

**TAPSS COMMUNITY CARE INC.**  
**TAPSS Budget for the Combined Councils (Draft)**  
for the year ending 30th June 2013

	2012 Budget	2013 Budget	Comments
<b>INCOME</b>			
Income from Grants			
Grant from Combined Councils	176,216	181503	3% increase requested
Income from Clients			
Bus Income	3,600	1200	Reduction in fees as per Hacc change
Centre Activities	2,500	2100	Based on last year
Fees - TAPSS	1,800	1200	Reduction in fees as per Hacc change
Fees - In Home Services	0	0	
Podiatry Income	5,600	2700	Reduction in fees as per Hacc change
<b>Total Income from Clients</b>	<b>13,500</b>	<b>7200</b>	
Donations	1,040	1012	Based on last year
Interest Received	4,800	12000	Estimate
Membership Fees	280	700	Based on last year
<b>TOTAL INCOME</b>	<b>195,836</b>	<b>202415</b>	
<b>EXPENSE</b>			
Direct Costs			
Materials			
Catering	4,000	4400	Food increases
Resources	2,700	2000	Based on last year
<b>Total Materials</b>	<b>6,700</b>	<b>6400</b>	
Purchased Services			
Podiatry Costs	4,600	4600	Increase in clients
<b>Total Purchased Services</b>	<b>4,600</b>	<b>4600</b>	
Travel Costs			
Yaris Expenses			
Insurance		1750	Projected increase
Provn for Asset Replacement		3627	20% of value - fixed
Petrol & Oil		900	Fuel increase
Yaris Expenses - Other	2,800	1200	Licences, Maintenance
<b>Total Yaris Expenses</b>	<b>2,800</b>	<b>7477</b>	
Bus Expenses			
Parking		50	Parking sometimes req'd
Bus - Licences & Other		650	Based on last year
Bus - Maintenance		1800	Anticipated based on age
Bus - Petrol & Oil		800	Fuel increase
Bus Expenses - Other	4,000		
<b>Total Bus Expenses</b>	<b>4,000</b>	<b>3300</b>	
Volunteers Tavel Expenses	8,000	4000	Hoped for increase
<b>Total Travel Costs</b>	<b>14,800</b>	<b>14,777</b>	
<b>Total Direct Costs</b>	<b>26,100</b>	<b>25,777</b>	
Accommodation			
Bldg - Cleaning & Maintenance	4,900	7158	Inc Toilet & basin replacement
Insurance & Fire Services Levy	1,050	1500	Estimated increase
Power & Gas	2,400	2150	Estimated increase
Rent	7,500	7700	Estimated increase
Security	450	500	Estimated increase
<b>Total Accommodation</b>	<b>16,300</b>	<b>19008</b>	
Other Service Costs			
Accounting & bookkeeping fees	7,000	500	Most now in wages
Advertising	1,200	1200	Desired spending
Audit Fees	2,500	3300	Based on last year

	2012 Budget	2013 Budget	Comments
Bank Charges	300	300	Based on last year
Board Expenses		600	More training allowed for
Cleaning & Maintenance Other	1,200	1500	Based on last year
Computer Expenses	3,200	5000	Estimated increase
Consultant Fees		1000	Allowance
Insurance			
Ins - Directors & Officers	1,200	2000	Estimated increase
Ins - Excess Payments		500	2 claims
Ins - Office Pack	2,200	2500	Estimated increase
Ins - Volunteers Accident	120	200	Estimated increase
Total Insurance	3,520	5200	
Interest Paid	50	0	
Motor Vehicle Expenses			Share of Tanya's car
- Insurance		300	Estimate
- Maintenance		500	Estimate
- Petrol & Oil		350	Estimate
Motor Vehicle Expenses - Other	2,800		
Total Motor Vehicle Expenses	2,800	1150	
Plant & Equipment <\$1000	3,000	2000	Estimate
Postage, Courier & Delivery	2,000	1200	Based on last year
Provision for Asset Replacement	8,500	11000	As per Asset Register
Recruitment Expenses		500	Estimated increase
Social Functions	2,000	2000	Allowance
Staff Amenities	900	1000	Based on last year
Staff Training	1,500	1500	Allowance
Stationery	3,000	3000	Estimate
Strategic Plan costs		500	Allowance
Subscriptions	500	600	Based on last year
Sundry Items	216	300	Allowance
Telephone/Fax	2,900	2500	Reduction due to new phone deal
Volunteer Expenses Non Travel	2,400	1800	Based on last year
Water Rates & Usage	600	765	Estimated increase
Total Other Service Costs	49,286	48,415	
Wages			
Workers Comp Insurance	5,200	4400	Estimate based on wages
Provision for Annual Leave		500	Allowance
Provision for Long Svce Leave	850	850	Estimate
Superannuation	8,100	8,543	9% of wages
Wages - Coordinator & Reliefs			
Wages - Coord & Relief - Pckg			
Wages - Coordinator & Reliefs - Other			
Total Wages - Coordinator & Reliefs		20,342	Current plus 4.5%
Wages - Regular Staff & Casuals			
Wages - Reg Staff - Pckg			
Wages - Regular Staff & Casuals - Other			
Total Wages - Regular Staff & Casuals		74,580	Current plus 4.5%
Wages - Other	90,000		
Total Wages	104,150	109,215	Overall an increase in wages
TOTAL EXPENSE	195,836	202,415	Overall an increase in expenses
NET INCOME	0	0	

Notes:

From the ABS Website

The annual increase in the Labour Price Index (LPI) for WA from September 2010 to September 2011 was 4.0%. Higher than the national increase (3.6%) over the same period.

The annual increase from September 2010 to September 2011 was 4.1% for the private sector and 3.6% for the public sector.

In the September quarter 2011, the LPI for WA increased by 1.4%, higher than the national quarterly increase (1.2%).

In the September quarter 2011, the private and public sectors in WA recorded increases of 1.4% and 1.5% respectively.

#### **From the WALGA Jan 2012 Economic Briefing**

The Wage Price Index is expected to increase 4.25% in 20/12, following a 3.8% growth in 2010/11.

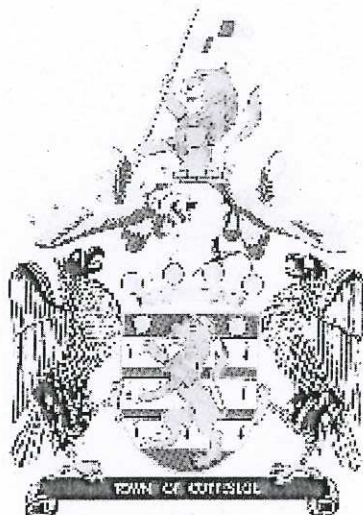
**The index is anticipated to increase 4.5% in 2012/13 as tight labour market conditions continue.**

**\*\*The affects of the carbon tax are relatively unknown at this stage.**

**To the best of our knowledge to date allowances have been made for it.**

**It is the cumulative affect that we are unsure of.**

# TOWN OF COTTESLOE



## TAPSS COMBINED COUNCIL MEETING MINUTES

HELD IN  
The Town of Cottesloe, Mayors Parlour,  
109 Broome Street, Cottesloe  
Thursday 29<sup>th</sup> March 2012 at 12:30pm

**Mat Humfrey**  
Manager Corporate & Community Services

**MINUTES OF THE TAPSS COMBINED COUNCIL MEETING, HELD IN THE TOWN OF  
COTTESLOE, MAYORS PARLOUR, 109 BROOME STREET, COTTESLOE,  
THURSDAY 29 MARCH 12.30PM**

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**Attendees:**

Tanya Sander - TAPSS Director  
Simon Walsh – TAPSS Present Chairman  
Faye Wedderburn – TAPSS Deputy Chairman  
Christine Hastie – TAPSS Accountant  
Cr Rachel Thomas - representing the Shire of Peppermint Grove  
Cr Jack Walsh - representing Town of Cottesloe  
Cr Allistair Tulloch – representing the Town of Claremont  
Laura Kendall - the Town of Claremont  
Maryanne Martino - the Town of Claremont  
Cr Maureen Harcombe – representing the Town of Mosman Park  
Andreis Gertenbach - the Town of Mosman Park  
Mat Humfrey – the Town of Cottesloe  
Christy Watterson – the Town of Cottesloe

**Apologies:**

Patrick Cooney - Hon. Secretary  
Cr Brett Pollock – Mosman Park

**Meeting Open:**

Mat Humfrey announced the meeting open at 12.35pm.

**Appointment of Chairman and Deputy Chairman**

Cr Rachel Thomas was nominated unopposed for the position of Chairperson, and chaired the remainder of the meeting.

Cr Jack Walsh was nominated unopposed for the position of Deputy Chairperson.

**Confirmation of Previous Minutes**

**Moved, Cr Walsh Seconded, Faye Wedderburn**

That the minutes of the TAPSS Combined Councils meeting held on 14<sup>th</sup> April 2011 be confirmed.

**Carried 8/0**

**Draft TAPSS Budget**

The purpose of the meeting is to receive the TAPSS budget for 2012/2013 and to endorse the proposed budget and the proposed Council contribution. The attached papers were presented for discussion.

Christine Hastie discussed areas of increase with respect to the proposed 2012/2013 budget and sighted wages and power as being two high areas of increase. Christine advised that the budget was transparent. Any foreseeable change in 2012/2013 could be the interest received.

Christine advised that the grant has been split between member Councils based on Census statistics for residents 55 years and over in each of the member Councils and

suggested that Council reviews the split of the grant after the 2011 Census Statistics become available

Cr Tulloch questioned whether the decision to provide services for people over 55 should be reviewed, as many people 55-65 are still in the workforce. Tanya from TAPSS advised that the decision for TAPSS to provide their support services for people over 55 was historical decision by the Combined Councils and TAPSS could discuss this at their next board meeting.

Tanya advised that HACC Eligibility for services is based on impaired functional capacity. Individuals do not qualify for HACC support solely on the grounds of advanced age.

Tanya further advised that many of the HACC services which are not funded by the Combined Councils grant money that are outsourced will be brought in-house in 2012.

Mat Humfrey questioned whether the increase of 3% was sustainable, given the increase in expenses previously sighted. Christine from TAPSS advised that due to changes with some of the cost sharing with HACC the 3% increase would be sufficient.

Members addressed the above issues for clarification to the Director and TAPSS Accountant and resolved to accept the proposed budget allocation.

**Resolution:**

**Moved, Cr Walsh Seconded, Cr Tulloch**

The Combined Councils committee endorses the proposed budget and Council contributions for the 2012/13 year.

That member Councils are to be notified of the Committees resolution.

**Carried 8/0**

**Combined Councils Service Agreement (expired 30 June 2011)**

Mat Humfrey advised that the current agreement has expired, but there is a provision for another year extension (expiring 30 June 2012) and that a meeting to review and endorse the new agreement will be held in late April, as it would provide sufficient time for individual Councils to present the new agreement at their May 2012 Council meetings.

Mat further advised that he is seeking legal advice regarding the new agreement and that it would be circulated in due course.

Tanya advised that the Census statistics would not be available in time for the April meeting.

**Next Meeting:**

Following on from the meeting discussion, it was agreed that a meeting be set at 11.30am on the 26<sup>th</sup> April 2012, at the Town of Cottesloe office to present the revised agreement.

**Meeting Closure:**

The Presiding Member announced the meeting closed at 1.15pm.