
Shire of Kalamunda

Corporate & Community
Services Committee

Agenda for 14 May 2012

**NOTICE OF MEETING
CORPORATE AND COMMUNITY SERVICES COMMITTEE**

Councillors

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

14 May 2012 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
9 May 2012

** 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

5.0 APPLICATIONS FOR LEAVE OF ABSENCE

6.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

6.1 That the Minutes of the Corporate and Community Services Committee Meeting held on 10 April 2012 are confirmed as a true and accurate record of the proceedings.

Moved:

Seconded:

Vote:

Statement by Presiding Member

"On the basis of the above Motion, I now sign the minutes as a true and accurate record of the meeting of 10 April 2012".

7.0 ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

8.0 MATTERS FOR WHICH MEETING MAY BE CLOSED

8.1 **Item 40. Future of Lesmurdie School Community Library** – provided under separate cover

Reason for confidentiality

Local Government Act 1995: Section 5.23(2) (c), "A contract entered into, or which may be entered into by the local government and which relates to a matter to be discussed at the meeting."

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.

33. Creditors' Accounts Paid During the Period 28 March 2012 to 26 April 2012

Previous Items	N/A
Responsible Officer	Director Corporate and Community Services
Service Area	Finance
File Reference	FI-CRS-002
Applicant	N/A
Owner	N/A
Attachment 1	Creditor Payments for the Period 28 March 2012 to 26 April 2012

PURPOSE

1. To receive creditors' accounts paid during the period 28 March 2012 to 26 April 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 28 March 2012 to 26 April 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.

OFFICER RECOMMENDATION (C&C 33/2012)

That Council:

1. Receives the list of creditors paid during the period 28 March 2012 to 26 April 2012 (Attachment 1) 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.
34. Monthly Financial Statements for the Nine Months to 31 March 2012

Previous Items	N/A
Responsible Officer	Director Corporate and Community Services
Service Area	Finance
File Reference	FIR-SRR-006
Applicant	N/A
Owner	N/A
Attachment 1	<p>Statements of Financial Activity for the nine months to 31 March 2012 incorporating the following:</p> <ul style="list-style-type: none"> • Statement of Comprehensive Income by Program • Statement of Comprehensive Income by Nature and Type • Rate Setting Statement • Statement of Financial Position • Statement of Equity • Statement of Cashflows • Schedule of Reserve Accounts Balances

PURPOSE

1. To provide Council with financial reports on the activity of the Shire of Kalamunda with indications of performance against adopted budget.

BACKGROUND

2. The Statement of Financial Activity (Attachment 1), incorporating various sub-statements, has been prepared in accordance with the requirement of the *Local Government Act (1995)*, *Local Government (Financial Management) Regulations 1996* (Regulation 34).

DETAILS

3. The *Local Government Act (1995)* requires Council to adopt a percentage or value to be used in reporting variances against Budget. Council adopted on 25 July 2011 the reportable variances of 5% or \$5,000 whichever is greater.
4. The adopted percentage on value is applied at Program level and where applicable for the commentary and detail is provided.

Financial Commentary
Statement of Comprehensive Income by Nature and Type for the Nine Months to 31 March 2012

5. This Statement reveals a net result of a surplus of \$10,627,091 against a revised Budget for the same period of \$9,252,107.

Revenue

6. Total Revenue is over budget by \$1,232,880. This is made up as follows:
- Overall rates are slightly over budget by \$15,220. The process of catching up the interim rating is now substantially completed and only normal schedules will be processed from now.
 - Operating Grants and Donations, including reimbursements, are lower than budget by \$483,588. The main areas under budget are Human Resources \$218,000, Recreation Services \$85,000 and Engineering Works (construction) \$54,000.
 - Fees and Charges are higher by \$1,597,440 with the variance coming from a timing difference in Waste Management Services. This will be corrected in April.
 - Interest earnings are over budget by \$191,542, of which \$80,000 relates to the accrual of interest from the Smoke Bush Development and \$93,000 is a timing difference in the area of rates which will be corrected in April.
7. Other revenue is below budget by \$87,735 of which \$65,000 is from the area of Development Services for fines and penalties. A claim for a case passed in favour of the Shire in the amount of \$120,000 is pending, however the receipt of these monies is dependent on Fines and Enforcement Registry being able to enforce the claim and recover the funds.

Expenditure

8. Total expenses are under budget by \$519,839 summarised as follows:
- "Materials and Contracts" of \$895,114 in various operational units which is mainly a timely difference.
 - "Utilities" by \$74,891 which is mainly due to billing issues with Synergy. The Shire has received a letter from Synergy requesting the Shire accept back charges. If accepted this would result in a charge being raised in area of \$60,000 - 80,000.
 - "Employment Costs" are higher by \$351,194 as a result of :
 - Redundancy payments.
 - Ten months of Fringe Benefits Tax expenses worth approximately \$250,000 have now been booked.
 - There were three pay periods in February.
9. The interest expense is slightly higher than budget by \$26,720, due to interest now being accrued monthly in accordance with best practice accrual accounting conventions.

10. Depreciation, although a non-cash cost, is tracking \$179,793 above budget. An analysis is underway to find out whether the charge is correctly stated.

Non-Operating Grants

11. Non-Operating Grants are under budget by \$504,989. This is considered to be a timing matter with non-recurrent expenditure yet to happen.

Profit on Asset Disposals

12. The profit on disposal of assets, principally:
- Welshpool Road Development (Smoke Bush Estate) 21 lots have been realised.
 - 21 Andrews Street.
 - 43 Boonooloo Road.
- has exceeded budget expectations significantly, with profit as at the end of March of \$3,207,760.

Statement of Comprehensive Income by Program for the Nine Months to 31 March 2012

13. The overall results comments are as above and generally each Program is within accepted budget.

Rate Setting Statement for the Nine Months to 31 March 2012

14. This Statement compares the actual to date with the Annual Budget.
15. The results to 31 March 2012 reveal a surplus of \$8,472,431. There is, however, considerable Capital Expenditure to be undertaken with approximately \$4.75 million outstanding.
16. Net transfers to/from Reserves has increased by \$649,000 with a closing balance of \$4,157 million available. The current balance is higher than the budget amount of \$2.897 million as drawdowns have not been done for capital expenditure incurred. This is planned to be undertaken in April and May as the financial year end nears.

Statement of Financial Position as at 31 March 2012

17. This Statement (formally known as the "Balance Sheet") reveals the current situation of \$8,931,602 less the following restricted cash assets:
- | | |
|-------------------------|-------------|
| • Loan – Equipment | \$1,150,000 |
| • Reserve Accounts | \$4,157,294 |
| • Unspent Grants (Est)* | \$ 668,000 |
| | \$5,975,294 |

*Un-spent Grants are made up as follows:

Abernathy Road Construction	\$370,000
Mundaring Weir Road Construction	\$104,000
Health Communities Initiative Project	\$180,000
Woodlupine Nature – Playspace	\$5,000
Youth Urban Art Project	\$8,800

18. As Elected Members are aware, the premise behind the Budget is the Sale of Land and the use of part of these funds to fund the previous year (2010/2011) deficit of \$1,481,865. As at 31 March, the cash flow position of the Shire was as follows:

Unrestricted Cash (Estimated)	\$1,474,443
-------------------------------	-------------

19. Further Current Assets which would generate additional cash holdings are:

Rates Debtors	\$1,756,000 (Est)
Other Debtors	\$985,462 (Est)
Grants outstanding	\$2,625,000 (Est) *

*Grant Outstanding are:

Federal Assistance Grants Scheme	\$828,000
Community Care HACC/CAC Funding	\$536,000
Chipping Drive Road Construction	\$600,000
Roads to Recovery Federal Grant	\$100,000
Canning Road Construction	\$100,000
Kalamunda Rd/Abernathy Rd Intersection	\$150,000
Cash in Lieu – Forrestfield Bowling Club	\$135,000
Cash in Lieu – Fleming Reserve	\$90,000
MSRF - Ray Owen Basketball Association	\$50,000
Green Room	\$36,000

Thus giving a theoretical cash holding of \$6,840,905 which would be required to fund future works and services if the Shire can realise these cash assets.

20. An estimate of the position as at 30 June 2012 is as follows

Cash (as above)	\$6,840,905
Transfer from Reserves for Capital Expenditure	\$2,828,000
Remaining Proceeds on Sale of Land net of costs (Est)	\$1,771,000
	\$11,439,905

21. This would be required to pay the following estimated expenses:
- | | |
|---|--------------|
| Operating Expenses | \$12,552,342 |
| Less Non Cash (Depreciation) | \$2,228,456 |
| | <hr/> |
| | \$10,323,886 |
| Capital Expenditure (Est) | \$1,600,000 |
| | <hr/> |
| | \$11,923,886 |
| Less Budget Adjustments | |
| Deferred Works (Est) | \$550,000 |
| Other Adjustments and potential savings (Est) | \$250,000 |
| | <hr/> |
| | \$11,123,886 |
| | <hr/> |
22. It can be seen from the above that the Shire will be in a positive cash position. However, if the grants budgeted for are not received in full, this will have an impact on the cash flow. If any budget overruns or unexpected issues arise this will also have an impact on the forecast figures expenditure.
23. The recent budget review resulted in reductions in projects to ensure the Shire has a buffer against the issues outlined above. Close monitoring of costs in all areas is important to ensure the Shire is fiscally balanced.

STATUTORY AND LEGAL IMPLICATIONS

24. The *Local Government Act 1995* and the *Local Government (Financial Management) Regulations*.

POLICY IMPLICATIONS

25. Nil.

PUBLIC CONSULTATION/COMMUNICATION

26. Nil.

FINANCIAL IMPLICATIONS

27. Nil.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

Strategic Planning Implications

28. *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

29. Nil.

Economic Implications

30. Nil.

Environmental Implications

31. Nil.

OFFICER COMMENT

32. All comments are contained within the "Details" area of this report.

OFFICER RECOMMENDATION (C&C 34/2012)

That Council:

1. Receives the monthly financial statement for the period ended 31 March 2012, which comprises:
 - Statement of Financial Position
 - Equity Statement
 - Statement of Comprehensive Income by Nature and Type
 - Statement of Comprehensive Income by Program
 - Rate Setting Statement
 - Reserve Balances Statement

Moved:

Seconded:

Vote:

Declaration of financial / conflict of interests to be recorded prior to dealing with each item.**35 Debtors and Creditors Reports for the Period Ended 31 March 2012**

Previous Items	N/A
Responsible Officer	Director Corporate and 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 31 March 2012

Attachment 2 Summary of Creditors for the period ended 31 March 2012

PURPOSE

- To receive a monthly report on debtors and creditors.

BACKGROUND

- Attached are the reports detailing aged debtors (Attachment 1) and creditors (Attachment 2) as at 31 March 2012.
- Council has requested reports detailing outstanding debtors and creditors on a monthly basis.

DETAILS**Debtors**

- Particular items affecting the outstanding balances are;

90+ days

Debtor Name	Details	Commentary
Forrestfield United Soccer Club WA Inc.	Loan 214 Payment / Reserve Hire	Paid \$5,500 in March and a credit note of \$2,646 was issued for incorrect charge. Direct Debit has now been increased from April onwards from \$500 to \$800.
Main Roads WA	Road Speed Cushions	Engineering have now raised a credit note in April 2012 which reduces the balance owing to \$20,996.
Kalamunda and Districts Football Club	Building Maintenance Building Licence Fee	Report presented and approved by Council in April 2012. Adjustment made in May 2012

Creditors

5. Payments totalling \$4,132,343.09 were made during the month of March 2012.
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.
8. Listed below were the amounts paid during the period in excess of \$100,000.

Chq/EFT	Name	Description	Amount \$
EFT23006	Fulton Hogan Industries Pty Ltd	Road materials for various locations	325,307.41
EFT22628	Cleanaway (7004295)	Domestic and recycling rubbish collection fees	234,532.52
EFT22965	Cleanaway (7004295)	Domestic and recycling rubbish collection and disposal fees	196,157.68
EFT23017	Western Educting Service Pty Ltd	Bulk waste kerbside collection / plant equipment and operator	183,933.36
EFT22981	Eastern Metropolitan Regional Council	Domestic / waste charges - red hill tip	179,200.42
511	Australian Taxation Office	Taxation	139,191.48
517	Australian Taxation Office	Taxation	128,467.28
514	Australian Taxation Office	Taxation	126,401.67
EFT22603	Dominant Property Services	Cleaning services for various shire locations	121,951.41
EFT22634	Eastern Metropolitan Regional Council	Domestic / waste charges - red hill tip	115,463.19
EFT22611	Macquarie Equipment Finance Pty Ltd	It & hartfield park recreation centre equipment lease payment	100,696.81
			1,851,303.23

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.

OFFICER RECOMMENDATION (C&C 35/2012)

That Council:

1. Receives the outstanding debtors (Attachment 1) and creditors (Attachment 2) reports for the period ended 31 March 2012.

Moved:

Seconded:

Vote:

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

36. Rates Debtors Report for the Period Ended 31 March 2012

Previous Items	N/A
Responsible Officer	Director Corporate and 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 31 March 2012

PURPOSE

1. To receive a report on rates debtors for the period ended 31 March 2012.

BACKGROUND

2. Attached is the report detailing rates debtors for the period ended 31 March 2012 (Attachment 1).

DETAILS

Legal Action

3. Debt Recovery (Stage 3) - this stage involves the issue of Property Seizure & Sale Orders with Dun & Bradstreet.
4. All of the 48 outstanding debts that remain with Dun & Bradstreet have all had 'Judgement' entered against them.
5. Added each week are those debts that have 'defaulted' on payment arrangements.

STATUTORY AND LEGAL IMPLICATIONS

6. Nil.

POLICY IMPLICATIONS

7. Nil.

PUBLIC CONSULTATION/COMMUNICATION

8. Nil.

FINANCIAL IMPLICATIONS

9. Nil.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

Strategic Planning Implications

10. *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

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

Economic Implications

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

Environmental Implications

13. Nil.

OFFICER COMMENT

14. Nil.

OFFICER RECOMMENDATION (C&C 36/2012)

That Council:

1. Receives the rates debtors report for the period ended 31 March 2012 (Attachment 1).

Moved:

Seconded:

Vote:

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

37. Nominations for Membership – Hartfield Park Advisory Committee and Kostera Oval Advisory Committee

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

PURPOSE

- To consider the appointment of Committee Members to Council's Hartfield Park Advisory Committee ("HPAC") and Kostera Oval Advisory Committee ("KOAC").

BACKGROUND

- The Shire has recently received two nominations for Council's HPAC, two nominations for KOAC and one letter of resignation for HPAC.

- The current membership for HPAC is as follows:

Name	Representing
Cr Allan Morton	Councillor Delegate
Heinz Luik	Forrestfield United Soccer Club
Phillip Fawell	Kalamunda and Districts Hockey Club
Terry Davidson	Forrestfield Junior Football Club
Carlos Mendes (Deputy)	Forrestfield United Soccer Club
Brendan Cebalo	Forrestfield Senior Cricket Club

- Due to the recent resignation of Forrestfield United Soccer Club President, Heinz Luik, the Club has formally requested that Carlos Mendes (currently the Deputy) be the main representative on behalf of the Soccer Club with a Deputy member to be nominated at a future date.

- The current membership for KOAC is as follows:

Name	Representing
Cr Margaret Thomas	Councillor Delegate
Mike Perry	Kalamunda and Districts Junior Football Club
Jean Jeans	Kalamunda Lapidary Club
Adam Rayment	Kalamunda Cricket Club
Andrew Ferguson	Kalamunda Senior High School

DETAILS

6. As per the Terms of Reference for the HPAC, the Committee may comprise:

Membership

- 4.1 A total membership of up to eight members, all of whom shall be appointed by Council. The term of appointment shall be up to two years; however retiring members are eligible for re-nomination.
- 4.2 Membership shall include one representative from each user group of the facility or other interested people.
- 4.3 In accordance with the Local Government Act 1995, a minimum of three (3) persons must be appointed to the Committee.

7. The Terms of Reference for the KOAC, regarding membership, states:

Membership

- 4.1 Committee members may be drawn from persons nominated by user groups or from other interested people.
- 4.2 The term of appointment shall be up to two years; however retiring members are eligible for re-nomination.

8. The following nominations have been received for membership:

Committee	Representative	Club
Hartfield Park Advisory Committee	David Meier	Kalamunda Districts Hockey Club
Hartfield Park Advisory Committee	Carlos Mendes	Forrestfield United Soccer Club
Kostera Oval Advisory Committee	David Brady	Kalamunda Senior High School
Kostera Oval Advisory Committee	Glenn Docherty	Kalamunda Cricket Club

9. The following resignation has been received:

Committee	Representative	Club
Hartfield Park Advisory Committee	Heinz Luik	Forrestfield Soccer Club

STATUTORY AND LEGAL IMPLICATIONS

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

POLICY IMPLICATIONS

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

PUBLIC CONSULTATION/COMMUNICATION

12. Nil.

FINANCIAL IMPLICATIONS

13. Nil.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

Strategic Planning Implications

14. *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

15. 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

16. Nil.

Environmental Implications

17. Nil.

OFFICER COMMENT

18. The nomination for David Meier to represent the Kalamunda Districts Hockey Club as a Deputy on the HPAC will provide the club with representation should their delegate be unable to attend.
19. The nominations for David Brady and Glenn Docherty are within the Terms of Reference for the KOAC and will give further representation to user groups on the Committee.

OFFICER RECOMMENDATION (C&C 37/2012)

That Council:

1. Appoints David Brady representing Kalamunda Senior High School and Glenn Docherty representing Kalamunda Cricket Club, to the Kostera Oval Advisory Committee.
2. Appoints David Meier as a Deputy, representing Kalamunda Districts Hockey Club, to the Hartfield Park Advisory Committee.
3. Accepts the resignation of Heinz Luik from the Hartfield Park Advisory Committee.
4. Appoints Carlos Mendes as the member, representing the Forrestfield Soccer Club, to the Hartfield Park Advisory Committee.

Moved:

Seconded:

Vote: **ABSOLUTE MAJORITY REQUIRED**

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

38. Kalamunda Home and Community Care – March (2012) Quarterly Report

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

PURPOSE

1. To receive the Kalamunda Home and Community Care March (2012) quarterly review.

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 KHACC 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 6. 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 KHACC were contracted to provide 5,736 hours of across service group 1 to eligible community members. 3,838 hours were provided (67%).

Domestic Assistance (Service Group 1)

10. During this quarter KHACC were contracted to provide 2,499 hours of domestic assistance to eligible community members. 2,479 hours were provided (99%).
11. An additional 244.25 hours of domestic assistance had been scheduled, but these were not delivered due to public holidays or client cancellation.

In Home Respite (Service Group 1)

12. During this quarter KHACC were contracted to provide 450 hours of in home respite to eligible community members. 39 hours were provided (9%).
13. In Home Respite is a service type that does not receive many referrals. This is due largely to primary carers being reluctant to allowing another person to step into their role, even for a few hours.

Other Food Services (Service Group 1)

14. During this quarter KHACC were contracted to provide 36 hours of other food services to eligible community members. 11 hours were provided (30%).
15. 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.

Social Support (Service Group 1)

16. During this quarter KHACC were contracted to provide 1,875 hours of social support to eligible community members. 1,005 hours were provided (54%).

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17. An additional 53 hours of social support had been scheduled, but these were not delivered due to public holidays or client cancellation.
 18. 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.

Personal Care (Service Group 1)

19. During this quarter, KHACC were contracted to provide 876 hours of personal care to eligible community members. 304 hours were provided (35%).
20. An additional 71.5 hours of personal care had been scheduled, but these were not delivered due to clients being hospitalised or client cancellation. Personal Care on public holidays was still offered.
21. 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.

Centre Based Day Care (Service Group 4)

22. During this quarter Kalamunda Home and Community Care were contracted to provide 9,978 hours of centre based day care to eligible community members. 7,863 hours were provided (79%).
23. An additional 2,072 hours of centre based day care (or 345 occasions of service) had been scheduled, but these were not delivered due to public holidays, client free days (planning days) or client cancellation.

Meals on Wheels (Service Group 6)

24. During this quarter KHACC were contracted to provide 4,743 meals to eligible community members. 3,086 meals were provided (65%).
25. On public holidays, clients are offered the option of a frozen meal delivery. As clients have access to families and friends on these days, the number of meals delivered is small.
26. Meals on Wheels have consistently been unable to achieve 100% delivery, and as such, the money provided by the Department of Health to subsidise the delivery of the meal, that is not spent, is reclaimed.

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27. The Senior Coordinator and the Department of Health, Home and Community Care Project Officer/Contract Manager, have negotiated to reduce the volume of meals contracted. This will come into effect in July 2012.

Transport (Service Group 7)

28. During this quarter, KHACC were contracted to provide 6,816 one way trips to eligible community members. 3,763 one way trips were provided (55%).
29. An additional 690 one way trips had been scheduled, but these were not delivered due to public holidays or client cancellation.

Counselling Support Information and Advocacy (Service Group 9)

30. During this quarter KHACC were contracted to provide 645 hours of counselling, support, information and advocacy to eligible community members. 52 hours were provided (8%).
31. 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.
32. Mechanisms to assist with the accurate reporting have been implemented and are being modified as opportunities for improvement are identified.
33. Initiatives that will include supporting carers of clients through the provision of counselling, support, information and advocacy will be explored and trialled.

Home Maintenance (Service Group 10)

34. During this quarter KHACC were contracted to provide 1,791 hours of home maintenance to eligible community members. 1,678 hours were provided (94%).
35. An additional 61 hours of home maintenance had been scheduled, but these were not delivered due to public holidays or client cancellation.
36. Home maintenance as a service is on hold and not accepting new referrals at this time. The level of support provided year to date will ensure that the end of the financial year total will be close to 100%.
37. The program is scheduled to undergoing an internal review to ensure that the support we are providing remains compliant with funding guidelines and supportive of an independence model of care.

Community Visitors Scheme

38. During this quarter KHACC were contracted to provide 270 visit occasions to 45 residential in Commonwealth funded aged care homes. 230 visits occurred (85%).
39. A decrease in visits occurred during this quarter due to availability of volunteers during the month of January.

Community Aged Care Packages (“CACP”)

40. During this quarter KHACC were contracted to provide 20 packages to eligible community members. 20 packages were provided (100%).

Financial Management

Financial Summary July 11 to March 12 – HACC Programme

41. Fee income is on budget. Grant income is presenting as over budget this, however, is due to the timing of the receipt of grant income. The year will conclude with grant income on budget (Attachment 2).
42. Expenditure to date is under budget.

Financial Summary July 11 to March 12 – Meals on Wheels Programme

43. The net income/expenditure for the Meal's on Wheel's programme is under budget to date, although as of 31 March 2012 certain expenditure had not been invoiced. Taking this into consideration the programme is on budget (Attachment 3).

Workforce Management

44. KHACC have successfully recruited a part time Administration and Support Services Officer.
45. The implementation of the Community Aged Care Team has resulted in a number of supports being opened for referrals as the back log of work has been completed.

STATUTORY AND LEGAL IMPLICATIONS

46. 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

47. Nil.

PUBLIC CONSULTATION/COMMUNICATION

48. The Day Centre held a series of Client Meetings during this quarter with the purpose of seeking feedback on a range of operation issues specific to centre based day care support.
49. Clients provided positive feedback on staff, meals, facilities and programming.

FINANCIAL IMPLICATIONS

50. The HACC operating budget to actuals produced a favourable variance. The programme should conclude the financial year within budget.
51. The Meals on Wheels programme should conclude the financial year within budget.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS**Strategic Planning Implications**

52. Nil.

Sustainability ImplicationsSocial Implications

53. *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

54. Nil.

Environmental Implications

55. Nil.

OFFICER COMMENT

56. Nil.

OFFICER RECOMMENDATION (C&C 38/2012)

That Council:

1. Receives the Kalamunda Home and Community Care Services March 2012 Quarterly Review.

Moved:

Seconded:

Vote:

Declaration of financial / conflict of interests to be recorded prior to dealing with each item.
39. Quarterly Progress Report – January to March 2012

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 January – March 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 January to March 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 642 actions monitored across the organisation, 528 (or 82%) 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:

- Seven are at or exceeding their target.
- Three are within 5% of their target.
- Nine are below 5% of their target.

This has changed very little since last quarter.

8. The "traffic light" indicators shown in the report apply to the month of March only, rather than the January - March quarter. The "Period Target" and "Period Actual", however, relate the whole quarter.
9. 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. These KPIs are monitored and reported on monthly.

Major Projects

10. 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 three exceptions:
- Undertake investigations into future planning options for the Wattle Grove Area located south of Welshpool Road and west of Tonkin Highway (57%).
 - Oversee the design for the upgrade of Abernethy Road to dual carriageway (from railway bridge to Kalamunda Road) (76%).
 - 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).

-
11. All of the projects are within budget (actual expenditure for the year to date is less than the budgeted expenditure), with the following two exceptions:
- Manage the refurbishment of the Kalamunda Water Park – Stage Three, which is shown as being \$5,466 over budget.
 - Oversee the subdivision of Lot 5 Welshpool Road, shown as being \$60,621 over budget.

Divisional Summary

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

Directorate Budgets

13. 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

14. 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

15. 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 year to date, 1 July 2011 – 31 March 2012:
- The budgeted income was \$47,335,072.41 and the actual income \$48,239,570.96.
 - The budgeted expenditure was \$49,977,923.00 and the actual expenditure \$47,788,942.49.
 - This is an overall net figure of (\$2,642,850.59) budgeted and \$450,628.47 actual.

Engineering Financial Summary

16. 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. Twelve of the listed projects are over budget for the quarter.

Asset Financial Summary

17. 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. Three 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

18. Budgeted and actual expenditure on capital works is indicated by a graph. 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. Seven 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

19. Nil.

POLICY IMPLICATIONS

20. Nil.

PUBLIC CONSULTATION/COMMUNICATION

21. Nil.

FINANCIAL IMPLICATIONS

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

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

Strategic Planning Implications

23. 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

24. Nil.

Economic Implications

25. Nil.

Environmental Implications

26. Nil.

OFFICER COMMENT

27. Nil.

OFFICER RECOMMENDATION (C&C 39/2012)

That Council:

1. Receives the Quarterly interplan Progress Report for January to March 2012.

Moved:

Seconded:

Vote:

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

40. CONFIDENTIAL ITEM- Future of Lesmurdie School Community Library

Reason for confidentiality

Local Government Act 1995: Section 5.23(2) (c), "A contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting."

Previous Items	N/A
Responsible Officer	Director Corporate & Community Services
Service Area	Community Development
File Reference	RD-02/021
Applicant	N/A
Owner	N/A

11.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

12.0 QUESTIONS BY MEMBERS WITHOUT NOTICE

13.0 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

13.1 Q. Query - Corporate & Community Services Meeting 10 April 2012

A Councillor asked if the Shire had just one company carrying out the electrical audit. This question was taken on notice.

A. Two Contractors were appointed to carry out the work, GC Constructions and Best Consultants. The cost of the audits on all sites ranged between \$500 and \$5,000. These companies have a Preferred Supplier status. Mainly one company, GC Constructions, carried out the audits as it was practical to have consistency.

13.2 Q. Query - Corporate & Community Services Meeting 10 April 2012

A Councillor asked if the panel tender process was on an hourly rate or if materials are also included and was there a schedule of charges for common items?

A. Hourly rates are supplied by all Preferred Suppliers.

14.0 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

15.0 MEETING CLOSED TO THE PUBLIC

16.0 CLOSURE