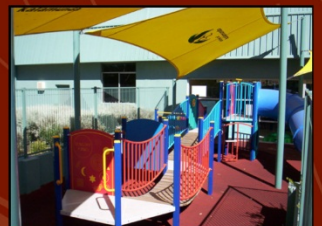
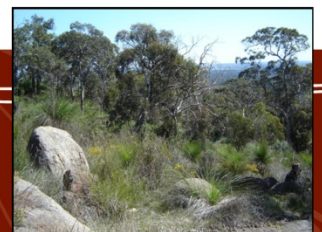


# Corporate & Community Services Committee Meeting

Minutes for Monday 10 October 2016

**UNCONFIRMED**



**shire of  
kalamunda**

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## MINUTES

### 1.0 OFFICIAL OPENING

The Presiding Member opened the meeting at 6.02pm, and welcomed Councillors, Staff and Members of the Public Gallery.

### 2.0 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE PREVIOUSLY APPROVED

#### 2.1 Attendance

##### Councillors

Andrew Waddell JP	(Shire President)	North West Ward
Sara Lohmeyer		North West Ward
Dylan O'Connor		North West Ward
Sue Bilich		North Ward
Tracy Destree		North Ward
Michael Fernie		South East Ward
John Giardina		South East Ward
Geoff Stallard		South East Ward
Allan Morton		South West Ward
Brooke O'Donnell		South West Ward
Noreen Townsend	(Presiding Member)	South West Ward

##### Members of Staff

Rhonda Hardy	Chief Executive Officer
Natalie Martin Goode	Director Development Services
Rob Korenhof	A/Director Asset Services
Gary Ticehurst	Director Corporate Services
Darrell Forrest	Manager Governance, Strategy & Legal Services
Andrew Fowler-Tutt	Manager Approval Services
Peter Varelis	Manager Strategic Planning
Carrie Parsons	Manager Customer & Public Relations
Nicole O'Neill	Public Relations Coordinator
Sara Slavin	Council Support Officer

**Members of the Public** 4

**Members of the Press** Nil

#### 2.2 Apologies

##### Councillors

Simon Di Rosso	North Ward
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##### Members of Staff

Dennis Blair	Director Asset Services
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**2.3 Leave of Absence Previously Approved** Nil

### **3.0 PUBLIC QUESTION TIME**

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

3.1 Nil.

### **4.0 PETITIONS/DEPUTATIONS**

Nil.

### **5.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

5.1 That the Minutes of the Corporate & Community Services Committee Meeting held on 12 September 2016, as published and circulated, are confirmed as a true and accurate record of the proceedings.

Moved: **Cr Brooke O'Donnell**

Seconded: **Cr Geoff Stallard**

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

### **6.0 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION**

6.1 Nil.

### **7.0 MATTERS FOR WHICH MEETING MAY BE CLOSED**

7.1 Nil.

### **8.0 DISCLOSURE OF INTERESTS**

#### **8.1 Disclosure of Financial and Proximity Interests**

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

8.1.1 Nil.

**8.2 Disclosure of Interest Affecting Impartiality**

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

8.2.1 Nil.

**9.0 REPORTS TO COUNCIL**

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

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

**36. Appointment of a Community Representative and Deputy Community Representative to Kostera Oval Advisory Committee**

Previous Items	N/A
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 and a Deputy Community Representative to the Kostera Oval Advisory Committee (KOAC).

**BACKGROUND**

2. The Committee of Kalamunda Cricket Club recently requested a change to their currently nominated member on the KOAC.
3. KCC further requested to nominate a Deputy Representative to the KOAC.
4. As such, Council is requested to consider the nomination of;
  - David Armstrong of the Kalamunda Cricket Club (KCC) as the Community Representative for KCC on the KOAC.
  - Lynda Rendell of the Kalamunda Cricket Club (KCC) as a Deputy member for KCC on the KOAC

**DETAILS**

5. As per the Terms of Reference for this Committee;
  - Membership shall include one representative from each user group of the facility or other interested people.
  - Deputising members can also be appointed to represent the user groups when the appointed member is unable to attend.
6. These nominations are for a Community representative and a Deputising member.
7. The nomination of David Armstrong (KCC), would provide the Club with continued representation on the Committee.
8. The nomination of Lynda Rendell (KCC), would provide the Club with continued representation on the Committee should the nominated member be unable to attend

## **STATUTORY AND LEGAL CONSIDERATIONS**

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

## **POLICY CONSIDERATIONS**

10. Nil.

## **COMMUNITY ENGAGEMENT REQUIREMENTS**

11. Kalamunda Cricket Club requested the change to the nominated member and also the nomination of a Deputy Representative through an email received by Shire Officers.

## **FINANCIAL CONSIDERATION**

12. Nil.

## **STRATEGIC COMMUNITY PLAN**

### **Strategic Planning Alignment**

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

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

## **SUSTAINABILITY**

### **Social Implications**

14. Community representation on Shire Management and Advisory Committees is integral to ensuring sound relationships are maintained between Shire operations and facility users.

### **Economic Implications**

15. Nil.

### **Environmental Implications**

16. Nil.

## RISK MANAGEMENT CONSIDERATIONS

17.

Risk	Likelihood	Consequence	Rating	Action/Strategy
All users groups do not have representatives appointed to the Advisory Committee.	Unlikely	Minor	Low	Ensure that Council understands the need for each user group to have representation.
That Committee meeting quorums are not being achieved.	Unlikely	Minor	Low	The appointment of deputy members reduces the likelihood of quorums not being achieved.

## OFFICER COMMENT

18. Officers support both of the nominees for appointment to the KOAC as the representatives of the KCC.

### Voting Requirements: Absolute Majority

## COMMITTEE RECOMMENDATION TO COUNCIL (C&C 36/2016)

That Council:

1. Appoints the following nominees to the Kostera Oval Advisory Committee to represent Kalamunda Cricket Club:-
- Mr David Armstrong, as a member, and
  - Ms Lynda Rendell, as a Deputy member.

Moved: **Cr John Giardina**

Seconded: **Cr Sue Bilich**

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



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

**37. Terms of Reference and Appointment of Community Representatives to Hartfield Park Advisory Committee**

Previous Items	OCM 139/2015
Responsible Officer	Director Corporate & Community Services
Service Area	Community Development
File Reference	N/A
Applicant	N/A
Owner	N/A
Attachment 1	Terms of Reference – Hartfield Park Advisory Committee

**PURPOSE**

To consider

- amending the Terms of Reference for the Hartfield Park Advisory Committee (HPAC);
- the appointment of a community representative to HPAC; and
- the appointment of a Deputy Community representative to HPAC.

**BACKGROUND**

1. Following the Ordinary Elections held on 17 October 2015, Council members and community member representatives were appointed to the following Management and Advisory Committees:
  - Ray Owen Sports Centre Management Committee (ROSCMC)
  - Kostera Oval Advisory Committee (KOAC)
  - Hartfield Park Advisory Committee (HPAC)
  - Scott Reserve Advisory Committee (SRAC)
2. The HPAC Terms of Reference provide for a total membership of ten committee members. Upon review of the Terms of Reference, this number does not match the current practice of one representative from each user group plus the Council representative.
3. Following the resignation of the Forrestfield Little Athletics Committee (FLAC) representative in May 2016, FLAC do not currently have a representative on the Committee. As such, Council is requested to consider the nomination of Brett Myles, President of the FLAC, as a member of the HPAC.
4. FLAC requested to nominate a Deputy Representative to ensure that the group always have representation at HPAC meetings. As such, Council is requested to consider the nomination of Marcia Pringle, Vice President FLAC, as a Deputy member for FLAC on the HPAC.

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## DETAILS

5. It is proposed at point 4.1 of the HPAC Terms of Reference, to increase the number of members from ten to eleven, thereby incorporating all nominated user groups and the appointed Council Delegate into the total membership numbers.
6. The nomination received from Brett Myles, President of the FLAC, would provide the Club with representation on the Committee.
7. The nomination received from Marcia Pringle FLAC, would provide the Club with a deputy representative on the Committee should the nominated member be unable to attend

## STATUTORY AND LEGAL CONSIDERATIONS

8. Sections 5.8, 5.9 and 5.10 of the *Local Government Act 1995*.  
Section 5.11 (2)(d) of the Local Government Act 1995 – Tenure of Committee Membership.

## POLICY CONSIDERATIONS

9. Nil.

## COMMUNITY ENGAGEMENT REQUIREMENTS

10. Nil.

## FINANCIAL CONSIDERATIONS

11. Nil.

## STRATEGIC COMMUNITY PLAN

### Strategic Planning Alignment

12. *Kalamunda Advancing: Strategic Community Plan to 2023*  
Strategy 6.3.3 – Regularly review the organisation's structure, policies and procedures in response to changing circumstances.

## SUSTAINABILITY

### Social Implications

13. Nil.

### Economic Implications

14. Nil.

## Environmental Implications

15. Nil.

## RISK MANAGEMENT CONSIDERATIONS

16.

Risk	Likelihood	Consequence	Rating	Action/Strategy
That the Committee has inadequate representation from the Clubs	Unlikely	Minor	Low	The appointment of members and deputy members enables the Committee to operate effectively
That the Committee does not operate effectively	Unlikely	Minor	Low	The Committee has up to date Terms of Reference and Governance arrangements.

## OFFICER COMMENT

15. Officers support the change to the Terms of Reference for the HPAC and the proposed increase in membership from ten to eleven.

16. Officers support the nominations of Mr Brett Myles to the HPAC as a representative of FLAC and Mrs Marcia Pringle as the Deputy Representative for FLAC on the HPAC.

### Voting Requirements: Absolute Majority

## COMMITTEE RECOMMENDATION TO COUNCIL (C&C 37/2016)

That Council:

- Pursuant to section 5.8 of the *Local Government Act 1995*, approves amendments to Clause 4.1 of the Terms of Reference for the Hartfield Park Advisory Committee to read:
  - 4.1 A total membership of up to eleven (11) 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.
- Appoints the following nominees to the Hartfield Park Advisory Committee to represent Forrestfield Little Athletics Club:-
  - Mr Brett Myles, as a member, and
  - Mrs Marcia Pringle, as a Deputy member.

Moved: **Cr Brooke O'Donnell**

Seconded: **Cr Allan Morton**

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

**Attachment 1**

Terms of Reference and Appointment of Community Representatives to Hartfield Park  
Advisory Committee

**Terms of Reference – Hartfield Park Advisory Committee**



**Hartfield Park Advisory Committee**

**Terms of Reference – Updated OCM 24 Oct 2011, OCM Sept 2015**

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**1. Name**

The name of the Committee shall be the Hartfield Park Advisory Committee.

**2. Description of Property**

Reserve No 17098 known as Hartfield Park.

**3. Objectives**

- 3.1 To provide an opportunity for all people and residents who use the reserve to meet and communicate at regular intervals to discuss their common and particular interests in this community recreation facility.
- 3.2 To develop community awareness of the potential and limitations of the grounds and facilities, the nature of the demands made upon them by user groups and an understanding of Council's local laws and policies relating to this facility.
- 3.3 To encourage a cooperative attitude among people who use the facilities so that the most effective use is obtained to the satisfaction of Council and the community. To encourage sharing of private equipment and increased social interaction among clubs.
- 3.4 To advise Council, on any changes where appropriate on the allocation of playing grounds, training times and change rooms facilities on a seasonal basis.

- 3.5 To provide guidance on future developments of the facility, inclusive of any improvements and extensions in line with changing community needs. Any such developments however, should first be approved by Council and subject to annual budget capacity.
- 3.6 To discourage misuse or vandalism of these facilities and to provide the Council with relevant information if such acts occur.

#### **4. Membership**

- 4.1 A total membership of up to ten (10) members, all of whom shall be appointed by Council. The term of appointment shall be up to two years; however retiring members are eligible for re-nomination.
- 4.2 Membership shall include one representative from each user group of the facility or other interested people.
- 4.3 In accordance with the Local Government Act 1995, a minimum of three (3) persons must be appointed to the Committee.
- 4.4 A Councillor shall be appointed to the Advisory Committee and is empowered to rule that any matter under consideration is to be referred, via the appropriate Committee, to Council for a decision.
- 4.5 The Advisory Committee may second individuals on sub-committees and working groups, but secondments cannot be made to the main Committee.
- 4.6 The appointment of any person who is absent without leave for more than three (3) consecutive meetings shall lapse and that person will need to seek Council reappointment to continue on the Committee for the duration of its term.
- 4.7 The Presiding Person and Deputy Presiding Person shall be appointed from the body of the Committee.

#### **5. Meetings**

- 5.1 The Committee shall meet at least four (4) times in any twelve (12) months.
- 5.2 A quorum shall consist of at least one half of the appointed members being present.
- 5.3 An agenda and notice of meeting will be distributed by Council at least 7 days prior to each meeting.
- 5.4 It is important that agenda items along with any supporting papers are sent to the Secretary no later than 10 days prior to meeting. This allows time for members to consider the item and make an informed decision.

- 5.5 If there are no agenda items the Secretary in consultation with the Presiding Person will advise all members that the scheduled meeting is cancelled.
- 5.6 Late Agenda/Business items may be accepted for consideration by the committee.
- 5.7 Extraordinary meetings may be convened by the Committee Secretariat (Shire Officer) in accordance with Clause 5.3, following written requests from in excess of 50% of the current membership with voting rights.

## **6. Minutes**

- 6.1 A Shire of Kalamunda staff member will act as Secretary for the Committee.
- 6.2 The Secretary shall keep minutes of all business transacted at all meetings and shall forward a copy of these minutes to members within 10 days of each meeting.
- 6.3 The Minutes to be presented to Council as an Attachment to the appropriate Standing Committee Agenda, at the next round of Council meetings following the meeting of that Committee.

## **7. Voting**

- 7.1 Each appointed member present shall have one (1) vote.

## **8. Relationship to Council**

- 8.1 Matters arising from the minutes of the Committee's meetings deemed of significance and/or requiring Council decision will be presented to the General Services Committee.

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

**38. Draft Youth Plan 2017-2022**

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

**PURPOSE**

1. To receive the Draft Youth Plan 2017-2022 for the purpose of seeking public comment.

**BACKGROUND**

2. The current Youth Consultation Plan (endorsed November 2011) expires at the end of 2016, with major achievements against targets as follows:
  - **Strategic Resourcing** – four successful appointments of local students to the year-long Youth & Community Assistant position – one of whom is now in the relatively new role of Youth Officer
  - **Engagement/Entertainment** - over 4,000 youth interactions every year through a program of: skate clinics, drop-in sessions, holiday programs and many other workshops and activities, as well as flagship events such as Careers Expo, Arts Fest, In the Mix and Young Creative's Month
  - **Youth Spaces** – created a range of youth-friendly spaces using existing community facilities around the Shire
  - **Communications** – improved significantly with youth-specific branding, age-relevant promotions, web pages, Facebook etc.
  - **Youth Council** – ongoing youth-led activities and volunteering through groups such as The Influence and U-Lead
  - **Schooling Support/Health & Wellbeing** – youth staff participation in school initiatives and partnerships with relevant service providers
3. To ensure the Shire continues to build on this progress, the Draft Youth Plan for 2017-2022 is now presented for consideration.

**DETAILS**

4. The draft Youth Plan 2017-2022 (The Plan) identifies the youth interests, issues and aspirations of the Kalamunda community and establishes priorities and strategies to guide the Shire over the next five years.

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The Plan informs the way in which youth services are managed within the Shire of Kalamunda and provides the framework for a collaborative approach to its implementation.

5. The current youth services team has been running extensive programs for young people primarily aged 12-25 for several years. This level of engagement has now resulted in a good understanding of what works well and where improvements can be made. For this reason, and to really 'own' the new Plan, it was decided undertake development in house.
6. The process of developing the Plan began with a thorough desktop review of available youth sector materials. This included analysis of research and reports from federal, state and local agencies to provide context and background. This also helped to establish guiding principles for the Plan.
7. From March–May 2016 an extensive community consultation strategy was implemented. This process involved over 600 young people, parents, schools, service providers and residents, and the findings were incorporated into, and strongly influence the direction of, the draft Youth Plan 2017-2022.
8. For the purposes of the Youth Plan, youth is defined as 12-25 years. In the 2011 census, there were 9,732 young people in the Shire and this equates to approximately 19 percent of our population.
9. Based on the community consultation process, the Plan identifies four key focus areas:

**Participation**

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

**Wellbeing**

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

**Communication**

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

**Organisational**

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

10. A number of strategies have been identified to support each of these four key focus areas. The strategies have then been further developed into specific actions, timeframes and measures - outlined in detail in the Action Plan.



- 
11. The Youth Plan also commits to working in partnership with others, as its implementation will require cooperation with external agencies, service providers and a wide range of community members.
  12. This is a five year Youth Plan and progress against targets will be monitored and evaluated annually.

### **STATUTORY AND LEGAL CONSIDERATIONS**

13. Nil.

### **POLICY CONSIDERATIONS**

14. Nil.

### **COMMUNITY ENGAGEMENT REQUIREMENTS**

15. Extensive community consultation was undertaken during the period from March-May 2016. This included online and hard copy surveys, one for Under 25s and one for Over 25s (parents, teachers, service providers).
16. Over 600 completed surveys were received, of which 444 were from young people (4.6% of the Shire's youth population). Informal and anecdotal feedback from existing programs was also used in developing the Plan.
17. The draft strategies and outcomes identified in the Plan were viewed, and supported, by representatives of two local young leader groups (Rotaract and U-Lead).
18. As much as possible of the information provided by the community has been used to identify the Youth Plan's key focus areas, strategies and actions.

### **FINANCIAL CONSIDERATION**

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

### **STRATEGIC COMMUNITY PLAN**

#### **Strategic Planning Alignment**

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

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

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

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## SUSTAINABILITY

### Social Implications

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

### Economic Implications

22. Nil.

### Environmental Implications

23. Nil.

## RISK MANAGEMENT CONSIDERATIONS

24.

Risk	Likelihood	Consequence	Rating	Action/Strategy
The Shire has no strategic direction for implementing youth services	Unlikely	Minor	Low	Develop and maintain a 5 year Youth Plan to provide strategic direction for youth services.

## OFFICER COMMENT

25. The existing Youth Consultation Plan has provided a sound basis from which the current youth services program has gradually been developed over the last five years.
26. The level of awareness, participation and expectation in the community for what the Shire is doing for young people locally has also grown considerably during this time.
27. The introduction of a 12 month Youth & Community Assistant role for a local young person has seen four students taking part since it began. It is a unique opportunity for them to gain experience in community local government, and provides the Shire with an invaluable youth perspective.
- Now mentored by the Youth Officer, it is seen as an essential component of the Youth Plan implementation.
28. Whilst the Plan has been developed to ensure existing levels of service delivery are maintained, elements are also aspirational: doing more, better or new things. Goals include more involvement of young people as leaders and greater community integration and connection with the Shire. New areas focus on improving employability, life skills and general wellbeing.

- 
29. This is an operational plan, so will be used on a daily basis. It is intended to be a 'living' document, regularly reviewed, so that it can remain flexible and responsive to changing needs, circumstances and opportunities.
  30. It is intended that the Plan will be advertised for public comment for a period of 21 days.
  31. Further endorsement will also be sought from those local young leader groups (Rotaract and U-Lead) who provided support in the development of the Plan.

<b>Voting Requirements: Simple Majority</b>
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**COMMITTEE RECOMMENDATION TO COUNCIL (C&C 38/2016)**

That Council:

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

Moved: **Cr Brooke O'Donnell**

Seconded: **Cr John Giardina**

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

**Attachment 1**

Draft Youth Plan 2017-2022

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

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

**39. Positive Ageing Plan**

Previous Items	N/A
Responsible Officer	Director Corporate & Community Services
Service Area	Community Development
File Reference	
Applicant	N/A
Owner	N/A
Attachment 1	Draft Positive Ageing Plan

**PURPOSE**

1. To endorse the Draft Positive Ageing Plan 2016 - 2020.

**BACKGROUND**

2. The Positive Ageing Plan (Draft) has been completed by the Community Care Manager in conjunction with the Senior and Disability Officer.
3. A project team, comprising of the Director Corporate and Community Services, Manager Community Development, Community Development Strategic Project Officer, Public Relations Coordinator and Health Coordinator also provided support and insight into the content and development of this document.
4. Preceding the development of the Positive Ageing Plan were two documents
  - Seniors Action Plan 2003 and
  - HACC Business Plan ending 2013.
5. The Seniors Action Plan was underpinned by a Policy Statement that had four key outcome areas;
  - Coordination and Planning,
  - Developing Services and Programs,
  - Information and Promotion and
  - Advocacy and Leadership.
6. Previous experience in implementing the Senior Action Plan has highlighted the need for a more holistic approach to be adopted for the implementation of the Positive Ageing Plan.
7. The HACC Business Plan ending 2013, provided vision for growth in externally funded services, however this version was written prior to the Commonwealth Policy *Living Longer Living Better 2012*, which details the aged care industry reform agenda, resulting in a complete review of how, where, when and who should be providing services and support in the community.

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## DETAILS

8. The Department of Local Government and Communities (DLGC), as part of its *Seniors Strategic Planning Framework* promotes the World Health Organisation (WHO) approach to developing Age Friendly Communities. A number of Local Government Authorities have created Age Friendly plans, with the support of DLGC funding that was provided in 2007/2008.
9. The Age Friendly Community framework was considered to be the best approach to adopt to add structure to the Positive Ageing Plan due to its credibility as a WHO endorsed framework and its reference in the State *Seniors Strategic Planning Framework*. There is a range of national and international evidence that supports its success and effectiveness.
10. The draft Positive Ageing Plan objective is to;
  - Consolidate strategic thinking to provide an all age friendly environment,
  - Provide information, guidance and direction for all Shire Officers to work strategically across the Age Friendly Communities eight domains as a framework for thinking and planning, and
  - Retain the importance of the preceding documents, and the linkage to the Shire Strategic Community Plan, rather than having a sole focus on Age Friendly Communities.
11. The eight Age Friendly Community Focus Points are;
  1. Outdoor spaces and buildings,
  2. Transport,
  3. Housing,
  4. Social Participation,
  5. Respect and Inclusion,
  6. Civic Participation and Employment,
  7. Communication and Information and
  8. Community and Health Services.
12. The draft Positive Ageing Plan provides a demographic profile that demonstrate that in the coming years, almost one quarter of the Shire of Kalamunda population will fit into the seniors cohort, followed by the largest population group being 50 – 59 years of age, meaning the seniors cohort will continue to be a large part of the Shires population for over 20 years.
13. The draft Positive Ageing Plan includes an action plan that has been developed by;
  - Analysing the *Community Strategic Plan* against the WHO Checklist of Essential Features of Age-friendly cities and identifying gaps,
  - Analysing operational activities, services and supports against the WHO Checklist of Essential Features of Age-friendly cities and identifying gaps,
  - Collaborating with Shire Officers across all business units to discuss the plan, the framework, the gaps identified and opportunities they presented for improvement and to hear about other projects that were being considered that would enhance the framework and
  - Conducting a workshop with the Kalamunda Aged Care Advisory Committee to get insight on the action plan and to identify any other opportunities for improvement.

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## **STATUTORY AND LEGAL CONSIDERATIONS**

14. Nil.

## **POLICY CONSIDERATIONS**

15. Nil.

## **COMMUNITY ENGAGEMENT REQUIREMENTS**

16. Engagement with the Kalamunda Aged Care Advisory Committee has occurred via its regular meetings and a specific workshop.
17. The Shire of Kalamunda was successful in a grant application to the DLGC, and was awarded \$10,000 to use towards an Age Friendly Consultation process. The aim of this is to, through a structured framework, consult with specific senior demographic markets and understanding their barriers in relation to the eight focus points of Age Friendly Communities. This information will further influence and enhance the action plan within the Positive Ageing Plan.

## **FINANCIAL CONSIDERATIONS**

18. The Senior and Disability Officer currently has \$3000 annual budget to support seniors projects and their implementation. As the actions within the Positive Ageing Plan gain momentum, this may need to be reviewed and increased in future budgets.

## **STRATEGIC COMMUNITY PLAN**

### **Strategic Planning Alignment**

19. *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 1.1.3 Pan for and provide ongoing support for people with disabilities to feel included within the community.

## **SUSTAINABILITY**

### **Social Implications**

20. The actions within the Positive Ageing Plan, benefit seniors, however the concept is that the improvements made within a community are wide spread. An age friendly community will enable community members of all ages to actively participate and engage.

### **Economic Implications**

21. Nil.

## Environmental Implications

22. Nil.

## RISK MANAGEMENT CONSIDERATIONS

23.

Risk	Likelihood	Consequence	Rating	Action/Strategy
The Plan does not achieve accessibility and inclusivity	Possible	Minor	Moderate	The Plan has been through robust review process with an internal project group and the Kalamunda Aged Care Advisory Committee.
Limited stakeholder engagement	Possible	Minor	Moderate	The annual desk top review process will provide an avenue to identify where actions are not being actively pursued and implemented, as well as identified where actions have been implemented and need monitoring and evaluation.

## OFFICER COMMENT

24. The Positive Ageing Plan provides basis and structure for Shire Officers to work within to continually create an accessible and inclusive community.

25. The Positive Ageing Plan outlines (page 4 and 5) what is already occurring and can be classified as Age Friendly, promoted and celebrated in the community, alongside the commitment the plan offers of continuous improvement in this space.

<b>Voting Requirements: Simple Majority</b>
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## COMMITTEE RECOMMENDATION TO COUNCIL (C&C 39/2016)

That Council:

1. Endorses the Draft Positive Ageing Plan 2016 – 2020 (Attachment 1).

Moved: **Cr Tracy Destree**

Seconded: **Cr Sara Lohmeyer**

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



**Attachment 1**

Positive Ageing Plan

**Draft Positive Ageing Plan**

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

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

**40. Raising of Loan for the Purchase of a Waste Compactor Unit**

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

**PURPOSE**

1. To approve the raising of a new loan undertaking for the purchase of a Waste Compactor Unit valued at \$206,510 exc. GST.

**BACKGROUND**

2. The Shire's 2016/2017 Annual Budget was approved at a Special Council meeting held on 20 June 2016. The budget contained provision of \$45,000 allocated for equipment hire for the purpose of leasing the waste compactor unit.
3. The Shire has recently conducted financial modelling to assess whether the annual leasing for the equipment represented the best value for money. The modelling considered:
  - A direct purchase;
  - A loan from West Australian Treasury Corporation (WATC); or
  - An operating lease.
4. The results of the financial modelling determined that the options of raising a loan under the Shire's umbrella loan agreement with WATC represented the best value for money. This option delivers a positive cash flow of \$62,220 over the five year term.
5. Following the financial modelling, the Shire called tenders for a Waste Compactor Unit and received three submissions, selecting Major Motors with the Isuzu Truck and Bucher Compactor combination. This unit will provide the Shire the best value for money and includes a good residual value at the end of a five year operating cycle. The outlay of the equipment will total \$206,510 excluding GST.

**DETAILS**

6. The direct purchasing option which requires an outlay of \$206,510 was eliminated from further consideration as it is considered more advantageous to invest money into alternative Shire activities. Currently borrowing costs are approximately charged at 2.23% whilst the Shire is able to invest funds at rates of between 2.6% to 2.8%

7. Accessing a loan requires \$206,510 funded by WATC over a five year term at a fixed rate of 2.23%.
- The residual value for the equipment is \$75,000 (estimate obtained from the equipment dealer).
  - The fixed annual repayments are \$44,105 per year.
  - The future cash flows are discounted at the same rate as the cost of borrowing.
8. The financial analysis demonstrated that accessing a loan from WATC for the purchase of the waste compactor unit represented the best value for money option for the Shire.

### Cash Flow Modelling Analyses

#### Loan Option (Net Present Value (NPV) calculation)

9.

Year	Annuity loan repayments – borrowed from WATC	Present Value (PV) of annuity loan payments
<b>0</b>	(\$44,105)	(\$44,105)
<b>1</b>	(\$44,105)	(\$43,134)
<b>2</b>	(\$44,105)	(\$42,185)
<b>3</b>	(\$44,105)	(\$41,257)
<b>4</b>	(\$44,105)	(\$40,349)
<b>5</b>	\$75,000	\$67,103
<b>Total</b>	<b>(\$145,525)</b>	
<b>NPV</b>		<b>(\$143,927)</b>

As shown above, if the Shire sells the unit after the fifth year, the expected selling price at that time is \$75,000 (positive cash flow). In present value terms, the Shire would receive \$67,103.

10. This analysis is based on conservative market conditions including factors such as wear and tear and future market conditions.

#### Operating Lease Option (NPV Calculation)

11. Four leasing companies were invited to provide quotes as per the successful tenderer's price and specifications. Three submissions were received and one company did not provide a quotation. The quotes were based on a:
- five year lease option based on 150,000km, 175,000km and 200,000km with a travel range over the life of the lease; and
  - six year lease option based on 150,000km, 175,000km and 200,000km with a travel range over the life of the lease.

12. Below are the submissions from the three companies

<b>Five year option – Monthly Costs (exc. GST)</b>			
	<b>Leasing</b>	<b>Fleet Care</b>	<b>SG Fleet</b>
0 - 150,000km	\$3,531	\$3,922	\$4,066
0 - 175,000km	\$3,590	\$3,950	\$4,179
0 - 200,000km	\$3,619	\$3,992	\$4,237

<b>Six year option – Monthly Costs (exc. GST)</b>			
	<b>Leasing</b>	<b>Fleet Care</b>	<b>SG Fleet</b>
0 - 150,000km	\$3,142	Not provided	\$3,603
0 - 175,000km	\$3,189	Not provided	\$3,698
0 - 200,000km	\$3,213	Not provided	\$3,746

Easifleet did not provide a submission.

13. Based on the current business usage of the existing equipment a travel range of 175,000km over five years has been identified as the ideal option. In addition to the information provided, the price difference between the 150,000km option and the 175,000km is immaterial in the context of the total expenditure.

At the end of the lease, the unit will be returned to the leasing company.

14. **Cash Flow schedule – Leasing option (NPV Calculation)**

Year	Annual Lease repayment – \$ (3590 X 12)	PV of annual lease repayments
<b>0</b>	(\$43,080)	(\$43,080)
<b>1</b>	(\$43,080)	(\$42,132)
<b>2</b>	(\$43,080)	(\$41,204)
<b>3</b>	(\$43,080)	(\$40,298)
<b>4</b>	(\$43,080)	(\$39,411)
<b>Total</b>	<b>(\$215,400)</b>	
<b>NPV</b>		<b>(\$206,127)</b>

15. **Comparisons – Purchase vs. Operating Lease**

Year	PV of annual lease repayments	PV of annuity loan payments	Difference
<b>0</b>	(\$43,080)	(\$44,105)	(\$1025)
<b>1</b>	(\$42,132)	(\$43,134)	(\$1002)
<b>2</b>	(\$41,204)	(\$42,185)	(\$981)
<b>3</b>	(\$40,298)	(\$41,257)	(\$959)
<b>4</b>	(\$39,411)	(\$40,349)	(\$938)
<b>5</b>	-	\$67,103	\$67,103
<b>NPV</b>	<b>(\$206,127)</b>	<b>(\$143,927)</b>	<b>\$62,220</b>

16. The net effect of \$62,220 reflects an advantageous and positive outcome for the Shire if it enters in a loan facility arrangement with WATC to purchase the unit.

17. The Shire carries a very low risk of sustaining a financial loss.

The probability of the above situation occurring is very low because based on current market conditions, the Shire is guaranteed to receive a greater value than \$4,905 which is the threshold set where an operating lease is favourable. (see note 15 for calculations). Furthermore, if selling the unit is not viable at that time, the Shire can continue using the unit until it fully exhausts the useful life of the truck (possibly another two years on top of the five years identified) at no further cost except potentially higher maintenance costs as compared to a new lease costs.

### STATUTORY AND LEGAL CONSIDERATIONS

18. The *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996* require under *s 6.20(2) – Power to Borrow*

*6.20. Power to borrow*

(2) *Where, in any financial year, a local government proposes to exercise a power under subsection (1) (**power to borrow**) and details of that proposal have not been included in the annual budget for that financial year —*

(a) *unless the proposal is of a prescribed kind, the local government must give one month's local public notice of the proposal; and*

(b) *the resolution to exercise that power is to be by absolute majority.*

### POLICY CONSIDERATIONS

19. FIN6 – Asset Financing and Borrowing.

This proposal meets the strategic and financial objectives of the policy for purchase of assets

### COMMUNITY ENGAGEMENT REQUIREMENTS

20. Nil.

### FINANCIAL CONSIDERATIONS

21. By borrowing funds to purchase the equipment, the Shire is committed to honouring loan repayments of up to \$44,105 per annum for five years. The impact on the debt service cover ratio is negligible and the amount of outgoing had already been budgeted as an equipment hire cost.

22. The Shire's financial position needs to be closely monitored to ensure it is operating sustainably and to allow for future capacity.

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## STRATEGIC COMMUNITY PLAN

### Strategic Planning Alignment

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

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

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

## SUSTAINABILITY

### Social Implications

24. Nil.

### Economic Implications

25. Nil.

### Environmental Implications

26. Nil.

## RISK MANAGEMENT CONSIDERATIONS

27.

Risk	Likelihood	Consequence	Rating	Action/Strategy
The Shire misses the opportunity to achieve value for money for the acquisition of the Waste Compactor Unit	Possible	Minor	Medium	Undertake financial modelling determining best value for money

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## OFFICER COMMENT

28. Based on the analysis and comparisons above, it is recommended to engage in a loan facility arrangement with WATC to purchase the waste compacter.

The Shire has an umbrella loan agreement with WATC ensuring easy access to funds. The Shire will need to submit

- a. Draft 30 June 2016 financial statements
- b. 2016/2017 adopted budget

29. To fulfil the legislative requirement as per *Section 6.20 (2a) – 'Power to Borrow'* of the *Local Government Act 1995*, the Shire is required to give one month's local public notice of the proposal (see point 16 above).

<b>Voting Requirements: Absolute Majority</b>
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## COMMITTEE RECOMMENDATION TO COUNCIL (C&C 40/2016)

That Council:

1. Pursuant to *S6.20 (2) of the Local Government Act 1995* approves the raising of a loan for \$206,510 over five years through the West Australian Treasury Corporation for the purpose of purchasing a Waste Compactor Unit.

Moved: **Cr Dylan O'Connor**

Seconded: **Cr John Giardina**

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

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

**41. Aged Accommodation Strategy 2016**

Previous Items	OCM 43/2016; OCM 75/2016; OCM 111/2016; OCM 125/2016
Responsible Officer	Chief Executive Officer
Service Area	Office of CEO
File Reference	
Applicant	N/A
Owner	N/A
Attachment 1	Aged Accommodation Strategy 2016 – Shire of Kalamunda

**PURPOSE**

1. To endorse the Aged Accommodation Strategy 2016.

**BACKGROUND**

2. The Shire of Kalamunda commissioned MacroPlan Dimasi to prepare a high level strategy illustrating the potential retirement/aged care delivery options which could be considered by Council.
3. Council at its meeting on 27<sup>th</sup> September 2016 resolved to:
  1. *Note the recommendations of the Shire of Kalamunda Aged Care Accommodation Strategy 2016.*
  2. *Request the Chief Executive Officer provide copies of the Shire of Kalamunda Aged Care Accommodation Strategy 2016 to the Kalamunda Aged care Advisory Committee for its advice prior to Council's consideration.*

**DETAILS**

4. The Shire of Kalamunda's Aged Accommodation Strategy, June 2008, assessed the supply and demand of retirement and aged care in the Shire and outlined the challenges to cater for the future needs of the ageing community.
5. Since this report a new range of data sets have become available including the Census of Population and Housing from the Australian Bureau of Statistics, population projections for Western Australian. Changes to Federal and State Government policy have also occurred.
6. The principal study area of the Aged Accommodation Strategy 2016 is the Shire of Kalamunda and surrounding suburbs. At times the assessment considers the broader metropolitan region based on evidence about the distance people move when entering a retirement village or aged care facility.



7. From the assessment undertaken MarcroPlan Dimasi recommends that the Shire of Kalamunda:
- Should not directly undertake any retirement or aged care developments. The sector has become increasingly demanding in terms of regulation, cost efficiency pressures, operational requirements and market demands that both the retirement living and aged care sectors have become more demanding of their owner/operators;
  - Encourage providers that will provide a 'hub and spoke' approach to aged care which means they will have one or more home bases within the Shire and be able to use these to provide home (community ) care services and therefore encourage ageing in place;
  - use government assets (including State Government land) to encourage retirement living and aged care developments (similar to the Carine Rise and Ridgewood Seniors Affordable Housing development examples); and
  - Prioritise sites close to existing amenities (shops, public transport which also helps to address the social isolation that some residents have with retirement villages) that are suitable for a ground lease to a retirement/aged care operator.
8. The Kalamunda Aged care Advisory Committee received the Shire of Kalamunda Aged Care Accommodation Strategy 2016 at their meeting on 21 September 2016 and made the following comments.
- Referring to page ii, Executive summary – a priority for the Shire would seem to be ensuring rezoning specifically for retirement living to facilitate such developments.
  - Referring to page vi – building on above, whilst Shire may not undertake building and management of retirement and residential aged care accommodation itself, providing land free or at minimal cost to appropriate developers would encourage more overall development in the Shire, and possibly more rapidly.
  - Referring to page vi – clarify the "hub and spoke" model. Is the hub a specific administrative centre for HACC-type services or could it be a residential ACF which acts as a base for these, possibly utilising shared professional staff for both services?
  - It should be noted that although retirement living/Independent living units may be preferred near to shops etc, this is not a requirement for residential aged care, "nursing home", accommodation where services are brought in to residents.
  - Referring to page 46-47 -Table 14 does not include already allocated beds for Villa Maria (90) and Parry House (60), and when ACT spoke to Baptist Care in February 2016 they had no plans to expand on the Sunshine Park site, so this needs to be re-confirmed.

- The Shire has a role in monitoring and stimulating service providers to develop within the Shire. The Shire should look to remove barriers to entry and eliminate red tape wherever possible.

9. The Kalamunda Aged Care Committee made the following Recommendation to Council.

*That Council note the KACAC supports the recommendation of the Kalamunda Aged Care Accommodation Strategy 2016 subject to more clarification being provided to the Committee in relation to the Spoke and Hub model outlined in the report.*

## **STATUTORY AND LEGAL CONSIDERATIONS**

10. Nil.

## **POLICY CONSIDERATIONS**

11. Nil.

## **COMMUNITY ENGAGEMENT REQUIREMENTS**

12. Nil.

## **FINANCIAL CONSIDERATIONS**

13. Nil.

## **STRATEGIC COMMUNITY PLAN**

### **Strategic Planning Alignment**

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

#### **Strategic Priority 1: Kalamunda Cares: Looking after our people**

Objective 1.2 To ensure the ageing population has housing choice.

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

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

## **SUSTAINABILITY**

### **Social Implications**

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

### **Economic Implications**

16. Nil.

## Environmental Implications

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

## RISK MANAGEMENT CONSIDERATIONS

18.

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

## OFFICER COMMENT

19. The Shire of Kalamunda has been actively pursuing increases in aged care accommodation provision within the Shire since 2008. On many occasions over this time the Council has considered its role in achieving this outcome. The Aged Care Accommodation Strategy 2016 provides Council with adequate information to provide strategic direction to support the delivery of aged care accommodation in the current environment.
20. With reference to the request from KACAC seeking more clarification being provided to the Committee in relation to the Spoke and Hub model outlined in the report, the Shire has actioned this request for the consultants to provide this feedback to the Kalamunda Aged Care Committee in the future meeting of the advisory committee.

<b>Voting Requirements: Simple Majority</b>
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## COMMITTEE RECOMMENDATION TO COUNCIL (C&C 41/2016)

That Council:

1. Endorses the recommendations of the Shire of Kalamunda Aged Accommodation Strategy 2016 shown as Attachment 1.
2. Note the Kalamunda Aged Care Committee supports the recommendation of the Kalamunda Aged Care Accommodation Strategy 2016 subject to more clarification being provided to the Committee in relation to the Spoke and Hub model outlined in the report.

Moved: **Cr Tracy Destree**

Seconded: **Cr John Giardina**

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

**Attachment 1**

Aged Accommodation Strategy 2016

**Aged Accommodation Strategy 2016 – Shire of Kalamunda**

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

**10.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

10.1 Nil.

**11.0 QUESTIONS BY MEMBERS WITHOUT NOTICE**

11.1 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.

11.2 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.

11.3 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 Chief Executive Officer took this question on notice, and advised the matter would be investigated.

**12.0 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**

12.1 Nil.

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

13.1 Nil.

**14.0 TABLED DOCUMENTS**

14.1 Minutes – Aged Care Advisory Committee – 21 September 2016.

**15.0 MEETING CLOSED TO THE PUBLIC**

15.1 Nil.

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**16.0 CLOSURE**

16.1 There being no further business the Presiding Member declared the meeting closed at 6.12pm.

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

Signed: \_\_\_\_\_  
Presiding Member

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2016