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Shire of Kalamunda

# General Services Committee

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Agenda for 9 August 2010





## NOTICE OF MEETING GENERAL SERVICES COMMITTEE

Councillors,

Notice is hereby given that the next meeting of the General Services Committee will be held in the Council Chambers, Administration Centre, 2 Railway Road, Kalamunda on:

**Monday 9 August 2010 commencing at 6.30 pm.**

For the benefit of Committee Members, staff and members of the public, attention is drawn to the following requirements as adopted by Council.

### **Open Council Meetings – Procedures**

1. Standing Committees are open to the public, except for Confidential Items listed on the Agenda.
2. Standing Committees have a membership of all 12 Councillors.
3. Unless otherwise advised a Committee makes recommendations only to Full Council (Held on the third Monday of each month at 6.30 pm).
4. Members of the public are able to ask questions at a Committee Meeting, however, the questions should be related to the functions of the Committee.
5. Members of the public wishing to make a comment on any Agenda item may request to do so by advising staff prior to commencement of the Committee Meeting.
6. Comment from members of the public on any item of the Agenda is usually limited to 3 minutes and should address the recommendations (at the conclusion of the report).
7. It would be appreciated if silence is observed in the gallery at all times except for Question Time.
8. All other arrangements are in general accordance with Council's Standing Orders, the Policies and decision of person Chairing the Committee or Council Meeting.
9. Members of the public who are unfamiliar with meeting proceedings are invited to seek advice at the meeting by signalling to a staff member.

James Trail  
**Chief Executive Officer**

3 August 2010

**\*\* Dinner will be served at 5.30 pm \*\***

# AGENDA

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## 1.0 OFFICIAL OPENING

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

## 3.0 PUBLIC QUESTION TIME

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

## 4.0 PETITIONS/DEPUTATIONS

## 5.0 APPLICATIONS FOR LEAVE OF ABSENCE

## 6.0 CONFIRMATION OF PREVIOUS MINUTES

- 6.1 That the Minutes of the General Services Committee Meeting held on 5 July 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 5 July 2010.**

## 7.0 ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

## 8.0 MATTERS FOR WHICH MEETING MAY BE CLOSED

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

Disclosure of Interest Affecting Impartiality

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

**10.0 REPORT TO COUNCIL**

Please Note:

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

<u>Report Number</u>	<u>Page Number</u>
72. Creditors Accounts Paid during the period 22 June 2010 to 22 July 2010.....	3
73. Financial Activity Statements for the Period 30 June 2010 .....	5
74. Debtors and Creditors Report .....	10
75. Rates Debtors Report .....	12
76. Quarterly Progress Report .....	14
77. Proposed Development Lot 106 Hale Road Forrestfield.....	17
78. Economic Development Strategy – Proposed Endorsement.....	20
79. Hartfield Park Masterplan - Public Comment and Council Adoption ...	24
80. Community Sport and Recreation Facilities Small Grant Fund 2010/11 - Prioritising of Applications.....	31
<b>81. Jack Healey Centre Management Committee – Nomination for Membership .....</b>	<b>36</b>
<b>82. Disability Access and Inclusion Advisory Committee – Nominations for Membership .....</b>	<b>38</b>
83. Proposed Closure of Portion of Road Reserve – Lot 7 (31) Marchetti Road, Pickering Brook .....	42
<b>84. Delegation of Authority to Chief Executive Officer .....</b>	<b>44</b>

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**REPORTS**

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

**72. Creditors Accounts Paid during the period 22 June 2010 to 22 July 2010**

Previous Items:	N/A
Responsible Officer	Director Corporate Services
Service Area:	Corporate
File Reference:	
Applicant:	N/A
Owner:	N/A
Attachments	Attachment 1 – Creditor Payments 22 June 2010 to 22 July 2010 Page 1.

**PURPOSE**

1. To receive creditors' accounts paid during the period 22 June 2010 to 22 July 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 22 June 2010 to 22 July 2010 is attached.

**STATUTORY AND LEGAL IMPLICATIONS**

5. Nil.

**POLICY IMPLICATIONS**

6. Nil.

**PUBLIC CONSULTATION/COMMUNICATION**

7. Nil.

**FINANCIAL IMPLICATIONS**

8. Nil.

**STRATEGIC AND SUSTAINABILITY IMPLICATIONS**

9. Nil.

**OFFICER COMMENT**

10. Nil.

**OFFICER RECOMMENDATION**

**GS 72/2010**

1. That the list of Creditors' paid during the period 22 June 2010 to 22 July 2010 attached be received by Council in accordance with the requirements of Regulation 12 of the Local Government (Financial Management) Regulations 1996.

Moved: (Cr)

Seconded: (Cr)

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

### **73. Financial Activity Statements for the Period 30 June 2010**

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

Attachments	Attachment 1 – Financial Activity Statements – as at 30 June 2010 Page 20
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#### **PURPOSE**

1. To receive the draft financial activity statement reports for the period ended 30 June 2010.

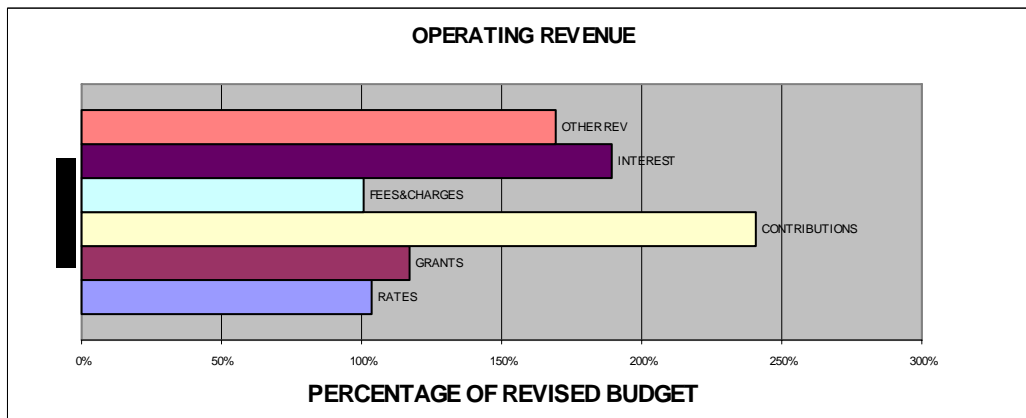
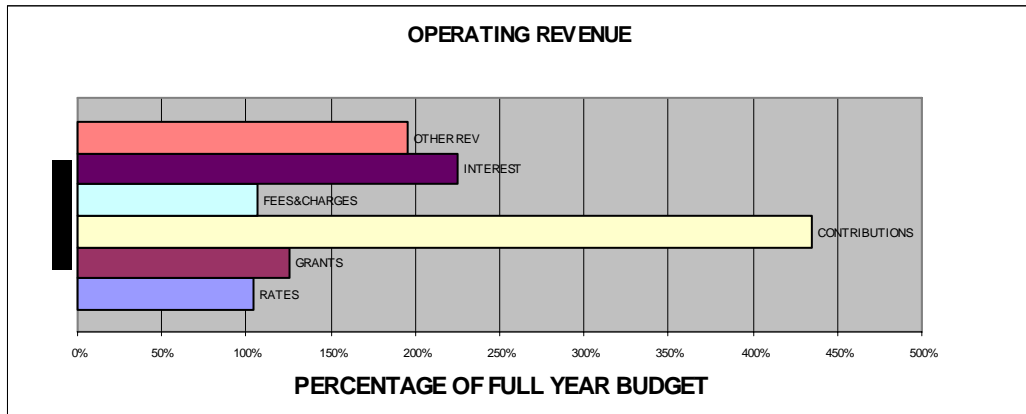
#### **BACKGROUND**

2. Attached are the financial activity statement reports for the period ending 30 June 2010 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.

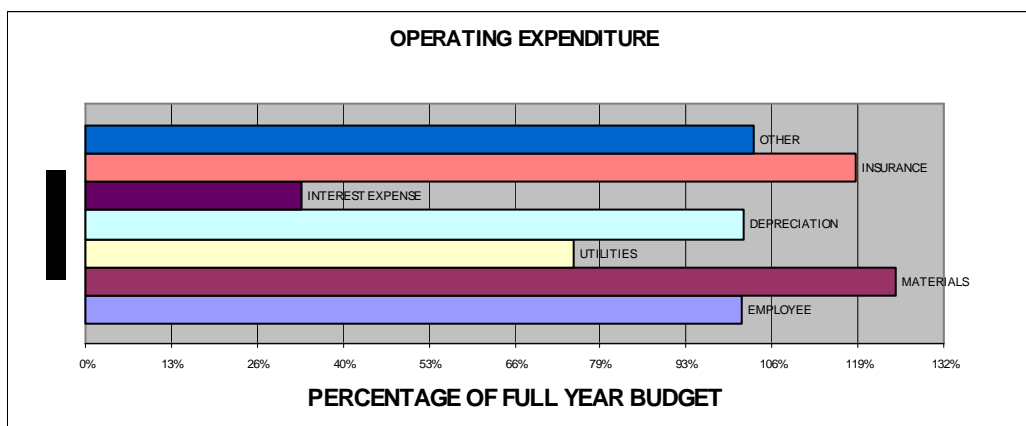
#### **DETAILS**

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 for the comments relating to the above mentioned variances.
6. Financial Commentary

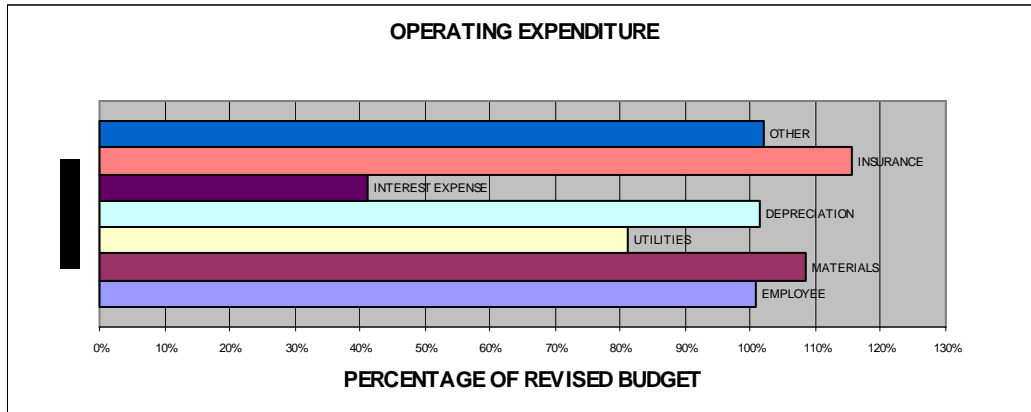
Operating income: As at the end of June all categories have surpassed their revised budget targets for 2009-10. This is largely due to interest earnings having performed well, along with contributions for cash in lieu of public open space. These contributions will be treated as Trust within the annual report and subsequent reporting periods. Operating income remains subject to finalisation as part of the year end audit.



Operating expenditure: June followed typical expenditure expectations as many projects were finalised and subsequent creditor invoices were received and processed, bringing most expenditure categories to revised budget amounts. Interest expenses were under by deferring the establishment of loans until later in the year. Although showing on budget, there are several operating projects being carried over into 2010-2011 and over expenditure in HACC is offsetting this. All expenditure again remains subject to finalisation and employee costs will increase.





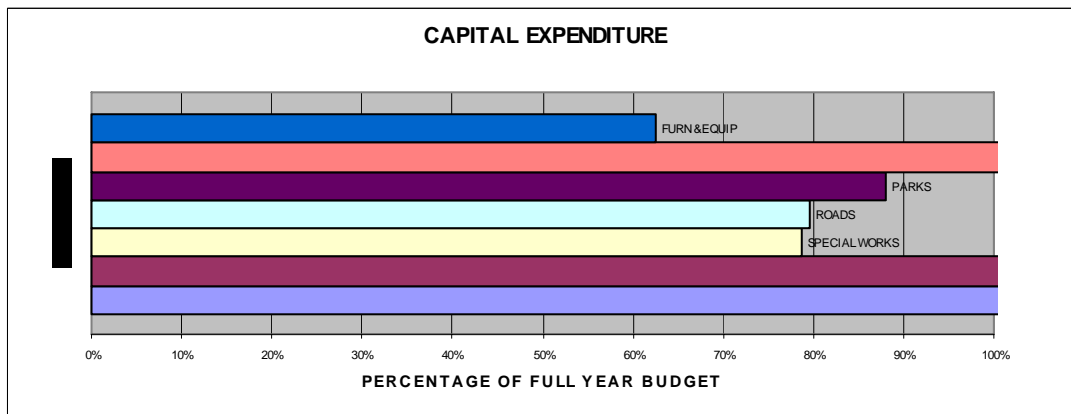


Salaries and Wages

Although employee costs are showing on budget, these will increase as year end adjustments are made for annual leave accrued and long service leave provisions, expected to be several hundred thousand dollars.

Capital Expenditure

The capital works program, including both roadworks infrastructure and building construction is at 48.97% of revised budget based upon actual expenditure, with outstanding purchase orders of \$543,792 issued. This remains largely influenced by two projects, the \$5 million community Centre and the \$2.1 million Depot administration Building, both of which remain in their early stages. As such, they comprise the bulk of the proposed \$8.1 million carry of capital expenditure, including asset purchases.



**FINANCIAL RATIOS**

**2009/10**

**2008/09**

Current Ratio

2.8 : 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.*

<u>Untied Cash to Trade Creditors Ratio</u>	3.3 : 1	1.33
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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.*

<u>Debt Ratio</u>	2.57%	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.*

<u>Debt Service Ratio</u>	0.25%	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>	10.37%	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.*

Gross Debt to <u>Economically Realisable Assets Ratio</u>	2.03%	0.31%
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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>	53.33%	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.*

Outstanding Rates Ratio                      0.95%                      2.36%

Calculated as follows: 
$$\frac{\text{Rates outstanding}}{\text{Rates collectable}}$$

*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.*

## 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.

## OFFICER RECOMMENDATION

**GS 73/2010**

1. That the Financial Activity Statement reports for the period ending 30 June 2010 be received.

Moved: (Cr)

Seconded: (Cr)

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

#### **74. Debtors and Creditors Report**

Previous Items: N/A  
Responsible Officer: Director Corporate Services  
Service Area: Corporate  
File Reference:  
Applicant: N/A  
Owner: N/A

Attachments: Attachment 1 – Debtors Report June 2010 Page 59  
Attachment 2 – Creditors Report June 2010 Page 60

#### **PURPOSE**

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

#### **BACKGROUND**

2. Attached are reports detailing aged debtors and creditors as at 30 June 2010.
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 2)** for details.

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

6. Nil.

#### **POLICY IMPLICATIONS**

7. Nil.

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**PUBLIC CONSULTATION/COMMUNICATION**

8. Nil.

**FINANCIAL IMPLICATIONS**

9. Nil.

**STRATEGIC AND SUSTAINABILITY IMPLICATIONS**

10. Nil.

**OFFICER COMMENT**

11. **Debtors:**

Officers follow a recovery procedure for Sundry Debts which involves both phone calls and sending reminder notices, and ultimately referral for Debt Collection. Details of debtors greater than \$5,000 are shown within the attachment. Several debtors remain on fortnightly direct debit payment plans as shown on previous reports. No new debt may be added to the amounts already outstanding.

The invoice issued to the Attorney Generals Department remains unpaid due to internal problems at the Department. The Shire Officer requesting the invoice be raised has been notified according to current procedure and is assisting towards resolving the matter. Advice from the Department is that the invoice will be paid, though will require several more weeks for approval their end.

Details of debts greater than 90 days and considered uncollectable have been presented to the Audit Committee.

**OFFICER RECOMMENDATION****GS 74/2010**

1. That the outstanding debtors and creditors report as at 30 June 2010 be received.

Moved: (Cr)

Seconded: (Cr)

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

## **75. Rates Debtors Report**

Previous Items: N/A  
Responsible Officer: Director Corporate Services  
Service Area: Corporate  
File Reference:  
Applicant: N/A  
Owner: N/A

Attachments: Attachment 1 – Rates Debtors Report June 2010 Page 61

### **PURPOSE**

1. To receive a report on rates debtors as at 30 June 2010.

### **BACKGROUND**

2. Attached is the report detailing rates debtors as at 30 June 2010.

### **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.

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**STRATEGIC AND SUSTAINABILITY IMPLICATIONS**

8. Nil.

**OFFICER COMMENT**

9. The increase in amount of rates outstanding compared to last year's is a direct result of the interim and back rates issued following the reconciliation of the Shire's valuation register to Landgate's records. Affected GRV ratepayers were offered the choice of paying in full or by installment over the 2010-2011 financial year, and the higher closing balance of rates outstanding is reflective of this.
10. To fully complete the adjustments required as part of the reconciliation, further interim and back rates will be issued on 22 UV rated properties with some since subdivided. The UV back rate total to raise \$140,287.22. The same process will be undertaken in advising rate payers by phone, following with a letter explaining details and the offer of payment terms.

**OFFICER RECOMMENDATION****GS 75/2010**

1. That the rates debtors report as at 30 June 2010 be received.

Moved: (Cr)

Seconded: (Cr)

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

## 76. Quarterly Progress Report

Previous Items:	N/A
Responsible Officer	Chief Executive Officer
Service Area:	Chief Executive's Office
Author:	Andrea Westacott
File Reference:	OR-CMA-009
Applicant:	N/A
Owner:	N/A
Attachments	Attachment 1. Fourth Quarterly Progress Report Page 62

### PURPOSE

1. To report to Council on the Shire's progress towards achieving its strategic goals.

### BACKGROUND

2. In July 2009, the Shire implemented an integrated planning software package, "interplan". Interplan links the actions that each staff member works on within their business unit to the Strategic Plan. This ensures that each employee is working towards achieving the strategic direction of the Council.
3. Actions within interplan may be ongoing (continuous or recurring), or may have defined start and finish dates. The person responsible for an action is required to update that action each month, giving an indication of how the action is progressing. Key Performance Indicators (KPIs) are also updated. This information is collected by interplan to provide an overview of how the organisation is performing.

### DETAILS

4. The fourth quarterly progress report, for April to June 2010, is presented at ***(Attachment 1.)*** This report shows the progress of certain major projects and capital works for 2009/2010; budget summaries; KPI performance; and the progress of the Shire against the five goals set out in the Strategic Plan.
5. **Quarterly Progress Against Goals**  
Each business unit in the Shire has a business plan, which contains the actions to be achieved in the 2009/10 year. Each of these actions is linked to a strategy, outcome and goal in the Strategic Plan adopted by Council.  
All goals are progressing well. On average, the actions related to the five goals are at 85% or more of their target.
6. **Key Performance Indicators**  
Performance against the Shire's corporate KPIs is shown. Of the 18 KPIs presented, the performance of 11 have declined since last quarter. The



exceptions are absenteeism and lost time to injury, which have improved, along with the number of building and planning applications outstanding, and the number of planning and development applications completed. It should be noted that very high targets have been set (for example 98% of all incoming correspondence is to be responded to within 5 working days). These KPIs are monitored and reported on monthly.

7. **Major Projects**

The progress of a number of major projects for 2009/10 is shown. With the exception of the Local Planning Strategy, all are at 70% or more of their target, or are ongoing processes. More detailed comments regarding the progress of each project are shown following the summary page.

8. **Divisional Summary**

A summary of progress for the quarter is presented for each of the Directorates.

9. **Directorate Budgets**

The actual and budgeted year-to-date figures are shown for each Directorate. In general, expenditure is below budget.

10. **Financial Report – Organisational Summary Graph**

The actual and budgeted year-to-date expenditure figures are shown for the Shire as a whole. Expenditure is below budget.

11. **Financial Report – Organisational Summary Table**

Actual and budgeted income and expenditure is shown for each business unit. The variance is also shown. Income – expenditure is shown in the bottom row of the table (“Overall Net”). For the period April – June 2010, the budgeted income was \$3,104,477.40 and the actual income \$91,036.82. The budgeted expenditure was \$4,362,681.14 and the actual expenditure \$2,174,256.83. This is an overall net figure of (\$1,258,203.73) budgeted and (\$2,083,220.01) actual.

The year-to-date revenue is currently 7.8% less than budgeted, and expenditure is 21.5% less than the budgeted amount.

12. **Engineering Financial Summary**

The major engineering projects for 2009/10 are shown in a table, following the budget summary graph. Budgeted and actual amounts, and the variance, are shown for each of the projects.

13. **Asset Financial Summary**

The major asset-related projects for 2009/10 are shown in a table, following the budget summary graph. Budgeted and actual amounts, and the variance, are shown for each of the projects. A more detailed list, outlining the progress of each project, follows the table.

14. **Capital Works**

A graph showing budgeted and actual expenditure on capital works is shown. Expenditure is currently below budget. Following the graph, a table of the major capital works projects for 2009/10 is presented, showing budgeted and actual amounts, and the variance, for each project. A summary of the progress of these projects follows, and then a more detailed list including progress comments.

**STATUTORY AND LEGAL IMPLICATIONS**

15. Nil.

**POLICY IMPLICATIONS**

16. Nil.

**PUBLIC CONSULTATION/COMMUNICATION**

17. Nil.

**FINANCIAL IMPLICATIONS**

18. Nil. The interplan system allows expenditure to be monitored continuously through the year.

**STRATEGIC AND SUSTAINABILITY IMPLICATIONS**

19. All actions within interplan are linked to the Strategic Plan. This ensures that all projects and tasks that are carried out are done so with the strategic direction of Council in mind.

**OFFICER COMMENT**

20.

**OFFICER RECOMMENDATION**

**GS 76/2008**

1. That the Quarterly Progress Report for April - June 2010 be received.

Moved: Cr

Seconded: Cr

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

## **77. Proposed Development Lot 106 Hale Road Forrestfield**

Previous Items:	GS-9/2010
Responsible Officer	Director Corporate Services
Service Area:	Corporate Services
File Reference:	PG-DEV-041
Applicant:	N/A
Owner:	N/A
Attachments	Nil.

### **PURPOSE**

1. To confirm Council's intent to proceed with the preparation of a business plan for the disposal of portion of Lot 106 (88) Hale Road Forrestfield (Woodlupine) by a Land Lease method of disposal.

### **BACKGROUND**

2. At the Ordinary Meeting of Council held on 15 February 2010 Council passed (Resolution OCM 9/2010) as follows:

*RESOLVED OCM-9/2010*

1. *That Council authorises the Chief Executive Officer:*
  1. *To prepare a Business Plan in accordance with section 3.59 of the Local Government Act 1995, to enter into a major land transaction for the development of Lot 106 Hale Road Forrestfield, for Council consideration.*
  2. *To prepare a subdivision application for the possible development of Lot 106 (88) Hale Road, Forrestfield, for Council consideration.*
  3. *To prepare documentation for the possible rezoning of Lot 106 (88) Hale Road, Forrestfield, for Council consideration.*

### **DETAILS**

3. On Monday 5<sup>th</sup> July 2010 Councillors were provided with a briefing on the following:
  - Forrestfield Townscape improvement plan by consultant Chris Antill
  - Overview of the Woodlupine Development by Steven McKay
  - Concept Plans by Tony Lambert
  - Where to from here, by Dominic Carbone.
4. To move the development of Lot 106 (88) Hale Road Forrestfield forward a Business Plan is required to prepare for the disposal of the property.
5. In accordance with Section 3.58, to dispose includes sell, lease or otherwise dispose of, whether absolutely or not.

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6. Disposal by Land Lease allows Council to retain freehold ownership of the land whilst the development is done by others.
  7. The disposal of the land will be in accordance of the provisions of 3.58 of the Local Government Act 1995.
  8. Once the area of land required for the proposed development is known, the lot will require surveying and an Application for Subdivision will be need to be submitted to Department of Planning.
  9. The Business Plan should also look at the possibility of a Commercial Development on the site as well as a building for Council Services and Library.

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

10. The Business Plan will be developed in accordance with the requirements of Section 3.59 of the Local Government Act 1995.

#### **POLICY IMPLICATIONS**

11. Nil

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

12. Statewide notice of Councils proposal to enter into a Major Land Transaction is required and must include advice that a business plan may be inspected or obtained and that submissions may be made to the local government before a day to be specified that is not less than 6 weeks after the notice is given.

#### **FINANCIAL IMPLICATIONS**

13. The 2010/2011 budget allows for any expenditure incurred in preparation of documentation.

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

##### **14. Strategic Planning Implications**

The Land Lease of the site will assist Council in addressing Goal 1; Community Development – Outcome 1.1 Enhanced quality of life for the aged and disabled.

##### **15. Sustainability Implications**

###### **Social Implications**

- Provides an opportunity for the Development of a Community/Public Housing project close to shopping, transport and HACC services.

###### **Economic Implications**

- The development will address Goal 2 of the Strategic Plan: Built Environment – Sustainably manage the built environment and to effectively plan for future community needs and population growth.

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**Environmental Implications**

- **Environmental, Heritage**
- Nil

**OFFICER COMMENT**

16. A Land Lease arrangement will help ensure the project can proceed as it will reduce the amount of capital required by the successful tenderer, Council will retain freehold ownership of the land and receive an annual income for the period of the Land Lease.

**OFFICER RECOMMENDATION****GS - 77/2010**

1. That Council authorise the preparation of a business plan in accordance with 3.59 of the Local Government Act 1995 for the disposal and or development of Lot 106 (88) Hale Road Forrestfield.
2. That the business plan also addresses the following:
  - Community housing project
  - A Council services building/s
  - Development and or disposal of the commercial components
  - That the above take into account:
    - The provision of passive recreation space
    - Linking the development to existing services & facilities
    - Rehabilitation and integration of Woodlupine Creek

Moved:

Seconded:

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

## **78. Economic Development Strategy – Proposed Endorsement**

Previous Items:	Nil
Responsible Officer	Director Community Development
Service Area:	Community Development
File Reference:	OR-CMA-037
Applicant:	N/A
Owner:	N/A
Attachments	Attachment 1. Draft Economic Development Strategy 2010 Page 102

### **PURPOSE**

1. To consider endorsing the Final Draft of the Shire of Kalamunda Economic Development Strategy.

### **BACKGROUND**

2. One of the key outcomes to be achieved through this Strategic Planning process was to identify and determine the Shire of Kalamunda's role in economic development.
3. Once this was established, it was then a matter of ensuring that the key issues and priorities identified from the stakeholder consultation were addressed through practical and achievable strategies and actions.
4. Another key deliverable in guiding the development of this plan, was that it must be aligned and linked as a 'related plan' of Council, that is driven by the five year Strategic Plan (2009 – 2014).

### **DETAILS**

5. The Economic Development Strategy (***Attachment 1.***) aims to support economic sustainability and growth for the Shire of Kalamunda over the next five years by outlining specific outcomes, strategies and actions that the Shire will be responsible for delivering on.
6. The Strategy provides an economic profile of the Shire, identifies stakeholder issues and priorities and examines the Shire's role.
7. The Economic Development Strategy was prepared by CAM Management Solutions in consultation with the Shire's Community Development and Planning and Development Services Departments, the Eastern Metropolitan Regional Council (EMRC) and stakeholders representing local, regional and state organisations, businesses and the community.

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8. The development of the Economic Development Strategy included the following key steps:
- Review of existing documentation, plans, issues and existing strategies and directions.
  - Key stakeholder consultation including a business survey, interviews and focus groups to identify key issues, opportunities and strategic priority areas.
  - An analysis of demographic and economic data for the Shire of Kalamunda and compilation of a Shire Economic Profile.
  - Identification of priority actions linked to the Shire's economic development goal, outcomes and strategies.
  - Identification of key performance indicators to measure, monitor and review the Shire's progress in achieving its overall economic goal and outcomes.
9. In order to provide a context for the Economic Development Strategy, research and analysis of the key demographic and economic statistical data was undertaken to prepare an Economic Profile.
10. This information will also be used to compare future economic change in the Shire of Kalamunda.

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

11. Nil

#### **POLICY IMPLICATIONS**

12. The proposed Action Plan identifies a need to either review existing or develop new policy in the Aged Care and Tourism sectors.
13. There are a number of Local Planning Policies that impact on land development in the commercial and industrial zoned areas.

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

14. Consultation was undertaken with key stakeholders to identify the key issues, opportunities and priorities affecting the Shire's economic sustainability for the next 5 years. This process included identifying the Shire's role (possible strategies/actions) in addressing key priorities and issues. The Key Stakeholder Consultation process included:
1. Online Business Survey (sent to over 90 businesses, 35 responses)
  2. 1:1 Stakeholder Interviews (6 key industry representatives)
  3. Key Industry Focus Groups (5 focus groups ranging from 5 – 10 participants each)
15. A summary from each of these consultation mechanisms is provided in App 5 of the report, with these key issues then priorities in Section 7.2, Table 13.

16. Councillors have now been briefed on two occasions during the development of this report and a copy of the final draft has been previously circulated.
17. A copy of the final draft has been sent to all stakeholders seeking feedback and a public notice was included in the local papers inviting public comment. The closing date for submissions was 26 July 2010.
18. At the close of the public comment period no submissions had been received.

### **FINANCIAL IMPLICATIONS**

19. The Action Plan (Section 9) implementation table does not commit Council to any funding in addition to what has already been included in the 2010/11 draft budget papers.
20. All actions identified as commencing in 2010/11 financial year can be implemented using existing staff and contract resources.
21. The action under Strategy 5.3.1 *“Investigate the need for an Economic Development Officer position and options for resourcing to support the implementation of the Economic Development Strategy”* may result in the request for a more specific Economic Development resource in the 2011/12 financial year.

### **STRATEGIC AND SUSTAINABILITY IMPLICATIONS**

#### **22. Strategic Planning Implications**

23. The Shire's Strategic Plan (2009-2014) Outcomes and Strategies for Economic Development are shown in Table 2, Section 3 of this report.
24. The Shire's Goal Statement that drives the above is *“Encourage economic development by supporting and building local partnerships with business and industry bodies, attracting businesses to the Shire and driving state level strategies, to support diverse urban and rural industries for a vibrant prosperous community”*.
25. The Action Plan implementation section of the report recommends that the Shire become a member of the Outer Metropolitan Growth Councils (OMGC). This alliance has been active in lobbying governments, making submissions and progressing contributions to community infrastructure projects.
26. The OMGC consists of a number of similar Local Governments that are all experiencing rapid growth. From a strategic viewpoint, becoming a member of this lobby group could possibly enhance our opportunity of receiving government support for much needed infrastructure.

#### **27. Sustainability Implications Social Implications**

- The goal of achieving and maintaining a vibrant prosperous community also supports the social outcomes identified in The Shire's Strategic Plan (2009-2014).

#### **Economic Implications**

- The provision of additional employment and training opportunities and the enhancement of essential supporting infrastructures, will add to the sustainability of the Local and regional economy.



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**Environmental Implications**

- The Shire's land use planning and development assessment criteria and State Government controls are designed to safeguard and provide a balance between growth and protection of the natural environment.

**OFFICER COMMENT**

28. This report has been prepared based on broad local and regional stakeholder consultation and feedback. The Action Plan has been developed to address the key issues and priorities and deliver on the outcomes and strategies of the Shire's Strategic Plan (2009-14).
29. The roles and responsibilities of the Shire have been clearly articulated and performance indicators will enable the measurement and review of progress, as well as the performance of industry sectors and the economy as a whole.
30. This Economic Development Strategy suggests that reclassification of the Shire under the Local Government Act may bring some economic benefits, but this has not been validated and is not identified in the Council's current Strategic Plan as an Outcome or Strategy.
31. The possibility of the Shire becoming a member of the Outer Metropolitan Growth Councils has been discussed by that group; they have advised that the fundamental criteria uniting all members and underpinning all advocacy, is the issue of hyper-growth predominantly measured as population growth. The Group determined, therefore, that if Kalamunda does formally seek membership, it would be prudent to wait until the State Government has issued its revised Directions 2031 document and related Growth Strategies.
32. While it must be accepted that a number of the actions with timelines post 2011 will not be implemented until additional resources can be secured, there will always be external funding opportunities that arise and upon completion of the 2010/11 actions, a new budget and business planning cycle will commence.

**OFFICER RECOMMENDATION****GS- 78/2010**

1. The Council Endorse the Shire of Kalamunda Economic Development Strategy 2010 (*GSC Item 78/2010 Attachment 1*).

Moved:

Seconded:

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

## **79. Hartfield Park Masterplan - Public Comment and Council Adoption**

Previous Items: OCM 74/2010  
Responsible Officer: Director Community Development  
Service Area: Community Development  
File Reference: HL-01/199(Reserve)  
Applicant: N/A  
Owner: Shire of Kalamunda

Attachments: Attachment 1 – Summary of public comments Page 186  
Attachment 2 – Hartfield Park Masterplan Page 194  
Attachment 3 – Hartfield Park Concept Plan Page 255  
Attachment 4 – Organised sports participation numbers Page 257  
Attachment 5 – Community workshop notes Page 258  
Attachment 6 – Rugby WA meeting notes Page 264

### **PURPOSE**

1. To receive the feedback from the public comment period and consider adopting the Draft Hartfield Park Masterplan.

### **BACKGROUND**

2. Since May 2009, "A Balanced View Consultancy" in liaison with the Shire, have undertaken a significant amount of research, consultation and planning in the development of the Draft Hartfield Park Masterplan.
3. The Officer's report on the Draft Hartfield Park Masterplan was presented in May 2010 (OCM 74/2010) when Council resolved as follows:

*That Council:*

- *Receives the Draft Hartfield Park Masterplan as (GS Item 49, Attachment 1.);*
  - *Advertises the attached Draft Hartfield Park Masterplan for a period of 42 days;*
  - *A Community Workshop be held as part of the advertising process; and*
  - *That all affected groups and stakeholders be provided with a copy of the Draft Hartfield Park Masterplan.*
4. The Shire has received 27 submissions during the 42 day public comment period. The community feedback received on the Draft Plan and the corresponding Officer comments appear as an attachment to this report (**Attachment 1**).

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**DETAILS**

5. 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.
6. 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 2 & 3**).
7. 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 Soccer Club 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 may be questioned.
8. The Plan further outlines participation trends for organised sports between 2001-2008. It should be noted that, whilst both soccer and rugby have experienced a 40% growth in participation within this time, soccer's overall participation rate of 3.5% remains significantly higher than rugby with 0.7% (**Attachment 4**).

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## STATUTORY AND LEGAL IMPLICATIONS

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

## POLICY IMPLICATIONS

10. The Cash-in-lieu Assessment Criteria Policy provides strategic direction to Council's decision making on proposed cash-in-lieu projects.
11. The Active Reserves Sports Lighting Policy provides clear parameters and guidelines in terms of sports lighting on the Shire's reserves.

## PUBLIC CONSULTATION/COMMUNICATION

12. 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.
13. Following the May 2010 OCM, the community was invited to provide feedback on the draft Plan over a 42 day period of public comment between May and July 2010. This process involved direct mail-out to local sporting/recreation clubs, advertisement in community newspaper, website and copies of the Plan located at the Customer Service Centre, Libraries and Recreation Centres.
14. A community workshop was held on Wednesday, 16 June 2010 at the Woodlupine Community Centre; 24 representatives from local clubs and the community attended. Officers presented an overview on the development of the Draft Plan and invited attendees to ask questions at the conclusion of the session (**Attachment 5**).
15. One potential change to the Plan which was raised at the community workshop was for the Rugby Club to be relocated to the current equestrian site and for Hockey to relocate to the Rugby Club's existing clubrooms. However, the minimum size for rugby fields is 120m x 70m, compared with 91.4m x 55m for Hockey; a significant amount of clearing of the surrounding bush area would be required to facilitate 3 full size rugby fields. As the recent botanical assessment of the area identified a number of endangered flora and fauna, approval to clear the area is unlikely.
16. It should be noted that, in line with the proposed implementation plan, each proposed stage of the Plan needs to be investigated in greater detail. Further consultation with any nearby affected residents and user groups would be undertaken at this time.
17. Invitations to attend the August General Services Committee Meeting have been sent to Public Comment respondents, Hartfield Park Clubs and adjoining residents located on Hartfield Road.

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**FINANCIAL IMPLICATIONS**

18. The cost of implementing the recommendations incorporated within the Plan is estimated at \$5,870,000 over the course of 10 years. It should be noted that these are indicative costs, detailed costing will be developed upon implementing each stage of the plan.
19. 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 and the costs associated with relocating the Darling Range Horse and Pony Club. Further opportunities exist for proponents of these projects to be undertaken in house.
20. External funding options have been identified to assist the Shire in the implementation of the Plan. Principally, the Department of Sport & Recreation's Community Sport & Recreation Facilities 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. In addition, Federal and any other external opportunities will be pursued. Further investigation into the capacity of user groups to provide input to some of the proposed developments shall be undertaken at the appropriate time.
21. In addition, Council may decide to use cash-in-lieu funds to assist in funding various items included within the Draft Plan.
22. As at 1 July 2010, the cash-in-lieu funds totalled \$2.056M, of which \$409,824 is attributed to Forrestfield. \$146,117 of the Forrestfield budget has already been allocated to projects, with \$263,707 in funds now remaining.
23. All of the proposed major facility developments highlighted within the Master Plan will need to be included in the Shire's longer term financial plans for Council to consider priorities in addition to the annual budget deliberation process.

**STRATEGIC AND SUSTAINABILITY IMPLICATIONS****24. Strategic Planning Implications**

*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.*

**25. Sustainability Implications**

The development of a Masterplan to provide strategic guidance and direction in the management of Hartfield Park will assist in ensuring the long term sustainable provision of high standard playing fields and facilities at the Reserve.

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**26. Social Implications**

The provision of an integrated sport and recreation reserve/facility will greatly assist in improving social cohesiveness and connectivity within the local community.

**27. Economic Implications**

Nil

**28. Environmental Implications**

Part of the Hartfield Park Reserve is classified as Bush Forever, thus providing a number of environmental limitations in terms of any further development to the site.

29. 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. The Shire may, therefore, have a strong case to present to DEC for the removal of this bush-land area.

30. 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.

**OFFICER COMMENT**

31. The Hartfield Park Masterplan will aim to provide a clear framework and objectives to guide the effective long term development of the reserve over the course of the next twenty years.

32. The lack of a Hartfield Park Masterplan has resulted in a range of issues currently being experienced by users of the Reserve i.e. lack of parking, limited playing space, ageing facilities etc.

33. The recommendations included within the Draft Plan have been guided by the key principles of multi-functionality, collocation, rationalisation and long term sustainability. These principles are in-line with the CSRFF criteria and are also standard of contemporary practice across Local Government. Furthermore, the Shire has received feedback from Department of Sport and Recreation (DSR) that applications not encompassing these principles will receive a low priority and are unlikely to be funded.

34. In receiving the 27 submissions during the 42 day public comment period, the major concerns raised on the Draft Plan focussed on the removal of the Scouts building, potential issues in a shared use facility between Hockey and Scouts, the lack of a new exclusive use facility for rugby union, and the relocation of the Darling Range Horse & Pony Club.

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35. Of the 27 submissions received, 19 submissions expressed an objection to the removal of the existing Scouts building. It should be noted, however, that the rationale for the removal of the building has been clearly articulated within the Plan and remains valid. As the existing Scouts building only has approximately 10 years life expectancy remaining, this recommendation presents the Scouts with an opportunity. By the Scouts moving to the proposed new collocation facility within the next 5 years, the group would be able to have input into the design and layout of the new facility.
  36. Furthermore, should Scouts remain in the existing facility, the potential for them to require relocation in 5-10 years time remains high. At which point, the availability of a suitable venue and funding opportunities for Scouts to undertake their activities may be limited.
  37. Both the Scouts and the Hockey Club have raised concerns in regards to sharing a facility within their submissions i.e. the design of a multi-purpose space inclusion of a licensed area at the premises, sharing of facilities etc. These issues could be addressed through the facilitation of an inclusive design process including, user groups, the Shire and Architects.
  38. The submission received from Kalamunda & Districts Rugby Union Club (KDRUC) outlined the Club's intention to become a regional centre for rugby in Perth's Eastern region. The Club has further expressed a desire for the development of a new exclusive use facility and the need for additional playing space.
  39. Officers have since sought feedback from the Governing body for Rugby in Western Australia "Rugby WA" (**Attachment 6**), regarding the Clubs proposal to become a regional centre for rugby in the Eastern Region. Whilst, Rugby WA have identified the Kalamunda & Districts Rugby Club as a potential location for a regional centre to be based, at this stage it is conceptual. Rugby WA has no formalised strategic plan in place to achieve this desired direction.
  40. In terms of KDRUC's proposal for an exclusive use facility, Rugby WA advised that whilst ideally clubs would have exclusive access to facilities, they acknowledged the need for clubs to seek partnerships and share facilities with other user groups. It was further recognised that this approach was the most effective in terms of receiving external funding.
  41. The Plan identifies the potential for Cricket and Rugby to share a facility at the current Rugby Club building location. However, as both buildings have a significant amount of life remaining and both clubs basic requirements are currently being met, the construction of the new facility is not scheduled to occur within the life of the plan.
  42. Should the DEC application for the clearing of bushland on Morrison Oval be successful, this would provide two additional playing fields as well as increasing the size of the training size rugby pitch to a full size pitch; thus, increasing the overall amount of playing field space available to the Club.
  43. Any major developments in the proposed implementation plan influencing additional traffic flow or street parking would require additional consultation with localised affected residents.

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44. Prior to adopting the Plan, it is recommended that 2 minor amendments be made to the Draft Plan as follows:
- Include provision of additional seating adjacent to the practice cricket nets within the short term priorities, with costs to be included in contingency funds.
  - Note the inclusion of an extended fence being provided on the southern side of the new hockey fields.

**OFFICER RECOMMENDATION****GS- 79/2010**

That Council:

1. Notes the community feedback on the Draft Hartfield Park Masterplan; and
2. Adopts the Final Hartfield Park Masterplan (*GSC Item 79/2010 Attachment 2*), incorporating two minor amendments to the Draft Plan, namely:
  - Include provision of additional seating adjacent to the practice cricket nets within the short term priorities, with costs to be included in contingency funds.
  - Notes that consideration will be given to an extended fence being provided on the southern side of the new hockey fields.
3. Notes that all capital projects identified within the Hartfield Park Masterplan will be included within Council's long term financial plans and subjected to annual budget deliberation processes.
4. Notes capital projects identified within the Hartfield Park Masterplan will be submitted to Council for determination of priorities for inclusion within its long term financial plans and subsequent annual budget deliberation process.

Moved:

Seconded:



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

## **80. Community Sport and Recreation Facilities Small Grant Fund 2010/11 - Prioritising of Applications**

Previous Items:	N/A
Responsible Officer	Director Community Development
Service Area:	FI-FAG-050
File Reference:	FI-FAG-050
Applicant:	Shire of Kalamunda
Owner:	Shire of Kalamunda
Attachments	Attachment 1 - Assessment matrix Page 265 Attachment 2 – CSRFF Applications Page 267

### **PURPOSE**

1. To consider supporting the three applications received for funding through the Department of Sport and Recreation's (DSR) Community Sport and Recreation Facilities Small Grant Fund (CSRFF).

### **BACKGROUND**

2. Through the CSRFF program, the State Government provides financial assistance to community groups and Local Government Authorities to develop basic infrastructure for sport and recreation. The program aims to increase participation in sport and recreation with an emphasis on increasing physical activity through the provision of well planned facilities.
3. In 2009 the CSRFF budget was increased to \$20 million. There are now three categories of CSRFF funding:
  - **Small Grants** - \$1.5 million (allocated over two rounds of \$750,000) to be spent within one year of allocation (approvals to be provided in October 2010) for projects with a total value between \$5,000 and \$150,000.
  - **Annual Grants** - \$3 million to be spent in the following financial year for projects with a total value between \$150,001 and \$500,000.
  - **Forward Planning Grants** - \$4 million for the first year of the triennium, \$7 million for second year of the triennium and \$4.5 million for the third year of triennium for projects with a total value over \$500,000.
4. Council's role in the provision of the funding is to call for applications and assess them in priority order, and rate each application received (***Attachment 1***).
5. The maximum grant approved will be no greater than 1/3 of the total estimated project cost. Whilst resurfacing projects are eligible for funding, but they are considered a low priority and may only attract a reduced grant.
6. All applications for this small grants round are to be received by the Department of Sport and Recreation by the 31 August 2010 for assessment, applicants are notified of the outcome in October 2010.

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**DETAILS**

7. The Shire has received three applications for the Department of Sport and Recreation's CSRFF summer 2010 small grants funding round (**Attachment 2**).
8. **Lesmurdie/Mazenod Cricket Club** - Have requested assistance towards four new cricket practice pitches and nets at Ray Owen Reserve, inclusive of fencing, concrete base, synthetic turf and required earthworks. The current nets require an upgrade as the fencing is significantly damaged and the concrete base is uneven. There are also safety issues with holes in the fence and also the nets have no roof.
9. The Lesmurdie Mazenod Cricket Club is proposing a project cost contribution as follows:

	<b>Contributions</b>
Lesmurdie Mazenod Cricket Club	\$5,000
CSRFF	\$24,230
Shire of Kalamunda	\$43,460
<b>Total Project Cost</b>	<b>\$72, 690</b>

10. **Kalamunda and Districts Netball Association** - Have requested assistance towards the resurfacing of four netball courts and the reinstating of two courts.
11. The existing courts are in poor condition and are at the end of their serviceable life. The courts are now slippery and dangerous in wet weather, limiting the number of courts available for club activities. The Club is currently at full capacity during the season and reinstating the two courts will allow for additional usage.
12. The Kalamunda and Districts Netball Association is proposing a project cost contribution as follows:

	<b>Contributions</b>
Kalamunda and Districts Netball Association	\$42,705
CSRFF	\$20,905
Shire of Kalamunda	\$61,822
<b>Total Project Cost</b>	<b>\$125,432</b>

13. **Lesmurdie Tennis Club** - Have requested assistance towards an extension of the building and refurbishment of the clubrooms, which includes:
- Two storerooms
  - Kitchen refit
  - New floor coverings
14. The club have been invited by Tennis West to be a sub regional club which requires more competitions to be played and criteria for the facilities available. The expansion of storerooms will allow a greater number of players in the clubrooms.
15. The Lesmurdie Tennis Club is proposing a project cost contribution as follows:

	<b>Contributions</b>
Lesmurdie Tennis Club (cash)	\$30,000
Self Supporting Loan	\$19,680
CSRFF	\$49,680
Shire of Kalamunda	\$49,680
<b>Total Project Cost</b>	<b>\$149,040</b>

16. Council is now presented with three applications for consideration, there is no obligation on the Local Government Authority to make any contribution to a project. However, by virtue of submitting applications and priorities this may be deemed as an indication of Council's willingness to contribute towards successful applications.

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

17. Nil

#### **POLICY IMPLICATIONS**

18. Nil

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

19. The current CSRFF funding round was advertised in the West Australian newspaper and a letter was sent out to all sporting club's advising of the funding.

#### **FINANCIAL IMPLICATIONS**

20. The Shire of Kalamunda's contribution towards the proposed projects will be dependant on the outcome of the CSRFF and may require a budget review in October 2010 should one or more of the applications be successful.

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21. In the event that Council is not in the position to support successful applications, clubs will have the following options:
- ❖ Self supporting loan; or
  - ❖ Increase in kind/club contribution.

## **STRATEGIC AND SUSTAINABILITY IMPLICATIONS**

### **22. Strategic Planning Implications**

Shire of Kalamunda Strategic Plan 2009-2014:

*1.3 The community has access to a diverse range of recreational opportunities.*

*2.3 Long term viability of infrastructure and facilities.*

*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.*

### **23. Sustainability Implications**

Nil.

### **24. Social Implications**

Nil.

#### **Economic Implications**

Nil.

#### **Environmental Implications**

Nil.

## **OFFICER COMMENT**

25. The Department of Sport and Recreation requires all applications to be assessed by each Local Government and provided with a ranking according to the Local Government's assessment. It should be noted, that there is no obligation on the Shire of Kalamunda to support a project. However, by virtue of submitting applications and priorities this may be deemed as an indication of Council's willingness to contribute towards successful applications.
26. A summary of each application in relation to the criteria and ranking is included at **(Attachment 1.)** The following priority has been identified:
1. Lesmurdie Mazonod Cricket Club
  2. Kalamunda and Districts Netball Association
  3. Lesmurdie Tennis Club

- 
27. The Lesmurdie Mazenod Cricket Club project to complete four cricket practice pitches and nets has been ranked as the first priority due to current condition of the nets and the need for urgent repair. The condition of the nets is unsuitable for the clubs and community use. The project scored higher due to the availability of the nets to all community members.
  28. The Kalamunda and Districts Netball Association project for the resurfacing of four courts and reinstating two courts has been ranked as the second priority due to the current condition of the courts and the need for additional courts during the season.
  29. As previously stated resurfacing projects are eligible for funding, however they are considered a low priority and may only attract a reduced grant of 1/6 of the total project cost.
  30. The Lesmurdie Tennis Club project for the clubroom extension and refurbishment has been ranked as the third priority. The club has been invited to become a Sub Regional Centre in the near future. An extension and refit of the clubrooms is essential for them to work towards the criteria required by Tennis Australia.
  31. This project has been ranked third due to the following:
    - ❖ Potential to increase physical activity is limited
    - ❖ Limited access to the broader community
    - ❖ Consideration that the club has recently received financial support from both DSR and Council in 2009 to undertake a tennis court resurfacing project.

**OFFICER RECOMMENDATION****GS - 80/2010**

That Council:

1. Supports the prioritisation of the following applications for the Department of Sport and Recreation's 2010/11 Community Sport and Recreation Facilities Small Grant Fund in order of priority:
  - i) Lesmurdie Mazenod Cricket Club
  - ii) Kalamunda and Districts Netball Association
  - iii) Lesmurdie Tennis Club
2. Acknowledges that a budget review may be required in October 2010 should one or more of these Community Sport and Recreation Facilities Fund grant applications be successful.
3. Notes any approval of these applications from the Department of Sport and Recreation will require Council consideration of an amount up to 154,962 as an amendment to the 2010/2011 Budget.

Moved:

Seconded

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

## **81. Jack Healey Centre Management Committee – Nomination for Membership**

Previous Items:  
 Responsible Officer: Director Community Development  
 Service Area: Community Development  
 File Reference: CO-CCS-041  
 Applicant: N/A  
 Owner: N/A

Attachments (Nil.)

### **PURPOSE**

1. To consider the appointment of an additional member to the Jack Healey Centre Management committee

### **BACKGROUND**

2. Dave Buttress has nominated to represent Kalamunda Men's Probus on the Jack Healey Centre Management Committee.
3. Current members of the Committee are listed below:

<b>Name</b>	<b>Representing</b>
Cr. Sue Bilich	Councillor
Richard Vickers	Kalamunda Stamp Club
Sidney Hepton	Kalamunda Community Choral Society
Robin Waller	Kalamunda Men's Probus and U3A
Ruth Jopling	Computer Classes
Jean Falconbridge	Hills Friendship Group
P.Ken Mac'Donald	Kalamunda Senior Citizen's Club (Inc.)

### **DETAILS**

4. Rules and guidelines for the Jack Healey Centre management committee state that:

***Membership***

- 3.1 *A total of up to 15 members all of whom shall be appointed by Council for a term of 12 months unless Council elects to reappoint any or all members for a further term*
- 3.2 *A maximum of two members may be nominated from each user group – three members may nominate as independent members and two members from Council*

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**STATUTORY AND LEGAL IMPLICATIONS**

5. Appointments are made in accordance with section 5.10 (1) of the Local Government Act 1995

**POLICY IMPLICATIONS**

6. Nil.

**PUBLIC CONSULTATION/COMMUNICATION**

7. Nil.

**FINANCIAL IMPLICATIONS**

8. Nil.

**STRATEGIC AND SUSTAINABILITY IMPLICATIONS**

9. **Strategic Planning Implications**

10. **Sustainability Implications**  
**Social Implications**

- Nil

**Economic Implications**

- Nil

**Environmental Implications**

- Nil

**OFFICER COMMENT**

11. The Chief Executive Officer has requested a review of all Management Committees.
12. There is currently only one representative on the committee from the Kalamunda Men's Probus. Acceptance of this nomination would increase the membership to 8 members.

**OFFICER RECOMMENDATION****GS - 81/2010**

1. That Council make no further appointments to the Jack Healey Centre Management Committee until completion of the review requested by the Chief Executive Officer.

Moved:

Seconded:

**ABSOLUTE MAJORITY**

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

## **82. Disability Access and Inclusion Advisory Committee – Nominations for Membership**

Previous Items:	
Responsible Officer	Director Community Development
Service Area:	Community Development
File Reference:	CO-CCS-041/2
Applicant:	N/A
Owner:	N/A
Attachments	(Nil)

### **PURPOSE**

1. To appoint members to Council's Disability Access and Inclusion Advisory Committee

### **BACKGROUND**

2. There are currently three vacancies on the Disability Access and Inclusion Advisory Committee (DAIAC).
3. As per the Terms of Reference for the DAIAC, the committee may comprise:

#### ***Membership***

- *At least one Councillor*
  - *Up to eight community members representing a broad range of disability types and who's private and/or working lives are directly impacted by disability.*
  - *The following disabilities would ideally be represented:*
    - *Physical*
    - *Sensory*
    - *Psychological disability*
    - *Intellectual disability*
    - *Parent/carer of a child with a disability*
    - *Youth with a disability*
  - *Up to two representatives from local organisations providing services to people with disabilities within the Shire of Kalamunda.*
  - *Disability services Commission Local Area Co-ordinator.*
- Appointment is for up to two years and members are eligible for re-appointment following the Council Ordinary Election.*



4. The DAIAC currently consists of the following persons:

<b>Name</b>	<b>Other details</b>
Cr. Carol Everett	Councillor delegate
Kerry Allan-Zinner	Community Representative.
Henry Foreman	Community Representative.
Matt Dixon	Community Representative.
Norma Hatchett	Community Representative.
Peter Thorpe	Community Representative.

#### **DETAILS**

5. The following nominations were received by the due date to fill three vacancies for membership on the DAIAC:

<b>Name</b>	<b>Other details</b>
Nita Sadler	State President for Retirees WA Past member and Chairperson of Shire of Kalamunda's Disability Access and Inclusion Advisory Committee
Charles Ducrow	Charles has worked in the disability accommodation field (with DSC) since 1986 both as a direct care worker and a first line manager
Paul Rogers	Paul is Regional Manager for Interwork, a disability service provider who specializes in providing employment opportunities for people with a disability

6. The closing date for nominations was 7 May 2010 and these were presented to the Committee for consideration on 10 May 2010.

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

7. Section 5.10 (1) of the Local Government Act 1995

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**POLICY IMPLICATIONS**

8. Policy CTEE3, Management and Advisory Committees – Representation, Review and Procedures

Disability Access and Inclusion Policy (ADM21)

*“The Shire of Kalamunda is committed to consulting with people with disabilities, their families and carers and disability organisations in addressing barriers to access and inclusion”*

**PUBLIC CONSULTATION/COMMUNICATION**

9. An advertisement calling for nominations was published in the local papers.

**FINANCIAL IMPLICATIONS**

10. Nil.

**STRATEGIC AND SUSTAINABILITY IMPLICATIONS**

11. **Strategic Planning Implications**

Shire of Kalamunda Strategic Plan 2009 – 2014

1.1.4 Ensure that people with disabilities have the same opportunities as other people to access the services, events and facilities of the Shire.

12. **Sustainability Implications**

Nil.

**Social Implications**

- The role of the DAIAC is to advise and make recommendations to Council, on a range of issues which affect the quality of life of people with a disability, their families and carers living in and visiting the Shire of Kalamunda.

**Economic Implications**

- Nil.

**Environmental Implications**

- Nil.

**OFFICER COMMENT**

13. The nominations were presented to the Disability Access and Inclusion Advisory Committee for consideration and selection.

14. The following nominees are recommended for appointment by the Disability Access and Inclusion Advisory Committee.

<b>Name</b>	<b>Other details</b>
Nita Sadler	State President for Retirees WA Past Chairperson of the Shire of Kalamunda's Disability Access and Inclusion Advisory Committee
Charles Ducrow	Charles has worked in the disability accommodation field (with DSC) since 1986 both as a direct care worker and a first line manager
Paul Rogers	Paul is Regional Manager for Interwork, a disability service provider who specializes in providing employment opportunities for people with a disability.

**OFFICER RECOMMENDATION****GS - 82/2010**

1. That Council appoints Nita Sadler, Charles Ducrow and Paul Rogers as members of Council's Disability Access and Inclusion Advisory committee.

Moved:

Seconded:

**ABSOLUTE MAJORITY**

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

**83. Proposed Closure of Portion of Road Reserve – Lot 7 (31) Marchetti Road, Pickering Brook**

Previous Items:

Responsible Officer: Director Engineering Services

Service Area: Engineering Services

File Reference: MR-01/GEN; MR-01/031

Applicant: Ronald Fry

Owner:

Attachments: Attachment 1. Map showing proposed road reserve closure  
Page 291.

**PURPOSE**

1. To consider the closure of a portion of road reserve at Lot 7 (31) Marchetti Road, Pickering Brook, as shown at ***(Attachment 1.)***

**BACKGROUND**

2. The owners of Lot 7 (31) Marchetti Road have requested that Council initiate the closure of a portion of road reserve within their property.

**DETAILS**

3. The road reserve currently extends into the property of the applicant.
4. Should the closure proceed, the property boundary will be realigned, thus removing the deviation into Lot 7 (31).
5. The applicant would be required to deal directly with the Department for Planning and Infrastructure, regarding the purchase of the road reserve.

**STATUTORY AND LEGAL IMPLICATIONS**

6. The road closure will be effected under Section 58 of the Land Administration Act 1997.

**POLICY IMPLICATIONS**

7. Nil.

**PUBLIC CONSULTATION/COMMUNICATION**

8. There is a statutory requirement under Section 58 of the Land Administration Act 1997, for a public notice regarding proposed road closures.

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**FINANCIAL IMPLICATIONS**

9. Nil.

**STRATEGIC AND SUSTAINABILITY IMPLICATIONS**

10. **Strategic Planning Implications**

11. **Sustainability Implications**  
**Social Implications**

The section of road reserve proposed for closure is not required for any future development.

**Economic Implications**

- Nil.

**Environmental Implications**

- Nil

**OFFICER COMMENT**

12. Subdivision development took place in the early 1970's and the intent at that time was to continue the subject road reserve through to Repatriation Road, however, this is not reflected in any Structure Plan, accordingly, the existing layout of lots negates the need to extend the road.
13. There is no subdivisional potential that would necessitate increasing the road network.

**OFFICER RECOMMENDATION****GS - 83/2010**

1. That the intention to close the portion of road reserve abutting Lot 7 (31) Marchetti Road, as shown at **(Attachment 1.)** be advertised, in accordance with Section 58 of the Land Administration Act 1997, subject to the applicant meeting all costs associated with the closure
2. That in the event no objections are received at the end of the notice period, the closure of the portion of road reserve be recommended to the Minister for Planning.

Moved:

Seconded:

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

#### **84. Delegation of Authority to Chief Executive Officer**

Previous Items:

Responsible Officer:	Chief Executive Officer
Service Area:	Chief Executive's Office
File Reference:	LE-ACT-006
Applicant:	None
Owner:	None

Attachments	Attachment 1 – Delegation No. LGA13 – Granting Concessions Page 292
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#### **PURPOSE**

1. To consider the Delegation of Authority by Council to the Chief Executive Officer to authorise Concessions on Fees or Charges for use of or admission to various Shire Facilities

#### **BACKGROUND**

2. In order to carry out its functions efficiently and effectively, Council has the ability to delegate its powers and duties to the Chief Executive Officer (or to another staff member, in some cases).

#### **DETAILS**

3. Section 6.16 of the Local Government Act 1995 provides that a local government may impose [by Absolute Majority] and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.
4. This includes a fee or charge for providing the use of, or admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government.
5. Fees and charges are normally set and imposed during the annual budget process, but may be changed from time to time. Any decision with respect to setting or amending fees is required to be by an Absolute Majority.
6. Section 6.12 of the Local Government Act 1995 provides that a local government may waive or grant a concession in relation to any amount of money which is owed to the local government. Any decision to enable a concession or waiver only requires a decision by Simple Majority.
7. Any Simple Majority decision making power or function is able to be delegated by the Council to the CEO. Conditions can be imposed on any delegation of authority to the CEO.

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## STATUTORY AND LEGAL IMPLICATIONS

8. Section 6.16 of the *Local Government Act 1995* – Imposing Fees and Charges

Section 6.12 of the *Local Government Act 1995* – Granting Concessions or waiving any amount of money owing to a local government.

Section 5.42 of the *Local Government Act 1995* states that –  
“A local government may delegate to the CEO the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43.” (absolute majority required);

Limits on delegations to CEO's – LGA S.5.43

## POLICY IMPLICATIONS

9. This proposal has no impact on existing Council Policies

## PUBLIC CONSULTATION/COMMUNICATION

10. Public Consultation is not considered necessary for this proposal

## FINANCIAL IMPLICATIONS

11. Any concession offered on fees for use of Shire facilities could result in some reduction of the estimated revenue included in the Annual Budget. However, there could also be an increase as a result of generating increased patronage to some facilities through a range of concessional fee incentives.

## STRATEGIC AND SUSTAINABILITY IMPLICATIONS

12. **Strategic Planning Implications**

This proposal is complimentary to strategies within Strategic Planning Outcomes  
1.3- The community has access to a diverse range of recreational opportunities and  
5.1-Growth in innovative services

## OFFICER COMMENT

13. The provision of a Delegation of Authority to enable concessions on fees and charges for use of or admission to a range of the Shire's facilities will provide flexibility to encourage patronage of various Shire Recreation and Sporting Facilities.

This can be achieved by offering innovative concessions to special groups or to individuals during traditionally quiet or off-peak times of usage of these facilities.

Definitive parameters for the granting of concessions will be developed for the guidance of staff seeking approvals in accordance with this delegation.

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**OFFICER RECOMMENDATION**

**GS - 84/2010**

1. That Council Adopts Delegation LGA13 – Granting Concessions as detailed in Attachment 1.

Moved:

Seconded:

**ABSOLUTE MAJORITY**



- 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**
- 14.0 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION**
- 15.0 MATTERS CLOSED TO THE PUBLIC**  
(Matters Behind Closed Doors)
- 16.0 CLOSURE**