

Ordinary Council Meeting

Agenda for Monday 24 March 2014



**shire of
kalamunda**

NOTICE OF MEETING ORDINARY COUNCIL MEETING

Dear Councillors

Notice is hereby given that the next meeting of the Ordinary Council Meeting will be held in the Council Chambers, Administration Centre, 2 Railway Road, Kalamunda on **Monday 24 March 2014 at 6.30pm**.

Dinner will be served prior to the meeting at 5.30pm.

Rhonda Hardy
Chief Executive Officer
20 March 2014

Our Vision and Our Values

Our Vision

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

Our Core Values

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

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

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

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

Our Aspirational Values

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

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

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

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

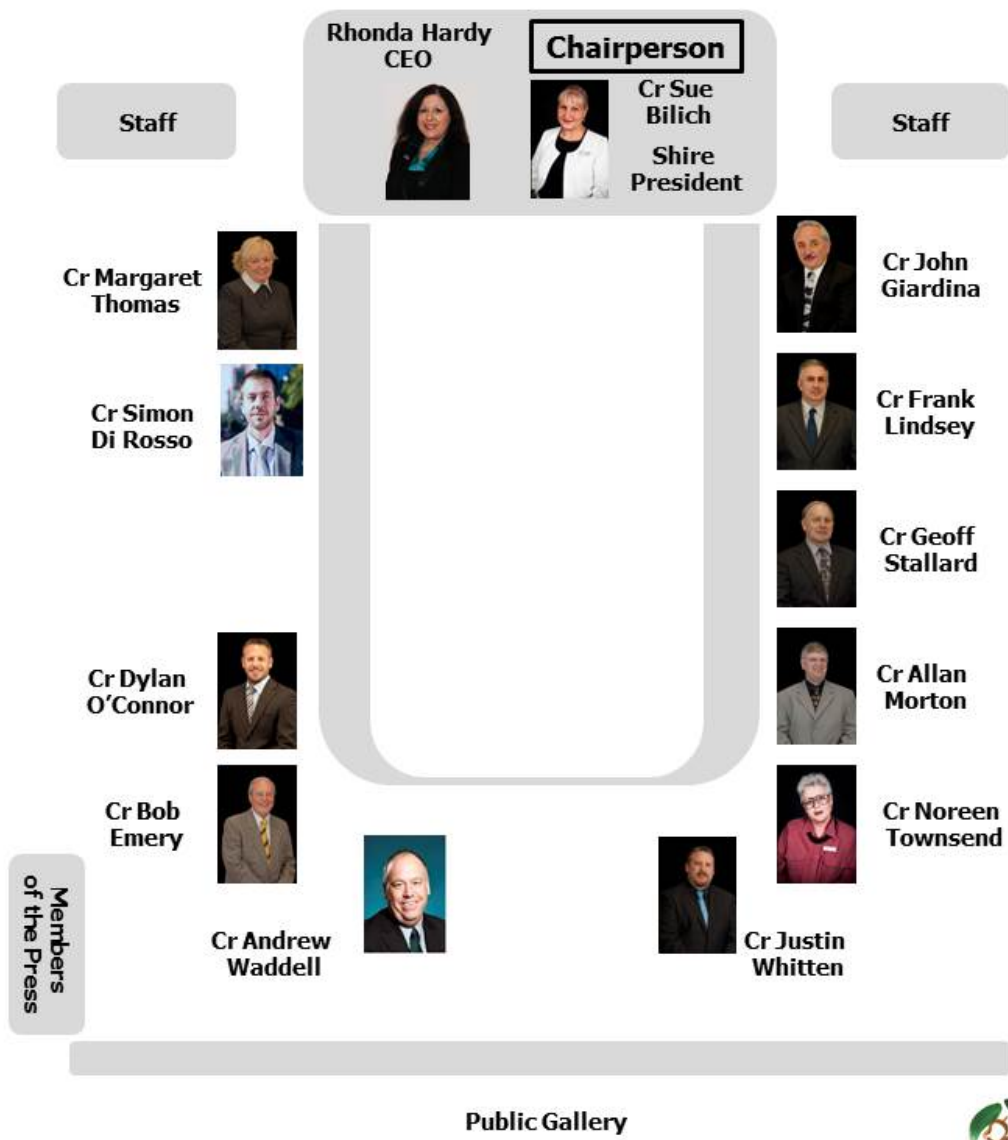


INFORMATION FOR THE PUBLIC ATTENDING COUNCIL MEETINGS

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

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

Council Chambers – Seating Layout



Ordinary Council Meetings – Procedures

1. Council Meetings are open to the public, except for Confidential Items listed on the Agenda.
2. Members of the public who are unfamiliar with meeting proceedings are invited to seek advice prior to the meeting from a Shire Staff Member.
3. Members of the public are able to ask questions at an Ordinary Council Meeting during Public Question Time.
4. To facilitate the smooth running of the meeting, silence is to be observed in the public gallery at all times except for Public Question Time.
5. All other arrangements are in general accordance with Council's Standing Orders, the Policies and decision of the Shire or Council.

Emergency Procedures

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

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

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

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

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AGENDA

1.0 OFFICIAL OPENING

2.0 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE PREVIOUSLY APPROVED

3.0 PUBLIC QUESTION TIME

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

4.0 PETITIONS/DEPUTATIONS

5.0 APPLICATIONS FOR LEAVE OF ABSENCE

6.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

6.1 That the Minutes of the Ordinary Council Meeting held on 24 February 2014 are confirmed as a true and accurate record of the proceedings.

Moved:

Seconded:

Vote:

Statement by Presiding Member

"On the basis of the above Motion, I now sign the Minutes as a true and accurate record of the meeting of 24 February 2014".

6.2 That the Minutes of the Special Council Meeting held on 12 March 2014 are confirmed as a true and accurate record of the proceedings.

Moved:

Seconded:

Vote:

Statement by Presiding Member

"On the basis of the above Motion, I now sign the Minutes as a true and accurate record of the meeting of 12 March 2014".

7.0 ANNOUNCEMENTS BY THE MEMBER PRESIDING WITHOUT DISCUSSION

8.0 MATTERS FOR WHICH MEETING MAY BE CLOSED

8.1 10.1.8, A&R 08 CONFIDENTIAL ITEM – Forreestfield United Soccer Club (Inc) – Request for Financial Assistance

Reason for Confidentiality – *Local Government Act 1995* S5.23 (2) (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

9.0 DISCLOSURE OF INTERESTS

9.1 Disclosure of Financial and Proximity Interests

- a. Members must disclose the nature of their interest in matters to be discussed at the meeting. (Sections 5.60B and 5.65 of the *Local Government Act 1995*.)
- b. Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting. (Sections 5.70 and 5.71 of the *Local Government Act 1995*.)

9.2 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.

10.0 REPORTS TO COUNCIL

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

10.1 Audit & Risk Committee Report

10.1.1 Adoption of Audit & Risk Committee Report

Voting Requirements: Simple Majority

That the recommendations A&R 01/2014, A&R 02/2014, A&R 03/2014, A&R 05/2014, A&R 06/2014 and A&R 07/2014, contained in the Audit & Risk Committee Report of 4 March 2014 be adopted by Council en bloc. Confidential Item 08/2014 has been withdrawn for separate consideration.

A&R 04/2014 Internal Audit Plan 2013/2014 was received by the Audit & Risk Committee on 4 March 2014.

Moved:

Seconded:

Vote:

10.1.2 A&R 01 Lesmurdie Tennis Club – Approval to Engage Debt Collectors

COMMITTEE RECOMMENDATION TO COUNCIL (A&R 01/2014)

That Council:

1. Advises the Lesmurdie Tennis Club, in writing, of the decision to authorise the Chief Executive Officer to engage debt collectors as of 1 May 2014 and that the request for a ten plus ten year Lease Agreement will not be considered until such time as the outstanding account has been settled.

10.1.3 A&R 02 Foothills District Netball Association – Self Supporting Loan Write Off

COMMITTEE RECOMMENDATION TO COUNCIL (A&R 02/2014)

That Council:

1. This item be deferred to a future meeting, before 30 June 2014, to allow for the provision of further information.
2. Within the same period the Policy for Self Supporting Loans be brought to Council for consideration.

10.1.4 A&R 03 2013 Compliance Audit Return

COMMITTEE RECOMMENDATION TO COUNCIL (A&R 03/2014)

That Council:

1. Adopts the Compliance Audit return for the year ending 31 December 2013.

10.1.5 A&R 05 Internal Audit Report February 2014

COMMITTEE RECOMMENDATION TO COUNCIL (A&R 05/2014)

That Council:

1. Notes the following recommendations included in the Internal Audit Report for February 2014 (Attachment 1)

Contributions by Lessees/Asset Additions

- Lessees are reminded that under their lease they have an obligation to provide the Shire by the 30 June with a list of capital improvements made to shire assets supported by supplier's invoices confirming the value and nature of the improvement.
- The Shire on notification is to record all capital improvements in the asset register and ensure these improvements are insured as part of its annual insurance renewal.
- An inventory of all Shire assets should be undertaken over a period of say three years to establish that the asset register is up to date.

Expenses – Payroll

- An independent review should be carried out when a person is entered into the payroll system or when changes are made to master file details to ensure the information has been entered correctly.
- Workforce Plan details should be checked to detailed information generated by Synergy to ensure budget estimates are entered correctly in synergy and to provide meaningful comparisons between actual and budget during budget reviews
- A third person should be trained in the use of the Synergy payroll system for back up.

- A person independent from entering information in the master file for bank details, setting up of new employees and making a file inactive should review master file changes.

Liabilities – Employee Provisions

- The audit trail of all master file changes should be independently checked and approved by someone independent of input preferably, the Manager HR & Organisational Development.
- Managers should confirm with HR that employees have accrued entitlements for leave before approving a leave application by an employee.
- Records should advise HR whenever it needs to prepare Crystal reports and ensure that any reports it prepares does not affect the integrity of the master file information in Synergy as a result of this access. Testing should be carried out after Crystal reports are prepared.

Land Tax

- The Kalamunda Men's Shed be informed that the information regarding their obligation for land tax should be discussed with the Department of Treasury to confirm their eligibility for a concession or an exemption of the tax.
- That all organisations that lease land from the Shire are made aware of their obligations under the lease to contact the Department of Finance on their exposure and or eligibility for a concession or exemption from land tax.

Expenses- Corporate Credit Cards

- New Approval of Corporate Credit Card and Acknowledgement of Conditions of Use Forms should be signed by the CEO for each person issued with a corporate credit card prior to the introduction of the new policy.
- Under the new policy and procedures, approval forms have been issued and signed by staff allocated with a corporate credit card acknowledging the condition of use.

Review of Compliance Audit Return 2013

- That the Manager Governance should submit the completed Compliance Audit Return for 2013 to the Audit and Risk Committee for review and report the results to Council.
- The Council approved completed Compliance Audit Return should be submitted to the Department of Local Government and Communities by 31 March 2014.

10.1.6 A&R 06 Review of Financial Management Systems and Chief Executive Officer Contract Adherence Review

COMMITTEE RECOMMENDATION TO COUNCIL (A&R 06/2014)

That Council:

1. Request the Chief Executive Officer invite three firms of external auditors to provide separate quotes for professional services to undertake:
 - A Financial Management Systems Review
 - A Chief Executive Officer Contract Adherence Review
 - A Policy Adherence Review

10.1.7 A&R 07 Enforcement Policy

COMMITTEE RECOMMENDATION TO COUNCIL (A&R 07/2014)

That Council:

1. Notes and endorses the Shire's Enforcement Policy and the accompanying Management Procedures.

For Separate Consideration

This item was deferred to the March Ordinary Council Meeting as several Councillors sought clarification of issues with respect to the Forrestfield United Soccer Club.

Further information has been sent by memorandum to all Councillors.

The original Officer Recommendation is presented again for Council's consideration.

10.1.8 A&R 08 CONFIDENTIAL ITEM – Forrestfield United Soccer Club (Inc) – Request for Financial Assistance

Reason for Confidentiality – *Local Government Act 1995 S5.23 (2) (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.*

Voting Requirements: Simple Majority

OFFICER RECOMMENDATION (A&R 08/2014)

That Council:

1. Reject the request from Forrestfield United Soccer Club to write off the whole loan amount due.
2. Work with the Forrestfield United Soccer Club Committee to assist with financial management where possible, and offer extended terms to pay off its outstanding debts.
3. Agree not to enter into any future self-supporting loan arrangements with the Forrestfield United Soccer Club (FUSC) without evidence of significant improvement in FUSC's financial position or the provision of substantial collateral against any loan application.

Moved:

Seconded:

Vote:

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

10.2 Development & Infrastructure Services Committee Report

10.2.1 Adoption of Development & Infrastructure Services Committee Report

Voting Requirements: Simple Majority

That D&I 09/2014 to D&I 15/2014 inclusive, contained in the Development & Infrastructure Services Committee Report of 10 March 2014, be adopted by Council en bloc.

Moved:

Seconded:

Vote:

10.2.2 D&I 09 Local Planning Scheme No. 3 Amendment - Rezone from Public Purpose to Special Rural – Lot 5 (33) Lewis Road, Wattle Grove

COMMITTEE RECOMMENDATION TO COUNCIL (D&I 09/2014)

That Council:

1. Initiates the amendment to Local Planning Scheme No. 3, in accordance with the following:

PLANNING AND DEVELOPMENT ACT 2005
RESOLUTION DECIDING TO AMEND A LOCAL PLANNING
SCHEME
SHIRE OF KALAMUNDA
LOCAL PLANNING SCHEME NO. 3
AMENDMENT NO.

Resolved that the Council in pursuance of Part 5 of the *Planning and Development Act 2005* amend the above Local Planning Scheme by:

1. Rezoning Lot 5 (33) Lewis Road, Wattle Grove, from Public Purpose to Special Rural.

Subject to amendment documents being submitted, the amendment documents being adopted by Council and the Amendment being formally advertised for 42 days in accordance with the provisions of the *Town Planning Regulations 1967*, without reference to the Western Australian Planning Commission.

**10.2.3 D&I 10 Mixed Use Development - Lot 8 (10), 9 (12) and 10 (14)
Central Mall, Kalamunda**

COMMITTEE RECOMMENDATION TO COUNCIL (D&I 11/2014)

That Council:

1. Approves the application received on 28 September 2011 for a three storey mixed use development on Lot 8 (10), 9 (12) and 10 (14) Central Mall, Kalamunda, subject to the following conditions:
 - a. The provision and maintenance of a total of 44 car spaces including a minimum of one (1) disabled bay.
 - b. The access way shall be suitably constructed, sealed and drained to the satisfaction of the Shire.
 - c. The crossover shall be designed and constructed to the satisfaction of the Shire.
 - d. Vehicle parking, manoeuvring and circulation areas to be suitably constructed, sealed, kerbed, line marked and drained to the satisfaction of the Shire.
 - e. The specie type(s) of the proposed shade trees being submitted to and approved by the Shire prior to the building licence being issued.
 - f. The proposed shade trees being planted within 28 days of the proposed development's completion, and maintained thereafter by the landowner (Strata management group) to the satisfaction of the Shire.
 - g. A legal agreement being prepared by the Shire's solicitors to the satisfaction of the Shire requiring the cash in lieu payments to be made on an annual basis over a 3 year period. The landowner shall be responsible to pay all costs associated with the Shire's legal costs of and incidental to the preparation of (including all drafts) and stamping of the agreement.
 - h. The colour scheme/pallet of the proposed developed being submitted to and approved by the Shire prior to the building licence being issued, which is compliant with the Kalamunda Town Centre Study.

10.2.4 D&I 11 Proposed Developer Contribution Instalment Plan for an Approved Light Industry - Lot 200 (103) Milner Road, High Wycombe

COMMITTEE RECOMMENDATION TO COUNCIL (D&I 11/2014)

That Council:

1. Agrees to allow the contribution amount to be paid in instalments for the approved light industry development at Lot 200 (103) Milner Road, High Wycombe, as follows:
 - A minimum of 30% of the required contribution amount be paid prior to the building permit being issued; and
 - The remaining amount owed including GST be paid within six months of the building permit having been issued, at the contribution rate applicable at the time payment is made.
2. Requires a caveat be placed on the property's title at the landowner's expense requiring the Development Contribution payments be made as agreed.
3. Request that the Chief Executive Officer prepare a Local Planning Policy that establishes guidelines around staged payments for Developer Contributions for Stage 1 of the Forrestfield/High Wycombe Industrial Area for consideration by Council at a future meeting.

10.2.5 D&I 12 Mixed Use Development (Offices and Multiple Dwellings) – Lot 15 (10) Canning Road, Kalamunda

COMMITTEE RECOMMENDATION TO COUNCIL (D&I 12/2014)

That Council:

1. Determines that the multiple dwellings component of the development is consistent with the objectives for the commercial zone and is therefore permitted.
2. Approves the application dated 29 November 2013 to build an office and nine multiple dwellings at Lot 15 (10) Canning Road, Kalamunda, subject to the following conditions:
 1. The access way shall be suitably constructed, sealed and drained to the satisfaction of the Shire.
 2. Vehicle parking, manoeuvring and circulation areas, except for the overflow area, to be suitably constructed,

sealed, kerbed, line marked and drained to the satisfaction of the Shire.

3. The provision and maintenance of a total of 28 car spaces including a minimum of (1) disabled car bay. All car parking and vehicle access ways being line marked, sealed and drained prior to the occupation of the building and maintained thereafter.
4. The applicant to submit a landscape plan detailing the species of shade trees for the car park area to the satisfaction of the Shire of Kalamunda.
5. The proposed shade trees being planted within 28 days of the proposed development's completion, and maintained thereafter by the landowner (strata management group) to the satisfaction of the Shire.
6. A geotechnical report being submitted prior to the issue of a building licence detailing site conditions, particularly in respect to soil and groundwater and stormwater disposal by soakage (Clearance, quantity, soil permeability and location and size of soakwells).
7. Provision of a bin store area allowing for refuse to be collected from on the site.
8. A noise assessment being submitted to and approved by the Shire prior to the building permit being issued.
9. The external colour details being submitted to and approved by the Shire prior to the building licence being issued.
10. The motorised gate for residential parking shall be left open during normal business hours.

10.2.6 D&I 13 Cell 9 Wattle Grove Urban Area – Review of Cell Infrastructure Contribution

COMMITTEE RECOMMENDATION TO COUNCIL (D&I 13/2014)

That Council:

1. Adopt the revised Cell Infrastructure Contribution Rate of \$27,315 plus GST per lot or dwelling effective from 25 March 2014.
2. Advise landowners on the revised Developer Contribution Rate.

10.2.7 D&I 14 Draft Local Housing Strategy

COMMITTEE RECOMMENDATION TO COUNCIL (D&I 14/2014)

That Council:

1. Notes the submissions received (Attachment 10).
2. Adopts the Draft Local Housing Strategy with the following modifications made:
 - a) The Strategy making reference to the updated infill development housing target in the Western Australian Planning Commission's Annual Report Card for the Kalamunda region.
 - b) Table 8 of the Strategy be modified as follows to reflect the changes made to the Residential Design Codes:

Proposed Housing Opportunity Precincts	Potential Additional Dwellings	Estimated Population
High Wycombe and Maida Vale	5,508	13,770
Forrestfield	5,765	14,412
Kalamunda	1,972	4,930
Total	13,245	33,112

- c) The term 'new dwelling lots' being replaced with the term 'estimated dwelling supply' as used in the Western Australian Planning Commission's draft 'Outer Metropolitan Perth and Peel Sub-Regional Strategy'.
 - d) Reference being made to additional 'dwellings' rather than 'lots' where the dwelling yield targets are stated.
 - e) The density codings being modified as shown on the Housing Opportunity Area plans (Attachments 4, 6 and 8).
 - f) Modifications being made to the Strategy to reflect that the Central Kalamunda Sewerage (DURE) Scheme has been retired by the Water Corporation.
3. Authorises a notice to this effect be placed in a newspaper circulating the District.
4. Forwards a copy of the adopted Local Housing Strategy to the Western Australian Planning Commission for its information.
5. Requests the Chief Executive Officer prepare a local planning policy and associated Scheme amendments which stipulate the criteria required to comply with to allow for the redevelopment of properties at the higher density codings and will be presented to Council at a future meeting.

**10.2.8 D&I 15 Kalamunda Returned and Services League (RSL) –
Donation towards 2014 ANZAC Service**

COMMITTEE RECOMMENDATION TO COUNCIL (D&I 15/2014)

That Council:

1. Approves the request for a donation of \$1,900 + GST towards the hire of two bleacher seating stands for the 2014 ANZAC service.
2. Request a similar donation be listed for Budget consideration each year.

10.3 Corporate & Community Services Committee Report

10.3.1 Adoption of Corporate & Community Services Committee Report

Voting Requirements: Simple Majority

That the recommendations C&C 09/2014 to C&C 12/2014 inclusive, contained in the Corporate & Community Services Committee Report of 17 March 2014, except withdrawn item C&C 11/2014, be adopted by Council en bloc.

Moved:

Seconded:

Vote:

10.3.2 C&C 09 Debtors and Creditors Report for the Period Ended 28 February 2014

COMMITTEE RECOMMENDATION TO COUNCIL (C&C 09/2014)

That Council:

1. Receives the list of payments made from the Municipal Accounts in February 2014 (Attachment 1) in accordance with the requirements of the *Local Government (Financial Management) Regulations 1996 (Regulation 12)*.
2. Receives the outstanding debtors (Attachment 2) and creditors (Attachment 3) reports for the month of February 2014.
3. Receives the list of payments made from the Trust Accounts in February 2014 as noted in point 11 above in accordance with the requirements of the *Local Government (Financial Management) Regulations 1996 (Regulation 12)*.

10.3.3 C&C 10 Rates Debtors Report for the Period Ended 28 February 2014

COMMITTEE RECOMMENDATION TO COUNCIL (C&C 60/2014)

That Council:

1. Receives the rates debtors report for the period ended 28 February 2014 (Attachment 1).

10.3.4 C&C 12 Change in Valuation Method

COMMITTEE RECOMMENDATION TO COUNCIL (C&C 12/2014)

That Council:

1. Endorses the application for the Minister of Local Government and Communities to change method of valuation of the following properties:

Lot 1 (796) Canning Road Carmel
Lot 2 (487) Canning Road Carmel
Lot 6 (810) Canning Road Carmel
Lot 100 (700) Canning Road Carmel
Lot 10 (9) Hatch Court High Wycombe
Lot 14 (27) Hatch Court High Wycombe
Lot 51 (26) Hatch Court High Wycombe

For Separate Consideration

This item was deferred to the March Ordinary Council Meeting as Councillors requested that the pricing schedule be re-examined by staff.

Further information has been sent by memorandum to all Councillors.

The original Officer Recommendation is presented again for Council's consideration.

10.3.5 C&C 11 Household Waste Collection Service and Application for Funding under the Better Bins Program

OFFICER RECOMMENDATION (C&C 11/2014)

That Council:

1. Confirm its commitment to its strategic objectives as outlined in the corporate plan and waste strategy to:
 - a) Waste minimisation
 - b) Resource recovery
2. Endorse the submission of an expression of interest to the Waste Authority to participate in the funding for the Better Bins Program.
3. Note the change to the standard service to include a three bin service with a 120L general waste bin (red lid) collected weekly and two 360L recycling (yellow lid) and green organic (green lid) bins collected on alternating fortnights.

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4. Note that other bin options will be provided for the following groups:
- Pensioners
 - Multi-unit residential
 - Large families
5. Note the fee structure for 2014/15, 2015/16 and 2016/17 will be priced to reflect the additional cost in dealing with general waste. The fee structure will be implemented over a number of years to allow residents time to determine the appropriate bin combination to suit their needs.

Moved:

Seconded:

Vote:

10.4 CHIEF EXECUTIVE OFFICER REPORTS

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

10.4.1 Draft Monthly Financial Statements to 28 February 2014

Previous Items	N/A
Responsible Officer	Director Corporate Services
Service Area	Finance
File Reference	FIR-SRR-006
Applicant	N/A
Owner	N/A

Attachment 1	Draft Statements of Financial Activity for the eight months to 28 February 2014 incorporating the following: <ul style="list-style-type: none">• Statement of Comprehensive Income by Nature and Type• Statement of Comprehensive Income by Program• Statement of Cash Flow• Statement of Financial Position• Statement of Financial Activity (Nature or Type)• Statement of Financial Activity (Statutory Reporting Program)• Net Current Funding Position, note to financial statement• Statement of Changes in Equity• Reserves – Cash / Investment Backed – note to financial statement• Investment Schedule – note to financial statement
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PURPOSE

1. To provide Council with financial reports on the activity of the Shire of Kalamunda with comparison of year to date performance against adopted budget. This Statement compares the actual year to date with the budget year to date.

BACKGROUND

2. The Statement of Financial Activity (Attachment 1), incorporating various sub-statements, has been prepared in accordance with the requirement of the *Local Government Act 1995, Local Government (Financial Management) Regulations 1996* (Regulation 34).
3. As the 2012/2013 financial position is now audited, the opening funding position in the Statement of Financial Activity statement has now been changed to reflect the audited position.
4. The budget column reflected matches to the revised budget approved by Council at its meeting on 16 December 2013.

DETAILS

5. The *Local Government Act 1995* requires Council to adopt a percentage or value to be used in reporting variances against Budget. Council has adopted the reportable variances of 10% or \$50,000 whichever is greater.

Financial Commentary

Draft Statement of Comprehensive Income by Nature and Type for the eight months to 28 February 2014

6. This Statement reveals a net result surplus of \$12,742,392 against revised budget for the same period of \$11,407,168.

Revenue

7. Total Revenue is under budget by \$572,538. This is made up as follows:
- Rates are under budget by \$329,387. The reason for the variance is due to timing. The raising of interim rates and the receipt of ex-gratia rates will normalise the situation over the coming months.
 - Operating Grants, Subsidies and Contributions are under budget by \$165,059. Areas which are tracking below budget are:
 - Forrestfield Industrial Area receipt of monies from the Trust account for infrastructure work valued at \$150,000 is due. An invoice is to be raised in the month of March to recognise this income; and
 - HACC interim grant of \$89,642 has not been received, representing a timing difference.
 - Fees and Charges variance is under budget by \$33,462 with the main area being waste fees under-recovered. This should be partly overcome with the raising of interim rates and with the completion of a project to verify waste data integrity.
 - Interest earnings are under budget by \$54,876 due to the timing of maturing short term investments, which are due to finalise in February/March 2014. The budget review has been adjusted downwards slightly to reflect the current rates of return.
 - Other Revenue is over budget by \$10,246, which mainly relates to infringements based on successful prosecutions for dog attacks. Most "Other Revenues" comprise of various fines and penalties which are difficult to predict.

Expenditure

8. Total expenses are under budget with a variance of \$2,616,499. The significant variances within the individual categories are as follows:
- Employment Costs are under budget by \$822,803 due to some vacant positions in various business units, The EBA Internal Workforce increases have not been paid and the deferment of some key positions for six months to allow for the over-run on the verge collection costs in June 2013. Savings identified will be applied in the statutory budget review to be adopted at the March OCM.
 - Materials and Contracts is under budget by \$1,270,731 largely due to:
 - Contractor Waste and Verge Collection is under budget by \$740,146 mainly due to timing of invoices. As the verge collection is a new service the budget will be reviewed following an assessment of utilisation levels.
 - Programme expenditure for Community Care services is under budget by approximately \$271,656. This is due to the lower volume of services being requested. A marketing strategy is being developed to raise community awareness of the services available.
 - The Building Maintenance area is running below budget by \$149,193. This is due to a timing issue with all funds to be expended by the end of the financial year.
 - Utilities were under budget by \$320,105. The main variance is coming from the Street Lighting component with an amount of \$403,185 below budget. Adjustments will be made in the statutory mid-year review.
 - Insurance expense is under budget by \$9,630 principally relating to lower worker's compensation insurance costs.
 - Other expenditure is over budget by \$144,118, which is primarily due to the return of timing differences on project based expenditure and donations to community groups for various activities.
 - The interest expense is slightly under budget by \$11,266, which is the result of a timing difference between amounts accrued and the budget which is based on the debenture payment schedule.
 - Depreciation, although a non-cash cost, is tracking slightly under budget, reporting a variance of \$326,082 or 3.3% of the total depreciation budget. The principle reasons for the variances are:
 - Plant depreciation is under budget by \$108,758 which is mainly related to the revaluation exercise. An investigation will be

conducted to determine the cause for the lower depreciation and changes will be brought into the 2nd budget review.

- Building depreciation is under budget by \$106,207 which is mainly due to some buildings assessed as impaired beyond use being recognised in the 2012/13 financials. The budget will be adjusted accordingly in the 2nd budget review.

Non-Operating Grants

9. Non-Operating Grants are under budget by \$227,242 which is principally a timing issue. This component is made up of various infrastructure projects which are planned to commence later in the financial year. The majority relate to road grants with claims commencing shortly as Federal Assistance Grants Scheme and Main Roads Regional Grants claims are lodged.

Profit / (Loss) on Asset Disposals

10. The variance of \$465,135 relates mainly to property sales. This is primarily due to the delay on the sale of the Lewis Road property. The prospective buyers finance application has fallen through resulting in the Shire reviewing its options on its sale.

The Shire will be reviewing all properties available for sale and will apply the appropriate changes once the budget has been adopted at the March OCM.

Draft Statement of Comprehensive Income by Program for the eight months to 28 February 2014

11. The overall result comments are as above and generally each Program is within accepted budget except for General Purpose Funding and Community Amenities. Major variances have been reported by Nature and Type under points 7 to 13 above.

Draft Statement of Financial Activity for the eight months to 28 February 2014

12. The results to 28 February 2014 discloses a closing surplus of \$17,207,572 made up of:
- Overall income, excluding rates, is under budget by \$708,286 with the bulk of the variance being Grants and Contributions, Profit on Asset Disposal and Interest Earnings as previously explained in Point 7 and 13 of this report.
 - Expenditure is \$2,600,139 under budget forecast with the main variance in Employment Costs and Materials and Contracts. These have been commented on in Point 9 of this report.
 - Infrastructure projects made up of roads, drainage, footpaths, car parks and parks and ovals has incurred \$3,921,519 against the budget of \$ 7,097,860. This variance is due to the deferral of several projects particularly in the areas of drainage, parks and building renewal.

- \$871,385 unspent on land and building renewal budget. Part of this budget will be now treated as un-spent as the Shire reviews the work that was targeted for the Administration building, Asbestos and Electrical Audit programmes.
 - Rates generation is under budget and the variance of \$329,387 relates to timing of interim rates as explained previously in Point 7.
13. The Shire will undertake a review of its planned projects and initiatives in light of the announcement of the amalgamation and confirmation of grant funding attached to some of the projects during the mid-year budget review.
14. The closing current position of \$17,207,572 is still above year to date budget of \$10,723,067, due to project based activities reflected above still in progress.

Draft Investments Schedule as at 28 February 2014

15. A total of \$34.47 million is in term deposits or online savings accounts which is comparable to previous months. The balance is impacted by the net inflows of the final rates instalment due in February and receipt of grants assisting in offsetting the outflows related to operating and capital related activities.
16. The above is made of:

Municipal Funds	Reserve Funds	Trust Monies
\$19,544,932	\$2,110,205	\$12,821,581 (includes amounts for Public Open Space of \$2,317,324)

17. Average interest rates on term deposits have dropped significantly as indicated previously with current investment rates dropping to between 3.0% and 3.50%. Reserve Bank of Australia (RBA) cash rate is at 2.5% with a low probability of further rate cuts with inflation currently trending at 2.7%.
18. All deposits complied with the Investment Policy requirements and are no longer than 120 days.

Draft Statement of Financial Position as at 28 February 2014

19. The commentary on the Financial Position is based on comparison of February 2014 year to date actuals with February 2013 year to date actuals.
20. Net Current Assets (Current Assets less Current Liabilities) show a positive result of \$24.8 million. The un-restricted cash position has a positive position of \$19.04 million which is comparable to the previous month's balance of \$19.47 million. This is due to a break even position of the

expenditures netting off against collections for rates, grants and fees. The comparison against the previous year unrestricted cash holding of \$11.76 million is impacted by the deferral of capital expenditure.

21. Trade and other receivables comprise of rates and sundry debtors totalling \$3.1 million outstanding.
 - The rates balance has reduced by \$1 million in the month. This represents a collection rate of 93% to date. Debt collection strategies are being rigorously enforced to assist in collections.
22. Sundry debtors have increased slightly to \$157,881 outstanding. The main overdue sundry debtors are:
 - Western Power \$3,859.68 for repairs on damaged storm water pipes. Additional details have been requested by the debtor to ascertain the validity of the liability; and
 - Lesmurdie Tennis Club \$24,000 being an overdue contribution for the clubhouse re-fit and extension. Additional works are to be completed during the first half of 2014.
23. Fixed Assets additions are below last year's actuals to date by \$117,409 in the asset category of Property, Plant and Equipment. Strategies are being put in place to improve the delivery of infrastructure projects.
24. Provisions for annual and long service leave are currently stable at \$2 million. It is expected this will reduce further in the coming months as the Shire aggressively pursues a leave management plan, this will not adversely affect service delivery. The long term goal is to bring this liability down to a more manageable level.
25. Long term borrowings are at \$7.2 million. The Shire has no plans to extend its loan portfolio in 2013/2014.

STATUTORY AND LEGAL CONSIDERATIONS

26. The *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996* require presentation of a monthly financial activity statement.

POLICY CONSIDERATIONS

27. Nil.

COMMUNITY ENGAGEMENT REQUIREMENTS

28. Nil.

FINANCIAL CONSIDERATIONS

29. Nil.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

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

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

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

SUSTAINABILITY

Social Implications

31. Nil.

Economic Implications

32. Nil.

Environmental Implications

33. Nil.

RISK MANAGEMENT CONSIDERATIONS

34. The following risks have been considered:

Risk	Likelihood	Consequence	Rating	Action / Strategy
Over-spending the budget	Possible	Major	High	<ul style="list-style-type: none"> Monthly management reports are reviewed by the Shire. Weekly engineering reports on major projects and maintenance. Reviewed by the Shire.
Non-compliance with Financial Regulations	Unlikely	Major	Medium	<ul style="list-style-type: none"> The financial report is scrutinized by the Shire to ensure that all statutory requirements are met.

OFFICER COMMENT

35. The Shire's draft financial statements as at 28 February 2014 demonstrate the Shire has managed its budget and financial resources effectively.

Voting Requirements: Simple Majority

RECOMMENDATION

That Council:

1. Receives the draft monthly financial statements for the eight months to 28 February 2014, which comprises:
 - Statement of Comprehensive Income by Nature and Type.
 - Statement of Comprehensive Income by Program.
 - Statement of Cash Flow.
 - Statement of Financial Position.
 - Statement of Financial Activity (Nature or Type).
 - Statement of Financial Activity (Statutory Reporting Program).
 - Net Current Funding Position, note to financial statement.
 - Statement of Changes in Equity.
 - Reserves – Cash / Investment Backed - note to financial statement.
 - Investment Schedule – note to financial statement.

Moved:

Seconded:

Vote:

Attachment 1

Draft Statements of Financial Activity for the eight months to 28 February 2014 incorporating the following:

- Statement of Comprehensive Income by Nature and Type
- Statement of Comprehensive Income by Program
- Statement of Cash Flow
- Statement of Financial Position
- Statement of Financial Activity (Nature or Type)
- Statement of Financial Activity (Statutory Reporting Program)
- Net Current Funding Position, note to financial statement
- Statement of Changes in Equity
- Reserves – Cash / Investment Backed – note to financial statement
- Investment Schedule – note to financial statement

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

10.4.2 Budget Review for Seven Months to January 2014

Previous Items	N/A
Responsible Officer	Director Corporate Services
Service Area	Finance
File Reference	
Applicant	N/A
Owner	N/A
Attachment 1	Amended Financial Activity Statement by Nature and Type
Attachment 2	Amended Financial Activity Statement by Program
Attachment 3	Net Current Asset Position
Attachment 4	Summarised Report of Amendments
Attachment 5	Statement of Amended Reserve Account Movement and Balances

PURPOSE

1. To allow Council to consider amendments to the 2013/2014 Revised Budget as identified in the seven months to 31 January 2014 budget review.

BACKGROUND

2. The Shire is required to review its budget against actuals during a financial year. The seven months to 31 January 2014 statutory budget review was undertaken in February 2014 and the findings are presented to assist elected members in their considerations.
3. The statutory budget review for seven months to 31 January 2014 is the second review undertaken in the current financial year. The first one being conducted in November 2013 incorporating four months of actuals to 31 October 2013. The main objective of regular budget reviews is to ensure the Shire is closely monitoring its expenditure to mitigate the risk of the Shire posting a deficit at the end of this financial year. It also provides the opportunity to monitor and implement strategies to ensure the Shire's Current Ratio and Untied Cash to Unpaid Trade Creditors Ratio will be further improved upon for the year ending 30 June 2014.

DETAILS

Operating Surplus

4.

Summary of Movements			
Description	November Revised Budget \$	Proposed Revised Budget \$	Variance \$
Operating Revenue Excluding Rates	25,058,080	24,107,992	(950,087)
Operating Expenditure	(52,801,656)	(51,588,090)	1,213,566
Non Cash Movements	4,941,364	5,045,778	104,414
Capital Revenues	11,079,153	9,212,514	(1,866,639)
Capital Expenditure	(20,783,952)	(17,872,064)	2,911,887
Closing Surplus Position	1,326,149	2,739,290	1,413,141

5. The Operating Surplus as per the Financial Activity Statement as at 31 January 2014 is \$19,960,068. This when compared to the budget year to date amount of \$14,493,820, reflects a variance of \$5,466,248 which is largely related to the delivery of capital projects. These have been revised and adjusted to allow for changes in grants and contribution funding submissions, completed projects and deferred or cancelled projects.
6. The surplus as at 31 January 2014 of \$19,960,068 will be utilised in the next five months to fund the balance of Operational and Capital Expenditure leaving a revised estimated surplus of \$2,739,290 at the end of the financial year. The Shire will still need to keep tight control over income and expenditure to ensure a surplus is in place at 30 June 2014 to strengthen the Council's financial capacity and Reserves.
7. Capital projects completed so far have been achieved within budget, with savings being used to fund other projects where scope has been widened or tendered costs for capital contracts were higher than budgeted.

The main changes are as follows: \$'000

Roads – Lenori Road, Abernethy Road, Betti Road, Sorenson Road, Newburn Road, Railway Road and Kalamunda Road	(454)
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Footpaths – savings on completed jobs	30
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Car parks – net savings on completed jobs and addition of renewal works for Lions Lookout Car park	120
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The main changes are as follows (continued): \$'000

Drainage – Dawson Road & Vinca Way intersection, Marri Crescent, Welshpool Road, Agincourt Drive	61
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Parks - Sanderson Reserve, Ray Owen Gravel Path and others	78
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Buildings –Administration Centre, Kalamunda Dramatic Society, Animal Management Facility, Ray Owen, Transfer Station and others	363
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Plant & Equipment – various	<u>(29)</u>
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Net decrease to capital projects	<u>169</u>
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These amounts are shown in (Attachment 4).

8. Capital projects deferred or cancelled due to pending approvals or grant funding commitments yet to be received or lack of capacity to deliver the projects are:

The main changes are as follows: \$'000

Roads – Hale Road, Zig Zag, Lascelles Parade, Berkshire Road and others	808
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Drainage – Gross Pollutant Trap's Stirk Park & Forrestfield Shopping Centre, and Stirk Park Channel & Pond improvements	443
Parks - Walliston Riding & Pony Club, Lalor Place, Ollie Worrell Reserve, Forrestfield Skate park and others	1,154
Buildings – Kalamunda Library, Ray Owen and others	515
Land Development – Cabarita and Carmel	<u>23</u>
Net decrease to capital projects	<u>2,943</u>

These amounts are shown in (Attachment 4).

Reserve Account Adjustments

Land and Property Reserve

9. There has been an adjustment to the Land and Property Reserve with the net transfers to Reserve reducing by \$125,445 from the revised budget position as a result of deferral on the sale of land on Carmel Rd and Cabarita Rd and a reduction in capital projects to be delivered by year end.

Local Government Elections - Reserve

10. The reserve balance is higher by \$100,000. These funds are placed to replenish the reserve for the Shire to fund future election based expenditure in the coming years.

Long Service Leave Reserve

11. Transfer to this reserve has been increased by \$100,000 to partially address the significant rise in Long Service Leave provision balance as per audited financial statement as at 30 June 2013. The Shire will be looking at reducing this exposure by implementing several strategies including a leave management strategy.

HACC Reserve

12. Transfer to this reserve has been reduced by \$115,385 to reflect the return of funds to the State Government of \$274,248 offset by an increase in transfer to surplus of \$158,863. The transfers will ensure that the Shire matches restricted funds to the 30 June 2013 HACC audited position.

Environmental Reserve

13. Transfer to this reserve has been reduced by \$6,551 to reflect the reduction in profit from sales of the Carmel Road and Cabarita Road land which has now been deferred to 2014/2015.
14. An amount of \$5,000 that had been listed for additional transfers in the November budget review, to fund an additional on ground project called

“Rainbow Lorikeets and Corellas”, has been returned back to the reserves as the project has been cancelled as matching funds from a grant application did not come through.

Nominated Employee Leave Provision Reserve

15. Transfer to this reserve has been increased by \$200,000 to partially address the Annual Leave provision balance as per the audited financial statement as at 30 June 2013. The Shire will be looking at reducing this exposure by implementing several strategies including a leave management strategy.

All Reserves

16. The amended Rates Setting Statement (Attachment 1) incorporates all the above mentioned proposed adjustments and reveals a balanced budget with a revised closing balance of \$3,185,018, reflecting a slight increase from \$3,032,399 estimated when preparing the November 2013 revised budget.

STATUTORY AND LEGAL CONSIDERATIONS

17. Section 6.8 (1)(b) of the *Local Government Act 1995* requires an absolute majority decision by Council for any budget amendments.

POLICY CONSIDERATIONS

18. Nil.

COMMUNITY ENGAGEMENT REQUIREMENTS

19. Nil.

FINANCIAL CONSIDERATION

20. The Rate Setting Statement shows the Shire is projected to be in a surplus position at the end of the financial year.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

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

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

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

SUSTAINABILITY

Social Implications

22. Nil.

Economic Implications

23. Nil.

Environmental Implications

24. Nil.

RISK MANAGEMENT CONSIDERATIONS

25.

Risk	Likelihood	Consequence	Rating	Action/Strategy
Expenditure exceeds budgeted allocation resulting in negative impact on closing funds position	Possible	Major	High	Monthly management reports are tracked by business unit managers to ensure that they are operating within budget parameters. Budget reviews and forecasting of expenditures against potential revenues are monitored closely.
Funds spent without a budget allocation	Possible	Major	High	E-quotes purchasing system in place which tracks and allows authorisation of purchase orders only if a budget is available

OFFICER COMMENT

26. The amended Rate Setting Statement following the January statutory budget review in Column 5 (2013/2014 Proposed Budget Review) reveals a balanced budget estimate for 30 June 2014 with a surplus of \$2,739,290.

27. It needs to be noted that the Reserves overall are still maintained at a high level with a slight increase from \$3,032,399 to \$3,185,018 as shown in (Attachment 5).

28. The key to addressing the Shire's ongoing liquidity will be in its land sales, property rationalisation program and close monitoring of actual expenditure against budgets allocated.
29. It is critical that Council is committed to this strategy; otherwise significant decisions will need to be made about service reduction to maintain sustainability in the longer term and meet asset management requirements.
30. The Shire is focussed on ensuring that a positive surplus is returned and is constantly looking at improving its financial sustainability in line with the new ratios introduced.

Repayment of Overdraft Facility

31. An overdraft facility of up to \$1.5 million was established in May 2011 to facilitate the development of the East Welshpool Road land known as Smokebush Estate.
32. The last remaining lots were sold in September 2012 and the outstanding overdraft of \$969,975 was repaid in October 2012.
33. Currently the overdraft balance stands at nil. The original budget had recognised this facility would be used in the later course of the year to fund the Edney Road/Cygnet Court development to the amount of \$1.2 million. With the delay in planning approvals, the Shire does not believe it will need to use this facility in 2013/2014.

Voting Requirements: Absolute Majority

RECOMMENDATION

That Council:

1. Notes the 2013/2014 Budget Review Explanation and Summary (Attachment 4).
2. Pursuant to Section 6.8 (1) (b) of the *Local Government Act 1995*, authorises the Chief Executive Officer to amend the 2013/2014 current budget to reflect the changes summarised in the Amended Rates Setting Statement (Attachment 1).

Moved:

Seconded:

Vote:

Attachment 1

Amended Financial Activity Statement by Nature and Type

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

Attachment 2

Amended Financial Activity Statement by Program

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

Attachment 3

Net Current Asset Position

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

Attachment 4

Summarised Report of Amendments

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

Attachment 5

Statement of Amended Reserve Account Movement and Balances

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

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

10.4.3 Conference Attendance – Australian Mayoral Aviation Council Annual Conference 2014

Previous Items	N/A
Responsible Officer	Chief Executive Officer
Service Area	Office of the Chief Executive Officer
File Reference	
Applicant	N/A
Owner	N/A
Attachment 1	Australian Mayoral Aviation Council Annual Conference 2014 Brochure
Attachment 2	Policy C–EM01 Conference Attendance and Professional Development for Elected Members (Adopted August 2013)

PURPOSE

1. To consider and endorse a Councillor and the Chief Executive Officer of the Shire of Kalamunda to attend the Australian Mayoral Aviation Council Annual Conference 2014.

BACKGROUND

2. The Australian Mayoral Aviation Council was established in 1982 and has become the umbrella organisation representing the community views on aviation issues throughout Australia.
3. The Shire of Kalamunda is a representative Council on the Perth Airports Municipalities Group. The Groups local focus is to engage stakeholders in effective dialogue to raise mutual awareness of the impacts of airport operations and developments on the local community and vice versa and, where possible, seek acceptable outcomes which foster the co-existence of communities and airports.
4. The Australian Mayoral Aviation Council Conference is designed to provide delegates with the opportunity to meet and discuss issues, to hear and examine speakers on a wide variety of subjects and to determine the future of the organisation through the forum of the Annual General Meeting.

DETAILS

5. The Australian Mayoral Aviation Council Annual Conference 2014 will be held from 7 to 9 May 2014 at the Novotel Hotel in Brisbane.
6. The Australian Mayoral Aviation Council Annual Conference 2014 theme is "Different Times, Different Technology". The aviation industry is rapidly changing and these changes will have an impact on the way airlines and airports operate, this will impact on surrounding communities of which the Shire of Kalamunda is one.

7. Councillor Dylan O'Connor is a Shire delegate on the Perth Airports Municipalities Group and has requested Council's approval to attend the Conference.
8. A report on the Conference will be presented to Council at the Ordinary Council Meeting on 28 July 2014.

STATUTORY AND LEGAL IMPLICATIONS

9. Nil.

POLICY IMPLICATIONS

10. Conference Attendance and Professional Development for Elected Members (Adopted August 2013) (Attachment 2).

PUBLIC CONSULTATION/COMMUNICATION

11. Nil.

FINANCIAL IMPLICATIONS

12. The Conference Registration is \$1,650 (including GST) per person and includes attendance at the Annual General Meeting, conference sessions, morning and afternoon tea and lunch, Brisbane Airport Inspection and attendance at the Annual Conference Dinner.
13. All conference, travel costs and accommodation arrangements will be made and paid for by the Shire of Kalamunda. An allocation for conference attendance is included in the 2013/2014 Budget as adopted by Council.
14. Estimated Cost of two delegates attending Australian Mayoral Aviation Council Annual Conference 2014:

Registration	\$3,300.00
Airfare (Virgin Saver)	\$1,200.00
Accommodation (3 nights)	\$2,000.00
Incidentals (\$50 per day)	\$300.00
Total Estimated Cost	\$6,800.00

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

Strategic Planning Implications

15. Nil.

Sustainability Implications

Social Implications

16. Nil.

Economic Implications

17. Nil.

Environmental Implications

18. Nil.

RISK MANAGEMENT CONSIDERATIONS

19.

Risk	Likelihood	Consequence	Rating	Action/Strategy
Loss of opportunity to consolidate, and establish, aviation industry networks.	Possible	Minor	Medium	Alternative opportunities would be required to maintain relationships which would be essential if a future amalgamation was to proceed.

OFFICER COMMENT

20. The Conference program is provided as (Attachment 1). The program details the speakers and topics which will be covered during the Conference sessions.

Voting Requirements: Simple Majority

RECOMMENDATION

That Council:

1. Agrees that Councillor Dylan O'Connor and the Chief Executive Officer attend the Australian Mayoral Aviation Council Annual Conference 2014, to be held in Brisbane from 7 to 9 May 2014, and that all conference, travel costs and accommodation be borne by the Shire of Kalamunda.
2. Requests the Chief Executive Officer provide a report on the outcomes of the Conference to the Ordinary Council Meeting to be held on 28 July 2014.

Moved:

Seconded:

Vote:

Attachment 1

Australian Mayoral Aviation Council Annual Conference 2014 Brochure

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

Attachment 2

C-EM01 – Conference Attendance and Professional Development for Elected Members

Management Procedure	Relevant Delegation
CM-EM01 – Conference Attendance and Professional Development for Elected Members	N/A

Purpose

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

Policy Statement

In recognition of the complexity and demands on Elected Members in undertaking their role, the Shire of Kalamunda is committed to providing funding within the Annual Budget to enable attendance at Conferences or Professional Development training that has relevance to that role.

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

Conferences and Training that May be Attended

The Conferences and Training to which this Policy shall generally be applicable to are:

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

The Chief Executive Officer is authorised to approve one request for each Elected Member per annum to attend any Conference or Training within the above categories providing funds are available. Council approval is required in all other instances.

Accompanying Person

Where an elected member is accompanied at a conference, all costs for or incurred by the accompanying person including but not limited to travel, casual meals, registration and / or participation in any conference programs, are to be borne by the accompanying person and not by the Shire. The exception to the above being the cost of attending any official conference meal where partners would normally attend or organised meal that Council delegates are attending.

An accompanying person's registration, and program fees, are to be paid direct to the conference organiser at the time of registration or if prepaid by Shire to be reimbursed prior to attendance at the conference.

Related Local Law

Related Policies

Related Budget Schedule

Legislation

Conditions

Authority

Adopted

Next Review Date

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

10.4.4 Shire of Kalamunda - Proposal to the WA Local Government Advisory Board – March 2014

Previous Items	OCM 40/2014 (24 February 2014) OCM 154/2013 (23 September 2013) OCM 116/2013 (26 August 2013) OCM 31/2013 (25 March 2013) OCM 214/2011 (19 December 2011)
Responsible Officer	Chief Executive Officer
Service Area	Office of the Chief Executive's Office
File Reference	OR-CMA-038
Applicant	N/A
Owner	N/A
Attachment 1	Proposal to the Western Australian Local Government Advisory Board – March 2014

PURPOSE

1. To endorse a subsequent Proposal to be lodged from the Shire of Kalamunda to the Western Australian Local Government Advisory Board. The Proposal is in response to the proposed abolition of the Shire of Kalamunda by the Minister for Local Government under the Metropolitan Local Government Reform.

BACKGROUND

2. In July 2013 the State Government announced wholesale changes were required to local government in metropolitan Perth. The State Government has stated that the changes are planned to strengthen both the capacity and viability of Perth's local governments so they are in a stronger position to plan, manage and provide services for their communities.
3. On 30 July 2013 the Minister for Local Government proposed a model for 14 local governments in the Perth metropolitan area. This number was later revised to 15 to allow the City of Fremantle to remain intact. The new local governments are to be implemented with effect from 1 July 2015.
4. The Premier, on the 30 July 2013, said the reform plan redefined outdated local government boundaries to create councils with improved economies of scale and provided better co-ordination across the metropolitan area. Local Government Minister, Tony Simpson, said the reforms aimed to deliver strategic benefits for Perth, and financially stable councils, with a population of around 100,000 people.
5. The State's Reform Model, as outlined on 30 July 2013, proposed the Shire of Kalamunda be amalgamated with the City of Belmont and a proposal, on this amalgamation, be submitted to the Local Government Advisory Board (LGAB) before 4 October 2013. Failure to lodge a proposal by the required date or lodgement of a proposal that did not conform with the State Government's preferred model would result in the Minister lodging a proposal or counter proposal to the one that does not accord with the Government's model.

6. Council at its meeting in August 2013 (OCM 116/2013) resolved, in response to the Minister’s announcement for an amalgamation between the Shire of Kalamunda and City of Belmont, to:
 1. *Receive the Metropolitan Local Government Reform report.*
 2. *Provide in principle support to the Minister for Local Government’s Metropolitan Reform proposal released on 30 July 2013 for a merger and modification of the Shire of Kalamunda, City of Belmont and portion of the City of Swan.*
 3. *Notifies the City of Belmont of its preference for a joint proposal to be made to the Local Government Advisory Board regarding the merger proposal as presented by the State government with some minor boundary adjustments yet to be determined.*
 4. *Establishes a Local Implementation Committee (“LIC”) comprising the following Shire of Kalamunda representatives to progress the joint submission on the merger proposal:*
 - a. *The Shire President.*
 - b. *Chief Executive Officer.*
 - c. *Cr John Giardina.*
 - d. *Cr Noreen Townsend as a deputy representative for the LIC as required.*
 5. *Notifies the City of Gosnells, City of Swan and Shire of Mundaring that the Shire is prepared to consider any minor boundary adjustments that may be beneficial to either or both of the new local government entities.*
 6. *Requests the development of a Communications Plan to support the amalgamation processes.*
7. In line with Council’s resolution of 26 August 2013, the Shire lodged a Proposal, to enter into an amalgamation with the City of Belmont, with the LGAB on 4 October 2013.
8. A Notice of Inquiry was published by the LGAB on 29 January 2014. The Inquiry was in regard to the 34 proposals submitted, of which three proposals directly affected the Shire of Kalamunda as follows:-
 1. The Shire of Kalamunda’s Proposal No. 15 – for an amalgamation between Kalamunda and Belmont with the ability to trigger a community poll;
 2. The Minister for Local Government’s proposal No. 5/2013 - which seeks to abolish Kalamunda by way of a boundary adjustment effectively enlarging the City of Belmont.
 3. The City of Belmont’s proposal No. 8 – which also seeks to abolish Kalamunda by way of a boundary adjustment effectively enlarging the City of Belmont.

9. The reaction from the Shire of Kalamunda Community to the Minister's Proposal, to abolish Kalamunda and have Belmont remain in force through a boundary adjustment, resulted in a resolution at the Shire's Annual General Meeting from members of the community:-

AGM 3/2014 – Provision of more community information to the community and holding a community meeting with respect to local government reform.

The Shire of Kalamunda in response to the request from the community launched its "Call to Action" Campaign to request as many residents, and affected stakeholders, as possible to lodge a submission with the LGAB by 13 March 2013.

10. Council at a special meeting on 12 March 2013 resolved, inter alia, in light of the stance taken by the Minister for Local Government to:

Request the Chief Executive Officer to prepare a report that provides a case for a new Proposal to be developed and submitted to the Local Government Advisory Board that is a boundary change that will give effect to extending the boundaries of the Shire of Kalamunda in accordance with the following parameters:

1. *Identify suitable minor boundary adjustments.*
2. *Investigate the option of a boundary change to include the Perth Airport.*
3. *Investigate the option of a boundary change to include the Perth Airport and the City of Belmont*
4. *Designation to become the City of Kalamunda.*
5. *In consideration of the spirit of the community petition and Council's Resolution in the previous report Number SCM 04/2014, that the CEO be authorised to investigate any other boundary adjustments that could be considered appropriate by Council.*

DETAILS

11. The Shire of Kalamunda is charged with the responsibility of acting in the best interests of the community of Kalamunda (the Shire). In October 2013 the Shire proposed to the Local Government Advisory Board (LGAB) that an amalgamation between the Shire of Kalamunda and City of Belmont would be the most appropriate and democratic method for achieving the State Government's preferred model for metropolitan reform. Furthermore, such an amalgamation would also serve to ensure the Perth Airport was located within one local government district.
12. The position recently taken by the Minister for Local Government and the City of Belmont, to submit independent proposals for boundary adjustments over the Shire of Kalamunda, will effectively abolish the Shire. The Shire and its Community now feel it is incumbent upon the Shire to put a case that demonstrates why the Proposals of both the Minister and the City of Belmont do not demonstrate they are in the best interests of the Kalamunda community.

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13. The Shire can demonstrate there is no cogent reason why the City of Belmont should be selected as the local government that remains as a result of a boundary change process.
 14. The purpose of this proposal is to put a case to LGAB seeking a boundary change to ensure the outcome of equal electoral representation and democracy for the larger population of Kalamunda is achieved. It is apparent from the Proposal submitted by the City of Belmont it seeks a disproportionate electoral system which is not acceptable to the larger population of Kalamunda.
 15. The Shire of Kalamunda's proposal is made in the context of a "boundary change" where the boundary of the Shire of Kalamunda is to be extended to encompass the whole of the City of Belmont, and a section of the City of Swan.
 16. The Shire's proposal aligns with the Minister for Local Government's announcement of 30 July 2013, with the exception of two minor amendments:-
 1. To include two lots as part of the Perth Airport that were inadvertently excluded from the Minister's proposal, but now shown on the attached plan illustrating the changes; and
 2. NOT to include the portion of Welshpool, south of Orrong Road, that was outlined in the Minister's and Belmont's proposals to be removed from the City of Canning and included into the Kalamunda – Belmont proposal.
 17. The Shire is sympathetic to the City of Canning's position that the inclusion of this area in an expanded Kalamunda would be detrimental to the ongoing sustainability of the City of Canning (or the new entity that will become the former City of Canning). To this end the Shire of Kalamunda has no interest in further impacting upon the community of the City of Canning.
 18. Key elements supporting the Shire of Kalamunda's boundary change proposal are regarding community of interests, topographical and economic factors and include:-
 - The Shire of Kalamunda is over 30% larger, in population, than the City of Belmont. Clearly the abolishment of the City of Belmont would lead to a reduction of disaffected residents and ensure the majority of the community would continue to maintain the high level of representation, and services, with the balance of the population being afforded the same level or representation and access to services as the integration progresses.
 - The Shire of Kalamunda would have the greater capacity to blend and integrate the City of Belmont's community because the Shire has been operating successfully with five communities of interest that currently exists within the Shire of Kalamunda.
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- The Shire has a diverse community with extensive semi-rural and rural areas, a significant bio-diverse natural environment, in addition to the industrial, commercial and high and low density residential developments throughout.
 - The Shire's strength in building communities of interest is far greater than most local governments because of its diverse geographic features and peri-urban and urban interface. Further, the Shire's history of successfully managing biodiversity and developing volunteers in the community to enhance the quality of the natural environment is an aspect that should not be overlooked.
19. Placing the future of an enlarged community in the Shire's hands would see immediate benefits for the Belmont community. With the City of Belmont ranked as the second most disadvantaged local government in the Perth Metropolitan Area, from a Socio Economic Perspective (SEIFA, ABS 2011), the Shire's high rating and reputation will immediately enhance the reputation of the Belmont area.
 20. The City of Belmont is currently characterised by its higher density inner suburban areas and has had a significant proportion of its land area subsumed by industrial and airport activities. Association with the Shire's tourism and natural environs would help lift the economic profile of the City.
 21. The Shire has a history of managing communities with different needs and identities. The Shire will be well placed to manage the needs of the Belmont Community, recognising that historically the unique demographics of an area have been taken into account as a result of the Shire's approach to managing Community Services, Urban Planning, Infrastructure and Home and Community Care programs.
 22. Over the past decade the Shire has planned and facilitated the development of industrial precincts in the Forrestfield and High Wycombe areas which consist of over 750 industrial and commercial rateable properties.
 23. The Shire has an Industrial Land Development Strategy in place and is currently working with landholders to deliver industrial development identified by the State Government's Economic and Employment Land Strategy.
 24. The Shire has undertaken the necessary land use planning to bring a 250 hectare industrial precinct to the market. The completion of the project in 2015/2016 will effectively provide a 33% growth in the Shire's industrial/commercial rate base.
 25. This has occurred because the Shire of Kalamunda has taken a proactive approach towards industrial land development, has worked with its landholders and investors and will continue to work with them to achieve their goals.
 26. One of the key objectives of the Shire will be the ongoing support and expansion of new industrial development, particularly given the opportunities it presents to the logistics and freight industry, given the major road connections, freight rail and Perth Airport.

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27. The Shire is well placed to build upon its success in managing industrial areas and to work collaboratively with the Perth Airport.

Creation of Ward and Representation

28. The Shire proposes that Wards be created that are equal in elector representation. It will be important for Shire of Kalamunda residents to know they are starting in an expanded local government using the "One Vote Equal Value Principle". The Shire proposes that five Wards are created and with 11 councillors each having the equivalent of 5,500 electors approximately.

Community Engagement

29. The Shire of Kalamunda has a long record of strong community engagement. It recognises the importance and value of engaging with the community and seeks to act in a participatory manner in all it does. The Shire has maintained strong ties with our environmental community groups, cultural community groups and demographic specific groups and believes that being in close contact with the pulse of the community leads to good governance and effective decision making.

Transitioning

30. The Shire recognises that during the transition period, the residents of Belmont would not enjoy the representation of their elected members, as made necessary by the abolishment of one local government and the timetable to elections. The Shire proposes to establish a Community Committee, to be made up of the Councillors of the former City of Belmont. This Committee would make recommendations and provide advice to Council on all matters arising, on behalf of the former district of Belmont, leading up to the October 2015 Elections.

Designation to the City of Kalamunda

31. In assessing this Proposal for the Shire of Kalamunda to be expanded to include the City of Belmont, the Shire also requests that the Shire of Kalamunda be designated the City of Kalamunda, to respect and give prominence to the urban portion of the area.

Financial and Resource Capability

32. Since 2010/2011 the Shire of Kalamunda has recovered from its short term, and deliberately planned, declining financial position to post a \$4 million dollar surplus at the end of 2013.
33. The Shire of Kalamunda has invested heavily in asset renewal, namely the Zig Zag Cultural Centre (\$6.5 million), the refurbishment of the Kalamunda Water Park (\$5 million) and the construction of the Shire's Operations Centre administration and amenities blocks (totalling \$3 million). Comparatively, the City of Belmont has chosen to increase their Cash Reserves by almost 40% over the past three years without any obvious investment in asset renewal or maintenance programs.

34. It would be the Shire's intention to ensure the City of Belmont's finances are managed responsibly and look at opportunities to grow the Cash Revenue potential, whilst meeting the same efficiencies that the Shire has developed over the past three years.
35. Should the district of Belmont be incorporated into an expanded Kalamunda then the objective of the Shire's Long Term Financial Plan would be revised to harmonise rates with the City of Belmont. Analyses of the long term financial plans clearly illustrates the Shire of Kalamunda is growing whilst the City of Belmont is largely stagnant. In terms of rates growth revenue, the City of Belmont is growing at approximately 2.5% whereas the Shire of Kalamunda is growing at around 8%.

Service Levels

36. The Shire of Kalamunda provides a much higher level of community servicing than does the City of Belmont. Whilst Belmont claims its level of service is higher, when service levels are compared the claim is not justified. By way of example, the Shire has four libraries to one in Belmont, three recreation centres and an aquatic centre to one in Belmont, a History Village museum that is of a considerably larger scale than Belmont's museum, two men's sheds, over 70 community groups leasing various Shire owned facilities, a performing Arts Centre, two community learning centres, a Cultural Arts Centre and a Visitors Centre of which Belmont has nothing to compare.
37. The Shire of Kalamunda community have desired a higher level of service, particularly in the community services area. The Shire is able to service more community facilities with a lower cost base than Belmont. From the Shire's investigation, it is concluded that the City of Belmont's services are not as extensive as those of Kalamunda. It is reasonable to conclude that Kalamunda will continue to have a greater ability to manage community services delivery to an expanded district. This in turn will be of benefit to the wider Belmont Community, who will have access to a far greater range of services than currently provided.

Information Technology

38. The Shire of Kalamunda has deployed an Information Technology (IT) Infrastructure replacement program using the latest technology which is comparable to that utilised by large state and private organisations.
39. The Shire's IT site showcases state of the art network and storage systems with the capability of accommodating not only an amalgamated local government but with the capability of hosting neighbouring country local governments. The Shire currently provides other services, has the potential to connect to the NBN and bring in services to the region that will have strategic operational and cost benefits.

Leadership Capacity

40. The Shire of Kalamunda has a very experienced, highly qualified, forward thinking and dynamic leadership team. The Executive Team have all worked

in a range of large and diverse local governments, private and public sector organisations. Every Executive Member has been a career public servant and brings the benefits that come with understanding how different organisations operate.

41. The Shire has a stable Senior Management Group comprising eleven very experienced and long serving Managers. All Manager roles are broad banded and multi-disciplinary ensuring they oversee a range of different functions. This approach reduces the silo mentality, generates better cross functional communication, and makes staff more adaptable and responsive than a highly structured functional organisational structure.
42. The Shire of Kalamunda is a larger organisation and services a much larger community than the City of Belmont. The Shire achieves this with a smaller management team than the City. The City of Belmont's management structure consists of fifteen management positions resulting in a higher employee cost structure than that of the Shire of Kalamunda.

STATUTORY AND LEGAL CONSIDERATIONS

43. Section 2.1 and clause 2 of Schedule 2.1 of the *Local Government Act 1995*.

POLICY CONSIDERATIONS

44. Nil.

COMMUNITY ENGAGEMENT REQUIREMENTS

45. The Shire has undertaken extensive community engagement over the past three years throughout the local government reform process and it is this process that has led to the need to submit this Proposal. It is necessary to give the Shire's community every chance of receiving a democratic outcome to this reform process.

FINANCIAL CONSIDERATION

46. The process of local government reform carries significant financial imposts on local governments and as yet it is not known how much the State Government will contribute to assist in the implementation of reform.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

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

OBJECTIVE 6.1 To ensure a highly effective and strategic thinking Council sets direction and works for the greater good of the community at all times.

Strategy 6.1.3 Increase advocacy efforts to influence State and Federal policy to achieve improved local outcomes.

SUSTAINABILITY

Social Implications

48. The social implications for the Shire of Kalamunda community, as a result of an expanded boundary including Belmont, will be significant and will be beneficial in some instances and detrimental in others. There is no one body of research undertaken to date that clearly outlines the impacts and benefit on social capital in a reform process.

49. Notwithstanding this the Shire believes its past performance in dealing with large socially diverse communities is a good predictor that the Shire is well placed to manage the social needs of the enlarged entity.

50. In forming a new entity the Shire of Kalamunda and the City of Belmont will have not completed due diligence to determine what economic impacts may arise. The only obvious benefit appears to be the desire by all to see the Airport operating in a single local government area.

Environmental Implications

51. The Shire of Kalamunda comprises ranges and foothills which brings with it a unique set of environmental management responsibilities. The Shire is very experienced and mature at managing bushfire risk, working with a diverse agricultural community and managing large bio diverse areas.

52. The Shire also has a large number of volunteer groups who support the Shire's emergency management and environmental practices and without these volunteer groups the Shire could not achieve its objectives of safety to the community and protection of the environmental values that are deeply cherished by the Kalamunda community. The City of Belmont has limited experience in both these areas of responsibility.

RISK MANAGEMENT CONSIDERATIONS

53. A comprehensive Risk Profile has been developed and is included within the body of the Shire's submission shown as (Attachment 1). It clearly shows that when all the risks are identified against the boundary adjustment proposals of both Belmont and Kalamunda the Shire of Kalamunda Proposal has less risk.

54.

Risk	Likelihood	Consequence	Rating	Action/Strategy
The Shire does not lodge a proposal in opposition to the Minister's and the City of Belmont Proposals for a boundary change may not give the LGAB the ability to make a fair assessment of Kalamunda	Likely	Major	High	Submit a Proposal from the Shire that can demonstrate there is no cogent reason why the City of Belmont should be selected as the Local Government that remains in force.

OFFICER COMMENT

55. The Shire of Kalamunda is well positioned to manage the transition process and grow the new entity enabling the delivery of the reform objectives. Through its significantly improved financial performance over the past two years, projected future growth rates, information technology capability and substantial change management experience, the Shire of Kalamunda is committed to building a strong resilient organisation supporting the growing future needs of the community.

56. Evaluation of the financial results of the City of Belmont and the Shire of Kalamunda over the past few years reveal vastly contrasting directions. The Shire of Kalamunda is growing significantly, evidenced by substantial growth in rates and general revenue, which is driven by new development within the Shire and growth in fees and charges reflecting the Shire's significantly more diverse customer base.

57. The Shire of Kalamunda can clearly demonstrate organisational capability at a level that enables the Shire to build upon an existing and proven structure in order to deliver sustainable results. It should not be understated that the community engagement results compiled over a number of years demonstrate improved community and business satisfaction to a point indicating nothing short of community delight in a range of service areas.

Voting Requirements: Simple Majority

RECOMMENDATION

That Council:

1. Resolves that the Shire of Kalamunda, being an affected local government within the meaning of Schedule 2.1 of *the Local Government Act 1995*, submit a proposal to the Local Government Advisory Board, pursuant to clause 2 (1) of Schedule 2.1 of the *Local Government Act 1995*, that orders be made by the Governor under Section 2.1 of the *Local Government Act 1995* which would:
 - a. abolish the district of City of Belmont;
 - b. vary the boundary of the district of the Shire of Kalamunda so as to include within it the area of the former district of the City of Belmont;
 - c. further vary the boundary between the district of the enlarged Shire of Kalamunda and the City of Swan, in accordance with the attached plan illustrating the proposed changes; and
 - d. in accordance with Section 2.4. Of the Local government act, the Shire of Kalamunda requests that the Governor, by order, change the designation of the Shire of Kalamunda to be the City of Kalamunda.

2. Resolves to establish a Community Advisory Committee, to be made up of the City of Belmont Councillors who will make recommendations to Council on all matters relating to the former Belmont district during the transition period from the 1 July 2015 until the 17 October 2015 elections are held and a new Council has been created.

3. Request the Chief Executive Officer to submit the Proposal to the Local Government Advisory Board giving effect to the above-mentioned recommendation as detailed in (Attachment 1) to this Report.

4. Request the Chief Executive Officer notify all other Local Governments affected by this Proposal.

Moved:

Seconded:

Vote:

Attachment 1

Proposal to the Western Australian Local Government Advisory Board – March 2014

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

11.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

12.0 QUESTIONS BY MEMBERS WITHOUT NOTICE

13.0 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

13.1 Cr Geoff Stallard – Enterprise Bargaining

Q. Please could a report be brought to Council, to investigate externalising the enterprise bargaining process as I believe this would take away any conflict of interest?

A. The Shire of Kalamunda is in the process of becoming a member of the Chamber of Commerce and Industry (CCI).

Once the membership has been formalised, the Shire will utilize this service to externalise the enterprise bargaining processes in the future.

14.0 URGENT BUSINESS APPROVED BY THE PRESIDING MEMBER OR BY DECISION

15.0 MEETING CLOSED TO THE PUBLIC

16.0 CLOSURE