
Shire of Kalamunda

General
Services Committee

Agenda for 8 August 2011

NOTICE OF MEETING GENERAL SERVICES COMMITTEE

Councillors

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

8 August 2011 commencing at 6.30pm

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

Open Committee Meetings – Procedures

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

James Trail
Chief Executive Officer
3 August 2011

** Dinner will be served at 5.30pm **

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AGENDA

1.0 OFFICIAL OPENING

2.0 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE PREVIOUSLY APPROVED

3.0 PUBLIC QUESTION TIME

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

4.0 PETITIONS/DEPUTATIONS

4.1 Nil.

5.0 APPLICATIONS FOR LEAVE OF ABSENCE

6.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

6.1 That the Minutes of the General Services Committee Meeting held on 11 July 2011 are confirmed as a true and correct 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 11 July 2011".

7.0 ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

8.0 MATTERS FOR WHICH MEETING MAY BE CLOSED

8.1 Nil.

9.0 DISCLOSURE OF INTERESTS

9.1 Disclosure of Financial and Proximity Interests

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

9.2 Disclosure of Interest Affecting Impartiality

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

10.0 REPORT 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.
104. Creditors' Accounts Paid During the Period 6 July 2011 to 27 July 2011

Previous Items	N/A
Responsible Officer	Director Corporate Services
Service Area	Finance
File Reference	FI-CRS-002
Applicant	N/A
Owner	N/A

Attachment 1 Creditor Payments for the period 6 July 2011 to 27 July 2011 – Page 1

PURPOSE

1. To receive creditors' accounts paid during the period 6 July 2011 to 27 July 2011 (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 6 July 2011 to 27 July 2011 (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*
- 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.

OFFICER RECOMMENDATION (GS 10404/2011)

1. That the list of creditors paid during the period 6 July 2011 to 27 July 2011 (Attachment 1) be received by Council in accordance with the requirements of the *Local Government (Financial Management) Regulations 1996 (Regulation 12)*.

Moved:

Seconded:

Vote:

Declaration of financial / conflict of interests to be recorded prior to dealing with each item.
105. Debtors and Creditors Reports for the Period ending 30 June 2011

Previous Items	N/A
Responsible Officer	Director Corporate 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 2011 – Page 26
Attachment 2	Summary of Creditors for the period ended 30 June 2011 – Page 29

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 2011.
3. Council has requested reports detailing outstanding debtors and creditors on a monthly basis.

DETAILS**Debtors**

4. Particular items affecting the outstanding balances are:
 - 90+ days
 - Attorney General's Office - CCTV Installation payment to be received in early July 2011 on completion of the project.
 - Forrestfield United Soccer Club - Reserve Hire and Loan Payments have been deferred until December 2011.
5. 30+ days
 - Swan Transit - Private Works for Traffic Accident Clean Up and Repairs - Payment to be settled within first week of July 2011.
6. Current Debt
 - Department of Local Government - KCCC Grant Final Instalment.
 - Main Roads WA - Road Project Grants for multiple roads and Speed Cushion Installation for multiple roads.

Creditors

7. Payments totalling \$3,880,542.72 were made during the month of June.
8. Standard payment terms are 30 days from the end of month, with local business and contractors on 14 day terms.
9. Invoices showing as outstanding greater than 60 and 90 days are the result of the original invoice documentation not being received by Finance.
10. 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

11. Nil.

POLICY IMPLICATIONS

12. Nil.

PUBLIC CONSULTATION/COMMUNICATION

13. Nil.

FINANCIAL IMPLICATIONS

14. Nil.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

Strategic Planning Implications

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

Sustainability Implications

Social implications

16. Nil.

Economic Implications

17. Nil.

Environmental Implications

18. Nil.

OFFICER COMMENT

19. Nil.

OFFICER RECOMMENDATION (GS 105/2011)

1. That the outstanding debtors (Attachment 1) and creditors (Attachment 2) reports as at 30 June 2011 be received.

Moved:

Seconded:

Vote:

Declaration of financial / conflict of interests to be recorded prior to dealing with each item.**106. Debtors and Creditors Reports for the Period ending 31 July 2011**

Previous Items	N/A
Responsible Officer	Director Corporate Services
Service Area	Finance
File Reference	FI-CRS-002
Applicant	N/A
Owner	N/A
Attachment 1	Summary of Debtors for the period ended 31 July 2011 – Page 30
Attachment 2	Summary of Creditors for the period ended 31 July 2011 – Page 33

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 31 July 2011.
3. Council has requested reports detailing outstanding debtors and creditors on a monthly basis.

DETAILS**Debtors**

4. Particular items affecting the outstanding balances are

90+ days - Attorney General's Office - CCTV Installation payment to be received in early August 2011 on completion of the project. Forrestfield United Soccer Club Reserve Hire and Loan Payments deferred for payment until December 2011.

60+ days - Swan Transit - Private Works for Traffic Accident Clean Up and Repairs - Payment to be settled within first week of August 2011.

30+ days - Main Roads WA - Road Project Grants for multiple roads and Speed Cushion Installation for multiple roads.

Creditors

5. Payments totalling \$4,072,279.06 were made during the month of July.
6. Standard payment terms are 30 days from the end of month, with local business and contractors on 14 day terms. Invoices showing as outstanding greater than 60 and 90 days are the result of the original invoice documentation not being received by Finance.
7. 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

8. Nil.

POLICY IMPLICATIONS

9. Nil.

PUBLIC CONSULTATION/COMMUNICATION

10. Nil.

FINANCIAL IMPLICATIONS

11. Nil.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

Strategic Planning Implications

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

Sustainability Implications

Social implications

13. Nil.

Economic Implications

14. Nil.

Environmental Implications

15. Nil.

OFFICER COMMENT

16. Nil.

OFFICER RECOMMENDATION (GS 106/2011)

1. That the outstanding debtors (Attachment 1) and creditors (Attachment 2) report as at 31 July 2011 be received.

Moved:

Seconded:

Vote:

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

107. Rates Debtors Report for the Period ending 31 July 2011

Previous Items	N/A
Responsible Officer	Director Corporate 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 31 July 2011 – Page 34

PURPOSE

1. To receive a report on rates debtors as at 31 July 2011.

BACKGROUND

2. Attached is the report detailing rates debtors as at 31 July 2011 (Attachment 1).

DETAILS

2011/2012 – Rate Billing

3. Rate Billing has been completed for 2011/2012 with the following levies raised:

Rates	\$23,565,591.68
ESL	\$4,159,527.04
Services	\$6,692,098.45 (Included Refuse and Other Services)

2011/2012 – Rate Notices

4. The data for the 2011/2012 Rate Notices is currently with Zipform for printing. The Issue Date is the 8 August, 2011 and by Tuesday the 9 August, 2011 ratepayers should be getting their current rate notices for 2011/2012 financial year. Data checks are currently being done to ensure that all of the information appearing on our Rate Notices is correct in every way.

2010/2011 – Legal Action

5. This process has come to a halt, however after the rush of 2011/2012 rates is over we will continue to pursue those ratepayers who defaulted on 2010/2011 instalments. These debts have received a 'FINAL DEMAND' letter from the Rates Office and any outstanding debts after this process will be referred to Dun and Bradstreet for the immediate issue of a General Procedure Claim.

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6. Outstanding Legal action with Austral Mercantile is now being finalised with most of those outstanding debts being either cleared or now referred to Dun and Bradstreet.

STATUTORY AND LEGAL IMPLICATIONS

7. Nil.

POLICY IMPLICATIONS

8. Nil.

PUBLIC CONSULTATION/COMMUNICATION

9. Nil.

FINANCIAL IMPLICATIONS

10. Nil.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

Strategic Planning Implications

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

5.5.2: Provide financial services to support Council's operations and to meet sustainability planning, reporting and accountability requirements.

Sustainability Implications

Social implications

12. Debt collecting processes contain the risk of bringing negative publicity to the Shire.

Economic Implications

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

Environmental Implications

14. Nil.

OFFICER COMMENT

15. Nil.

OFFICER RECOMMENDATION (GS 107/2011)

1. That the rates debtors report as at 31 July 2011 (Attachment 1) be received.

Moved:

Seconded:

Vote:

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

108. Community Sport and Recreation Facilities Fund - Small Grants (Winter) 2010/11

Previous Items	OCM 33/2011
Responsible Officer	Director Community Development
Service Area	Community Development
File Reference	FI-FAG-050
Applicant	N/A
Owner	N/A

PURPOSE

- To consider allocating funds towards the following successful Community Sport and Recreation Facilities Fund ("CSRFF") projects:
 - Hartfield Park Needs and Feasibility Study.
 - Kalamunda and Districts Basketball Association new basketball backboards.

BACKGROUND

- In August 2010, Council was presented with two CSRFF applications for consideration of support. Council subsequently resolved (OCM 33/2011) the following:

That Council:

- Endorses the following applications for the Department of Sport and Recreation's 2011/12 Community Sport and Recreation Facilities Small Grant Fund in order of priority:

 - Hartfield Park Recreation Centre Feasibility Study*
 - Kalamunda and Districts Basketball Association**
- Considers allocating \$40,000 in the 2011/2012 budget for the Hartfield Park Feasibility Study subject to the successful outcome of the CSRFF application.*
- Considers allocating \$72,670 in the 2011/2012 budget for the purchase of four new basketball backboards at the Ray Owen Sports Centre subject to the successful outcome of the CSRFF application.*

3. In June 2011, the Shire received notification from the Department of Sport and Recreation (“DSR”), that both the Hartfield Park Needs and Feasibility Study and purchase of four new basketball backboards at the Ray Owen Sports Centre were successful in obtaining funding.
4. Council is now requested to consider allocating funds towards both the Hartfield Park Needs and Feasibility Study and the Kalamunda and Districts Basketball Association proposal for new basketball backboards at the Ray Owen Sports Centre.

DETAILS

Hartfield Park Recreation Centre Needs and Feasibility Study

5. The development of a Needs and Feasibility Study for the Hartfield Park Recreation Centre will aim to address the increasing need for the functionality of the facility to be reviewed. Specifically, the study will determine the future indoor recreational needs (dry aspects only) of the community and the overall viability of upgrading the facility.
6. The need for the Study has been included in the one to five year recommendations of the Hartfield Park Masterplan (OCM 110/2010), to ensure that the requirements of the facility are considered prior to any potential expansion of the Forrestfield United Soccer Clubrooms.
7. Furthermore, the Draft Community Facilities Plan identified the need for the Needs and Feasibility Study.
8. The proposed project cost for the Needs and Feasibility study for the Hartfield Park Recreation Centre is as follows:

Organisation	Contributions ex GST
CSRFF	\$13,000
Shire of Kalamunda	\$27,000
Total Project Cost	\$40,000

Kalamunda and Districts Basketball Association - New Basketball Backboards

9. The Kalamunda and Districts Basketball Association project for the installation of four new basketball backboards is required due to the current state of the existing basketball rings and the necessity for replacement.

10. The proposed cost for the project to install four new basketball backboards at the Ray Owen Sports Centre based in Lesmurdie is as follows:

Organisation	Contributions ex GST
Kalamunda and Districts Basketball Association	\$24,223
CSRFF	\$24,223
Shire of Kalamunda	\$24,224
Total Project Cost	\$72,670

STATUTORY AND LEGAL IMPLICATIONS

11. Western Australian *Local Government Act 1995*, Section 6.2 and 6.8 Local Government Budget.

POLICY IMPLICATIONS

12. Nil.

PUBLIC CONSULTATION/COMMUNICATION

13. Nil.

FINANCIAL IMPLICATIONS

14. Should Council decide that the two projects should proceed then the total contribution required by the Shire would be \$51,224.
15. A number of reductions have already been made to the 2011/12 operating budget. Therefore, any further opportunities to reduce operating expenditure are limited.

16. Nevertheless, the following operating accounts have been identified as opportunities for funds to be re-allocated:

Account No	Description	2011/12 Budget	Amounts identified to be reallocated
350710.522	Minor furniture (Buildings)	\$20,000	\$7,500
320710.539	Advertising (Youth)	\$4,000	\$1,000
331710.539	Advertising (Ray Owen)	\$3,500	\$1,000
397710.539	Advertising (KPAC)	\$7,500	\$2,500
Total			\$12,000

17. Whilst it would be desirable to maintain these budget allocations they have been identified to be reprioritised towards the Ray Owen Sports Centre basketball backboard project, due to the project providing an opportunity to leverage \$60,670 in external funds to achieve a total project outcome of \$72,670.
18. If Council does not contribute towards the funded projects the DSR have advised that the CSRFF funding of \$37,223 will be forfeited. The DSR would need to be advised of any decision to defer either or both projects by the end of August 2011.
19. Should the \$12,000 outlined in the table above be reallocated to the purchase of the basketball backboards at the Ray Owen Sports Centre, the Kalamunda and Districts Basketball Association would be required to contribute \$12,224 plus their one third allocation of \$4,000.
20. The Kalamunda and Districts Basketball Association have confirmed in writing that should Council be unable to fund their entire one third contribution towards the project, they have the capacity to increase their contribution to cover the shortfall.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

Strategic Planning Implications

21. *Shire of Kalamunda Strategic Plan 2009-2014*
- 1.3.1 Manage the effective promotion, planning and usage of recreational spaces, services and facilities.
- 1.3.4 Develop active and passive recreational facilities based on environmentally sustainable principles.

- 2.3.2 Maintain, refurbish or upgrade existing infrastructure to encourage increased utilisation and extension of asset life.

Sustainability Implications

Social implications

22. Nil.

Economic Implications

23. Nil.

Environmental Implications

24. Nil.

OFFICER COMMENT

25. Through the CSRFF program, the State Government provides financial assistance to community groups and local government authorities to develop basic infrastructure for sport and recreation. The program aims to increase participation in sport and recreation with an emphasis on increasing physical activity through the provision of well-planned facilities. For example, the backboards will aim to increase physical activity through having the capacity to be electronically lowered to accommodate U/10's basketball.
26. The development of the Hartfield Park Recreation Centre Needs and Feasibility Study has been scheduled to occur in 2011/12. However, Council may decide to defer the Study provided it is undertaken before any expansion of the Forrestfield United Soccer Club Clubrooms, which has been identified to occur in the Hartfield Park Masterplan between 2015 – 2020. This is to ensure that any expansion of the Hartfield Park Recreation Centre is considered prior to any future development of the Forrestfield United Soccer Club Clubrooms.
27. The DSR have confirmed that should the Study not occur in the 2011/12 financial year the \$13,000 in CSRFF funding would need to be relinquished.
28. Should Council decide to contribute the recommended \$12,000 towards the installation of the basketball backboards, it will present Council with an opportunity to leverage \$60,670 in external funds for an overall expenditure of \$12,000, to achieve a total project cost of \$72,670.

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29. In summary, it is recommended that Council advises DSR that the Hartfield Park Recreation Centre Needs and Feasibility Study will not occur in 2011/12. Furthermore, that Council contributes \$12,000 towards the project to install four new basketball backboards at the Ray Owen Sports Centre, acknowledging that the Kalamunda and Districts Basketball Association have agreed to contribute an additional \$12,224 to this project.

Additional Information 8 August 2011

30. In the past few weeks the Shire staff have been exploring whether there is a potential for some form of development of land within the Hartfield Park Reserve. The recently adopted Hartfield Masterplan, estimated in excess of \$5.5 million needs to be spent and the draft Community Facilities Plan, in excess of another \$8.0 million.
31. Given there is now a much broader agenda for Hartfield Park Reserve it was considered prudent to reverse the Officer's Recommendation to postpone the Needs and Feasibility Study for Hartfield Park until 2012/2013. In light of this recent development Officers now recommend that Council accept the funding from the DSR and incorporate this study to occur concurrently with an environmental study of the land within the Reserve in order to derive benefit from synergies between the two complimentary studies.

OFFICER RECOMMENDATION (GS 108/2011)

That Council:

1. Pursuant to section S 6.8 (1)(c) *Local Government Act 1995*, amends the 2011/2012 Budget to include Expenditure for the Ray Owen Sports Centre basketball backboards project of \$72,670 and the Hartfield Park Recreation Centre Needs and Feasibility Study of \$40,000.
2. Pursuant to section S 6.8 (1)(c) *Local Government Act 1995*, amends the 2011/2012 Budget to include Income for the Ray Owen Sports Centre basketball backboards project of \$60,670 and the Hartfield Park Recreation Centre Needs and Feasibility Study of \$13,000.

Moved:

Seconded:

Vote: **Absolute Majority**

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

109. Kalamunda Home and Community Care – June (2011) Quarter Review

Previous Items	N/A
Responsible Officer	Director Community Development
Service Area	Community Development
File Reference	CO-SPC-022
Applicant	OCM 156/2010 and OCM 11/2011
Owner	N/A
Attachment 1	KHACC Service Volumes Report – Page 35
Attachment 2	KHACC Financial Summary – Page 36
Attachment 3	Meals on Wheels Financial Summary – Page 37

PURPOSE

1. To receive the Kalamunda Home and Community Care June (2011) Quarter Review.

BACKGROUND

2. At the February 2011 Ordinary Council Meeting (OCM 11/2011), 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 KHACC is performing in relation to its contracted service provision levels.

Transport

6. Over the past few months transport has remained steady. Some weeks, however, clients are unable to have distance transport, example being Royal Perth Hospital (when the appointment is for 9.00 am) – Transport does not start until 8.30 am. These are referred on to other service providers or re-scheduled.
7. Transport has dropped in hours over the past few months, but this is a service that is driven by demand and being able to accommodate clients at the times of the request. Department of Health Home and Community Care (“HACC”) have a working group “Transport Scheduling Trial” and are considering the following options to make this service more financially viable for service providers.
 - a. Centralise scheduling of transport: Reduce current service
 - b. Reduce the number of transport providers in metro area
8. The shopping bus scheduled on a Wednesday mornings to various shopping facilities. Each week there is a fluctuation in client shoppers as they prefer some shopping centres to others.

Community Visitor Scheme

9. The centre is funded for 45 placements and at present there are 35 in place. With the recent recruitment drive staff hope to attract additional volunteers that can meet the demand for this service. As requested from the Department of Health an invoice has been submitted for the reimbursement cost of \$41,910 for general contributions to the Community Visitors Scheme.

Community Aged Care Packages (“CACP”)

10. The Community Aged Care Package services have now reached the target of 20 placements which is the total allocation to Kalamunda Home and Community Care for the next two years. It is envisaged that this total will fluctuate as some clients move into permanent care and new clients are assessed and take up these vacancies.

Centre Based Day Care

11. Numbers in the Day Centre are stable, new programming and workshops are receiving positive feedback from clients. The centre is continuing to receive referrals from the Referral Assessment Team.

Home Maintenance

12. The Client Support Services Coordinator works within the guidelines of HACC and the wellness approach to provide services to clients enabling them to live independently in their own homes. This service relies upon the Regional Assessment Team for all of its new referrals; client numbers are slowly increasing.

Domestic Assistance

13. Domestic assistance is now at its capacity for the moment. Once reassessments have been undertaken by the Regional Assessment Team there will be capacity to take on new clients.

Personal Care

14. Projected volumes are reflected by the new assessment framework and new clients are not always allocated to the Home and Community Care programme.

Social Support

15. Social Support volumes remain steady for medical prompts and in home welfare checks. With the introduction of the Regional Assessments there is a wider provider's choice that clients can be referred to.

In Home Respite

16. Service volumes remain under the monthly targets, due to the introduction of the Assessment Framework. KHACC are now in competition with other providers.

Meals on Wheels

17. A new member of staff has been appointed on a fixed-term contract as Meals on Wheels Coordinator. A Feasibility Study is being undertaken on the services and the different methods for preparation and delivery of meals to clients. This study will take into account the risks, opportunities and service levels, to make sure we are providing the most cost effective and client focussed service possible.

Financial Management

18. The annual financial summary for the HACC programme recurrent income and expenditure 2010-2011 is shown in (Attachment 2).
19. Income Account 385606.465 actuals to budget shows a variance of \$9541. This is due to the grant for Growth Funding being less than estimated.

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20. Other Income relates to the profit from sale of two HACC buses. The proceeds from this sale, including the profit of \$26,532 were transferred to the Shire of Kalamunda. This income, therefore, is not operating income and has not been included in the annual financial summary actuals column.
 21. The Shire Service Fees charged to HACC Accounts 385710.536/537/538, total \$167,965.
 22. Shire Service Fees donated are shown as \$102,298 to balance the operating expenditure to operating income.
 23. The annual financial summary for the Meals on Wheels Programme recurrent income and expenditure 2010-2011 is shown in (Attachment 3).
 24. The budgeted operating deficit for the Meals on Wheels programme was \$51,508. The financial summary for Meals on Wheels presented in March showed that the programme was on budget.
 25. Due to the timing of invoice receipt, payment and additional payroll costs (payout of employee leave entitlements) the operating deficit is greater than anticipated. See additional notes on (Attachment 3).

Workforce Management

26. The KHACC staff restructure process has been successfully completed and now fully implemented with the recent advertising for the Senior Coordinator KHACC and Senior Services Position.
27. The Senior Coordinator position replaces the previous Manager level structure and will oversee the operational delivery of the Shire's HACC and Senior Services.
28. An Administration Assistant has been appointed and commenced on 23 May 2011. The Coordinator Community Based Services has been appointed and commenced on 20 June 2011.

STATUTORY AND LEGAL IMPLICATIONS

29. Nil.

POLICY IMPLICATIONS

30. Nil.

PUBLIC CONSULTATION/COMMUNICATION

31. Nil.

FINANCIAL IMPLICATIONS

32. The annual operating budget compared to actual results produced a favourable variance, as expenditure was less than budgeted.
33. The financial summary (Attachment 2) shows the value of the Council's contribution to the Kalamunda HACC Service, by way of underwriting the Service Fees. The actual amounts charged for 2010/11 totalled \$167,965, however the Council has not been required to underwrite these fees in full.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

Strategic Planning Implications

34. *Shire of Kalamunda Strategic Plan 2009 – 2014:*
- “1.1.3 Expand home support and community care services so that remaining at home as independently as possible is a realistic option for most aged and disabled.”
35. *Shire of Kalamunda Aged Accommodation Strategy 2008:*
- “6.2 A substantial expansion in existing levels of home and community care services will be required to meet not only current demand, but also to match expanding demand as the population ages over time. This will need to occur across all service areas, with a high priority given to transport, home modification and maintenance, and domestic assistance.”

Sustainability Implications

Social implications

36. *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

37. Nil.

Environmental Implications

38. Nil.

OFFICER COMMENT

39. The June Quarterly Review has shown that the KHACC service continues to be delivered within the available funding limits. Although actual volumes delivered overall are below the contracted volumes, to deliver any more would further increase expenditure, without off-setting increases in grant funding.
40. We have been successful in negotiating a reduction in a number of contracted service volumes, commencing in 2011/12, which will also assist in keeping our unit costs within the funding limits.
41. Thanks mainly to the CACP Coordinator, the Shire have managed to bring the full quota of the new CACP on-line quicker than anticipated and therefore the budget will show the total estimated Income and Expenditure for the 2011/12 financial year.
42. The new assessment framework procedure has a number of shortcomings that is affecting all HACC Service providers. The time taken to process new clients and review existing clients can be quite lengthy.
43. The Budget outcomes for 30 June 2011 show Total Operating Income of \$2,674,170 and Expenditure of \$2,776,468. This has resulted in Council only being required to underwrite the service by \$102,298 rather than the budgeted amount of \$120,000.

OFFICER RECOMMENDATION (GS 109/2011)

1. That the Kalamunda Home and Community Care Services June 2011 Quarterly Review be received by Council.

Moved:

Seconded:

Vote:

Declaration of financial / conflict of interests to be recorded prior to dealing with each item.
110. Quarterly Progress Report - April to June 2011

Previous Items	N/A
Responsible Officer	Chief Executive Officer
Service Area	Office of CEO
File Reference	OR-CMA-009
Applicant	N/A
Owner	N/A
Attachment 1	Quarterly Progress Report April – June 2011 – Page 38

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. Projects that have been assessed and planned in the associated Integrated Project Manager module are also linked to interplan as actions, and the entire system ties in with the performance review module, the Personnel Evaluation System. This allows projects to be monitored on an ongoing basis, and provides improved accountability.
4. The person responsible for an action is required to update that action each month, giving an indication of how the action is progressing. Key Performance Indicators ("KPIs") are also updated. This information is collected by interplan to provide an overview of how the organisation is performing.

DETAILS

5. The quarterly progress report for the period April to June 2011 is presented at (Attachment 1.). This report shows the progress of certain major projects and capital works for 2010/2011, 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 2010/11 year. Each of these actions is linked to a strategy, outcome and goal in the Strategic Plan adopted by Council. All goals are progressing well. On average, the actions related to the five goals are at 90% or more of their target. Of the 600 actions monitored across the organisation, only 28 (or 5%) are at less than 70% of their target.

Key Performance Indicators

7. Performance against the Shire's corporate KPIs is shown. Of the 14 KPIs presented:
- Ten are at or exceeding their target.
 - One is within 5% of its target.
 - Three are below 5% of their target.
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). These KPIs are monitored and reported on monthly.

Major Projects

9. The progress of a number of major projects for 2010/11 is shown. All projects are at 90% or more of their progress target for the year to date, with the following two exceptions:
- Development of a business partnership with Landcorp to develop the Forrestfield / High Wycombe Industrial Area (88%).
 - Oversee the subdivision of Lot 5 Welshpool Road (83%).
10. Of the 15 projects, five are over-expended by 5% or more. More detailed comments regarding the progress of each project are shown following the summary page.

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.

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 period April – June 2011:
- The budgeted income was \$43,209,039.60 and the actual income \$43,399,531.12.
 - The budgeted expenditure was \$66,075,685.88 and the actual expenditure \$66,414,826.58.
 - This is an overall net figure of -\$22,866,646.28 budgeted and -\$23,015,295.46 actual.

Engineering Financial Summary

15. The major engineering projects for 2010/11 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.

Asset Financial Summary

16. The major asset-related projects for 2010/11 are shown in a table, following the budget summary graph. Budgeted and actual amounts, and the variance, are shown for each of the projects. A more detailed list, outlining the progress of each project, follows the table.

Capital Works

17. A graph showing budgeted and actual expenditure on capital works is shown. Expenditure is currently below budget. Following the graph, a table of the major capital works projects for 2010/11 is presented, showing budgeted and actual amounts, and the variance, for each project. A summary of the progress of these projects follows, and then a more detailed list including progress comments.

STATUTORY AND LEGAL IMPLICATIONS

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.

OFFICER RECOMMENDATION (GS 110/2011)

That Council:

1. Receives the Quarterly interplan Progress Report for April – June 2011.

Moved:

Seconded:

Vote:

11.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**12.0 QUESTIONS BY MEMBERS WITHOUT NOTICE****12.1 GS Item 101, Mr Rob Scriven – 27 Macao Road High Wycombe**

Q. Are you aware that Mr Dale Allan advised us, following the recent Arborist Report, that the tree would not be removed prior to this meeting tonight?

A. As a courtesy, Dale Allan advised the resident that the Officer Recommendation to the Council would be for the tree not to be removed.

Q. Are you aware that the Red River Gum Tree drops limbs without warning and is thus given the name of the Widow Maker?

A. Yes, Widow Maker is a common term for many species of Eucalyptus. All Eucalyptus trees drop limbs and a number of species are naturally occurring in the Shire.

Q. Are you aware of the costs this tree has generated so far (Synergy bills for clearing power lines, Shire of Kalamunda costs for clearing stormwater blockages, repairs to footpath and two prunings)?

A. The cost of pruning was approximately \$800. The expenditure for footpath repairs is not recorded for individual trees or locations.

12.2 Cr Thomas – Ledger Road, 180 metres from the Gooseberry Hill Primary School

Q. Who owns the land?

A. The land is Crown Reserve and as such is State land.

Q. Is there any way the Shire can excise the land so that it is not available for the Tower?

A. The Shire has a Management Order over the land. The application for the Tower was endorsed by the State agency responsible for the control of Crown land; State Land Services.

Q. Has there been an environmental study on the effects of the Tower on the environment? – And if not who is required to do this?

A. The proposal included information on environmental impacts which was assessed by the Shire's environmental staff.

-
- Q. Has the CEO looked into any options available to the Shire to have the WAPC decision reversed?
- A. Based on legal advice, the WA Planning Commission approval is valid and the Commission is not empowered to reverse its decision. The Council may seek to have the decision set aside in the Supreme Court, however, success would be dependent on whether an error of law was made and not the planning merit of the application.

13.0 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

14.0 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

15.0 MEETING CLOSED TO THE PUBLIC

16.0 CLOSURE