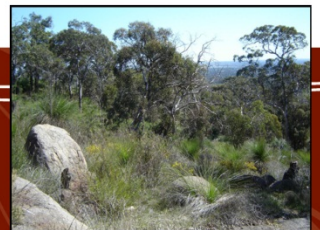


Corporate & Community Services Committee Meeting

Agenda for Monday 12 September 2016



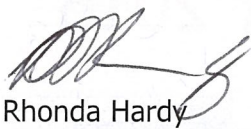
**shire of
kalamunda**

NOTICE OF MEETING CORPORATE & COMMUNITY SERVICES COMMITTEE

Dear Councillors

Notice is hereby given that the next meeting of the Corporate & Community Services Committee will be held in the Council Chambers, Administration Centre, 2 Railway Road, Kalamunda on **Monday 12 September 2016 at 6.00pm.**

Dinner will be served prior to the meeting, from 5.15pm.



Rhonda Hardy
Chief Executive Officer
7 September 2016

Our Vision and Our Values

Our Vision

The Shire will have a diversity of lifestyle and people. It will take pride in caring for the natural, social, cultural and built environments and provide opportunities for people of all ages.

Our Core Values

Service – We deliver excellent service by actively engaging and listening to each other.

Respect – We trust and respect each other by valuing our difference, communicating openly and showing integrity in all we do.

Diversity – We challenge ourselves by keeping our minds open and looking for all possibilities and opportunities.

Ethics – We provide honest, open, equitable and responsive leadership by demonstrating high standards of ethical behavior.

Our Aspirational Values

Prosperity – We will ensure our Shire has a robust economy through a mixture of industrial and commercial development.

Harmony – We will retain our natural assets in balance with our built environment.

Courage – We take risks that are calculated to lead us to a bold new future.

Creativity – We create and innovate to improve all we do.

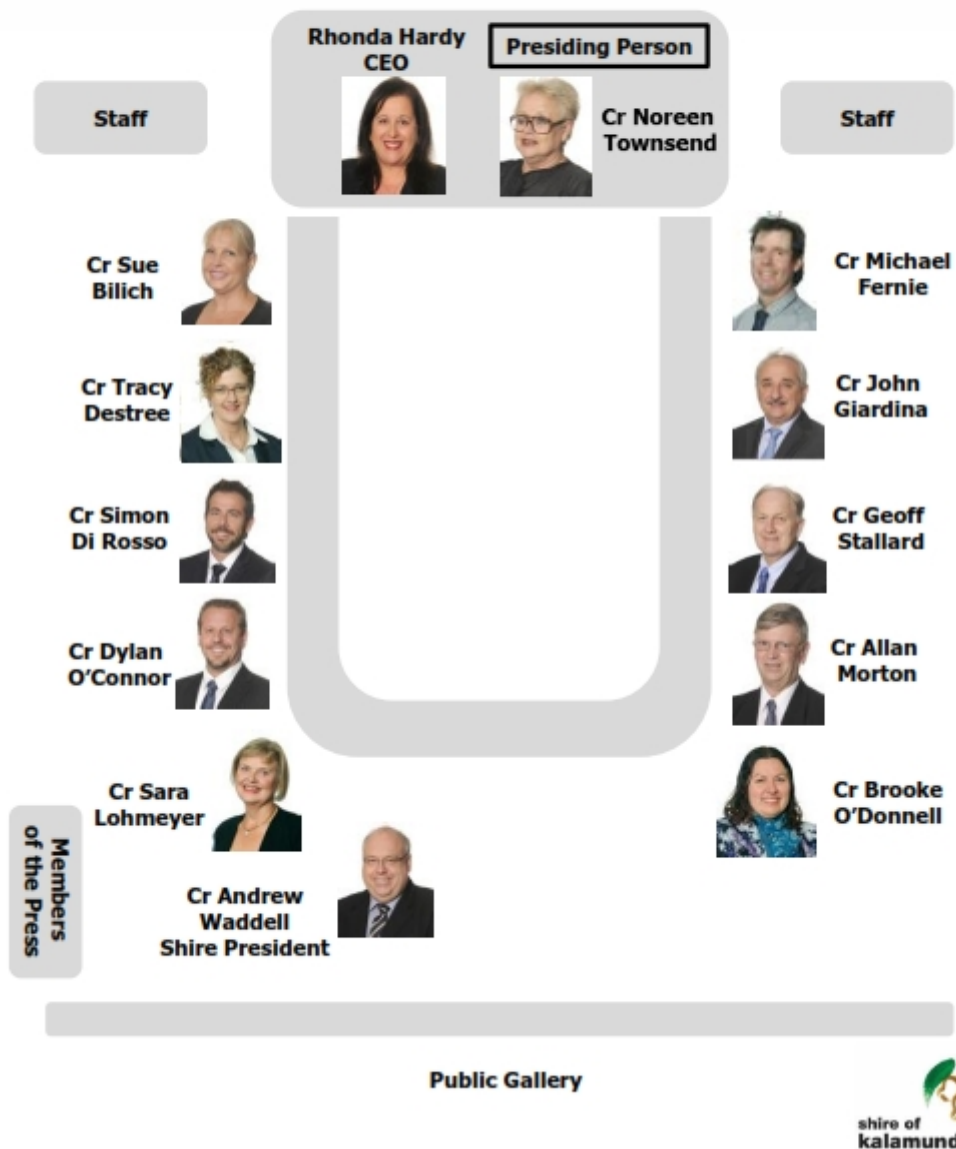
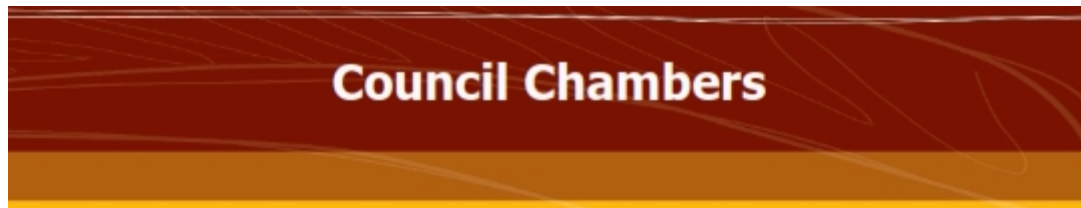


INFORMATION FOR THE PUBLIC ATTENDING COMMITTEE OR COUNCIL MEETINGS

Welcome to this evening's meeting. The following information is provided on the meeting and matters which may affect members of the public.

If you have any queries related to procedural matters, please contact a member of staff.

Council Chambers – Seating Layout



Standing Committee Meetings – Procedures

1. Standing Committees are open to the public, except for Confidential Items listed on the Agenda.
2. Shire of Kalamunda Standing Committees have a membership of all 12 Councillors.
3. Unless otherwise advised a Standing Committee makes recommendations only to the next scheduled Ordinary Council Meeting.
4. Members of the public who are unfamiliar with meeting proceedings are invited to seek advice prior to the meeting from a Shire Staff Member.
5. Members of the public are able to ask questions at a Standing Committee Meeting during Public Question Time. The questions should be related to the purposes of the Standing Committee.
6. 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 Standing Committee Meeting.
7. Comment from members of the public on any item of the Agenda is usually limited to three minutes and should address the Recommendations at the conclusion of the report.
8. To facilitate the smooth running of the meeting, silence is to be observed in the public gallery at all times except for Public Question Time.
9. All other arrangements are in general accordance with Council's Standing Orders, the Policies and decision of person chairing the Committee Meeting.

Emergency Procedures

Please view the position of the Exits, Fire Extinguishers and Outdoor Assembly Area as displayed on the wall of Council Chambers.

In case of an emergency follow the instructions given by Council Personnel.

We ask that you do not move your vehicle as this could potentially block access for emergency services vehicles.

Please remain at the assembly point until advised it is safe to leave.

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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 will be summarised.

4.0 PETITIONS/DEPUTATIONS

5.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

5.1 That the Minutes of the Corporate & Community Services Committee Meeting held on 8 August 2016, as published and circulated, are confirmed as a true and accurate record of the proceedings.

Moved:

Seconded:

Vote:

Statement by Presiding Member

"On the basis of the above Motion, I now sign the minutes as a true and accurate record of the meeting of 8 August 2016".

6.0 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

7.0 MATTERS FOR WHICH MEETING MAY BE CLOSED

7.1 Nil.

8.0 DISCLOSURE OF INTERESTS

8.1 Disclosure of Financial and Proximity Interests

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

8.2 Disclosure of Interest Affecting Impartiality

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

9.0 REPORTS TO COUNCIL

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

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

34. Quarterly Progress Report – April - June 2016

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

Attachment 1 Quarterly Progress Report – April - June 2016

PURPOSE

1. To report to Council on the Shire's progress towards achieving its strategic goals.

BACKGROUND

2. The Quarterly Progress Report is generated from the Shire's integrated planning system, "Interplan". The report reflects the progress of individual actions, which are linked to Council's Strategic Plan. This ensures each employee is working towards achieving the strategic direction of the Council.
3. 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 collated by Interplan to provide an overview of how the organisation is performing.

DETAILS

4. The Quarterly Progress Report for the period 1 April 2016 to 30 June 2016 is presented at (Attachment 1).
5. The report shows the progress of the actions and Key Performance Indicators from the Corporate Business Plan, *Kalamunda Achieving*. The report also shows the progress of the Shire against the goals set out in Council's Strategic Plan to 2023, *Kalamunda Advancing*.
6. This is the final report for the 2015/2016 year, and the final report under the old organisational structure. Future reports will reflect the new business units and reporting lines.

Quarterly Progress Against Goals

7. Each business unit in the Shire has a business plan, which contains the actions to be achieved in the 2015/2016 year. Each of these actions is linked to a strategy, outcome and goal in the Strategic Plan adopted by Council.
8. Of the 429 actions monitored across the organisation, 377 (or 88%) are at 90% or more of their progress target for the year to date. There are only 15 actions (3%) at less than 70% of their progress target.

-
9. The six actions listed as “Actions With No Target” are those that are not due to start until later years.
 10. As shown by the gauges on page 2 of the report, all Strategic Goals from Council’s Strategic Plan are progressing well against set targets.

Key Performance Indicators

11. Performance against the Shire’s corporate KPIs is shown. All measures have been derived from the Shire’s Strategic Plan, to be reported to Council and the community.
12. Of the 18 KPIs, for the financial year 1 July 2015 - 30 June 2016 –
 - Eight are at or exceeding their target.
 - Seven are within 10% of their target.
 - Two are below 10% of its target.
 - One (relating to budget variance) had not been updated by the report date of 29 July.
13. One off-track KPI relates to land sales. There were no land sales undertaken by the Shire in 2015/2016.
14. The other off-track KPI relates to outstanding planning applications. The target for this KPI is 5% or less outstanding each month (as a percentage of total applications received).

The results for 2015/2016 were –

July: 7%
August: 3%
September: 6%
October: 4%
November: 10%
December: 11%
January: 29%
February: 4%
March: 4%
April: not updated
May: 1%
June: 2%

In most cases where applications are outstanding, the reason given is further information has been requested from the applicant, or the application has been referred to Council.

15. Please note the “traffic light” indicator on the Report only relates to the month of June 2016, not to the whole quarter.
16. Business unit managers are reminded regularly of the importance of updating their actions, tasks and KPIs in Interplan. In 2015/2016, managers were provided with written copies of their business plans, and required to sign to acknowledge they are aware of their responsibilities.

Major Projects

17. The Corporate Business Plan, *Kalamunda Achieving*, sets out a number of Priority Actions for the Shire for the four-year period to 30 June 2019. The progress of the Priority Actions for 2015/2016 is shown in the Major Projects section of the Report.
18. There are currently no off-track Priority Actions (at less than 40% of the progress target for the year to date).
19. Comments indicating the status of all actions and their current progress are included in pages 7 to 63 of the Report.

STATUTORY AND LEGAL CONSIDERATIONS

20. Nil.

POLICY CONSIDERATIONS

21. Nil.

COMMUNITY ENGAGEMENT REQUIREMENTS

22. The Report is presented to keep Council informed of the organisation's progress. The community is advised of the Shire's achievements and progress by the Annual Report.

FINANCIAL CONSIDERATIONS

23. Financial progress is reported monthly by the Monthly Financial Statements.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

24. *Kalamunda Advancing: Strategic Community Plan to 2023*
OBJECTIVE 6.7 – To provide a business environment that strives for continuous improvement through the use of highly effective business systems and processes.
Strategy 6.7.4 Develop and maintain information systems to capture, monitor and compare corporate data and performance.

SUSTAINABILITY

Social Implications

25. Nil.

Economic Implications

26. Nil.

Environmental Implications

27. Nil.

RISK MANAGEMENT CONSIDERATIONS

28.

Risk	Likelihood	Consequence	Rating	Action/Strategy
The Shire fails to carry out the actions set out in the corporate Business Plan.	Unlikely	Major	Medium	Regular reporting of action progress to CEO, Directors and Council to ensure that performance is monitored and managed.
KPIs are not met – standard of customer service declines.	Possible	Major	High	Regular reporting of KPI achievement to CEO, Directors and Council to ensure that performance is monitored and managed.

OFFICER COMMENT

29. Nil.

Voting Requirements: Simple Majority

OFFICER RECOMMENDATION (C&C 34/2016)

That Council:

1. Receives the Quarterly Progress Report for April – June 2016.

Moved:

Seconded:

Vote:

Attachment 1

Quarterly Progress Report – April - June 2016

[Click HERE to go directly to the document](#)

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

35. Aged Accommodation Strategy 2016

Previous Items	N/A
Responsible Officer	Chief Executive Officer
Service Area	Office of CEO
File Reference	
Applicant	N/A
Owner	N/A
Attachment 1	Aged Accommodation Strategy 2016 – Shire of Kalamunda

PURPOSE

1. To receive the Aged Accommodation Strategy 2016 and accept the recommendations of the report.

BACKGROUND

2. The Shire of Kalamunda commissioned MacroPlan Dimasi to prepare a high level strategy illustrating the potential retirement/aged care delivery options which could be considered by Council.

DETAILS

3. The Shire of Kalamunda's Aged Accommodation Strategy, June 2008, assessed the supply and demand of retirement and aged care in the Shire and outlined the challenges to cater for the future needs of the ageing community.
4. Since this report a new range of data sets have become available including the Census of Population and Housing from the Australian Bureau of Statistics, population projections for Western Australian. Changes to Federal and State Government policy have also occurred.
5. The principal study area of the Aged Accommodation Strategy 2016 is the Shire of Kalamunda and surrounding suburbs. At times the assessment considers the broader metropolitan region based on evidence about the distance people move when entering a retirement village or aged care facility.
6. From the assessment undertaken MacroPlan Dimasi recommends that the Shire of Kalamunda:
 - Should not directly undertake any retirement or aged care developments. The sector has become increasingly demanding in terms of regulation, cost efficiency pressures, operational requirements and market demands that both the retirement living and aged care sectors have become more demanding of their owner/operators;

- Encourage providers that will provide a 'hub and spoke' approach to aged care which means they will have one or more home bases within the Shire and be able to use these to provide home (community) care services and therefore encourage ageing in place;
- use government assets (including State Government land) to encourage retirement living and aged care developments (similar to the Carine Rise and Ridgewood Seniors Affordable Housing development examples); and
- Prioritise sites close to existing amenities (shops, public transport) which also helps to address the social isolation that some residents have with retirement villages that are suitable for a ground lease to a retirement/aged care operator.

STATUTORY AND LEGAL CONSIDERATIONS

7. Nil.

POLICY CONSIDERATIONS

8. Nil.

COMMUNITY ENGAGEMENT REQUIREMENTS

9. Nil.

FINANCIAL CONSIDERATIONS

10. Nil.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

11. *Kalamunda Advancing: Strategic Community Plan to 2023*

Strategic Priority 1: Kalamunda Cares: Looking after our people

Objective 1.2 To ensure the ageing population has housing choice.

Strategy 1.2.1 Collaborate with residential care providers to increase the number of residential care places within the Shire.

Strategy 1.2.2 Advocate and facilitate large parcels of land within the Shire to be established for aged care facilities.

SUSTAINABILITY

Social Implications

12. Aged care accommodation is currently deficient in the Shire and will impact negatively upon local communities if families are splintered.

Economic Implications

13. Nil.

Environmental Implications

14. Aged care facilities often require large land parcels which can tend to have impacts upon the natural environments.

RISK MANAGEMENT CONSIDERATIONS

15.

Risk	Likelihood	Consequence	Rating	Action/Strategy
Ongoing deficiency in aged care accommodation	Likely	Major	High	Ensure the Aged Accommodation Strategy is closely monitored and actioned.

OFFICER COMMENT

16. The Shire of Kalamunda has been actively pursuing increases in aged care accommodation provision within the Shire since 2008. On many occasions over this time the Council has considered its role in achieving this outcome. The Aged Care Accommodation Strategy 2016 provides Council with adequate information to provide strategic direction to support the delivery of aged care accommodation in the current environment.

Voting Requirements: Simple Majority

OFFICER RECOMMENDATION (C&C 35/2016)

That Council:

1. Accepts the recommendations of the Shire of Kalamunda Aged Accommodation Strategy 2016 shown as Attachment 1.
2. Request the Chief Executive Officer provides copies of the Shire of Kalamunda Aged Accommodation Strategy 2016 to the Kalamunda Aged Care Advisory Committee for their information.

Moved:

Seconded:

Vote:

Attachment 1

Aged Accommodation Strategy 2016 – Shire of Kalamunda

[Click HERE to go directly to the document](#)

10.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

11.0 QUESTIONS BY MEMBERS WITHOUT NOTICE

12.0 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

12.1 Cr Andrew Waddell – Rates Query

Q. Can we please get some feedback regarding a number of complaints the Shire may have received in relation to the \$15 levy that has been put on seniors to claim the rebate, what is projected to be raised by the \$15, do any other Councils charge the \$15 fee and how was the figure of \$15 arrived at?

A. Approximately 30 written complaints were received from ratepayers, along with 8 enquiries from other agencies (DLCCG, OSR & other local governments). A large volume of telephone calls were also received but not recorded. Visitors to the Administration building also expressed their dissatisfaction with the charge. A total of \$90,480 was raised by the administration fee. Shire of Kalamunda are the only local authority to charge the fee.

As part of the Service Review conducted by the Shire in March 2016, a costing exercise was carried out which determined the annual cost of processing the rebate claims was approximately \$108,000. The \$15 fee was deemed to partially recover the annual cost. This fee was included within the Fees and Charges Schedule in the 2016/2017 adopted budget.

Following a review, Council resolved to remove the charge at the OCM 22 August 2016 (REOLVED OCM 144/2016).

12.2 Cr Michael Fernie – Rates Query

Q. Why were there not self-explanatory notes placed in the rates notice with regard to the pensioner rebate fee, has there been a pensioner package similar to the new resident package is that currently being produced and when may it be available?

A. The Pensioner Rebate Fee was included within the Shire's Schedule of Fees and Charges for 2016/17. In future the Shire will ensure additional information on new fees or charges are provided to ratepayers.

There is currently no Pensioner Package provided by the Shire. Due to the number of different types of pensions and rebates which may be accessed by ratepayers it has not previously been considered feasible to introduce such a package. Nevertheless a further assessment will be made to identify options to provide the relevant information.

**13.0 URGENT BUSINESS APPROVED BY THE PRESIDING MEMBER OR BY
DECISION**

14.0 TABLED DOCUMENTS

14.1 Minutes – Aged Care Advisory Committee – 24 August 2016

15.0 MEETING CLOSED TO THE PUBLIC

16.0 CLOSURE



Minutes

AGED CARE ADVISORY COMMITTEE 5:00PM, 24 August 2016 SHIRE OF KALAMUNDA, 2 Railway Road, Kalamunda

1.0 OPENING OF MEETING:

1.1 The Presiding Member opened the meeting at 5:02pm.

2.0 ATTENDANCE AND APOLOGIES

2.1 Attendance

Members

Ian Tarling (Presiding Member)	Kalamunda Community Learning Centre
Cr Andrew Waddell JP (arrived 5.15pm)	Shire of Kalamunda
Helen Dymond	Divisional Manager Aged Care, RISE
Rhonda Hardy	CEO, Shire of Kalamunda
Ruth Jopling	Community Representative
Malcolm Roberts	Aged Care Today Kalamunda (ACT)
Ray Maher	Community Representative
Iris Jones	Lesmurdie & Districts Community Association
Cr John Giardina	Shire of Kalamunda
Beverly Giumelli	Community Representative
Gary Ticehurst	Director Corporate & Community Services
Kerry Fryers	Manager Community Care, Shire of Kalamunda
Donna McPherson	Administration Support, Shire of Kalamunda

Deputy Members

Cr Sue Bilich Shire of Kalamunda

Observers

0

Apologies

Cr Tracy Destree Shire of Kalamunda

3.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

3.1 That the minutes of the Aged Care Advisory Committee held on 20 July 2016 be confirmed as a true and accurate record.

Moved: Malcolm Roberts

Seconded: Ian Tarling

Vote: CARRIED (11/0)

4.0 DISCLOSURE OF INTERESTS

4.1 Disclosure of Financial and Proximity Interests:

- a) Members must disclose the nature of their interest in matters to be discussed at the meeting. (Section 5.65 of the *Local Government Act 1995*)
- b) Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting. (Section 5.7 of the *Local Government Act 1995*)

Nil.

4.2 Disclosure of Interest Affecting Impartiality

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

Nil.

5.0 CORRESPONDENCE

Outgoing – Letter - Amana Living Incorporated - Additional Bed Allocation - August 2016 (attached)

Outgoing – Letter - Burswood Care Pty Ltd - Additional Bed Allocation - August 2016 (attached)

Outgoing – Letter - Saint Brigid's Convent of Mercy Perth Inc - Additional Bed Allocation - August 2016 (attached)

Incoming – Flyer –HomeShare (attached)

Incoming – Resignation – ACT Deputy – Candy Gordon - Noted

6.0 ITEMS FOR COMMITTEE CONSIDERATION

6.1 Stakeholders

The Stakeholder list will be presented for discussion at the next meeting.

Aged Care Advisory Committee 3
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6.2 Positive Ageing

6.2.1 Draft Aged-Friendly Plan

Following a successful workshop of the Plan gaps have been identified. The Plan will be updated to reflect the input of the workshop. The Plan will then be presented to Council for the purpose of advertising.

The Plan will not be represented to the Committee.

6.3 Facts and Reports

The Chief Executive Officer attended the Retirement Living Conference conducted by the Property Council of WA. The CEO briefly reported to the Committee some of concepts presented at the conference.

The Committee discussed.

6.4 Site Locations

6.4.1 Correspondence has been sent to several government department requesting information on several parcels of land identified by the Shire.

6.4.2 Correspondence was sent to Amana Living Incorporated, Burswood Care Pty Ltd, Saint Brigid's Convent of Mercy Perth Inc (Hall and Price to be contacted) requesting information on the timeframe for additional bed allocations approved.

Action

Follow up requested prior to next committee meeting.

7.0 URGENT BUSINESS WITH THE APPROVAL OF THE PRESIDING MEMBER

7.1 HomeShare

The meeting discussed the concept. Advice was given on the scheme running within WA. Scheme in WA run by Avevo (formerly Perth Home Services).

Action

Helen Dymond to provide information through link to Avevo site.

Ruth Jopling advised the committee that she had proposed a scheme whereby "seniors could stay at home for many more years and possibly the rest of his/her life and which would greatly enhance their quality of life." A brief overview of the suggestion was circulated and attached.

8.0 DATE OF NEXT MEETING

21 September 2016

Aged Care Advisory Committee
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9.0 CLOSURE

The Presiding Member closed the meeting at 6.10pm.