family and this Panel will be dedicated to Merle and Rex Hutchison, long term members of the KDHS. Other plaques will be at the request of the wider community at a cost of \$50 per plaque.
9. Space will also be set aside within the building to provide storage for some of the KDHS equipment and work space for the volunteers.

#### **STATUTORY AND LEGAL IMPLICATIONS**

10. The Kalamunda History Village is managed by the KDHS on behalf of the Shire of Kalamunda and in accordance with the License agreement.
11. The application includes building plans drawn up in September 2006. These plans conform to Australian Building Standards, including provision that the wall shared with St John Ambulance service be constructed as a fire wall.
12. Planning approval by the Shire's Planning Services area was granted on 24/11/06.
13. Permission to remove trees at the northern end of the Village, namely 3 gums and 1 wattle, was granted by the Shire on 03/11/06 as they are not native to the area.

#### **POLICY IMPLICATIONS**

14. Nil.

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**PUBLIC CONSULTATION/COMMUNICATION**

15. KDHS have consulted widely with Shire Councillors and Staff as well as numerous funding bodies and have broad community support. They have received letters of support for this project from the following:

Hon John Day, MLA  
Kalamunda Chamber of Commerce  
National Seniors Association  
Kalamunda and Districts Tourism Association

**FINANCIAL IMPLICATIONS**

16. The total project cost is estimated at \$373,880.
17. The contribution requested from the CCAFF is \$118,960.
18. Other contributors include:
- |                              |          |
|------------------------------|----------|
| ▪ Volunteer In-kind          | \$50,000 |
| ▪ Donations                  | \$48,420 |
| ▪ Community Bequests/Plaques | \$17,000 |
| ▪ Lottery West grant         | \$97,500 |
19. A cash and in-kind contribution of \$42,000 is included in the project budget from the Shire of Kalamunda. This is for removal of trees and provision of site drainage.

**STRATEGIC IMPLICATIONS**

20. This project aligns with the Shire of Kalamunda's Cultural Plan. Support for this project meets Strategy 4 of the Heritage section of the Cultural Plan: "Maintain and support work done by the community to preserve these sites, especially Kalamunda History village and the Shire's other heritage holdings."

**OFFICER COMMENT**

21. Kalamunda & Districts Historical Society have undertaken detailed planning for this project over a number of years and this is evident in their application. They have explored and plan to apply to a number of external funding sources. Detailed building plans have been completed and approved and the cost estimates are current and also include contingency.
22. The KDHS are a vibrant incorporated group made up of volunteers who contribute a great deal to the Shire of Kalamunda. The History Village had over 5000 visitors last year and continues to provide educational experiences for school groups as well as add to the tourism potential of the area. The Community Memorial Building project will further enhance the experience of visitors to the History Village as well as protect and preserve the motor vehicle collection. This project will be of benefit to the wider community and is worthy of support.

**MEETING COMMENT**

23. Executive Manager Community Services confirmed that that the cash and in-kind figure of \$42,000 would not be required until the 08/09 financial year; although this figure may increase, for the purpose of the grant this is the figure required. The purpose is to show support for the application, no funds from the Shire of Kalamunda are being committed at this stage.

**COMMITTEE RECOMMENDATION TO COUNCIL GS 99/2007**

1. That Council endorse the application by the Kalamunda and Districts Historical Society for the purposes of applying for external grant funding through the Community Cultural Arts Facilities Fund for a Community Memorial Building.

Moved: (Cr Blair)

Seconded: (Cr Taylor)

**CARRIED UNANIMOUSLY**

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

*Cr N Sadler declared an interest affecting impartiality as she is a patron of both the Forrestfield United and the Kalamunda United Soccer Clubs*

## **100. Community Sport and Recreation Facilities Fund-2008/09 Funding Round Rankings**

Previous Items: N/A  
Service Area: Community Services  
File Reference: FI-FAG-006  
Applicant: Shire of Kalamunda  
Owner: Shire of Kalamunda

### **PURPOSE**

1. To prioritise the applications received for funding through the Department of Sport and Recreation's (DSR) Community Sport and Recreation Facilities Fund (CSRFF).

### **BACKGROUND**

2. Through the CSRFF program, the State Government provides financial assistance to Community Groups and Local Government Authorities to develop basic infrastructure for sport and recreation. The programme aims to increase participation in sport and recreation with an emphasis on increasing physical activity through well planned facilities.
3. Sporting groups were invited to submit applications which fit into one of two categories:

Annual Grant: \$2,500 - \$90,000 where the total project cost is \$270,000 or less. These projects require a less complex planning process and must be claimed in the following year i.e. 2008/09.

Forward Planning Grant: \$270,000 - \$1.8 million where the total project cost exceeds \$270,000. These projects require a more complex planning process and funds can be claimed in any of the following three years i.e. 2008/09, 2009/10, 2010/11.

4. The maximum grant approved will be no greater than one third of the total estimated project cost of the applicant's project. Furthermore, the State Government grant contribution must at least be matched by the applicant's own cash contribution.
5. There is no obligation on the Local Government Authority to make any contribution to a project.

### **DETAILS**

6. Four applications have been received for the current funding round.

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7. Kalamunda Club, have proposed to install two synthetic bowling greens and replace a third green with a car park. The components of the bowling green project are as follows:
- a) Move B Green 20m West
  - b) Convert B and C greens to a synthetic surface
  - c) Establish new greens surrounds involving artificial grass with concrete edging
  - d) Erect lighting on both greens
  - e) Erect security fencing around both greens

The above proposal will result in a yield of 20m along the present eastern boundary of the club lease for inclusion in Stirk Park.

8. Council previously considered the project in August 2007 and resolved:
1. *That Council approve in principle the Kalamunda Club bowling green project for consideration in October 2007.*
  2. *That subject to Kalamunda Club receiving additional grant funding for the project, that Council agree to listing the project for budget consideration in the 2008/09 financial year.*
9. The total project cost is \$608,258 excluding GST and the Club will be seeking a grant of \$120,000 from the Shire of Kalamunda as well a self supporting loan for \$250,000.
10. Forrestfield United Soccer Club, have proposed to install nine lighting towers at their main ground on Hartfield Park reserve, Forrestfield. Lighting is currently provided by eight lighting towers of various heights and brightness, however, this results in uneven light across the field and a potential hazard for players. There are also many areas of the reserve that cannot currently be used for training as there is no lighting available.
11. The Club has completed a lighting plan which ensures that the proposed lights meet all relevant Australian Standards and have allowed for the further expansion of the lights to meet future needs.
12. The Club has experienced a high level of growth in recent years which has resulted in a lack of space for Club training and playing activities. The provision of the new lighting towers will allow the Club to effectively utilise the entire reserve and continue to provide opportunities for local soccer players. The additional lighting will also improve the management of the reserve with training able to be spread across larger areas.
13. The Club previously applied in 2006 however the project required further planning which has now been completed.

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14. The total project cost is \$373,660 excluding GST and the Club will be seeking a grant of \$124,553 from the Shire of Kalamunda as well as a self supporting loan of \$114,554.
  15. Lesmurdie Tennis Club, have proposed to convert 4 existing Plexipave tennis courts to Synthetic Grass. The Club has eight courts in total and in 2003 converted the first four courts to a synthetic surface of the same type as that currently proposed.
  16. The existing courts are in poor condition and considered to be at the end of their serviceable life. Fungal growth and years of use means the courts are now slippery and dangerous in wet weather, limiting the number of courts available for Club activities. The conversion of the courts will also increase the Club's ability to hold more regular and larger competitions in future.
  17. The project has been well planned and the Club has previously shown an ability to manage the facility in an effective manner.
  18. The total project cost is \$93,273 excluding GST and the Club will be seeking a grant of \$31,091 from the Shire of Kalamunda.
  19. Kalamunda United Soccer Club and Kalamunda Rangers Tee and Baseball Club, have submitted a partially completed joint application and propose to construct an additional two changerooms and improve training and storage facilities at the Norm Sadler pavilion on Maida Vale reserve. The Clubs both use the pavilion during their respective sporting seasons.
  20. Both Clubs have experienced strong growth in player numbers in recent years and the existing facilities no longer meet the required need. An increasing number of women players and teams has also increased the need for additional changerooms.
  21. The development of the additional changerooms and associated facilities will enable the Clubs to meet the needs of soccer, tee ball and baseball players for the next 10 or more years. The changerooms are also utilised by a number of school groups each year for carnivals and special events. The additional areas will improve the service provided to these groups.
  22. The total project cost is approximately \$750,000 and the Club will be seeking a grant and self supporting loan from the Shire of Kalamunda.

#### **STATUTORY AND LEGAL IMPLICATIONS**

23. Nil.

#### **POLICY IMPLICATIONS**

24. Nil.

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## **PUBLIC CONSULTATION/COMMUNICATION**

25. The current CSRFF funding round was advertised in local newspapers, on the Shire website and a letter was distributed to all local sporting clubs. An information session was also held for any club that was interested in submitting an application.

## **FINANCIAL IMPLICATIONS**

26. All the applicants have requested funds from the Shire of Kalamunda. If successful, the Lesmurdie Tennis Club, Forrestfield United Soccer Club and Kalamunda Rangers/Kalamunda United Soccer Club applications will require Council funds in the 2008/09 financial year. Kalamunda Bowling Club will be seeking the bulk of the Shire funds in 2009/10.
27. Each club, except Lesmurdie Tennis Club, has also requested a self supporting loan from the Shire. These requests will be assessed in greater detail once the outcome of the CSRFF applications is known. A preliminary assessment of the club's finances has not revealed any concerns that would restrict their CSRFF application.

## **STRATEGIC IMPLICATIONS**

28. Nil.

## **OFFICER COMMENT**

29. DSR require that all complete applications be assessed by each Local Government and provided with a ranking according to the Local Government's assessment of each project and its benefit to the wider community. There is no obligation on the Shire of Kalamunda to support a project. Applications, including Council approvals, must be submitted to DSR by 31 October 2007.
30. While each of the three complete grant applications has been prepared by the clubs involved, the applications will be submitted by the Shire of Kalamunda on the club's behalf.
31. Shire staff have worked closely with each applicant during the preparation of the grant proposals and the three complete applications meet the criteria as specified by the CSRFF guidelines.
32. A summary of each application in relation to the criteria is included at ([Attachment 1.](#)).
33. The joint application from Kalamunda United Soccer Club and Kalamunda Rangers was not sufficiently completed by the closing date to allow Shire staff to assess the application. Although staff have continued to work with the Club it was not ranked as it failed to address the following requirements:
- a. Planned approach
  - b. Financial viability
  - c. Management planning
  - d. Co-ordination

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34. After considering each application as shown in ([Attachment 1.](#)) the following order of priority has been identified:

1. Forrestfield United Soccer Club
2. Kalamunda Club
3. Lesmurdie Tennis Club

The Kalamunda United Soccer Club/Kalamunda Rangers application remains unranked and is not recommended for submission. The clubs will be advised to resubmit their application in a later funding round.

35. Justification for the above ranking is as follows:

- e. The Forrestfield United Soccer Club have a large and growing membership and require additional lighting to allow them to continue to expand their activities and take pressure off the playing surface.
- f. The synthetic greens for Kalamunda Club is a well planned application that will benefit the club for many years, however will impact a relatively small number of people.
- g. While accepting the need to improve the surface at Lesmurdie Tennis Club, conversion projects are generally considered to be a lower priority by DSR.

#### **MEETING COMMENT**

36. Mr Peter Falconer, President of the bowls section of the Kalamunda Club spoke indicating that the current membership of the club could be changed on the application to 350 (an additional 100 Winter playing members had been mentioned in their application preamble, but not included in the overall figure). He noted that should the improvements be made, the Club anticipate their numbers would increase substantially. Mr Falconer also indicated that the benefits to the wider community due to the reduced use of scheme water and increase in size to Stirk Park should be considered.
37. Mr Brian Mansfield represented Forrestfield United Soccer Club, he noted this is a strong club which has been operating for 80 years and has a history of being able to pay loans. The Club plays all year, the additional lighting is very important for safety as the current lighting is inadequate.
38. Executive Manager Community Services noted that the purpose of the ranking is to give the Department of Sport and Recreation an indication of how the Shire would rank the applications with regard to importance to the community; however the Department has the final say. Last year all three applications ranked were funded.
39. Forrestfield Uniting Soccer Club currently have a self supporting loan with the Shire, Executive Manager Corporate Services noted that the two loans can run side by side, it is not necessary to consolidate them.

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**COMMITTEE RECOMMENDATION TO COUNCIL GS 100/2007**

1. That the applications for the Department of Sport and Recreation's 2008-09 Community Sport and Recreation Facilities Fund be ranked in the following priority order:
  1. Forrestfield United Soccer Club
  2. Kalamunda Club
  3. Lesmurdie Tennis Club
2. That Council advises the Kalamunda United Soccer Club and Kalamunda Rangers that due to insufficient information their 2008/09 Community Sport and Recreation Facilities Fund grant application could not be ranked at this stage.
3. That the above ranking does not commit funding from Council and each proposal will be assessed within overall budget priorities.

Moved: (Cr D Sadler)

Seconded: (Cr Cresswell)

**FOR**

Cr Tonkin  
Cr Morton  
Cr D Sadler  
Cr Casey  
Cr Cresswell  
Cr Winterhalder  
Cr N Sadler

**AGAINST**

Cr Bilich  
Cr Taylor  
Cr Blair  
Cr McKechnie

**CARRIED**

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

### **101. Budget Amendment for New Crèche Services at High Wycombe Recreation Centre**

Previous Items: Nil  
Service Area: Community Services  
File Reference: CO-SPC-019  
Applicant:  
Owner:

#### **PURPOSE**

1. To approve budget income and expenditure for the new crèche service at the High Wycombe Recreation Centre.

#### **BACKGROUND**

2. Crèche facilities have been successfully operating at the Hartfield Park Recreation Centre since 2002, this service is now being offered at the High Wycombe Recreation Centre from the 2007/08 financial year, on a six month trial basis.
3. In February 2006, daytime trading hours commenced at the High Wycombe Centre, with \$33,000 of new gym equipment acquired in January 2007.
4. Parents with young children are a new target market for 3, 6 and 12 month gym memberships. The provision of crèche facilities further adds to the appeal of a recreation centre, leading to increased patronage which in turn benefits the community.

#### **DETAILS**

5. No current budget provision exists for the crèche consumables expenditure or crèche income, although Council may alter or amend the adopted budget by way of resolution.
6. The consumables costs of providing a crèche facility, is to be offset by a corresponding increase in fee revenue. Staff salaries and wages expense associated with the crèche are being met out of existing budgeted amounts.

#### **STATUTORY AND LEGAL IMPLICATIONS**

7. Expenditure from the Shire's municipal fund not included in an annual budget, is to be authorised in advance by resolution (absolute majority required), or authorised in advance by the mayor or president in an emergency. S 6.8 (b)(c) Local Government Act 1995.

**POLICY IMPLICATIONS**

8. Nil

**PUBLIC CONSULTATION/COMMUNICATION**

9. Nil

**FINANCIAL IMPLICATIONS**

10. The proposed amendment will have a nil effect on the 2007/08 adopted budget's final position, being an increase of \$1500 in fee revenue and \$1500 in consumable expenditure.

**STRATEGIC IMPLICATIONS**

11. Nil.

**OFFICER COMMENT**

12. The new crèche service was made available from 3 September 2007, using existing staff hours and consumables from the Hartfield Park Recreation Centre crèche and donated equipment.

**MEETING COMMENT**

- 13.

**COMMITTEE RECOMMENDATION TO COUNCIL GS 101/2007**

1. That the 2007/08 budget be amended to provide consumable costs for the new crèche service at the High Wycombe Recreation Centre with authorisation of expenditure of \$1,500 funded by equivalent income.

Moved: (Cr Casey)

Seconded: (Cr Cresswell)

**CARRIED UNANIMOUSLY/ABSOLUTE MAJORITY**

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

## 102. Shire of Kalamunda Audit Committee Role, Responsibility and Composition

Previous Items: OCM 18/07  
Service Area: Corporate Services  
File Reference: FI-AUD-003  
Applicant: N/A  
Owner: N/A

### PURPOSE

1. To consider a report on the functions and composition of the Audit Committee at the Shire of Kalamunda.

### BACKGROUND

2. At its April 2007 Ordinary Meeting Council amended the Terms of Reference of the Audit Committee in respect to its reporting requirements. At that meeting it was also resolved " *that the Terms of Reference of the Audit be referred to the Audit Committee for Review*".

### DETAILS

3. An independent Consultant, Mr Ian Kinner, was engaged to review the role, responsibility and composition of the Shire of Kalamunda's Audit Committee.
4. The discussion paper produced by Mr Kinner is presented as ([Attachment 1.](#)) The existing Terms of Reference are presented as ([Attachment 2.](#))

### STATUTORY AND LEGAL IMPLICATIONS

5. The Local Government Act requires a Local Government to establish an Audit Committee to exercise the powers and duties conferred on it.
6. The Act S7.1A(2) requires that appointments to committees be made by Absolute Majority.

### POLICY IMPLICATIONS

7. Nil.

### PUBLIC CONSULTATION/COMMUNICATION

8. Nil.

**FINANCIAL IMPLICATIONS**

9. Nil.

**STRATEGIC IMPLICATIONS**

10. The Shire of Kalamunda has demonstrated commitment to the importance of fiscal control via the establishment of an Audit Committee before it was a mandatory requirement. This exercise is designed to increase the operational effectiveness of the Audit Committee.

**OFFICER COMMENT**

11. It is considered that the matter is best dealt with by Council after a report from an independent source. Given the importance of this Committee and applying the roles of good government it is felt that Mr Kinner could provide an independent view and suggestions for future roles
12. The Audit Committee has been constrained at times due to the size of the Committee and the availability of members to form a quorum. The suggestion of a larger membership base will reduce this problem.
13. The scoping exercise as undertaken is provided as a tool for Council to consider the tasks the Committee is proposed to address and their adequacy. It also enables the Audit Committee to be clear as to the tasks assigned to it.
14. The suggested Terms of Reference are a meld of the previous Terms and those as suggested by Mr I Kinner. The two main areas of change are membership and duties.

**MEETING COMMENT**

- 15.

**COMMITTEE RECOMMENDATION TO COUNCIL GS 102/2007**

1. That the revised Terms of Reference for the Shire of Kalamunda Audit Committee be:

## Audit Committee Terms of Reference

The Council of the Shire of Kalamunda has resolved to establish a committee to be known as the Audit Committee with its objectives, composition, term of office, duties and responsibilities, as follows:

### Objectives

- a. is to provide guidance and assistance to the local government –
  - i. as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act; and
  - ii. as to the development of a process to be used to select and appoint a person to be an auditor; and
- b. may provide guidance and assistance to the local government as to –
  - i. matter to be audited;
  - ii. the scope of audits;
  - iii. its functions under Part 6 of the Act; and
  - iv. carrying out of its functions relating to other audits and other matters related to financial management.

### Membership

The Audit Committee shall comprise:-

- Shire President
- Deputy Shire President
- Four (4) Councillors

In addition the Chief Executive Officer and/or his nominee will act in an advisory capacity to the Committee.

### Term of Membership

Appointment to October 2009 with subsequent appointments for a two (2) year term to coincide with local government electoral cycle.

### Meetings

The Committee will hold at least three regular meetings per year and such additional meetings as the chairperson shall decide in order to fulfil its duties. Meetings will not be open meetings in the context of Section 5.23(1) of the Local Government Act 1995.

### Access

The Committee shall have access to both the internal and external auditors and to senior management.

### Reporting

The Committee will report to the Council.

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### Duties and Responsibilities

- Develop and recommend to Council:- 1) A list of those matters to be audited; and 2) the scope of the audit to be undertaken;  
*Note: - Provision should be made to review the scope of the audit on a regular basis*
- Develop and recommend to Council an appropriate process for the selection and appointment of a person as the Shire's auditor;  
*Note: A person is to be appointed the auditor not a firm.*
- Recommend to Council the person (or persons) to be appointed as auditor;
- Develop and recommend to Council a written agreement (contract) for the appointment of an auditor; The agreement to include:
  - i. The objectives of the audit;
  - ii. The scope of the audit;
  - iii. A plan of the audit;
  - iv. Details of the remuneration and expenses to be paid to the auditor;
  - v. The method to be used by the Shire to communicate and supply information to the auditor.
  - vi. An evaluation program in relation to the adequacy of the financial control systems in operation at the Shire.
- Meet with auditor at least once every year and report to Council on the matters discussed and the outcome of discussions.
- Examine the reports of the Auditor – together with an accompanying reports from the Chief Executive Officer or Chief Financial Officer – to ensure that adequate measures have been taken in respect of any matters of concern raised.
- Review the draft annual report focusing upon:
  - i. Accounting policies and practices;
  - ii. Any changes to the accounting policies and practices;
  - iii. The processes used in making significant accounting estimates;
  - iv. Significant adjustments to the financial report [if any] arising from the audit process;
  - v. Compliance with accounting standards and other reporting requirements; and
  - vi. Significant variances from prior years.
- Recommend the adoption of the annual financial report.
- To ensure adequate control processes are in place;
  - Receive regular reports from the Chief Executive Officer and/or the Chief Financial Officer on the relevance, appropriateness and adequacy of the internal audit processes being utilised at the Shire;
  - Review and make recommendations to Council on the completed Compliance Audit Return after receiving a report detailing:- 1) staff explanations regarding non-compliance [if any] or where full compliance has not been received; 2) remedial action implemented to ensure future compliance.  
*Note: the report presented the Audit Committee should specifically highlight those cases of non-compliance which have reoccurred.*

- Review and ensure appropriate action is being taken in respect to:
  - Monthly bank reconciliations are up-to-date;
  - The ratio of collections in respect of sundry debtors is reasonable;
  - The ratio of rate collections is reasonable;
  - Inventory (stock-takes) are regularly undertaken and reconciliations effected;
  - Waste Management (both household rubbish and recycling) accounts are reconciled;
  - Accounts are expeditiously rendered to debtors;
  - Funds are being appropriately invested;
  - Taxation Issues (e.g. GST) are being appropriately dealt with; and
  - Other matters deemed appropriate.
  
- Receive and make recommendations to Council in respect of reports from the Chief Executive Officer or Chief Financial Officer which deal with such matters as those listed above.
  
- Review the completed Compliance Audit Return and consider the following:
  - Staff explanations regarding cases of non-compliance (if any) or where full compliance has not been achieved.
  - Remedial action that has been taken or will be taken to ensure future compliance.
  
- The Audit Committee will not have delegated authority to decide matters on behalf of Council.

Moved: (Cr McKechnie)

Seconded: (Cr Taylor)

**CARRIED UNANIMOUSLY**

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**10.0 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**

10.1 Nil.

**11.0 QUESTIONS BY MEMBERS WITHOUT NOTICE****11.1 Western Power Meeting (Cr Taylor)**

Q. Could Council be informed of the outcome of the public meeting organised by Western Power and attended by a Shire Officer?

A. Executive Manager Planning and Development Services confirmed that a Planning Officer had attended this meeting and he himself had contacted Western Power 2 October 2007 to confirm details. Western Power are looking for a new sub station site from a large study area, they hope to finalise this by the end of the year and complete construction 12 months after that. Executive Manager Planning and Development Services will confirm the area required and keep Council informed of any developments.

**11.2 State Government Ministers Meeting in Kalamunda (Cr McKechnie)**

Q. I have heard from a ratepayer that there is to be a State Government Ministers meeting in Kalamunda, is this the case and if so when would Councillors be informed?

A. Acting Chief Executive Officer confirmed that a request had been received for a Cabinet meeting to be held in the Shire of Kalamunda on 29 October 2007 it is anticipated the meeting would last approximately 3 hours and then half an hour may be available for the Shire. Councillors will be informed as soon as all the details are confirmed.

**11.3 Mulching Green Waste by Residents (Cr Bilich)**

Q. I have been asked by residents if the \$40 being offered towards a skip bin could also be offered towards a mulching machine or chipper?

A. Cr Nita Sadler noted that if brought before Council and approved then this proposal could be implemented.

**11.4 Costing on In-house Kerbside Pickup (Cr Blair)**

Q. Will the costing for an in-house bulk kerbside collection service be ready soon?

A. Acting Chief Executive Officer noted that they have started to collect data, have visited the City of Swan and will visit another Council to view their operation. Once this is complete a report will be prepared for Council.

**11.5 Advertising for Skip Bin Rebate (Cr Blair)**

Q. Has the \$40 cash back for receipt of a skip bin hire been advertised in the local newspapers?

A. Cr Sadler noted that this had been widely advertised.

**11.6 Public Questions Noted in Minutes (Cr McKechnie)**

Q. Is there any change to the minuting of public question time, as I note the legal questions asked at the last meeting do not seem to be recorded in the Minutes?

A. Executive Manager confirmed there was no change to the way the meetings are minuted, the questions were addressed to the Planning Meeting and are noted in those Minutes.

**12.0 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION****12.1 Cr N Sadler's last meeting as Chairperson**

As Cr Nita Sadler is not standing for Council at the October 2007 elections she thanked all fellow Councillors, Staff, Executive Managers, especially the Chief Executive Officer and Acting Chief Executive Officer for their invaluable advice regarding the Local Government Act. She sincerely hopes that whoever takes over the Chair will gain as much pleasure from the experience as she has.

Shire President, Elizabeth Taylor thanked Cr Nita Sadler for her outstanding service over the past 15 years and indicated that Council had enjoyed her dedicated Chairmanship and good company. The Shire President requested Councillors join with her in applauding Cr Sadler's efforts on behalf of the community and Shire of Kalamunda.

Acting Chief Executive Officer Mahesh Singh thanked Cr Nita Sadler on behalf of the Chief Executive Officer and Executive Management Team for her excellent leadership as Chairperson of the General Services Committee.

**13.0 MATTERS CLOSED TO THE PUBLIC**

Nil.

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**14.0 CLOSURE**

There being no further business, the Chairman declared the meeting closed at 7.55 p.m.

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

Signed.....Chairman

Dated this .....day of.....2007