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Shire of Kalamunda  
General  
Services Committee

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Minutes for 8 August 2011



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## MINUTES

### 1.0 OFFICIAL OPENING

1.1 The Chairman opened the meeting at 6.30pm and welcomed Councillors, Staff and Members of the Public Gallery.

### 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
Maureen Robinson		South West Ward
Noreen Townsend		South West Ward
Carol Everett		South East Ward
Frank Lindsey		South East Ward
Geoff Stallard		South East Ward
Martyn Cresswell	(Chairman )	North West Ward
Dylan O'Connor		North West Ward
Justin Whitten		North West Ward

##### Members of Staff

James Trail	Chief Executive Officer
Rhonda Hardy	Director of Corporate Services
Clayton Higham	Director of Planning & Development Services
Kevin O'Connor	Director of Community Development
Mahesh Singh	Director of Engineering Services
Darrell Forrest	Manager Governance
Darren Von Bergheim	Acting Manager Community Development
Travis Moore	Coordinator Recreation Services
Kaye Smith	A/Manager Kalamunda Home and Community Care Services
Michelle Clark	Executive Assistant
Meri Comber	Minute Secretary

**Members of the Public** 3

**Members of the Press** Nil

#### 2.2 Apologies

Nil.

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**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 APPLICATIONS FOR LEAVE OF ABSENCE**

5.1 Nil.

**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: **Cr Margaret Thomas**

Seconded: **Cr Donald McKechnie**

Vote: **CARRIED UNANIMOUSLY (12/0)**

**7.0 ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION**

7.1 Nil.

**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*.)

9.1.1 Nil.

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.

9.2.1 Nil.

**10.0 REPORT TO COUNCIL**

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





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**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.

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## 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.

### COMMITTEE RECOMMENDATION TO COUNCIL (GS 104/2011)

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: **Cr Margaret Thomas**

Seconded: **Cr Maureen Robinson**

Vote: **CARRIED UNANIMOUSLY (12/0)**

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**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.
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Environmental Implications

18. Nil.

**OFFICER COMMENT**

19. Nil.

**COMMITTEE RECOMMENDATION TO COUNCIL (GS 105/2011)**

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

Moved: **Cr Margaret Thomas**

Seconded: **Cr Frank Lindsey**

Vote: **CARRIED UNANIMOUSLY (12/0)**



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**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.

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**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.

**COMMITTEE RECOMMENDATION TO COUNCIL (GS 106/2011)**

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

Moved: **Cr Margaret Thomas**

Seconded: **Cr Justin Whitten**

Vote: **CARRIED UNANIMOUSLY (12/0)**



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**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.

**COMMITTEE RECOMMENDATION TO COUNCIL (GS 107/2011)**

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

Moved: **Cr Justin Whitten**

Seconded: **Cr Margaret Thomas**

Vote: **CARRIED UNANIMOUSLY (12/0)**



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**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:

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

### 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:

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

### **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
<b>Total</b>			<b>\$12,000</b>

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.

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.

Councillors debated the Officer Recommendation.

A Councillor foreshadowed a Motion to defer the item to the Ordinary Council Meeting on 15 August 2011.

Moved: **Cr Maureen Robinson**

Seconded: **Cr Noreen Townsend**

Vote: For  
Cr Maureen Robinson  
Cr Noreen Townsend

Against  
Cr Carol Everett  
Cr Frank Lindsey  
Cr Geoff Stallard  
Cr Allan Morton  
Cr Justin Whitten  
Cr Dylan O'Connor  
Cr Sue Bilich  
Cr Donald McKechnie  
Cr Margaret Thomas  
Cr Martyn Cresswell

**LOST (2/10) (Absolute Majority Required)**

**COMMITTEE RECOMMENDATION TO COUNCIL (GS 108/2011)**

1. That Committee defer this item until the Ordinary Council Meeting on 15 August 2011.

Moved: **Cr Frank Lindsey**

Seconded: **Cr Donald McKechnie**

**CARRIED UNANIMOUSLY (12/0)**



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**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.

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### 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.



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### 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.

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## 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.

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**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 from 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.

The CEO commended Acting Kalamunda Home and Community Care Services, Kaye Smith and her team at Kalamunda Home and Community Care for the excellent result this quarter. The Shire President also thanked Kaye on behalf of all the Councillors.

**COMMITTEE RECOMMENDATION TO COUNCIL (GS 109/2011)**

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

Moved: **Cr Donald McKechnie**

Seconded: **Cr Margaret Thomas**

Vote: **CARRIED UNANIMOUSLY (12/0)**

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**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.

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### 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.

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**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.



**COMMITTEE RECOMMENDATION TO COUNCIL (GS 110/2011)**

That Council:

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

Moved: **Cr Margaret Thomas**

Seconded: **Cr Justin Whitten**

Vote: **CARRIED UNANIMOUSLY (12/0)**



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**11.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

11.1 Nil.

**12.0 QUESTIONS BY MEMBERS WITHOUT NOTICE**12.1 Cr Carol Everett – Leases and Licences

- Q1. Please could the Shire explain the process taken to forward invoices (for water, electricity, rates, phone, cleaning etc.) to the many users of our facilities?
- Q2. Is it possible to determine why invoices are not sent out on a regular basis?
- Q3. In the footnotes for Summary of debtors it states that aged debt (90+) related to building maintenance and insurance reimbursements are currently not being pursued, pending directional outcome of the forum on lease and license policy. When will the forum be held?
- Q4. What happens to lease and licenses that have already been drawn up for an extended period?
- Q5. Why do they not continue to be invoiced until their agreements end?
- A. Questions taken on notice.

12.2 Cr Geoff Stallard – Reserve Accounts

- Q. When the Chief Executive Officer held his first meetings with user groups he indicated there would be funds made available in reserve for items required by these groups. Where are we at with this and what are we planning for the future?
- A. The Chief Executive Officer responded that the idea was to have reserve accounts set up for several of the Shire's major facilities so that if monies were required it would be available. It is anticipated that, at the end of the Financial Year, once the asset management plans, ten year financial plans and planned acquisitions are complete, he will be able to make recommendations to Council regarding this matter.

12.3 Cr Allan Morton – Shire of Kalamunda Email Addresses

- Q. Will the Chief Executive Officer please explain the reason for Councillors having a Council email address?

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- A. The Shire of Kalamunda email addresses were set up on the advice of our Solicitors following a Freedom of Information application. If Councillors use their Shire of Kalamunda email address it is quite clear that the mail is in relation to Shire business and is public information thus preventing confusion. If other email addresses are used the information could be open to interpretation as to whether they are business or personal emails.

12.4 Cr Maureen Robinson – Tree Tagged

- Q. Could the Shire investigate a tree which has been tagged on the verge in Honey Road in Forrestfield to see if graffiti can be removed from a tree?
- A. Taken on notice by the Director of Engineering Services.

12.5 Cr Noreen Townsend – Zig Zag Cultural Centre

- Q. Could we have an update on the plans for the future operation and management of the Cultural Precinct Area (new Zig Zag Cultural Centre, Kalamunda Library, History Village and Craft Wagon)? Are there plans to establish a Management Committee so that appropriate people from the community can be invited to sit on that Committee? Could we have a Report to the next OCM or General Services Committee regarding the future management?
- A. Budgets have been presented to Council, the Coordinator of Libraries and Cultural will be running both facilities and at this stage there is no intention to have a Management Committee for these areas. The running of this facility would be considered part of the Chief Executive Officer's day-to-day management functions. The Chief Executive Officer stated he would be happy to give Councillors an up-date over dinner prior to the opening.

12.6 Cr Dylan O'Connor – Anti-social Behaviour – Zig Zag Scenic Drive

- Q. What is being done to combat the anti-social behaviour affecting both the residents surrounding the Zig Zag and the people who choose to use the road in a lawful and sensible manner?
- A. Rangers report hooning incidents to the Police as they become aware of them. Both Waste Officers and Rangers patrol the area once a week as time permits. Most of the anti-social activities occur when Rangers are not on duty and the Shire has agreed to assist the Police by patrolling the area in the evening as time permits and to immediately notify police of any hooning activities they are informed of, or witness. Using the road in an unlawful manner is a police concern and is accordingly referred on.

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- Q. Whilst I appreciate this is a Police matter, is there any other avenue that can be taken to assist in this matter?
- A. The Chief Executive Officer noted that this is a Police issue and unless Council were to resolve differently about exploring options it is not something he would recommend. If Councillors are concerned about the lack of police in this area they could lobby the Minister for Police and the Local Member to request a Police presence be reinstated in the area.

12.7 Cr Dylan O'Connor – Graffiti Removal

- Q. The deli on the corner of Edney Road and Newburn is an absolute disgrace. What powers do we have as a Council/Shire to compel shop owners to clean graffiti from the walls of their buildings?
- Q. Can Councillors have an update on the effectiveness of the graffiti program in terms of gathering evidence leading to fines or convictions?
- Q. Can I confirm that property owners whose walls border shire land and road reserves are covered under the graffiti policy?
- Q. When shall I receive an answer to my questions regarding graffiti?
- A. The Chief Executive Officer noted that Cr Dylan O'Connor's questions regarding graffiti would be answered expediently and responses will be available at the Ordinary Council Meeting.

12.8 Cr Sue Bilich – Graffiti Removal

- Q. I too would like to know if the property owners whose walls border Shire land and road reserves are covered under the graffiti policy and if not, could the policy come back to Council to ensure it is made clear or is added?
- A. The Chief Executive Officer responded that as much graffiti is dealt with as quickly as possible within the current budget of \$280,000. Unfortunately this budget is not sufficient to remove all incidences of graffiti as they appear.

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Q. Please could I have in writing whether it is in the policy that property owners whose walls border Shire land and road reserves are covered under the graffiti policy. If the Chief Executive Officer feels the money is not sufficient for the intent of the policy come back to Council indicating that more money is required.

A. Taken on notice.

12.9 Cr Martyn Cresswell - Graffiti

Q. Please could the Shire tell us how much graffiti is being removed for the money it is costing?

A. Taken on notice.

12.10 Cr Donald McKechnie – Bells from the United Kingdom

Q. I understand that there are some bells in transit from the United Kingdom which are to be installed in the library clock to chime on the hour. When can we expect these to arrive?

A. Cr Noreen Townsend volunteered an answer to this question, she explained that the bells are currently on their way and expected to arrive in September. The work will then commence in having them erected and the clock restored in the Kalamunda Library. They will not be here in time for the opening of the Zig Zag Cultural but that was never the intention as the bells are to commemorate the 50<sup>th</sup> anniversary of Rotary in June 2012.

**13.0 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**

13.1 Nil.

**14.0 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION**

14.1 Nil.

**15.0 MEETING CLOSED TO THE PUBLIC**

15.1 Nil.

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**16.0 CLOSURE**

There being no further business, the Chairman declared the meeting closed at 7.15 pm.

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

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2011