

# Corporate & Community Services Committee Meeting

Minutes for Monday 13 August 2012



**shire of  
kalamunda**

## INDEX

1.0	OFFICIAL OPENING .....	3
2.0	ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE PREVIOUSLY APPROVED.....	3
3.0	PUBLIC QUESTION TIME.....	4
4.0	PETITIONS/DEPUTATIONS .....	4
5.0	CONFIRMATION OF MINUTES OF PREVIOUS MEETING.....	4
6.0	ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION.....	4
7.0	MATTERS FOR WHICH MEETING MAY BE CLOSED .....	4
8.0	DISCLOSURE OF INTERESTS.....	4
9.0	REPORTS TO COUNCIL .....	5
60.	CREDITORS' ACCOUNTS PAID DURING THE PERIOD - 26 JUNE TO 26 JULY 2012.....	6
61	DEBTORS AND CREDITORS REPORTS FOR THE PERIOD ENDED – 30 JUNE 2012 .....	9
62.	RATES DEBTORS REPORT FOR THE PERIOD ENDING 30 JUNE 2012 .....	12
63.	COMMUNITY CARE – JUNE (2012) QUARTERLY REPORT.....	14
<b>64.</b>	<b>SCOTT RESERVE ADVISORY COMMITTEE - NOMINATION FOR DEPUTY COMMITTEE MEMBERS .....</b>	<b>21</b>
65.	CONFIDENTIAL ITEM: LESMURDIE TENNIS CLUBROOM EXTENSION PROJECT – REQUEST TO REDUCE CONTRIBUTION .....	25
66.	MODIFICATION TO THE WATTLE GROVE CELL 9 STRUCTURE PLAN - LOT 34 (338) HALE ROAD, WATTLE GROVE .....	27
67.	QUARTERLY PROGRESS REPORT – APRIL – JUNE 2012 .....	32
10.0	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	37
11.0	QUESTIONS BY MEMBERS WITHOUT NOTICE.....	37
12.0	QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN.....	37
13.0	URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION.....	37
14.0	MEETING CLOSED TO THE PUBLIC.....	37
15.0	CLOSURE .....	37

---

## MINUTES

### 1.0 OFFICIAL OPENING

The Chairman opened the meeting at 6.30pm, and welcomed Councillors and Staff.

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

#### 2.1 Attendance

##### Councillors

Donald McKechnie	(Shire President) North Ward
Sue Bilich	North Ward
Margaret Thomas	North Ward
Allan Morton	South West Ward
Noreen Townsend	South West Ward
Geoff Stallard	South East Ward
John Giardina	South East Ward
Martyn Cresswell	(Chairman) North West Ward
Dylan O'Connor	North West Ward
Bob Emery	North West Ward

##### Members of Staff

Rhonda Hardy	Director Corporate & Community Services
Clayton Higham	Director Development & Infrastructure Services
Darrell Forrest	Manager Governance
Andrew Fowler-Tutt	Manager Development Services
Warwick Carter	Manager Economic Property & Procurement Services
Darren Jones	Manager Community Development
Gerard Thomas	Manager Technology and Corporate Support
Michelle Clark	Executive Assistant to the CEO
Travis Moore	Coordinator Recreation Services
Meri Comber	Governance Officer

**Members of the Public** 0

**Members of the Press** 0

#### 2.2 Apologies

##### Councillors

Justin Whitten	South West Ward
----------------	-----------------

##### Members of Staff

James Trail	Chief Executive Officer
-------------	-------------------------

#### 2.3 Leave of Absence Previously Approved

Nil.

---

### 3.0 PUBLIC QUESTION TIME

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

3.1 Nil.

### 4.0 PETITIONS/DEPUTATIONS

4.1 Nil.

### 5.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

5.1 That the Minutes of the Corporate & Community Services Committee Meeting held on 9 July 2012 are confirmed as a true and accurate record of the proceedings.

Moved: **Cr Bob Emery**

Seconded: **Cr Dylan O'Connor**

Vote: **CARRIED UNANIMOUSLY (10/0)**

### 6.0 ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

6.1 Nil.

### 7.0 MATTERS FOR WHICH MEETING MAY BE CLOSED

7.1 **65. Lesmurdie Tennis Clubroom Extension Project – Request to Reduce Contribution** - Provided under separate cover.

*Reason for Confidentiality – Local Government Act 1995 S5.23 (2) (iii) (h) - "a matter that if disclosed, would reveal – information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government."*

### 8.0 DISCLOSURE OF INTERESTS

#### 8.1 Disclosure of Financial and Proximity Interests

a. Members must disclose the nature of their interest in matters to be discussed at the meeting. (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*.)

8.1.1 Nil.

## **8.2 Disclosure of Interest Affecting Impartiality**

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

8.2.1 Nil.

## **9.0 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.**

**60. Creditors' Accounts Paid During the Period - 26 June to 26 July 2012**

Previous Items	N/A
Responsible Officer	Director Corporate & Community Services
Service Area	Finance
File Reference	FI-CRS-002
Applicant	N/A
Owner	N/A
Attachment 1	Creditors Payments during the period 26 June to 26 July 2012

**PURPOSE**

1. To receive creditors' accounts paid during the period 26 June to 26 July 2012 (Attachment 1).

**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 26 June to 26 July 2012 (Attachment 1).

**STATUTORY AND LEGAL IMPLICATIONS**

5. Nil.

**POLICY IMPLICATIONS**

6. Nil.

**PUBLIC CONSULTATION/COMMUNICATION**

7. Nil.

**FINANCIAL IMPLICATIONS**

8. Nil.

---

## STRATEGIC AND SUSTAINABILITY IMPLICATIONS

### Strategic Planning Implications

9. *Shire of Kalamunda Strategic Plan 2009 – 2014*
- |          |       |  |
|----------|-------|--|
| Strategy | 5.5.2 | Provide financial services to support Council's operations and to meet sustainability planning, reporting and accountability requirements. |
|----------|-------|--|

### Sustainability Implications

#### Social Implications

10. Nil.

#### Economic Implications

11. Nil.

#### Environmental Implications

12. Nil.

### OFFICER COMMENT

13. Nil.

*Cr John Giardina queried the following EFT payments and requested a breakdown and clarity as to what the payments were to for:*

*EFT 24479, Payable to Dominic Carbone & Associates amount \$3,388.00.*

*EFT 24295, Payable to Westbury Investments Pty Ltd amount \$2,619.38.*

*EFT 24475, Payable to CA Technology Pty Ltd, amount \$9,944.00.*

*The Chairman requested that these queries be taken on notice by the Director Corporate & Community Services.*

*Cr Bob Emery queried EFT 24571, Payable to Prime Corporate Psychology Services Pty Ltd, amount \$ 213.13 and asked if there was a policy to in place to enable staff to access such a service, the Director Development & Infrastructure confirmed that this was the case.*

<b>Voting Requirements: Simple Majority</b>
---

### COMMITTEE RECOMMENDATION TO COUNCIL (C&C 60/2012)

That Council:

1. Receives the list of creditors paid during the period 26 June to 26 July 2012 (Attachment 1) in accordance with the requirements of the *Local Government (Financial Management) Regulations 1996 (Regulation 12)*.

Moved: **Cr Margaret Thomas**

Seconded: **Cr Noreen Townsend**

Vote: **For**  
**Cr Geoff Stallard**  
**Cr Allan Morton**  
**Cr Noreen Townsend**  
**Cr Bob Emery**  
**Cr Dylan O'Connor**  
**Cr Sue Bilich**  
**Cr Donald McKechnie**  
**Cr Margaret Thomas**  
**Cr Martyn Cresswell**  
**Against**  
**Cr John Giardina**

**CARRIED (9/1)**



---

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

**61 Debtors and Creditors Reports for the Period Ended – 30 June 2012**

Previous Items	N/A
Responsible Officer	Director Corporate & Community Services
Service Area	Finance
File Reference	FI-CRS-002
Applicant	N/A
Owner	N/A
Attachment 1	Summary of Debtors for the period ended 30 June 2012
Attachment 2	Summary of Creditors for the period ended 30 June 2012

**PURPOSE**

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

**BACKGROUND**

2. Attached are the reports detailing aged debtors (Attachment 1) and creditors (Attachment 2) as at 30 June 2012.
3. Council has requested reports detailing outstanding debtors and creditors on a monthly basis.

**DETAILS**

**Debtors**

4. Main Roads WA have been contacted and the outstanding invoice and relevant documentation for the Cyril Road speed cushions has been resubmitted.
5. Kalamunda & Districts Netball Club will make the final payment for the resurfacing of the netball courts by the close of the netball season – 20 September 2012.

**Creditors**

6. Payments totalling \$3,332,273 were made during the month of June 2012. Standard payment terms are 30 days from the end of month, with local business and contractors on 14 day terms.
7. Invoices showing as outstanding greater than 60 and 90 days are the result of the original invoice documentation not being received by Finance by then.
8. All contractors, trades and suppliers are advised of the Shire's preference to pay by Electronic Funds Transfer ("EFT") for efficiency and cost savings.

## **STATUTORY AND LEGAL IMPLICATIONS**

9. Nil.

## **POLICY IMPLICATIONS**

10. Nil.

## **PUBLIC CONSULTATION/COMMUNICATION**

11. Nil.

## **FINANCIAL IMPLICATIONS**

12. Nil.

## **STRATEGIC AND SUSTAINABILITY IMPLICATIONS**

### **Strategic Planning Implications**

13. Shire of Kalamunda Strategic Plan 2009 – 2014  
Strategy 5.5.2 Provide financial services to support Council's operations and to meet sustainability planning, reporting and accountability requirements.

### **Sustainability Implications**

#### Social Implications

14. Nil.

#### Economic Implications

15. Nil.

#### Environmental Implications

16. Nil.

## **OFFICER COMMENT**

17. Nil.

---

<b>Voting Requirements: Simple Majority</b>
---

**COMMITTEE RECOMMENDATION TO COUNCIL (C&C 61/2012)**

That Council:

1. Receives the outstanding debtors (Attachment 1) and creditors (Attachment 2) reports for the period ended 30 June 2012.

Moved: **Cr Margaret Thomas**

Seconded: **Cr Donald McKechnie**

Vote: **CARRIED UNANIMOUSLY (10/0)**

---

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

**62. Rates Debtors Report for the Period Ending 30 June 2012**

Previous Items	N/A
Responsible Officer	Director Corporate & Community Services
Service Area	Finance
File Reference	FI-DRS-004
Applicant	N/A
Owner	N/A
Attachment 1	Summary of Outstanding Rates for the period ended 30 June 2012

**PURPOSE**

1. To receive a report on rates debtors for the period ending 30 June 2012.

**BACKGROUND**

2. Attached is the report detailing rates debtors for the period ending 30 June 2012 (Attachment 1).

**DETAILS**

**Debt Recovery**

3. Debt Recovery (Stage 3) - this stage involves the issue of Property Seisure & Sale Orders ("PS&SO") with Dun & Bradstreet.
4. All of the 48 outstanding debts that remain with Dun & Bradstreet have all had Judgement entered against them.

**STATUTORY AND LEGAL IMPLICATIONS**

5. Nil.

**POLICY IMPLICATIONS**

6. Nil.

**PUBLIC CONSULTATION/COMMUNICATION**

7. Nil.

**FINANCIAL IMPLICATIONS**

8. Nil.

---

## STRATEGIC AND SUSTAINABILITY IMPLICATIONS

### Strategic Planning Implications

9. Shire of Kalamunda Strategic Plan 2009 – 2014
- |          |       |  |
|----------|-------|--|
| Strategy | 5.5.2 | Provide financial services to support Council's operations and to meet sustainability planning, reporting and accountability requirements. |
|----------|-------|--|

### Sustainability Implications

#### Social Implications

10. Debt collecting processes contain the risk of negative publicity for the Shire.

#### Economic Implications

11. Effective collection of all outstanding debtors leads to enhanced financial sustainability for the Shire.

#### Environmental Implications

12. Nil.

### OFFICER COMMENT

13. The percentage of outstanding (uncollected) rates at the end of the 2011/2012 financial year is 1.88%.

<b>Voting Requirements: Simple Majority</b>
---

### COMMITTEE RECOMMENDATION TO COUNCIL (C&C 62/2012)

That Council:

1. Receives the rates debtors report for the period ended 30 June 2012 (Attachment 1).

Moved: **Cr Margaret Thomas**

Seconded: **Cr Donald McKechnie**

Vote: **CARRIED UNANIMOUSLY (10/0)**

---

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

**63. Community Care – June (2012) Quarterly Report**

Previous Items	N/A
Responsible Officer	Director Corporate Community Services
Service Area	Community Care (previously Kalamunda HACC or KHACC)
File Reference	CO-SPC-022
Applicant	N/A
Owner	N/A
Attachment 1	Community Care Service Volumes Report
Attachment 2	Community Care Financial Summary
Attachment 3	Meals on Wheels Financial Summary

**PURPOSE**

1. To receive the Community Care - June (2012) Quarterly Report.

**BACKGROUND**

2. At the February 2011 Ordinary Council Meeting (OCM11/2011), Council resolved to accept the Kalamunda Home and Community Care ("KHACC") Business Case (2010 – 2014).
3. The Business Case was prepared in accordance with the direction given by Council at the October 2010 Ordinary Council Meeting, where it was resolved:  
*"That the Home and Community Care Services provided, be within the limits of the funding available and reviewed every quarter and reported to Council."*

**DETAILS**

4. The Review has concentrated on the following three core areas:
  - a. Service Delivery as per our Contract
  - b. Financial Management
  - c. Workforce Management

**Service Delivery**

5. The Service Volumes Report (Attachment 1) shows how Community Care is performing in relation to its contracted service provision levels.
6. The Home and Community Care Contract contains service groups that cluster, where appropriate, like service types together. Service Group 1 includes the following service types: domestic assistance, personal care, social support, respite and other food services.
7. Service Group 1 was contracted to provide hours of support against the service types listed in paragraph six. This allows the service types to be adjusted to meet the needs of eligible clients regardless of the contracted number of hours against each service type.

- 
8. Because of this service grouping, a service type such as domestic assistance can achieve higher than 100% of service delivery, providing other service types are not also achieving 100%. The hours are used in a flexible manner to address need.
  9. During this quarter Community Care were contracted to provide 5,736 hours of across Service Group 1 to eligible community members. 3,647 hours were provided (64%).

#### **Domestic Assistance (Service Group 1)**

10. During this quarter Community Care were contracted to provide 2,499 hours of domestic assistance to eligible community members. 2,415 hours were provided (97%).
11. These hours will be lower due to four public holidays during this quarter.
12. During the 2011-2012 reporting year Community Care were contracted to provide 9,999 hours of domestic assistance and provided a total of 10,179 (102%).

#### **In Home Respite (Service Group 1)**

13. During this quarter Community Care were contracted to provide 450 hours of in home respite to eligible community members. 39 hours were provided (9%).
14. These hours will be lower due to four public holidays during this quarter.
15. In Home Respite is a service type that does not receive many referrals. This is due largely to primary carers being reluctant to allow another person to step into their role, even for a few hours.
16. During the 2011-2012 reporting year Community Care were contracted to provide 1,800 hours of In Home Respite and provided a total of 333 (19%).

#### **Other Food Services (Service Group 1)**

17. During this quarter Community Care were contracted to provide 36 hours of other food services to eligible community members. 11 hours were provided (31%).
18. Other Food Services is a service type that the assessors are not referring to. Feedback has been provided to the Sector Development Team and CommunityWest who oversee the Regional Assessment Team Project.
19. During the 2011-2012 reporting year Community Care were contracted to provide 149 hours of other food services and provided a total of 46 (31%).

---

### **Social Support (Service Group 1)**

20. During this quarter Community Care were contracted to provide 1,875 hours of social support to eligible community members. 860 hours were provided (46%).
21. These hours will be lower due to four public holidays during this quarter.
22. There is service competition between social support and centre based day care. A referral for support will be dependent on whether the individual client prefers to engage socially in a group setting (Centre Based Day Care) or individually (Social Support). The current trend in this region leans to Centre Based Day Care.
23. During the 2011-2012 reporting year Community Care were contracted to provide 7,501 hours of social support and provided a total of 4,406 (59%).

### **Personal Care (Service Group 1)**

24. During this quarter, Community Care were contracted to provide 876 hours of personal care to eligible community members. 322 hours were provided (37%).
25. These hours will be lower due to four public holidays during this quarter.
26. The bulk of referrals received for personal care are to support clients to manage their medication. In this instance each clients support may only be for 15 minutes, which addresses their need.
27. During the 2011-2012 reporting year Community Care were contracted to provide 3,500 hours of personal care and provided a total of 1,396 (40%).

### **Centre Based Day Care (Service Group 4)**

28. During this quarter Kalamunda Home and Community Care were contracted to provide 9,978 hours of centre based day care to eligible community members. 7,404 hours were provided (74%).
29. These hours will be lower due to four public holidays and one client free day during this quarter.
30. During the 2011-2012 reporting year Community Care were contracted to provide 39,912 hours of centre based day care and provided a total of 30,487 (76%).

### **Meals on Wheels (Service Group 6)**

31. During this quarter Community Care were contracted to provide 4,743 meals to eligible community members. 2,499 meals were provided (53%).
32. This quarter a number of regular Meals on Wheels clients were identified as requiring higher levels of care, within which eligibility for Meals on Wheels ceases.



- 
33. During the 2011-2012 reporting year Community Care were contracted to provide 18,975 meals and provided a total of 13,101 (69%).

#### **Transport (Service Group 7)**

34. During this quarter, Community Care were contracted to provide 6,816 one way trips to eligible community members. 3,552 one way trips were provided (52%).
35. These one way trips will be lower due to four public holidays during this quarter.
36. During the 2011-2012 reporting year Community Care were contracted to provide 27,272 one way trips and provided a total of 15,067 (55%).
37. Transport as a service type will be reviewed over the next six months to determine any areas for service delivery improvement.
38. Transports contracted one way trips may increase if we identify, implement and evaluate innovate service delivery models as the volume of this support type is not solely reliant on referrals from the Regional Assessment Service.

#### **Counselling Support Information and Advocacy (Service Group 9)**

39. During this quarter Community Care were contracted to provide 645 hours of counselling, support, information and advocacy to eligible community members. 84 hours were provided (13%).
40. The accuracy of reporting against this service support is dependent on each individual staff member to capture and record episodes of supporting a client or carer with Counselling Support Information and Advocacy.
41. Mechanisms to assist with the accurate reporting have been implemented and are being modified as opportunities for improvement are identified.
42. In 2012-2013 initiatives that will include supporting carers of clients through the provision of counselling, support, information and advocacy will be explored and trialled.
43. During the 2011-2012 reporting year Community Care were contracted to provide 2,574 hours of counselling support information and advocacy and provided a total of 1,514 (59%).

#### **Home Maintenance (Service Group 10)**

44. During this quarter Community Care were contracted to provide 1,791 hours of home maintenance to eligible community members. 1,531 hours were provided (85%).
45. These hours will be lower due to four public holidays during this quarter. The onset of bad weather also restricts the amount of services that can be safely provided.

- 
46. During the 2011-2012 reporting year Community Care were contracted to provide 7,165 hours of home maintenance and provided a total of 6,758 (94%).

### **Community Visitors Scheme**

47. During this quarter Community Care were contracted to provide 270 visit occasions to 45 residential in Commonwealth funded aged care homes. 209 visits occurred (77%).

### **Community Aged Care Packages (“CACP”)**

48. During this quarter Community Care were contracted to provide 20 packages to eligible community members. 20 packages were provided (100%).

### **Financial Management**

49. The original Community Care budget allocated a donation of Shire fees to assist the HACC Program to remain within budget – expenditure not exceeding income. Refer (Attachment 2) – Home and Community Care Service budget and actuals 2011-2012.
50. The financial year has concluded with the HACC Program in surplus by \$281,091. This surplus is namely due to a reduction in payroll expenditure. The number of in-home hours provided in 2011-2012, is less than in 2010-2011. The restructure also had an impact in reducing payroll expenditure. The donation of Shire fees was not required.
51. The Meals on Wheels Program – refer (Attachment 3). While income was \$15,090 less than budgeted, expenditure was \$37,184 less than budgeted producing a reduction of \$22,094 in the net subsidy.
52. A reduction in the demand for meals as the year progressed resulted in reduced fee income but correspondingly expenditure on consumables (purchase of meals) was reduced. In addition expenditure on wages and building maintenance was less than budgeted due to the relocation of the Meals on Wheels Program to the Community Care Administration Centre.

### **Workforce Management**

53. Community Care has successfully recruited new Support Workers and is in the process of recruiting casual Activity Officers for the day centre.

### **STATUTORY AND LEGAL IMPLICATIONS**

54. All aspects of program delivery are monitored and reviewed to ensure policy, procedures and practice comply with funding contracts, service delivery guidelines and the Community Care Common Standards.

### **POLICY IMPLICATIONS**

55. Nil.

---

## **PUBLIC CONSULTATION/COMMUNICATION**

56. Nil.

## **FINANCIAL IMPLICATIONS**

57. The HACC and Meals on Wheels financial position in 2012-2013 will be monitored to ensure the Programs continue to operate within budget.

## **STRATEGIC AND SUSTAINABILITY IMPLICATIONS**

### **Strategic Planning Implications**

58. Nil.

### **Sustainability Implications**

#### Social Implications

59. Shire of Kalamunda Aged Accommodation Strategy 2008:

- 6.1 A strong desire to “age in place” is now the well-established preference for older people and is a key theme that underlies Commonwealth and State Government policy and programs. This encompasses being able to continue to live in the familiar surroundings of the home and local environment as independently as possible, and with support services if required.

#### Economic Implications

60. Nil.

#### Environmental Implications

61. Nil.

## **OFFICER COMMENT**

62. During the April to June Quarter the 2012–2013 WA HACC Growth Funding Application was submitted.

63. Community Care applied for growth hours in Domestic Assistance support type and growth one way trips in the Transport support type.

64. Additionally a replacement bus that will be used primarily in the day centre, but also for transport was applied for via Non Recurrent HACC funding.

65. The City of Stirling Meals on Wheels service is inviting our clients to participate in regular samples of meals and desserts. This process has been well received by our clients and their feedback regarding possible new menu items has been positive.

---

<b>Voting Requirements: Simple Majority</b>
---

**COMMITTEE RECOMMENDATION TO COUNCIL (C&C 63/2012)**

That Council:

1. Receives the Community Care Services - June 2012 Quarterly Report.

Moved: **Cr Margaret Thomas**

Seconded: **Cr Noreen Townsend**

Vote: **CARRIED UNANIMOUSLY (10/0)**

---

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

**64. Scott Reserve Advisory Committee - Nomination for Deputy Committee Members**

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

**PURPOSE**

1. To consider the appointment of Committee Members to the Scott Reserve Advisory Committee ("SRAC").

**BACKGROUND**

2. The Shire has recently received four deputy nominations for SRAC.
3. The current membership for SRAC is:
  - Cr Dylan O'Connor – Councillor Delegate
  - Frank Scardifield – High Wycombe Cricket Club
  - Mark Brinkworth – High Wycombe Junior Football Club
  - Brett Hockley – High Wycombe Amateur Football Club
  - Martyn Cresswell – Edney Primary School
4. The SRAC meeting held on 22 May 2012 was unable to proceed due to the absence of Committee members, resulting in a lack of quorum.
5. Since this time, current SRAC delegates have requested deputy members be available to attend Committee meetings in their absence.

**DETAILS**

6. As per the Terms of Reference for the SRAC, the Committee may comprise:  
**Membership**
  - 4.1 The membership of the Advisory Committee shall not be less than five (5) members, including the following:
    - a. One representative from the High Wycombe Cricket Club appointed from a meeting of that club.
    - b. One representative from the High Wycombe Junior Football Club appointed from a meeting of that club.
    - c. Two representatives from Kalamunda Shire Council, one member being a Shire Councillor and an appointed staff member.
    - d. One representative from any other user group appointed from a meeting of that group

- 
- e. One representative from the Residents Association.
  - f. One representative from the High Wycombe Amateur Football Club appointed from a meeting of that Club.
7. The following addition to the membership component of the SRAC Terms of Reference is proposed to accommodate the request for provision of a deputy:
- g. User groups with representatives on the Advisory Committee may nominate a deputy that only has provision to attend meetings and vote when the key representative is absent.
8. The following nominations have been received for membership to the SRAC as deputy:
- Davina Griffiths – High Wycombe Amateur Football Club
  - Mark Doyle - High Wycombe Amateur Football Club
  - David Sheedy - High Wycombe Amateur Football Club
  - Aaron Savory – High Wycombe Cricket Club

### **STATUTORY AND LEGAL IMPLICATIONS**

9. Appointments are made in accordance with Section 5.10 (1) of the *Local Government Act 1995*.

### **POLICY IMPLICATIONS**

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

### **PUBLIC CONSULTATION/COMMUNICATION**

11. Nil.

### **FINANCIAL IMPLICATIONS**

12. Nil.

### **STRATEGIC AND SUSTAINABILITY IMPLICATIONS**

#### **Strategic Planning Implications**

13. *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.

---

## **Sustainability Implications**

### Social Implications

14. The objectives of the Shire's Management/Advisory Committees are as follows:
- To advise Council on matters pertaining to the facilities.
  - To examine proposals for development from a community perspective and in accordance with Council policies and practices.
  - To provide an opportunity for all people and residents who use the facility to meet at regular intervals to discuss their common and particular interests.

### Economic Implications

15. Nil.

### Environmental Implications

16. Nil.

## **OFFICER COMMENT**

17. The nomination for Davina Griffiths, Mark Doyle and David Sheedy to represent the High Wycombe Amateur Football Club as a Deputy on the SRAC will provide the club with representation should the delegate be unable to attend.
18. The nomination for Aaron Savory to represent the High Wycombe Cricket Club as a Deputy on the SRAC will provide the club with representation should the delegate be unable to attend.
19. The upcoming review of all Advisory Committees, inclusive of a significant consultation process, will enable a further assessment of the Terms of Reference for each. The need or otherwise for provision of a deputy within the membership of each can also be determined at this time.

<b>Voting Requirements: Absolute Majority</b>
---

## **COMMITTEE RECOMMENDATION TO COUNCIL (C&C 64/2012)**

That Council:

1. Approves the appointment of Davina Griffiths, Mark Doyle and David Sheedy, representing High Wycombe Amateur Football Club, and Aaron Savory, representing High Wycombe Cricket Club, as deputies on the Scott Reserve Advisory Committee.

2. Endorses the following addition to the “Membership” component Scott Reserve Advisory Committee Terms of Reference:

4.8 User groups with representatives on the Advisory Committee may nominate a deputy that only has provision to attend meetings and vote when the key representative is absent.

Moved: **Cr Dylan O’Connor**

Seconded: **Cr Noreen Townsend**

Vote: **CARRIED UNANIMOUSLY / ABSOLUTE MAJORITY (10/0)**



---

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

**65. CONFIDENTIAL REPORT – provided under separate cover  
Lesmurdie Tennis Clubroom Extension Project – Request to Reduce  
Contribution**

Reason for Confidentiality – *Local Government Act 1995 S5.23 (2) (iii) (h) -“a matter that if disclosed, would reveal – information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government.”*

*As Councillors did not wish to discuss this item, the Chairman did not deem it necessary to go behind closed doors and Report 65 was considered in sequence.*

<b>Voting Requirements: Simple Majority</b>
---

**COMMITTEE RECOMMENDATION TO COUNCIL (C&C 65/2012)**

That Council:

1. Accepts the Lesmurdie Tennis Club's \$27,186 as contribution toward the cost of the Clubroom extension and that GST be charged.
2. Rejects the Lesmurdie Tennis Club's proposal for a 50% contribution towards the construction of a bar, as this is considered outside of the Scope of Works outlined within the Community Sport and Recreation Facilities funding agreement.
3. Issues appropriate certifications to be provided at the completion of the project.
4. Agrees to install emergency egress doors.
5. Agrees to provide engineering documentation regarding the roof beam.
6. Agrees to provide electrical compliance documentation.
7. Initiates discussions with the Lesmurdie Tennis Club on Lease development this year as part of the development of the Lease and Licence Policy.
8. Requests payment of the Lesmurdie Tennis Club's contribution to be made in one lump sum.

Moved: **Cr Donald McKechnie**

Seconded: **Cr Dylan O'Connor**

Vote: **For**  
**Cr Geoff Stallard**  
**Cr Allan Morton**  
**Cr Bob Emery**  
**Cr Dylan O'Connor**  
**Cr Sue Bilich**  
**Cr Donald McKechnie**  
**Cr Margaret Thomas**  
**Cr Martyn Cresswell**  
**Against**  
**Cr John Giardina**  
**Cr Noreen Townsend**

**CARRIED (8/2)**

---

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

**66. Modification to the Wattle Grove Cell 9 Structure Plan - Lot 34 (338) Hale Road, Wattle Grove**

Previous Items	OCM 08/2012
Responsible Officer	Director Development & Infrastructure Services
Service Area	Development & Infrastructure Services
File Reference	HL-01/338
Applicant	Planning Solutions
Owner	Hale 338 Pty Ltd
Attachment 1	Locality Plan
Attachment 2	Existing Wattle Grove Cell 9 Structure Plan
Attachment 3	Proposed Wattle Grove Cell 9 Modified Structure Plan
Attachment 4	Approved Shopping Centre Site Plan
Attachment 5	Draft Wattle Grove Village Centre – Concept Master Plan
Attachment 6	Consultation Plan

**PURPOSE**

1. To consider a proposal to modify the Wattle Grove Cell 9 Structure Plan (“the Structure Plan”) to allow for a portion of the rear of Lot 34 (338) Hale Road, Wattle Grove to be changed from Public Open Space to Neighbourhood Centre, and retaining a 11m wide portion of Public Open Space along the rear boundary. Refer to (Attachments 1 to 3).

**BACKGROUND**

2. **Land Details:**

Land Area:	2.62ha
Local Planning Scheme Zone:	Urban Development
Wattle Grove Cell 9 Structure Plan:	Neighbourhood Centre
Metropolitan Region Scheme Zone:	Urban

3. The property contains a single dwelling and associated outbuildings which are proposed to be demolished.
4. Surrounding properties contain single dwellings and outbuildings. The properties adjoining the rear and south west (side) boundaries are public open space.
5. The Structure Plan was adopted by Council in 2000 and endorsed by the WA Planning Commission in March 2001.
6. In February 2012, Council resolved (Resolution OCM 08/2012) to approve an application to build a shopping centre on the property. The site plan for the

---

proposed development shows the rear of the property being set aside for a proposed medical centre and child care centre.

7. In July 2012, an amended site plan was approved which shows 11m wide public open space along the rear boundary. Refer to the approved shopping centre site plan (Attachment 4).
8. The property is included within the Draft Wattle Grove Village Centre – Concept Master Plan (“the Draft Master Plan”) which shows the desired land uses, building and car parking layout if the landowners of 302, 310, 318, 326, 332 and 338 Hale Road decide to redevelop. Refer to the Draft Wattle Grove Village Centre – Concept Master Plan (Attachment 5).

## **DETAILS**

9. It is proposed to modify the Structure Plan to allow for a portion of the rear of the property to be changed from Public Open Space to Neighbourhood Centre, to be consistent with the remainder of the property.
10. An 11m wide portion of public open space is proposed to be retained along the rear boundary of the property.
11. If the proposed modification to the Structure Plan is ultimately endorsed by the WA Planning Commission, a separate application will be required for the proposed medical centre and child care centre.

## **STATUTORY AND LEGAL IMPLICATIONS**

12. The property is zoned Urban Development under Local Planning Scheme No. 3 (“the Scheme”), the objectives of which are the following:
  - *“To provide orderly and proper planning through the preparation and adoption of a Structure Plan setting the overall design principles for the area.*
  - *To permit the development of land for residential purposes and for commercial and other uses normally associated with residential development.”*
13. The property is identified as being “Neighbourhood Centre” on the Structure Plan.
14. The Scheme stipulates that where a designation is shown on a Structure Plan, the permissibility of the use would be as if the land is zoned for that purpose.
15. Table 1 (Zoning Table) of the Scheme does not include the zoning Urban Development, and therefore does not stipulate which uses are permissible in that zoning. However, since the Structure Plan was adopted it has been the intention that the property be developed for commercial facilities serving the local area.
16. The design and assessment of structure plans are dealt under Clause 6.2 – *Development Areas* of the Scheme. In particular, clause 6.2.3 (Preparation of Structure Plans) and clause 6.2.4 (Adoption and Approval of Structure Plans).

- 
17. Subclause 6.2.5.1 (Change or Departure from Structure Plan) of the Scheme stipulates that Council may adopt a minor change to or departure from a Structure Plan if, in its opinion, the change or departure does not materially alter the intent of the Structure Plan.
  18. If adopted by Council, the modified structure plan will be forwarded to the WA Planning Commission for endorsement. In the event that the WA Planning Commission refuses the modification, there is a right of review (appeal) to the State Administrative Tribunal.

## **POLICY IMPLICATIONS**

### **Draft Wattle Grove Village Centre – Concept Master Plan**

19. The purpose of the Draft Master Plan is to outline the land use types which are desirable, the appearance, scale and quality of development within the Village Centre and ensure a high standard of built form which is in keeping with the local character.
20. The Draft Master Plan shows the property as containing commercial and residential land uses, car parking and public open space.

### **Liveable Neighbourhoods (January 2009)**

21. *Liveable Neighbourhoods (January 2009)* is an integrated planning and assessment policy to assist with the design and assessment of structure and subdivision plans to guide urban development within metropolitan and regional Western Australia.
22. The Policy requires commercial uses to be integrated into central locations to provide improved environmental, economic and social outcomes.

### **Directions 2031 and Beyond**

23. *Directions 2031 and Beyond* is a high level strategic plan that establishes a vision for future growth of the Perth metropolitan area, the objectives of which include the following:

- Reducing greenhouse emissions.
- Encourage reduced vehicle use.

## **PUBLIC CONSULTATION/COMMUNICATION**

24. The proposal was advertised for 42 days in accordance with the provisions of the Scheme. This involved a notice in a newspaper circulating the District, a sign being erected on the property and the proposal being referred to nearby landowners for comment.
25. During the advertising period one non objection and one submission providing comment on the proposal were received. Refer to the Consultation Plan (Attachment 6).

- 
26. The submitter who raised no objection to the proposed modification wanted to know what is proposed for the rear of the property. They were advised that a medical centre and child care centre are proposed at the rear of the property, for which a planning application will be required to be submitted if the modified structure plan is endorsed by the WA Planning Commission.
27. The submitter who provided comment on the proposal asked that 332 Hale Road, Wattle Grove, be included in the proposed modification to the Structure Plan so that the area of Public Open Space on this property could also be reduced along the rear boundary.

## **FINANCIAL IMPLICATIONS**

28. Nil.

## **STRATEGIC AND SUSTAINABILITY IMPLICATIONS**

### **Strategic Planning Implications**

29. The proposed modification is consistent with the intent of the structure plan in providing for commercial activities in close proximity to residential areas.
30. If the proposed modification is endorsed commercial land uses are proposed towards the rear of the property with a 11m wide portion of public open space. The Draft Master Plan shows residential development as being desirable in this location. This is considered acceptable as the nature of the proposed commercial development is relatively low scale and will not have a detrimental impact on the local amenity.

### **Sustainability Implications**

#### Social implications

31. If the proposed modification is endorsed future development on the property will provide a focal point for the Wattle Grove urban area and allow for access to facilities for residents, which are currently accessed outside of the locality. As the site is centrally located, it provides the best possible walkable catchment.

#### Economic Implications

32. If the proposed modification is endorsed future development will allow for may provide local employment opportunities.

#### Environmental Implications

33. Nil.

## **OFFICER COMMENT**

34. The proposed modification is consistent with the intent of Directions 2031 and Beyond, the Draft Liveable Neighbourhood Policy, the approved development

---

site plan (Attachment 4) and the Structure Plan in providing for commercial activities in close proximity to residential areas.

35. The proposed modification will allow for future commercial development along the rear portion of the property which is also generally consistent with the intent of the Draft Wattle Grove Village Centre – Concept Master Plan.
36. An 11m wide portion of public open space is proposed to be retained along the property for pedestrian access purposes and to act as a buffer between future commercial uses on the property and the public open space on the property at the rear.
37. During advertising it was requested that 332 Hale Road be included in the proposed modification to the Structure Plan so that the area of Public Open Space on this property could also be reduced along the rear boundary.
38. It should be noted that in February 2012, Council approved an application for a shopping centre on 332 Hale Road and plans for the development are currently being redesigned by the landowner.
39. Should the owner of 332 Hale Road want the Structure Plan modified to reflect a reduction in the amount of Public Open Space on their property, this will need to be dealt with separately and assessed on its individual merit.
40. Considering the above, it is recommended that Council adopts the modified Structure Plan.

<b>Voting Requirements: Simple Majority</b>
---

**COMMITTEE RECOMMENDATION TO COUNCIL (D&I 66/2012)**

That Council:

1. Adopts the proposed modification to the Wattle Grove Cell 9 Structure Plan to change the rear of Lot 34 (338) Hale Road, Wattle Grove from Public Open Space to Neighbourhood Centre, retaining a 11m wide portion of Public Open Space along the rear boundary.
2. Forwards the modified Wattle Grove Cell 9 Structure Plan to the WA Planning Commission for endorsement.

Moved: **Cr John Giardina**

Seconded: **Cr Allan Morton**

Vote: **CARRIED UNANIMOUSLY (10/0)**

---

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

**67. Quarterly Progress Report – April – June 2012**

Previous Items	N/A
Responsible Officer	Chief Executive Officer
Service Area	Office of the CEO
File Reference	OR-CMA-009
Applicant	N/A
Owner	N/A

Attachment 1                      Quarterly Progress Report April – June 2012

**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. A new budgeting module, the Budget Management Centre ("BMC") has now been introduced. This will enable staff to monitor budgets more easily, and provide a simpler process for reviewing and creating budgets. This will also integrate with interplan, Integrated Project Manager, and the Shire's workforce planning system, to provide a complete strategic and business planning system.
4. The person responsible for an action or task in interplan is required to provide an update 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**

5. The quarterly progress report for the period April to June 2012 is presented at (Attachment 1). This report shows the progress of certain major projects and capital works for 2011/2012, budget summaries, KPI performance and the progress of the Shire against the five goals set out in the Strategic Plan.

**Quarterly Progress Against Goals**

6. Each business unit in the Shire has a business plan, which contains the actions to be achieved in the 2011/12 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. Of the 668 actions monitored across the organisation, 518 (or 78%) are at 90% or more of their progress target to date.



---

## Key Performance Indicators

7. Performance against the Shire's corporate KPIs is shown. Of the 19 KPIs presented, for the period 1 January – 31 March:

- Five are at or exceeding their target.
- One is within 5% of its target.
- Thirteen are below 5% of their target.

This represents a decline in performance since last quarter.

8. It should be noted that high targets have been set (for example, 98% of all incoming correspondence is to be responded to within five working days). There are also KPIs over which staff have no control, for example number of building applications received, which also impacts number of applications approved.

## Major Projects

9. The progress of a number of major projects for 2011/12 is shown. All projects are at 90% or more of their progress target for the year to date, with the following five exceptions:

- Oversee the completion of the Local Planning Strategy, and implementation program for the Planning Scheme changes and related policy development (88%).
- Undertake investigations into future planning options for the Wattle Grove Area located south of Welshpool Road and west of Tonkin Highway (48%).
- Oversee the investigation of private and public partnerships on Shire owned and vested land (88%).
- Oversee the design for the upgrade of Abernethy Road to dual carriageway (from railway bridge to Kalamunda Road) (67%).
- Ensure that the Kalamunda Integrated Planning and Performance Management Framework meets the requirements of the State's Integrated Planning and Reporting Framework and Guidelines (not started).

10. All of the projects are within budget (actual expenditure for the year to date is less than the budgeted expenditure), with the following four exceptions:

- Implement Woodlupine Living Stream Project plan for Areas 3 and 5 of the public open space area identified under the Wattle Grove urban area U9 Structure Plan, which is shown as being \$71 over budget.
- Manage the refurbishment of the Kalamunda Water Park – Stage Three, shown as being \$5,466 over budget.
- Oversee the extension of Newburn Road, shown as being \$35,858 over budget.

- 
- Oversee the subdivision of Lot 5 Welshpool Road, shown as being \$113,473 over budget.

### **Divisional Summary**

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

### **Directorate Budgets**

12. The actual and budgeted year-to-date figures are shown for each Directorate. Please note that the previous four Directorate structure is still being reflected for consistency of reporting. The new structure will be shown from the start of the 2012/2013 financial year.

### **Financial Report – Organisational Summary Graph**

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

### **Financial Report – Organisational Summary Table**

14. Actual and budgeted income and expenditure is shown for each business unit. The variance is also shown. Income – expenditure is shown at the bottom of the table (“Overall Net”). For the financial year, 1 July 2011 – 30 June 2012:
- The budgeted income was \$54,428,224.53 and the actual income \$54,043,823.65.
  - The budgeted expenditure was \$66,407,684.17 and the actual expenditure \$64,028,887.84.
  - This is an overall net figure of (\$11,979,459.64) budgeted and (\$9,985,064.18) actual.

### **Engineering Financial Summary**

15. The major engineering projects for 2011/12 are shown in a table, following the budget summary graph. Budgeted and actual amounts, and the variance, are shown for each of the projects. Where the variance is a negative figure, the actual year to date expenditure is less than the budgeted amount. A positive variance indicates that the actual year to date expenditure is higher than the budgeted amount. Sixteen of the listed projects are over budget for the quarter.

### **Asset Financial Summary**

16. The major asset-related projects for 2011/12 are shown in a table, following the budget summary graph. Budgeted and actual amounts, and the variance, are shown for each of the projects. Again, a positive variance indicates that the action is over-expended for the year to date. Two of the listed projects are over budget for the quarter, these were also identified in the Engineering Financial Summary. A more detailed list, outlining the progress of each project, follows the table.

---

## **Capital Works**

17. A graph showing budgeted and actual expenditure on capital works is shown. Following the graph, a table of the major capital works projects for 2011/12 is presented, showing budgeted and actual amounts, and the variance, for each project. Six of the listed actions are over budget, all of which have been identified previously in this report. A summary of the progress of these projects follows, and then a more detailed list including progress comments.

## **STATUTORY AND LEGAL IMPLICATIONS**

18. Nil.

## **POLICY IMPLICATIONS**

19. Nil.

## **PUBLIC CONSULTATION/COMMUNICATION**

20. Nil.

## **FINANCIAL IMPLICATIONS**

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

## **STRATEGIC AND SUSTAINABILITY IMPLICATIONS**

### **Strategic Planning Implications**

22. 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.

### **Sustainability Implications**

#### Social Implications

23. Nil.

#### Economic Implications

24. Nil.

#### Environmental Implications

25. Nil.

## **OFFICER COMMENT**

26. Nil.

---

<b>Voting Requirements: Simple Majority</b>
---

**COMMITTEE RECOMMENDATION TO COUNCIL (C&C 67/2012)**

That Council:

1. Receives the Quarterly interplan Progress Report for April – June 2012.

Moved: **Cr Margaret Thomas**

Seconded: **Cr Dylan O'Connor**

Vote: **CARRIED UNANIMOUSLY (10/0)**

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

10.1 Nil.

## **11.0 QUESTIONS BY MEMBERS WITHOUT NOTICE**

11.1 Nil.

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

12.1 Nil.

## **13.0 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION**

13.1 The Chairman indicated that the Shire President wished to make an announcement.

13.2 The Shire President reported that he had attended the Kalamunda Club's 60 Years of History, Diamond Jubilee celebrations on 10 August 2012 and this had been a successful evening. The Club are very happy with the support they have been given by the Shire.

13.3 On 16 August 2012 (at 10am) representatives from the City of Kalgoorlie Boulder are travelling to Kalamunda to view the Zig Zag Cultural Centre, any Councillors who are able to attend are most welcome.

13.4 On 17 August 2012 (at 8.45) the Shire President will be at Pickering Brook Primary School to help their Chaplin Glynis Turpin plant a commemorative tree.

13.5 On 17 August 2012 (at 12pm) the Shire President will be welcoming guests to the Quit Targa West Marquee in Haynes Street, any Councillors who are able to attend are most welcome to.

13.6 On 17 August 2012 (at 4pm) the Shire President will be attending Children's Book Week at the Lesmurdie Library.

13.7 On 17 August 2012 (at 7pm) the Shire President will attend the inaugural All Christian Churches Prayer Dinner at the Hartfield Park Golf Club. The Shire President noted he is happy to be part of this event and other Councillors would be most welcome to attend.

## **14.0 MEETING CLOSED TO THE PUBLIC**

14.1 Confidential Item – Lesmurdie Tennis Clubroom Extension Project – Request to Reduce Contribution was not discussed and was therefore voted on in sequence.

## **15.0 CLOSURE**

15.1 There being no further business the Chairman declared the meeting closed at 6.53pm.

---

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

Signed: \_\_\_\_\_  
Chairman

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2012