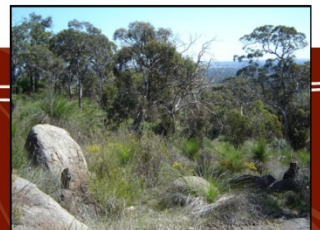


Ordinary Council Meeting

Agenda for 22 June 2015



**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 22 June 2015 at 6.30pm.**

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



Per
Rhonda Hardy
Chief Executive Officer
17 June 2015

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.

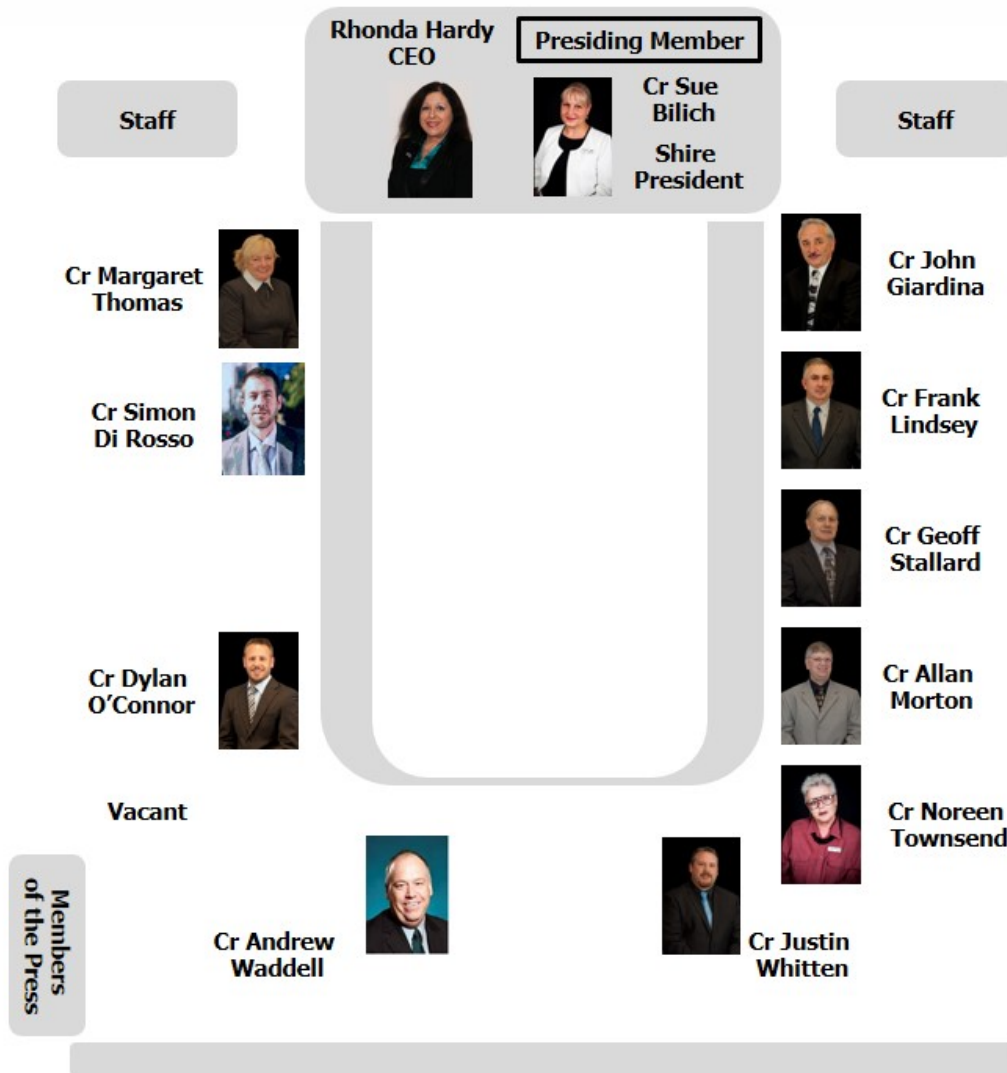


INFORMATION FOR THE PUBLIC ATTENDING COUNCIL MEETINGS

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



Public Gallery



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.

INDEX

1.0	OFFICIAL OPENING.....	2
2.0	ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE PREVIOUSLY APPROVED	2
3.0	PUBLIC QUESTION TIME	2
4.0	PETITIONS/DEPUTATIONS	4
5.0	APPLICATIONS FOR LEAVE OF ABSENCE.....	4
6.0	CONFIRMATION OF MINUTES OF PREVIOUS MEETING.....	4
7.0	ANNOUNCEMENTS BY THE MEMBER PRESIDING WITHOUT DISCUSSION.....	5
8.0	MATTERS FOR WHICH MEETING MAY BE CLOSED	5
9.0	DISCLOSURE OF INTERESTS.....	5
10.0	REPORTS TO COUNCIL	5
10.1	DEVELOPMENT & INFRASTRUCTURE SERVICES COMMITTEE REPORT	6
10.1.1	ADOPTION OF DEVELOPMENT & INFRASTRUCTURE SERVICES COMMITTEE REPORT	6
10.1.2	D&I 24 MUNICIPAL HERITAGE INVENTORY 2015 - FINAL ADOPTION.....	6
10.1.2	D&I 25 PROPOSED DETAILED AREA PLAN – LOT 104 (246) PICKERING BROOK ROAD, PICKERING BROOK.....	6
10.2	CORPORATE & COMMUNITY SERVICES COMMITTEE REPORT.....	7
10.2.1	ADOPTION OF CORPORATE & COMMUNITY SERVICES COMMITTEE REPORT.....	7
10.2.2	C&C 24 DEBTORS AND CREDITORS REPORT FOR THE PERIOD ENDED 31 MAY 2015.....	7
10.2.3	C&C 25 RATES DEBTORS REPORT FOR THE PERIOD ENDED 31 MAY 2015	7
10.2.4	C&C 26 PICKERING BROOK SPORTS CLUB FIELD ARCHERY– PUBLIC COMMENT	8
10.3	AUDIT & RISK COMMITTEE REPORT	8
10.3.1	ADOPTION OF AUDIT & RISK COMMITTEE REPORT	8
10.3.2	A&R 03 INTERNAL AUDIT REPORT MAY 2015.....	8
10.3.3	A&R 04 SUNDRY DEBTOR WRITE-OFF 2014/2015	10
10.3.4	A&R 05 MISCELLANEOUS DEBTOR WRITE-OFF 2014/2015.....	10
10.3.5	A&R 06 CHANGE OF FUND AND ESTABLISHMENT OF RESERVE ACCOUNT – FORRESTFIELD INDUSTRIAL SCHEME STAGE 1	10
10.4	CHIEF EXECUTIVE OFFICER REPORTS	11
10.4.1	DRAFT MONTHLY FINANCIAL STATEMENTS TO 31 MAY 2015	11
10.4.2	CONFERENCE ATTENDANCE - LOCAL GOVERNMENT CHIEF OFFICERS GROUP 2015.....	19
11.0	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	29
12.0	QUESTIONS BY MEMBERS WITHOUT NOTICE.....	29
13.0	QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN	29
14.0	URGENT BUSINESS APPROVED BY THE PRESIDING MEMBER OR BY DECISION.....	29
15.0	MEETING CLOSED TO THE PUBLIC.....	29
16.0	CLOSURE	29

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.

3.1 Tim Colegate, Carmel – Wilkins Road (Questions taken on Notice 25 May 2015)

- Q1. Thank you to those Shire staff and councillors who organised and attended the Wilkins Road public questions session on 30 April 2015. I hope it was a chance for you to see that there are a number of people who disagree with this proposed destruction of bushland, and would instead like to see strategic planning for aged care provision in the Shire. Given the proposed development of Reserve 30314 was considered by the Shire Council in 2011, why has it taken nearly four years for the Shire to hold a public information session on the proposal and why was it held after submissions on the proposed zoning amendments to the Local Planning Scheme and the Metropolitan Region Scheme had closed?
- A1. The open day was held during the public comment period for the proposed environmental offset program.
- Q2. Who initially suggested that Reserve 30314 should be rezoned for the development of an integrated aged care facility, and when did this occur?
- A2. It is not clear from Shire records who initially suggested that the site be used for this purpose.
- Q3. Which State Government department is Reserve 30314 vested with?
- A3. The reserve is vested for the Use and Requirements of the Minister for Works
- Q4. Given that Reserve 30314 is not vested with the Shire, why is the Shire acting as the proponent for the MRS rezoning and EPBC approvals processes?
- A4. The Shire has been instructed by Council to progress the matter.
- Q5. If the development goes ahead on Reserve 30314, will the expenses of rezoning, including environmental and bushfire studies, be recouped

- from the eventual developer of the reserve, or will the cost be borne by the Shire?
- A5. No decision has been made on the recouping of costs
- Q6. Has the Shire made the results of the survey showing dieback on the reserve known to the WA Planning Commission and the Environmental Protection Authority? If not, will it do so?
- A6. The Shire has had no request from either the WAPC or the EPA into information on Dieback. The Shire will provide the information if requested.
- Q7. Does the Council have any contract or formal agreement in place with the Bethanie Group regarding the proposed development on Wilkins Road? If so, what is the nature of this contract or agreement?
- A7. Council made a resolution at the Special Council meeting of 10 October 2011 that it would work with Bethanie Group. These minutes were confirmed in writing to Bethanie Group.
- Q8. If the rezoning of Reserve 30314 is approved, does the selection of the Bethanie Group as preferred partner guarantee them the right to undertake the development, or will this development go out to public tender?
- A8. The land is currently owned by the State Government so the Shire cannot comment.
- Q9. The Shire's preliminary bushfire advice for the proposed Wilkins Road development was assessed against "Planning for Bush Fire Protection Edition 2, 2010". Will the Shire now obtain bushfire advice assessed against the "Draft State Planning Policy 3.7 – Planning for Bushfire Risk Management?"
- A9. Any further application for planning approval would need to be assessed against the current planning policies.
- Q10. Does the proposed development on Wilkins Road comply with the State Planning Policy 3.7 and the WA Planning for Bushfire Risk Management Guidelines and Appendices?
- A10. The proposed development is a concept that would need to be assessed and conditioned to meet the requirements of the State Planning Policy.
- Q11. In the current concept plan for an integrated aged care facility on Wilkins Road, what area of land is required for the low and high-care facilities, and what area of land is required for the independent living units?
- A11. As the plan is a concept, it is not possible to give precise areas for land requirements.

Q12. Does the Shire have any evidence to show that large integrated aged care facilities are the most timely and cost effective method to ensure existing residents in the community get access to low and high-care facilities?

A12. The Shire is aware of the social need to allow people to age in place and allow for couples with different care requirements to continue to live close to each other. This is based on a social, rather than economic outcome.

4.0 PETITIONS/DEPUTATIONS

5.0 APPLICATIONS FOR LEAVE OF ABSENCE

Cr Margaret Thomas requests leave of absence from 4 to 28 July 2015 inclusive. This period covers the Development & Infrastructure Committee Meeting on 13 July 2015, Corporate & Community Services Committee Meeting on 20 July 2015 and the Ordinary Council Meeting on 27 July 2015.

Moved:

Seconded

Vote:

6.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

6.1 That the Minutes of the Ordinary Council Meeting held on 25 May 2015, as published and circulated, are confirmed as a true and accurate record of the proceedings.

Moved:

Seconded:

Vote:

Statement by Presiding Member

"On the basis of the above Motion, I now sign the Minutes as a true and accurate record of the meeting of 25 May 2015".

6.2 That the Minutes of the Special Council Meeting held on 2 June 2015, as published and circulated, are confirmed as a true and accurate record of the proceedings.

Moved:

Seconded:

Vote:

Statement by Presiding Member

"On the basis of the above Motion, I now sign the Minutes as a true and accurate record of the meeting of 2 June 2015".

7.0 ANNOUNCEMENTS BY THE MEMBER PRESIDING WITHOUT DISCUSSION

8.0 MATTERS FOR WHICH MEETING MAY BE CLOSED

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

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

10.1 Development & Infrastructure Services Committee Report

10.1.1 Adoption of Development & Infrastructure Services Committee Report

Voting Requirements: Simple Majority

That recommendations contained in the Development & Infrastructure Services Committee Report of 8 June 2015 be adopted by Council en bloc.

Moved:

Seconded:

Vote:

10.1.2 D&I 24 Municipal Heritage Inventory 2015 - Final Adoption

COMMITTEE RECOMMENDATION TO COUNCIL (D&I 24/2015)

That Council:

1. Adopts the final Municipal Heritage Inventory 2015 included as Attachment 2 except for those properties where the owners have lodged a formal objection.
2. Forwards the Municipal Heritage Inventory 2015 to the State Heritage Office for inclusion on their database of heritage places.

10.1.2 D&I 25 Proposed Detailed Area Plan – Lot 104 (246) Pickering Brook Road, Pickering Brook

COMMITTEE RECOMMENDATION TO COUNCIL (D&I 25/2015)

That Council:

1. Adopt the proposed Detailed Area Plan (DAP) for Lot 104 (246) Pickering Brook Road, Pickering Brook, in accordance with clause 6.2.6(c) of Local Planning Scheme No. 3.
2. Forward the proposed Detailed Area Plan, once adopted, to the Western Australian Planning Commission for its information.

10.2 Corporate & Community Services Committee Report

10.2.1 Adoption of Corporate & Community Services Committee Report

Voting Requirements: Simple Majority

That the recommendations contained in the Corporate & Community Services Committee Report of 15 June 2015 be adopted by Council en bloc.

Moved:

Seconded:

Vote:

10.2.2 C&C 24 Debtors and Creditors Report for the Period Ended 31 May 2015

COMMITTEE RECOMMENDATION TO COUNCIL (C&C 24/2015)

That Council:

1. Receives the list of payments made from the Municipal Accounts in May 2015 (Attachment 1) in accordance with the requirements of the *Local Government (Financial Management) Regulations 1996 (Regulation 12)*.
2. Receives the list of payments made from the Trust Accounts in May 2015 as noted in point 13 above in accordance with the requirements of the *Local Government (Financial Management) Regulations 1996 (Regulation 12)*.
3. Receives the outstanding debtors (Attachment 2) and creditors (Attachment 3) reports for the month of May 2015.

10.2.3 C&C 25 Rates Debtors Report for the Period Ended 31 May 2015

COMMITTEE RECOMMENDATION TO COUNCIL (C&C 25/2015)

That Council:

1. Receives the rates debtors report for the period ended 31 May 2015 (Attachment 1).

10.2.4 C&C 26 Pickering Brook Sports Club Field Archery– Public Comment

COMMITTEE RECOMMENDATION TO COUNCIL (C&C 26/2015)

That Council:

1. Provides written approval to the Pickering Brook Sports Club to undertake Field Archery at the Pickering Brook Sports Club site.
2. Requests the Chief Executive Officer to provide written advice to all neighbouring properties within a 500m radius of the Pickering Brook Sports Club advising that approval has been provided to undertake field archery at Pickering Brook Sports Club.

10.3 Audit & Risk Committee Report

10.3.1 Adoption of Audit & Risk Committee Report

Voting Requirements: Simple Majority

That the recommendations, excluding A&R06, contained in the Audit & Risk Committee Report of 15 June 2015 be adopted by Council en bloc.

Moved:

Seconded:

Vote:

10.3.2 A&R 03 Internal Audit Report May 2015

COMMITTEE RECOMMENDATION TO COUNCIL (A&R 03/2015)

That Council:

1. Notes the following recommendations included in the Internal Audit Report for May 2015 (Attachment 2).

Log Books

All employees are periodically reminded of their obligations under the new council policy and FBT legislation to complete log books correctly.

Managers before approving and forwarding log books to Corporate Services should check them.

Insurance Pooling

The matter is explored further before any firm recommendation is made on whether to proceed down this path.

FBT Return for 2014/2015

The outcomes of the Fleet Management Steering Team on ways to reduce the Shire's FBT and Operating Expenditure on Shire vehicles is implemented in the future.

Novated Leasing

That all employees check with Strategy & People Services that the benefits quoted agree with the payroll determinations before signing up for a novated lease to prevent any embarrassment with the estimated benefits and take home pay.

Fleet Management Steering Team (FMST)

Implement the outcomes of the FMST as early as possible to improve operational efficiency in the use of the light vehicle fleet and reduce operating expenditure and FBT.

Forrestfield Industrial Area Trust Account

That the Reserve for the Forrestfield Industrial Area when established is internally audited when quarterly financial statements are prepared and before the financial statements are presented to Council.

At the close of the financial year, separate financial statements are prepared for the Forrestfield Industrial Area in compliance with the requirements of the Shire of Kalamunda Local Planning Scheme 3 and that these separate financial statements are independently audited by external auditors when they undertake the 30 June 2015 external audit.

Increase in Local Government Loan Guarantee Fee

The increase in the Government Guarantee Fee for all new and existing loans when introduced is recognised in the 2015/2016 Annual Budget preferably in the first budget review as the anticipated increase is considered immaterial to delay the budget adoption.

Audit Risk Register

There continues to be close monitoring of the Audit Risk Register to ensure matters identified are being addressed.

10.3.3 A&R 04 Sundry Debtor Write-Off 2014/2015

COMMITTEE RECOMMENDATION TO COUNCIL (A&R 04/2015)

That Council:

1. Authorises the write off of sundry debts totalling \$4,817.97 as detailed in (Attachment 1).

10.3.4 A&R 05 Miscellaneous Debtor Write-Off 2014/2015

COMMITTEE RECOMMENDATION TO COUNCIL (A&R 05/2015)

That Council:

1. Authorises the write off of miscellaneous debts totalling \$10,000 owed by the Kalamunda Chamber of Commerce.
2. Advises Kalamunda Chamber of Commerce of the decision to write off the debt owing.

**10.3.5 A&R 06 Change of Fund and Establishment of Reserve Account –
Forrestfield Industrial Scheme Stage 1**

Voting Requirements: Absolute Majority

COMMITTEE RECOMMENDATION TO COUNCIL (A&R 06/2015)

That Council:

1. Authorises the transfer of the current balance of \$1,952,284.95 in the Trust Fund - F/Field Industrial Account to the Municipal Fund.
2. Approves the establishment of a new Reserve account - "Forrestfield Industrial Area Scheme Stage 1", with the purpose of managing and recording all transactions related to the scheme.

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 31 May 2015

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 months to 31 May 2015 incorporating the following:
- Statement of Financial Activity (Nature or Type)
 - Statement of Financial Activity (Statutory Reporting Program)
 - Net Current Funding Position, note to financial statement

PURPOSE

1. To provide Council with statutory 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. The 2013/2014 financial position was finalised on the 12 November 2014, the opening funding position in the Statement of Financial Activity statement reflects the audited position.
4. The budget column reflected matches to the second budget review approved by Council at its meeting on 23 March 2015.

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 Financial Activity by Nature and Type for the months to 31 May 2015

6. This Statement reveals a net result surplus of \$15,920,147 against budget for the same period of \$9,752,564. The reasons for the variance include, timing issues on the Capital projects Hartfield Park and Kostera Oval infrastructure and from Operating costs, employment costs, materials costs and underground power costs.

Revenue

7. Total Revenue excluding rates is over budget by \$264,677. This is made up as follows:
- Operating Grants, Subsidies and Contributions are over budget by \$358,045. The following areas have contributed to this variance:
 - The main variance relates to the Federal Assisted Grants Scheme monies being received earlier resulting in a positive variance of \$414,824.
 - Fees and Charges variance are slightly under budget by \$5,182 which is within the reporting threshold.
 - Interest earnings are slightly under by \$2,137 which is within the reporting threshold. Notwithstanding, the Shire will closely monitor cash flows due to a combination of:
 - Lower interest income from deposits with Approved Deposit taking Institutions (ADI's) where the returns are lower than forecast. The cash rate was reduced by the RBA in May 2015 by 25 basis points to a new low of 2.00%;
 - The returns will be further constrained with the implementation of Basel III banking regulations which are effective from 1 January 2015, which requires all ADI's to keep a higher capital ratio against their liabilities; and
 - Renewals yields of short term deposits are tracking lower at 2.8% maximum. Although we have covered this base for 14/15, the full impact is going to be felt in 15/16.
 - Other Revenue is slightly under budget by \$9,803. This is comprised of various fines and penalties which are difficult to predict.

Expenditure

8. Total expenses are under budget with a variance of \$3,190,874. The significant variances within the individual categories are as follows:
- Employment Costs are under budget by \$621,208 due to some vacant positions predominantly in the operational business units. This has had an impact on the capacity to deliver infrastructure projects. Some of the variance will be offset on finalisation of accruals for annual and long service leave for the year end.
 - Materials and Contracts is under budget by \$1,288,170 which is comprised of:
 - Reduced expenditure on consultancy costs, \$230,651. This includes \$86,561 relating to asset management as not all of the budget will be utilised in 14/15 as the revaluation of infrastructure will not be finalised until mid-July;
 - Reduced maintenance costs related to the building asset class, approximately \$65,000 under expenditure so far;
 - Reduced waste management costs, mainly coming from lower verge collection costs, \$388,662. This is however being offset by higher costs incurred for tipping charges and transfer station costs emanating from greater tonnage being received than forecast. The waste team will closely monitor their cost inputs closely for the next few months.
 - Project expenditure is under budget by \$282,865. Most of the variance relates to environmental projects of \$200,089. While some of it is timing due to seasonality of work to be carried out such as weeding and spraying, other projects which are on ground works such as the Woodlupine Stream project won't meet budgeted expenditure.
 - Utilities were under budget by \$31,810. Street lighting is under budget by \$85,653 offset by higher costs incurred in the area of Bushland reserves where water and electricity costs surpassed budgets.
 - Depreciation, although a non-cash cost, is tracking under budget, reporting a variance of \$454,916 with the largest component coming from Ray Owen Sports Centre, \$137,584. The reason for the variance can be attributed to the buildings depreciation which has significantly reduced due to the valuation exercise undertaken at the end of the 2013/14 financial year. The depreciation on this building was not correctly adjusted at the budget review.
 - The interest expense is slightly under budget by \$30,648, which is the result of a timing difference between amounts accrued and the budget which is based on the debenture payment schedule.
-

- Insurance expense is slightly under budget by \$2,770 which is within the reporting threshold.
- Other expenditure is under budget by \$813,458, with the bulk of the variance made up of the non-recurrent project relating to the Undergrounding of Power in Kalamunda worth \$1 million. This is largely a timing difference.

Capital Revenues

Non-operating Grants and Contributions

9. The non-operating grant income is greater than the budget by \$152,858.
- The variance can be attributed to the advanced partial billing for Hartfield Park and Kostera Oval valued at \$2.6 million. The amount has since been paid by the Department of Sports and Recreation. This gave the Shire a positive variance of \$747,000.
 - It should be noted that there will be no claims to be made for the Roads to Recovery programme as the identified roads are still in works in progress. As per the guidelines, the impact of this delay is that the claim for 2014/15 will be pushed out to year 5 of the current grant programme. This will result in a budget variance of \$518,794.

Proceeds from the disposal of assets

10. The variance of \$115,092 relates to the delay in disposing of the property located at 514 Kalamunda Road. Survey and valuation works were completed in the month. The Shire is awaiting a clearance from the external auditor on a technicality relating to the existing valuation.

Capital Expenditures

11. Infrastructure projects made up of roads, drainage, footpaths, car parks and parks and ovals is underspent by \$2,988,832. This variance is principally emanating from the Parks and Ovals and Buildings categories and relates to the two significant projects currently in Hartfield Park and Kostera Oval. The progress on these projects is being closely tracked by Executive Management. Tender is currently being issued for Kostera Oval and works on Hartfield are starting to commence.

Land and building capital category was also under budget by \$615,724, most of which relates to the delays in the Hartfield Park project.

Rates revenues

12. Rates generation is under budget and the variance of \$386,872 relates to timing of recognition of prepaid rates which can only be recognised at year end. It is understood from the Department of Lands that the Dampier Bunbury gas pipeline review is complete with the result of \$81,373 paid in the month of May.

Draft Statement of Financial Activity by Program for the month to 31 May 2015

13. The overall result comments are as above and generally each Program is within accepted budget except for Recreation and Culture and Community Amenities. Major variances have been reported by Nature and Type under points 7 to 12 above.

Draft Statement of Net Current Funding Position as at 31 May 2015

14. The commentary on the net current funding position is based on comparison of the draft May 2015 year to date actuals with May 2014 year to date actuals.
15. Net Current Assets (Current Assets less Current Liabilities) show a positive result of \$16.1 million. The un-restricted cash position has a positive balance of \$18.9 million which is higher than the previous year's balance of \$10.5 million. This can be mainly attributed to issues addressed above in relation to delays in infrastructure works projects and operational costs.
16. Trade and other receivables comprise of rates and sundry debtors totalling \$1.98 million outstanding.
- The rates balance has reduced by \$287,465 to \$594,926 in the month due to the direct debit arrangements. This represents a collection rate of 98.08% to date. Letters of demand are currently being sent to those that have so far defaulted.
17. Sundry debtors have reduced slightly to \$168,565. The main overdue sundry debtor is:
- City of Vincent \$25,000 for contribution on legal fees relating to the merger challenge. Final demand letter has been sent and the Shire is continuing to progress debt recovery. If this action is unsuccessful the debt will be referred to the collection agency, Dun & Bradstreet.
18. Library debtors has had a total of \$3,633.56 written off by the CEO acting under delegated authority as no single debt was above \$1,000. Most debts were in the range of \$1.40 to the highest being \$135.90. The debts relate to the financial year 2011/2012. All efforts to pursue the debt have been exhausted and it is deemed not feasible to pursue the individual debtors using legal action.
19. Provisions for annual and long service leave are stable at \$2.2 million. The Shire aggressively pursues a leave management plan that will not adversely affect service delivery. The long term goal is to bring this liability down to a more manageable level and also ensure that there are adequate reserves in place to back it.
20. Restricted Reserves are stable at \$2.4 million. This is on track to reach the year-end target of \$7.8 million. The main variance is the pending transfer relating to the sale of Lewis Road properties accounting for \$1.7 million and \$4 million relating to the un-expended capital works which are now carried forward into 2015/16. These transfers will be finalised before the year end once final reconciliations are completed.

STATUTORY AND LEGAL CONSIDERATIONS

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

POLICY CONSIDERATIONS

22. Nil.

COMMUNITY ENGAGEMENT REQUIREMENTS

23. Nil.

FINANCIAL CONSIDERATIONS

24. Nil.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

25. *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

26. Nil.

Economic Implications

27. Nil.

Environmental Implications

28. Nil.

RISK MANAGEMENT CONSIDERATIONS

29.

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	The financial report is scrutinized by the Shire to ensure that all statutory requirements are met.

OFFICER COMMENT

30. The Shire's draft financial statements as at 31 May 2015 demonstrate the Shire has managed its budget and financial resources effectively.

Voting Requirements: Simple Majority

RECOMMENDATION (XX/2015)

That Council:

1. Receives the draft monthly statutory financial statements for the month to 31 May 2015, which comprises:
 - Statement of Financial Activity (Nature or Type).
 - Statement of Financial Activity (Statutory Reporting Program).
 - Net Current Funding Position, note to financial statement.

Moved:

Seconded:

Vote:

Attachment 1

Draft Statements of Financial Activity for the months to 31 May 2015 incorporating the following:

- Statement of Financial Activity (Nature or Type)
- Statement of Financial Activity (Statutory Reporting Program)
- Net Current Funding Position, note to financial statement

[Click here to go directly to the attachment](#)

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

10.4.2 Conference Attendance - Local Government Chief Officers Group 2015

Previous Items	N/A
Responsible Officer	Chief Executive Officer
Service Area	Office of the CEO
File Reference	
Applicant	N/A
Owner	N/A
Attachment 1	Local Government Chief Officers Group Meeting Program

PURPOSE

1. To consider and endorse the Chief Executive Officer of the Shire of Kalamunda attendance at the Local Government Chief Officers Group Conference in July 2015.

BACKGROUND

2. The Local Government Chief Officers Group (LGCOG) is a professional development network of Australian and New Zealand local government Chief Executives.
3. The group conducts informal forums at local governments through Australia and New Zealand on a rotational basis. These forums give Chief Executive Officers the opportunity to:
 - exchange experience and information
 - utilise the experience and knowledge of other Chief Officers at various government and organisational levels
 - facilitate the professional development and training of Chief Officers.
4. The CEO's contract provides provision for professional development under Clause 6.2:

Professional development

- (a) *In this clause, 'conference' includes workshop, forum or similar event.*
- (b) *The Shire supports, as part of your performance of the Functions, your membership of professional bodies and the involvement by you, to a reasonable level, in the activities, such as meetings, conferences and training of those professional bodies.*
- (c) *Subject to subclause (d), the Shire must pay the costs, to a maximum of \$[2,500], associated with -*
 - (i) *your membership of professional bodies relevant to your performance of the Functions;*
 - (ii) *your activities associated with those professional bodies; and*

- (iii) your attendance, each year, at least one State conference, for professional development purposes relevant to the Functions.*
- (d) In addition, where the Council or, if the Council so resolves, the President believes that it is in the interests of the Shire, the Shire may also pay the costs of other conference attendances by you for professional development purposes relevant to the Functions.*
- (e) Your entitlement under subclause (b) is subject to the approval by the Council or, if the Council so resolves, the approval of the President of the particular membership, activity or conference attendance to which the cost relates.*

DETAILS

- 5. The next LGCOG will be hosted by the City of Gold Coast from 29 to 31 July 2015.
- 6. The City of Gold Coast is the sixth largest city and second largest local government in Australia. As the host of the 2018 Commonwealth Games the City of Gold Coast has an existing agenda underway to prepare for this event.

STATUTORY AND LEGAL IMPLICATIONS

- 7. Nil.

POLICY IMPLICATIONS

- 8. Nil.

PUBLIC CONSULTATION/COMMUNICATION

- 9. Nil.

FINANCIAL IMPLICATIONS

- 10. The Conference Registration is \$460 (including GST) and includes attendance at all activities over the two days.
- 11. 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 draft 2015/2016 Budget.
- 12. Estimated Cost of a delegate attending Local Government Chief Officers Group July 2015:

Registration	\$460.00
Airfare	\$1,200.00
Accommodation (3 nights)	\$600.00
Incidentals (\$50 per day)	\$150.00
Total Estimated Cost	\$2,410.00

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

Strategic Planning Implications

13. Nil.

Sustainability Implications

Social Implications

14. Nil.

Economic Implications

15. Nil.

Environmental Implications

16. Nil.

RISK MANAGEMENT CONSIDERATIONS

17.

Risk	Likelihood	Consequence	Rating	Action/Strategy
Loss of opportunity to consolidate, and establish industry networks.	Unlikely	Major	Medium	Alternative opportunities would be required to maintain relationships.

OFFICER COMMENT

18. The Meeting Program is provided as Attachment 1. The program details the speakers and topics which will be covered during the sessions.

Voting Requirements: Simple Majority

RECOMMENDATION

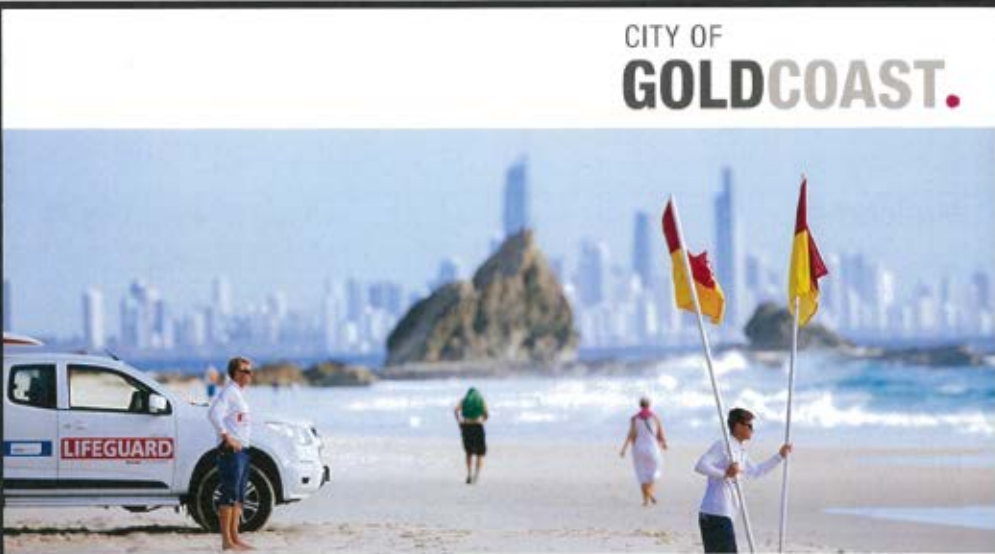
That Council:

1. Approves the Chief Executive Officer to attend the Local Government Chief Officers Group Conference from 29 to 31 July 2015, and that all conference, travel and accommodation costs be borne by the Shire of Kalamunda.
2. Requests the Chief Executive Officer provide a report on the outcomes of the Conference to Councillors.

Moved:

Seconded:

Vote:



**CITY OF
GOLD COAST.**

**Local Government
Chief Officers Group Meeting**

29 July to 31 July 2015

Watermark Hotel & Spa
Surfers Paradise
Gold Coast, Queensland

The image shows a beach scene with a white lifeguard car on the left, a person in a white shirt and blue shorts standing next to it, and another person in a white shirt and dark pants holding two red and yellow flags. In the background, there are people walking on the beach, waves crashing, and a city skyline with a prominent rock formation in the foreground.

A message from Dale

Welcome

As Australia's sixth largest city and second largest local government authority we are proud to be able to host the upcoming Local Government Chief Officers Group Meeting.

We have an exciting city agenda underway as we prepare for the fast approaching 2018 Commonwealth Games.

Our core long-term City strategies, including transport, economic development, ocean beaches and culture, will all leverage off this one in a generation opportunity to help transform Gold Coast City from good to great.

I look forward to welcoming you to the city and showcasing some of our key initiatives in this space, and of course give you the opportunity to experience our wonderful city for yourselves.

We can't forget our average daytime temperatures of around 21 degrees at that time of the year.

I hope you and your families will be able to join us.



Dale Dickson PSM
Chief Executive Officer
City of Gold Coast



Key Note Speakers



Robyn Archer

Strategic Advisor Arts & Culture – City of Gold Coast

Robyn Archer AO FAHA is a singer, writer, artistic director and public advocate for the arts. She was appointed in May 2014 as Strategic Advisor, Arts and Culture, for the City of Gold Coast. Robyn attended the Cultural Festival of the 2014 Glasgow Commonwealth Games, and has been contributing to the accelerated development of arts and culture on the Gold Coast in the hope that local artists and projects will feature prominently in the 2018 Games Cultural Program. Robyn also chairs the Mayor's Arts and Culture reference group.

Robyn is Artistic Director of *The Light in Winter* which she created for Federation Square, Melbourne, for 5 years was Creative Director of the *Centenary of Canberra 2013* (www.canberra100.com.au) and is the former Artistic Director of the Adelaide and Melbourne Festivals as well as Ten Days on the Island which she created for Tasmania. An acknowledged exponent of classic European cabaret, Robyn won the prestigious Helpmann Award as Australia's *Best Cabaret Performer of 2013*. She is Deputy Chair of the Australia Council for the Arts, and Member of the Council for Australia and Latin America Relations.

In constant demand as speaker and writer on the arts, she has recently been published in a new UK publication *Focus on Festivals*. In 2014 her speaking appearances included Sydney Writers Festival, the Edinburgh Festival Culture Summit (Scottish Parliament), Peking University, Beijing, and the Hong Kong Academy of Arts. In 2015 she speaks twice in London, in South Korea and at the inaugural APACA *Performing Arts Exchange*

Robyn has received many awards including The Dame Elisabeth Murdoch Cultural Leadership Award, the International Society of Performing Arts International Citation of Merit and the Premier's Lifetime Achievement Award (SA). She is patron and ambassador of numerous organisations throughout Australia, mentor to the European Festivals Association's *Atelier* (Varna, Singapore, and to a number of younger artists and artistic directors. Robyn is an Officer of the Order of Australia, Chevalier de l'Ordre des Arts et des Lettres (France), Officer of the Crown (Belgium), and holds honorary doctorates from Flinders University (South Australia), Griffith University (Queensland), and the Universities of Sydney, Canberra, and Adelaide. She was recently made an Honorary Fellow of the Australian Academy for the Humanities.



Alton Twine

Director City Infrastructure - City of Gold Coast

Alton Twine is the Director of City Infrastructure for the City of Gold Coast, where he oversees the portfolios of transport and traffic, beaches foreshores and drainage, City maintenance and the City's infrastructure delivery arm. He is closely involved in Commonwealth Games planning for the transport and City

Operations streams, and has had a key role in delivering the light rail system for the city.

Alton's professional passion is in the transport area, and he was responsible for delivering a comprehensive new City Transport Strategy in 2012. His previous experience as a senior executive in Transport and Main Roads and Brisbane City Council has seen his delivery of a diversity of projects such as the South East Qld Strategic Road Network Plan to cycle hire schemes and innovative public transport services.

Alton was awarded "cycling professional of the year" in 2009 by the Bicycle Industry of Australia, is a Board Member of the Asia Pacific Cycle Congress, and was recently invited to address a federal parliamentary dinner. He is also a bass player.

Key Note Speakers (cont'd)



Darren Scott

Director Economic Development and Major Projects -
City of Gold Coast

Darren Scott has been with City of Gold Coast since March 2006.

His role in Council includes major infrastructure projects such as the new Evandale Cultural Precinct development, economic development, cultural development and special events as well as the City's preparation for the 2018 Commonwealth Games.

His professional experience before joining Government includes engineering design and construction management in Australia and PNG and business strategy and transport consulting in Australia, Asia and US.

Darren holds a Master of Business Administration, a Bachelor of Civil Engineering (Honours) and is a graduate of the Australian Institute of Company Directors.



Shannon Hunt

Executive Coordinator Stormwater and Beaches - City
of Gold Coast

Shannon Hunt is the Executive Coordinator Stormwater and Beaches, within the City Infrastructure Directorate of the City of Gold Coast.

Shannon has worked in coastal and stormwater asset management and capital works delivery roles in local government with Hervey Bay City Council and the City of Gold Coast. Shannon holds a Master's Degree in coastal research, and an Applied Science degree majoring in Coastal Management.



LGCOG Programme

Wednesday, 29 July 2015: Welcome Reception

5.30pm -7.00pm	Walrus Social House Watermark Hotel & Spa	Welcome reception from City of Gold Coast Mayor Tom Tate and CEO Dale Dickson PSM. Indigenous 'Welcome to Country' by Jabree
7.00pm onwards	Dinner LGCOG members and partners make their own arrangements	

Thursday, 30 July 2015: LGCOG Meeting – Watermark Hotel & Spa

8.00am – 8.20am	Registration of delegates	Morning Tea/Coffee served
8.20am – 8.30am	Welcome and House Keeping	Ross Giudice, Executive Officer City of Gold Coast
8.30am – 9.00am	Opening of Local Government Chief Officers Group Meeting	Peter Brooks, National Registrar LGCOG
9.00am – 9.40am	Overview of the City of Gold Coast	Dale Dickson PSM, Chief Executive Officer City of Gold Coast
9.40am – 10.00am	Short Walk to Q1 Building	Q1 Building is located across the road (<i>approximate walking distance is 50m</i>)
10.00am – 10.40am	Q1 Observation Deck	Morning Tea/Coffee served
10.40am – 11.00am	Short Walk back to Watermark Hotel & Spa	Walk back to the Watermark Hotel & Spa (<i>approximate walking distance is 50m</i>)
11.00am - 11.45am	Cultural Strategy*	Robyn Archer, Strategic Advisor Arts & Culture City of Gold Coast
11.45am – 12.15pm	Gold Coast City Transport Strategy 2031*	Alton Twine, Director Engineering Services City of Gold Coast
12.15pm – 1.00pm	Travel the Light Rail from Surfers Paradise Station to Southport Station	Walking via the Broadwater Parklands to Gold Coast Aquatic Centre (<i>approximate walking distance is 800m</i>)
1.00pm – 2.10pm	Tour of the Gold Coast Aquatic Centre followed by Lunch	Light lunch provided at Café Catalina
2.10pm – 3.40pm	City Infrastructure Tour, to include: - Gold Coast University Hospital - 2018 Commonwealth Games Village Precinct - Metricon Stadium	Coach pick up at Gold Coast Aquatic Centre and commence tour of City infrastructure
3.40pm – 4.00pm	Depart Metricon Stadium and return to Watermark Hotel & Spa	Close of day
6.00pm – 6.15pm	Transport pick-up from Watermark Hotel & Spa	Coach transfer to the Arts Centre (<i>Coaches will leave 6.15pm sharp</i>)
6.30pm – 7.15pm	Pre-Dinner Drinks Lakeside Terrace, The Arts Centre	Pre-dinner drinks and canapes served
7.15pm – 10.30pm	Dinner Dance Lakeside Terrace, The Arts Centre	3 Course Dinner served with entertainment provided by 'The Full Stops' Band
10.30pm – 10.45pm	Transport pick-up at The Arts Centre	Coach transfer to the Watermark Hotel & Spa

LGCOG Programme (cont'd)

Friday, 31 July 2015: LGCOG Meeting – Watermark Hotel & Spa		
9.10am – 9.50am	Local Government Chief Officers Group Meeting	Peter Brooks, National Registrar LGCOG
9.50am – 10.30am	Economic Development Strategy*	Darren Scott, Director Economic Development and Major Projects City of Gold Coast
10.30am – 10.50am	Morning Tea/Coffee	Morning Tea/Coffee Served
10.50am – 11.20am	Ocean Beaches Strategy*	Shannon Hunt, Executive Coordinator Stormwater and Beaches City of Gold Coast
11.20am – 12.30pm	Travel Light Rail from Surfers Paradise Station to Broadbeach South Station, returning to Cavill Avenue Station	Walk along Surfers Paradise Foreshore back to Watermark Hotel (<i>approximate walking distance is 900m</i>)
12.30pm – 1.30pm	Lunch at Watermark Hotel	Partners welcome to join LGCOG members

*Strategies identified throughout our programme are available to download from the City of Gold Coast website, links below:-

- **Cultural Strategy 2023**
<http://www.goldcoast.qld.gov.au/culture-strategy-16543.html>
- **Transport Strategy 2031**
<http://www.goldcoast.qld.gov.au/thegoldcoast/traffic-transport-128.html>
- **Economic Development Strategy 2023**
<http://www.goldcoast.qld.gov.au/business/economic-development-288.html>
- **Ocean Beaches Strategy 2013-2023**
<http://www.goldcoast.qld.gov.au/our-ocean-beaches-15174.html>

Dress Code:

The dress code for the Conference/LGCOG programme is smart casual.

The dress code for the Dinner Dance is smart casual.

For the Broadwater Parklands part of the tour, please wear comfortable walking shoes and bring a hat.



- 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 PRESIDING MEMBER OR BY
 DECISION**

- 15.0 MEETING CLOSED TO THE PUBLIC**

- 16.0 CLOSURE**