

Corporate & Community Services Committee Meeting

Agenda for Monday 14 November 2016



**shire of
kalamunda**

NOTICE OF MEETING CORPORATE & COMMUNITY SERVICES COMMITTEE

Dear Councillors

Notice is hereby given that the next meeting of the Corporate & Community Services Committee will be held in the Council Chambers, Administration Centre, 2 Railway Road, Kalamunda on **Monday 14 November 2016 at 6.00pm.**

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


Rhonda Hardy
Chief Executive Officer
10 November 2016

Our Vision and Our Values

Our Vision

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

Our Core Values

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

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

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

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

Our Aspirational Values

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

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

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

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

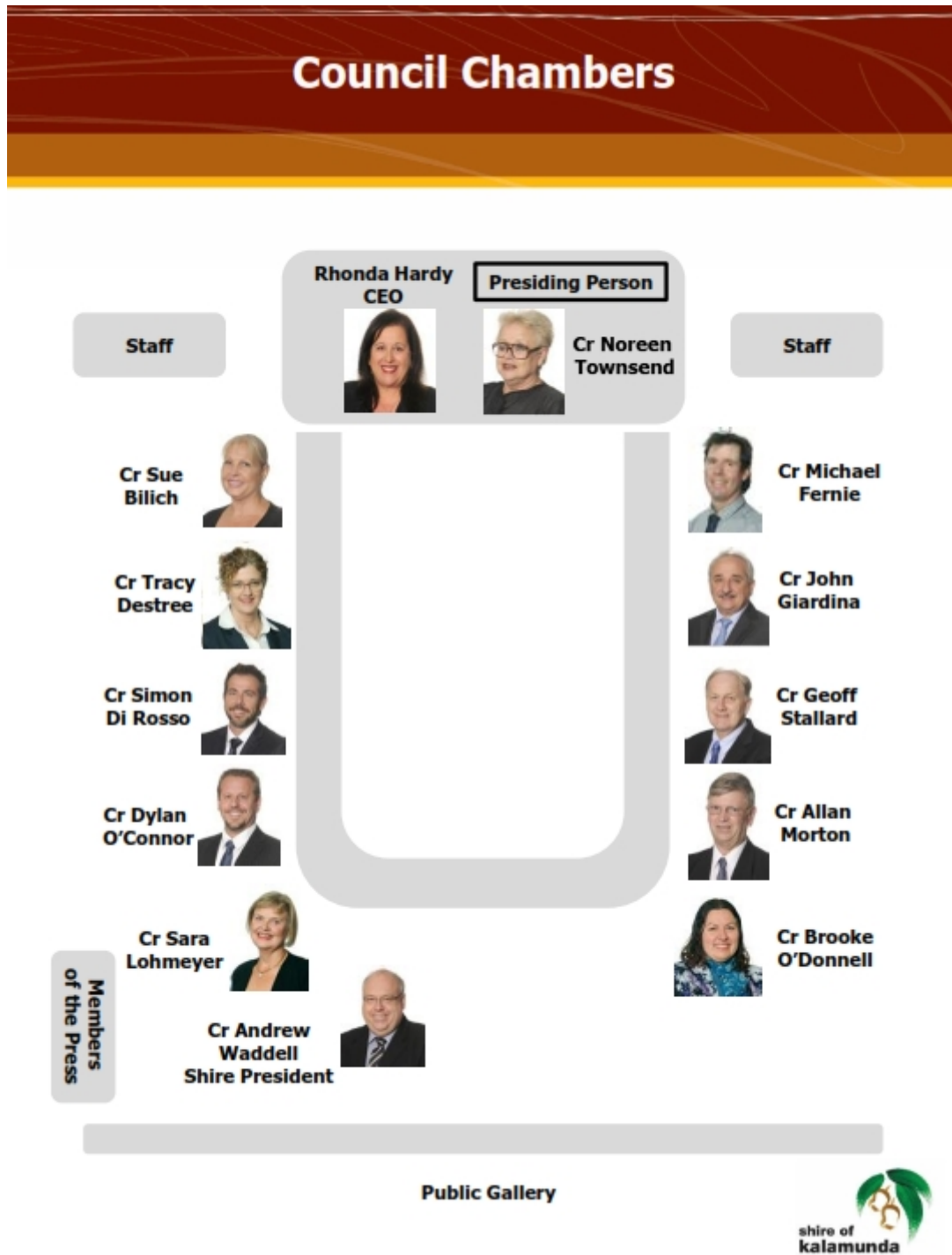


INFORMATION FOR THE PUBLIC ATTENDING COMMITTEE OR COUNCIL MEETINGS

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

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

Council Chambers – Seating Layout



Standing Committee Meetings – Procedures

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

Emergency Procedures

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

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

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

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

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AGENDA

1.0 OFFICIAL OPENING

2.0 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE PREVIOUSLY APPROVED

3.0 PUBLIC QUESTION TIME

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

4.0 PETITIONS/DEPUTATIONS

5.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

- 5.1 That the Minutes of the Corporate & Community Services Committee Meeting held on 10 October 2016, as published and circulated, are confirmed as a true and accurate record of the proceedings.

Moved:

Seconded:

Vote:

Statement by Presiding Member

"On the basis of the above Motion, I now sign the minutes as a true and accurate record of the meeting of 10 October 2016".

6.0 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

7.0 MATTERS FOR WHICH MEETING MAY BE CLOSED

- 7.1 **50. CONFIDENTIAL REPORT - National Disability Insurance Scheme transfer to RISE Network** (provided under separate cover)

Reason for Confidentiality – *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*.)

8.2 **Disclosure of Interest Affecting Impartiality**

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

9.0 **REPORTS TO COUNCIL**

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

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

42. Adoption of the Draft Perth Hills Trail Loop Design Report

Previous Items	OCM 111/2013 OCM 53/2016
Responsible Officer	Director Corporate & Community Services
Service Area	Community Development
File Reference	
Applicant	N/A
Owner	
Attachment 1	Summary of public comments received
Attachment 2	Draft Perth Hills Trail Loop Design Report

PURPOSE

1. For Council to receive the feedback from the public comment period and consider adopting the Draft Perth Hills Trail Loop Design Report (Draft Report).

BACKGROUND

2. In 2012, the Shire of Kalamunda (SoK), in conjunction with the Shire of Mundaring (SoM) and the Department of Parks and Wildlife (DPAW) undertook the development of a Perth Hills Trails Master Plan (2013) to guide future trails provision across the Perth Hills.
3. Council subsequently endorsed that Master Plan and provided a funding contribution to undertake a trails design report for the development of a:
 - Loop trail from Kalamunda, Bickley and Pickering Brook; and a
 - Link trail from Kalamunda to the Mundaring Railway Reserves Heritage Trail.
4. In April 2016 (OCM 53/2016), Council were presented with the Draft Report and resolved the following:

That Council:

 1. *Receives the Draft Perth Hills Trail Loop Concept Design Report.*
 2. *Advertises the Draft Perth Hills Trail Loop Concept Design Report for a period of 42 days.*
 3. *Requests all key stakeholder groups be provided with a copy of the Draft Perth Hills Trail Loop Concept Design Report.*
5. The Draft Report was subsequently advertised for the purposes of seeking public comments.
6. The public comment period has now closed with 46 submissions being received. This feedback together with the Officers comments appear as an attachment to this report (Attachment 1).

7. Council is now presented with the final Draft Report (Attachment 2) for endorsement inclusive of the recommended amendments.

DETAILS

8. The Draft Report identifies the key issues to be addressed in developing these loop and link trails and recommends that these issues and gaps be addressed through the following key trail developments and enhancements:
- Strengthen the link between the Kalamunda Rail Heritage Trail and the Mundaring Rail Heritage Trail.
 - Rationalise and strengthen the Mountain Bike trails between Kalamunda Town Centre and the existing Mountain Bike circuit (Kalamunda Circuit).
 - Rationalise and strengthen the trail link between Kalamunda Rail Heritage Trail and Pickering Brook.
 - Rationalise and strengthen the trail link between Pickering Brook and the Munda Biddi Trail.
 - Consider the realignment and rationalisation of sections of the Munda Biddi Trail.

STATUTORY AND LEGAL CONSIDERATIONS

9. *Local Government Act 1995* Section 3.18 (c) - Effective Management of Local Government Services & Facilities.

POLICY CONSIDERATIONS

10. Department of Water - Operational Policy 13: Recreation within Public Drinking Water Source Areas (PDWSA) on Crown Land.
11. Policy 13 is most relevant to certain components of the Draft Report, due to a large number of existing unsanctioned trails being located within the Public Drinking Water Source Areas (PDWSA).
12. Policy 13 is a guideline to manage recreation areas and protect public health by maintaining the quality of water in PDWSA to help ensure a safe, reliable, lower cost public drinking water supply.
13. Policy 13 is due for a five year review in 2017, this presents an opportunity to discuss the trail development proposals in the Draft Report and seek broad government support for its proposals.

COMMUNITY ENGAGEMENT REQUIREMENTS

14. A significant amount of community consultation was undertaken during the development of the Draft Report, including discussions being held with a variety of Government stakeholders, key interest groups and community members.
15. Following the April 2016 OCM, comments on the Draft Report were invited over a 42 day period of public comment, which closed on the 13 June 2016. The consultation process included information on the Shire's website, print and social media and the Shires e-newsletter.

16. This process included copies of the Draft Report being sent to key stakeholders such as the following:
 - DPAW
 - Department of Water (DoW)
 - Shire of Mundaring
 - Water Corporation (W/Corp)
 - Bibbulmun Track Foundation
 - Munda Biddi Trail Foundation
 - Kalamunda Mountain Bike Collective (KMBC)
 - WA Mountain Bike Association (WAMBA)
 - West Cycle
 - Experience Perth
 - Kalamunda Railway Reserve Friends Group members
17. The submissions received generally support the Draft Report with suggested improvements, considerations and some changes and additions to the wording where appropriate.

FINANCIAL CONSIDERATIONS

18. Currently Council has \$10,000 in the 2016/17 budget for detailed designs and approval processes. The Long Term Financial Plan (LTFP) has forecasts of \$565,000 commencing with \$70,000 in 2017/18 and the remainder across the next five financial years. Should Council be supportive of the outcomes of the Draft Report the timing for the program of works to occur will be considered as part of Council's 10 year LTFP and annual budget deliberation process.
19. External funding options have also been identified to assist the Shire in the implementation of the Draft Report;
20. **Trail Funding Program – Lotterywest/Department Sport and Recreation**
The Department of Sport and Recreation (DSR) facilitates the Trail Funding Program on behalf of Lotterywest.
21. The Trail Funding Program provides funding support for planning, construction, upgrade and promotion of trails and looks for the following elements when considering funding applications:
 - Community involvement in trail management, upkeep and promotion.
 - Trails designed for multiple users.
 - Consultations and planning with trail users.
 - Agreement of stakeholders including local government(s) and land managers.
 - A trail management plan including trail management, maintenance and sustainability.
 - Design considerations and specifications.
 - Active involvement of Indigenous people and communities (as appropriate).
22. Funding applications can be received all year round with a total funding pool of \$1,000,000 per year. Applications of more than \$25,000 generally require a contribution from applicants and/or other sources.

In-kind contributions towards construction and ongoing maintenance from community groups are well regarded.

23. Following discussions with the DSR it would appear that larger projects are more favoured by Lotterywest, as opposed to several smaller projects from the same applicant.

24. **Federal Grant Funding**

Some Local Governments have previously been successful in receiving Commonwealth grant funding for large trails projects, mainly through programs such as National Stronger Regions. This, or similar programs are usually announced with very short timeframes to prepare details to submit an application when needed. The guidelines for a new Commonwealth fund, to be called Building Better Regions Fund (BBRF), are currently being developed.

25. **Other Funding Options**

The Kalamunda Mountain Bike Collective (KMBC) have also indicated they are willing to contribute towards the project both financially and in-kind. The KMBC have been very successful in obtaining grant funding and partnering with DPAW to project manage various trail development and upgrading works.

26. **Priority Staged Development Proposal**

The proposed trail development staging and funding model is aimed at maximising the Shires ability to leverage external funding and project management resource. It is proposed to initially seek funding for stages 1, 2 and 3, as these alignments are predominately on Shire managed land and should not require State Government approvals.

27. The overall cost of implementing the stages outlined in the table below is estimated at \$445,000 – \$605,000. It should be noted that these are indicative costs only, detailed costing's will be developed prior to seeking funding for each stage of the Plan.

28.

Stage	Trail Sections	Indicative Cost Estimates	Funding and Project Management Partners
1.	Zig Zag Cultural Centre to Jorgensen Park Trailhead	\$80,000 - \$100,000	Lotterywest
2.	Zig Zag Cultural Centre Trailhead to Kawina Road	\$35,000 - \$55,000	Lotterywest KMBC
3.	Kawina Road to Pickering Brook Trailhead	\$90,000 - \$130,000	Lotterywest KMBC
4.	Gooseberry Hill Trailhead to Zig Zag Cultural Centre	\$80,000 - \$110,000	Lotterywest KMBC
5.	Jorgensen Park Trailhead to Kalamunda Circuit	\$80,000 - \$110,000	Lotterywest KMBC & Funds
6.	Pickering Brook Trailhead to Lockwood Road	\$80,000 - \$100,000	Lotterywest KMBC & Funds

29. **Trail Maintenance**

Ongoing trail maintenance of the Kalamunda Rail Trail sections will continue to be a Shire responsibility. It is envisaged that following approval of the detailed trail designs and subsequent construction of the trails (stage 1-4 above), an amount of 5% of the development costs will need to be included in the operating budget for maintenance, with this figure being reviewed on an annual basis.

30. DPAW and W/Corp will continue to be responsible for the ongoing maintenance of the trails on their land (stages 5-6 above), with user groups assisting these agencies with in-kind support when required.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

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

Strategy 2.3.3 Plan for the improvement and expansion of the existing shared pathways network to ensure a high quality and consistent network is provided for walking, cycling and recreational hiking.

SUSTAINABILITY

Social Implications

32. The provision of high quality and well maintained trails is essential in fostering a positive sense of community health and wellbeing.
33. Community and user group involvement in the management and upkeep of trails provides volunteering opportunities for all ages and skill levels.
34. A partnerships approach between the Shire, trail user groups and existing Rail Trail Friends Groups can create a greater sense of ownership, responsibility and appreciation of these natural assets.

Economic Implications

35. The positioning of the Perth Hills Region as the premier trails destination in Western Australia, has the potential to benefit the local economy through increased visitation and visitor spend.
36. According to REMPLAN economic modelling software, day trip visitors to the region spend an average of \$107 per person with overnight visitors averaging \$233 per person. There are approximately 50,000 trail riders per year that use the Kalamunda Mountain Bike circuit. By providing a variety of trail users with a connection to retail activity centres, there is a greater likelihood of them and their families spending in the local economy as genuine daytrip visitors.

37. The Perth Hills has been identified as a National level Mountain Bike Precinct in the draft *Perth & Peel Mountain Bike Master Plan 2016-2026*. The plan recommends the development of nationally, regionally and locally significant priority locations to create an international mountain bike destination.
38. This master plan opens up the opportunity for the establishment of a significant trail hub in Kalamunda that incorporates facilities that can support trail users and events.

Environmental Implications

39. In recommending future trails development, the study has taken into consideration all PDWSA areas outlined within the DoW Policy 13. Where necessary, the relevant approvals and advice will be sought from the key stakeholders including the W/Corp, DPAW and DoW, to ensure that developments only occur in accordance with their policies and guidelines.

RISK MANAGEMENT CONSIDERATIONS

40.

Risk	Likelihood	Consequence	Rating	Action/Strategy
The DoW will not support trail developments in the PDWSA in accordance with Policy 13.	Possible	Moderate	Medium	To be addressed through a formal application and assessment process. Ensure developments occur in accordance with DoW requirements.
That approvals are not received for key development stages and the project cannot go ahead as planned.	Rare	Moderate	Low	Ensure effective engagement occurs with key agencies and regulating bodies.
The Draft Report may raise community expectations for trail development that may not be affordable in the near future.	Possible	Insignificant	Low	Ensure the community is made aware that any new trail development will be subject to grant funding and budget availability.

Risk	Likelihood	Consequence	Rating	Action/Strategy
Lack of adequate funding to complete the proposed developments in the Draft Report.	Possible	Insignificant	Low	Ensure the project is staged and adequate planning is completed to ensure internal and external funding can be sourced.
The proposed trail linkages and trail rationalisation does not proceed and unsanctioned trails continue to be developed causing increased environmental damage	Possible	Significant	High	Ensure all future trail designs are aware of the need to rationalise the number of unsanctioned trails.

OFFICER COMMENT

41. The Draft Report outlines a staged approach to developing the proposed loop and link trails that incorporate best practice trail development and management principles, the user's needs and the land manager's requirements.
42. The main outcomes for the community will be increased opportunities to participate in physical activities, improved trail quality and the development of management plans that ensure the sustainability of the trails network.
43. After analysing the feedback received, the key themes that have been identified are as follows:
 - Support for the loop and links trails due to the increased popularity of outdoor activities such as bush walking and mountain bike riding
 - The safety of users on shared-use trails
 - Design elements including maintenance of trails
 - Environmental considerations
 - Health/wellbeing & social benefits
 - Economic benefits
 - The need for Government approvals e.g. DoW – Policy 13.
44. Some of the main issues that have been highlighted in the public comments are summarised below.

45. **Safety of all trail users**

There are some comments regarding potential conflicts with other trail users and the additional damage to trails by having more users. This will need to be addressed through clear safety and warning signage, trail mapping, programmed inspections and maintenance of all sanctioned trails.

46. **Environment**

Comments regarding increased capacity to spread dieback and potential for damage to existing natural areas, will be addressed as follows:

- Trail alignments will be subject to land managers (DPAW, DoW, W/Corp) environmental assessment and approval processes.
- The conservation and enhancement of natural areas can be achieved through appropriate trail design, location selection and ongoing management.

47. **Economic**

The economic opportunities for the Shire, in positioning Kalamunda as the premier trails destination in WA, has the potential to benefit the local economy through increased visitor spend and:

- Sustainable Jobs through new business opportunities in tourism, hospitality, equipment hire, guiding & associated activities.
- Value adding & diversifying which can strengthen the existing tourism industry.

48. **Government approvals**

The DoW and W/Corp have advised that there are inconsistencies with Operational Policy 13.

49. Where post 2012 unsanctioned trails are requested to be approved, or new trails are proposed within the PDWSA, the DoW and W/Corp issues will be addressed through a formal assessment and approvals process.

50. All proposals within the PDWSA will be subject to detailed environmental assessments and need to clearly demonstrate that the reduction in unsanctioned trails and increased trail management will result in a reduced risk to the water source.

51. **Trails Maintenance**

The existing agreement between the DPAW and KMBC would continue whereby they are responsible, in conjunction with DPAW, for the maintenance and upkeep of the trail network on DPAW land in order to keep them safe, prevent erosion and runoff and ensure they are kept to a high standard.

52. The SoK is currently responsible for the maintenance of the Kalamunda Rail Trail. Following the design and approvals of any new alignments or extensions of this trail, a management plan will be prepared to clearly establish maintenance responsibilities for inspection and repairs.

53. These, maintenance activities can be undertaken by a range of individuals ranging from trail user groups and friends groups in partnership with the SoK. As previously indicated, this arrangement can create a greater sense of ownership, responsibility and appreciation of these natural assets.

54. Overall 72% of the public submissions supported the outcomes of the Draft Report, including key stakeholders such as DPAW, Bibbulmun Track Foundation, Munda Biddi Trail Foundation, KMBC, Experience Perth and Shire of Mundaring.
55. The safety, maintenance and environmental management of the trail network will be improved through better information and controls, improved trail designs and less unsanctioned trails being developed in the PDWSA.
56. In summary, it is recommended that Council endorse the Draft Perth Hills Trail Loop Design Report, having regard to the following:
 - Trail user groups will be requested to assist the Shire in spreading the message of the correct etiquette when using the trails. These groups have an existing membership base and will be able to reach a large number of the regular users of the trails.
 - Community support and ownership of any major trail enhancements or developments is important and will be sought from the various trail user groups.
 - Management and maintenance plans need to be adequately resourced to appropriate service levels commensurate with levels of use, inclusive of any future maintenance costs that the Shire may need to provide in addition to the current allocation.
 - Where government approvals are required, Shire Officers will commence negotiations with the appropriate State Government agencies as part of the necessary approval and Policy 13 review process.
 - The requirement for funding applications to be submitted to Lotterywest via the Department of Sport and Recreation.

Voting Requirements: Simple Majority

OFFICER RECOMMENDATION (C&C 42/2016)

That Council:

1. Endorse the Draft Perth Hills Trail Loop Design Report inclusive of the amendments as shown in Attachment 2.
2. Notes that Government approvals will be sought where necessary to deliver the trail developments identified in the Draft Perth Hills Trail Loop Design Report.
3. Notes that the timing of any program of works to occur will be considered as part of Councils 10 year Long Term Financial Plan and annual budget deliberation process.
4. Support the progression of grant opportunities and include the Perth Hills Trail Loop project as part of the Shires advocacy program.

Moved:

Seconded:

Vote:

Attachment 1

Adoption of the Draft Perth Hills Trail Loop Design Report

Submission Table

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

Attachment 2

Adoption of the Draft Perth Hills Trail Loop Design Report

Draft Perth Hills Trail Loop Design Report

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

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

43. Community Care Quarterly Report July to September 2016

Previous Items	
Responsible Officer	Director Corporate & Community Services
Service Area	Community Care
File Reference	CO-SPC-022
Applicant	N/A
Owner	N/A
Attachment 1	Volumes Report – Monthly Volumes by Category
Attachment 2	Community Care Financials
Attachment 3	Meals on Wheels Financials
Attachment 4	HACC Service Agreement Variation post NDIS

PURPOSE

1. To endorse the Community Care Quarterly Report – July to September 2016.

BACKGROUND

2. The quarterly report is prepared in accordance with the approved Kalamunda Achieving: Corporate Business Plan 2014- 2018. The basis of which is:

" That Community Care produce a quarterly progress report".

DETAILS

HACC SERVICE DELIVERY

3. Referrals for Home and Community Care (HACC) support are received from the Regional Assessment Service. Community Care do not screen for eligibility nor assess potential consumers for services and as such, Community Care is dependent on these referrals to maintain and increase service levels.
4. Inception of the *Assessment Framework in 2011* has resulted in increased compliance with eligibility criteria and people receiving services based on assessed need and not just an eligibility status, meaning a person with an ongoing functional disability may be eligible for HACC support but with the provision of the correct assistive equipment may continue to support themselves independently without formalised support.
5. The Volumes Report (Attachment 1) shows how Community Care is performing in relation to its contracted service provision levels for the HACC program for the period of July, August and September 2016.
6. The HACC Contract contains service groups that cluster, where appropriate, like service types together. Service Group 1 includes the following service types: domestic assistance, personal care, social support, respite and other food services.

7. Service Group 1 was contracted to provide hours of support against the service types listed in paragraph 6. This allows the service types to be adjusted to meet the needs of eligible consumers regardless of the contracted number of hours against each service type.
8. Because of this service grouping, a service type such as domestic assistance can achieve higher than 100% of service delivery, providing other service types are not also achieving 100%. The hours are used in a flexible manner to address need.
9. During this quarter Community Care was contracted to provide 6204 hours across service group 1 to eligible community members. A total of 4638 hours were provided (75%).

Domestic Assistance (Service Group 1)

10. During this quarter Community Care was contracted to provide 2870 hours to eligible community members. A total of 3428 hours were provided (119%).
11. Impacts on these hours included 540 hours that were not provided due to public holidays or consumers exercising their right of choice and cancelling services to attend to other commitments. Had these hours been delivered Domestic Assistance would have achieved 138% which is accommodated by the flexible delivery model assigned to Service Group 1 as describe in paragraph 7.

Respite (Service Group 1)

12. During this quarter Community Care was contracted to provide 450 hours to eligible community members. A total of 137 hours were provided (30%).
13. Impacts on these hours included 42 hours that were not provided due to public holidays or consumers exercising their right of choice and cancelling services to attend to other commitments. Had these hours been delivered Respite would have achieved 40%.

Other Food Services (Service Group 1)

14. During this quarter Community Care was contracted to provide 87 hours to eligible community members. A total of 22 hours were provided (25%).
15. Impacts on these hours are attributed to service users who transitioned from HACC funded support to NDIS.

Social Support (Service Group 1)

16. During this quarter Community Care was contracted to provide 1860 hours to eligible community members. A total of 651 hours were provided (34%).

17. Impacts on these hours included 130 hours that were not provided due to public holidays or consumers exercising their right of choice and cancelling services to attend to other commitments. Had these hours been provided Social Support would have achieved 42%.

Personal Care (Service Group 1)

18. During this quarter Community Care was contracted to provide 937 hours to eligible community members. A total of 401 hours were provided (43%).
19. Impacts on these hours included 30.5 hours that were not provided due to public holidays or consumers exercising their right of choice and cancelling services to attend to other commitments. Had these hours been provided Personal Care would have achieved 46%.

Centre Based Day Care (Service Group 4)

20. During this quarter Community Care was contracted to provide 7878 hours to eligible community members. A total of 4962 hours were provided (63%).
21. Impacts on these hours are attributed to service users who transitioned from HACC funded support to NDIS in addition to 2220 hours that were not provided due to public holidays or consumers exercising their right of choice and cancelling services to attend to other commitments. Had these hours been provided Centre Based Day Care would have achieved 91%.

Meals on Wheels (Service Group 6)

22. During this quarter Community Care was contracted to provide 1504 meals to eligible community members. A total of 1235 meals were provided (82%).
23. Impacts included 105 meals that were not provided due to public holidays or consumers exercising their right of choice and cancelling services to attend to other commitments. Had these hours been provided Meals on Wheels would have achieved 89%.

Transport (Service Group 7)

24. During this quarter Community Care was contracted to provide 6198 one way trips to eligible community members. A total of 3130 one way trips were provided (50%).
25. Impacts included 918 one way trips that were not provided due to public holidays or consumers exercising their right of choice and cancelling services to attend to other commitments. Had these hours been provided Transport would have achieved 65%.

Consumer Support Information and Advocacy (Service Group 9)

26. During this quarter Community Care was contracted to provide 639 hours to eligible community members. A total of 196 hours were provided (30%).

Home Maintenance (Service Group 10)

27. During this quarter Community Care was contracted to provide 1765 hours to eligible community members. A total of 1235 hours were provided (70%).
28. Impacts on these hours included 164.5 hours that were not provided due to public holidays or consumers exercising their right of choice and cancelling services to attend to other commitments. In addition, winter weather created days where services were not able to be provided safely. Had these hours been provided Home Maintenance would have achieved 79%.

Ceased HACC Services

29. During this quarter Community Care had 69 consumers exit the HACC program. This is a notable increase from usual quarter numbers, however it is to be noted that a number of consumers exited HACC to transition to the National Disability Insurance Scheme (NDIS).

The feedback from consumers and/or family as to why the services were ceasing were:

- The consumer has moved to a higher level of community care support or residential care – 26 responses;
- Transitioned from HACC to NDIS – 24 responses;
- The consumer is now self-managing – nine responses;
- The consumer has passed away – five responses; and
- The consumer has relocated out of the service area – five responses.

COMMUNITY VISITORS SCHEME

30. During this quarter Community Care was contracted to provide 270 visits to eligible residents in approved Commonwealth Funded residential facilities. A total of 195 visits were provided (72%).
31. Impacts on these visits included volunteer movement and residents passing away and receipt of volunteer records within the reporting period.

HOME CARE PACKAGES LEVEL 2

32. During this quarter Community Care was contracted to provide 20 packages to eligible community members. A total of 13 packages were provided (65%).
33. Referrals for packages come from the Aged Care Assessment Team (ACAT). Community Care do not screen for eligibility nor assess potential consumers for services and as such, Community Care are dependent on these referrals to maintain and increase service levels.
34. Home Care Package service provision will be reviewed to determine the impact of the February 2017 reform.

NATIONAL DISABILITY INSURANCE SCHEME

35. From 1 July 2016, Community Care began providing support to eligible NDIS participants. These individuals were those who required to transition from HACC to NDIS.
36. Registration with NDIS are for the support items:
- Group based activities in a centre and
 - Assistance with daily activities.
37. While there is no volume or output target set for NDIS the following support levels were provided during July, August and September:
- Group based activities: 1491 hours
 - Assistance with daily activities: 31.25 hours.

STATUTORY AND LEGAL CONSIDERATIONS

38. Nil.

POLICY CONSIDERATIONS

39. Nil.

COMMUNITY ENGAGEMENT REQUIREMENTS

40. Nil.

FINANCIAL CONSIDERATIONS

41. The Home and Community Care Program (Attachment 2) had an operating surplus of \$73,004 (after adjustments for the Annual Grant received in advance). With consideration given to depreciation charges for 16/17, which have not yet been applied, this surplus would be revised to \$57,968.
42. The Meals on Wheels Program (Attachment 3) shows an operating surplus of \$8,142. With an adjustment for the Annual Grant received in advance and for meals purchased from our supplier, but not yet invoiced, the revised balance would be a deficit of \$1700. This is less than budgeted as our volunteer reimbursement expenses have decreased due to fewer claims.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

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

OBJECTIVE 1.1 – To be a community that cares for its aged and frail and those less fortunate.

Strategy 1.1.2 – Continue to deliver relevant and effective programs to our elderly so that they can feel socially connected and supported from within the community.

SUSTAINABILITY

Social Implications

44. *Shire of Kalamunda Aged Accommodation Strategy 2008:*

6.1 A strong desire to “age in place” is now the well-established preference for older people and is a key theme that underlies Commonwealth and State Government policy and programs. This encompasses being able to continue to live in the familiar surroundings of the home and local environment as independently as possible, and with support services if required.

Economic Implications

45. Nil.

Environmental Implications

46. Nil.

RISK MANAGEMENT CONSIDERATIONS

47.

Risk	Likelihood	Consequence	Rating	Action/Strategy
Seniors in the Shire are not supported.	Unlikely	Major	High	<ul style="list-style-type: none">• Continue to promote services and programs as a Shire core business.• Continue to work in partnership with other local providers.• Continue to attend Networking Meetings.• Ensure staffing levels are retained at a level that facilitates ongoing service provision.

				<ul style="list-style-type: none">• Progress the development of Marketing and Communication Plan.• Progress the development of the Positive Ageing Plan.• Commence consultation and engagement opportunities to determine what is working well and not working well and develop an action plan to address identified opportunities for improvement.
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OFFICER COMMENT

48. The cashing out of NDIS eligible participants and their hours of support from the HACC program in July resulted in a Variation to Service Agreement being forwarded. This shows where volumes and the subsequent annual funding level have been decreased to demonstrate the movement of funds and participants from the HACC program to the NDIS program. An overview of the changes is shown in (Attachment 4).

Voting Requirements: Simple Majority

OFFICER RECOMMENDATION (C&C 43/2016)

That Council:

1. Receives the Community Care Quarterly Report – July to September 2016.

Moved:

Seconded:

Vote:

Community Care 16/17
Monthly Hours Worked By Category

Number of Working Days	21	23	21
------------------------	----	----	----

OUTPUT DELIVERABLES	SERVICE VOLUME					July	Aug	Sept	MDS Adj		ACTUAL YTD	Contracted YTD	Met YTD	Variance Volume	Previous Quarter
	Total	P. Mth	14/15	15/16	16/17										
Service Group 6															
MEALS ON WHEELS	6,016	501	449	381	412	431	402	402			1,235	1,504	82%	-269	1,263

Attachment 2

Home and Community Care Service 2016/2017

INCOME AND EXPENDITURE	Budget 16/17 Jul - Sept	Actuals 16/17 Jul - Sept
Recurrent Income and Expenditure		
Income		
Fees - Adult Day Care Attendance	(7,596)	(6,606)
Fees - Adult Day Care Transport	(3,840)	(4,128)
Fees - In Home Respite	(1,023)	(1,096)
Fees - Social Support	(5,892)	(4,894)
Fees - Transport / Shoppers Bus	(7,947)	(9,336)
Fees - Personal Care	(2,508)	(3,038)
Fees - Domestic Assistance	(25,218)	(26,633)
Fees - Gardening	(10,818)	(9,672)
Fees - Other Food Services	(123)	(316)
Fees - Cancellations	-	(2,885)
Fees - Meals / Activities Adult Day Care	(12,498)	(15,727)
Brokerage	(5,973)	(18,920)
Government Grants	(648,811)	(786,282)
Total Recurrent Income	(732,247)	(889,532)
Expenses		
Salaries and Wages and on costs	519,372	480,527
Leave Accruals	44,631	44,663
Workers Compensation	14,895	19,364
Contractors	18,756	15,432
Accommodation Expenses	30,762	24,204
Motor Vehicle Expenses	9,996	19,153
Fringe Benefits Tax	1,719	1,877
Insurance	1,192	893
Printing and Stationery	1,017	306
Subscriptions	1,329	0
Purchases - Consumables / Materials	4,989	3,328
Purchases - Sundry	4,983	13,658
Depreciation	11,151	0
Audit	945	0
Management Fee - Administration and Accounting	10,884	12,831
Management Fee - Human Resources	6,477	4,223
Management Fee - Information Technology	9,714	13,587
Meal Expenses - Clients	12,498	12,517
Brokerage	5,814	18,600
Total Recurrent Expenditure	705,310	685,163
Adjustments as at 30/09/2016		
AFL Grant received in advance		131,045
Deduct Net Brokerage Fees - Non-HACC Income / Expense		320
Net Recurrent Income/Expenses	(26,937)	(73,004)

Attachment 3

Meals on Wheels 2016/2017

Income / Expenditure Description	Budget 16/17 Annual	Budget 16/17 Jul - Sept	Actuals 16/17 Jul - Sept
Recurrent Income and Expenditure			
Income			
Fees - Brokerage	(391)	(96)	-
Fees - MOW's	(54,140)	(13,533)	(13,435)
Government Grants - State Operating	(9,812)	(2,451)	(3,952)
Total Recurrent Income	(64,343)	(16,080)	(17,387)
Expenses			
Shire Service Fees	9,299	2,694	2,838
Volunteer Reimbursements (Delivery / Fuel)	8,652	2,163	1,365
Purchases - Consumables	53,230	13,305	4,591
Purchases - Sundry	1,500	375	452
Total Recurrent Expenses	72,681	18,537	9,245
Net Recurrent Income/Expenses	8,338	2,457	(8,142)

Attachment 4 – Community Care – HACC Service Agreement Variation for 2016/2017

Purpose: To demonstrate the variation made to the service agreement as a result of cashing out participants and support to NDIS.

Service Type	HACC Volume 15/16	HACC Volume 16/17	HACC Volume Variance	HACC AFL 15/16	HACC AFL 16/17	HACC AFL Variance
Domestic Assistance	11,709 hours	11,481 hours	↓ 228 hours	\$452,066.00	\$449,951.00	↓ \$2,115.00
Other Food Services	386 hours	346 hours	↓ 40 hours	\$15,822.00	\$14,395.00	↓ \$1,427.00
Personal Care	3,748 hours	3,748 hours	0	\$154,662.00	\$156,982.00	↑ \$2,320.00
Respite Care	1,800 hours	1,800 hours	0	\$81,935.00	\$83,164.00	↑ \$1,229.00
Social Support	7,501 hours	7,440 hours	↓ 61 hours	\$304,605.00	\$306,660.00	↑ \$2,055.00
Centre Based Day Care	39,921 hours	31,515 hours	↓ 8406 hours	\$895,423.00	\$717,586.00	↓ \$177,837.00
Meals on Wheels	6009 meals	6016 meals	↑ 7 meals	\$12,979.00	\$13,174.00	↑ \$195.00
Transport	17,981 OWT	15,946 OWT	↓ 2035 owt	\$327,796.00	\$295,010.00	↓ \$32,786.00
Transport (centre based)	9,280 OWT	8,544 OWT	↓ 736 owt	\$172,890.00	\$167,238.00	↓ \$5,652.00
CSIA	2,574 hours	2,552 hours	↓ 22 hours	\$107,378.00	\$108,057.00	↑ \$679.00
Home Maintenance	7,166 hours	7,059 hours	↓ 107 hours	\$321,904.00	\$321,901.00	↓ \$3.00
Total				\$2,847,461.00	\$2,634,118.00	↓ \$213,343.00

HACC – Home and Community Care

AFL – Annual Funding Level

CSIA – Counselling, Support, Information and Advocacy

OWT – One way trips

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

44. Committee Structure and Schedule of Council and Committee Meetings 2017

Previous Items	N/A
Responsible Officer	Chief Executive Officer
Service Area	Governance
File Reference	OR-MTG-006
Applicant	N/A
Owner	N/A
Attachment 1	Proposed Schedule of Council and Committee Meetings for the period February 2017 to December 2017

PURPOSE

1. For Council to endorse:-
 - the amalgamation of the Corporate & Community Services and Development & Infrastructure Services Committees, and
 - the Schedule of Meetings for the period February 2017 to December 2017 (Attachment 1).

BACKGROUND

2. In 2016 Council agreed the cycle of Ordinary Meetings be as follows:
 - Corporate & Community Services Committee and Development & Infrastructure Services Committee – second Monday of the month.
 - Ordinary Council Meeting – fourth Monday of the month.
3. Council policy determines that scheduled meeting dates which fall on a Public Holiday will move to the next available day.
4. Committee Meetings are held at 6.00pm and Council Meetings at 6.30pm (except the December Ordinary Council Meeting which will be at 6.00pm) in the Council Chambers of the Shire of Kalamunda, 2 Railway Road, Kalamunda.

DETAILS

5. Following a recent Council briefing session it is now proposed to amend the committee structure and meeting schedule as follows:-
 - The Corporate & Community Services and Development & Infrastructure Services Committees are to be amalgamated to one (1) Committee
 - The Committee is to meet on the third Tuesday of the month at 6.30pm, except for December.
 - Ordinary Council meetings are to be held on the first Tuesday of the month at 6.30pm
 - No meetings are to be scheduled for January.

6. Following the briefing session, consideration has been given to options for the community to have greater access to council meetings. It is considered that this could be achieved by holding at least two Ordinary Council Meetings (OCM) at alternative venues in the foothills suburbs.
7. It is therefore proposed to include in the schedule OCM's in High Wycombe (Cyril Road Hall) and Forrestfield (Woodlupine Centre) in April and August, respectively.
8. The proposed meeting schedule has been developed in accordance with the above requirements.

STATUTORY AND LEGAL CONSIDERATIONS

9. Section 5.4 (b) of the *Local Government Act 1995* (the Act), provides that the Council can decide when to hold ordinary meetings.
10. It is a requirement of Regulation 12 of the *Local Government (Administration) Regulations 1996* that local public notice be given of the meeting dates.

POLICY CONSIDERATIONS

11. The schedule of meetings has been developed in accordance with Council and policy requirements.

COMMUNITY ENGAGEMENT REQUIREMENTS

12. Not required for this decision.

FINANCIAL CONSIDERATION

13. None from this decision.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

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

Strategic Priority 6: Kalamunda Leads – Providing Good Government

SUSTAINABILITY

Social Implications

15. Nil.

Economic Implications

16. Nil.

Environmental Implications

17. Nil.

RISK MANAGEMENT CONSIDERATIONS

18.	Risk	Likelihood	Consequence	Rating	Action/Strategy
	Non-Compliance with the <i>Local Government Act 1995</i> if meeting schedule not advertised.	Rare	Insignificant	Low	Council would need to adopt an alternative strategy to set meeting dates in order that it complies with the requirements of the Act.

OFFICER COMMENT

19. The proposed meeting scheduled has been developed in accordance with the outcome of the recent Council briefing session.
20. Meeting dates have not been scheduled for the Audit & Risk Committee as it is convened on an as needs basis.

Voting Requirements: Simple Majority

OFFICER RECOMMENDATION (C&C 44/2016)

That Council:

1. Approves the amalgamation of the Corporate & Community Services and Development & Infrastructure Services Committees to form the General Services Committee.
2. Endorses the current Presiding Persons of the Corporate & Community Services and Development & Infrastructure Services Committees rotating until the reappointment of the Committee following the 2017 local government elections.
3. Endorses the Schedule of Committee and Council Meetings (Attachment 1) for the period February 2017 to December 2017.

Moved:

Seconded:

Vote:

Attachment 1

Committee Structure and Schedule of Council and Committee Meetings 2017

Proposed Schedule of Council and Committee Meetings for the period February 2017 to December 2017

Schedule of Council and Committee Meetings for the Period February 2017 to December 2017.

All meetings:-

- are held in the Council Chambers, Shire of Kalamunda Administration Centre, 2 Railway Road Kalamunda, except the April and August Ordinary Council Meetings, which will be held in the Cyril Road Hall, High Wycombe and Woodlupine Centre, Forrestfield.
- commence at 6.30pm.

January 2017

No Meetings Scheduled

February 2017

Tuesday 07	Ordinary Council Meeting
Tuesday 21	General Services Committee

March 2017

Tuesday 7	Ordinary Council Meeting
Tuesday 21	General Services Committee

April 2017

Tuesday 4	Ordinary Council Meeting
Tuesday 18	General Services Committee

May 2017

Tuesday 2	Ordinary Council Meeting
Tuesday 16	General Services Committee

June 2017

Tuesday 6	Ordinary Council Meeting
Tuesday 20	General Services Committee

July 2017

Tuesday 4	Ordinary Council Meeting
Tuesday 18	General Services Committee

August 2017

Tuesday 8	Ordinary Council Meeting
Tuesday 22	General Services Committee

September 2017

Tuesday 5	Ordinary Council Meeting
Tuesday 19	General Services Committee

October 2017

Tuesday 3	Ordinary Council Meeting
Tuesday 17	General Services Committee

November 2017

Tuesday 7	Ordinary Council Meeting
Tuesday 21	General Services Committee

December 2017

Tuesday 5	Ordinary Council Meeting
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Declaration of financial / conflict of interests to be recorded prior to dealing with each item.

45. Appointment of Community Representatives to Kostera Oval Advisory Committee

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

PURPOSE

1. To consider the appointment of a community representative to the Kostera Oval Advisory Committee (KOAC).

BACKGROUND

2. The Shire has received a new nomination to represent Kalamunda Lapidary Club (KLC) on the KOAC.
3. Following the lapse in membership of the KLC representative in September 2016, KLC do not currently have a representative on the Committee.
4. As such, Council is requested to consider the nomination of Jean Jeans, member of the KLC, as a member of the KOAC.

DETAILS

5. As per the Terms of Reference for KOAC, the key components of the membership include:
 - A total membership of up to eight (8) members, all of whom shall be appointed by Council. The term of appointment shall be up to two years; however retiring members are eligible for re-nomination.
 - Membership shall include one representative from each user group of the facility or other interested people.
 - In accordance with the Local Government Act 1995, a minimum of three (3) persons must be appointed to the Committee.
6. The nomination received from Jean Jeans, member of the KLC, would provide the Club with representation on the Committee.

STATUTORY AND LEGAL CONSIDERATIONS

7. Section 5.11 (2)(d) of the Local Government Act 1995 – Tenure of Committee Membership.

POLICY CONSIDERATIONS

8. Nil.

COMMUNITY ENGAGEMENT REQUIREMENTS

9. Nil.

FINANCIAL CONSIDERATION

10. Nil.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

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

Strategy 1.8.1 Provide leadership and assistance to local community groups and organisations.

SUSTAINABILITY

Social Implications

12. Community representation on Shire Management and Advisory Committees is integral to ensuring a relationship is maintained between Shire operations and facility users.

Economic Implications

13. Nil.

Environmental Implications

14. Nil.

RISK MANAGEMENT CONSIDERATIONS

- 15.
- | Risk | Likelihood | Consequence | Rating | Action/Strategy |
|---|------------|---------------|--------|---|
| The KOAC membership will not have full user group representation. | Unlikely | Insignificant | Low | The Shire actively seeks to appoint members from all user groups. |

OFFICER COMMENT

16. Officers support the nomination of Mrs Jean Jeans to the KOAC as a representative of the Kalamunda Lapidary Club.

Voting Requirements: Absolute Majority

OFFICER RECOMMENDATION (C&C 45/2016)

That Council:

1. Appoints the nominee, Mrs Jean Jeans, to the Kosteria Oval Advisory Committee to represent Kalamunda Lapidary Club as a member.

Moved:

Seconded:

Vote:

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

46. Hartfield Park Reserve - Proposal to use Cash-in-Lieu Funds for Public Toilet at the Skate Park Site

Previous Items	OCM 109/2015
Responsible Officer	Director Corporate & Community Services
Service Area	Community Development
File Reference	
Applicant	N/A
Owner	
Attachment 1	Concept Design 1 (Proposed image of toilets)
Attachment 2	Concept Design 2 (Elevations Plans)
Attachment 3	Site Plan (4831-401-001/A)

PURPOSE

1. To consider submitting an application to the Minister for Planning to utilise cash-in-lieu funds to install a public toilet block on the Hartfield Park Reserve Skate Park site (the Site).

BACKGROUND

2. Hartfield Park is located on Hale Road in Forrestfield and contains a Public Open Space which is Crown Land vested with the Shire for the purpose of recreation.
3. A new skate park facility was completed in August 2015 at Hartfield Park. Significant upgrades have also been undertaken on this reserve with additional turf space at Morrison Oval recently being created to cater for increased sporting demand.
4. The following council resolution was carried at the February 2016 OCM:

COMMITTEE RECOMMENDATION TO COUNCIL (D&I 13/2016)

That Council:

2. Supports the provision of area lighting, CCTV Security System and toilet block facilities at the Forrestfield Skate Park.

5. Lists for consideration in the draft 2016/2017 budget funding for the following projects at the Forrestfield Skate Park, noting that the breakdown between Grant and Municipal funds will be dependent on the outcomes of the Shire's grant submissions.

(a) Lighting - \$88,700

(b) CCTV Security System - \$50,000

(c) Toilet Block Facility - \$200,000

5. Given the increased usage of the reserve and lack of public toilet accessibility at the site, it is now proposed that an application be submitted to the Western Australian Planning Commission to utilise cash in lieu funds to provide public toilets for the community.

DETAILS

6. The Forrestfield Skate Park was completed in August 2015 and included the following infrastructure:
- Multi-purpose skate area
 - Pathways
 - Landscaping
 - Seating
 - Half basketball court
 - Shade structures
7. Whilst there are toilets located within Hartfield Park Recreation Centre and various club rooms at the reserve, these toilets are not fully accessible to the community at all times. Generally, these particular toilets are for patrons only.
8. The proposed project is to provide a two unit (male/female) universal access public toilet facility as shown in (Attachments 1 and 2).
9. The toilet will be of commercial grade construction and will include:
- High level vandal resistance
 - Concrete tilt up panel (to blend in with skate park and surrounds)
 - Verandah area
 - Electronic locking system with timer.
10. It is also proposed to include within the construction project the following facility enhancements:
- Connecting pathways for wheelchair and pram access
 - Hit up wall (optional) for additional physical activity.
11. A provisional sum must be included within budget costs for a connection to the Water Corporation's mains sewer. The quote and design will be provided by the Water Corporation.
12. As such, Council is now requested to make an application to the Minister for Planning to access \$210,000 in cash-in-lieu funds to provide public toilets at the site.

STATUTORY AND LEGAL CONSIDERATIONS

13. Sections 153 and 154 of the *Planning & Development Act 2005* contain provisions under which a cash payment can be made by the subdivider to the relative local government in lieu of providing land for open space.

14. Expenditure of cash-in-lieu funds must be directly related to the use or development of land for public open space purposes. The land must be vested or administered for recreation purposes with unrestricted public access and be within the locality in which the land included in the subdivision plan is situated.
15. A building licence will be required for the construction of the toilet block.

POLICY CONSIDERATIONS

16. Cash-in-lieu Assessment Criteria Policy (FAC 22) provides strategic direction to Council's decision making on proposed cash-in-lieu projects.
17. Planning Policy DC 2.3 – Public Open Space in Residential Areas established the requirements of the Western Australian Planning Commission (WAPC) for Public Open Space (POS) and the provision of land for community facilities in residential areas. The policy requires that 10% of the gross subdivisible area shall be given up free of cost by the subdivider for POS and that expenditure of cash-in-lieu funds must be directed to the locality where the funds were raised.

COMMUNITY ENGAGEMENT REQUIREMENTS

18. The Hartfield Park Advisory Committee were informed of the proposed public toilet block at the meeting held 16 August 2016.

FINANCIAL CONSIDERATIONS

19. There is currently an allocation of funds in the Annual Budget - \$20K (16/17) for toilet block design and documentation, and \$200K in the LTFP (17/18) for the construction of a toilet block facility at Hartfield Park.
20. The total proposed project cost is estimated at \$210,000 comprising of the following scope of works:
 - Public toilet block comprising of 2 units
 - Connecting pathways
 - Hit up/rebound wall (optional)
 - Provisional sum for Water Corporation connection costs
 - Contingency and cost escalations.
21. As of the 30 September 2016 an amount of \$322,868 Cash In Lieu funds are available for use in the Forrestfield locality.
22. Funding will be required in subsequent years for ongoing maintenance of the toilet block.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

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

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

SUSTAINABILITY

Social Implications

24. Hartfield Park provides a place for recreation and social interaction helping to contribute towards a positive community and increased cohesion, which leads to the reduction of vandalism and anti-social behaviour within the local community.
25. Considering the significant number of users of the Hartfield Park Reserve, the skate park facility and the proximity to Morrison oval, the provision of a toilet block on the site will provide a much needed asset for the community.

Economic Implications

26. Nil.

Environmental Implications

27. Nil.

RISK MANAGEMENT CONSIDERATIONS

28.

Risk	Likelihood	Consequence	Rating	Action/Strategy
Minister for Planning does not approve Cash in lieu fund application for toilets.	Unlikely	Moderate	Low	Request for Council to include municipal funding in the 2017/2018 budget to implement proposed works.

OFFICER COMMENT

29. The provision of a toilet block in the location as shown in (Attachment 3) is supported, as it will provide a conveniently located facility for users of the Hartfield Park Reserve, the Skate Park and Morrison Oval.

30. With the recent developments at Hartfield Park and the newly constructed skate park in 2015, an increased number of visitors and patrons attend the reserve on a weekly basis. However, negative feedback has been provided by the community regarding the lack of accessible toilet facilities.
31. The proposed project meets the guiding principles outlined within the Shire's Cash-in-lieu Assessment Criteria Policy. Officers consider that the project does demonstrate a direct link to improved community access and inclusion and has a significant community benefit for the Forrestfield residents.
32. Officers recommends that an application be made to the WA Planning Commission for \$210,000 in cash-in-lieu funds to fund the project.

Voting Requirements: Simple Majority

OFFICER RECOMMENDATION (C&C 46/2016)

That Council:

1. Endorses an application to the Minister for Planning to utilise \$210,000 of Cash-in-lieu funds to construct a public toilet block on the Hartfield Park Reserve Skate Park site.

Moved:

Seconded:

Vote:

Hartfield Park Reserve - Proposal to use Cash-in-Lieu Funds for Public Toilet at the Skate Park Site
Concept Design 1 (Proposed image of toilets)

PRELIMINARY
NOT FOR CONSTRUCTION

PERSPECTIVE

NO.	DATE	REVISION	BY	CONCURRED	DATE	SUBMITTED	NOT TO BE USED FOR CONSTRUCTION UNTIL ISSUED & APPROVED	DESIGNER TO COMPLETE	DATE	 Shire of Kalamunda	FORRESTFIELD SKATE PARK PROPOSED PUBLIC TOILET BLOCK ARTIST IMPRESSION	SCALE: NTS A1 DRAW NO: 4831 - 410 - 001 / A	
						BY DATE	APPROVED	DESIGNED	NO.				INFRASTRUCTURE SERVICES
							POSITION	DRAWN	NO.				
								DRAWN CHECKED	NO.				
							PC004	DESIGNER PROPOSED	NO.				
							DATE			WORKED	4831		

Attachment 2

Hartfield Park Reserve - Proposal to use Cash-in-Lieu Funds for Public Toilet at the Skate Park Site Concept Design 2 (Elevations Plans)



Hartfield Park Reserve - Proposal to use Cash-in-Lieu Funds for Public Toilet at the Skate Park Site
Site Plan (4831-401-001/A)



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

47. Kalamunda Aged Care Advisory Committee – Recommendation – Homeshare Feasibility Study

Previous Items	OCM 43/2016; OCM 75/2016; OCM 111/2016, OCM 137/2016
Responsible Officer	Chief Executive Officer
Service Area	Office of Chief Executive Officer
File Reference	N/A
Applicant	N/A
Owner	N/A

PURPOSE

1. To consider the recommendations of the Kalamunda Aged Care Advisory Committee (KACAC).

BACKGROUND

2. The Council has approved the establishment, pursuant to the provisions of section 5.8 of the *Local Government Act 1995* (the Act), of the KACAC including its Terms Of Reference.
3. A Committee of Council is required to comply with the standing orders of the Shire of Kalamunda and may make recommendations to Council. The Chief Executive Officer is responsible for preparing all reports to Council and may decide to alter recommendations if required.

DETAILS

4. At a meeting of KACAC on 19 October 2016 a request was made for action to be taken by the Shire in regards to investigating the feasibility of establishing a home share service within the Shire.
5. Homeshare is a program that brings together older householders or younger householders with a disability who could benefit from help in the home and companionship, with mature people of integrity prepared to lend a hand in return for affordable accommodation.
6. Homeshare is founded on the belief that:
 - Older people and people with a disability have a right to remain in their own home should they wish to do so, living with as much autonomy and independence as they wish and that the aged care service system should include services that assist them to achieve this.
 - Reciprocity and mutual benefit forms the basis of an effective service, providing dignity, autonomy and independence to both the householder and the homesharer as well as opportunities to enhance the lives of both.

- The service considers the needs and interests of both the householder and the homesharer, both as equally important once the match has been agreed. While the householder maintains dominion over the property, both the householder and homesharer are equal and respected partners (rather than service recipient and service provider) in the homeshare arrangement and have rights and responsibilities to make it effective.
- Notwithstanding the above, the needs of the householder are to be considered paramount throughout the matching process. It may be the case that the needs of some prospective homesharers cannot be achieved if this could result in compromising this value.
- Intergenerational relationships and understanding can be fostered to the benefit of both the householder and the homesharer and their circle of influence and friends.

7. A standard operating model would entail:-

- The core premise is an older householder or a householder with a disability, who has a spare room in their home, is professionally matched with a person of integrity. The homesharer lives in the home rent free, although contributing to household expenses and buying their own food and consumables, and in return provides about 10 hours of practical help per week, such as cooking, cleaning, shopping and gardening and support, companionship and the security of being in the home overnight.
- The Homeshare program may charge fees to provide this matching service. It is expected this will balance simplicity with equity and ensure capacity to pay is not a barrier to joining the program.
- Homeshare is operated by non-profit organisations with close ties to their local community and provided by professional, skilled and experienced staff who may be assisted by trained volunteers.

The service comprises four stages:

- Promotion and marketing
- Assessment
- Matching
- Supporting the match.

8. Homeshare offers the following benefits:

- Additional choice apart from the current living and care offerings reflecting the increasing diversity of our ageing population;
- It is care and help that is person-centred where agencies work with householders and their family and friends to achieve a match based on needs, preferences and personalities of the Householder and Homesharer;
- It helps keep older people connected to the rest of the community, including local neighbours, services, religious and social networks.

9. There are many homeshare services operating around the world and also in Australia. The national peak body in Australia is *Homeshare Australia and New Zealand Alliance (HANSA)*. This is a membership based peak body that provides homeshare service providers with knowledge, advice and support.

10. The Kalamunda Aged Care Advisory Committee (KACAC) has moved a motion requesting Council give consideration to the allocation of resources to investigate the feasibility of a homeshare service operating within the Shire of Kalamunda.

11. Motion

Request Council consider the allocation of resources to investigate the feasibility of a Home Share Program within the Shire of Kalamunda.

Moved: Cr Andrew Waddell

Seconded: Ray Maher

Vote: Carried (9/0)

STATUTORY AND LEGAL CONSIDERATIONS

12. Sections 5.8, 5.9 and 5.10 of the *Local Government Act 1995*.

POLICY CONSIDERATIONS

13. Nil.

COMMUNITY ENGAGEMENT REQUIREMENTS

14. Community engagement has not been undertaken with respect to this Report.
15. It will be necessary to engage the community to establish a level of interest for the establishment of Home Share Program within Kalamunda. In light of this, the Committee nominated two members, Ruth Jopling and Cr Sue Bilich, to commence raising awareness in the community.

FINANCIAL CONSIDERATIONS

16. Undertaking a feasibility study of this nature will require a demand and supply analysis, as well as researching appropriate models of operations. This work is usually undertaken by professional economic or social researchers.
- The cost for feasibility studies of this nature are usually in the order of \$30,000 to \$50,000 and will require a future budget allocation.
17. Furthermore, staff resourcing will also need to be allocated given this is new initiative and outside the existing workloads prescribed and adopted by Council through the Shire's annual budget and business planning process.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

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

1.2 To ensure the ageing population has housing choice.

SUSTAINABILITY

Social Implications

19. The Aged Care Accommodation issue will become a serious social issue in the next decade unless all levels of Government and industry work together collaboratively to find solutions.

Economic Implications

20. A homeshare service in the Shire of Kalamunda will create a sharing economy and potentially reduce the need for expensive aged care accommodation to be built.

Environmental Implications

21. Nil.

RISK MANAGEMENT CONSIDERATIONS

- 22.
- | Risk | Likelihood | Consequence | Rating | Action/Strategy |
|---|------------|-------------|--------|---|
| Shire becoming the service provider. | Rare | Significant | Medium | Ensure the Shire's role is that of facilitator and the not for profit sector is included in any feasibility or creation of a homeshare service. |
| Allocating ratepayer funds for homeshare investigation may not be seen as the Shire's role. | Unlikely | Significant | Medium | Ensure the Community is supportive of pursuing this initiative through early engagement. |
| Safety of participants in any future program. | Possible | Significant | High | Ensure operating models being investigated understand how to protect all parties legally, financially and physically. |

OFFICER COMMENT

23. The Homeshare concept has benefits and risks which the Council will need to consider closely before agreeing to embark of this feasibility.
24. One key area for consideration is if the Shire embarks on this study and creates an expectation within the community to deliver the service.
25. The Council will need to weigh the resourcing requirements for undertaking a feasibility and, if feasible, how it will fund the implementation of a service within its current resourcing capacity and competing priorities. Council will need to consider raising rates to fund the establishment of the service until it becomes a viable going concern.
26. The Council will need to be clear on its role in delivering social services and either choose to be a initiator and facilitator bringing the not for profit sector to the negotiations or whether the Shire will be a service provider and expand its current range of services and programs.
27. The Council, over the past twelve months has been closely assessing the Shire's ongoing sustainability and is recognising its financial capacity to continue delivering the existing broad range of services, programs and community facilities is limited. Community expectations are rising and financial capability is not keeping pace with demand. Given the Council is seriously considering this dilemma, then investigating, and/or adding new services will bring about greater financial pressure upon the Shire into the future.

Voting Requirements: Simple Majority

OFFICER RECOMMENDATION (C&C 47/2016)

That Council:

1. Refers the request from the Kalamunda Aged Care Advisory Committee to undertake a feasibility study for a homeshare service to its strategic planning session in February 2017.
2. Re-consider this request in conjunction with the Shire's annual service review, and finalisation of the Strategic Community Plan.
3. Request the Chief Executive Officer to present the Homeshare initiative to Council in the 2017/2018 budget process where it can be assessed against all other competing priorities.

Moved:

Seconded:

Vote:

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

48. Application for Leave – Chief Executive Officer

Previous Items	N/A
Responsible Officer	Chief Executive Officer
Service Area	Office of CEO
File Reference	OR-CMA-025
Applicant	N/A
Owner	N/A

PURPOSE

1. To seek the approval of Council for leave arrangements for the Chief Executive Officer.

BACKGROUND

2. Nil.

DETAILS

3. The Chief Executive Officer, Rhonda Hardy, wishes to be absent from the position on annual leave from Thursday 22 December 2016 to Monday 15 January 2017.
4. The Chief Executive Officer, Rhonda Hardy, wishes to be absent from the position on annual leave from Tuesday 7 February 2017 to Monday 13 February 2017.

STATUTORY AND LEGAL IMPLICATIONS

5. Section 5.36 of the *Local Government Act 1995* provides that the Council is responsible for all appointments to the position of Chief Executive Officer.

POLICY IMPLICATIONS

6. The Shire leave policy requires all employees to apply for leave and have this leave approved.

PUBLIC CONSULTATION/COMMUNICATION

7. Public consultation is not required with respect to this matter.

FINANCIAL CONSIDERATIONS

8. There are no financial implications arising from this proposal, as annual leave is paid from the annual leave provision account.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

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

OBJECTIVE 6.10 To build a high performing and motivated workforce.

SUSTAINABILITY

Social Implications

10. Nil.

Economic Implications

11. Nil.

Environmental Implications

12. Nil.

RISK MANAGEMENT CONSIDERATIONS

13.

Risk	Likelihood	Consequence	Rating	Action/Strategy
Increased leave liability for the Shire	Rare	Insignificant	Low	Ensure staff member utilises their leave entitlements in a timely manner.
Health and Wellbeing	Rare	Insignificant	Low	Ensure staff have regular leave.

OFFICER COMMENT

14. The Director Asset Services, Dennis Blair, will be appointed as Acting Chief Executive Officer to act on behalf of the Chief Executive Officer during the period Thursday 22 December 2016 to Monday 15 January 2017.
15. The Director Development Services, Natalie Martin Goode, will be appointed as Acting Chief Executive Officer to act on behalf of the Chief Executive Officer during the period Tuesday 7 February 2017 to Monday 13 February 2017.

Voting Requirements: Simple Majority

OFFICER RECOMMENDATION (C&C 48/2016)

That Council:

1. Approves Chief Executive Officer, Rhonda Hardy, to have annual leave for the periods Thursday 22 December 2016 to Monday 15 January 2017 and Tuesday 7 February 2017 to Monday 13 February 2017.
2. Pursuant to section 5.36 of the *Local Government Act 1995* appoints the:
 - Director Asset Services, Dennis Blair, as Acting Chief Executive for the period Thursday 22 December 2016 to Monday 15 January 2017.
 - Director Development Services, Natalie Martin Goode, as Acting Chief Executive Officer for the period Tuesday 7 February 2017 to Monday 13 February 2017.

Moved:

Seconded:

Vote:

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

49. Renewal of Microsoft License Service Assurance

Previous Items	
Responsible Officer	Director Corporate & Community Services
Service Area	Corporate Information and Technology
File Reference	N/A
Applicant	N/A
Owner	N/A
Attachment 1	Price Schedule – Datacom Systems WA
Attachment 2	Price Schedule – Staples Australia

PURPOSE

1. To approve the renewal of the Microsoft License Service Assurance for a three year period from 1 December 2016.

BACKGROUND

2. The Shire of Kalamunda has reached the end of the Microsoft License acquisition and support period from its initial three year contract with Microsoft, through one of the Shire's partner companies (Datacom). The Shire now owns the licenses and seeks to renew the Service Assurance component for the next three years.
3. The Shire currently has approximately 240 devices in use. Data and applications are supported by over 80 servers, providing access to nearly 100 applications and services which are core to the day to day business of the Shire.
4. For all Shire services, both front and back office, an element of ICT provision is always required at some point and in almost every circumstance that provision will be underpinned by a Microsoft product, including:-
 - the majority of the Shire servers,
 - desktop computers,
 - file access, printing and email,
 - productivity software (e.g. Office).
5. In order to legally use Microsoft products, the Shire has to ensure that it has the correct types and numbers of licenses in place to be able to use software published by Microsoft. Under the current arrangements, the Shire purchases and maintains its Microsoft obligations through an Enterprise Agreement, provided by a certified Microsoft reseller. This allows the Shire access to Microsoft software at discounted rates. The Agreement also includes optional Software Assurance which gives the Shire added value and benefits.

DETAILS

6. Quotes for the renewal of the service were sought through the Western Australian Local Government Associations E-quote system. The request for quotes was issued on 10 October 2016 and closed on 16 October 2016 - license renewal only and vendors had already conducted presentations to the Shire.
7. Two quotes (Attachments 1 and 2) were received from:
 - Datacom
 - Staples

Data#3-declined to finalise submission.
8. In assessing the quotes the following factors were taken into consideration:
 - Value add services available to the Shire at no extra costs,
 - Support staff and expertise available to the Shire,
 - Reputation and relationship with the Shire of Kalamunda,
 - Quality of presentation and delivery to the Shire,
 - Reference checks with other Local Governments indicating good quality service.

STATUTORY AND LEGAL CONSIDERATIONS

9. Section 3.57 of the *Local Government Act 1995* and *Local Government (Functions and General) Regulations 1966*

POLICY CONSIDERATIONS

10. CM-Pur1-Purchasing.

COMMUNITY ENGAGEMENT REQUIREMENTS

11. Nil.

FINANCIAL CONSIDERATIONS

12. An allocation of \$163,000 has been included in the 2016/17 Budget with additional allocations for future years included in the Long Term Financial Plan.
13. The proposed agreement is for a three year term at a cost of \$124,429.59 (plus GST) Annually.

STRATEGIC COMMUNITY PLAN

Strategic Planning Alignment

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

OBJECTIVE - 6.6 To ensure excellent information, technology and communications services are being consistently delivered.

SUSTAINABILITY

Social Implications

15. Potential impact to the delivery of the public facing website and automated services due to the common SQL server technology underpinning the majority of new ICT solutions.

Economic Implications

16. Nil.

Environmental Implications

17. Nil.

RISK MANAGEMENT CONSIDERATIONS

- 18.
- | Risk | Likelihood | Consequence | Rating | Action/Strategy |
|--|----------------|-------------|---------|--|
| Support will expire for the Shire impacting operations and projects. | Almost Certain | Significant | Extreme | Recommend renewal in order to retain all benefits and currency with current and future Microsoft services and support. |
| If not renewed, when the current Microsoft products expire they will have to be repurchased. | Likely | Moderate | High | Renew before expiry (Nov 2016) to ensure the only ongoing costs are for Assurance and support given the Shire now owns the current licenses. |

OFFICER COMMENT

19. If the Shire were to renew the Enterprise Agreement and Software Assurance with a certified Microsoft reseller for a further three years. The benefits include:
- Security. Government requires a higher level of security from applications and systems to adequately protect against information loss or compromise. Although some providers are now accredited to HMG Impact Level 3 (global security policy framework for cloud) these services attract premium costs, this however is already in place with Microsoft hosted services where the Shire chooses to use them.
 - Flexibility in licensing. During the three year term, the Shire can add to or decrease the number and type of licences held, ensuring that costs are controlled and continue to match requirements. Additionally the use of Microsoft products at multiple locations e.g. for home/agile working is included.
 - Ensures that the Shire continues to benefit from its current Software Assurance arrangements.
 - Ensures that the Shire can continue to develop or change services without this technology being a limiting factor or restriction.

Benefits of using Staples Australia

- One day per month on site technical support for projects or operational work for the duration of the contract at no additional charge.
- The reseller, Staples Australia works on behalf of Microsoft with ICT to ensure the Shire remains legally compliant with Microsoft's complex licensing arrangements over the term of the Agreement. This avoids the need for Microsoft to audit the Shire's licensing arrangements saving considerable resource in terms of additional staff time and cost.
- Provides an escalation support service in the event of any major issues.

Voting Requirements: Simple Majority

OFFICER RECOMMENDATION (C&C 49/2016)

That Council:

1. Accepts the quote from Staples Australia for the Microsoft Licence Assurance for a three year period from 1 December 2016 at a cost of \$124,429.59 (plus GST) per annum.

Moved:

Seconded:

Vote:

Attachment 1

SKU	Microsoft Products	QTY	Unit Price Per Year	Annual
Enterprise Products - Enterprise Cloud Suite (Annual ECS Subscription)				
AAA-10726	SPE E3 FromSA ShrdSvr ALNG SubsVL MVL PerUsr	250	370.845	92711.25
			Sub Total	\$92,711.25
Additional Products Base on Current				
9GS-00135	CISSteDCCore ALNG SA MVL 2Lic CoreLic	64	243.909	15610.176
312-02257	ExchgSvrStd ALNG SA MVL	2	169.74	339.48
076-01912	Prjct ALNG SA MVL	30	156.702	4701.06
7NQ-00292	SQLSvrStdCore ALNG SA MVL 2Lic CoreLic	6	860.139	5160.834
D86-01253	VisioStd ALNG SA MVL	30	69.372	2081.16
77D-00111	VSProwMSDN ALNG SA MVL	1	450.426	450.426
6VC-01254	WinRmtDsktpSrvcsCAL ALNG SA MVL UsrCAL	50	31.611	1580.55
			Sub Total	\$29,923.69
			Annual Yr 1 Total	\$122,634.94

Company Name: Datcom Systems WA

Company Representative Name: Matthew Dobosz

Company Representative Signature: _____

Date: 10/10/2016

Attachment 2

SKU	Microsoft Products	QTY	Unit Price Per Year	Annual
	Enterprise Products - Enterprise Cloud Suite (Annual ECS Subscription)			
AAA-10726	SPE E3 FromSA ShrdSvr ALNG SubsVL MVL PerUsr	250	\$ 376.27	\$ 94,068.00
			Sub Total	\$ 94,068.00
	Additional Products Base on Current			
9GS-00135	CISStcDCCore ALNG SA MVL 2Lic CoreLic	64	\$ 247.48	\$ 15,838.62
312-02257	ExchgSvrStd ALNG SA MVL	2	\$ 172.22	\$ 344.45
076-01912	Prjct ALNG SA MVL	30	\$ 159.00	\$ 4,769.86
7NQ-00292	SQLSvrStdCore ALNG SA MVL 2Lic CoreLic	6	\$ 872.73	\$ 5,236.36
D86-01253	VisioStd ALNG SA MVL	30	\$ 70.39	\$ 2,111.62
77D-00111	VSProwMSDN ALNG SA MVL	1	\$ 457.02	\$ 457.02
6VC-01254	WinRmtDsktpSrvcsCAL ALNG SA MVL UsrCAL	50	\$ 32.07	\$ 1,603.68
			Sub Total	\$ 30,361.59
			Annual Yr 1 Total	\$ 124,429.59

Company Name: Staples Australia Pty Limited ABN 94 000 728 398

Company Representative Name: KASHIF HUSSAIN

Company Representative Signature: 

Date: 11/10/2016

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

50. CONFIDENTIAL ITEM – National Disability Insurance Scheme transfer to RISE Network.

Reason for confidentiality. *Local Government Act s 5.23(2) (a). "a matter affecting an employee or employees".*

Previous Items:	OCM 119/2016- Confidential Item – National Disability Insurance Scheme
Responsible Officer	Director Corporate and Community Services
Service Area	Community Care
File Reference	
Applicant	N/A
Owner	N/A

Confidential Attachment 1 <u>Reason for Confidentiality.</u> <i>Local Government Act 1995 s5.23 (2) (a). "a matter affecting an employee or employees".</i>	RISE Network (RISE) Proposal – without prejudice.
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This report item has been circulated to all Councillors under separate cover.

10.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

11.0 QUESTIONS BY MEMBERS WITHOUT NOTICE

11.1 Questions from the Corporate & Community Meeting – 10 October 2016

Cr Brooke O'Donnell – Skip Bins

- Q. Feedback from a number of residents and my observations is that the new contractor's bins are two different sizes. I would like to find out the reason for that and also to whether replacement bins will be provided to the clients that have had the small inadequate bins?
- A. The Chief Executive Officer responded that following your earlier email the matter has been referred to Staff for investigation and advice.

Update

Both Perth Waste and Cleanaway provide 3 cubic metre skip bins. There is a small difference in dimensions with the Cleanaway bin being slightly lower but the capacity is maintained as the bin is also slightly longer.

Cr John Giardina – Skip Bin

- Q. I noticed initial bins had a front flap but more recently appeared not to, has the bin style changed and what is the reason?
- A. The Chief Executive Officer advised this has also been actioned to Staff to investigate the types of bins that are being used.

Update

The information provided to Council was that these bins would be trialled as an option for residents with access needs. There are limited numbers of these bins and therefore any bookings for these bins are outside the contracted timeframe for delivery.

The contractor has advised that these bins require additional work from the operator to ensure that OHS requirements are met when lifting these bins and for this reason, cannot be provided as the standard service under the current contract.

Cr Tracy Destree – Skip Bins

Q. Could an update be provided on discussions with the new contractor about the introduction of a 3 bin service?

A. The contract with Cleanaway provides for the Shire to implement a three-bin system at any time during the current contract period.

The Shire is currently working on a proposal for funding through the better bins program to allow the purchase of the additional bins, whilst options for the 360L recycling bin are also being explored.

Information from other councils who have implemented a three-bin system have indicated that the reasonable timeframe for implementation is 24-30 months from when funding is finalised.

12.0 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

13.0 URGENT BUSINESS APPROVED BY THE PRESIDING MEMBER OR BY DECISION

14.0 TABLED DOCUMENTS

14.1 Minutes – Kalamunda Aged Care Advisory Committee – 19 October 2016

15.0 MEETING CLOSED TO THE PUBLIC

16.0 CLOSURE



Minutes

AGED CARE ADVISORY COMMITTEE 5:00PM, 19 October 2016 SHIRE OF KALAMUNDA, 2 Railway Road, Kalamunda

1.0 OPENING OF MEETING:

- 1.1 The Presiding Member opened the meeting at 5:00pm.

2.0 ATTENDANCE AND APOLOGIES

2.1 Attendance

Members

Ian Tarling (Presiding Member)	Kalamunda Community Learning Centre
Cr Andrew Waddell JP	Shire of Kalamunda
Rhonda Hardy	CEO, Shire of Kalamunda
Ruth Jopling	Community Representative
Malcolm Roberts	Aged Care Today Kalamunda (ACT)
Ray Maher	Community Representative
Kerry Fryers	Manager Community Care, Shire of Kalamunda
Cr Sue Bilich	Shire of Kalamunda
Cr John Giardina	Shire of Kalamunda
Donna McPherson	Administration Support, Shire of Kalamunda

Deputy Members 0

Observers 0

Apologies

Helen Dymond	Divisional Manager Aged Care, RISE
Beverly Giumelli	Community Representative
Cr Tracy Destree	Shire of Kalamunda
Gary Ticehurst	Director Corporate & Community Services

3.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

- 3.1 That the minutes of the Aged Care Advisory Committee held on 21 September 2016 be confirmed as a true and accurate record.

Moved: Ray Maher

Seconded: Malcolm Roberts

Vote: CARRIED (9/0)

4.0 DISCLOSURE OF INTERESTS

4.1 Disclosure of Financial and Proximity Interests:

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

Nil.

4.2 Disclosure of Interest Affecting Impartiality

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

Nil.

5.0 CORRESPONDENCE

Incoming correspondence presented at Site Location.

6.0 ITEMS FOR COMMITTEE CONSIDERATION

- 6.1.1 Request to include business arising and action list to be presented monthly with the agenda.

This information was provided to the meeting. Presented at 6.4 on agenda.

- 6.1.2 Request for the Bush Fire management Plan relating to Wilkins Road is presented next month.

The CEO received permission to release this information to the Committee for member's reference only. The document is confidential and is not to be released to non-members.

- 6.1.3 Carry over action for Helen Dymond until next meeting.

Carried over to next meeting.

6.1.4 All information and agendas must be sent to deputy members in future.

All information provided as requested.

6.1 Stakeholders

Stakeholder Analysis

The meeting discussed the use of the document. The CEO advised it would be a decision of Council as to how they wished to use the information, what actions would be taken and how actions would be resourced.

6.2 Facts and Reports

Seniors Helping Seniors (Ruth Jopling)

The sub-committee met, although two members were unable to attend, Ruth Jopling provided the committee with various examples of the system working in other areas both nationally and internationally.

The meeting discussed the concept. Consideration was given to contacting the Eastern Metropolitan Regional Council to gauge interest on the program at a regional level. It was also suggested that interest in the community be determined by way of engagement with local seniors groups.

Motion

Request Council consider the allocation resources to investigate the feasibility of a Home Share Program within the Shire of Kalamunda.

Moved: Cr Andrew Waddell
Seconded: Ray Maher
Vote: Carried (9/0)

6.3 Site Locations

Reponses to Correspondence

6.3.1

- Mercy Health
- Amana Living
- Hall & Prior
- Roshana Group of Companies
- Department of Lands
- Minister for Health

Incoming correspondence and responses to request for information presented. General agreement there was positive activity within the Shire in relation to the development and upgrade to Aged Care facilities.

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6..3.2

Wilkins Road

The CEO received permission to release this information to the Committee for member's reference only. The document is confidential and is not to be released to non-members.

The CEO advised the Western Australian Planning Commission (WAPC) have been investigating the Shire's Bush Fire Plan that has been developed and submitted. The Plan was referred to Department of Fire and Emergency Services (DFES) who has come back to the Shire with some questions and clarification. The Shire is now awaiting responses from the consultant so the Plan can be relodged with the additional information to the WAPC. WAPC have advised the Shire the decision on Wilkins Road will be deferred until late 2017, following the State Election.

6.3.3

Aged Accommodation Matrix

This has been updated and presented to the committee. The matrix is presented at attachment 1.

6.4

Actions

The list of actions arising from previous meeting were presented. All outstanding actions from previous meeting will be completed following presentation at this meeting.

7.0

URGENT BUSINESS WITH THE APPROVAL OF THE PRESIDING MEMBER

7.1

Resignation – Lesmurdie Districts Residents Association

The Association advised the resignation of it representative and deputy representative as they are no longer officer bearers. The association is in recess until early 2017 and will contact the Shire to advise the appointment of representatives once this has been settled.

The Committee noted the resignations and acknowledged the contribution of Mrs Iris Jones to the committee and the work she has undertaken, on behalf of seniors, within the Shire advocating for aged care services.

7.2

Review of Committee

The meeting discussed the value of conducting a review of the scope of the committee and future direction. It was decided to undertake discussion on this at the next meeting.

Motion

That the Committee conduct a six month review of the benefits and scope for future direction.

Moved:

Seconded:

Vote:

Malcolm Robers

Ray Maher

Carried (9/0)

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8.0 DATE OF NEXT MEETING

23 November 2016

9.0 CLOSURE

The Presiding Member closed the meeting at 5.45pm.

Shire of Kalamunda

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	Location	Proponent	Forecast Beds Available	Date Identified	Status
1.	Calophylla Way, High Wycombe	Hall & Prior	160 2017	2008	Shire Planning approvals granted in 2015. Delays to construction program due to funding. There have been three separate initiatives by the Commonwealth Government over the past 2 years to reduce funding to the sector. The bigger issue is the impact on confidence from banks, investors and operators in the sector, Halls and Prior are very committed to getting the Karingal Green development happening and is a key priority and hope to commence construction by mid-2017.
2.	Carmel	Valencia Nursing Home	60 bed licences granted 2019	2015	Currently coordinating architecture and consultants to finalise plans for expansion of extra 60 beds. Expecting to complete extensions by 2018/19.
3.	Gavour Road, Wattle Grove	Mr R Leighton Private ownership	100 2019	2009	Shire of Kalamunda's SCM 20 April 2015 unanimously endorsed the revised proposal for MRS amendment was sent to the WAPC and hearing have been conducted. Now awaiting final decision by Minister Faragher.
4.	Lot 106 Hale Road Forrestfield	Shire owned land	To be determine	2011	1.75 hectare site. Local Planning Scheme amendment for R60 site, currently with the Minister for approval. No timeframe as to when the Minister may consider the amendment. The Shire has engaged colliers to test the market for an aged care provider to consider developing an aged care facility. The Shire is also discussing possibilities with the Department of Housing but until the rezoning is complete the site cannot be moved forward.

Shire of Kalamunda

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	Location	Proponent	Forecast Beds Available	Date Identified	Status
5	Wilkins Road Reserve, Walliston	State Government ownership Shire initiated rezoning	100 2019	2011	Awaiting final Decision from the Minister. Shire has been requested to prepare a Bush fire Management Plan to support Metropolitan Region Scheme/ Local Structure Planning process. This was lodged with the WAPC in August 2016. It is understood the Fire Plan has been sent to DFES for comment.
6	Western Power corridor, Forrestfield	Satterley Group	120 Unlikely	2015	Satterley Group have advised the area proposed under the Local Structure Planning is too small for integrated aged care. The Shire has advised Satterley it should revise its current structure plan and look to consolidate pocket parks into one larger community POS and set aside an area for small aged care facility. Satterley have agreed to consider the Shire's idea and we await Satterley's revised structure Plan.
7	Ex - DAFWA Site, Bougainvillea Road Forrestfield	State Government Owned and initiated	100 Unlikely	2014	The site is zoned public purpose. – Agricultural Protection Board Conservation under the SoK Town Planning Scheme. Landcorp have appointed Colliers International to undertake a market sounding exercise for the DAFWA site situated at Forrestfield. It is intended the Government will rezone the site to residential which allows for a discretionary use for aged care development. This approach allows delivery of the preferred outcome (aged care) whilst not restricting uses should a suitable proposal for aged care not be received. This information was provided by Minister for Lands Terry Redman, on 7 September 2016.
8	Forrestfield North	Shire approved district structure plan	120 Beyond 2020	2015	District Structure Plan was approved in July 2016. Local Structure Planning has commenced with planning being scheduled for completion in 2018.

Shire of Kalamunda

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	Location	Proponent	Forecast Beds Available	Date Identified	Status
9	Pickering Brook	Under Shire consideration for urban redevelopment via structure plan	60 Beyond 2020		Dependent on changes to the Department of Planning's Perth and Peel @ 3.5 Plan to include this area into the MRS as urban expansion. Shire has commenced a structure plan over the town site.
10	Villa Maria, Lesmurdie		90 bed licences granted 2020		Advice received from mercy health in September 2016 outlined that development is in preliminary stage, with the following timelines being proposed: <ul style="list-style-type: none"> - Master planning – October 2016 - Design and town planning – April 2017 - Construction – July 2018 - Opening – 2020. Critical issue will sewage infrastructure and a ministerial exemption will be required for development to progress.
11	Parry House, Lesmurdie Amana Living	74 Warlingham Road Lesmurdie	60 bed licences granted	N/a	Shire has written to Parry house and been advised they have agreed to fund a feasibility concept design by the end of 2016 for the allocation of additional 60 beds.

Shire of Kalamunda

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	Location	Proponent	Forecast Beds Available	Date Identified	Status
12	York Street Reserve Forrestfield	R34364 Moira Ave, R31348 York Street and R27559 York street	To be determined	2016	<p>In May 2016 Council resolved to investigate the feasibility of a portion of the degraded area of York Street reserve in Forrestfield being developed for the construction of a low care aged persons facility. Discussions would need to be held with Landgate regarding the crown relinquishing reserve. A letter to this effect has been sent to the Department of Lands in August 2016.</p> <p>An amendment to Local Planning Scheme 3 would be required to allow for integrated aged care over the site. Community Consultation will be required.</p> <p>Department of Lands have requested we meet with them about this Reserve. Letter dated 16 September 2016.</p>

Shire of Kalamunda