
Shire of Kalamunda

General Services Committee

Minutes for 7 June 2005



SHIRE OF KALAMUNDA

**Index for
General Services Committee Meeting
7 June 2005**

1.0	OFFICIAL OPENING	3
2.0	APOLOGIES AND LEAVE OF ABSENCE	3
3.0	PUBLIC QUESTION TIME	4
4.0	PETITIONS	4
5.0	CONFIRMATION OF MINUTES OF PREVIOUS MEETING	4
6.0	ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION.....	4
7.0	MATTERS FOR WHICH MEETING MAY BE CLOSED	4
8.0	DISCLOSURE OF INTERESTS	4
9.0	REPORT TO COUNCIL	5
63.	Creditors Accounts Paid For May 2005.....	6
64.	Financial Statements For The Period Ending 30 April 2005.....	7
65.	Request for Return of Light Tanker to Fire and Emergency Services Authority of Western Australia	8
66.	Seniors Week Working Party 2005	9
67.	Cultural Plan Working Party	11
68.	Nomination For Membership. Community Environmental Advisory Committee.....	13
69.	Local Biodiversity Strategy Steering Group.....	15
10.0	QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN	17
11.0	QUESTIONS BY MEMBERS WITHOUT NOTICE	17
12.0	URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION	17
13.0	MATTERS BEHIND CLOSED DOORS	17
14.0	CLOSURE	17

**Minutes of General Services Committee
held in the Council Chamber,
2 Railway Road, Kalamunda
Tuesday, 7 June 2005**

1.0 OFFICIAL OPENING

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

2.0 APOLOGIES AND LEAVE OF ABSENCE

- 2.1 PRESENT

Councillors

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

Officials

D Vaughan	CHIEF EXECUTIVE OFFICER
G Parslow	EXECUTIVE MANAGER CORPORATE SERVICES
K O'Connor	EXECUTIVE MANAGER COMMUNITY SERVICES
S Burrows	EXECUTIVE MANAGER PLANNING AND DEVELOPMENT SERVICES
G Milward	EXECUTIVE MANAGER ENGINEERING SERVICES
B Millan	EXECUTIVE ASSISTANT
M Garde	MANAGER FINANCIAL SERVICE
M Singh	MANAGER ENGINEERING SERVICE
R Briede	MANAGER LIBRARY SERVICE
A Holmes	MINUTE SECRETARY

Apologies

- Cr J Winterhalder (Leave of Absence)

Observers	Nil
Newspapers	Echo

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 16 May 2005 is confirmed as a true and correct record of the proceedings.

Moved: (Cr Casey)

Seconded: (Cr Taylor)

CARRIED UNANIMOUSLY

6.0 ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

6.1 Nil

7.0 MATTERS FOR WHICH MEETING MAY BE CLOSED

7.1 Nil

8.0 DISCLOSURE OF INTERESTS

Disclosure of Financial and Proximity Interests

- (a) Members must disclose the nature of their interest in matters to be discussed at the meeting. (Sections 5.60B and 5.65 of the Local Government Act 1995)
- (b) Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting. (Sections 5.70 and 5.71 of the Local Government Act 1995).

Disclosure of Interest Affecting Impartiality

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

9.0 REPORT TO COUNCIL

Please Note:

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

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

63.	Creditors Accounts Paid For May 2005	6
64.	Financial Statements For The Period Ending 30 April 2005	7
65.	Request for Return of Light Tanker to Fire and Emergency Services Authority of Western Australia	8
66.	Seniors Week Working Party 2005	9
67.	Cultural Plan Working Party	11
68.	Nomination For Membership. Community Environmental Advisory Committee.	13
69.	Local Biodiversity Strategy Steering Group.....	15

REPORTS

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

63. Creditors Accounts Paid For May 2005 (FI-CRS-002) (Corporate Services)

Purpose of Report

1. To receive creditors' accounts paid for the month of May 2005.

Background

2. It is a requirement of the Local Government (Financial Management) Regulations 1996 (Regulations 12) that a list of Creditors Accounts Paid be compiled for each month.
3. This list 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 which it is to be presented.

Comments

4. Accordingly the list of creditors paid from 5 May 2005 to 20 May 2005 is attached **(Attachment 1)**.

COMMITTEE RECOMMENDATION TO COUNCIL

GS 63/2005

1. That the list of Creditors Paid from 5 May 2005 to 20 May 2005 as per **(Attachment 1)** be received by Council in accordance with the requirements of Regulation 12 of the local Government (Financial Management) Regulations 1996.

Moved: (Cr Tonkin)

Seconded: (Cr Casey)

CARRIED UNANIMOUSLY

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

**64. Financial Statements For The Period Ending 30 April 2005
(FI-SRR-006) (Corporate Services)**

Purpose of Report

1. To receive financial and operating statements for the period ending 30 April 2005.

Background

2. Attached (**Attachment 1**) is the summary of the financial statements for the period ending 30 April 2005.
3. In accordance with Section 34 of the Local Government (Financial Management) Regulations 1996, operating statement (**Attachments 2**) are included for the same periods.

Comments

4. Nil.

COMMITTEE RECOMMENDATION TO COUNCIL

GS 64/2005

1. That the financial statements and the accompanying operating statement for the period ending 30 April 2005 be received.

Moved: (Cr Tonkin)

Seconded: (Cr Cresswell)

CARRIED UNANIMOUSLY

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

65. Request for Return of Light Tanker to Fire and Emergency Services Authority of Western Australia (RA- BFC-017) (Corporate Services)

Purpose of Report

1. Fire and Emergency Services Authority (FESA) request that the Shire transfer its second Light Tanker (LT 2) vehicle to FESA as indicated under the Emergency Service Levy Grants scheme agreement.

Background

2. FESA Capability Development Directorate suggested a reduction in the number of the Shire's light tankers by one and suggested that a Single Cab Cat 5 (1.4) unit replace two Light Tankers.
3. It was agreed last year during the Budget process that the Shire would accept a 1.4 Fire Unit in place of two light tankers.
4. Council decommissioned the first light tanker due to chassis corrosion, and was given the use of a FESA loan vehicle. Upon the Shire receiving the new 1.4 Fire Unit, the loan vehicle would be returned to FESA as agreed by both parties.
5. Upon delivery of the 1.4 Fire Unit the second Light Tanker would no longer be funded under the Emergency Services Levy budget. Discussions took place to enable the Shire to maintain the second Light Tanker for use by fire protection crew outside of Emergency Services Levy funding, making it a totally Shire owned vehicle.

Comments

6. It appears that the vehicle is in the budget for future disposal, as an asset of Council.
7. Due to the delivery of Councils new 1.4 Fire Unit, FESA are now requesting the transfer of the second light tanker to them.
8. The Local Government Manual for Capital and Operation Grants states that all vehicles being replaced under the Emergency Service Levy Grants scheme must be transferred to FESA. Council may apply to retain this vehicle by purchasing it from FESA at Market Value.

COMMITTEE RECOMMENDATION TO COUNCIL

GS 65/2005

1. That the vehicle be transferred to Fire and Emergency Services Authority as required under the 'Emergency Service Levy – Local Government Manual for Capital and Operating Grants.

Moved: (Cr Taylor)

Seconded: (Cr Morton)

CARRIED UNANIMOUSLY

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

**66. Seniors Week Working Party 2005
(CO-CEVO-011) (Community Services)**

Refer Item: N/A

Applicant: N/A

Owner: N/A

Purpose of Report

1. The Council is requested to endorse the nominations for Seniors Week Working Party 2005.

Background

2. The annual Seniors Week programme is currently developed by a volunteer group which has representatives from the Jack Healey Centre Management Committee, the Woodlupine Seniors Committee, community and Council members.
3. The group known as the Seniors Week Committee will now be known as the Seniors Week Working Party and will be supported principally by Council's Events Coordinator and Community Services Officer (Seniors) who will act as secretary, coordinator, program liaison and project officer. Other Council staff are also heavily involved in various coordination and implementation roles.
4. Due to the past efforts and work of the committee and Council staff, the Seniors Week programme has grown to be a very successful and well patronised series of events, with the Seniors Expo being the showcase event of the week.
5. The Seniors Week Working Party 2005 may consist of up to twelve members and nominations for 11 persons have been received as follows:

Name	Representing
Cr. Elizabeth Taylor	Shire of Kalamunda Council
Cr. Nita Sadler	Shire of Kalamunda Council
Cr. Mary Anne Casey	Shire of Kalamunda Council
Cr. Pauline Tonkin	Shire of Kalamunda Council
Ann Pierce	Forrestfield Seniors
Dave Buttress	Kalamunda & Districts National Seniors
Jemaime Anderson	Kalamunda Ladies Probus Club
Jean Turner	Kalamunda Hospital Auxillary
Catherine Caitlin	Kalamunda Community Care
Lewis Pierce	Woodlupine Bowls/Leisure Seniors
Tony Crowder	Kalamunda & Districts Historical Society

Comments

6. Cr. Taylor, Cr. Sadler, Cr. Casey, Cr. Tonkin have already been elected to the committee at the Special Council Meeting held on 9 May 2005 and have been involved with Seniors Week in previous years.
7. Anne Pierce - represented Woodlupine Seniors Committee in 2003, 2004

-
8. Dave Buttress - represented Kalamunda and Districts National Seniors in 2004
 9. Jemaime Anderson - represented Kalamunda Ladies Probus Club in 2004
 10. Jean Turner - represented various committees in 2002, 2003, 2004
 11. Catherine Caitlin - first time nomination
 12. Lewis Pierce - first time nomination
 13. Tony Crowder – first time nomination.
 - 14. It was pointed out that Cr Bilich is missing from the list. She was nominated as Deputy.**

COMMITTEE RECOMMENDATION TO COUNCIL

GS 66/2005

1. That Council endorse the following persons for membership on the Seniors Week Working Party 2005 as listed below:

Name	Representing
Ann Pierce	Forrestfield Seniors
Dave Buttress	Kalamunda & Districts National Seniors
Jemaime Anderson	Kalamunda Ladies Probus Club
Jean Turner	Kalamunda Hospital Auxillary
Catherine Caitlin	Kalamunda Community Care
Lewis Pierce	Woodlupine Bowls/Leisure Seniors
Tony Crowder	Kalamunda & Districts Historical Society

Moved: (Cr Tonkin)

Seconded: (Cr Blair)

CARRIED UNANIMOUSLY

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

**67. Cultural Plan Working Party
() (Community Services)**

Refer Item: OCM November 2003

Applicant: N/A

Owner: N/A

Purpose of Report

1. To appoint a Councillor from each ward to the Cultural Plan Working Party.

Background

2. The Draft Cultural Plan was completed and accepted by Council in November 2003 and it was resolved that:
 - *Council accepts the staff interpretation of the Draft Cultural Plan for further community consultation by a taskforce.*
 - *The Terms of Reference and membership as outlined in point 10 above to include an independent community representative invited by the member Councillor. This person being a resident from that ward. This community representative may also represent one of the following stakeholder groups (arts, business, environment, seniors, youth and sport) so that each group is represented in the final taskforce.*
 - *That at least one Councillor from each ward be represented.*

Comments

3. The terms of reference for the working group are "to examine the results of community consultation and the Draft Cultural Plan prepared by staff with a view to presenting a final version focused on culture and arts for the Shire of Kalamunda".
4. Other members of the reference group will include the Shire President, Deputy Shire President, Executive Manager Community Services and Community Services Officer (Community and Cultural Development).
5. At the Special Council Meeting held on 9 May 2005, it was agreed that following the appointment of the Councillor delegates they would meet to determine the methodology and process for appointment of the community representatives and the working party's meeting arrangements.

COMMITTEE RECOMMENDATION TO COUNCIL

GS 67/2005

1. That the following Councillors be appointed to the Cultural Plan Working Party:
 - Shire President
 - Deputy Shire President
 - Cr N Sadler; Cr Morton (Deputy) South West Ward
 - Cr Winterhalder East Ward
 - Cr Giardina; Cr Bilich (Deputy) South Ward
 - Cr McKechnie; Cr Blair (Deputy) North Ward
 - Cr Cresswell; Cr Casey (Deputy) North West Ward

Moved: (Cr McKechnie)

Seconded: (Cr Casey)

CARRIED UNANIMOUSLY

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

68. Nomination For Membership. Community Environmental Advisory Committee.

(Planning and Development Services)

Refer Item: N/A

Applicant: N/A

Owner: N/A

Purpose of Report

1. To approve nominations for membership on the Community Environmental Advisory Committee. (CEAC)

Background

2. The terms of reference for CEAC are contained in *attachment 1*.
3. The following nominations have been received for membership on CEAC.

NAME	COMMITTEE	REPRESENTING
Matthew Steffel	Community Environmental Advisory Committee	
Karen Taylor	Community Environmental Advisory Committee	
Carmel Smith	Community Environmental Advisory Committee	Wildflower Society of WA Hills Branch
Alan Hill	Community Environmental Advisory Committee	
Rupert Duckworth	Community Environmental Advisory Committee	
Gay Bridgement	Community Environmental Advisory Committee	
Alan Bosanac	Community Environmental Advisory Committee	
Ross Hogg	Community Environmental Advisory Committee	Kalamunda Volunteer Bush Fire Brigade
Vin Marelich	Community Environmental Advisory Committee	Nature Reserves Preservation Group
Neville Marney	Community Environmental Advisory Committee	

Comments

4. Cr Tonkin has been elected to the CEAC Committee at the Special Council Meeting held on 9 May 2005.
5. Matthew Steffel is a university student completing the last year of a Bachelor of Arts in Sustainable Development. He is a long-time Kalamunda resident who is interested in further research into sustainability in the Shire of Kalamunda.

6. Karen Taylor is the Co-ordinator of the Friends of Markham Rd Reserve and is currently also involved in a Dieback project at the High Wycombe Primary School. Karen is also completing a Certificate IV in Conservation and Land Management at Murdoch TAFE.
7. Carmel Smith is a member of the Wildflower Society of Western Australia and is a lecturer in Horticulture at Challenger TAFE as well as being a past member of CEAC (2003-2005). Carmel has been actively involved in a number of CEAC projects including Significant Trees Register and the development of a brochure on vegetation retention.
8. Alan Hill is a past member of CEAC and has participated in a number of major projects such the District Conservation Strategy Steering Committee. Alan is also the Coordinator of the Friends of Quenda Creek.
9. Rupert Duckworth is a past member of CEAC and was also active in the Central Avenue Working Party in 2003/2004.
10. Gay Bridgement is a past member of CEAC and has actively been involved in a number of CEAC and other Shire projects. These include the development of brochure on vegetation retention and establishment of the Cockatoo Care program in the Shire.
11. Alan Bosanac has been active in the roadwork committee for Brewer Rd Maida Vale and is interested in issues relating to air quality and protection of vegetation.
12. Ross Hogg is a member of the Kalamunda Volunteer Bush Fire Brigade and has a strong interest in the preservation and management of the natural environment.
13. Vin Marelich is a former member of CEAC and is the nominee of the Nature Reserves Preservation Group. Vin is also active in the Friends of Railway Reserve and has been an active member of CEAC for many years.
14. Neville Marney is a past member of CEAC and was nominated by CEAC as their representative on the Kalamunda Local Biodiversity Planning Project Steering Group.
15. The following long term CEAC members are retiring from the committee:
 - John Blair
 - Eleanor Bennett
 - Carol Korb

COMMITTEE RECOMMENDATION TO COUNCIL

GS 68/2005

1. Council endorses the membership nominations of the following people for the Community Environmental Advisory Committee for a period of 2 years or the next ordinary election day, whichever occurs first.

<ul style="list-style-type: none"> • Matthew Steffel • Karen Taylor • Carmel Smith • Alan Hill • Rupert Duckworth 	<ul style="list-style-type: none"> • Gay Bridgement • Alan Bosanac • Ross Hogg • Vin Marelich • Neville Marney
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2. That the retiring members be sent a letter of appreciation and for their contribution to and years of service on the Community Environmental Advisory Committee

Moved: (Cr Blair)

Seconded: (Cr McKechnie)

CARRIED UNANIMOUSLY

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

**69. Local Biodiversity Strategy Steering Group
(EV-EPP-038) (Planning Services)**

Refer Item: N/A

Applicant: N/A

Owner: N/A

Purpose of Report

1. To consider membership of three (3) Councillor for the Local Biodiversity Strategy Steering Group.

Background

2. At its meeting on 16th August 2004, Council resolved to participate in the Western Australian Local Government Association's (WALGA) Perth Biodiversity Project Pilot Program for the development of a Local Biodiversity Strategy. At the same meeting Council further resolved to prepare a funding proposal to the value of \$12,000 to WALGA to complete Milestones 1 and 2 of the local biodiversity planning process in the preparation of a discussion paper and Local Biodiversity Strategy Action Plan.
3. At the November 2004 meeting Council resolved to:
 - a. *That a Local Biodiversity Strategy Steering Group be established to facilitate completion of Milestones 1 and 2 of the Local Biodiversity Strategy process.*
 - b. *That Council adopt the proposed Terms of Reference for the Local Biodiversity Strategy Steering Group.*
 - c. *That Cr Tonkin, Cr Blair and Cr Winterhalder be nominated to participate on the Local Biodiversity Strategy Steering Group.*

Comments

4. The local biodiversity planning strategy will provide a framework to renew and continue the work achieved through the District Conservation Strategy, which has now largely been implemented.
5. The local biodiversity planning process will enable the Shire of Kalamunda to:
 - Identify and define all Local Significant Natural Areas (LSNAs)
 - Determine the protection status of all LSNAs
 - Develop and formalise policies and processes to ensure biodiversity considerations are integrated into the assessment of development and construction activities
 - Develop and provide locally appropriate incentives to encourage private land conservation
 - Further develop and extend the management of local reserves and other Shire lands to conserve biodiversity

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6. The Steering Group to facilitate the development of the strategy and assist in dealing with any technical and consultative issues that arise has been formed with the structure and representation presented in (**Attachment 1.**) – Also included in this attachment is the Terms of Reference which reflects WALGA’s guidelines on Steering Group membership adapted to the Shire of Kalamunda’s needs.
 7. The role of the Steering Group would be to provide overall strategic advice to the Shire on issues that arise during the biodiversity planning process.
 8. A funding proposal has been prepared to WALGA seeking the funds previously identified. The primary use for the funds is to employ a Project Officer to progress Milestones 1 and 2, which has been undertaken.

COMMITTEE RECOMMENDATION TO COUNCIL

GS 69/2005

1. That Councillors:
 1. Tonkin
 2. Blair
 3. Winterhalder

be nominated to participate on the Local Biodiversity Strategy Steering Group

Moved: (Cr Bilich)

Seconded: (Cr Taylor)

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 Nil

12.0 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

12.1 Cr McKechnie requested that his Motion on Notice be listed under this point.

The Chairman advised that it would not be within Standing Orders to deal with a Motion on Notice under this point.

13.0 MATTERS BEHIND CLOSED DOORS

13.1 Nil

14.0 CLOSURE

There being no further business, the Chairman declared the meeting closed at 7.20 pm.

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

Signed Chairman

Dated thisday of2005