

Corporate & Community Services Committee Meeting

Agenda for Monday 12 December 2016



**shire of
kalamunda**

NOTICE OF MEETING CORPORATE & COMMUNITY SERVICES COMMITTEE

Dear Councillors

Notice is hereby given that the next meeting of the Corporate & Community Services Committee will be held in the Council Chambers, Administration Centre, 2 Railway Road, Kalamunda on **Monday 12 December 2016 at 6.00pm.**

Dinner will be served prior to the meeting, from 5.15pm.



Rhonda Hardy
Chief Executive Officer
7 December 2016

Our Vision and Our Values

Our Vision

The Shire will have a diversity of lifestyle and people. It will take pride in caring for the natural, social, cultural and built environments and provide opportunities for people of all ages.

Our Core Values

Service – We deliver excellent service by actively engaging and listening to each other.

Respect – We trust and respect each other by valuing our difference, communicating openly and showing integrity in all we do.

Diversity – We challenge ourselves by keeping our minds open and looking for all possibilities and opportunities.

Ethics – We provide honest, open, equitable and responsive leadership by demonstrating high standards of ethical behavior.

Our Aspirational Values

Prosperity – We will ensure our Shire has a robust economy through a mixture of industrial and commercial development.

Harmony – We will retain our natural assets in balance with our built environment.

Courage – We take risks that are calculated to lead us to a bold new future.

Creativity – We create and innovate to improve all we do.

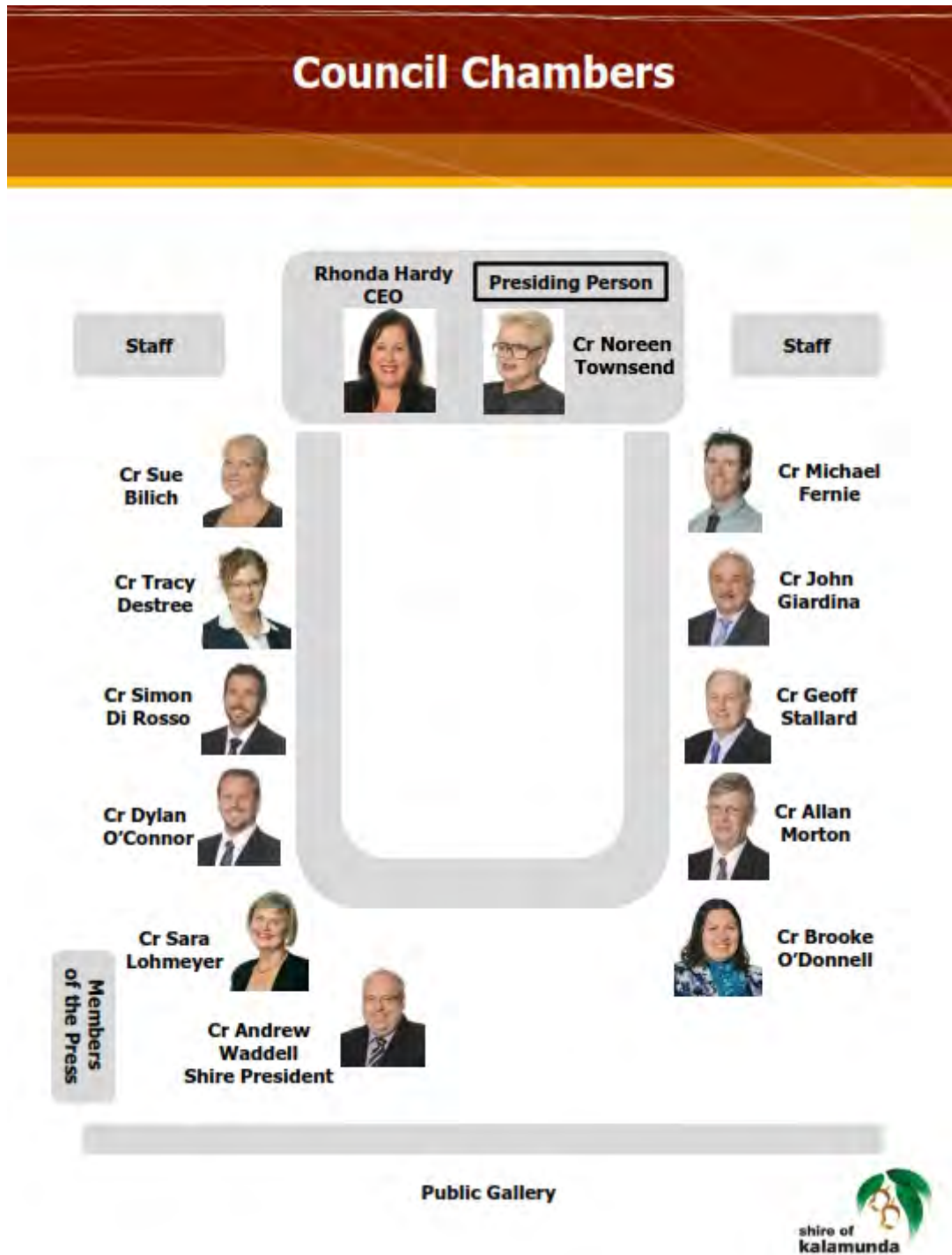


INFORMATION FOR THE PUBLIC ATTENDING COMMITTEE OR COUNCIL MEETINGS

Welcome to this evening's meeting. The following information is provided on the meeting and matters which may affect members of the public.

If you have any queries related to procedural matters, please contact a member of staff.

Council Chambers – Seating Layout



Standing Committee Meetings – Procedures

1. Standing Committees are open to the public, except for Confidential Items listed on the Agenda.
2. Shire of Kalamunda Standing Committees have a membership of all 12 Councillors.
3. Unless otherwise advised a Standing Committee makes recommendations only to the next scheduled Ordinary Council Meeting.
4. Members of the public who are unfamiliar with meeting proceedings are invited to seek advice prior to the meeting from a Shire Staff Member.
5. Members of the public are able to ask questions at a Standing Committee Meeting during Public Question Time. The questions should be related to the purposes of the Standing Committee.
6. Members of the public wishing to make a comment on any Agenda item may request to do so by advising staff prior to commencement of the Standing Committee Meeting.
7. Comment from members of the public on any item of the Agenda is usually limited to three minutes and should address the Recommendations at the conclusion of the report.
8. To facilitate the smooth running of the meeting, silence is to be observed in the public gallery at all times except for Public Question Time.
9. All other arrangements are in general accordance with Council's Standing Orders, the Policies and decision of person chairing the Committee Meeting.

Emergency Procedures

Please view the position of the Exits, Fire Extinguishers and Outdoor Assembly Area as displayed on the wall of Council Chambers.

In case of an emergency follow the instructions given by Council Personnel.

We ask that you do not move your vehicle as this could potentially block access for emergency services vehicles.

Please remain at the assembly point until advised it is safe to leave.

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AGENDA

1.0 OFFICIAL OPENING

2.0 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE PREVIOUSLY APPROVED

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 will be summarised.

4.0 PETITIONS/DEPUTATIONS

5.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

5.1 That the Minutes of the Corporate & Community Services Committee Meeting held on 14 November 2016, as published and circulated, are confirmed as a true and accurate record of the proceedings.

Moved:

Seconded:

Vote:

Statement by Presiding Member

"On the basis of the above Motion, I now sign the minutes as a true and accurate record of the meeting of 14 November 2016".

6.0 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

7.0 MATTERS FOR WHICH MEETING MAY BE CLOSED

7.1 **56. CONFIDENTIAL ITEM – Community Care – Anson Review** (provided under separate cover). Reason for Confidentiality. *Local Government Act 1995 Section 5.23(2) (a)*. – "a matter affecting an employee or employees" and *Local Government Act 1995 Section 5.23 (2) (e) (ii)* – "information that has a commercial value to a person".

8.0 DISCLOSURE OF INTERESTS

8.1 Disclosure of Financial and Proximity Interests

a. Members must disclose the nature of their interest in matters to be discussed at the meeting. (Section 5.65 of the *Local Government Act 1995*.)

- b. Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting. (Section 5.70 of the *Local Government Act 1995*.)

8.2 **Disclosure of Interest Affecting Impartiality**

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

9.0 **REPORTS TO COUNCIL**

Please Note: declaration of financial/conflict of interests to be recorded prior to dealing with each item.

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

51. Draft Youth Plan 2017-2022

Previous Items	OCM 166/2016
Responsible Officer	Director Corporate & Community Services
Service Area	Community Development
File Reference	
Applicant	N/A
Owner	
Attachment 1	Submission Table
Attachment 2	Draft Youth Plan 2017-2022

PURPOSE

1. To endorse the draft Youth Plan 2017-2022 (the Plan).

BACKGROUND

2. The current Youth Consultation Plan (endorsed November 2011) expires at the end of 2016.
3. The Plan for 2017-2022 has been developed throughout 2016. The process included a comprehensive desk top review of youth sector materials and an extensive community consultation process involving over 600 young people, parents, schools, service providers and residents.
4. The Plan identifies the youth interests, issues and aspirations of the Kalamunda community and establishes priorities and strategies to guide the Shire over the next five years.
5. It informs the way in which youth services are managed within the Shire of Kalamunda and provides the framework for a collaborative approach to its implementation.
6. In October, Council received the Plan for the purpose of public comment:

C&C 38 Draft Youth Plan 2017-2022

EN BLOCK RESOLUTION OCM 166/2016

That Council:

1. *Receives the Draft Youth Plan 2017-22 (Attachment 1) for the purpose of seeking public comment.*

DETAILS

7. The Shire has been running extensive programs for young people primarily aged 12-25 for several years. This level of engagement has resulted in a good understanding of the local youth demographic and underpinned the decision to develop the new youth plan in-house.

-
8. For the purposes of the Plan, youth is defined as 12-25 years. In the 2011 census, there were 9,732 young people in the Shire and this equates to approximately 19% of the Shire's population.
 9. Based on the community consultation, four key focus areas were identified:
 - Participation**
Provide opportunities that are accessible (free or low-cost, Shire-wide, flexible), appeal to different interests, allow for participation at varying levels and encourage young people to be an active part of their community.
 - Wellbeing**
Support young people to develop life and employability skills which assist them to make positive life choices and become independent, confident and resilient adults.
 - Communication**
Engage with young people to develop an understanding of their interests, needs and issues, and celebrate their achievements, promoting positive images and stories in the wider community.
 - Organisational**
Form strong partnerships with youth service providers, develop practices which reflect young people as valued community members and involve them in decision-making.
 10. A number of strategies and actions support the four key focus areas - outlined in detail in the Action Plan.

STATUTORY AND LEGAL CONSIDERATIONS

11. Nil.

POLICY CONSIDERATIONS

12. Nil.

COMMUNITY ENGAGEMENT REQUIREMENTS

13. Extensive community consultation was undertaken during the development of the Plan. This involved over 600 young people, parents, teachers, service providers and residents, and as much as possible of their feedback was incorporated into the Plan.
14. Following Council's receipt of the Plan (OCM 166/2016), a period of public comment was open for 27 days from 26 October to 21 November 2016.
15. This opportunity was promoted widely through social media, Shire website, The Echo newspaper (11 November) and existing networks, to encourage people to become involved in the process by providing further feedback.

-
16. All respondents from the community consultation phase who registered for ongoing involvement in the development of the Plan (individuals and organisations) were also emailed advising them of this further opportunity to provide feedback.
17. Two 'workshop-style' feedback sessions were held with representatives of the two youth groups consulted during the development of the draft plan:
- Kalamunda Rotaract (part of Kalamunda Rotary for 18-30 year olds)
 - U-Lead (the Shire's youth leadership group 12-25 year olds)
- Both provided constructive comments and were supportive of the Plan.
18. A total of six communications were received in response to the public comment period, summarised in Attachment 1.

FINANCIAL CONSIDERATION

19. It is proposed actions identified within the Plan will be funded through existing youth budgets.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

20. *Kalamunda Advancing: Strategic Community Plan to 2023*

Strategy 1.3 to be a community that listens to, engages with and involves its young people in decision making

1.3.1 Endeavour to involve young people in the planning and delivery of activities, in line with the Shire's Youth Plan; 1.3.2 Ensure youth friendly spaces are considered and designed within new and existing facilities

SUSTAINABILITY

Social Implications

21. Young people are an important part of any community as they represent the future generation of leaders. The provision of relevant youth services is essential for the successful integration of young people into our society.

Economic Implications

22. Nil.

Environmental Implications

23. Nil.

RISK MANAGEMENT CONSIDERATIONS

24.	Risk	Likelihood	Consequence	Rating	Action/Strategy
	The Shire does not have a strategic direction for youth.	Unlikely	Insignificant	Low	Review and revise the Plan in line with Council's direction.

OFFICER COMMENT

25. The level of awareness, participation and expectation in the community for the provision by the Shire of youth focussed activities and services will continue to grow.
26. Whilst the Plan has been developed to ensure existing service delivery is maintained, elements are also aspirational: doing more, better or new things.
27. Goals include more involvement of young people as leaders and greater community integration and connection with the Shire. New areas focus on improving employability, life skills and general wellbeing.
28. This is an operational plan and will be used on a daily basis. It is intended to be a 'living' document, regularly reviewed, so it can remain flexible and responsive to changing needs, circumstances and opportunities.
29. The level of responses during the public comment period can be seen as an outcome of the community's high level of involvement during the consultation phase of the Plan's development.
30. The direction and content of the Plan very much reflects the feedback received from the consultation phase. It would also explain why those who participated earlier in the process did not feel it necessary to comment further during this final stage.

Voting Requirements: Simple Majority

OFFICER RECOMMENDATION (C&C 51/2016)

That Council:

1. Endorses the Draft Youth Plan 2017-2022, inclusive of the amendments as shown in Attachment 2.

Moved:

Seconded:

Vote:

Attachment 1
 Draft Youth Plan 2017-2022
Submission Table

Details		Comment	Staff Comment
1.	Name and address withheld by request	<p>Overall I have praise for this document. It is clear and relatively easy to read. I appreciated the statistics and examples presented.</p> <p>Suggestions: For starters, I believe a priority for the shire to focus on is promoting "The Influence". During my time in high school I was completely unaware of it and I have only recently began tuning into it. There is certainly some need for improvement so youth can at least be made aware of the service as promotion-wise it is generally lacklustre and limited.</p> <p>Outside of the Facebook page and the brief page on the Shire of Kalamunda website, there is no official website for "The Influence". A website would be extremely beneficial for both under 25's and over 25's to find events easily. It would also be beneficial for the wellbeing of young people as the website could provide access to workshops and counsellors.</p> <p>As stated in the youth plan document - Alcohol/Drug Abuse and Bullying was a major issue among young people. I understand that the Shire provides mental health website links to several websites such as Beyond Blue. A website for The Influence could achieve these and would be far more easily accessible.</p> <p>At the very least try and update the Shire of Kalamunda website page. Its presentation is pretty dull and uninspired. Try and include more photographs and artwork on the page. I have pasted several links if you need an example:</p>	<p>Support for Draft Report: Noted</p> <p>Partnerships and promotion through schools are high priorities in the Youth Plan</p> <p>The Shire's website is currently under review</p>

Details		Comment	Staff Comment
		<p>- http://www.perth.wa.gov.au/my-community - https://www.swan.wa.gov.au/Home - http://www.mundaring.wa.gov.au/Pages/default.aspx - http://www.northam.wa.gov.au/</p> <p>Additionally make more of an effort to visit schools (particularly high school) and youth groups. Have a public speaker from The Influence who is in the under 25's age category, who is confident and enthusiastic and have them present oral presentations to schools, sport groups, or other groups that appeal to young people.</p> <p>As stated on the document; the second most reliable form of information regarding events and services for under 25's was word of mouth. I believe this would help spread awareness of The Influence.</p> <p>As a bonus having young people publicly talk about issues in the shire would give both young and older people an optimistic view of the Shire and help to combat the negative stereotypes of young people. Thanks.</p>	See earlier comment
2.	Kalamunda Rotaract	<p>Strategy P4 outcome – re-word, doesn't link with actual point Re-word W3 outcome – 'aware of where to seek advice'</p> <p>W2 outcome = great! W4 outcome = good All strategies are good and easy to understand Profile (C3) is important, particularly for this area! Rotaract can support this... Easy to understand – can actually understand the writing!</p>	Wording amended and included in final Draft Report

Details		Comment	Staff Comment
		Awareness of good things young people do – push with media Get information out to schools and build relationships with schools.	Support for Draft Report: Noted Suggestions noted, will implement once Youth Plan is endorsed
3.	U-Lead (youth leadership group)	<p>Focus implies priorities, and distracts from actual content, so either remove numbers or swap 1 and 2.</p> <p>It's good! Language makes sense, just have to take time to read it (young people won't read it by choice so have key points and photos on a separate sheet).</p> <p>Emails don't work for kids, better for parents (also Facebook). Communicate via school, parents and put posters up everywhere particularly just before the activity is taking place.</p> <p>Like the fact that activities will be spread around the Shire but could consider doubling up activities in different locations for wider reach.</p> <p>Skill development is good but don't always call it that!</p>	<p>Wording amended and included in final Draft Report</p> <p>Support for Draft Report: Noted Suggestion noted, will implement once Youth Plan is endorsed</p> <p>Suggestion noted</p> <p>Suggestion noted subject to resourcing levels</p>
4.	Shaun Jarvis Freestyle Now	<p>Thank you for sending the draft youth plan - very comprehensive.</p> <p>As always Freestyle Now will do whatever we can to engage with the youth of the Shire of Kalamunda via the skate park sessions. We have found over the past few months that this type of engagement is working well and building on that engagement also builds trust and knowledge with the participants.</p>	Support for Draft Report: Noted

Details		Comment	Staff Comment
5.	Jean Smiley	Thanks again. I would like to Have your say. That this could be Great for young Residents.	Support for Draft Report: Noted
6.	Wendy Harris Director - Regional Services EMRC	See letter next page	Support for Draft Report: Noted



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PO Box 234 Belmont Western Australia 6986

Enquiries: Philip Taylor
Direct Line: (08) 9424 2206
Our Ref: D2016/17110

17 November 2016

Mr Gary Ticehurst
Director Corporate Services
Shire of Kalamunda
PO Box 42
KALAMUNDA WA 6926

Dear Gary

RE: THE SHIRE OF KALAMUNDA'S YOUTH PLAN 2017 - 2022

It is with great interest that the EMRC's Regional Development team have read the Shire of Kalamunda's Draft Youth Plan 2017-2022.

It is pleasing to see local governments commit to engaging with young people and establishing youth priorities through a collaborative approach.

I would like to congratulate the Shire of Kalamunda for its initiative in developing the Plan and wish you well in your endeavours for its implementation and the future evaluation of its success.

The Regional Development team here at the EMRC will have regard for the Shire of Kalamunda's Draft Youth Plan 2017-2022 when working at a regional scale with the community/youth officers throughout Perth's Eastern Region.

The EMRC's Regional Services Directorate delivers regionally focused projects to member Councils in the areas of environment and sustainability, economic development (including digital and event related programs), transport and advocacy. The programs/projects are delivered under the guidance of key strategies and have varied in response to the needs of member Councils and emerging regional issues.

In preparation for redevelopment of the suite of EMRC strategies, the EMRC undertook the research and consultation with youth officers from EMRC's member Councils, including the Shire of Kalamunda's former youth officer. This resulted in consideration of youth priorities as part of the region's strengths, opportunities, potential barriers and possible focus areas best served by a regional approach.

This consultation helped inform the *Regional Youth Research Advisory Paper* which explores the local, state and federal youth policy context, identifies regional youth opportunities, weaknesses and funding opportunities. The paper also considers the role of

Advancing Perth's Eastern Region 

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Member Councils: Town of Bassendean, City of Bayswater, City of Belmont, Shire of Kalamunda, Shire of Mundaring, City of Swan



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the EMRC in delivering youth-related projects at a regional level and presents the research to guide future initiatives.

As a result of this consultation, the EMRC was encouraged to explore the opportunity to play an adversarial role on behalf of the region. In early 2017, the EMRC plans to hold a workshop to identify the youth-related issues in the area and formulate a plan to advocate for the changes required. The EMRC's Regional Development team welcomes the Shire's input and will send invites to this workshop in due course.

In applying a regional advocacy approach to youth initiatives we will have regard for the key messages and the four focus areas outlined in your plan. Together we can all make a difference in the lives of young people in our communities and the EMRC will certainly play its part through regional advocacy and through collaboration with the youth and community officers in our six member councils.

Once again, congratulations on the Plan and best wishes with your ongoing youth engagement.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Wendy Harris', is written over a light blue horizontal line.

WENDY HARRIS
Director Regional Services

Advancing Perth's Eastern Region 

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Member Councils: Town of Bassendean, City of Bayswater, City of Belmont, Shire of Kalamunda, Shire of Mundaring, City of Swan

Attachment 2

Draft Youth Plan 2017-2022

Draft Youth Plan 2017-2022

[Click HERE to go directly to the document](#)

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

52. Kalamunda Community Learning Centre Feasibility Update 2016

Previous Items	OCM 28/2016
Responsible Officer	Director Corporate & Community Services
Service Area	Community Development
File Reference	
Applicant	N/A
Owner	
Attachment 1	Kalamunda Community Learning Centre Feasibility Study – Final Report 2014
Attachment 2	Kalamunda Community Learning Centre Feasibility Update 2016
Attachment 3	Concept Plan

PURPOSE

1. To receive the Kalamunda Community Learning Centre Feasibility Study 2014, Concept Plan and the Feasibility Update 2016; and to progress detailed design and costs to redevelop the Centre.

BACKGROUND

2. In 2014 Kalamunda Community Learning Centre (KCLC), supported by Shire funding, engaged Jill Powell & Associates to undertake a Feasibility Study and prepare Concept Plan design options and costs.
3. The purpose of this study was to determine whether a new facility of similar functional areas was required or whether the existing facility could be modified to meet the perceived future demands. The study:
 - Provided a detailed Needs Assessment of the current and future services required at the Kalamunda Community Learning Centre
 - Based on the results of the Needs Assessment, provided a detailed feasibility study of the Kalamunda Community Learning Centre, inclusive of conceptual designs and costs to enable informed decisions to be made based on sound strategic and sustainability outcomes.
4. The resulting report was workshopped with Councillors on 20 October 2014. Two concepts were proposed: Option 1 - retain and redevelop the existing centre and Option 2 – new construction. KCLC preferred the new building option (Option 2), with estimated costs at the time of \$3.8million.

5. At a Council meeting in March 2016 Councillor Di Rosso presented a motion to amend the funding timeframe for the Kalamunda Community Learning Centre, to bring forward the Council commitment from 2020 to 2016/17, resulting in the following motion being passed unanimously:

RESOLVED OCM 28/2016

That Council request the Chief Executive Officer:

- 1. To review the concept plans presented by the Kalamunda Learning Centre (KLC) and to outline a process to develop detailed design plans that can be used in a tender process and ultimately, advocacy process, with consideration to a co-contribution by the KLC.*
- 2. List for consideration in 2016/17 budget funding to enable detailed designs to be undertaken.*
- 3. Develop and submit an application for funding to Lotteries West as soon as designs are developed.*
- 4. Provides a report to Council outlining the funding requirement if partnership funding is secured and a contribution by the Shire is required.*

Moved: Cr Simon Di Rosso

Seconded: Cr Sue Billich

Vote: CARRIED UNANIMOUSLY (11/0)

5. In the interim, KCLC were successful in lobbying local Members of Parliament and in 2016 the Shire received a Federal Government election pledge of \$1million. This commitment was confirmed on 23 August 2016 in a communication from the Department of Infrastructure and Regional Development.
6. In August 2016, the Shire re-engaged Jill Powell & Associates to provide the following:
- Desktop review 'Kalamunda Community Learning Centre Needs Assessment & Feasibility Study, June 2014'
 - Update KCLC facility needs of both existing users and any additional community groups that may need to be considered in any future redevelopment proposal
 - Review suitability of proposed concept plans with respect to updated community usage needs, inclusive of a preferred facility design concept (including a potential modular option)
 - Review of preferred management structure along with supporting rationale
 - Present key findings to the Shire

DETAILS

7. The consultant has since reviewed the 2014 Feasibility Study, relevant Shire reports/plans (Positive Ageing Plan, Youth Plan, Disability Access and Inclusion Plan) and updated the information regarding utilisation rates, demographics and social trends.
8. **Potential Additional User Groups**
The consultant met with current KCLC representatives before embarking on an information gathering exercise to determine whether the needs of any community user groups at other Shire facilities would be compatible with a new KCLC facility development, and also if there was any level of willingness amongst those user groups to consider collocation. These groups included:
 - Jack Healey Centre
 - Kalamunda Town Square Hall
 - Headingly Road Cottage
 - Early Years groups such as Kalamunda Toy Library, Kalamunda Child Health Centre and Hills Playgroup (Carmel Hall)
9. Following this community consultation, their needs (days, times etc.) were cross-referenced with KCLC usage and were found to be broadly compatible, in that KCLC usage is primarily Monday-Friday 9am-3pm and much of the additional use would be outside those hours e.g. evenings and weekends.
10. As the majority of users travel by car to this venue, this was identified as also being applicable to the on-site car parking capacity, though this may need to be reviewed in future.
11. The overall usage needs (KCLC and additional community groups) were also assessed from a space/size/functionality perspective against the building design options from the 2014 Feasibility Study.
12. Subject to some additional functional spaces being added to the original design, which would also mitigate any existing daytime clashes (podiatry, hairdressing, storage, computer room – see Report Recommendations), it was determined that this was viable within the existing site envelope and that Option 2 – New Building was still the preferred model.
13. **Management Model**
The preferred management options for a new KCLC facility were also reviewed. In 2014 KCLC's preferred option was to lease the facility in acknowledgement of their current usage and management.
14. However, if the building changes are effected and the program expands significantly it may over stress the capabilities of the Kalamunda Learning Centre and as such the report presents other options for consideration. These include a variety of licences (management, independent, commercial) and potentially the appointment of a paid booking officer to ensure equitable community access during non-licence user times.

-
15. **Modular Design Option**
As requested by KCLC, the consultant also explored modular building options for the proposed facility and determined that, in light of the progress made in this industry sector, it would be a preferred option. It was evaluated as being cheaper, can be built off-site (minimising disruption) and also allows for potential future add-ons should demand increase or should new opportunities be pursued e.g. business, leisure or commercial.
16. The consultant was asked to further investigate a number of previously unconsidered opportunities including business incubator/start-ups, co-working spaces and leisure/commercial opportunities such as a mountain biking hub/café.
It was identified that demand for these options existed and that successful examples from around Australia could be replicated.
17. The key recommendations outlined within the report include the:
- Expansion of KCLC development to create a community hub
 - Creation of additional functional areas to accommodate new user groups
 - Progression of detailed designs and costs for Concept Plan (Option 2) based on modular design construction principles
 - Establishment of management options for KCLC
 - Development of university sector partnership (e.g. digital business entrepreneur program)
 - Securing of Federal Government funding
 - Exploration of other external funding options.

STATUTORY AND LEGAL CONSIDERATIONS

18. Nil.

POLICY CONSIDERATIONS

19. Nil.

COMMUNITY ENGAGEMENT REQUIREMENTS

20. For the 2014 Feasibility Study, a detailed survey was undertaken with members of KLCL, with 300 responses received, representing 43% of the current membership. Meetings were also held with Shire representatives. The resulting report was workshopped with Councillors on 20 October 2014.
21. As the 2016 KCLC Feasibility Review took into account potential additional user groups within the community, consultation with KCLC representatives as well as with community user groups of a number of different Shire facilities including:
- Jack Healey Centre
 - Kalamunda Town Square Hall
 - Headingly Road Cottage
 - Early Years groups such as Kalamunda Toy Library, Kalamunda Child Health Centre and Hills Playgroup (Carmel Hall)

A full list of user groups consulted with is included in the report.

22. This consultation took place throughout September and October 2016 and ranged from telephone interviews to face-to-face meetings.

FINANCIAL CONSIDERATION

23. Council allocated \$150,000 in the 2016/17 budget to enable a review of the 2014 Kalamunda Community Learning Centre Feasibility Study to be undertaken and potentially for detailed designs and costs to be sought.
24. The preferred Concept Plan (Option 2) was estimated at \$3.8million in 2014, however this will be further refined pending support by Council to proceed to the development of detailed designs and costs.
25. In August, the Shire received a Federal Government funding commitment of \$1million towards a redevelopment of the KCLC facility. This funding is subject to a 'value for money assessment' which includes the successful evidencing of additional funding and the Shire's project management capabilities. It also requires the Shire to provide the following information by 1 June 2017:
- Economic and community benefits (number of jobs created, social impacts)
 - Business case and/or feasibility study
 - Evidence of community consultation
 - Legal documentation (ownership of asset, management arrangements, maintenance responsibility, leasing arrangements)
 - Financial viability and competency (evidence of Shire's capability to manage funds, budget, partner funding, cash flow forecast)
 - Project management plan
 - Asset management plan
26. Historically, \$3.8million split over two years (2022/2023 and 2023/2024) had been allocated in the Long Term Financial Plan for the redevelopment of KCLC, however this was removed until such time as a significant external funding source could be secured.
27. Should the development/expansion of the KCLC facility be supported, including collocation of other community groups, there is an opportunity to potentially rationalise some of the Shire's ageing facilities and redirect the proceeds of potential land sales towards the redevelopment.

28. Potential rationalisation opportunities include:

Facility	Land Status
Jack Healey Centre	21 Mead Street, Kalamunda (Freehold – Lot 10)
Kalamunda Toy Library & Child Health Centre	33 Canning Road, Kalamunda (Freehold – Lot 100)
Headingly Road Cottage	11 Headingly Road, Kalamunda (Freehold – Lot 8)
Carmel Hall	152 Carmel Road, Carmel (Crown – Lot 23)

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

29. *Kalamunda Advancing: Strategic Community Plan to 2023*

OBJECTIVE 1.9 To provide high quality community facilities to meet the needs of our current and our future community.

OBJECTIVE 2.4 To be a community that values lifelong learning.

OBJECTIVE 5.3 To facilitate increased economic activity within the Shire.

SUSTAINABILITY

Social Implications

30. Providing a community learning facility within the Shire and promoting collocation with other community and business groups not only supports lifelong learning but encourages greater synergy between related groups (e.g. Early Years) as well as inter-generational interaction.

Economic Implications

31. The potential for development of co-working or business incubator/start up space within this project offers an opportunity to meet a growing demand from small, creative or technology-based industries in this area.
32. Commercial opportunities may also be accommodated through further stages of the KCLC development such as Mountain Bike hub/café.

Environmental Implications

33. The proposed KCLC Concept Plan has been designed to largely utilise the existing footprint therefore it is expected to have no environmental impact.

RISK MANAGEMENT CONSIDERATIONS

34.	Risk	Likelihood	Consequence	Rating	Action/Strategy
	Not securing the \$1 million Federal Government funding commitment	Unlikely	Major	High	Prepare and provide supporting information and documentation to Canberra before the 1 June 2017 deadline
	New building does not meet the requirements of the user groups	Unlikely	Significant	Medium	Ensure extensive consultation with user groups as part of detailed design phase

OFFICER COMMENT

- 35. The 2016 KCLC Feasibility Review has confirmed much of the 2014 study remains relevant and valid.
- 36. Council's direction to expand the scope of the initial study has introduced a number of other options including community collocation and potential building rationalisation as well as economic opportunities. It is envisaged this should ensure any redevelopment maximises the wider benefits for the community and represents increased value from any financial investment.
- 37. The social benefits of introducing new users such as collocation, increased synergies and intergenerational opportunities are well-documented and offer strong community potential.
- 38. Multi use facilities, whilst offering the potential to rationalise existing/ageing assets and/or sale of land proceeds to help fund redevelopment, are also now an essential component of any successful bid for external funding from sources such as government and Lotterywest.
- 39. In order to meet the stringent requirements and the already extended deadline for submission to draw down the Federal Government commitment of \$1million for this project, it is essential that detailed designs and costs are sought.
- 40. The final costs for this project will be determined during the detailed design phase.
- 41. Other external funding sources should continue to be explored in the interim to further leverage Federal Government and Shire funding.

Voting Requirements: Simple Majority

OFFICER RECOMMENDATION (C&C 52/2016)

That Council:

1. Receives the 2014 Kalamunda Community Learning Centre Feasibility Study, Concept Plan and the Feasibility Review 2016.
2. Requests the Chief Executive Officer to utilise this information to progress detailed designs and costs to redevelop the Kalamunda Community Learning Centre.
3. Requests the Chief Executive Officer to submit the required documentation for assessment to the Department of Infrastructure and Regional Development by 1 June 2017 with the aim of securing the Federal funding commitment of \$1 million.
4. Requests the Chief Executive Officer to include the Kalamunda Community Learning Centre project in the State funding advocacy programme.

Moved:

Seconded:

Vote:

Attachment 1

Kalamunda Community Learning Centre Feasibility Update 2016

Kalamunda Community Learning Centre Feasibility Study – Final Report 2014

[Click HERE to go directly to the document](#)

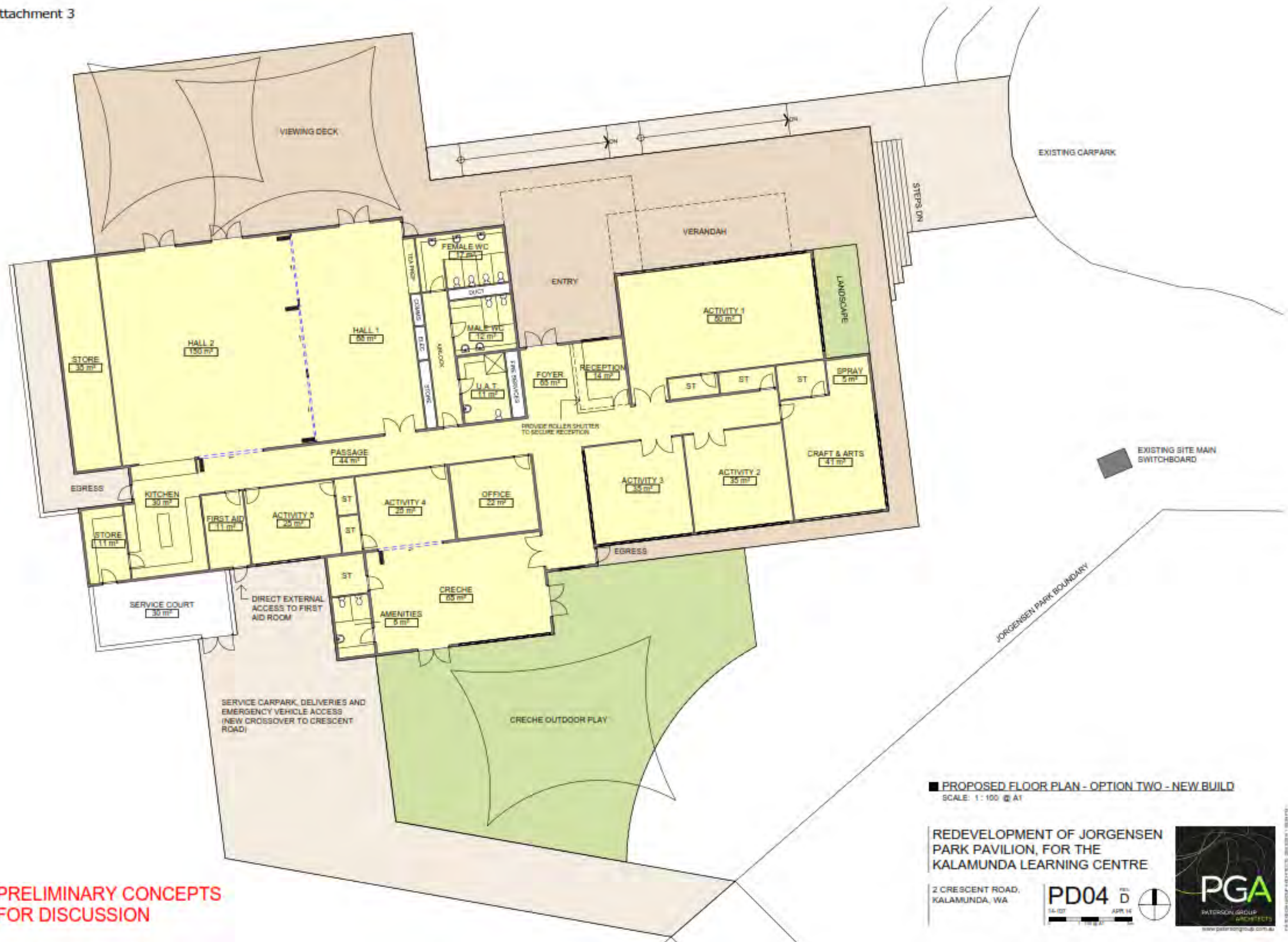
Attachment 2

Kalamunda Community Learning Centre Feasibility Update 2016

Kalamunda Community Learning Centre Feasibility Update 2016

[Click HERE to go directly to the document](#)

Attachment 3



PRELIMINARY CONCEPTS
FOR DISCUSSION

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

53. Acceptance of Annual Report 2015/2016

Previous Items	
Responsible Officer	Chief Executive Officer
Service Area	Chief Executives Office
File Reference	
Applicant	N/A
Owner	N/A
Attachment 1	Draft 2015/2016 Annual Report

PURPOSE

1. To accept the 2015/2016 Annual Report and set the date for the Annual General Meeting of Electors.

BACKGROUND

2. Section 5.53 of the *Local Government Act 1995* (the "Act") requires a local government to prepare an Annual Report for each financial year and details what the Annual Report is to contain.
3. Section 5.54 of the Act requires a local government to accept the Annual Report for a financial year no later than 31 December in the year after that financial year, subject to the availability of the Auditor's Report.
4. Section 5.55 of the Act requires the Chief Executive Officer to give local public notice of the availability of the Annual Report as soon as practicable after the Annual Report has been accepted by the local government.
5. Section 5.27 of the Act requires that a general meeting of the electors of a district is to be held once every financial year.

DETAILS

6. The statutory Annual Report is prepared to advise the Community on the activities of the local government. It reports on the annual outcomes achieved by the organisation against the strategic priorities, objectives and strategies set out in the Strategic Community Plan – Kalamunda Advancing.
7. The Annual Report also contains the audited Annual Financial Report, previously adopted by Council.

STATUTORY AND LEGAL CONSIDERATIONS

8. The Draft 2015/2016 Annual Report is in compliance with Sections 5.53 and 5.54 of the Act.

-
9. Section 5.27(2) of the Act requires that the Annual General Meeting of Electors is required to be held within 56 days of acceptance of the Annual Report.

POLICY CONSIDERATIONS

10. There are no policy considerations with respect to the Annual Report.

COMMUNITY ENGAGEMENT REQUIREMENTS

11. Although no community engagement consultation is required in the preparation of the Annual Report, Section 5.55 of the Act requires that the Chief Executive Officer give local public notice of the availability of the Annual Report as soon as practicable after the Annual Report has been accepted by the local government.

FINANCIAL CONSIDERATIONS

12. The 2016/2017 Budget includes provision for the cost of producing the Annual Report for statutory and public distribution.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

13. *Kalamunda Advancing: Strategic Community Plan to 2023*

OBJECTIVE 6.8 To ensure financial sustainability through the implementation of effective financial management, systems and plans.

Strategy 6.8.4 Provide effective financial services to support the Shire's operations and to meet sustainability planning, reporting and accountability requirements.

SUSTAINABILITY

Social Implications

14. Nil.

Economic Implications

15. Nil.

Environmental Implications

16. Nil.

RISK MANAGEMENT CONSIDERATIONS

17.

Risk	Likelihood	Consequence	Rating	Action/Strategy
The Annual Report is not accepted as required by the Act.	Unlikely	Moderate	Low	Ensure the Annual Report is prepared in time to meet the legislative requirements.

OFFICER COMMENT

18. As the Act requires that the Annual General Meeting (AGM) of Electors is to be held within 56 days of acceptance of the Annual Report, it is proposed that the Annual General Meeting of Electors be held on the 6 February 2017 at 6:00pm.

Voting Requirements: Absolute Majority

OFFICER RECOMMENDATION (C&C 53/2016)

That Council:

1. Pursuant to Section 5.54 of the *Local Government Act 1995*, accepts the 2015/2016 Annual Report (Attachment 1).
2. Agrees the Annual General Meeting of Electors be held on the 6 February 2017 at 6:00pm.

Moved:

Seconded:

Vote:

Attachment 1

Acceptance of Annual Report 2015/2016

Draft 2015/2016 Annual Report

[Click HERE to go directly to the document](#)

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

54. Adoption of Policies

Previous Items	
Responsible Officer	Chief Executive Officer
Service Area	Governance
File Reference	N/A
Applicant	N/A
Owner	N/A
Attachment 1	Council Policy – Elected Member Entitlements
Attachment 2	Council Policy –Elected Member Communication and Contact with Staff
Attachment 3	Council Policy Procedure – Elected Member Communication and Contact with Staff

PURPOSE

1. To consider and adopt new Council Policies Elected Member Entitlements and Elected Member Communication and Contact with Staff and note the associated Management Procedure (Attachments 1, 2 and 3).

BACKGROUND

2. Section 2.7 of the *Local Government Act 1995* (the Act) provides that the development and adoption of policies is a key part of the role of Council.
3. The Shire periodically reviews, revokes and adds new policies to its Policy Register. Policies are used to ensure consistency and transparency in decision making as well as adding clarity to and intent to existing legislation.

DETAILS

4. **Elected Members Entitlements**
The Shire of Kalamunda's Elected Members are required to carry our certain functions and responsibilities under the *Local Government Act 1995*.

The objective of this policy is to provide a clear outline of the support and entitlements available and ensure elected members are provided with appropriate facilities, equipment, material and information to support them in performing their duties of office.

The Policy covers the following Items:

Part	Title
1.	Payment of Fees and Allowances
2.	Access to Shire Buildings, Administrative Support and Technology
3.	Attendance at Conferences and Training within Australia
4.	Reimbursement of Expenses

5. **Elected Member Communication and Contact with Staff**
Contact between Councillors and Staff is unavoidable activity which facilitates Councillors being able to effectively and efficiently perform their duties as elected representatives of the community.

The objective of this Policy is to ensure that appropriate protocols and guidelines are in place to:

- Provide clearly defined communications and contact channels between Elected Members and shire staff.
- Ensure that duplication and loss of productive time is minimised.
- Facilitate Elected Members performing their role effectively.

STATUTORY AND LEGAL CONSIDERATIONS

6. Section 2.7 of the *Local Government Act 1995*.

POLICY CONSIDERATIONS

7. The development and adoption of appropriate Policies aligned to the strategic objectives of Council and the current operational environment of the Shire, will assist the Council in its governance role.

COMMUNITY ENGAGEMENT REQUIREMENTS

8. Neither of the policies proposed to be adopted have a direct impact on the community, it is therefore considered that specific engagement is not required.

FINANCIAL CONSIDERATIONS

9. Adoption of the Elected Members Entitlements Policy will require a budget allocation of \$24,000 per annum to facilitate the introduction of \$1,000 per councillor for Training and similarly for Conference attendance.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

10. *Kalamunda Advancing: Strategic Community Plan to 2023*
- Strategy 6.3.3 Regularly review the organisation's structure, policies and procedures in response to changing circumstances.

SUSTAINABILITY

Social Implications

11. Nil.

Economic Implications

12. Nil.

Environmental Implications

13. Nil.

RISK MANAGEMENT CONSIDERATIONS

14.

Risk	Likelihood	Consequence	Rating	Action/Strategy
Policies are not developed that can assist Elected Members perform their duties.	Unlikely	Significant	Medium	Ensure that Elected Members are provided with the tools to effectively undertake the role and duties as elected representatives of the community.

OFFICER COMMENT

15. The proposed new Council and Shire Policies included with this Report have undergone a vigorous development and assessment process and are now considered in line with strategic objectives of the Council and administrative and operational requirements of the Shire.

Voting Requirements: Simple Majority

OFFICER RECOMMENDATION (C&C 54/2016)

That Council:

1. Adopts:
 - (a) the Elected Members Entitlements Policy (Attachment 1).
 - (b) the Elected Member Communication and Contact with Staff Policy (Attachment 2).
2. Notes the Elected Member Communication and Contact with Staff Management Procedure (Attachment 3).

Moved:

Seconded:

Vote:

Attachment 1

Adoption of Policies

Council Policy – Elected Member Entitlements

[Policy Number]: "Elected Members Entitlements – Council Policy"	
Management Procedure	Relevant Delegation

Purpose

The Shire of Kalamunda's Elected Members are required to carry out certain functions and responsibilities under the Local Government Act. In order to assist in the facilitation of their roles there are entitlements that they must be provided with in order to be effective in their role.

Policy Statement

The objective of this policy is to provide a clear outline of the support and entitlements available to the Shire of Kalamunda elected members.

The policy will ensure elected members are provided with appropriate facilities, equipment, material and information to support them in performing their duties of office.

The Policy

This policy has been prepared to conform with the provisions relevant to elected member entitlements under the *Local Government Act 1995* and *Local Government (Administration) Regulations 1996*.

Legislative Provisions

Sections 5.98, 5.98A, 5.99, 5.99A and 5.100A of the *Local Government Act 1995* provides that a Local Government is to pay certain fees and allowances and may reimburse expenses.

Regulations 30, 31, 32 and 34AC of the *Local Government (Administration) Regulations 1996* prescribe the level and circumstances of the payment or reimbursement of fees, allowances and expenses.

Policy Content

Part	Title
1.	Payment of Fees and Allowances
2.	Access to Shire Buildings, Administrative Support and Technology
3.	Attendance at Conferences and Training within Australia
4.	Reimbursement of Expenses

PART 1

1. Payment of Fees and Allowances

1.1 Objective

To detail the amount of fees and allowances to be paid to Elected Members and the conditions under which those fees and allowances shall be paid.

1.2 Annual Meeting Attendance Fees in lieu of Council Meeting and Committee Meeting Attendance Fees:

(a) In lieu of paying the President and Councillors a meeting attendance fee for each prescribed meeting, the Shire will pay the maximum amount within the range set by the Salaries and Allowances Tribunal through a determination published in the *Government Gazette* from time to time that may be paid annually for Meeting Attendance Fees for the President and Councillors.

(b) Payments will be made monthly in arrears on a pro-rata basis throughout the annual period.

1.3 Annual Local Government Allowances — President and Deputy President:

(a) The Shire will pay the maximum Annual Local Government Allowance within the range set by the Salaries and Allowances Tribunal through a determination published in the *Government Gazette* from time to time that may be paid to the President and Deputy President.

(b) Payments will be made monthly in arrears on a pro-rata basis throughout the annual period.

1.4 Annual Allowance for ICT Expenses

(a) The Shire will pay all Elected Members the maximum Annual Allowance for ICT expenses as set by the Salaries and Allowances Tribunal through a determination published in the *Government Gazette* from time to time that may be paid to Elected Members.

ICT expenses means –

- (a) rental charges in relation to one telephone and one facsimile machine, as prescribed by regulation 31(1)(a) of the *Local Government (Administration) Regulations 1996* (Regulations); or
- (b) any other expenses that relate to information and communications technology (for example, telephone call charges and internet service provider fees) and that are a kind of expense prescribed by regulation 32(1) of the Regulations

(b) Payments will be made monthly in arrears on a pro-rata basis throughout the annual period.

1.5 Annual Allowance for Travel and Accommodation Expense

- (a) The Shire will pay all Elected Members the maximum Annual Allowance for Travel and Accommodation expenses as set by the Salaries and Allowances Tribunal through a determination published in the *Government Gazette* from time to time that may be paid to Elected Members.

Travel and Accommodation expenses means –

- (a) travel costs, as prescribed by regulation 31(1)(b) of the *Local Government (Administration) Regulations 1996* (Regulations); or
(b) any other expenses that relate to travel or accommodation and that are a kind of expense prescribed by regulation 32(1) of the Regulations.

- (b) Payments will be made monthly in arrears on a pro-rata basis throughout the annual period.

1.6 Conditions of Payment

- (a) All allowances and fees shall be paid automatically into a nominated bank account unless an Elected Member has advised the Chief Executive Officer, in writing, that he/she does not want to claim any or part of those fees and allowances.

- (b) If an Elected Member advises that he/she does not want all or part of the fees and allowances to which he/she is entitled, any subsequent request for full or additional payment will not be back-paid but accrue from the date of the Chief Executive Officer receiving such a request.

1.7 Claims in Excess of Annual Allowances

Any claims by Elected Members for expenses incurred over the maximum Annual Allowance for ICT or Travel are to be submitted on the form provided for the purpose. Additional claims above the maximum limit must be supported by receipted invoices for the maximum limit plus the additional amounts claimed. Where an Elected Member reaches the limit, all claims for reimbursement shall be referred to Council for approval.

1.8 Taxation Implications

The taxation liability arising from these payments is the individual responsibility of each Elected Member.

PART 2

2. Access to Shire Administration Centre, Administration Support and Equipment

2.1 Shire President's Office

The Shire President will have access to a suitable office within the Administration Centre allocated by the CEO.

The Shire President will have access to secretarial support including management of dairy and emails, photocopying, drafting official Shire business related responses and for following up on outstanding matters with the CEO.

2.2 Function Room

The Function Room and bar are available to all elected members for use in hosting guests or holding Shire related meetings. The Elected Members should advise the CEO by email that a meeting room is required so the room can be booked.

2.3 Administration Support

Elected Members will have access to:-

- (a) Conference/meeting rooms within the Administration Centre.
- (b) Limited photocopying, printing, facsimile, internet and telephone facilities within the Administration Centre.
- (c) Secretarial support as resources allow including limited word processing, photocopying, and postage is available upon request to the CEO.

2.4 Information, communication and technology (ICT) equipment

The following equipment will be issued to Elected Members over and above the annual ICT Allowance:

- Apple iPad Pro (12.9 inch 128GB Wi-Fi and cellular tablet with keyboard) or equivalent technology

Conditions

- (i) This equipment will be new and replaced in accordance with the Shire's replacement program (normally once every three (3) years).
- (ii) Any damage and loss of iPads during that time is the responsibility of the Elected Member to repair and fund.
- (iii) iPads are strictly to be used for Shire purposes only including, researching Council related matters, Shire approved social media, Shire related pictures or filming, receiving and despatching email correspondence, diary requests and Council meeting agendas.
- (iv) Any issue relating to the iPads that require technical support will only be provided if the issue relates to the usage types listed in 2.4 (iii).
- (v) The CEO, if requested, may provide assistance to Elected Members with user training and support.
- (vi) All information on Shire issued iPads is subject to Freedom of Information requests.
- (vii) Any costs associated with upgrades or additional requirements over and above the standard iPad being offered should be met by the Elected Member.

2.5 Shire Office Access

All Elected Members will be issued with a 24 hour access security card for the Civic Function areas of the Shire Offices. Elected members are not permitted to enter the Administration areas without permission of the CEO.

Elected members are not permitted to request staff to provide them with access into the Administration Centre and all meetings with staff should be pre-booked through the CEO or a Director's Office and held in the meeting rooms provided in the Civic Function area.

2.6 Documentation

The following documentation will be issued to Elected Members:-

- *Local Government Act 1995*
- *Code of Conduct*
- *District Planning Scheme No. 3* and local planning policies
- *Annual Budget*
- *Information Technology Service Agreement for Elected Members*

Access to Information

Section 5.92 of the Local Government Act 1995, provides:-

A person who is a council member or a committee member can have access to any information held by the local government that is relevant to the performance by the person of any of his or her functions under this Act or under any other written law.

2.7 Other Items

The following items will be issued to Elected Members:

- Two name badges
- Business cards

2.8 Gifts and Donations

From time to time Elected Members may wish to provide stakeholders or community organisations and members with gifts or donations for various reasons. Any request for a gift or donation must be submitted to the CEO in writing stating the purpose of the gift or donation and provide justification as to why the gift or donation is warranted.

The CEO is responsible for approving any such requests for gifts or donations within budget limits permitting and reasonable justification being provided.

2.9 Election Campaigns Excluded

All Shire resources, equipment and facilities subject of this Policy are provided on the absolute understanding that they will not be used for any election purposes.

PART 3

3. Attendance at Conferences and Training within Australia

3.1 Objective

To enable Elected Members to develop and maintain skills and knowledge relevant to their role as a representative of the Shire.

3.2 Statement

Elected Members are encouraged to attend appropriate Conferences and Training to enable them to be more informed and better able to fulfil their duties of Office.

3.3 Annual Conference and Training Expense Allocation

The following Conference and Training Expense Allocation shall be made available to Elected Members during an annual period.

- (a) All elected member are entitled to an allocation of \$1000 towards a conference.
- (b) Elected members are entitled to \$1000 to attend any training or professional development seminars.
- (c) If elected members wish to apply both entitlements to either a conference or training then that is acceptable as so long as the amount does not exceed \$2000 per year.

3.4 Conferences and Training that May be Attended

The Conferences and Training to which this Policy applies shall generally be limited to the following:

- West Australian Local Government Association and Australian Local Government Association conferences.
- Special 'one off' conferences called for or sponsored by the West Australian Local Government Association and/or Australian Local Government Association on important issues.
- Annual conferences of the major professions in local government and other institutions of relevance to local government activities.
- Australian Sister Cities Conferences.
- Municipal Training Service's Councillor Induction Program.
- West Australian Local Government Association Elected Member Training and Development.
- Training relating to the role of Elected Members.
- Other local government-specific training courses, workshops and forums, relating to such things as understanding the roles/responsibilities of Elected Members, meeting procedures, etc.

3.5 Approval

The Chief Executive Officer is authorised to approve all requests for each Elected Member per annum to attend any locally provided Conference or Training within the categories outlined at clause 3.4 providing it is within the funds allocated to each elected member.

All interstate or overseas requests will require Council approval.

3.6 Payment from Conference and Training Expense Allocation

The Shire will pay Conference or Training expenses where the Elected Member has been authorised to attend and there is sufficient funds remaining within the Elected Member's Annual Conference and Training Expense Allocation.

Should sufficient funds be unavailable, the Elected Member may meet the difference between the actual cost and their remaining Conference and Training Expense Allocation themselves, or receive funds from another Elected Member's Conference and Training allocation if that is agreed between Elected Members.

Where a request exceeds an Elected Members Annual Allocation Council and the Elected Member chooses not to fund the excess Council must approve additional funds.

3.7 Booking Arrangements

Registration, travel and accommodation for Elected Members will be arranged through the Office of the Chief Executive Officer. In general, all costs including airfares, registration fees, and accommodation will be paid direct by the Shire.

3.8 Travel Insurance

The Shire's Travel Insurance Policy provides indemnification any personal loss an Elected Member may experience when travelling on Shire related business. The Elected Members must immediately upon return provide details of the loss to the CEO and complete an insurance claim form.

The following items are covered under the policy:

Personal Accident & Sickness	Rental Vehicle Excess
Overseas Medical & Evacuation	Kidnap, Ransom, Extortion, Hijack & Detention
Chubb Response 24/7	Personal Liability & Identity Theft
Loss of Deposits, Cancellation & Curtailment	Alternative Employee or Resumption of Assignment
Luggage, Money & Portable Electronic Equipment	Missed Transport Connection & Overbooked Flights
Extraterritorial Workers' Compensation (ETWC)	Political Unrest & Natural Disaster Evacuation
Political Unrest & Natural Disaster Evacuation	Lifestyle Protection Benefits

3.9 Support Activities

The Shire will pay all costs for Elected Members that are charged by organisers for support activities, including those costs relating to official luncheons, dinners and tours/inspections that are relevant to the conference and training event.

3.10 Accommodation

The Shire will pay reasonable accommodation costs for Elected Members including the night before and/or after the Conference and Training event where this is necessary because of travel and/or the Conference and Training event timetables which make it unreasonable to arrive at or return home in normal working hours.

Accommodation shall normally be booked at the Conference and Training venue or, where unavailable, at a similar-rated accommodation in the vicinity of the Conference and Training venue.

3.11 Mode and Class of Travel

Where travel is involved, the travel is to be undertaken with all due expedition, by the shortest most practical route, to and from the Conference and Training venue. All reasonable travel costs for Elected Members to and from the venue/accommodation will be met by the Shire.

Where air travel is involved, approval to attend should ideally be sought two months prior to departure to facilitate booking arrangements. All air travel must be **economy class**, any upgrades to other classes must be paid by the elected member

If accommodation is at the Conference or Training venue, or in close proximity, taxis should be used for reasonable travel requirements. Where necessary, a hire car may be arranged for the conduct of Council business. Costs of taxi fares, vehicle hire and parking, which are reasonable, required and incurred in attending Conferences and Training, will be reimbursed by the Shire.

Taxi vouchers can be requested for use by Elected Members through the office of the CEO prior to departure.

Where, in particular circumstances, Elected Members desire to travel interstate or intrastate by private motor vehicle, they will be reimbursed for vehicle costs in accordance with the local government kilometre allowance up to an equivalent amount that would have been expended had arrangements been made to travel by air.

3.12 Extent of Expenses to be reimbursed

(a) An Elected Member attending a Conference and Training event is entitled to be reimbursed for 'normally accepted' living costs while travelling. Such living costs would include, but are not limited to:

- meals and refreshments for the Elected Member (that are not covered by the conference and Training registration costs);
- dry-cleaning and laundry expenses; and
- reasonable telephone, internet and facsimile charges.

(b) Elected Members will generally not be reimbursed for the cost of meals or refreshments for other people. The main exception is where it is indicated that the meal or refreshment provided to another person is in response to a meal or refreshments previously received.

(c) Expenses will generally be reimbursed from the time an Elected Member leaves home to attend an event to the time the Elected Member returns home. Should an Elected Member extend a visit by leaving prior to the time necessary to arrive for the event or return after the time at which the Elected Member could have returned following the event, reimbursements will be paid:

- for the days of the Conference and Training event only; and
- for the cost of travel to and from the airport to the accommodation to be used for the Conference and Training.

(d) Where a visit is extended, as discussed in paragraph (c), an Elected Member may stay for the period of the extension in different accommodation to that used for the attendance at the Conference and Training event. In such situations, the reimbursement of taxi fares will be to the estimated cost of travel between the Conference and Training event's accommodation and the airport.

The Elected Member will be required to pay any greater amount.

(e) Where an Elected Member attends two Conference and Training events and there is a gap of no more than three days between the conclusion of the first event and the start of the second event, the Elected Member shall be entitled to reasonable accommodation expenses and the reimbursement of 'normally accepted' living costs during that 'gap' period. If the gap is greater than two days, only two days reimbursement can be claimed.

3.13 Payment of Expense Reimbursements

The extent to which an Elected Member can be reimbursed for intrastate and interstate travel and accommodation costs incurred in any of the circumstances referred to in regulation 32(1) of the Regulations is set by the Salaries and Allowances Tribunal through a determination published in the *Government Gazette* from time to time.

Nothing prevents an Elected Member from being reimbursed for any reasonable expense incurred whilst attending conferences or training where an Elected Member produces receipts or other sufficient information for the total cost to support their claim.

Reasonable expense may include but are not limited to:

- Meals and drinks for the elected member only
- Transport travel – taxi, Uber or public transport.
- Entry fees

3.14 Cash Advances

The Shire does not pay cash advances to elected members.

3.15 Elected Member/Delegate Accompanying Person

Where an Elected Member is accompanied at a Conference and Training event, all costs for or incurred by the accompanying person, including, but not limited to, travel, breakfast, meals, registration and/or participation in any event programs, are to be borne by the Elected Member/ accompanying person and not by the Shire.

The exception to the above being the cost of attending any official Conference and Training event dinner where partners would normally attend.

An accompanying person's registration, or accompanying person's program fee, is to be paid to the conference organiser, at time of registration. The Shire will administer the registration and payment process for the accompanying person if the relevant forms and payment are made to the Shire in advance for the accompanying person.

Where the Shire meets an account containing any expenditure or cost incurred on behalf of an accompanying person attending, such expenditure must be repaid to the Shire by the elected Member/accompanying person within 30 days of being invoiced for such expenditure following the conclusion of the Conference and Training event.

3.16 Guidelines for Conference and Training Attendance

Generally, no more than two Elected Members may attend a particular Conference or Training event outside Western Australia at the same time. The Chief Executive Officer or Council may, however, approve attendance by more than two Elected Members if a particular purpose or need arises.

3.17 Attendance at Overseas Conferences

An Elected Member may, with Council approval, attend an overseas conference. The Council approval must include a specific Council resolution indicating that the conference attendance will be of benefit to the Shire and the Elected Member and detailing any conditions that may apply.

An Elected Member may attend an overseas conference if the Elected Member has sufficient funds in their annual Conference and Training Expense Allocation to meet the costs. Where there are insufficient funds to meet the cost of the registered overseas Conference or Training in the Elected Member's Conference and Training Expense Allocation, Council approval must be obtained before costs are incurred and a budget allocation is approved.

3.18 Report

Upon return from any Conference and Training event as detailed within this policy, where registration and other associated costs are met by the Shire of Kalamunda, the attending Elected Member is required to provide a written or verbal report on their attendance and the benefits to them and the Shire, at the next available strategy session.

PART 4

4. A Reimbursement of Expenses

4.1 Objective

To provide for the reimbursement of expenses necessarily incurred by Elected Members while performing their duties so that no Elected Member should be unreasonably disadvantaged financially due to meeting the requirements of their office.

4.2 Cost of Attending Functions

The Shire will pay for the registration cost or ticket cost for the elected members, plus his or her partner, attending any breakfast, dinner or similar function where invited, provided such function does not fall into the category of a Conference and Training event or is not for an election purposes.

4.3 Child Care:

In accordance with Regulation 31 of the *Local Government (Administration) Regulations 1996*, child care costs will be paid at the rate set by the Salaries and Allowances Tribunal through a determination published in the *Government Gazette* from time to time for an Elected Member's attendance at a Council Meeting or a meeting of a committee of which he or she is a member and the expense is to be claimed on the form provided.

Where an Elected Member attends any other meeting, reception, citizenship or other Council function, or Council-related activity and incurs child care costs, such costs may be claimed at the rate set by the Salaries and Allowances Tribunal through a determination published in the *Government Gazette* from time to time, provided they are substantiated with details of the date, activity attended, the actual costs incurred and original receipts being provided and attached to the claim form.

Child care costs are applicable for children, either of natural birth or guardianship determined by legal process.

Child care costs will not be paid for where the care is provided by a member of the immediate family or relative living in the same premises as the Elected Member.

4.4 Time Limit on Claims and Approval Process

Elected Members requiring reimbursement of expenses in accordance with the provisions of this Policy should submit the appropriate claim form to the Chief Executive Officer, together with supporting documentation, within two calendar months after the month in which the expenses were incurred, and by 15 July of the next financial year, in order to facilitate the finalisation of the Shire's annual financial statements.

4.5 Allowances and Limits are exclusive of G.S.T

Unless otherwise specified in this Policy, all allowances and limits set out in this Policy are exclusive of G.S.T.

4.6 Supporting Documentation

Documentary evidence is required for all expenses claimed. Original Tax Invoices and receipts are required for audit purposes and to enable G.S.T. to be claimed.

4.7 Other Entitlements

(a) Elected Member Dinners

The Shire will provide a three course meal for all Council meetings and briefing sessions held in the evening.

(b) Attendance to Staff Christmas Party

Elected Members are invited to attend the annual staff Christmas party held in late December each year.

(c) Annual Christmas Dinner

The Shire will host an annual Christmas dinner each year for Elected Members and their partners.

(d) Acknowledgement of Service

On retirement, Council will acknowledge the service of Elected Members through the provision of an appropriate gift.

The value of any gift provided to a retiring Elected Member is limited to the prescribed amount set out in Regulation 34AC of the *Local Government (Administration) Regulations 1996*

Related Local Law	This Policy has been prepared to comply with the provisions relevant to Elected Member entitlements under the <i>Local Government Act 1995</i> , and supporting Regulations.		
Related Policies			
Related Budget Schedule			
Legislation			
Conditions			
Authority			
Adopted		Next Review Date	

Attachment 2

Adoption of Policies

Council Policy –Elected Member Communication and Contact with Staff

[Policy Number]: Elected Member Communication and Contact With Staff Council Policy	
Management Procedure Elected Member Communication and Contact With Staff	Relevant Delegation

Purpose

To ensure that appropriate protocols and guidelines are in place to:

- Provide clearly defined communications and contact channels between Elected Members and shire staff.
- Ensure that duplication and loss of productive time is minimised.
- Facilitate Elected Members performing their role effectively.

Policy Statement

The Council and Shire are committed to establishing a respectful, harmonious and effective working relationship between the Elected Members and staff of the Shire through open communications between each party.

Whilst the provisions of the *Local Government Act 1995* provide that the Chief Executive Officer is the contact point for contact between Elected Members and the administration, this is impractical on a day to day operational efficiency basis and therefore all communications between Elected Members and the Administration are to be channelled through the Chief Executive Officer, Directors, or by utilising the Elected Member Enquiries email system (councillorenquiries@kalamunda.wa.gov.au).

Where an Elected Member wishes to seek governance advice or information relating to agenda items or Notice of Motions the Elected Member may email the Governance Manager outlining the request and copying in the CEO.

Where the request entails the use of Shire resources (human or physical) to an extent which a Director believes may impact on the effective management or day to day activities of the Directorate, the request is to be referred to the Chief Executive Officer for determination. The Chief Executive Officer will discuss such requests with the originating Elected Member to determine the extent of information or action required.

The Chief Executive Officer may subsequently refer the matter to Council for determination should a resolution not be achieved.

Elected Members are to be kept informed of progress towards the resolution of any matter they have requested the Administration to attend to.

1. Requesting Information or a Service

- 1.1 Any Elected Member wishing to make enquiry or obtain any information regarding an operational/strategic issue shall contact the Shire through the established Elected Member enquiries process.
- 1.2 For matters relating to strategic and operational issues, Elected Members shall only contact the Shire President, Chief Executive Officer or relevant Director, with email being the preferred method of contact.
- 1.3 Where the Elected Member Enquiries email system is used, requests are to include sufficient detail to enable an investigation of the request to occur. Where direct contact is made to employees they are required to refer Elected Members to their Business Unit Manager, Director or the Chief Executive Officer.
- 1.4 A response will be provided directly to the Elected Member with a cc to all Elected Members, within five (2) working days, and a record of the response saved. If the matter is deemed confidential in accordance with clause 7, only the referring Elected Member shall receive the response
- 1.5 Should the matter not be resolved within the nominated timeframe of five (2) working days, the Director or Chief Executive Officer (as appropriate) shall provide an update report every five days (5) (or as otherwise agreed with the Elected Member) on the matter until resolved.
- 1.6 Any Shire officer contacted directly either verbally or in writing by an Elected Member regarding a Shire matter shall refer them to their Director or the Chief Executive Officer.
- 1.7 In addition to the process outlined above, any Elected Member who wishes to raise a matter on a confidential basis is to send the request direct to the Chief Executive Officer only, with a specific request that the matter be dealt with in confidence and a reason/s outlining why. Where there is conjecture as to the sensitivity or otherwise of such matters raised, the Chief Executive Officer will consult with the Mayor to ascertain whether the request be dealt with as being confidential. The Chief Executive Officer will prepare a response and provide this back to the individual Elected Member in line with the parameters stipulated in clauses 4 and 5.

2. Elected Members Undertaking Personal Business transaction with the Shire

- 2.1 Where an Elected Member wishes to pay rates, dog or cat registration apply for a building approval or licence or any other service offered by the Shire the Elected Members may use the Customer Service Team to facilitate these transactions.
- 2.2 Where a personal business transaction becomes complex and queries arise this will be referred to the relevant Director.

3. Staff Contacting Elected Members

- 3.1 All staff other than the CEO and Directors are not permitted to contact Elected Members unless:
- (i) They have been requested to do so by the CEO or Director.
 - (ii) They are dealing with an ongoing matter and the CEO or Director was aware of the ongoing contact.
- 3.2 Where a personal business transaction becomes complex and queries arise this will be referred to the relevant Director.
- 3.3 All staff contact with Elected Members when approved should be via email so appropriate records can be kept otherwise file notes may be required.

4. Directory of Relevant Service Areas

The following table identifies which Director has responsibility for the services across the Shire.

Directorate Contact Person	Service Areas
Office of the CEO	Governance
	Legal
	Advocacy
	Strategic & Business Planning
	Public Relations
	Events
	Customer Service
	Human resources
	Occupational Health and safety
	Corporate & Community Services
Rates	
Insurance	
Procurement	
Land & Property and leases	
Economic Development & Tourism	
Community bus and building bookings	
Cultural services – Kalamunda Performing Arts & Zig Zag Cultural Centre	
Libraries	
Information technology	
Records and FOI	
Community Development	
Youth Services	
Recreation Services	
Seniors Services	
Facilities Planning	
Community groups and clubs liaison	
Development Services	Health Services
	Ranger Services
	Contaminated site Issues
	Emergency Management Services
	Fire Inspectors
Planning Approval services	

	Building Approval services
	Strategic Land Planning services
Asset Services	Waste Services
	Parks & Verge Maintenance
	Environmental service
	Bushland Management
	Fire Mitigation on Shire owned land
	Building Maintenance
	Drainage Maintenance
	Roads Maintenance
	Car parks
	Footpaths
	Traffic Issues
	Bus Shelters
	Road design and survey issues
	Major Asset Project delivery
	Fleet and vehicle management

LEGISLATION AND OTHER REFERENCES:

- *Local Government Act 1995 – Regulation 10(1)(a) of the Local Government (Rules of Conduct Regulation 2007)*
- *State Records Commission – Local Government Elected Members Policy*
- *Shire of Kalamunda Code of Conduct*

Related Local Law			
Related Policies			
Related Budget Schedule			
Legislation			
Conditions			
Authority			
Adopted	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%;">Next Review Date</td> </tr> </table>		Next Review Date
	Next Review Date		

Attachment 3

Adoption of Policies

Council Policy Procedure – Elected Member Communication and Contact with Staff

Elected Member Communication and Contact With Staff Procedure
--

Relevant Shire of Kalamunda Council Policy
--

Elected Member Communication and Contact With Staff
--

Relevant Shire of Kalamunda Policy

Purpose

To ensure that appropriate protocols and guidelines are in place to:

- Provide clearly defined communications and contact channels between Elected Members and shire staff.
- Ensure that duplication and loss of productive time is minimised.
- Facilitate Elected Members performing their role effectively.

Detail

The Shire will respond to requests made by Elected Members in a timely and professional manner in accordance with the details stipulated within this Policy and Procedure

1. Contact Process

Any Elected Member wishing to make enquiry or obtain any information regarding an operational/strategic issue shall contact Administration through the established Elected Member enquiries process.

For matters relating to strategic and operational issues, Elected Members shall only contact the Shire President, Chief Executive Officer or relevant Director, with email being the preferred method of contact.

2. Responding to Elected Member Requests

2.1 The Chief Executive Officer or relevant Director Officer (as appropriate) will register all enquiries received from Elected Members into the relevant software using the category "Information Request – Councillor", unless the matter is deemed confidential in accordance with clause 2.8, where it will be registered using the category "Information Request – Councillor Confidential".

2.2 Elected Members may also use the Shire's elected member enquiries email address councillorenquiries@kalamunda.wa.gov.au to submit a request. The request will be entered into the software system and assigned to the appropriate Director using the workflow process. All associated documents relating to the request shall be stored against the request for tracking and record keeping purposes.

2.3 Upon registration of the enquiry, a response shall be coordinated by the relevant Director or Chief Executive Officer as appropriate.

-
- 2.4 A response will be provided directly to the Elected Member with a cc to all Elected Members, within five (5) working days, and a record of the response saved. If the matter is deemed confidential in accordance with clause 8, only the referring Elected Member shall receive the response.
 - 2.5 Should the matter not be resolved within the nominated timeframe of five (5) working days, the Director or Chief Executive Officer (as appropriate) shall provide an update report every ten days (10) (or as otherwise agreed with the Elected Member) on the matter until resolved.
 - 2.6 Reports shall be generated for the Chief Executive Officer and Directors outlining the following:
 - number of contacts made;
 - any contentious issues;
 - the number of issues resolved; and
 - the number of issues still outstanding.
 - 2.7 Any Shire officer contacted directly either verbally or in writing by an Elected Member regarding a Shire matter shall refer them to their Director or the Chief Executive Officer.
 - 2.8 In addition to the process outlined above, any Elected Member who wishes to raise a matter on a confidential basis is to send the request direct to the Chief Executive Officer only, with a specific request that the matter be dealt with in confidence and a reason/s outlining why. Where there is conjecture as to the sensitivity or otherwise of such matters raised, the Chief Executive Officer will consult with the Shire President to ascertain whether the request be dealt with as being confidential. The Chief Executive Officer will prepare a response and provide this back to the individual Elected Member in line with the parameters stipulated in clauses 2.4 and 2.5.

3. Elected Members Undertaking Personal Business transaction with the Shire

- 3.1 Where an Elected Member wishes to pay rates, dog or cat registration apply for a building approval or licence or any other service offered by the Shire the Elected Members may use the Customer Service Team to facilitate these transactions.
- 3.2 Where a personal business transaction becomes complex and queries arise this will be referred to the relevant Director.

4. Staff Contacting Elected Members

- 4.1 All staff other than the CEO and Directors are not permitted to contact Elected Members unless:
 - (i) They have been requested to do so by the CEO or Director.
 - (ii) They are dealing with an ongoing matter and the CEO or Director was aware of the ongoing contact.
- 4.2 Where a personal business transaction becomes complex and queries arise this will be referred to the relevant Director.
- 4.3 All staff contact with Elected Members when approved should be via email so appropriate records can be kept otherwise file notes may be required.

LEGISLATION AND OTHER REFERENCES:

- *Local Government Act 1995 – Regulation 10(1)(a) of the Local Government (Rules of Conduct Regulation 2007)*
- *State Records Commission – Local Government Elected Members Policy*
- *Shire of Kalamunda Code of Conduct*

Related Budget Schedule			
Authority			
Adopted		Next Review Date	

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

55. Finalisation of Review of Ward Boundaries and Number of Councillors

Previous Items	OCM 161/2016
Responsible Officer	Chief Executive Officer
Service Area	Governance
File Reference	
Applicant	
Owner	
Attachment 1	Discussion Paper
Attachment 2	Public Submissions
Attachment 3	Summary of Options for Ward Boundaries and Representation considered
Attachment 4	Proposed new Ward Boundaries and Councillor Representation

PURPOSE

1. To finalise a review of the ward boundaries and the number of offices of councillor for each ward in accordance with the requirements of Clause 6 of Schedule 2.2 of the *Local Government Act 1995* (the Act).

BACKGROUND

2. The Act requires that a local government is to undertake a review of its Ward Boundaries every eight years. The previous review was undertaken in 2008.
3. The following provisions of the Act provide the framework for undertaking the review:

Reviews

7. (1) Before carrying out a review a local government has to give local public notice advising —

(a) that the review is to be carried out; and
(b) that submissions may be made to the local government before a day fixed by the notice, being a day that is not less than 6 weeks after the notice is first given.

(2) In carrying out the review the local government is to consider submissions made to it before the day fixed by the notice.

Matters to be considered in respect of wards

8. Before a local government proposes that an order be made —

(a) to do any of the matters in section 2.2 (1), other than discontinuing a ward system; or

(b) to specify or change the number of offices of councillor for a ward, its council is to have regard, where applicable, to —

(c) community of interests;

(d) physical and topographic features;

(e) demographic trends;

(f) economic factors; and

(g) the ratio of councillors to electors in the various wards.

Proposal by local government

9. On completing a review, the local government is to make a report in writing to the Advisory Board and may propose to the Board the making of any order under section 2.2 (1), 2.3 (3) or 2.18 (3) it thinks fit.*

** Absolute majority required.*

4. The review process must be carried out in accordance with the provisions of the *Local Government Act 1995* (the Act). It involves the following steps:-
 - Council resolves to undertake the review
 - Public submission period opens - a minimum of six weeks is provided for submissions.
 - Public submissions close.
 - Council considered all submissions and relevant factors and makes its decision.
 - Council submits a report to the Local Government Advisory Board (LGAB) for its consideration.
 - LGAB makes a recommendation to the Minister for Local Government.
 - The Minister makes a decision.
5. At the Ordinary Council Meeting (OCM) of 27 September 2016, Council resolved to initiate a review of its Wards and Representation and endorsed a Discussion Paper for the purpose of seeking public submissions.

DETAILS

6. The review of the Wards and Boundaries was advertised in the local papers on 8 and 11 of October 2016 with a closing date for public submissions of 18 November 2016.
7. The Discussion Paper was made available at the Administration Centre, all Shire Libraries and on the Website (Attachment 1). Submissions could be made either by post, email or through an online form. At the close of public submissions, four (4) submissions had been received. See (Attachment 2) for full details.
8. As part of the review process a number of briefings/workshops were conducted with councillors to work through the various options for changes to the wards, with the last workshop on Monday 21 November where the outcome of the Public Submissions were presented. See (Attachment 3) for a summary of the options considered.

STATUTORY AND LEGAL CONSIDERATIONS

9. Clauses 6 to 9 of Schedule 2.2 of the *Local Government Act 1995*.

POLICY CONSIDERATIONS

10. Nil.

COMMUNITY ENGAGEMENT REQUIREMENTS

11. The Act requires that local public notice of the review is to be published and that a 42 day submission be provided. It is expected that a discussion paper canvassing possible options to be considered is produced and distributed as part of the public consultation.
12. Paragraphs 6 and 7 above provide comments on meeting this requirement and the outcome of the community consultation.

FINANCIAL CONSIDERATIONS

13. All costs of the review will be met from current budget allocations.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

14. *Kalamunda Advancing: Strategic Community Plan to 2023*

OBJECTIVE 6.3: To lead, motivate and advance the Shire of Kalamunda.

SUSTAINABILITY

Social Implications

15. Nil.

Economic Implications

16. Nil.

Environmental Implications

17. Nil.

RISK MANAGEMENT CONSIDERATIONS

- 18.
- | Risk | Likelihood | Consequence | Rating | Action/Strategy |
|---|------------|-------------|--------|---|
| Proposed ward boundaries and representation do not meet community expectations. | Unlikely | Moderate | Low | Ensure community is informed of Council and legislative requirements to provide appropriate governance and community representations. |

Risk	Likelihood	Consequence	Rating	Action/Strategy
Proposed ward boundaries and representation do not meet legislative requirements.	Unlikely	Moderate	Low	Ensure proposed ward boundaries and/or representation are amended to comply.

OFFICER COMMENT

19. Key outcomes of a review of Wards and Representation are:
- The ratio of councillors to electors meets the ‘one vote’, ‘one value’ principle with an accepted deviation of + or – 10% of the average ratio for the Shire.
 - That the number of councillors for the Shire and each ward is appropriate for providing proper governance and community representation.
 - That all wards generally accord with the factors/characteristics:
 - (i) Community of Interest;
 - (ii) Physical and topographic features;
 - (iii) Demographic trends; and
 - (iv) Economic factors.
20. With respect to the proposals received in the public submissions, the following comments are provided:
- (a) No Wards and reduction to six (6) councillors – meets all factors characteristics except it is considered the number of councillors would not be sufficient.
 - (b) Two (2) Wards and reduction in councillors to 10 with 5 in each ward – generally meets the all factors and characteristics for wards boundaries, however does not meet the ratio of councillors:electors requirements or sufficient councillor representation. A six (6) four (4) split of councillors in the wards would meet the councillor:electors ratio, but this would not be in accord with the suggestion of the submitters.
 - (c) Retain the current four(4) wards with amendment to the boundary between the North and North West Wards by including all of Maida Vale in the North west Ward - generally meets the all factors and characteristics for wards boundaries, however does not meet the ratio of councillors:electors requirements.
21. It is considered that the current number of councillors is appropriate to provide proper governance and community representation, now and in the immediate future.
22. Additionally the current four (4) ward structure meets the factors/characteristics to be considered, however will require a small boundary change between the North and North West Wards. This can be achieved by incorporated the whole of Maida Vale in the North Ward as detailed in (Attachment 4).

Voting Requirements: Absolute Majority

OFFICER RECOMMENDATION (C&C 55/2016)

That Council:

1. Notes the public submissions received.
2. Pursuant to clause 9 of Schedule 2.2 of the *Local Government Act 1995*, submits a report to the Local Government Advisory Board seeking the making of an order under section 2.2 (1) (c) of the Local Government Act 1995 to amend the boundaries of the North West and North Wards as detailed in (Attachment 4), with changes effected for the 2017 Local Government Elections.

Moved:

Seconded:

Vote:

Attachment 1

Finalisation of Review of Ward Boundaries and Number of Councillors

Discussion Paper

[Click HERE to go directly to the document](#)

Attachment 2

Finalisation of Review of Ward Boundaries and Number of Councillors

Public Submissions

SHIRE OF KALAMUNDA – WARD BOUNDARY REVIEW 2016

PUBLIC SUBMISSIONS

A total of four (4) Submissions have been received and have proposed the following:

1. 1 submission - No wards – Reduction in Councillors to 6

Comments in Support

No wards would save on administration and operational costs as well as reducing the number of Councillors needed to represent the community. I favour a maximum of 6 part-time Councillors to service the existing small population of the Shire. Vibrancy, lifestyle and amenities should be the Team's focus.

2. 2 submissions – 2 Wards – Reduction in Councillors to 10 with 5 in each ward

Electors as at 8 September 2016

Ward	Suburbs Included	Number of Electors	Number of Councillors	Electors per Councillor	Deviation from Ave
West	Forrestfield, Maida Vale, High Wycombe, Wattle Grove, Kewdale	23,331	5	4,666	-17.6%
East	Gooseberry Hill, Kalamunda, Lesmurdie, Walliston, Bickley, Canning Mills, Carmel, Hacketts Gully, Pauls Valley, Pickering Brook, Piesse Brook, Reservoir	16,349	5	3,270	+17.6%
		39,680	10	3,968	

Comments in Support

Seems to be the most logical division of the Shire topographically.

3. **1 submission – Retain 4 Wards with some boundary adjustments – Reduction in Councillors to 8.**

Current four wards – with Maida Vale moved to be all in North West Ward

Electors as at 8 September 2016

Ward	Suburbs Included	Number of Electors	Number of Councillors	Electors per Councillor	Deviation from Ave
North West	Maida Vale High Wycombe, Forrestfield (portion)	12,771	2	6,385	-28.73%
North West	Kalamunda (portion) Gooseberry Hills	7,120	2	3,560	+28.23%
South West	Forrestfield (portion), Kewdale, Wattle Grove	10,560	2	5,280	-6.45%
South East	Kalamunda (portion), Lesmurdie, Walliston, Carmel, Canning Mills, Pickering Brook, Bickley, Hacketts Gully, Piesse Brook, Pauls Valley, Reservoir	9,229	2	4,615	+6.9%
		39,680	8	4,960	

Comments in Support

Now that Councillors are receiving up to \$30,000 per year there should be minimum performance indicators place on all Councillors, in particular the President who is receiving \$80,000 this could be considered a full time wage. Also in the interest of budget control the number of Councillors should be reduced to 8.

The number of Councillors per ward should be based on the number of residences in each ward.

Maida Vale should be included in the North West Ward and Wattle Grove in the South West Ward.

The reasons for my suggestion is that the requirements for residents are different than that there is for residence in the hills. Most of the residents in the foothills have paid for their services such as footpaths, road and drainage when they purchased their block and should not be required to subsidise the people who choose to live in the hills and did not pay for these expensive service when they bought their blocks. There are very different social issues for people living in the foot hills due to the density of housing when compared to people living in the hills who live on blocks that are larger. Also it very clear that the increase in the number of people living in the foothills will be increasing substantially more than those living in the hills due to subdivision in Forrestfield and High Wycombe.

Attachment 3

Finalisation of Review of Ward Boundaries and Number of Councillors

Summary of Options for Ward Boundaries and Representation considered.

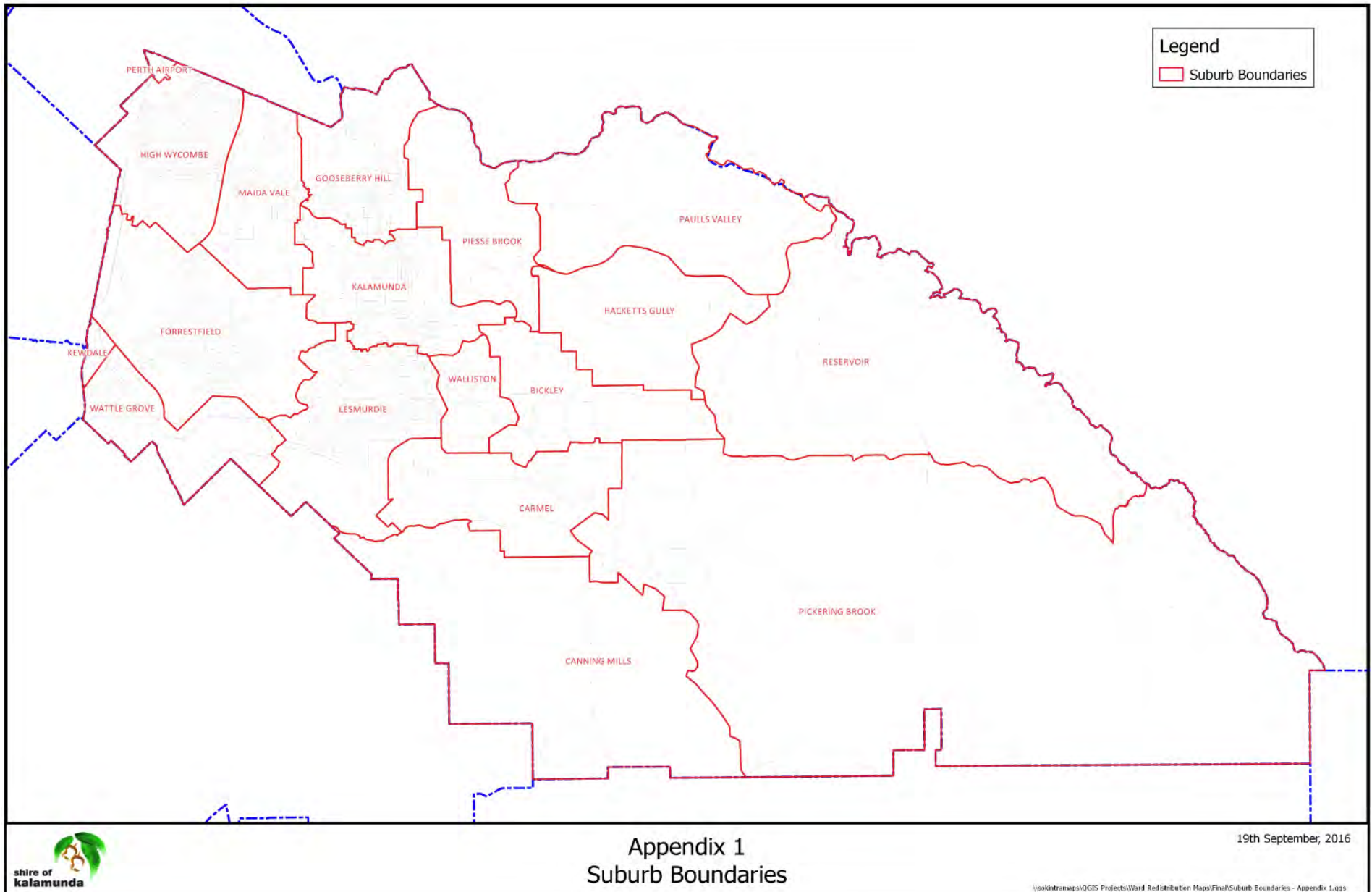
Shire of Kalamunda – Enrolment Statistics

Existing Wards – Suburb elector numbers 2016

WARD	SUBURBS INCLUDED	NUMBER OF ELECTORS as @ <u>8/2/16</u>	NUMBER OF ELECTORS as @ <u>8/9/16</u>
North West	High Wycombe	7637	8011
	Maida Vale (portion)	1472	1536
	Forrestfield (portion)	1230	1389
		Total 10,339	10,936
South West	Forrestfield (portion)	6877	7207
	Wattle Grove	3160	3353
	Kewdale	0	0
		Total 10,037	10,560
North	Maida Vale (portion)	1811	1835
	Kalamunda (portion)	4355	4437
	Gooseberry Hill	2612	2683
		Total 8,778	8959
South East	Kalamunda (portion)	858	882
	Lesmurdie	5676	5941
	Walliston	675	694
	Bickley	500	531
	Carmel	482	499
	Pickering Brook	426	434
	Piesse Brook	133	143
	Pauls Valley	59	59
	Hacketts Gully	35	32
	Canning Mills	14	14
	Reservoir	0	0
			Total 8,858
		Grand Total 38,012	39,680

Existing Wards – Gross elector numbers comparison 2016

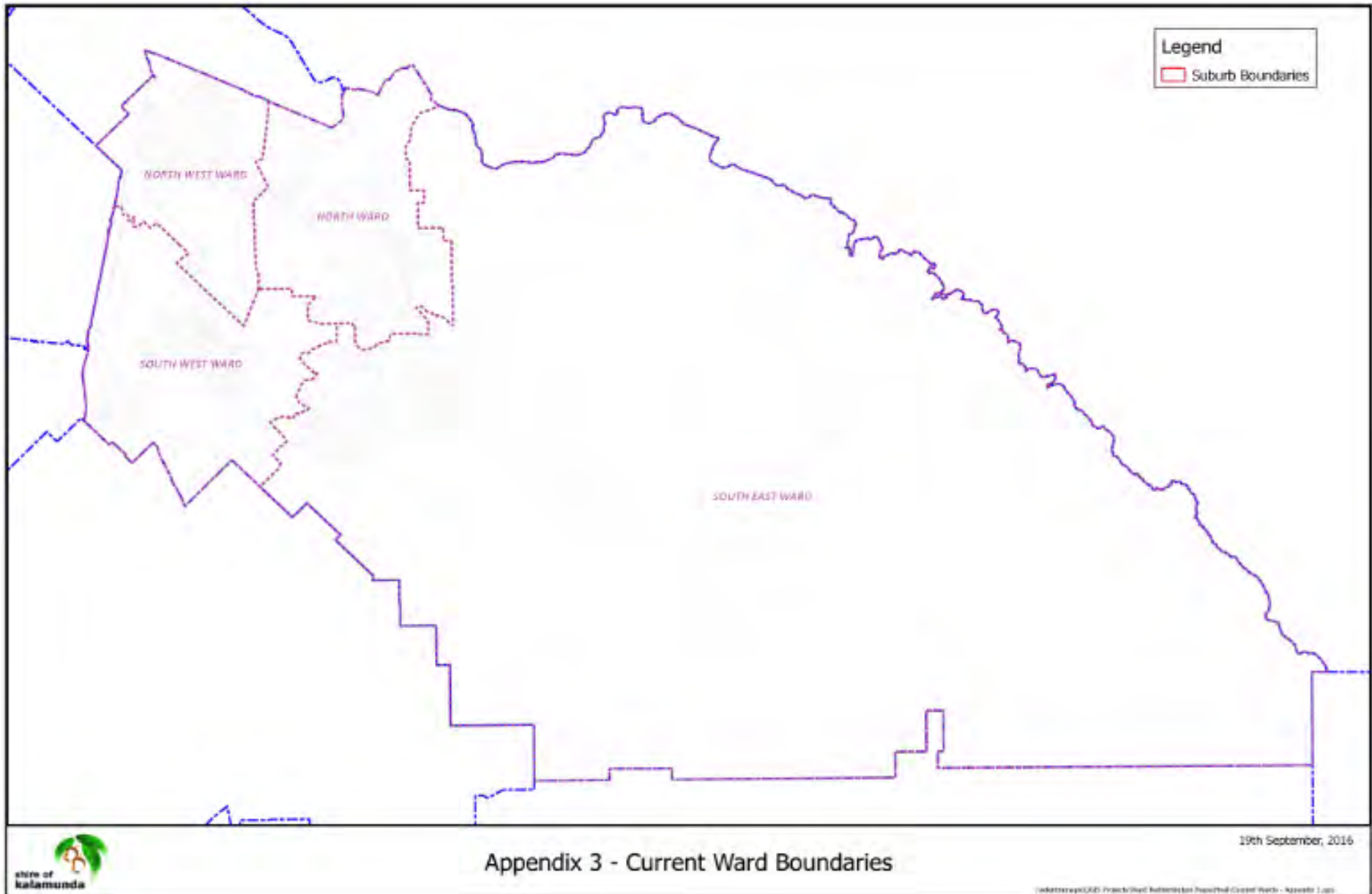
Ward	8 February 2016				8 September 2016			
	No. of Electors	No. of Councillors	Electors per Councillor	Deviation from Ave.	No. of Electors	No. of Councillors	Electors per Councillor	Deviation from Ave
North West	10,339	3	3,446	-8.77%	10,936	3	3,645	-10.22%
South West	10,037	3	3,346	-5.62%	10,560	3	3,520	-6.44%
North	8,778	3	2,926	+7.64%	8,958	3	2,968	+10.25%
South East	8,858	3	2,953	+6.79%	9,229	3	3,076	+6.98%
	38,012	12	3,168		39,680	12	3,307	



Appendix 1
Suburb Boundaries

19th September, 2016

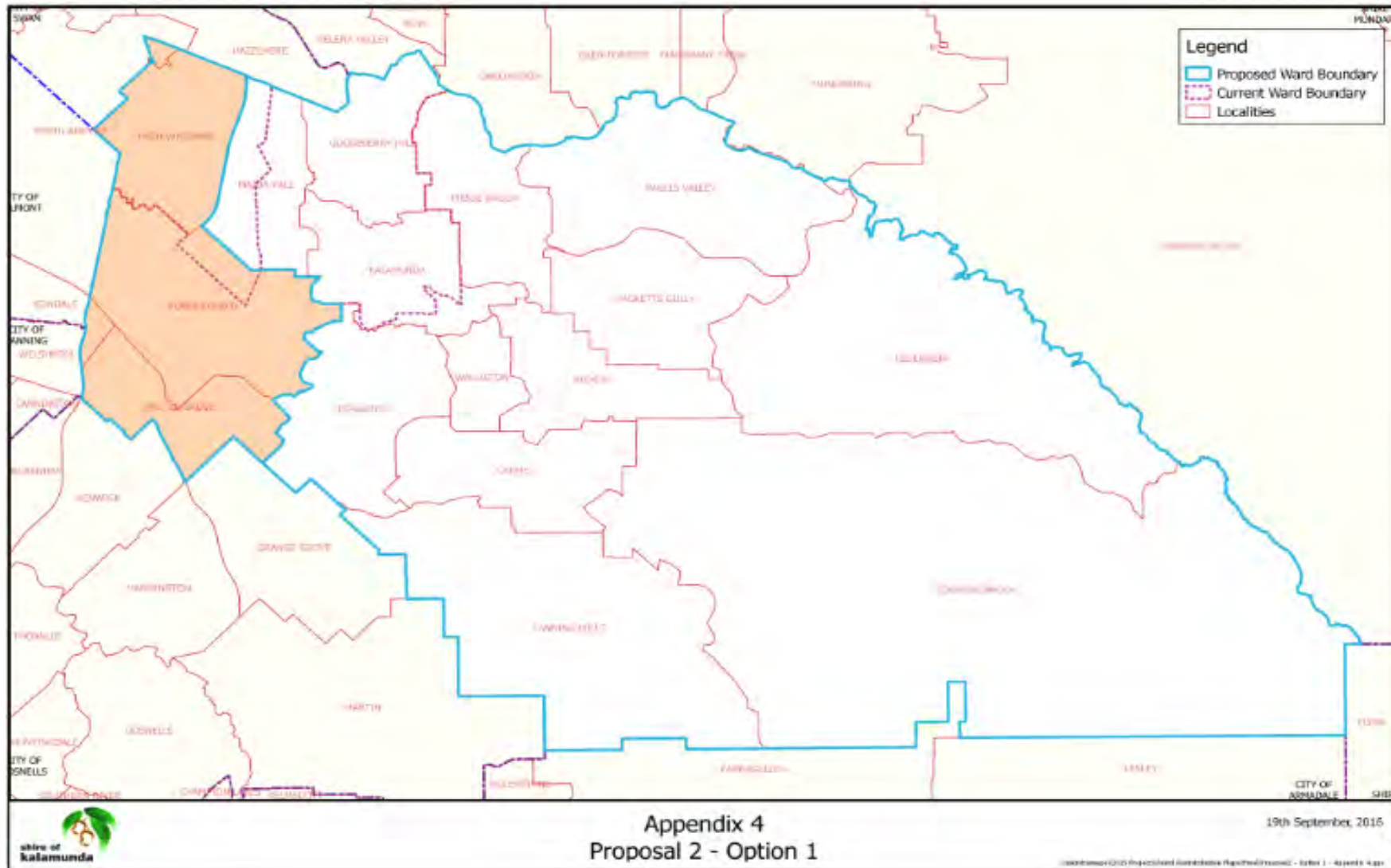
\\sok\trmaps\QGIS Projects\Ward Redistribution Maps\Final\Suburb Boundaries - Appendix 1.qgs



DISCUSSION PAPER PROPOSAL 2 – OPTION 1

Two Ward Proposal – 6 Councillors each ward – (based on no suburbs being split)
Electors as at 8 September 2016

Ward	Suburbs Included	Number of Electors	Number of Councillors	Electors per Councillor	Deviation from Ave
West	Forrestfield, High Wycombe, Wattle Grove, Kewdale	19,960	6	3,327	-0.60%
East	Maida Vale, Gooseberry Hill, Kalamunda, Lesmurdie, Walliston, Bickley, Canning Mills, Carmel, Hacketts Gully, Pauls Valley, Pickering Brook, Piesse Brook, Reservoir	19,720	6	3,287	+0.60%
		39,680	12	3,307	

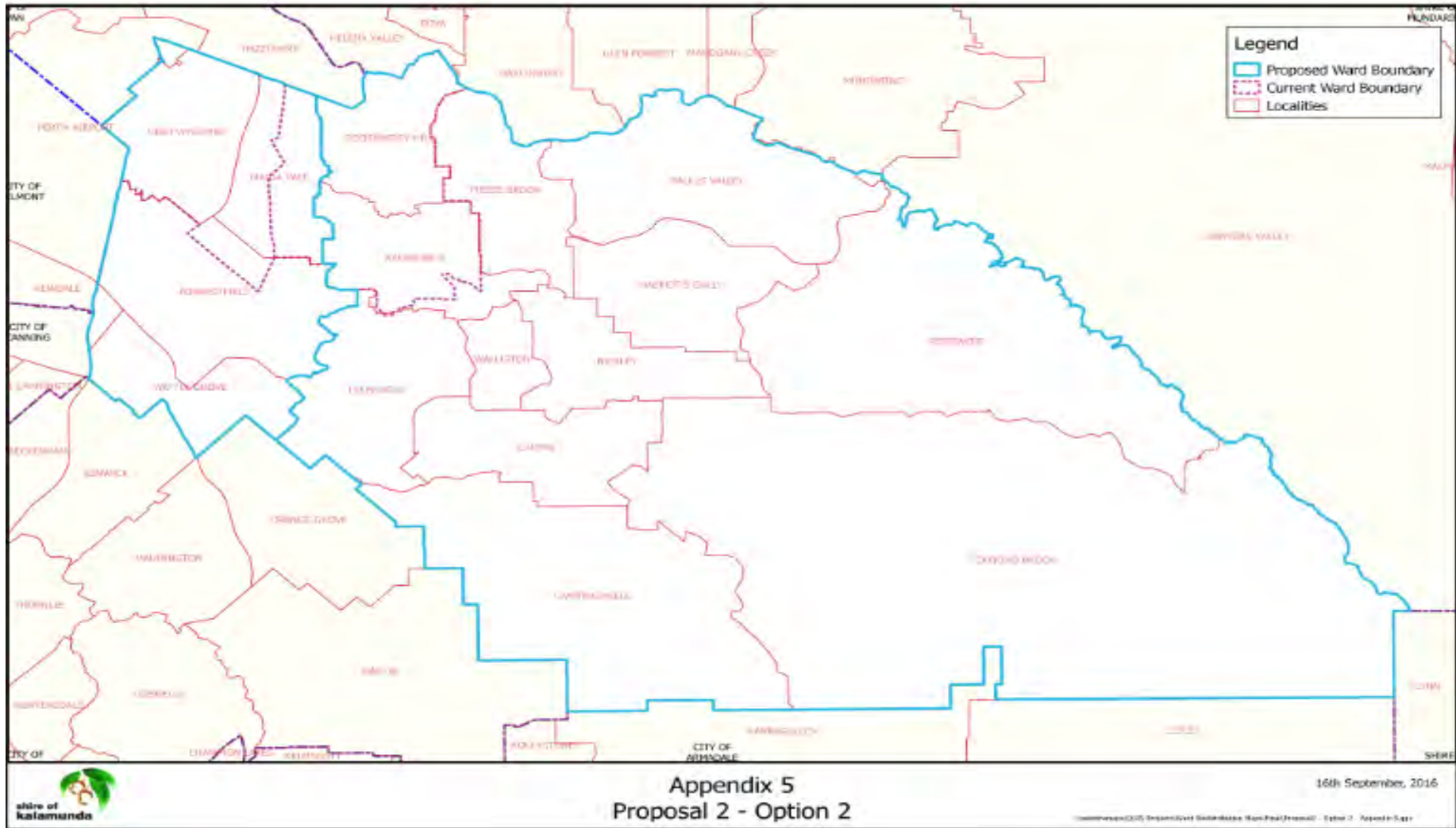


DISCUSSION PAPER PROPOSAL 2 – OPTION 2

Two Ward Proposal – 7 Councillors in West Ward and 5 Councillors in East Ward – [Maida Vale moved from East to West] (based on no suburbs being split)

Electors as at 8 September 2016

Ward	Suburbs Included	Number of Electors	Number of Councillors	Electors per Councillor	Deviation from Ave
West	Forrestfield, Maida Vale, High Wycombe, Wattle Grove, Kewdale	23,331	7	3,333	-0.77%
East	Gooseberry Hill, Kalamunda, Lesmurdie, Walliston, Bickley, Canning Mills, Carmel, Hacketts Gulfy, Paulis Valley, Pickering Brook, Piesse Brook, Reservoir	16,349	5	3,270	+1.12%
		39,680	12	3,307	



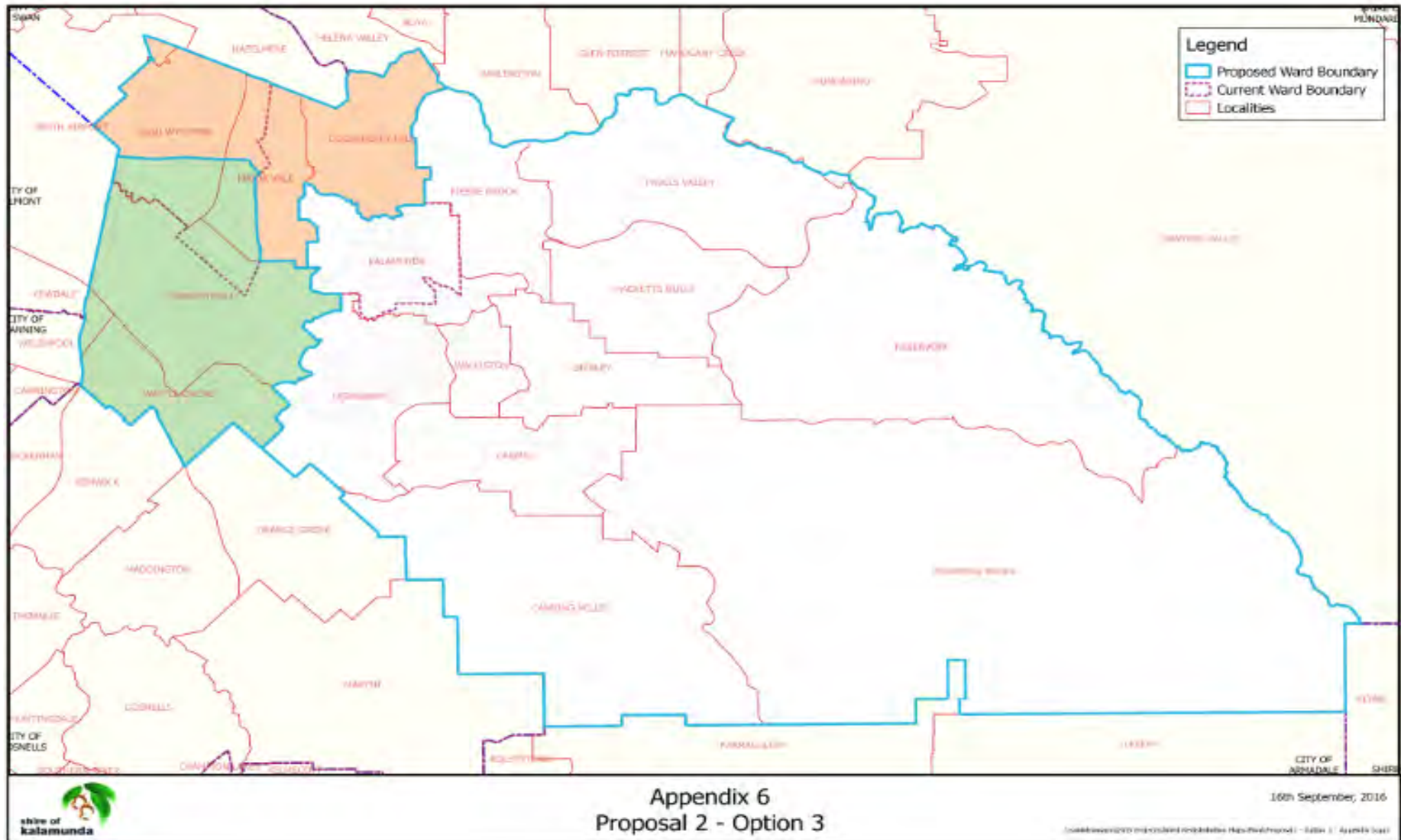
DISCUSSION PAPER PROPOSAL 2 – OPTION 3

Three Ward Proposal – 4 Councillors in each ward – (based on no suburbs being split)

Electors as at 8 September 2016

Ward	Suburbs Included	Number of Electors	Number of Councillors	Electors per Councillor	Deviation from Ave
North	High Wycombe, Maida Vale, Gooseberry Hill	14,065	4	3,516	-6.32%
South	Forrestfield, Kewdale, Wattle Grove	11,949	4	2,987	+9.68%
East	Kalamunda, Lesmurdie, Walliston, Carmel, Canning Mills, Pickering Brook, Bickley, Hacketts Gully, Piesse Brook, Pauls Valley, Reservoir	13,666	4	3,416	-3.30 %
		39,680	12	3,307	

Note – In the Ward Review Discussion Paper proposal the February 2016 Elector numbers had been amended from those above by including parts of High Wycombe and Maida Vale in the proposed South Ward.

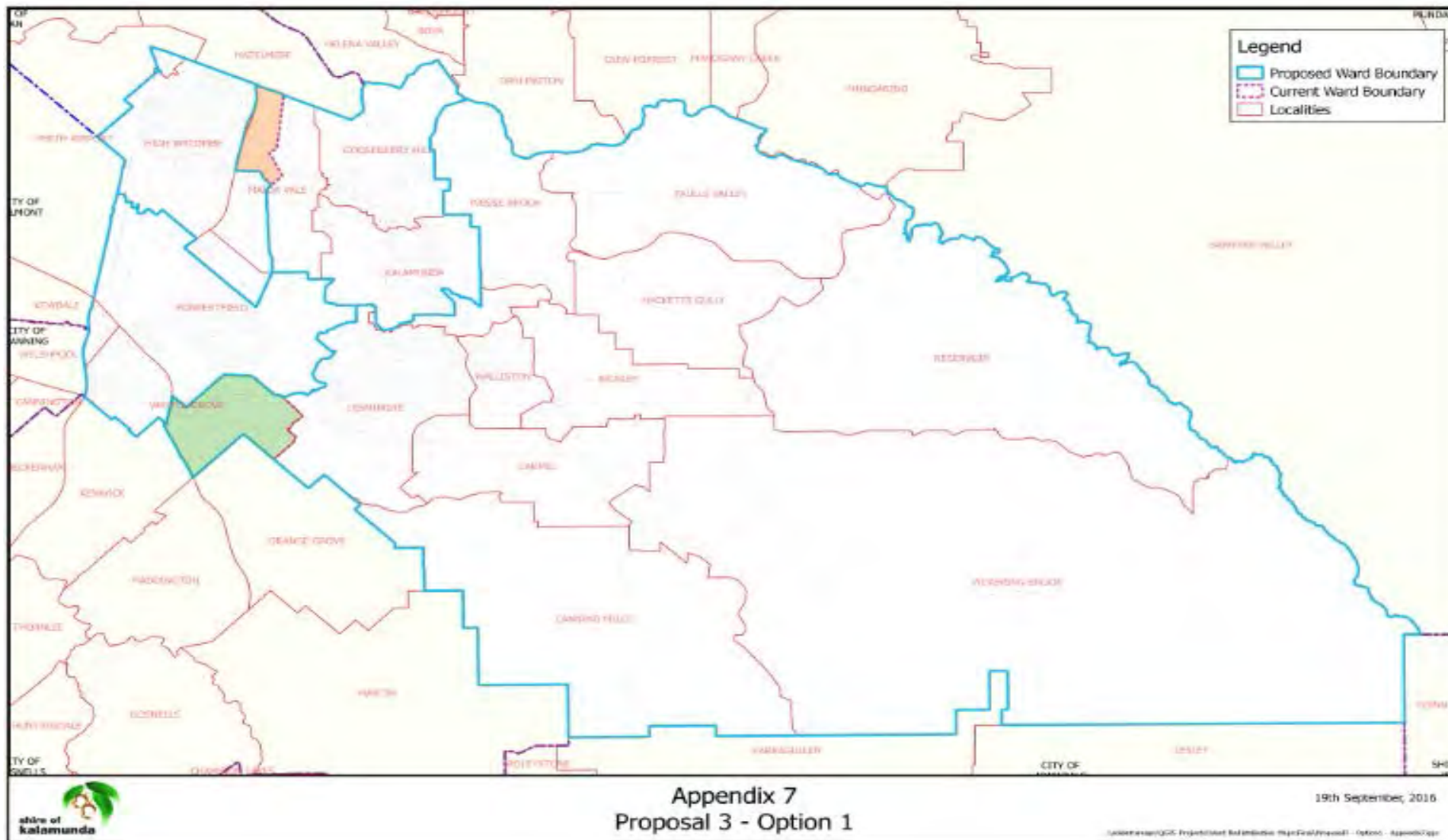


DISCUSSION PAPER PROPOSAL 3 – OPTION 1

Current 4 Wards – Moving 500 electors from the North West Ward to North Ward and 500 electors from the South West Ward to the South East ward

Electors as at 8 February 2016

Ward	Suburbs Included	Number of Electors	Number of Councillors	Electors per Councillor	Deviation from Ave
North West	(parts) High Wycombe and Maida Vale	9,839	3	3,280	-3.53%
South West	Forrestfield, Kewdale, (part) Wattle Grove, (parts) High Wycombe and Maida Vale	9,537	3	3,179	-0.35%
North	Gooseberry Hill, part of Maida Vale and Kalamunda, with the exception of the area east of King Road/Canning Road, <i>And</i> the area south of Orange Valley Road/Mason Road/Springdale Road;	9278	3	3,093	+2.37%
South East	Lesmurdie, Walliston, Carmel, Canning Mills, Pickering Brook, Bickley, Hacketts Gully, Piesse Brook, Pauls Valley, Reservoir, part of Wattle Grove and Portions of Kalamunda east of King Road /Canning Road;and south of Orange Valley Road/Mason Road/Springdale Road.	9,358	3	3,119	+1.55%
		38,012	12	3,168	

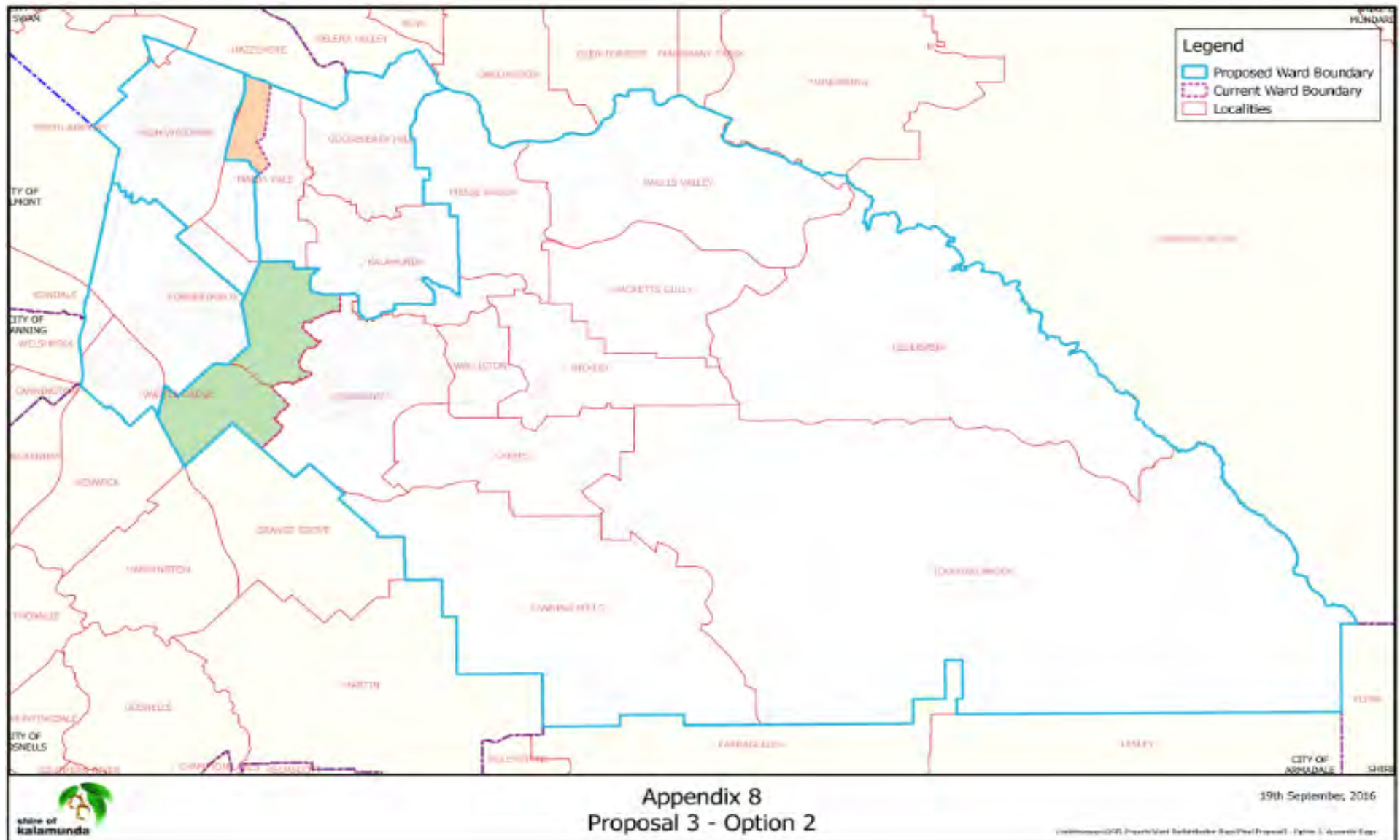


DISCUSSION PAPER PROPOSAL 3 – OPTION 2

Current 4 Wards – Moving 500 electors from the North West Ward to North Ward and 1000 electors from the South West Ward to the South East ward

Electors as at 8 February 2016

Ward	Suburbs Included	Number of Electors	Number of Councillors	Electors per Councillor	Deviation from Ave
North West	(parts) High Wycombe and Maida Vale	9,839	3	3,280	-3.53%
South West	(part) Forrestfield, Kewdale, (part) Wattle Grove, (parts) High Wycombe and Maida Vale	9,037	3	3,012	+4.92%
North	Gooseberry Hill, part of Maida Vale and Kalamunda, with the exception of the area east of King Road/Canning Road <i>And</i> the area south of Orange Valley Road/Mason Road/Springdale Road;	9278	3	3,093	+2.37%
South East	Lesmurdie, Walliston, Carmel, Canning Mills, Pickering Brook, Bickley, Hacketts Gully, Piesse Brook, Pauls Valley, Reservoir, part of Wattle Grove and Forrestfield and Portions of Kalamunda east of King Road /Canning Road;and south of Orange Valley Road/Mason Road/Springdale Road.	9,858	3	3,286	-3.72%
		38,012	12	3,168	

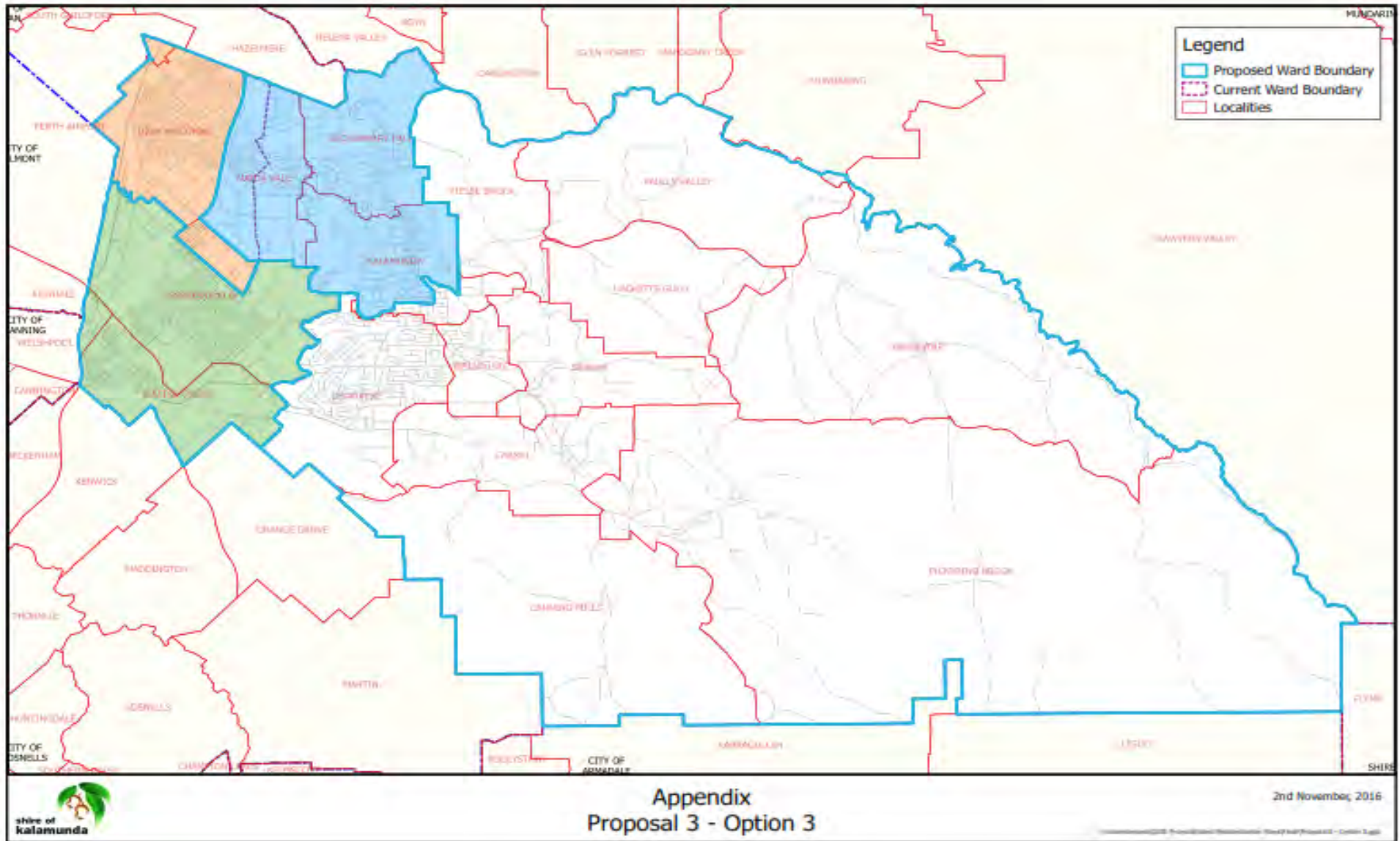


PROPOSAL 3 – ADDITION OPTION 3
(Not included in the discussion paper)

Current four wards – with Maida Vale moved to be all in North Ward

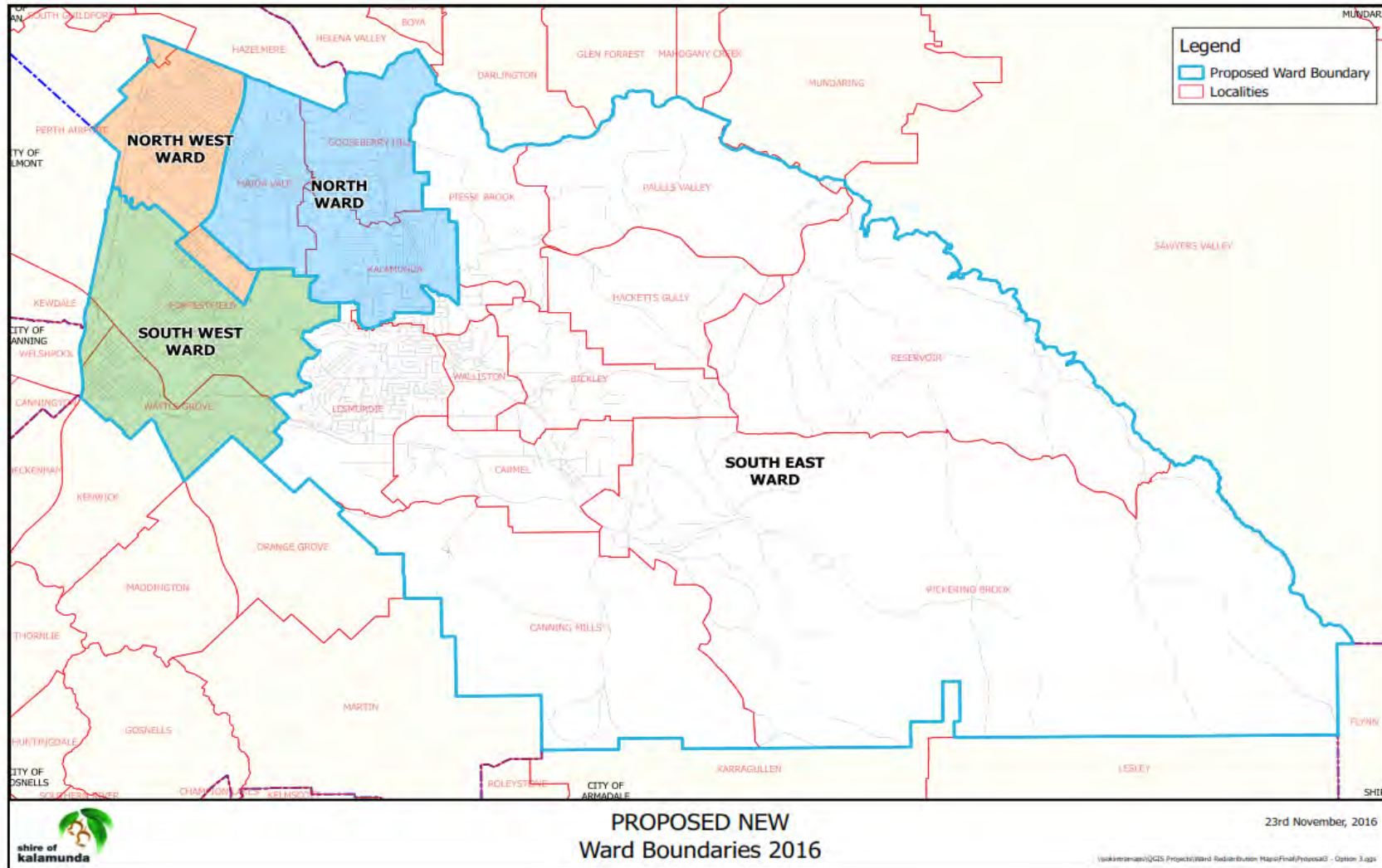
Electors as at 8 September 2016

Ward	Suburbs Included	Number of Electors	Number of Councillors	Electors per Councillor	Deviation from Ave
North West	High Wycombe, Forrestfield (portion)	9,400	3	3,133	-5.26%
North Ward	Maida Vale Kalamunda (portion) Gooseberry Hills	10,495	3	3,498	+5.78%
South West	Forrestfield (portion), Kewdale, Wattle Grove	10,560	3	3,520	-6.44%
South East	Kalamunda (portion), Lesmurdie, Walliston, Carmel, Canning Mills, Pickering Brook, Bickley, Hacketts Gully, Piesse Brook, Pauls Valley, Reservoir	9,239	3	3,080	+6.86%
		39,680	12	3,307	



Attachment 4

Finalisation of Review of Ward Boundaries and Number of Councillors Proposed new Ward Boundaries and Councillor Representation



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

56. CONFIDENTIAL ITEM – Community Care – Anson Review

Reason for Confidentiality. *Local Government Act 1995 Section 5.23(2) (a). – “a matter affecting an employee or employees” and Local Government Act 1995 Section 5.23 (2) (e) (ii) – “information that has a commercial value to a person”.*

Previous Items	
Responsible Officer	Director Corporate and Community Services
Service Area	Community Care
File Reference	
Applicant	
Owner	

Confidential Attachment 1 ANSON Presentation to Council (PowerPoint)

Reason for Confidentiality.
*Local Government Act 1995
Section 5.23 (2) (e) (ii) –
“information that has a
commercial value to a
person”.*

This report item has been circulated to all Councillors under separate cover.

10.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

11.0 QUESTIONS BY MEMBERS WITHOUT NOTICE

11.1 Question from the Corporate & Community Meeting – 14 November 2016

Cr Michael Fernie – C&C 46. Hartfield Park Reserve - Proposal to use Cash-in-Lieu Funds for Public Toilet at the Skate Park Site

- Q. In reference to paragraph 4, noting the breakdown between grant and municipal funds can I please have an update on what happened with the grant submissions?
- A. The Chief Executive Officer sought confirmation this question relates to the Shire grant submission in relation to lighting, CCTV and the toilet block. The Manager Community Development responded that in relation to the first two items would need to be taken on notice. The third one, we are proposing to seek cash in lieu funds.

Update

Lighting

The lighting project received a WA Police grant for \$25,000. The project has commenced with footings completed. Project completion is scheduled for mid-December following the supply of LED light fittings.

CCTV

The Shire has applied for a total of \$368,828 in grant funding to facilitate CCTV installation. The proposed grants are:

- WA Police grant – \$198,828
- Federal Grant - \$170,000

The final amount of grants to be received will depend on the tender prices for the work to be undertaken.

12.0 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

13.0 URGENT BUSINESS APPROVED BY THE PRESIDING MEMBER OR BY DECISION

14.0 TABLED DOCUMENTS

- 14.1 Confirmed Minutes – Ray Owen Management Committee – 4 August 2016
- 14.2 Confirmed Minutes – Kostera Oval Advisory Committee – 9 August 2016
- 14.3 Confirmed Minutes – Hartfield Park Advisory Committee – 16 August 2016
- 14.4 Confirmed Minutes – Scott Reserve Advisory Committee – 29 August 2016
- 14.5 Confirmed Minutes – Kostera Oval Advisory Committee – Special Meeting – 22 September 2016

- 14.6 Unconfirmed Minutes – Ray Owen Management Committee – 3 November 2016
- 14.7 Unconfirmed Minutes – Kostera Oval Advisory Committee – 8 November 2016
- 14.8 Unconfirmed Minutes – Hartfield Park Advisory Committee – 15 November 2016
- 14.9 Unconfirmed Minutes – Aged Care Advisory Committee – 23 November 2016

15.0 MEETING CLOSED TO THE PUBLIC

16.0 CLOSURE



MINUTES
RAY OWEN MANAGEMENT COMMITTEE
6.30PM THURSDAY 04 AUGUST 2016
RAY OWEN SPORTS CENTRE

1.0 OPENING

1.1 The Deputy Presiding Member opened the meeting at 6.27pm

2.0 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE PREVIOUSLY APPROVED

2.1 Attendance

Members

Cr John Giardina	Councillor Delegate (Presiding Member)
Peter Hanson	Kalamunda and Districts Basketball Association (KDBA)
Nicole McKennay	Kalamunda and Districts Netball Association (KDNA)
Matt Pember	Kalamunda and Districts Basketball Association (KDBA)
Kevin O'Connor	Coordinator Recreation Facilities and Services (CRS)

Deputy Members

Cr Michael Fernie	Deputy Councillor Delegate (Deputy Presiding Member)
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Staff

Fiona Stuart	Recreation Services Officer (RSO)
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Observers

Cr Geoff Stallard	Councillor 6.38pm – 7.02pm
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2.1 **Apologies:** Nil

2.2 **Leave of Absence Previously Approved** Nil

3.0 CONFIRMATION OF MINUTES

3.1 That the minutes of the Ray Owen Management Committee held on 05 May 2016, are confirmed as a true and accurate record.

Moved: **Nicole McKennay**

Seconded: **Peter Hanson**

Vote: **Carried (4/0)**

4.0 DISCLOSURE OF INTERESTS

4.1 Disclosure of Financial and Proximity Interests:

- a) Members must disclose the nature of their interest in matters to be discussed at the meeting. (Section 5.65 of the *Local Government Act 1995*)
- b) Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting. (Section 5.7 of the *Local Government Act 1995*)

Nil.

4.2 Disclosure of Interest Affecting Impartiality

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

Nil.

5.0 CORRESPONDENCE

Nil.

6.0 ITEMS FOR COMMITTEE CONSIDERATION

6.1 Ray Owen Master Plan – Environmental Study Update

CRS provided the Committee with an update on the Environmental Study recently completed as part of the Ray Owen Master Plan.

CRS advised that there were several considerations in relation to any clearing that may need to occur in line with future car park design;

- Consider potential breeding trees for retention within the area proposed for clearing
- Retain remnant bush around areas proposed for clearing where possible
- Clear habitat in stages so as to allow disturbed fauna time to disperse.
- Revegetate degraded/cleared areas following proposed car park construction.
- Attain appropriate environmental approvals/processes for proposed clearing

It was also noted that the study failed to include one small area close to the school, an appropriate follow up study will be undertaken by Shire of Kalamunda Staff.

In regards to the car park design, a concept plan taking the outcomes of the flora and fauna study into account needs to be advanced for the overall site. Once this plan is prepared, construction staging can be determined and the clearing permit requested. Any adjustments to the car park design and any clearing offset requirements can then be considered upon receipt of the details of the permit.

Drainage requirements for the site must also be considered in line with car park design. The completion of the power and water studies will also form an integral part of the final designs for the car park area.

Action

Item to remain on Agenda for future updates.

6.2 Capital Budget Requests (New and Renewal) 2016/17 Financial Year

Coordinator Recreation Services provided an update on current items relevant to Ray Owen Sports Centre that were put forward for budget consideration for the 2016/17 Budget.

- Programmed resurfacing of courts – Approved in the 2016/17 Budget
- Skylight replacement – Approved in the 2016/17 Budget
- Ray Owen Master Plan
 - Power Supply Study – Approved in the 2016/17 Budget
 - Water Supply Study – Approved in the 2016/17 Budget
 - Car Park Design – Approved in the 2016/17 Budget
 - Lesmurdie Mazenod Cricket Club: Two Practice Cricket Nets – 50% to be funded by SoK
 - Hills BMX starting gate and Facilities Upgrade – Approved in the 2016/17 Budget
- Refurbishment of toilets at Court 1 end of centre – Approved in the 2016/17 Budget
- CCTV – Not Supported
- Car parking line marking renewal – Approved in the 2016/17 Budget
- Netball Court Lighting – Approved in the 2016/17 Budget

CRS advised that Ray Owen were successful with almost all of the requested items for 2016/2017.

Unfortunately, the request for CCTV for the centre was not able to be supported at this time. The Shire of Kalamunda did receive external funding for CCTV projects within the Shire, however, this funding has been allocated to higher priority areas. CRS suggested that the committee raise this as a budget request again in the 2017/18 financial year when further funding may be available.

KDBA asked if perhaps some signage and dummy cameras could be provided around the centre in the meantime as an interim deterrent.

KDNA noted that the Manager of Information and Corporate Support had installed a portable security camera within the Netball office directed out to the car park area. Further information on the camera is requested as follows;

- Why it is at the centre?
- Who arranged for it to be installed?
- How is information collected?
- How long will it be there?

The Committee also requested a copy of the Project plan schedule for all approved 16/17 budget items to enable all user groups to plan seasonal competitions around any works.

KDNA noted that any work on the outdoor netball court lighting will be done in conjunction with a similar upgrade that BMX are planning. KDNA will provide details of any scope of works and planned dates based around the netball off season.

Action

RSO to follow up with the following items:

- Request to IT regarding information on portable Camera at centre.
- Request to Building Maintenance for copy of Project plan schedule for approved 16/17 budget items to allow future planning of season and events at the centre for both KDNA and KDBA.

6.3 Removal of Plastic Under the Skylight

RSO advised the Committee that the work would require the use of a scissor lift and as such, it was likely that the work would be tied in with the planned replacement of the skylights in November 2016.

6.4 Condition of Carpet located in Social/Activity room.

RSO advised the committee that the Shire of Kalamunda's booking officer for the Centre was aware of the current condition of the carpet and would monitor the condition.

7.0 URGENT BUSINESS WITH THE APPROVAL OF THE PRESIDING MEMBER

7.1 Committee Terms of Reference

CRS advised the Committee that as the Ray Owen Licence Agreement had now been finalised, the Terms of Reference for the Committee would need to be reviewed as some of the Terms were only relevant prior to the finalisation of the agreement.

Action

CRS and RSO to revise the Terms of Reference in conjunction with the Manager of Governance, Strategy and Legal Services and send draft document to Committee for review.

7.2 KDNA Administration Officer Resigns

Following the recent resignation of Tracey Clemesha from her role as Administrative Officer for KDNA, RSO suggested that a note of thanks to Tracey for all her hard work be recorded in the minutes. RSO noted that Tracey had always been a pleasure to work with and worked tirelessly for both the committee and KDNA.

KDNA advised that they are currently revising the PD for the role and do not anticipate sourcing a replacement until the new year.

RSO will advise Rangers, for alarm purposes, that it is unlikely there will be someone in the building during the weekdays on a regular basis as Tracey was fulltime.

The committee also noted that Darlene Regali, Hills BMX President, recently resigned from her position. All user groups noted the hard work that Darlene had put into the club and the strong lines of communication that Darlene ensured remained open with other user groups of the reserve.

Action

RSO to advise Rangers of reduced manning of the centre on weekdays until further notice.

7.3 Cleaning Contract at Ray Owen

The current cleaning contract at the centre with DMC has been extended until such time that the new contract is awarded. CRS advised that a Tender Report is being presented at the next Corporate and Community Services Committee meeting on the 08 August 2016 and will then be progressed to OCM at the end of August 2016.

It is likely that a handover of contracts will not take place until September or October 2016.

KDNA and KDBA have requested that the committee remain informed of any changes and timelines for the commencement of the new contract, as they would like to have an onsite meeting with the new contractor to discuss the scope of work and access arrangements for the centre.

Action

RSO to advise Committee of progress of tender and request that Operations arrange a meeting with new contractor and user groups to discuss the scope of works and access arrangements for the centre.

7.4 Cleaning Cupboard at Ray Owen

KDNA and KDBA request access to the cleaning cupboard in case of spillages or other cleaning requirements outside of cleaning hours at the centre. User groups used to have access, but a recent lock change has left them unable to use their key.

Action

RSO to raise an ICS for a new key for the cleaning cupboard and arrange delivery to the centre.

8.0 DATE OF NEXT MEETING

08 November 2016 at Ray Owen Sports Centre 6.30pm

9.0 CLOSURE

The Presiding Member closed the meeting at 7.06pm

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

Signed: Presiding Member

Dated this Day of2016



MINUTES
KOSTERA OVAL ADVISORY COMMITTEE
5.30PM TUESDAY 09 August 2016
PAT MORAN PAVILION

1.0 OPENING

1.1 The Presiding Member opened the meeting at 5.30pm.

2.0 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE PREVIOUSLY APPROVED

2.1 Attendance

Members

Cr Tracy Destree-Thompson	Shire of Kalamunda Councillor (Council Delegate)
Mike Perry	Presiding Member (KDJFC)
Glenn Docherty	Kalamunda Cricket Club (KCC)
Kathy Ritchie	Kalamunda Senior High School (KSHS)
Wayne Garwood	Kalamunda Show Representative (KSR)
Cr Sue Bilich	Shire of Kalamunda Councillor (Deputy Council Delegate)

Staff

Darren Jones	Manager Community Development (MCD)
Fiona Stuart	Recreation Services Officer (RSO)
Kevin O'Connor	Coordinator Recreation Services (CRS)
Darrell Forrest	Manager of Governance, Strategy & Legal Services (MG) Until 5.40pm

Observers

David Armstrong	Kalamunda Cricket Club (KCC)
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Apologies

2.2 Anthony O'Toole Kalamunda Lapidary Club (KLC)

2.3 **Leave of Absence Previously Approved** Nil

3.0 THE MANAGER OF GOVERNANCE, STRATEGY AND LEGAL SERVICES

Manager of Governance, Strategy and Legal Services provided the Committee with an overview of roles and responsibilities of the Committee in accordance with the Local Government Act 1995, the Shire of Kalamunda Standing Orders Local Law, and the Terms of Reference of the Kostera Oval Advisory Committee.

4.0 CONFIRMATION OF MINUTES

4.1 That the minutes of the Kostera Oval Advisory Committee held on 10 May 2016, be confirmed as a true and accurate record.

Moved: **Glenn Docherty**

Seconded: **Wayne Garwood**

Vote: **Carried (5/0)**

5.0 DISCLOSURE OF INTERESTS

5.1 Disclosure of Financial and Proximity Interests:

- a) Members must disclose the nature of their interest in matters to be discussed at the meeting. (Section 5.65 of the *Local Government Act 1995*)
- b) Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting. (Section 5.7 of the *Local Government Act 1995*)

Nil.

5.2 Disclosure of Interest Affecting Impartiality

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

Nil.

6.0 CORRESPONDENCE

Nil.

7.0 ITEMS FOR COMMITTEE CONSIDERATION

7.1 Storm Water Drains

CRS advised the Committee that Shire Officers will be working on the design for the storm water drainage project at Kostera Oval and then seeking quotes for the works. The Shires Project Delivery Team (PDT) will be managing the project.

Action

Item to remain on Agenda for future updates. PDT to liaise with user groups prior to commencement of works to minimise any potential disruptions to usage of the playing surface.

7.2 **Limestone Retaining Wall and Terrace along School Oval.**

CRS advised the Committee that the design for the embankment and terracing project is complete and has been signed off by Operations. The total cost of the project is under the Tender threshold limit and, therefore, will not be required to go out to tender. KSHS are contributing up to half of the estimated \$70,000 cost. The committee noted that it will be important for the Project Delivery Team to liaise with both the School and the user groups to ensure that access onto the oval is managed effectively and safely. A traffic management plan similar to that provided by the KSR at the time of the Kalamunda Show may be required.

Action

Item to remain on Agenda for future updates. PDT to ensure that both the School and the user groups remain informed of construction dates and project plans to minimise any potential disruptions to usage of the playing surface.

7.3 **Temporary Fencing Around Cricket Wicket**

RSO advised the Committee that the temporary fence will remain in place until the start of the cricket season.

Action

Item to remain on Agenda for future updates.

7.4 **Overarching Name for Kostera Oval Redevelopment**

CRS provided an update to the Committee on the proposed signage for the Kalamunda Sporting Precinct.

A preliminary design for the main sign has been approved by the Project Control Group (PCG) and KSHS have been involved as part of the initial discussions as the provision of signage is stipulated within the current Licence agreement between the Department of Education and the Shire of Kalamunda.

A Preliminary design for the main sign at the site was presented to the Committee and it was noted that it has been proposed that the sign could be situated on the corner of Recreation and Canning Roads. Further signs indicating shared usage information and the names and locations of the two ovals are still in the design phase, and it has been suggested that these could replace the current Project signs with a simple wrap over sign over the current frames. These signs could be placed at the main entrances to the Kalamunda Sporting Precinct and one on the Cotherstone Road entrance to the KSHS car park.

The PCG have committed a small amount of funding from the overall project budget to the signage, however, at this stage the cost of the main sign alone would take up most of this budget.

A discussion ensued on the signage cost, size, placement and information to be included or removed with the following points to be noted;

- Can the cost of the main sign be reduced by making it smaller or sourcing alternative sign makers?
- Can the main sign include the two historic names of Kostera oval and Headley Jorgensen oval?
- Confirmation of the Council decision regarding signage – was there to be 1 overarching and 2 smaller signs naming both Kostera and Headley Jorgensen?
- KSHS would like the PCG to consider removing the references to the layout of the ovals (athletics track/cricket ovals etc.) on the information signs, so that the two historical names of Kostera oval and Headley Jorgensen oval are more clearly defined for current and future reference.
- The inclusion of a "No dogs allowed" symbol was considered as a useful inclusion on the information signs.

Action

CRS to provide information discussed by Committee regarding the signage back to the PCG with a view to organising an informal meeting with all interested parties to progress the signage project.

7.5 Capital Budget Requests 2016/17 Financial Year

CRS provided an update to the Committee on the items that had been put forward for 2016/17 budget consideration. CRS advised the Committee members that the process for Capital Budget requests was a lengthy one with items from many areas submitted to the Senior Executive for initial assessment.

All items once assessed are ranked according to their level of priority and budget funding constraints. Due to the large number of capital items put forward, Council do not consider each item individually.

A final list of recommended projects is presented to Council for deliberation and endorsement.

- Viewing Platform for Kalamunda Cricket club – This item was not endorsed as it was not considered a high enough priority within the current level of funding available. Officers and Council suggested that the club could seek alternative options such as shade shelters and apply for funding through the Shires Community Funding Program to assist with the purchase of such items.
- Upgrade to Power and Lighting for junior ovals – An Officers report and recommendation for funding options for this project was presented to the Corporate and Community Services Committee on 08 August 2016. An application through the Department of Sport and Recreations CSRFF Program was considered for one third of the total project cost, with the other option being to include this project in Councils state election funding advocacy program.

These options will now be considered at the August Ordinary Council meeting to be held 22 August 2016.

The CRS thanked KSHS, KSR and KDJFC for providing letters of support towards this project and indicated that the KDJFC had also advised that they were prepared to make a financial contribution towards this project.

7.6 **Dog Sign Replacement**

RSO tabled a map of KSP showing placement of 8 new "No Dog "signs that will be installed within the next month.

Rangers have requested that further to the signage, clubs remember to advise all members and visiting teams about the no dog policy and also to advise their State Sporting body. Notification can be added to club websites and fixture details.

User groups requested further information as to whether dogs could be walked around the outside of the oval or whether the no dog policy related to the entire reserve.

Action

RSO to confirm with Rangers about the restricted areas for dogs at the Kalamunda Sporting Precinct and update the Committee with the information provided.

7.7 **Northern Car Park Design**

CRS advised the Committee that the query regarding the Northern Car Park design had been pursued with the PCG and the following information was received.

- Consideration of the Northern Car Park was removed from the Scope of works within the redevelopment project in the 2014/15 year.

The Presiding member requested that perhaps a design and estimated cost could be considered along with the drainage design for future presentation through the budget deliberation process.

Action

CRS to request Operations to consider the request regarding design and estimated cost of the KSP Northern car park.

8.0 **URGENT BUSINESS WITH THE APPROVAL OF THE PRESIDING MEMBER**

8.1 **Kostera Oval Turf Maintenance Agreement with KCC**

KCC enquired as to the current status of the proposed Turf Maintenance MOU with the Shire for 2016.

CRS confirmed that at a recent meeting it had been confirmed that the Shire will assume responsibility of the preparation and maintenance of the turf wickets and turf practice net wickets at the KSP. This will be for a period of one year.

KCC asked if the surface is not approved by WASTCA, the governing body of the competition, and games are moved away from Kostera, will the Shire pay all associated fines and costs that this will attract?

CRS advised KCC that the expectation is for Parks and Reserves team to meet with KCC to discuss preparation and other issues currently concerning the club.

KSHS asked if it could be confirmed that if the Shire are assuming responsibility for the maintenance of the cricket wicket, that none of the associated costs for this will be attributed to the school, along with other costs that are part of the Licence Agreement between the Department of Education and the Shire of Kalamunda.

The schedule of works for any maintenance will need to be provided to the school as per the agreement.

KSHS requested that now that the KSP shared usage licence agreement had been signed by all parties, that the document be tabled at the next Kostera Oval Advisory committee meeting for record purposes.

KCC also requested two copies of a C7 key to give them access to the storage shed on the reserve.

Action

- CRS to follow up with Operations on status of MOU.
- RSO to request that Parks and Reserves officers meet with KCC to discuss the turf wicket preparation and other issues currently concerning the club.
- RSO to request two C7 keys be provided to KCC for the new storage shed.
- CRS to confirm with Operations that no additional costs associated with the maintenance of the turf wicket block or turf practice wickets will be attributed to the school and provide answer in writing to KSHS.
- RSO to ensure that the KSP shared usage licence agreement is tabled at the next meeting of the Kostera Oval Advisory committee and the item is placed on the Agenda.

8.2 Removal of Old Soccer goals

KDJFC requested that the old soccer goals be removed from the reserve as they were now rusting and a potential safety hazard.

Action

RSO to raise an ICS to have the old soccer goals removed

8.3 End of Season KDJFC

KDJFC advised the committee that the official end of the season for football would be Sunday 18 September 2016 and that following this date all of the goal posts on all ovals could be removed.

Action

RSO to advise Parks and Reserves of the end of season dates at KSP.

8.4 Additional Users of KSP

KDJFC queried the protocol for other user groups accessing KSP, as a group of footballers had recently used the oval for what appeared to be an organised football match, and the club were concerned over the wear of the ground with recent rain and dormancy of the surface.

RSO advised the group that any application to use the ground during the period of seasonal occupancy would see Shire officers liaise with the current user group to determine if the ground was free, prior to booking any group onto the reserve. RSO also noted that as the ground is public open space it is freely available for the general public to use as appears to be the case in this instance.

8.5 Clubs 4 Life Workshops

RSO reminded the Committee of the upcoming information session for all Incorporated groups in relation to the Changes to the Association Act. A representative from the Department of Commerce will be presenting the session on Wednesday 17 August commencing at 6.30pm at the Woodlupine Community Centre in Forrestfield.

Further to this the RSO noted that on the 14 September 2016 the Shire will be hosting another information session on both the Shire of Kalamunda's Community Funding Program and also other funding opportunities available through external agencies such as the state government. Further information will be sent to all groups at a later date.

Action

RSO to provide further information on Clubs 4 Life Workshops as and when it becomes available.

9.0 DATE OF NEXT MEETING

08 November 2016 at Pat Moran Pavilion at 5.30pm

10.0 CLOSURE

The Presiding Member closed the meeting at 6.35pm

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

Signed: Presiding Member

Dated this Day of2016



MINUTES
HARTFIELD PARK ADVISORY COMMITTEE
5.30PM TUESDAY 16 August 2016
FORRESTFIELD UNITED CLUB ROOMS

1.0 OPENING

- 1.1 The Presiding Member opened the meeting at 5.30pm

2.0 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE PREVIOUSLY APPROVED

2.1 Attendance

Members

Cr Allan Morton	Shire of Kalamunda Councillor (Council Delegate)
Kevin Adams	Presiding Person (KDRUC)
Phil Fawell	Kalamunda Districts Hockey Club (KDHC)
Alex Minson	Forrestfield Cricket Club (FCC)
Jeff Tillemans	Forrestfield Districts Bowls Club (FDBC)
Peter Sheppard	Forrestfield Tennis Club (FTC)
Phil Barker	Forrestfield United Soccer Club (FUSC)

Staff

Fiona Stuart	Recreation Services Officer (RSO)
Kevin O'Connor	Coordinator Recreation Services (CRS)

Observers

Brett Myles	Forrestfield Little Athletics Club (FLAC)
Andy Osborne	Forrestfield United Soccer Club (FUSC)

2.2 Apologies

Terry Davidson	Forrestfield Football Club (FFC)
Geoff Hunter	Forrestfield Flyers Tee Ball Club (FFTC)
Faye Lund	Forrestfield Scouts (FS)
Cr Noreen Townsend	Shire of Kalamunda Councillor (Deputy Council Delegate)

2.3 Leave of Absence Previously Approved Nil

3.0 CONFIRMATION OF MINUTES

3.1 That the minutes of the Hartfield Park Advisory Committee held on 03 May 2016, be confirmed as a true and accurate record.

Minutes are to be confirmed subject to the addition to point 3.0 of the 03 May 2016 Minutes as follows;

" Manager of Governance and PR advised the Committee that if Standing orders are to be suspended at the beginning of each meeting to allow a more informal discussion to take place, then the Presiding member should direct the Committee as follows;

That in accordance with Clause 17.1 of the Standing Orders all clauses in the Standing Orders be suspended to allow for open discussion."

Moved: **Phil Barker**

Seconded: **Phil Fawell**

Vote: **Carried (7/0)**

4.0 DISCLOSURE OF INTERESTS

4.1 Disclosure of Financial and Proximity Interests:

- a) Members must disclose the nature of their interest in matters to be discussed at the meeting. (Section 5.65 of the *Local Government Act 1995*)
- b) Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting. (Section 5.7 of the *Local Government Act 1995*)

Nil.

4.2 Disclosure of Interest Affecting Impartiality

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

Nil.

5.0 CORRESPONDENCE

Nil.

6.0 ITEMS FOR COMMITTEE CONSIDERATION

6.1 Hartfield Park Redevelopment

CRS provided the Committee with an update on the Hartfield Park Redevelopment with particular reference to the following items;

- **Extension of Morrison Oval** – Works to extend the turfed area and the reticulation on Morrison oval were completed by the contractor and handed

over to the Shire in July 2016. The area now provides a further 1500 square meters of grassed area but will still require some further remediation work prior to usage by clubs.

The Committee requested that they remain informed of all updates regarding future access to Morrison Oval.

The Committee enquired as to whether flood lighting for the area is to be included as part of the project to allow trainings over the winter period. This is to be investigated by Shire Officers.

- **Construction of Tee Ball Storage Shed** – the construction of the Tee Ball Storage shed at Reid Oval appears to be complete externally, however Shire Officers are still to receive confirmation from the club as to whether all internal work has also been completed.
- **Development of Hockey Club rooms and Field Layout** – Shire Officers met with KDHC Committee members in early August to discuss the functional brief for the refurbishment of the club rooms at the Darling Range Pony Club site and a concept design has been developed.
Shire Officers are still liaising with the Department of Aboriginal Affairs to finalise the clearing permit for some bush areas at the pony club site which will allow for the installation of the 3 hockey pitches.
- **Upgrade of the Forrestfield United Soccer Change rooms and extension of spectator area** – the tender for the upgrade to the change rooms and the extension to the spectator area was advertised on the 13 August 2016. Following the completion of the tender process it is anticipated that the CEO will have authority to adopt the tender without having to go to Council. CRS thanked all club members for their cooperation and input into the project and advised that the Coordinator Project Delivery will remain in contact with the club for all updates and project timelines.
FUSC asked if CRS could confirm that if the tender came in under budget any surplus funds could contribute to lighting for Morrison oval. CRS advised that any such decisions would have to go to Council for consideration.
- **Development of New Parking Areas and Pathways** – Angle Parking is to be developed along Hartfield Road within the 2016/17 financial year to replace the current parallel parking. A new footpath has been constructed along Hartfield Road from the existing sporting complex on Morrison Road to the proposed new hockey facility on Hartfield Road. Cr Morton advised the Committee that the new path was constructed earlier than previously planned due to further funding becoming available for immediate use.

Action

- Hartfield Park Redevelopment updates to remain on Agenda until completion of all projects.
- RSO to liaise with Operations as to when user groups will have access to the extension on Morrison oval.
- CRS to confirm whether the provision of flood lights for the newly extended turf area on Morrison Oval is included as part of the redevelopment project.
- RSO to confirm full completion of the Tee Ball storage shed with Forrestfield Flyers.

6.2 **Capital Budget Requests (New and Renewal) 2016/17 Financial Year**

CRS provided an update on the items relevant to Hartfield Park that were put forward for consideration within the 2016/17 budget.

- **Forrestfield Skate Park Toilets** – CRS advised the Committee that Council had endorsed a proposal to install a toilet block at the Skate park site within the 2016/17 budget process. A Cash In Lieu (CIL) funding application is to be made to the WA Planning Commission in September 2016. CIL funds are held by Council but WA Planning Commission approval is required before Local governments can access the funds for projects such as the toilets at the Skate Park.
- **Skate Park Lighting and CCTV** – Funding to provide lighting and CCTV at the Skate park site was endorsed by Council within the 2016/17 budget process. External government funding has also been received for the provision of the CCTV system.
- **FDBC Kitchen Upgrades** – Funding to assist with upgrades to the FDBC kitchen was endorsed by Council in the 2016/17 budget process. FDBC are now required to provide an updated quote to Shire Officers and a financial agreement will be drafted prior to the provision of the funds. Budget funds were also approved for toilet upgrade works. CRS is to advise FDBC if these works are to be arranged by the Shire or by FDBC.

Action

- FDBC to provide CRS with updated quote for works to kitchen.
- CRS to advise FDBC on whether the toilet upgrade works are to be arranged by the Shire or FDBC.

6.3 Floodlight Issues on Morrison Oval

RSO advised the Committee that as per the information provided in the Agenda, this matter was now resolved.

6.4 Forrestfield and Districts Bowls Club Toilets

Ongoing blockage issues had been reported by the FDBC regarding trees roots in the Clubrooms pipes. This matter was referred to building maintenance who had organised with the club for a contractor to undertake works to rectify the problem. FDBC advised the Committee that the contractor had attended the club to complete the works to find that the tree roots had grown through the pipes again and that they would now have to clear out the pipes once more prior to fitting a sleeve over the older pipes to help protect the pipes from further invasion.

6.5 Mowing on the Hockey fields at Hartfield Park

Concerns had been raised at the start of the hockey season regarding the sponginess of some areas of the hockey fields which in turn caused uneven mowing patterns. This naturally concerned the hockey club as it could have increased the risk of raised hockey balls during matches.

Parks and Reserves noted that this would rectify itself following the next weekly mow and the surface would be flatter and more consistent. Access to grounds earlier would allow Parks to avoid such incidents in the future.

KDHC advised the Committee that mowing at the reserve had been erratic this season in particular on the third field. A hand drawn map of the current condition of the pitch and where the longer grass is situated was provided to RSO. The map also indicated an area along the northern side of the pitch that remained consistently wet this season and KDHC requested that the drainage around the area be investigated. FUSC also noted that an area alongside the main soccer pitch closest to the Club rooms required some drainage work investigations.

Action

- RSO to provide the map of the hockey pitch as drawn by KDHC to Parks and Reserves showing the areas where the grass has been left too long and also the area where the pitch is very wet.
- RSO to further advise Parks and Reserves of the area close to the soccer club rooms which also requires investigation due to drainage issues.

6.6 Shire of Kalamunda Community Funding Program

RSO reminded the Committee that the next round of the Shire of Kalamundas Community funding Program opens on 01 October 2016 and will close on 30 November 2016.

The Shire's **Sport and Recreation Development Funding Program** is available for local sporting clubs to apply for funding for up to an amount of \$1000.

Applications will be assessed after the round closes and Clubs will be notified if successful in December.

Clubs may apply for safety equipment, including first aid, sporting equipment, training/coaching/first aid courses, minor capital works etc.

The Shires **Club Fundraising Program** is also available for local sporting clubs to apply for funding up to an amount of \$500.

The next funding round opens 1 October and closes 30 November 2016.

Applications will be assessed after the round closes and Clubs will be notified if successful in December.

Clubs may apply for assistance with costs associated with a fundraising event such as, but not limited to,

- Food/soft drink purchase costs
- Hire costs for venues, equipment
- Guest speaker costs

- Entertainment costs – e.g. – bouncy castles

Kalamunda Sports Star – Round One closes 31 October 2016

The **Kala Sports Star funding** is available for any athletes aged 25 and under that may be selected for State or National Representation, however, this is only available to Club members that reside within the Shire of Kalamunda.

The funding can provide up to \$250 for those athletes under the age of 18 and up to \$150 for those between 18 and 25 years old.

This funding is available to assist these athletes with the associated expenses once selected at this level.

Clubs are advised to make themselves familiar with the Conditions of Funding when applying for any of the grants available.

If a club have any enquiries regarding the funding program, please contact the Shires Recreations Services Officer, Fiona Stuart at Fiona.stuart@kalamunda.wa.gov.au or applications forms are available via the Shire's website at www.kalamunda.wa.gov.au

6.7 Corymbia Festival 2017

RSO advised the Committee that the Shire may require the use of all ovals at Hartfield Park for the annual Corymbia Festival commencing on Friday 10 March 2017, concluding on Sunday 12 March 2017.

If the Clubs are able to request an away game for the date of the event for the summer season fixtures, this would alleviate any issues of scheduled games during the time of the event.

Action

Item to remain on Agenda to remind Committee of the event closer to the dates in 2017.

6.8 Clubs 4 Life Workshops

Changes to the Association Act

Wednesday 17 August 2017

Woodlupine Community Centre, Forrestfield – 6.30pm

RSO reminded the Committee that the Shire of Kalamunda are hosting an information session on the Changes to the Association Act that will be presented by the Department of Commerce.

RSO further advised the Committee that following the Changes to the Association Act session, the Shire will be hosting a second information session on funding opportunities both within the Shire of Kalamunda and through external agencies.

The event is booked in for Wednesday 14 September 2016 at the Shire of Kalamunda Offices and more information on the content and times will be sent out within the next week.

7.0 URGENT BUSINESS WITH THE APPROVAL OF THE PRESIDING MEMBER

7.1 Forrestfield Little Athletics Representative

Brett Myles introduced himself to the Committee, Brett has nominated to represent the Forrestfield Little Athletics Club on the Hartfield Park Advisory Committee following the recent resignation of John Ferguson.

Brett advised the Committee that FLAC have recently asked the Shire if a second jump pit can be installed at Hartfield Park to assist with increasing membership at training.

KDHC noted that the club would like to be consulted on the location of any proposed jump pit prior to any approval being given.

Action

RSO to request that Parks and Reserves liaise with KDHC prior to approving any request for a second jump pit at Hartfield Park Hockey reserve.

7.2 Forrestfield Tennis Club Query Over Plans for Path to Proposed New Hockey Site

FTC enquired as to the location of the new path that was proposed to go to the new hockey site. Cr Morton advised that the new path that was put in along Hartfield Road will take people directly to the new hockey site.

Action

CRS to confirm with PCG whether there are any other future plans for pathways to the proposed hockey site.

7.3 Location of Kalamunda Canning Rugby League Club in 2016/17 Season

KDRC asked CRS if the Shire had made any plans for the future location of Kalamunda Canning Rugby League Club (KCRLC) at Hartfield Park. KCC and FUSC also expressed a need to have a decision on where KCRLC would be located due to possible sharing of facilities and the reserves.

CR Morton confirmed that there would be no returning to Pioneer Park as the site was contaminated and not fit for purpose. CRS further advised that the cost of any future remediation work would be in excess of \$50 million and therefore would not be considered.

CRS noted that Shire Officers are currently looking at options for KCRLC and would consult with current user groups prior to making any recommendations. CRS thanked all user groups for their cooperation during this season to accommodate KCRLC at the reserve.

Action

Item to remain on the Agenda for future updates and CRS to consult with affected user groups in regard to the provision of feedback on the locating of KCRLC at Hartfield Park.

7.4 Reticulation Pit on Cricket Oval

FCC queried the location of a new reticulation pit that has appeared within the cricket oval on the rugby side and poses a potential safety hazard for players.

Action

FCC to send through details of location to RSO who will follow up with Parks and Reserves.

7.5 Shared Use of Recycle Bin

FDBC thanked the KDRUC for agreeing to share the use of the Clubs cardboard recycling cage. FDBC advised that it was great for the club to be able to recycle and appreciated KDRUCs offer.

8.0 DATE OF NEXT MEETING

15 November 2016 at Kalamunda and Districts Rugby Union Club rooms at 5.30pm

9.0 CLOSURE

The Presiding Member closed the meeting at 6.12pm

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

Signed: Presiding Member

Dated this Day of2016



MINUTES
SCOTT RESERVE ADVISORY COMMITTEE
5.00PM MONDAY 29 AUGUST 2016
SCOTT RESERVE PAVILION

1.0 OPENING

1.1 The Presiding Member opened the meeting at 5.00pm

2.0 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE PREVIOUSLY APPROVED

2.1 Attendance Members

Cr Sara Lohmeyer	Shire of Kalamunda Councillor (Deputy Council Delegate) – Until 5.25pm
Frank Scardifield	Presiding Member (HWCC)
Neil Worsley	High Wycombe Amateur Football Club (HWAFC)
Floyd Sullivan	High Wycombe Junior Football Club (HWJFC)

Staff

Fiona Stuart	Recreation Services Officer (RSO)
Kevin O'Connor	Coordinator Recreation Services (CRS)

Observers

David Barnes	Deputy High Wycombe Amateur Football Club (HWAFC)
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Apologies

2.2 Cr Dylan O'Connor	Shire of Kalamunda Councillor (Councillor Delegate)
Martyn Cresswell	Edney Primary School (EPS)

2.3 **Leave of Absence Previously Approved** Nil

3.0 CONFIRMATION OF MINUTES

- 3.1 That the minutes of the Scott Reserve Advisory Committee held on 31 May 2016, be confirmed as a true and accurate record.

Moved: **Neil Worsley**

Seconded: **Frank Scardifield**

Vote: **Carried (3/0)**

4.0 DISCLOSURE OF INTERESTS

4.1 Disclosure of Financial and Proximity Interests:

- a) Members must disclose the nature of their interest in matters to be discussed at the meeting. (Section 5.65 of the *Local Government Act 1995*)
- b) Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting. (Section 5.7 of the *Local Government Act 1995*)

Nil.

4.2 Disclosure of Interest Affecting Impartiality

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

Nil.

5.0 CORRESPONDENCE

Nil.

6.0 ITEMS FOR COMMITTEE CONSIDERATION

6.1 Dogs On Reserves

At the meeting on the 31 May 2016 the Committee made a recommendation that Officers would seek comment and suggestions from Ranger services regarding strategies that the Shire can employ, in partnership with user groups, to help alleviate the ongoing problem of dog owners utilising sporting reserves.

In response to the recommendation the Senior Ranger provided the following comments.

In regards to the request all that Rangers can do is work in conjunction with the sporting clubs and be pro-active in our approach. Currently Rangers patrol the area on a daily basis and will deal with any issues that they may see. If the sporting clubs could advise all visiting teams that dogs are not prohibited at the reserve this may go part of the way in reducing the number of dogs that are there. Rangers also ask the sporting clubs to call Rangers if they see dogs down there at any time. Please

note that Rangers are available Monday – Friday 0730-1830hrs and 0730-1530hrs Saturday, Sunday and Public holidays.

The area Ranger will confirm that all of the signs are clear and visible and if there is a need to get any replaced Rangers will ask engineering to organise the new signs."

Further to this the Senior Ranger also advised that;

"Rangers will issue either a verbal or formal caution if it is a first offence and if the dog owners continue to break the rules Rangers have the ability to issue a \$200 infringement. This is a policy that Council has in place and our main aim is to educate the dog owners before we go down the path of issuing an infringement or taking legal action."

A3 Posters of the Dog exercise areas in the Shire of Kalamunda were provided at the meeting for use around the club room area.

The Committee asked whether it was possible for a Ranger to perhaps attend one of the fixtured games to perhaps walk round the ground. This may help promote a sense of partnership between user groups and Shire of Kalamunda. RSO requested that club fixtures are sent through so that dates can be targeted. Cr Lohmeyer further suggested the use of Social Media through such groups as "Only in High Wycombe" could be utilised to promote Scott Reserve as a "dog free" venue.

Cr Lohmeyer further encouraged the user groups to contact Rangers on weekends through the after-hours number 9 257 9999.

Action

- Committee to provide a copy of club fixtures seasonally to RSO who will pass onto Ranger Services.
- User groups to consider use of club and other social media portals to remind residents and visiting teams that Scott Reserve is not a dog exercise area.

6.2 Bins On Scott Reserve

A map of Scott Reserve was provided to the Committee after the meeting on the 31 May 2016, to map out proposed locations for extra bins at the reserve.

The Committee marked out the proposed locations for bins on the map, and this was then forwarded to Waste Management for review and comment. Waste Management provided options for bin locations along with revised costing's for the options and these were then sent to the Committee.

Two members of the Committee provided comment supporting the provision of extra bins but retaining the same amount of posts at the site to see if this improved the situation. This option would not require any increase in collection fees for the user groups.

Several new bins have been located at the reserve, however the placement seems inconsistent with what was proposed by Waste Management services. Two bins have been placed against the Pavilion walls at the western end of the facility, the committee have requested that these be relocated into one of the nearby

motorcycle bays if possible. The Committee was concerned that the current location of the bins could be hazardous should a fire be started within the bins. The Committee also noted that there were still no new bins on the hillside along Wycombe Road.

Action

- RSO to confirm the number of new bins that were located at Scott Reserve and also to ask if the two bins that currently sit next to the building can be relocated to one of the motorcycle bays.
- RSO also to confirm whether a bin can be placed on Wycombe Road side of the main oval.

6.3 Car Park Changes

The Recreations Services Officer (RSO) provided Engineering Services with a map of the Scott Reserve Car Park and the location of the new gate onto the reserve. RSO advised engineering that the Committee would like to know whether the Shire intended to install a concrete ramp/wedge at the new gate to allow smooth access onto the reserve for the ambulance.

Cr Lohmeyer encouraged the Committee to make a list of all items that needed attention at the pavilion and reserve, to complete a "wish list "of items as this is what other clubs up the hill are doing. Cr Lohmeyer pledged support for such items along with the support of Cr O'Connor.

RSO confirmed that the Construction Supervisor was looking at the work required and will report back to RSO once internal quote was complete.

Action

Item to remain on Agenda for future updates.

6.4 Scott Reserve Turf Maintenance Program

The Committee noted that there were still areas of concern on the reserve notably behind the goals on the Edney Primary School end. This area seems to be quite wet even after dry periods.

HWJFC advised that a proposal for programed spraying for nematodes had been emailed to RSO that could be completed free of charge. RSO advised the Committee that the email had been forwarded to the Coordinator of Parks and Environmental Maintenance and also the Open Space Supervisor for review. RSO also noted that a program for turf maintenance in regards to the nematodes was currently in place, as per the recommendations of Ken Johnstone. HWJFC requested a copy of the program.

Action

RSO to provide HWJFC representative with a copy of the turf maintenance program for Scott Reserve.

6.5 Capital Budget Requests 2016/17 Financial Year

Coordinator Recreations Facilities and Services (CRS) provided an update on current items relevant to Scott Reserve that were put forward for budget consideration within the 2016/17 Budget.

- Playground Shade Sail – this item has been approved for installation. The Committee asked whether the playground equipment would also be updated at the same time. CRS advised the Committee that replacement of playground equipment is on a programmed schedule incorporating all reserves and neighbourhood parks within the Shire. CRS will seek confirmation of when Scott Reserve is due for replacement equipment.
- Replacement of the nets around the practice cricket nets nearest to the Scott reserve Pavilion – this item was also approved and planning has commenced for the approved works. HWCC requested a copy of the final design for review and also confirmation of installation dates.
- Hot Water system – funding was allocated to replace the hot water system in the pavilion.

The Committee indicated that in regards to the works associated with the installation of the cricket nets and the hot water system, they felt that the user groups could be more involved in the process and perhaps assist. HWCC commented that there is a BBQ at the end of the Pavilion that requires some work to the gas line. If the Shire were to consider upgrading the gas line onto the site, the supply to the BBQ could be improved and instantaneous hot water systems could be installed instead of Storage systems as planned.

Action

CRS to confirm with Infrastructure Services when the cricket nets are to be installed and also to request a copy of the design for HWCC.

6.6 Friday Night matches

Following a request from the High Wycombe Junior Football Club concerning lighting upgrades for the reserve at the meeting on the 31 May 2016, RSO provided user groups with information on Department of Sport and Recreations Community Sporting and Recreation Facilities Funding program and the processes required.

HWJFC asked CRS if there was any process that HWJFC needed to follow in regards to Community Consultation for lighting projects at reserves. HWJFC indicated that Senator Sterle and Steve Irons had both made commitments to provide funding for the lighting project.

CRS advised HWJFC that the club should seek written confirmation from the federal MPs regarding their commitment to the project, the amount pledged and advice as to where the funds will be allocated from.

CRS further advised the Committee, that such projects often require a power upgrade to the site to meet the power requirements for the increased load. The Committee should remain mindful of these type of additional costs within any funding requests.

Action

- HWJFC representative to seek written confirmation of funding commitments from MPs.
- CRS/RSO to investigate level of Community consultation required, if any, prior to lighting upgrade within residential areas.

6.7 Maintenance Items

RSO raised Internal Customer Service requests for several items to be attended to by Shire Officers, the only item still outstanding is the

- Wooden bench slats vandalised on bench at front of club rooms at Scott reserve pavilion. – awaiting outcome

Action

RSO to follow up with Operations as to the completion of the request.

6.8 Donation of Hire Fees

Edney Primary School (EPS) had noted that the school were not using the High Wycombe Recreation Centre (HWRC) for graduation this year due to the increased costs for hire. The school were working to a reduced budget and have decided to host the event in the school under cover area.

The Committee commented that the High Wycombe Recreation Centre hire costs seemed to be quite high and therefore the centre was heavily underutilised. User groups of the reserve noted that the reserve became a "hangout" area for school children after school hours and that it could be beneficial if some type of Youth program ran from the centre at these times.

CRS noted that the Shire Youth Officers run a "drop in " program on Thursdays from the Hartfield Park Recreation Centre and also free skate clinics on a rotating basis at Fleming and Forrestfield Skate Parks.

Action

CRS to review Youth Program currently operating from HWRC and discuss possible additional programs.

6.9 High Wycombe Cricket Club Turf Wicket Maintenance MOU

CRS advised HWCC that the draft of the MOU is with Operational staff.

Action

CRS to advise Coordinator of Parks and Environmental Maintenance that HWCC are still waiting to review a draft of the MOU for this seasons Turf wicket maintenance.

6.10 **Security Light Sub Meter**

HWCC advised the Committee at the meeting on 31 May 2016 that a recent Electricity bill for the amount of \$875 as sent to the club was still outstanding.

The Club were querying the amount with the Shire as the amount includes charges for security lighting which the user groups had requested be separated through installation of a sub meter.

A sub meter is now in place, however the charges have been applied retrospectively when user groups believe that a request for the sub meter was made during the lease negotiations and do not believe they should be paying retrospective costs for the exterior security lights.

A search of the previous Scott Reserve Advisory Committee minutes was undertaken but no reference to the sub meter was found.

CRS advised the Committee that a letter from the Shire in relation to this matter is to be sent out shortly.

Officer Comment

That the Committee notes the information provided.

6.11 **Clubs 4 Life Workshop and Shire of Kalamunda Community Funding Program Information**

**Save The Date!
Information Session - Shire of Kalamunda Community Funding Program
and External Funding Opportunities
Wednesday 14 September 2016**

Further information on this exciting initiative by the Shire Of Kalamunda has been sent to all Community and Sporting Groups.

The session will aim to provide vital information to Community and Sporting Groups on both the funding opportunities that exist within the Shire of Kalamunda and also through both State and Federal government agencies.

Shire of Kalamunda Community Funding Program

Clubs are reminded that the next round of the Community funding Program opens on 01 October 2016 and will close on 30 November 2016.

The Shire's **Sport and Recreation Development Funding Program** is available for local sporting clubs to apply for funding for up to an amount of \$1000.

Applications will be assessed after the round closes and Clubs will be notified if successful in December.

Clubs may apply for safety equipment, including first aid, sporting equipment, training/coaching/first aid courses, minor capital works etc.

The Shires **Club Fundraising Program** is also available for local sporting clubs to apply for funding up to an amount of \$500.

The next funding round opens 1 October and closes 30 November 2016.

Applications will be assessed after the round closes and Clubs will be notified if successful in December.

Clubs may apply for assistance with costs associated with a fundraising event such as, but not limited to,

- Food/soft drink purchase costs
- Hire costs for venues, equipment
- Guest speaker costs
- Entertainment costs – e.g. – bouncy castles

Kalamunda Sports Star – Round One closes 31 October 2016

The **Kala Sports Star funding** is available for any athletes aged 25 and under that may be selected for State or National Representation, however, this is only available to Club members that reside within the Shire of Kalamunda.

The funding can provide up to \$250 for those athletes under the age of 18 and up to \$150 for those between 18 and 25 years old.

This funding is available to assist these athletes with the associated expenses once selected at this level.

Clubs are advised to make themselves familiar with the Conditions of Funding when applying for any of the grants available.

If the Committee have any enquiries regarding the funding program, please contact the Shires Recreations Services Officer, Fiona Stuart at Fiona.stuart@kalamunda.wa.gov.au or applications forms are available via the Shire's website at www.kalamunda.wa.gov.au

Officer Comment

That the Committee notes the information provided.

7.0 URGENT BUSINESS WITH THE APPROVAL OF THE PRESIDING MEMBER

7.1 Seasonal Handover of Pavilion

HWCC are seeking to lock in dates for the seasonal handover of the Pavilion with both the Shire of Kalamunda and the HWAFC and the HWJFC.

RSO advised the Committee that seasonal handovers for buildings are handled by Property Services and that they should contact felicity Peter to arrange a mutually convenient time.

Presiding member noted that if the user groups have any items that they wish to be considered for the building or reserve, such as the lighting project, the Committee is best served to ensure that all background work is undertaken and then presented. This could include plans, quotes and any applicable funding applications.

Officer Comment

That the Committee notes the information provided.

7.2 Request From HWAFC

HWAFC requested a map showing where the services into the pavilion are as the club is interested in developing plans for a proposed extension of the pavilion. HWCC confirmed that the services run along the front side of the pavilion, so no extension could be built on that line.

HWAFC are also interested in upgrading the kitchen in the pavilion to ensure that everything complies with current regulations. CRS confirmed that prior to any works taking place the user groups would need to complete "An Application to Undertake Improvement" form. This would then be circulated to all required departments for comment prior to considering approval.

<p>Action</p> <ul style="list-style-type: none">• RSO to provide HWAFC with Application to Undertake Improvement form.• RSO to request a map of the services into Scott Pavilion to provide to the Committee.

9.0 DATE OF NEXT MEETING

29 November 2016 at Scott Reserve Pavilion at 5.00pm

10.0 CLOSURE

The Presiding Member closed the meeting at 6.35pm

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

Signed: Presiding Member

Dated this Day of2016



MINUTES
KOSTERA OVAL ADVISORY COMMITTEE SPECIAL MEETING
5.30PM THURSDAY 22 SEPTEMBER 2016
PAT MORAN PAVILION

1.0 OPENING

1.1 The Presiding Member opened the meeting at 5.30pm

2.0 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE PREVIOUSLY APPROVED

2.1 Attendance

Members

Cr Tracy Destree-Thompson	Shire of Kalamunda Councillor (Council Delegate)
Mike Perry	Presiding Member (Kalamunda Districts Junior Football Club KDJFC)
Glenn Docherty	Kalamunda Cricket Club (KCC)
Kathy Ritchie	Kalamunda Senior High School (KSHS)
Wayne Garwood	Kalamunda Show Representative (KSR)
Cr Sue Bilich	Shire of Kalamunda Councillor (Deputy Council Delegate)

Staff

Darren Jones	Manager Community Development (MCD)
Fiona Stuart	Recreation Services Officer (RSO)
Kevin O'Connor	Coordinator Recreation Facilities and Services (CRFS)

Observers

David Armstrong	Kalamunda Cricket Club (KCC)
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2.2 Apologies

Nil

2.3 Leave of Absence Previously Approved

Nil

3.0 DISCLOSURE OF INTERESTS

3.1 Disclosure of Financial and Proximity Interests:

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- b) Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting. (Section 5.7 of the *Local Government Act 1995*)

Nil.

3.2 **Disclosure of Interest Affecting Impartiality**

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

Nil.

4.0 **CORRESPONDENCE**

1. Letter from Presiding Member of Kostera Oval Advisory Committee regarding requested change to endorsed plans for Kostera Oval field layout.
2. Letter from Principal of Kalamunda Senior High School regarding requested change to endorsed plans for Kostera Oval field layout.
3. Email from Kalamunda Districts Junior Football Club regarding requested change to endorsed plans for Kostera Oval field layout.

The above correspondence was tabled and then summarised by the Presiding Member.

5.0 **ITEMS FOR COMMITTEE CONSIDERATION**

5.1 **Request from Kalamunda Cricket Club (KCC) to consider an amendment to the previously endorsed redevelopment plans for Kostera Oval.**

Presiding Member called upon KCC to present their request.

Moved: Cr Destree-Thompson

Seconded: Glenn Docherty

"That Standing Orders be suspended to allow for an open discussion to take place"

Carried: 5/0

KCC fully acknowledged that the club had signed off on the endorsed plans, but added that there appeared to be a discrepancy between the plan and the actual achievable boundary size for the synthetic wicket and the turf wicket.

The endorsed plan shows two senior cricket ovals with a 10m overlap, the actual boundaries when marked with a 60m and 55m boundary, have a 25m overlap.

West Australian Suburban Turf Cricket Association (WASTCA) would not approve of such a large overlap.

KCC would like to be able to play two senior games consecutively, one on the turf wicket and one on the synthetic.

This would allow the club to move their 3rd team away from Maida Vale Reserve back to home based matches.

A synthetic wicket placed in the main Kostera Oval would also allow the club to have use of the pavilion for shade, use of the pavilion for viewing, change rooms and toilets would be closer, as would the canteen and bar facilities.

KCC would be happy to enter into an MOU with the Shire of Kalamunda (SOK) to fund the covering of the proposed synthetic wicket with natural turf at the end of each cricket season in preparation for football. This was estimated to be around \$4000, as noted by the Shires Open Space Supervisor.

KCC noted that other Local Governments cover synthetic wickets this way and football is then played across the surface. KCC cited Carlisle as one reserve where this took place and provided photos of the covered wicket.

KCC further added that there are other grounds within the Shire of Kalamunda that have football ovals with a synthetic cricket wicket within it, that are covered in winter with rubber matting.

KCC noted that the club would pay for the installation of an additional wicket at the school end if the request for a wicket in the main Kostera Oval was approved.

Cr Destree-Thompson remarked as below that;

- KCC do appear to have some recourse in this matter as the endorsed plans do not show any measurements.
- Two senior cricket ovals are marked on the plan but do not comply with regulatory requirements.
- From the current plan, it would appear that the club have gained an expectation that two senior grounds would be developed.
- Can KCC host two senior games at the same time or just one?

CRFS advised the Committee that the intention of the redevelopment has never been to allow for two senior games to be played at the one time. This has never been discussed throughout the design phase.

The intent was to provide a dedicated turf wicket off the main football oval that KCCs first and second teams would play on, with the third team playing at Maida Vale reserve as per previous seasons. The synthetic wicket would provide for junior matches only.

The endorsed plan shows a second senior oval marked, but this was not intended to indicate that two games could be played simultaneously, simply that a senior match could be played on the synthetic wicket if required.

It is quite common to show multiple sports court or sports field markings on plans, but this does not mean that these sports can be played at the same time.

Presiding Member remarked that the Kostera Oval redevelopment plan has been discussed for over two years and the main objective of the redevelopment was always to achieve a dedicated turf wicket and a synthetic wicket to replace the existing one at the school end of the reserve.

KSHS advised the Committee that the school had always understood that there would be one senior turf cricket wicket and two junior wickets, one with a synthetic and the other a temporary movable wicket.

KSHS had never heard of the proposal for two senior wickets prior to this week, nor the club wishing to play two senior games at the one time.

KSHS noted that the intention was always for the redevelopment to return the synthetic wicket as a school asset at the southern end, therefore should anything ever happen with the Shared Use Licence Agreement over the years, the school would retain what they always had.

Presiding Member further noted that the original football oval was decreased in size by 20m to accommodate the movement of the turf wicket to its current site, this also allowed for installation of a 5 wicket block.

Cr Destree-Thompson asked why Kalamunda and Districts Junior Football Club (KDJFC) would not consider the installation of a synthetic wicket in the middle of the football oval.

Presiding member responded by advising the Committee that Club Vice President Paul Curtis would be in a better position to answer this question should the need arise.

CRFS advised that SOK were proceeding with redevelopment works as per the plans endorsed by the user groups and the Shire.

KCC Observer remarked that at a previous meeting he had noted that it was crucial that KCC had a second senior wicket.

Presiding Member responded by noting that the matter had never been raised through the Advisory Committee. On a previous occasion the matter had been raised by KCC through the Council Delegate, and on this occasion the matter was again raised by KCC independently of the Committee.

Cr Destree-Thompson confirmed that the matter was originally raised as part of the election process and that this time the matter has been steered through the Kostera Oval Advisory Committee, as advisors to Council, to ensure that a clear decision could be reached.

CR Bilich advised the Committee that the matter should have been raised through the Advisory Committee a while ago.

Cr Destree-Thompson noted that it would be difficult to make changes now and that if there were no objections to the installation of the synthetic wicket in the Southern

end of the precinct then it should go ahead as planned. The issue of whether a second synthetic wicket can be installed in the main football oval should be a separate matter for consideration at a later date.

KSHS confirmed that the school supported the redevelopment on the proviso that they would have a long jump pit, the ability to mark a 400m running track and a synthetic wicket returned. The issue of relocating the synthetic wicket was never raised until this week when the school were "broadsided" with the request.

Presiding Member then called for a return to Standing Orders.

Moved : Cr Destree-Thompson

Seconded : Wayne Garwood

"That Standing Orders be resumed"

Carried: 5/0

Presiding Member called for a motion to be moved.

Moved: Kathy Ritchie

Seconded: Wayne Garwood

"That the Kostera Oval Advisory Committee does not agree to the request from the Kalamunda Cricket Club for the synthetic cricket wicket to be located on the northern end of the Kalamunda Sporting Precinct"

Cr Destree-Thompson proposed an amendment to the motion;

Amendment:

"That the Kostera Oval Advisory Committee agree to continue with the installation of the synthetic wicket on Hedley Jorgensen Oval as per the previously endorsed plans."

A discussion ensued regarding the proposed wording of the motion and the intent of the motion.

Cr Destree-Thompson noted that;

- The current wording suggests that the KOAC will never agree to the installation of a synthetic wicket in the main football oval.
- The motion needs to reflect that the KOAC does not agree to any changes to the endorsed plans for the installation of a synthetic wicket on the Hedley Jorgensen oval.
- The matter regarding the installation of a synthetic wicket in the main football oval is a separate matter for consideration at another time.

KCC Observer noted that the club understands that KSHS wanted a synthetic wicket at the southern end of the oval but were not opposed to a proposal to a future wicket in the main football oval. This is something that the cricket club want.

CR Bilich asked the Presiding member to re-read the motion.

Kathy Ritchie withdrew the motion and put forward an alternative motion.

Moved: Kathy Ritchie

Seconded: Wayne Garwood

“ That Kostera Oval Advisory Committee is not in agreement to any amendment to the currently endorsed plans for the location of the synthetic wicket”

Carried: 4/1

9.0 DATE OF NEXT MEETING

08 November 2016 at Pat Moran Pavilion at 5.30pm

10.0 CLOSURE

The Presiding Member closed the meeting at 6.17pm

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

Signed: Presiding Member

Dated this Day of2016



MINUTES
RAY OWEN MANAGEMENT COMMITTEE
6.30PM THURSDAY 03 NOVEMBER 2016
RAY OWEN SPORTS CENTRE

1.0 OPENING

1.1 The Deputy Presiding Member opened the meeting at 6.32pm

2.0 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE PREVIOUSLY APPROVED

2.1 Attendance

Members

Cr Michael Fernie	Deputy Councillor Delegate (Deputy Presiding Member)
Peter Hanson	Kalamunda and Districts Basketball Association (KDBA)
Nicole McKennay	Kalamunda and Districts Netball Association (KDNA)
Matt Pember	Kalamunda and Districts Basketball Association (KDBA)
Melissa & Craig	Menzies International
Daniel	Cleanaway
Sam Assad	Manager Asset Maintenance (MAM)
Kevin O'Connor	Coordinator Recreation Facilities and Services (CRS)

Staff

Kimberly Dieball Community Development Administration Officer (CDAO)

Observers

Nil

2.1 Apologies:

Cr John Giardina Councillor Delegate (Presiding Member)

2.2 Leave of Absence Previously Approved

Nil

3.0 CONFIRMATION OF MINUTES

3.1 That the minutes of the Ray Owen Management Committee held on 05 May 2016, are confirmed as a true and accurate record of the proceedings.

Moved: **Peter Hanson**

Seconded: **Nicole McKennay**

Vote: **Carried (4/0)**

4.0 DISCLOSURE OF INTERESTS

4.1 Disclosure of Financial and Proximity Interests:

- a) Members must disclose the nature of their interest in matters to be discussed at the meeting. (Section 5.65 of the *Local Government Act 1995*)
- b) Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting. (Section 5.7 of the *Local Government Act 1995*)

Nil.

4.2 Disclosure of Interest Affecting Impartiality

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

Nil.

5.0 CORRESPONDENCE

Nil.

6.0 ITEMS FOR COMMITTEE CONSIDERATION

6.1 Cleaning Contract at Ray Owen

CRS suggested to move forward the agenda item regarding the cleaning contract. This suggestion was agreed by the committee.

MAM stated that a draft of costs for the cleaning consumables will be provided to the clubs in the later months. MAM confirmed the committee that the costs for the consumables will be lower than the previous years.

MAM ensured that the clubs would not be charged for new consumables and the cleaners would use the current stock before replenishing new. Both Melissa and Craig representatives from Menzies agreed with the comment.

Cleanaway is a new waste removal contractor that commenced 1st October in place of Perth Waste. Cleanaway will be handling the waste bins at the Ray Owen Sports Centre.

KDNA suggested that a schedule to be created for the pick-up dates and times for the rubbish bins. Their currently is a reoccurring issue of patrons placing general rubbish within the recycle bins that should not be in there. Daniel from Cleanaway suggested that a lock be placed on the bins to minimise the amount of general rubbish being placed within them.

MAM suggested that another set of bins and keys could be provided for football if they would be willing to accept the additional bins.

Action

MAM to provide an estimate of the cleaning costs to the committee.

CRS to check with Cricket and Football regarding two additional waste bins to be placed in the car park and locked for the clubs.

MAM to check with Perth Waste to see when the contract at Ray Owen Sports Centre expires.

6.2 **Ray Owen Master Plan – Water and Power Studies and Car Park Design Update**

CRS provided the Committee with an update on the Water and Power Studies along with an update on the Car Parking Design. Additional Environmental Study was recently completed as part of the Ray Owen Master Plan.

CRS advised that there were consultants engaged for the power study and that a scope of works had been approved to enable a quote to be obtained for the delivery of the water study. The flora and fauna studies have been completed. The results of these studies will have impacts on the final design of the car park.

KDBA suggested that a whole centre concept design study should be completed. It was noted by the committee that the power, water and car park studies need to take account of any future developments which may require these services.

Cr. Fernie suggested that consideration of any future potential building expansion or development needs to be assessed as part of the power, water and car park designs.

State Welfare Centre requirements may also need to be considered in any future upgrades.

Action

A progress update will be provided at the next meeting on the Flora and Fauna study which will impact the outcome on the final design of the car park.

Regular Power and Water Study progress update to be provided to the Committee.

6.3 **Capital Budget Requests (New and Renewal) 2016/17 Financial Year**

CRS provided an update on current items relevant to Ray Owen Sports Centre that have been approved in the 2016/17 Budget.

The Committee noted its support for the Netball lights upgrade and also that the club will make a financial contribution towards the upgrade of the lights on the

Netball courts. A preference for the installation of the upgrade would be before April or May 2017.

Cr. Fernie confirmed from a previous sent email from the CRS that the removal of plastic under the skylight works are to commence on the 14th November.

Action

CRS to provide contact details of the Shire preferred Lighting Contractor to KDNA.

6.4 Committee Terms of Reference

CRS tabled a copy of the proposed amendments to the Committees Terms of Reference with the Track Changes. The committee noted and accepted all of the track changes for the finalisation of the document.

6.5 KDNA Administration

That the information concerning the KDNA Administration be received.

6.6 Cleaning Cupboard at Ray Owen

That the information concerning the cleaning cupboard be received.

6.7 Use of Car Park Saturday Mornings

RSO advised the committee regarding a permanent users request to cone off the car park for private use. The committee noted that the car park is for public use.

6.8 Clubs 4 Life

That the information concerning the Clubs 4 Life be received.

6.9 Shire of Kalamunda Community Funding Program

That the information concerning the Shire of Kalamunda Community Funding Program be received.

7.0 URGENT BUSINESS WITH THE APPROVAL OF THE PRESIDING MEMBER

Car Park line marking programme

The Committee were in favour of these works being carried out on the suggested dates of Monday and Tuesday mornings.

8.0 DATE OF NEXT MEETING

02 February 2017 at Ray Owen Sports Centre 6.30pm

9.0 CLOSURE

The Presiding Member closed the meeting at 7.33pm

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

Signed: Presiding Member

Dated this Day of2016

UNCONFIRMED



MINUTES
KOSTERA OVAL ADVISORY COMMITTEE
5.30PM TUESDAY 08 November 2016
PAT MORAN PAVILION

1.0 OPENING

1.1 The Presiding Member opened the meeting at 5.32pm

2.0 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE PREVIOUSLY APPROVED

2.1 Attendance Members

Mike Perry	Presiding Member (KDJFC)
Lynda Rendell	Kalamunda Cricket Club (Deputy Member) (KCC) arrived at 5:50pm
Kathy Ritchie	Kalamunda Senior High School (KSHS)
Wayne Garwood	Kalamunda Show Representative (KSR)
Cr Sue Bilich	Shire of Kalamunda Councillor (Deputy Council Delegate) arrived at 5:45pm

Staff

Darren Jones	Manager Community Development (MCD) arrived at 5:01pm
Kevin O'Connor	Coordinator Recreation Services (CRS)
Nicole O'Neil	Coordinator Public Relations (CPR) Until 5.45pm
Kimberly Dieball	Community Development Administration Officer

Observers

Jean Jeans	Kalamunda Lapidary Club (KLC)
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Apologies

2.2	Cr Tracy Destree-Thompson	Shire of Kalamunda Councillor (Council Delegate)
	David Armstrong	Kalamunda Cricket Club

2.3 **Leave of Absence Previously Approved** Nil

4.0 CONFIRMATION OF MINUTES

- 4.1 That the minutes of the Kostera Oval Advisory Committee held on 9th August 2016, as published and circulate, are confirmed as a true and accurate record of the proceedings.

Moved: **Wayne Garwood**

Seconded: **Kathy Ritchie**

Vote: **Carried (3/0)**

- 4.2 That the Minutes of the Kostera Oval Advisory Committee Special Meeting held on 22 September 2016, as published and circulated, are confirmed as a true and accurate record of the proceedings, subject to the following amendments:-

Add to Item 5.1 the following additional change to name title and removal of a sentence.

"Presiding member responded by advising the Committee the Chairman of the Redevelopment Sub Committee/ Club Vice President Paul Curtis would be in a better position to answer this question."

"KCC Observer noted that the club understands that KSHS wanted a synthetic wicket at the southern end of the oval."

Moved: **Kathy Ritchie**

Seconded: **Wayne Garwood**

Vote: **Carried (3/0)**

5.0 DISCLOSURE OF INTERESTS

5.1 Disclosure of Financial and Proximity Interests:

- a) Members must disclose the nature of their interest in matters to be discussed at the meeting. (Section 5.65 of the *Local Government Act 1995*)
- b) Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting. (Section 5.7 of the *Local Government Act 1995*)

Nil.

5.2 **Disclosure of Interest Affecting Impartiality**

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

Nil.

6.0 **CORRESPONDENCE**

Nil.

7.0 **ITEMS FOR COMMITTEE CONSIDERATION**

7.1 **Storm Water Drainage Project**

CRS advised the Committee that the project scope for preparation of the concept designs for the Storm Water Drainage is currently with consultants who will shortly provide quotes for this work.

KDJFC advised that any discussions that are made in regards to the Storm Water Drainage should be discussed with either himself and/or the Committee. The Committee agreed that they would like to be kept up to date with the progress of the designs.

Action

Item to remain on Agenda for future updates.

7.2 **Limestone Retaining Wall and Terrace along School Oval Side**

RSO advised the Committee that the current expected construction date would be this December during the school holidays.

Action

Item to remain on Agenda for future updates.

7.3 **Temporary Fencing Around the Wicket**

CRS advised the Committee that the cones around the wicket are shown to be effective. The Committee agreed that the cones should remain in place.

7.4 **Signage Updates**

CPR provided an update on the proposed signage for the corner of Canning and Recreation Road. CPR advised that the new signage would replace the two current signs at the given location. Finalisation of the signage design would lastly now need approval by the Committee. CPR advised that if the Committee approves the signage, it should be installed by Christmas time.

CPR advised the Committee that there are two other signs one located at the Recreation Road gate and the other located on the fence near the school that would need reskinning.

CPR advised the Committee that the Shire is holding off on the production on the site map until they are updated displaying the total completion of Kostera Oval. CPR is currently following up with the software provider for an update on a completion date.

The Committee agreed to endorse the new signage to be located on the corner of Canning and Recreation Road.

Cr. Sue Bilich arrives at the meeting at 5:45pm.

7.5 **Dog Sign Replacement and Confirmation of Restricted Area**

CRS provided the Committee with an update on the replacement of dog signs supplied from the Rangers. A query by KSHS was raised in regards to where the dog patrol boundary area is located on the reserve. The boundary was not outlined in the Rangers response and the Committee would like clarification of the dog patrol boundary area.

CRS advised that Rangers stated that they do not patrol the school grounds due to being state government property. The Committee would like clarification of the patrols on the reserve. Since the whole oval is a joint venture with the Education Department and the Shire, the whole reserve should possibly get patrolled and not only 1/4 of the reserve.

Action

CRS to follow up with Rangers for clarification as to where the boundary line for dog patrol is located on Kalamunda Sporting Precinct.

CRS to seek clarification as to which part of the grassed area is a restricted 'No Dogs' area.

CRS to send out the new Dog Signage Location plan provided by Rangers to the Committee Members.

Lynda Rendell (KCC) arrives to the meeting at 5:50pm.

7.6 **Northern Car Park Design**

CRS tabled a draft concept design of the Northern Car Park. CRS advised the Committee that budget figures in the Long Term Financial Plan will need to be updated before moving forward.

KDJFC would like the Shire to discuss the car park drainage design with the Committee when the design for the Northern Car Park is being prepared.

KLP circulated a letter that was written by the Clubs President and sent to the Shire. The nature of the letter was relating to the proposed upgrade of the Northern Car Park. CRS advised the Committee that the Car Park upgrade is currently included in the Shires long term financial plan.

KDJFC raised a concern regarding the one gully grate that was outlined on the draft design for the Car Park. KDJFC proposes that the design might need a second grate to be installed to help with the extensive drainage issues that currently exists at the Car Park location.

Action

Shire's Manager of Design to discuss drainage plans with the Committee before the design is finalised.

7.7 Shared Use Licence Agreement Shire of Kalamunda and Minister for Education

CRS tabled the Shared use Licence agreement between the Shire of Kalamunda and Minister for Education. The Committee suggested that the document be emailed to the Committee members, so everyone could have a copy.

Darren Jones (MCD) arrives at 6:01pm.

Action

CRS to email a copy of the Shared Use Licence Agreement to the Committee Members.

7.8 Turf Wicket MOU

KCC advised that the Cricket Club is currently progressing the MOU agreement and it is likely to be signed very shortly.

7.9 Meeting Day – Possible Changes

CRS advised the Committee that the possible change to meeting days will be going to Council. The committee noted that any changes will not affect the current or future Committee Meetings.

That the information concerning the Meeting Day Possible Changes be received.

7.10 Customer Services Items

Trim Tree Branches

KDJFC advised the Committee that nothing has been done in regards to trimming the tree branches that overhang the playing surface on the Eastern Boundary of Kostera Oval and next to the Playground on the Western boundary. CRS advised the committee that he will follow up with the request.

Repair Damaged Soft Fall

KDJFC asked if repairs will be made to the damaged soft fall under the swing in the playground. CRS advised the Committee that he will pass the repair issue onto the contractor and they will repair the damaged soft fall. KDJFC stated that he was satisfied with the response and the issue could be removed from future Agendas.

Northern Goal Posts

KDJFC confirmed that the goal squares are in poor condition and sandy holes currently surround the area of the Northern goal posts. The Committee suggests that the Shire continues to monitor the area. KDJFC stated that currently the area seems to be in poor condition.

Action

CRS to update the Committees on progress with repairs to the soft fall located under the swing in the playground.

7.11 **New Synthetic Wicket on Headley Jorgensen Oval**

CRS advised the Committee that the Synthetic Wicket located on Headley Jorgensen Oval can be covered with a rubber cover. CRS will follow up with Parks and Gardens along with Asset Delivery on this matter for a confirmation on the type of cover that will be used.

KDJFC and KSHS both raised concerns with the profile of the new synthetic wicket. The southern approach/side of the wicket requires the turf to be raised and tied in better to reduce the hazard that currently exists.

CRS advised that Asset Delivery staff had met onsite with user groups and have agreed to complete the necessary remedial works to the wicket approach area.

Action

CRS to follow up with Parks and Gardens and Asset Delivery staff to confirm the type of covers that will be used on the Synthetic Wicket located on Headley Jorgensen Oval.

8.0 **URGENT BUSINESS WITH THE APPROVAL OF THE PRESIDING MEMBER**

Nil

9.0 **DATE OF NEXT MEETING**

Date to be confirmed February 2017 at Pat Moran Pavilion at 5.30pm

10.0 CLOSURE

The Presiding Member closed the meeting at 6.15pm

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

Signed: Presiding Member

Dated this Day of2016

UNCONFIRMED



MINUTES
HARTFIELD PARK ADVISORY COMMITTEE
5.30PM TUESDAY 15 November 2016
KALAMUNDA DISTRICTS RUGBY UNION PAVILION

1.0 OPENING

1.1 The Presiding Member opened the meeting at 5.32pm

2.0 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE PREVIOUSLY APPROVED

2.1 Attendance

Members

Cr Allan Morton	Shire of Kalamunda Councillor (Council Delegate)
Kevin Adams	Presiding Person (KDRUC)
Phil Fawell	Kalamunda Districts Hockey Club (KDHC)
Alex Minson	Forrestfield Cricket Club (FCC)
Jeff Tillemans	Forrestfield Districts Bowls Club (FDBC)
Peter Sheppard	Forrestfield Tennis Club (FTC)
Phil Barker	Forrestfield United Soccer Club (FUSC)
Brett Myles	Forrestfield Little Athletics Club (FLAC)
Terry Davidson	Forrestfield Football Club (FFC)

Staff

Kimberly Dieball	Community Development Administration Officer
Kevin O'Connor	Coordinator Recreation Services (CRS)

Observers

2.2 Apologies

Geoff Hunter	Forrestfield Flyers Tee Ball Club (FFTC)
Faye Lund	Forrestfield Scouts (FS)
Cr Noreen Townsend	Shire of Kalamunda Councillor (Deputy Council Delegate)

2.3 Leave of Absence Previously Approved Nil

3.0 CONFIRMATION OF MINUTES

- 3.1 That the minutes of the Hartfield Park Advisory Committee held on 16 August 2016, as published and circulated, are confirmed as a true and accurate record of the proceedings.

Moved: **Phil Fawell**

Seconded: **Peter Sheppard**

Vote: **Carried (9/0)**

4.0 DISCLOSURE OF INTERESTS

4.1 Disclosure of Financial and Proximity Interests:

- a) Members must disclose the nature of their interest in matters to be discussed at the meeting. (Section 5.65 of the *Local Government Act 1995*)
- b) Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting. (Section 5.7 of the *Local Government Act 1995*)

Nil.

4.2 Disclosure of Interest Affecting Impartiality

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

Nil.

5.0 CORRESPONDENCE

Nil.

6.0 ITEMS FOR COMMITTEE CONSIDERATION

6.1 Hartfield Park Redevelopment

CRS provided the Committee with an update on the Hartfield Park Redevelopment from the Shire's Asset Delivery Team, with particular reference to the following items;

- **Extension of Morrison Oval** – Works to extend the turfed area and the reticulation on Morrison oval were completed by the contractor and handed over to the Shire in July 2016. The area should be available late November for sports competition by clubs.
- **Development of Hockey Club Rooms and Field Layout** – Final field layout has been agreed to by the Kalamunda Hockey Club. The Shire has received the clearing permit from the Department of Environment and

Regulation (DER). Shire officers are currently working through the conditions prescribed in the Clearing Permit. One of these conditions is to conduct the necessary Indigenous consultation process and develop an Aboriginal Cultural Heritage Management Plan for the site. Shire officers, along with the Shire's Consultant have completed the necessary consultation with the traditional owners. The Section 18 application is planned for assessment by the Department of Aboriginal Affairs in February 2017.

- **Upgrade of the Forrestfield United Soccer Club Change Rooms** – The Tender has been awarded with construction to commence in November.
- **Upgrade of Floodlights on Morrison Oval** – Floodlight upgrades will be subject to any remaining funding after the completion of the Hockey Club Redevelopment. The existing floodlight will remain where it is in the short term next (12months), with the view to look at the installation of field lighting for training on the extended section pending budget approval.
- **Development of New Parking Area** – Angle Parking is to be developed along Hartfield Road within the 2016/17 financial year to replace the current parallel parking on Hartfield Road. Works are scheduled to commence in April 2017.

6.2 **Shire of Kalamunda Community Funding Program**

CRS reminded the Committee that the next round of the Shire of Kalamunda's Community funding Program opens on 01 October 2016 and will close on 30 November 2016.

The Shire's **Sport and Recreation Development Funding Program** is available for local sporting clubs to apply for funding for up to an amount of \$1000.

Applications will be assessed after the round closes and Clubs will be notified if successful in December.

Clubs may apply for safety equipment, including first aid, sporting equipment, training/coaching/first aid courses, minor capital works etc.

The Shires **Club Fundraising Program** is also available for local sporting clubs to apply for funding up to an amount of \$500.

That the information concerning the Community Funding Program be received.

6.3 **Corymbia Festival 2017 and State Tee ball Carnival 2017**

CRS reminded the Committee that the Shire may require the use of all ovals at Hartfield Park for the annual Corymbia Festival commencing on Friday 10 March 2017, concluding on Sunday 12 March 2017.

If the Clubs are able to request an away game for the date of the event for the summer season fixtures, this would alleviate any issues of scheduled games during the time of the event.

Clubs are also advised of the annual State Tee ball carnival that is scheduled for 08 January 2017. Reid Oval and the soccer and hockey field area will be in use for that day. Clubs are requested to move any goals away from the area to allow teeball games to be played. Diamonds will be marked as per usual.

FUSC advised that the Soccer changerooms/toilets will not be available on this date due to the building works. FUSC will try and contact the teeball representative.

Action

Item to remain on Agenda to remind Committee of the event closer to the dates in 2017.

6.4 Clubs 4 Life

That the information concerning Clubs 4 Life be received.

6.5 Mowing on the Hockey fields and Draining Works at Hartfield Park

CRS provided the Committee with an update from the previous meeting. KDHC and FUSC are uncertain if the drainage works have been completed and queried what type of works have been done. FUSC and KDHC asked CRS to please provide an update to the Committee with a list of the works that have been completed at the next meeting.

Action

CRS to liaise with Parks and Environment to provide the Committee with details of the draining works that have been completed.

6.6 Request from FLAC for a second Long Jump Pit at Hartfield

FLAC requested a second Long Jump pit be installed at Hartfield Park. FLAC provided the Committee with a request for the long jump pit on the South Side of the main pitch along the fence next to the Scouts location. This area currently only has enough space for one jump pit. KDHC and FUSC stated they were both interested in seeing how this might be accommodated and it may need to be considered following the relocation of Hockey.

6.7 Forrestfield Tennis Club Query Over Plans for Path to Proposed New Hockey Site

Project Delivery Coordinator has confirmed that there are no plans to provide any new paths.

FTC stated to the Committee that they will re-contact the Shire regarding a large tree located on their premises. The club has tried previously to cut the roots to the large tree, but nothing has happened. CRS said that he will follow up with the Shire in regards to removal of the tree.

Action

CRS to follow up with the Shire in regards to the removal of the large tree at the Forrestfield Tennis Club.

6.8 Location of Kalamunda Canning Rugby League Club (KCRLC) for 2017 Season

CRS provided the Committee with an update regarding Rugby League and the use Morrison Oval next season, following the review of feedback from all user groups. As no other facilities are currently available within the Shire for the KCRLC, the Shire has advised the KCRLC:

- That they can submit an application for booking the Reserve for the 2017 season.
- As per last season, avoiding clashes with Kalamunda Districts Rugby Union Club and Forrestfield United Soccer Club home games, will be a critical element of the Shires Reserve booking approval criteria.
- That they make contact with the KDRUC, FFCC and the FUSC and commence discussions on what arrangements will need to be in place so that the above issues can be addressed in a time for the commencement of the 2017 season.

KDRUC stated to the Committee that their grounds were in the worst condition they had seen, during the previous season. KDRUC suggested going forward, if the Clubs could have permission from all the user groups before the start of the season for the use of the facilities. CRS stated that the KCRLC might combine with another senior club, which would lead to the club not having many scheduled home games for the coming season. CRS stated that he will keep the Club and the Committee informed on any further updates.

Action

CRS to keep the Committee informed of any updates regarding the use of the Morrison Oval fields and facilities by the Kalamunda Canning Rugby League Club in 2017.

6.9 Reticulation Pit on Cricket Oval

CRS provided an update to Cricket prior to the Committee Meeting. Cricket was happy with the update the CRS provided previously to the Club.

6.10 Meeting Day – Possible Changes

CRS provided an update on the possibility of Council Meetings being moved from a Monday to a Tuesday in 2017. Cr Morton stated to the Committee the possible change to the meeting day will be voted on at the 28th November OCM.

That the information concerning the future Meeting dates be received.

7.0 URGENT BUSINESS WITH THE APPROVAL OF THE PRESIDING MEMBER

7.1 Development Plans for when Kalamunda Districts Hockey Club Relocates

The FLAC raised the question that the current redevelopment plans for the Hockey Club do not state who would use/take over the current space once the redevelopment has completed.

Action

To maintain this item on the Agenda for future discussions.

7.2 Fencing proposed to be placed around the main Soccer Field.

FUSC brought to the Committee's attention that fencing might have to be placed around the main Soccer field in the near future. The installation of the fencing would meet the clubs requirements to compete in the National Premier League.

FUSC noted that to compete at the next level, the Club must enclose the main pitch, which would not allow spectators to have access to the field. KDHC stated that he was concerned about the space between the soccer pitch and the hockey field.

CRS advised that once a proposal was received from FUSC Shire Officers would then need to assess the pros and cons and refer the proposal to the Committee for feedback.

7.3 Dogs on Reserves

FDDB stated to the Committee that dogs not on leads have been an issue of late on the reserve. CRS confirmed that this has been an ongoing issue with various reserves around the Shire. CRS advised the Committee that Rangers should be contacted when a dog is found on a reserve off lead. CRS will provide the Committee with an afterhours contact number for Rangers.

Action

CRS to supply an after hour Rangers contact number for the Committee Members.

7.4 Payments by Shire to Cricket Clubs with turf wickets

FDDB enquired about the payments made to High Wycombe Cricket Club (HWCC) by the Shire to help them with turf wicket maintenance. CRS advised the HWCC and Kalamunda Cricket Club have both received payments from the Shire to assist them in maintaining their turf wickets. FDDB advised that they may also seek assistance from the Shire to maintain their turf bowling greens in the future.

7.5 After Hours Emergency contact phone number

FDBC informed the Committee that the After Hours Emergency contact number supplied by the Shire is currently not an approved Shire supplier. CRS advised that he will supply the Committee with the correct After Hours phone contact number.

Action

CRS to provide the Committee with the correct After Hours Emergency contact phone number.

8.0 DATE OF NEXT MEETING

TBC

9.0 CLOSURE

The Presiding Member closed the meeting at 6.22pm

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

Signed: Presiding Member

Dated this Day of 2016

UNCONFIRMED



Minutes

AGED CARE ADVISORY COMMITTEE 5:00PM, 23 November 2016 SHIRE OF KALAMUNDA, 2 Railway Road, Kalamunda

1.0 OPENING OF MEETING:

1.1 The Presiding Member opened the meeting at 5:02pm.

2.0 ATTENDANCE AND APOLOGIES

2.1 Attendance

Members

Ian Tarling (Presiding Member)	Kalamunda Community Learning Centre
Rhonda Hardy	CEO, Shire of Kalamunda
Gary Ticehurst	Director Corporate & Community Services
Helen Dymond	Divisional Manager Aged Care, RISE
Ruth Jopling	Community Representative
Malcolm Roberts	Aged Care Today Kalamunda (ACT)
Ray Maher	Community Representative
Cr Sue Bilich	Shire of Kalamunda
Cr Noreen Townsend	Shire of Kalamunda
Beverly Giumelli	Community Representative
Donna McPherson	Administration Support, Shire of Kalamunda

Deputy Members

0

Observers

0

Apologies

Cr Andrew Waddell JP	Shire of Kalamunda
Cr John Giardina	Shire of Kalamunda
Cr Tracy Destree	Shire of Kalamunda
Kerry Fryers	Manager Community Care, Shire of Kalamunda

Shire of Kalamunda

3.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

3.1 That the minutes of the Aged Care Advisory Committee held on 19 October 2016 be confirmed as a true and accurate record.

Moved: Ruth Jopling

Seconded: Malcolm Roberts

Vote: CARRIED (8/0)

4.0 DISCLOSURE OF INTERESTS

4.1 Disclosure of Financial and Proximity Interests:

- a) Members must disclose the nature of their interest in matters to be discussed at the meeting. (Section 5.65 of the *Local Government Act 1995*)
- b) Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting. (Section 5.7 of the *Local Government Act 1995*)

Nil.

4.2 Disclosure of Interest Affecting Impartiality

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

Nil.

5.0 CORRESPONDENCE

Nil.

6.0 ITEMS FOR COMMITTEE CONSIDERATION

Motion

That deputy members, in attendance, be invited to participate in discussion without voting rights.

Moved: Ian Tarling

Seconded: Cr Sue Bilich

Vote:	For	Against
	Ian Tarling	Beverly Guimelli
	Cr Sue Bilich	
	Rhonda Hardy	
	Gary Ticehurst	
	Helen Dymond	
	Ruth Jopling	
	Malcolm Roberts	
	Ray Maher	

CARRIED (8/0)

6.1 Stakeholders

No update.

6.2 Facts and Reports

Seniors Helping Seniors (Ruth Jopling)

Since the Aged Care meeting on Wednesday, 19th October I have done various things to increase the awareness of Home-share. I prepared a PowerPoint presentation, which included three of the YouTube videos and which gives a good picture of all sides of Home-share, that is to say the Householders, the Home sharers and the Volunteers. I advertised in the newsletter of the Learning Centre. The advertisement told of Home-share and advertised a presentation to be given on December 2nd at the Learning Centre. The response was poor and I ended up with an audience of two, plus Ian Tarling and two other colleagues. The presentation was well received and there was an animated discussion afterwards. The two members of the audience were very much in favour of Homeshare by the end, as were the others present.

The same day Councillor Billich and I met up for discussion and I was asked to prepare an A4 page about Home -share which could be used to distribute to the folk in Seniors Week. I sent the required information to Councillor Billich that evening. I have not yet seen the leaflet which was produced and which Councillor Billich has been distributing. Councillor Billich & I met again on 10th November for a short discussion and I was shown a draft of the (at that time) proposed leaflet, which had not yet been printed. I have been in touch with Beris Campbell of HANZA who sent me some promotional material including two TV programmes about Home-share in Victoria, compiled by ABC's "Compass" and Channel 7 "Today Tonight".

I have contacted various other people & passed on information about Homeshare. I have found that the initial response is like a brick wall and it is only after they have heard the full story AND seen videos of real people saying how much they appreciated Home-share, that they start to admit to the merit of the scheme, but getting them to listen beyond the brick wall is very difficult, which is why I believe if you ask the Community, do they want/will they use "Homeshare" without making sure they are FIRST fully informed and familiar with the idea, you will get a negative response. I would like to see a media release, a TV programme and a page on the Shire website. Talks would be fine, but you need some way of getting people to come to the 'talk'. It is important to approach people from a 'this is a valuable scheme, please learn enough about it to make a rational decision instead of a hasty judgement and if you like it, give it your wholehearted support so that it will become available for those in the community who DO need it even if you cannot see yourself using the facility". I believe that once it becomes accepted and the public can see people benefitting from it and/or their own circumstances change, they will change their minds about it.

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"not being for them". I think the start will be inevitably slow, but with enthusiasm and determination to make it work, I believe it will be a success. The Power Point Presentation lasts about 45 minutes & I will happily show it to any parties you want to interest in the scheme. I took the opportunity to show it to a local computer group to which I belong and there was great enthusiasm for the scheme.

I have a friend on the board of the Bendigo Bank (who was present at the Presentation to the Computer Club) & he is sure that the bank would allocate us some funding & he will provide an introduction when the time is right.

Cr Bilich provided the members with a copy of a flyer which had been developed to inform and gather interest. The meeting discussed the use of the form as a suitable tool.

Motion

That the Committee supports the use of the information flyer on Homeshare to raise awareness of the concept and seeks Council permission to use Shire of Kalamunda website for distribution.

Moved: **Malcolm Roberts**

Seconded: **Ian Tarling**

Vote: **Carried (9/0)**

6.3 Site Locations

6.3.1 Aged Accommodation Matrix

The matrix has been updated and presented to the meeting. Updates to Wilkins Road and Satterley Hales development sites.

6.3.3 Aged Accommodation Matrix

This has been updated and presented to the committee. The matrix is presented at attachment 1.

6.4 Actions

The list of actions arising from previous meeting were presented. All outstanding actions from previous meeting will be completed following presentation at this meeting.

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7.0 URGENT BUSINESS WITH THE APPROVAL OF THE PRESIDING MEMBER

7.1 Review of Committee

The meeting discussed the scheduling of meetings and the achievements of the committee. It was the view of all that the committee should continue in its capacity of keeping the issue of aged care regularly Council's agenda.

Motion

That the next meeting of the Committee be held on 22 February 2017 and three monthly subsequently.

Moved: **Beverly Giumelli**
Seconded: **Ian Tarling**
Vote: **Carried (9/0)**

8.0 DATE OF NEXT MEETING

22 February 2017

9.0 CLOSURE

The Presiding Member closed the meeting at 5.55pm.

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Attachment 1- KACAC Agenda – Monthly Sites Update

	Location	Proponent	Forecast Beds Available	Date Identified	Status
1.	Calophylla Way, High Wycombe	Hall & Prior	160 2017	2008	Shire Planning approvals granted in 2015. Delays to construction program due to funding. There have been three separate initiatives by the Commonwealth Government over the past 2 years to reduce funding to the sector. The bigger issue is the impact on confidence from banks, investors and operators in the sector, Halls and Prior are very committed to getting the Karingal Green development happening and is a key priority and hope to commence construction by mid-2017.
2.	Carmel	Valencia Nursing Home	60 bed licences granted 2019	2015	Currently coordinating architecture and consultants to finalise plans for expansion of extra 60 beds. Expecting to complete extensions by 2018/19.
3.	Gavour Road, Wattle Grove	Mr R. Leighton Private ownership	100 2019	2009	Shire of Kalamunda's SCM 20 April 2015 unanimously endorsed the revised proposal for MRS amendment was sent to the WAPC and hearing have been conducted. Now awaiting final decision by Minister Faragher.
4.	Lot 106 Hale Road Forreestfield	Shire owned land	To be determine	2011	1.75 hectare site. Local Planning Scheme amendment for R60 site, currently with the Minister for approval. No timeframe as to when the Minister may consider the amendment. The Shire has engaged colliers to test the market for an aged care provider to consider developing an aged care facility. The Shire is also discussing possibilities with the Department of Housing but until the rezoning is complete the site cannot be moved forward.
	Wilkins Road Reserve, Walliston	State Government ownership Shire initiated rezoning	100 2019	2011	The Shire provided the Bushfire Management Plan (BFMP) to the Department of Planning (DoP) in August 2016. The Metropolitan Region Scheme amendment for Wilkins Road was then deferred for final determination by the Statutory Planning Committee of the Western Australian Planning Committee (WAPC) to allow for further changes to the BFMP at the request of the Department of Fire and Emergency

Shire of Kalamunda

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Attachment 1- KACAC Agenda – Monthly Sites Update

Location	Proponent	Forecast Beds Available	Date Identified	Status
				<p>Services (DFES). These changes have been made by the Shire's bushfire consultants.</p> <p>The WAPC also asked the BFMP to be referred to the Department of Parks and Wildlife (DPaW) for comment.</p> <p>The Shire received advice back from DPaW on 17th November to the BFMP and forwarded it onto the Commission. The Shire has forwarded the advice to our consultant to include the changes in the BFMP, which should be concluded by 18th November. Once the Shire has the amended BFMP it will be forwarded to the WAPC.</p>
Satterley – The Hales development Western Power corridor, Forrestfield	Satterley Group	120 Unlikely	2015	<p>Satterley Group have advised the area proposed under the Local Structure Planning is too small for integrated aged care. The Shire has advised Satterley it should revise its current structure plan and look to consolidate pocket parks into one larger community POS and set aside an area for small aged care facility. Satterley have agreed to consider the Shire's idea and we await Satterley's revised structure Plan. The local structure plan has now been lodged for the Hales and it includes a 1.8ha site for aged care. Bethanie Group that the site would be sufficient to accommodate a standalone aged care facility which is not collocated with a retirement village. The report for the local structure plan to the December D&I.</p>
Ex - DAFWA Site, Bougainvillea Road Forrestfield	State Government Owned and initiated	100 Unlikely	2014	<p>The site is zoned public purpose. – Agricultural Protection Board Conservation under the SoK Town Planning Scheme. Landcorp have appointed Colliers International to undertake a market sounding exercise for the DAFWA site situated at Forrestfield. It is intended the Government will rezone the site to residential which allows for a discretionary use for aged care development. This approach allows delivery of the preferred outcome (aged care) whilst not restricting uses should a suitable proposal for aged</p>

Shire of Kalamunda

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Attachment 1- KACAC Agenda – Monthly Sites Update

Location	Proponent	Forecast Beds Available	Date Identified	Status
				care not be received. This information was provided by Minister for Lands Terry Redman, on 7 September 2016.
Forrestfield North	Shire approved district structure plan	120 Beyond 2020	2015	District Structure Plan was approved in July 2016. Local Structure Planning has commenced with planning being scheduled for completion in 2018.
Pickering Brook	Under Shire consideration for urban redevelopment via structure plan	60 Beyond 2020		Dependent on changes to the Department of Planning's Perth and Peel @ 3.5 Plan to include this area into the MRS as urban expansion. Shire has commenced a structure plan over the town site.
Villa Maria, Lesmurdie		90 bed licences granted 2020		Advice received from Mercy Health in September 2016 outlined that development is in preliminary stage, with the following timelines being proposed: <ul style="list-style-type: none"> - Master planning – October 2016 - Design and town planning – April 2017 - Construction – July 2018 - Opening – 2020. Critical issue will sewage infrastructure and a ministerial exemption will be required for development to progress.
Parry House, Lesmurdie	74 Warlingham	60 bed licences granted	N/a	Shire has written to Parry house and been advised they have agreed to fund a feasibility concept design by the end of 2016 for the allocation of additional 60 beds.

Shire of Kalamunda

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Attachment 1- KACAC Agenda – Monthly Sites Update

Location	Proponent	Forecast Beds Available	Date Identified	Status
Amana Living	Road Lesmurdie			
York Street Reserve Forresterfield	R34364 Moira Ave, R31348 York Street and R27559 York street	To be determined	2016	<p>In May 2016 Council resolved to investigate the feasibility of a portion of the degraded area of York Street reserve in Forresterfield being developed for the construction of a low care aged persons facility. Discussions would need to be held with Landgate regarding the crown relinquishing reserve. A letter to this effect has been sent to the Department of Lands in August 2016. An amendment to Local Planning Scheme 3 would be required to allow for integrated aged care over the site. Community Consultation will be required.</p> <p>Department of Lands have requested we meet with them about this Reserve. Letter dated 16 September 2016. The Shire has contacted the DOL and are awaiting an appointment.</p>

Shire of Kalamunda