
Shire of Kalamunda

General
Services Committee

Minutes for 9 May 2011

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MINUTES

1.0 OFFICIAL OPENING

1.1 The Chairman opened the meeting at 6.30pm and welcomed Councillors, Staff and Members of the Public Gallery.

2.0 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE PREVIOUSLY APPROVED

2.1 Attendance

Councillors

Sue Bilich	North Ward
Margaret Thomas	North Ward
Noreen Townsend	South West Ward
Frank Lindsey	South East Ward
Carol Everett	South East Ward
Geoff Stallard	South East Ward
Martyn Cresswell	(Chairman) North West Ward
Justin Whitten	North West Ward
Dylan O'Connor	North West Ward

Members of Staff

James Trail	Chief Executive Officer
Kevin O'Connor	Director Community Development
Mahesh Singh	Director of Engineering Services
Steve Leeson	Acting Director of Corporate Services
Darrell Forrest	Manager Governance
Peter Hayes	Manager Business and Strategy
Darren Jones	Manager Community Development
Sammoy Palmer	Acting Manager Finance
Simon Miller	Manager Operations
Darren Von Bergheim	Coordinator Community and Property Services
Michelle Clark	Executive Assistant
Meri Comber	Minute Secretary

Members of the Public 2

Members of the Press Nil.

2.2 Apologies

Councillors

Allan Morton	South West Ward
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Members of Staff

Clayton Higham	Director of Planning & Development Services
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2.3 Leave of Absence Previously Approved

Donald McKechnie
Maureen Robinson

(Shire President) North Ward
South West Ward

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 Mr John Barrett of 61 Traylen Road, Kalamunda brought a sample of fencing he is using over a boundary drain on his property and asked why Council staff remove the fencing without consulting him. He told the meeting that the fencing is to prevent problem dogs entering his property and in his opinion does not block the drain.

Question taken on notice.

4.0 PETITIONS/DEPUTATIONS

- 4.1 Nil.

5.0 APPLICATIONS FOR LEAVE OF ABSENCE

- 5.1 Nil.

6.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

- 6.1 That the Minutes of the General Services Committee Meeting held on 11 April 2011 are confirmed as a true and correct record of the proceedings.

Moved: **Cr Margaret Thomas**

Seconded: **Cr Noreen Townsend**

Vote: **CARRIED UNANIMOUSLY (9/0)**

7.0 ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

- 7.1 The Chairman wished the CEO a happy birthday.

8.0 MATTERS FOR WHICH MEETING MAY BE CLOSED

- 8.1 Nil.

9.0 DISCLOSURE OF INTERESTS

9.1 Disclosure of Financial and Proximity Interests

- a. Members must disclose the nature of their interest in matters to be discussed at the meeting. (Sections 5.60B and 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. (Sections 5.70 and 5.71 of the *Local Government Act 1995*.)

9.1.1 Nil.

9.2 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.

9.2.1 Nil.

10.0 REPORT 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.**61. Creditors' Accounts Paid During the Period 30 March to 20 April 2011**

Previous Items	N/A
Responsible Officer	Acting Director Corporate Services
Service Area	Finance
File Reference	FI-CRS-002
Applicant	N/A
Owner	N/A

Attachment 1 Creditor Payments for the period 30 March to 20 April 2011 - Page 1

PURPOSE

1. To receive creditors' accounts paid during the period 30 March to 20 April 2011 (Attachment 1).

BACKGROUND

2. It is a requirement of the *Local Government (Financial Management) Regulations 1996 (Regulation 12)* that a list of Creditors' Accounts Paid is compiled each month.
3. The report is required to show payee's name, the amount of the payment, the date of the payment, and sufficient information to identify the transaction.

DETAILS

4. Accordingly, the list of creditors paid during the periods 30 March to 20 April 2011 (Attachment 1).

STATUTORY AND LEGAL IMPLICATIONS

5. Nil.

POLICY IMPLICATIONS

6. Nil.

PUBLIC CONSULTATION/COMMUNICATION

7. Nil.

FINANCIAL IMPLICATIONS

8. Nil.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

Strategic Planning Implications

9. This report works toward achieving objective:
- *5.5.2 Provide financial services to support Council's operations and to meet sustainability planning, reporting and accountability requirements.*
- of the Shire of Kalamunda Strategic Plan 2009-2014.

Sustainability Implications

Social implications

10. Nil.

Economic Implications

11. Nil.

Environmental Implications

12. Nil.

OFFICER COMMENT

13. Nil.

COMMITTEE RECOMMENDATION TO COUNCIL (GS 61/2011)

1. That the list of creditors paid during the period 30 March to 20 April 2011 (Attachment 1) be received by Council in accordance with the requirements of the *Local Government (Financial Management) Regulations 1996 (Regulation 12)*.

Moved: **Cr Margaret Thomas**

Seconded: **Cr Justin Whitten**

Vote: **CARRIED UNANIMOUSLY (9/0)**

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

62. Monthly Financial Statements for the Period ending 30 April 2011

Previous Items	N/A
Responsible Officer	Acting Director Corporate Services
Service Area	Finance
File Reference	FI-SRR-006
Applicant	N/A
Owner	N/A

Attachment 1 Statement of Financial Activity for the period ending 30 April 2011 – Page 19

PURPOSE

1. To receive the draft monthly financial statement reports for the period ending 30 April 2011.

BACKGROUND

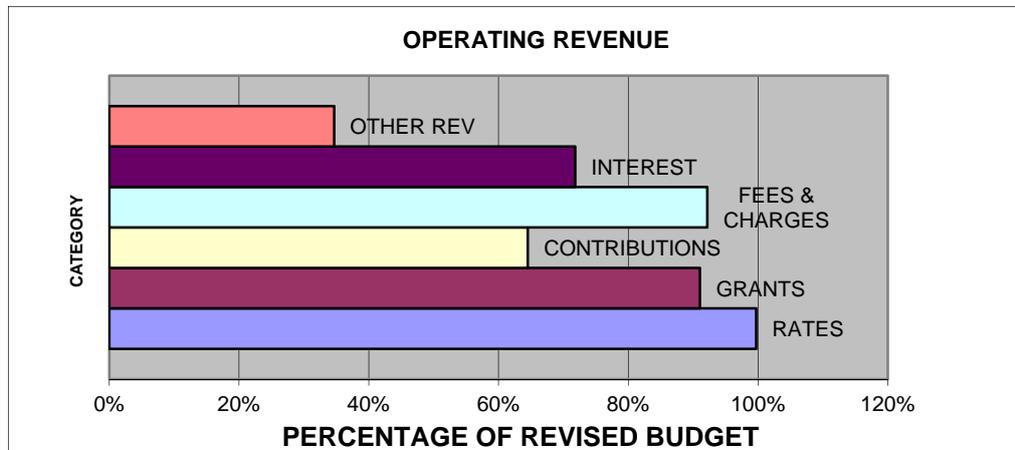
2. Attached is the monthly Rate Setting Statement and Statement of Comprehensive Income for the period ending 30 April 2011. These have been prepared in accordance with the requirements of *Local Government (Financial Management) Regulations 1996 (Section 34)*.
3. It is also a requirement of the Regulation that each financial year the local government adopts a percentage or value to be used in statements of financial activity for reporting material variances.

DETAILS

4. As part of the Budget adoption process, Council agreed to report variances of 5% or \$5,000, whichever is greater, within the monthly Financial Activity Statement.
5. Refer to the comments relating to the above mentioned variances in the report.
6. Financial Commentary

Operating revenue

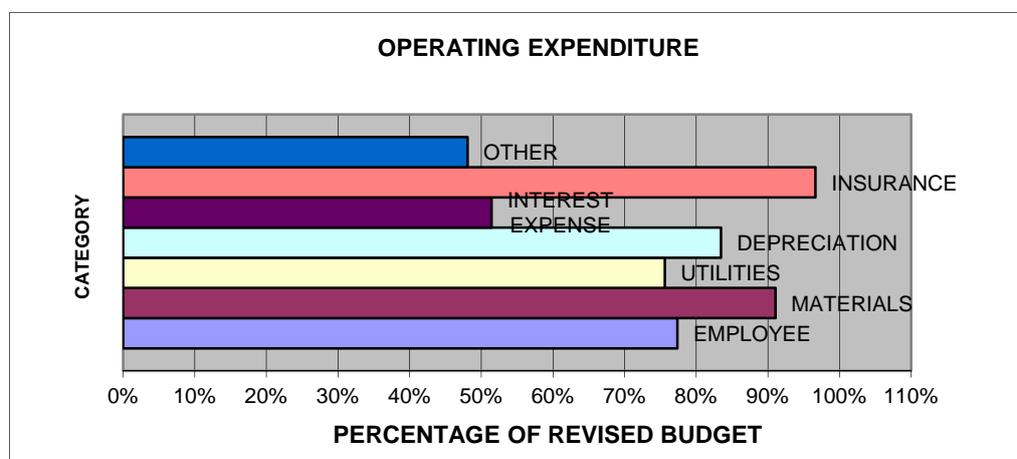
 - RATES - Cash in lieu of rates from Co-Operative Bulk Handling has been requested.
 - INTEREST - The bulk of interest earnings are recognised later in the financial year, with seven term deposits.



Operating expenditure

Having adopted the mid-year budget review, most categories are generally reporting within year to date budgeted amounts.

- MATERIALS - Much the same. Timing differences for receipt of contractor invoices within the waste collection program are reflective against verge collection and recycling expenditure being under year to date budget. Expenditure on fuel is over budget due to increased costs, but is offset by savings in other areas.
- INSURANCE - Against the revised budget is considered fully spent for the year.
- OTHER - Comprising a small category of budgeted expenditure, this is largely affected by the payment of the Historical Societies operating grant of \$20,500 during the month.
- INTEREST EXPENSE- A revised budget incorporating the Kalamunda Road land purchase loan having been drawn down ahead of planned necessitating a loan payment in the 2010/2011 year, has increased the budget for interest expense.

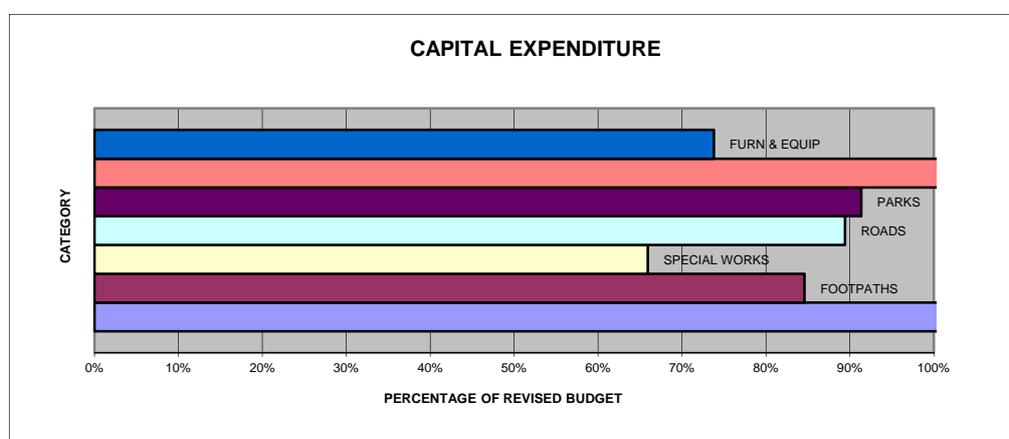


Salaries & Wages

Net employment costs are tracking at 100% of year to date budget, with savings in some areas continue to be offset by vacancies and late appointments in others. Training expenditure is again under year to date budget though further expenditure is expected. Recruitment costs have exceeded budget review amounts by \$40,000.

Capital Expenditure

The Engineering works program is currently at 76% of budget based upon actual expenditure. Expenditure on drainage and special works is greater than budgeted amounts, though within the overall roadworks construction program budget.



FINANCIAL RATIOS

2010/11

2009/10

Current Ratio

0.7:1

0.59:1

Calculated as follows:

$$\frac{\text{Current assets minus restricted current assets}}{\text{Current liabilities minus liabilities associated with restricted assets}}$$

The current ratio is used to evaluate the liquidity, or ability to meet short term debts.

Untied Cash to Trade Creditors Ratio

-0.2:1

0.00:1

Calculated as follows:

$$\frac{\text{Untied cash}}{\text{Unpaid trade creditors}}$$

The untied cash to trade creditors ratio indicates the ability of the Council to pay its trade creditors, in accordance with normal trading terms and conditions, using untied / unrestricted funds. This is an indicator of the short term position of Council. A ratio of less than 1 would indicate insufficient funds to pay trade creditors.

Debt Ratio

3.17%

2.86%

Calculated as follows:

$$\frac{\text{Total liabilities}}{\text{Total assets}}$$

The debt ratio is a measure of the Council's liabilities as a percentage of its assets. Generally the lower the ratio the greater the capacity to borrow, though a local government must include infrastructure assets in this calculation, which should be considered in context.

<u>Debt Service Ratio</u>	1.33%	0.29%
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Calculated as follows:	$\frac{\text{Debt Service Cost (Principal \& Interest)}}{\text{Available operating revenue}}$	
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The debt service ratio represents Council's ability to service debt out of uncommitted or general purpose funds available for operations. Self supporting loans should be taken into consideration when evaluating this ratio.

<u>Gross Debt to Revenue Ratio</u>	15.33%	10.29%
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Calculated as follows:	$\frac{\text{Gross debt}}{\text{Total revenue}}$	
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The gross debt to revenue ratio illustrates Council's ability to cover gross debt with its revenue in any given year. The lower the percentage the greater the ability to service borrowings. As debt is typically repaid over several years, this ratio is more of a guide for Council's future capacity to repay.

<u>Gross Debt to Economically Realisable Assets Ratio</u>	3.05%	2.04%
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Calculated as follows:	$\frac{\text{Gross debt}}{\text{Economically realisable assets}}$	
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The gross debt to economically realisable assets ratio relates actual borrowings directly to tangible assets (excludes infrastructure assets). It illustrates a Council's reliance on borrowings to fund new projects and gives an indication as to its future capacity. The lower the ratio the better placed a Council is.

<u>Rate Coverage Ratio</u>	51.35%	49.45%
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Calculated as follows:	$\frac{\text{Net rate revenue}}{\text{Operating revenue}}$	
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The rates coverage ratio measures Council's dependence on rate revenue to fund operations. It is considered that a higher ratio would indicate a higher controllable dependency on rates revenue and less of a dependency on government grants and other uncontrollable funding sources. Large grants or contributions of a once-off nature will affect this ratio.

<u>Outstanding Rates Ratio</u>	2.86%	3.97%
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Calculated as follows:	$\frac{\text{Rates outstanding}}{\text{Rates collectable}}$	
------------------------	---	--

The outstanding rates ratio helps to determine the effectiveness of Council's rate collection procedures. The lower the ratio the better the collection policy and procedures. This ratio ignores pensioner rates deferrals due to their nature. The ratio should be low as at 30 June each year.

STATUTORY AND LEGAL IMPLICATIONS

7. Nil.

POLICY IMPLICATIONS

8. Nil.

PUBLIC CONSULTATION/COMMUNICATION

9. Nil.

FINANCIAL IMPLICATIONS

10. Nil.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

Strategic Planning Implications

11. This report works toward achieving objective:

- *5.5.2 Provide financial services to support Council's operations and to meet sustainability planning, reporting and accountability requirements.*

of the Shire of Kalamunda Strategic Plan 2009-2014.

Sustainability Implications

Social implications

12. Nil.

Economic Implications

13. Nil.

Environmental Implications

14. Nil.

OFFICER COMMENT

15. More detail is provided on various analysis in the attachment.

COMMITTEE RECOMMENDATION TO COUNCIL (GS 62/2011)

1. That the monthly financial statements which comprise the Statement of Financial Position, Statement of Comprehensive Income by Nature and Type, Statement of Comprehensive Income by Program, Rate Setting Statement, Cash Flow Statement, Notes to and Forming Part of the Financial Report and Operating Budget Variance Analysis for the period ending 30 April 2011 (Attachment 1) be received.

Moved: **Cr Margaret Thomas**

Seconded: **Cr Geoff Stallard**

Vote: **CARRIED UNANIMOUSLY (9/0)**

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

63. Debtors and Creditors Reports for the Period ending 30 April 2011

Previous Items	N/A
Responsible Officer	Acting Director Corporate Services
Service Area	Finance
File Reference	FI-CRS-002
Applicant	N/A
Owner	N/A
Attachment 1	Summary of Debtors for the period ended 30 April 2011 – Page 65
Attachment 2	Summary of Creditors for the period ended 30 April 2011 – Page 66

PURPOSE

1. To receive a monthly report on debtors and creditors.

BACKGROUND

2. Attached are the reports detailing aged debtors (Attachment 1) and creditors (Attachment 2) as at 30 April 2011.
3. Council has requested reports detailing outstanding debtors and creditors on a monthly basis.

DETAILS

Debtors

4. Particular items affecting the outstanding balances are:
90+ days - Department Regional Development – Regional Development Grant funding for Zig Zag Community Centre - Project Progress Report completed and sent on 21 March 2011. Payment will be made upon approval of variations

Creditors

5. Payments totalling \$3,253,703.32 were made during the month of April.
6. Standard payment terms are 30 days from the end of month, with local business and contractors on 14 day terms. Invoices showing as outstanding greater than 60 and 90 days are the result of the original invoice documentation not being received by Finance.
7. All contractors, trades and suppliers are advised of the Shire's preference to pay by Electronic Funds Transfer (EFT) for efficiency and cost savings.

STATUTORY AND LEGAL IMPLICATIONS

8. Nil.

POLICY IMPLICATIONS

9. Nil.

PUBLIC CONSULTATION/COMMUNICATION

10. Nil.

FINANCIAL IMPLICATIONS

11. Nil.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

Strategic Planning Implications

12. This report works toward achieving objective:

- *5.5.2 Provide financial services to support Council's operations and to meet sustainability planning, reporting and accountability requirements.*
of the Shire of Kalamunda Strategic Plan 2009-2014.

Sustainability Implications

Social implications

13. Nil.

Economic Implications

14. Nil.

Environmental Implications

15. Nil.

OFFICER COMMENT

16. Nil.

COMMITTEE RECOMMENDATION TO COUNCIL (GS 63/2011)

1. That the outstanding debtors (Attachment 1) and creditors (Attachment 2) report as at 30 April 2011 be received.

Moved: **Cr Margaret Thomas**

Seconded: **Cr Justin Whitten**

Vote: **CARRIED UNANIMOUSLY (9/0)**

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

64. Rates Debtors Report for the Period ending 30 April 2011

Previous Items	N/A
Responsible Officer	Acting Director Corporate Services
Service Area	Finance
File Reference	FI-DRS-004
Applicant	N/A
Owner	N/A

Attachment 1 Summary of Outstanding Rates for the period ended 30 April 2011 – Page 67

PURPOSE

1. To receive a report on rates debtors as at 30 April 2011.

BACKGROUND

2. Attached is the report detailing rates debtors as at 30 April 2011 (Attachment 1).

DETAILS

3. The fourth and final rates instalment was due on 8 April 2011.
4. Stage 2 of the debt recovery process is being undertaken by Dun & Bradstreet. This stage is the issue of General Procedure Claims.

STATUTORY AND LEGAL IMPLICATIONS

5. Nil.

POLICY IMPLICATIONS

6. Nil.

PUBLIC CONSULTATION/COMMUNICATION

7. Nil.

FINANCIAL IMPLICATIONS

8. Nil.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

Strategic Planning Implications

9. This report works toward achieving objective:
- 5.5.2: Provide financial services to support Council's operations and to meet sustainability planning, reporting and accountability requirements.
- of the Shire of Kalamunda Strategic Plan 2009-2014.

Sustainability Implications

Social implications

10. Nil.

Economic Implications

11. Nil.

Environmental Implications

12. Nil.

OFFICER COMMENT

13. Nil.

COMMITTEE RECOMMENDATION TO COUNCIL (GS 64/2011)

1. That the rates debtors report as at 30 April 2011 (Attachment 1) be received.

Moved: **Cr Carol Everett**

Seconded: **Cr Margaret Thomas**

Vote: **CARRIED UNANIMOUSLY (9/0)**

Declaration of financial / conflict of interests to be recorded prior to dealing with each item.**65. Budget 2011/2012 – Differential Rates**

Previous Items	Nil.
Responsible Officer	A/Director Corporate Services
Service Area	Corporate Services
File Reference	
Applicant	N/A
Owner	N/A
Attachment 1	Nil

PURPOSE

1. To consider the level at which to set and advertise differential rates as part of the 2011/2012 Budget process.

BACKGROUND

2. This report seeks authority on the level at which to advertise differential rates.

DETAILS

3. The Budget will be framed on the current five year Budget and principles of the proposed rolling ten year plan designed to both lift the level of service at the Shire of Kalamunda and to address the maintenance gap that exists for built infrastructure. The five year plan assumes a 7% increase in the rate in the dollar for the 2011/2012 year. Information recently received from WALGA indicates that the majority of Metropolitan Local Governments anticipate that residential rates will increase between 5% and 8%.
4. The 2010/2011 Budget saw the introduction of differential rating for commercial zoned land as well as the continuation of differential rates for industrial zoned land, which was introduced in the 2009/2010 budget. The rate in the dollar for these properties in the 2010/2011 budget was 5% higher than general rates for commercial zoned land and 10% higher than general rates for general industrial and light industrial zoned land.
5. The percentage differential for the 2011/2012 Budget will remain 5% higher than the general rate for commercial zoned land and 12% higher than the general rate for industrial and light industrial rated land.

STATUTORY AND LEGAL IMPLICATIONS

6. Rates are levied on all rateable properties within the boundaries of the Shire of Kalamunda in accordance with the *Local Government Act 1995*. The overall objective of the proposed rates and charges in the 2011/2012 Budget is to provide for the net funding requirements of the Council's activities and works programs as outlined in the Five Year Financial Plan.
7. In accordance with Section 6.36 of the *Local Government Act 1995*, the Shire is required to ensure that a notice is published in sufficient time to allow submissions to be made by an elector or a ratepayer in respect of the proposed rate within 21 days of the publication of the notice.

POLICY IMPLICATIONS

8. The retention of differential rating continues the existing policy.

PUBLIC CONSULTATION/COMMUNICATION

9. Subject to the approval of the Recommendation of this report public consultation will be sought by the publication of a public notice and the request for submissions in line with the requirements of the *Local Government Act 1995*.

FINANCIAL IMPLICATIONS

10. Nil.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

Strategic Planning Implications

11. Nil.

Sustainability Implications

Social implications

12. Nil.

Economic Implications

13. Nil.

Environmental Implications

14. Nil.

OFFICER COMMENT

15. This report is submitted in order that Councillors may have the opportunity to give direction on the levels of rate increase and differential rate to be advertised for public comment as part of the 2011/2012 Budget process.

OFFICER RECOMMENDATION (GS 65/2011)

1. That, in line with the existing Five Year Financial Plan, the level of Rate increase to be advertised by public notice for the 2011/2012 Budget shall be 7.0%.
2. That the rate in the dollar and Minimum Rates advertised in the public notice for the Rating Category of Commercial shall be 5% higher than that for General Rates.
3. That the rate in the dollar and Minimum Rates advertised in the public notice for the Rating Category of General Industry and Light Industry shall be 12% higher than that for General Rates.

In consideration of the General Rental Value revaluation by the Valuer General of WA effective 30 June 2011 an Amended Officer Recommendation was circulated prior to the commencement of the meeting.

COMMITTEE RECOMMENDATION TO COUNCIL (GS 65/2011)

1. That Council note the Shire of Kalamunda will be subject to a General Rental Value (GRV) revaluation by the Valuer General of WA effective 30 June 2011.
2. That in line with the existing Five Year Financial Plan and the GRV revaluation a Rate increase of 7% (net) is to be advertised in accordance with Section 6.36 of the *Local Government Act 1995* for the 2011/2010 Budget.
3. That the rate in the dollar and minimum rates advertised in the public notice for the rating category of Commercial shall be 5% higher than that for General Rates.
4. That the rate in the dollar and minimum rates advertised in the public notice for the rating category of General Industry and Light Industry shall be 12% higher than that for General Rates.

Moved: Cr Noreen Townsend

Seconded: Cr Geoff Stallard

Vote: For
Cr Carol Everett
Cr Geoff Stallard
Cr Noreen Townsend
Cr Dylan O'Connor
Cr Sue Bilich
Cr Martyn Cresswell

Against
Cr Frank Lindsey
Cr Justin Whitten
Cr Margaret Thomas

CARRIED (6/3)

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

66. Proposed Budget Amendment – Kalamunda Home and Community Care

Previous Items	Nil
Responsible Officer	Acting Director Corporate Services
Service Area	Corporate
File Reference	
Applicant	N/A
Owner	N/A
Attachments	Nil

PURPOSE

- To amend the Shire of Kalamunda 2010-2011 budget to more accurately reflect expenditure within the Kalamunda Home and Community Care business unit.

BACKGROUND

- Following the implementation of the Business Recovery Plan for Kalamunda Home and Community Care this amendment is sought to bring the budget into line with this Plan.

DETAILS

- | | | Revised
Budget as
at 31
March
2011 | Proposed
Amended
Budget |
|---------|---|---|--|
| 385729. | Programmes | | |
| 1221 | Centre Based Day Care - Employee Costs | 1,033,497 | 737,786 |
| 1221 | Centre Based Day Care - Material Costs | 35,875 | 35,875 |
| 1221 | Centre Based Day Care - HACC Depn | 10,976 | 10,976 |
| 1221 | Centre Based Day Care - HACC Depn | | |
| 1222 | In Home Social Support - Employee Costs | 221,470 | 192,821 |
| 1222 | In Home Social Support - Materials | 67,179 | 67,179 |
| 1224 | Respite Care (for Carers) - Employee Costs | 60,693 | 60,693 |
| 1224 | Respite Care (for Carers) - Materials | 17,030 | 17,030 |
| 1224 | Respite Care (for Carers) - HACC Depn | 998 | 998 |
| 1225 | Assessment (eligibility, needs, etc) - Employee Costs | 68,786 | 52,430 |
| 1225 | Assessment (eligibility, needs, etc) - Materials | 36,240 | 36,240 |

1225	Assessment (eligibility, needs, etc) - HACC Depn	1,330	1,330
1226	Client Care Coordination (Referral) - Materails		
1226	Client Care Coordination (Referral) - HACC Depn		
1227	Counselling, Support, Information & Advocacy - Employee Costs	78,898	78,898
1227	Counselling, Support, Information & Advocacy - Materials	3,295	3,295
1227	Counselling, Support, Information & Advocacy - HACC Depn	1,330	1,330
1229	Transport - Employee Costs	198,695	112,125
1229	Transport - Material Costs	73,004	73,004
1229	Transport - HACC Depn	4,324	4,324
1229	Transport - HACC Depn	34,630	34,630
1230	Home Maintenance - Employee Costs	225,000	319,894
1230	Home Maintenance - Material Costs	17,700	17,700
1230	Home Maintenance - HACC Depn	3,326	3,326
1231	Domestic Assistance - Employee Costs	260,000	454,686
1231	Domestic Assistance - Material Costs	38,670	38,670
1231	Domestic Assistance - HACC Depn	3,991	3,991
1232	Personal Care - Employee Costs	95,000	119,530
1232	Personal Care - Material Costs	20,606	20,606
1232	Personal Care - HACC Depn	1,663	1,663
1233	Transport - Employee Costs	85,000	198,177
1233	Transport - CBDC Material Costs	22,052	22,052
1233	Transport - CBDC Depn	1,330	1,330
	Total Programmes	2,722,589	2,722,589

STATUTORY AND LEGAL IMPLICATIONS

4. Nil.

POLICY IMPLICATIONS

5. Nil.

PUBLIC CONSULTATION/COMMUNICATION

6. Nil.

FINANCIAL IMPLICATIONS

7. The amendment reallocates funding across line items within account 385729 for improved reporting purposes.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS
Strategic Planning Implications

8. Nil.

Sustainability ImplicationsSocial implications

9. Nil.

Economic Implications

10. Nil.

Environmental Implications

11. Nil.

OFFICER COMMENT

12. Nil.

COMMITTEE RECOMMENDATION TO COUNCIL (GS 66/2011)

1. That Council approve the amendment of the Shire of Kalamunda 2010/2011 Budget to 385729 to bring the budget into line with the Business Recovery Plan for Kalamunda Home and Community Care as follows.

		Revised Budget as at 31 March 2011	Proposed Amended Budget
385729.	Programmes		
1221	Centre Based Day Care - Employee Costs	1,033,497	737,786
1221	Centre Based Day Care - Material Costs	35,875	35,875
1221	Centre Based Day Care - HACC Depn	10,976	10,976
1221	Centre Based Day Care - HACC Depn		
1222	In Home Social Support - Employee Costs	221,470	192,821
1222	In Home Social Support - Materials	67,179	67,179
1224	Respite Care (for Carers) - Employee Costs	60,693	60,693
1224	Respite Care (for Carers) - Materials	17,030	17,030
1224	Respite Care (for Carers) - HACC Depn	998	998
1225	Assessment (eligibility, needs, etc) - Employee Costs	68,786	52,430
1225	Assessment (eligibility, needs, etc) - Materials	36,240	36,240
1225	Assessment (eligibility, needs, etc) - HACC Depn	1,330	1,330

1226	Client Care Coordination (Referral) - Materials		
1226	Client Care Coordination (Referral) - HACC Depn		
1227	Counselling, Support, Information & Advocacy - Employee Costs	78,898	78,898
1227	Counselling, Support, Information & Advocacy - Materials	3,295	3,295
1227	Counselling, Support, Information & Advocacy - HACC Depn	1,330	1,330
1229	Transport - Employee Costs	198,695	112,125
1229	Transport - Material Costs	73,004	73,004
1229	Transport - HACC Depn	4,324	4,324
1229	Transport - HACC Depn	34,630	34,630
1230	Home Maintenance - Employee Costs	225,000	319,894
1230	Home Maintenance - Material Costs	17,700	17,700
1230	Home Maintenance - HACC Depn	3,326	3,326
1231	Domestic Assistance - Employee Costs	260,000	454,686
1231	Domestic Assistance - Material Costs	38,670	38,670
1231	Domestic Assistance - HACC Depn	3,991	3,991
1232	Personal Care - Employee Costs	95,000	119,530
1232	Personal Care - Material Costs	20,606	20,606
1232	Personal Care - HACC Depn	1,663	1,663
1233	Transport - Employee Costs	85,000	198,177
1233	Transport - CBDC Material Costs	22,052	22,052
1233	Transport - CBDC Depn	1,330	1,330
	Total Programmes	2,722,589	2,722,589

Moved: **Cr Carol Everett**

Seconded: **Cr Margaret Thomas**

Vote: **CARRIED UNANIMOUSLY (9/0)**

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

67. Proposed Community Funding Policy – Proposed Adoption Following Public Comment Period

Previous Items	OCM 06/2011
Responsible Officer	Director Community Development
Service Area	Community Development
File Reference	
Applicant	Shire of Kalamunda
Owner	N/A
Attachment 1	Proposed Community Funding Policy (COMR20) Page 68
Attachment 2	February Council Report OCM 06/2011 – Page 71
Attachment 3	Donations, Grants and Contributions Policy (COMR18) Page 77

PURPOSE

1. To receive feedback from the public comment period and consider adopting the Proposed Community Funding Policy (COMR20) (Attachment 1).

BACKGROUND

2. The Shire's Community Funding Programs provide a unique opportunity to leverage Council funds and provide an opportunity to inject economic, cultural and social benefits into the Shire of Kalamunda.
3. In September 2010, as part of a continuous improvement program, a review of the Shire's Community Funding Program structure was undertaken.
4. In February 2011, Council was presented with the Proposed Community Funding Policy report item (OCM 06/2011) for consideration (Attachment 2). Council resolved to adopt the Proposed Community Funding Policy for the purposes of advertising to seek public comment for a period of 21 days.
5. The Proposed Community Funding Policy was subsequently advertised in the local newspaper and on the Shire's website. There was no feedback received during the public comment period and Council is now presented with the Draft Community Funding Policy for consideration.

DETAILS

6. Should Council endorse the Proposed Community Funding Policy, the following community funding program structure would be implemented:
 - Sport & Recreation Development – up to \$1000.
 - Community Development (Schools & Community Groups) – up to \$1000.

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- Community Capital Grants Funding Program – up to \$50,000.
 - Long Term Planning Grants Funding Program – over \$50,001.
 - Student Citizenship Awards - \$50 book voucher per school/student.
 - Kalamunda Sports Star Awards – Junior (Under 18)/\$250 and Senior (18-25)/\$150.

STATUTORY AND LEGAL IMPLICATIONS

7. Nil.

POLICY IMPLICATIONS

8. The Shire currently has a Donations, Grants and Contributions Policy (COMR18) to guide the delivery of the Shire's Community Funding Programs (Attachment 3).

PUBLIC CONSULTATION/COMMUNICATION

9. In determining the most appropriate model for the Shire's community funding programs, Officers liaised with other Local Government Authorities with similar programs, in particular the Cities of Joondalup, Wanneroo, Gosnells and Stirling.
10. The community was invited to provide feedback on the proposed Policy over a 21 day period between 5 March and 26 March 2011. This process involved details on the Shire's website and an advertisement in the local newspaper. No submissions were received during the public comment period.

FINANCIAL IMPLICATIONS

11. Within the 2010/11 Budget, Council allocated \$22,500 towards the delivery of the Shire's Community Funding Programs.
12. Any financial support provided in relation to the proposed Community Capital Grants Program shall form part of the annual budget deliberation process.
13. To further enhance the Community Funding Programs through providing increased opportunities for the community to access funds, future budget allocation increases will need to be considered.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

Strategic Planning Implications

14. Shire of Kalamunda Strategic Plan 2009-2014
- Goal 1 Community Development – A strong sense of community
A place people want to work, live and visit, meeting a diverse range of community needs.
- Outcome 1.5 Opportunities and support for young people
To support and encourage the provision of a diverse range of structured, unstructured and casual leisure and entertainment options that are low cost and accessible to young people.
- 1.5.1 Facilitate a coordinated approach to identifying and meeting the needs of young people, maximising partnerships and financial opportunities.
- Outcome 1.6 Inclusive intergenerational Health and Wellbeing opportunities
Provision of appropriate services that support intergenerational health and wellbeing of residents in the community including a diverse age and culture range, to ensure quality of life for all people living within the Shire.
- 1.6.2 Support and encourage partnerships that provide community service programmes, in addition to education and wellbeing opportunities for all ages.

Sustainability Implications

Social Implications

15. The Shire's Community Funding Programs provide an opportunity to inject economic, cultural and social benefits into the Shire of Kalamunda community and should be supported where relevant and feasible, in order to deliver outcomes as identified within the Shire's Strategic Plan.

Economic Implications

16. Nil.

Environmental Implications

17. Nil.

OFFICER COMMENT

18. The Proposed Community Funding Policy will aim to provide a strategic direction and guidance to Officers for the effective management of the Shire's community funding programs. In addition, it will endeavour to assist in enhancing active participation of local residents, whilst promoting the image of the Shire within the Community.
19. Officers recommend that following the public comment period Council now adopts the Draft Community Funding Policy and revokes the Donations, Grants and Contributions Policy (COMR18).

COMMITTEE RECOMMENDATION TO COUNCIL (GS 67/2011)

That Council:

1. Revokes the Donations, Grants and Contributions Policy (COMR18) (Attachment 3); and
2. Adopts the Proposed Community Funding Policy (COMR20) (Attachment 1).

Moved: **Cr Margaret Thomas**

Seconded: **Cr Carol Everett**

Vote: **CARRIED UNANIMOUSLY (9/0)**

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

68. Proposed Changes to Restricted Burning Times

Previous Items	N/A
Responsible Officer	Director Community Development
Service Area	Community Development
File Reference	RA/BFC 001
Applicant	Shire of Kalamunda
Owner	Shire of Kalamunda

PURPOSE

1. To consider the Shire of Kalamunda adopting standardised Restricted Burning Times aligned to the Cities of Swan, Gosnells and Armadale and the Shire of Mundaring.

BACKGROUND

2. At a Bush Fire Advisory Committee meeting held on the 18 November 2010, the Committee endorsed a proposal by the Shire of Kalamunda Community Emergency Services Manager to extend the restricted burning times to 1 October to 30 November inclusive and from 1 April to 30 May inclusive.
3. Previously the Shire's Restricted burning times were from 31 October to 30 November inclusive and from 1 April to 30 April inclusive.

DETAILS

4. By aligning the restricted burning times all councils will be working within the same parameters thus causing less confusion to the public particularly those living close to local government boundaries.
5. The decision to align restricted burning times, with other local governments in the district was made in conjunction with other local authorities. It has been common practice in recent years to regularly extend restricted burning times due to increased fire risk caused by drier conditions earlier in the year.

STATUTORY AND LEGAL IMPLICATIONS

6. According to Part III Division 3 Section 18 of the *Bushfires Act 1954*, "restricted burning times" means the times of the year during which it is declared by the Authority to be unlawful to set fire to the bush within a zone of the State except in accordance with a permit obtained under that section and with the conditions prescribed for the purposes of that section and, in relation to land in such a zone —

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- a. includes any extension of those times made, or any further times imposed, under that section in respect of the whole of that zone or in respect of the part of that zone, or the district or part of a district, in which that land is situated; but
 - b. does not include any period by which those times are reduced, or for which those times are suspended, under that section in respect of the whole of that zone, or in respect of that part of that zone, or the district or part of a district, in which that land is situated.

POLICY IMPLICATIONS

7. Nil.

PUBLIC CONSULTATION/COMMUNICATION

8. Following endorsement by Council, an advertisement is required to be placed in the Government Gazette and circulated within the district in a local newspaper to notify the public of the changes to the restricted burning times.

FINANCIAL IMPLICATIONS

9. Nil.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

Strategic Planning Implications

10. Nil.

Sustainability Implications

Social implications

11. Nil.

Environmental Implications

12. Nil.

OFFICER COMMENT

13. Should Council agree to change the restricted burning times, as endorsed by the Bush Fire Advisory Committee, the Shire of Kalamunda Chief Executive Officer must then notify the Fire Emergency Service Authority Chief Executive Officer in writing that the Shire of Kalamunda intends to permanently extend the restricted burning times to align with the Cities of Swan, Gosnells and Armadale and the Shire of Mundaring restricted burning times.

COMMITTEE RECOMMENDATION TO COUNCIL (GS 68/2011)

1. That Council agrees to permanently change the restricted burning times to 1 October to 30 November and 1 April to 30 May.

Moved: **Cr Geoff Stallard**

Seconded: **Cr Carol Everett**

Vote: **CARRIED UNANIMOUSLY (9/0)**

Declaration of financial / conflict of interests to be recorded prior to dealing with each item.**69. Application to Keep More Than Two Dogs – 10 Summerfield Place
Gooseberry Hill**

Previous Items	N/A
Responsible Officer	Director Community Development
Service Area	Community Development
File Reference	RA-ANC-011: ICS-28282
Applicant	Christopher Sterndale, 10 Summerfield Place Gooseberry Hill
Owner	John Paul Sterndale
Attachment 1	Location Map – Page 80

PURPOSE

1. To consider an application for an exemption under section 26(3) of the *Dog Act 1976* to keep more than two dogs.

BACKGROUND

2. The applicant at 10 Summerfield Place, Gooseberry Hill has recently applied to Council requesting permission to keep more than two dogs on his property.
3. Clause 3.2.(2) of the Shire of Kalamunda Dogs Local Law 2010 stipulates: "The limit on the number of dogs which may be kept on any premises is, for the purpose of section 26(4) of the *Dog Act 1976*, 2 dogs over the age of 3 months and the young of those dogs under that age."

DETAILS

4. The applicant is requesting the approval to keep the following dogs at the above property.

	Breed	Sex	Sterilised	Colour	Name	Registration Number	Age	Local Authority
1.	Collie	F	YES	Cream	Geisha	12-2683	13	Kalamunda
2.	Golden Retriever	M	NO	Golden	Douglas	11-1730	2	Kalamunda
3.	Alaskan Malamute	F	NO	White and Grey	Tia	11-3416	6 mths	Kalamunda

5. In considering the merit of the application, an inspection was undertaken by Ranger and Emergency Services to ensure the premises are appropriately sized so as to be capable of effectively and comfortably housing three dogs and to confirm that the fences and gates are compliant with the *Dog Act 1976*.

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6. The property at 10 Summerfield Place, Gooseberry Hill is 2.5 acres and Zoned Special Rural.

STATUTORY AND LEGAL IMPLICATIONS

7. The application for exemption to the Shire's Dogs Local Law 2010 is made under Section 26(3) of the *Dog Act 1976*.
8. Clause 3.2 of the Local Law reads:
"3.2 Limitation on the number of dogs
1. This clause does not apply to premises which have been –
(a) licensed under part 4 as an approved kennel establishment; or
(b) granted an exemption under section 26(3) of the Dog Act, 2 dogs over the age of 3 months and the young of those dogs under that age."
9. If Council refuses to permit three dogs on this property, the applicant has the right to appeal the decision through the State Administrative Tribunal within 28 days of notification in writing by the Shire.

POLICY IMPLICATIONS

10. Nil.

PUBLIC CONSULTATION/COMMUNICATION

11. When applications are received by the Shire to keep more than two dogs, a Ranger will attend the properties immediately adjoining the applicant's property to ascertain if they have any objections. This process is undertaken by interview or, if the resident is not home at the time, a standard letter is left in their letterbox advising of the application.
12. There are seven adjoining properties within the vicinity of the applicant's property that may be directly affected (Attachment 1). The occupants of these properties have been contacted by the attending Ranger, four properties have supported and three did not respond regarding the application.

FINANCIAL IMPLICATIONS

13. Nil.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

Strategic Planning Implications

14. Nil.

Sustainability Implications

Social Implications

15. Council needs to consider that having more than two dogs may create excessive dog barking noise that can interfere with the peace, comfort or convenience of neighbours within the immediate vicinity of the property concerned.

Economic Implications

16. Nil.

Environmental Implications

17. Nil.

OFFICER COMMENT

18. In considering this application for exemption, the following two options are available:
- (a) Council may grant an exemption pursuant to Section 26(3) of the *Dog Act 1976* subject to conditions; or
 - (b) Council may refuse permission to keep more than two dogs.
19. As part of the decision making process, Officers have not recorded any issues regarding the dogs kept at this property.
20. It is in the opinion of the inspecting Ranger that the property is appropriately sized and capable of effectively and comfortably housing three dogs. The Ranger can also confirm that the fences and gates are compliant with the *Dog Act 1976*.
21. It is recommended that the application to keep more than two dogs is supported and is noted that this approval may be varied or revoked should any dog complaints be received which are considered reasonable.

COMMITTEE RECOMMENDATION TO COUNCIL (GS 69/2011)

1. That Council, pursuant to Clause 3.2 of the Shire of Kalamunda Dogs Local Law 2010 made under Section 26(3) of the *Dog Act 1976*, grant an exemption to the applicant of 10 Summerfield Place, Gooseberry Hill to keep three dogs on this property.

Moved: **Cr Justin Whitten**

Seconded: **Cr Margaret Thomas**

Vote: **CARRIED UNANIMOUSLY (9/0)**

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

70. Review of Shire of Kalamunda Management Committees

Previous Items	OCM 137/05
Responsible Officer	Director Community Development
Service Area	Community Development
File Reference	CO-CCS-001
Applicant	N/A
Owner	N/A
Attachment 1	Recommended Terms of Reference – Page 81
Attachment 2	Summary – Consultation Questionnaire – Page 85

PURPOSE

1. To amend the names of a number of Committees to more accurately reflect the purpose for which they were established.

BACKGROUND

2. The Community Development Directorate currently supports a number of Management committees. These are:
 - Falls Farm Management Committee
 - Jack Healey Centre Management Committee
 - Scott Reserve Management Committee
 - Ray Owen Sports Centre Management Committee
 - Lesmurdie School Community Library Management Committee
 - Kalamunda Community Theatre and Performing Arts Centre Management Committee
3. The Committees were initially established to develop relationships between user groups and the Shire. They were to provide a link for effective communication, participation and a commitment to promoting use of the facilities. The Committee meetings also provide a means for user groups to inform the Shire of general issues including usage and maintenance problems.
4. In August 2010, as per conditions set out within the Management and Advisory Committees – Representation, Review and Procedures (CTEE3) policy, and as part of a continuous improvement program, a review of the Shire Management Committee's purpose and functions was undertaken to determine:
 - Number of committees
 - Meeting frequency
 - Committee purpose and objectives
 - Meeting content

5. Council is now presented with a proposal to change the name of a number of Committees to more accurately reflect their current purpose.

DETAILS

6. The Lesmurdie School Community Library and the Kalamunda Community Theatre and Performing Arts Centre Management Committees have not been included in this review process as there are agreements in place between the Education Department and the Shire of Kalamunda for these committees.
7. The review, involving all Management Committee members, utilised a consultation questionnaire that was presented to each member during the August/September 2010 period.
8. Initial response was poor, so the opportunity to respond through the consultation questionnaire was presented again in January 2011. Fourteen questionnaire responses were received, as indicated below:
- Jack Healey – 6
 - Ray Owen – 2
 - Falls Farm – 2
 - Scott Reserve – 4
9. Below is a summary of the broad purpose and frequency of meetings for each Management Committee.

Committee	Purpose & Function	Meeting Frequency
Falls Farm Management Committee	Provides an opportunity for users to meet and discuss common interests of the facility and communicate with Council.	Currently meets three times a year.
Jack Healey Centre Management Committee	Provides an opportunity for users to meet and discuss common interests and needs of the facility and communicate with Council.	Currently meets six times per year.
Scott Reserve Management Committee	Provides an opportunity for users and the Shire to effectively manage and consult on facility matters.	Currently meets six times per year.
Ray Owen Sports Centre Management Committee	Provides an opportunity for the two key user groups and Shire to effectively manage, consult and care for the facility.	Currently meets six times per year.

-
10. Existing Management Committee Terms of Reference include responsibilities such as:
- Organisation and arrangement of the bookings for the facility.
 - Supervision of maintenance and/or operational expenditure as approved in Council's budget.
 - Attend to matters arising from the day to day usage and, subject to authorisation, incur expenditure on behalf of Council, an example is minor repairs.
 - Raise funds through its own endeavours and keep its own bank account for depositing funds.
11. Given that a number of responsibilities, as above, are now out-dated and no longer relevant, a generic, streamlined Terms of Reference (Attachment 1) has been developed to ensure that more contemporary responsibilities and objectives of the Committees are reflected.

STATUTORY AND LEGAL IMPLICATIONS

12. Should outcomes of the review result in adjustments to the Terms of Reference for relevant Committees, changes will need to comply and be in accordance with requirements of the *Local Government Act 1995*, Part 5 - Administration, Division 2 – Council meetings, committees and their meetings and electors' meetings.

POLICY IMPLICATIONS

13. Management and Advisory Committees – Representation, Review and Procedures (CTEE3).
14. To ensure Management/Advisory Committees remain relevant to the community's needs, that a review process is in place and that a consistent meetings procedure is undertaken. The review element of the policy states:

"Management Committee Review

1. Management/Advisory Committees shall be reviewed periodically for the purpose of increasing Committee autonomy wherever this is possible and after recognising the constraints of the Local Government Act.
2. The terms of reference shall be reviewed periodically by Committee and amendments referred to Council.
3. Prior to calling of nominations for vacancies, each Committee shall be reviewed and justified prior to re-appointment."

PUBLIC CONSULTATION/COMMUNICATION

15. Shire Management Committee members were initially informed of the pending review and its purpose at respective Committee meetings. A consultation questionnaire was then developed and presented to each member of Shire Management Committees. Initially the response rate was poor so the opportunity, inclusive of consultation questionnaire, was again forwarded to members who did not respond.
16. To assist Committees in understanding proposed changes, a more generic and contemporary Terms of Reference was provided and feedback received has been positive.
17. Consultation has also been undertaken with other Local Government Authorities, in particular the Cities of Gosnells, Armadale, South Perth and Towns of Victoria Park and Bassendean. These Local Government Authorities indicated that whilst, some facility management committees were still in place, all of their respective active reserves were managed internally and without the need for external Management/Advisory Committees.

FINANCIAL IMPLICATIONS

18. Given that Management Committee meetings are conducted out of office hours, with the exception of the Jack Healey Centre, Shire Officers' time incurs overtime rates, resulting in additional cost to the organisation.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS**Strategic Planning Implications**

19. Nil.

Sustainability ImplicationsSocial implications

20. As a result of the review, Shire Committees will continue to be maintained, serving the needs of the community.

Economic Implications

21. Nil.

Environmental Implications

22. Nil.

OFFICER COMMENT

23. The views of the Committee members provided via the consultation questionnaire responses are summarised in (Attachment 2).
24. Feedback received from respective Committee members through the consultation process (via questionnaires and formal meetings) has generally been of a positive nature. The majority of feedback has indicated acceptance and/or acknowledgement of the purpose of the Committees and agreement to reconsider the frequency of meetings.
25. Currently, Officers provide support and service to Management Committees. This is in the form of agenda/minutes development, follow up actions and distribution.
26. Agendas for all Management Committees often only consist of one to three items. Contrary to some of the responses received through the consultation questionnaire, in excess of 75% of agenda items and those items raised in General Business focus on facility maintenance. Officers supporting and servicing the Management Committees largely take facility maintenance issues on notice, to enable liaison with relevant Shire Officers.
27. The Shire of Kalamunda conducts Club Development Workshops and User Group Forums present further opportunities for community groups to communicate with the Shire.
28. Responses received through the consultation indicate that there are benefits in convening meetings throughout the course of the year. There are also benefits and capacity for maintenance and management issues to be addressed with relevant Shire staff through phone and electronic communication mediums on a day-to-day, needs basis.
29. Consequently, day-to-day communication mediums and the maintenance bias agenda content of meetings, is the rationale for addressing and reducing the frequency of meetings.
30. Scott Reserve, Jack Healey Centre and Ray Owen Sports Centre Committees have consequently been reduced from six times to four times per year. The Falls Farm Committee has been reduced from three times to twice per year, which is consistent with the Gooseberry Hill Hall Advisory Committee which also meets twice yearly.
31. In relation to the four Committees reviewed, the Ray Owen Sports Centre Management Committee is the only one in which the user group members have a significant management and operational role. In contrast to the other three Committees, members of this Committee have a distinct role in managing the facility, inclusive of relevant fee collection.

32. It is therefore recommended that the Jack Healey Centre Management Committee, the Scott Reserve Management Committee and the Falls Farm Management Committee be changed to Advisory Committees to better reflect their purpose and functions and align them with other Advisory Committees such as the Kostera Oval Advisory Committee and the Gooseberry Hill Hall Advisory Committee.
33. In keeping with the purpose for each Advisory Committee it is also recommended that new Terms of Reference be adopted (Attachment 1) whilst the Ray Owen Sports Centre Management Committee Terms of Reference remains the same.

COMMITTEE RECOMMENDATION TO COUNCIL (GS 70/2011)

That Council

1. Adopts the following name changes to three Shire Committees with each Committee to adopt the Terms of Reference as per (Attachment 1):

Existing Committee	Proposed New Name	Meeting Frequency
Jack Healey Centre Management Committee	Jack Healey Centre Advisory Committee	Change from six times to four times per year
Scott Reserve Management Committee	The Scott Reserve Advisory Committee	Change from six times to four times per year
Falls Farm Management Committee	Falls Farm Advisory Committee	Change from three times to two times per year

2. Changes the frequency of meetings of the Ray Owen Sports Centre Management Committee from six times per year to four times per year.

Moved: **Cr Carol Everett**

Seconded: **Cr Noreen Townsend**

Vote: **CARRIED UNANIMOUSLY (9/0)**

Declaration of financial / conflict of interests to be recorded prior to dealing with each item.
71. Kalamunda Home and Community Care – March (2011) Quarter Review

Previous Items	N/A
Responsible Officer	Director Community Development
Service Area	Community Development
File Reference	CO-SPC-022
Applicant	OCM 156/2010 & OCM 11/2011
Owner	N/A
Attachment 1	KHACC Service Volumes Report – Page 89
Attachment 2	KHACC Financial Summary – Page 90
Attachment 3	Meals on Wheels Financial Summary – Page 91

PURPOSE

1. To receive the Kalamunda Home and Community Care March (2011) Quarter Review.

BACKGROUND

2. At the February 2011 Ordinary Council Meeting (OCM 11/2011), Council resolved to accept the Kalamunda Home and Community Care (KHACC) Business Case (2010 – 2014).
3. The Business Case was prepared in accordance with the direction given by Council at the October 2010 Ordinary Council meeting where it was resolved:

" That the Home and Community Care Services provided, be within the limits of the funding available and reviewed every quarter and reported to Council"

DETAILS

4. The Review has concentrated on the following three core areas:
 - i) Service Delivery as per our Contract
 - ii) Financial Management
 - iii) Workforce Management

Service Delivery

5. The Service Volumes Report (Attachment 1) shows how KHACC is performing in relation to its contracted service provision levels.

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6.
 - Transport
Over the past month transport has remained steady. More recently KHACC has doubled up on clients to similar locations and this is enabling the centre to book more trips, unfortunately this is not always possible. Some weeks due to lack of volunteer drivers we are having to decline some requests for transport. These are referred on to other service providers or rescheduled.
 7. Transport is running at 64% of its volumed hours, this has been ongoing for some time and is not that transport has recently dropped in hours. The HACC Funding Body are running a pilot trial with a dedicated HACC transport provider, Volunteer Task Force, to increase client numbers in vehicles. The KHACC is also looking at recruiting more volunteer drivers to cover more hours and keep costs as low as possible.
 8.
 - Community Visitor Scheme
The centre is funded for 45 placements and at present there are 35 in place. With the recent recruitment drive staff hope to attract additional volunteers that can meet the demand for this service.
 9.
 - Community Aged Care Packages (CACP)
An advanced payment of \$33,166.00 has been received for 10 CACP packages; this is based on an expectation of delivering ten packages in the next three months. Currently there are 15 referrals to date to follow up. New staff have recently been employed to deliver the services and the first client has been approved.
 10.
 - Centre Based Day Care
Numbers in the day centre are slowly increasing, new programming and workshops are receiving positive feedback from clients. The centre has had several new referrals from the Referral Assessment Team.
 11.
 - Home Maintenance
Services have increased due to the employment of two new casual workers. Lawn mowing service has increased. There is a wait list for gutter cleaning.
 12.
 - Domestic Assistance
Domestic assistance has decreased in clients recently due to an increase in Communing Aged Care Packages from other agencies.
 13.
 - Personal Care
Person care hours are at full capacity. Three new support workers have been employed to keep up with demand for all services.
 14.
 - Social Support
Social Support Hours are on the increase, especially for med prompts and in home welfare checks.
-

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15.
 - In Home Respite
Service volumes remain under the monthly targets.
 16.
 - Shopping Bus
Shopping bus service has had a slight increase with positive feedback from clients.
 17.
 - Meals on Wheels
Meals on Wheels client base remains constant at this time. The Jack Healey dining room numbers has slowly increased, averaging 40 meals a week. Frozen meals have been popular with just over a third of clients receiving these meals over public holidays.

Financial Management

18. To make a comparison to the budget, a column showing budget year to day is based on 75% of the annual budget unless otherwise indicated. In reading the Financial Summary (Attachment 2) the following information should be noted:
19.
 - Income Accounts – Fees: all service fees have a GST-free classification - \$21,000 to be written back, as of March 2011, thus increasing fee income to date and in the future.
20.
 - Income Account 385606.465, still awaiting confirmation and remittance of the Growth Funding grant – budgeted \$78,000 – expecting \$67,000. Income year to date includes the supplementary grant and 80% of Annual Grant.
21.
 - Expenditure Account 385704.512, Salaries and Wages and on costs. Year to date budget is 70% of annual to allow for additional fortnightly payroll in final quarter of year.
22.
 - Expenditure Account 385704.504, Fringe Benefits Tax is not calculated until the 4th quarter.
23.
 - Expenditure Account 385710.527, includes % of motor vehicle costs – see budget 385727 underspent by \$20,000.
24. Attachment 3 shows a summary of the Meals on Wheels Programme recurrent income and expenditure to March 2011.
25. The Meals on Wheels programme continues to operate at a deficit of between \$40,000-\$50,000 per annum.
26. A separate Feasibility Study on the operation of the Meals on Wheels service has commenced to determine the best service delivery model and the financial impacts of the service on the Shire of Kalamunda.

Workforce Management

27. During the human resources restructure and implementation process the management team of KHACC have been informed and updated on what their new roles are to be and for some, their new reporting lines.
28. Position Descriptions are currently with the Human Resource Department to be reviewed and then will be distributed back to each individual employee in the KHACC Management Team to read and sign-off on.
29. Recruitment is currently underway for the Coordinator Community Based Services and Administration Assistant.
30. The Volunteer Coordinator role has officially moved to be part of the Human Resources team and the KHACC Senior Finance Officer has also officially moved to be part of the finance team as of 1 April 2011 on the ratio of 70% HR/Finance and 30% KHACC.
31. A meeting is to be held with the consultant Marg Hemesley, Director Community Development, Manager Human Resources and the KHACC Management Team to officially implement the new structure; this will take place in mid-May.

STATUTORY AND LEGAL IMPLICATIONS

32. Nil.

POLICY IMPLICATIONS

33. Nil.

PUBLIC CONSULTATION/COMMUNICATION

34. The Kalamunda Home and Community Care staff, in particular the Acting Manager and Coordinator Finance have provided valuable input into this review process.

FINANCIAL IMPLICATIONS

35. The year to date budget compared to actual results are tracking well and we do not anticipate any significant variations occurring in the next quarter.
36. The financial summary attached shows the value of Council's contribution to the KHACC Service by way of underwriting the service fees.
37. It should be noted that as fee revenue and costs can vary dependent on client demand for services, quarterly variances may be evident.

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38. The full position will only be known at the end of the financial year, however regular monitoring will keep the focus on accountability and appropriate financial management.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

Strategic Planning Implications

39. Shire of Kalamunda Strategic Plan 2009 – 2014:
- “1.1.3 Expand home support and community care services so that remaining at home as independently as possible is a realistic option for most aged and disabled.”
40. Shire of Kalamunda Aged Accommodation Strategy 2008:
- “6.2 A substantial expansion in existing levels of home and community care services will be required to meet not only current demand, but also to match expanding demand as the population ages over time. This will need to occur across all service areas, with a high priority given to transport, home modification and maintenance, and domestic assistance.”

Sustainability Implications

Social implications

41. 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

42. Nil.

Environmental Implications

43. Nil.

OFFICER COMMENT

44. The Quarterly Review has shown that the service volumes are being delivered within the available funding limits.

-
45. We have been successful in negotiating a reduction in a number of contracted service volumes, commencing in 2011/12, which will also assist in keeping our unit costs within the funding limits.
 46. We have managed to bring our new CACP on-line quicker than anticipated and therefore a budget amendment is required to show the estimated Income and Expenditure for the 2010/11 financial year.
 47. The only concerns that we have with the KHACC service delivery is the negative impacts that the new Regional Assessment Framework is having on our efficiency and work flows.
 48. The new framework procedure has a number of shortcomings that is affecting all HACC Service providers, by increasing the time taken to process new and review existing clients.

COMMITTEE RECOMMENDATION TO COUNCIL (GS 71/2011)

1. That the Kalamunda Home and Community Care Services Quarterly Review be received by Council.
2. Pursuant to section 6.8(1)(b) of the *Local Government Act 1995* amend the 2010/2011 Kalamunda Home and Community Care Services Budget to incorporate the new Community Aged Care Packages (CACP) as follows:

CACP Account Number 388, Income \$34,300 Expenditure \$34,300

Moved: **Cr Margaret Thomas**

Seconded: **Cr Noreen Townsend**

Vote: **CARRIED UNANIMOUSLY/ ABSOLUTE MAJORITY (9/0)**

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

72. Tender for the Supply and Laying of Asphalt and Profiling of Road Surfaces (T1103)

Previous Items	GS 19/2008
Responsible Officer	Director Engineering Services
Service Area	Engineering Services
File Reference	
Applicant	N/A
Owner	N/A

Attachment 1	Schedule of Rates for Supply and Laying of Asphalt Page 92
Attachment 2	Schedule of Rates for the Profiling of Road Surfaces (Part 1) – Page 96
Attachment 3	Schedule of Rates for the Profiling of Road Surfaces (Part 2) – Page 101

PURPOSE

1. To consider the awarding of the Contract for the Supply and Laying of Asphalt and Profiling of Road Surfaces (T1103) for a period of three years with an option to extend a further two 12 month periods.

BACKGROUND

2. The Tender for the Supply and Laying of Asphalt and Profiling of Road Surfaces, was advertised in the West Australian on Saturday 12 February 2011 and closed on the 1 March 2011.
3. The scope of the Tender also included the option to separate the supply and lay of asphalt and the supply of profiling of road pavements. This will provide opportunities for the Shire to take advantage of potential cost savings, by obtaining a price directly from the profiling contractor.

DETAILS

4. Six companies submitted Tenders for the Supply and Laying of Asphalt and Profiling of Road Surfaces as follows
 - Downer EDI
 - Asphaltech Pty Ltd
 - Fulton Hogan Industries Pty Ltd
 - Roads 2000
 - Asphalt Surfaces
 - Boral Asphalt

One company submitted a tender for the Profiling of Road Surfaces only as follows:

- West Coast Profiling

5. Details of submissions are presented at (Attachment 1), (Attachment 2) and (Attachment 3). The price of bitumen submitted in the "Schedule of Prices" is subject to Rise and Fall adjustments.

STATUTORY AND LEGAL IMPLICATIONS

6. The Tender is undertaken in accordance with the statutory requirements of 5.3.5 of the Local Government Act 1995 and Part 4 of the *Local Government (Functions and General) Regulations 1996*.

POLICY IMPLICATIONS

7. Nil.

PUBLIC CONSULTATION/COMMUNICATION

8. Nil.

FINANCIAL IMPLICATIONS

9. This Tender will provide structured pricing, which will allow for estimations for efficient budgeting purposes.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

Strategic Planning Implications

10. Engineering Works Construction and Renewal
To construct new works infrastructure in a timely and cost effective manner
Renew and upgrade the Shire's roads, drainage and pathways infrastructure, through the use of construction crews and contractors.
11. Engineering Works Maintenance
Maintain the Shire's roads, road shoulders and verges, signs, car parks, drainage and pathways infrastructure, through the use of maintenance crews and contractors.
12. **Outcome:** 2.1 Meeting community needs today and into the future
2.3 Long term viability of infrastructure and facilities

Sustainability Implications

Social implications

13. Nil.

Economic Implications

14. Nil.

Environmental Implications

15. Nil.

OFFICER COMMENT

16. The Tender was assessed based upon pricing shown at (Attachment 1), (Attachment 2) and (Attachment 3) along with compliance with the contractual documentation.
17. The majority of the Shire's resurfacing works require greater than 200 tonnes of AC10/75 asphalt mix. Fulton Hogan Industries Pty Ltd's tendered price for this mix is \$141.10/tonne. This compares with \$126.10/tonne (plus GST) under the previous Contract.
18. Tendered rates for asphalt, by Fulton Hogan Industries Pty Ltd, for a period of three years, are the most advantageous and the lowest, as shown at (Attachment 1).
19. Fulton Hogan Industries Pty Ltd is the currently supplying and laying asphalt to the Shire. Fulton Hogan has provided quality service, proving to be reliable and cooperating with the Shire's operations.
20. The majority of the Shire's profiling works are greater than 3000m² and the extent of thickness to be profiled is between 25mm and 40mm. West Coast Profiling Tender for the profiling of road surfaces is the cheapest of all submissions.

COMMITTEE RECOMMENDATION TO COUNCIL (GS 72/2011)

1. That the Contract for the Supply and Laying of Asphalt and Profiling of Road Surfaces, be awarded to Fulton Hogan Industries Pty Ltd, based upon their Tendered price shown at (Attachment 1) for a period of three years with an option to extend a further two 12 month periods.
2. That the Contract for Asphalt Profiling of Road Surfaces be awarded to West Coast Profiling, based upon their Tendered price, shown at (Attachment 2) and (Attachment 3) for a period of three years with an option to extend a further two 12 month periods.

Moved: **Cr Margaret Thomas**

Seconded: **Cr Geoff Stallard**

Vote: **CARRIED UNANIMOUSLY (9/0)**

Declaration of financial / conflict of interests to be recorded prior to dealing with each item.
73. Tender for the Provision of Extruded Concrete Kerbing (T1108)

Previous Items	GS 34/2008
Responsible Officer	Director Engineering Services
Service Area	Engineering Services
File Reference	
Applicant	N/A
Owner	N/A

Attachment 1 Schedule of Rates – T1108 – Provision of Extruded Concrete Kerbing for a Period of Three Years
Page 102

PURPOSE

1. To consider the awarding of the Contract for the Provision of Extruded Concrete Kerbing for a three year period with an option to extend a further two 12 month periods.

BACKGROUND

2. The Tender for the Provision of Extruded Concrete Kerbing was advertised in the West Australian on Saturday 26 February 2011 and closed on 15 March 2011.

DETAILS

3. Six companies submitted Tenders for this Contract being:
 - Downer EDI Works
 - Downright Kerbing
 - Sanpoint Pty Ltd Trading as WA Kerbing
 - Riverlea
 - Rylan Pty Ltd
 - Kerb West

4. An analysis of the schedule of rates submitted appears at (Attachment 1).

STATUARY AND LEGAL IMPLIMENTIONS

5. The Tender is undertaken in accordance with the statutory requirements of 5.3.5 of the Local Government Act 1995 and Part 4 of *the Local Government (Functions and General) Regulations 1996*.

POLICY IMPLICATIONS

6. Nil.

PUBLIC CONSULTATION/COMMUNICATION

7. Nil.

FINANCIAL IMPLICATIONS

8. This Tender will provide structured pricing, which will allow for estimations for efficient budgeting purposes.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS**Strategic Planning Implications**

9. Engineering Works Construction and Renewal
To construct new works infrastructure in a timely and cost- effective manner
Renew and upgrade the Shire's roads, drainage and pathways infrastructure, through the use of construction crews and contractors.
10. Engineering Works Maintenance
Maintain the Shire's roads, road shoulders and verges, signs, car parks, drainage and pathways infrastructure, through the use of maintenance crews and contractors.
11. **Outcome:** 2.1 Meeting community needs today and into the future.
2.3 Long term viability of infrastructure and facilities.

Sustainability ImplicationsSocial implications

12. Nil.

Economic Implications

13. Nil.

Environmental Implications

14. Nil.

OFFICER COMMENT

15. The Tender was assessed based upon pricing shown at (Attachment 1) and also compliance with the Contractual documentation.
16. The Tender rates provided by Rylan Pty Ltd, for a period of three years, are the most advantageous to the Shire. WA Kerbing's rates are the lowest for mountable kerbing and the marginally higher than Rylan Pty Ltd for semi mountable kerbing.

17. Rylan Pty Ltd is being used by the Shire and is a local contractor who has been found to be reliable and performs to Council's requirements. WA Kerbing has also been used by the Shire with success.
18. The main kerb type used are mountable and semi mountable kerb.
19. It is recommended that a second Contractor be included with this Tender to ensure availability of this service for proposed road works.

COMMITTEE RECOMMENDATION TO COUNCIL (GS 73/2011)

1. That the Contract for the Provision of Extruded Concrete Kerbing, for a period of three years with an option to extend a further two 12 month periods, be awarded to the following panel of Contractors, at their Tendered prices provided in (Attachment 1):
 - a. Rylan Pty Ltd
 - b. Sanpoint Pty Ltd Trading as WA Kerbing

Moved: **Cr Carol Everett**

Seconded: **Cr Noreen Townsend**

Vote: **CARRIED UNANIMOUSLY**

Declaration of financial / conflict of interests to be recorded prior to dealing with each item.
74. Cell 9 Wattle Grove – Review of Cell Infrastructure Contributions

Previous Items	GS 108/08
Responsible Officer	Director Engineering Services
Service Area	Engineering Services
File Reference	PG-DEV-013
Applicant	N/A
Owner	N/A
Attachment 1	Most Recent Structure Plan
Attachment 2	Summary of Lots to be Created and Contributions Received
Attachment 3	Land for Future Purchase
Attachment 4	Projected Expenditure
Attachment 5	Cell Infrastructure Contribution Calculations
Attachment 6	Estimated Cash Flow

PURPOSE

1. To consider the adoption of the Cell 9 Infrastructure Contribution Rate, to apply from 1 June 2011.

BACKGROUND

2. Cell 9 Wattle Grove is a planned urban area bound by Roe Highway, Tonkin Highway and Welshpool Road. The urban area requires the preparation of a Structure Plan to guide the subdivision and development of the land. The most recent structure plan appears at (Attachment 1).
3. Cell 9 Wattle Grove operates as a Modified Guided Scheme with administrative provisions, incorporated into Schedule 11, of the Local Planning Scheme No 3.
4. The administrative provisions of the Cell 9 Scheme (“the Scheme”) were first established under Scheme amendment 155 to District Planning Scheme No.2. The amendment was approved by Council in May 1997, then approved by the Minister for Planning and gazetted in October 1997.
5. In September 2000, Council resolved to adopt the Structure Plan for the Cell 9 Scheme with an applicable Cell Infrastructure Contribution Rate of \$6,700 per dwelling unit or lot created. The Structure Plan was subsequently adopted by the Western Australian Planning Commission in March 2001 as the basis for subdivision and development.
6. Under Clause 7.8 of Schedule 11 of Local Planning Scheme No.3, estimates for the new Cell Infrastructure Contribution rate are to be prepared at least annually.

7. Due to rapidly increasing land costs, Council at its Ordinary Meeting held in October 2003, resolved to review the costs every six months.

8. Subsequent reviews have amended the Contribution Rate as below:

Date Amended	New Rate
1/11/2001	\$7,100
1/11/2002	\$8,100
1/11/2003	\$10,000
1/11/2004	\$12,550
19/7/2005	\$13,550
1/3/2006	\$15,500
1/9/2006	\$19,050
1/3/2007	\$22,050
1/3/2008	\$24,650
1/11/2008	\$25,500

9. To date 1402 dwelling units/lots have been created, resulting in a total contribution of \$21,782,860. In addition the Scheme also received an income of \$966,244 which included interest and disputed contributions awarded by the Supreme Court.

10. The actual expenditure to date is as follows:

Land purchased for Road Reserves	\$37,595
Land purchased for Public Open Space	\$11,668,959
Land purchased for School site	\$3,909,091
Cell infrastructure works	\$3,574,988
Scheme management costs	\$554,827
Total	\$19,745,460

11. The purchase of the school site was pre-funded by the Education Department. \$3,909,090 is yet to be paid to the Education Department.

DETAILS

12. The last applicable Cell 9 Infrastructure Contribution Rate at \$25,500, per dwelling unit, was adopted at Ordinary Council Meeting held in October 2008.

13. The 11th review was carried out by the Consultant in 2009, which did not indicate any significant change in the contributions. Accordingly, no change in the Contribution Rate was recommended to Council.

14. In early 2010 there was a rapid turnaround of the Consultant's staff, including a key staff member with extensive knowledge of the Scheme. This staff member was relocated to another country, creating difficulties in managing the Scheme and addressing the issues in a timely manner. Accordingly, a decision was made to manage the Scheme "in house" with the Consultants

support available on an as required basis.

15. The 12th Contribution Rate review has now been completed in house, which included the following:
- A fresh estimation of dwelling lot yield based on current available information.
 - A valuation of land required for the Public Open Space and widening of Hale Road.
 - An estimation of the remaining infrastructure which comprises an upgrade of Hale Road, Arthur Road and Sheffield Road; Trunk Drainage System, improvements to Woodlupine Creek including compensating basins and network of shared paths within the Public Open Space.

Findings of the review are detailed in the following paragraphs:

Number of Dwelling Units

16. All remaining lots to be subdivided have been reviewed, having regard to the size of the new lots created to date and alterations to the Structure Plan. It is now estimated that the total yield for Cell 9 will be 2070 dwelling units, of which 1402 have already been created. The anticipated and actual yields are shown at (Attachment 2).

Land Valuations

17. In January 2011, Quantia Valuation Consultants undertook a revaluation of the land that remains to be acquired, which took into account the engloba prices of recent sales within Cell 9, and price movements in the wider area. It is now estimated that \$8,477,000 will be required to purchase the remaining land. An estimate of outstanding land requirements appears at (Attachment 3).

Cell Infrastructure Works

18. A review has been conducted of all outstanding Cell Infrastructure Works, and the estimated cost for their construction is \$10,966,900. The summary of the estimates for the outstanding infrastructure appears at (Attachment 4).

Cell Management

19. The scheme management costs for the next approximate five years have been estimated at \$743,000 shown at (Attachment 4).

Cell Infrastructure Contributions

20. A summary of the outstanding Cell Infrastructure Costs and other liabilities is as follows:

Land required for Road Reserves	\$576,400
Land required for Public Open Space	\$7,900,500
Cell infrastructure works	\$10,966,900
Scheme management costs	\$1,249,300
Loan repayment to Education Department	\$3,909,090
Total	\$24,602,190

21. The Scheme currently has a cash balance of \$6,912,734. The remainder of the Cell Infrastructure Costs will require contributions by the 668 potential dwelling units, yet to be developed. This will result in a Cell Infrastructure Contribution Rate of \$26,450 (rounded to the nearest \$50) per dwelling unit. This is an increase of \$950 per dwelling unit from the previous rate. A calculation for the Contribution Rate appears at (Attachment 5). The anticipated income from contributions is estimated at \$17,668,600.

STATUTORY AND LEGAL IMPLICATIONS

22. Cell Infrastructure Contributions are determined in accordance with the administrative provisions contained in Schedule 11 of Local Planning Scheme No.3.

POLICY IMPLICATIONS

23. Nil.

PUBLIC CONSULTATION/COMMUNICATION

24. Nil.

FINANCIAL IMPLICATIONS

25. The Scheme cost is neutral to the Shire.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

Strategic Planning Implications

26. Nil.

Sustainability Implications

Social implications

27. Nil.

Economic Implications

28. Nil.

Environmental Implications

29. Nil.

OFFICER COMMENT

30. Although a formal review could not be conducted during the last year and a half, staff informally reviewed the infrastructure costs. As the increase in infrastructure costs was generally offset by a drop in the land values, there has not been a significant change in the contribution costs.
31. The payment for the school site was made directly by the Education Department with the understanding that it will be recovered from the Scheme contributions. Although a payment schedule was initially agreed by the Shire and the Education Department, the Department has not invoiced the Shire for the repayment. The repayment schedule will need to be renegotiated with the Education Department to ensure a positive cash flow, in view of the slow progress of the Scheme from the original anticipated timeframe.
32. Lot 35 (348) Hale Road is wholly included in the Public Open Space. The majority of the land, closer to this lot, has now been developed. Woodlupine Creek within this lot is still in the form of a deep drain with steep edges, which in places is a hazard for nearby residents.
33. It is proposed that negotiations be carried out to purchase Lot 35 (348) Hale Road, at an approximate valuation of \$1.23 million. The owner of this lot has expressed an interest in selling this property. This will allow for a slight realignment and reshaping of the Woodlupine Branch Drain to provide greater safety and ambiance to the area, as the surrounding land has now been developed.
34. Although it is difficult to predict the development of the Scheme, an attempt has been made to develop a cash flow statement based on educated assumptions. This statement appears at (Attachment 6), which includes the purchase of lot 35 Hale Road in the next financial year and suggested payments to the Education Department from 2010/11 to 2012/13 financial years.
35. The land values have now stabilised. As such it is recommended to revert to annual infrastructure cost reviews.

COMMITTEE RECOMMENDATION TO COUNCIL (GS 74/2011)

1. That the revised Cell 9 Infrastructure Contribution rate of \$26,450 plus GST, per potential dwelling unit, be adopted, commencing 1 June 2011.
2. That the purchase of Lot 35 (348) Hale Road be negotiated for the Scheme Public Open Space.
3. That the review of Cell 9 Infrastructure Contributions, be carried out at least annually, in accordance with the provisions contained in the Local Planning Scheme No.3.

Moved: **Cr Noreen Townsend**

Seconded: **Cr Carol Everett**

Vote: **CARRIED UNANIMOUSLY (9/0)**

Declaration of financial / conflict of interests to be recorded prior to dealing with each item.**75. Review of Waste Management Practices**

Previous Items	OCM 16/2010 and OCM 114/2010
Responsible Officer	Director Engineering Services
Service Area	Engineering Services
File Reference	
Applicant	N/A
Owner	N/A
Attachment 1	In-House Review of Waste Management Practices Page 116
Confidential Attachment 2	Methodology and Cost Estimates Under separate cover <i>Reason for Confidentiality</i> <i>Section 5.23 2 (e) (ii) A matter that if disclosed, would reveal information that has a commercial value to a person.</i>

PURPOSE

1. To consider key recommendations of a recent in-house review of waste management practices, as shown at (Attachment 1).

BACKGROUND

2. With the impending completion of the current "Bulk Waste Kerbside Collection Service 2008-2011" Contract, staff reviewed the feasibility of the existing delivery method. The scope of this review was broadened to encompass all waste management practices, subsequent to two Council Resolutions as follows:

OCM February 2010

1. "That a strategy be included in the CEO's objectives to review the Shire's waste strategy, in particular the collection and disposal of green waste.
2. That under Goal 3, Outcome 3.2 of the Strategic Plan 2009-2014 the following strategy be added.
 - 3.2.5 That the CEO review the Shire's waste strategy, in particular the collection and disposal of green waste."

OCM August 2010

1. "That Council request the CEO to investigate and report to Council on the economic viability of providing households within the Shire with a waste compost bin.

The report is to consider:

- (i) the likely total and unit cost of bulk purchasing suitable compost bins.
 - (ii) the expected longevity of the compost bins.
 - (iii) the relative efficiency of alternative compost bin systems in composting green household waste.
 - (iv) the likely annual and lifetime savings that would result to the Shire from reduced expenditure on land fill levies consequent upon reduced waste collection.
 - (v) any other relevant matters.
2. That such report be submitted to Council for its consideration by the November 2010."

DETAILS

3. The review shown at (Attachment 1) followed the format of identifying what types of waste are currently being generated, how many tonnes of the various types of waste, the methods of collection being employed and how much this costs the Shire each year.
4. In summary, the 2010/2011 Budget included \$6.26 million for the purpose of managing more than 30,000 tonnes of domestic waste across the Shire. A detailed breakdown is shown on page six of (Attachment 1). This waste is collected via one of the following methods;

WASTE STREAM	DISPOSAL FREQUENCY
Kerbside domestic waste	Weekly kerbside pick-up
Kerbside recycling	Fortnightly kerbside pick-up
Bulk verge collection	Twice annually verge collection
Lawnbrook Rd Transfer Station (Walliston)	Open weekends and public holidays
Street bin collection	Minimum of weekly
Illegally dumped rubbish and litter	As reported
Tip passes	For sale at the Shire Administration Centre

5. In 2009/2010, the Shire disposed of 26,500 tonne of waste at the Red Hill Facility, refer (Attachment 1), with the majority of this being general mixed waste to landfill.

-
6. Once this data was known, an assessment of the various options at the time of the review was completed, and analyses of different methods available were compared.
 7. The review did not include commercial waste streams.

STATUTORY AND LEGAL IMPLICATIONS

8. Nil.

POLICY IMPLICATIONS

9. Nil.

PUBLIC CONSULTATION/COMMUNICATION

10. Nil.

FINANCIAL IMPLICATIONS

11. There may be financial implications involved with the recommendations contained in this report, depending upon which options are selected by Council.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

Strategic Planning Implications

12. Nil.

Sustainability Implications

Social implications

13. Nil.

Economic Implications

14. It is expected that the uptake of the recommendations contained within this report will provide efficiencies to other Shire operating areas, resulting in numerous opportunities for cost savings at an organisational level.
15. (Confidential Attachment 2) demonstrates the feasibility of bringing this service in house.

Environmental Implications

16. The proposal will reduce the volume of waste sent to landfill.

OFFICER COMMENT

17. During a recent review of the Shires Waste Management practices, it was identified that there were a number of opportunities to consider. This review covers the Council Resolution of February 2010, to "...review the Shire's waste strategy, in particular the collection and disposal of green waste".
18. The current "two bin" system (kerbside waste and recycling) Contract still has some time remaining and is, in general, performing quite well. Due to this, it was not considered in the review process.
19. Effectively, this left a review of the bulk verge collection, which was subsequently conducted as a two part process. The first assessment was to determine whether or not it was feasible to undertake the service in-house, utilising similar methodology to the existing Contractor.
20. Once it was established that the service could be performed competitively in-house, various options were discussed with staff and waste specialists. With the intent to devise a collection method that not only provided an opportunity to undertake the works, but that also supported other service areas through the provision of additional plant and improved processes. Refer (Confidential Attachment 2.)
21. The outcome of this review was that given the current Contract value, staff will be able to provide the same level of service for the waste collection, however, utilising a more targeted collection procedure, culminating in greater levels of landfill diversion. In addition, the methodology has been established in order to allow the use of plant and equipment across other operational work areas. This will add process improvements, resulting in cost savings across the Engineering Works, Parks and Reserves and Waste business units.
22. Of specific note, the preferred methodology separates the green waste collection from the general waste collection, reducing the opportunity for cross-contamination of the green waste. Further, residents will receive a more flexible green waste collection service, which will result in greater levels of green waste diversion.
23. Separately, and following Council direction, research was undertaken into the feasibility of offering composting bins to residents, and the options of Council utilising its bulk purchasing power to supply these bins to residents.
24. There are numerous different types and makes of compost bins, with prices varying from \$50 per unit to over \$400 per unit. Previous experience has demonstrated that the more expensive units tend to be more effective, efficient, robust and easier to use as opposed to the cheaper units, however, this is not always the case. Therefore it is recommended that prior to bulk purchasing of units, a trial of a few of the different models should be undertaken in order to establish the preferred model.

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25. For the purpose of undertaking a feasibility study, a unit price of \$250 was adopted, along with a conservative life span of 10 years. It was estimated that a standard household could divert as much as 20% of its putrescible waste, equating to 200kg per year. At just under \$100 per tonne, to otherwise dispose of this waste to landfill, a saving to the Shire of \$200 per unit, over its ten year life span, could be achieved.
 26. While it has been established that the units will all-but pay for themselves over their own life span, through a reduction of waste disposal volumes, it is also suggested that without some form of “buy in”, many supplied units will not be utilised. It is therefore recommended that while Council should encourage the use of compost bins through the supply and subsidisation of these units, they should not be fully subsidised. In addition to this rationale, the cost to provide 20,000 rateable properties with even a cheap model would exceed \$1 million dollars.
 27. The review also identified that the Lawnbrook Transfer Station is an inefficient method for the collection and transfer of waste, effectively doubling the cost of waste disposal. This additional cost is subsidised by the Shire.
 28. It was also noted that the current Contract for the operation of this facility has expired.
 29. In light of these two points, it was an outcome of the review that Council not renew the current Contract and instead operate the facility through the use of existing staff. Further, that a separate review be undertaken towards the end of the 2011/12 financial year, in order to better understand the Communities' future need for this facility.

COMMITTEE RECOMMENDATION TO COUNCIL (GS 75/2011)

1. That Council exercises its option to extend the existing Bulk Verge Collection Contract for a 1 year period, until June 2012.
2. Undertake the Bulk Verge Collection in-house, effective from July 2012.
3. Include \$1,150,000 in the 2011/2012 budget for the purpose of purchasing the required plant assets, in preparation for a July 2012 commencement, to be funded via a loan and repaid through existing operating expenses.
4. That a trial of various brands of compost bins be undertaken prior to any bulk purchase, to ensure that the selected unit is suitable.
5. That \$200,000 is included in the 2011/2012 budget for the purpose of purchasing a maximum of 1,000 domestic compost bins, to be offered for resale to residents at the rate of 50% of the purchase price.
6. That Council undertake the staffing of the Lawnbrook Transfer Station through its own resources, and utilise the increased control to collect data in order to undertake a further review into the efficiencies of the service.

Moved: **Cr Frank Lindsey**

Seconded: **Cr Justin Whitten**

Vote: **CARRIED UNANIMOUSLY (9/0)**

Declaration of financial / conflict of interests to be recorded prior to dealing with each item.
76. Contract for the Provision of Blue and White Collar Contract Labour T1018

Previous Items	N/A
Responsible Officer	Chief Executive Officer
Service Area	Office of Chief Executive Officer
File Reference	
Applicant	N/A
Owner	N/A

Attachment 1 Confidential Attachment 1 – Evaluation of Tender Under separate cover

Reason for Confidentiality – Local Government Act 1995: s. 5.23 (e) (ii), "A matter that if disclosed, would reveal information that has a commercial value to a person".

PURPOSE

1. To consider the awarding the Contract for the Provision of Blue and White Collar Contract Labour – T1018, for a period of two years with an option for a further 12 month extension.

BACKGROUND

2. Tenders have previously been called for the provision of Contract Labour and the expenditure on contract labour resulted in an audit query in the 2007/2008 financial year.

DETAILS

3. Fourteen companies submitted Tenders for this contract, with some companies being able to provide both Blue and White Collar employees and some only Blue or White Collar employees (refer to Attachment 1).
4. The respondents were required to provide a % mark-up rate to the employee hourly rate that would apply to each position. (Shire of Kalamunda to provide an hourly rate of pay in relation to each position to be filled).
5. The mark-up rate included Superannuation, Workers Compensation, and Public Liability Insurance, payroll Tax, Administration and Profit Margin. By using this method the Shire of Kalamunda will have flexibility in nominating an hourly rate for any positions and have control over what the total cost will be.
6. Mark-up Rates were requested for Ordinary Time, Time and One Half and Double Time to cover ordinary hours of work and overtime when applicable.

-
7. The tender specifications also ensure that the providers are aware of their requirements for the provision of basic safety clothing and equipment for their employees and also that all licences and certificates are current and that all Blue Collar contract staff have completed the Worksafe Safety Awareness Training Course.
8. A summary of the evaluation of respondents (Blue and White Collar) is shown below:

Placer Management Group – White Collar Only

Small organisation. However, experienced in recruiting for Local Government. With a mark-up of 40%.

FlexiStaff

Are current providers to the Shire of Kalamunda and have a good knowledge of Local Government employment requirements. Blue Collar mark-up is 36.5% and White Collar mark-up is 33.5%. FlexiStaff have worked with Kalamunda for the last 10 years.

DFP Recruitment Services

Have a good knowledge of Local Government employee requirements and have a mark-up of 36% for White Collar and 38.5% for Blue Collar.

RecruitWest

Relevant experience in small regional local governments with a mark-up of 33% for Blue Collar and 32% for White Collar.

SkillHire WA

Have previously supplied Shire of Kalamunda with contract staff. Both Blue Collar and White Collar mark-up is 40%.

Staff Link Pty Ltd

Are currently providing for the Shire of Kalamunda and have been providing for the past five years. Mark up of 42% in Blue Collar and 49% in White Collar.

Labour Force

Have good experience in civil/industrial works but provide no previous experience in the provision of contract labour to local government.

Total Recruitment Group/Bluestone Recruitment

National company. However, no local government contract labour placement experience. Blue Collar mark-up of 36.74% and White Collar mark-up of 31.25%.

Integrity Staffing

Privately owned WA company with WA State Government experience. Mark up of 37% for both Blue Collar and White Collar candidates.

LO-GO Appointments

Have good local government knowledge and experience and are currently providing the Shire of Kalamunda with a variety of contract employees for both parks and engineering. Mark-up rate is 36.65% in both Blue Collar and White Collar.

Alliance Recruitment – White Collar Only

Large ASX company with relevant experience in Local Government in White Collar only at a mark-up rate of 40%.

Hays

Large international company. Is a current provider to the Shire of Kalamunda. However their percentage mark-up rate for Blue Collar 41.5% and White Collar is 50%.

Ecojobs - Blue Collar Only

A not-for-profit organisation with a successful record in environmental projects. They have some previous local government history which is mainly project based and they have previously provided services to the Shire of Kalamunda. Mark up of 59%, Blue Collar only.

Mineworks Group Labour Hire Pty Ltd – Blue Collar Only

Fairly new company. However there is no evidence of Local Government experience. Mark up of 40.5% in Blue Collar only.

STATUTORY AND LEGAL IMPLICATIONS

9. The awarding of this tender will allow the Shire of Kalamunda to meet its statutory obligations for expenditure over \$100,000.00 with an individual provider.

POLICY IMPLICATIONS

10. Nil.

PUBLIC CONSULTATION/COMMUNICATION

11. Nil.

FINANCIAL IMPLICATIONS

12. The awarding of this tender will provide significant savings.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS**Strategic Planning Implications**

13. Nil.

Sustainability ImplicationsSocial implications

14. Nil.

Economic Implications

15. Nil.

Environmental Implications

16. Nil.

OFFICER COMMENT

17. The total cost for the current Financial Year for Blue Collar Labour Hire is \$146,063.87.

A breakdown for each individual Labour Hire company used is as follows:

Staff Link	\$32,545.24
LO-GO Appointments	\$41,249.39
Flexi Staff	\$72,269.24

The total cost for the current Financial Year for White Collar Labour Hire is \$59,389.48.

A breakdown for each individual Labour Hire company used is as follows:

Hays Specialist	\$35,936.34
LO-GO Appointments	\$19,395.25
Staff Link	\$4,057.89

Despite the significant variances between tendered prices, the recommended Labour Hire contracts have been chosen due to their experience in working with the Shire of Kalamunda previously or their experience in seeking appropriately experience and qualified Local Government employees. Four different Labour Hire companies will provide the Shire more flexibility in seeking the right candidate.

COMMITTEE RECOMMENDATION TO COUNCIL (GS 76/2011)

That the Council award Tenders to the following contractors for the provision of contract labour.

1. Blue Collar Contract Labour :
 1. Flexi Staff – with a mark-up of 36.5%
 2. LO-GO Appointments – with a mark-up of 36.65%.
 3. Staff Link Pty Ltd – with a mark-up of 42%.
 4. DFP Recruitment Services – with a mark-up of 38.5%.

2. White Collar Contract Labour:
 1. LO-GO Appointments – with a mark-up of 36.65%.
 2. Staff Link Pty Ltd – with a mark-up of 49%.
 3. DFP Recruitment Services – with a mark-up of 36%.
 4. Placer Management Group – with a mark-up of 40%.

For a period of 1/1/2011 – 31/12/2013 with a further option for a 12 month extension.

Moved: **Cr Carol Everett**

Seconded: **Cr Margaret Thomas**

Vote: **CARRIED UNANIMOUSLY (9/0)**

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

77. Quarterly Progress Report - January to March 2011

Previous Items	N/A
Responsible Officer	Chief Executive Officer
Service Area	Office of CEO
File Reference	
Applicant	N/A
Owner	N/A
Attachment 1	Quarterly Progress Report January – March 2011 Page - 126

PURPOSE

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

BACKGROUND

2. In July 2009, the Shire implemented an integrated planning software package, "Interplan". Interplan links the actions that each staff member works on within their business unit to the Strategic Plan. This ensures that each employee is working towards achieving the strategic direction of the Council.
3. Projects that have been assessed and planned in the associated Integrated Project Manager module are also linked to Interplan as actions, and the entire system ties in with the performance review module, the Personnel Evaluation System. This allows projects to be monitored on an ongoing basis, and provides improved accountability.
4. The person responsible for an action is required to update that action each month, giving an indication of how the action is progressing. Key Performance Indicators ("KPIs") are also updated. This information is collected by Interplan to provide an overview of how the organisation is performing.

DETAILS

5. The quarterly progress report for the period January to March 2011 is presented at (Attachment 1.). This report shows the progress of certain major projects and capital works for 2010/2011, budget summaries, KPI performance and the progress of the Shire against the five goals set out in the Strategic Plan.

6. **Quarterly Progress Against Goals**

Each business unit in the Shire has a business plan, which contains the actions to be achieved in the 2010/11 year. Each of these actions is linked to a strategy, outcome and goal in the Strategic Plan adopted by Council.

All goals are progressing well. On average, the actions related to the five goals are at 95% or more of their target. Of the 599 actions monitored across the organisation, only 30 (or 5%) are at less than 70% of their target.

7. **Key Performance Indicators**

Performance against the Shire's corporate KPIs is shown. Of the 14 KPIs presented –

- eight are at or exceeding their target,
- three are within 5% of their target, and
- three are below 5% of their target.

It should be noted that high targets have been set (for example 98% of all incoming correspondence is to be responded to within five working days). These KPIs are monitored and reported on monthly.

8. **Major Projects**

The progress of a number of major projects for 2010/11 is shown. With one exception, all projects are at 90% or more of their progress target for the year to date. The remaining project, which relates to the expansion of the Forrestfield / High Wycombe Industrial Area, is currently at 89% of its progress target. More detailed comments regarding the progress of each project are shown following the summary page.

9. **Divisional Summary**

A summary of progress for the quarter is presented for each of the Directorates.

10. **Directorate Budgets**

The actual and budgeted year-to-date figures are shown for each Directorate.

11. **Financial Report – Organisational Summary Graph**

The actual and budgeted year-to-date expenditure figures are shown for the Shire as a whole. Expenditure is currently below budget.

12. **Financial Report – Organisational Summary Table**

Actual and budgeted income and expenditure is shown for each business unit. The variance is also shown. Income – expenditure is shown at the bottom of the table ("Overall Net"). For the period January – March 2011 –

- The budgeted income was \$37,654,635.64 and the actual income \$37,376,215.59.

- The budgeted expenditure was \$48,753,325.37 and the actual expenditure \$48,526,280.27.
- This is an overall net figure of \$11,098,689 budgeted and \$11,150,064 actual.

13. **Engineering Financial Summary**

The major engineering projects for 2010/11 are shown in a table, following the budget summary graph. Budgeted and actual amounts, and the variance, are shown for each of the projects. Where the variance is a negative figure, the actual year to date expenditure is less than the budgeted amount. A positive variance indicates that the actual year to date expenditure is higher than the budgeted amount.

14. **Asset Financial Summary**

The major asset-related projects for 2010/11 are shown in a table, following the budget summary graph. Budgeted and actual amounts, and the variance, are shown for each of the projects. A more detailed list, outlining the progress of each project, follows the table.

15. **Capital Works**

A graph showing budgeted and actual expenditure on capital works is shown. Expenditure is currently below budget. Following the graph, a table of the major capital works projects for 2010/11 is presented, showing budgeted and actual amounts, and the variance, for each project. A summary of the progress of these projects follows, and then a more detailed list including progress comments.

STATUTORY AND LEGAL IMPLICATIONS

16. Nil.

POLICY IMPLICATIONS

17. Nil.

PUBLIC CONSULTATION/COMMUNICATION

18. Nil.

FINANCIAL IMPLICATIONS

19. Nil. The Interplan system allows expenditure to be monitored continuously through the year.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

Strategic Planning Implications

20. All actions within Interplan are linked to the Strategic Plan. This ensures that all projects and tasks that are carried out are done so with the strategic direction of Council in mind.

Sustainability Implications

Social implications

21. Nil.

Economic Implications

22. Nil.

Environmental Implications

23. Nil.

OFFICER COMMENT

24. Nil.

COMMITTEE RECOMMENDATION TO COUNCIL (GS 77/2011)

1. That the Quarterly Progress Report for January – March 2011 (Attachment 1) be received.

Moved: **Cr Margaret Thomas**

Seconded: **Cr Geoff Stallard**

Vote: **CARRIED UNANIMOUSLY (9/0)**

11.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**11.1 Opportunities Reserve No. R17098 (Cr Frank Lindsey).**

That the Council, for the benefit of the local and wider community, request the CEO

Investigate and report on the opportunities to develop the section of Reserve number R17098 located on the south east corner of Tonkin Highway and Hale Road, Wattle Grove, for a number of possible development initiatives on a portion of the reserve including, but not limited to:

- An integrated community and aged care facility.
- Low density residential development which would incorporate best practices in relation to urban design, energy efficiency, waste water disposal and treatment.
- Recreational public open space, similar to Fleming Reserve.
- Rehabilitation and upgrade of the areas of significant bushland within the reserve.

Moved: **Cr Frank Lindsey**

Seconded: **Cr Margaret Thomas**

Vote: **CARRIED UNANIMOUSLY**

12.0 QUESTIONS BY MEMBERS WITHOUT NOTICE

12.1 Nil.

13.0 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

13.1 Nil.

14.0 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

14.1 Nil.

15.0 MEETING CLOSED TO THE PUBLIC

15.1 Nil.

16.0 CLOSURE

There being no further business, the Chairman declared the meeting closed at 7.15pm.

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

Signed: _____
Chairman

Dated this _____ day of _____ 2011