
Shire of Kalamunda

General Services Committee

Minutes for 4 May 2009



SHIRE OF KALAMUNDA

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Minutes of General Services Committee Held in the Council Chambers 2 Railway Road, Kalamunda Monday 4 May 2009

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

D McKechnie	(SHIRE PRESIDENT) NORTH WARD
E Taylor	NORTH WARD
M Thomas	(DEPUTY CHAIRMAN) NORTH WARD
D Sadler	SOUTH WEST WARD
A Morton	SOUTH WEST WARD
M Robinson	SOUTH WEST WARD
P Tonkin	SOUTH WARD
J Giardina	SOUTH WARD
C Everett	SOUTH WARD
P Heggie	NORTH WEST WARD
M Cresswell	(CHAIRMAN) NORTH WEST WARD
F Lindsey	EAST WARD

Officials

J Trail	CHIEF EXECUTIVE OFFICER
N Wilson	DIRECTOR OF CORPORATE SERVICES
K O'Connor	DIRECTOR OF COMMUNITY DEVELOPMENT
R O'Brien	DIRECTOR OF PLANNING & DEVELOPMENT SERVICES
M Singh	DIRECTOR OF ENGINEERING SERVICES
B Millan	EXECUTIVE ASSISTANT CHIEF EXECUTIVE OFFICER
S Leeson	MANAGER FINANCIAL SERVICE
D Jones	MANAGER COMMUNITY SERVICE
K Singh	MANAGER ENGINEERING SERVICE
H Smallwood	MANAGER CORPORATE SUPPORT
D McPherson	MINUTE SECRETARY

Apologies	0
Observers	0
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 6 April 2009 is confirmed as a true and correct record of the proceedings.

Moved: (Cr McKechnie)

Seconded: (Cr Thomas)

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. (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 Nil.

9.0 REPORT TO COUNCIL

Please Note:

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

42. Creditors Accounts Paid for April 2009	4
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42. Creditors Accounts Paid for April 2009

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

PURPOSE

1. To receive creditors' accounts paid for the month of April 2009.

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 2009 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. Nil.

COMMITTEE RECOMMENDATION TO COUNCIL GS 42/2009

1. That the list of Creditors' paid for April 2009 attached ([***GSC Item 42 Attachment 1***](#)) be received by Council in accordance with the requirements of Regulation 12 of the Local Government (Financial Management) Regulations 1996.

Moved: (Cr Robinson)

Seconded: (Cr Thomas)

CARRIED UNANIMOUSLY

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

43. Financial Activity Statements for the Period 31 March 2009

Previous Items: Nil
Service Area: Corporate Services
Author: Steve Leeson
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 2009.

BACKGROUND

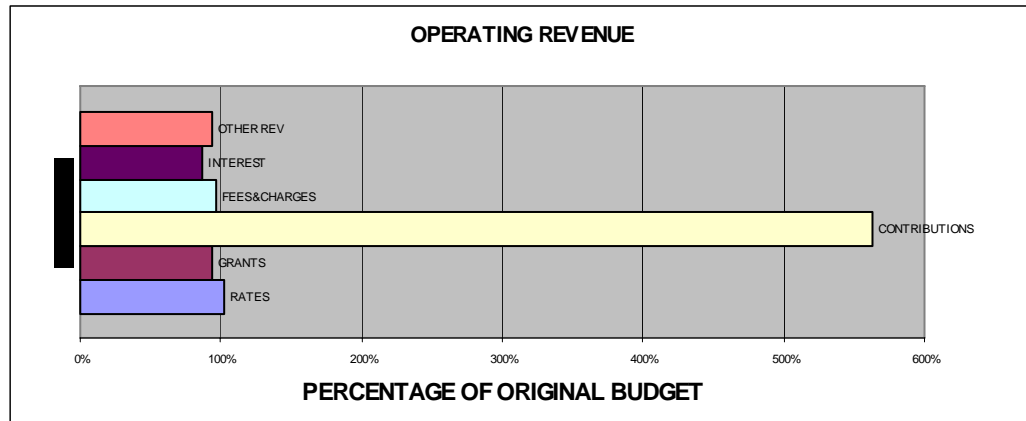
2. Attached are the financial activity statement reports for the period ending 31 March 2009 ([Attachment 1](#)) prepared in accordance with the requirements of Section 34 of the Local Government (Financial Management) Regulations 1996.
3. It is also a requirement of this regulation that each financial year a local government is to adopt a percentage or value to be used in statements of financial activity for reporting material variances.

DETAILS

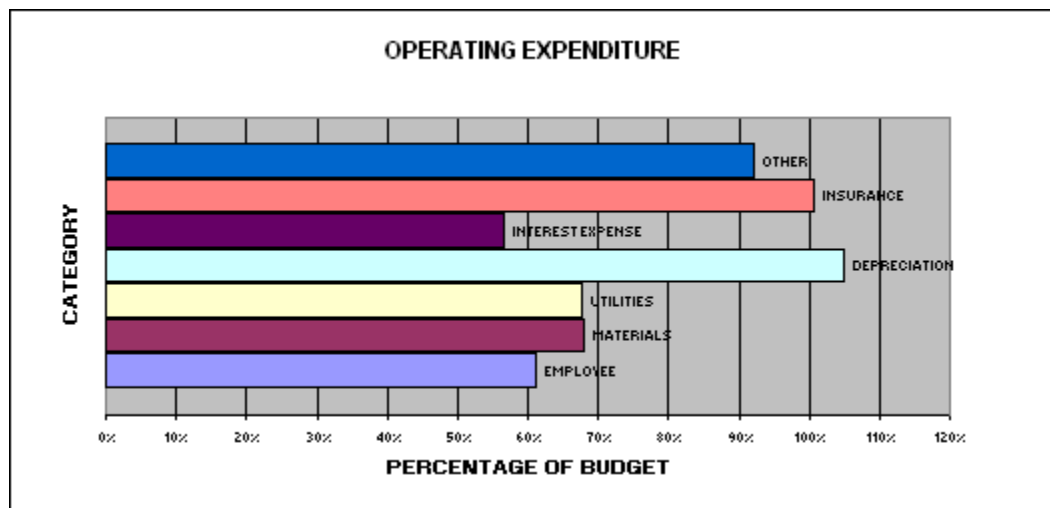
4. It has previously been agreed a percentage value of 10% variance be used for the Financial Activity Statement. This amount is in accordance with the materiality provision of the Australian Accounting Standards (refer AAS5) which is also set at 10%.
5. Refer ([Attachment 1](#)) for the comments relating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

Operating income

Operating income has surpassed original budget estimates in total, though include unbudgeted roadwork and cash in lieu of public open space contributions which are restricted in nature. Considering this and in comparison to the mid-year budget review, both interest earnings and fees and charges are on target despite falling interest rates and the current economic conditions. Further interim and back rates have in turn meant that total rates revenue for the year has to date exceeded revised (upward) budget review figures.



Operating expenditure continues to exceed year to date budget now primarily affected by building depreciation charges being calculated upon the revalued building amounts as at 30th June 2008. These figures were not incorporated into the 2008/2009 budget, though are non-cash in nature. Other expenditure items continue to perform according to budget review amounts as reported.



Key reporting areas:

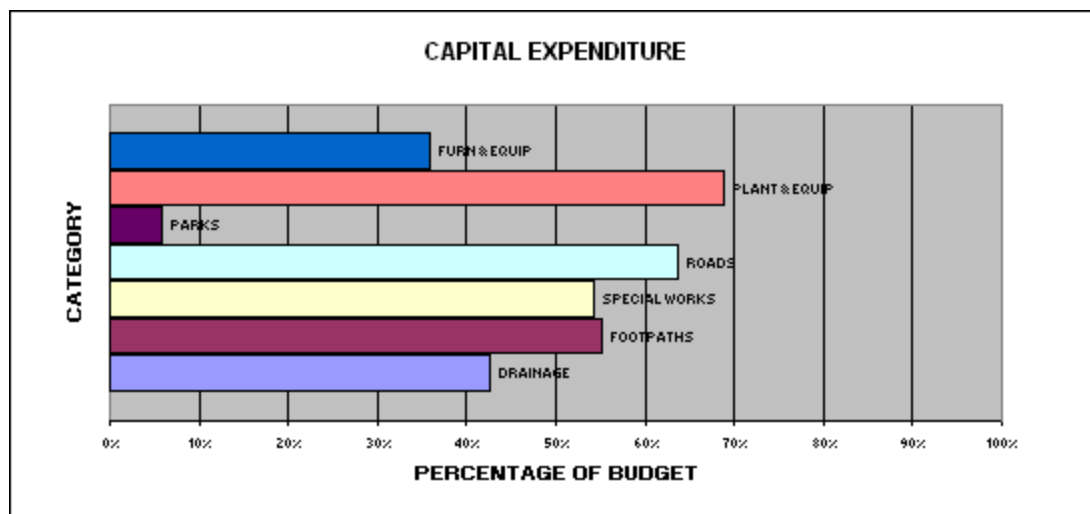
Salaries and Wages

These continue to be reported as being under year to date budget though now increasing monthly as the EBA and negotiated increases commencing from January 1 take effect. Other employee costs such as training / uniforms are also below budget though purchase orders raised commit these budget funds to be spent in the coming months.

Other Expenditure which comprises a budget of \$48,750 for donations to the History Village, community groups and residents selected as state sport representatives. It also includes analytical costs budgeted at \$10,700. As both the History Village and analytical fees are paid in advance, this category is shown as nearly fully expended.

Capital Expenditure

Capital Expenditure overall is now at 46.02% of annual budget, based upon actual expenditure, ignoring the value of purchase orders committed which total to date \$1.45 million. The purchase of assets, which was increased in the budget review by \$0.5 million, is currently at 41.44% of budget, but is largely influenced by the administration airconditioning replacement project which is scheduled for completion by the end of June.



FINANCIAL RATIOS	2008/09	2007/08
Current Ratio	7.6 : 1	1.21 : 1
Untied Cash to Trade Creditors Ratio	12.8 : 1	0.37 : 1
Debt Ratio	1.20%	1.61%
Debt Service Ratio	0.30%	0.37%
Gross Debt to Revenue Ratio	2.06%	2.20%
Gross Debt to Economically Realisable Assets Ratio	0.31%	0.36%
Rate Coverage Ratio	55.30%	49.41%
Outstanding Rates Ratio	8.85%	3.06%

The above ratios are calculated as follows:

Current Ratio	$\frac{\text{Current assets minus restricted current assets}}{\text{Current liabilities minus liabilities associated with restricted assets}}$
Untied Cash to Trade Creditors Ratio	$\frac{\text{Untied cash}}{\text{Unpaid trade creditors}}$
Debt Ratio	$\frac{\text{Total liabilities}}{\text{Total assets}}$

Debt Service Ratio	$\frac{\text{Debt Service Cost (Principal \& Interest)}}{\text{Available operating revenue}}$
Gross Debt to Revenue Ratio	$\frac{\text{Gross debt}}{\text{Total revenue}}$
Gross Debt to Economically Realisable Assets Ratio	$\frac{\text{Gross debt}}{\text{Economically realisable assets}}$
Rate Coverage Ratio	$\frac{\text{Net rate revenue}}{\text{Operating revenue}}$
Outstanding Rates Ratio	$\frac{\text{Rates outstanding}}{\text{Rates collectable}}$

STATUTORY AND LEGAL IMPLICATIONS

7. Nil.

POLICY IMPLICATIONS

8. Nil.

PUBLIC CONSULTATION/COMMUNICATION

9. Nil.

FINANCIAL IMPLICATIONS

10. Nil.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

11. Nil.

OFFICER COMMENT

12. Nil.

MEETING COMMENT

13. Nil.

COMMITTEE RECOMMENDATION TO COUNCIL GS 43/2008

1. That the Financial Activity Statement reports for the period ending 31 March 2009 ([*GSC Item 43 Attachment 1*](#)) be received.

Moved: (Cr Robinson)

Seconded: (Cr Thomas)

CARRIED UNANIMOUSLY

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

44. Debtors and Creditors Report

Previous Items: N/A
Service Area: Corporate Services
Author: Steve Leeson
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 2009. ([Attachment 1](#)).
3. Council has requested information as to outstanding debtors and creditors be reported on a monthly basis.

DETAILS

4. Debtors
See ([Attachment 1](#)) for details.
5. Creditors
See ([Attachment 1](#)) for details.

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. Nil.

COMMITTEE RECOMMENDATION TO COUNCIL GS 44/2008

1. That the outstanding debtors and creditors report as at 31 March 2009 ([*GSC Item 44 Attachment 1*](#)) be received.

Moved: (Cr Thomas)

Seconded: (Cr Heggie)

CARRIED UNANIMOUSLY

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

45. Rates Debtors Report

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

PURPOSE

1. To receive a report on rates debtors as at 31 March 2009.

BACKGROUND

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

DETAILS

3. Rates Debtors

See ([Attachment 1](#)) for details.

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 45/2009

1. That the rates debtors report as at 31 March 2009 ([*GSC Item 45 Attachment 1*](#)) be received.

Moved: (Cr Taylor)

Seconded: (Cr Thomas)

CARRIED UNANIMOUSLY

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

46. Summary of Council Meetings and Committee Meetings June 2009 to May 2010

Previous Items: Nil
Service Area: Corporate Services
Author: Neil Wilson
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 2009 to May 2010.

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:
 - a. First Monday of the Month - General Services Committee 7:00pm
 - b. Second Monday of the Month - Planning Services Committee 7:00pm
 - c. 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, attached (***Attachment 1***) is the schedule of Council and Committee Meetings for the period June 2009 to May 2010.

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. A Councillor sought clarification as to one of the dates provided. The Director of Corporate Services advised this date was correct.

COMMITTEE RECOMMENDATION TO COUNCIL GS 46/2009

1. That the Schedule of Council and Committee meetings for 2009/2010 as detailed below be endorsed.

June	2009	
Tuesday	2.....	General Services Committee
Monday	8.....	Planning Services Committee
Monday	15.....	Ordinary Council Meeting
July		
Monday	6.....	General Services Committee
Monday	13.....	Planning Services Committee
Monday	20.....	Ordinary Council Meeting

August

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

September

Monday	7.....	General Services Committee
Monday	14.....	Planning Services Committee
Monday	21.....	Ordinary Council Meeting

October

Monday	5.....	General Services Committee
Monday	12.....	Planning Services Committee
Monday	19.....	Ordinary Council Meeting
Monday	19.....	Special Council Meeting

November

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

December

Monday	7.....	General Services Committee
Monday	14.....	Planning Services Committee
Monday	21.....	Ordinary Council Meeting

February 2010

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

March

Tuesday	2	General Services Committee
Monday	8	Planning Services Committee
Monday	15	Ordinary Council Meeting

April

Tuesday	6	General Services Committee
Monday	12	Planning Services Committee
Monday	19	Ordinary Council Meeting

May

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

Moved: (Cr Taylor)

Seconded: (Cr Morton)

CARRIED UNANIMOUSLY

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

47. Jack Healey Centre Management Committee – Nomination for Membership

Previous Items:

Service Area: Community Development
 Author Leah Millar
 File Reference: CO-CCS-041
 Applicant: N/A
 Owner: N/A

PURPOSE

1. To consider the appointment of an additional member to the Jack Healey Centre Management Committee

BACKGROUND

2. Linda Crake has nominated to represent the Kalamunda Senior Citizen's Club (Inc.) on the Jack Healey Centre Management Committee.
3. Current members of the Committee are listed below.

Name	Representing
Cr. Elizabeth Taylor	Shire of Kalamunda
Sidney Hepton	Kalamunda Community Choral Society
Robin Waller	Kalamunda Men's Probus and U3A
Ruth Jopling	Computer Classes
Richard Vickers	Kalamunda Stamp Club
Millie Sala Tenna	Meals on Wheels
Ruby Wiles	Independent
Jean Falconbridge	Hills Friendship Group
P. Ken MacDonald	Kalamunda Senior Citizen's Club (Inc.)

DETAILS

4. Rules and guidelines for the Jack Healey Centre Management Committee state that:

Membership

- 3.1 *A total of up to 15 members all of whom shall be appointed by Council for a term of 12 months unless Council elects to reappoint any or all members for a further term*
- 3.2 *A maximum of two members may be nominated from each user group – three members may nominate as independent members and two members from Council"*

-
5. There is currently only one representative from the Kalamunda Senior Citizen's Club (Inc.) on the Committee

STATUTORY AND LEGAL IMPLICATIONS

6. Appointments are made in accordance with section 5.10 (1) (d) of the Local Government Act 1995.

POLICY IMPLICATIONS

7. Nil.

PUBLIC CONSULTATION/COMMUNICATION

8. Nil.

FINANCIAL IMPLICATIONS

9. Nil.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

10. Nil.

OFFICER COMMENT

11. Acceptance of this nomination would increase the membership to 10 members.

MEETING COMMENT

12. Nil.

COMMITTEE RECOMMENDATION TO COUNCIL GS 47/2008

1. That Council appoint Linda Crake as a member on the Jack Healey Centre Management Committee.

Moved: (Cr Taylor)

Seconded: (Cr Heggie)

CARRIED UNANIMOUSLY/ABSOLUTE MAJORITY

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

48. Policy Review – Donations, Grants and Contributions

Previous Items: OCM 35/08
Service Area: Community Development
Author: Terry Mountford
File Reference: OR-CMA-023
Applicant: Shire of Kalamunda
Owner: Shire of Kalamunda

PURPOSE

1. To consider an amalgamation of existing Policies COMR2 – *Awards – School Students*, COMR7 – *Donations – Charitable organisations*, COMR8 – *Donations – State Team Representative*, COMR11 – *Grants – Community Initiative and Development*, COMR12 – *Grants – Various Community Groups*, to create a single policy, COMR18 – *Donations, Grants and Contributions*.

BACKGROUND

2. The above policies were previously reviewed July 2002. The purpose and objective of the policies is to provide guidelines, parameters and criteria for Council's support for financial assistance.

DETAILS

3. The existing policies COMR2, COMR7, COMR8, COMR11 and COMR12 have been reviewed, updated and amalgamated to form a single policy. The existing policies are at ([Attachment 1.](#)) and the new proposed policy, COMR18, is at ([Attachment 2.](#))
4. As part of the review process, the existing financial assistance contributions for each policy were assessed; it is proposed that the 2009/10 Draft Recurrent Budget provides for increased and more meaningful and appropriate support as indicated below:
 - a. Financial Assistance for Community Groups and Schools – from \$500 to 'up to' \$750.
 - b. Community Initiative and Development Financial Assistance – from \$1,000 to 'up to' \$1,500.
 - c. Donations to Charitable organisations - from \$100 up to \$150.
 - d. Disaster Relief Assistance – up to \$1,000.
 - e. State Team Representatives – from \$100 up to \$150.
 - f. National Team Representatives – from \$100 up to \$300

STATUTORY AND LEGAL IMPLICATIONS

5. Nil.

POLICY IMPLICATIONS

6. Policy ADM15 – *Policies – Process for Adopting, Amending or Rescinding.*

PUBLIC CONSULTATION/COMMUNICATION

7. Nil.

FINANCIAL IMPLICATIONS

8. The current budget for financial assistance covered by these policies is \$22,180. The 2009/10 draft Recurrent Budget proposed changes would increase this budget to approximately \$33,270.

Expenditure to-date is as follows:

- a. State Team Representatives – \$3,600.
 - b. Financial Assistance for Community Groups and Schools – \$7,837.
 - c. Community Initiative and Development Financial Assistance – \$9,000.
 - d. Donations to Charitable organisations - \$900.
9. The above financial assistance covers the School Awards programme; Community Initiatives which have assisted a variety of groups undertake community projects such as Men's Shed, Toy Library, Scouts etc, State and National Team Representation, and General Donations such as Neighbourhood Watch.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

10. The proposed increase in the financial assistance funding available will assist community groups to undertake meaningful community projects

OFFICER COMMENT

11. It is considered that the \$100 currently available for Disaster Relief Assistance is inadequate and given the infrequent demand for this assistance, it is proposed that the funding be increased to up to \$1,000.
12. The State Team Representatives Financial Assistance has been separated into two, State and National Representation, which allows a greater recognition and contribution to people who are selected to represent Australia.
13. The creation of one policy will mean there is only one reference point for financial assistance enquiries.
14. If approved, Policies COMR2, COMR7, COMR8, COMR11 and COMR12 will need to be revoked.

MEETING COMMENT

15. Councillors debated the item. The CEO clarified a point made in a statement by a Councillor during the course of the debate. The CEO advised that as the 2009/2010 Budget has not yet been set and adopted by Council therefore the level of the Shire debt has not changed. Following the debate the item was put to a vote.

COMMITTEE RECOMMENDATION TO COUNCIL GS 48/2009

1. That Council approve the adoption of Policy COMR18 – *Donations, Grants and Contributions*.
2. That Policies COMR2 – *Awards – School Students*, COMR7 – *Donations – Charitable organisations*, COMR8 – *Donations – State Team Representative*, COMR11 – *Grants – Community Initiative and Development* and COMR12 – *Grants – Various Community Groups* be revoked.

Moved: (Cr Taylor)

Seconded: (Cr Heggie)

For the Recommendation

Cr Everett
Cr Giardina
Cr Tonkin
Cr Morton
Cr Heggie
Cr Lindsey
Cr Taylor
Cr Thomas
Cr McKechnie
Cr Cresswell

Against the Recommendation

Cr Robinson
Cr Sadler

CARRIED

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

49. Policy Review – Mary Durack Award for Young Writers

Previous Items: OCM 35/08
Service Area: Community Development
Author: Kathy Wilkinson
File Reference: OR-CMA-001
Applicant:
Owner:

PURPOSE

1. To consider revoking the existing policy: Mary Durack Award For Young Writers (ART4) ([Attachment 1.](#))

BACKGROUND

2. Following a review of this Council Policy it was considered that it would be more appropriate as an Administration Procedure.

DETAILS

3. The policy objective is to encourage young writers and promote the public library service.
4. The Policy states the Council supports the continuation of the Mary Durack Awards with the Manager Library Service presenting details of financial requirements prior to each annual budget.

STATUTORY AND LEGAL IMPLICATIONS

5. Nil.

POLICY IMPLICATIONS

6. Recommendation is to revoke this policy.

PUBLIC CONSULTATION/COMMUNICATION

7. Nil.

FINANCIAL IMPLICATIONS

8. Associated costs with running the award are factored in to the annual Recurrent Budget and shared between the four Councils.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

9. Nil.

OFFICER COMMENT

10. The Mary Durack Award is an ongoing award run each year by the Shires of Kalamunda and Mundaring and the Cities of Swan and Armadale.
11. This is an operational matter and it is recommended that the policy be revoked and registered as an Administrative Procedure.

MEETING COMMENT

12. Nil.

COMMITTEE RECOMMENDATION TO COUNCIL GS 49/2009

1. That Council Policy: Mary Durack Award For Young Writers (ART4) be revoked.

Moved: (Cr Robinson)

Seconded: (Cr Taylor)

CARRIED UNANIMOUSLY

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

50. Policy Review – Bin Areas for Shopping Centres and Other Developments

Previous Items: OCM 35/08
Service Area: Community Development
Author: Jonathan Smith
File Reference: ENG-RLW-003
Applicant:
Owner:

PURPOSE

1. To consider revoking the existing Policy: Bin Areas for Shopping Centres and Other Developments (HLTH3) ([Attachment 1.](#)).

BACKGROUND

2. Following a review of this Council Policy it is recommended that this Policy should be revoked.

DETAILS

3. The objective of this Policy is to outline requirements for shopping centres and other developments likely to result in the need for a central waste collection point for refuse or waste material which is to be transported off-site for disposal.

STATUTORY AND LEGAL IMPLICATIONS

4. Shire of Kalamunda Local Planning Scheme No 3; Waste Avoidance Resource Recovery Act 2008.

POLICY IMPLICATIONS

5. Recommendation is to revoke this policy.

PUBLIC CONSULTATION/COMMUNICATION

6. Nil.

FINANCIAL IMPLICATIONS

7. Nil.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

8. Nil.

OFFICER COMMENT

9. The provision for bin areas is contained in the Shire Local Planning Scheme No 3, therefore the Policy is no longer required and it is recommended that it be revoked.

MEETING COMMENT

10. Nil.

COMMITTEE RECOMMENDATION TO COUNCIL GS 50/2009

1. That Council Policy: Policy: Bin Areas for Shopping Centres and Other Developments (HLTH3) be revoked.

Moved: (Cr Thomas)

Seconded: (Cr Taylor)

CARRIED UNANIMOUSLY

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

51. Policy Review: Bulk Waste Collection Service – Issue of Notice For Depositing Waste Early or not in Compliance with Guidelines.

Previous Items: OCM 35/08
Service Area: Community Development
Author: Jonathan Smith
File Reference: HE-SCC-001
Applicant:
Owner:

PURPOSE

1. To consider revoking the existing Policy: Bulk Waste Collection Service- issue of Notice for Depositing Waste Early or Not in Compliance with Guidelines HLTH4. ([Attachment 1.](#))

BACKGROUND

2. Following a revision of this Council Policy it was considered that it would be more appropriate as an Administrative Procedure.
3. The objective of this Policy is to maintain the aesthetics of the environment and preserve the safety of residents, by controlling early placement of rubbish and ensuring removal of non-complying rubbish from Shire property.

DETAILS

4. The purpose of this Policy is to outline the process for dealing with residents not placing out material in accordance with guidelines for the bulk waste kerbside collection service.

STATUTORY AND LEGAL IMPLICATIONS

5. Litter Act 1979 – Litter Regulations 1981.

POLICY IMPLICATIONS

6. Recommendation is to revoke this policy.

PUBLIC CONSULTATION/COMMUNICATION

7. Nil.

FINANCIAL IMPLICATIONS

8. Nil.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

9. Nil.

OFFICER COMMENT

10. This is an operational matter and it is recommended that the Policy be revoked and registered as an Administrative Procedure.

MEETING COMMENT

11. Nil.

COMMITTEE RECOMMENDATION TO COUNCIL GS 51/2009

1. That Council Policy: Bulk Waste Collection Service- issue of Notice for Depositing Waste Early or Not in Compliance with Guidelines HLTH4 be revoked.

Moved: (Cr Taylor)

Seconded: (Cr Thomas)

CARRIED UNANIMOUSLY

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

52. Policy Review – Pesticides Used by Council – Storage, Use and Disposal

Previous Items: OCM 35/08
Service Area: Community Development
Author: Jonathan Smith
File Reference: LE-ACT-046
Applicant:
Owner:

PURPOSE

1. To consider revoking the existing Policy: Pesticides Used by Council – Storage, Use and Disposal (HLTH7) ([Attachment 1.](#)).

BACKGROUND

2. Following a revision of this Council Policy it was considered that it would be more appropriate as an Administrative Procedure.
3. The objective of the Policy is to ensure the safety and health of Council's employees and protection of the environment.

DETAILS

4. The purpose of the policy is to delegate to the Chief Executive Officer the responsibility of ensuring that all pesticides stored, used and disposed of by Council were in accordance with legislative and recommended practices.

STATUTORY AND LEGAL IMPLICATIONS

5. Health (Pesticides) Regulations 1956; Occupational Safety and Health Regulations 1996.

POLICY IMPLICATIONS

6. Recommendation is to revoke this policy.

PUBLIC CONSULTATION/COMMUNICATION

7. Nil.

FINANCIAL IMPLICATIONS

8. Nil.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

9. Nil.

OFFICER COMMENT

10. This is an operational matter and it is recommended that the policy be revoked and registered as an Administrative Procedure.

MEETING COMMENT

11. A Councillor raised a procedural matter requesting the Shire add a colouring to toxic substances to indicate where they had been administered. This matter was taken on notice.

COMMITTEE RECOMMENDATION TO COUNCIL GS 52/2009

1. That Council Policy: Policy: Pesticides Used by Council – Storage, Use and Disposal (HLTH7) be revoked.

Moved: (Cr Taylor)

Seconded: (Cr Heggie)

CARRIED UNANIMOUSLY

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

53. Policy Review – Temporary Occupancy of a Caravan on Private Land

Previous Items: OCM 35/08
Service Area: Community Development
Author: Jonathan Smith
File Reference: LE-BYL-004/2
Applicant:
Owner:

PURPOSE

1. To consider revoking the existing Temporary Occupancy of a Caravan on Private Land Policy HLTH10 ([Attachment 1.](#)).

BACKGROUND

2. Following a review of this Council Policy it is considered that the current Delegation is more appropriate.

DETAILS

3. The objective of this Policy is to provide delegated authority to the Chief Executive Officer to approve temporary occupancy of a caravan on private land.

STATUTORY AND LEGAL IMPLICATIONS

4. Caravan Parks and & Camping Ground Act 1995; Caravan Parks and Camping Grounds Regulations 1997.

POLICY IMPLICATIONS

5. Recommendation is to revoke this policy.

PUBLIC CONSULTATION/COMMUNICATION

6. Nil.

FINANCIAL IMPLICATIONS

7. Nil.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

8. Nil.

OFFICER COMMENT

9. Regulation 6 of the Caravan Parks and Camping Ground Regulations 1997 allows the Local Government to delegate the power to approve temporary occupancy of a caravan on private land to “authorised persons”.
10. It is recommended that the Policy be revoked as it is covered under Delegation RS4.2.

MEETING COMMENT

11. Councillors sought clarification as to whether this policy caught other types of equipment used as a dwelling. It was advised this policy only deals with caravans as the definition of a caravan is quite specific. It was advised that other forms of equipment being used as a dwelling would be a planning compliance issue. This matter is taken on notice and information would be provided.

COMMITTEE RECOMMENDATION TO COUNCIL GS 53/2009

1. That Council Policy: Temporary Occupancy of a Caravan on Private Land HLTH10 be revoked.

Moved: (Cr Taylor)

Seconded: (Cr Thomas)

CARRIED UNANIMOUSLY

10.0 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

10.1 Nil.

11.0 QUESTIONS BY MEMBERS WITHOUT NOTICE**11.1 Alternative Accommodation Issue (Cr Giardina)**

Q. It is believed there are people living in a van/vehicle on a property on Stirk Road, Kalamunda. Is staff aware of this?

A. The meeting was advised that a complaint had been received by a Councillor and this had been brought to the attention of staff. This would be followed up and information provided.

11.2 Weekend Cleaning of Ablution Blocks (Cr Tonkin)

Q. Now that there are markets every weekend can the ablution blocks in the Village be cleaned on the Saturday if there are events such as the markets and concerts?

A. The CEO advised he would instruct the relevant officer to arrange for this to be done. Options for providing additional ablution facilities would also be looked into.

Kerbside Collection Notification (Cr Morton)

Q. Some residents in Forrestfield did not receive notification of the kerbside collection. Who is responsible for the distribution of the pamphlets?

A. The Director of Engineering Services advised this matter would be followed up and explanation provided.

11.4 Property in Kent Road (Cr Sadler)

Q. There is a house in Kent Road that started to be built 20 years ago and is not yet complete. Can someone follow up on this and find out when the residence would be completed?

A. Taken on Notice.

11.5 Shopping Centre High Wycombe (Cr Heggie)

Q. When will something be done in relation to the entrance to the Shopping Centre in High Wycombe?

A. The CEO advised that this was expected to be included in 2009/2010 budget, but due to the amount of concern this may need to be expedited. This matter would be discussed the Director of Engineering Services to provide a satisfactory solution.

Q. Is there any truth in the rumour that they are going to block the back road off into the shopping centre.

A. The Director of Engineering Services advised he was not aware that the road will be blocked, but we have received a number of complaints from the nearby residents that especially during the night people going to the pub use those roads. One option could be to block during the night but nothing has been considered at this point in time.

11.6 Aircraft Noise (Cr Taylor)

Q. Over the past few weeks a number of complaints have been received regarding aircraft noise. Complainants have been directed to a number advertised in the local media. This number does not respond. Is there a new number that residents need to call?

A. Taken on Notice.

11.7 Portable Ablution Blocks (Cr McKechnie)

Q. Would it be possible to look at purchasing the Shire's own portable ablutions rather than hiring these for events?

A. Taken on Notice.

12.0 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

12.1 Nil.

13.0 MATTERS CLOSED TO THE PUBLIC

13.1 Nil.

14.0 CLOSURE

There being no further business, the Chairman declared the meeting closed at 7:30pm.

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

Signed.....Chairman

Dated thisday of.....2009

