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Shire of Kalamunda

# **General Services Committee**

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Minutes for 5 September 2005



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**SHIRE OF KALAMUNDA**

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General Services Committee Meeting  
5 September 2005**

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**Minutes of General Services Committee  
held in the Council Chamber,  
2 Railway Road, Kalamunda  
Monday, 5 September 2005**

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**1.0 OFFICIAL OPENING**

The Chairman opened the Meeting at 7.02pm and welcomed Councillors staff and members of the public gallery.

**2.0 APOLOGIES AND LEAVE OF ABSENCE**

PRESENT

**Councillors**

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

**Officials**

D Vaughan	CHIEF EXECUTIVE OFFICER
G Parslow	EXECUTIVE MANAGER CORPORATE SERVICES
K O'Connor	EXECUTIVE MANAGER COMMUNITY SERVICES
D Tomlinson	ACTING EXECUTIVE MANAGER PLANNING AND DEVELOPMENT SERVICES
M Singh	EXECUTIVE MANAGER ENGINEERING SERVICES
M Garde	MANAGER FINANCIAL SERVICE
D Elkins	ACTING MANAGER ENGINEERING SERVICE
R Briede	MANAGER LIBRARY SERVICE
J Smith	MANAGER HEALTH SERVICE
D McPherson	MINUTE SECRETARY

**Apologies**

J Giardina	SOUTH WARD
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**Absent**

J Winterhalder

EAST WARD

**Observers**

3

**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 Mr P Stewart – Kalamunda Chamber of Commerce**

- Q. Would the Council consider a survey of residents to establish the Community's view on the closure of obstetric services at the Kalamunda Hospital?

**4.0 PETITIONS**

Nil

**5.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

- 5.1 That the Minutes of the General Services Committee Meeting held on 1 August 2005 is confirmed as a true and correct record of the proceedings.

Moved: (Cr Taylor)

Seconded: (Cr McKechnie)

**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. (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).

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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.

**Item 90 – Community Precinct Feasibility Study**

Cr Taylor declared a Proximity Interest as she owns a shop in Haynes Street (Central Business District).

**Item 90 – Community Precinct Feasibility Study**

Cr Bilich declared a Proximity Interest as the property owned in Williams Street is located in the Town Centre

**Item 92 – Le Tour De Zig Zag**

Cr Bilich declared a Proximity Interest as she owns a property in Williams Street past which the proposed race will travel.

## **9.0 REPORT TO COUNCIL**

Please Note:

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

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

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

### **83. Creditors Accounts Paid For August 2005 (FI-CRS-002) (Corporate Services)**

#### **Purpose of Report**

1. To receive creditors' accounts paid for the month of August 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 at which it is to be presented.

#### **Comments**

4. Accordingly the list of creditors paid for 28 July 2005 to 30 August 2005 is attached **(Attachment 1)**.

COMMITTEE RECOMMENDATION TO COUNCIL      GS              83/2005

1. That the list of creditors paid for 28 July 2005 to 30 August 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 Taylor)

Seconded: (Cr Cresswell)

**CARRIED UNANIMOUSLY**

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

## **84. Financial Statements For The Year Ending 30 June 2005 (FI-SRR-006) (Corporate Services)**

### **Purpose of Report**

1. To receive financial and operating statements for the year ending 30 June 2005.

### **Background**

2. Attached (**Attachment 1**) is the summary of the financial statements for the year ending 30 June 2005.
3. In accordance with Section 34 of the Local Government (Financial Management) Regulations 1996, an operating statement (**Attachments 2**) is included for the same period.
4. These statements are preliminary and are subject to final audit. As a result of this some figures may change.

### **Comments**

5. Nil

COMMITTEE RECOMMENDATION TO COUNCIL GS 84/2005

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

Moved: (Cr Casey)

Seconded: (Cr Blair)

**CARRIED UNANIMOUSLY**

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

## **85. Emergency Management Arrangements - Shire of Kalamunda (Corporate Services)**

### **Purpose of Report**

1. To apprise Council of the current situation regarding WA Emergency Management arrangements and for Council to determine a position in regard to the issue.

### **Background**

2. Most States in Australia, with the exception of Western Australia, have legislation in place in relation to the management of emergencies i.e. fires, flood, earthquakes, other non-natural disasters.
3. Such legislation determines the roles, functions and responsibilities of the various agencies involved, including local governments.
4. At this stage Western Australia does not have legislation in place however; there is currently a Bill before Parliament in this regard.
5. The arrangements for the management of emergencies in Western Australia are currently outlined by State policy – State Emergency Management Committee (SEMC) – Policy Statement Number 7 in particular.
6. It should be noted that in this context emergency management does not relate to Councils role in the establishment of a Bush Fire Brigade or Bushfire Control. These functions are established under the Bush Fires Act -1954.

### **Comments**

7. Policy Statement Number 7 defines a number of functions and procedures including the following:
  - a. Defines the responsibility for ensuring that the roles and functions of the respective District or Local Emergency Management Committee (DEMC or LEMC). Identifies an Emergency Co-ordinator to do this – At the State level this is the Commissioner of Police, at the district level the District Police Officer, at the local level the Senior Police Officer responsible for the police sub-district.
  - b. That the emergency management committee system is based on a three tier structure at the State, district and local level. The Local Emergency Management Committee (LEMC) is to be based on local government boundaries or emergency management sub districts.
8. Emanating from the requirements of the LEMC a Local Emergency Management Plan has been produced. This was last updated in August 2002.

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9. This Plan clearly defines the role of the local government in an emergency as the provision for the continuation of local government services and the restoration of the community to normal conditions as soon as possible following an emergency. Clearly this role is limited to that to business continuation (for the local government) and recovery and welfare for the community.
10. The responsibilities of the Shire of Kalamunda in the event of an emergency are further defined in the Plan as follows;
- i. Chair and manage the activities of the Committee. (LEMC)
  - ii. Appoint a Recovery co-ordinator
  - iii. Provide administrative support to the Committee
  - iv. Provide the Recovery Management Centre
  - v. Ensure the restoration of services normally provided by the Shire.
11. There is a significant amount of staff involvement in this process with the following commitments currently in place.
- i. Executive Support to Committee (LEMC) – meets approximately 3 monthly.  
Executive Manager Corporate Services  
Executive Manager Corporate Services – Personal Assistant
  - ii. Staff Members of Committee  
Senior Ranger (CBFCO)  
Manager Building Services (DCBFCO)  
Manager Aged Care Services (Shire Welfare Officer and Recovery Co-ordinator if so appointed)  
Environmental Health Officer
  - iii. Staff Training Undertaken (by Emergency Management Australia in Victoria)  
Manager Aged Care Services - Disaster Recovery – 2 modules  
Ranger (as Acting Senior Ranger) - Risk Management – 2 modules
  - iv. Occasional attendance to DEMC Committee  
Executive Manager Corporate Services
  - v. Review of Local Emergency Management Plan  
Executive Manager Corporate Services
12. Furthermore approaches are currently being made at the DEMC level, for each of the four LEMC's (i.e. Kalamunda, Mundaring, Swan & Bassendean) in the East Metropolitan Emergency District to consider the possibility of rationalisation (amalgamation). A meeting in this regard was held on 3 August 2005.

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13. The benefits to the Shire of Kalamunda of amalgamation are not obvious. It would be considered detrimental however in terms of specific community contact i.e. Committee members from other local governments would be meeting to consider issues relating to the district of the Shire of Kalamunda and vice versa. Additionally the fact that Kalamunda spans more than one police district may be a complicating factor. An emerging Department of Land Information program called "Shared Land Information Platform" or SLIP may also be a consideration.
  14. Although the role of the local government in emergency management arrangements is currently outlined by State Government policy and our Local Emergency Management Plan as limited to the convening of the LEMC and the provision of welfare and recovery services in the event of an emergency there is increasing pressure from government agencies for local government to take a pro-active and expending role in emergency management.
  15. This also appears to be an outcome of the Emergency Management Bill. A press release from the WA Local Government Association states that additional emergency services costs will be shifted from State Government to local communities under the Emergency Management Bill currently before Parliament. Furthermore, Association want to ensure that local government receives financial support to carry out additional roles and responsibilities imposed by the legislation.
  16. It is proposed therefore until such time as there is specific State Legislation in place to determine the exact role of Local Governments in this regard that the status quo be maintained and no additional resources be committed.

COMMITTEE RECOMMENDATION TO COUNCIL GS 85/2005

1. That in regard to emergency management arrangements and the roles and responsibilities of local government being clearly defined in legislation, that the status quo be maintained in the meantime.

This means that:

- i. The role of staff be generally limited to the covering of periodic Local Emergency Management Committee meetings and in the case of an emergency to welfare and recovery.
- ii. That no further emergency management staff training be undertaken at this stage.
- iii. Staff may attend the District Emergency Management Committee meetings on an occasional basis as required.
- iv. At this stage the Shire of Kalamunda Local Emergency Management Committee be retained and amalgamation of the four East Metropolitan Emergency District LEMCs not be supported.

Moved: (Cr Taylor)

Seconded: (Cr Tonkin)

**CARRIED UNANIMIOUSLY**

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

## **86. Planning For The Future Of The District (Corporate Services)**

### **Purpose of Report**

1. For Council to endorse a programme to develop a Plan for the Future of the District as required by the Local Government Act.

### **Background**

2. Recent amendments to the Local Government Act, proclaimed in March 2005, require Councils to prepare Plans for the Future of the District instead of the previously required Principal Activity Plans.
3. The requirement for these plans can be summarised as follows:
  - A local government is to make a plan for the future of its district in respect of the period specified in the plan. (being at least 2 financial years)
  - A plan for the future of a district is to set out the broad objectives of the local government for the period specified in the plan.
  - A local government is to review its current plan for the future of its district every 2 years and may modify the plan.
  - A Council is to consider a plan, or modifications, submitted to it and is to determine whether or not to adopt the plan, or the modifications, as is relevant. (Absolute majority required)
  - If a plan, or modified plan, is adopted by the Council then the plan or modified plan is to apply to the district for the period of time specified in the plan.
  - A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a plan for the future of the district, and when preparing any modifications of a plan.
  - A plan for the future of a district is to contain a description of the involvement by the electors and ratepayers in the development of the plan, and any modifications of the plan.
  - A local government is to ensure that a plan for the future applies in respect of each financial year after the financial year commencing 1 July 2006.
  - After a plan for the future, or modifications to a plan, is adopted the local government is to give local public notice.

### **Comments**

4. This Plan would fall between Council's 25 year Strategic Plan and the Annual Budget and it is proposed that a five year planning period would be the most beneficial.

5. To expedite the process discussions have been held with the consultant, Liz Pattison, who has previously facilitated strategic planning programmes for the Council. It is estimated that costs in the vicinity of \$12,000 to \$15,000 will be incurred. Whilst there is no specific Budget allocation for this project it is proposed that the required funds be drawn from the Strategic Planning allocation.
6. A proposed schedule for the development of the Plan is as follows:

Timeframe	Task
<b>Develop and finalise the planning program</b>	
29 Aug 2005	Executive Manager endorses proposed program.
5 Sept 2005	Program presented to General Services Committee.
19 Sept 2005	Program presented to Council.
<b>Prepare for Planning Day with Councillors and Executive Management Committee:</b>	
Mid October 2005	Meeting with Executive Management Committee to brief Liz Pattison regarding major projects, issues and opportunities for the Shire, and to finalise the project schedule.  Review background documents relevant to the planning project.
Mid Oct to Mid Nov 2005	Future Leader Action Group carries out and documents a "think tank" focusing on innovations for the next 5 years.
Mid Oct to Mid Nov 2005	Develop the package of information for Councillors covering: <ul style="list-style-type: none"> <li>▪ Progress in implementing the 25-Year Strategic Plan.</li> <li>▪ Socio demographic trends.</li> <li>▪ Results of 1999 community consultation phase (conducted as part of the development of the 25-Year Strategic Plan).</li> <li>▪ Document from FLAG Team.</li> </ul>
Mid Oct to Mid Nov	Prepare the agenda for the full-day planning workshop.
<b>Develop the draft 5-Year Plan</b>	
Saturday 26 November 2005	Prepare and facilitate a full-day planning workshop with Councillors and Executive.
By 3 December 2005	Prepare first draft of the 5-Year Plan.
4 – 16 December 2005	Meet with Executive to refine the draft plan and add timelines and responsibilities.  Update the draft plan.

Timeframe	Task
6 February 2006	Draft plan provided to Councillors
Week of 13 February 2006	Meet with Councillors and gain feedback on the draft plan. Update as required
<b>Community and staff consultation</b>	
Week of 20 February 2006	Begin consultation stage: <ol style="list-style-type: none"> <li>i. Make the draft plan available on the Shire's website.</li> <li>ii. Advertise and send out invitations for 2 x community forums.</li> <li>iii. Advertise availability of the draft plan for written feedback.</li> <li>iv. Seek staff feedback.</li> </ol>
Week of 6 March 2006	<ol style="list-style-type: none"> <li>1. Facilitate 2 x community forums.</li> <li>2. Document the results, including recommendations for updates to the draft plan.</li> </ol>
Week of 6 March 2006	<ul style="list-style-type: none"> <li>• Analyse written responses, prepare a report and recommend updates to the draft plan.</li> </ul>
Week of 13 March 2006	<ul style="list-style-type: none"> <li>• Meet with Executive to review responses and recommendations.</li> <li>• Prepare a report for Council.</li> </ul>
18 April 2006	<ul style="list-style-type: none"> <li>• Council reviews and adopts the 5-Year Plan.</li> </ul>
Feb – April 2006	Council budget aligned to the 5-Year Plan.

COMMITTEE RECOMMENDATION TO COUNCIL      GS      86/2005

1. That Council notes and endorses the proposed schedule, outlined in Paragraph 6 above, for the compilation of the Plan for the Future of the District, including the full day workshop proposed for Saturday 26 November 2005.

Moved: (Cr Casey)

Seconded: (Cr Taylor)

**CARRIED UNANIMOUSLY**

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

## **87. State Welfare/Evacuation Centres (Corporate Services)**

### **Purpose of Report**

1. For Council to consider a request from the State Department for Community Development (DCD) to designate appropriate Council buildings as State Welfare Centres.

### **Background**

2. A request has been received from the Department for Community Development for Council to consider designating suitably equipped Council buildings as State Welfare Centres to be used in the event of large scale emergencies.
3. Under the Western Australian Emergency Management arrangements (Policy Statement No 7), government departments have been allocated various roles.
4. The Department for Community Development has responsibility to provide management and staffing of State Welfare Centres during a declared State disaster and to support local communities with the provision of welfare services in Local Welfare Centres.
5. The welfare services provided by DCD include emergency accommodation, catering, clothing and personal requisites, personal services, registration of missing persons and some financial assistance.
6. DCD itself does not have facilities for use as Welfare Centres and relies on the existing infrastructure of State and Local Government, such as recreation centres, halls and schools.

### **Comments**

7. Staff have accompanied DCD officials in inspecting buildings within the Shire that are designated as Local Welfare Centres within Council's Local Emergency Management Plan. Two buildings:
  - Ray Owen Stadium; and
  - Hartfield Park Recreation Centremeet the criteria for State Welfare Centre usage.
8. In the event that any costs are incurred as a result of a Council building being used as a State Welfare Centre evacuation facility incremental and extraordinary costs incurred will be reimbursed.
9. Elements of the DCD request were discussed at the recent meeting of the Local Emergency Management Committee on 17 August 2005.

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COMMITTEE RECOMMENDATION TO COUNCIL      GS      87/2005

1. That Council notifies the Department of Community Development that it is prepared to offer the following buildings as State Welfare Centres
  - Ray Owen Stadium – Lesmurdie
  - Hartfield Park Recreation Centre – Forrestfield.
2. That the offer is made on the basis that incremental and extraordinary cost incurred, if these buildings are utilised as State Welfare Centres, will be reimbursed to Council.

Moved: (Cr McKechnie)

Seconded: (Cr Taylor)

**CARRIED UNANIMOUSLY**



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- **Bush Fire Control Officers**

The following Officers were nominated as Bush Fire Control Officers for the 2005/2006 fire season:

Chief Bush Fire Control Officer

(With all the associated powers under the provisions of the Bush Fires Act 1954)

P Sewell, Shire of Kalamunda

Deputy Chief Bush Fire Control Officer

(With all the associated powers under the provisions of the Bush Fires Act 1954)

D Wilson, Shire of Kalamunda

P Howe, Shire of Kalamunda

Bush Fire Control Officer

- **Operational**

(With all the associated powers under the provisions of the Bush Fires Act 1954)

Shire of Kalamunda

P Brown, P Wilson

Kalamunda Volunteer Bush Fire Brigade

C Bowers, J O'Neill

Kalamunda Volunteer Fire & Rescue Service

T Moiler, J Armanasco

Administration

(In accordance with Section 38 (4) of the Bush Fires Act 1954 powers restricted to issuing of burning permits, property fire hazard inspections, issuing work orders and issuing of infringements)

Shire of Kalamunda

D Hart, C Garrett, M Casotti, B Day

Fire Weather Officer

D Wilson, Shire of Kalamunda

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COMMITTEE RECOMMENDATION TO COUNCIL      GS      88/2005

1. That Council endorses the appointment of Office Bearers as agreed by the Annual General Meeting of the Bush Fire Control and Advisory Committee held on 28 July 2005.
2. That Council appoints Bush Fire Control Officers for the 2005/2006 fire season as follows:

Chief Bush Fire Control Officer

(With all the associated powers under the provisions of the Bush Fires Act 1954)

P Sewell, Shire of Kalamunda

Deputy Chief Bush Fire Control Officer

(With all the associated powers under the provisions of the Bush Fires Act 1954)

D Wilson, Shire of Kalamunda

P Howe, Shire of Kalamunda

Bush Fire Control Officer

- Operational

(With all the associated powers under the provisions of the Bush Fires Act 1954)

Shire of Kalamunda

P Brown, P Wilson

Kalamunda Volunteer Bush Fire Brigade

C Bowers, J O'Neill

Kalamunda Volunteer Fire & Rescue Service

T Moiler, J Armanasco

Administration

(In accordance with Section 38 (4) of the Bush Fires Act 1954 powers restricted to issuing of burning permits, property fire hazard inspections, issuing work orders and issuing of infringements)

Shire of Kalamunda

D Hart, C Garrett, M Casotti, B Day

Fire Weather Officer

D Wilson, Shire of Kalamunda

Moved: (Cr McKechnie )

Seconded: (Cr Bilich)

**CARRIED UNANIMOUSLY**

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

**89. Nomination For Advisory Committee  
(CO-CCS-007/1 Services)**

**Refer Item:**

**Applicant: Shire of Kalamunda**

**Owner: Shire of Kalamunda**

**Purpose of Report**

1. To accept a nomination for the appointment of a member to the Kostera Oval Advisory Committee.

**Background**

2. A nomination has been received for membership on Council's Kostera Oval Advisory Committee from Paul Pickett of the Kalamunda Cricket Club.
3. Kostera Oval Advisory Committee comprises of one representative from each user group of the Kostera Oval site, these include, Kalamunda & Districts Agricultural Society, Kalamunda & Districts Junior Football Club, Kalamunda Cricket Club, Kalamunda Senior High School and the Kalamunda Lapidary Club.

**Comments**

4. Paul has been nominated by his club for this position due to the resignation of Richard Hutchison. Paul is currently the Vice President of the Kalamunda Cricket Club.
5. Paul has been a loyal member of the Kalamunda Cricket Club for many years.

COMMITTEE RECOMMENDATION TO COUNCIL      GS      89/2005

1. That Council accept Paul Pickett's nomination for membership on the Kostera Oval Advisory Committee.

Moved: (Cr Blair)

Seconded: (Cr D Sadler)

**CARRIED UNANIMIOUSLY ABSOLUTE MAJORITY**

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

*Cr Taylor declared a Proximity Interest as she owns a shop in Haynes Street (Central Business District).*

*Cr Bilich declared a Proximity Interest as the property owned in Williams Street is located in the Town Centre.*

**Crs Taylor and Bilich left the Chambers at 7.10pm and did not vote on this item. They returned to Chambers at 7.26pm.**

## **90. Community Precinct Feasibility Study (CO-INF-007) (Community Services)**

**Refer Item:**

**Applicant:**

**Owner: Shire of Kalamunda**

### **Purpose of Report**

1. To consider adoption of the draft Community Precinct Feasibility Study project brief and the allocation of funds to prepare the study.

### **Background**

2. The Railway Road Community Precinct concept, incorporating tourism, arts, environment and heritage, has been the subject of Council and community stakeholder deliberation for a number of years. There is also reference to the precinct in our Strategic Initiatives Action Plan and the discussion paper prepared in 2003 provided a summary of stakeholder needs and short and longer term options.
3. The longer term option was for the engagement of a consultant to further progress the community precinct proposal.
4. Following discussions earlier this year with the Perth ACC and Stuart Henry MP, Federal Member for Hasluck, an approach was made to the Department of Transport and Regional Services (DOTRS) seeking a funding contribution towards the preparation of a Community Precinct Master Plan.
5. Advice received from the DOTRS suggested that their Regional Partnerships Funds would be better utilised for the implementation phase of the project rather than the feasibility, needs assessment stage.

### **Comments**

6. A copy of the project overview that was provided to DOTRS and distributed at a recent Council forum is attached (**Attachment 1**).
7. A draft project brief (**Attachment 2**) has been prepared which will aim to achieve the following outcomes:
  - *This project will result in the delivery of a detailed feasibility study, business plans, location and design options to facilitate the development of the community facility which will provide a focal point for the dissemination of recreational, cultural and tourist information, heritage and environmental interpretation and education, together with exhibition space for the arts, parking and associated amenities.*

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8. If Council wishes to progress this proposal further, a consultants project brief will now need to be approved. It is estimated that the cost to prepare this type of study will be in the vicinity of \$30,000. If endorsed by Council, expenditure will be drawn from the 2005/06 budgets Strategic Planning allocation.
  9. Mr Peter Stewart representing the Kalamunda & Districts Chamber of Commerce and Industry addressed the meeting. The Chamber sees a Visitors Centre as having important economic benefits for Kalamunda. At the moment there is no facility available to visitors on the weekend to collect information about the Community.

COMMITTEE RECOMMENDATION TO COUNCIL      GS      90/2005

1. That Council endorse the Community Precinct project brief and agree that consultants be invited to submit proposals for preparation of the feasibility study.

Moved (Cr Blair)

Seconded: (Cr Tonkin)

**For**

Cr Tonkin  
Cr Morton  
Cr Casey  
Cr Blair  
Cr McKechnie  
Cr N Sadler

**Against**

Cr Cresswell  
Cr D Sadler

**CARRIED**

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

**91. Woodlupine Family and Community Centre - Proposed Expansion of the Main Hall (HL-01/088C) (Community Services)**

**Refer Item:**

**Applicant:**

**Owner: Shire of Kalamunda**

**Purpose of Report**

1. To consider the architect's report for the proposed expansion of the main hall of the Woodlupine Family and Community Centre (W.F.C.C.).

**Background**

2. The W.F.C.C is currently used for meetings, functions, church services, workshops and the wider community.
3. In December 2003 the Shire of Kalamunda received letters from seven regular user groups of the W.F.C.C requesting that the main hall be extended to accommodate increasing numbers.
4. The community centre section of the facility which includes the main hall is used predominantly by seniors.
5. As the numbers of some classes and groups who use the main hall have increased, there has been a need to schedule two sessions to accommodate everyone.
6. The Forrestfield Senior Citizens Indoor Bowls Club is unable to accommodate enough bowls mats for their group in the main hall and Prime Movers exercise classes are no longer able to cater for the number of people who wish to attend classes in one session.
7. The combined membership numbers of the seniors groups who regularly utilise the centre exceed 350 persons. This means that any event or celebration held at the centre for seniors cannot include all the groups.
8. \$10,000 was allocated in the 2004-2005 non recurrent budget to undertake stage one of the project brief for the expansion of the W.F.C.C to meet the needs of the current and future user groups.
9. Architects were engaged to develop a design brief and preliminary plans (**Attachment 1**) and an opinion of probable cost to double the size of the main hall and increase storage space to the centre.
10. Staff from the Shire of Kalamunda, representatives from the seniors groups and councillors consulted with the architect to establish the requirements of user groups.

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## Comments

11. The current approved capacity of the main hall in the W.F.C.C is 163 persons. The proposed extensions would increase the capacity of the hall by 141 people to accommodate a total of 304 people.
12. It has been calculated the proposed extensions would increase the maintenance costs for the W.F.C.C by approximately \$11,500.00 per annum.
13. Expansion of the size of the main hall would attract an increase in hire fees
  - For example it is estimated that the fee may increase from \$31.00 by approximately \$10.00 to \$15.00 per hour for a function including alcohol.
14. Currently, there is not a private function centre in the foothills area. Council facilities that can be hired for functions in the Forrestfield or High Wycombe area are:

a. **The Hartfield Park Recreation Centre**

- Capacity - Main Hall 980 people
- Hire Fee main hall - Function with alcohol \$169 per hour plus out of hour's surcharge of \$75 per hour.
- Number of functions per year - NIL

\*\*Please note that due to the specialist floor surface, restrictions on food and drink consumption in the main hall, poor acoustics and lack of air conditioning, the Hartfield Park Recreation Centre is not recommended as a suitable venue for social functions and celebrations including dances or weddings.

b. **High Wycombe Community and Recreation Centre**

- Capacity - 350
- Hire Fee - Function with alcohol \$38.00 per hour
- Number of functions per year - approximately 30

The main hall is available to be used for social and sporting occasions.

c. **Cyril Road Hall**

- Capacity
- Main Hall 196 people
- Lesser Hall 67
- Hire Fee - Function with alcohol \$20.50 per hour
- Number of functions per year - approximately 40 per year

The main hall is available to be used for social and sporting occasions.

d. **Woodlupine Family and Community Centre**

- Capacity - 163
- Hire Fee - A1 Function with alcohol \$31.00 per hour
- Number of functions per year - approximately 35

The main hall is available to be used for social and sporting occasions.

15. Potential additional and enhanced uses for an enlarged hall area could include:
  - Celebration
  - Wedding
  - Birthday
  - Community dances
  - Exercise
  - Allow permanent user groups to expand
  - Schools with large space booking requirements

16. The Bureau of Statistics Census indicates a strong population growth in Forrestfield in recent years, with 2004 figures showing 5.8% increase in population from January to December 2004. Surrounding areas of High Wycombe and Wattle Grove are also experiencing strong growth.

At the time of the last Census in 2001 the % of the population over 60 years was:

10%	in High Wycombe
12.5%	in Maida Vale
13.7%	in Wattle Grove
12.7%	in Forrestfield

Subdivisions in Wattle Grove Cell 9 and Forrestfield U7 coupled with the development of a new Park Home Village on Kalamunda Road; High Wycombe has the potential of attracting a further increase in the numbers of senior residents within the foothills area.

17. The current cost estimate (**Attachment 2**) for building the extension is \$361,721, however this does not include supervision cost which would add approximately another 10% to this estimate.
18. If Council decides to proceed with further plans and documentation for the extension proposal, the following two stages of the architect's project brief would need to be funded.
- |         |   |
|---------|---|
| Stage 2 | Preparation of Schematic Design drawings                |
| Stage 3 | Preparation of Construction Drawings and Specifications |
- The estimated cost of the stage 2 and 3 services is \$ 20,000.00
19. **Mr Lou and Mrs Anne Pearce representing the Forrestfield Leisure Group, Senior Citizens Bowls Group, the Coffee Lounge and the Woodlupine Senior Citizens Committee addressed the Council on behalf of users expressing the need for expansion of the centre to accommodate the demands of users.**

**Cr Casey moved the Staff Recommendation with an amendment.**

#### **MOTION**

1. That Council agrees to consider funding of the Woodlupine Family and Community Centre expansion project in the 2006/07 Budget and the plan for the future of the District.

Moved: (Cr Casey )

Seconded: (Cr Taylor)

**Cr McKechnie requested that the Staff Recommendation be moved before the amended motion as presented. The Chairperson advised the Staff Recommendation was not required to be presented. The Chairperson sought advice from the Chief Executive Officer.**

**Point of Order from Cr Taylor who believed that Council can hear discussion on the amendment only and if not passed can return to the Staff Recommendation.**

**Point of Order from Cr McKechnie who believed that Council was lead to believe that the Staff Recommendation was going to be moved.**

**The Chairperson made the following Ruling**

**“that the Staff Recommendation be presented to the Committee”**

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**STAFF RECOMMENDATION**

1. That Council agrees to consider funding for Stage 2 and 3 of the Woodlupine Family and Community Centre expansion project in the 2006/07 Budget and the plan for the future of the District.

Moved: (Cr McKechnie )

Seconded: (Cr Bilich)

**For**

Cr Bilich  
Cr Cresswell  
Cr McKechnie

**Against**

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

**MOTION LOST**

Cr Casey moved an amended recommendation to enable the entire project to be brought forward to be considered for funding in the 2006/2007 Budget.

COMMITTEE RECOMMENDATION TO COUNCIL GS 91/2005

1. That Council agrees to consider funding of the Woodlupine Family and Community Centre expansion project in the 2006/07 Budget and the plan for the future of the District.

Moved: (Cr Casey )

Seconded: (Cr Taylor)

**For**

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

**Against**

Cr Bilich  
Cr Cresswell  
Cr McKechnie

**CARRIED**

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

*Cr Bilich declared a Proximity Interest as she owns a property in Williams Street where the proposed raced is to travel past.*

**Cr Bilich left the Chambers at 7.58pm and return at 8.12pm.**

**92. Le Tour De Zig Zag  
(CO-CEV-010) & EG-RDM-009 (Community Services)**

**Refer Item: N/A**

**Applicant: WA Cycling Federation**

**Owner: N/A**

**Purpose of Report**

1. To consider an application to conduct the Tour de Zig Zag ladies only bike race and participation ride.

**Background**

2. As a result of the popularity of Walk the Zig Zag, (October 2) and Zig Zag Festival (October 29) a new initiative called 'Zig Zag Month' is proposed for commencement in October 2005. The potential event program is as follows:
  - Walk the Zig Zag – October 2
  - Kalamunda Antique & Collectors Fair – October 2. Agricultural Hall, Kalamunda.
  - Open Studios – October 8 & 9. Visual artists from around the Shire of Kalamunda opening their studios to the public.
  - Open Gardens – October 15 & 16 ( To be confirmed) Some exquisite Spring gardens of the Shire of Kalamunda open to the public.
  - Tour De Zig Zag – October 23. A new ladies cycling event including the Zig Zag Scenic Drive.
  - Zig Zag Festival – October 29, Community Arts & Crafts Festival at Stirk Park.
3. The Vintage Sports Car Club of WA have also expressed an interest in participating in the program of events in 2006 which will comprise of a 'time trial' with cars competing against the clock. We are currently awaiting their proposal.
4. All events (apart from Walk the Zig Zag) will be facilitated by the individual interest group. The marketing of each event will be covered under the banner of Walk the Zig Zag included in the 'Passport' supplied to walkers on the day of the walk as well as to business sponsors prior to the event. Details of all Zig Zag Month events will be included in the 'Passport'.
5. Local business have expressed interest in supporting a full month of events which has the potential of attracting visitors to the area throughout the Spring and early Summer.
6. Western Australian Cycling Federation expressed an interest in holding a new event in the Kalamunda area after the success of the Tour De Perth held in May this year. When

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presented with the concept of Zig Zag Month, they took the opportunity to put together a plan for a new 'ladies only' event.

7. The group have requested that the following assistance from Council be considered in their application: volunteer traffic management, sponsorship for prizes, local advertising, first aid coverage, and a power source at Kalamunda Library for a PA.
8. The race will consist of two stages:
  - Stage 1 - Time Trial: 9:00am – 11:00am. **(Attachment 1)** Route to commence at the top of Zig Zag Scenic Drive, into Lascelles Parade then into Williams Road finishing at Kalamunda Library. A half road closure will be required from Ocean View Parade to Lascelles Parade and Williams Street Kalamunda with a contra flow on the two way section of the Zig Zag in order to allow local traffic to access properties on Ocean View Parade.
  - Stage 2 - Road Race & Novice Participation Event: **(Attachment 2)** Running concurrently between 11:00am – 4:00pm. Commencing at Williams Street, continuing into Lascelles Parade, into Zig Zag Scenic Drive, right onto Ridge Hill Road, onto Helena Valley Road, Midland Road and back onto Ridge Hill Road. Once designated laps are completed, group will turn right off Ridge Hill Road and ride up the Zig Zag. This will require a full closure of the one way section of the Zig Zag from Ridge Hill Road, Maida Vale to Ocean View Parade.

## Comments

9. The proposed road closures would run between the hours of 9:00am and 4:00pm with access permitted for local traffic.
10. Letters have been sent out to residents on Ocean View Parade, Graham Road & Lascelles Parade to inform them of the potential closures on the Zig Zag during the month of October asking them for their feedback.
11. A separate letter will be sent out to residents on Williams Road informing them of the potential half road closure.
12. Emergency vehicle access will be given at all times under emergency conditions.
13. Marshals will be appointed to maintain the integrity of all event signage throughout the event.
14. A notice advising local business and residents about the race as well as changes to traffic conditions will be placed in the local newspaper in the week prior to the event.
15. Organisers will be advised that they must apply to WA Police for a temporary suspension of the Road Traffic Act in order for the event to take place.
16. During discussions with the representative about the proposal, the Event Coordinator advised that some of their requests could not be met, however marketing coverage and a power source at Kalamunda Library for a public address system will be made available.
17. **Mr Peter Stewart representing the Kalamunda and District Chamber of Commerce and Industry addressed the meeting and expressed support for the event on behalf of the organisation.**

## COMMITTEE RECOMMENDATION TO COUNCIL

GS

92/2005

1. That the request by the West Australian Cycling Federation to conduct the Tour De Zig Zag Ladies Bike Race on Sunday 23 October, 2005 as shown in Appendix 1 and 2 be granted subject to:
  - A Traffic Management Plan being submitted and approved by Executive Manager Engineering Services prior to the event.
  - All resident concerns being taken into consideration.
2. That approval be granted to close the one way section of Zig Zag Scenic Drive between Ocean View Parade and Ridge Hill Road as shown on **(Attachment 2)** between the hours of 11:00am and 4:0pm on 23 October 2005.
3. That the event be promoted under the banner of Zig Zag Month via the Walk the Zig Zag Passport.

Moved: (Cr Taylor)

Seconded: (Cr Blair)

**CARRIED UNANIMOUSLY**

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

**93. Abernethy Road - Dedication of Road Reserve  
(AB-03/GEN) (Engineering Services)**

**Refer Item: GS98/2004**

**Applicant:**

**Owner:**

**Purpose of Report**

1. Council Resolution is required, under Section 56 of the Land Administration Act, to dedicate the portion of crown land (previously Wittenoom Road) as Abernethy Road.

**Background**

2. Reference is made to Agenda Item 98 of the General Services Committee meeting held on November 2004 where the following was resolved:
  1. *That the Department of Planning and Infrastructure be requested to close Wittenoom Road and create the areas of Public Open Space and reserve for Abernethy Road, as shown on (**Attachment 1.**) and be indemnified against any costs incurred as a result of these changes.*
  2. *That the Shire of Kalamunda accept a Management Order for the land, to be set aside as reserve for Recreation (Public Open Space)*
3. Communication has been received from the Department for Planning and Infrastructure (DPI), requesting a Council Resolution under Section 56 of the Land Administration Act (LAA) to dedicate a portion of the closed Wittenoom Road Reserve, as Abernethy Road reserve.
4. The DPI has also suggested a slight alteration to the boundaries from the previous submission, to avoid the need for a ground survey. The revised boundaries appear at (**Attachment 2.**)

**Comments**

5. Section 56 of the LAA provides that if land is reserved or acquired for use by the public, or is used by the public, as a road under the care, control and management of the local government, the local government may request the Minister to dedicate that land as a road.
6. The suggested alteration to the road reserve boundary from the original submission does not have any adverse affect on the road reserve or the Public Open Space.

COMMITTEE RECOMMENDATION TO COUNCIL GS 93/2005

1. That the Minister for Land be requested to dedicate portion of the closed Wittenoom Road Reserve as Abernethy Road Reserve in accordance with the plan shown at (**Attachment 2.**)

Moved: (Cr Casey)

Seconded: (Cr Taylor)

**CARRIED UNANIMOUSLY**

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

**94. Traffic Calming Request Calcite Place Forrestfield  
(CL-15/GEN) (Engineering Services)**

**Refer Item:**

**Applicant: N/A**

**Owner: N/A**

**Purpose of Report**

1. To consider results of traffic surveys and accident statistics relating to Calcite Place Forrestfield.

**Background**

2. A petition requesting the installation of traffic calming devices within Calcite Place Forrestfield, to curb antisocial driver behaviour, was tabled at the Ordinary Council Meeting of August 2005. A copy of the cover letter and petition is included at **(Attachment 1)**. Subsequent to the tabling of the petition, Shire Officers undertook a traffic survey, and investigated traffic accident statistics at the cited problem location.
3. A traffic counter was placed outside 18 Calcite place for 1 week between 1 August 2005 and 8 August 2005, which provide the following:
  - The recorded maximum vehicle speed at this location was 36 km/hr;
  - The recorded 85<sup>th</sup> percentile speed at this location was 25 km/hr; and
  - The recorded average speed at this location was 21 km/hr;
4. A search of the Main Roads Western Australia accident database found no recorded accidents within Calcite Place, during the 5 years between 1 January 2000 and 31 December 2004.

**Comments**

5. Calcite Place is essentially a cul-de-sac road with a minor connection to Marble Place via Quartz Lane, which is little more than a long driveway; refer **(Attachment 2.)** Traffic within Calcite Place will generally be, therefore, local residents or visitors to local residents.
6. Traffic calming devices are generally designed to reduce the 85<sup>th</sup> percentile speed of traffic. The geometry of the street itself has a calming effect, which is supported by the traffic survey. Where traffic within a street is generally local in nature, the reduction in speed can also be achieved through a conscious decision by local residents to slow down.
7. The recorded speeds within Calcite Place are below the speed limit and below recorded speeds within other streets with traffic calming devices installed. It is therefore unlikely that the installation of traffic calming devices will result in a change in traffic speeds within the street.

COMMITTEE RECOMMENDATION TO COUNCIL GS 94/2005

1. That no further action be taken in relation to traffic concerns in Calcite Place.

Moved: (Cr D Sadler)

Seconded: (Cr Morton)

**CARRIED UNANIMOUSLY**

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

## **95. Cities for Climate Protection Milestone Progression (Planning and Development Services)**

### **Refer Item:**

**Applicant:** N/A

**Owner:** N/A

### **Purpose of Report**

1. To notify Council that the Shire of Kalamunda has completed Milestone 4 of the ICLEI Cities for Climate Protection program (CCP).
2. To seek Council's support for the progression to the next milestone of the CCP program, Milestone 5.

### **Background**

3. The Shire committed to International Council for Local Environment Initiatives (ICLEI) CCP program in 2001 comprised of Milestones designed to achieve greenhouse reduction within Council and Community. Kalamunda had completed the first three Milestones by mid 2005. Table 1 presents the requirements of each milestone and the progress Council has made through the Milestone framework.

**Table: 1 CCP Milestones; Framework for Greenhouse Reduction**

<b>Milestone</b>	<b>Milestone Requirements</b>	<b>Council Progress</b>
<b>Milestone 1</b>	Greenhouse inventory of Council and Community emissions	Complete
<b>Milestone 2</b>	Developed two greenhouse gas reduction goals	Complete
<b>Milestone 3</b>	Corporate and Community Greenhouse Action Plan	Complete
<b>Milestone 4</b>	Council implements greenhouse actions to progress towards Milestone 2 generated goals	Complete
<b>Milestone 5</b>	Re-inventory of Council and Community greenhouse profile. Evaluation of Greenhouse Action Plan and Reduction Goals.	Proposed to begin December 2005

### **Comments**

4. To be awarded Milestone 4 Kalamunda implemented actions that abated 5% of Council's annual greenhouse gas emissions.
5. By being involved in CCP and the green waste collection program it is estimated Council has saved \$5,800 in costs, as well as abating 1,550 tonnes of greenhouse gas annually and contributing to improved air quality in the region from the reuse of landfill gases.
6. The implemented greenhouse actions reduced Council's greenhouse emissions by 9.75% from the level of emissions recorded in the 1998 inventory. The Shire of Kalamunda has already achieved half the required yearly greenhouse abatement midway through the CCP project life and is on track to meeting and likely exceeding its 2010 target.

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7. As the CCP program is based on a continual improvement model, the Shire will continue to implement the Shire's Corporate and Community Greenhouse Action Plans.
  8. The Shire's Energy Team is active in progressing each Milestone in the CCP process, including the Shire's Corporate and Community Greenhouse Action Plans.
  9. Council has applied for external funding of \$5000 that will allow Kalamunda to complete Milestone 5 in 2005-2006 within the existing budget allocation for 2005-2006. Milestone 5 is a reinventory of the Shire of Kalamunda's corporate and community greenhouse emissions (t of CO<sub>2</sub>e). This will form a new baseline from which the Shire can work in subsequent years.
  10. In August 2005, Council agreed to support the Solar Cities Residential Project at an Expression of Interest Stage. If the funding proposal is successful this action will become the main mechanism to continue to achieve greenhouse gas reduction within Kalamunda.
  11. The Shire will have an opportunity to receive national recognition for its achievement at an ICLEI Milestone Awards event at a time and date to be advised by ICLEI.

COMMITTEE RECOMMENDATION TO COUNCIL      GS      95/2005

1. That Council notes the achievement of Milestone 4 of the CCP program.
2. That Council continues its commitment to the CCP Program and commits to progressing Milestone 5 of the CCP program.

Moved: (Cr Taylor)

Seconded: (Cr Tonkin)

**CARRIED UNANIMIOUSLY**

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

Nil

**11.0 QUESTIONS BY MEMBERS WITHOUT NOTICE**

11.1 Meeting with Mr McGinty (Cr Taylor)

Q. Is the question asked by Mr Stewart a relevant issue to be brought before the meeting with Mr McGinty?

A. The CEO reminded Councillors of Council's position on the Kalamunda Hospital which was resolved twelve months ago and has been followed through with the Minister.

11.2 Answer to Question by Mr Stewart (Cr McKechnie)

Q. Can we answer Mr Stewart to the effect that over a year ago the Council supported the retention of the obstetrics Department at Kalamunda Hospital?

11.3 Control Burns (Cr Bilich)

Q. Are you aware there is a three year wait for the Fire Brigade to do control burns for residents within the Shire?

A. The obligation on Council is under the Bush Fires Act which is an enforcement obligation. This requires people to make their properties fire safe. In doing so it is not up to the Council or their delegated inspection officers to indicate how this might be done. The service provided by the Fire Brigade is not a service of Council. As far as the Council is concerned it is up to the resident to make their property fire safe.

**12.0 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION**

Nil

**13.0 MATTERS BEHIND CLOSED DOORS**

Nil

**14.0 CLOSURE**

There being no further business, the Chairman declared the meeting closed at 8.26pm.

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

Signed ..... Chairman

Dated this .....day of .....2005