
Shire of Kalamunda

General Services Committee

Minutes for 5 May 2008



SHIRE OF KALAMUNDA

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Minutes of General Services Committee Held in the Council Chambers 2 Railway Road, Kalamunda Monday 5 May 2008

1.0 OFFICIAL OPENING

- 1.1 The Chairman opened the meeting at 7 pm and welcomed Councillors, staff James Trail - future CEO and members of the public gallery.

2.0 APOLOGIES AND LEAVE OF ABSENCE

- 2.1 PRESENT

Councillors

D McKechnie	(SHIRE PRESIDENT) NORTH WARD
E Taylor	NORTH WARD
M Thomas	NORTH WARD
D Sadler	SOUTH WEST WARD
A Morton	SOUTH WEST WARD
P Tonkin	SOUTH WARD
C Everett	SOUTH WARD
M Cresswell	(CHAIRPERSON) NORTH WEST WARD
P Heggie	NORTH WEST WARD

Officials

D Vaughan	CHIEF EXECUTIVE OFFICER
N Wilson	EXECUTIVE MANAGER CORPORATE SERVICES
K O'Connor	EXECUTIVE MANAGER COMMUNITY SERVICES
R O'Brien	EXECUTIVE MANAGER PLANNING & DEV SERVICES
M Singh	EXECUTIVE MANAGER ENGINEERING SERVICES
F Lund	A/EXECUTIVE ASSISTANT CHIEF EXECUTIVE OFFICER
R Neale	MANAGER LIBRARY SERVICE
J Smith	MANAGER HEALTH SERVICE
M Comber	MINUTE SECRETARY

Apologies

Cr Giardina
 Cr Robinson
 Cr Lindsey

SOUTH WARD
 SOUTH WEST WARD
 EAST WARD

Observers

Nil.

Newspapers

Nil.

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.

Nil.

4.0 PETITIONS

Nil.

5.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

5.1 Cr Tonkin noted the changes to the Policy ART3 had not been recorded in the Committee Recommendation to Council GS 45/2008.

5.2 That the Minutes of the General Services Committee Meeting held on 7 April 2008 is confirmed as a true and correct record of the proceedings subject to the following correction to Recommendation GS 45/2008.

1. That Council approves the amendments made to Arts and Culture Policies ART1, ART2 and ART3 as shown, subject to the removal of the words 'Annual' and 'entirely' in paragraph '1' and the removal of the word 'annual' in paragraph 2 in the Policy ART3.

Moved: (Cr Tonkin)

Seconded (Cr Taylor)

CARRIED UNANIMOUSLY**6.0 ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION**

Nil.

7.0 MATTERS FOR WHICH MEETING MAY BE CLOSED

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. (Section 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. (Section 5.70 of the Local Government Act 1995)
- 8.1 Nil.

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.

8.2 **Item 57 – Seniors Week Working Party**

Cr Sadler declared an interest affecting impartiality as his wife is a nominee to the Working Party.

9.0 REPORT TO COUNCIL

Please Note:

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.

47. Creditors Accounts Paid for April 2008

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 April 2008.

BACKGROUND

2. It is a requirement of the Local Government (Financial Management) Regulations 1996 (Regulation 12) that a list of Creditors' Accounts Paid is compiled each month
3. The report is required to show payee's name, the amount of the payment, the date of the payment, and sufficient information to identify the transaction.

DETAILS

4. Accordingly, the list of Creditors' paid April 2008 is attached. ([Attachment 1](#))

STATUTORY AND LEGAL IMPLICATIONS

5. Nil.

POLICY IMPLICATIONS

6. Nil.

PUBLIC CONSULTATION/COMMUNICATION

7. Nil.

FINANCIAL IMPLICATIONS

8. Nil.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

9. Nil.

OFFICER COMMENT

10. Nil.

MEETING COMMENT

11.

COMMITTEE RECOMMENDATION TO COUNCIL GS 47/2008

1. That the list of Creditors' paid for April 2008 attached ([*GSC Item 47 Attachment 1*](#)) be received by Council in accordance with the requirements of Regulation 12 of the Local Government (Financial Management) Regulations 1996.

Moved: (Cr Thomas)

Seconded: (Cr Sadler)

CARRIED UNANIMOUSLY

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

48. Financial Activity Statements for the Period 31 March 2008

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 statement reports for the period ended 31 March 2008.

BACKGROUND

2. Attached are the financial activity statement reports for the period ending 31 March 2008 ([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 previously been agreed a percentage value of 10% variance be used for the 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 AND SUSTAINABILITY IMPLICATIONS

10. Nil.

OFFICER COMMENT

11. Nil.

MEETING COMMENT

12. Executive Manager Corporate Services noted a correction on the Financial Position Statement as at 31 March 2008; Actuals 2006/2007, the Asset Revaluation Reserve is \$7,996,166 and Reserves – Cash Backed is \$10,528,937. These figures had been transposed.

COMMITTEE RECOMMENDATION TO COUNCIL GS 48/2008

1. That the Financial Activity Statement reports for the period ending 31 March 2008 ([*GSC Item 48 Attachment 1*](#)) be received.

Moved: (Cr Thomas)

Seconded: (Cr Taylor)

CARRIED UNANIMOUSLY

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

49. Debtors and Creditors Report

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

PURPOSE

1. To receive a monthly report on debtors and creditors.

BACKGROUND

2. Attached is a report detailing aged debtors and creditors as at 31 March 2008. ([Attachment 1](#)).
3. Council has requested information as to outstanding debtors and creditors be reported on a monthly basis.

DETAILS

4. Debtors

Council approved formal debt recoveries in progress using Austral Mercantile Collections.

> 90 days

Major new debt since aged >90 days

\$ 31,501.19	Kalamunda & Districts Netball Association	Maintenance charges
\$ 17,185.63	Kalamunda Basketball Association	Maintenance charges
\$ 3,000.00	Kalamunda Youth Theatre	Hall hire
\$ 3,737.55	ACE Group	Supervision fees

> 60 days

Various minor debts for hall hire

> 30 days

\$ 297,400.01	David Western	Cash in Lieu of POS – Forresterfield
\$ 3,380.00	F.I.R.S.	Hall Hire
\$ 3,672.00	Forresterfield United Soccer Club	Reserve hire charges *Since paid
\$ 3,300.00	High Wycombe Cricket	Club Reserve hire charges *Since paid
\$ 3,314.58	Kalamunda Wet'n'Wild	Lease charges

Current

\$ 9,435.00	Cable Synergy	Works - Railway Rd
\$ 38,568.20	Department of Local Gov't & - Regional Development	OMCF Grant Funding
\$ 9,449.85	Kalamunda & Districts Historical Society	Reimbursements *Since paid
\$ 19,446.30	Kalamunda & Districts Netball Association	Maintenance charges
\$ 19,340.70	Kalamunda Basketball Association	Maintenance charges

5. Creditors> 90 days

\$ 2,333.10 McLeods Invoice authorised late

> 60 days

\$ 19,676.55 Water Corporation Disputed water bill since settled

> 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 AND SUSTAINABILITY IMPLICATIONS

10. Nil.

OFFICER COMMENT

11. Nil.

MEETING COMMENT

12.

COMMITTEE RECOMMENDATION TO COUNCIL GS 49/2008

1. That the outstanding debtors and creditors report as at 31 March 2008 ([*GSC Item 49 Attachment 1*](#)) be received.

Moved: (Cr Tonkin)

Seconded: (Cr Taylor)

CARRIED UNANIMOUSLY

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

50. 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 March 2008.

BACKGROUND

2. Attached is the report detailing rates debtors as at 31 March 2008. ([Attachment 1](#)).

DETAILS

3. Rates Debtors

Approximately \$13.5m cash received to the end of March 2008

10,500 assessments (approximate) were paid in full or are in credit by the due date.
7,878 assessments opted for the installment payment plan.
400 assessments (approximate) are on alternative payment arrangement plans.

Final installment date is 4th April 2008

General Procedures Claims (formerly known as Summons) were lodged against 209 assessments remaining in arrears. Of these 52 have since settled in full, 36 paid the outstanding rates amount excluding legal costs incurred, 47 are on payment plans though a majority are not adhering to the agreed arrangements.

Rates Staff have been actively trying to contact these rate payers in arrears via phone, in an effort to establish payment plans without the need to execute property seizure and sale orders as the next step in legal proceedings.

Also, currently in April, final notices are being sent to approximately 1,000 rate payers who opted for the installment option who have not adhered to the quarterly payment plan.

STATUTORY AND LEGAL IMPLICATIONS

4. Nil.

POLICY IMPLICATIONS

5. Nil.

PUBLIC CONSULTATION/COMMUNICATION

6. Nil.

FINANCIAL IMPLICATIONS

7. Nil.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

8. Nil.

OFFICER COMMENT

9. Nil.

MEETING COMMENT

10.

COMMITTEE RECOMMENDATION TO COUNCIL GS 50/2008

1. That the rates debtors report as at 31 March 2008 ([*GSC Item 50 Attachment 1*](#)) be received.

Moved: (Cr Thomas)

Seconded: (Cr Tonkin)

CARRIED UNANIMOUSLY

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

51. Review of Code of Conduct – Policy ADM5

Previous Items: N/A
Service Area: Corporate Services
File Reference: OR-CMA-022
Applicant: N/A
Owner: N/A

PURPOSE

1. To amend the existing Shire of Kalamunda Code of Conduct, to reflect changes in legislation.

BACKGROUND

2. Section 5.103 of the *Local Government Act 1995* requires that every local government is to have in place a Code of Conduct, which is to apply to all council members, committee members and employees.
3. The current Code of Conduct (policy ADM5) has been superseded, as those provisions dealing with council members, in relation to disclosures of interest and gifts, are now controlled by the *Local Government (Rules of Conduct) Regulations 2007*.

DETAILS

4. The WA Local Government Association (WALGA) has recently released an amended Model Code of Conduct. This differs from the current version in that the provisions relating to disclosures of interest and gifts now apply to employees only.
5. A proposed new Code of Conduct policy is presented at ([Attachment 1.](#)). The highlighted sections are those that are not contained in the WALGA model. These consist of some brief explanations, and some clauses from the existing Code of Conduct which have not been affected by the new legislation.
6. The WALGA model Code of Conduct is shown at ([Attachment 2.](#)). The highlighted parts of this document are those that have not been included in the proposed new policy. For example, the parts dealing with the roles of councillors and employees, which are largely repetitions of provisions included in the Local Government Act.
7. A report detailing differences between the existing Code of Conduct and that proposed is presented as ([Attachment 3.](#))

STATUTORY AND LEGAL IMPLICATIONS

8. The requirement for a Code of Conduct is set out in section 5.103 of the Local Government Act. The prescribed contents of the Code are described in the *Local Government (Administration) Regulations 1996*, regulations 34B and 34C.

POLICY IMPLICATIONS

9. Change to policy ADM5 – Code of Conduct – Elected Members and Employees.

PUBLIC CONSULTATION/COMMUNICATION

10. Nil.

FINANCIAL IMPLICATIONS

11. Nil.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

12. The amended Code of Conduct closely follows the model version as produced by WALGA.

OFFICER COMMENT

- 13.

MEETING COMMENT

14. Councillors sought clarification on some points of the policy.
15. Executive Manager Corporate Services noted that this code of conduct (Policy ADM5) provides guidelines as opposed to legislative requirements.
16. The CEO offered to circulate a publication to clarify the meaning of 'Adjoining' in Part 6.2, Disclosure of Interest.

COMMITTEE RECOMMENDATION TO COUNCIL GS 51/2008

1. That the Shire of Kalamunda Code of Conduct – Policy ADM5 – be amended as shown in ([Attachment 1](#)).

Moved: (Cr Taylor)

Seconded: (Cr McKechnie)

CARRIED UNANIMOUSLY

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

52. Parking and Parking Facilities Local Law

Previous Items: N/A
Service Area: Corporate Services
File Reference: LE-LOL-012
Applicant: N/A
Owner: N/A

PURPOSE

1. To amend the existing Parking and Parking Facilities Local Law, by adopting a new local law to repeal and replace the current version.

BACKGROUND

2. The Local Government Act requires all Local Laws to be reviewed within eight (8) years of their commencement or last review.
3. An advertisement was placed in The West Australian advising that the existing Parking and Parking Facilities Local Law was being reviewed, and inviting public submissions. No submissions were received.

DETAILS

4. The Shire's existing Parking local law was gazetted in September 2001. Since that date, there have been significant changes to legislation which affect parking within the Shire.
5. The WA Local Government Association (WALGA) released an amended model local law in 2005 to reflect the changes introduced by the *Road Traffic Code 2000*. The local law now refers to "stopping" rather than "standing", reflects changes to the distances in which stopping is prohibited (for example, distance from children's crossings and bus stops), and the special provisions that apply to holders of ACROD permits.
6. Given the extent of the changes, it is recommended that the existing local law be repealed, and replaced by the updated model. The proposed new local law is presented in ([Attachment 1.](#))
7. A report detailing the differences between the current parking and Parking Facilities Local Law and that proposed is presented as ([Attachment 2.](#))

STATUTORY AND LEGAL IMPLICATIONS

8. The initial decision of Council must be to retain, repeal or amend. If the decision to amend is made the process of creating a new Local Law must be followed.
9. This will involve public notice and another 42 days for public submissions.

POLICY IMPLICATIONS

10. Nil.

PUBLIC CONSULTATION/COMMUNICATION

11. The advice that the Local Law was being reviewed was published on 1 September 2007 and submissions invited up to 15 October 2007.

FINANCIAL IMPLICATIONS

12. Nil.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

13. The amended local law closely follows the model local law as produced by WALGA.

OFFICER COMMENT

- 14.

MEETING COMMENT

15. A Councillor queried with Executive Manager Corporate Services what the level of fine applicable to parking in disabled bays was in other Councils; this question was taken on notice.

COMMITTEE RECOMMENDATION TO COUNCIL GS 52/2008

1. That the Shire of Kalamunda Parking and Parking Facilities Local Law be amended. This will be achieved by creating a new local law to repeal and replace the current version.
2. That Statewide and local public notice be given that Council proposes to make a new local law, the Parking and Parking Facilities Local Law 2008, as shown in [*Attachment 1*](#).
3. It be recorded that the purpose of the proposed local law is to:
 - constitute a parking region;
 - enable the local government to regulate the parking of vehicles within the parking region; and
 - provide for the management and operation of parking facilities occupied by the local government.

The effect of the proposed local law is that a person parking a vehicle within the parking region will be required to comply with the provisions of the local law.

Moved: (Cr Taylor)

Seconded: (Cr Everett)

CARRIED UNANIMOUSLY/ABSOLUTE MAJORITY

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

53. Adoption of Local Law – Trading on Thoroughfares and Public Places

Previous Items: OCM 17 December 2007 (OCM 134/07)
Service Area: Corporate Services
File Reference: LE-LOL-024
Applicant: N/A
Owner: N/A

PURPOSE

1. To finalise the process of adopting a new local law.

BACKGROUND

2. A review of local laws was commenced on 1 September 2007.
3. At the Ordinary Council Meeting held on 17 December 2007, Council resolved to amend the Trading in Thoroughfares and Public Places Local Law, by repealing it and replacing it with an updated version.

DETAILS

4. As required by the Local Government Act, a copy of the proposed local law was submitted to the Minister for Local Government. Comment was received from the Department on 28 March 2008 ([Attachment 1.](#)). The Department suggested a number of minor drafting changes, which have been applied to the proposed local law. The change from Trading in Thoroughfares to Trading on Thoroughfares was also made at the request of the Department.
5. The proposed Trading on Thoroughfares and Public Places Local Law is shown in ([Attachment 2.](#)).
6. If Council resolves to adopt the local law (absolute majority required), it will be gazetted, a copy of the local law will be sent to the Minister, and local public notice will be given of its adoption.

STATUTORY AND LEGAL IMPLICATIONS

7. The process for creating a local law is detailed in section 3.12 of the *Local Government Act 1995*.

POLICY IMPLICATIONS

8. Nil.

PUBLIC CONSULTATION/COMMUNICATION

9. Statewide and local public notice was given that the Shire proposed to make a new local law, and public submissions invited. No submissions were received.

FINANCIAL IMPLICATIONS

10. The modified penalty amounts, as shown in Schedule 1 of the proposed local law, have been increased by \$25 - \$50.

STRATEGIC IMPLICATIONS

11. Nil.

OFFICER COMMENT

12. Nil.

MEETING COMMENT

13. Nil.

COMMITTEE RECOMMENDATION TO COUNCIL GS 53/2008

1. That Council adopts a new local law, the Trading on Thoroughfares and Public Places Local Law 2008, as shown in ([*GSC Item 53 Attachment 2.*](#)).
2. It be recorded that the purpose of the proposed local law is to regulate the activities of traders and stallholders operating in public places within the Shire of Kalamunda. The effect of the proposed local law is that a person conducting a stall or trading in a public place will be required to obtain a permit, and to comply with the provisions of this local law.

Moved: (Cr Taylor)

Seconded: (Cr Everett)

CARRIED UNANIMOUSLY/ABSOLUTE MAJORITY

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

54. **Summary of Council Meetings, Committee Meetings and Important Dates June 2008 to May 2009**

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

PURPOSE

1. To endorse the schedule of meeting and important dates for the period June 2008 to May 2009.

BACKGROUND

2. It is a requirement of the Local Government (Administration) Regulations 1996 (Regulation 12) that local public notice be given annually of Council and Committee meeting times, dates and places for the next twelve (12) months.
3. Council has previously agreed the Schedule of Ordinary Meetings be as follows:
 - First Monday of the Month - General Services Committee 7:00pm
 - Second Monday of the Month - Planning Services Committee 7:00pm
 - Third Monday of the Month - Ordinary Council Meeting 7:00pm
4. Council and Committee Meetings are held in the Council Chambers of the Shire of Kalamunda at 2 Railway Road, Kalamunda.
5. Current Council policy determines that scheduled meeting dates which fall on a public holiday will move to the next available day.
6. It is the normal practice for a Citizenship Ceremony to be held on the second Wednesday of the month.

DETAILS

7. Accordingly, following is the schedule of Council and Committee Meetings for the period June 2008 to May 2009.

June	2008	
Tuesday	3.....	General Services Committee
Monday	9.....	Planning Services Committee
Monday	16.....	Ordinary Council
July		
Monday	7.....	General Services Committee
Monday	14.....	Planning Services Committee
Monday	21.....	Ordinary Council

August		
Monday	4.....	General Services Committee
Monday	11.....	Planning Services Committee
Monday	18.....	Ordinary Council
September		
Monday	1.....	General Services Committee
Monday	8.....	Planning Services Committee
Monday	15.....	Ordinary Council
October		
Monday	6.....	General Services Committee
Monday	13.....	Planning Services Committee
Monday	20.....	Ordinary Council
November		
Monday	3.....	General Services Committee
Monday	10.....	Planning Services Committee
Monday	17.....	Ordinary Council
December		
Monday	1.....	General Services Committee
Monday	8.....	Planning Services Committee
Monday	15.....	Ordinary Council
February 2009		
Monday	2.....	General Services Committee
Monday	9.....	Planning Services Committee
Monday	16.....	Ordinary Council
March		
Tuesday	3.....	General Services Committee
Monday	9.....	Planning Services Committee
Monday	16.....	Ordinary Council
April		
Monday	6.....	General Services Committee
Tuesday	13.....	Planning Services Committee
Monday	20.....	Ordinary Council
May		
Monday	4.....	General Services Committee
Monday	11.....	Planning Services Committee
Monday	18.....	Ordinary Council

STATUTORY AND LEGAL IMPLICATIONS

8. Nil.

POLICY IMPLICATIONS

9. Nil.

PUBLIC CONSULTATION/COMMUNICATION

10. Nil.

FINANCIAL IMPLICATIONS

11. Nil.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

12. Nil.

OFFICER COMMENT

13. Nil.

MEETING COMMENT

14.

COMMITTEE RECOMMENDATION TO COUNCIL GS 54/2008

1. That the Schedule of Council and Committee meetings for 2008/2009 as detailed below be endorsed.

June	2008	
Tuesday	3.....	General Services Committee
Monday	9.....	Planning Services Committee
Monday	16.....	Ordinary Council Meeting
July		
Monday	7.....	General Services Committee
Monday	14.....	Planning Services Committee
Monday	21.....	Ordinary Council Meeting
August		
Monday	4.....	General Services Committee
Monday	11.....	Planning Services Committee
Monday	18.....	Ordinary Council Meeting
September		
Monday	1.....	General Services Committee
Monday	8.....	Planning Services Committee
Monday	15.....	Ordinary Council Meeting
October		
Monday	6.....	General Services Committee
Monday	13.....	Planning Services Committee
Monday	20.....	Ordinary Council Meeting

November

Monday	3.....	General Services Committee
Monday	10.....	Planning Services Committee
Monday	17.....	Ordinary Council Meeting

December

Monday	1.....	General Services Committee
Monday	8.....	Planning Services Committee
Monday	15.....	Ordinary Council Meeting

February**2009**

Monday	2.....	General Services Committee
Monday	9.....	Planning Services Committee
Monday	16.....	Ordinary Council Meeting

March

Tuesday	3.....	General Services Committee
Monday	9.....	Planning Services Committee
Monday	16.....	Ordinary Council Meeting

April

Monday	6.....	General Services Committee
Tuesday	13.....	Planning Services Committee
Monday	20.....	Ordinary Council Meeting

May

Monday	4.....	General Services Committee
Monday	11.....	Planning Services Committee
Monday	18.....	Ordinary Council Meeting

Moved: (Cr Morton)

Seconded: (Cr Taylor)

CARRIED UNANIMOUSLY

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

55. Acceptance of Tender T0802 - Library Management Software System

Previous Items: N/A
 Service Area: Community Services
 File Reference: IM-CPS-010
 Applicant:
 Owner:

PURPOSE

1. To consider awarding the tender for new Library Management Software.

BACKGROUND

2. The current software system is obsolete and the providers plan to support the current version for a very limited time. The existing system does not provide a level of service that is expected within the community.
3. Tender T0802 for the Supply, Installation and Implementation of a Library Management System was advertised in January 2008 and tenders closed on 18 February 2008. Three tenders were received; Sparkle Web Solutions Pty Ltd., Civica Pty Ltd. And Infovision Technology.

DETAILS

4. Infovision Technology submitted the lowest tender and met all criteria. Sparkle Web Solutions would have needed to develop the system and Civica Pty Ltd. fell outside the price range. See Table 1.

5. Table One: Library Management System

	Sparkle Web Solutions	Civica Pty Ltd	Infovision Technology
Price	Minimum of \$140,000 plus additional modules, i.e. Books on Wheels \$5,000	\$140,570	\$89,000
Capability			
Support	Regular business hours	Eastern Standard Time business hours. Out of hours support provided in critical situations.	West Australian Hours 7am to 5pm
Experience	Nil	27 years	15 years
Implementation	Estimated at three months	Four to Six months	4 months
Web presence	Yes	Yes	Yes
WA presence	Nil	3 library systems	70% of WA public libraries

STATUTORY AND LEGAL IMPLICATIONS

6. The tenders were advertised, opened and evaluated in accordance with the specified evaluation criteria and requirements of the Local Government (Functions and General) Regulations 1996.

POLICY IMPLICATIONS

7. Nil.

PUBLIC CONSULTATION/COMMUNICATION

8. Nil.

FINANCIAL IMPLICATIONS

9. Provision was made for this purchase in the 2006/2007 (\$45,000) and 2007/2008 (\$45,000) budgets.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

10. Nil.

OFFICER COMMENT

11. The current software is significantly out of date, staff are required to carry out additional and time consuming processes to complete tasks that will be streamlined in the new software. The new software is user friendly, allows for a web presence so that library users can examine their records from home and it will be possible to email notices which will reduce postage costs.

MEETING COMMENT

12. The Manager Library Services confirmed that she is in full agreement with the recommendation.

COMMITTEE RECOMMENDATION TO COUNCIL GS 55/2008

1. That Council award the Tender T0802 for the Supply, Installation and Implementation of the Library Management Software to Infovision Technology for the tendered price of \$89,000.

Moved: (Cr Tonkin)

Seconded: (Cr Thomas)

CARRIED UNANIMOUSLY

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

56. Town Square Community Theatre: Funding for Building Renovations

Previous Items: N/A
Service Area: Community Services
File Reference: CN-05/006
Applicant: N/A
Owner: Shire of Kalamunda

PURPOSE

1. To endorse the application by the Shire of Kalamunda for funding through the Community Cultural Arts Facilities Fund to complete renovations to the Greenroom at the Town Square Community Theatre (TSCT).

BACKGROUND

2. The cost of stage one of this project, the renovation of the Greenroom, is estimated to be approximately \$125,000 (including a contingency). The Kalamunda Amateur Dramatics Society (KADS) made a successful non-recurrent budget submission to the Shire of Kalamunda in 2006/07 for \$45,000 to contribute to this project. KADS have also accumulated \$40,000 to put towards this project. The remaining \$40,000 is being sought through the Department of Culture and the Arts (DCA), Community Cultural Arts Facilities Fund (CAFF).
3. Part of the application process for these grants requires that the applications are first submitted to the relevant Local Government (LG) for comments and endorsement at an Ordinary Council Meeting, before being submitted to the Department of Culture and the Arts by the end of May 2008. Late applications are not accepted.
4. Requirements from the Department of Culture and the Arts are that:
 - All local government planning and regulatory issues in regard to the project have been considered.
 - The LG is aware of the application and shows support for the project.
 - There is evidence of LG contribution/financial support.
 - The Application has been considered, endorsed and minuted at an Ordinary Council Meeting.

DETAILS

5. The enhancements to the TSCT have been broken into two stages. Stage 1 is the renovation of the greenroom and stage 2 is the verandah area. Due to financial restrictions stage 1 will be commenced first in 2008, dependant upon funding received.

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6. The renovation of the Greenroom will provide KADS members and other users' access to a safe and contemporary theatre facility with adequate storage space for costumes, props and sets. It will provide a safer, more comfortable environment that does not leave users exposed to inclement weather and other hazards. This project will not only bring the Greenroom up to current occupational health and safety standards, it will enable the promotion of the venue to wider audiences seeking use of such a facility.
 7. The scope of work for this project includes the following:
 - A new wet area with an additional uni-sex toilet.
 - Removal of asbestos cement sheeting.
 - Infilling of the exterior wall/roof meeting points.
 - Specific storage area for props and costumes.
 - A new roof and new ceiling.
 - Climate control.
 - Installation of suitable carpet.
 - A new landing including stairs and handrails to the wet area.

STATUTORY AND LEGAL IMPLICATIONS

8. The Town Square Community Theatre (TSCT) is managed on behalf of the Shire of Kalamunda by the Kalamunda Amateur Dramatic Society (KADS) in accordance with the Licence Agreement.
9. The CCAFF application includes building plans drawn up in December 2007. These plans conform to Australian Standards.
10. Planning Approval has been granted.
11. The Heritage Council have given their written support to the project.

POLICY IMPLICATIONS

12. Nil.

PUBLIC CONSULTATION/COMMUNICATION

13. KADS members and Shire staff have consulted a variety of community groups and funding bodies including the Department of Culture and the Arts and Lotterywest. There is broad community support for this project.

FINANCIAL IMPLICATIONS

14. The total cost of the project is estimated to be \$125,000.
15. The contribution requested from the CCAFF is \$40,000.

16. The remaining contribution by the Shire of Kalamunda is estimated to be \$40,000. The Shire of Kalamunda have already spent approximately \$5,000 on planning and architectural fees.
17. The contribution from KADS is estimated to be \$40,000 cash and approximately \$5,000 in-kind.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

18. This project aligns with the Shire of Kalamunda's five year Strategic Plan. Support for this project meets the Social Strategy; Outcomes – Social; (New Initiatives 1.9), *KADS Theatre Enhancements*.
19. The project also aligns with the Shire of Kalamunda's Cultural Plan. Support for this project meets:
Strategy 1 – Environmental – Heritage; 4. *Maintain and support work done by the community to preserve these sites, especially Kalamunda History Village and the Shire's other heritage holdings.*
Strategy 3 – Arts, Festivals & Events; 4. *Investigate funding opportunities for existing and new events and facilities.*

OFFICER COMMENT

20. KADS and the Shire of Kalamunda have undertaken detailed planning in preparation to bring this project to fruition. The enhancements to the TSCT have been on the 'drawing board' for a number of years. Detailed building plans have been completed and cost estimates, including a contingency are current.

MEETING COMMENT

21. Executive Manager Community Services confirmed there are carry-over funds of \$40,000 this financial year over and above funds already expended.
22. A Councillor queried the current number of Members and Friends of KADS; this question was taken on notice by Executive Manager Community Services.
23. Executive Manger Community Services confirmed that KADS have a very high usage of the Town Square Community Theatre, however, according to their Licence Agreement it is available for other users. Executive Manager Community Services will supply Councillors with as list of users for the last 12 months.

COMMITTEE RECOMMENDATION TO COUNCIL GS 56/2008

1. That council endorse the application for funding through the Community Cultural Arts Facilities Fund for renovations to the Town Square Community Theatre Greenroom.

Moved: (Cr Tonkin)

Seconded: (Cr Taylor)

CARRIED UNANIMOUSLY

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

Cr Sadler declared an interest affecting impartiality as his wife is a nominee to the Working Party.

57. Nominations for Membership – Seniors Week Working Party 2008

Previous Items:

Service Area: Community Services
 File Reference: LM-CO-CEV-O11
 Applicant: N/A
 Owner: N/A

PURPOSE

1. To consider nominations and appoint members to the Seniors Week Working Party 2008.

BACKGROUND

2. The Shire of Kalamunda calls for nominations from the community to form a new working party each year to develop, adopt, promote and implement a programme to honour and recognise seniors during Seniors Week.
3. As per the operating rules and guidelines, the working party may comprise:
 - a. *A total membership of up to 12 members, all of whom shall be appointed by the Shire of Kalamunda for a term of 12 months.*
 - b. *Membership shall include up to:*
 - i. *One representative from the Jack Healey Centre Management Committee*
 - ii. *One representative from the Woodlupine Seniors Group*
 - iii. *Four Council members*
 - iv. *Six independent seniors' representatives*
 - c. *The Events Coordinator shall provide support to the Seniors Week Working Party*
 - d. *All members will have one vote with the Presiding Person having a casting vote in the event of an equality of vote*
Deputies may only be appointed by agreement of the Working Party.

DETAILS

4. The following nominations have been received for membership to the Seniors Week Working Party:

Name	Representing
Lewis Pierce	Independent
Ann Pierce	Independent
Nita Sadler	Independent
Dave Buttress	Independent
John Watkin	Independent
Shelia Watkin	Independent
Andrea Howatson	Independent
Frances Walter	Independent

STATUTORY AND LEGAL IMPLICATIONS

5. Nil.

POLICY IMPLICATIONS

6. Nil.

PUBLIC CONSULTATION/COMMUNICATION

7. A request for nominations was advertised in a Local Community Newspaper as well as fliers placed in various senior's and community facilities throughout the Shire.

FINANCIAL IMPLICATIONS

8. Nil.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

9. Nil.

OFFICER COMMENT

10. All the nominations received were for independent representation. No nominations were recorded from Jack Healey Centre Management Committee or the Woodlupine Seniors Group.

MEETING COMMENT

11. A copy of a late nomination had been passed to a Councillor and was added to the recommendation. A Councillor believed there had been two other late nominations received. The Executive Manager Community Services will investigate this.
12. A Councillor expressed disappointment at not having a representative from the Jack Healey Centre.
13. A Councillor queried whether this item should be "Absolute Majority"; as this is a Working Party, not a Committee of Council, it was not considered necessary however, the Chief Executive Officer remarked that any change to this can be noted at the Ordinary Council Meeting.
14. The following Council members were appointed to the 2008 Seniors Week Working Party for the term of twelve months at the Special Council Meeting held on 22 October 2007.

Name
Cr Taylor
Cr Sadler
Cr Cresswell
Cr Tonkin
Cr McKechnie - Deputy

COMMITTEE RECOMMENDATION TO COUNCIL GS 57/2008

1. That Council endorse the following persons for membership on the 2008 Seniors Week Working Party as listed below:

Name	Representing
Lewis Pierce	Independent
Ann Pierce	Independent
Nita Sadler	Independent
Dave Buttress	Independent
John Watkin	Independent
Shelia Watkin	Independent
Andrea Howatson	Independent
Frances Walter	Independent
Marie-Anne Casey	Independent

Moved: (Cr Taylor)

Seconded: (Cr Everett)

For the Recommendation

Cr Everett
Cr Tonkin
Cr Morton
Cr Heggie
Cr Taylor
Cr Cresswell

Against the Recommendation

Cr Sadler
Cr Thomas
Cr McKechnie

CARRIED

10.0 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil.

11.0 QUESTIONS BY MEMBERS WITHOUT NOTICE

11.0 Shell Site, Kalamunda (Cr Taylor)

Q. Has there been any update on the Shell Site?

A. The Executive Manager Planning and Development Services advised he had no further information.

12.0 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

Nil.

13.0 MATTERS CLOSED TO THE PUBLIC

Nil.

14.0 CLOSURE

There being no further business, the Chairman declared the meeting closed at 7.41 pm.

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

Signed.....Chairman

Dated thisday of.....2008