

# Corporate & Community Services Committee Meeting

Minutes for Monday 11 July 2016

**UNCONFIRMED**



**shire of  
kalamunda**

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## MINUTES

### 1.0 OFFICIAL OPENING

The Presiding Member opened the meeting at 6.05pm, and welcomed Councillors, Staff and Members of the Public Gallery.

### 2.0 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE PREVIOUSLY APPROVED

#### 2.1 Attendance

##### Councillors

Andrew Waddell JP	(Shire President)	North West Ward
Sara Lohmeyer		North West Ward
Dylan O'Connor		North West Ward
Sue Bilich		North Ward
Tracy Destree		North Ward
Michael Fernie		South East Ward
John Giardina		South East Ward
Geoff Stallard		South East Ward
Noreen Townsend	(Presiding Member)	South West Ward

##### Members of Staff

Rhonda Hardy	Chief Executive Officer
Andrew Fowler-Tutt	Acting Director Development Services
Dennis Blair	Director Infrastructure Services
Gary Ticehurst	Director Corporate Services
Darrell Forrest	Manager Governance and PR
Nicole O'Neill	Public Relations Coordinator
Sara Slavin	Council Support Officer

**Members of the Public** 9

**Members of the Press** Nil

#### 2.2 Apologies

##### Councillors

Simon Di Rosso	North Ward
Brooke O'Donnell	South West Ward
Allan Morton	South West Ward

**Members of Staff** Nil

**2.3 Leave of Absence Previously Approved** Nil

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### **3.0 PUBLIC QUESTION TIME**

A period of not less than 15 minutes is provided to allow questions from the gallery on matters relating to the functions of this Committee. For the purposes of Minuting, these questions and answers are summarised.

Nil.

### **4.0 PETITIONS/DEPUTATIONS**

Nil.

### **5.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

5.1 That the Minutes of the Corporate & Community Services Committee Meeting held on 13 June 2016, as published and circulated, are confirmed as a true and accurate record of the proceedings.

Moved: **Cr Geoff Stallard**

Seconded: **Cr Tracy Destree**

Vote: **CARRIED UNANIMOUSLY (9/0)**

### **6.0 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION**

6.1 Nil.

### **7.0 MATTERS FOR WHICH MEETING MAY BE CLOSED**

7.1 Nil.

### **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*.)

8.1.1 Nil.

**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.

8.2.1 Cr Tracy Destree and Cr Sara Lohmeyer disclosed an interest affecting impartiality with regard to Report 26, Synthetic Bowling Green Replacement – Kalamunda Club Inc as they are both members of the Kalamunda Bowling Club.

**9.0 REPORTS TO COUNCIL**

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

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

**25. Kalamunda Aged Care Advisory Committee - Recommendations**

Previous Items	OCM 43/2016; OCM 75/2016; OCM 111/2016
Responsible Officer	Chief Executive Officer
Service Area	Office of Chief Executive Officer
File Reference	N/A
Applicant	N/A
Owner	N/A

**PURPOSE**

1. To consider the recommendations of the Kalamunda Aged Care Advisory Committee (KACAC).

**BACKGROUND**

2. The Council has approved the establishment, pursuant to the provisions of section 5.8 of the *Local Government Act 1995* (the Act), of the KACAC including its Terms Of Reference.

**DETAILS**

3. At a meeting of KACAC on 22 June 2016 several requests were made for action to be taken by the Shire.
4. The Committee request the City of Swan be contacted to enquire as to available information regarding any redevelopment proposals for the former Swan Districts Hospital.

Motion

Request that Council request the Chief Executive Officer contact the City of Swan requesting information on any proposals for the redevelopment of the site previously housing the Swan Districts Hospital and in particular if consideration would be given to aged care.

Moved: Malcolm Roberts  
Seconded: Iris Jones  
Vote: Carried (8/0)

5. The Committee enquired as to any action taken to investigate the reserve land in Forrestfield.

Motion

Request that Council request the Chief Executive Officer instigate a process to investigate the use of the reserve land at Cambridge Road Reserve – York Street in Forrestfield for the purpose of an Aged Care development.

Moved: Iris Jones  
Seconded: Malcolm Roberts

Vote: Carried (8/0)

6. The Committee enquired if there was any knowledge as to the future of the Kalamunda Hospital. The Hospital is currently used for palliative care.

Motion

Request that Council request the Chief Executive Officer write to the Minister for Health requesting information as to the long term use of the Kalamunda Hospital and in particular if consideration would be given to aged care.

Moved: Iris Jones  
Seconded: Malcolm Roberts  
Vote: Carried (8/0)

### **STATUTORY AND LEGAL CONSIDERATIONS**

7. Sections 5.8, 5.9 and 5.10 of the *Local Government Act 1995*.

### **POLICY CONSIDERATIONS**

8. Nil.

### **COMMUNITY ENGAGEMENT REQUIREMENTS**

9. Community engagement has not been undertaken with respect to this Report.

### **FINANCIAL CONSIDERATIONS**

10. Nil.

### **STRATEGIC COMMUNITY PLAN**

#### **Strategic Planning Alignment**

11. *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**

12. It is not expected that there will any negative social impacts from the proposed committee changes.

#### **Economic Implications**

13. Nil.

#### **Environmental Implications**

14. Nil.

### RISK MANAGEMENT CONSIDERATIONS

15.

Risk	Likelihood	Consequence	Rating	Action/Strategy
Request for actions not approved by the Council.	Unlikely	Minor	Low	Actions approved by Council to support the objectives of the committee.

### OFFICER COMMENT

16. The requests for information will assist the committee in focusing its priorities.

17. In order to progress any development within Cambridge Road Reserve, Forrestfield for the construction of an aged persons facility discussions would need to be held with Landgate regarding the crown relinquishing a portion of the reserve. Extensive Community consultation would be required before an amendment to Local Planning Scheme 3 could be submitted for integrated aged care over the site. Planning is likely to take 2 -3 years allowing for scheme amendment process before development can occur.

<b>Voting Requirements: Simple Majority</b>
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### COMMITTEE RECOMMENDATION TO COUNCIL (C&C 25/2016)

That Council:

1. Request the Chief Executive Officer contact the City of Swan requesting information on any proposals for the redevelopment of the site previously housing the Swan Districts Hospital and in particular if consideration would be given to aged care.
2. Request the Chief Executive instigate a process to investigate the use of the reserve land at Cambridge Road Reserve – York Street in Forrestfield for the purpose of an Aged Care development.
3. Request the Chief Executive Officer write to the Minister for Health requesting information as to the long term use of the Kalamunda Hospital and in particular if consideration would be given to aged care.

Moved: **Cr John Giardina**

Seconded: **Cr Tracy Destree**

Vote: **CARRIED UNANIMOUSLY (9/0)**

**Declaration of financial / conflict of interests to be recorded prior to dealing with each item.**  
*Cr Tracy Destree and Cr Sara Lohmeyer disclosed an interest of impartiality.*

**26. Synthetic Bowling Green Replacement – Kalamunda Club Inc.**

Previous Items	OCM 34/2016
Responsible Officer	Director Corporate & Community Services
Service Area	Community Development
File Reference	
Applicant	Kalamunda Club Inc.
Owner	N/A

**PURPOSE**

1. To consider a renewed funding proposal from the Kalamunda Club Inc. (the Club) for replacement of a synthetic bowling green surface.

**BACKGROUND**

2. The following Council resolution was carried at the Ordinary Council Meeting held in March 2016.

*That Council:*

1. *Endorses a Community Sport and Recreation Facilities Fund Small Grant application from the Kalamunda Club Inc. towards a proposed replacement synthetic surface for Green A at the Kalamunda Club.*
2. *Following the success of the Community Sport and Recreation Facilities Funding the cost contribution will be:*

<b><i>Organisation</i></b>	<b><i>Contributions ex GST</i></b>
<i>CSRFF</i>	<i>\$66,531</i>
<i>Shire of Kalamunda</i>	<i>\$66,531</i>
<i>Kalamunda Club Inc.</i>	<i>\$66,533</i>
<b><i>Total Project Cost</i></b>	<b><i>\$199,595</i></b>

3. *Notes in the event of a successful Community Sport and Recreation Facilities Fund application, an amount of \$66,531 will be considered as part of the 2016/17 annual budget deliberation process.*
4. *Notes that the project will not proceed until the Clubs funds have been received and a financial agreement has been entered into stipulating responsibilities of both parties; and*

- 
- 5. That any variations to the final contract sum shall be the responsibility of the Kalamunda Club Inc.*
3. The Shire of Kalamunda submitted an application for the complete replacement of the synthetic surface to one of the two Bowling Greens at the club. It was proposed the project be managed by the Shire of Kalamunda, working in conjunction with the Club's project committee.
4. The aim of the project is to replace the current failed synthetic surface and sub base on Green A, with a new surface allowing the Club to better provide for their membership and also the wider bowls community.
5. The main reasons why the current surface has failed is due to UV stabilisation breakdown on the stretched surface causing the surface to tear, and the contractors who installed the current surface believed the existing sub base and drainage would be satisfactory. This has since proven not to be the case, as the surface water does not drain away quickly enough and the sub moisture has damaged the underfelt.
6. The Shire and the Club have recently been advised the Community Sport and Recreation Facilities Fund (CSRFF) grant application was unsuccessful, due to the Department of Sport and Recreation (DSR) only having \$500,000 available in the Small Grants program and the DSR had previously supported this Club with synthetic surface installation funding in 2007.

## **DETAILS**

7. The Club have now reconsidered its position and as this project is seen as vital to the long term survival of the Club. They have offered to fund two thirds of the costs required to complete the project, with the remaining one third (\$66,531) to be funded by the Shire as originally intended within the 2016/2017 budget.
8. The latest project cost information provided by the Club now includes a 5% contingency and additional plant and equipment requirements, such as a sprinkler system and replacement of the synthetic grass apron. This now brings the total project costs to \$240,138.
9. The sprinkler system was not included in the original grant application in order to keep the total project cost under the \$200,000 threshold for CSRFF small grants. A sprinkler system is beneficial on sand filled greens to help compact the sand before some of the higher level competition games.
10. The Club are now requesting the Shire to continue its funding support by confirming its one third contribution towards the project will be retained in the 2016/2017 budget. They are also seeking advice as to who will manage the project.

## **STATUTORY AND LEGAL CONSIDERATIONS**

11. Nil.

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## POLICY CONSIDERATIONS

12. Nil.

## COMMUNITY ENGAGEMENT REQUIREMENTS

13. Nil.

## FINANCIAL CONSIDERATION

14. The Shire of Kalamunda's contribution towards the proposed project is currently included within the 2016/2017 CAPEX Budget. The adjusted funding proposal as submitted by the Club would see the project funded in the following manner.

<b>Organisation</b>	<b>Contributions ex GST</b>
Shire of Kalamunda	\$66,531
Kalamunda Club Inc.	\$173,607
<b>Total Project</b>	<b>\$240,138</b>

The Club intends to fund their contribution by way of existing sinking funds and savings accounts of \$140,000 and a member's loan of \$35,000.

15. Any financial agreement to be entered into with the Club will include a clause making the Club fully responsible for any variation to costs incurred over and above the total contract sum. The agreement will also include payment milestones and require performance standards for the workmanship to be met before the Shire's payment is made.

## STRATEGIC COMMUNITY PLAN

### Strategic Planning Alignment

16. *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.

## SUSTAINABILITY

### Social Implications

17. The provision of high quality community sport and recreation facilities is essential in fostering a positive sense of community health and wellbeing.

### Economic Implications

18. Nil.

### Environmental Implications

19. Nil.

## RISK MANAGEMENT CONSIDERATIONS

20.

Risk	Likelihood	Consequence	Rating	Action/Strategy
That the new surface does not meet performance standard and fails again.	Unlikely	Major	Medium	The Club to have a design brief and technical specifications prepared and carry out a thorough due diligence on synthetic green products. The project team to closely monitor the quality of the appointed contractor's workmanship.
Project is not completed in a timely manner.	Possible	Minor	Medium	Project is managed and monitored within stipulated timelines.
That the Club do not cover their full contribution towards the project.	Unlikely	Minor	Low	A financial agreement will be entered into with the Club to ensure the responsibilities of both parties is clearly understood.

## OFFICER COMMENT

21. The Club received CSRFF funding in 2007 to replace the two natural turf greens with synthetic surfaces. This project was completed in Winter 2009. The surface of Green A has since deteriorated to the point where it requires replacing.
22. The failure of the surface has seen the Club limited in its ability to host pennant competitions as one rink failed to meet the standard required by Bowls WA. This has also seen the Club limited in the competitions it can offer to the wider community.
23. As the green continues to deteriorate the total failure of the surface will impact on the Club's ability to serve the wider community through its school programs, its popular corporate bowls competitions and the local members.
24. The Club has set aside sufficient funds to replace this green at the normal end of life for such a surface, which is estimated to be between 10 to 12 years. However, the sooner than expected deterioration of this green has brought forward this replacement program.
25. The DSR expect clubs will set aside sufficient funds to cover this replacement cost over the expected life of the surface. They are considered a low priority for

CSRFF funding, as once established, surface replacements do not increase participation in sport and recreation.

26. The second synthetic green was laid at the same time as Green A (2009) and will shortly need replacing. However, all the Club's sinking funds will be used for replacement of Green A. Therefore, it is unlikely that the Club will have sufficient funds for the future works.
27. The Club has an existing Self Supporting Loan with the Shire expiring in 2019 and will need to consider its future funding strategy agreement with the Shire in order to replace this green.
28. The Club's sustainability is heavily dependent upon their facilities and ability to attract members to their club. With the Stirk Park Master Plan consultation process underway, there is an opportunity to investigate long term options for the Club so that future sustainability can be assured.
29. With this in mind, there presents an opportunity to look at the best long term location for the Club, therefore it may be appropriate to commence investigations into whether Stirk Park is the best location for the Club, or would a more modern co-location facility be in the best interest of the Club and the community in the future.
30. The Club have expressed the need to have the green replaced prior to the next pennant bowls season commencing towards the end of October 2016. The works take approximately three to four weeks to complete, therefore would need to commence no later than early October to meet this timeframe.
31. If the project was to commence later than this, then the Club would have to go through the process of contracting Bowls WA to gain approval to reschedule all home games while the works are carried out. This would affect the Club's revenue, as home games attract a large number of players.
32. The Club have expressed a desire to manage the procurement process and supervise the works to minimise the project timeframe. The Shire supports the project being managed by the Club, subject to the following conditions:
  - a) The Club to provide a design brief and site specific technical specifications for the project.
  - b) The above documents to be signed off by the project team prior to the Club seeking quotes from various suppliers.
  - c) After selection of the preferred supplier, the project team to approve the contract document.
  - d) An appropriately experienced member of the project team is to supervise the project and sign off on the works before contract payments are made.
33. If the Shire was to undertake the design, develop specifications and call tenders, followed by tender evaluation and consideration of tender award, it would mean that the Club's timelines would not be achieved.
34. Officers believe that a more collaborative approach to managing this project can result in both parties achieving their objectives.

*Representatives from the Kalamunda Bowling Club spoke on behalf of the item, and clarified queries raised from Councillors on the matter.*

<b>Voting Requirements: Simple Majority</b>
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**COMMITTEE RECOMMENDATION TO COUNCIL (C&C 26/2016)**

That Council:

1. Notes that the Kalamunda Club Inc. was unsuccessful in receiving a Community Sporting and Recreation Facilities Fund grant for the replacement of the synthetic surface for Green A.
2. Supports the adjusted funding proposal as submitted by the Kalamunda Club Inc. for the replacement of the synthetic surface for Green A.

<b>Organisation</b>	<b>Contributions ex GST</b>
Shire of Kalamunda	\$66,531
Kalamunda Club Inc.	\$173,607
<b>Total Project</b>	<b>\$240,138</b>

3. Requests the Chief Executive Officer to develop a MOU and financial agreement between the Shire of Kalamunda and the Kalamunda Club Inc. stipulating the responsibilities of both parties in relation to funding and oversight of the project.
4. Notes that any variation to costs incurred over and above the total contract sum shall be the responsibility of the Kalamunda Club Inc.
5. Notes that the Kalamunda Club Inc. and the Shire of Kalamunda will jointly manage the project by establishing a project tem comprising of representatives from Kalamunda Club Inc. and Shire of Kalamunda officers.
6. Notes that the methodology for delivery of the project will include:
  - a) The Club to provide a design brief and site specific technical specifications for the project.
  - b) The above documents to be signed off by the project tem prior to the Club seeking quotes from various suppliers.
  - c) After selection of the preferred supplier, the project team to approve the contract document.
  - d) An appropriately experienced member of the project tem is to supervise the project and sign off on the works before contract payments are made.

7. Requests the Chief Executive Officer to undertake consultation with the Kalamunda Club Inc. on their long term future.

Moved: **Cr John Giardina**

Seconded: **Cr Geoff Stallard**

Vote: **CARRIED UNANIMOUSLY (9/0)**

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**10.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

10.1 Nil.

**11.0 QUESTIONS BY MEMBERS WITHOUT NOTICE**

11.1 Nil.

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

12.1 Nil.

**13.0 URGENT BUSINESS APPROVED BY THE PRESIDING MEMBER OR BY DECISION**

13.1 Nil.

**14.0 TABLED DOCUMENTS**

14.1 Unconfirmed - Minutes - Scott Reserve Advisory Committee - 31 May 2016

14.2 Unconfirmed - Minutes – Lesmurdie Community Library Management Committee - 7 June 2016

14.3 Unconfirmed – Minutes – Aged Care Advisory Committee - 22 June 2016

**15.0 MEETING CLOSED TO THE PUBLIC**

15.1 Nil.

**16.0 CLOSURE**

16.1 There being no further business the Presiding Member declared the meeting closed at 6.20pm

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

Signed: \_\_\_\_\_  
Presiding Member

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2016



**MINUTES**  
**SCOTT RESERVE ADVISORY COMMITTEE**  
**5.00PM TUESDAY 31 MAY 2016**  
**SCOTT RESERVE PAVILION**

**1.0 OPENING OF MEETING**

1.1 The Presiding Member opened the meeting at 5.00pm

**2.0 ATTENDANCE AND APOLOGIES**

2.1

Committee Members:

Cr Dylan O'Connor	Councillor Delegate
Frank Scardifield	Presiding Member (HWCC)
Neil Worsley	High Wycombe Amateur Football Club (HWAFC)
Martyn Cresswell	Edney Primary School (EPS)
Floyd Sullivan	High Wycombe Junior Football Club (HWJFC)

Shire of Kalamunda Staff:

Kevin O'Connor	Coordinator Recreation Services (CRS)
Fiona Stuart	Recreation Services Officer (RSO)
Darrell Forrest	Manager of Governance & PR (Until 5.15pm)

Observers:

Aaron Savory	Deputy High Wycombe Cricket Club (HWCC)
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Apologies:

David Barnes	Deputy High Wycombe Amateur Football Club (HWAFC)
Greg Geier	Deputy High Wycombe Junior Football Club (HWJFC)

**3.0 THE MANAGER OF GOVERNANCE & PR**

Manager of Governance & PR provided the Committee with an overview of roles and responsibilities of the Committee in accordance with the *Local Government Act 1995* and an update of the review of Management and Advisory Committees.

#### **4.0 CONFIRMATION OF MINUTES**

4.1 That the minutes of the Scott Reserve Advisory Committee held on 23 February 2016, as published and circulated, are confirmed as a true and accurate record of the proceedings.

Moved: **Neil Worsley**

Seconded: **Dylan O'Connor**

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**

##### **Scott Reserve Pavilion – External Security Lights**

Letter to User groups from Shire of Kalamunda Manager of Financial Services. Letter details position of Shire of Kalamunda in regards to the recent installation of a sub meter at the pavilion for the external security lights and the costs associated with the lighting. Shire of Kalamunda will assume all costs moving forward, however, no retrospective concessions will be made. This issue was discussed at item 8.1.

#### **7.0 ITEMS FOR COMMITTEE CONSIDERATION**

##### **7.1 Dogs On Reserves**

User groups are still concerned with the amount of people walking dogs on the reserve both during the week and the weekend. Despite the patrols that take place and the campaigns that are run by the Shire, it appears that the message is not getting through. User groups noted that at weekends both their own club members as well as visiting club members bring dogs to the reserves and are concerned that as Rangers are "On Call" only at weekends, the opportunity to educate or fine the offenders may be missed.

Cr O'Connor suggested that perhaps rolling patrols could be scheduled over weekends of all sporting reserves, this would however be costly and would have to be presented to Council for consideration.

Manager Infrastructure Services has been approached to review and update all signage on Sporting reserves regarding the walking of dogs, as current signage is inadequate and ineffective.

Current Council Policy advocates education first over fines, however, the Committee would like Rangers to consider strategies that they may put in place to assist with alleviating the problem on weekends.

**COMMITTEE RECOMMENDATION:**

That comment and suggestions be sought from Ranger Services regarding strategies that the Shire can employ, in partnership with the user groups, to help alleviate the ongoing problem with dog owners utilising sporting reserves.

Moved: **Dylan O'Connor**

Seconded: **Neil Worsley**

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

**OFFICER ACTION**

RSO to provide A3 size posters regarding "Dog Exercise Areas" to all user groups to place in prominent positions around the Pavilion.

**COMMITTEE ACTION**

The user groups to continue to advertise that Scott Reserve as a "Dog Prohibited Area" throughout websites and signage around, and within, the Pavilion.

**7.2 Playground Shade**

An item regarding the provision of shade for the Playground at Scott Reserve is being considered as part of the 2016/17 budget process

**OFFICER ACTION**

Nil

**7.3 Bins on Scott Reserve**

User groups are seeking to increase the number of bin locations around the reserve to assist with the amount of rubbish that gets left on the ground after weekend matches and during the week.

Waste Management Services have offered to increase the number of bins at the current locations by adding a recycling bin to the pole. User groups feel that the current locations are too far apart, and whilst appreciating the proposal to provide the additional bins, feel that the problem would be better solved by increasing the amount of locations of bins at the ground.

**OFFICER ACTION**

RSO to provide a map of the reserve to the Committee so that both current and proposed extra locations can be marked, and a proposal provided to Waste Management.

**7.4 Season Start/End**

RSO will remain in contact with all user groups regarding season start and end dates to allow any proposed or required remediation work to take place without any major disruption to clubs.

**OFFICER ACTION**

RSO to email seasonal users regarding finals in mid-July.

**7.5 Car Park Changes**

The Committee noted that the recent work to remark the car park bays and re-position the Handicap bays was very successful and the Shire Officer who liaised with the groups had been both professional and efficient. The committee further noted that a concrete ramp now needs to be constructed at the entry way to the reserve for ambulance access.

**OFFICER ACTION**

RSO to email map to user groups to mark where ramp is to go and send onto Shire Engineering department for consideration.

**7.6 Protector Poles for Water Mains Junction**

A protector hoop has been installed over the top of the Water Mains junction to eliminate the risk of drivers parking on the junction boxes.

**7.7 Scott Reserve Turf Maintenance Program**

Football clubs are rotating training areas to assist with the continued improvement to the surface at Scott Reserve. User groups noted that the work of the maintenance team was to be commended ~~with particular mention to Murray Spackman and Noel for their efforts at the reserve.~~

User groups did advise that there were still some areas of dampness behind the goals and at the 50m mark that will require some attention.

**OFFICER ACTION**

RSO to raise an ICS regarding the areas of the reserve where the drainage is still poor.

## 7.8 **Capital Budget Requests 2016/17 Financial Year – Scott Reserve**

CRS updated Committee on current items relevant to Scott Reserve that have been put forward for budget consideration within the 2016/17 Budget.

- Playground Shade Sail
- Replacement of the nets around the practice cricket nets nearest to the club rooms
- Hot water system

### **OFFICER ACTION**

RSO to follow up on status of items following Councils adoption of the 2016/2017 Budget and provide feedback to Committee members.

## 7.9 **Clubs 4 Life and Grants Update**

1. Safe Clubs 4 Kids Workshop – RSO advised Committee of success of recent workshop delivered by WA Sports Federation and Department of Sport and Recreation that was delivered on 04 May 2016. The workshop was attended by 27 members of local sporting clubs and community groups and assisted clubs with strategies to deliver a safe environment for their junior membership.
2. Free First Aid Workshops – Shire of Kalamunda are delivering two basic first aid workshops to local community and sporting groups. The first took place on the 18 May 2016 at Hartfield Park and the second is to be held at the Shire offices on the 15 June 2016. Workshops are designed to be a refresher for participants and managers and coaches are encouraged to attend.
3. RSO advised the committee of the Club Subsidy Scheme that the Department of Sport and Recreation recently re-opened. The \$500 Club Equipment Subsidy Scheme now allows former recipients to become eligible to re-apply. The current round closed on the 13 May 2016.
4. Local Sporting Champions – RSO advised the Committee of the federally funded grant opportunity for athletes selected to represent their state or other approved competitions. The grant is for an amount of up to \$500 towards travel, accommodation and other expenses associated with selection. The first round closes on the 30 June 2016 and a link to the application can be found on the Shire website under the External Grants section.

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

### 8.1 **Junior Football Goal Posts**

HWJFC advised the Committee that the new goal posts and sleeves that have been fabricated for the club are slightly bigger than the original posts and the club has had to have new protector pads fabricated for the posts. HWJFC thanked the Shire for the poles and made particular reference to the work ~~Neel has done to get them installed.~~

## 8.2 **Friday Night Matches**

HWJFC noted that Senator Glen Sterle had recently visited the club and discussed the decline in youths playing football, in particular the Year 10 – 12 age groups. HWJFC discussed the possibility of commencing Friday night matches at the club to allow the older age groups to still play and have the ability to work or enjoy their weekends. Senator Sterle commented that there was a possibility of Federal funding to install new lights for the ground to ensure that competition standard is achieved.

HWJFC wanted advice from the Shire on the process to commence installation of new lights at the ground. What matters had to be considered, for instance would residents around the ground be affected by higher poles?

HWJFC advised the Shire of the following items that require attention:

- Meter box closest to the car park requires a lock
- Security lights around the building need checking as one of them is not working.

### **OFFICER ACTION**

RSO to send through all necessary advice regarding lighting upgrades to the club.

RSO to raise ICS for the lock and the security lights.

## 8.3 **Maintenance Items**

HWAFC club advised the Shire of the following item that requires attention:

- Wooden bench to front of club rooms has been vandalised with some of the wooden panels removed.

### **OFFICER ACTION**

RSO to raise ICS for repair of bench.

## 8.4 **Donation of Hire Fees**

HWAFC thanked the Shire for their recent donation of free use of the High Wycombe Recreation Centre for their club Gala Ball to raise funds for Breast Cancer. Steel Blue have also come on board as a sponsor for the 02 July 2016 event and Glen Jakovich was the guest speaker. The club hopes to raise \$10,000 for the cause.

EPS noted that they were not using the HWRC this year due to the increased cost to the school for hire of the facility. The school had a reduced budget to work with and have decided to hold the graduation in the schools under cover area.

### **OFFICER ACTION**

RSO to investigate the quoted cost and report back to the Committee.

**8.5 HWCC Turf Maintenance MOU**

HWCC requested that the information regarding the MOU for turf maintenance for Scott Reserve Cricket Wickets be re-sent so that the costs can be provided as requested by the Shire.

**OFFICER ACTION**

RSO to resend all relevant information to HWCC.

**8.6 Security Lighting Sub Meter**

HWCC advised the Committee that a recent Electricity bill for the amount of \$875 as sent to the club was still outstanding.

The Club are 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.

**OFFICER ACTION**

RSO to search minutes of previous Scott Reserve Advisory Committee minutes to find when original request for the sub meter was made.

**9.0 DATE OF NEXT MEETING**

30 August 2016 at Scott Reserve Pavilion at 5.00pm

**10.0 CLOSURE**

The Presiding Member closed the meeting at 6.20pm

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



**Lesmurdie Community Library**  
Shire of Kalamunda Library Services & Lesmurdie Senior High School  
A joint-use library partnership



**MINUTES**  
**LESMURDIE COMMUNITY LIBRARY MANAGEMENT COMMITTEE**  
**3.30pm 7 JUNE 2016**  
**HELD AT LESMURDIE COMMUNITY LIBRARY**

**1.0 OPENING OF MEETING**

- 1.1 The Presiding Member opened the Meeting at 3.30 pm and welcomed all in attendance.

**2.0 ATTENDANCE AND APOLOGIES**

**Attendance:**

Sheena Bell	Library Services Team Leader, (SOK) (Presiding Member)
Lyn Harris	Manager Corporate Services (LSHS)
Cr Geoff Stallard	Councillor Delegate
Chris Dall	Teacher Librarian, Lesmurdie High School

**Minute Taker**

Veronica Antulov Branch Librarian

**Apologies:**

Darren Jones	Manager Community Development, (SOK)
John Stone	Principal, (LDHS)

**Observer**

Cr John Giardina Deputy Councillor Delegate

**3.0 CONFIRMATION OF MINUTES**

- 3.1 That the minutes of the Lesmurdie Community Library Management Committee held on Tuesday 8 March 2016, as published and circulated, are confirmed as a true and accurate record of the proceedings.

Moved: **Chris Dall**

Seconded: **Lynn Harris**

Vote: **CARRIED UNANIMOUSLY (4/0)**

"On the basis of the above Motion I now sign the minutes as a true and accurate record of the meeting of 8 March 2016."

#### **4.0 CORRESPONDENCE**

- 4.1 Email received from John Stone on Wednesday 1 June 2016, regarding the Operational Plan.
- 4.2 Email received from Dawn Veltmann, Coordinator Occupational Safety and Health, Shire of Kalamunda, on 9 May 2016, requesting update on Lesmurdie Community Library Evacuation Plan.

#### **5.0 ITEMS FOR COMMITTEE CONSIDERATION**

##### **5.1 Librarian' Quarterly Report**

The Librarian's Report was tabled and accepted. The committee expressed their thanks to Chris Dall and Veronica Antulov for their report and management of Lesmurdie community Library.

Cr Geoff Stallard raised the issue regarding WIFI accessibility at Lesmurdie Library for patrons.

**Action:** Sheena Bell to follow up with Shire IT department.

##### **5.2 Annual Report 2015/16**

The Annual Report was tabled. The committee expressed their thanks and appreciation to Chris Dall and Veronica Antulov for their all their work and effort in producing the report in the new format.

John Stone expressed his appreciation via email on 1 June; 'Well done on producing the Annual Report. Very easy to follow and great to see the number of achievement targets rated as *Achieved*. Thanks for all of your time and expertise with this'.

#### **MOTION**

That the Annual Report be accepted.

Moved: **Lynn Harris**

Seconded: **Cr Geoff Stallard**

Vote: **CARRIED UNANIMOUSLY (4/0)**

Cr Geoff Stallard raised the issue regarding the Lesmurdie Library opening hours and the Wednesday closure in school holidays; discussion ensued.

**Action:** Sheena Bell to organise a Customer Survey to ascertain customer need and satisfaction.

##### **5.3 Operational Plan 2016/17**

The Operational Plan 2016/17 was tabled. The committee expressed their thanks and appreciation to Chris Dall and Veronica Antulov for their all their work in producing the Operational Plan in the new format.

Sheena Bell checked that the person responsible for customer feedback for school library matters was accurate.

**MOTION**

The Operational Plan be accepted with an amendment to be made on page 8.

Moved: **Sheena Bell**

Seconded: **Cr Geoff Stallard**

Vote: **CARRIED UNANIMOUSLY (4/0)**

**5.4 Donated Item from friends of the Library Group**

Lesmurdie Community Library recently accepted a donation from the Friends of the Library Group, a browser box for the Junior kindergarten section of the Library. The committee expressed their appreciation, Cr Geoff Stallard enquired about a letter of thanks to the Friends of the Library Group.

**Action:** Sheena Bell to forward a thankyou letter.

**5.5 Emergency Evacuation Plan**

Dawn Veltman, Coordinator Occupational Safety and Health, Shire of Kalamunda, recently requested Veronica Antulov to provide an updated Lesmurdie Community Library Evacuation Plan. Veronica Antulov circulated a copy of the existing Lesmurdie Library Evacuation plan and the current style adopted by Shire of Kalamunda, the Evacuation Plan for Kalamunda Library. The Committee agreed that the Lesmurdie Library Evacuation plan be updated in style and information.

**Action:** Veronica Antulov to provide information to Dawn Veltman and to request that the Lesmurdie Senior High School logo be included on the plan.

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

No urgent business.

**7.0 DATE OF NEXT MEETING**

Tuesday 6 September 2016.

**8.0 CLOSURE**

There being no further business the Presiding Member declared the meeting closed at 4.30pm.

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



## MINUTES

### AGED CARE ADVISORY COMMITTEE 5:00PM, 22 June 2016 SHIRE OF KALAMUNDA – Function Room

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#### 1.0 OPENING

1.1 The Presiding Member opened the meeting at 5:03pm.

#### 2.0 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE PREVIOUSLY APPROVED

##### 2.1 Attendance

###### Members

Ian Tarling (Presiding Member)	Kalamunda Community Learning Centre
Cr Tracy Destree	Shire of Kalamunda
Beverly Giumelli	Community Representative
Rhonda Hardy	CEO, Shire of Kalamunda
Ruth Jopling	Community Representative
Malcolm Roberts	Aged Care Today Kalamunda (ACT)
Ray Maher	Community Representative
Iris Jones	Lesmurdie & Districts Community Association

Gary Ticehurst	Director Corporate Services
Donna McPherson	Administration Support, Shire of Kalamunda

###### Deputy Members

Nil.

###### Observers

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Aged Care Advisory Committee  
Minutes – 22 June 2016

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2.2 **Apologies**

Cr Andrew Waddell JP  
Helen Dymond  
Cr John Giardina

Shire of Kalamunda  
Divisional Manager Aged Care, RISE  
Shire of Kalamunda

2.3 **Leave of Absence Previously Approved**

Nil

**3.0 CONFIRMATION OF PREVIOUS MINUTES**

3.1 That the minutes of the Aged Care Advisory Committee held on 25 May 2016 be confirmed as a true and accurate record.

Moved: **Malcolm Roberts**

Seconded: **Ruth Jopling**

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**

5.1 Nil.

## 6.0 ITEMS FOR COMMITTEE CONSIDERATION

### 6.1 Stakeholders

#### 6.1.1 Stakeholder Identification

Cr Destree provided the meeting with data compiled at previous meeting with suggested matrix for prioritising. It was suggested an action plan be developed for how to use the information and engage with stakeholder. Small sub group to meet prior to next scheduled meeting to populate and prioritise.

Members to review make any additions and prioritise engagement.

#### **ACTION**

Review Kalamunda Aged Care Stakeholder Analysis to be undertaken by sub group of the Committee prior to next meeting to populate and prioritise. Master to be administered by Shire Administration.

#### 6.2.1 Potential residential aged care sites

Kalamunda ACT requested information in relation to the following matters from the CEO provided responses to the queries on behalf of the Shire of Kalamunda.

- Feedback on correspondence/action re; **No responses received.**
- Ag Dept site – contact with Minister for Planning, Landcorp, aged care providers (table appropriate correspondence) **This has not been approved for advertising at the time of the meeting.**
- Satterley group re possible inclusion of aged care facility in their development; **The Shire is meeting with Satterley Group in relation to this matter.**
- City of Swan and State Government regarding old Swan District Hospital site. **There has been no communication with the City of Swan on this matter.**

#### Motion

Request that Council request the Chief Executive Officer write to the City of Swan requesting information on any proposals for the redevelopment of the site previously housing the Swan Districts Hospital and in particular if consideration would be given to aged care.

Moved: **Malcolm Roberts**

Seconded: **Iris Jones**

Vote: **Carried (8/0)**

**6.2 Positive Ageing**

**6.2.1 Positive Ageing Plan 2015 -2020**

The Committee agreed to hold a workshop, to be facilitated by Mr Ian Tarling, to review the Confidential Draft Positive Ageing Plan 2015/2020.

**ACTION**

A workshop to review the Positive Ageing Plan 2015 – 2020 will be held on Wednesday 3 August at the Shire of Kalamunda commencing at 5pm. The workshop is to be facilitated by Mr Ian Tarling.

Kalamunda ACT tabled a suggested framework for an Age Friendly Community Strategy. This will be circulated to members and form part of the workshop discussions.

The meeting discussed the ability for members to share the review of the documents with their deputies if they represented a group. Members were of the view this would not be necessary as it would be the view of the Committee that a member was representing the entire group.

It was agreed an editable version of the Confidential Positive Ageing Plan 2015-2020 would be circulated to members.

**ACTION**

Editable version of Confidential Positive Ageing Plan 2015-2020 to be provided.

Seniors Directory

Examples of directories of other agencies be sourced and circulated.

**ACTION**

Links to examples of seniors directors be provided.

**6.3 Facts and Reports**

Nil.

#### **6.4 Site Locations**

##### **6.4.1 Matrix Site Update**

The updated Matrix was reviewed by the committee with some corrections to be included.

#### **ACTION**

Residential Aged Care Sites Assessment Matrix be corrected as per discussion.

The Committee agreed to receive the information each month in the format suggested, and tabled at previous meeting, by Kalamunda ACT.

#### **ACTION**

Site location information be presented at each meeting using tabled template.

The Committee enquired as to any action taken to investigate the reserve land in Forrestfield.

#### **Motion**

Request that Council request the Chief Executive instigate a process to investigate the use of the reserve land at in Forrestfield for the purpose of an Aged Care development.

Moved: **Iris Jones**  
Seconded: **Malcolm Roberts**  
Vote: **Carried (8/0)**

##### **6.4.2 Kalamunda Hospital**

The LDCA enquired if there was any knowledge as to the future of the Kalamunda Hospital. The Hospital is currently used for palliative care.

#### **Motion**

Request that Council request the Chief Executive Officer write to the Minister for Health requesting information as to the long term use of the Kalamunda Hospital and in particular if consideration would be given to aged care.

Moved: **Iris Jones**  
Seconded: **Malcolm Roberts**  
Vote: **Carried (8/0)**

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

**7.1 Review of KACAC procedures - Carryover item from 25/5/16 - ACT**

Responses to the suggested changes to procedure of the meeting were provided with Officer Comment and proposed actions.

Beverley Giumelli left the meeting at 6.07pm.

**7.2 Priorities for the Committee.**

The priorities provided were collated and tabled for review. Members requested the list be made available in editable format. Members to review and priorities and provided to Shire staff.

Final priority list to be provided at next meeting for discussion and agreement.

**ACTION**

1. Editable copy of list to be provided.
2. Members to priorities list and return to Administration.
3. Combined priority list to be compiled and circulated for discussion and agreement.

**7.3 Guest Speaker**

The committee discussed inviting Mr Ron Carey to address the meeting and the possibility of inviting Shire of Kalamunda Councillors.

There was no decision as to who would extend the invitation to Mr Carey or the Councillors.

**7.4 Actions Arising**

A list of actions arising from previous meetings was presented with the agenda. A member requested this become an item for discussion at each meeting.

**8.0 DATE OF NEXT MEETING**

Wednesday 20 July 2016.

**Workshop**

Wednesday 3 August 2016.

**9.0 CLOSURE**

The Presiding Member closed the meeting at 6.25pm.