

Corporate & Community Services Committee Meeting

Minutes for Monday 12 September 2016

UNCONFIRMED



**shire of
kalamunda**

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MINUTES

1.0 OFFICIAL OPENING

The Presiding Member opened the meeting at 6.03pm, and welcomed Councillors, Staff and Members of the Public Gallery.

2.0 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE PREVIOUSLY APPROVED

2.1 Attendance

Councillors

Andrew Waddell JP	(Shire President)	North West Ward
Sara Lohmeyer		North West Ward
Dylan O'Connor		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
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 Services
Darrell Forrest	Manager Governance, Strategy & Legal Services
Andrew Fowler-Tutt	Manager Approval Services
Rob Korenhof	Manager Asset Delivery
Nicole O'Neill	Public Relations Coordinator
Sara Slavin	Council Support Officer

Members of the Public 13

Members of the Press 0

2.2 Apologies

Councillors

Allan Morton South 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 8 August 2016, as published and circulated, are confirmed as a true and accurate record of the proceedings.

Moved: **Cr Brooke O'Donnell**

Seconded: **Cr Tracy Destree**

Vote: **CARRIED UNANIMOUSLY (11/0)**

6.0 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

6.1 Nil.

7.0 MATTERS FOR WHICH MEETING MAY BE CLOSED

7.1 Nil.

8.0 DISCLOSURE OF INTERESTS

8.1 Disclosure of Financial and Proximity Interests

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

8.1.1 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.

34. Quarterly Progress Report – April - June 2016

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

Attachment 1 Quarterly Progress Report – April - June 2016

PURPOSE

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

BACKGROUND

2. The Quarterly Progress Report is generated from the Shire's integrated planning system, "Interplan". The report reflects the progress of individual actions, which are linked to Council's Strategic Plan. This ensures each employee is working towards achieving the strategic direction of the Council.
3. The person responsible for an action or task in Interplan is required to provide an update each month, giving an indication of how the action is progressing. Key Performance Indicators (KPIs) are also updated. This information is collated by Interplan to provide an overview of how the organisation is performing.

DETAILS

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

Quarterly Progress Against Goals

7. Each business unit in the Shire has a business plan, which contains the actions to be achieved in the 2015/2016 year. Each of these actions is linked to a strategy, outcome and goal in the Strategic Plan adopted by Council.

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8. Of the 429 actions monitored across the organisation, 377 (or 88%) are at 90% or more of their progress target for the year to date. There are only 15 actions (3%) at less than 70% of their progress target.
 9. The six actions listed as "Actions With No Target" are those that are not due to start until later years.
 10. As shown by the gauges on page 2 of the report, all Strategic Goals from Council's Strategic Plan are progressing well against set targets.

Key Performance Indicators

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

The results for 2015/2016 were –

July: 7%

August: 3%

September: 6%

October: 4%

November: 10%

December: 11%

January: 29%

February: 4%

March: 4%

April: not updated

May: 1%

June: 2%

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

15. Please note the "traffic light" indicator on the Report only relates to the month of June 2016, not to the whole quarter.

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16. Business unit managers are reminded regularly of the importance of updating their actions, tasks and KPIs in Interplan. In 2015/2016, managers were provided with written copies of their business plans, and required to sign to acknowledge they are aware of their responsibilities.

Major Projects

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

STATUTORY AND LEGAL CONSIDERATIONS

20. Nil.

POLICY CONSIDERATIONS

21. Nil.

COMMUNITY ENGAGEMENT REQUIREMENTS

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

FINANCIAL CONSIDERATIONS

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

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

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

SUSTAINABILITY

Social Implications

25. Nil.

Economic Implications

26. Nil.

Environmental Implications

27. Nil.

RISK MANAGEMENT CONSIDERATIONS

28.

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

OFFICER COMMENT

29. Nil.

Cr Andrew Waddell sought clarity regarding the Quarterly Progress Report stating I have noticed there are a large number of items that are listed as 100% complete with a green light, yet when you look at them, take for example "1.6.1.1 Maintain and monitor the Shire's Graffiti management program" with a date of 30/06/2019 so obviously that is the intention to monitor it over that period of time, yet it is listed as 100% completed. There are a number of items like this that seem to have a time period that extends well beyond now yet they have an ongoing component. Could someone explain to me what that 100% means in that context?

The Chief Executive Officer responded that the 100% is being measured on what the program achieved just for that quarter but it is combined with the Corporate Business Plan which the system absorbs and the Corporate Business Plan sets out actions over a four year period. Which is why we would continue to monitor and clean away graffiti for the entire life of the Corporate Plan. However when we are reporting we are only reporting about what has been done in the quarter.

Cr Andrew Waddell clarified that his previous question was not specific to that action but more an example to explain what his query is about. Cr Andrew Waddell then asked where it is listed that the item is only 50% complete does that mean we only achieved 50% of what should have been completed within that quarter, and if so why then are they showing as a green light?

The Chief Executive Officer took this question on notice.

Voting Requirements: Simple Majority

COMMITTEE RECOMMENDATION TO COUNCIL (C&C 34/2016)

That Council:

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

Moved: **Cr Andrew Waddell**

Seconded: **Cr Dylan O'Connor**

Vote: **CARRIED UNANIMOUSLY (11/0)**

Attachment 1

Quarterly Progress Report – April - June 2016

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

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

35. Aged Accommodation Strategy 2016

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

PURPOSE

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

BACKGROUND

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

DETAILS

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

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

STATUTORY AND LEGAL CONSIDERATIONS

7. Nil.

POLICY CONSIDERATIONS

8. Nil.

COMMUNITY ENGAGEMENT REQUIREMENTS

9. Nil.

FINANCIAL CONSIDERATIONS

10. Nil.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

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

Strategic Priority 1: Kalamunda Cares: Looking after our people

Objective 1.2 To ensure the ageing population has housing choice.

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

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

SUSTAINABILITY

Social Implications

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

Economic Implications

13. Nil.

Environmental Implications

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

RISK MANAGEMENT CONSIDERATIONS

15.

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

OFFICER COMMENT

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

Voting Requirements: Simple Majority

OFFICER RECOMMENDATION (C&C 35/2016)

That Council:

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

Moved: **Cr John Giardina**

Seconded: **Cr Tracy Destree**

Cr Tracy Destree proposed an amendment to the recommendation, a mover and seconder were found for the substantive motion and then the amendment was heard. The mover of the substantive motion accepted the amendment and therefore the vote took place.

Voting Requirements: Simple Majority

COMMITTEE RECOMMENDATION TO COUNCIL (C&C 35/2016)

That Council:

1. Notes the recommendations of the Shire of Kalamunda Aged Accommodation Strategy 2016 shown as Attachment 1.
2. Request the Chief Executive Officer provides copies of the Shire of Kalamunda Aged Accommodation Strategy 2016 to the Kalamunda Aged Care Advisory Committee for its advice prior to Councils consideration.

Moved: **Cr John Giardina**

Seconded: **Cr Tracy Destree**

Vote: **CARRIED UNANIMOUSLY (11/0)**

Attachment 1

Aged Accommodation Strategy 2016 – Shire of Kalamunda

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

10.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

10.1 Nil.

11.0 QUESTIONS BY MEMBERS WITHOUT NOTICE

11.1 Nil.

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 Minutes – Aged Care Advisory Committee – 24 August 2016

15.0 MEETING CLOSED TO THE PUBLIC

15.1 Nil.

16.0 CLOSURE

16.1 There being no further business the Presiding Member declared the meeting closed at 6:15pm.

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

Signed: _____
Presiding Member

Dated this _____ day of _____ 2016