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Shire of Kalamunda

# General Services Committee

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Minutes for 3 May 2010



# SHIRE OF KALAMUNDA

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**Minutes of General Services Committee  
Held in the Council Chambers  
2 Railway Road, Kalamunda  
Monday 3 May 2010**

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**1.0 OFFICIAL OPENING**

- 1.1 The Chairman opened the meeting at 7:00 pm and welcomed Councillors, Staff and Members of the Public Gallery.

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

- 2.1 PRESENT

**Councillors**

D McKechnie	(SHIRE PRESIDENT) NORTH WARD
S Bilich	NORTH WARD
A Morton	SOUTH WEST WARD
N Townsend	SOUTH WEST WARD
C Everett	SOUTH EAST WARD
F Lindsey	SOUTH EAST WARD
G Stallard	SOUTH EAST WARD
D O'Connor	NORTH WEST WARD
M Cresswell	(CHAIRMAN) NORTH WEST WARD
P Heggie	NORTH WEST WARD

**Officials**

J Trail	CHIEF EXECUTIVE OFFICER
K O'Connor	DIRECTOR OF COMMUNITY DEVELOPMENT
B Searle	DIRECTOR OF CORPORATE SERVICES
C Higham	DIRECTOR OF PLANNING & DEVELOPMENT SERVICES
M Singh	DIRECTOR OF ENGINEERING SERVICES
D Forrest	MANAGER GOVERNANCE
S Leeson	MANAGER FINANCIAL SERVICE
D Jones	MANAGER COMMUNITY DEVELOPMENT
S McKay	MANAGER PROPERTY AND PROCUREMENT
S Martin	LAND AND PROPERTY OFFICER
M Comber	MINUTE SECRETARY

**Apologies**

M Thomas	(DEPUTY CHAIRMAN) NORTH WARD
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<b>Observers</b>	9
<b>Newspapers</b>	Nil

### **3.0 PUBLIC QUESTION TIME**

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

3.1 Nil.

### **4.0 PETITIONS/DEPUTATIONS**

4.1 Nil.

### **5.0 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil.

### **6.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

6.1 That the Minutes of the General Services Committee Meeting held on 6 April 2010 is confirmed as a true and correct record of the proceedings.

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 Tuesday 6 April 2010.**

Moved: Cr Stallard

Seconded: Cr Morton

**CARRIED UNANIMOUSLY**

### **7.0 ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION**

7.1 Nil.

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

7.1 Nil.

### **9.0 DISCLOSURE OF INTERESTS**

Disclosure of Financial and Proximity Interests

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

Nil.

- (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)

Nil.

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.

Nil.

## 10.0 REPORT TO COUNCIL

**Please Note:**

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

40.	Creditors Accounts Paid during the period 31 March to 15 April 2010 .....	6
41.	Financial Activity Statements for the Period 31 March 2010 .....	8
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44.	Summary of Council Meetings and Committee Meetings June 2010 to May 2011 .....	18
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48.	Proposed Active Reserves Sports Lighting Policy .....	33
49.	Draft Hartfield Park Masterplan .....	35

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## REPORTS

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

### 40. Creditors Accounts Paid during the period 31 March to 15 April 2010

Previous Items: Nil  
Service Area: Corporate Services  
Author: Steve Leeson  
File Reference: FI-CRS-002  
Applicant: N/A  
Owner: N/A

#### PURPOSE

1. To receive creditors' accounts paid during the period 31 March to 15 April 2010.

#### BACKGROUND

2. It is a requirement of the Local Government (Financial Management) Regulations 1996 (Regulation 12) that a list of Creditors' Accounts Paid is compiled each month.
3. The report is required to show payee's name, the amount of the payment, the date of the payment, and sufficient information to identify the transaction.

#### DETAILS

4. Accordingly, the list of Creditors' paid during the period 31 March to 15 April 2010 is attached. (*Attachment 1*)

#### STATUTORY AND LEGAL IMPLICATIONS

5. Nil.

#### POLICY IMPLICATIONS

6. Nil.

#### PUBLIC CONSULTATION/COMMUNICATION

7. Nil.

#### FINANCIAL IMPLICATIONS

8. Nil.

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**STRATEGIC AND SUSTAINABILITY IMPLICATIONS**

9. Nil.

**OFFICER COMMENT**

10. Nil.

**MEETING COMMENT**

11. Nil.

**COMMITTEE RECOMMENDATION TO COUNCIL GS 40/2010**

1. That the list of Creditors' paid during the period 31 March to 15 April 2010 attached (***GSC Item 40 Attachment 1***) be received by Council in accordance with the requirements of Regulation 12 of the Local Government (Financial Management) Regulations 1996.

Moved: Cr McKechnie

Seconded: Cr Morton

**CARRIED UNANIMOUSLY**

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

#### 41. Financial Activity Statements for the Period 31 March 2010

Previous Items: Nil  
Service Area: Corporate Services  
Author: Steve Leeson  
File Reference: FI-SRR-006  
Applicant: N/A  
Owner: N/A

#### PURPOSE

1. To receive the draft financial activity statement reports for the period ended 31 March 2010.

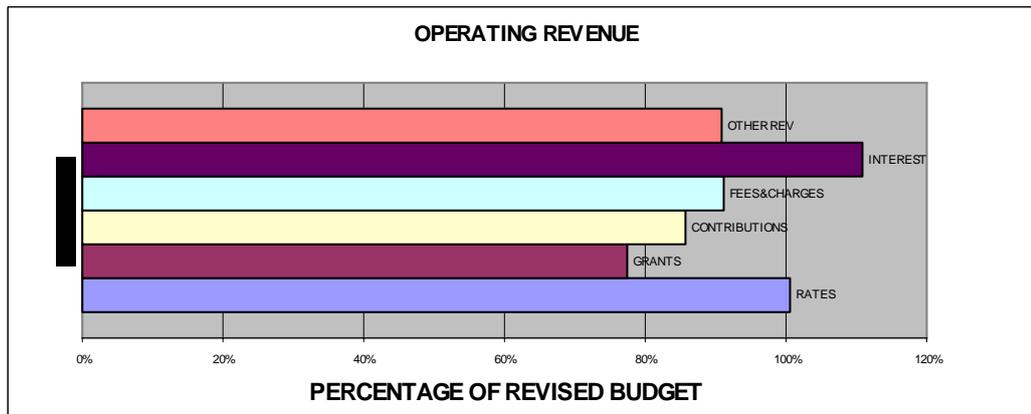
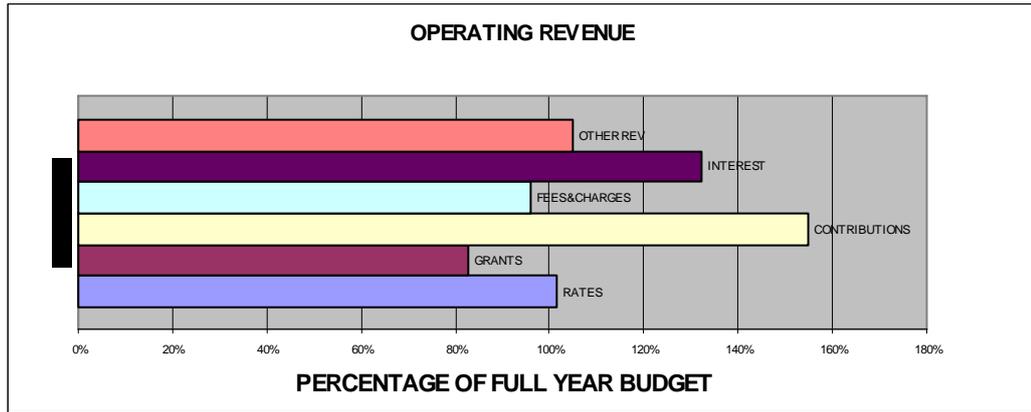
#### BACKGROUND

2. Attached are the financial activity statement reports for the period ending 31 March 2010 (**Attachment 1**) prepared in accordance with the requirements of Section 34 of the Local Government (Financial Management) Regulations 1996.
3. It is also a requirement of this regulation that each financial year a local government is to adopt a percentage or value to be used in statements of financial activity for reporting material variances.

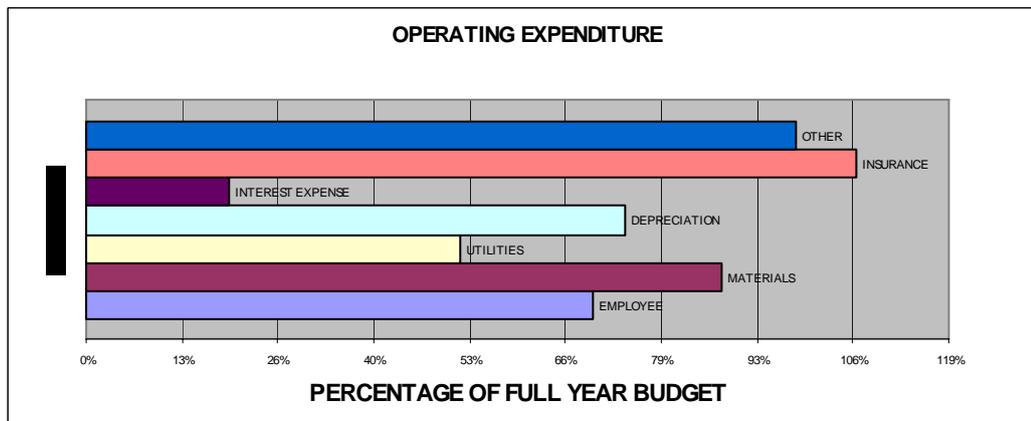
#### DETAILS

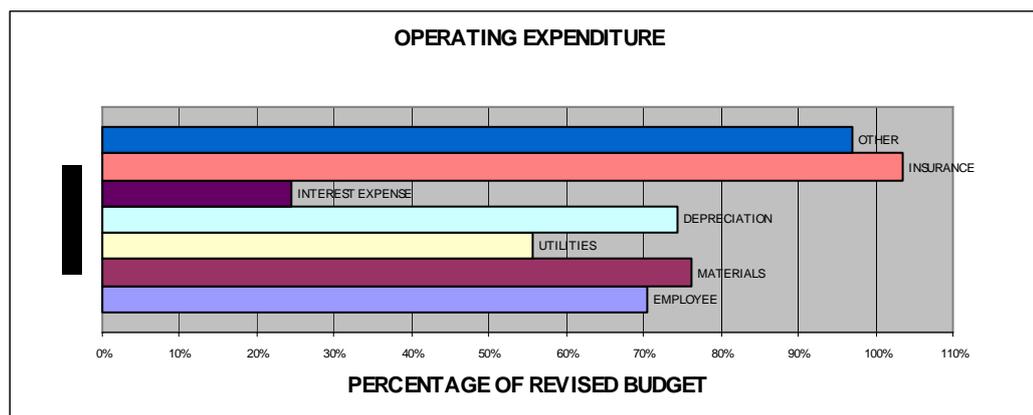
4. It has previously been agreed a percentage value of 10% variance be used for the Financial Activity Statement. This amount is in accordance with the materiality provision of the Australian Accounting Standards (refer AAS5) which is also set at 10%.
5. Refer (**Attachment 1**) for the comments relating to the above mentioned variances.
6. Financial Commentary

Operating income: Most revenue category budgets were increased in the mid-year review and by comparison on this basis, interest earnings and rates revenue have since achieved these revised targets in the 3 months since the review was undertaken. Further rates revenue will be raised due to the completion of a reconciliation project, which involved comparing the Shire's and Landgates GRV and UV valuation registers. 360 properties or 1.7% were under valued within the Shire's rates database. Back rates and ESL charges will be issued as a result.



Operating expenditure: Insurance expenses have exceeded even revised budgeted amounts due to the receipt of further retrospective adjusted premiums for prior years, though these are funded from the insurance contingency reserve. Electricity and water utility charges are under budget primarily due to the timing of street lighting invoices. Interest expense is under due to the timing of loan payments and by not establishing new loans until the second half of the year. Material purchases and salaries are on revised targets, having changed the accounting for HACC staff under unit costing requirements as program (material) costs.



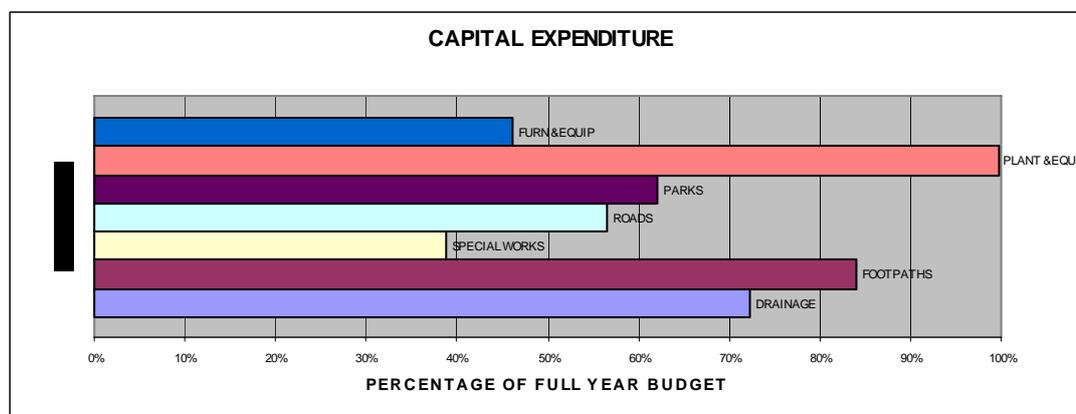


Salaries and Wages

Having reviewed staff costs, year to date comparison to revised budgets shows as just under expected levels. This is affected by training and recent commencement of new staff which will bring the level of expenditure up over the next 3 months.

Capital Expenditure

The capital works program, including both roadworks infrastructure and building construction is at 32.1% of revised budget based upon actual expenditure, with outstanding purchase orders of \$1,758,203 issued. This is influenced heavily by two projects, the \$5m Community Centre and the \$2.1m Depot Administration Building, both of which remain in their early stages. Capital income is down as a direct result with no grant funding for the Community Centre (\$3.7m) received this year. Asset purchases are at 32.1% of revised budget.



**FINANCIAL RATIOS**

**2009/10                      2008/09**

Current Ratio

**3.9 : 1                      1.11 : 1**

Calculated as follows:

$$\frac{\text{Current assets minus restricted current assets}}{\text{Current liabilities minus liabilities associated with restricted assets}}$$

*The current ratio is used to evaluate the liquidity, or ability to meet short term debts.*

Untied Cash to Trade Creditors Ratio

**7.4 : 1                      1.33**

Calculated as follows:

$$\frac{\text{Untied cash}}{\text{Unpaid trade creditors}}$$

*The untied cash to trade creditors ratio indicates the ability of the Council to pay its trade creditors, in accordance with normal trading terms and conditions, using untied / unrestricted funds. This is an indicator of the short term position of Council*

<u>Debt Ratio</u>	2.20%	1.71%
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Calculated as follows: 
$$\frac{\text{Total liabilities}}{\text{Total assets}}$$

*The debt ratio is a measure of the Council's liabilities as a percentage of its assets. Generally the lower the ratio the greater the capacity to borrow, though a local government must include infrastructure assets in this calculation, which should be con*

<u>Debt Service Ratio</u>	0.20%	0.36%
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Calculated as follows: 
$$\frac{\text{Debt Service Cost (Principal \& Interest)}}{\text{Available operating revenue}}$$

*The debt service ratio represents Council's ability to service debt out of uncommitted or general purpose funds available for operations. Self supporting loans should be taken into consideration when evaluating this ratio.*

<b>FINANCIAL RATIOS (cont'd)</b>	<b>2009/10</b>	<b>2008/09</b>
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<u>Gross Debt to Revenue Ratio</u>	11.04%	1.83%
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Calculated as follows: 
$$\frac{\text{Gross debt}}{\text{Total revenue}}$$

*The gross debt to revenue ratio illustrates Council's ability to cover gross debt with its revenue in any given year. The lower the percentage the greater the ability to service borrowings. As debt is typically repaid over several years, this ratio is mor*

Gross Debt to		
<u>Economically Realisable Assets Ratio</u>	1.82%	0.31%

Calculated as follows: 
$$\frac{\text{Gross debt}}{\text{Economically realisable assets}}$$

*The gross debt to economically realisable assets ratio relates actual borrowings directly to tangible assets (excludes infrastructure assets). It illustrates a Council's reliance on borrowings to fund new projects and gives an indication as to its future*

<u>Rate Coverage Ratio</u>	51.72%	47.55%
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Calculated as follows: 
$$\frac{\text{Net rate revenue}}{\text{Operating revenue}}$$

*The rates coverage ratio measures Council's dependence on rate revenue to fund operations. It is considered that a higher ratio would indicate a higher controllable dependency on rates revenue and less of a dependency on government grants and other uncount*

<u>Outstanding Rates Ratio</u>	2.72%	2.36%
Calculated as follows:	<u>Rates outstanding</u> Rates collectable	

*The outstanding rates ratio helps to determine the effectiveness of Council's rate collection procedures. The lower the ratio the better the collection policy and procedures. This ratio ignores pensioner rates deferrals due to their nature. The ratio should*

### **STATUTORY AND LEGAL IMPLICATIONS**

7. Nil.

### **POLICY IMPLICATIONS**

8. Nil.

### **PUBLIC CONSULTATION/COMMUNICATION**

9. Nil.

### **FINANCIAL IMPLICATIONS**

10. Nil.

### **STRATEGIC AND SUSTAINABILITY IMPLICATIONS**

11. Nil.

### **OFFICER COMMENT**

12. Nil.

### **MEETING COMMENT**

13. A Councillor noted that there had been a discrepancy between the Shire GRV and UV Register and the Landgate Register and then queried how long this has been outstanding, how long have Shire Officers known of this, what is the dollar value and how shall the money be recouped?
14. The Chief Executive Officer responded that staff became aware in September 2009 when Auditors highlighted the discrepancies in the Valuation Registers. Shire Officers have now reconciled the register, the shortfall amounts to \$530,000 and interim rates will be raised. Instalment plan options will be offered where appropriate. The Chief Executive Officer apologised to Council for an up-date not having been provided to the Audit Committee

**COMMITTEE RECOMMENDATION TO COUNCIL GS 41/2010**

1. That the Financial Activity Statement reports for the period ending 31 March 2010 (*GSC Item 41 Attachment 1*) be received.

Moved: Cr McKechnie

Seconded: Cr Townsend

**CARRIED UNANIMOUSLY**

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

#### **42. Debtors and Creditors Report**

Previous Items: N/A  
Service Area: Corporate Services  
Author: Steve Leeson  
File Reference: FI-SRR-006  
Applicant: N/A  
Owner: N/A

#### **PURPOSE**

1. To receive a monthly report on debtors and creditors.

#### **BACKGROUND**

2. Attached is a report detailing aged debtors and creditors as at 31 March 2010.  
*(Attachment 1)*.
3. Council has requested information as to outstanding debtors and creditors be reported on a monthly basis.

#### **DETAILS**

4. Debtors  
See *(Attachment 1)* for details.
5. Creditors  
See *(Attachment 1)* for details.

#### **STATUTORY AND LEGAL IMPLICATIONS**

6. Nil.

#### **POLICY IMPLICATIONS**

7. Nil.

#### **PUBLIC CONSULTATION/COMMUNICATION**

8. Nil.

#### **FINANCIAL IMPLICATIONS**

9. Nil.

**STRATEGIC AND SUSTAINABILITY IMPLICATIONS**

10. Nil.

**OFFICER COMMENT**

11. Nil.

**MEETING COMMENT**

12. Nil.

**COMMITTEE RECOMMENDATION TO COUNCIL GS 42/2010**

1. That the outstanding debtors and creditors report as at 31 March 2010 (*GSC Item 42 Attachment 1*) be received.

Moved: Cr Heggie

Seconded: Cr O'Connor

**CARRIED UNANIMOUSLY**

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

### **43. Rates Debtors Report**

Previous Items: N/A  
Service Area: Corporate Services  
Author: Steve Leeson  
File Reference:  
Applicant: N/A  
Owner: N/A

#### **PURPOSE**

1. To receive a report on rates debtors as at 31 March 2010.

#### **BACKGROUND**

2. Attached is the report detailing rates debtors as at 31 March 2010. (*Attachment 1*).

#### **DETAILS**

3. Rates Debtors

See (*Attachment 1*) for details.

#### **STATUTORY AND LEGAL IMPLICATIONS**

4. Nil.

#### **POLICY IMPLICATIONS**

5. Nil.

#### **PUBLIC CONSULTATION/COMMUNICATION**

6. Nil.

#### **FINANCIAL IMPLICATIONS**

7. Nil.

#### **STRATEGIC AND SUSTAINABILITY IMPLICATIONS**

8. Nil.

**OFFICER COMMENT**

9. Nil.

**MEETING COMMENT**

10. Nil.

**COMMITTEE RECOMMENDATION TO COUNCIL GS 43/2010**

1. That the rates debtors report as at 31 March 2010 (*GSC Item 43 Attachment 1*) be received.

Moved: Cr McKechnie

Seconded: Cr Heggie

**CARRIED UNANIMOUSLY**

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

#### **44. Summary of Council Meetings and Committee Meetings June 2010 to May 2011**

Previous Items: Nil  
Service Area: Corporate Services  
File Reference: OR-MTG-006  
Applicant: N/A  
Owner: N/A

#### **PURPOSE**

1. To endorse the schedule of meeting and important dates for the period June 2010 to May 2011.

#### **BACKGROUND**

2. It is a requirement of the Local Government (Administration) Regulations 1996 (Regulation 12) that local public notice be given annually of Council and Committee meeting times, dates and places for the next twelve (12) months.
3. Council has previously agreed the Schedule of Ordinary Meetings be as follows:
  - a. First Monday of the Month - General Services Committee 7:00pm
  - b. Second Monday of the Month - Planning Services Committee 7:00pm
  - c. Third Monday of the Month - Ordinary Council Meeting 7:00pm
4. Council and Committee Meetings are held in the Council Chambers of the Shire of Kalamunda at 2 Railway Road, Kalamunda.
5. Current Council policy determines that scheduled meeting dates which fall on a public holiday will move to the next available day.

#### **DETAILS**

6. Accordingly, attached (***Attachment 1***) is the schedule of Council and Committee Meetings for the period June 2010 to May 2011.

#### **STATUTORY AND LEGAL IMPLICATIONS**

7. Nil.

#### **POLICY IMPLICATIONS**

8. Nil.

**PUBLIC CONSULTATION/COMMUNICATION**

9. Nil.

**FINANCIAL IMPLICATIONS**

10. Nil.

**STRATEGIC AND SUSTAINABILITY IMPLICATIONS**

11. Nil.

**OFFICER COMMENT**

12. Nil.

**MEETING COMMENT**

13. A Councillor suggested that starting the General Services Committee, Planning Committee and Ordinary Council Meeting half an hour earlier would be more convenient.
14. A Councillor asked if a change to two Ordinary Council Meetings per month could be considered, as suggested in the Chief Executive Officer's discussion paper previously circulated, rather than agreeing to the attached dates.
15. The Manager of Governance noted that setting and advertising of meeting dates and times is a statutory requirement, for this reason it is not possible to defer a decision. With appropriate advertising, however, the meeting times may be changed in the future.
16. Councillors debated the Recommendation.

**OFFICER RECOMMENDATION****GS 44/2010**

1. That the Schedule of Council and Committee meetings for 2010/2011 as detailed below be endorsed.

<b>June</b>	<b>2010</b>	
Monday	7 .....	General Services Committee
Monday	14 .....	Planning Services Committee
Monday	21 .....	Ordinary Council Meeting
<b>July</b>		
Monday	5 .....	General Services Committee

Monday	12 .....	Planning Services Committee
Monday	19 .....	Ordinary Council Meeting
<b>August</b>		
Monday	2 .....	General Services Committee
Monday	9 .....	Planning Services Committee
Monday	16 .....	Ordinary Council Meeting
<b>September</b>		
Monday	6 .....	General Services Committee
Monday	13 .....	Planning Services Committee
Monday	20 .....	Ordinary Council Meeting
<b>October</b>		
Monday	4 .....	General Services Committee
Monday	11 .....	Planning Services Committee
Monday	18 .....	Ordinary Council Meeting
<b>November</b>		
Monday	1 .....	General Services Committee
Monday	8 .....	Planning Services Committee
Monday	15 .....	Ordinary Council Meeting
<b>December</b>		
Monday	6 .....	General Services Committee
Monday	13 .....	Planning Services Committee
Monday	20 .....	Ordinary Council Meeting
<b>February 2011</b>		
Monday	7 .....	General Services Committee
Monday	14 .....	Planning Services Committee

Monday	21 .....	Ordinary Council Meeting
<b>March</b>		
Tuesday	8 .....	General Services Committee
Monday	14 .....	Planning Services Committee
Monday	21 .....	Ordinary Council Meeting
<b>April</b>		
Monday	4 .....	General Services Committee
Monday	11 .....	Planning Services Committee
Monday	18 .....	Ordinary Council Meeting
<b>May</b>		
Monday	2 .....	General Services Committee
Monday	9 .....	Planning Services Committee
Monday	16 .....	Ordinary Council Meeting

Moved: Cr Lindsey

Seconded:

### LAPSED

### COMMITTEE RECOMMENDATION TO COUNCIL GS 44/2010

That the Schedule of Council and Committee meetings for 2010/2011 as detailed below be endorsed. **Meetings to commence at 6.30 pm.**

#### June 2010

Monday	7.....	General Services Committee
Monday	14.....	Planning Services Committee
Monday	21.....	Ordinary Council Meeting

#### July

Monday	5.....	General Services Committee
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Monday 12..... Planning Services Committee

Monday 19..... Ordinary Council Meeting

**August**

Monday 2..... General Services Committee

Monday 9..... Planning Services Committee

Monday 16..... Ordinary Council Meeting

**September**

Monday 6..... General Services Committee

Monday 13..... Planning Services Committee

Monday 20..... Ordinary Council Meeting

**October**

Monday 4 ..... General Services Committee

Monday 11 ..... Planning Services Committee

Monday 18 ..... Ordinary Council Meeting

**November**

Monday 1 ..... General Services Committee

Monday 8 ..... Planning Services Committee

Monday 15 ..... Ordinary Council Meeting

**December**

Monday 6 ..... General Services Committee

Monday 13 ..... Planning Services Committee

Monday 20 ..... Ordinary Council Meeting

**February 2011**

Monday 7 ..... General Services Committee

Monday 14 ..... Planning Services Committee

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Monday	21 .....	Ordinary Council Meeting
<b>March</b>		
Tuesday	8 .....	General Services Committee
Monday	14 .....	Planning Services Committee
Monday	21 .....	Ordinary Council Meeting
<b>April</b>		
Monday	4 .....	General Services Committee
Monday	11 .....	Planning Services Committee
Monday	18 .....	Ordinary Council Meeting
<b>May</b>		
Monday	2 .....	General Services Committee
Monday	9 .....	Planning Services Committee
Monday	16 .....	Ordinary Council Meeting

Moved: Cr McKechnie

Seconded: Cr Morton

**For the Recommendation**

Cr Everett  
 Cr Morton  
 Cr Townsend  
 Cr Heggie  
 Cr O'Connor  
 Cr Bilich  
 Cr McKechnie  
 Cr Cresswell

**Against the Recommendation**

Cr Lindsey  
 Cr Stallard

**CARRIED**

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

#### **45. Rates Exemption – 159 Canning Road Kalamunda**

Previous Items: N/A  
Service Area: Corporate Services  
Author: Steve Leeson  
File Reference:  
Applicant: N/A  
Owner: N/A

#### **PURPOSE**

1. To exempt the Hare Krishna Temple located at 159 Canning Road Kalamunda an from paying rates.

#### **BACKGROUND**

2. The Hare Krishna religious organisation practice at a temple located at 159 Canning Road Kalamunda. The site is used for worship, preaching, workshops and to provide meals on Sundays.
3. Council has been requested to waive rates levied on the temple property on grounds they are a religious organisation.
4. Currently, 50 properties owned by religious organisations are granted exemptions from rates within the Shire.

#### **DETAILS**

5. Under the local government act, land held exclusively a religious body as a place of public worship is considered non-rateable. There is no definition or list of what constitutes a religious body, leaving individual councils to interpret and apply this section of the act.
6. Haladhar Holdings Pty Ltd a wholly owned subsidiary of ISKCON Pty Ltd (The International Society for Krishna Consciousness) owns both 155 and 159 Canning Road.
7. A representative of the Hare Krishna priesthood has requested an exemption from rates at 159 Canning Road, Kalamunda where the temple is located.
8. Staff have confirmed that no commercial or accommodation occurs at 159 Canning Road, Kalamunda.

#### **STATUTORY AND LEGAL IMPLICATIONS**

9. 6.26 (2)(d) Local Government Act.

#### **POLICY IMPLICATIONS**

10. Nil.

#### **PUBLIC CONSULTATION/COMMUNICATION**

11. Nil

**FINANCIAL IMPLICATIONS**

12. In 2009/2010 rates levied on 159 Canning Road, Kalamunda were \$2047 + ESL.

**STRATEGIC AND SUSTAINABILITY IMPLICATIONS**

13. Nil.

**OFFICER COMMENT**

14. Several other councils across Australia with properties owned by the Hare Krishna organisation were contacted by Shire staff. Exemptions were granted on sites classed as religious temples, not properties used for accommodation.

**MEETING COMMENT**

15. A Councillor asked if a change to the exterior of the building is expected.
16. The Director Planning and Development Services noted that a Building Application has been submitted.

**COMMITTEE RECOMMENDATION TO COUNCIL GS 45/2010**

1. That Haladhar Holdings Pty Ltd as registered owners of 159 Canning Road, Kalamunda be granted an exemption from rates, commencing 1 July 2010.

Moved: Cr Everett

Seconded: Cr Townsend

**CARRIED UNANIMOUSLY**

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

**46. Proposed Amendments to Policy FAC12 – Lease and Licence Terms & Conditions of Council Owned Controlled Properties**

Previous Items:

Service Area: Corporate Services

File Reference: FAC12

Applicant:

Owner:

**PURPOSE**

1. To consider the adoption of the amended policy FAC12 (*Attachment 1*).

**BACKGROUND**

2. Buildings owned and/or managed by the Shire have an important role in the community. Through lease and license arrangements, the Shire ensures that community groups have access to facilities that enable these them to carry out their activities.
3. It is important that there is clarity and consistency in these arrangements so that groups are treated equally and that all parties to the agreement understand their roles and responsibilities in maintaining these facilities in a fair and sustainable manner.
4. A review of the existing lease and licence policy and the lease and licence documents in use has shown that there is little uniformity in either, the documents used nor the rents, fees and responsibilities across user groups.

**DETAILS**

5. The purpose of the review was to try and ensure the following:
  - That all shire of Kalamunda Buildings were accounted for
  - Provide equitable means of determining rent/licence fees and responsibilities of lease and license holders
  - Ensure all agreements are managed and clauses adhered to
  - Provide clear responsibilities and accountability of both the Lessee, Licensee and the Shire of Kalamunda
  - Maintain effective processes in regards to all Leases and Licenses
  - Implement controls and processes in the management of Leases and Licenses.

**STATUTORY AND LEGAL IMPLICATIONS**

6. Section 3.58 Disposing of Property in the Local Government Act 1995 states:  
Dispose includes to sell, lease or otherwise dispose of, whether absolutely or not.

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**POLICY IMPLICATIONS**

7. The amendments to Policy FAC12 will assist staff to ensure uniformity and effective management of all leased and licenced facilities in the Shire of Kalamunda.

**PUBLIC CONSULTATION/COMMUNICATION**

8. Consultation has occurred internally with all stakeholders having input into the final document.

**FINANCIAL IMPLICATIONS**

9. The clearly defined responsibilities will ensure that each Leasee and Licensee meets its financial obligations to the Shire of Kalamunda.
10. Ensures that financial reporting measures are adhered to in reporting grants and subsidies and allows Council to clearly report all donations across all groups.
11. Assistance Grants to community groups for major maintenance or project works will be managed by application through the budget process.

**STRATEGIC AND SUSTAINABILITY IMPLICATIONS**

12. Shire of Kalamunda Strategic Plan 2009-2014  
2.1.1 Develop and implement a policy and structure to ensure the effective management of shire owned and managed land and buildings.

**OFFICER COMMENT**

13. The grouping of lease and licence holders in four (4) categories provides allows flexibility within each group as to rents and responsibilities and will assist in council being reimbursed for costs that are the responsibility of the lease and license holders.

The recording of donations through the financial system will allow council to accurately report all donations across all groups.

Provides all lease and licence holders with a sense of ownership and responsibility for the facility that they occupy.

**MEETING COMMENT**

14. The Chief Executive Officer suggested that following the Forum held earlier in the evening Council consider deferral of this item to the June 2010 General Services Meeting to enable further information to be provided.

**OFFICER RECOMMENDATION****GS 46/2010**

1. That Council adopt the amended Policy FAC12 Lease and License Terms and Conditions of Council Owned or Controlled Properties.
2. That the Shire of Kalamunda will meet the cost of Building Insurance for Group 3 and Group 4 Organisations.
3. That the Shire of Kalamunda meet the cost of ESL Levy for Group 3 and Group 4 Organisations

There was no mover and the Recommendation **LAPSED**

**COMMITTEE RECOMMENDATION TO COUNCIL GS 46/2010**

1. That this item be deferred to the June 2010 General Services Meeting.

Moved: Cr Townsend

Seconded: Cr Lindsey

**CARRIED UNANIMOUSLY**

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

#### **47. Kalamunda Performing Arts Centre Appraisal Report Outcomes**

Previous Items:

Service Area: Community Development

File Reference:

Applicant:

Owner:

#### **PURPOSE**

1. To endorse the Kalamunda Performing Arts Centre Appraisal Report.

#### **BACKGROUND**

2. The Kalamunda Performing Arts Centre (KPAC) is situated along Canning Road and comprises a 257 seat theatre, stage, dressing rooms, Bio Box, foyer area and Performing Arts Teaching Area. The facility is connected to the Lesser Hall (established 1898) and Agricultural Hall (established 1924).
3. KPAC was jointly funded by the Shire of Kalamunda and the Minister for Education and officially completed in 1996.
4. Since that time, a Management Committee has overseen the operations of the facility within the conditions as established under a joint Management Agreement between Shire of Kalamunda and the Minister for Education (first developed 1995). A subsequent Deed of Extension has since been extended until 2015.
5. In 2009, the Shire introduced a permanent part time staff member in an attempt to assist with requests from user groups, respond to customer enquiries, attend to maintenance issues etc. whilst also begin to generate additional usage of the facility through the introduction of a calendar of events.
6. Further to this and in the interest of further maximising the potential of the KPAC, Arts Consultant (Graham Walne Arts and Theatre Consultant) was contracted in June 2009 to undertake an appraisal of the Centre and identify areas for potential improvement.
7. The brief required that the following five key areas be reviewed: management, programming, operation, business planning and physical characteristics of the facility.

#### **DETAILS**

8. The KPAC Appraisal Report identifies a number of areas requiring improvement in order for the facility to operate to its full potential. These range from a lack of consistent and long-time staffing coupled with the (often) sporadic involvement of community groups, through to the requirement of procedural improvements and a general commitment to ongoing maintenance and structural improvements.
9. In an effort to enhance the potential of the KPAC and reduce operating risks, increase facility activity and bring wider benefits to the community, the consultant has identified 17 key recommendations - (***Attachment 1.page 6***). These

recommendations relate directly to the five key areas of management, programming, operation, business planning and physical characteristics of the facility.

10. The structural alterations are addressed as part of a five year facility development plan (***Attachment 1. page 31***). These improvements include consistent maintenance programs, improved external access, lighting, parking, air conditioning plus improvements towards the foyer area and bio box access.
11. Additionally, the Report recommends that should Council be supportive of the recommendations that a marketing launch be initiated to refresh the community perception of the venue.

### **STATUTORY AND LEGAL IMPLICATIONS**

12. Under Section 3.18 of the Local Government Act 1995, Council must satisfy itself that the Services and Facilities it provides are managed effectively and efficiently.

### **POLICY IMPLICATIONS**

13. Nil.

### **PUBLIC CONSULTATION/COMMUNICATION**

14. Throughout the study, the consultant liaised with the KPAC Management Committee, Kalamunda Senior High School, staff and regular users of KPAC.
15. Public consultation workshops were advertised locally providing opportunities for the general public to provide input.
16. The final draft report was workshopped on the 17 February 2010 and subsequently endorsed by the KPAC Management Committee.
17. Further communications have since occurred between Shire officers and the Kalamunda Senior High School to provide greater clarity as to the role of the committee (in consideration of the existing Agreement), whilst clarifying expectations and outlining the role of the Centre Management.

### **FINANCIAL IMPLICATIONS**

18. Two items have been identified as priority items within the Appraisal Report and would need to be considered as part of the 2010/11 budget deliberation process:
  - Employment of a permanent part time Technical Officer for 25hrs per week. Cost: \$36,200
  - A programming budget be available to encourage additional programming to the venue. It is suggested that this budget be available for a minimum of 3yrs to Cost: \$10,000 per year
19. Other items listed within the Appraisal Report shall need to be further explored and where appropriate, costed accordingly. These items shall then be subjected to annual budget deliberation processes.

### **STRATEGIC AND SUSTAINABILITY IMPLICATIONS**

20. Strategic Plan (2009 - 2014)  
Goal 1:  
Outcome 1.2 - Vibrant Arts and Cultural life community

Outcome 2.1 - Improved asset management to meet community needs today and in the future.

Outcome 2.3 – long term viability of infrastructure and facilities

#### **OFFICER COMMENT**

21. The report highlights a very important item that should be considered by Council in order to truly understand the future direction of the KPAC and that is - what type of facility and what level of service do we expect to see at the KPAC?. Do we expect the venue to operate similar to that of a community hall/ space or do we see it as a professional performing arts centre that is suitably equipped and resourced to attract professional touring productions, major events and activities.
22. Should the decision be made to reduce the scope of the KPAC, the level of remedial works and costs are reduced accordingly, however so is the potential to maximise benefits and opportunities for the community.
23. To assist, the consultant has provided a comprehensive range of recommendations to complement key findings identified from consultation feedback, organised into five key areas of the business.
24. These recommendations will enable outcomes to be achieved in a planned, systematic and logical sequence.
25. Many of the operational recommendations that are process related and do not require a financial contribution, have already been or are in the process of being implemented by officers. For example: Subscription to Theatrical publications has commenced (as indicated by Recommendation 9).
26. Of the recommendations in the report that require a council financial contribution, arguably the highest priority is the employment of a permanent part time Technical Officer. To begin with it is envisaged that 25hrs per week would be required to:
  - Servicing events requiring technical equipment.
  - Undertaking OSH responsibilities for persons using the complex.
  - Testing incoming equipment, conducting repairs and maintenance and replacements.
  - Compiling and regularly updating an equipment inventory.
27. Secondly, to encourage additional facility programming and attract events and companies from outside the Shire, it is proposed that that an annual sum (for a period of at least 3 years) is made available to the KPAC Administrator.

#### **MEETING COMMENT**

28. A Councillor requested a small change to the Recommendation in order to give Council more flexibility regarding the recommendations. The Mover accepted the change.

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**OFFICER RECOMMENDATION**

**GS 47/2010**

1. That Council endorse the Kalamunda Performing Arts Centre Appraisal Report (*GSC Item 47 Attachment 1.*) .

**COMMITTEE RECOMMENDATION TO COUNCIL GS 47/2010**

1. That Council **accepts and receives** the Kalamunda Performing Arts Centre Appraisal Report (*GSC Item 47 Attachment 1.*) .

Moved: Cr Bilich

Seconded: Cr Heggie

**CARRIED UNANIMOUSLY**

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

#### **48. Proposed Active Reserves Sports Lighting Policy**

Previous Items: N/A  
Service Area: Community Development  
File Reference: CO-CCS-086  
Applicant: Shire of Kalamunda  
Owner: Shire of Kalamunda

#### **PURPOSE**

1. For Council to consider adopting the Proposed Active Reserves Sports Lighting Policy.

#### **BACKGROUND**

2. In March 2006, the Shire adopted the Sporting Reserve Development Plan. One of the key recommendations within the Plan was the development of a comprehensive set of policies for provision and management of sporting reserves and facilities.
3. Currently, the Shire has no formal policy/procedure in place to guide Council's decision making in terms of the standard of sports lighting provided at the Shire's reserves.
4. As such, Council is now presented with the Proposed Active Reserves Sports Lighting Policy for consideration.

#### **DETAILS**

5. The Proposed Active Reserves Sports Lighting Policy is intended to provide clear guidelines and consistency in the installation and upgrading of sports lighting on the Shire's active sporting reserves (**Attachment 1**).

#### **STATUTORY AND LEGAL IMPLICATIONS**

6. Nil.

#### **POLICY IMPLICATIONS**

7. The Proposed Active Reserves Sports Lighting Policy will provide strategic direction and guidance to the Shire in the provision of sports lighting at its active sporting reserves.

#### **PUBLIC CONSULTATION/COMMUNICATION**

8. During the development of the Proposed Active Reserves Sports Lighting Policy, consultation was undertaken with other Local Government Authorities with similar type policies, in particular City of Melville, City of Stirling and Town of Bassendean.
9. Consultation has occurred internally between Operational Services, Parks and Reserves, Planning Services and Community Development.

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**FINANCIAL IMPLICATIONS**

10. Nil.

**STRATEGIC AND SUSTAINABILITY IMPLICATIONS**

11. *Shire of Kalamunda Strategic Plan 2009-2014*

*1.3.1 Effective management of recreational open space requirements to maintain the feeling of a community and family friendly atmosphere; and*

*1.3.5 Development of active & passive recreational facilities based on evidence supported evaluation and environmentally sustainable principles.*

**OFFICER COMMENT**

12. The lighting of sports areas is a complex and intricate subject and one which has seen rapid development and growth in recent years. Standards are continually improving and modern developments in lighting techniques and equipment are providing scope for better and more energy efficient solutions to increasingly complicated lighting issues.
13. It is essential that Council is able to justify the basis on which sports lighting is installed and provided to clubs/community groups/associations. Australian Standards are available to assist in guiding the installation and upgrading of floodlighting to training or competition standards.
14. The Proposed Active Reserves Sports Lighting Policy makes reference to the Australian Standards and will provide assistance to the Shire in making decisions on the installation and upgrade of sports lighting facilities on the Shire's Reserves.
15. Currently, no specific level or percentage of contributions made by Councils towards sports lighting projects exists across WA Local Government. However, it is widely accepted that Councils will only consider funding for the provision of lighting to meet the Australian Standards up to a "training level" only.
16. As such, the Proposed Active Reserves Sports lighting Policy recommends Council's contribution be limited to "training level" provision.

**MEETING COMMENT**

17. Nil.

**COMMITTEE RECOMMENDATION TO COUNCIL GS 48/2010**

1. That Council adopts the Proposed Active Reserves Sports Lighting Policy as per ***(GS Item 48, Attachment 1.)*** as per attachment.

Moved: Cr McKechnie

Seconded: Cr Everett

**CARRIED UNANIMOUSLY**

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

#### **49. Draft Hartfield Park Masterplan**

Previous Items: N/A  
Service Area: Community Development  
File Reference: HL-01/199(Reserve)  
Applicant: Shire of Kalamunda  
Owner: Shire of Kalamunda

#### **PURPOSE**

1. For Council to consider endorsing the Draft Hartfield Park Masterplan for the purposes of public comment.

#### **BACKGROUND**

2. In March 2006, the Shire adopted the Sporting Reserve Development Plan. One of the key recommendations within the Plan was the development of a Master Plan for Hartfield Park.
3. Currently, Hartfield Park has a range of sporting fields and facilities which service a diverse range of user groups. The key factors providing the catalyst for the development of the Master Plan include:
  - The ageing nature of the majority of buildings.
  - Increasing usage demands on reserves negatively impacting surface standards.
  - An increasing number of requests from user groups to improve, upgrade or build facilities.
  - The need to rationalise, avoid duplication and maximise any future developments within Hartfield Park.
  - Significant membership growth projected in team sports based at the facility.
  - Significant growth projected in catchment population of Hartfield Park into the future.
4. In May 2009, the Shire engaged "A Balanced View Consultancy" to undertake the development of the Hartfield Park Master Plan, to guide Councils' decision making on the reserve layout and provision of facilities at the reserve over the next 20 years.
5. Since that time, ABV Consultancy in liaison with the Shire, have undertaken a significant amount of research, consultation and planning in the development of the Draft Hartfield Park Master Plan.

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6. In April 2010, Councillors received a presentation from ABV Consultancy on the Draft Hartfield Park Master Plan. The Draft Plan is now presented to Council for consideration.

## DETAILS

7. Hartfield Park is Crown Land vested in the Shire for the purposes of recreation. The Reserve is home to 15 Clubs which have regular access to clubroom facilities at the Reserve under Lease and Licence Agreements with the Shire. Clubs also have access to playing fields via regular hire agreements on a seasonal basis between April to September and October to March.
8. The Hartfield Park Master Plan will aim to provide a clear framework and objectives to assist the Shire in planning, developing, implementing, evaluating and sustaining sport and recreation reserves/facilities at Hartfield Park into the future (***Attachment 1***)
9. In particular, the key issues identified within the Plan include:
  - Clubs Growing – Most Clubs based at Hartfield Park have reported growth over the past 5 years and expect this to continue into the future.
  - Constraints of Hartfield Park – Hartfield Park is classified Bush Forever and has a high conservation priority. It also has significant Indigenous Heritage, thus restricting any potential redevelopment.
  - Population Growth – It is anticipated that an additional 30,000 persons will reside in the Shire over the next 30 years.
  - Lack of Parking – Currently, there is a significant lack of parking within the Reserve. This has a significant impact on many users of the Reserve.
  - Overuse of grounds/Need for additional grounds – Forrestfield United has grown beyond the capacity of the existing grounds, the rugby grounds are also at full capacity. Opportunities for additional playing areas exist on the Morrison Oval site and the equestrian site.
  - Water Shortage Implications – irrigation will need to be more efficient and targeted for existing and future sporting fields.
  - Need to identify suitable alternative sporting reserve venues – Currently, no plans for future sporting reserves within the Shire exist. Pioneer Park is one possible location for further development.
  - Lifespan of current buildings – Many of the buildings at Hartfield Park are approximately 30 years old.
  - Suitability of Equestrian Facilities at Hartfield Park – As the surrounding areas become increasingly developed with residential housing suitability of an equestrian club in this location will increasingly be brought into question.

10. During the development of the Plan, an audit and review of facilities was undertaken, involving a visual inspection of all clubrooms, the Recreation Centre and other minor facilities. The information obtained from the audit has since been analysed to determine future facility requirements and upgrades at the Reserve.
11. Further to outlining relevant research, industry trends, user group consultation and a review of facilities, ABV Consultancy presented a needs analysis encompassing all facilities within Hartfield Park. The needs analysis was then interpreted to provide staged priorities for future developments within Hartfield Park over the next 10 years.

### **STATUTORY AND LEGAL IMPLICATIONS**

12. Local Government Act 1995 Section 3.18 (c) - Effective Management of Local Government Services & Facilities.

### **POLICY IMPLICATIONS**

13. The Cash-in-lieu Assessment Criteria Policy provides strategic direction to Council's decision making on proposed cash in lieu projects.

### **PUBLIC CONSULTATION/COMMUNICATION**

14. A significant amount of community consultation has been undertaken during the development of the Plan, including preliminary discussions being held with all clubs based at the reserve, relevant State Associations, neighbouring Local Government Authorities and Local Schools.
15. Further meetings have since been held with the Clubs which are most affected by the recommendations outlined within the Plan, including 1<sup>st</sup> Forrestfield Scouts, Kalamunda and Districts Hockey Association, Darling Range Horse & Pony Club and Walliston Pony Club (**Attachment 2**).
16. Whilst the overall response from the 4 groups has been positive (**Attachment 3**), the 1<sup>st</sup> Forrestfield Scouts were against the recommendation for their facility to be demolished.
17. However, it should be noted, that this recommendation is considered to be opportunistic, as the existing Scouts building only has approximately 10 years life expectancy remaining. Thus, by relocating the Scouts to the proposed new co-location facility within the next 5 years, the group will be able to have input into the design and layout of the new facility.
18. The Shire also engaged Bennett Environmental Consulting to provide an independent overview of the significant flora currently located at the Reserve (**Attachment 4**).
19. Consultation has also occurred internally between Operational Services, Buildings Maintenance, Operational Services, Planning Services and Community Development.

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**FINANCIAL IMPLICATIONS**

20. The total cost of implementing all of the recommendations incorporated within the Plan is estimated at \$5,870,000 over the course of 10 years.
21. This amount may increase depending on the outcome of the Shire's application to Department of Environment and Conservation (DEC) for removal of bushland on the Morrison Oval site.
22. External funding options have been identified to assist the Shire in the implementation of the Plan. Principally, the DSR's CSRFF fund is an option where applications for facility developments can attract state government funds to the value of one third of the total project cost. Further investigation into the capacity of user groups to provide input or otherwise to some of the proposed developments is also required.
23. In addition, Council may decide to use cash-in-lieu funds to assist in funding various items included within the Draft Plan.
24. In the 2009/10 financial budget, the cash-in-lieu funds totalled \$2,565,009, these funds are then allocated to the relevant suburb in which the funds have been derived from. Within the 2009/10 budget, \$718,600 in cash-in-lieu funds were available to Forrestfield, of this \$349,000 has already been allocated to projects, with \$369,600 in funds now remaining.
25. All of the proposed facility developments highlighted within the Master Plan will be subject to annual budget deliberation processes.

**STRATEGIC AND SUSTAINABILITY IMPLICATIONS**

26. *Shire of Kalamunda Strategic Plan 2009-2014*

*1.3.3 Effective management of recreational open space requirements to maintain the feeling of a community and family friendly atmosphere; and*

*1.3.5 Development of active & passive recreational facilities based on evidence supported evaluation and environmentally sustainable principles.*

**OFFICER COMMENT**

27. Hartfield Park is considered to be the Shire's premier active sporting reserve, due to the diverse nature of sport/recreation facilities and activities currently provided at the Reserve.
28. The draft plan outlines several recommendations in terms of facilities provision, pitch allocations, future requirements and specific club recommendations.
29. In particular, the plan identifies the need to expand the playing surface areas within the reserve to accommodate the future growth of the clubs based at the reserve.

30. One potential area identified for expansion is Morrison Oval. Whilst this development would require approval from DEC, the environmental report provided by Bennett Environmental Consulting suggests that much of the vegetation located within this area is rated as degraded/completely degraded. Thus, the Shire may have a strong case to present to DEC for the removal of this bush-land area.
31. Should the Shire's application to DEC be successful, it would not only provide an opportunity for the Shire to expand the overall playing area, but to also remove and relocate the existing skate park facility to a location which is more conducive to the needs of skate park users i.e. improved accessibility, passive surveillance, safety etc.
32. The plan further identifies opportunities for investigation into other potential sporting fields to relieve the pressure from Hartfield Park, for example Pioneer Park and Darling Range Sports College.
33. Overall, the main outcomes for the community will be increased opportunities to participate in physical activities, improved provision of community relevant facilities/services and increased opportunities to be more active.
34. In order to ensure that the Plan meets the needs of the broader community, it is recommended that the Draft Plan be provided for a 3 week period of public consultation. Furthermore, that the results of the public comment period be presented to Council in July 2010, prior to final adoption of the Plan.
35. If Council is supportive of the above process, it is proposed that the Draft Plan be promoted via the Kalamunda Comments and that a copy of the Plan be made available on the Shire's website. In addition, all Clubs based at Hartfield Park will be directly contacted and informed of the details for the public comment period.

#### MEETING COMMENT

36. Graham Hodgeson from the Forrestfield Scouts spoke regarding the Recommendation noting that the Scouts are very happy with their current facility.
37. A Councillor foreshadowed an amendment to allow for additional community consultation.

#### OFFICER RECOMMENDATION

**GS 49/2010**

That Council:

1. Receives the Draft Hartfield Park Masterplan as ***(GS Item 49, Attachment 1.)*** and;
2. Advertises the attached Draft Hartfield Park Masterplan for a period of 21 days.

There was no Mover and the motion **LAPSED**

**COMMITTEE RECOMMENDATION TO COUNCIL GS 49/2010**

That Council:

1. Receives the Draft Hartfield Park Masterplan as ***(GS Item 49, Attachment 1.)*** and;
2. Advertises the attached Draft Hartfield Park Masterplan for a period of **42** days.
3. **A Community Workshop be held as part of the advertising process.**
4. **That all affected groups and stakeholders be provided with a copy of the Draft Hartfield Park Masterplan.**

Moved: Cr Morton

Seconded: Cr McKechnie

**CARRIED UNANIMOUSLY**

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## 11.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

### 11.1 Removal of Graffiti from Council Property

That Council develop a policy on the removal of graffiti in terms of the following –

1. That under the Shire's Graffiti Vandalism policy, Council will clean, remove or cover any graffiti on buildings, fences and structures that are within or constitute boundaries of all reserves under the care and control of the shire including, parks, reserves, public access ways, right-of-ways and road reserves.
2. That provision be included in the 2010/2011 budget to cover the cost of this work.
3. That contact be made with the Forrestfield High Wycombe Lions Club in terms of facilitating use of their graffiti trailer through a financial contribution or similar.
4. That staff be requested to source grant funding to maintain / support this Graffiti Vandalism Policy.

Cr Townsend noted that she had been made aware that the crime and Safety Committee are currently reviewing removal of graffiti and she would like to defer this item.

1. That the Motion "Removal of Graffiti from Council Property" be deferred to the June General Services Meeting.

Moved: Cr Townsend

Seconded: Cr Bilich

**CARRIED UNANIMOUSLY**

## 12.0 QUESTIONS BY MEMBERS WITHOUT NOTICE

### 12.1 Change to Structure of Committee and Council Meetings (Cr Townsend)

- Q. Will a Report requesting that consideration be given to two Ordinary Council Meetings per month be considered at the June General Services Meeting?
- A. The Chief Executive Officer will look into the situation with the intention, if possible of presenting a report to the June General Services Meeting.

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12.2 Attachments to General Services Committee Meetings (Cr O'Connor)

Q. Can the Minutes be provided without the Attachments to save paper?

A. The Chief Executive Officers took this question on notice and added that the Manager of Governance together with the Personal Assistant from Corporate Services are currently considering presentation of documentation to Council.

12.3 Conference Registration Information (Cr McKechnie)

Q. Can a copy of the Information and Registration information for the Western Australian Local Government Convention and Exhibition be circulated to all Councillors?

A. The Chief Executive Officer confirmed that these will be obtained and circulated to all Councillors and requested that Councillors let his Executive Assistant know as soon as possible if they wish to attend.

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

13.1 Question regarding GS Item 38 Review of the Shire of Kalamunda 2009-2014

Q. A Councillor queried why 1.5.4 in *(GS Item 39 Attachment 1.) support and promote programs for the indigenous* had been omitted from *(GS Item 38 Attachment 2.)*. The Chief Executive Officer took this question on notice.

A. The rationale for 1.5.4 being deleted is reflected in the inclusion of a more generic and broad youth focus in 1.5.1. The Interplan reporting program used allows the indigenous focus/support to be included as an Action against 1.5.1.

13.2 Question Regarding GS Item 39, Attendance at the 2010 National General Assembly of Local Government in Canberra by the Chief Executive Officer and Shire President.

Q. A Councillor queried the extent to which this budget allocation had been expended to date. The Chief Executive Officer took this question on notice.

A. The amount remaining in the budget is \$7,500.

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

Nil.

**15.0 MATTERS CLOSED TO THE PUBLIC**

Nil.

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**16.0 CLOSURE**

There being no further business, the Chairman declared the meeting closed at 7.38 pm.

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

Signed.....Chairman

Dated this .....day of.....2010