
Shire of Kalamunda

General Services Committee

Minutes for 1 November 2004



SHIRE OF KALAMUNDA

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**Minutes of General Services Committee
Held in the Council Chamber,
2 Railway Road, Kalamunda
Monday, 1 November 2004**

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
N Sadler	(CHAIRPERSON) SOUTH WEST WARD
B Govan	SOUTH WEST WARD
P Tonkin	SOUTH WARD
G Stallard	SOUTH WARD
S Bilich	SOUTH WARD
M Casey	NORTH WEST WARD
M Cresswell	NORTH WEST WARD
J Winterhalder	EAST WARD

Officials

G Parslow	ACTING 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
F Sullivan	MANAGER FINANCIAL SERVICE
M Singh	MANAGER ENGINEERING SERVICE
R Briede	MANAGER LIBRARY SERVICE
A Stephens	MANAGER HEALTH SERVICE
F.Lund	MINUTE SECRETARY

Apologies

D McKechnie	NORTH WARD
A Morton (Leave of Absence)	SOUTH WEST WARD
D Vaughan (Long Service Leave)	CHIEF EXECUTIVE OFFICER

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 5 October 2004 is confirmed as a true and correct record of the proceedings.

Moved: (Cr Govan)

Seconded: (Cr Casey)

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.

Item 94 Seniors Position Statement – Seniors Services Action Plan

Cr Casey declared a Disclosure of Interest Affecting Impartiality as she is a Board Member of the Kalamunda Community Cares, which is mentioned in the Report Item.

9.0 REPORT TO COUNCIL

Please Note:

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

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

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REPORTS

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

91. **Creditors Accounts Paid - October 2004** **(FI-CRS-002) (Corporate Services)**

Refer Item: NA
Applicant: NA
Owner: NA

Purpose of Report

1. To receive creditors accounts paid for the month of October 2004.

Background

2. It is a requirement of the Local Government (Financial Management) Regulations 1996 (Regulation 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 to which it is to be presented.

Comments

4. Accordingly, the list of Creditors Paid from 25 September to 28 October is attached (Attachment 1.).
5. Total Creditors that remain outstanding after preparation of the attached list is \$601,591.43

COMMITTEE RECOMMENDATION TO COUNCIL

GS 91/2004

1. That the list of Creditors Paid from 25 September to 28 October 2004 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 Blair)

CARRIED UNANIMOUSLY

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

**92. Financial Statements Period Ending 30 September 2004
(FI-SRR-006) (Corporate Services)**

Refer Item: NA
Applicant: NA
Owner: NA

Purpose of Report

1. To receive financial statements and operating statements.

Background

2. Attached (**Attachment 1.**) is the summary of the financial statements for the period ending 30 September 2004.
3. In accordance with Section 34 of the Local Government (Financial Management) Regulations 1996, operating statement (**Attachment 2.**) is included for the same period.

Comments

4. Nil

COMMITTEE RECOMMENDATION TO COUNCIL

GS 92/2004

1. That the financial statements and the accompanying operating statements for the period ending 30 September 2004 be received.

Moved: (Cr Casey)

Seconded: (Cr Stallard)

CARRIED UNANIMOUSLY

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

93. Kalamunda Cricket Club - Compensation Claim (RC-01-003) (Corporate Services)

Purpose of Report

1. For Council to consider an appropriate amount of compensation for loss of income caused by Kostera Oval drainage works.

Background

2. Council agreed at the 18 October 2004 Ordinary Council Meeting that staff prepare a report regarding the claim for compensation by the Kalamunda Cricket Club and that the report be presented to the next meeting of General Services Committee.

Comments

3. Details of bar takings from audited financial statements

	<u>01/02</u>	<u>02/03</u>	<u>03/04</u>
	\$	\$	\$
Bar Sales	16,674	19,154	15,448
Cost of Goods	<u>(8,459)</u>	<u>(13,889)</u>	<u>(7,183)</u>
Gross Profit	8,215	5,265	8,265

4. Gross Profit Margin (GP)

<u>01/02</u>	<u>02/03</u>	<u>03/04</u>
49%	28%	54%

5. From discussions with the club and a review of the financial statements the abnormally low GP for 02/03 was caused by two factors:

- Carry forward of some expenses from 01/02
- Inclusion of snack cost of goods in the bar cost of goods cost code.

Review of invoice costs and charge rate per item for bar stock show an expected GP of approximately 50% depending on quantity of individual items sold.

6. Original estimate of reduction in sales derived by comparing first half sales of the 2003 season with first half sales of the 2004 season and applying a GP margin of 28%.

<u>02/03</u>	<u>03/04</u>	<u>Difference</u>	
\$	\$	\$	
9,392	4,702	4,690 x 0.28 =	1,313.00
Reduction in fundraising revenues			99.00
Reduction in snack revenues			<u>295.00</u>
			1,707.00

7. Since the original claim for assistance was received and assessed additional financial information has become available (audited financial statements for 01/02, 03/04) and a reviewed claim has been received from the Kalamunda Cricket Club for 3,796.38.
8. A review of the timing of annual sales revenue indicates that approximately 50% of sales occur before 31/12 and 50% occur after in any given financial year.

In relation to the timing of sales in 03/04 year the following occurred.

<u>Sales before 31/12/03</u>	<u>Sales after 31/12/03</u>	<u>Difference</u>
\$	\$	\$
4,702.45	10,746	6,044 x 0.54 = 3,264.00
Reduction in fundraising revenues		99.00
Reduction in snack revenues		<u>295.00</u>
		3,658.00

9. It appears reasonable to assume a loss of profits in accordance with the cricket clubs claim has occurred.

COMMITTEE RECOMMENDATION TO COUNCIL

GS 93/2004

1. That Council approve an ex gratia payment of \$3,658 to the Kalamunda Cricket Club.
2. The source of funds for this unbudgeted expenditure be identified at mid year budget review.

Moved: (Cr Bilich)

Seconded: (Cr Blair)

CARRIED UNANIMOUSLY

ABSOLUTE MAJORITY

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

94. Seniors Position Statement - Seniors Services Action Plan - February 2003

(CO SPC-013) (Community Services)

Refer Item:

Applicant: NA

Owner: NA

Cr Casey declared a Disclosure of Interest Affecting Impartiality as she is a Board Member of the Kalamunda Community Cares, which is mentioned in the Report Item

Purpose of Report

1. To identify and prioritise strategies and appropriate actions for implementation of the Seniors Services Action Plan.

Background

2. In June 1999 Council received a Best Practice Grant for Local Government to undertake the development of a Seniors Policy and Plan with the objective of developing a Seniors Position Statement to enable the Shire of Kalamunda to align its activities and services with the growing needs of our ageing population. The process included the review of existing directions and service provision, and examined community needs and services in order to determine the future needs of our seniors.
3. Almost 600 individuals and organisations participated in the generation of this project including some 500 seniors who live throughout the Shire. A community survey of seniors, workshops, meetings and interviews were held. Demographic profiling and analysis of the socio-characteristics of older people were undertaken for each locality within the district and included the preparation of geographic maps depicting key social indicators.
4. The outcome was a comprehensive Seniors Policy Report followed by a draft Seniors Policy (refer OCM July 2000) and a Position Statement which identified a range of possible roles and responsibilities for Council in meeting the needs of seniors. The policy document identified the following four Key Policy Directions for further investigation and development:
 - i. Coordination and Planning
 - ii. Developing Services and Programmes
 - iii. Information and Promotion
 - iv. Advocacy and Leadership
5. These policy directions lead to the development of the Seniors Position Statement and Action Plan (refer OCM April 2003) which aims to address the need for Seniors to have access to services and programmes to enable them to live fulfilling, independent and safe lives, while recognising the need to plan for the growing population of Seniors.

Comments

6. The Shire of Kalamunda Strategic Plan 2000 – 2025 (point 5, page 12) states that the following strategy will be implemented as one of our Social Outcomes:

Anticipate the needs of an ageing population and align services and facilities, including:

- *developing and implementing an Aged Care Policy, in consultation with the community*
- *working in partnership with other organisations, including voluntary groups, government and the private sector, to ensure required facilities and services are available within the Shire; and*
- *providing opportunities to involved retirees in volunteer activities*

7. The implementation of our Key Policy Directions will need to be flexible enough to incorporate any new developments in Commonwealth and State Government policy and be responsive to the trends, issues and opportunities arising from information provided by non-profit organisations such as the Positive Ageing Foundation.

8. A logical and phased approach to implementation of these strategies and actions is necessary. Many of the strategies/actions recommended as a result of the policy report are either duplicated or linked very closely to another. Achievement in one area will create smooth pathways to the next. The following implementation process is now proposed to be undertaken:

9. PHASE ONE (2004/2005) - INFORMATION AND PROMOTION

Information – Written:

- Update current information
- Develop a range of fact sheets for Seniors
- Develop a package containing information on services for Seniors

Information – Electronic:

- Develop ideas for Shire of Kalamunda web page
 - Links – internal and external
 - Include fact sheets
 - Feedback sheet
 - Coming events
- Cost web page
- Implement web page
- Develop e-bulletin
 - identify representative from seniors accommodation/service providers to contribute information for newsletter (include Kalamunda Community Care, Libraries, Walridge Village, other residential care units etc)
 - Establish regular e-bulletin – could be bi-monthly or less frequent

Internal Communication:

- Facilitate communication and sharing of resources between Council's service areas and ensure that all relevant programmes include a seniors' element or considers seniors needs or issues.

Dissemination of Information:

- Consider how do we disseminate new information to replace the old.

PHASE ONE - DEVELOPING SERVICES AND PROGRAMS

Assessment of Services and Resources Offered to Seniors:

- Review the current allocation of resources to Seniors identifying and addressing any inequalities.
- Assess all services provided to Seniors including
 - Types of services
 - Who and what age group access the services
 - Determine locality of persons accessing services to identify if inequalities exist
- Initiate a meeting of all local organisations (Kalamunda Community Care, Adult Day Care, Community Bus drivers) providing transport support to Seniors identifying ways current services could be expanded or improved
 - Discuss problems and issues associated with transport
 - Discuss current use of transport available
 - Identify where services are being duplicated, if at all
 - Negotiate better utilisation of current services
- Review the operation of the Community Bus Scheme.

10. PHASE TWO (2005/2006) - COORDINATION AND PLANNING

Working in Partnership with Seniors/Seniors Groups and Clubs:

- Seniors Week – Increase opportunities for working in partnership
- Continue support for committees – build capacity/sustainability
- Continue support for seniors projects (eg, upgrading/beautifying buildings)
- Include groups/services in gathering of information for e-bulletin
- Further develop opportunities for volunteers – including seniors
- Feedback from seniors
 - Introduce a suggestion box approach at Seniors' centres
 - Feedback sheet on web page

Council Grants/Fees/Charges:

- Disseminate Council's grant policies to Seniors groups/clubs
- Review the amount of funding available to Seniors for events and activities run by community groups for Seniors
- Review the Council's fees and charges to Seniors groups and agencies to ensure access to services and programmes is not prohibitive
- Council staff to be aware of the current rate of pension/senior payments so services and facilities are aligned to be accessible
- Annually review charges associated with services and facilities

PHASE TWO – DEVELOPING SERVICES AND PROGRAMS

Transport services:

- Lobby Transperth and the Department of Transport to improve transport to address transport deficiencies for older people.
- Research and assess current type and availability of public transport within the Shire
- Investigate the re-establishment of a Kalamunda Taxi service

-
- Present evaluated findings to Transperth and Local Members of Parliament for utilisation of improving service such as:
 - Number of buses operating – how many are required
 - Time in which they operate – how this could be extended
 - Routes taken by buses – more accessible routes

COMMITTEE RECOMMENDATION TO COUNCIL

GS 94/2004

1. That Council endorse the proposed implementation process for stages 1 and 2 of the Seniors Services Action Plan as outlined above.

Moved: (Cr Taylor)

Seconded: (Cr Tonkin)

CARRIED UNANIMOUSLY

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

**95. Park Improvement
(EG-CMP-002) (Community Services)**

Refer Item: NA

Applicant: NA

Owner: NA

Purpose of Report

1. To recommend to Council a schedule of locations for expenditure of the Parks Improvement Allocation for 2004/2005.

Background

2. \$22,800 was allocated in the 2004/05 Non Recurrent Budget for Parks Improvement.
3. Traditionally the funds are utilised to install or upgrade play grounds in the Shire's reserves.
4. Allocation of the funds is determined by public demand, potential use, existing facilities and suitability of the location for young children.
5. The recommendation for 2004/2005 is –

Location	Equipment	Cost
Yule Brook Estate POS, Lot 55 Arthur Road	Install play equipment	\$14,500
Kalamunda Library Gardens	Install play equipment	\$3,500
Juniper Reserve Forrestfield (Reserve # 34706)	Install table and chairs	\$1,500
McKenzie Reserve High Wycombe (Reserve # 29104),	Install play equipment soft fall	\$1,100
Almond Way Reserve Forrestfield (Reserve # 34237)	Install play equipment soft fall	\$1,100
Booralie Way Reserve Maida Vale (Reserve # 32613)	Install play equipment soft fall.	\$1,100

Comments

6. The equipment is proposed to be located in POS created by subdivision of Lot 55 Arthur Road in Yule Brook Estate, Wattle Grove (**Attachment 1**). This new housing development has a large number of families with young children and the play equipment will be designed to cater for this lower age group.
7. At present there is no play equipment in the POS.
8. In tandem with the redevelopment of the Kalamunda Library car park it is proposed to create a small fenced children's playground which will be visible to parents using the

library or the outdoor facilities (**Attachment 2**). The existing playground is on the opposite side of the building and is quite old with gravel at the base of the equipment.

9. Juniper Reserve (34706) in Forrestfield has a water feature, play equipment and a barbeque. It is a popular location for family gatherings and a number of requests have been received for additional seating near the water feature.
10. There are hundreds of items of play equipment at various Shire Reserves. The condition and type of soft fall under the equipment varies, generally according to the age of the equipment. With changing community standards children landing on solid ground is no longer acceptable and it is proposed to upgrade several of the most degraded soft fall areas under swings.
- 11. Cr Blair enquired as to what is planned for the existing gravel playground located near the Kalamunda Library.**

COMMITTEE RECOMMENDATION TO COUNCIL

GS 95/2004

1. That the \$22,800 allocated to Park Improvements be utilised according to the schedule detailed:

Location	Equipment	Cost
Yule Brook Estate POS, Lot 55 Arthur Road	Install play equipment	\$14,500
Kalamunda Library Gardens	Install play equipment	\$3,500
Juniper Reserve Forrestfield (Reserve # 34706)	Install table and chairs	\$1,500
McKenzie Reserve High Wycombe (Reserve # 29104),	Install play equipment soft fall	\$1,100
Almond Way Reserve Forrestfield (Reserve # 34237)	Install play equipment soft fall	\$1,100
Booralie Way Reserve Maida Vale (Reserve # 32613)	Install play equipment soft fall.	\$1,100

Moved: (Cr Taylor)

Seconded: (Cr Govan)

CARRIED UNANIMOUSLY

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

**96. Exercise Of Option – Natsales Australia Pty Ltd
(HE-RLW-010) (Community Services)**

Refer Item: GS60/1999, GS 136/1999

Applicant: Natsales Australia Pty Ltd

Owner: NA

Purpose of Report

1. To consider a request from Natsales Australia that they be permitted to exercise the second term of the current agreement.

Background

2. On the 20 December 1999 Council agreed to enter into a Memorandum of Agreement with Natsales Australia Pty Ltd (Natsales) for a period of 5 years with a right of renewal for a similar term, for the placement of advertising upon roadside bin enclosures.
3. The green fibreglass bin enclosures and the mobile garbage bins are provided and maintained by Natsales.
4. The Agreement permits the placement of up to 50 bin enclosures in the Shire with the majority of bins located in the foothills. Currently there are 22 Natsales bins in the hills with 28 in the foothills.
5. Further the Agreement states; *"The Contractor, providing it has fulfilled its obligations under this agreement to the satisfaction of the Local Government, shall have the option to renew this agreement upon the same terms and conditions as contained herein for a further period of four (4) years and eleven (11) months from the date of expiration hereof, subject to the Contractor giving the Local Government at least three (3) months prior notice of its intention so to exercise this option of renewal and providing that the Local Government is in agreement to the renewal of this contract"*

Comments

6. Over the last 5 years staff have found Natsales to be professional, cooperative and compliant with the Guidelines. **(Attachment 1)**. Where damage has occurred to the Natsales bins their response has always been within acceptable times. Problems reported by residents or businesses with these units are rare.
7. In view of the mutual benefit the partnership affords and the level of compliance by Natsales, it is proposed that the option for the second term of four (4) years and eleven (11) months, be supported.

COMMITTEE RECOMMENDATION TO COUNCIL GS 96/2004

1. That Council supports Natsales Australia Pty Ltd request to extend the Memorandum of Agreement into the second term for a period of four years (4) and eleven (11) months, effective from the 21st December 2004.

Moved: (Cr Govan)

Seconded: (Cr Casey)

CARRIED UNANIMOUSLY

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

97. Signs To Encourage 50km/hr Speed Limit Compliance (EG-RDM-013) (Engineering Services)

Refer Item:

Applicant:

Owner:

Purpose of Report

1. The Council is requested to give consideration to the implementation of a signing programme aimed at improving driver compliance, with the blanket 50km/hr speed limit.

Background

2. Since the implementation of the lower blanket speed limit, traffic surveys have indicated that a large number of drivers do not comply with the limit, particularly on local distributor streets, such as Newburn Road, Dawson Avenue, Williams Street and Glyde Road. A number of requests have been received from residents, for 50km/hr speed limit signs to be erected to encourage reduced traffic speeds. It is Main Roads WA policy, to not sign these types of residential streets, and to require that drivers have appropriate knowledge of road traffic rules. This practice is generally consistent with the signing situation when the blanket speed limit was 60km/hr.
3. The number of streets, where speeding continues to be of concern, is too great to quickly treat by means of traffic calming devices, and it is suggested that signing be tried to determine whether any improvement is achieved.
4. A trial has been conducted in the Cities of Stirling and Wanneroo, of the impact of signs reading 'Please Slow Down – Consider our Kids', placed on mobile garbage bins (MGB's). Similar signs have been placed on some bins along Newburn Road in association with the High Wycombe Primary School. A conclusion of the trial by the Cities of Stirling and Wanneroo was "... the 'Please Slow Down – Consider our Kids' wheelie bin sticker project may contribute to a reduction in travel speeds on local roads and foster community support for the default 50km/h built-up speed limit."

Comments

5. It is proposed that signs reading '50 UNLESS SIGNED OTHERWISE', as shown at **(Attachment 1.)** be placed upon residents' MGB's, placing them on display for at least one day each week. The use of the standard speed limit sign, which is a black 50 within a red circle, is not permitted by Main Roads WA, which has authority for the erection of regulatory traffic signs.
6. The intent of the message on the sign is to remind all drivers of their obligations. It is hoped that being more specific, this message will have more impact than the trial signs, used in Stirling and Wanneroo.
7. With the approval of the residents, signs would be placed on the bins of approximately every fifth property on each side of the street. It is suggested that initially Dawson Avenue, Strelitzia Avenue, Newburn Road, Edney Road, Williams Street, Traylen Road, Falls Road, Glyde Road and Hicks Street be signed.

-
8. Prior to the placement of the signs, current traffic surveys will be taken, to permit an assessment to be made of the impact of the signs.
 9. The total number of signs to be used will be approximately 250. The total estimated purchase and installation costs amount to \$800 and will be funded by the 'Various' account, which is set aside for minor traffic treatments to improve dangerous situation.
 - 10. The recommendation was withdrawn by the mover and seconder as they agreed this item should be deferred to enable new and additional information to be considered.**

RECOMMENDATION GS 97/2004

1. That subject to the approval of individual residents, signs as detailed in **(Attachment 1.)** be attached to mobile bins to encourage compliance with the 50km/hr speed limit.

COMMITTEE RECOMMENDATION TO COUNCIL GS 97/2004

- 1. That the item be deferred to the December meeting of General Services Committee, to enable new and additional information to be considered.**

Moved: (Cr Taylor)

Seconded: (Cr Govan)

CARRIED UNANIMOUSLY

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

**98. Closure of Portion of Wittenoom Road, High Wycombe
(WT-05/GEN) (Engineering Services)**

Refer Item: N/A

Applicant: N/A

Owner: N/A

Purpose of Report

1. The Council is requested to consider the closure of a portion of the Wittenoom Road reserve, and its conversion into other uses.

Background

2. The area of land heavily outlined on the plan at (**Attachment 1.**) originally formed part of Wittenoom Road. This purpose is no longer required and the allocation of new purposes to the land, is required.
3. The area shown hatched, falls within the corridor containing the standard gauge rail line, and is to be designated as rail corridor.
4. The area shown cross-hatched, is required to form part of the Abernethy Road reserve, whilst the un-hatched areas are to become Public Open Space (POS), adjoining additional POS, which will be created when LandCorp finalises its subdivision of Access Park.

Comments

5. Before the Department for Planning and Infrastructure will proceed with the purpose changes, it requires a formal request from the Shire of Kalamunda, an indemnity against any costs which may be incurred, and an agreement from the Council that a Management Order will be accepted for the land set aside as POS.
6. The sections of land proposed as POS, are zoned accordingly in the Draft Shire of Kalamunda District Planning Scheme No 3. The land areas are minor compared to the large area of POS to be created by the Access Park subdivision, therefore minimal additional cost will be incurred by the Council in managing the land.

COMMITTEE RECOMMENDATION TO COUNCIL GS 98/2004

1. That the Department for 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.)

Moved: (Cr Cresswell)

Seconded: (Cr Casey)

CARRIED UNANIMOUSLY

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

**99. Closure Of Sheffield Road
(SH-07/GEN) (Engineering Services)
Refer Item: OCM 9.2.11/04
Applicant: N/A
Owner: N/A**

Purpose of Report

1. The Council is requested to give consideration to the closure, to motor vehicle movements, of Sheffield Road, at its intersection with Welshpool Road, in accordance with Section 3.50 of the Local Government Act 1995.

Background

2. At the Ordinary Council Meeting on 19 July 2004, an amendment to the Cell 9 Outline Development Plan, as shown at **(Attachment 1.)** incorporating the closure of Sheffield Road at Welshpool Road, was adopted by the Council.
3. In accordance with Section 3.50 of the Local Government Act 1995, public notices were issued, and advice was forwarded to owners of property in the vicinity of Sheffield Road, between Hale Road and Welshpool Road.

Comments

4. No objection to the proposal has been received.
5. Sheffield Road, between Hale Road and Welshpool Road, is currently heavily used as a short cut for vehicles travelling through the Wattle Grove area. This usage is inappropriate, therefore, although the proposed internal roads shown on **(Attachment 1.)** have not yet been constructed, it is intended to close Sheffield Road, immediately following the Council resolution. Alternate access to Welshpool Road, for residents living in the area, is readily available via Hale Road.

COMMITTEE RECOMMENDATION TO COUNCIL

GS 99/2004

1. That Sheffield Road be closed to the movement of motorised vehicles, at its intersection with Welshpool Road, in accordance with Section 3.50 of the Local Government Act 1995.

Moved: (Cr Govan)

Seconded: (Cr Taylor)

CARRIED UNANIMOUSLY

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

**100. Mundaring Weir Car Park Closure
(MN-07/GEN) (Engineering Services)**

Refer Item: N/A
Applicant: Water Corporation
Owner: Shire of Kalamunda

Purpose of Report

1. Council is requested to consider the closure of the car park, in Mundaring Weir Road reserve, at the southern end of the Mundaring Weir wall.

Background

2. The Water Corporation considers Mundaring Weir as a critical asset as it is the sole supply of drinking water to the Goldfields and Agricultural Region of Western Australia. The water supply is pumped from Mundaring Weir Pump Station and a series of booster pump stations through the 600km long pipeline to Kalgoorlie. In addition to Kalgoorlie, a large number of smaller towns and farmlands receive water from this supply.
3. There are two car parks at the southern end of the Mundaring Weir wall, as shown on the attached plan (**Attachment 1.**). A recent risk assessment carried out by the Water Corporation identified the following concerns with the upper car park:
 - a) SECURITY - The proximity of the water body to the car park provides more likely target for contamination and tampering. In recent years the need for diligence at water supply locations has increased worldwide. A number of areas previously accessible to the public at other dams have been closed or restricted in the interests of maintaining adequate security.
 - b) WATER QUALITY - Due to the location of this car park, the banks near the weir walls are frequently being entered - compromising the water quality of the reservoir. It is essential to discourage this type of activity in order to contain microbiological contamination to a level which can be dealt with by chlorination at all times. Demands of water quality have escalated exponentially. The water abstracted from Mundaring Weir is only disinfected by chlorination, with no physical water treatment.
 - c) VANDALISM - This car park is constantly used for after hours anti-social behaviour, including vandalism, littering and the theft of the Solar Power System at the car park. With this comes a high maintenance cost to keep the car park open.
 - d) PUBLIC SAFETY - Traffic currently enters the parking area in a forward direction and reverses out into Mundaring Weir Road, creating a potential safety issue. Apart from being a potential traffic safety issue, the car park is restrictive and there are a number of items that would pose a risk when an increased number of people use this area.
4. Accordingly the Water Corporation requests the closure of the upper car park, by placing a fence, with an operational gate, 3 meters behind the kerb as shown on (**Attachment 2.**). The Water Corporation has also offered to landscape the area.

5. This car park facility offers an opportunity for people with disabilities to view the weir without a need to leave their vehicle. Concern was raised with the Water Corporation at the loss of such facility. The Water Corporation has suggested that a car park on the northern side of the weir offers a similar opportunity. In addition Water Corporation will provide a disabled access from the lower car park to the weir wall, which currently does not exist from either of the two car parks. Access to the wall from the upper car park is currently via steps.

Comments

6. The proposal of the Water Corporation to close the upper car park presents advantages and disadvantages.
7. On the positive side, the proposal will provide;
- disabled access directly to the top of the weir wall
 - the conversion of the upper car park to a viewing platform, which will be more friendly to pedestrians
 - improved safety, resulting from the elimination of vehicle movements, to and from the upper car park, which is located on a sharp bend which restricts drivers lines of sight
8. On the negative side, the upper car park appears to be the most frequently used parking location for people visiting the weir. The closure of the car park would be of detriment to elderly people, whose mobility is limited, and who would normally view the weir from the comfort of their car.
9. On balance it is considered that, in view of the usage level of the upper car park, it should remain open and the Water Corporation should be requested to consider other options to address the concerns raised.
10. If the Council is of the view that it would in fact be appropriate to close the car park, an alternative recommendation would be;
- 'That the closure of the upper car park at the southern side of the Mundaring Weir be supported, subject to the Water Corporation providing a disabled access from the lower car park to the top of the weir wall, additional landscaping of the area and two parallel parking disabled bays in the former entry to the upper car park, to the satisfaction of the Shire.'
- 11. Andrew McDonough, a representative from the Water Corporation, addressed the meeting. He reported that the closure is proposed, to protect this main water body from the regular vandals and loiterers who use this unsecured/uncontrolled carpark. Mr McDonough pointed out that the proposed closure would not inconvenience the public and that in fact disabled users would benefit. There is another carpark located 50m away, that has more room for safer and easier parking and reversing, this carpark also contains a public toilet block. Mr McDonough reported that the Water Corporation will, should the proposal be accepted, arrange to erect a sign informing the public of the reasons why the carpark has been closed, and will list a Water Corporation phone number for any inquiries.**

RECOMMENDATION GS 100/2004

1. That, the request from the Water Corporation to close the upper car park, as depicted on **(Attachment 1.)** be disallowed.

Moved: (Cr Taylor)

Seconded: (Cr Govan)

The Councillors discussed the issue and the recommendation was then withdrawn by the mover and seconder as they agreed the item should be deferred pending the outcome of discussions with the National Trust, the Shire of Mundaring and the Water Corporation.

COMMITTEE RECOMMENDATION TO COUNCIL GS 100/2004

1. **That the item be deferred to discuss the matter with the National Trust the Shire of Mundaring and the Water Corporation.**

Moved: (Cr Winterhalder)

Seconded: (Cr Tonkin)

CARRIED UNANIMOUSLY

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

**101. Parking Restrictions - Hillary Place & Harrison Road,
Forrestfield
(HR-07/GEN) (Engineering Services)**

Refer Item: N/A
Applicant: Coromal Caravans Pty Ltd
Owner: N/A

Purpose of Report

1. The Council is requested to consider changes to parking restrictions in Hillary Place adjacent to the Coromal Caravans Pty Ltd, 25 Harrison Road, Forrestfield.

Background

2. Coromal Caravans Pty Ltd has indicated that their delivery trucks are experiencing difficulty in manoeuvring in Hillary Place, due to parked cars. Accordingly, a request has been made to have parking restrictions placed on the northern side of Hillary Place, as shown at **(Attachment 1.)**
3. The southern side of Hillary Place is already sign posted with 'No Parking' signs.

Comments

4. All commercial developments are required to provide onsite parking for their staff and visitors, therefore there should be no need for street parking in this location.
5. It is further recommended that parking restrictions are also extended on both sides of Harrison Road, between Berkshire Road and Hillary Place, where there is a considerable amount of on street parking of cars, and the movement of large trucks is a frequent occurrence. The soon to be completed Harrison Road link from Dundas Road to Berkshire Road will lead to increased truck movements.

COMMITTEE RECOMMENDATION TO COUNCIL

GS 101/2004

1. That 'No Parking' restrictions be placed on the northern side of Hillary Place, between Harrison Road and the cul-de-sac, and on both sides of Harrison Road between Berkshire Road and Hillary Place.

Moved: (Cr Govan)

Seconded: (Cr Cresswell)

CARRIED UNANIMOUSLY

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

102. 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 the draft Terms of Reference and a structure 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.
3. 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.

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
6. One essential component of the process is to establish a Steering Group to facilitate the development of the strategy and assist in dealing with any technical and consultative issues that arise.
7. The proposed structure and representation presented in **(Attachment 1.)** – Draft Terms of Reference reflects WALGA's guidelines on Steering Group membership adapted to the Shire of Kalamunda's needs.
8. It is recommended that a representative be sought from both the Shire's Community Environmental Advisory Committee (CEAC) and the Shire's peak community conservation

group, the Nature Reserves Preservation Group (NRPG) to satisfy the requirement for two representatives for Community (Conservation).

9. The Swan Catchment Council employs an Indigenous Natural Resource Management Officer whose role is to facilitate communication and liaison with local indigenous communities in relation to natural resource management. It is understood that the Officer would be available and willing to participate in the Steering Group.
10. With WALGA's assistance, State Agency representatives have been identified who would be available and willing to participate as members of the Steering Group.
11. The Urban Development Institute of Australia's WA Branch are being approached to assess their interest in nominating a representative for the Steering Group for the Community (Development) representative.
12. 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.
13. A Draft Terms of Reference for the Steering Group have been prepared based on the WALGA guidelines (Attachment 1: Local Biodiversity Steering Group Draft Terms of Reference).
14. A funding proposal is being prepared to WALGA seeking the funds previously identified. The primary use for the funds will be to employ a Project Officer to progress Milestones 1 and 2.

RECOMMENDATION GS 102/2004

1. That a Local Biodiversity Strategy Steering Group be established to facilitate completion of Milestones 1 and 2 of the Local Biodiversity Strategy process.
2. That Council adopt the proposed Terms of Reference for the Local Biodiversity Strategy Steering Group.
3. That Councillor representatives (2) be nominated to participate on the Local Biodiversity Strategy Steering Group.

COMMITTEE RECOMMENDATION TO COUNCIL GS 102/2004

4. That a Local Biodiversity Strategy Steering Group be established to facilitate completion of Milestones 1 and 2 of the Local Biodiversity Strategy process.
5. That Council adopt the proposed Terms of Reference for the Local Biodiversity Strategy Steering Group.
6. **That Cr Tonkin, Cr Blair and Cr Winterhalder be nominated to participate on the Local Biodiversity Strategy Steering Group.**

Moved: (Cr Casey)

Seconded: (Cr Taylor)

CARRIED UNANIMOUSLY

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

103. Proposed Street Names for Subdivision of the Lot 55 Arthur Road, Wattle Grove

(AR-07/30 & 123629) (Planning Services)

Refer Item: N/A
Applicant: GHD Surveys
Owner: McWhite Pty Ltd

Purpose of Report

1. Council is to consider street names for the subdivision of Lot 55 Arthur Road within the Urban Development Zone Wattle Grove (Cell 9). The recommendation of Council is forwarded to Geographic Names Committee of the department of Land Information for approval.

Background

2. Council adopted the outline Development Plan as the basis for subdivision and development for Cell 9 at its meeting of September 2000. In March 2001, the WAPC adopted the Plan. (**Attachment 1**) The application for subdivision of the Lot 55 Arthur Road has been approved by WAPC in April 2004.
3. Street names are required to be shown on survey plans before submission for clearance of the subdivision.

Comments

4. Three additional street names are required for the subdivision (**Attachment 2**). The theme selected by the owners is aboriginal names, propose the following street names:
 - Kalari Drive- Noongar for frilled dragon lizard
 - Yoondarn Elbow- Noongar for black goanna
 - Marloo Street- Noongar for red kangaroo.
5. Preliminary liaison with GNC has indicated their acceptance of these names and it is recommended that Council endorse the use of the new names.

COMMITTEE RECOMMENDATION TO COUNCIL

GS 103/2004

1. That Council supports the new names of Kalari Drive, Yoondarn Elbow and Marloo Street as shown on **Attachment 2** and request Geographic Names Committee to approve these names.

Moved: (Cr Govan)

Seconded: (Cr Blair)

CARRIED UNANIMOUSLY

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

104. Proposed Street Names for Subdivision of Lot 55 St. John Road, Wattle Grove (ST-03/045 & 110575) (Planning Services)

Refer Item: N/A
Applicant: Van Der Meer Consultants
Owner: Sunsky Property Development Pty Ltd

Purpose of Report

1. Council is to consider street names for subdivision in Wattle Grove Urban Development Zone (Cell 9). The recommendation of Council is forwarded to Geographic Names Committee of the Department of Land Information for approval.

Background

2. Council adopted the Outline Development Plan as the basis for subdivision for Cell 9 Wattle Grove at its meeting of September 2000. The Plan was adopted by WAPC in March 2001. (**Attachment 1**) An application for subdivision of the Lot 55 was approved in October 2002.
3. Street names are required to be shown on survey plans before submission for clearance of the subdivision.

Comments

4. Two additional street names are required for subdivision (**Attachment 2**). The names selected by the owners are as follows:
 - Mair Lane-Early Settler in Wattle Grove area prior to WW1.
 - Wimbridge Road- Early Settler in Wattle Grove area (19911-19935).
5. Two street names are to be extended :
 - Tomah Road- The road is an extension of Tomah Road to the North-West.
 - The Promenade- The road is an extension of The Promenade to the South-West.
6. Preliminary liaison with GNC has indicated their acceptance of these names and it is recommended that Council endorse the use of the new names.

COMMITTEE RECOMMENDATION TO COUNCIL

GS 104/2004

1. That the Council supports the new names of Mair Lane and Wimbridge Road and the extensions of Tomah Road and The Promenade as shown on **Attachment 2** and request Geographic Names Committee to approve these names.

Moved: (Cr Casey)

Seconded: (Cr Govan)

FOR THE MOTION

AGAINST THE MOTION

Cr Bilich
Cr Stallard
Cr Tonkin
Cr Govan
Cr Casey
Cr Cresswell
Cr Taylor
Cr Blair
Cr Sadler

Cr Winterhalder

CARRIED

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

105. Proposed Street Names for Subdivisions of Lot 53 St. John Road and Lot 3 Sheffield Road, Wattle Grove (ST-03/GEN & 123124, SH-07/GEN & 124497) (Planning Services)

Refer Item: N/A
Applicant: Foothills Developments Pty Ltd
Owner: Foothills Development P/L & KJ McDougal

Purpose of Report

1. Council is to consider street names for the subdivision of Lot 53 St. John Road and Lot 3 Sheffield Road within the Urban Development Zone Wattle Grove (Cell 9). The recommendation of Council is forwarded to Geographic Names Committee of the Department of Land Information for approval.

Background

2. Council adopted the Outline Development Plan as basis for subdivision and development for Cell 9 at its meeting of September 2000. In March 2001, the WAPC adopted the Plan. (**Attachment 1.**) The application for subdivision of Lot 53 St. John Road has been approved by WAPC in February 2004, and for Lot 3 Sheffield Road in August 2004.
3. Street names are required to be shown on survey plans before submission for clearance of the subdivision.

Comments

4. One additional street name for each subdivision is required
The names selected by the developer are as follows:
 - Acastus Road- butterfly name for subdivision of the Lot 53
 - Drosera Approach- name of the indigenous plant for subdivision of the Lot 3.
Refer to **Attachments 2 & 3.**
5. Preliminary liaison with GNC has indicated their acceptance of these names and it is recommended that Council endorse the use of the new names.

COMMITTEE RECOMMENDATION TO COUNCIL

GS 105/2004

1. That Council supports new names of Acastus Road and Drosera Approach as shown on **Attachment 1** and request Geographic Names Committee to approve these names.

Moved: (Cr Govan)

Seconded: (Cr Taylor)

CARRIED UNANIMOUSLY

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

106. Tenders for Trades and Services

(AD-TEN-004) (Planning & Development Services)

Refer Item:

Applicant:

Owner:

Purpose of Report

1. Council to consider the tenders for the appointment of contractors to carry out maintenance on all Council's buildings, playground equipment and bus shelters.

Background

2. Tenders were called for the following services of Carpentry and General Maintenance, Electrical, Plumbing, Painting, Glazing and Air-Conditioning Maintenance, due to the possibility of the total cost exceeding the \$50,000 tender limit over a 12-month period. An advertisement was placed in a statewide newspaper for all of the above trades that tenderers were being sought. The submissions received are listed in **(Attachment 1.)**

Comments

3. The various trades are required for building maintenance tasks and are often needed on short notice with varying degrees of urgency depending upon the particular problem. For this reason it is not proposed that a single contractor be appointed for each category and recommendation will consist of several contractors for each tender. The exception being the Air-Conditioning Maintenance contract which has been quoted as a per annum cost.
4. In the event of major works for budget items or planned building maintenance the practice of obtaining quotations from a number of contractors will still apply.

COMMITTEE RECOMMENDATION TO COUNCIL

GS 106/2004

1. That the following contractors be appointed to carry out maintenance works on Council buildings for Carpentry and General Maintenance, Electrical, Plumbing, Painting, Glazing and Air-Conditioning Maintenance as per the tender submitted:-

Carpentry and General Maintenance:

- Hill Top Building Maintenance - \$30.00p/h
- Metz Handyman Services - \$30.00 p/h
- William Grimes - \$30.00p/h

Electrical:

- High Speed Electrics - \$38.50 p/h
- A & S Hill - \$40.00 p/h

Plumbing:

-
- Simon Engineering - \$42.00 p/h
 - Lindley Contracting - \$45.00 p/h

Painting:

- Aussie Maintenance - \$28.00 p/h
- Riely Shelly - \$33.00 p/h
- Westside Property Repairs - \$35.00 p/h

Glazing:

- Glazwell Glass - \$40.00 cost plus 10%
- Glass Craft - \$45.00 cost plus **20%**

Air Conditioning & Ventilation Maintenance:

- Direct Engineering Services - \$7440.00 per annum

Moved: (Cr Casey)

Seconded: (Cr Cresswell)

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 Cr Blair asked staff to prepare a report to Council, advising on how our local retailers within the Shire manage shopping trolley returns and how often our Rangers receive requests for removal of trolleys from streets, creeks and carparks.

The Councillor would like included in the report, what actions Council or the Shire can take with retailers to ensure they take full responsibility for the management of their equipment in our Shire.

Cr Blair would also like to know what actions have been taken by other Shires to solve this unsightly, unsustainable, wasteful problem.

12.0 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

12.1 Nil

13.0 MATTERS BEHIND CLOSED DOORS

13.1 Nil

14.0 CLOSURE

There being no further business, the Chairman declared the meeting closed at 8.05 pm.

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

Signed Chairman

Dated thisday of2004