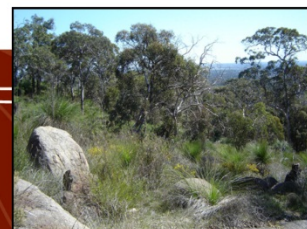


Corporate & Community Services Committee Meeting

Minutes for Monday 12 December 2016

UNCONFIRMED



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kalamunda**

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MINUTES

1.0 OFFICIAL OPENING

The Presiding Member opened the meeting at 6.04pm, and welcomed Councillors, Staff and Members of the Public Gallery.

2.0 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE PREVIOUSLY APPROVED

2.1 Attendance

Councillors

Sara Lohmeyer	North West Ward
Sue Bilich	North Ward
Tracy Destree	North Ward
Simon Di Rosso	North Ward
Michael Fernie	South East Ward
John Giardina	South East Ward
Geoff Stallard	South East Ward
Allan Morton	South West Ward
Brooke O'Donnell	South West Ward
Noreen Townsend	(Presiding Member) South West Ward

Members of Staff

Rhonda Hardy	Chief Executive Officer
Natalie Martin Goode	Director Development Services
Dennis Blair	Director Asset Services
Gary Ticehurst	Director Corporate & Community Services
Darrell Forrest	Manager Governance, Strategy & Legal Services
Donna McPherson	Executive Research Officer to Chief Executive Officer
Carrie Parsons	Manager Customer & Public Relations
Ian Berry	A/Manager Financial Services
Darren Jones	Manager Community Development
Karen Quigley	Manager Community Care
Andrew Fowler-Tutt	Manager Approval Services
Sara Slavin	Council Support Officer

Members of the Public 7

Members of the Press Nil

2.2 Apologies

Councillors

Andrew Waddell JP	(Shire President) North West Ward
Dylan O'Connor	North West Ward

Members of Staff Nil

2.3 **Leave of Absence Previously Approved** Nil

3.0 PUBLIC QUESTION TIME

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

3.1 Nil.

4.0 PETITIONS/DEPUTATIONS

4.1 Nil.

5.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

5.1 That the Minutes of the Corporate & Community Services Committee Meeting held on 14 November 2016, as published and circulated, are confirmed as a true and accurate record of the proceedings.

Moved: **Cr Geoff Stallard**

Seconded: **Cr Michael Fernie**

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

6.0 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

6.1 Nil.

7.0 MATTERS FOR WHICH MEETING MAY BE CLOSED

7.1 **56. CONFIDENTIAL ITEM – Community Care – Anson Review** (provided under separate cover). Reason for Confidentiality. *Local Government Act 1995 Section 5.23(2) (a)*. – “a matter affecting an employee or employees” and *Local Government Act 1995 Section 5.23 (2) (e) (ii)* – “information that has a commercial value to a person”.

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*.)

8.1.1 Nil.

8.2 Disclosure of Interest Affecting Impartiality

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

8.2.1 Nil.

9.0 REPORTS TO COUNCIL

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

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

51. Draft Youth Plan 2017-2022

Previous Items	OCM 166/2016
Responsible Officer	Director Corporate & Community Services
Service Area	Community Development
File Reference	
Applicant	N/A
Owner	
Attachment 1	Submission Table
Attachment 2	Draft Youth Plan 2017-2022

PURPOSE

1. To endorse the draft Youth Plan 2017-2022 (the Plan).

BACKGROUND

2. The current Youth Consultation Plan (endorsed November 2011) expires at the end of 2016.
3. The Plan for 2017-2022 has been developed throughout 2016. The process included a comprehensive desk top review of youth sector materials and an extensive community consultation process involving over 600 young people, parents, schools, service providers and residents.
4. The Plan identifies the youth interests, issues and aspirations of the Kalamunda community and establishes priorities and strategies to guide the Shire over the next five years.
5. It informs the way in which youth services are managed within the Shire of Kalamunda and provides the framework for a collaborative approach to its implementation.
6. In October, Council received the Plan for the purpose of public comment:

C&C 38 Draft Youth Plan 2017-2022

EN BLOCK RESOLUTION OCM 166/2016

That Council:

- 1. Receives the Draft Youth Plan 2017-22 (Attachment 1) for the purpose of seeking public comment.***

DETAILS

7. The Shire has been running extensive programs for young people primarily aged 12-25 for several years. This level of engagement has resulted in a good understanding of the local youth demographic and underpinned the decision to develop the new youth plan in-house.
8. For the purposes of the Plan, youth is defined as 12-25 years. In the 2011 census, there were 9,732 young people in the Shire and this equates to approximately 19% of the Shire's population.

-
9. Based on the community consultation, four key focus areas were identified:

Participation

Provide opportunities that are accessible (free or low-cost, Shire-wide, flexible), appeal to different interests, allow for participation at varying levels and encourage young people to be an active part of their community.

Wellbeing

Support young people to develop life and employability skills which assist them to make positive life choices and become independent, confident and resilient adults.

Communication

Engage with young people to develop an understanding of their interests, needs and issues, and celebrate their achievements, promoting positive images and stories in the wider community.

Organisational

Form strong partnerships with youth service providers, develop practices which reflect young people as valued community members and involve them in decision-making.

10. A number of strategies and actions support the four key focus areas - outlined in detail in the Action Plan.

STATUTORY AND LEGAL CONSIDERATIONS

11. Nil.

POLICY CONSIDERATIONS

12. Nil.

COMMUNITY ENGAGEMENT REQUIREMENTS

13. Extensive community consultation was undertaken during the development of the Plan. This involved over 600 young people, parents, teachers, service providers and residents, and as much as possible of their feedback was incorporated into the Plan.
14. Following Council's receipt of the Plan (OCM 166/2016), a period of public comment was open for 27 days from 26 October to 21 November 2016.
15. This opportunity was promoted widely through social media, Shire website, The Echo newspaper (11 November) and existing networks, to encourage people to become involved in the process by providing further feedback.
16. All respondents from the community consultation phase who registered for ongoing involvement in the development of the Plan (individuals and organisations) were also emailed advising them of this further opportunity to provide feedback.

-
17. Two 'workshop-style' feedback sessions were held with representatives of the two youth groups consulted during the development of the draft plan:
- Kalamunda Rotaract (part of Kalamunda Rotary for 18-30 year olds)
 - U-Lead (the Shire's youth leadership group 12-25 year olds)
- Both provided constructive comments and were supportive of the Plan.
18. A total of six communications were received in response to the public comment period, summarised in Attachment 1.

FINANCIAL CONSIDERATION

19. It is proposed actions identified within the Plan will be funded through existing youth budgets.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

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

Strategy 1.3 to be a community that listens to, engages with and involves its young people in decision making

1.3.1 Endeavour to involve young people in the planning and delivery of activities, in line with the Shire's Youth Plan; 1.3.2 Ensure youth friendly spaces are considered and designed within new and existing facilities

SUSTAINABILITY

Social Implications

21. Young people are an important part of any community as they represent the future generation of leaders. The provision of relevant youth services is essential for the successful integration of young people into our society.

Economic Implications

22. Nil.

Environmental Implications

23. Nil.

RISK MANAGEMENT CONSIDERATIONS

- 24.
- | Risk | Likelihood | Consequence | Rating | Action/Strategy |
|--|-------------------|--------------------|---------------|--|
| The Shire does not have a strategic direction for youth. | Unlikely | Insignificant | Low | Review and revise the Plan in line with Council's direction. |

OFFICER COMMENT

25. The level of awareness, participation and expectation in the community for the provision by the Shire of youth focussed activities and services will continue to grow.
26. Whilst the Plan has been developed to ensure existing service delivery is maintained, elements are also aspirational: doing more, better or new things.
27. Goals include more involvement of young people as leaders and greater community integration and connection with the Shire. New areas focus on improving employability, life skills and general wellbeing.
28. This is an operational plan and will be used on a daily basis. It is intended to be a 'living' document, regularly reviewed, so it can remain flexible and responsive to changing needs, circumstances and opportunities.
29. The level of responses during the public comment period can be seen as an outcome of the community's high level of involvement during the consultation phase of the Plan's development.
30. The direction and content of the Plan very much reflects the feedback received from the consultation phase. It would also explain why those who participated earlier in the process did not feel it necessary to comment further during this final stage.

Cr Geoff Stallard asked what the Shire are doing to improve and upgrade the website?

The Chief Executive Officer responded that the Shire are currently scoping and looking to replace the website during the course of next year.

Voting Requirements: Simple Majority

COMMITTEE RECOMMENDATION TO COUNCIL (C&C 51/2016)

That Council:

1. Endorses the Draft Youth Plan 2017-2022, inclusive of the amendments as shown in Attachment 2.

Moved: **Cr Geoff Stallard**

Seconded: **Cr Brooke O'Donnell**

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

Attachment 1
Draft Youth Plan 2017-2022
Submission Table

Details		Comment	Staff Comment
1.	Name and address withheld by request	<p>Overall I have praise for this document. It is clear and relatively easy to read. I appreciated the statistics and examples presented.</p> <p>Suggestions: For starters, I believe a priority for the shire to focus on is promoting "The Influence". During my time in high school I was completely unaware of it and I have only recently began tuning into it. There is certainly some need for improvement so youth can at least be made aware of the service as promotion-wise it is generally lacklustre and limited.</p> <p>Outside of the Facebook page and the brief page on the Shire of Kalamunda website, there is no official website for "The Influence". A website would be extremely beneficial for both under 25's and over 25's to find events easily. It would also be beneficial for the wellbeing of young people as the website could provide access to workshops and counsellors.</p> <p>As stated in the youth plan document - Alcohol/Drug Abuse and Bullying was a major issue among young people. I understand that the Shire provides mental health website links to several websites such as Beyond Blue. A website for The Influence could achieve these and would be far more easily accessible.</p> <p>At the very least try and update the Shire of Kalamunda website page. Its presentation is pretty dull and uninspired. Try and include more photographs and artwork on the page. I have pasted several links if you need an example:</p>	<p>Support for Draft Report: Noted</p> <p>Partnerships and promotion through schools are high priorities in the Youth Plan</p> <p>The Shire's website is currently under review</p>

Details		Comment	Staff Comment
		<p>- http://www.perth.wa.gov.au/my-community - https://www.swan.wa.gov.au/Home - http://www.mundaring.wa.gov.au/Pages/default.aspx - http://www.northam.wa.gov.au/</p> <p>Additionally make more of an effort to visit schools (particularly high school) and youth groups. Have a public speaker from The Influence who is in the under 25's age category, who is confident and enthusiastic and have them present oral presentations to schools, sport groups, or other groups that appeal to young people.</p> <p>As stated on the document; the second most reliable form of information regarding events and services for under 25's was word of mouth. I believe this would help spread awareness of The Influence.</p> <p>As a bonus having young people publicly talk about issues in the shire would give both young and older people an optimistic view of the Shire and help to combat the negative stereotypes of young people. Thanks.</p>	See earlier comment
2.	Kalamunda Rotaract	<p>Strategy P4 outcome – re-word, doesn't link with actual point Re-word W3 outcome – 'aware of where to seek advice'</p> <p>W2 outcome = great! W4 outcome = good All strategies are good and easy to understand Profile (C3) is important, particularly for this area! Rotaract can support this... Easy to understand – can actually understand the writing!</p>	Wording amended and included in final Draft Report

Details		Comment	Staff Comment
		Awareness of good things young people do – push with media Get information out to schools and build relationships with schools.	Support for Draft Report: Noted Suggestions noted, will implement once Youth Plan is endorsed
3.	U-Lead (youth leadership group)	<p>Focus implies priorities, and distracts from actual content, so either remove numbers or swap 1 and 2.</p> <p>It's good! Language makes sense, just have to take time to read it (young people won't read it by choice so have key points and photos on a separate sheet).</p> <p>Emails don't work for kids, better for parents (also Facebook). Communicate via school, parents and put posters up everywhere particularly just before the activity is taking place.</p> <p>Like the fact that activities will be spread around the Shire but could consider doubling up activities in different locations for wider reach.</p> <p>Skill development is good but don't always call it that!</p>	<p>Wording amended and included in final Draft Report</p> <p>Support for Draft Report: Noted Suggestion noted, will implement once Youth Plan is endorsed</p> <p>Suggestion noted</p> <p>Suggestion noted subject to resourcing levels</p>
4.	Shaun Jarvis Freestyle Now	<p>Thank you for sending the draft youth plan - very comprehensive.</p> <p>As always Freestyle Now will do whatever we can to engage with the youth of the Shire of Kalamunda via the skate park sessions. We have found over the past few months that this type of engagement is working well and building on that engagement also builds trust and knowledge with the participants.</p>	Support for Draft Report: Noted

Details		Comment	Staff Comment
5.	Jean Smiley	Thanks again. I would like to Have your say. That this could be Great for young Residents.	Support for Draft Report: Noted
6.	Wendy Harris Director - Regional Services EMRC	See letter next page	Support for Draft Report: Noted



Eastern Metropolitan Regional Council
1st Floor Ascot Place, 226 Great Eastern Hwy,
Belmont, Western Australia 6104
PO Box 234 Belmont Western Australia 6984

Enquiries: Philip Taylor
Direct Line: (08) 9424 2206
Our Ref: D2016/17115

17 November 2016

Mr Gary Ticehurst
Director Corporate Services
Shire of Kalamunda
PO Box 42
KALAMUNDA WA 6926

Dear Gary

RE: THE SHIRE OF KALAMUNDA'S YOUTH PLAN 2017 - 2022

It is with great interest that the EMRC's Regional Development team have read the Shire of Kalamunda's Draft Youth Plan 2017-2022.

It is pleasing to see local governments commit to engaging with young people and establishing youth priorities through a collaborative approach.

I would like to congratulate the Shire of Kalamunda for its initiative in developing the Plan and wish you well in your endeavours for its implementation and the future evaluation of its success.

The Regional Development team here at the EMRC will have regard for the Shire of Kalamunda's Draft Youth Plan 2017-2022 when working at a regional scale with the community/youth officers throughout Perth's Eastern Region.

The EMRC's Regional Services Directorate delivers regionally focused projects to member Councils in the areas of environment and sustainability, economic development (including digital and event related programs), transport and advocacy. The programs/projects are delivered under the guidance of key strategies and have varied in response to the needs of member Councils and emerging regional issues.

In preparation for redevelopment of the suite of EMRC strategies, the EMRC undertook the research and consultation with youth officers from EMRC's member Councils, including the Shire of Kalamunda's former youth officer. This resulted in consideration of youth priorities as part of the region's strengths, opportunities, potential barriers and possible focus areas best served by a regional approach.

This consultation helped inform the *Regional Youth Research Advisory Paper* which explores the local, state and federal youth policy context, identifies regional youth opportunities, weaknesses and funding opportunities. The paper also considers the role of

Advancing Perth's Eastern Region 

TEL (08) 9424 2222 FAX (08) 9277 7598 EMAIL mail@emrc.org.au WEB www.emrc.org.au

Member Councils: Town of Bassendean, City of Bayswater, City of Belmont, Shire of Kalamunda, Shire of Mundaring, City of Swan



Eastern Metropolitan Regional Council
1st Floor Ascot Place, 226 Great Eastern Hwy,
Belmont, Western Australia 6104
PO Box 234 Belmont Western Australia 6984

the EMRC in delivering youth-related projects at a regional level and presents the research to guide future initiatives.

As a result of this consultation, the EMRC was encouraged to explore the opportunity to play an adversarial role on behalf of the region. In early 2017, the EMRC plans to hold a workshop to identify the youth-related issues in the area and formulate a plan to advocate for the changes required. The EMRC's Regional Development team welcomes the Shire's input and will send invites to this workshop in due course.

In applying a regional advocacy approach to youth initiatives we will have regard for the key messages and the four focus areas outlined in your plan. Together we can all make a difference in the lives of young people in our communities and the EMRC will certainly play its part through regional advocacy and through collaboration with the youth and community officers in our six member councils.

Once again, congratulations on the Plan and best wishes with your ongoing youth engagement.

Yours sincerely

A handwritten signature in black ink, appearing to read 'dillblawio', is displayed within a light blue rectangular box.

WENDY HARRIS
Director Regional Services

Advancing Perth's Eastern Region

TEL (08) 9424 2222 FAX (08) 9277 7598 EMAIL mail@emrc.org.au WEB www.emrc.org.au

Member Councils: Town of Bassendean, City of Bayswater, City of Belmont, Shire of Kalamunda, Shire of Mundaring, City of Swan

Attachment 2

Draft Youth Plan 2017-2022

Draft Youth Plan 2017-2022

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

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

52. Kalamunda Community Learning Centre Feasibility Update 2016

Previous Items	OCM 28/2016
Responsible Officer	Director Corporate & Community Services
Service Area	Community Development
File Reference	
Applicant	N/A
Owner	
Attachment 1	Kalamunda Community Learning Centre Feasibility Study – Final Report 2014
Attachment 2	Kalamunda Community Learning Centre Feasibility Update 2016
Attachment 3	Concept Plan

PURPOSE

1. To receive the Kalamunda Community Learning Centre Feasibility Study 2014, Concept Plan and the Feasibility Update 2016; and to progress detailed design and costs to redevelop the Centre.

BACKGROUND

2. In 2014 Kalamunda Community Learning Centre (KCLC), supported by Shire funding, engaged Jill Powell & Associates to undertake a Feasibility Study and prepare Concept Plan design options and costs.
3. The purpose of this study was to determine whether a new facility of similar functional areas was required or whether the existing facility could be modified to meet the perceived future demands. The study:
 - Provided a detailed Needs Assessment of the current and future services required at the Kalamunda Community Learning Centre
 - Based on the results of the Needs Assessment, provided a detailed feasibility study of the Kalamunda Community Learning Centre, inclusive of conceptual designs and costs to enable informed decisions to be made based on sound strategic and sustainability outcomes.
4. The resulting report was workshopped with Councillors on 20 October 2014. Two concepts were proposed: Option 1 - retain and redevelop the existing centre and Option 2 – new construction. KCLC preferred the new building option (Option 2), with estimated costs at the time of \$3.8million.

5. At a Council meeting in March 2016 Councillor Di Rosso presented a motion to amend the funding timeframe for the Kalamunda Community Learning Centre, to bring forward the Council commitment from 2020 to 2016/17, resulting in the following motion being passed unanimously:

RESOLVED OCM 28/2016

That Council request the Chief Executive Officer:

- 1. To review the concept plans presented by the Kalamunda Learning Centre (KLC) and to outline a process to develop detailed design plans that can be used in a tender process and ultimately, advocacy process, with consideration to a co-contribution by the KLC.*
- 2. List for consideration in 2016/17 budget funding to enable detailed designs to be undertaken.*
- 3. Develop and submit an application for funding to Lotteries West as soon as designs are developed.*
- 4. Provides a report to Council outlining the funding requirement if partnership funding is secured and a contribution by the Shire is required.*

Moved: Cr Simon Di Rosso

Seconded: Cr Sue Billich

Vote: CARRIED UNANIMOUSLY (11/0)

5. In the interim, KCLC were successful in lobbying local Members of Parliament and in 2016 the Shire received a Federal Government election pledge of \$1million. This commitment was confirmed on 23 August 2016 in a communication from the Department of Infrastructure and Regional Development.
6. In August 2016, the Shire re-engaged Jill Powell & Associates to provide the following:
- Desktop review 'Kalamunda Community Learning Centre Needs Assessment & Feasibility Study, June 2014'
 - Update KCLC facility needs of both existing users and any additional community groups that may need to be considered in any future redevelopment proposal
 - Review suitability of proposed concept plans with respect to updated community usage needs, inclusive of a preferred facility design concept (including a potential modular option)
 - Review of preferred management structure along with supporting rationale
 - Present key findings to the Shire

DETAILS

7. The consultant has since reviewed the 2014 Feasibility Study, relevant Shire reports/plans (Positive Ageing Plan, Youth Plan, Disability Access and Inclusion Plan) and updated the information regarding utilisation rates, demographics and social trends.
8. **Potential Additional User Groups**
The consultant met with current KCLC representatives before embarking on an information gathering exercise to determine whether the needs of any community user groups at other Shire facilities would be compatible with a new KCLC facility development, and also if there was any level of willingness amongst those user groups to consider collocation. These groups included:
 - Jack Healey Centre
 - Kalamunda Town Square Hall
 - Headingly Road Cottage
 - Early Years groups such as Kalamunda Toy Library, Kalamunda Child Health Centre and Hills Playgroup (Carmel Hall)
9. Following this community consultation, their needs (days, times etc.) were cross-referenced with KCLC usage and were found to be broadly compatible, in that KCLC usage is primarily Monday-Friday 9am-3pm and much of the additional use would be outside those hours e.g. evenings and weekends.
10. As the majority of users travel by car to this venue, this was identified as also being applicable to the on-site car parking capacity, though this may need to be reviewed in future.
11. The overall usage needs (KCLC and additional community groups) were also assessed from a space/size/functionality perspective against the building design options from the 2014 Feasibility Study.
12. Subject to some additional functional spaces being added to the original design, which would also mitigate any existing daytime clashes (podiatry, hairdressing, storage, computer room – see Report Recommendations), it was determined that this was viable within the existing site envelope and that Option 2 – New Building was still the preferred model.
13. **Management Model**
The preferred management options for a new KCLC facility were also reviewed. In 2014 KCLC's preferred option was to lease the facility in acknowledgement of their current usage and management.
14. However, if the building changes are effected and the program expands significantly it may over stress the capabilities of the Kalamunda Learning Centre and as such the report presents other options for consideration. These include a variety of licences (management, independent, commercial) and potentially the appointment of a paid booking officer to ensure equitable community access during non-licence user times.

15. **Modular Design Option**

As requested by KCLC, the consultant also explored modular building options for the proposed facility and determined that, in light of the progress made in this industry sector, it would be a preferred option. It was evaluated as being cheaper, can be built off-site (minimising disruption) and also allows for potential future add-ons should demand increase or should new opportunities be pursued e.g. business, leisure or commercial.

16. The consultant was asked to further investigate a number of previously unconsidered opportunities including business incubator/start-ups, co-working spaces and leisure/commercial opportunities such as a mountain biking hub/café.
It was identified that demand for these options existed and that successful examples from around Australia could be replicated.

17. The key recommendations outlined within the report include the:

- Expansion of KCLC development to create a community hub
- Creation of additional functional areas to accommodate new user groups
- Progression of detailed designs and costs for Concept Plan (Option 2) based on modular design construction principles
- Establishment of management options for KCLC
- Development of university sector partnership (e.g. digital business entrepreneur program)
- Securing of Federal Government funding
- Exploration of other external funding options.

STATUTORY AND LEGAL CONSIDERATIONS

18. Nil.

POLICY CONSIDERATIONS

19. Nil.

COMMUNITY ENGAGEMENT REQUIREMENTS

20. For the 2014 Feasibility Study, a detailed survey was undertaken with members of KLCL, with 300 responses received, representing 43% of the current membership. Meetings were also held with Shire representatives. The resulting report was workshopped with Councillors on 20 October 2014.

21. As the 2016 KCLC Feasibility Review took into account potential additional user groups within the community, consultation with KCLC representatives as well as with community user groups of a number of different Shire facilities including:
- Jack Healey Centre
 - Kalamunda Town Square Hall
 - Headingly Road Cottage
 - Early Years groups such as Kalamunda Toy Library, Kalamunda Child Health Centre and Hills Playgroup (Carmel Hall)

A full list of user groups consulted with is included in the report.

22. This consultation took place throughout September and October 2016 and ranged from telephone interviews to face-to-face meetings.

FINANCIAL CONSIDERATION

23. Council allocated \$150,000 in the 2016/17 budget to enable a review of the 2014 Kalamunda Community Learning Centre Feasibility Study to be undertaken and potentially for detailed designs and costs to be sought.
24. The preferred Concept Plan (Option 2) was estimated at \$3.8million in 2014, however this will be further refined pending support by Council to proceed to the development of detailed designs and costs.
25. In August, the Shire received a Federal Government funding commitment of \$1million towards a redevelopment of the KCLC facility. This funding is subject to a 'value for money assessment' which includes the successful evidencing of additional funding and the Shire's project management capabilities. It also requires the Shire to provide the following information by 1 June 2017:
- Economic and community benefits (number of jobs created, social impacts)
 - Business case and/or feasibility study
 - Evidence of community consultation
 - Legal documentation (ownership of asset, management arrangements, maintenance responsibility, leasing arrangements)
 - Financial viability and competency (evidence of Shire's capability to manage funds, budget, partner funding, cash flow forecast)
 - Project management plan
 - Asset management plan
26. Historically, \$3.8million split over two years (2022/2023 and 2023/2024) had been allocated in the Long Term Financial Plan for the redevelopment of KCLC, however this was removed until such time as a significant external funding source could be secured.
27. Should the development/expansion of the KCLC facility be supported, including collocation of other community groups, there is an opportunity to potentially rationalise some of the Shire's ageing facilities and redirect the proceeds of potential land sales towards the redevelopment.

28. Potential rationalisation opportunities include:

Facility	Land Status
Jack Healey Centre	21 Mead Street, Kalamunda (Freehold – Lot 10)
Kalamunda Toy Library & Child Health Centre	33 Canning Road, Kalamunda (Freehold – Lot 100)
Headingly Road Cottage	11 Headingly Road, Kalamunda (Freehold – Lot 8)
Carmel Hall	152 Carmel Road, Carmel (Crown – Lot 23)

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

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

OBJECTIVE 1.9 To provide high quality community facilities to meet the needs of our current and our future community.

OBJECTIVE 2.4 To be a community that values lifelong learning.

OBJECTIVE 5.3 To facilitate increased economic activity within the Shire.

SUSTAINABILITY

Social Implications

30. Providing a community learning facility within the Shire and promoting collocation with other community and business groups not only supports lifelong learning but encourages greater synergy between related groups (e.g. Early Years) as well as inter-generational interaction.

Economic Implications

31. The potential for development of co-working or business incubator/start up space within this project offers an opportunity to meet a growing demand from small, creative or technology-based industries in this area.
32. Commercial opportunities may also be accommodated through further stages of the KCLC development such as Mountain Bike hub/café.

Environmental Implications

33. The proposed KCLC Concept Plan has been designed to largely utilise the existing footprint therefore it is expected to have no environmental impact.

RISK MANAGEMENT CONSIDERATIONS

34.	Risk	Likelihood	Consequence	Rating	Action/Strategy
	Not securing the \$1 million Federal Government funding commitment	Unlikely	Major	High	Prepare and provide supporting information and documentation to Canberra before the 1 June 2017 deadline
	New building does not meet the requirements of the user groups	Unlikely	Significant	Medium	Ensure extensive consultation with user groups as part of detailed design phase

OFFICER COMMENT

- 35. The 2016 KCLC Feasibility Review has confirmed much of the 2014 study remains relevant and valid.
- 36. Council's direction to expand the scope of the initial study has introduced a number of other options including community collocation and potential building rationalisation as well as economic opportunities. It is envisaged this should ensure any redevelopment maximises the wider benefits for the community and represents increased value from any financial investment.
- 37. The social benefits of introducing new users such as collocation, increased synergies and intergenerational opportunities are well-documented and offer strong community potential.
- 38. Multi use facilities, whilst offering the potential to rationalise existing/ageing assets and/or sale of land proceeds to help fund redevelopment, are also now an essential component of any successful bid for external funding from sources such as government and Lotterywest.
- 39. In order to meet the stringent requirements and the already extended deadline for submission to draw down the Federal Government commitment of \$1million for this project, it is essential that detailed designs and costs are sought.
- 40. The final costs for this project will be determined during the detailed design phase.
- 41. Other external funding sources should continue to be explored in the interim to further leverage Federal Government and Shire funding.

Voting Requirements: Simple Majority

COMMITTEE RECOMMENDATION TO COUNCIL (C&C 52/2016)

That Council:

1. Receives the 2014 Kalamunda Community Learning Centre Feasibility Study, Concept Plan and the Feasibility Review 2016.
2. Requests the Chief Executive Officer to utilise this information to progress detailed designs and costs to redevelop the Kalamunda Community Learning Centre.
3. **Request the Chief Executive Officer to seek advice from the Disability and Carers Advisory Committee on site suitability to meet the Shire's of Kalamunda's access and inclusion objectives.**
4. Requests the Chief Executive Officer to submit the required documentation for assessment to the Department of Infrastructure and Regional Development by 1 June 2017 with the aim of securing the Federal funding commitment of \$1 million.
5. Requests the Chief Executive Officer to include the Kalamunda Community Learning Centre project in the State funding advocacy programme.

Moved: **Cr Tracy Destree**

Seconded: **Cr Simon Di Rosso**

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

Cr Tracy Destree foreshadowed an amendment to the Officer Recommendation to include a new point 3 and that current point 3 and 4 become 4 and 5. The new point 3 would read: "Request the Chief Executive Officer to seek advice from the Disability and Carers Advisory Committee on site suitability to meet the Shire's of Kalamunda's access and inclusion objectives".

Cr Geoff Stallard sought clarification regarding the Federal funding commitment.

Cr Noreen Townsend advised that this recommendation refers to the aim of securing the Federal funding commitment of \$1 million, we do not have a commitment then, is that correct?

Cr John Giardina responded that it was a commitment from Hon Ken Wyatt and there was an announcement, and that announcement was that there was going to be \$1 million dollars handed over if this particular project went ahead, so to me it was a commitment.

Cr Noreen Townsend asked can we please confirm that before the Ordinary Council Meeting?

The Chief Executive Officer sought clarity on this question from Cr Noreen Townsend do you mean confirm the commitment?

Cr Noreen Townsend asked if it is a commitment, or is it a grant that we are applying for because they are two different things?

The Chief Executive Officer responded, I think it is both. I think originally it is a commitment from the Federal Member for Hasluck, however the Federal Government is well within their rights to ensure due diligence by requesting a grant application process. I have sought clarification from the Federal Member and have yet to receive a response. Information will be provided to Council when available.

The Presiding Person sought a mover and seconder, the amendment was acceptable to the seconder and became part of the substantive motion. The vote was then taken.

Attachment 1

Kalamunda Community Learning Centre Feasibility Update 2016

Kalamunda Community Learning Centre Feasibility Study – Final Report 2014

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

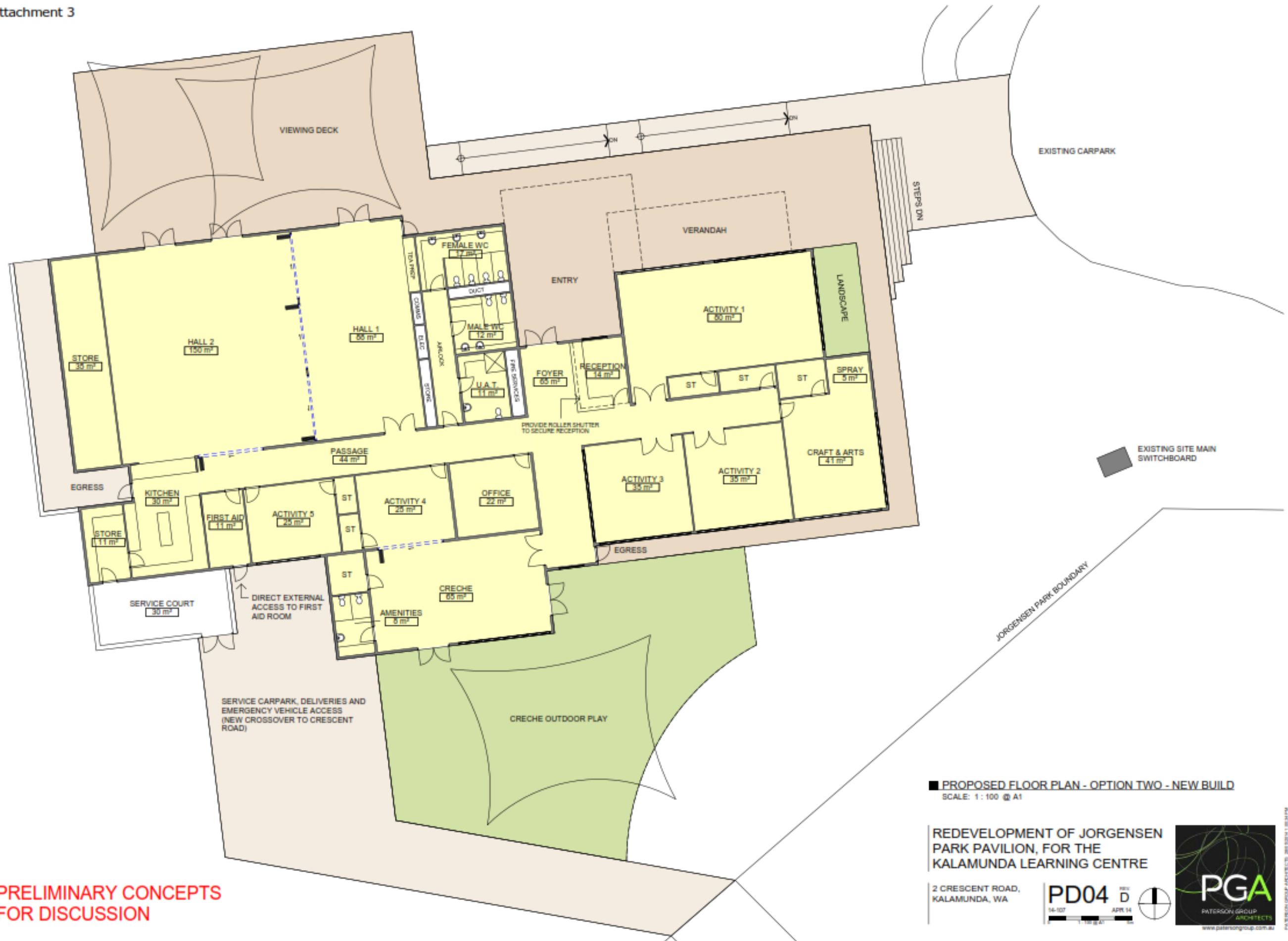
Attachment 2

Kalamunda Community Learning Centre Feasibility Update 2016

Kalamunda Community Learning Centre Feasibility Update 2016

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

Attachment 3



PRELIMINARY CONCEPTS
FOR DISCUSSION

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

53. Acceptance of Annual Report 2015/2016

Previous Items	
Responsible Officer	Chief Executive Officer
Service Area	Chief Executives Office
File Reference	
Applicant	N/A
Owner	N/A
Attachment 1	Draft 2015/2016 Annual Report

PURPOSE

1. To accept the 2015/2016 Annual Report and set the date for the Annual General Meeting of Electors.

BACKGROUND

2. Section 5.53 of the *Local Government Act 1995* (the "Act") requires a local government to prepare an Annual Report for each financial year and details what the Annual Report is to contain.
3. Section 5.54 of the Act requires a local government to accept the Annual Report for a financial year no later than 31 December in the year after that financial year, subject to the availability of the Auditor's Report.
4. Section 5.55 of the Act requires the Chief Executive Officer to give local public notice of the availability of the Annual Report as soon as practicable after the Annual Report has been accepted by the local government.
5. Section 5.27 of the Act requires that a general meeting of the electors of a district is to be held once every financial year.

DETAILS

6. The statutory Annual Report is prepared to advise the Community on the activities of the local government. It reports on the annual outcomes achieved by the organisation against the strategic priorities, objectives and strategies set out in the Strategic Community Plan – Kalamunda Advancing.
7. The Annual Report also contains the audited Annual Financial Report, previously adopted by Council.

STATUTORY AND LEGAL CONSIDERATIONS

8. The Draft 2015/2016 Annual Report is in compliance with Sections 5.53 and 5.54 of the Act.

-
9. Section 5.27(2) of the Act requires that the Annual General Meeting of Electors is required to be held within 56 days of acceptance of the Annual Report.

POLICY CONSIDERATIONS

10. There are no policy considerations with respect to the Annual Report.

COMMUNITY ENGAGEMENT REQUIREMENTS

11. Although no community engagement consultation is required in the preparation of the Annual Report, Section 5.55 of the Act requires that the Chief Executive Officer give local public notice of the availability of the Annual Report as soon as practicable after the Annual Report has been accepted by the local government.

FINANCIAL CONSIDERATIONS

12. The 2016/2017 Budget includes provision for the cost of producing the Annual Report for statutory and public distribution.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

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

OBJECTIVE 6.8 To ensure financial sustainability through the implementation of effective financial management, systems and plans.

Strategy 6.8.4 Provide effective financial services to support the Shire's operations and to meet sustainability planning, reporting and accountability requirements.

SUSTAINABILITY

Social Implications

14. Nil.

Economic Implications

15. Nil.

Environmental Implications

16. Nil.

RISK MANAGEMENT CONSIDERATIONS

17.

Risk	Likelihood	Consequence	Rating	Action/Strategy
The Annual Report is not accepted as required by the Act.	Unlikely	Moderate	Low	Ensure the Annual Report is prepared in time to meet the legislative requirements.

OFFICER COMMENT

18. As the Act requires that the Annual General Meeting (AGM) of Electors is to be held within 56 days of acceptance of the Annual Report, it is proposed that the Annual General Meeting of Electors be held on the 6 February 2017 at 6:00pm.

Cr Michael Fernie sought clarification regarding the figures noted in Councillor attendance record, as the number of eligible meetings did not match the total meeting attendance once all the figures in the Development & Infrastructure, Corporate & Community, Special Meetings of Council, Audit & Risk and the Ordinary Council Meeting column were totalled.

The Chief Executive Officer advised that the figures will be checked and confirmed and will be brought back to Council.

The Chief Executive Officer suggested that Council amend the recommendation to include the words "subject to the Councillors meeting attendance record being reviewed and corrected" after the word (Attachment 1).

Voting Requirements: Absolute Majority

COMMITTEE RECOMMENDATION TO COUNCIL (C&C 53/2016)

That Council:

1. Pursuant to Section 5.54 of the *Local Government Act 1995*, accepts the 2015/2016 Annual Report (Attachment 1) **subject to the Councillors meeting attendance record being reviewed and corrected.**
2. Agrees the Annual General Meeting of Electors be held on the 6 February 2017 at 6:00pm.

Moved: **Cr John Giardina**

Seconded: **Cr Geoff Stallard**

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

Attachment 1

Acceptance of Annual Report 2015/2016

Draft 2015/2016 Annual Report

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

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

54. Adoption of Policies

Previous Items	
Responsible Officer	Chief Executive Officer
Service Area	Governance
File Reference	N/A
Applicant	N/A
Owner	N/A
Attachment 1	Council Policy – Elected Member Entitlements
Attachment 2	Council Policy –Elected Member Communication and Contact with Staff
Attachment 3	Council Policy Procedure – Elected Member Communication and Contact with Staff

PURPOSE

1. To consider and adopt new Council Policies Elected Member Entitlements and Elected Member Communication and Contact with Staff and note the associated Management Procedure (Attachments 1, 2 and 3).

BACKGROUND

2. Section 2.7 of the *Local Government Act 1995* (the Act) provides that the development and adoption of policies is a key part of the role of Council.
3. The Shire periodically reviews, revokes and adds new policies to its Policy Register. Policies are used to ensure consistency and transparency in decision making as well as adding clarity to and intent to existing legislation.

DETAILS

4. **Elected Members Entitlements**
The Shire of Kalamunda's Elected Members are required to carry our certain functions and responsibilities under the *Local Government Act 1995*.

The objective of this policy is to provide a clear outline of the support and entitlements available and ensure elected members are provided with appropriate facilities, equipment, material and information to support them in performing their duties of office.

The Policy covers the following Items:

Part	Title
1.	Payment of Fees and Allowances
2.	Access to Shire Buildings, Administrative Support and Technology
3.	Attendance at Conferences and Training within Australia
4.	Reimbursement of Expenses

5. **Elected Member Communication and Contact with Staff**
Contact between Councillors and Staff is unavoidable activity which facilitates Councillors being able to effectively and efficiently perform their duties as elected representatives of the community.

The objective of this Policy is to ensure that appropriate protocols and guidelines are in place to:

- Provide clearly defined communications and contact channels between Elected Members and shire staff.
- Ensure that duplication and loss of productive time is minimised.
- Facilitate Elected Members performing their role effectively.

STATUTORY AND LEGAL CONSIDERATIONS

6. Section 2.7 of the *Local Government Act 1995*.

POLICY CONSIDERATIONS

7. The development and adoption of appropriate Policies aligned to the strategic objectives of Council and the current operational environment of the Shire, will assist the Council in its governance role.

COMMUNITY ENGAGEMENT REQUIREMENTS

8. Neither of the policies proposed to be adopted have a direct impact on the community, it is therefore considered that specific engagement is not required.

FINANCIAL CONSIDERATIONS

9. Adoption of the Elected Members Entitlements Policy will require a budget allocation of \$24,000 per annum to facilitate the introduction of \$1,000 per councillor for Training and similarly for Conference attendance.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

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

Strategy 6.3.3 Regularly review the organisation's structure, policies and procedures in response to changing circumstances.

SUSTAINABILITY

Social Implications

11. Nil.

Economic Implications

12. Nil.

Environmental Implications

13. Nil.

RISK MANAGEMENT CONSIDERATIONS

14.

Risk	Likelihood	Consequence	Rating	Action/Strategy
Policies are not developed that can assist Elected Members perform their duties.	Unlikely	Significant	Medium	Ensure that Elected Members are provided with the tools to effectively undertake the role and duties as elected representatives of the community.

OFFICER COMMENT

15. The proposed new Council and Shire Policies included with this Report have undergone a vigorous development and assessment process and are now considered in line with strategic objectives of the Council and administrative and operational requirements of the Shire.

The Chief Executive Officer advised Councillors that there has been some corrections to the Policy and a memo detailing those amendments were distributed to all Councillors.

Cr Michael Fernie sought clarity regarding the how the new Council email system would work.

Cr Michael Fernie and Cr Tracy Destree sought clarity regarding the Elected Members Communication and Contact with Staff Policy with respect to ways to contact Staff and distribution of responses.

Further to Cr Tracy Destree's query regarding speaking to Staff at Advisory Committee's as Directors or senior management do not always attend, the Manager of Governance, Strategy & Legal Services advised we can accommodate that by putting something in the Procedure between now and the Ordinary Council Meeting.

Cr Simon Di Rosso advised this appears to preclude Councillors from just giving the Chief Executive Officer a call and having a chat generally speaking about our roles and I raise a concern that whilst I do appreciate if everyone does that all the time it can be complicated. I feel this is actually detracting from communication from Councillors to our Chief Executive Officer and additionally the determination of confidentiality. This is leading to me suggesting that this Policy be perhaps tabled but deferred for further review.

The Presiding Member sought a mover and seconder for the original motion, which was moved and seconded.

Voting Requirements: Simple Majority

OFFICER RECOMMENDATION (C&C 54/2016)

That Council:

1. Adopts:
 - (a) the Elected Members Entitlements Policy (Attachment 1).
 - (b) the Elected Member Communication and Contact with Staff Policy (Attachment 2).
2. Notes the Elected Member Communication and Contact with Staff Management Procedure (Attachment 3).

Moved: **Cr Tracy Destree**

Seconded: **Cr Sara Lohmeyer**

Vote: **(NO VOTE TAKEN)**

Cr Simon Di Rosso put a Procedural Motion that this matter be deferred for a month so that it can be discussed in much more detail.

The Presiding Member sought clarity that Cr Simon Di Rosso was moving a procedural motion, Cr Simon Di Rosso confirmed this.

Clarification was sought regarding what Policy Cr Simon Di Rosso wanted to defer, to which he clarified it was just the Communication Policy.

Cr Simon Di Rosso's amendment with the Procedural Motion was to remove the word "notes" and replace with the word "defers", include "and 3" after the words "(Attachment 2)" and add the "for further discussion with Council" after (Attachments 2 and 3). Point 1. (b) was removed from the substantive motion and included into the Procedural Motion.

Cr Tracy Destree sought a point of clarification to the Chair, I'm sorry I believe now it is an amendment not a procedural Motion.

The Chief Executive Officer sought clarification to the Manager Governance, Strategy and Legal Services regarding if Cr Simon Di Rosso could seek a procedural motion on part of a motion?

The Manager Governance, Strategy and Legal Services responded yes he can.

The Presiding Member then sought a mover and seconder for the Procedural Motion.

Voting Requirements: Simple Majority

PROCEDURAL MOTION

That Council:

1. Defers the Elected Member Communication and Contact with Staff Policy and Management Procedure (Attachments 2 and 3) for further discussion with Council.

Moved: **Cr Simon Di Rosso**

Seconded: **Cr John Giardina**

Vote:

For	Against
Cr Michael Fernie	Cr Sara Lohmeyer
Cr John Giardina	Cr Tracy Destree
Cr Geoff Stallard	Cr Noreen Townsend
Cr Allan Morton	
Cr Brooke O'Donnell	
Cr Simon Di Rosso	
Cr Sue Bilich	
CARRIED (7/3)	

The Presiding Member then put the amended substantive motion to vote.

Voting Requirements: Simple Majority

COMMITTEE RECOMMENDATION TO COUNCIL (C&C 54/2016)

That Council:

1. Adopts:
 - (a) the Elected Members Entitlements Policy (Attachment 1).

Moved: **Cr Tracy Destree**

Seconded: **Cr Sara Lohmeyer**

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

Attachment 1

Adoption of Policies

Council Policy – Elected Member Entitlements

[Policy Number]: "Elected Members Entitlements – Council Policy"	
Management Procedure	Relevant Delegation

Purpose

The Shire of Kalamunda's Elected Members are required to carry out certain functions and responsibilities under the Local Government Act. In order to assist in the facilitation of their roles there are entitlements that they must be provided with in order to be effective in their role.

Policy Statement

The objective of this policy is to provide a clear outline of the support and entitlements available to the Shire of Kalamunda elected members.

The policy will ensure elected members are provided with appropriate facilities, equipment, material and information to support them in performing their duties of office.

The Policy

This policy has been prepared to conform with the provisions relevant to elected member entitlements under the *Local Government Act 1995* and *Local Government (Administration) Regulations 1996*.

Legislative Provisions

Sections 5.98, 5.98A, 5.99, 5.99A and 5.100A of the *Local Government Act 1995* provides that a Local Government is to pay certain fees and allowances and may reimburse expenses.

Regulations 30, 31, 32 and 34AC of the *Local Government (Administration) Regulations 1996* prescribe the level and circumstances of the payment or reimbursement of fees, allowances and expenses.

Policy Content

Part	Title
1.	Payment of Fees and Allowances
2.	Access to Shire Buildings, Administrative Support and Technology
3.	Attendance at Conferences and Training within Australia
4.	Reimbursement of Expenses

PART 1

1. Payment of Fees and Allowances

1.1 Objective

To detail the amount of fees and allowances to be paid to Elected Members and the conditions under which those fees and allowances shall be paid.

1.2 Annual Meeting Attendance Fees in lieu of Council Meeting and Committee Meeting Attendance Fees:

(a) In lieu of paying the President and Councillors a meeting attendance fee for each prescribed meeting, the Shire will pay the maximum amount within the range set by the Salaries and Allowances Tribunal through a determination published in the *Government Gazette* from time to time that may be paid annually for Meeting Attendance Fees for the President and Councillors.

(b) Payments will be made monthly in arrears on a pro-rata basis throughout the annual period.

1.3 Annual Local Government Allowances – President and Deputy President:

(a) The Shire will pay the maximum Annual Local Government Allowance within the range set by the Salaries and Allowances Tribunal through a determination published in the *Government Gazette* from time to time that may be paid to the President and Deputy President.

(b) Payments will be made monthly in arrears on a pro-rata basis throughout the annual period.

1.4 Annual Allowance for ICT Expenses

(a) The Shire will pay all Elected Members the maximum Annual Allowance for ICT expenses as set by the Salaries and Allowances Tribunal through a determination published in the *Government Gazette* from time to time that may be paid to Elected Members.

ICT expenses means –

- (a) rental charges in relation to one telephone and one facsimile machine, as prescribed by regulation 31(1)(a) of the *Local Government (Administration) Regulations 1996* (Regulations); or
- (b) any other expenses that relate to information and communications technology (for example, telephone call charges and internet service provider fees) and that are a kind of expense prescribed by regulation 32(1) of the Regulations

(b) Payments will be made monthly in arrears on a pro-rata basis throughout the annual period.

1.5 Annual Allowance for Travel and Accommodation Expense

- (a) The Shire will pay all Elected Members the maximum Annual Allowance for Travel and Accommodation expenses as set by the Salaries and Allowances Tribunal through a determination published in the *Government Gazette* from time to time that may be paid to Elected Members.

Travel and Accommodation expenses means –

- (a) travel costs, as prescribed by regulation 31(1)(b) of the *Local Government (Administration) Regulations 1996* (Regulations); or
(b) any other expenses that relate to travel or accommodation and that are a kind of expense prescribed by regulation 32(1) of the Regulations.

- (b) Payments will be made monthly in arrears on a pro-rata basis throughout the annual period.

1.6 Conditions of Payment

- (a) All allowances and fees shall be paid automatically into a nominated bank account unless an Elected Member has advised the Chief Executive Officer, in writing, that he/she does not want to claim any or part of those fees and allowances.

- (b) If an Elected Member advises that he/she does not want all or part of the fees and allowances to which he/she is entitled, any subsequent request for full or additional payment will not be back-paid but accrue from the date of the Chief Executive Officer receiving such a request.

1.7 Claims in Excess of Annual Allowances

Any claims by Elected Members for expenses incurred over the maximum Annual Allowance for ICT or Travel are to be submitted on the form provided for the purpose. Additional claims above the maximum limit must be supported by receipted invoices for the maximum limit plus the additional amounts claimed. Where an Elected Member reaches the limit, all claims for reimbursement shall be referred to Council for approval.

1.8 Taxation Implications

The taxation liability arising from these payments is the individual responsibility of each Elected Member.

PART 2

2. Access to Shire Administration Centre, Administration Support and Equipment

2.1 Shire President's Office

The Shire President will have access to a suitable office within the Administration Centre allocated by the CEO.

The Shire President will have access to secretarial support including management of dairy and emails, photocopying, drafting official Shire business related responses and for following up on outstanding matters with the CEO.

2.2 Function Room

The Function Room and bar are available to all elected members for use in hosting guests or holding Shire related meetings. The Elected Members should advise the CEO by email that a meeting room is required so the room can be booked.

2.3 Administration Support

Elected Members will have access to:-

- (a) Conference/meeting rooms within the Administration Centre.
- (b) Limited photocopying, printing, facsimile, internet and telephone facilities within the Administration Centre.
- (c) Secretarial support as resources allow including limited word processing, photocopying, and postage is available upon request to the CEO.

2.4 Information, communication and technology (ICT) equipment

The following equipment will be issued to Elected Members over and above the annual ICT Allowance:

- Apple iPad Pro (12.9 inch 128GB Wi-Fi and cellular tablet with keyboard) or equivalent technology

Conditions

- (i) This equipment will be new and replaced in accordance with the Shire's replacement program (normally once every three (3) years).
 - (ii) Any damage and loss of iPads during that time is the responsibility of the Elected Member to repair and fund.
 - (iii) iPads are strictly to be used for Shire purposes only including, researching Council related matters, Shire approved social media, Shire related pictures or filming, receiving and despatching email correspondence, diary requests and Council meeting agendas.
 - (iv) Any issue relating to the iPads that require technical support will only be provided if the issue relates to the usage types listed in 2.4 (iii).
 - (v) The CEO, if requested, may provide assistance to Elected Members with user training and support.
 - (vi) All information on Shire issued iPads is subject to Freedom of Information requests.
 - (vii) Any costs associated with upgrades or additional requirements over and above the standard iPad being offered should be met by the Elected Member.
-

2.5 Shire Office Access

All Elected Members will be issued with a 24 hour access security card for the Civic Function areas of the Shire Offices. Elected members are not permitted to enter the Administration areas without permission of the CEO.

Elected members are not permitted to request staff to provide them with access into the Administration Centre and all meetings with staff should be pre-booked through the CEO or a Director's Office and held in the meeting rooms provided in the Civic Function area.

2.6 Documentation

The following documentation will be issued to Elected Members:-

- *Local Government Act 1995*
- *Code of Conduct*
- *District Planning Scheme No. 3* and local planning policies
- *Annual Budget*
- *Information Technology Service Agreement for Elected Members*

Access to Information

Section 5.92 of the Local Government Act 1995, provides:-

A person who is a council member or a committee member can have access to any information held by the local government that is relevant to the performance by the person of any of his or her functions under this Act or under any other written law.

2.7 Other Items

The following items will be issued to Elected Members:

- Two name badges
- Business cards

2.8 Gifts and Donations

From time to time Elected Members may wish to provide stakeholders or community organisations and members with gifts or donations for various reasons. Any request for a gift or donation must be submitted to the CEO in writing stating the purpose of the gift or donation and provide justification as to why the gift or donation is warranted.

The CEO is responsible for approving any such requests for gifts or donations within budget limits permitting and reasonable justification being provided.

2.9 Election Campaigns Excluded

All Shire resources, equipment and facilities subject of this Policy are provided on the absolute understanding that they will not be used for any election purposes.

PART 3

3. Attendance at Conferences and Training within Australia

3.1 Objective

To enable Elected Members to develop and maintain skills and knowledge relevant to their role as a representative of the Shire.

3.2 Statement

Elected Members are encouraged to attend appropriate Conferences and Training to enable them to be more informed and better able to fulfil their duties of Office.

3.3 Annual Conference and Training Expense Allocation

The following Conference and Training Expense Allocation shall be made available to Elected Members during an annual period.

- (a) All elected member are entitled to an allocation of \$1000 towards a conference.
- (b) Elected members are entitled to \$1000 to attend any training or professional development seminars.
- (c) If elected members wish to apply both entitlements to either a conference or training then that is acceptable as so long as the amount does not exceed \$2000 per year.

3.4 Conferences and Training that May be Attended

The Conferences and Training to which this Policy applies shall generally be limited to the following:

- West Australian Local Government Association and Australian Local Government Association conferences.
- Special 'one off' conferences called for or sponsored by the West Australian Local Government Association and/or Australian Local Government Association on important issues.
- Annual conferences of the major professions in local government and other institutions of relevance to local government activities.
- Australian Sister Cities Conferences.
- Municipal Training Service's Councillor Induction Program.
- West Australian Local Government Association Elected Member Training and Development.
- Training relating to the role of Elected Members.
- Other local government-specific training courses, workshops and forums, relating to such things as understanding the roles/responsibilities of Elected Members, meeting procedures, etc.

3.5 Approval

The Chief Executive Officer is authorised to approve all requests for each Elected Member per annum to attend any locally provided Conference or Training within the categories outlined at clause 3.4 providing it is within the funds allocated to each elected member.

All interstate or overseas requests will require Council approval.

3.6 Payment from Conference and Training Expense Allocation

The Shire will pay Conference or Training expenses where the Elected Member has been authorised to attend and there is sufficient funds remaining within the Elected Member's Annual Conference and Training Expense Allocation.

Should sufficient funds be unavailable, the Elected Member may meet the difference between the actual cost and their remaining Conference and Training Expense Allocation themselves, or receive funds from another Elected Member's Conference and Training allocation if that is agreed between Elected Members.

Where a request exceeds an Elected Members Annual Allocation Council and the Elected Member chooses not to fund the excess Council must approve additional funds.

3.7 Booking Arrangements

Registration, travel and accommodation for Elected Members will be arranged through the Office of the Chief Executive Officer. In general, all costs including airfares, registration fees, and accommodation will be paid direct by the Shire.

3.8 Travel Insurance

The Shire's Travel Insurance Policy provides indemnification any personal loss an Elected Member may experience when travelling on Shire related business. The Elected Members must immediately upon return provide details of the loss to the CEO and complete an insurance claim form.

The following items are covered under the policy:

Personal Accident & Sickness	Rental Vehicle Excess
Overseas Medical & Evacuation	Kidnap, Ransom, Extortion, Hijack & Detention
Chubb Response 24/7	Personal Liability & Identity Theft
Loss of Deposits, Cancellation & Curtailment	Alternative Employee or Resumption of Assignment
Luggage, Money & Portable Electronic Equipment	Missed Transport Connection & Overbooked Flights
Extraterritorial Workers' Compensation (ETWC)	Political Unrest & Natural Disaster Evacuation
Political Unrest & Natural Disaster Evacuation	Lifestyle Protection Benefits

3.9 Support Activities

The Shire will pay all costs for Elected Members that are charged by organisers for support activities, including those costs relating to official luncheons, dinners and tours/inspections that are relevant to the conference and training event.

3.10 Accommodation

The Shire will pay reasonable accommodation costs for Elected Members including the night before and/or after the Conference and Training event where this is necessary because of travel and/or the Conference and Training event timetables which make it unreasonable to arrive at or return home in normal working hours.

Accommodation shall normally be booked at the Conference and Training venue or, where unavailable, at a similar-rated accommodation in the vicinity of the Conference and Training venue.

3.11 Mode and Class of Travel

Where travel is involved, the travel is to be undertaken with all due expedition, by the shortest most practical route, to and from the Conference and Training venue. All reasonable travel costs for Elected Members to and from the venue/accommodation will be met by the Shire.

Where air travel is involved, approval to attend should ideally be sought two months prior to departure to facilitate booking arrangements. All air travel must be **economy class**, any upgrades to other classes must be paid by the elected member

If accommodation is at the Conference or Training venue, or in close proximity, taxis should be used for reasonable travel requirements. Where necessary, a hire car may be arranged for the conduct of Council business. Costs of taxi fares, vehicle hire and parking, which are reasonable, required and incurred in attending Conferences and Training, will be reimbursed by the Shire.

Taxi vouchers can be requested for use by Elected Members through the office of the CEO prior to departure.

Where, in particular circumstances, Elected Members desire to travel interstate or intrastate by private motor vehicle, they will be reimbursed for vehicle costs in accordance with the local government kilometre allowance up to an equivalent amount that would have been expended had arrangements been made to travel by air.

3.12 Extent of Expenses to be reimbursed

(a) An Elected Member attending a Conference and Training event is entitled to be reimbursed for 'normally accepted' living costs while travelling. Such living costs would include, but are not limited to:

- meals and refreshments for the Elected Member (that are not covered by the conference and Training registration costs);
- dry-cleaning and laundry expenses; and
- reasonable telephone, internet and facsimile charges.

(b) Elected Members will generally not be reimbursed for the cost of meals or refreshments for other people. The main exception is where it is indicated that the meal or refreshment provided to another person is in response to a meal or refreshments previously received.

(c) Expenses will generally be reimbursed from the time an Elected Member leaves home to attend an event to the time the Elected Member returns home. Should an Elected Member extend a visit by leaving prior to the time necessary to arrive for the event or return after the time at which the Elected Member could have returned following the event, reimbursements will be paid:

- for the days of the Conference and Training event only; and
- for the cost of travel to and from the airport to the accommodation to be used for the Conference and Training.

(d) Where a visit is extended, as discussed in paragraph (c), an Elected Member may stay for the period of the extension in different accommodation to that used for the attendance at the Conference and Training event. In such situations, the reimbursement of taxi fares will be to the estimated cost of travel between the Conference and Training event's accommodation and the airport.

The Elected Member will be required to pay any greater amount.

(e) Where an Elected Member attends two Conference and Training events and there is a gap of no more than three days between the conclusion of the first event and the start of the second event, the Elected Member shall be entitled to reasonable accommodation expenses and the reimbursement of 'normally accepted' living costs during that 'gap' period. If the gap is greater than two days, only two days reimbursement can be claimed.

3.13 Payment of Expense Reimbursements

The extent to which an Elected Member can be reimbursed for intrastate and interstate travel and accommodation costs incurred in any of the circumstances referred to in regulation 32(1) of the Regulations is set by the Salaries and Allowances Tribunal through a determination published in the *Government Gazette* from time to time.

Nothing prevents an Elected Member from being reimbursed for any reasonable expense incurred whilst attending conferences or training where an Elected Member produces receipts or other sufficient information for the total cost to support their claim.

Reasonable expense may include but are not limited to:

- Meals and drinks for the elected member only
- Transport travel – taxi, Uber or public transport.
- Entry fees

3.14 Cash Advances

The Shire does not pay cash advances to elected members.

3.15 Elected Member/Delegate Accompanying Person

Where an Elected Member is accompanied at a Conference and Training event, all costs for or incurred by the accompanying person, including, but not limited to, travel, breakfast, meals, registration and/or participation in any event programs, are to be borne by the Elected Member/ accompanying person and not by the Shire.

The exception to the above being the cost of attending any official Conference and Training event dinner where partners would normally attend.

An accompanying person's registration, or accompanying person's program fee, is to be paid to the conference organiser, at time of registration. The Shire will administer the registration and payment process for the accompanying person if the relevant forms and payment are made to the Shire in advance for the accompanying person.

Where the Shire meets an account containing any expenditure or cost incurred on behalf of an accompanying person attending, such expenditure must be repaid to the Shire by the elected Member/accompanying person within 30 days of being invoiced for such expenditure following the conclusion of the Conference and Training event.

3.16 Guidelines for Conference and Training Attendance

Generally, no more than two Elected Members may attend a particular Conference or Training event outside Western Australia at the same time. The Chief Executive Officer or Council may, however, approve attendance by more than two Elected Members if a particular purpose or need arises.

3.17 Attendance at Overseas Conferences

An Elected Member may, with Council approval, attend an overseas conference. The Council approval must include a specific Council resolution indicating that the conference attendance will be of benefit to the Shire and the Elected Member and detailing any conditions that may apply.

An Elected Member may attend an overseas conference if the Elected Member has sufficient funds in their annual Conference and Training Expense Allocation to meet the costs. Where there are insufficient funds to meet the cost of the registered overseas Conference or Training in the Elected Member's Conference and Training Expense Allocation, Council approval must be obtained before costs are incurred and a budget allocation is approved.

3.18 Report

Upon return from any Conference and Training event as detailed within this policy, where registration and other associated costs are met by the Shire of Kalamunda, the attending Elected Member is required to provide a written or verbal report on their attendance and the benefits to them and the Shire, at the next available strategy session.

PART 4

4. A Reimbursement of Expenses

4.1 Objective

To provide for the reimbursement of expenses necessarily incurred by Elected Members while performing their duties so that no Elected Member should be unreasonably disadvantaged financially due to meeting the requirements of their office.

4.2 Cost of Attending Functions

The Shire will pay for the registration cost or ticket cost for the elected members, plus his or her partner, attending any breakfast, dinner or similar function where invited, provided such function does not fall into the category of a Conference and Training event or is not for an election purposes.

4.3 Child Care:

In accordance with Regulation 31 of the *Local Government (Administration) Regulations 1996*, child care costs will be paid at the rate set by the Salaries and Allowances Tribunal through a determination published in the *Government Gazette* from time to time for an Elected Member's attendance at a Council Meeting or a meeting of a committee of which he or she is a member and the expense is to be claimed on the form provided.

Where an Elected Member attends any other meeting, reception, citizenship or other Council function, or Council-related activity and incurs child care costs, such costs may be claimed at the rate set by the Salaries and Allowances Tribunal through a determination published in the *Government Gazette* from time to time, provided they are substantiated with details of the date, activity attended, the actual costs incurred and original receipts being provided and attached to the claim form.

Child care costs are applicable for children, either of natural birth or guardianship determined by legal process.

Child care costs will not be paid for where the care is provided by a member of the immediate family or relative living in the same premises as the Elected Member.

4.4 Time Limit on Claims and Approval Process

Elected Members requiring reimbursement of expenses in accordance with the provisions of this Policy should submit the appropriate claim form to the Chief Executive Officer, together with supporting documentation, within two calendar months after the month in which the expenses were incurred, and by 15 July of the next financial year, in order to facilitate the finalisation of the Shire's annual financial statements.

4.5 Allowances and Limits are exclusive of G.S.T

Unless otherwise specified in this Policy, all allowances and limits set out in this Policy are exclusive of G.S.T.

4.6 Supporting Documentation

Documentary evidence is required for all expenses claimed. Original Tax Invoices and receipts are required for audit purposes and to enable G.S.T. to be claimed.

4.7 Other Entitlements

(a) Elected Member Dinners

The Shire will provide a three course meal for all Council meetings and briefing sessions held in the evening.

(b) Attendance to Staff Christmas Party

Elected Members are invited to attend the annual staff Christmas party held in late December each year.

(c) Annual Christmas Dinner

The Shire will host an annual Christmas dinner each year for Elected Members and their partners.

(d) Acknowledgement of Service

On retirement, Council will acknowledge the service of Elected Members through the provision of an appropriate gift.

The value of any gift provided to a retiring Elected Member is limited to the prescribed amount set out in Regulation 34AC of the *Local Government (Administration) Regulations 1996*

Related Local Law	This Policy has been prepared to comply with the provisions relevant to Elected Member entitlements under the <i>Local Government Act 1995</i> , and supporting Regulations.		
Related Policies			
Related Budget Schedule			
Legislation			
Conditions			
Authority			
Adopted		Next Review Date	

Attachment 2

Adoption of Policies

Council Policy –Elected Member Communication and Contact with Staff

[Policy Number]: Elected Member Communication and Contact With Staff Council Policy	
Management Procedure Elected Member Communication and Contact With Staff	Relevant Delegation

Purpose

To ensure that appropriate protocols and guidelines are in place to:

- Provide clearly defined communications and contact channels between Elected Members and shire staff.
- Ensure that duplication and loss of productive time is minimised.
- Facilitate Elected Members performing their role effectively.

Policy Statement

The Council and Shire are committed to establishing a respectful, harmonious and effective working relationship between the Elected Members and staff of the Shire through open communications between each party.

Whilst the provisions of the *Local Government Act 1995* provide that the Chief Executive Officer is the contact point for contact between Elected Members and the administration, this is impractical on a day to day operational efficiency basis and therefore all communications between Elected Members and the Administration are to be channelled through the Chief Executive Officer, Directors, or by utilising the Elected Member Enquiries email system (councillorenquiries@kalamunda.wa.gov.au).

Where an Elected Member wishes to seek governance advice or information relating to agenda items or Notice of Motions the Elected Member may email the Governance Manager outlining the request and copying in the CEO.

Where an Elected Member wishes to seek advice on communication via the media or social media, the Elected Member may contact the Manager Customer and Public Relations and should do so before interacting via these mediums or with a journalist.

Where the request entails the use of Shire resources (human or physical) to an extent which a Director believes may impact on the effective management or day to day activities of the Directorate, the request is to be referred to the Chief Executive Officer for determination. The Chief Executive Officer will discuss such requests with the originating Elected Member to determine the extent of information or action required.

The Chief Executive Officer may subsequently refer the matter to Council for determination should a resolution not be achieved.

Elected Members are to be kept informed of progress towards the resolution of any matter they have requested the Administration to attend to.

1. Requesting Information or a Service

- 1.1 Any Elected Member wishing to make enquiry or obtain any information regarding an operational/strategic issue shall contact the Shire through the established Elected Member enquiries process.
- 1.2 For matters relating to strategic and operational issues, Elected Members shall only contact the Shire President, Chief Executive Officer or relevant Director, with email being the preferred method of contact.
- 1.3 Where the Elected Member Enquiries email system is used, requests are to include sufficient detail to enable an investigation of the request to occur. Where direct contact is made to employees they are required to refer Elected Members to their Business Unit Manager, Director or the Chief Executive Officer.
- 1.4 A response will be provided directly to the Elected Member with a cc to all Elected Members (on matters of a strategic or decision making nature), within five (5) working days, and a record of the response saved. If the matter is deemed confidential in accordance with clause 7, only the referring Elected Member shall receive the response
- 1.5 Should the matter not be resolved within the nominated timeframe of five (5) working days, the Director or Chief Executive Officer (as appropriate) shall provide an update report every five days (5) (or as otherwise agreed with the Elected Member) on the matter until resolved.
- 1.6 Any Shire officer contacted directly either verbally or in writing by an Elected Member regarding a Shire matter shall refer them to their Director or the Chief Executive Officer.
- 1.7 In addition to the process outlined above, any Elected Member who wishes to raise a matter on a confidential basis is to send the request direct to the Chief Executive Officer only, with a specific request that the matter be dealt with in confidence and a reason/s outlining why. Where there is conjecture as to the sensitivity or otherwise of such matters raised, the Chief Executive Officer will consult with the Mayor President to ascertain whether the request be dealt with as being confidential. The Chief Executive Officer will prepare a response and provide this back to the individual Elected Member in line with the parameters stipulated in clauses 4 and 5.

2. Elected Members Undertaking Personal Business transaction with the Shire

- 2.1 Where an Elected Member wishes to pay rates, dog or cat registration apply for a building approval or licence or any other service offered by the Shire the Elected Members may use the Customer Service Team to facilitate these transactions.
- 2.2 Where a personal business transaction becomes complex and queries arise this will be referred to the relevant Director.

3. Staff Contacting Elected Members

- 3.1 All staff other than the CEO and Directors are not permitted to contact Elected Members unless:
- (i) They have been requested to do so by the CEO or Director.
 - (ii) They are dealing with an ongoing matter and the CEO or Director was aware of the ongoing contact.
- 3.2 Where a personal business transaction becomes complex and queries arise this will be referred to the relevant Director.
- 3.3 All staff contact with Elected Members when approved should be via email so appropriate records can be kept otherwise file notes may be required.

4. Directory of Relevant Service Areas

The following table identifies which Director has responsibility for the services across the Shire.

Directorate Contact Person	Service Areas
Office of the CEO	Governance
	Legal
	Advocacy
	Strategic & Business Planning
	Public Relations
	Events
	Customer Service
	Human resources
	Occupational Health and safety
	Corporate & Community Services
Rates	
Insurance	
Procurement	
Land & Property and leases	
Economic Development & Tourism	
Community bus and building bookings	
Cultural services – Kalamunda Performing Arts & Zig Zag Cultural Centre	
Libraries	
Information technology	
Records and FOI	
Community Development	
Youth Services	
Recreation Services	
Seniors Services	
Facilities Planning	
Community groups and clubs liaison	
Development Services	Health Services
	Ranger Services
	Contaminated site Issues
	Emergency Management Services
	Fire Inspectors
Planning Approval services	

	Building Approval services
	Strategic Land Planning services
Asset Services	Waste Services
	Parks & Verge Maintenance
	Environmental service
	Bushland Management
	Fire Mitigation on Shire owned land
	Building Maintenance
	Drainage Maintenance
	Roads Maintenance
	Car parks
	Footpaths
	Traffic Issues
	Bus Shelters
	Road design and survey issues
	Major Asset Project delivery
	Fleet and vehicle management

LEGISLATION AND OTHER REFERENCES:

- *Local Government Act 1995 – Regulation 10(1)(a) of the Local Government (Rules of Conduct Regulation 2007)*
- *State Records Commission – Local Government Elected Members Policy*
- *Shire of Kalamunda Code of Conduct*

Related Local Law			
Related Policies			
Related Budget Schedule			
Legislation			
Conditions			
Authority			
Adopted	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%;">Next Review Date</td> </tr> </table>		Next Review Date
	Next Review Date		

Attachment 3

Adoption of Policies

Council Policy Procedure – Elected Member Communication and Contact with Staff

Elected Member Communication and Contact With Staff Procedure
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Relevant Shire of Kalamunda Council Policy
--

Elected Member Communication and Contact With Staff
--

Relevant Shire of Kalamunda Policy

Purpose

To ensure that appropriate protocols and guidelines are in place to:

- Provide clearly defined communications and contact channels between Elected Members and shire staff.
- Ensure that duplication and loss of productive time is minimised.
- Facilitate Elected Members performing their role effectively.

Detail

The Shire will respond to requests made by Elected Members in a timely and professional manner in accordance with the details stipulated within this Policy and Procedure

1. Contact Process

Any Elected Member wishing to make enquiry or obtain any information regarding an operational/strategic issue shall contact Administration through the established Elected Member enquiries process.

For matters relating to strategic and operational issues, Elected Members shall only contact the Shire President, Chief Executive Officer or relevant Director, with email being the preferred method of contact.

2. Responding to Elected Member Requests

2.1 The Chief Executive Officer or relevant Director Officer (as appropriate) will register all enquiries received from Elected Members into the relevant software using the category "Information Request – Councillor", unless the matter is deemed confidential in accordance with clause 2.8, where it will be registered using the category "Information Request – Councillor Confidential".

2.2 Elected Members may also use the Shire's elected member enquiries email address councillorenquiries@kalamunda.wa.gov.au to submit a request. The request will be entered into the software system and assigned to the appropriate Director using the workflow process. All associated documents relating to the request shall be stored against the request for tracking and record keeping purposes.

2.3 Upon registration of the enquiry, a response shall be coordinated by the relevant Director or Chief Executive Officer as appropriate.

-
- 2.4 A response will be provided directly to the Elected Member with a cc to all Elected Members (on matters of strategic or decision making nature), within five (5) working days, and a record of the response saved. If the matter is deemed confidential in accordance with clause 8, only the referring Elected Member shall receive the response.
 - 2.5 Should the matter not be resolved within the nominated timeframe of five (5) working days, the Director or Chief Executive Officer (as appropriate) shall provide an update report every ten days (10) (or as otherwise agreed with the Elected Member) on the matter until resolved.
 - 2.6 Reports shall be generated for the Chief Executive Officer and Directors outlining the following:
 - number of contacts made;
 - any contentious issues;
 - the number of issues resolved; and
 - the number of issues still outstanding.
 - 2.7 Any Shire officer contacted directly either verbally or in writing by an Elected Member regarding a Shire matter shall refer them to their Director or the Chief Executive Officer.
 - 2.8 In addition to the process outlined above, any Elected Member who wishes to raise a matter on a confidential basis is to send the request direct to the Chief Executive Officer only, with a specific request that the matter be dealt with in confidence and a reason/s outlining why. Where there is conjecture as to the sensitivity or otherwise of such matters raised, the Chief Executive Officer will consult with the Shire President to ascertain whether the request be dealt with as being confidential. The Chief Executive Officer will prepare a response and provide this back to the individual Elected Member in line with the parameters stipulated in clauses 2.4 and 2.5.

3. Elected Members Undertaking Personal Business transaction with the Shire

- 3.1 Where an Elected Member wishes to pay rates, dog or cat registration apply for a building approval or licence or any other service offered by the Shire the Elected Members may use the Customer Service Team to facilitate these transactions.
- 3.2 Where a personal business transaction becomes complex and queries arise this will be referred to the relevant Director.

4. Staff Contacting Elected Members

- 4.1 All staff other than the CEO and Directors are not permitted to contact Elected Members unless:
 - (i) They have been requested to do so by the CEO or Director.
 - (ii) They are dealing with an ongoing matter and the CEO or Director was aware of the ongoing contact.
- 4.2 Where a personal business transaction becomes complex and queries arise this will be referred to the relevant Director.

-
- 4.3 All staff contact with Elected Members when approved should be via email so appropriate records can be kept otherwise file notes may be required.

LEGISLATION AND OTHER REFERENCES:

- *Local Government Act 1995 – Regulation 10(1)(a) of the Local Government (Rules of Conduct Regulation 2007)*
- *State Records Commission – Local Government Elected Members Policy*
- *Shire of Kalamunda Code of Conduct*

Related Budget Schedule			
Authority			
Adopted		Next Review Date	

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

55. Finalisation of Review of Ward Boundaries and Number of Councillors

Previous Items	OCM 161/2016
Responsible Officer	Chief Executive Officer
Service Area	Governance
File Reference	
Applicant	
Owner	
Attachment 1	Discussion Paper
Attachment 2	Public Submissions
Attachment 3	Summary of Options for Ward Boundaries and Representation considered
Attachment 4	Proposed new Ward Boundaries and Councillor Representation

PURPOSE

1. To finalise a review of the ward boundaries and the number of offices of councillor for each ward in accordance with the requirements of Clause 6 of Schedule 2.2 of the *Local Government Act 1995* (the Act).

BACKGROUND

2. The Act requires that a local government is to undertake a review of its Ward Boundaries every eight years. The previous review was undertaken in 2008.
3. The following provisions of the Act provide the framework for undertaking the review:

Reviews

7. (1) Before carrying out a review a local government has to give local public notice advising —

(a) that the review is to be carried out; and
(b) that submissions may be made to the local government before a day fixed by the notice, being a day that is not less than 6 weeks after the notice is first given.

(2) In carrying out the review the local government is to consider submissions made to it before the day fixed by the notice.

Matters to be considered in respect of wards

8. Before a local government proposes that an order be made —

(a) to do any of the matters in section 2.2 (1), other than discontinuing a ward system; or

(b) to specify or change the number of offices of councillor for a ward, its council is to have regard, where applicable, to —

(c) community of interests;

(d) physical and topographic features;

(e) demographic trends;

(f) economic factors; and

(g) the ratio of councillors to electors in the various wards.

Proposal by local government

9. On completing a review, the local government is to make a report in writing to the Advisory Board and may propose to the Board the making of any order under section 2.2 (1), 2.3 (3) or 2.18 (3) it thinks fit.*

** Absolute majority required.*

4. The review process must be carried out in accordance with the provisions of the *Local Government Act 1995* (the Act). It involves the following steps:-
 - Council resolves to undertake the review
 - Public submission period opens - a minimum of six weeks is provided for submissions.
 - Public submissions close.
 - Council considered all submissions and relevant factors and makes its decision.
 - Council submits a report to the Local Government Advisory Board (LGAB) for its consideration.
 - LGAB makes a recommendation to the Minister for Local Government.
 - The Minister makes a decision.
5. At the Ordinary Council Meeting (OCM) of 27 September 2016, Council resolved to initiate a review of its Wards and Representation and endorsed a Discussion Paper for the purpose of seeking public submissions.

DETAILS

6. The review of the Wards and Boundaries was advertised in the local papers on 8 and 11 of October 2016 with a closing date for public submissions of 18 November 2016.
7. The Discussion Paper was made available at the Administration Centre, all Shire Libraries and on the Website (Attachment 1). Submissions could be made either by post, email or through an online form. At the close of public submissions, four (4) submissions had been received. See (Attachment 2) for full details.
8. As part of the review process a number of briefings/workshops were conducted with councillors to work through the various options for changes to the wards, with the last workshop on Monday 21 November where the outcome of the Public Submissions were presented. See (Attachment 3) for a summary of the options considered.

STATUTORY AND LEGAL CONSIDERATIONS

9. Clauses 6 to 9 of Schedule 2.2 of the *Local Government Act 1995*.

POLICY CONSIDERATIONS

10. Nil.

COMMUNITY ENGAGEMENT REQUIREMENTS

11. The Act requires that local public notice of the review is to be published and that a 42 day submission be provided. It is expected that a discussion paper canvassing possible options to be considered is produced and distributed as part of the public consultation.
12. Paragraphs 6 and 7 above provide comments on meeting this requirement and the outcome of the community consultation.

FINANCIAL CONSIDERATIONS

13. All costs of the review will be met from current budget allocations.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

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

OBJECTIVE 6.3: To lead, motivate and advance the Shire of Kalamunda.

SUSTAINABILITY

Social Implications

15. Nil.

Economic Implications

16. Nil.

Environmental Implications

17. Nil.

RISK MANAGEMENT CONSIDERATIONS

- 18.
- | Risk | Likelihood | Consequence | Rating | Action/Strategy |
|---|------------|-------------|--------|---|
| Proposed ward boundaries and representation do not meet community expectations. | Unlikely | Moderate | Low | Ensure community is informed of Council and legislative requirements to provide appropriate governance and community representations. |

Risk	Likelihood	Consequence	Rating	Action/Strategy
Proposed ward boundaries and representation do not meet legislative requirements.	Unlikely	Moderate	Low	Ensure proposed ward boundaries and/or representation are amended to comply.

OFFICER COMMENT

19. Key outcomes of a review of Wards and Representation are:
- The ratio of councillors to electors meets the 'one vote', 'one value' principle with an accepted deviation of + or – 10% of the average ratio for the Shire.
 - That the number of councillors for the Shire and each ward is appropriate for providing proper governance and community representation.
 - That all wards generally accord with the factors/characteristics:
 - (i) Community of Interest;
 - (ii) Physical and topographic features;
 - (iii) Demographic trends; and
 - (iv) Economic factors.
20. With respect to the proposals received in the public submissions, the following comments are provided:
- (a) No Wards and reduction to six (6) councillors – meets all factors characteristics except it is considered the number of councillors would not be sufficient.
 - (b) Two (2) Wards and reduction in councillors to 10 with 5 in each ward – generally meets the all factors and characteristics for wards boundaries, however does not meet the ratio of councillors:electors requirements or sufficient councillor representation. A six (6) four (4) split of councillors in the wards would meet the councillor:electors ratio, but this would not be in accord with the suggestion of the submitters.
 - (c) Retain the current four(4) wards with amendment to the boundary between the North and North West Wards by including all of Maida Vale in the North west Ward - generally meets the all factors and characteristics for wards boundaries, however does not meet the ratio of councillors:electors requirements.
21. It is considered that the current number of councillors is appropriate to provide proper governance and community representation, now and in the immediate future.
22. Additionally the current four (4) ward structure meets the factors/characteristics to be considered, however will require a small boundary change between the North and North West Wards. This can be achieved by incorporated the whole of Maida Vale in the North Ward as detailed in (Attachment 4).

A memo from the Manager of Governance, Strategy and Legal Services was distributed to all Councillors before the commencement of meeting outlining additional information on this matter.

Voting Requirements: Absolute Majority

COMMITTEE RECOMMENDATION TO COUNCIL (C&C 55/2016)

That Council:

1. Notes the public submissions received.
2. Pursuant to clause 9 of Schedule 2.2 of the *Local Government Act 1995*, submits a report to the Local Government Advisory Board seeking the making of an order under section 2.2 (1) (c) of the Local Government Act 1995 to amend the boundaries of the North West and North Wards as detailed in (Attachment 4), with changes effected for the 2017 Local Government Elections.

Moved: **Cr John Giardina**

Seconded: **Cr Sara Lohmeyer**

Vote:

For	Against
Cr Michael Fernie Cr John Giardina Cr Geoff Stallard Cr Allan Morton Cr Sara Lohmeyer Cr Simon Di Rosso Cr Tracy Destree Cr Sue Bilich Cr Noreen Townsend	Cr Brooke O'Donnell
CARRIED / ABSOLUTE MAJORITY (9/1)	

Attachment 1

Finalisation of Review of Ward Boundaries and Number of Councillors

Discussion Paper

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

Attachment 2

Finalisation of Review of Ward Boundaries and Number of Councillors

Public Submissions

SHIRE OF KALAMUNDA – WARD BOUNDARY REVIEW 2016

PUBLIC SUBMISSIONS

A total of four (4) Submissions have been received and have proposed the following:

1. 1 submission - No wards – Reduction in Councillors to 6

Comments in Support

No wards would save on administration and operational costs as well as reducing the number of Councillors needed to represent the community. I favour a maximum of 6 part-time Councillors to service the existing small population of the Shire. Vibrancy, lifestyle and amenities should be the Team's focus.

2. 2 submissions – 2 Wards – Reduction in Councillors to 10 with 5 in each ward

Electors as at 8 September 2016

Ward	Suburbs Included	Number of Electors	Number of Councillors	Electors per Councillor	Deviation from Ave
West	Forrestfield, Maida Vale, High Wycombe, Wattle Grove, Kewdale	23,331	5	4,666	-17.6%
East	Gooseberry Hill, Kalamunda, Lesmurdie, Walliston, Bickley, Canning Mills, Carmel, Hacketts Gully, Pauls Valley, Pickering Brook, Piesse Brook, Reservoir	16,349	5	3,270	+17.6%
		39,680	10	3,968	

Comments in Support

Seems to be the most logical division of the Shire topographically.

3. **1 submission – Retain 4 Wards with some boundary adjustments – Reduction in Councillors to 8.**

Current four wards – with Maida Vale moved to be all in North West Ward

Electors as at 8 September 2016

Ward	Suburbs Included	Number of Electors	Number of Councillors	Electors per Councillor	Deviation from Ave
North West	Maida Vale High Wycombe, Forrestfield (portion)	12,771	2	6,385	-28.73%
North Ward	Kalamunda (portion) Gooseberry Hills	7,120	2	3,560	+28.23%
South West	Forrestfield (portion), Kewdale, Wattle Grove	10,560	2	5,280	-6.45%
South East	Kalamunda (portion), Lesmurdie, Walliston, Carmel, Canning Mills, Pickering Brook, Bickley, Hacketts Gully, Piesse Brook, Pauls Valley, Reservoir	9,229	2	4,615	+6.9%
		39,680	8	4,960	

Comments in Support

Now that Councillors are receiving up to \$30,000 per year there should be minimum performance indicators place on all Councillors, in particular the President who is receiving \$80,000 this could be considered a full time wage. Also in the interest of budget control the number of Councillors should be reduced to 8.

The number of Councillors per ward should be based on the number of residences in each ward.

Maida Vale should be included in the North West Ward and Wattle Grove in the South West Ward.

The reasons for my suggestion is that the requirements for residents are different than that there is for residence in the hills. Most of the residents in the foothills have paid for their services such as footpaths, road and drainage when they purchased their block and should not be required to subsidise the people who choose to live in the hills and did not pay for these expensive service when they bought their blocks. There are very different social issues for people living in the foot hills due to the density of housing when compared to people living in the hills who live on blocks that are larger. Also it very clear that the increase in the number of people living in the foothills will be increasing substantially more than those living in the hills due to subdivision in Forrestfield and High Wycombe.

Attachment 3

Finalisation of Review of Ward Boundaries and Number of Councillors

Summary of Options for Ward Boundaries and Representation considered.

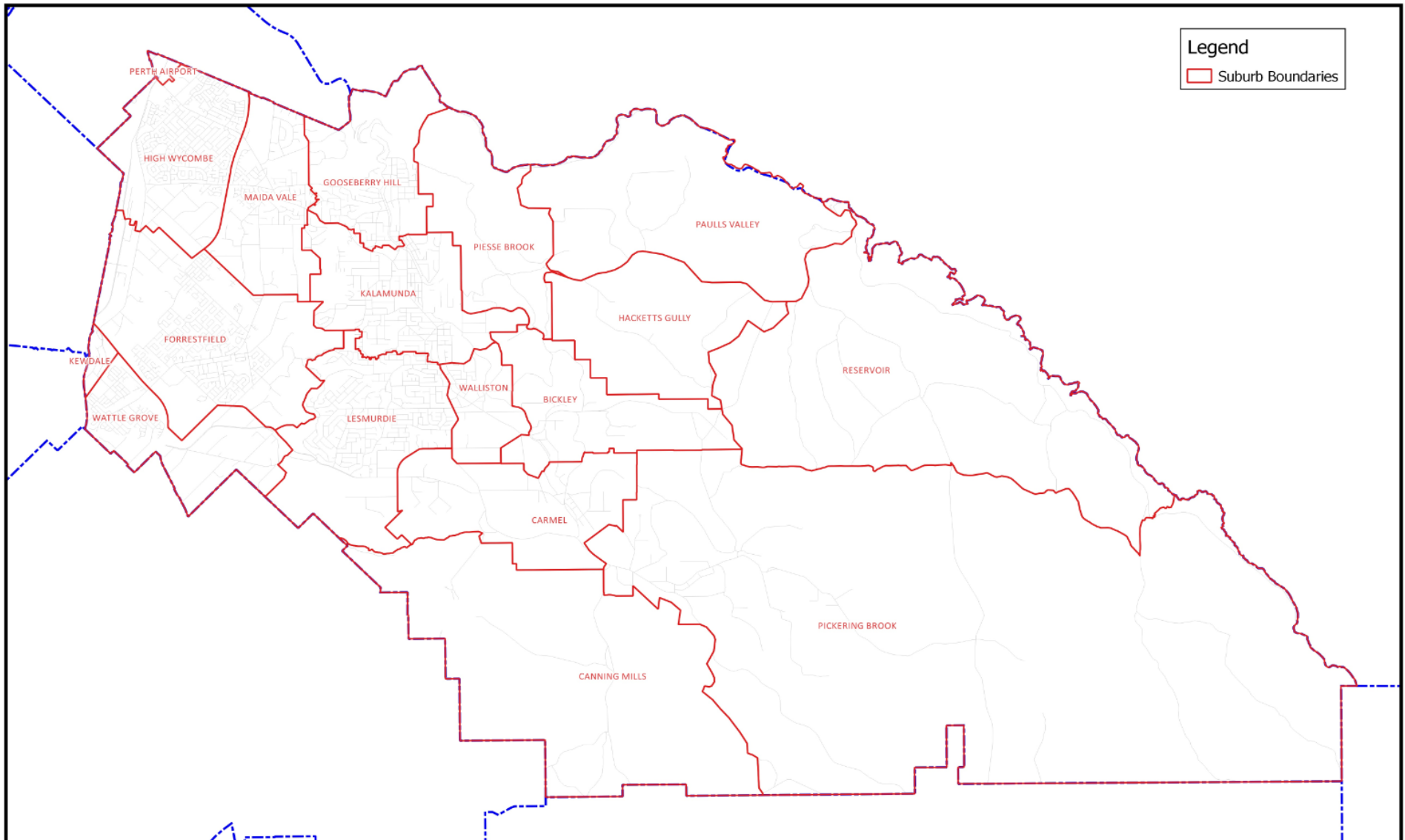
Shire of Kalamunda – Enrolment Statistics

Existing Wards – Suburb elector numbers 2016

WARD	SUBURBS INCLUDED	NUMBER OF ELECTORS as @ <u>8/2/16</u>	NUMBER OF ELECTORS as @ <u>8/9/16</u>
North West	High Wycombe	7637	8011
	Maida Vale (portion)	1472	1536
	Forrestfield (portion)	1230	1389
		Total 10,339	10,936
South West	Forrestfield (portion)	6877	7207
	Wattle Grove	3160	3353
	Kewdale	0	0
		Total 10,037	10,560
North	Maida Vale (portion)	1811	1835
	Kalamunda (portion)	4355	4437
	Gooseberry Hill	2612	2683
		Total 8,778	8959
South East	Kalamunda (portion)	858	882
	Lesmurdie	5676	5941
	Walliston	675	694
	Bickley	500	531
	Carmel	482	499
	Pickering Brook	426	434
	Piesse Brook	133	143
	Paulls Valley	59	59
	Hacketts Gully	35	32
	Canning Mills	14	14
	Reservoir	0	0
		Total 8,858	9,239
		Grand Total 38,012	39,680

Existing Wards – Gross elector numbers comparison 2016

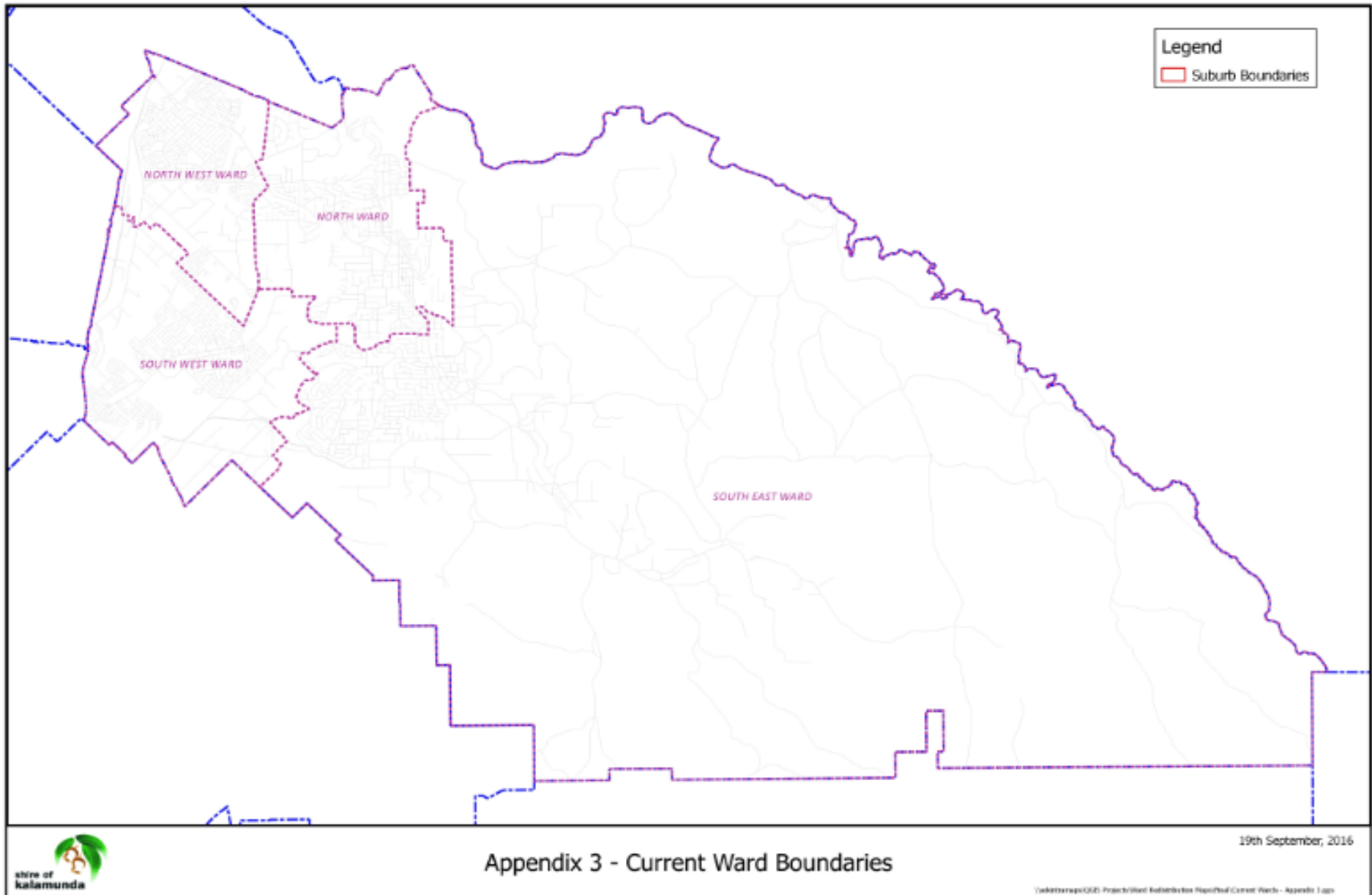
Ward	8 February 2016				8 September 2016			
	No. of Electors	No. of Councillors	Electors per Councillor	Deviation from Ave.	No. of Electors	No. of Councillors	Electors per Councillor	Deviation from Ave
North West	10,339	3	3,446	-8.77%	10,936	3	3,645	-10.22%
South West	10,037	3	3,346	-5.62%	10,560	3	3,520	-6.44%
North	8,778	3	2,926	+7.64%	8,958	3	2,968	+10.25%
South East	8,858	3	2,953	+6.79%	9,229	3	3,076	+6.98%
	38,012	12	3,168		39,680	12	3,307	



Appendix 1 Suburb Boundaries

19th September, 2016

\\sok\tramps\QGIS Projects\Ward Redistribution Maps\Final\Suburb Boundaries - Appendix 1.qgs



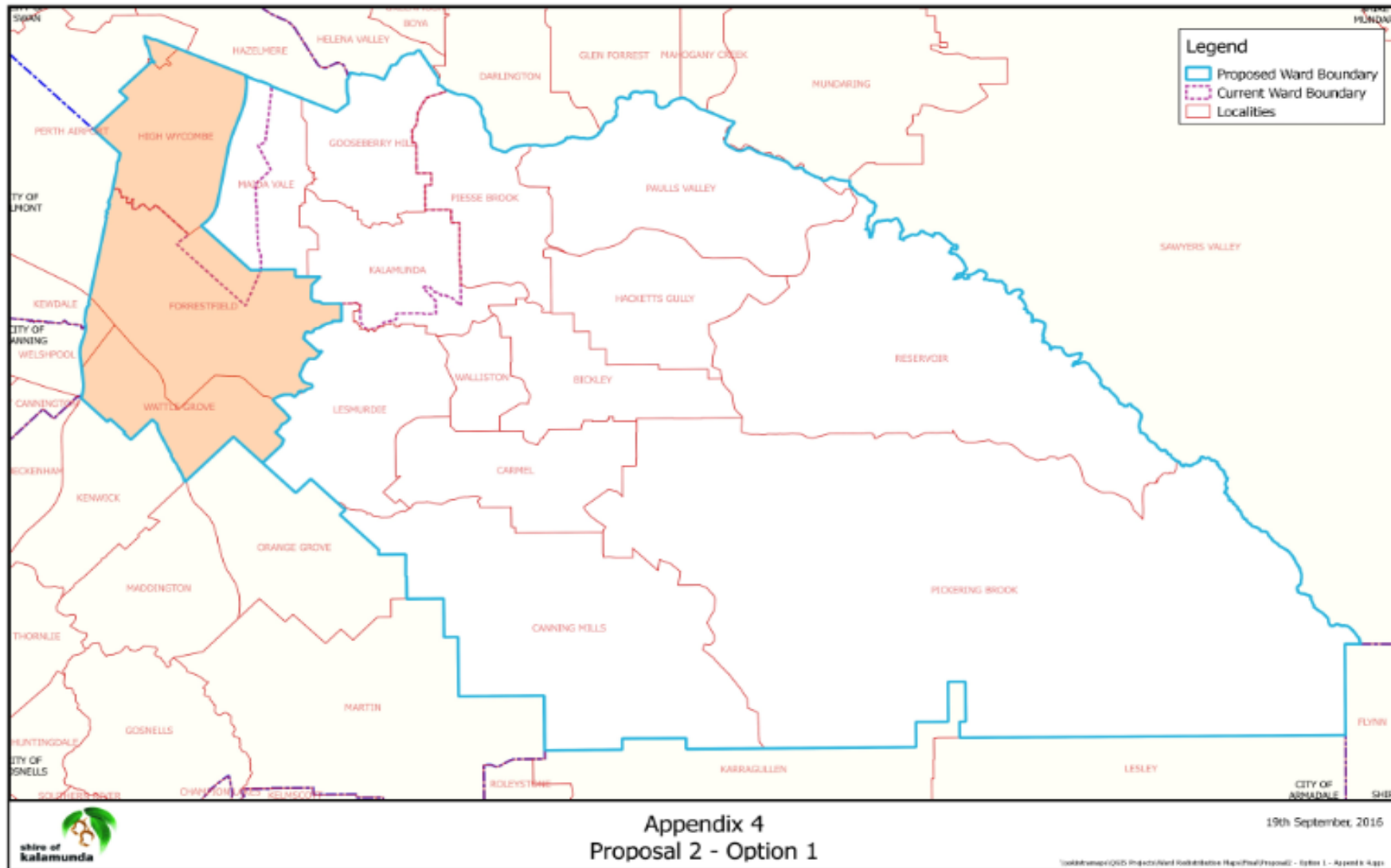
Appendix 3 - Current Ward Boundaries

DISCUSSION PAPER PROPOSAL 2 – OPTION 1

Two Ward Proposal – 6 Councillors each ward – (based on no suburbs being split)

Electors as at 8 September 2016

Ward	Suburbs Included	Number of Electors	Number of Councillors	Electors per Councillor	Deviation from Ave
West	Forrestfield, High Wycombe, Wattle Grove, Kewdale	19,960	6	3,327	-0.60%
East	Maida Vale, Gooseberry Hill, Kalamunda, Lesmurdie, Walliston, Bickley, Canning Mills, Carmel, Hacketts Gully, Pauls Valley, Pickering Brook, Piesse Brook, Reservoir	19,720	6	3,287	+0.60%
		39,680	12	3,307	

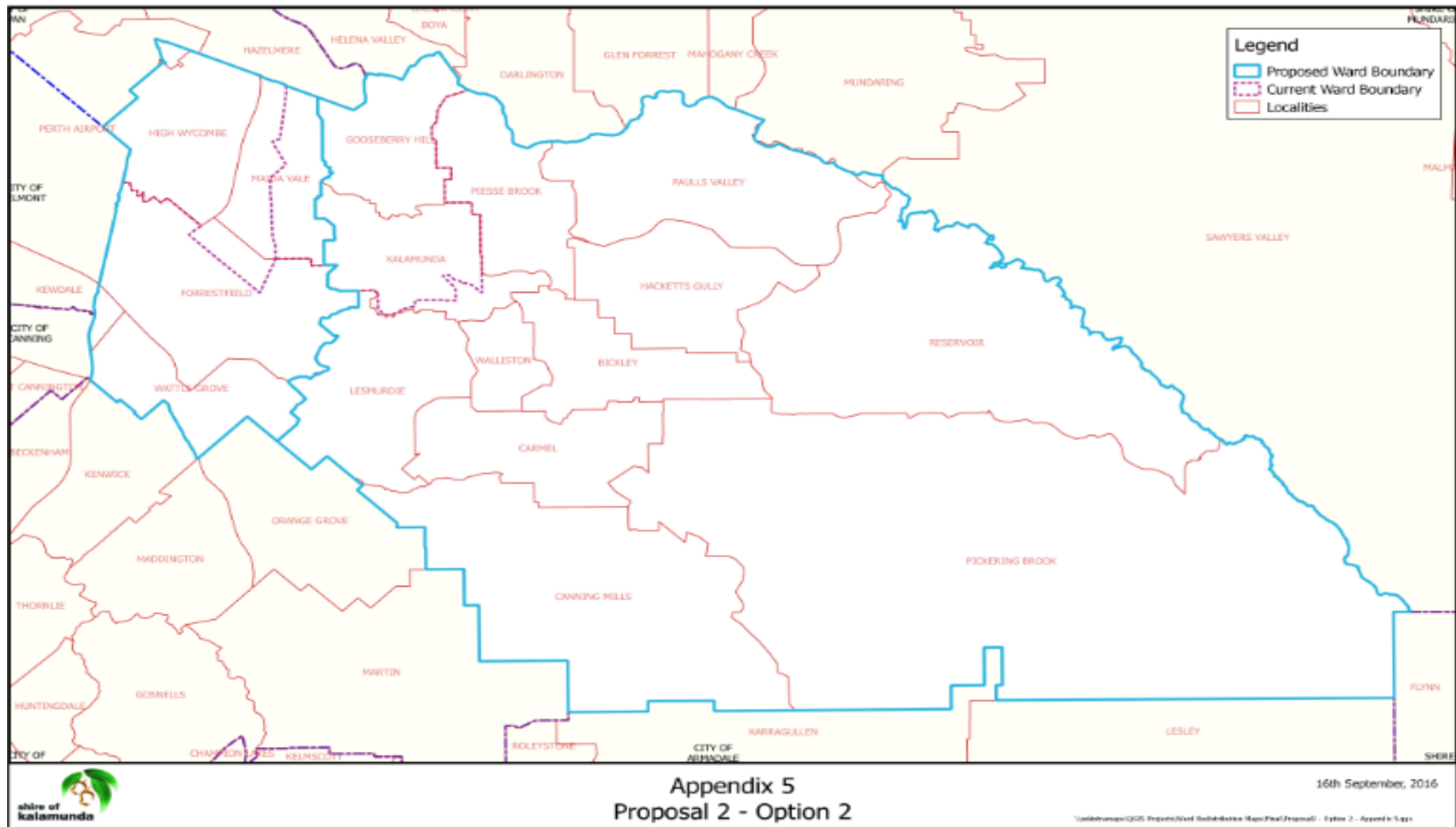


DISCUSSION PAPER PROPOSAL 2 – OPTION 2

Two Ward Proposal – 7 Councillors in West Ward and 5 Councillors in East Ward – [Maida Vale moved from East to West] (based on no suburbs being split)

Electors as at 8 September 2016

Ward	Suburbs Included	Number of Electors	Number of Councillors	Electors per Councillor	Deviation from Ave
West	Forrestfield, Maida Vale, High Wycombe, Wattle Grove, Kewdale	23,331	7	3,333	-0.77%
East	Gooseberry Hill, Kalamunda, Lesmurdie, Walliston, Bickley, Canning Mills, Carmel, Hacketts Gully, Paulls Valley, Pickering Brook, Piesse Brook, Reservoir	16,349	5	3,270	+1.12%
		39,680	12	3,307	



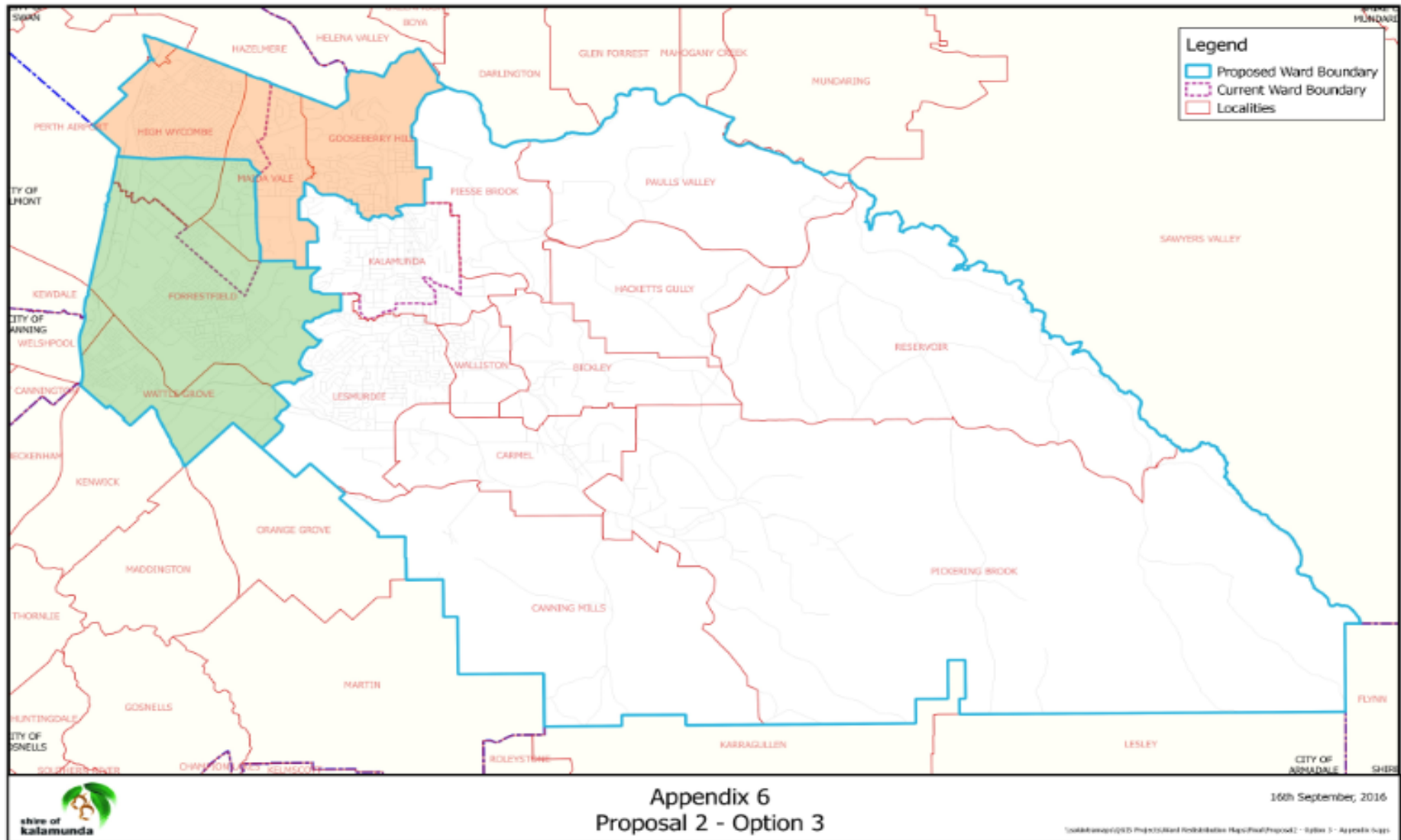
DISCUSSION PAPER PROPOSAL 2 – OPTION 3

Three Ward Proposal – 4 Councillors in each ward – (based on no suburbs being split)

Electors as at 8 September 2016

Ward	Suburbs Included	Number of Electors	Number of Councillors	Electors per Councillor	Deviation from Ave
North	High Wycombe, Maida Vale, Gooseberry Hill	14,065	4	3,516	-6.32%
South	Forrestfield, Kewdale, Wattle Grove	11,949	4	2,987	+9.68%
East	Kalamunda, Lesmurdie, Walliston, Carmel, Canning Mills, Pickering Brook, Bickley, Hacketts Gully, Piesse Brook, Pauls Valley, Reservoir	13,666	4	3,416	-3.30 %
		39,680	12	3,307	

Note – In the Ward Review Discussion Paper proposal the February 2016 Elector numbers had been amended from those above by including parts of High Wycombe and Maida Vale in the proposed South Ward.

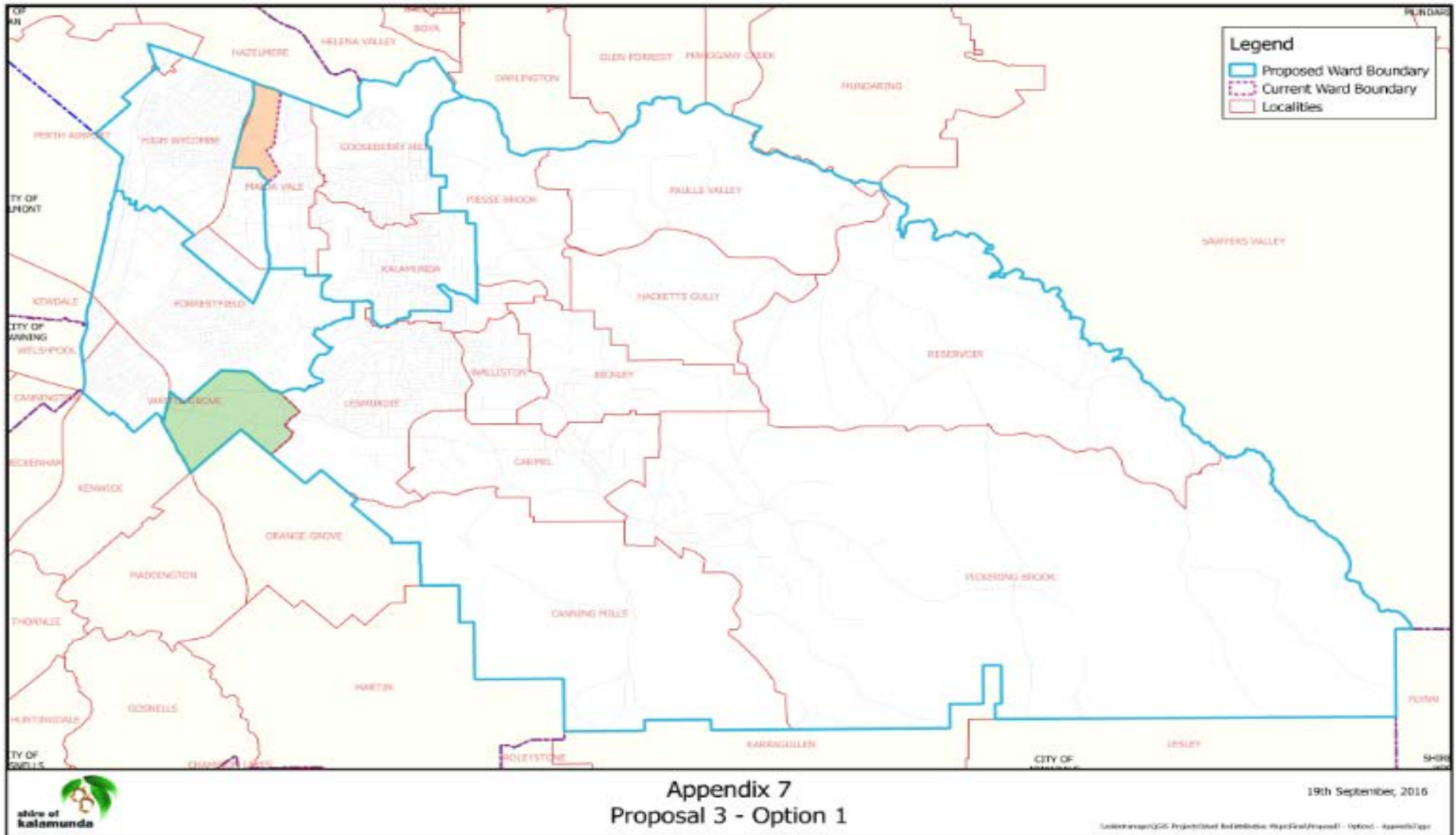


DISCUSSION PAPER PROPOSAL 3 – OPTION 1

Current 4 Wards – Moving 500 electors from the North West Ward to North Ward and 500 electors from the South West Ward to the South East ward

Electors as at 8 February 2016

Ward	Suburbs Included	Number of Electors	Number of Councillors	Electors per Councillor	Deviation from Ave
North West	(parts) High Wycombe and Maida Vale	9,839	3	3,280	-3.53%
South West	Forrestfield, Kewdale, (part) Wattle Grove, (parts) High Wycombe and Maida Vale	9,537	3	3,179	-0.35%
North	Gooseberry Hill, part of Maida Vale and Kalamunda, with the exception of the area east of King Road/Canning Road, <i>And</i> the area south of Orange Valley Road/Mason Road/Springdale Road;	9278	3	3,093	+2.37%
South East	Lesmurdie, Walliston, Carmel, Canning Mills, Pickering Brook, Bickley, Hacketts Gully, Piesse Brook, Pauls Valley, Reservoir, part of Wattle Grove and Portions of Kalamunda east of King Road /Canning Road;and south of Orange Valley Road/Mason Road/Springdale Road.	9,358	3	3,119	+1.55%
		38,012	12	3,168	

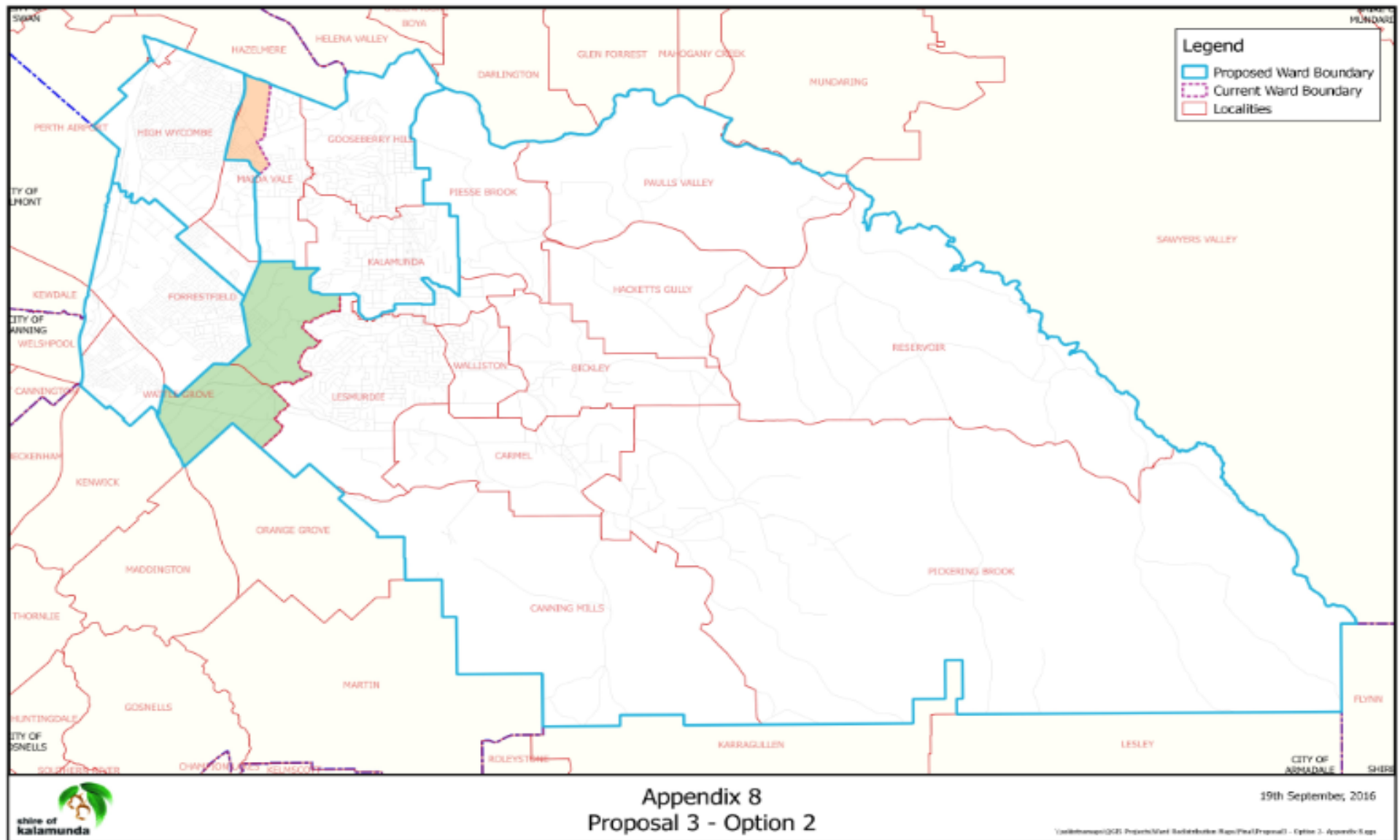


DISCUSSION PAPER PROPOSAL 3 – OPTION 2

Current 4 Wards – Moving 500 electors from the North West Ward to North Ward and 1000 electors from the South West Ward to the South East ward

Electors as at 8 February 2016

Ward	Suburbs Included	Number of Electors	Number of Councillors	Electors per Councillor	Deviation from Ave
North West	(parts) High Wycombe and Maida Vale	9,839	3	3,280	-3.53%
South West	(part) Forrestfield, Kewdale, (part) Wattle Grove, (parts) High Wycombe and Maida Vale	9,037	3	3,012	+4.92%
North	Gooseberry Hill, part of Maida Vale and Kalamunda, with the exception of the area east of King Road/Canning Road <i>And</i> the area south of Orange Valley Road/Mason Road/Springdale Road;	9278	3	3,093	+2.37%
South East	Lesmurdie, Walliston, Carmel, Canning Mills, Pickering Brook, Bickley, Hacketts Gully, Piesse Brook, Pauls Valley, Reservoir, part of Wattle Grove and Forrestfield and Portions of Kalamunda east of King Road /Canning Road;and south of Orange Valley Road/Mason Road/Springdale Road.	9,858	3	3,286	-3.72%
		38,012	12	3,168	

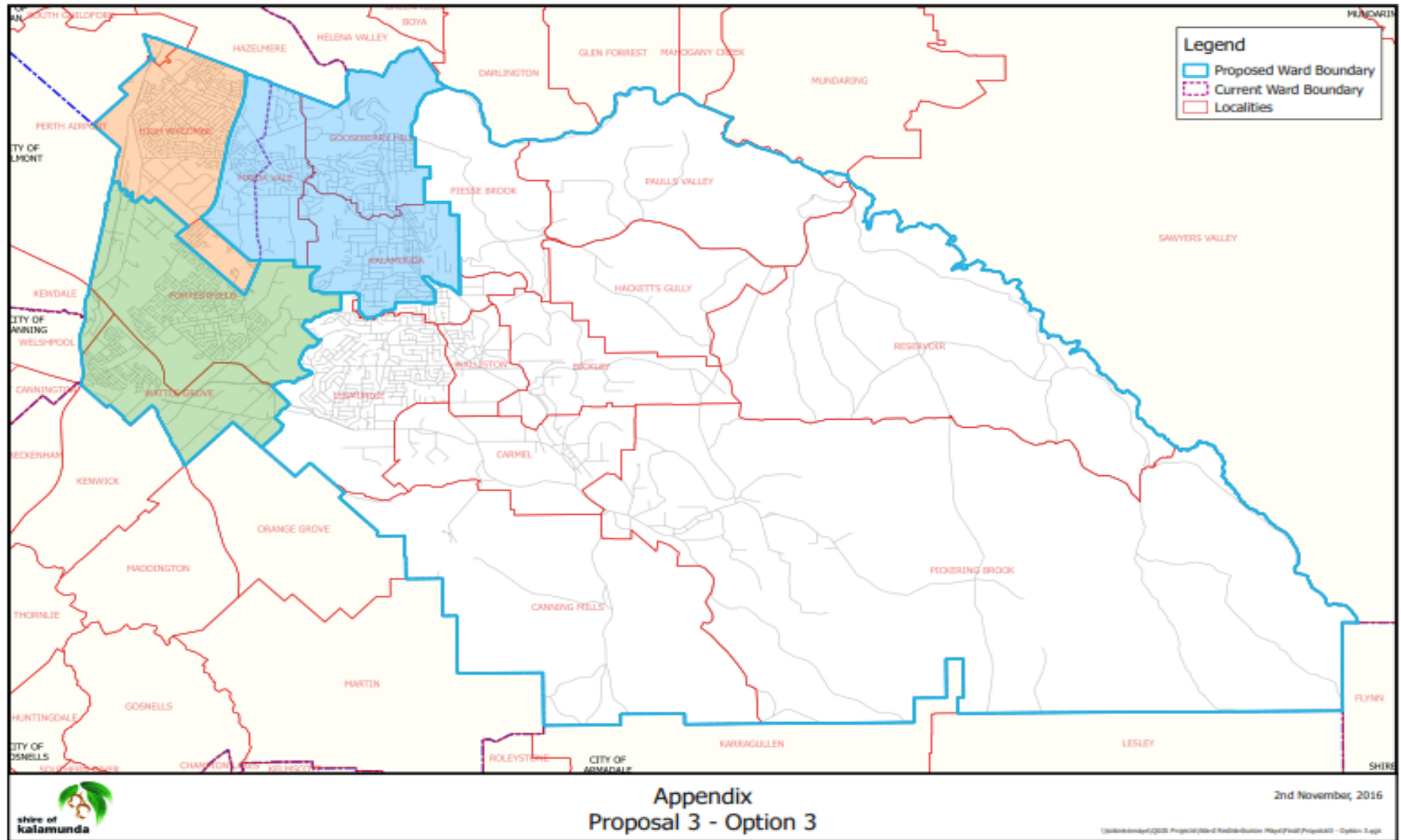


PROPOSAL 3 – ADDITION OPTION 3
(Not included in the discussion paper)

Current four wards – with Maida Vale moved to be all in North Ward

Electors as at 8 September 2016

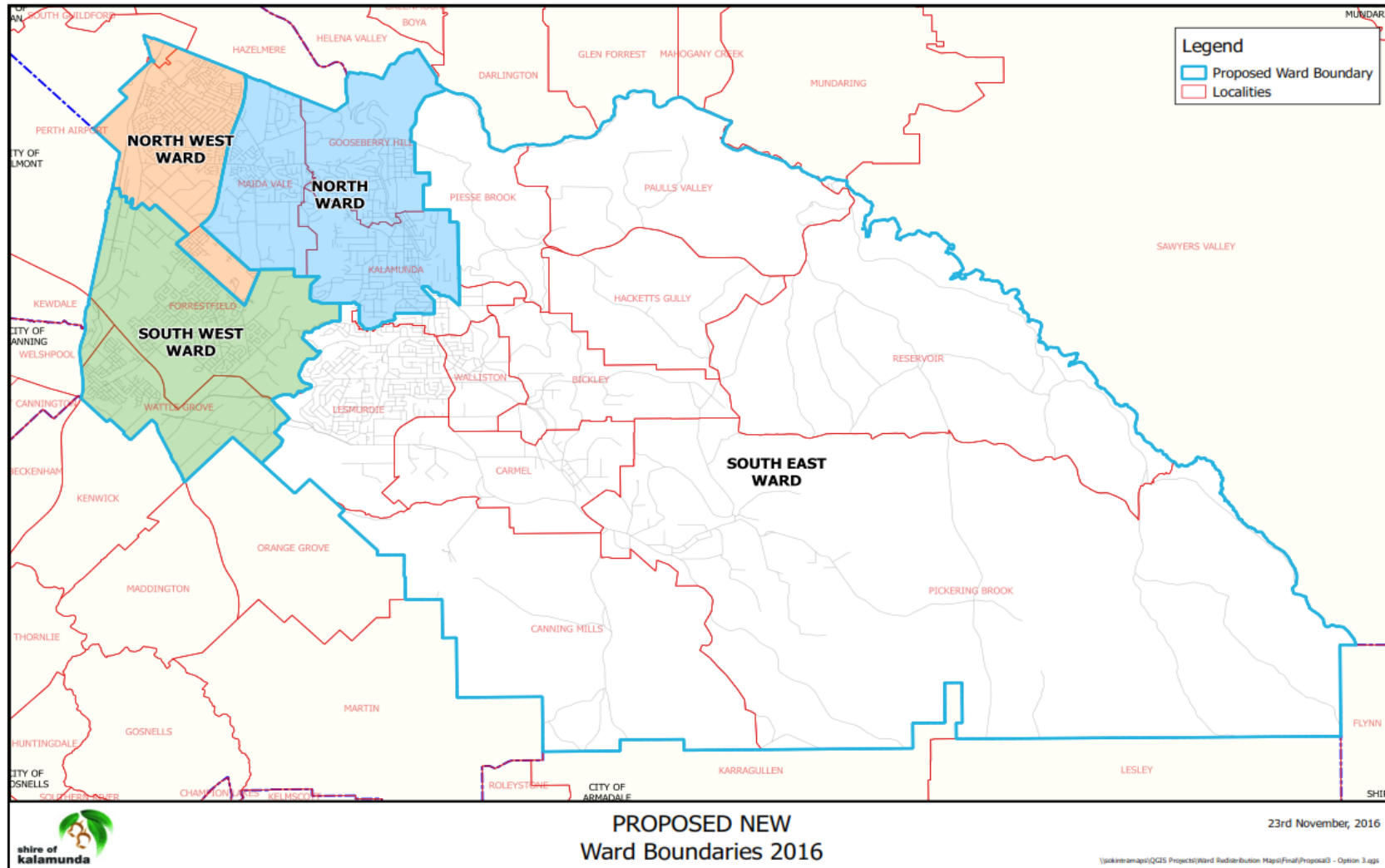
Ward	Suburbs Included	Number of Electors	Number of Councillors	Electors per Councillor	Deviation from Ave
North West	High Wycombe, Forrestfield (portion)	9,400	3	3,133	-5.26%
North Ward	Maida Vale Kalamunda (portion) Gooseberry Hills	10,495	3	3,498	+5.78%
South West	Forrestfield (portion), Kewdale, Wattle Grove	10,560	3	3,520	-6.44%
South East	Kalamunda (portion), Lesmurdie, Walliston, Carmel, Canning Mills, Pickering Brook, Bickley, Hacketts Gully, Piesse Brook, Pauls Valley, Reservoir	9,239	3	3,080	+6.86%
		39,680	12	3,307	



Attachment 4

Finalisation of Review of Ward Boundaries and Number of Councillors

Proposed new Ward Boundaries and Councillor Representation



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

56. CONFIDENTIAL ITEM – Community Care – Anson Review

Reason for Confidentiality. *Local Government Act 1995 Section 5.23(2) (a).* – “a matter affecting an employee or employees” and *Local Government Act 1995 Section 5.23 (2) (e) (ii)* – “information that has a commercial value to a person”.

Previous Items	
Responsible Officer	Director Corporate and Community Services
Service Area	Community Care
File Reference	
Applicant	
Owner	

Confidential Attachment 1 ANSON Presentation to Council (PowerPoint)

Reason for Confidentiality.
*Local Government Act 1995
Section 5.23 (2) (e) (ii)* –
“information that has a
commercial value to a
person”.

Cr Tracy Destree put forward an amendment to include an additional dot point in under paragraph 3 which reads “Develop a communication plan in regards to the decision and review the requirements for what elements remain confidential”. The mover and seconder accepted the amendment and therefore it became part of the substantive motion.

Voting Requirements: Simple Majority

COMMITTEE RECOMMENDATION TO COUNCIL (C&C 56/2016)

That Council:

1. Notes the changes to the Community Care funding and service delivery models.
2. Endorses the report provided by Anson Consulting regarding the future direction of Community Care operations.
3. Requests the CEO to:
 - Commence negotiations with funding bodies and service providers to establish a transition plan that will transfer the delivery of the Shire’s Community Care services to a suitably skilled and experienced Not for Profit Organisation.
 - To prepare and report back to Council in March 2017 outlining the results of the negotiations and details of any proposed transfer arrangements to another provider.
 - **Develop a communication plan in regards to the decision and review the requirements for what elements remain confidential.**
4. Approves the following level of service for up to six months until 30 June 2017 comprising:
 - Home and Community Care at current level with no new referrals

- Community Visitors Scheme at current level with no new referrals
- Home Care Packages, with no growth, no transfer to Level 3 or Level 4 post February 2017 and supporting existing clients who do not exit prior to 30 June 2017 to transition to an alternative provider of their choice.

Moved: **Cr Geoff Stallard**

Seconded: **Cr Tracy Destree**

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

This report item was circulated to all Councillors under separate cover and was discussed under point 15 of this Agenda.

10.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

10.1 Nil.

11.0 QUESTIONS BY MEMBERS WITHOUT NOTICE

11.1 Cr Michael Fernie sought clarification on the response to his previous question taken on notice at the Corporate & Community Meeting – 14 November 2016.

Q1. The figures provided in the original report as are not the same as those listed in the response, for example the Shire grant submission for the lighting the amount was \$88,700 the response provided here is \$25,000 can I have some clarification on those numbers please?

A1. The Chief Executive Officer took this question was taken on notice.

Q2. The CCTV security system is \$368,828 in the response, the amount in the original report was \$50,000. Can I please have some clarification?

A2. The Chief Executive Officer took this question on notice.

Question taken at the Corporate & Community Meeting – 14 November 2016.

Cr Michael Fernie – C&C 46. Hartfield Park Reserve - Proposal to use Cash-in-Lieu Funds for Public Toilet at the Skate Park Site

Q. In reference to paragraph 4, noting the breakdown between grant and municipal funds can I please have an update on what happened with the grant submissions?

A. The Chief Executive Officer sought confirmation this question relates to the Shire grant submission in relation to lighting, CCTV and the toilet block. The Manager Community Development responded that in relation to the first two items would need to be taken on notice. The third one, we are proposing to seek cash in lieu funds.

Update

Lighting

The lighting project received a WA Police grant for \$25,000. The project has commenced with footings completed. Project completion is scheduled for mid-December following the supply of LED light fittings.

CCTV

The Shire has applied for a total of \$368,828 in grant funding to facilitate CCTV installation. The proposed grants are:

- WA Police grant – \$198,828
- Federal Grant - \$170,000

The final amount of grants to be received will depend on the tender prices for the work to be undertaken.

12.0 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

12.1 Nil.

13.0 URGENT BUSINESS APPROVED BY THE PRESIDING MEMBER OR BY DECISION

13.1 Nil.

14.0 TABLED DOCUMENTS

14.1 Confirmed Minutes – Ray Owen Management Committee – 4 August 2016

14.2 Confirmed Minutes – Kostera Oval Advisory Committee – 9 August 2016

14.3 Confirmed Minutes – Hartfield Park Advisory Committee – 16 August 2016

14.4 Confirmed Minutes – Scott Reserve Advisory Committee – 29 August 2016

14.5 Confirmed Minutes – Kostera Oval Advisory Committee – Special Meeting – 22 September 2016

14.6 Unconfirmed Minutes – Ray Owen Management Committee – 3 November 2016

14.7 Unconfirmed Minutes – Kostera Oval Advisory Committee – 8 November 2016

14.8 Unconfirmed Minutes – Hartfield Park Advisory Committee – 15 November 2016

14.9 Unconfirmed Minutes – Aged Care Advisory Committee – 23 November 2016

15.0 MEETING CLOSED TO THE PUBLIC

15.1 Meeting Closed to the Public

That the meeting be closed to the public to discuss Confidential Item C&C 56. (provided under separate cover).

Moved: **Cr Allan Morton**

Seconded: **Cr Sue Bilich**

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

The meeting closed at 6.41pm. All members of the public left the Gallery.

Cr Tracy Destree put forward an amendment to include an additional dot point in under paragraph 3 which reads "Develop a communication plan in regards to the decision and review the requirements for what elements remain confidential". The mover and seconder accepted the amendment and therefore it became part of the substantive motion.

15.2 **56. CONFIDENTIAL ITEM – Community Care – Anson Review**

Voting Requirements: Simple Majority

COMMITTEE RECOMMENDATION TO COUNCIL (C&C 56/2016)

That Council:

1. Notes the changes to the Community Care funding and service delivery models.
2. Endorses the report provided by Anson Consulting regarding the future direction of Community Care operations.
3. Requests the CEO to:
 - Commence negotiations with funding bodies and service providers to establish a transition plan that will transfer the delivery of the Shire's Community Care services to a suitably skilled and experienced Not for Profit Organisation.
 - To prepare and report back to Council in March 2017 outlining the results of the negotiations and details of any proposed transfer arrangements to another provider.
 - **Develop a communication plan in regards to the decision and review the requirements for what elements remain confidential.**
4. Approves the following level of service for up to six months until 30 June 2017 comprising:
 - Home and Community Care at current level with no new referrals
 - Community Visitors Scheme at current level with no new referrals
 - Home Care Packages, with no growth, no transfer to Level 3 or Level 4 post February 2017 and supporting existing clients who do not exit prior to 30 June 2017 to transition to an alternative provider of their choice.

Moved: **Cr Geoff Stallard**

Seconded: **Cr Tracy Destree**

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

15.3 Meeting Reopen to Public

That the meeting reopen to the public following consideration of confidential item C&C 56 (provided under separate cover).

Moved: **Cr Simon Di Rosso**

Seconded: **Cr Sara Lohmeyer**

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

The meeting reopened to the public at 6.57pm, the Presiding Member read the resolutions.

16.0 CLOSURE

16.1 There being no further business the Presiding Member declared the meeting closed at 6.58pm.

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

Signed: _____
Presiding Member

Dated this _____ day of _____ 2017