

# Shire *of* Capel

## MINUTES

ORDINARY COUNCIL MEETING  
Wednesday, 26 April 2017



*Experience the*  
Shire *of* Capel



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## SHIRE OF CAPEL

### ORDINARY COUNCIL MEETING – 26.04.17

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## SHIRE OF CAPEL

MINUTES OF THE ORDINARY COUNCIL MEETING HELD IN THE COUNCIL CHAMBERS, FORREST ROAD, CAPEL ON WEDNESDAY, 26 APRIL 2017 COMMENCING AT 4.32PM.

PRESENT:	President	MT Scott
	Councillor	SH Baxi
		BW Bell
		BW Hearne
		PK McCleery
		GJ Norton
		SV Schiano
		JA Scott
		BH Smith
	Chief Executive Officer	PF Sheedy
	Executive Manager Corporate Services	S Stevenson
	Executive Manager Engineering & Development Services	JM Gick
	Acting Executive Manager Community Services	LD Freeman
	Manager Technical Services	K McKeachie
	Manager Human Resources	C Anderson
	Minute Secretary	A Evans
APOLOGY:		Nil
VISITOR:	Journalist, South Western Times	Z Relph
MEMBERS OF PUBLIC:		Nil

The President welcomed Mr Relph, a Journalist with the South Western Times, to the meeting.

### **RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

### **PUBLIC QUESTION TIME**

Nil

### **APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

### **DECLARATIONS OF INTEREST**

Cr S Schiano declared a Proximity Interest in Item 14.2 Program of Works – Paths (2017/18 to 2021/22). The nature and extent of his interest is that he is a resident on Properjohn Road which is included in the Program for a path renewal in 2020/21.

Cr P McCleery declared an Impartiality Interest in Item 14.5 Proposed Road and Bridge Closure – Forrest Beach Road. The nature and extent of his interest is that he is an employee of the Water Corporation.

### **NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS**

Nil

### **OC0401 CONFIRMATION OF MINUTES**

**Moved Cr J Scott, Seconded Cr McCleery**

**That the Minutes of the Ordinary Council meeting held on 22 March 2017 be confirmed.**

Carried 9/0

**ANNOUNCEMENTS BY PERSON PRESIDING  
WITHOUT DISCUSSION**

Nil

**PETITIONS/DEPUTATIONS/PRESENTATIONS**

**OC0402 (10.1) THE RECEPTION OF PETITIONS**

As per the Shire of Capel Standing Orders Local Law 2016 clause 4.9 the Chief Executive Officer advised that he had received a petition in the form prescribed in the Standing Orders Schedule from Mr Robert Darlow, 21 Paperbark Close, North Boyanup, signed by fifty nine (59) persons, of which two (2) appear not to be electors of the Shire of Capel. The Statement of facts and the action sought on the front page reads:

*'We, the undersigned, do respectfully request that the Council: Reject the Extractive Industry Licence applied for by Joynson Enterprises at Lot 1, South West Highway, North Boyanup. This is on the grounds of community concerns relating to but not limited to: road safety, environmental, ground water, dust, noise and property devaluation.'*

As required under Standing Orders Local Law clause 4.9(2):

The petition to the Council is—

- (a) as far as practicable prepared in the form prescribed in the Schedule;
- (b) addressed to the Council and forwarded to a member or the CEO;
- (c) states the name and address of the person to whom correspondence in respect of the petition may be served; and
- (d) is respectful and temperate in its language.

The Shire of Capel Standing Orders Local Law, clause 4.9(4) indicates:

The only motions in respect of a petition that are in order are that —

- (a) the petition be received;
- (b) a report on the petition be prepared; or
- (c) that the petition be acknowledged and be dealt with by the Council in conjunction with a similar item on the same agenda paper.

**Chief Executive Officer's Comment**

As the petition relates to a proposed Extractive Industry Licence that was advertised for public comment, closing on Friday 24 March 2017, the petition has been included with all the other submissions received and included in the report that is part of the Council agenda item being considered by Council at a future meeting.

Whilst the Standing Orders do not specifically allow for a decision with similar wording to what is indicated above it is proposed that the following recommendation be endorsed on the understanding that the petition will be included with other submissions as part of a future report to Council.

**VOTING REQUIREMENTS**

Simple majority

**OC0402 OFFICER'S RECOMMENDATION – 10.1/COUNCIL DECISION****Moved Cr J Scott, Seconded Cr Baxi****That the petition be acknowledged and be dealt with by the Council in conjunction with the Extractive Industry Licence application when it is dealt with by Council.**

Carried 9/0

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

Nil

**QUESTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**CHIEF EXECUTIVE OFFICER REPORTS****OC0403 (13.1) Bunbury Geographe Growth Plan - Adoption**

Location:	Whole of Shire
Applicant:	Bunbury Growth Plan Steering Committee
File Reference:	BGGP.RE.2
Disclosure of Interest:	Nil
Date:	29.03.17
Author:	Chief Executive Officer, PF Sheedy
Senior Officer:	Chief Executive Officer, PF Sheedy
Attachments:	A copy of the Plan has been provided separately to all Councillors

**MATTER FOR CONSIDERATION**

The endorsement the Bunbury Geographe Growth Plan Strategy and support the ongoing marketing of the branding and strategic objectives of the Plan.

**BACKGROUND / PROPOSAL****Background**April 2015

The State Government announced that it wished to enter into a partnership with nine new regional centres building on the initial Super Towns program. The objective of the partnership was to develop an economic plan for each centre that would set out a pathway for economic growth in a manner that complements local governments existing or proposed town plans and ten year community strategies.

Greater Bunbury was identified as one of the State's growth centres incorporating the urban area from Australind in the north to Dalyellup in the south. While this provides a singular focus for growth planning it is recognised that economic and social links radiate out to adjacent localities and shires. The growth plan would have the capacity to recognise and enhance those linkages.

Greater Bunbury was considered to be unique in that to proceed; it would require a collaborative partnership between the four Greater Bunbury local government authorities and the South West Development Commission (SWDC) in order to develop a growth plan that could embrace the whole area based on a shared vision and values. There was no intent that the growth plan in any shape or form would affect the responsibility and autonomy of each local

government. It was to be a guide for local government, State and Federal government and the private and not for profit sector that could help inform and maximise the benefits of future investment.

Following the briefing session by Stewart Hicks, Chairperson SWDC and Don Punch, Chief Executive Officer of the SWDC on Thursday 8 April 2015, a further brief meeting was held on Monday 13 April 2015 with the local government Mayor/Presidents and Chief Executive Officers of the four Greater Bunbury local governments, to discuss how as a group they could progress a joint application under the Regional Centres program.

Council at its meeting on 22 April 2015 resolved (OC0403) the following:

*That Council advises the South West Development Commission that it considers that the development of a Greater Bunbury Growth Plan under the Regional Centres Development Plan provides significant opportunities for the Shire of Capel and its communities and:*

1. *That it fully supports the proposed development of a Greater Bunbury Growth Plan, under the Regional Cities Development Plan Phase Two (RCDP2);*
2. *Confirms its interest to support the development of a joint funding submission (four local governments) to participate in the RCDP; and*
3. *That it has the capability (President and CEO time) and preparedness to develop a Growth Plan for the Greater Bunbury Area.*

## **Proposal**

At the 2<sup>nd</sup> City meeting held at the Shire of Dardanup on 15 March 2017, it was agreed by all the local governments and industry representatives that it would be of benefit if all local governments formally adopt the Growth Plan as the Steering Committee prepares to go forward to State Government with this proposal.

It is therefore proposed that each local government in the partnership will formally adopt the Growth Plan.

## **STATUTORY ENVIRONMENT**

Local Government Act 1995 section 3.1

### **3.1. General function**

- (1) The general function of a local government is to provide for the good government of persons in its district.
- (2) The scope of the general function of a local government.

## **POLICY IMPLICATIONS**

There is no current Council policy relevant to this item.

## **FINANCIAL IMPLICATIONS**

### **Budget**

The Shire is managing the employment of the Executive Officer and Consultant and is providing office space and general office costs (phone, stationery, computer tec.)

At this stage there are no other financial implications for being a partner and supporting the Bunbury Geographe Growth Plan Strategy Partnership as funds remaining from the grant to undertake the Growth Plan are being utilised to meet staff, consultant and other associated costs.

## **Long Term**

There may be a requirement in the long term for local governments to contribute funding for the engagement of staff or consultants or projects but this will depend on the level of funding by government (state and federal) and industry bodies.

## **Whole of Life**

Given that it is expected that no assets will be created that will become the property of the Shire of Capel there is not expected to be any future whole of life cost.

## **SUSTAINABILITY IMPLICATIONS**

The implementation of the Growth Plan top priority initiatives have the potential to impact across the four sustainability areas of **Social** (Transforming Bunbury's Waterfront, Second City Policy and Indigenous Development), **Economic** (Bunbury Port Upgrade, Myalup-Wellington Water for Food, Agribusiness Precinct, Timber Precinct Upgrade, Transforming Bunbury's Waterfront, Second City Policy and Indigenous Development), **Environmental** (Bunbury Port Upgrade, Myalup-Wellington Water for Food, Agribusiness Precinct, Timber Precinct Upgrade, Transforming Bunbury's Waterfront) and **Financial** (Bunbury Port Upgrade, Myalup-Wellington Water for Food, Agribusiness Precinct, Timber Precinct Upgrade, Transforming Bunbury's Waterfront, Second City Policy and Indigenous Development).

These priorities also have the potential to dramatically improve the sustainability of the various localities and towns within the Growth Plan Partnership local governments.

## **STRATEGIC IMPLICATIONS**

Shire of Capel Strategic Community Plan 2013 – 2031

1 The Leadership Experience "Ensure open, transparent, effective good governance and communication within the organisation and the community."

Strategic Outcome:

1.3 Develop, support and implement innovation solutions.

4 The Economic Experience "Foster and support responsible and progressive economic development opportunities within the Shire."

Strategic Outcome:

4.9 Encourage business development.

## **CONSULTATION**

Consultation on the final document and the proposed top priority initiatives has been undertaken with the Partnership Steering Committee members (local government, government agencies and industry bodies and organisations), state government and state government agencies and other community organisations.

## **COMMENT**

The Bunbury Geographe Growth Plan Strategy was officially launched by the Hon. Terry Redman MLA, Minister for Regional Development, in Bunbury on 9 February 2017.

A full copy of the adopted Regional Growth Plan Strategy and other information can be found at <http://bunburygeographe.com.au>.



The implementation of the Growth Plan Strategy is being overseen by the Bunbury Geographe Growth Plan Partnership Steering Committee. The committee comprises of the following membership: -

- o President of the Bunbury Chamber of Commerce and Industries;
- o Chairman of the Bunbury Wellington Economic Alliance;
- o Chief Executive Officer or delegate of the Southern Ports Authority;
- o Presidents of the Shires of Capel, Dardanup and Harvey;
- o Mayor of the City of Bunbury; and
- o CEO of the South West Development Commission.

The Steering Committee Chairman is Cr Mick Bennett.

The Steering Committee now seeks support to promote the Bunbury Geographe Growth Plan and the associated Bunbury Geographe branding through membership based marketing and communications channels. (Appendix ORD: 12.1.1)

As lead agencies in the Growth Plan partnership, the four local governments and SWDC have many potential avenues to help generate increased awareness of the Growth Plan itself, and the associated branding. This could include:

**Promoting the Bunbury Geographe Growth Plan:**

- Include an item on the Growth Plan in newsletters or regular circular.
- Make reference to the Growth Plan and include a .pdf version of the Strategy in an appropriate area of the Shire web site.
- Making reference copies available at reception.
- Ensuring key staff members are aware of its existence and contents.

**Supporting the Bunbury Geographe brand:**

- Including Bunbury Geographe branding on websites.
- Using the term 'Bunbury Geographe' when referring to the wider area (formerly may have used 'Greater Bunbury').
- Including links to [www.bunburygeographe.com.au](http://www.bunburygeographe.com.au) on Shire website.
- Applying the brand to corporate stationery and e-communications (as appropriate).
- Applying the brand to promotional collateral e.g. banners, signage etc.

Creating links to the Shire of Capel web page and promoting the partnership in Shire press releases, e-newsletters and Facebook is appropriate.

The Strategy will provide compelling support to attract investment in the region from both government and the private sector.

This report is to recommend that Council receive and endorse the Bunbury Geographe Growth Plan Strategy and support the ongoing marketing of the branding and strategic objectives of the Plan.

**VOTING REQUIREMENTS**

Simple majority

**OC0403 OFFICER'S RECOMMENDATIONS – 13.1/COUNCIL DECISION**

**Moved J Scott, Seconded Cr Smith**

**That Council receives and endorses the Bunbury Geographe Growth Plan Strategy and supports the ongoing marketing of the branding and strategic objectives of the Plan.**

Carried 9/0

## **ENGINEERING AND DEVELOPMENT SERVICES REPORTS**

### **OC0404 (14.1) Program of Works – Drainage (2017 - 18)**

Location:	Whole of Shire
Applicant:	Shire of Capel
File Reference:	DRAIN
Disclosure of Interest:	Nil
Date:	12.04.17
Author:	Manager Technical Services, K McKeachie
Senior Officer:	Executive Manager Engineering & Development Services, J Gick
Attachments:	Spreadsheet: 1 Year Program of Works - Drainage (2017 – 2018)

### **MATTER FOR CONSIDERATION**

Formal adoption of a one year Program of Works – Drainage (2017 – 2018) and allocation of funds in the 2017/18 Budget.

### **BACKGROUND / PROPOSAL**

#### **Background**

The Shire of Capel's Drainage network is a critical component of the Shire's overall infrastructure portfolio. It provides a vital function upon which other asset classes (notably Roads and Buildings) are dependant and also provides amenity, safety and property protection services to Shire residents and visitors.

In line with ongoing improvements in the Asset Management of the Shire's portfolio of infrastructure, a formal program of Drainage works to be delivered to the asset in the 2017 – 2018 year has been developed.

This is the first time that a formal program of works has been prepared for Drainage. In prior years, these works have been carried out as reactive heavy maintenance in response to network failures. It is recognised that failures of the drainage network can, (and will likely continue to), occur in the future due to extreme weather events, network age and condition. However, best practice Asset Management suggests that such events should be treated as exceptions to the norm and funded under emergency works provisions rather than as Capital Works projects.

For the purposes of establishing the formal process of planning for Capital works for this asset, the extent of the proposed one year Program of Works – Drainage (2017 – 2018) has been established to operate within the existing 'Townsite and Rural Drainage Renewals' budget.

Formalising these works is intended to assist in the Shires efforts to move towards a more proactive, forward looking, maintenance strategy.

It is intended that the one year Program of Works – Drainage (2017 – 2018) will be extended to two years in the 2018 – 2019 financial year and then to 5 years in the 2019 – 2020 financial year.

#### **Proposal**

To consider adoption of a one year Program of Works – Drainage (2017 – 2018) and allocation of funds in the 2017/18 Budget.

**STATUTORY ENVIRONMENT**

Section 5.56 – Planning for the future, of the Local Government Act 1995 applies:

- (1) *A local government is to plan for the future of the district.*  
 (2) *A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.*

**POLICY IMPLICATIONS**

The following Council policies apply:

- Council Policy 2.7: Preparation of Integrated Financial Plan and Budget;  
 Council Policy 2.9: Budget Management – Capital Acquisitions and Works;  
 Council Policy 6.20: Capel Townsite District Water Management Strategy;  
 Council Policy 7.1: Asset Management;  
 Council Policy 7.3: Engineering Specifications (Subdivision Land Development);

**FINANCIAL IMPLICATIONS****Budget**

The proposed one year Program of Works – Drainage (2017 – 2018) has been established to operate within the previously endorsed 'Townsite and Rural Drainage Renewals' allocation of the 2016/17 budget.

The following table provides a summary of the 2017/18 budget requirements proposed for the Program of Works – Drainage (2017 – 2018):

Budget Year	Draft 2017 Budget (from LTFP)	Proposed Spend	Budget Variance
2017/18	\$119,252.00	\$115,300.00	\$3,952.00

**Long Term**

This report has been structured to deliver an initial one year Program of Works – Drainage (2017 – 2018). The program allows for physical replacement of existing end of life assets along with investigation and design of future solutions for known drainage issues.

Moving the capital management of Drainage from a reactive response to a more proactive systematic approach is intended to provide the Shire with lower whole of life cost through reduction in expensive emergency maintenance. Unforeseen failures should reduce through more active monitoring of condition, resulting in a correspondingly higher level of confidence in the network's performance.

Future Programs of Works – Drainage will require more financial and asset analysis, and scenario testing to inform subsequent Long Term Financial Plans.

**Whole of Life**

Whole of life costing involves estimating the total cost of a system or structure throughout its entire life. It is about identifying future costs and referring them back to present day costs using standard accounting techniques such as Present Value. It is recognised as an appropriate technique for use in valuing total costs of assets that have regular operating and/or recurrent maintenance costs, based on formalised maintenance programmes.

Detailed analysis of the whole of life costs is not yet able to be completed for the Shire's Drainage asset. The Shire is still developing its understanding of the following information in order to achieve this outcome:

- Design Life. The minimum length of time that a scheme or structure is required to perform its intended purpose.
- Capital Costs including (where appropriate):
  - Planning and site investigation costs
  - Design and project management/site supervision costs
  - Clearance and land preparation work
  - Material costs
  - Construction (labour and equipment) costs
  - Planting and post-construction landscaping costs for Water Sensitive Urban Design (WSUD) systems.
  - Cost of land-take.
- Operation & Maintenance Costs including:
  - Monitoring
  - Regular planned maintenance (e.g. rodding culverts, clearing debris from manholes, grass-cutting, vegetation management, sediment removal, jetting of permeable surfaces and silt traps etc.)
  - Intermittent irregular maintenance (e.g. for major mid-life refurbishment such as geotextile replacement, vegetation replacement, soakaway replacement etc.)
  - Unplanned maintenance / rehabilitation (e.g. responding to problems such as blocked culverts/trash-racks, pollution incidents, vegetation death etc.)
- Risk Costs. In most cases, the risk costs associated with drainage are likely to be 'public' or 'societal' costs and would not be borne directly by the Shire. However where significant flooding impacts occur there is a potential for liability or negative public perception to be attributed to the Shire if sufficient mitigating steps were not in place prior to the event in order to reduce damage to private property.
- Environmental Costs. Usually, these are stated as the costs of delivering certain environmental benefits over and above the pragmatic movement of water through the network. Examples include amenity and recreation opportunities, biodiversity and ecological enhancement, aquifer and base flow augmentation, water quality improvements and net flood risk reductions.
- Disposal Costs. The costs of disposal of the asset at the end of its life, and also the specific costs of disposal of any materials, (e.g. replacement components or silt and sediment) removed during the life of the asset. In the specific case of Silt and Sediment, while removal of this material may be seen as a normal operational procedure its disposal is likely to incur additional overhead costs due to the potential for contamination. These additional costs must be accounted for in planning the asset's lifecycle.
- Residual Costs. The net value of any portion of the asset (including any land value of reserves set aside for drainage) at the end of its useful life.
- The Discount Rate and Discount Period. These values are established by the State Treasurer. Current advice, (*from Costing and Pricing Government Services: Guidelines for use in the Western Australian Public Sector' (6th edition)*) indicates that:

*'For costing purposes, the opportunity cost of capital should be estimated using a rate of **4 per cent**. This figure should be applied to the total value of an agency's assets less any liabilities. The rate will be reviewed by Treasury annually and a new figure posted.'*

Work is ongoing to refine the Shire’s accounting and reporting structures in order to fully capture and appropriately assign all of the above cost factors.

The drainage asset was valued under fair valuation rules in March 2016. The total value of the asset was determined at \$39.1 million. Depreciation of this asset is costed at \$399,113 per annum using a straight line methodology over a 100 year economic life. The depreciation value may change in the future once the Shire gains a greater understanding of the deterioration rates and expected economic life of the drainage assets.

The Shire of Capel budgeted \$114,117 for capital maintenance under the heading of ‘Townsite and Rural Drainage Renewals’ in 2016/17, increasing this by CPI to \$119,252 in 2017/18. This budget has been utilised as the basis of preparation of this proposed Program of Works– Drainage (2017 – 2018).

Best practice Asset Management in line with Treasury advice under the Integrated Planning Framework would indicate that the Capital Renewals budget should be closer to the rate of depreciation, (i.e. in the order of \$390,000 to \$400,000 per annum).

In addition to budgeted Capital Renewals, maintenance expenditure in the order of 2-3% of the capital value of the assets is typically allowed for. That is, for every \$1,000,000 spent on capitalisation, a corresponding \$20,000 to \$30,000 should be assigned to ongoing maintenance. This idealised arrangement is based on good industry practice, but has been very difficult to achieve in most organisations.

This statement is particularly true for the Shire of Capel.

The Shire provides routine maintenance budget allocations under Job Code J3542 for Drainage related activities outside of ‘Townsite and Rural Drainage Renewals’ amounting to \$10,014 for cleaning of retention basins, Gross Pollutant Traps etc. In addition, unit rates have been provided within the street sweeping contract for cleaning of storm water pipes upon request.

Any activity carried out under these unit rates are considered additional works with costs charged to general maintenance Cost Centre No. 120. Analysis of costs charged to this Cost Centre over the past five accounting periods indicates:

Financial Year	Total Cost Charged to Cost Centre 120
2012/13	\$107,356.18
2013/14	\$110,840.53
2014/15	\$125,427.09
2015/16	\$71,434.62
2016/17	\$56,616.84
<b>Max \$</b>	\$125,427.09
<b>Min \$</b>	\$56,616.84
<b>Standard Deviation \$</b>	\$28,964.59
<b>Average \$</b>	\$94,335.05

As can be seen, there is little consistency year on year between these periods. This inconsistency is primarily driven by the nature of the work undertaken; the (relatively low) level of work initiated by customer complaint or network failure and the variability in the weather patterns in any given year which gives rise to emergency responses. It is therefore difficult to quantify with any certainty what the worst case level of expenditure might be. An upper bound estimate is likely to be in the order of \$155,000 (i.e. approximately Max \$ + 1 x Std Dev \$.)

In addition to the physical maintenance budgets above, Consultancy allocations have been set aside under Account Number 135620 amounting to \$94,000. These are for data validation and

condition assessment of the existing asset and for update and integration of the Boyanup and Capel Townsite Drainage Studies. Completion of these studies will assist in formulating future maintenance strategies along with identification of needs for future upgrade and expansion works.

The total maximum projected expenditure on Drainage over and above Capital Renewals is therefore something in the order of \$249,000 per annum. However, given the Shire's \$39.1 million valuation for its drainage asset, the idealised level of non-Capital preventative maintenance expenditure should be in the order of \$782,000 to \$1.17 million (based on the 2% to 3% industry average noted above).

In conjunction with the less than ideal level of capital renewals expenditure, this demonstrates that there remains a considerable gap between the projected spend and the required spend in order to prevent deterioration of the asset.

### **SUSTAINABILITY IMPLICATIONS**

The proposed Program of Works – Drainage (2017 - 2018) addresses sustainability criteria in the following ways:

**Social:** To provide an appropriate level of amenity and serviceability for infrastructure within the community. Manage potential nuisances to the community as a result of flooding.

**Economic:** Provide adequate protection for infrastructure that has potential to be damaged from floods and/or conveyance of stormwater. To allow effective management of infrastructure assets which are impacted by flooding and/or stormwater.

**Environment:** Wherever possible the design and alignment of underground and surface drainage should maintain the natural flow of stormwater and floodwaters through the landscape and support the social and environmental services provided by local ecosystems. To protect ecosystems from potential adverse impacts caused by human occupation in the landscape.

**Asset:** The Asset Management Strategy (Dec, 2015) established achievement of a balanced Sustainability Ratio on Capital Works of 0.9 to 1.0 as a primary Key Performance Indicator.

KPI	Measure	Source	Rationale	Target Range
<b>Sustainability Ratio</b>	(CAPEX on Renewals) divided by (Annual Depreciation Expense)	Long Term Financial Plan	A measure of the Shire's ability to maintain its asset portfolio for the long term. <i>See Appendix 2 for further details.</i>	<b>0.9 to 1.1</b>

As shown below, the asset sustainability ratios under the proposed Plan are significantly below the minimum indicated in the Asset Management Strategy (Dec, 2015).

Given that all projects considered for action in the proposed Plan are 'Renewal' projects, there is little that can be done to address this shortfall, short of increasing the budget allocation of future Programs of Works – Drainage to more closely align with the rate of consumption, (i.e. closer to the level of the Depreciation reported through the asset valuation process).

Sustainability Ratio						
Year	Total Program Cost (\$k)	Renewal Costs (\$k)	Upgrade Costs (\$k)	Renewal & Replacement Expenditure*	Depreciation	Sustainability Ratio (Renewal & Replacement/Depreciation)
2017/18	\$115,300	\$115	\$0	\$115	\$399	0.29

## **STRATEGIC IMPLICATIONS**

Shire of Capel Strategic Community Plan 2013 – 2031

1 The Leadership Experience 'Ensure open, transparent, effective good governance and communication within the organisation and the community.'

Strategic Outcome:

1.4 Provide efficient and effective financial management to ensure the long term sustainability of the organisation;

4 The Economic Experience 'Foster and support responsible and progressive economic development opportunities, within the Shire.'

Strategic Outcomes:

4.6 Support and promote the agricultural economy;

4.7 Promote tourist interests and provision of tourist accommodation;

4.8 Support the retention of the mining industry;

5 The Infrastructure Experience 'Plan and facilitate safe, sustainable and efficient infrastructure and transport networks to meet the needs of the community.'

Strategic Outcomes:

5.1 Provide and maintain a safe and efficient transport, cycle and pedestrian network throughout the Shire;

5.3 Improve connectivity throughout our communities and to the region; and

5.6 Effectively manage the Shire's assets and resources.

## **CONSULTATION**

There has been ongoing consultation with a variety of interested stakeholders including:

- Councillors and Executive
- Management and staff
- Residents at the January 2017 Annual Electors Meeting
- Consultants and contractors
- Customer requests for drainage works
- Developers

## **COMMENT**

The Shire of Capel's Drainage network is a critical component of the Shire's overall infrastructure portfolio. It provides a vital function upon which other asset classes (notably Roads and Buildings) are dependant and also provides amenity, safety and property protection services to Shire residents and visitors.

This Program of Works – Drainage (2017 - 2018) establishes a platform for preserving the asset now, and development of the drainage network for the future. Unfortunately, the program is constrained by funding and internal resource capacity.



The Council has indicated a desire to improve the way it manages its assets and this program is consistent with the objectives of the Strategic Community Plan (2013 – 2031) and the Asset Management Strategy (December 2015).

**VOTING REQUIREMENTS**

Simple majority

<b>OC0404 OFFICER'S RECOMMENDATIONS – 14.1/COUNCIL DECISION</b>
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**Moved Cr Smith, Seconded Cr J Scott**

**That Council:**

- 1. Endorses the Program of Works – Drainage (2017 – 2018); and**
- 2. Allocates \$115,300 in the draft 2017/18 Budget for the drainage capital program.**

Carried 9/0

Cr S Schiano declared a Proximity Interest in Item 14.2 Program of Works – Paths (2017/18 to 2021/22). The nature and extent of his interest is that he is a resident on Properjohn Road which is included in the Program for a path renewal in 2020/21.

Cr Schiano left the Chambers at 4.44pm.

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### **OC0405 (14.2) Program of Works – Paths (2017/18 to 2021/22)**

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Location:	Whole of Shire
Applicant:	Shire of Capel
File Reference:	PATH
Disclosure of Interest:	Nil
Date:	12.04.17
Author:	Manager Technical Services, K McKeachie
Senior Officer:	Executive Manager Engineering & Development Services, J Gick
Attachments:	1. Paths Program 2017/18 – 2021/22 Locality Maps 2. Spreadsheet: 5 Year Program of Works – Paths (2017/18 - 2021/22)

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### **MATTER FOR CONSIDERATION**

Formal adoption of a five year Program of Works – Paths (2017/18 – 2021/22) and allocation of funds in the 2017/18 Budget.

### **BACKGROUND / PROPOSAL**

#### **Background**

27 May 2015 (OC0513)

Council decided to discontinue the previous 10 Year Pathway Strategy (2014/15 to 2023/24) and adopted a revised 4 Year Program of Works – Paths (2015/16 to 2019/19) in its stead.

25 May 2016 (OC0507)

Council endorsed an updated 4 Year Program of Works – Paths with modest expansion of the allocated budget.

In January 2017 Council received advice from the Regional Bicycle Network Local Governments Grants program that the Shire had been successful in its application for grants totalling \$61,693 in 2017/18 and \$53,068 in 2018/19 for Phase 2 of the Bussell Highway Shared Use Path project (extension of the Shared Use Path South from Norton Promenade, Dalyellup and across the Bussell Highway to Frances Road, Gelorup).

As advice of these grants had not been received prior to submission of the Program of Works – Paths (2016/17 to 2019/20), this work was not included in that Program. Delivery of Phase 2 of the Bussell Highway Shared Use Path project has the following implications on the proposed Program of Works – Paths (2017/18 to 2021/22) at variance to the Plan endorsed by Council under decision OC0507:

- budget variations in order to meet Council's contribution requirement for take-up of the grants; and
- timing adjustments for other planned works in order to minimise the Net Contribution above budget variations.

These impacts have been considered and the optimal balance of resources to deliver the requirements has been presented in the proposed Program of Works – Paths (2017/18 to 2021/22).

This report seeks to:

- Update and extend the existing 4 Year Program of Works – Paths (2016/17 to 2019/20) to a 5 Year Program of Works that includes allowance for completion of Phase 2 of the Bussell Highway Shared Use Path project; and
- Allocate budget for Paths in future years, bringing costs into line with the endorsed Long Term Financial Plan.

### Proposal

To consider adoption of a five year Program of Works – Paths (2017/18 – 2021/22) and allocation of funds to the 2017/18 Budget.

### STATUTORY ENVIRONMENT

Section 5.56 – Planning for the future, of the Local Government Act 1995 applies:

- (2) *A local government is to plan for the future of the district.*  
 (2) *A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.*

### POLICY IMPLICATIONS

The following Council policies apply:

Council Policy 2.7: Preparation of Integrated Financial Plan and Budget;  
 Council Policy 2.9: Budget Management – Capital Acquisitions and Works;  
 Council Policy 6.13: Capel Townsite Strategy  
 Council Policy 6.15: Boyanup Townsite Strategy  
 Council Policy 6.17: Urban Landscape Policy  
 Council Policy 7.1: Asset Management;  
 Council Policy 7.3: Engineering Specifications (Subdivision Land Development);  
 Council Policy 8.6: Disability Access & Inclusion

### FINANCIAL IMPLICATIONS

#### Budget

The following table provides a summary of the 2017/18 budget arrangements proposed for the Program of Works – Paths (2017/18 – 2021/22):

Item	Description	\$
<b>2017/18 Expenditure</b>		
Network Expansion	Asset upgrades	148,855
Network Preservation	Asset renewals	69,000
Proposed 2017/18 Program of Works	<b>Total expenditure</b>	<b>217,855</b>
<b>2017/18 Funding</b>		
Regional Road Group (RRG)		0
Other External Sources of Funds	WA Bike Network Grant	61,693
	<b>Total funding</b>	<b>61,693</b>
<b>2017/18 Budget Arrangements</b>		
Proposed 2017/18 Program of Works	Total expenditure	217,855
Anticipated funding	Total revenue	-61,693
General purpose revenue	Required to achieve proposed program	-156,162

## Long Term

This report has been structured to deliver a five year Program of Works – Paths (2017/18 – 2021/22). The program allows for physical replacement of existing end of life assets; creation of new Paths where previous studies have identified 'missing links' and the continuation of projects of Regional significance such as the Bussell Highway Shared Use Path.

The Program of Works – Paths (2017/18 – 2021/22) is informed by two primary supporting documents:

- The Shire of Capel Path Strategy 2013 - 2018; and
- The Shire of Capel Local Bike Plan 2016

Of these supporting documents, the Shire of Capel Path Strategy is due for review in 2017/18. This review will aim to identify areas of opportunity or omission upon which to base future Programs of Works. The review will also seek to ensure alignment of the future Paths Strategy with the aims of the Local Bike Plan 2016.

## Whole of Life

Whole of life costing involves estimating the total cost of a system or structure throughout its entire life. It is about identifying future costs and referring them back to present day costs using standard accounting techniques such as Present Value. It is recognised as an appropriate technique for use in valuing total costs of assets that have regular operating and/or recurrent maintenance costs, based on formalised maintenance programmes.

Detailed analysis of the whole of life costs is not yet able to be completed for the Shire's Path network. The Shire is still developing its understanding of the following information in order to achieve this outcome:

- Design Life. The minimum length of time that a scheme or structure is required to perform its intended purpose.
- Capital Costs including (where appropriate):
  - Planning and site investigation costs
  - Design and project management/site supervision costs
  - Clearance and land preparation work
  - Material costs
  - Construction (labour and equipment) costs
  - Planting and post-construction landscaping costs for associated verge treatments
  - Post construction reinstatement works for adjacent landholder facilities such as crossovers etc.
  - Cost of land-take.
- Operation & Maintenance Costs including:
  - Monitoring
  - Regular planned maintenance (e.g. sweeping and litter removal, weed/grass treatment etc.)
  - Intermittent irregular maintenance (e.g. crack sealing, pothole repairs, tree root suppression etc.)
  - Unplanned maintenance / rehabilitation (e.g. responding to problems such as trip hazards, slab movement, joint stepping etc.)
- Risk Costs. The primary Risk Cost attributable to the Shire through its Paths network is the cost of Public Liability in the event of injury to the public either directly as result of

unsafe or poorly maintained Paths, (e.g. Trip Hazards), or indirectly through interaction with other assets, (e.g. falling tree branches).

- **Environmental Costs.** Usually, these are stated as the costs of delivering certain environmental benefits over and above the pragmatic movement of water through the network. Examples include amenity and recreation opportunities, aesthetic considerations and support of any associated drainage systems (e.g. through provision of kerb gutters, grated pits etc.)
- **Disposal Costs.** The costs of disposal of the asset at the end of its life, and also the specific costs of disposal of any materials removed during the life of the asset.
- **Residual Costs.** The net value of any portion of the asset (including any land value of reserves specifically set aside for paths) at the end of its useful life.
- **The Discount Rate and Discount Period.** These values are established by the State Treasurer. Current advice, (*from Costing and Pricing Government Services: Guidelines for use in the Western Australian Public Sector' (6th edition)*) indicates that:

*'For costing purposes, the opportunity cost of capital should be estimated using a rate of **4 per cent**. This figure should be applied to the total value of an agency's assets less any liabilities. The rate will be reviewed by Treasury annually and a new figure posted.'*

Work is ongoing to refine the Shire's accounting and reporting structures in order to fully capture and appropriately assign all of the above cost factors.

## **SUSTAINABILITY IMPLICATIONS**

The proposed Program of Works – Paths (2017/18 – 2021/22) addresses sustainability criteria in the following ways:

**Social:** To provide an appropriate level of amenity and serviceability for infrastructure within the community. Improve social well-being through encouragement of healthy lifestyles and efficient transportation choices.

**Economic:** Provide opportunities for economic development of the Shire through improved access to commercial districts for pedestrian traffic and through the attraction of additional visitors to the Shire (e.g. bicycle tourists.)

**Environment:** Provide an aesthetically pleasing, attractive environment in which to live. Encourage greater engagement with the environment by residents and reduced carbon footprint for the Shire overall through support for alternative transport modes (i.e. those that do not require the use of motor vehicles.)

**Asset:** The Asset Management Strategy (Dec, 2015) established achievement of a balanced Sustainability Ratio on Capital Works of 0.9 to 1.0 as a primary Key Performance Indicator.

KPI	Measure	Source	Rationale	Target Range
<b>Sustainability Ratio</b>	(CAPEX on Renewals) divided by (Annual Depreciation Expense)	Long Term Financial Plan	A measure of the Shire's ability to maintain its asset portfolio for the long term. <i>See Appendix 2 for further details.</i>	<b>0.9 to 1.1</b>

The Paths asset was valued under fair valuation rules in March 2016. The total value of the asset, (including Pram Ramps), was determined at \$13.1 million. Depreciation of this asset is costed at \$297,731 per annum over a (typically) 65 year economic life.

Projection of probable future Sustainability Ratios indicates that, despite the incremental increase in Capital Expenditure recommended in 2016 under Council decision OC0507, the asset sustainability ratios under the proposed Plan remain significantly below the minimum indicated in the Asset Management Strategy (Dec, 2015). This is due to the ongoing level of asset expansion and upgrade works outside of subdivision developments being undertaken.

Unlike Road upgrades, (which often involve altering an existing network element), Path upgrades are almost always the result of construction of completely new network elements where none had previously existed. As a result, Network Upgrades for Path networks do not usually involve areas which can be counted towards the Sustainability Ratio. The Upgrade costs have therefore been excluded entirely from the estimate of the Renewal value of Capital projects in the presentation below.

It is envisioned that the rate of asset expansion outside of subdivisions will reduce over time as 'missing links' are filled in and the implementation of works identified in the Shire's Bike Plan is completed.

Sustainability Ratio						
Year	Total Program Cost (\$k)	Renewal Costs (\$k)	Upgrade or Expansion Costs (\$k)	Renewal & Replacement Expenditure*	Depreciation	Sustainability Ratio (Renewal & Replacement/Depreciation)
2017/18	\$218	\$69	\$149	\$69	\$298	0.23
2018/19	\$201	\$69	\$133	\$69	\$298	0.23
2019/20	\$371	\$150	\$221	\$150	\$298	0.50
2020/21	\$334	\$102	\$232	\$102	\$298	0.34
2021/22	\$343	\$0	\$343	\$0	\$298	0.00

## **STRATEGIC IMPLICATIONS**

Shire of Capel Strategic Community Plan 2013 – 2031

1 The Leadership Experience 'Ensure open, transparent, effective good governance and communication within the organisation and the community.'

Strategic Outcome:

1.4 Provide efficient and effective financial management to ensure the long term sustainability of the organisation;

4 The Economic Experience 'Foster and support responsible and progressive economic development opportunities, within the Shire.'

Strategic Outcomes:

4.7 Promote tourist interests and provision of tourist accommodation;

5 The Infrastructure Experience 'Plan and facilitate safe, sustainable and efficient infrastructure and transport networks to meet the needs of the community.'

Strategic Outcomes:

5.1 Provide and maintain a safe and efficient transport, cycle and pedestrian network throughout the Shire;

5.3 Improve connectivity throughout our communities and to the region; and

5.6 Effectively manage the Shires assets and resources.

## **CONSULTATION**

There has been ongoing consultation with a variety of interested stakeholders including:

- Councillors and Executive
- Management and staff
- Residents at the January 2017 Annual Electors Meeting
- Consultants and contractors
- Customer requests for footpath works
- Community consultation groups under the Age Friendly Communities Plan.
- Developers

## **COMMENT**

In response to ongoing customer feedback and continued deterioration of the asset, two major multi-year projects have been introduced to this Program of Works – Paths spanning Years 1, 2 and 3 (2017/18, 2018/19 and 2019/20). These involve renewals works to the footpaths on Forrest Road in Capel and the South Western Highway in Boyanup.

These sections of footpath have deteriorated substantially from the acceptable level of service and are now generating negative public perception. It has been reported that the appearance of these footpaths detracts from the amenity and aesthetic attraction of the townscapes and that public safety is compromised in areas with uneven surfaces.

These sections of footpath were excluded from consideration for renewal prior to this Program of Works – Paths as they involve links that are potentially affected by proposals for future main street upgrades. In Capel, these works involve the completion of the main street upgrade carried out in 2010/11. For Boyanup these works have been under consideration by Council for several years.

Midlife renewals of these footpaths had been deferred pending decision making related to the full reconstruction of the townscapes. Based on availability of funds for completion, physical works on both of these townscape upgrades are now scheduled for the end of the planning window of the current LTFP (2025/26 and beyond). It is therefore necessary to consider treatments of these sections that will ensure continuity of service between now and then.

These projects are specifically intended as **Sacrificial/Holding Treatments** pending finalised designs for any future main street upgrades which may be adopted by Council in both locations. Sacrificial/Holding Treatments have been specified on the assumption that any such future main street upgrades will require the complete removal and reconstruction of the footpaths in the medium term future. This is particularly true in the case of Boyanup where it is likely that any future main street upgrade will involve some combination of widening or realignment of the South Western highway, especially if on-street parking is to be provided.

It is intended that these treatments will be completed utilising asphalt. Asphalt provides a surface that is aesthetically pleasing, hard wearing, and very suitable for use in this application. However it is recognised that asphalt is not as long lasting as the Shire's preferred footpath surfacing material (concrete.)

Asphalt has been selected for use as a sacrificial material in these cases primarily due to its much lower installed cost (approx. \$15 m<sup>2</sup>) compared to concrete (approx. \$100 m<sup>2</sup>). Should final designs for main street upgrades for Capel and Boyanup become available for construction before the normal end of life of these Sacrificial/Holding Treatments then the cost to the Shire of voluntary retirement of these investments will be much less than might otherwise be the case if concrete surfaces are installed.

The Program of Works – Paths (2017/18 – 2021/22) continues work in accordance with Council Decision OC0507 and builds on a successful 2016/17 capital works campaign.

The program establishes a platform for preserving the asset now, and development of the paths network for the future. Unfortunately, the program is constrained by funding and internal resource capacity; however, it is better aligned to external funding opportunities.

The Council has indicated a desire to improve the way it manages its assets and this program is consistent with the objectives of the Strategic Community Plan (2013 – 2031) and the Asset Management Strategy (December 2015).

**VOTING REQUIREMENTS**

Simple majority

<b>OC0405 OFFICER'S RECOMMENDATIONS – 14.2/COUNCIL DECISION</b>
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**Moved Cr McCleery, Seconded C J Scott**

**That Council:**

- 1. Endorses the Program of Works – Paths (2017/18 – 2021/22);**
- 2. Allocates \$217,855 in the draft 2017/18 Budget for the Paths capital program; and**
- 3. Endorses the inclusion of Sacrificial/Holding Treatments in specified sections of the Paths network that may be affected by main street upgrade projects but which must nevertheless be protected in the medium term.**

Carried 8/0

Cr Schiano returned to the Chambers at 4.48pm.

Mr McKeachie left the Chambers at 4.48pm.



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**OC0406 (14.3) Storage Shelter – R5036 (Lot 5602) Capel Tutunup Road, Capel**

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Location: Capel  
Applicant: Horse and Pony Club Capel  
File Reference: PA26/2017  
Disclosure of Interest: Nil  
Date: 15.03.17  
Author: Planning Officer, C Bonnie  
Senior Officer: Executive Manager Engineering and Development Services, J Gick  
Attachments: 1. Plan  
2. Site Photo

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**MATTER FOR CONSIDERATION**

Council is requested to consider a Development Application for construction of a storage shelter at Reserve 5036 (Lot 5602) Capel Tutunup Road, Capel.

**BACKGROUND / PROPOSAL****Background**

2002 - Council was granted a management order for Reserve R5036 for the purpose of recreation, with power to on lease for 21 years. In 2003 Council leased the Capel Equestrian Centre Grounds at Reserve R5036 to the Capel Equestrian Centre Inc.

2012 - The Capel Equestrian Centre Inc changed its name to Capel Regional Equestrian Park Inc (CREP). The reserve is managed by the CREP of which the Horse and Pony Club Capel is a member and utilises the reserve.

October 2016 – Ordinary Council Meeting resolved to grant Development Approval for a transportable building for the Riding for the Disabled Capel Inc.

**Proposal**

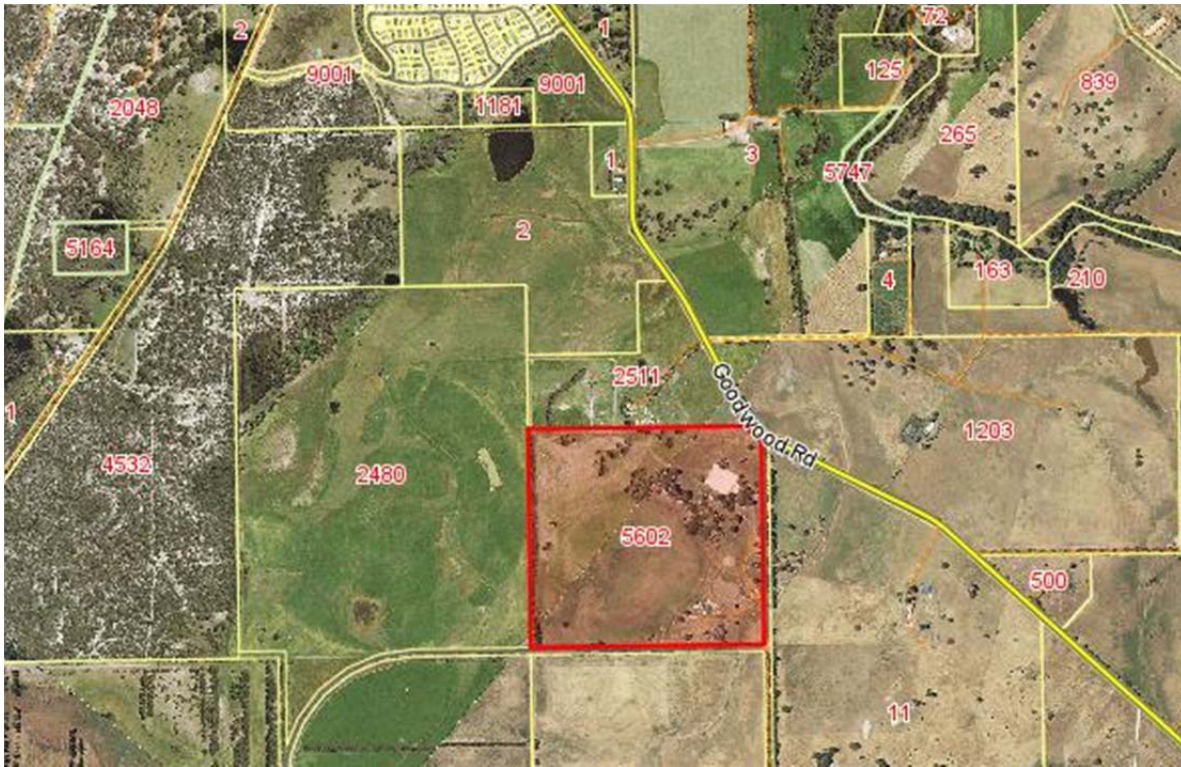
A request has been received from the Horse and Pony Club Capel to construct an open sided shelter to store a tractor used to maintain the grounds and trailers containing show jumping, dressage and games equipment. The proposed shelter is 16m x 10m in floor area with an open wall height of 2.8m and zinalume roof (see Attachment 1). The shelter is proposed to be located between an existing shed and transportable approximately 160m from the north eastern boundary and 225m from the Goodwood Road frontage (see Attachment 2).

The Capel Regional Equestrian Park (CREP) have provided written support for the application including unanimous agreement of all affiliated clubs of CREP.

**Location**

Lot 5602 (Reserve 5036) has an area of 38.4ha and is predominately cleared with stands of located trees. The lot is located on Goodwood Road within a rural area approximately 1.1km south of the Capel Townsite.

Figure 1: Location Plan



**STATUTORY ENVIRONMENT**

Town Planning Scheme No. 7 (TPS7)

Lot 5602 is a Reserve for recreation zoned Rural pursuant to the Shire of Capel Town Planning Scheme No. 7 (TPS7).

The existing use of an Equestrian Centre is considered a non-conforming use pursuant to Clause 4.1 of the TPS7, as it relates to the continued use of the land for the purpose for which it was being lawfully used at the time of coming into force of the Scheme.

Therefore, the proposed development is considered an extension of a non-conforming use. An extension of a non-conforming use requires the proposed development to obtain the planning consent of the Council under the Scheme and unless in conformity with any other provision and requirements contained in the Scheme.

Greater Bunbury Region Scheme (GBRS)

The application has been assessed by the Department of Planning in accordance with the provisions of the Greater Bunbury Region Scheme (GBRS) with particular references to the Notice of Resolution (RES2014/03) made under Clause 27, Schedule 1, Clauses 3, 6, 7 and 10 and the Instrument of Delegation (DEL2014/01) under Section 16 of the Planning and Development Act 2005, Schedule 2 Clauses 9 and 10 and the comment will be discussed in the "Consultation" section of this report.

**POLICY IMPLICATIONS**

State Planning Policy 3.7 Planning in Bushfire Prone Areas

The lot is within a designated bush fire prone area. Clause 78B (1)(b) requires a Bushfire Attack Level (BAL) assessment for the construction or use, or construction and use of a habitable building other than a single house or ancillary dwelling or a specified building.

Habitable building means a *permanent or temporary structure on land that is fully or partially closed; and has at least one wall of solid material and a roof of solid material; and is used for the purpose that involves the use of the interior of the structure by people for living, working, studying or being entertained.*

The proposed use for the development is for the storage of specialised equipment and an area to meet and greet patrons of the Horse & Pony Club (HPC) Capel. The HPC recreational activity does not occur within the interior of the development, therefore the use of the storage shelter is not considered a habitable building requiring a BAL Assessment.

## **FINANCIAL IMPLICATIONS**

### **Budget**

The applicant submitted a letter to the Shire requesting that the Development Application fee of \$147.00 be waived, as it is a non for profit club. This has since been approved by the Executive Manager Corporate Services, (reference OPA8194).

### **Long Term**

The Reserve is non-rateable therefore there is no impact on rates.

### **Whole of Life**

There are no whole of life costs to consider.

## **SUSTAINABILITY IMPLICATIONS**

There are low environmental impacts associated with the development of a storage shelter, as no vegetation or existing structures are required to be removed. Development of the structure will assist the Horse & Pony Club Capel to operate from the shelter and will also benefit the community by having access to this facility in close proximity to the Capel townsite.

## **STRATEGIC IMPLICATIONS**

Shire of Capel Strategic Community Plan 2013-2031

2. The Community Experience 'Provide facilities and services which recognise the diverse needs of the community and strive to make the Shire a safe place to live, work and visit.'

Strategic Outcomes:

- 2.1 Provide social, recreational and cultural opportunities and facilities for our communities.
- 2.3 Preserve and protect the character of the communities.

3. The Environmental Experience 'To preserve and enhance the natural and built environment to ensure it is liveable, sustainable and adapts to our communities needs and experiences.

Strategic Outcome:

- 3.1 Promote the diverse lifestyle opportunities in the Shire.

4. The Economic Experience 'Foster and support responsible and progressive economic development opportunities within the Shire'.

Strategic Outcomes:

- 4.1 Provide opportunities to take advantage of the Shire's location.
- 4.2 Pursue diversity and vitality in the local economy.
- 4.9 Encourage business development.

**CONSULTATION**

The proposal was referred to the following state agencies in accordance with the provisions of the Greater Bunbury Region Scheme (GBRS) and the following submissions and comments were received:

- The Department of Planning (DOP) advised that the proposal *"...does not require referral to DOP, given the proposal is consistent with the Rural zone and does not appear to conflict with either the Strategic Agricultural; Resources or the Strategic Minerals and Basic Raw Materials Policies."*
- The Department of Mines and Petroleum (DMP) raised no significant issues with the proposal and requested an advice note be applied to the approval that the site it is an area where future mining may occur. The officer recommendation reflects DMP advice.
- The Department of Agriculture and Food Western Australia (DAFWA) raised no objection to the proposal.
- Main Roads WA (MRWA) did not provide a submission. Shire officers followed up with MRWA and no response was provided. In accordance with Deemed provision 66.(4) of Schedule 2, Part 9 of the *Planning and Development (Local Planning Schemes) Regulations 2015* if an authority does not provide a submission within the time allowed (42 days in this case), the local government may determine that the authority is to be taken to have no objection or recommendations to make. It is determined that MRWA raise no objection to the proposal. This position is consistent with a similar proposal for the site where MRWA raised no objection to a previous transportable building application on the same lot (July 2016).

**COMMENT**

The proposed development is consistent with the management order and purpose of the Reserve and rural requirements of the TPS7. The proposal in the context of the GBRS is not considered a conflicting use. No objections to the proposal were made from relevant government agencies.

**VOTING REQUIREMENTS**

Simple majority

**OC0406 OFFICER'S RECOMMENDATIONS – 14.3/COUNCIL DECISION**

Moved Cr Hearne, Seconded Cr J Scott

That Council:

A. Grants Development Approval pursuant to Clause 68 (2) (b) of the Deemed Provisions for Local Planning Scheme of the Planning and Development (Local Planning Schemes) Regulations 2015 and Clause 41 of the Greater Bunbury Region Scheme to the development of a Storage Shelter on Reserve 5036 (Lot 5602) Capel Tutunup Road, Capel subject to compliance with the following conditions:

1. All development being in accordance with the Approved Development Plans dated 26 April 2017.

B. ADVICE NOTES

1. Advises the applicant of the need to comply with the following requirements of other legislation:
  - i) Compliance with the Building Act 2011, Building Regulations 2012 and the Building Code of Australia. Advice should be sought from a registered building surveying contractor in order to obtain the appropriate certificates for building permit.
  - ii) The structure is to be retained on site if the Horse & Pony Club Capel vacates the property.
  - iii) Reserve 5036 is leased to Capel Regional Equestrian Park Inc. The lease has conditions (as agreed by the Minister of Lands and the Shire of Capel) and it is the responsibility of the lessee to ensure compliance in accordance with the signed agreement.
2. Titanium-Zircon mineralisation is located within 1,000m west of the proposal site and mining may occur in the future.

Carried 9/0

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**OC0407 (14.4) Proposed Road Closures – Cable Mine, Cloverdale, John Hogg and Yearly Roads**

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Location:	Capel, Stratham & Capel River
Applicant:	Iluka Resources Ltd
File Reference:	RO.RC.1
Disclosure of Interest:	Nil
Date:	11.04.17
Author:	Manager Operations, S Faber
Senior Officer:	Executive Manager Engineering & Development Services, J Gick
Attachment:	1. Applicant's Submission (Iluka Resources Ltd) 2. Map showing proposed closures 3. Public Submissions

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**MATTER FOR CONSIDERATION**

Closure of John Hogg Road, and portions of Cable Mine Road, Yearly Road and Cloverdale Road to the public for a period of 3 years to maintain site safety and security during the continuation of Iluka's mining operations.

**BACKGROUND / PROPOSAL****Background**

Council records show that Iluka Resources Ltd, previously Westralian Sands, (Iluka) has requested the closure of whole or portions of Shire roads since the 1980s to allow for their mining operations. The closures facilitate adjacent mineral sands mining operations, provide a level of security to Iluka's infrastructure and limit public access while mining operations are carried out. Although closed to the public, the roads are traversed by mine vehicles.

The *Local Government Act 1995* (the Act) requires that public comment be sought prior to each closure period. Original closures were previously restricted by the Act to one year at a time. This then increased to a possible four year closure and there is now no prescribed time in the current Act.

Records show that only one negative submission was received in the years spanning 1987 to 2016. That was received from Telstra during the 1990s and based on the risk of infrastructure disturbance. That issue was resolved successfully between Telstra and the mining company.

The most recent closure approval, that included the roads detailed for current consideration expired in April 2010. Installation of a new fence and locked gate across Cable Mine Road by Iluka in 2016 triggered meetings with Shire Officers and a subsequent request from Iluka (Attachment 1) for a new three year closure period during which portions of four Shire roads would be presented to Council for consideration for closure to the public.

These roads are listed below, and maps have been provided in Attachment 2.

Table 1.

Road	Start	Finish
Cable Mine Road, Stratham	400 m east of Bussell Highway intersection	1.995 m east of Bussell Highway intersection
Yearly Road, Capel	290 m east of Bussell Highway intersection	830 m east of Bussell Highway intersection
John Hogg Road, Capel	Full length, 648 m	
Cloverdale Road, Capel River	5.698 km south from Goodwood Road intersection, 20m east of the right angle bend at Lot 2266	6.67 km from the Goodwood Road intersection, at the intersection with Road 4630, including the portion of unmade road reserve.

As per Delegation 111, a period of consultation was initiated and submissions from the public, utility providers and affected land-owners sought prior to this item going to Council. Two submissions (Attachment 3) were received – one from Western Power (acknowledging receipt of the Shire letter) and a second from a land owner objecting to the closure of Cable Mine Road.

### Proposal

That Council consider the request from Iluka to close John Hogg Road, along with portions of Cable Mine Road, Yearly Road and Cloverdale Road to the public as described in Table 1 for a three year period commencing 01 May 2017.

### STATUTORY ENVIRONMENT

Local Government Act 1995, section 3.50

#### 3.50 Closing certain thoroughfares to vehicles

- (1a) A local government may, by local public notice, order that a thoroughfare that it manages is wholly or partially closed to the passage of vehicles for a period exceeding 4 weeks.
- (2) The order may limit the closure to vehicles of any class, to particular times, or to such other case or class of case as may be specified in the order and may contain exemptions.
- (4) Before it makes an order wholly or partially closing a thoroughfare to the passage of vehicles for a period exceeding 4 weeks or continuing the closure of a thoroughfare the local government is to –
  - (a) give local public notice of the proposed order giving details of the proposal, including the location of the thoroughfare, where, when and why it would be closed, and inviting submissions from any person who wishes to make a submission; and
  - (b) give written notice to each person who-
    - (i) is a prescribed person for the purposes of this section; or
    - (ii) owns land that is prescribed for the purposes of this section; and
  - (c) allow a reasonable time for submissions to be made and consider any submissions made.

Shire of Capel Delegation 111 gives the Chief Executive Officer the authority to initiate a consultation process prior to submitting details to Council for formal consideration. This authority has in turn been delegated to the Executive Manager Engineering & Development Services and Manager Operations.

## **POLICY IMPLICATIONS**

There are no policy implications relevant to this item.

## **FINANCIAL IMPLICATIONS**

### **Budget**

There are no financial implications other than the cost of advertising the proposed closure. The budget makes allowance for statutory advertising.

### **Long Term**

There are no long term financial implications relevant to this item.

### **Whole of Life**

As no Council asset is being created there are no whole of life implications relevant to this item.

## **SUSTAINABILITY IMPLICATIONS**

There are no sustainability implications for this item.

## **STRATEGIC IMPLICATIONS**

Shire of Capel Strategic Community Plan 2013-31

4. The Economic Experience 'Foster and support responsible and progressive economic development opportunities within the Shire'.

Strategic Outcome:

4.8 Support the retention of the mining industry.

## **CONSULTATION**

In accordance with s3.50 of the *Local Government Act 1995*, consultation was undertaken via an advertisement in the *South Western Times* on Thursday 2 March, 2017, along with posts on Shire Facebook and Website pages. Notices were placed in the Shire libraries and at the main Shire office. Utility providers, service providers and affected landowners were also notified by mail, and submissions requested.

A standard 'form letter' was received from Western Power (Attachment 3), acknowledging receipt of the Shire letter however not committing to an objection or otherwise.

One owner of land abutting Cable Mine Road to the east of the Iluka property contacted the Shire in 2016 expressing concern that the gate placed across Cable Mine Road by Iluka prevented access to some of his lots. The owner noted his intention to submit an objection when the proposed road closure was advertised for public comment.

No objection was received from the land owner during the public comment period, however officer investigation determined he is currently travelling overseas. Email contact was made in order to facilitate his submission (Attachment 3).

## **COMMENT**

It has been only recently that there has been an objection (Cable Mine Road) to the road closure, and that appears to have been as a result of the upgrade of the gates (2) and fence



by Iluka. Discussions with Iluka indicated that this recent upgrade was to try to maintain security to an ongoing issue of fuel theft from plant used in their mining operations. It appears that the offenders may be accessing the mining operations from Cable Mine Road. There was previously what could be described as a lower security level gate across Cable Mine Road that is believed to have been in place during previous road closures of Cable Mine Road. That gate may have only been latched and not locked.

Shire Officers have recently facilitated contact between the land owner and Iluka and there has been a lock and key provided to the land owner to facilitate access. The land owner while thankful for the access solution has indicated that he believes the road should not be closed to the public and that he should have access to Bussell Highway from his property on Nicholls Road.

The land owner does have alternate access to Bussell Highway via, Nicholls Road, Elgin Road and either Boyanup Road West (7.5km approximately) or Railway Road (10.00km approximately). Access to Bussell Highway via Cable Mine Road is approximately 4 km.

The portion of road that has been requested for closure on Cable Mine Road is constructed to various widths and construction standards and would for some sections be considered 4WD access.

John Hogg Road and portions of Yearly Road and Cloverdale Road have been closed by Council to allow for the continuation of mining operations for some considerable time. Although the closure of these roads expired in 2010 it appears that the re-instatement of the closures does not appear to impact on anyone negatively.

Closure of a Shire road by Council can as described in S3.5 of the Local Government Act 1995 ***Closing certain thoroughfares to vehicles***, allow for Council to propose conditions in the consideration of authority to close a road.

### **VOTING REQUIREMENTS**

Simple majority

<b>OC0407 OFFICER'S RECOMMENDATIONS – 14.4/COUNCIL DECISION</b>
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**Moved Cr McCleery, Seconded Cr Baxi**

**That Council approves the closure of the following road and portions of roads to the public for a period of 3 years commencing 1 May 2017 with conditions:**

- **John Hogg Road, Capel – full length of 648m;**
- **Cable Mine Road, Stratham from a point 400m east of the Bussell Highway intersection to 1.995 km east of the Bussell Highway intersection and that Iluka Resources Ltd allow access to the closed portion of Cable Mine Road to the adjacent landowner Mr Ashley Scott via a key and padlock to the two locked Iluka gates for the duration of the closure;**
- **Yearly Road, Capel from a point 290m east of the Bussell Highway intersection to 830 m east of Bussell highway intersection; and**
- **Cloverdale Road, Capel River from a point 5.698km south from Goodwood Road intersection, 20m east of the right angle bend at Lot 2266 to 6.67km from the Goodwood road intersection, at the intersection with Road 4630, including the portion of unmade road reserve.**

Carried 7/2

Cr P McCleery declared an Impartiality Interest in Item 14.5 Proposed Road and Bridge Closure – Forrest Beach Road. The nature and extent of his interest is that he is an employee of the Water Corporation.

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### **OC0408 (14.5) Proposed Road and Bridge Closure – Forrest Beach Road**

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Location:	Forrest Beach
Applicant:	Shire of Capel
File Reference:	RO.BR.3
Disclosure of Interest:	Nil
Date:	11.04.17
Author:	Manager Operations, S Faber
Senior Officer:	Executive Manager Engineering & Development Services, J Gick
Attachments:	Map showing proposed closure

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### **MATTER FOR CONSIDERATION**

The closure of a portion of Forrest Beach Road, Forrest Beach for a period of 6 months, to allow the Water Corporation to replace a bridge (0650) over the south drain.

### **BACKGROUND / PROPOSAL**

#### **Background**

In December 2014 Main Roads Western Australia (MRWA) imposed a load limit on a Water Corporation Bridge (0650) on Forrest Beach Road. The load limit was determined after MRWA carried out a routine inspection of the bridge where it was found the bridge was in poor structural condition. A load capacity was carried out by MRWA and vehicle accessibility was restricted to vehicles of 12 tonne or less.

Discussion had been ongoing between the Water Corporation, MRWA and the Shire since the load restriction was applied to the bridge. Replacement will allow vehicle access to be restored to a greater capacity.

The Water Corporation had in 2016 advised the Shire that it has secured funding for the replacement of the bridge. In August 2016 the Shire was contacted seeking Council approval to close a portion of Forrest Beach Road for a period of approximately 6 months.

The works had been scheduled to be completed during the dryer months, when it is anticipated water levels will be lower. It was anticipated works were to commence in December 2016/January 2017 with intended completion of construction by July 2017.

An item was presented to Council at the Council's Ordinary Meeting in October 2016 to consider the closure of Forrest Beach Road for a period of 6 months to allow for the replacement of the Water Corporation Bridge (0650) where it was resolved:

#### ***OC1004***

***That Council approves the closure of Forrest Beach Road, Forrest Beach from the intersection with Ludlow North Road to 100m west of Bridge (0560) for a period of approximately 6 months from 2 January, 2017 to 31 July, 2017, to allow for the replacement of the Water Corporation bridge.***

Works on the replacement of the Water Corporation Bridge (0650) have not commenced at this time due to delays in the Water Corporation's design and tendering process.

Water Corporation has informed the Shire that it has recently completed the design and tendering process and has now engaged a contractor to complete the bridge works. The Water

Corporation have recently approached the Shire seeking an extension of the closure period to allow for the replacement of the bridge. It is still considered that that the original timeframe of 6 months to replace the bridge is required. If the works were to commence immediately the completion timeframe would take the works outside of Council agreed closure period 2 January, 2017 to 31 July, 2017.

It was considered that with the delay in the commencement of works and the 6 month construction timeframe required it would take the closure period significantly outside the Council resolution in October 2016. It is therefore required that an application for a road closure to be submitted to Council for formal consideration to meet our legislative requirements within the Local Government Act 1995, section 3.50.

The Water Corporation has requested a new closure period for the replacement of bridge (0650) on Forrest Beach Road for a period of 6 months from 1 May 2017 to 31 October 2017.

The Attachment shows the location of the proposed road closure.

### **Proposal**

That Council considers the request for the closure of Forrest Beach Road from the intersection with Ludlow Road North to approximately 100m west of Bridge 0650, for a period of six (6) months, for the purpose of bridge replacement.

### **STATUTORY ENVIRONMENT**

Local Government Act 1995, section 3.50

#### **3.50 Closing certain thoroughfares to vehicles**

- (1a) A local government may, by local public notice, order that a thoroughfare that it manages is wholly or partially closed to the passage of vehicles for a period exceeding 4 weeks.
- (4) Before it makes an order wholly or partially closing a thoroughfare to the passage of vehicles for a period exceeding 4 weeks or continuing the closure of a thoroughfare the local government is to –
  - (a) give local public notice of the proposed order giving details of the proposal, including the location of the thoroughfare, where, when and why it would be closed, and inviting submissions from any person who wishes to make a submission; and
  - (b) give written notice to each person who-
    - (i) is a prescribed person for the purposes of this section; or
    - (ii) owns land that is prescribed for the purposes of this section; and
  - (c) allow a reasonable time for submissions to be made and consider any submissions made.

Shire of Capel Delegation 111

Delegation 111 (Road Closures – More than 4 weeks) gives the Chief Executive Officer the authority to initiate a consultation process prior to submitting details to Council for formal consideration. This authority has in turn been delegated to the Executive Manager Engineering & Development Services and Manager Operations.

### **POLICY IMPLICATIONS**

There are no policy implications relevant to this item.

## **FINANCIAL IMPLICATIONS**

### **Budget**

There are no financial implications other than the cost of advertising the proposed closure. The budget makes allowance for statutory advertising.

### **Long Term**

There are no long term financial implications relevant to this item.

### **Whole of Life**

As no Council asset is being created there are no whole of life implications relevant to this item.

## **SUSTAINABILITY IMPLICATIONS**

The condition of the existing bridge is poor and it is no longer considered safe enough for heavy vehicle passage. This has broad ranging impact for the community. Repairs to the bridge are not feasible, and full replacement will ensure long term public access and sustainability of the road network in the region. A replacement bridge life is estimated at 100 years.

## **STRATEGIC IMPLICATIONS**

Shire of Capel Strategic Community Plan 2013-31

5 'The Infrastructure Experience – Plan and facilitate safe, sustainable and efficient infrastructure and transport networks to meet the needs of the community'.

Strategic Outcomes:

- 5.1 Provide and maintain a safe and efficient transport, cycle and pedestrian network throughout the Shire.
- 5.3 Improve connectivity throughout our communities and to the region.

## **CONSULTATION**

In accordance with s3.50 of the *Local Government Act 1995*, consultation was undertaken via advertisements in the *South Western Times* on Thursday 2 March 2017. Utility providers, service providers and affected landowners were also notified.

The Shire also advertised for public comment on the Shire's Website and Facebook page.

Only one response was received from Western Power, who had no objection. There were no other submissions from other utility or service providers.

There were no public submissions.

Previously in the consideration of Council (*OC1004*) there were two public submissions received from equine industry users of Forrest Beach. While understanding that the works are required, concern were raised with the extra time it would take to access the beach via the proposed detour, extra expense due to extended travel time and the inconvenience. It was requested that the Shire consider using McCourts Road as a temporary access while the bridge construction is occurring, and there was a query as to why a bypass could not be built at the bridge site. It was also stated the route was a school bus route.

Forrest Beach Road is not a current bus route. The school bus was diverted to a new route when the load restrictions were enforced in December 2014. The school bus does use Ludlow Road North, but would not be affected by the closure of Forrest Beach Road.

The use of McCourts Road was considered in Council's previous consideration as an alternative detour route to reduce travel time for transporting horses to the beach.

Shire Officers and Water Corporation still consider the McCourts Road detour option as unviable, due the project being cost prohibitive and the amount of works required to upgrade the unmade road reserve to a service level suitable for use during the bridge replacement. Attachment 2 shows the location of McCourts Road.

The Water Corporation has drafted letters to local residents directly affected by the proposed closure of Forrest Beach Road detailing the project, impacts and their customer service contact. These will be delivered following the determination of this item.

The Shire also requires that the Water Corporation to install variable message boards on Forrest Beach Road, adjacent to the bridge area, prior to works commencing, to inform the public of the upcoming bridge works.

**COMMENT**

Although there have been delays in the commencement of the bridge replacement works on Forrest Beach Road the need for the replacement still exists.

Water Corporation is now in a position to commence the works without delay with the completion of their planning, tendering and contractor engagement process.

While it was preferred to carry out the works during the dryer period of the year, Water Corporation are confident that the works can still be completed during the proposed period of the closure.

The Water Corporation has also been in contact with the City of Busselton to inform it of the impacts of a road closure, as Layman Road and a portion of Tuart Drive and Forrest Beach Road are under the care and control of the City of Busselton. The City of Busselton has not expressed any objections to the project.

**VOTING REQUIREMENTS**

Simple majority

<b>OC0408 OFFICER'S RECOMMENDATION - 14.5/COUNCIL DECISION</b>
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**Moved Cr J Scott, Seconded Cr Hearne**

**That Council approves the closure of Forrest Beach Road, Forrest Beach from the intersection with Ludlow North Road to 100m west of Bridge (0560) for a period of approximately 6 months from 1 May, 2017 to 31 October, 2017 to allow for the replacement of the Water Corporation Bridge.**

Carried 9/0

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**OC0409 (14.6) Draft Scheme Amendment No. 66**

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Location: Pt Sub Lot 49 (158) Capel Drive, Capel  
Applicant: RPS Consultants  
File Reference: PA45/2017  
Disclosure of Interest: Nil  
Date: 22.03.17  
Author: Planning Officer, L Sandon  
Senior Officer: Executive Manager Engineering and Development Services, J Gick  
Attachments: Nil

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**MATTER FOR CONSIDERATION**

A request has been made from RPS (the Applicant) for Council to initiate an amendment to Town Planning Scheme No. 7 (TPS7) to:

- 1) Scheme text amendment Appendix 4 for Pt Sub Lot 49 Capel Drive, Capel 'Special Use Zone' to include 'Single Dwelling' to read 'Motel, Restaurant, Craft Shop, Reception Centre, Single Dwelling'.

The purpose of the amendment is to facilitate the establishment of a residential dwelling on the subject lot to support the intended use of Craft shop.

The proposed Scheme Amendment No. 66 is recommended to be initiated.

**BACKGROUND / PROPOSAL****Background**

Available development records applicable to the site:

1993 March - Application for Development Approval School of Hospitality.

1993 April – Application for Development Approval of Café Restaurant Extension.

1995 May – Application for Development Approval of Café Restaurant Extension (Bar).

1995 May – Application for Development Approval of Motel and Workers accommodation with conditions.

1995 December – Signage Application- (Deferred).

1997 December - Application for Development Approval of Restaurant/Function Centre and Motel.

1998 February – Application for Development Approval Section 40.

1998 September – Application for Development Approval Motel building, amenity building and car parking & Landscaping.

2017 January – Application for Development Approval Outbuilding.

**Proposal**

The applicant is requesting to amend the Shire of Capel Town Planning Scheme No. 7 Appendix 4 Special Use to read:

“Motel, Restaurant, craft shop, reception centre, single dwelling”.

The proposal does not require amendments to the Shire of Capel Town Planning Scheme Maps.

The purpose of the amendment is to facilitate the establishment of a residential dwelling on the subject to support the intended use of Craft shop.

## **LOCATION**



Figure 1: Location Plan

The subject lot has an area of 10,502m<sup>2</sup>, is relatively cleared of native vegetation with vegetation screening on the boundary of Jenkins Road and adjoining car park. The site has street frontages to Capel Drive, Jenkins Road and Anderson Road. The following uses are located abutting and adjacent to the subject site:

- Special Use - Carpark
- Special Use - Plant Nursery and Tourist Information Office
- Special Use - Mineral Sands Processing, Office and Ancillary Uses
- Residential - R2.5

## **STATUTORY ENVIRONMENT**

### Town Planning Scheme No. 7

Lot 49 is zoned 'Special Use' with permitted uses as detailed in Appendix 4 of TPS7 'Motel, Restaurant, Craft shop and Reception Centre'. The Special Use does not include specific development standards or conditions.

Pursuant to Clause 3.4 of TPS7 Special use zones "No Person shall use land or any building or structure thereon in a special use zone except for the purpose set against that land in Appendix 4 and subject to compliance with any conditions specified in the appendix with respect to the land."

Clause 5.8 states "Notwithstanding any other provisions of the Scheme in regards to a development permitted in a Special Use Zone Council may at its discretion specify additional site requirements in regard to lot area, minimum effective frontage, development type and style, plot ration car parking, setbacks or any other development provisions."

Amendment No. 66 is discussed in more detail in the Comment section of this report.

Greater Bunbury Region Scheme

The Greater Bunbury Region Scheme (GBRS) has identified the subject land as “Urban”. The proposed amendment will not require an amendment to the GBRS map(s).

Planning and Development Act 2005

Section 75 – A local government may amend a planning scheme with reference to any land within its district by an amendment proposed by all or any owners of any land in the scheme area, adopted, with or without modifications, by the local government, approved by the Minister and published in the Gazette.

Section 77 – Every local government in preparing or amending a local planning scheme – is to have regard to any State Planning Policy which affects its district and may include in the scheme a provision that a specified State Planning Policy, with such modifications as may be set out in the scheme, is to be read as part of the scheme.

Section 81 - Requires that when Council resolves to prepare or adopt an amendment that the proposal be referred to the Environmental Protection Authority for the determination of whether the amendment requires a formal review.

Section 82 – If the local authority wishes to proceed with the amendment it must firstly comply with or resolve any review requirements of the EPA. The commencement of advertising is not to be undertaken until this action is completed.

Section 83 – A local government, before submitting an amendment to the Minister is to make reasonable endeavours to consult such public authorities and persons as appears to be likely to be affected by the amendment.

Section 84 – After compliance with sections 81 and 82 an amendment to a planning scheme prepared or adopted by a local government is to be advertised for public inspection in accordance with the regulations.

Planning and Development (Local Planning Schemes) Regulations 2015

The Planning and Development Act 2005 outlines the relevant considerations when preparing and amending local planning schemes. The relevant provisions of the Act have been taken into account in preparing and processing this amendment.

The Planning and Development (Local Planning Schemes) Regulations 2015, which came into operational effect on 19 October 2015, identifies three different levels of amendments – basic, standard and complex. The resolution of the local government is to specify the level of the amendment and provide an explanation of the reason for the local government forming that opinion.

Regulation 34 details the meaning of the Basic, Standard and Complex Amendments. Standard Amendments means any of the following amendments to a local planning scheme-

- (a) *An amendment relating to a zone or reserve that is consistent with the objectives identified in the scheme for that zone or reserve;*
- (b) *An amendment that is consistent with a local planning strategy for the scheme that has been endorsed by the Commission;*
- (c) *An amendment to the scheme so that it is consistent with a region planning scheme that applies to the scheme area, other than an amendment that is basic amendment;*



- (d) *An amendment to the scheme map that is consistent with a structure plan, activity centre plan or local development plan that has been approved under the scheme for the land to which the amendment relates if the scheme does not currently include zones of all the types that are outlined in the plan;*
- (e) *An amendment that would have minimal impact on land in the scheme area that is not the subject of the amendment;*
- (f) *An amendment that does not result in any significant environment, social, economic or governance impacts on land in the scheme area;*
- (g) *Any other amendment that is not a complex or basic amendment.*

Regulation 35 addresses the requirements for adoption of a scheme amendment. Regulation 47 addresses the requirements for advertising of a standard amendment and Regulation 50, the consideration of submissions.

Other Regulations addresses the specific requirements for amending a local planning scheme e.g. the information to be provided to the Commission when seeking final approval (Regulation 53).

#### State Planning Policy 3.7 Planning in Bushfire Prone Areas

The Department of Fire and Emergency Service (DFES) Bushfire Prone Maps indicate that the site is identified as a Bush Fire Prone Area. The proposed amendment to included Single Dwelling may require a Bushfire Attack Level (BAL) assessment completed by an accredited BAL assessor. Issues associated with the Bush Fire Regulations would be addressed at the development application stage.

#### **POLICY IMPLICATIONS**

There are no policy implications in adopting the proposal for advertising.

#### **FINANCIAL IMPLICATIONS**

##### **Budget**

Fee rates for Scheme Amendments are set by the Town Planning (Local Government Planning Fees) Regulations and are effectively based on cost recovery.

##### **Long Term**

Increased development resulting from Amendment No. 66 may result in some additional demand on infrastructure and services and will contribute additional rate revenue as development occurs.

##### **Whole of Life**

There are no whole life costs to consider as there are no capital works proposed.

#### **SUSTAINABILITY IMPLICATIONS**

It is anticipated that Amendment No. 66 will enable a more efficient use of the existing urban zoned land through allowing more mixed use development. Amendment No. 66 will in part assist to implement a key objective of the Capel Townsite Strategy to promote and facilitate the growth of the Capel townsite as a sustainable and vibrant town that is a significant settlement and economic centre within the Shire of Capel.

The proposal is likely to contribute to the economy and social sustainability of the site. The proposal is likely to have minimal environmental implication associated with Amendment No. 66.

## **STRATEGIC IMPLICATIONS**

### Shire of Capel Land Use Strategy 1999

The subject site is contained within Planning Unit CA3 – Capel Townsite. The Outcomes of this Strategy have been incorporated into the adopted Capel Townsite Strategy.

### Shire of Capel Strategic Community Plan 2013 - 2031

3 The Environment Experience 'To preserve and enhance the natural and built environment to ensure it is liveable, sustainable and adapts to our communities needs and experiences.'

Strategic Outcome:

3.1 Promote the diverse lifestyle opportunities in the Shire.

4 The Economic Experience 'Foster and support responsible and progressive economic development opportunities within the Shire.'

Strategic Outcomes:

4.1 Provide opportunities to take advantage of the Shire's location.

4.2 Pursue diversity and vitality in the local economy.

4.9 Encourage business development.

### Capel Townsite Strategy

The Capel Townsite Strategy was adopted by Council in July 2008. The Strategy sets out the long term strategic planning direction for land use and development for the Capel townsite.

A key focus of the Strategy is to identify land for future urban development and to make more efficient use of land within the townsite. In this regard the Strategy identifies areas considered appropriate for intensification of the Capel locality.

Within the Strategy the subject lot is located within *Precinct 5-North West*. The Strategy describes the precinct as dominated by the Iluka mineral sand processing plant, offices and associated buffer with key issues to be addressed for future planning. Overall the Strategy designates the precinct as Long Term Urban Deferred for future residential development, research and technology opportunities.

Amendment No. 66 addresses the following aims and objectives of the Strategy:

- *Provide a variety of development to meet the needs of the community with regards to housing, employment and services, and to facilitate the provisions of a wide range of social and cultural facilities and services.*
- *Improve the ability of the town to attract and accommodate tourists by highlighting the country village atmosphere, historical character and location as the gateway to the South West Region.*
- *To promote sustainable development that integrates considerations of economic, environmental and social goals.*

Amendment No. 66 is in line and not in conflict with the Strategy.

## **CONSULTATION**

The proposed amendment, if initiated by Council as per the Officer recommendation, is required to be advertised for public inspection in accordance with Sections 83 and 84 of the *Planning Development Act 2005* and the *Planning and Development (Local Planning Scheme) Regulations 2015*, which will be for a minimum period of 42 days.

## **COMMENT**

The following issues are relevant to the proposed Amendment:

### Appropriateness of permitting a Single Dwelling

Amendment No. 66 proposes the addition of 'Single Dwelling' to be permitted at the site. This can be achieved potentially with an additional structure of a Single Dwelling to be constructed on the subject lot or conversion of a portion of the existing buildings. TPS7 is prescriptive of development standard for development in all scheme zones with the exception of Special Uses. The inclusion of Single Dwelling in a Special Use zone is not subject to the control of density coding or the Residential Design Codes to control the scale and character of the potential Single Dwelling.

The Capel Townsite Strategy has identified the subject site to be in the Long Term Urban Deferred precinct with the anticipated key land use directions of retention of low densities varying from R2.5 to R30. Clause 5.8 of TPS7 details that Council may at its discretion specify additional site requirements in regards to the lot area, minimum effective frontage, development type and style, setbacks or any other development provisions. The use of Clause 5.8 may be used to determine a potential dwelling application with appropriate setbacks.

The addition of a Single Dwelling in the Special Use zones does not compromise the achievability of the future intent of the site or residential development.

### Specification of Scheme Amendment

The proposed Amendment No. 66 is considered a 'Standard Amendment' under clause 34 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. The proposal is considered to be consistent Standard amendment meaning as it is;

- *Consistent with the objectives identified in the scheme for that zone;*
- *Consistent with a local planning strategy for the scheme that has been endorsed by the Commission;*
- *Consistent with a region planning scheme that applies to the scheme area, other than an amendment that is basic amendment;*
- *An amendment that would have minimal impact on land in the scheme area that is not the subject of the amendment;*
- *An amendment that does not result in any significant environment, social, economic or governance impacts on land in the scheme area.*

It is recommended that the amendment request as per regulation 35 be assessed as a Standard amendment.

## **VOTING REQUIREMENTS**

Simple majority

**OC0409 OFFICER'S RECOMMENDATIONS – 14.6/COUNCIL DECISION**

Moved Cr J Scott, Seconded Cr Schiano

That Council:

- (A) In pursuance of Section 75 of the Planning and Development Act, 2005 agrees to initiate proposed modified Amendment No. 66 to Town Planning Scheme No. 7 by:
- (1) Amending the scheme text 'Special Use' permitted uses to include 'Single Dwelling' for Pt Sub Lot 49 Capel Drive, Capel.
- (B) In accordance with regulation 35(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, specifies that draft Amendment No. 66 is a 'Standard amendment', for the following reason(s):
- (1) the draft Amendment is consistent with the objectives identified in the Scheme for that zone;
  - (2) the draft Amendment is consistent with a local planning strategy for the scheme that has been endorsed by the Commission;
  - (3) the draft amendment is consistent with a region planning scheme that applies to the scheme area, other than an amendment that is basic amendment;
  - (4) the draft amendment is an amendment that would have minimal impact on land in the scheme area that is not the subject of the amendment; and
  - (5) the draft Amendment will have no significant environmental, social, economic or governance impacts on land in the Scheme area not subject to the draft Amendment proposal.
- (C) Refers the proposed Amendment to the Environmental Protection Authority (EPA) as required by the *Planning and Development Act 2005*. On receipt of a response from the EPA indicating that the draft Amendment is not subject to formal environmental assessment, the proposed Amendment will be advertised for a period of 42 days in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* and referred to relevant state government agencies for comment. In the event that the EPA determines that the proposed Amendment is to be subject to formal environmental assessment, this assessment is to be prepared by the proponent prior to consultation. All advertisement costs will be recovered as an additional amount after completion of the relevant actions.

Carried 9/0

## **CORPORATE SERVICES REPORTS**

### **OC0410 (15.1) 2017/18 Budget – Donations to Charitable Organisations**

Location:	Whole of Shire
Applicant:	Shire of Capel
File Reference:	N/A
Disclosure of Interest:	Nil
Date:	29.03.17
Author:	Executive Manager Corporate Services, S Stevenson
Senior Officer:	Chief Executive Officer, P Sheedy
Attachments:	Nil

### **MATTER FOR CONSIDERATION**

Council to determine its preferred option for the distribution of donations to community organisations to be included in the 2017/18 draft Budget.

### **BACKGROUND / PROPOSAL**

#### **Background**

As part of the budget development process, Elected Members are to consider donations to charitable organisations for the forthcoming budget.

Council Policy 2.7 (former Policy 11.1) was amended and approved by Council at its meeting on 19 February 2014 (refer Council minute OC0211). The policy specifies that donations be limited to charitable organisations operating within the Shire of Capel or neighbouring local governments with priority given to those that operate within the Shire. Donations are to be reviewed in April each year and paid after the Budget has been adopted and prior to December.

#### **Proposal**

That Council determines which of the following two options will be used to distribute funds available for donations in the 2017/18 draft Budget.

Option one: Continue to use established methodology for funds allocation.

Option two: Redistribute funds previously allocated to community groups to the Minor Community Grants Scheme.

### **STATUTORY ENVIRONMENT**

Local Government Act 1995, Section 6.2

#### **6.2 Local Government to prepare Annual Budget**

(1) During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt\*, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.

*\*Absolute Majority required*

(2) In the preparation of the annual budget the local government is to have regard to the contents of the plan for the future of the district made in accordance with section 5.56 and to prepare a detailed estimate for the current year of –

- (a) The expenditure by the local government; and
- (b) The revenue and income, independent of general rates, of the local government; and
- (c) The amount required to make up the deficiency, if any, shown by comparing the estimated expenditure with the estimated revenue and income.

### **POLICY IMPLICATIONS**

The budget is based on the principles contained in the Strategic Community Plan and Corporate Business Plan.

Policy 2.7 – Preparation of Integrated Financial Plan and Annual budget applies.

Policy 2.5 Donations applies.

### **FINANCIAL IMPLICATIONS**

#### **Budget**

Any donations approved by Council will be included in the 2017/18 draft Budget.

\$23,610 was paid as donations in the 2016/17 financial year. Of this \$330 was returned to the Shire by the Capel River Girl Guides as they were no longer operating at that time. It is proposed that this value paid of \$23,360 be included in the draft 2017/18 Budget.

Council has been consistently donating to the same organisations for a number of years. However, for the draft 2017/18 budget, staff have provided Council with two options for allocating the \$23,360.

Council in its 2016/17 Budget included \$7,300 of donations in Account 0222 broken down into discretionary donations of \$1,000, donations to representatives in State/National sports of \$4,300, \$1,000 for the Lord Mayor of Perth's Distress Relief Fund and \$1,000 for minor donations of \$400 or lower. The amount to be included in the 2017/18 draft budget is proposed to remain the same at \$7,300.

\$5,000 was allocated as part of a donation of \$25,000 over 5 years towards St John of God Hospital Chemotherapy Chair. This is a Council commitment and \$5,000 is included in the 2017/18 draft budget. This is the last approved year of this donation.

A further \$11,310 was paid from Account 1602 as donations to community groups and St John's Ambulance in 2016/17. It is proposed that \$11,060 be allocated for the 2017/18 financial year.

#### **Long Term**

Approved expenditure is covered in the budget allocation. There are not considered to be any long term financial implications.

#### **Whole of Life**

As no assets/infrastructure is being created, there are no whole of life costs relevant to this item.

### **SUSTAINABILITY IMPLICATIONS**

Many of the recipients of Council's donations provide a social role within the community and the provision of a donation recognises this largely voluntary role.

Whilst not financially significant, the individual donations provided by Council do provide some of the recipients with a degree of economic sustainability.

### **STRATEGIC IMPLICATIONS**

Shire of Capel Strategic Community Plan 2013 – 2031

1. The Leadership Experience ‘Ensure open, transparent, effective good governance and communication within the organisation and the community.’

Strategic Outcomes:

1.4 Provide efficient and effective financial management to ensure the long term financial sustainability of the organisation;

1.5 Ensure the effective management of Council’s resources.

2. The Community Experience “Provide facilities and services which recognise the diverse needs of the community and strive to make the Shire a safe place to live, work and visit.”

Strategic Outcome:

2.2 Encourage community engagement and participation.

### **CONSULTATION**

Staff have requested feedback from Council on the methodology used for the allocation of donations for the 2017/18 financial year. Some feedback was received and has been considered when formulating a recommendation.

### **COMMENT**

Council has donated to an established group of community groups and organisations for a number of years. Council is now requested to review the methodology for allocation of donation funds for the 2017/18 draft budget and going forward.

Council is requested to consider the two following options for the 2017/18 draft Budget.

#### Option 1

This option uses the existing methodology for the allocation of donations. Where a donation has increased by forecast CPI, the value has been rounded to the nearest \$10.

<b>Organisation</b>	<b>Draft Budget 2017/18 Donation (\$)</b>	<b>Budget 2016/17 Donation (\$)</b>	<b>Difference</b>	<b>Comment</b>
St John’s Ambulance Fund	1,730	1,710	20	Increase of 1.0% - CPI
Capel RSL General Donation	820	810	10	Increase of 1.0% - CPI
Capel RSL Anzac Day Contribution	4,550	4500	50	Increase of 1.0% - CPI
Boyanup CWA	330	330	0	Increase of 1.0% - CPI
Boyanup Lions Club	330	330	0	Increase of 1.0% - CPI
Boyanup Senior Citizens	330	330	0	Increase of 1.0% - CPI
Bunbury Sea Rescue	330	330	0	Increase of 1.0% - CPI
Capel Senior Citizens	330	330	0	Increase of 1.0% - CPI
Capel CWA	330	330	0	Increase of 1.0% - CPI

Capel River Girl Guides	0	330	(330)	This donation was returned to the Shire in the 2016/17 financial year as the group was no longer operating
Capel Tuart Girl Guides	330	330	0	Increase of 1.0% - CPI
Capel Lions Club	330	330	0	Increase of 1.0% - CPI
Dalyellup Lions Club	330	330	0	Increase of 1.0% - CPI
Dalyellup Over 50s	330	330	0	Increase of 1.0% - CPI
Salvation Army	330	330	0	Increase of 1.0% - CPI. Not a local organisation but due to their role a donation is appropriate
Royal Flying Doctors Service	330	330	0	Increase of 1.0% - CPI. Not a local organisation but due to their role a donation is appropriate
Donation of \$25k over 5 years towards St John of God Hospital Chemotherapy Chair (OC1002 17/10/12)	5,000	5,000	0	5 year commitment starting in 2013/14. Final year of current agreement is 2017/18
Total	16,060	16,310	(250)	

### Option 2

This option reallocates funds previously donated to community groups and increases the budget for the Minor Community Grant Scheme (Account 123420). Where a donation has increased by forecast CPI, the value has been rounded to the nearest \$10. This reallocation would increase the funds available for specific projects within the community. All community groups are eligible to apply for funding under the Minor Community Grants Scheme and could potentially receive an increased contribution depending on the individual project merits.

Organisation	Draft Budget 2017/18 Donation (\$)	Budget 2016/17 Donation (\$)	Difference	Comment
St John's Ambulance Fund	1,730	1,710	20	Increase of 1.0% - CPI
Capel RSL General Donation	820	810	10	Increase of 1.0% - CPI
Capel RSL Anzac Day Contribution	4,550	4500	50	Increase of 1.0% - CPI
Boyanup CWA	0	330	(330)	Remove and reallocate to Minor Community Grants Scheme - Account 123420
Boyanup Lions Club	0	330	(330)	Remove and reallocate to Minor Community Grants Scheme - Account 123420



Boyanup Senior Citizens	0	330	(330)	Remove and reallocate to Minor Community Grants Scheme - Account 123420
Bunbury Sea Rescue	330	330	0	Increase of 1.0% - CPI
Capel Senior Citizens	0	330	(330)	Remove and reallocate to Minor Community Grants Scheme - Account 123420
Capel CWA	0	330	(330)	Remove and reallocate to Minor Community Grants Scheme - Account 123420
Capel River Girl Guides	0	330	(330)	This donation was returned to the Shire in the 2016/17 financial year as the group was no longer operating. Remove and reallocate to Minor Community Grants Scheme - Account 123420
Capel Tuart Girl Guides	0	330	(330)	Remove and reallocate to Minor Community Grants Scheme - Account 123420
Capel Lions Club	0	330	(330)	Remove and reallocate to Minor Community Grants Scheme - Account 123420
Dalyellup Lions Club	0	330	(330)	Remove and reallocate to Minor Community Grants Scheme - Account 123420
Dalyellup Over 50s	0	330	(330)	Remove and reallocate to Minor Community Grants Scheme - Account 123420
Salvation Army	330	330	0	Increase of 1.0% - CPI. Not a local organisation but due to their role a donation is appropriate
Royal Flying Doctors Service	330	330	0	Increase of 1.0% - CPI. Not a local organisation but due to their role a donation is appropriate

Donation of \$25k over 5 years towards St John of God Hospital Chemotherapy Chair (OC1002 17/10/12)	5,000	5,000	0	5 year commitment starting in 2013/14. Final year of current agreement is 2017/18
Minor Community Grants Scheme	2,970	0	2,970	Increase account 123420
<b>Total</b>	<b>16,060</b>	<b>16,310</b>	<b>(250)</b>	(forecast Perth CPI increase for 2017/18 is 1.0% - rounding used)

The total value of the proposed donations is \$16,060, which is a decrease of \$250 compared to the amount included in the 2016/17 Budget. A projected CPI increase of 1.0% has been used.

In addition to the above, \$7,300 will be allocated in Governance account 0222 in 2017/18 for donations to be allocated at Council's discretion. This is the same as in the 2016/17 Budget and is proposed to be allocated as follows:

- \$1,000 will be available to be allocated for the Lord Mayor's Distress Relief Fund. This donation is in line with the 2016/17 budget.
- \$1,000 will be available for donations at Council's discretion.
- \$4,300 will be available for donations to representative in State/Nations Sport
- \$1,000 will be available for minor donations less than \$400 each.

The total amount proposed to be included in the 2017/18 draft Budget as donations is \$23,360 and is a marginal decrease of \$250 compared to the 2016/17 budget amount of \$23,610.

### **VOTING REQUIREMENTS**

Simple majority

### **OC0410 OFFICER'S RECOMMENDATION – 15.1/COUNCIL DECISION**

**Moved Cr J Scott, Seconded Cr Baxi**

**That Council approves donations totalling \$23,360 in the 2017/18 draft Budget using the methodology outlined in Option 2 in this report.**

Carried 9/0

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**OC0411 (15.2) Policy 2.29 – State Administrative Tribunal**

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Location:	Whole of Shire
Applicant:	Shire of Capel
File Reference:	RM.AN.2
Disclosure of Interest:	Nil
Date:	22.03.17
Author:	Governance Officer, A Handley
Senior Officer:	Executive Manager Corporate Services, S Stevenson
Attachment:	Draft Policy 2.29 – State Administrative Tribunal

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**MATTER FOR CONSIDERATION**

Council to consider the delegation of authority to the Chief Executive Officer to determine the most appropriate manner to deal with matters relating to the State Administrative Tribunal; and endorse Policy 2.29, State Administrative Tribunal.

**BACKGROUND / PROPOSAL****Background**

AMD Chartered Accountants have conducted financial audits at the Shire of Capel for some years. Their audit scope was broadened in 2014 after the introduction of Regulation 17 to the *Local Government (Audit) Regulations 1996*. This regulation concerns risk management, internal controls and legislative compliance, and the Chief Executive Officer is required to review and report on the appropriateness and effectiveness of systems and procedures in this area every 2 years.

AMD conducted their first Regulation 17 Audit in 2014, and a second audit in 2016. In both of those audits, they identified what they believed to be gaps in the Shire of Capel Policy Manual, and made some suggestions as to how those gaps could be managed. One of those suggestions was that the Shire develop a 'Litigation Policy'. Very little detail was provided however as to what should be included in such a policy.

Litigation is already addressed in two Shire of Capel Policies (1.5 - Legal Representation and 3.6 Severance Pay). In addition, the Chief Executive Officer has Delegated Authority (Delegation 109) to deal with insurance claims against Council.

Examination of recent Shire involvement in litigation processes determined that litigation exposure (in common with many other local governments) primarily involves an appeal to the State Administrative Tribunal (SAT) by a plaintiff disputing a decision of Council.

Research showed that a number of local governments in Western Australia are guided by policy in their management of SAT appeals and accordingly, a draft Shire of Capel Policy is attached for Council endorsement.

**Proposal**

This item proposes that Council endorse Policy 2.29, State Administrative Tribunal, which is designed to clarify the role, responsibility and accountability of Council and Shire Officers concerning Council decisions which are the subject of an appeal to the State Administrative Tribunal. This Policy also includes a delegation of authority to the Chief Executive Officer to determine the most appropriate manner to deal with matters relating to the State Administrative Tribunal.

**STATUTORY ENVIRONMENT**

Local Government Act 1995

**2.7 Role of council**

- (1) The council —
  - (a) governs the local government's affairs; and
  - (b) is responsible for the performance of the local government's functions.
- (2) Without limiting subsection (1), the council is to —
  - (a) oversee the allocation of the local government's finances and resources; and
  - (b) determine the local government's policies.

**17. CEO to review certain systems and procedures**

- (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —
  - (a) risk management; and
  - (b) internal control; and
  - (c) legislative compliance.
- (2) The review may relate to any or all of the matters referred to in sub-regulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.
- (3) The CEO is to report to the audit committee the results of that review.

**POLICY IMPLICATIONS**

A new Policy will be included in the Corporate Services section of the Policy Manual.

**FINANCIAL IMPLICATIONS****Budget**

There are no budget implications from this item.

**Long Term**

There are no long term financial implications for this policy.

**Whole of Life**

As no assets or infrastructure are being created there will be no whole of life costs related to this item.

**SUSTAINABILITY IMPLICATIONS**

Policies assist in the sound management of a local government's financial resources, governance procedures and financial systems. This assists Council in creating positive social and environmental impacts in the community.

**STRATEGIC IMPLICATIONS**

Shire of Capel Strategic Community Plan 2013-31

1 The Leadership Experience 'Ensure open, transparent, effective good governance and communication within the organisation and the community.'

Strategic Outcomes:

1.1 Ensure continuous improvement of the organisation;

- 1.4 Provide efficient and effective financial management to ensure the long term financial sustainability of the organisation; and
- 1.5 Ensure the effective management of Council's resources.

**CONSULTATION**

Regional local governments, particularly those also audited by AMD were consulted to determine whether they had litigation policies. Such policies were found to be uncommon amongst comparable local governments.

**COMMENT**

Research by the Governance Officer after the Regulation 17 Audit report was received from AMD identified very few 'Litigation' policies amongst other local governments. A number, like the Shire of Capel, have policies that address Legal Representation and Severance Pay.

It became apparent however, that many local governments have a policy that deals with management of State Administrative Tribunal appeals.

The State Administrative Tribunal (SAT) is an independent body that makes and reviews a range of administrative decisions. These decisions range from reviews of multi-million dollar tax judgments to dog destruction orders, disciplinary proceedings, town planning disputes and compensation issues.

The SAT reviews decisions made by local governments regarding a range of matters concerning planning and development, subdivision applications, infringements, rating, animal management and land conservation.

A draft policy has been developed (using existing policies from other local governments as a guide) to provide direction and consistency in the way in which staff manage appeals to the SAT against Council decisions.

The Policy considers situations where Council has made a decision contrary to the recommendation of an officer and also situations where Councils decisions are consistent with the officer recommendation.

**VOTING REQUIREMENTS**

Absolute majority

<b>OC0411 OFFICER'S RECOMMENDATIONS – 15.2/COUNCIL DECISION</b>
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**Moved Cr J Scott, Seconded Cr Baxi**

**That Council –**

- (a) Delegates authority to the Shire of Capel Chief Executive Officer to determine the most appropriate manner to deal with matters relating to the State Administrative Tribunal; and**
- (b) Endorses Policy 2.29, State Administrative Tribunal.**

Carried with an Absolute majority 9/0

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**OC0412 (15.3) 2017/18 Budget - Councillor and Community Requests**

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Location:	Capel
Applicant:	Shire of Capel
File Reference:	Nil
Disclosure of Interest:	Nil
Date:	10.04.17
Author:	Executive Manager Corporate Services, S Stevenson
Senior Officer:	Chief Executive Officer, P Sheedy
Attachments:	Nil

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**MATTER FOR CONSIDERATION**

Council to review requests from Councillors and the community for inclusion in the draft 2017/18 budget.

**BACKGROUND / PROPOSAL****Background**

As part of the budget development process, Councillors and the Community are invited to submit budget requests for the forthcoming budget. It has been Council's previous practice and Policy to include requests from Councillors and the community as an agenda item for an Ordinary Meeting, rather than convene a special Council meeting.

**Proposal**

Council consider the requests received from Councillors and the Community to determine which items are to be included in the forthcoming 2017/18 draft budget.

**STATUTORY ENVIRONMENT**

Local Government Act 1995, Section 6.2

**6.2 Local Government to prepare Annual Budget**

- (1) During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt\*, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.  
*\*Absolute Majority required*
- (2) In the preparation of the annual budget the local government is to have regard to the contents of the plan for the future of the district made in accordance with section 5.56 and to prepare a detailed estimate for the current year of –
  - (a) The expenditure by the local government; and
  - (b) The revenue and income, independent of general rates, of the local government; and
  - (c) The amount required to make up the deficiency, if any, shown by comparing the estimated expenditure with the estimated revenue and income.

**POLICY IMPLICATIONS**

The budget is based on the principles contained in the Strategic Community Plan and Corporate Business Plan. Policy 2.7 – Preparation of Integrated Financial Plan and Annual budget applies.

**FINANCIAL IMPLICATIONS****Budget**

Any requests approved by Council will be included in the 2017/18 draft Budget. Whether the item is included in the final budget depends upon the magnitude of the financial expenditure of the individual items and their impact in the context of the overall draft budget.

Currently the draft 2017/18 budget has allowed for: -

- \$20,900 allocated as a provision sum for Councillor and Community requests (per LTFP);
- \$55,266 for continued contribution requests to groups or organisations

Total requests are \$169,190 and is made up as follows:

- Community Requests	\$ 85,218
- Councillor Requests	\$ 22,706
- New contribution requests	\$ 0
- Existing prior year supported contribution requests	\$ 57,266
	\$165,190

Of the \$85,218 of community requests, the following projects totalling \$11,000 are already part of on-going budgeted expenditure for Capel LCDC and therefore not additional expense. This leaves a balance for consideration of \$74,218.

Pathways, fencing and plants for the Michael Tichbon Park, Gelorup	\$ 6,000
Weed control funding	\$ 4,000
Fox control funding to reduce fox numbers	\$ 1,000
	<b>\$11,000</b>

Council needs to determine whether it wishes to endorse those requests supported by the Executive Management Team, reduce the number supported or change the mix of projects recommended for approval. If approved then those projects will be allocated funds in the 2017/18 Draft budget.

Council officers are currently predicting a very tight budget. At this time Council Executive are continuing to review operating and capital expenditure requirements to identify cost savings to avoid the possibility of a budget deficit.

There is a financial impact if Council wishes to allocate funds to all projects recommended of \$74,218. Other expenditure areas will need to be reduced or additional revenue will need to be raised.

**Long Term**

Approved expenditure is covered in the budget allocation. The nature of the individual expenditure item will determine whether there are any long term financial implications.

Where possible, the budget consideration items have been categorised to identify whether it is an Asset Renewal, Upgrade or New Asset, or if there is an ongoing cost implications.

This is the principle established when considering items in the Long Term Financial Plan and guides Council in determining the priority of expenditure.

Within the Long Term Financial Plan, an annual provision of \$20,900 has been made to fund Councillor and Community Requests, with \$55,266 allocated as current ongoing contributions to various organisations and events.

### **Whole of Life**

A number of the budget requests would be classified as assets/infrastructure, and would therefore have a whole of life costs relevant to these specific items.

### **SUSTAINABILITY IMPLICATIONS**

A number of the requests received may have some minor environmental sustainability implications. The majority of the requests received will have a positive social impact. The requests received will in some cases result in an economic benefit for residents and businesses within the Shire of Capel.

### **STRATEGIC IMPLICATIONS**

Shire of Capel Strategic Community Plan 2013 to 2031

1. The Leadership Experience 'Ensure open, transparent, effective good governance and communication within the organisation and the community.'

Strategic Outcomes:

- 1.4 Provide efficient and effective financial management to ensure the long term financial sustainability of the organisation.
- 1.5 Ensure the effective management of Council's resources.

### **CONSULTATION**

An article inviting budget requests from the community was posted on the Shire of Capel website and Facebook page in January 2016. An advert was also placed with the local community newspapers in Boyanup, Capel, Dalyellup, Gelorup, Peppermint Grove Beach and Stratham.

All of the Community and Councillor requests have been reviewed by the Executive Management Team to recommend support for or against the request being considered in the draft 2017/18 budget. The Executive Management Teams recommendation is noted on the attached Budget Consideration table.

### **COMMENT**

#### **Community Requests**

Submissions from the community were invited to be received until Tuesday 14 March 2017. Details of these requests are included in the attached table, and are summarised below. As noted on this table, a number of these requests have been supported and will be included in the draft budget once endorsed.

<b>Group/Individual</b>	<b>Details</b>	<b>Amount</b>	<b>EMT Recommendation</b>
Capel LCDC	Pathways, fencing and plants for the Michael Tichbon Park, Gelorup	\$6,000	Supported in line with previous discussions with Capel LCDC on annual funding. Part of on-going budgeted activity.
Capel LCDC	Fencing and secure gates for Bussell Highway Reserve between Lakes Rd	\$24,500	Supported, to be funded from Land



	and Harewoods Road. \$13,500 (3 six legged gates for Bussell Highway Reserve), \$10,000 (Wire rope fencing along Harewoods Road and elsewhere), \$1,000 (Signage). Required to strengthen weak points used for illegal access.		Conservation Activities Reserve.
Capel LCDC	Weed control funding.	\$4,000	Supported in line with previous discussions with Capel LCDC on annual funding. Part of on-going budgeted activity.
Capel LCDC	Fox control funding to reduce fox numbers.	\$1,000	Supported as there is already an annual allocation in the budget.
Capel LCDC	Use of Shire front end loader and truck for 3 days. To assist with the removal of burnt cars, other large rubbish items from the Bussell Highway/Stratham Reserve, to help block weak points across the boundary, perhaps with extra logs on illegal entrances.	\$11,897	Supported. To be built into Operational Budget as is Shire responsibility.
Helen Williams	Additional spraying of love grass in Gray Road Boyanup.		To be assessed as part of existing on-going program. No specific funding allocated until assessment carried out.
Helen Williams	Clean up of entrances to Boyanup, Thomas Street and the rail side of Bridge Street. Requests that the town is tidied up, footpaths renewed, dangerous trees in the main street removed (as they are dropping gumnuts). Creates a better impression on visitors to Boyanup.		To be assessed as part of existing on-going program. No specific funding allocated until assessment carried out.
Donna Martin	Request for water fountains around the lakes on Maidment Parade. Residents walk around this area and it would be beneficial to have a water fountain in this area for both residents and their dogs.		Not supported for new drink fountains between the existing toilet blocks due to the prohibitive cost of scheme water installation. Staff to look at adapting current drinking fountains at existing toilet blocks to cater for people and dogs.
Boyanup Primary School P&C	Two designated pedestrian crossings on Thomas Street. Proposed locations are: adjoining the existing kerb ramp near Simmons Street intersection; and adjoining the main path leading to the school office. This could provide improved pedestrian safety, improved patronage of local	\$2,500	Investigate with the conducting of a traffic audit

		businesses and improved amenity of the town centre. Addresses concerns that have been repeatedly raised during community consultation.		
Boyanup Primary School P&C	Primary	Removal of large shrub in front of bus bay on Thomas Street and replacement with turf or hardstand. The area is currently reticulated so it is requested that works are planned in consultation with Linda Kings, the gardener of Boyanup Primary, to avoid future problems with reticulation. At present, children who cross the road near the shrub are hidden from view until they step onto the road. Could provide improved pedestrian safety due to increased visibility for drivers and pedestrians.		To be assessed as part of existing on-going program.
Boyanup Primary School P&C	Primary	Specific funding is allocated to allow Council staff to continue intent consultation and negotiation with relevant parties to resolve extension of the dual access path over the railway line near Turner Street. Extension of the path over the railway line, around the corner of Bridge Street, and up Bridge Street until Thomas Street, would significantly improve pedestrian and cyclist safety.		To be assessed as part of existing on-going program. Specific funding would not be of benefit as this would be carried out by staff as part of operational requirements.
Boyanup Primary School P&C	Primary	Specific funding is allocated to allow Council staff to continue intent consultation and negotiation with relevant parties to find solutions to improve pedestrian safety on South Western Highway. This could provide improved pedestrian safety, improved patronage of local businesses and improved amenity of the town centre. Addresses concerns that have been repeatedly raised during community consultation.		To be assessed as part of existing on-going program. Specific funding would not be of benefit as this would be carried out by staff as part of operational requirements.
Boyanup Primary School P&C	Primary	A thorough investigation into operating performance and safety of the South West Highway – Bridge Street intersection. Capel Shire's Boyanup Transport Infrastructure Study determined that the intersection lacks sufficient traffic data, has drainage problems and requires investigation into its operating performance. The study also determined that crash history statistics indicate that the intersection meets criteria for funding under the State Black Spot Program. It is proposed that Capel Shire submit an application to nominate the		The road in question is under Main Roads WA control and the Shire does not have the authority to apply for Black Spot funding for this road.

	<p>intersection for Black Spot funding. Improved safety for all road users, including pedestrians. Improved traffic flow, particularly during peak hour conditions when right hand turning is difficult. Addresses concerns that have been repeatedly raised during community consultation. Allows Council to take a proactive approach to address current and future problems associated with the intersection since problems are only likely to worsen with increased traffic volume generated by local and regional growth (e.g.: increased traffic associated with development of the new saleyard/abattoirs/meat packing facility; increased Boyanup population resulting from Meadowbrook Lifestyle Estate; residential development of the existing saleyards site; increased traffic associated with greater use of Fettle's Park once it is redeveloped; increased visitors due to growth of Boyanup Farmer's Market).</p>		
Charmaine Wilson	<p>Additional bus shelters and bituminisation for pick up area on Goodwood Road, Capel. Protection from the winter weather for school kids catching the bus.</p>	\$33,195	<p>Supported due to volume of traffic and bus pickups in this area.</p>
Michelle Elson	<p>Free of charge use of the Hugh Kilpatrick Hall in Boyanup. To be used for a Boyanup ladies community group. This would not be an official group but would be free for those who wish to attend. To be used for a monthly activity or presentation. The request is for 3 hours once a month at the discounted 50% rate.</p>		<p>The request calculates to \$1,179. Rather than approve this fee waiver, it is suggested that the Boyanup Progress Association be charged an annual fee for the use of the hall in line with the fee charged for the PGB Community Centre to the PGBCA. This is proposed to be \$577 for the 2017/18 financial year. This would be included in the final fees for 2017/18 and charges if agreed.</p>
Michelle Elson	<p>Shade sail for the Joshua Brook Trail Park. There are currently 2 picnic tables/seats with cover however coverage is only effective from the sun if standing directly underneath at noon. This would allow visitors to stay longer.</p>		<p>Not identified in the last Shade Sail Report however should be assessed as part of the next report but not for the 2017/18 year.</p>

Alison Evans	A dual use path on Bussell Highway from Harewoods Road to Lakes Road, connecting Dalyellup to Stratham. To allow safe travel for cyclists and pedestrians from Stratham to Dalyellup without having to be passed by heavy vehicles travelling at speed.		Not to be included at this time however could potentially come under the scope of the Greater Bunbury Bicycle Master Plan.
Alison Evans	Block out blinds for PGB Community Centre. To block out light when using projector during meetings and training sessions.	\$2,126	Supported as the PGB Community Centre is increasingly being used for training sessions, workshops and public information sessions.

**TOTAL****\$85,218****Councillor Requests**

Councillors were invited to submit budget requests to staff by 24 February 2017. The requests received have been detailed on the attached table.

All of the Community and Councillor requests have been reviewed by the Executive Management Team. Comments relevant to each request and a recommendation for funds to be allocated within the 2016/17 budget are also included within this table based on this review. Only additional requests not included elsewhere have a value noted below.

<b>Councillor</b>	<b>Details</b>	<b>Supported Amount</b>	<b>Justification</b>	<b>EMT Comment</b>
Cr J Scott	Continuing support and acknowledgement of the archivist and library volunteers. The support is usually in the form of a shared lunch.	\$500	Without the work carried out by the archivist and volunteers in the RM Maidment Archives Room, the many items which are donated would not be catalogued and available to researchers and members of the public.	Support and include in the 2017-18 draft budget
Cr J Scott	Re-oiling of the outside furniture (park benches) at various locations on a regular basis.	\$1,000	Park benches are looking shabby and have not been oiled for some time.	Support and include in the 2017-18 draft budget as part of on-going maintenance program
Cr J Scott	A review and increased scheduling of maintenance at Shire cemeteries especially Capel.	\$5,000	A walk around Capel cemetery recently indicated the need for improved maintenance. Tree limbs were over hanging graves and paths between graves were unsightly.	Support as part of on-going maintenance
Cr J Scott	Construct a native waterwise garden near the niche wall. Construct a native waterwise garden near the niche wall.	\$6,000	A resident/ratepayer expressed a desire for a native garden for those not wanting to be placed in the niche wall as this option is quite austere. It gives family another option to place loved ones' ashes.	Supported. Design required to progress

Cr McCleery	Install a water filter on the bore supplying the toilet block at the Beach end of Dalyellup Blvd.		No justification provided. Requested value was \$2,500.	Not supported at this time. System being trialed to prevent water staining in the toilet block
Cr McCleery	Slash and improve road verge on beach access on Dalyellup Blvd and maintain it to improve pedestrian safety.		Maintain and improve pedestrian safety	Support as part of on-going maintenance
Cr McCleery	Hire City of Bunbury beach rake several time over the summer period to the beach at Dalyellup.			Not supported as the cost to undertake this exercise on all Shire swimming beaches would be cost prohibitive.
Cr McCleery	Improve CCTV at Dalyellup Beach to include remote access or engage the City of Bunbury CCTV monitoring group.			Not supported. CCTV designed to cover Shire car park
Cr Baxi	The installation of a cement slab and basketball ring for recreation purposes adjacent to the playground set up on The Dalyellup Lakes near the corner of Maidment Parade and Blaxland Road. A similar arrangement exists at playgrounds on the corner of Maidment Parade and Dalyellup Blvd, and Hutt Drive and Agra Way.	\$10,206	These are useful for combining adult and child recreation time rather than playgrounds where adults sit on the side.	Supported. Other similar areas are well used.

**TOTAL \$22,706**

**New Contribution Requests**

<b>Group</b>	<b>Details</b>	<b>Amount</b>	<b>EMT Recommendation</b>
South West and Peel Coastal Management Group Inc	The organisation is a partnership between land managers and their communities along the Southwest coats from Mandurah to Walpole. The primary objective is to foster community-driven		Not supported and the Shire focusses resource on and contributes to the Peron Naturaliste Partnership. Request

	strategic and collaborative coastal management on a regional scale, implemented from the grass roots level up.		was for \$1,650
St John of God Foundation	Request for annual contribution. Unspecified amount.		Not supported at this time as the Shire is still making an annual \$5,000 contribution.
Dalyellup College	Contribution towards the operating of a Positive Behaviour Support Framework. No specific value requested.		EMT not supported as Council already makes an annual contribution to the school Chaplaincy program.
<b>TOTAL</b>		<b>\$0</b>	

### Continued Contribution Requests

The items below reflect those community requests which have previously been included in the budget and are assumed to continue, however these can be changed by Council.

<b>Group</b>	<b>Details</b>	<b>Amount</b>	<b>EMT Recommendation</b>
South West Group of Affiliated Agricultural Associations	Annual support Perth Royal Show display	\$266	Supported for 2017/2018 – \$266 included in budget
Business South West (previously Bunbury Wellington Small Business Centre)	Support to service Capel businesses	\$6,500	Supported for 2017/2018 – \$6,500 included in budget
South West Academy of Sport	Annual support	\$8,000	Supported for 2017/2018 – \$6,000 included in LTFP. This request is \$2,000 higher than 2016/17.
Regional Tourism Strategy	Annual support	\$10,000	Supported for 2017/2018 – \$10,000 included in budget
Bunbury Regional Entertainment Centre	Annual support	\$10,000	Supported for 2017/2018. Increase from \$7,500 to \$10,000. The request was for a contribution of \$30,000.
Capel RSL	Request for on-going funding for the Anzac Day PGB dawn service and Capel March	\$4,500	Council previously endorsed this donation for a period of 3 years commencing 2016/17. Council minute OC0418. This is therefore year 2 of an on-going contribution.
Bunbury Regional Youthcare	Annual support for school chaplaincy	\$18,000	Supported for 2017/2018 – \$18,000 included in budget
<b>TOTAL</b>		<b>\$57,266</b>	

**VOTING REQUIREMENTS**

Simple majority

**OC0412 OFFICER'S RECOMMENDATION – 15.3/COUNCIL DECISION**

Moved Cr J Scott, Seconded Cr Smith

1. That the following Councillor and Community budget requests not already incorporated into the draft budget as existing operating expenditure, or carried over projects, be included in the 2017/18 draft budget:

- \$11,897 to allow the removal of burnt cars and other large rubbish items from Bussell Highway/Stratham Reserve;
- \$2,500 to conduct a traffic study on potential pedestrian crossing in Boyanup;
- \$33,195 to provide an additional bus shelter and to allow bituminisation of school bus pickup area on Goodwood Road, Capel;
- \$2,216 to purchase block out blinds for the PGB Community Centre;
- \$1,000 to allow the re-oiling of the outside furniture at various locations;
- \$5,000 to increase the maintenance budget for Shire cemeteries;
- \$6,000 to allow the design and construction of a native waterwise garden near the niche wall at the Capel cemetery;
- \$10,206 to install a cement slab and basketball ring for recreation purposes adjacent to the playground set up on the Dalyellup Lakes; and
- \$24,500 for fencing and secure gates for Bussell Highway Reserve between Lakes Road and Harewoods Road.

2. That Council support those other requests listed and supported in this item.

Carried 9/0

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**OC0413 (15.4) Fees and Charges for 2017/18**

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Location:	Whole of Shire
Applicant:	Shire of Capel
File Reference:	Nil
Disclosure of Interest:	Nil
Date:	10.04.17
Author:	Executive Manager Corporate Services, S Stevenson
Senior Officer:	Chief Executive Officer, P Sheedy
Attachments:	2017/18 Schedule of Fees and Charges

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**MATTER FOR CONSIDERATION**

Council to consider the proposed Schedule of Fees and Charges for the 2017/18 financial year.

**BACKGROUND / PROPOSAL****Background**

Council's "Preparation of Integrated Financial Plan & Budget" timetable (Policy 2.7) provides for the review, preparation and approval of the draft schedule of Fees and Charges prior to the budget meeting. Once this schedule has been approved Council must adopt it, however this will not occur until the annual budget is adopted.

**Proposal**

Council consider the Schedule of Fees and Charges to be included in the forthcoming 2017/18 draft budget.

**STATUTORY ENVIRONMENT**

Local Government Act 1995, Section 6.2

**6.2 Local Government to prepare Annual Budget**

(1) During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt\*, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.

*\*Absolute Majority required*

(2) In the preparation of the annual budget the local government is to have regard to the contents of the plan for the future of the district made in accordance with section 5.56 and to prepare a detailed estimate for the current year of –

- (a) The expenditure by the local government; and
- (b) The revenue and income, independent of general rates, of the local government; and
- (c) The amount required to make up the deficiency, if any, shown by comparing the estimated expenditure with the estimated revenue and income.

Local Government Act 1995, Section 6.16

**6.16 Imposition of Fees and Charges**

- (1) A local government may impose\* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.



*\* Absolute Majority required*

- (2) A fee may be imposed for the following –
- (a) Providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;
  - (b) Supplying a service or carrying out work at the request of a person;
  - (c) Subject to section 5.94, providing information from local government records;
  - (d) Receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;
  - (e) Supplying goods;
  - (f) Such other service as may be prescribed.
- (3) Fees and charges are to be imposed when adopting the annual budget but may be –
- (a) Imposed\* during a financial year; and
  - (b) Amended\* from time to time during a financial year.
- \* Absolute Majority required*

Local Government Act 1995, Section 6.17

**6.17 Setting Level of Fees and Charges**

- (1) In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors –
- (a) The cost to the local government of providing the service or goods; and
  - (b) The importance of the service or goods to the community; and
  - (c) The price at which the service or goods could be provided by an alternate provider.

Local Government Act 1995, Section 6.19

**6.19 Local Government to give Notice of Fees and Charges**

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of –

- (a) Its intention to do so; and
- (b) The date from which it is proposed the fees and charges will be imposed.

Other legislation (i.e.: Freedom of Information Act 1992, Emergency Service Levy Act 2002, Caravan Park & Camping Ground Regulations 1997, Health Act 1911, Waste Avoidance & Resource Recovery Act 2007, Planning & Development Act 2005, Building Services Act 2011) specifies certain fees and charges that may be adopted by Council, and the fee threshold.

**POLICY IMPLICATIONS**

Policy 2.7 – Preparation of Integrated Financial Plan & Budget.

**FINANCIAL IMPLICATIONS****Budget**

The fees and charges when adopted will determine the amount of revenue to be received during the 2017/18 financial year for certain areas. This income has been forecast in the draft budget income projections.

**Long Term**

There will be minimal long term financial implications associated with adopting the fees and charges, other than the longer term affordability of certain services that incur a fee.

**Whole of Life**

As no assets/infrastructure is being created, there are no whole of life costs relevant to this item.

**SUSTAINABILITY IMPLICATIONS**

There are no environmental impacts expected from the adoption of fees and charges, other than the potential for dumping of waste in areas other than designated rubbish disposal sites. The increased fees and charges are not expected to have any social impact on the use of Shire services.

Increases to fees and charges will result in increased economic benefit to the Shire and whilst the increases will need to be paid by the users of the services, the extent of the increases are not expected to cause any undue economic hardship.

**STRATEGIC IMPLICATIONS**

Shire of Capel Strategic Community Plan 2013 – 2031

1 The Leadership Experience 'Ensure open, transparent, effective good governance and communication within the organisation and the community.'

Strategic Outcomes:

- 1.4 Provide efficient and effective financial management to ensure the long term financial sustainability of the organisation;
- 1.5 Ensure the effective management of Council's resources.

2 The Community Experience 'Provide facilities and services which recognise the diverse needs of the community and strive to make the Shire a safe place to live, work and visit.'

Strategic Outcomes:

- 2.1 Provide social, recreational and cultural opportunities and facilities for our communities.

5 The Infrastructure Experience 'Plan and facilitate safe, sustainable and efficient infrastructure and transport networks to meet the needs of the community.'

Strategic Outcomes:

- 5.6 Effectively manage the Shire's assets and resources.

**CONSULTATION**

The Shire departments involved with the administration of the various services involved were consulted and provided their input to the proposed schedule of fees and charges.

**COMMENT**

The schedule attached shows the total fees including GST that was agreed for 2016/17. The proposed fee for 2017/18 is shown on the left hand side. Comments have been made in green and changes have been indicated in red. Strikethroughs are used to indicate the proposed deletion of fees or wording.

Fees and charges that are set by other Government regulations are noted as such and the relevant legislation is also identified. These fees are only changed if it has been directed by the Government organisation.

If a fee or charge is to be increased it is proposed that in general the starting point for the increase be in accordance with the Western Australian Treasury (WAT) estimated Consumer Price Index (CPI) for the 2017/18 financial year. This is consistent with State forward

estimates and the Shire of Capel Long Term Financial Plan (LTFP). The assumption being that the cost of the service has increased by CPI and therefore to recover this cost, income must increase by at least the equivalent amount. The estimated CPI increase to be applied is 1.75% and represents the percentage change in the major cost areas including wages and salaries, road and bridge construction, non-residential building, consumer prices, machinery and equipment, and electricity and street lighting.

To simplify the reporting and charging of fees, fee increases in many cases have been rounded up to the nearest dollar.

A general Consumer Price Index (CPI) increase of 1.75% has been applied across all fee categories, other than those areas regulated by other legislation, or where comments to the contrary appear. This is to ensure that at a minimum, the cost increases forecast for 2017/18 and reflected across the board in all services are offset by an equivalent increase in service fee.

Leases have been removed from this schedule due to the fact that they are no longer classified as a 'fee' or a 'charge' but a commercial agreement.

There have been various changes to allocated income general ledger accounts.

The following details are some of the more significant changes made to the Schedule of Fees and Charges.

#### Governance

- Fees have either been retained at 2016/17 financial year levels or increased by CPI of 1.75% with the exception of the fee to 'Photocopy (per A4 copy)' which has been reduced in line with the statutory provision. Fees for Electoral Rolls, Sale of Documents and Property searches which have been increased by CPI of 1.75%.

#### Law, Order & Public Safety

- The Emergency Services Levy has been removed as this is a statutory fee and not a Shire determined charge.
- A new fee for Failure to Comply with a Bushfire Order has been introduced at \$85.00. This reflects the administrative costs of arranging compliance with Bushfire Orders.
- Application fees for Foreshores & Reserves have been removed.
- At this stage, there have been no changes to statutory fees.
- All other fees have been increased by CPI of 1.75%.

#### Health

- The Health Department has increased the fee for offensive trades such as piggeries to \$298.00 from the current fee of \$285.00.
- The food vendor's licence, lodging house licence and fees for keeping of birds have all been increased by the CPI and rounded up to the nearest \$1.00.
- All fees associated with administration of the Food Act, including notification, registration, and inspection, have been increased by the CPI and rounded up to the nearest \$1.00. Plans assessment fees have been removed.
- A new Health Application fee has been added for 2014/18 at \$77.00.

Education & Welfare

- Fees have been increased by CPI of 1.75% with Refundable Bonds being retained at 2016/17 levels.

Community Amenities

In December 2014, Council endorsed a single waste fee for 3 bin and 2 bin kerbside collection (\$349 and \$272 respectively). The Council minute reference is OC01221. The 2016/17 equivalent fee was \$364 and \$283. This was made up as follows:

	<b>2 bin collection</b>	<b>3 bin collection</b>
	<b>\$</b>	<b>\$</b>
<b>Refuse Collection</b>	191	254
<b>Green waste and Hard waste</b>		30
<b>Hard waste</b>	12	
<b>Refuse site charge</b>	80	80
	<b>283</b>	<b>364</b>

The intention behind the combined fee was to simplify the rates notices issued to ratepayers. This has, however lessened the ability of staff to analyse and model data within the rates system. It has also complicated the rates issuing process in that there are some properties which do not attract the \$80 annual refuse levy resulting in manual adjustments. It is requested that Council revert back to the multi-line fee structure from the 2017/18 financial year.

- The annual refuse site levy is currently \$80. This has been retained at 2016/2017 levels. This charge is based on recovering budgeted costs for the transportation and disposal of waste from the Waste Transfer Site as well as the site’s net operating cost, rubbish site rehabilitation and the collection of rubbish from street and park bins. Any excess in funds raised are transferred to reserves for future waste management initiatives. Similarly, any shortfall in funds results in a drawdown from the reserve.
- The cost per organic bag has been retained at \$5.50 which showed no increase in 2016/17. This reflects the current purchase cost.
- The fee for a Recycle Bin only has been increased from \$48.00 to \$66.00 to reflect the actual cost of collection and disposal.
- The fee for a second and subsequent refuse bin has been increased from \$66.00 to \$128.00 to reflect the actual cost of the service.
- For the Capel Waste Transfer Station, fees have been increased by CPI of 1.75% as they remained unchanged at 2015/16 levels for the 2016/17 year.
- Statutory Town Planning Fees are set by the Department of Planning and the maximum fees that are applicable are currently included within the Schedule.
- Non statutory planning fees have been increased by CPI of 1.75%.
- Cemetery Fees have been increased by the CPI of 1.75% and rounded up to the nearest \$1.00 with the exception of reserving a grave or niche which have remained at 2016/17 levels.

Recreation & Culture

- Fees for the hire of halls and community centres in Boyanup, Gelorup and Dalyellup will increase by the CPI and have been rounded up to the nearest \$1.00. The hourly hire rate, prior to any concessions, will increase by \$1.20 from \$65.50 to \$66.70 and the daily hire rate will increase by \$12.00 to \$667.00.
- For the hire of the Capel Hall it is proposed to retain this fee at 2016/17 levels to attempt to stimulate demand
- The fees introduced for the Gelorup Community Association to allow the group to use the centre on a regular basis for meetings, coffee mornings, markets and fundraising events have been increased by CPI of 1.75%. The fee will now be \$588.00 which is an annual increase of \$11.00. Based on a review of the historical usage of this hall by the Gelorup Community Association, this is a representative fee for usage.
- The fees introduced for the Peppermint Grove Beach Community Association to allow the group to use the centre on a regular basis for meetings, coffee mornings, markets and fundraising events have been increased by CPI of 1.75%. The fee will now be \$588.00 which is an annual increase of \$11.00.
- The fees introduced for the Dalyellup Beach Community Association to allow the group to use the centre on a regular basis for meetings, coffee mornings, markets and fundraising events have been increased by CPI of 1.75%. The fee will now be \$2,900.00 which is an annual increase of \$50.00.
- A further exemption has been included in the Special Hire Category, which enables Not for Profit community groups, charitable, welfare or community service organisations who are conducting annual Christmas functions to recognise the support of their volunteers, to hire the facilities at no charge (i.e.: Boyanup CWA, Senior Citizens, etc.).
- The fee charged to Shire Playgroups has remained unchanged at \$8.00 per hour.
- The fee for use of lighting at the Capel, Boyanup and Dalyellup Recreation Grounds has been increased by the CPI and will now be \$12.00 per tower per hour (was \$11.00). This fee takes into account electricity usage and replacement of light bulbs.
- Recreation facilities and ground usage have been increased by the CPI.
- In libraries, all fees have been retained at 2016/17 levels with the exception of the Administration Fee which has been increased by CPI of 1.75%.
- Leases payable to the Shire have been removed from the Schedule of Fees and Charges.

Transport

- The rural property numbering fee has been increased by the CPI and rounded up to the nearest \$1.00.
- The sale of Number Plates – Police Licensing Fee has been retained at the 2016/2017 rate of \$200.00. This was last increased in 2014/2015.

Economic Services

- The various building control fees have been amended as per the schedule notes. In the main, they are either governed by regulation or increased by CPI.

- Extractive Industry fees and Rehabilitation Bonds have been increased by the CPI and rounded up to the nearest \$1.00.
- A new Rehabilitation Bond for Gravel and Limestone – path reinstatement has been introduced for the 2017/18 year at \$19,743.00 including GST.
- The Saleyards and Markets fee has been removed from the Schedule of Fees and charges.

Other Property & Services

- Standpipe, Private Works, Supervision and Other Fees have been increased by the CPI and rounded up to the nearest \$1.00.

Overall, the changes to fees and charges proposed for 2017/18 will result in forecast increased revenue of approximately \$58,944 when compared to the 2016/17 budget.

**VOTING REQUIREMENTS**

Simple majority

**OC0413 OFFICER'S RECOMMENDATION – 15.4/COUNCIL DECISION**

**Moved Cr Baxi, Seconded Cr J Scott**

**That Council approves the proposed Fees and Charges as outlined in the attachment for inclusion in the 2017/18 Budget.**

Carried 9/0

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**OC0414 (15.5) 2017/18 Budget – Elected Member Allowances**

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Location: N/A  
Applicant: Shire of Capel  
File Reference: Nil  
Disclosure of Interest: Nil  
Date: 24.03.17  
Author: Executive Manager Corporate Services, S Stevenson  
Senior Officer: Chief Executive Officer, P Sheedy  
Attachments: Nil

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**MATTER FOR CONSIDERATION**

Council to determine the following elected member's allowances and fees for inclusion in the 2017/18 Draft Budget:

- Annual Attendance Fee for President and Councillors
- President's Allowance
- Deputy President's Allowance
- Information & Communications Technology Allowance

**BACKGROUND / PROPOSAL****Background**

As part of the budget development process, Elected Members Allowances are considered for the forthcoming budget.

In the past, the Local Government Act 1995 required Council to determine the fees and allowances payable to Elected Members each year.

The Local Government (Administration) Regulations were amended in 2013 to transfer the responsibility of setting elected member fees, allowances and expenses to the Salaries and Allowances Tribunal. These amendments came into effect on 1 July 2013. Local governments must now use the prescribed figures established by the Tribunal.

The determination issued by the Salaries and Allowances Tribunal establishes a scale of payments and provisions for reimbursement of expenses with the *Local Government Act 1995* and the *Local Government (Amendment) Regulations 1996*.

In establishing the framework for the payment of fees, allowances and expenses, the Tribunal has adopted a banding model to differentiate between the responsibilities carried by Councillors, Mayors, Presidents and their deputies in local government throughout the State. Provision has also been made for the reimbursement of expenses properly incurred in enabling council members to properly fulfil their duties.

The levels of remuneration for attending meetings and allowances for elected council members are not intended to be salaries but do take into account the responsibilities and commitments of elected council members serving as representatives of the community.

The band ranges were updated on the 12 April 2016. An updated determination on band ranges has not yet been published for 2017. From 12 April 2016, under the Tribunal's determination, the banding structure for local governments provides for meeting fees within a range of \$3,553pa to \$31,364pa for Councillors and \$3,553pa to \$47,046pa for Mayors and Presidents. The Tribunal last determined a general adjustment of 1.5 % to the band ranges.

The Annual Allowance for Mayors and Presidents extends from \$508pa to \$88,864pa within the four band structure. The limit with respect to 0.2% of operating revenue and the entitlement to Deputies still applies.

Provision has been made for an annual allowance for Information and Communication Technology costs. An annual allowance of between \$500 to \$3,500pa is provided.

The fees which may be claimed under the four band structure under which each local government is designated enables local governments to exercise the discretion vested in them under the *Local Government Act 1995* and the *Local Government (Amendment) Regulations 1996*.

The Shire of Capel has been designated as a Band 3 local government. The following fees apply:

- The annual attendance fee for a Councillor is between \$7,612 to \$16,205. The annual attendance fee for the Shire President is between \$7,612 to \$25,091.
- The President's Allowance is set between \$1,015 to \$36,591. The Deputy President's Allowance can be paid up to a maximum of 25% of the President entitlement.
- Reimbursement of Expenses:
  - o Telephone and facsimile rental charges – actual expense incurred
  - o Child Care costs – actual cost per hour of \$25 per hour, whichever is the lesser
  - o Travel costs – criteria based on distance multiplied by the Public Service Award 1992 rate
- Annual Allowance in lieu of Reimbursement of Expense
  - o Information and Communications Technology Allowance is between \$500 to \$3,500.
  - o Travel and Accommodation is \$50.

The 2016/17 Budget allowed a total of \$141,385 broken down into \$93,542 of annual attendance fees, \$18,708 for the President's allowance, \$4,677 for the Deputy President's allowance, \$20,300 in information technology allowances and \$4,157 for travel expenses

All fees and allowances are to be paid 3 monthly in arrears in December, March, June and September, except where members resign or do not seek re-election, when they will be paid their pro-rata entitlements on their term of office ceasing.

### **Proposal**

The following fees and allowances are proposed to be included in the 2017/18 Budget, which are based on a 1.75% increase:

- Annual Attendance Fee for elected members of \$9,518
- Annual Attendance Fee for the President of \$19,035
- Allowance for the President of \$19,035
- Allowance for the Deputy President of \$4,759
- Annual Information & Communication Technology Allowance of \$3,500 for the President and \$2,100 for elected members

A total of \$143,501 has been included in the 2017/18 Draft Budget. This can be broken down into \$95,177 of annual attendance fees, \$19,035 for the President's allowance, \$4,759 for the Deputy President's allowance, 20,300 in Information & Communication Technology allowances and \$4,230 for travelling expenses.



**STATUTORY ENVIRONMENT**

Local Government Act 1995, Section 6.2

**6.2 Local Government to prepare Annual Budget**

(1) During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt\*, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.

\* *Absolute Majority required*

(2) In the preparation of the annual budget the local government is to have regard to the contents of the plan for the future of the district made in accordance with section 5.56 and to prepare a detailed estimate for the current year of –

- (a) The expenditure by the local government; and
- (b) The revenue and income, independent of general rates, of the local government; and
- (c) The amount required to make up the deficiency, if any, shown by comparing the estimated expenditure with the estimated revenue and income.

Meeting Attendance Fees – Sections 5.98 and 5.99 of the *Local Government Act 1995* and *Local Government Elected Council Members Determination No.1 of 2013*. The minimum and maximum allowable fee is between \$7,612 and \$16,205 for a Councillor and \$7,612 and \$25,091 for the President.

President's Allowance – Sections 5.98 of the *Local Government Act 1995* and *Local Government Elected Council Members Determination No.1 of 2013*. The minimum and maximum allowable fee is between \$1,015 and \$36,591 for the President. The maximum allowable fee is \$36,591 or .2% of the local government operating revenue ( $\$16,906,033 \times 0.002 = \$33,812$ ).

Deputy President's Allowance – Section 5.98A of the *Local Government Act 1995* and *Local Government Elected Council Members Determination No.1 of 2013*. The maximum allowable fee is 25% of the President's Allowance.

Information & Communications Technology Allowance – Section 5.99A of the *Local Government Act 1995* and *Local Government Elected Council Members Determination No. 1 of 2013*. The minimum and maximum allowable fee is between \$500 and \$3,500.

**POLICY IMPLICATIONS**

The budget is based on the principles contained in the Strategic Community Plan and Corporate Business Plan. Policy 2.7 – Preparation of Integrated Financial Plan and Annual budget applies.

**FINANCIAL IMPLICATIONS****Budget**

Allowances and fees endorsed by Council will be included in the 2017/18 Budget.

It is proposed total allowances and fees for elected members be increased to \$143,501 from \$141,385 in 2016/17. This increase is based on the Band 3 fee range determined by the Salaries and Allowances Tribunal.

**Long Term**

Approved expenditure is covered in the budget allocation. There are not considered to be any long term financial implications.

**Whole of Life**

As no assets/infrastructure is being created, there are no whole of life costs relevant to this item.

**SUSTAINABILITY IMPLICATIONS**

The payments to elected members for attending meetings and fulfilling their other commitments as elected members recognises the imposition this role has upon their personal and social lives.

The fees and allowances paid are commensurate with the size of the Shire of Capel and the responsibilities of the role. The amounts paid do provide the elected members with some degree of economic sustainability.

**STRATEGIC IMPLICATIONS**

Shire of Capel Strategic Community Plan 2013 – 2031

1 The Leadership Experience 'Ensure open, transparent, effective, good governance and communication within the organisation and community.'

Strategic Outcomes:

- 1.5 Ensure the effective management of Council's resources.
- 1.6 Lobby and advocate on behalf of the Shire of Capel community.

**CONSULTATION**

No dedicated consultation has been undertaken other than reference to earlier fee comparisons and the Salaries and Allowances Tribunal determination.

**COMMENT**

Fees and allowances payable to elected members in accordance with the Local Government Act 1995 are either entitlements or discretionary.

**Entitlements**

The Local Government Act outlines the fees, expenses and allowances that an elected member must receive should they request to receive them.

Generally, Council can determine the amount to be paid within minimum and maximum parameters specified by legislation. For example, elected member's attendance fees, the President's allowance and reimbursement of telecommunication equipment rental charges for a phone line and a fax line.

Elected members are entitled to attendance fees and these can be paid per meeting in which case the minimum amount payable is \$191 and the maximum \$406; or it can pay an annual attendance fee ranging from a minimum of \$7,612 to a maximum of \$16,205.

The President is also entitled to attendance fees and on a per meeting basis they can range from \$191 to \$628; or an annual attendance fee ranging from \$7,612 to \$25,091 can be paid.

Council has previously agreed to pay an annual attendance fee for the President and elected members in preference to meeting fees.

An allowance in recognition of the additional duties required of the President is entitled to be paid and can range from \$1,000 to \$36,050 or 0.002 of the local government's operating revenue provided the result does not exceed \$36,591.

### Discretionary

The Local Government Act outlines the fees, expenses and allowances that Council has the right to determine whether they should be provided and if so their amount. For example, the deputy President's allowance and the annual Information Communication Technology allowance.

Should Council decide to continue to pay a Deputy President's allowance the maximum amount of the allowance is 25% of the President's allowance.

Council has previously determined that elected members will be provided an Information and Communications Technology allowance rather than reimbursement of telecommunication equipment rental charges and information technology expenses. The Information and Communications Technology allowance ranges from \$500 to \$3,500 per member.

### Suggested Fees for 2017/18

Past practice has been to propose that fees and allowances be increased by a percentage at least equivalent to CPI. For comparison purposes, Perth CPI (December 2015 to December 2016) was 0.5%, however, the proposal would be to increase the fees by 1.75% in the Draft Budget for 2017/2018. This increases percentage is in line with the WA Treasury Forecast CPI (used for the State Budget Mid-Year Review) for the 2017/18 financial year.

The suggested fees and allowances have been increased on the basis of either the mid-point in the designated SAT band range, available funds provided for in the draft budget or statutory limits. The final result after all of the fees and allowances are applied is an increase for all sitting members.

A comparison of fees and allowances for the current and past financial years and the fees proposed for 2017/18 are shown in the following table.

	2013/14	2014/15	2015/16	2016/17	2017/18
<b>President</b> – Meeting Attendance Fee	\$18,000	\$18,000	\$18,432	\$18,708	\$19,035
- Allowance	\$18,000	\$18,000	\$18,432	\$18,708	\$19,035
- Telecommunications Allowance	N/A	N/A	N/A	N/A	N/A
- Information Technology Allowance	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500
<b>Deputy President</b> – Meeting Attendance Fee	\$9,000	\$9,000	\$9,216	\$9,354	\$9,518
- Allowance	\$9,000	\$4,500	\$4,608	\$4,677	\$4,759
- Telecommunications Allowance	N/A	N/A	N/A	N/A	N/A
- Information Technology Allowance	\$2,100	\$2,100	\$2,100	\$2,100	\$2,100
<b>Councillor</b> – Meeting Attendance Fee	\$9,000	\$9,000	\$9,216	\$9,354	\$9,518
- Telecommunications Allowance	N/A	N/A	N/A	N/A	N/A
- Information Technology Allowance	\$2,100	\$2,100	\$2,100	\$2,100	\$2,100
<b>Total of all Fees and Allowances</b>	\$132,800	\$132,800	\$135,500	\$141,385	\$143,501
Annual Percentage Increase for Total Fees	31.86%	0%	2.4%	1.5%	1.75%

**VOTING REQUIREMENTS**

Absolute majority

**OC0414 OFFICER'S RECOMMENDATION – 15.5/COUNCIL DECISION**

Moved Cr Baxi, Seconded Cr J Scott

That Council:

- 1 Sets an annual attendance fee for elected members of Council within the Band 3 SAT range to \$9,518 for 2017/18 and that this be paid quarterly in arrears, in September, December, March and June, except where members resign or do not seek re-election, when they will be paid their pro-rata entitlements on their term of office ceasing.
- 2 Sets an annual attendance fee for the President within the Band 3 SAT range to \$19,035 for 2017/18 and that this be paid quarterly in arrears, in September, December, March and June, except where the President resigns or does not seek re-election, when the entitlement will be paid pro-rata on their term of office ceasing.
- 3 Sets an annual President's Allowance within the Band 3 SAT range to \$19,035 for 2017/18 and that this be paid quarterly in arrears, in September, December, March and June, except where the President resigns or does not seek re-election, when the entitlement will be paid pro-rata on their term of office ceasing.
- 4 That the Deputy President's Allowance be \$4,759 for 2017/18 and that this be paid quarterly in arrears, in September, December, March and June, except where the Deputy President resigns or does not seek re-election, when the entitlement will be paid pro-rata on their term of office ceasing.
- 5 That instead of reimbursing information and communications technology, telephone and facsimile rental and call costs, Council provides an annual Information and Communications Technology allowance for 2017/18 of \$3,500 for the President and \$2,100 for Councillors and that this be paid quarterly in arrears, in September, December, March and June, except where members resign or do not seek re-election, when they will be paid pro-rata their entitlements on their term of office ceasing.

Carried with an Absolute majority 9/0

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**OC0415 (15.6) 2017/18 Budget - Differential Rates**

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Location: Capel  
Applicant: Shire of Capel  
File Reference: Nil  
Disclosure of Interest: Nil  
Date: 06.04.17  
Author: Executive Manager Corporate Services, S Stevenson  
Senior Officer: Chief Executive Officer, P Sheedy  
Attachments: Rates Proposal 2017-18 Objects and Reasons

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**MATTER FOR CONSIDERATION**

Council to determine the rates in the dollar, minimum rates and the specified area rate for the 2017/18 financial year.

**BACKGROUND / PROPOSAL****Background**

Council has previously adopted Differential Rating categories (OC1106) as outlined in the 2017/18 Objects and Reasons attached.

There has been no proposed change to these differential rating categories for 2017/2018 budget.

Definitions of these rating groups can be found in the Shire's 'Objects and Reasons' attached.

In April 2016, the Shire received scheduled revaluations for properties valued under Gross Rental Value (GRV) and Unimproved Values (UV). These revaluations were reflected in rates notices issued for the 2016/17 financial year. As properties valued under Unimproved Values (UV) are amended annually, and updates have not been received as yet, any further updates to individual valuations received from the Valuer General will be reflected in the 2017/18 Draft Budget report to Council.

Councillors participated in a workshop on Wednesday 23 March 2017 to review its rating options for the 2017/18 financial year, its current rating strategy and its 'rate in the dollar' comparative position to neighbouring local governments.

Council also considered concerns raised by some ratepayers at the Annual Electors meeting on 25 January 2017 including the Electors' Motion AE0102 as below.

*Moved Mr Rowlandson, Seconded Mr James*

*That:*

1. *The Annual Electors' meeting record its dissatisfaction to the constant and extensive rate increases by the Shire of Capel over the last decade;*
2. *As a consequence of this dissatisfaction, request Council to thoroughly review its Plan for the Future and its Corporate Business Plan with the primary objective being fiscal restraint from 2017/18 onwards;*
3. *As a further consequence, request Council to thoroughly review its entire rating system forthwith (i.e. for implementation in the 2017/18 rating year), with the aim of achieving –*
  - 3.1 *Application of Principles, being:*
    - *Objectivity*
    - *Fairness and equity*
    - *Consistency*
    - *Transparency*
    - *Administrative efficiency.*
  - 3.2 *Analysis of the differential rating system to at least include:*
    - *The various differential rating categories as currently determined together with future proposals (e.g. – a special residential zone)*
    - *The objects and reasons for each category*
    - *An analysis of how each differential rate is set (calculated)*
    - *The nexus between UV and GRV rating efforts.*

In determining the 'rates in the dollar' for the 2017/18 financial year, Council was presented with a number of options.

For the minimum rate, these options included:

- No increase in the minimum rate;
- A 4% increase in the minimum rate;
- A 6% increase in the minimum rate;
- A 8% increase in the minimum rate; and
- A 10% increase in the minimum rate.

In terms of determining the rate in the dollar for each rating zone, Council was presented with a variety of options which were financially modelled and compared in the context of neighbouring local governments, on-going operational requirements and the adopted Long Term Financial Plan. As part of this workshop, Council discussed service delivery, budget efficiencies, infrastructure requirements (such as road maintenance, renewal and upgrade), strategic projects and the funding requirements of the current Long Term Financial Plan.

For the rate in the dollar, options considered included (but were not limited to):

- A 4% increase in the rate in the current 2016/17 rate in the dollar across all categories;
- A 6% increase in the rate in the current 2016/17 rate in the dollar across all categories;
- A realignment of the five commercial GRV rating zones to a single rate in the dollar;
- A realignment of the two UV rating zones to a single rate in the dollar; and
- A reduction in the rate in the dollar for residential vacant properties (zones 2 and 4).

A variety of options with differing minimum rates and differing rates in the dollar combinations were discussed and modelled.

The current adopted Long Term Financial Plan 2016-26 requires rates income of \$11,349,661 excluding growth. With this in mind, Council is now presented with three options for consideration for the 2017/18 financial year and draft budget.

**Model 1 – 8% increase in the minimum rate to \$1,269 (from \$1,175) with an average 6.0% overall rate yield. This allows for a realignment of commercial rating zones to a single rate in the dollar to 7.6861 cents**

Rate Category	Basis	2016/17 Actual Rate	2017/18 Proposed Rate	Difference (cents)	% increase/decrease YOY in the rate in the \$	Proposed rates to be levied (\$) including minimum rates
Residential	GRV	6.9255	7.3410	0.4155	6.00	\$3,109,145
Residential Vacant	GRV	12.3724	12.6403	0.2679	2.17	\$508,149
Urban Development	GRV	6.9255	7.3410	0.4155	6.00	\$4,582,224
Urban Development Vacant	GRV	12.3724	12.6403	0.2679	2.17	\$351,839
Town Centre	GRV	6.5773	7.6861	1.1088	16.86	\$86,496
Town Centre/ Special Use/Light Industry Vacant	GRV	9.2839	7.6861	(1.5978)	(17.21)	\$27,159
Light Industry	GRV	6.5773	7.6861	1.1088	16.86	\$99,557
Commercial Use Urban Development	GRV	6.5773	7.6861	1.1088	16.86	\$217,624
Special Use Developed	GRV	9.2839	7.6861	(1.5978)	(17.21)	\$106,004
Rural Commercial Use	UV	1.3047	0.4600	(0.8447)	(64.74)	\$27,965
Rural	UV	0.4340	0.4600	0.026	5.99	\$1,602,044
Special Rural	GRV	5.9860	6.3452	0.3592	6.00	\$636,720
<b>Total</b>						<b>\$11,354,926</b>

Model 1 delivers a 6% overall yield based on the current number of properties and current valuations. This is in line with the current strategy of an overall 6% yield. Compared to the LTFP revenue requirements of \$11,349,661, this model delivers an additional \$5,265.

**Model 2 – 10% increase in the minimum rate to \$1,293 (from \$1,175) with an average 6.6% overall rate yield. This allows for a realignment of commercial rating zones to a single rate in the dollar to 7.6861 cents**

Rate Category	Basis	2016/17 Actual Rate	2017/18 Proposed Rate	Difference (cents)	% increase/ decrease YOY in the rate in the \$	Proposed rates to be levied (\$) including minimum rates
Residential	GRV	6.9255	7.3410	0.4155	6.00	\$3,140,058
Residential Vacant	GRV	12.3724	12.6403	0.2679	2.17	\$514,823
Urban Development	GRV	6.9255	7.3410	0.4155	6.00	\$4,591,717
Urban Development Vacant	GRV	12.3724	12.6403	0.2679	2.17	\$357,766
Town Centre	GRV	6.5773	7.6861	1.1088	16.86	\$86,712
Town Centre/ Special Use/Light Industry Vacant	GRV	9.2839	7.6861	(1.5978)	(17.21)	\$27,399
Light Industry	GRV	6.5773	7.6861	1.1088	16.86	\$99,773
Commercial Use Urban Development	GRV	6.5773	7.6861	1.1088	16.86	\$217,624
Special Use Developed	GRV	9.2839	7.6861	(1.5978)	(17.21)	\$106,052
Rural Commercial Use	UV	1.3047	0.4600	(0.8447)	(64.74)	\$28,085
Rural	UV	0.4340	0.4600	0.026	5.99	\$1,612,038
Special Rural	GRV	5.9860	6.3452	0.3592	6.00	\$637,346
<b>Total</b>						<b>\$11,420,393</b>

Model 2 delivers a 6.6% overall yield based on the current number of properties and current valuations. This is in line with the current strategy of an overall 6% yield. Compared to the LTFP revenue requirements of \$11,349,661, this model delivers an additional \$70,732.



**Model 3 – 10% increase in the minimum rate to \$1,269 (from \$1,175) with an average 6.2% overall rate yield. This allows for a realignment of commercial rating zones to a single rate in the dollar to 6.9719 cents**

Rate Category	Basis	2016/17 Actual Rate	2017/18 Proposed Rate	Difference (cents)	% increase/decrease YOY in the rate in the \$	Proposed rates to be levied (\$) including minimum rates
Residential	GRV	6.9255	7.3410	0.4155	6.00	\$3,140,058
Residential Vacant	GRV	12.3724	12.6403	0.2679	2.17	\$514,823
Urban Development	GRV	6.9255	7.3410	0.4155	6.00	\$4,591,717
Urban Development Vacant	GRV	12.3724	12.6403	0.2679	2.17	\$357,766
Town Centre	GRV	6.5773	6.9719	0.3946	6.00	\$79,736
Town Centre/ Special Use/Light Industry Vacant	GRV	9.2839	6.9719	(2.312)	(24.90)	\$26,055
Light Industry	GRV	6.5773	6.9719	0.3946	6.00	\$91,664
Commercial Use Urban Development	GRV	6.5773	6.9719	0.3946	6.00	\$197,547
Special Use Developed	GRV	9.2839	6.9719	(2.312)	(24.90)	\$96,438
Rural Commercial Use	UV	1.3047	0.4600	(0.8447)	(64.74)	\$28,085
Rural	UV	0.4340	0.4600	0.026	5.99	\$1,612,038
Special Rural	GRV	5.9860	6.3452	0.3592	6.00	\$638,346
<b>Total</b>						<b>\$11,374,273</b>

Model 3 delivers a 6.2% overall yield based on the current number of properties and current valuations. This is in line with the current strategy of an overall 6% yield. Compared to the LTFP revenue requirements of \$11,349,661, this model delivers an additional \$24,612.

**Financial Comparison of Models**

Rate Category	Basis	2016/17 Budget Rates	Model 1	Model 2	Model 3
Residential	GRV	\$2,885,759	\$3,109,145	\$3,140,058	\$3,140,058
Residential Vacant	GRV	\$497,980	\$508,149	\$514,823	\$514,823
Urban Development	GRV	\$4,191,014	\$4,582,224	\$4,591,717	\$4,591,717
Urban Development Vacant	GRV	\$473,801	\$351,839	\$357,766	\$357,766
Town Centre	GRV	\$72,790	\$86,496	\$86,712	\$79,736
Town Centre/Special Use/Light Industry Vacant	GRV	\$24,968	\$27,159	\$27,399	\$26,055
Light Industry	GRV	\$86,008	\$99,557	\$99,773	\$91,664
Commercial Use Urban Development	GRV	\$177,931	\$217,624	\$217,624	\$197,547
Special Use Developed	GRV	\$130,968	\$106,004	\$106,052	\$96,438
Rural Commercial Use	UV	\$75,464	\$27,965	\$28,085	\$28,085
Rural	UV	\$1,502,416	\$1,602,044	\$1,612,038	\$1,612,038
Special Rural	GRV	\$594,348	\$636,720	\$637,346	\$638,346
<b>Total Proposed Rates</b>		<b>\$10,713,449</b>	<b>\$11,354,926</b>	<b>\$11,420,393</b>	<b>\$11,374,273</b>
Variance to LTFP			\$5,265	\$70,732	\$24,612

**Proposal**

That Council determines the rates in the dollar, minimum rates and the specified area rate for the 2017/18 financial year as per Model 1 above.

**STATUTORY ENVIRONMENT**

Local Government Act 1995, Section 6.2

**6.2 Local Government to prepare Annual Budget**

- (1) During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt\*, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.  
\* *Absolute Majority required*
- (2) In the preparation of the annual budget the local government is to have regard to the contents of the plan for the future of the district made in accordance with section 5.56 and to prepare a detailed estimate for the current year of –
  - (a) The expenditure by the local government; and
  - (b) The revenue and income, independent of general rates, of the local government; and
  - (c) The amount required to make up the deficiency, if any, shown by comparing the estimated expenditure with the estimated revenue and income.

Local Government (Financial Management) Regulations 1996, regulation 26

**26. Discount, incentive, concession, waiver and write-off information**

- (1) The annual budget is to include for each discount or other incentive to be granted for early payment of any money and in respect of each waiver or concession proposed in relation to any money –
  - a) in respect of a discount -

- (i) the amount of the discount, or the percentage discount, to be allowed; and
  - (ii) the circumstances in which the discount will be granted;
- and
- c) in relation to a waiver or concession -
    - (i) a brief description of the waiver or concession;
    - (ii) a statement of the circumstances in which it will be granted;
    - (iii) details of the persons or class of persons to whom it is available; and
    - (iv) the objects of, and reasons for, the waiver or concession.

Local Government Act 1995, Section 6.12

**6.12 Power to defer, grant discounts, waive or write off debts**

- (1) Subject to subsection (2) and any other written law, a local government may –
    - a) when adopting the annual budget, grant\* a discount or other incentive for the early payment of any amount of money; or
    - b) waive or grant concessions in relation to any amount of money; or
    - c) write off any amount of money,
 which is owed to the local government.
- \* *Absolute majority required*
- (2) Subsection 1(a) and (b) do not apply to an amount of money owing in respect of rates and services charges.
  - (3) The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.

Local Government Act 1995, Section 6.28

**6.28 Basis of Rates**

- (2) In determining the method of valuation of land to be used by a local government the Minister is to have regard to the general principle that the basis for a rate on any land is to be –
  - a) where the land is used predominantly for rural purposes, the unimproved value of the land; and
  - b) where the land is used predominantly for non-rural purposes, the gross rental value of the land.
- (4) Subject to subsection (5), for the purposes of this section the valuation to be used by a local government is to be the valuation in force under the *Valuation of Land Act 1978* as at 1 July in each financial year.

Local Government Act 1995, Section 6.32

**6.32 Rates and Service Charges**

- (1) When adopting the annual budget, a local government –
    - (a) in order to make up the budget deficiency, is to impose\* a general rate on rateable land within its district, which rate may be imposed either –
      - i. uniformly; or
      - ii. differentially;
 and
    - (b) may impose\* on rateable land within its district –
      - i. a specified area rate; or
      - ii. a minimum payment;
 and
    - (c) may impose\* a service charge on land within its district.
- \* *Absolute Majority required*

Local Government Act 1995, Section 6.33

**6.33 Differential General Rates**

- (1) A local government may impose differential general rates according to any, or a combination, of the following characteristics –

- (a) the purpose for which the land is zoned, whether or not under a local planning scheme or improvement scheme in force under the *Planning and Development Act 2005*; or
  - (b) a purpose for which the land is held or used as determined by the local government; or
  - (c) whether or not the land is vacant land; or
  - (d) any other characteristic or combination of characteristics prescribed.
- (2) ...
- (3) In imposing a differential general rate a local government is not to, without the approval of the Minister, impose a differential general rate which is more than twice the lowest differential general rate imposed by it.

Local Government (Financial Management) Regulations 1996, regulation 52A

**52A. Characteristics prescribed for differential general rates**

- (1) In this regulation
- commencement day** means the day on which the *Local Government (Financial Management) Amendment Regulations (No.2) 2012* regulation 5 comes into operation;
- relevant district** means a district that –
- (a) is declared to be a district by an order made under section 2.1(1)(a) on or after commencement day; or
  - (b) has its boundaries changed by an order made under section 2.1(1)(b) on or after commencement day.
- (2) For the purposes of section 6.33(1)(d), the following characteristics are prescribed in relation to land in a relevant district, where not more than 5 years has elapsed since the district last became a relevant district –
- (a) whether or not the land is situated in a townsite as defined in the *Land Administration Act 1997* section 3(1);
  - (b) whether or not the land is situated in a particular part of the district of the local government.

Local Government Act 1995, Section 6.34

**6.34 Limit on Revenue or Income from General Rates**

Unless the Minister otherwise approves, the amount shown in the annual budget as being the amount it is estimated will be yielded by the general rate is not to –

- (a) be more than 110% of the amount of the budget deficiency; or
- (b) be less than 90% of the amount of the budget deficiency.

Local Government Act 1995, Section 6.35

**6.35 Minimum Payment**

- (1) Subject to this section, a local government may impose on any rateable land in its district a minimum payment which is greater than the general rate which would otherwise be payable on that land.
- (2) A minimum payment is to be a general minimum but, subject to subsection (3), a lesser minimum may be imposed in respect of any portion of the district.
- (3) In applying subsection (2) the local government is to ensure the general minimum is imposed on not less than –
  - (a) 50% of the total number of separately rated properties in the district; or
  - (b) 50% of the number of properties in each category referred to in subsection (6), on which a minimum payment is imposed.
- (4) A minimum payment is not to be imposed on more than the prescribed percentage (50%) of –
  - (a) the number of separately rated properties in the district; or
  - (b) the number of properties in each category referred to in subsection (6), unless a general minimum does not exceed the prescribed amount (\$200).

- (5) If a local government imposes a differential general rate on any land on the basis that the land is vacant land it may, with the approval of the Minister, impose a minimum payment in a manner that does not comply with subsection (2), (3) and (4) for that land.
- (6) For the purposes of this section a minimum payment is to be applied separately, in accordance with the principles set forth in subsection (2), (3) and (4) in respect of each of the following categories –
  - (a) to land rated on gross rental value; and
  - (b) to land rated on unimproved value; and
  - (c) to each differential rating category where a differential general rate is imposed.

Local Government Act 1995, Section 6.36

### **6.36 Local Government to give Notice of Certain Rates**

- (1) Before imposing any differential general rates or a minimum payment applying to a differential rate category under section 6.35(6)(c) a local government is to give local public notice of its intention to do so. *(21 days – may be 2 months before financial year)*

Local Government Act 1995, Section 6.47

### **6.47 Concessions**

Subject to the *Rates and Charges (Rebates and Deferments) Act 1992*, a local government may at the time of imposing a rate or service charge or at a later date resolve to waive\* a rate or service charge or resolve to grant other concessions in relation to a rate or service charge.

\* *Absolute majority required*

## **POLICY IMPLICATIONS**

The budget is based on the principles contained in the Strategic Community Plan and Corporate Business Plan. Policy 2.7 – Preparation of Integrated Financial Plan and Annual budget applies.

## **FINANCIAL IMPLICATIONS**

### **Budget**

After taking into consideration all other sources of income, Council is required to raise sufficient rates to meet its total expenditure. While Council it is allowed to adopt a budget that has a surplus or deficit that does not exceed 10% of its rate revenue, it is not a sustainable long term strategy.

When considering the amount to be raised, reference should be made to the Shire's ten year financial plan that was adopted by Council on 9 June 2010 (minute reference OC0609) and the subsequent Long Term Financial Plan adopted in July 2016 (minute reference OC0712). This plan has assumed an annual increase in rate yield (excluding growth) of 6% for the 2017/18 and 2018/19 financial years with 4% increase in yield thereafter.

The adopted long term financial plan also assumes an annual growth rate in rateable assessments of 4% to 6%. These growth rates are currently under review and will form part of any revised Long Term Financial Plan.

As part of the Integrated Planning Process a review of the original 10 year Long Term Financial Plan has been undertaken, particularly taking into consideration the 61 Service Strategies and Plans reviewed with Council on the 26 February 2013, with feedback from Council on rating, borrowing and staffing strategies informing and influencing the document. Council adopted the updated 10 Year Long Term Financial Plan on 26 June 2013 (minutes reference OC0616).

A number of Rating Strategy Reports have also been considered by Council in recent years, all supporting and reinforcing the need to maintain the current Rating Strategy of at least 6% increase in rates each year.

At the Ratings Workshop on the 22 March 2017, Council considered a number of rating options for the 2017/18 year. Council agreed that a 6% overall yield was required to facilitate the delivery of the current Long Term Financial Plan and on-going service delivery. Council agreed to retain its current rating strategy which allows for a 6% overall yield for the 2017/18 and 2018/19 financial years with 4% yield thereafter. In arriving at this decision, Council also considered budget efficiency measures and the requirements for service delivery and provision of facilities at a whole of Shire level.

Council also looked at the adopted rates in the dollar (as per Budget 2016/17) for a number of neighbouring local governments. A comparison has been presented below. It should be noted that many neighbouring local governments have simplified their rating groups with most having moved to a single rate in the dollar for GRV (Gross Rental Value) and a single rate in the dollar for UV (Unimproved Value) categories.

While recognising that the local governments shown below do not have the same rating categories as the Shire of Capel, there is enough information held within their budget documentation to allocate the rates in the dollar on a 'best fit' basis.

The following table compares the rates payable for a property with a GRV of \$20,800 across a number of local governments. This is based on the rates for the 2016/17 Budget.

		Capel	Buss'n	Bunbury	Augusta/ Marg R	Harvey	Dard'p	Donnyb'k/ Balingup
	<b>Minimum Rate</b>	\$1,175	\$1,160	\$1,082	\$809 to \$1,494	\$984	\$1,363	\$1,002
	<b>Total no of properties</b>	7,359	22,397	16,268	9,332	12,194	5,828	3,273
<b>Rating Zone</b>	<b>Differential Rates in the \$</b>							
<b>1</b>	Residential (GRV)	6.9255	8.3838	8.7650	9.4770	8.2025	9.3952	7.2030
<b>2</b>	Residential Vacant (GRV)	12.3724	8.3838	8.7650	18.4473	8.2025	9.3952	7.2030
<b>3</b>	Urban Development (GRV)	6.9255	8.3838	8.7650	9.8932	8.2025	9.3952	7.2030
<b>4</b>	Urban Development Vacant (GRV)	12.3724	8.3838	8.7650	18.9520	8.2025	9.3952	7.2030
<b>5</b>	Town Centre (GRV)	6.5773	10.1243	8.7650	11.7183	8.2025	9.3952	7.2030
<b>6</b>	Town Centre /Special Use/ Light Industry Vacant (GRV)	9.2839	11.1528	8.7650	11.7183	8.2025	9.3952	7.2030
<b>7</b>	Light Industry (GRV)	6.5773	10.1243	8.7650	11.7183	8.2025	9.3952	7.2030
<b>8</b>	Commercial Use Urban Development (GRV)	6.5773	10.1243	8.7650	11.7183	8.2025	9.3952	7.2030
<b>9</b>	Special Use (GRV)	9.2839	10.1243	8.7650	11.7183	8.2025	9.3952	7.2030
<b>10</b>	Rural Commercial Use (UV)	1.3047	0.7337	8.7650	0.5680 to 0.7952	0.4891	0.5681	0.4855
<b>11</b>	Rural (UV)	0.4340	0.3669/ 0.4031	8.7650	0.4366 to 0.4544	0.4891	0.5681	0.4855
<b>12</b>	Special Rural (GRV)	5.9860	8.3838	8.7650	9.4770	8.2025	9.3952	7.2030

Taking the example of a residential property with an assessed GRV of \$20,400 per annum, the following rates would be payable.

		Capel	Busselton	Bunbury	Augusta /Marg R	Harvey	Dardanup	Donnyb'k /Balingup
1	Residential (GRV)	\$1,441	\$1,744	\$1,823	\$1,971	\$1,706	\$1,954	\$1,498
3	Urban Development (GRV)	\$1,441	\$1,744	\$1,823	\$2,058	\$1,706	\$1,954	\$1,498
12	Special Rural (GRV)	\$1,245	\$1,744	\$1,823	\$1,971	\$1,706	\$1,954	\$1,498

It can be noted that the Shire of Capel has rates which are consistently lower than neighbouring local governments.

Based on model 1, which incorporates a 8% increase in the minimum rate, the rate target for the 2017/18 draft Budget is \$11,354,926 (excluding interims) based on current properties and valuations. This compares to the 2016/17 Budget forecast of \$10,713,454.

Together with other sources of revenue and funding (including the Dalyellup Specified Area Rate), the expected increase in rate revenue for 2017/18 will need to be sufficient to fund expected increases in employee costs, debt servicing costs, various Service Strategies and Plans, and the capital works programme.

For the 2017/18 draft Budget (assuming revenue from Model 1) it is proposed a total of \$11,464,926 be raised from general and minimum property rates, which includes 0% as the payment on time discount rate adjustments and interim rates. \$645,103 is proposed to be raised from specified area rates. Excluding \$110,000 budgeted for interims in 2017/18, there is an increase in property rates of \$641,472 or 6.00% increase compared to the 2016/17 forecast rates revenue of \$10,713,454.

### Single rate in the dollar

Council will note that many of local governments have moved to levying a single rate in the dollar for UV and a single rate for GRV. This has been considered to be a more equitable distribution of the rates burden across the local government area. Should Council wish to adopt this methodology in the future, modeling suggests that a single rate in the dollar would be in the order of 7.3340 cents for GRV rated properties and 0.4810 cents for UV rated properties. Further modelling could be carried out should Council wish to consider this.

### Long Term

The rating strategy deployed by Council in the 2017/18 financial year will form part of a long term financial planning strategy to maintain the sustainable operations of Council. If Council is not able to adequately fund operations in the 2017/18 financial year, then the financial position of Council will potentially deteriorate in future years as assets age further and demand for services increase with projected population growth.

The amount of the increase to the rate yield that is proposed is consistent with the forecasts included in the Rating Strategy and the annual rate increase in the Ten Year Financial Plan. However the level of population growth that has occurred since 2009/10 and is anticipated for the next few years is noticeably lower than originally forecast and variable costs will need to be contained where possible. Discretionary expenditure on capital works and other areas service areas will need to be closely managed to ensure the financial sustainability of the Shire is maintained.

Through the development of the Integrated Planning Framework, Council now has the ability to evaluate the long term financial implications of all of its strategies, plans and works programs. This provides sound guidance to Council on the amount of rates required to fund all of these services and facilities, and/or in turn adjust expenditure and service levels to match the rate income projected for the future.

Long term financial sustainability is a key focus for the Shire. Resources have to be made available to ensure that assets are adequately funded and renewed to a level consistent with expectations. Asset renewal is a key area to which funding needs to be allocated.

### **Whole of Life**

As no assets/infrastructure is being created, there are no whole of life costs relevant to this item.

### **SUSTAINABILITY IMPLICATIONS**

The levying of property rates has an environmental impact in that around 7,420 rate notices will be distributed in a paper based medium.

Increased property rates have the potential to have a social impact in terms of their affordability by reducing the amount of disposal income available to households. Limiting the extent of the increase should minimise this impact.

Bearing in mind the anticipated increases in utility charges imposed by the State Government, prevailing economic conditions and that property rates also create a financial burden on customers, every effort has been made to minimise the size of the rate increase.

Property rates are the Shire's main area of "own source" revenue and it is therefore essential rate revenue be raised in a timely manner and to such an extent they allow the continued financial operation of the Shire in a sustainable manner.

### **STRATEGIC IMPLICATIONS**

Shire of Capel Strategic Community Plan 2013 – 2031

1 The Leadership Experience 'Ensure open, transparent, effective good governance and communication within the organisation and the community.'

Strategic Outcomes:

- 1.4 Provide efficient and effective financial management to ensure the long term financial sustainability of the organisation;
- 1.5 Ensure the effective management of Council's resources.

2 The Community Experience 'Provide facilities and services which recognise the diverse needs of the community and strive to make the Shire a safe place to live, work and visit.'

Strategic Outcomes:

- 2.1 Provide social, recreational and cultural opportunities and facilities for our communities.

5 The Infrastructure Experience 'Plan and facilitate safe, sustainable and efficient infrastructure and transport networks to meet the needs of the community.'

Strategic Outcomes:

- 5.1 Provide and maintain a safe and efficient transport, cycle and pedestrian network throughout the Shire;
- 5.6 Effectively manage the Shire's assets and resources.



## **CONSULTATION**

The annual differential rating proposal is to be advertised for public comment for a period of 21 days prior to its adoption by Council. Should Council adopt these differential rates, the intention is to advertise the proposed rates in the local papers on the 3 and 4 May 2017. Submissions from ratepayers would be invited to be received up to Friday 26 May 2017. A summary of submissions received would be provided to Council at the Ordinary Meeting on 28 June 2017 or a Special Meeting, at a date to be determined, prior to this.

Ratepayers in a category where the number of properties is less than 30 are required to be notified on an individual basis of the adopted rate in the dollar to allow for comment.

Should Council have a differential rate that is more than twice the lowest differential rate imposed and more than 50% of properties on minimums in certain categories, the approval of the Minister for Local Government must be obtained before these rates are formally adopted by Council. The approval of the Minister will be sought during the public consultation phase in order to obtain feedback prior to the Ordinary Meeting on 28 June 2017 or a Special Meeting prior to this date.

## **COMMENT**

Based on Council previous adoption of the Rating Strategy for 2014/15 and the Ratings Workshops held on the 23 March 2015 and on the 22 March 2017, the minimum rates have been increased by between 6% and 10%. In the 2016/17 financial year, GRV and UV rates in the dollar were increased by 6% on the prior year.

### Growth in Properties

At the time rates were billed for 2016/17, there were a total of 7,611 properties including 223 non-rateable properties. There are now 7,649 properties of which 226 are non-rateable. The growth in the number of rateable properties for the year is therefore 35 or 0.47%.

### Gross Rental Values

Properties rated on the basis of their Gross Rental Value (GRV) had their valuations updated during 2015/16 by Landgate, applying from the 1 July 2016. GRV valuations are completed every 3 years. These revised valuations have been reflected in the GRV calculations for 2016/17.

The preferred rate Model 1 that has been run has applied a 8% increase in the minimum rate and generates an overall increase in rates yield of 6% on 2016/17 budget, with minimum rates across all categories increasing by \$94. The minimum, across all rate groups for 2017/18, is now at \$1,269.00 (last year \$1,175.00).

These rates were applied against the GRV's and the resultant rate model calculated a rate yield for GRV properties of \$9,724,917 from 6,591 properties.

For public advertising purposes a rate in the dollar and a minimum rate for vacant residential, urban and town centre/special use/light industry properties will be included in the table of rates to be advertised.

Rate Category	Basis	2016/17 Actual Rate	2017/18 Proposed Rate	Difference (cents)	2016/17 Forecast Actual Rates (\$) including minimum rates	Proposed rates to be levied (\$) including minimum rates 2017/18
Residential	GRV	6.9255	7.3410	0.4155	\$2,865,759	\$3,109,145
Residential Vacant	GRV	12.3724	12.6403	0.2679	\$487,980	\$508,149
Urban Development	GRV	6.9255	7.3410	0.4155	\$4,151,015	\$4,582,224
Urban Development Vacant	GRV	12.3724	12.6403	0.2679	\$433,801	\$351,839
Town Centre	GRV	6.5773	7.6861	1.1088	\$72,790	\$86,496
Town Centre/Special Use/Light Industry Vacant	GRV	9.2839	7.6861	(1.5978)	\$24,968	\$27,159
Light Industry	GRV	6.5773	7.6861	1.1088	\$86,008	\$99,557
Commercial Use Urban Development	GRV	6.5773	7.6861	1.1088	\$177,931	\$217,624
Special Use Developed	GRV	9.2839	7.6861	(1.5978)	\$130,968	\$106,004
Special Rural	GRV	5.9860	6.3452	0.3592	\$594,348	\$636,720
<b>Total</b>					<b>\$9,025,568</b>	<b>\$9,724,917</b>

### Unimproved Valuations

Updated valuations for properties rated on the basis of their unimproved value (UV) are provided annually and therefore take effect from 1 July 2016. The updated valuations effective for the 2017/18 financial year have not yet been received but in prior years they have shown a year on year reduction. For the 2016/17 year, on average, rural property valuations decreased by 2.26% compared to the prior year. This was in addition to previous year's 3.5% reduction in value.

Should this trend continue, this average decrease would mean that to achieve an overall average increase of 6.0% in rates from the rural sector, the 2017/18 rate in the dollar would theoretically need to be increased to compensate.

Using the methodology in Model 2, the proposed yield is \$1,602,044 from 818 rural properties and \$27,965 from 14 land use commercial UV properties. This yield is based on a proposed rate of 0.4600 cents in the dollar. It is proposed that these categories be aligned to the same rate in the dollar. This is a change from prior year where these groupings, in 2016/17, were based on a rate in the dollar of 0.4340 cents and 1.3048 cents respectively. \$1,630,009 is proposed to be raised from these two UV categories in the 2017/18 financial year which is an increase of \$52,123 on prior year budget.

### Minimum Rates

When calculating rates, legislation allows a minimum rate amount to be applied if the result of calculating the property value and the rate in the dollar is too low. This minimum rate amount represents the minimum charge for ratepayers provided local government services.

In past years there has been a concerted effort to increase the minimum rate and for residential ratepayers this minimum rate has increased from \$465.00 in 2004/05 to \$1,175.00 in 2016/17 with \$1,269.00 proposed for 2017/18.

Final rate modelling was carried out in the context of the adopted Rating Strategy. For 2017/18, this aims for a 6% increase in overall rate yield. Minimum rates were modelled using increases of 4%, 6%, 8% and 10%. Based on the recommended model, the minimum rate for 2017/18 would be \$1,269 which is a 8% increase on 2016/17. The minimum rate for all rating categories would increase by \$94.00 to \$1,269.00. This will mean that all properties, regardless of their rating valuation method (GRV or UV) or development status will be charged a minimum rate of \$1,269.00. This minimum rate is considered to represent a fair minimum burden upon ratepayers for the local government services they are provided.

### Total Rates

The total rate yield included in the draft budget is shown in the following table. \$11,354,926 is proposed to be raised from 7,423 rate assessments. Once expected interim rates, and specified area rates are included, the total amount to be raised increases to \$12,110,029. The detail of rates in the dollar, minimum rates, rate yields and number of assessments from this table are those proposed to be accepted by Council for advertising and public comment.

Table 1: 2017/18 Anticipated Rate Yield (excluding interim rates and Specified Area Rate)

	Rate in \$ or Minimum Rate	Rate Yield	Number of Properties	Average Rate
<b>Calculated Rate:</b>				
- Residential	7.3410 cents	\$1,520,357	983	\$1,546.65
- Residential Vacant	12.6403 cents	\$156,636	68	\$2,303.47
- Urban Development	7.3410 cents	\$4,121,577	2,820	\$1,461.55
- Urban Development Vacant	12.6403 cents	\$39,665	23	\$1,724.58
- Town Centre/Town Centre/Special Use	7.6861 cents	\$75,075	23	\$3,264.15
- Light Industry Vacant	7.6861 cents	\$14,469	4	\$3,617.27
- Light Industrial Commercial Use Urban	7.6861 cents	\$88,136	31	\$2,843.09
- Development	7.6861 cents	\$217,624	13	\$16,740.33
- Special Use	7.6861 cents	\$103,466	7	\$14,780.81
- Rural Commercial Use	0.4600 cents	\$21,620	9	\$2,402.22
- Rural	0.4600 cents	\$1,085,561	411	\$2,641.27
- Special Rural	6.3452 cents	\$574,539	402	\$1,429.20
Total			4,794	
<b>Minimum Rates:</b>				
- Residential	\$1,269.00	\$1,588,788	1,252	\$1,269.00
- Residential Vacant	\$1,269.00	\$351,513	277	\$1,269.00
- Urban Development	\$1,269.00	\$460,647	363	\$1,269.00
- Urban Development Vacant	\$1,269.00	\$312,714	246	\$1,269.00
- Town Centre/Town Centre/Special Use	\$1,269.00	\$11,421	9	\$1,269.00
- Light Industry Vacant	\$1,269.00	\$12,690	10	\$1,269.00
- Light Industry Commercial use Urban	\$1,269.00	\$11,421	9	\$1,269.00
- Development	\$1,269.00	\$0	0	\$1,269.00
- Special Use	\$1,269.00	\$2,538	2	\$1,269.00
- Rural Commercial Use	\$1,269.00	\$6,345	5	\$1,269.00
- Rural	\$1,269.00	\$516,483	407	\$1,269.00
- Special Rural	\$1,269.00	\$62,181	49	\$1,269.00
Total		\$3,336,201	2,629	
<b>Grand Total</b>		<b>\$11,354,926</b>	<b>7,423</b>	

Analysis of the 2017/18 Rates Proposal

The following table compares the rates in the dollar and minimum rates by rate category for 2016/17 and 2017/18.

Table 2: Comparison of Rates in the Dollar and Minimum Rates

Rate Category	Basis	2016/17 Rate	2017/18 Rate	Difference (cents)	2016/17 Minimum	2017/18 Minimum	Difference
Residential	GRV	6.9255	7.3410	0.4155	\$1,175	\$1,269	\$94
Residential Vacant	GRV	12.3724	12.6403	0.2679	\$1,175	\$1,269	\$94
Urban Development	GRV	6.9255	7.3410	0.4155	\$1,175	\$1,269	\$94
Urban Development Vacant	GRV	12.3724	12.6403	0.2679	\$1,175	\$1,269	\$94
Town Centre	GRV	6.5773	7.6861	1.1088	\$1,175	\$1,269	\$94
Town Centre/Special Use/Light Industry Vacant	GRV	9.2839	7.6861	(1.5978)	\$1,175	\$1,269	
Light Industry	GRV	6.5773	7.6861	1.1088	\$1,175	\$1,269	\$94
Commercial Use Urban Development	GRV	6.5773	7.6861	1.1088	\$1,175	\$1,269	\$94
Special Use Developed	GRV	9.2839	7.6861	(1.5978)	\$1,175	\$1,269	\$94
Rural Commercial Use	UV	1.3047	0.4600	(0.8447)	\$1,175	\$1,269	\$94
Rural	UV	0.4340	0.4600	0.0260	\$1,175	\$1,269	\$94
Special Rural	GRV	5.9860	6.3452	0.3592	\$1,175	\$1,269	\$94

Council has twelve differential rating categories. Ten of these categories (Residential, Town Centre, Light Industry, Commercial and Special Rural) are based on the Gross Rental Value (GRV) basis of rates and the Rural and Land Use Commercial categories are Unimproved Value (UV).

In general the gross rental valuations and unimproved values of individual properties are considered to provide sufficient differentiation between each rating category. It is proposed that for 2017/18, the five commercial zones be aligned with the same rate in the dollar. Previously two rates in the dollar (6.5773 and 9.2839) have been applied to these five rating zones. It is proposed that for 2017/18, the rate in the dollar should be 7.6861.

Comparison of the 2017/18 proposal with actual rates billed for 2016/17 shows the following:

Table 3 : Comparison of Rates Yield 2017/2018 Draft Budget to Actual Rates Levied 2016/2017

Rating Zone	2017/2018 Draft Budget	2016/2017 Total Levied	2016/2017 Final Budget	Rates Yield YOY (Budget to Budget)
1	\$3,109,145	\$2,883,500	\$2,865,759	\$243,385
2	\$508,149	\$501,101	\$487,980	\$20,169
3	\$4,582,224	\$4,218,896	\$4,151,015	\$431,209
4	\$351,839	\$373,876	\$433,801	(\$81,962)
5	\$86,496	\$74,251	\$72,790	\$13,707
6	\$27,159	\$26,143	\$24,968	\$2,191
7	\$99,557	\$86,008	\$86,008	\$13,548
8	\$217,624	\$186,481	\$177,931	\$39,694
9	\$106,004	\$130,782	\$130,968	(\$24,965)
10	\$27,965	\$75,464	\$75,464	(\$47,499)
11	\$1,602,044	\$1,502,851	\$1,502,416	\$99,628
12	\$636,720	\$596,099	\$594,348	\$42,372
	<b>\$11,354,926</b>	<b>\$10,655,453</b>	<b>\$10,603,449</b>	<b>\$751,478</b>

Table 4 : Comparison of Property numbers 2017/2018 Draft Budget to Actual 2016/2017

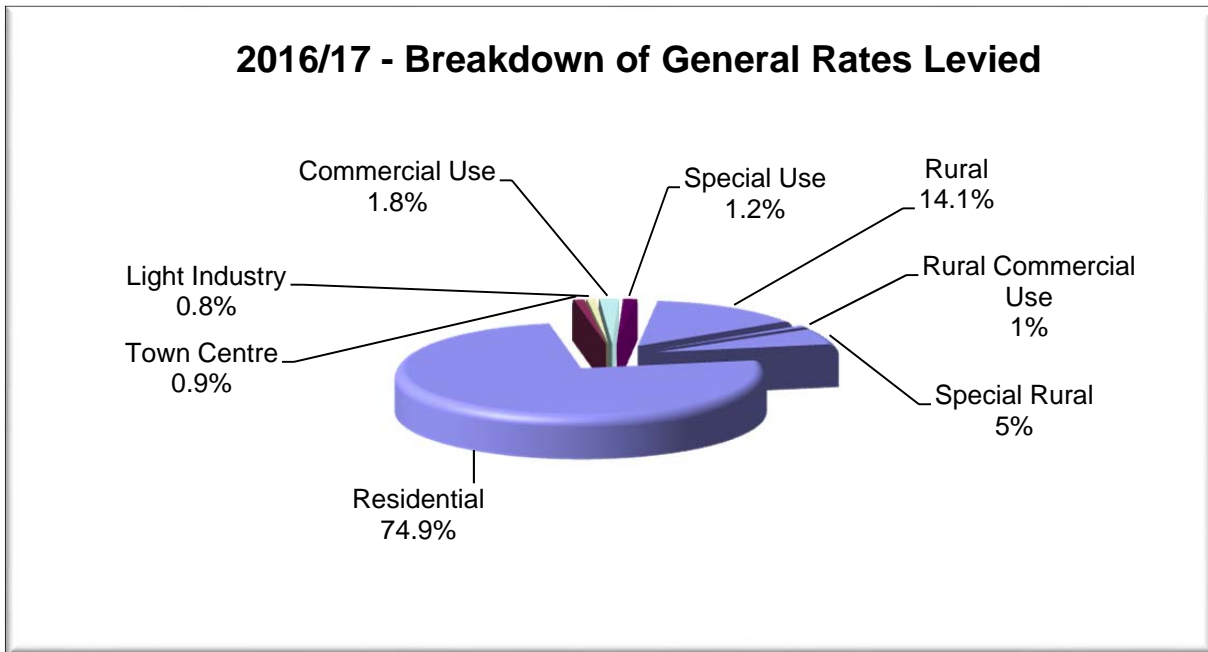
	<b>2017/2018</b>	<b>2016/2017</b>	<b>Property Numbers</b>
<b>Rating Zone</b>	<b>Draft Budget</b>	<b>Total Levied</b>	<b>YOY</b>
<b>1</b>	2,235	2,217	18
<b>2</b>	345	364	(19)
<b>3</b>	3,183	3,108	75
<b>4</b>	269	308	(39)
<b>5</b>	32	32	0
<b>6</b>	14	13	1
<b>7</b>	40	40	0
<b>8</b>	13	13	0
<b>9</b>	9	10	(1)
<b>10</b>	14	14	0
<b>11</b>	818	821	(3)
<b>12</b>	451	448	3
	<b>7,423</b>	<b>7,388</b>	<b>35</b>

- o The largest increase in the number of rate assessments has occurred for the urban development rating category with assessments increasing from 3,108 to 3,183 a growth rate of 2.4%.
- o The second largest increase in the number of rate assessments has occurred for the residential rating category with assessments increasing from 2,217 to 2,235 a growth rate of 0.8%.

Table 5: Average Rates – 8 Year Comparison

	2010/11 \$	2011/12 \$	2012/13 \$	2013/14 \$	2014/15 \$	2015/16 \$	2016/17 \$	2017/18 \$
Residential	905.71	962.04	1,011.15	1,081.47	1,144.52	1,237.51	1,440.08	1,546.65
Residential Vacant	N/A	N/A	1,537.61	1,643.51	1,915.78	2,169.40	2,096.40	2,303.47
Urban Development	N/A	N/A	N/A	N/A	1,180.03	1,255.84	1,375.36	1,461.55
Urban Development Vacant	N/A	N/A	N/A	N/A	1,191.78	1,513.04	1,561.32	1,724.58
Town Centre	N/A	N/A	N/A	N/A	2,884.74	2,729.34	2,827.95	3,264.15
Town Centre/Special Use /Light Industry Vacant	N/A	N/A	N/A	N/A	2,216.71	2,678.61	2,989.50	3,617.27
Light Industry	N/A	N/A	N/A	N/A	2,254.57	2,288.46	2,475.27	2,843.09
Commercial Use Urban Development	2,788.88	2,956.20	3,118.63	3,122.97	1,507.60	14,834.01	14,729.67	16,740.33
Special Use Developed	N/A	N/A	N/A	N/A	11,695.53	15,688.48	16,077.25	14,780.81
Rural	1,766.35	1,865.62	1,949.92	2,040.25	2,195.65	2,289.42	2,464.55	2,402.22
Rural Land Use	4,250.67	4,505.67	4,756.16	5,087.75	5,152.02	5,244.51	5,390.69	2,641.27
Special Rural	813.59	891.85	959.39	996.84	1,078.16	1,158.04	1,345.25	1,429.20
<b>Minimum Rates</b>	<b>2010/11 \$</b>	<b>2011/12 \$</b>	<b>2012/13 \$</b>	<b>2013/14 \$</b>	<b>2014/15 \$</b>	<b>2015/16 \$</b>	<b>2016/17 \$</b>	<b>2017/18 \$</b>
Residential	750.00	795.00	850.00	900.00	972.00	1,069.00	1,175.00	1,269.00
Residential Vacant	N/A	N/A	850.00	900.00	972.00	1,069.00	1,175.00	1,269.00
Urban Development	N/A	N/A	N/A	N/A	972.00	1,069.00	1,175.00	1,269.00
Urban Development Vacant	N/A	N/A	N/A	N/A	972.00	1,069.00	1,175.00	1,269.00
Town Centre	N/A	N/A	N/A	N/A	972.00	1,069.00	1,175.00	1,269.00
Town Centre/Special Use /Light Industry Vacant	N/A	N/A	N/A	N/A	972.00	1,069.00	1,175.00	1,269.00
Light Industry	N/A	N/A	N/A	N/A	972.00	1,069.00	1,175.00	1,269.00
Commercial Use Urban Development	N/A	N/A	N/A	N/A	972.00	1,069.00	1,175.00	1,269.00
Special Use Developed	N/A	N/A	N/A	N/A	972.00	1,069.00	1,175.00	1,269.00
Rural	750.00	795.00	850.00	900.00	972.00	1,069.00	1,175.00	1,269.00
Rural Land Use	750.00	795.00	850.00	900.00	972.00	1,069.00	1,175.00	1,269.00
Special Rural	700.00	795.00	850.00	900.00	972.00	1,069.00	1,175.00	1,269.00

If approved, the 2017/18 draft Budget will provide a rates budget of \$12,110,029 including interim rates of \$110,000 and specified area rates of \$645,103. This compares to the 2016/17 expected total actual rates of \$11,325,390.



**Specified Area Rates**

Council has the one specified area rate for Dalyellup Parks and Reserves Maintenance. This rate has the objective of recovering 50% of the cost of maintaining these facilities in the Dalyellup subdivision as per Council resolution OC0727, 24/7/02 when the 2002/03 Budget was adopted.

The cost of maintaining parks, gardens and reserves in Dalyellup is provisionally budgeted to be \$1,107,091 for 2017/18. Half of this cost, is to be funded by the specified area rate raised during the year, and equates to \$553,545.71. The rate in the dollar has increased by 6% from at 4.5434 cents to 4.8160 and the maximum rate charged has been increased from \$176.30 in 2016/17 to \$186.88. No increase in this specified area rate was applied for the 2016/17 financial year. Rate modelling has identified that with these parameters 3,452 properties would yield rate income of \$645,103.

It is anticipated that in the next few years large parks and reserve areas will be handed over to the Shire to maintain, increasing substantially the ongoing maintenance costs. The aim is to gradually increasing the Specified Area Rate, rather than applying a sharp increase in any one year, while also preserving the extra funds generated in a dedicated reserve fund which will be used in future years.

Council should note that when the Budget is to be adopted they will be requested to grant a concession to Dalyellup specified area ratepayers so that the maximum specified area rate charged will be \$186.88.

**Annual Percentage Rate Increases**

Factors such as the growth of the Shire, need for additional resources to meet growth demands, the cost of labour and materials, previous rate increases approved and a perception of the affordability of a reasonable rate increase are some of the factors taken into account when considering the percentage by which rates in the dollar and minimum rates have to be increased.

It has also been widely recognised in the local government sector that increasing rates by a factor equivalent to the increase in the Consumer Price Index (CPI) is not the most prudent financial management approach. While the CPI provides a good estimate of a household's expectation of the price changes (increases) to the goods and services they consume, it does not provide a good estimate of the cost or growth pressures faced by local government.

In the past indices such as the Local Government Cost Index (LGCI) have also been used as a guide for rate increases as the use of this index has been advocated by the Western Australian Local Government Association (WALGA).

Whilst attempts can be made to justify the quantum of rate increases in terms of the increase being comparable to various indices, the reality is that the quantum to be agreed is that required to provide sufficient funds to meet expenditure demands of the budget and also funding requirements within the Long Term Financial Plan. Council has already considered and reviewed the timing, need and scope of projects in this context.

While alternative rate options and increases have been evaluated and considered, for 2017/18 it is proposed Council consider agreeing to increase overall rate yield by 6%. This increase is consistent with the funding requirements outlined in Council's original Ten Year Financial Plan and the previously adopted Rating Strategy.

Many of the new projects and services identified in the Long Term Financial Plan have a direct correlation to increased development and increased population. If the level of development and population increase has not occurred as forecast, then it would be prudent to defer those related new projects until the population triggers have been reached as originally forecast.

Long term financial sustainability is a key focus for the Shire. Resources have to be made available to ensure that assets are adequately funded and renewed to a level consistent with expectations. Asset renewal is a key area to which funding needs to be allocated.

In its last report received by the Shire, the WA Local Government Grants Commission have also assessed that the Shire is under raising rates revenue by \$1,794,887 in comparison to the State average. Any increased rates revenue is of direct benefit to the Shire and would not reduce the level of grants received from this body.

#### Concluding Comments

For 2017/18 the proposed rate increase, will result in residential ratepayers on the minimum rate being charged \$94.00 more than last year while increases for other ratepayers will vary depending upon their property valuation, but the average yield will be 6% higher than last year.

Mr Gick left the Chambers at 5.16pm and returned at 5.18pm.

#### **VOTING REQUIREMENTS**

Simple majority



<b>OC0415 OFFICER'S RECOMMENDATION – 15.6/COUNCIL DECISION</b>
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Moved Cr J Scott, Seconded Cr M Scott

1. That based on an overall 6% increase in yield on 2016/17, including an 8% increase in the minimum rates, Council advertises its intention in accordance with Section 6.36 of the Local Government Act 1995 to adopt for advertising purposes the following rates in the dollar and minimum rates for the differential and specified area rating categories specified for the 2017/18 financial year.

	Rate in \$	Minimum
<b>Differential Rating :</b>		
- Residential (zone group 1 GRV)	7.3410 cents	\$1,269.00
- Residential Vacant (zone group 2 GRV)	12.6403 cents	\$1,269.00
- Urban Development (zone group 3 GRV)	7.3410 cents	\$1,269.00
- Urban Development Vacant (zone group 4 GRV)	12.6403 cents	\$1,269.00
- Town Centre (zone group 5 GRV)	7.6861 cents	\$1,269.00
- Town Centre / Special Use / Light Industry Vacant (zone group 6 GRV)	7.6861 cents	\$1,269.00
- Light Industry (zone group 7 GRV)	7.6861 cents	\$1,269.00
- Commercial Use Urban Development (zone group 8 – GRV)	7.6861 cents	\$1,269.00
- Special Use (zone group 9 – GRV)	7.6861 cents	\$1,269.00
- Rural Commercial Use (zone group 10 – UV)	0.4600 cents	\$1,269.00
- Rural (zone group 11 – UV)	0.4600 cents	\$1,269.00
- Special Rural (zone group 12 – GRV)	6.3452 cents	\$1,269.00
<b>Specified Area Rating:</b>		
- Dalyellup Parks, Reserves Maintenance (GRV) Purpose: Maintenance of Parks and Reserves in Dalyellup	4.8160 cents (to a maximum of \$186.88 per assessment)	Nil

2. That Council endorses the 2017/18 Rates – “Objects and Reasons” as attached.

Carried 9/0

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**OC0416 (15.7) Accounts Due and Submitted for Authorisation**

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Location: Capel  
Applicant: Shire of Capel  
File Reference: N/A  
Disclosure of Interest: Nil  
Date: 12.04.17  
Author: Finance & Accounts Payable Officer, S Searle  
Senior Officer: Executive Manager Corporate Services, S Stevenson  
Attachments: Nil

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**MATTER FOR CONSIDERATION**

Adoption of accounts to be paid.

**BACKGROUND / PROPOSAL****Background**

Accounts for payment are required to be submitted each month for authorisation.

**Proposal**

The list of accounts listed for payment have been checked and certified by staff as being correct and are submitted for the endorsement of Council.

**STATUTORY ENVIRONMENT**

Local Government Act 1995, section 6.10

**6.10. Financial management regulations**

- (d) The general management of, and the authorisation of payments out of-
  - (i) the municipal fund; and
  - (ii) the trust fund,of a local government.

Local Government (Financial Management) Regulations 1996, regulation 13, 1 & 2

**13. List of accounts**

- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared-
  - (a) the payee's name;
  - (b) the amount of the payment;
  - (c) the date of the payment; and
  - (d) sufficient information to identify the transactions.
- (2) A list of accounts for approval to be paid is to be prepared each month showing-
  - (a) For each account which requires council authorisation in that month-
    - (i) The payee's name;
    - (ii) The amount of the payment; and
    - (iii) sufficient information to identify the transactions;and
  - (b) the date of the meeting of the council to which the list is to be presented.

**POLICY IMPLICATIONS**

There are no current policies relevant to this matter.

**FINANCIAL IMPLICATIONS****Budget**

Payment from Council's Municipal Fund.

There are no financial implications relevant to this matter in the annual budget.

**Long Term**

There are no long term financial implications relevant to this matter.

**Whole of Life**

As no asset/infrastructure is to be created there are no whole of life costs relevant to this matter.

**SUSTAINABILITY IMPLICATIONS**

The Shire provides monetary funds to suppliers in exchange for goods and services received. Where possible it is preferred to pay suppliers by electronic funds transfer; with remittances emailed thereby reducing the amount of paper used, lessening the environmental impact.

**STRATEGIC IMPLICATIONS**

Shire of Capel Strategic Community Plan 2013 – 2031

The Leadership Experience 'Ensure open, transparent, effective good governance and communication within the organisation and the community'.

Strategic Outcomes:

1.4: Provide efficient and effective financial management to ensure long term financial viability of the organisation.

**CONSULTATION**

Relevant staff have been consulted and authorised the payments. Documents have been reviewed by Manager Finance, A Mattaboni.

**COMMENT**

Accounts due and submitted for authorisation are as follows:

EFT24022	27/04/2017	AMPAC DEBT RECOVERY	LEGAL COSTS DEBT RECOVERY	613.74
EFT24023	27/04/2017	B & B STREET SWEEPING	SUCKING OUT GPTS, DALYELLUP - PREPARATION FOR WINTER AND STREET SWEEPER CLEANUP BOYANUP	4958.80
EFT24024	27/04/2017	STAPLES AUSTRALIA PTY LTD	2016/17 STATIONERY	1081.45

EFT24025	27/04/2017	CLEANAWAY	DISPOSAL OF HOUSEHOLD DOMESTIC WASTE, WASTE, RECYCLING & ORGANIC, STREET BIN AND PARKS WASTE COLLECTION AND DISPOSAL OF MOST WASTES FROM CAPEL TRANSFER STATION	103837.48
EFT24026	27/04/2017	CAPEL HARDWARE & FARM SUPPLIES	VARIOUS HARDWARE	2025.24
EFT24027	27/04/2017	DS AGENCIES PTY LTD	FRAME WHEELED BIN ENCLOSURE	3275.80
EFT24028	27/04/2017	HARLEY DYKSTRA	PROVISION FOR SITE SURVEY TO LOCATE MAXIMUM EXTENTS OF STAGE 3 A CARPARK AND CREATE LEASE PLAN TO LANDGATE'S REQUIREMENT.	1320.00
EFT24029	27/04/2017	DIRT DESIGN	RE-ESTABLISH GARDENS AND IRRIGATION INCLUDING REQUIRED TRAFFIC MANAGEMENT AND WEED SPRAYING, WEEDING AND DEBRIS REMOVAL ALONG WAKE DRIVE, DALYELLUP BVD AND NORTON PROM, BOBCAT WORKS TO BOYANUP OVAL	25740.00
EFT24030	27/04/2017	FENNESSY'S	VEHICLE SERVICE AND REPAIRS 42CP	347.62
EFT24031	27/04/2017	GEO SPREAD	MULCHING OF GREEN WASTE AT CAPEL WASTE TRANSFER STATION	17600.00
EFT24032	27/04/2017	GARAGE DOORS SOUTH WEST	REPAIR AND REPLACE LOCKS ON ROLLER SHUTTERS AT DALYELLUP SPORTS PAVILION	690.00
EFT24033	27/04/2017	GRACE RECORDS MANAGEMENT	RECORDS STORAGE AND DESTRUCTION FOR 2016/17	751.87
EFT24034	27/04/2017	IVC COMPUTER SERVICES IVC	WIRELESS KB AND MOUSE - YOUTH OFFICER	50.00
EFT24035	27/04/2017	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION WALGA	ACCOUNTS PAYABLE TRAINING 11 MAY 2017	567.00
EFT24036	27/04/2017	LD TOTAL	REPAIR SWING AT SOUTH PARK, CONTRACT VARIATIONS FOR CAPEL CIVIC PRECINCT, VARIOUS RETIC MAINTENANCE THROUGHOUT DALYELLUP, REMOVAL OF GRAFFITI, REMOVAL OF DANGEROUS TREES, CONTRACT WORK EAST DALYELLUP SPORTS PAVILION, SUPPLY AND INSTALL WETTASOIL LUTHERAN AND DALYELLUP OVALS, MONTHLY TENDER DALYELLUP MAINTENANCE	86576.60

EFT24037	27/04/2017	LANDGATE	CRV INT VALS	588.35
EFT24038	27/04/2017	MALATESTA ROAD PAVING & HOT MIX	SUPPLY AND LAY ASPHALT AT PEPPERMINT GROVE BEACH BASKETBALL COURT	9478.07
EFT24039	27/04/2017	MUIR'S MANJIMUP	SERVICE CP9503, 40CP AND CP1125	1111.39
EFT24040	27/04/2017	MJB INDUSTRIES	SUPPLY OF DRAINAGE PRODUCTS	1884.30
EFT24041	27/04/2017	MARKETFORCE	VARIOUS ADVERTISING OF VACANCIES, TENDERS, BUSHFIRE NOTICES AND ROAD CLOSURES	1780.73
EFT24042	27/04/2017	NIGHTGUARD SECURITY SERVICE PTY LTD	ALARM RESPONSES MARCH	1542.49
EFT24043	27/04/2017	WA RANGERS ASSOCIATION	WA RANGER ASSOCIATION VACANCY ADVERTISEMENT	250.00
EFT24044	27/04/2017	RTW STEEL FABRICATION	SUPPLY AND INSTALL PROTECTIVE COVER OVER THE TELSTRA BOX	715.00
EFT24045	27/04/2017	SOUTHERN LOCK & SECURITY	12 KEYS TO BE CUT	66.00
EFT24046	27/04/2017	SCS SAND & PLANT HIRE	WATER CART AND ROLLER HIRE MARCH	7612.00
EFT24047	27/04/2017	SJ TRAFFIC MANAGMENT PTY LTD	TRAFFIC MANAGEMENT 5 DAYS	4037.55
EFT24048	27/04/2017	TOTALLY WORKWEAR	STAFF UNIFORMS	467.50
EFT24049	27/04/2017	TELSTRA BUSINESS CENTRE BUNBURY	PHONE COVER - TRANSFER STATION	120.00
EFT24050	27/04/2017	TENDERLINK	TENDERLINK SAAS SERVICE 1 PUBLIC TENDER	165.00
EFT24051	27/04/2017	VASSE CIVIL & DRAINAGE	DIGGER HIRE FOR DRAINAGE CLEAN	2508.00
EFT24052	27/04/2017	WORK CLOBBER BUNBURY	PPE CLOTHING	632.05
EFT24053	27/04/2017	WESTRAC EQUIPMENT	250 HOUR SERVICE - CP1804 GRADER -	1327.52
				283721.55

OUTSTANDING CREDITORS AS AT 31 March 2017: \$69,957.66

#### CERTIFICATE OF CHIEF EXECUTIVE OFFICER

This schedule of accounts to be passed for 26 April 2017 have been checked and are fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and services and as to prices, computations, and costings and the amounts shown are due for payment.

*P.F. Sheedy.*

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CHIEF EXECUTIVE OFFICER

**VOTING REQUIREMENTS**

Simple majority

**OC0416 OFFICER'S RECOMMENDATIONS – 15.7/COUNCIL DECISION**

**Moved Cr Hearne, Seconded Cr J Scott**

**That Council authorises the Schedule of Accounts covering vouchers EFT24022 to EFT24053, a total of \$283,721.55 for payment.**

Carried 9/0

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**OC0417 (15.8) Accounts Paid During the Month of March 2017**

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Location: Capel  
Applicant: Shire of Capel  
File Reference: N/A  
Disclosure of Interest: Nil  
Date: 12.04.17  
Author: Finance & Accounts Payable Officer, S Searle  
Senior Officer: Executive Manager Corporate Services, S Stevenson  
Attachments: Nil

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**MATTER FOR CONSIDERATION**

Authorisation of accounts paid during the month.

**BACKGROUND / PROPOSAL****Background**

Accounts paid are required to be submitted each month.

**Proposal**

The list of accounts listed for payment have been checked and certified by staff as being correct and are submitted for the endorsement of Council.

**STATUTORY ENVIRONMENT**

Local Government Act 1995, section 6.10

**6.10. Financial management regulations**

- (d) The general management of, and the authorisation of payments out of-
  - (iii) the municipal fund; and
  - (iv) the trust fund,  
of a local government.

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  - (b) the amount of the payment;
  - (c) the date of the payment; and
  - (d) sufficient information to identify the transactions.
  
- (2) A list of accounts for approval to be paid is to be prepared each month showing-
  - (a) For each account which requires council authorisation in that month-
    - (i) The payee's name;
    - (ii) The amount of the payment; and
    - (iii) sufficient information to identify the transactions;  
and
  - (b) the date of the meeting of the council to which the list is to be presented.

**POLICY IMPLICATIONS**

There are no current policies relevant to this matter.

**FINANCIAL IMPLICATIONS****Budget**

Payment from Council's Municipal Fund.

There are no financial implications relevant to this matter in the annual budget.

**Long Term**

There are no long term financial implications relevant to this matter.

**Whole of Life**

As no asset/infrastructure is to be created there are no whole of life costs relevant to this matter.

**SUSTAINABILITY IMPLICATIONS**

The Shire provides monetary funds to suppliers in exchange for goods and services received. Where possible it is preferred to pay suppliers by electronic funds transfer; with remittances emailed thereby reducing the amount of paper used, lessening the environmental impact.

**STRATEGIC IMPLICATIONS**

Shire of Capel Strategic Community Plan 2013 – 2031

The Leadership Experience 'Ensure open, transparent, effective good governance and communication within the organisation and the community'.

Strategic Outcomes:

1.4: Provide efficient and effective financial management to ensure long term financial viability of the organisation.

**CONSULTATION**

Relevant staff have been consulted and authorised the payments. Documents have been reviewed by Manager Finance, A Mattaboni.

**COMMENT**

Payments made during the month of March 2017 are as follows:

EFT23711	01/03/2017	A1 SIGN SHOP	REPLACEMENT FOR REVEGETATION PROJECT SIGN AT LOT 61 HASTIES ROAD	297.00
EFT23712	01/03/2017	ASTRAL SIGNS	SIGN FOR DALYELLUP PAVILION EAST BBQ SIGNS	308.00
EFT23713	01/03/2017	AMPAC DEBT RECOVERY	LEGAL COSTS	264.00



EFT23714	01/03/2017	BELL FIRE EQUIPMENT COMPANY	REPAIR PUMP, REPLACE ENGINE MOUNT, HOSE REEL NEW ENGINE P9666	4235.00
EFT23715	01/03/2017	BUNBURY TYREPOWER	REPLACE JOHN DEERE TYRE ON RIDE ON MOWER P0094	220.00
EFT23716	01/03/2017	CR BARRY BELL	16/17 COUNCIL MEMBER'S MARCH ALLOWANCE	2863.50
EFT23717	01/03/2017	BUNNINGS BUILDING SUPPLIES PTY LTD	HEAVY DUTY HAND TROLLEY	141.55
EFT23718	01/03/2017	BUNBURY HARVEY REGIONAL COUNCIL	DISPOSAL WASTE FOR THIRD ORGANIC BIN DOMESTIC SERVICE AND REGIONAL WASTE EDUCATION PROGRAM	7469.13
EFT23719	01/03/2017	SIDDHARTHA BAXI	16/17 COUNCIL MEMBER'S MARCH ALLOWANCE	2863.50
EFT23720	01/03/2017	STAPLES AUSTRALIA PTY LTD	2016/17 STATIONERY	392.40
EFT23721	01/03/2017	CR MURRAY SCOTT	16/17 PRESIDENT'S MARCH ALLOWANCE	10229.00
EFT23722	01/03/2017	CLEANAWAY	16/17 HOUSEHOLD, WASTE, RECYCLING & ORGANIC COLLECTION, STREET BINS AND PARK BINS COLLECTION AND TRANSPORTATION OF WASTE FROM CAPEL	99216.61
EFT23723	01/03/2017	CENTRECARE CORPORATE	CENTRECARE CORPORATE - ANNUAL FEE AND ONGOING APPOINTMENTS/USAGE	187.00
EFT23724	01/03/2017	CAPEL GOJU RYU KARATE DO	KIDSPORT REGISTRATIONS	400.00
EFT23725	01/03/2017	CAPEL CLEANING	VACUUMING OF SHIRE OFFICES SATURDAYS AND PLAYGROUP	270.00
EFT23726	01/03/2017	CBCA WA BRANCH	CBCA MEMBERSHIP	60.00
EFT23727	01/03/2017	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	962.68
EFT23728	01/03/2017	DALYELLUP BEACH PLAYGROUP	HALL BOND REFUND	150.00
EFT23729	01/03/2017	DALYELLUP BEACH SURF LIFE SAVING CLUB INC.	DONATION TO DBSLSC IN APPRECIATION FOR CLEANING UP BEACH	300.00
EFT23730	01/03/2017	DIRT DESIGN	REMOVAL OF VEGETATION AND DEBRIS INCLUDING SPRAYING AND POISONING TREE STUMPS AROUND BRIDGES.	3850.00
EFT23731	01/03/2017	EASIFLEET MANAGEMENT	NOVATED LEASE	753.86
EFT23732	01/03/2017	EMERGE ASSOCIATES	PROVISION FOR THE CONSULTANCY FEES FOR UPDATING THE CAPEL CIVIC PRECINCT MASTER PLAN	2244.00
EFT23733	01/03/2017	FLEXI STAFF	EMPLOYEE HIRE	3144.51

EFT23734	01/03/2017	FOOTBALL FEDERATION SOUTH WEST	KIDSPORT REGISTRATION	220.00
EFT23735	01/03/2017	GEOGRAPHE CIVIL	CAPEL CIVIC PRECINCT FOOTPATH REMEDIATION & DRAINAGE UPGRADE WORKS AND APPROVED VARIATIONS	46619.53
EFT23736	01/03/2017	GRACE RECORDS MANAGEMENT	RECORDS STORAGE AND DESTRUCTION FOR 2016/17	636.08
EFT23737	01/03/2017	CR BRIAN HEARNE	16/17 DEPUTY PRESIDENT MARCH ALLOWANCE	4032.75
EFT23738	01/03/2017	INSIGHT CCS PTY LTD	JANUARY CALL CENTRE CHARGES	303.88
EFT23739	01/03/2017	SUEZ RECYCLING & RECOVERY (PERTH) PTY LTD	REFUSE COLLECTION	6979.85
EFT23740	01/03/2017	LANCALL	ASBESTOS IDENTIFICATION	27.50
EFT23741	01/03/2017	MALATESTA ROAD PAVING & HOT MIX	400 LITRES OF EMULSION	608.00
EFT23742	01/03/2017	MUIR'S MANJIMUP	SERVICE 45CP - 60,000KM	498.59
EFT23743	01/03/2017	MICROCOM PTY LTD T/AS METROCOUNT	METRO COUNT 5600 PLUS	4884.00
EFT23744	01/03/2017	CR P McCLEERY	16/17 COUNCIL MEMBER'S MARCH ALLOWANCE	2863.50
EFT23745	01/03/2017	MARKETFORCE	VARIOUS ADVERTISING INCLUDING MANAGER PLANNING SERVICES AND PUBLIC NOTICES	1468.55
EFT23746	01/03/2017	CR GREG NORTON	16/17 COUNCIL MEMBER'S MARCH ALLOWANCE	2863.50
EFT23747	01/03/2017	NIGHTGUARD SECURITY SERVICE PTY LTD	ALARM PATROLS AND RESPONSES	1352.19
EFT23748	01/03/2017	NOONGAR BOODJAR LANGUAGE, CULTURAL ABORIGINAL CORPORATION	WELCOME ADDRESS BY ELDER THURSDAY 9 FEB 2017 – BUNBURY GEOGRAPHE GROWTH PLAN	275.00
EFT23749	01/03/2017	FULTON HOGAN INDUSTRIES PTY LTD	PALLET - 22 KG RED ASPHALT BAGS AND 1 TONNE OF ASPHALT	2974.40
EFT23750	01/03/2017	PPCA LTD	PUBLIC PERFORMANCE OF PROTECTED SOUND RECORDINGS AND/OR PUBLIC EXHIBITION OF MUSIC VIDEOS	172.88
EFT23751	01/03/2017	PJ & EV PAGE	MONTHLY FLOOR POLISHING BOYANUP HALL 16/17	70.00
EFT23752	01/03/2017	PRIME MEDIA GROUP	MEDIA ADVERTISING FIGHT THE BITE	865.70
EFT23753	01/03/2017	AUSTRALIA TAXATION OFFICE	21.2.2017 PAYG WITHHOLDING	44929.00

EFT23754	01/03/2017	SOUTH WEST TREE SAFE	REMOVE TREES AT BOYANUP BRIDGE, LIMBS ON LUDLOW NORTH ROAD, CLEAN UP TREE NEAR TOILET BLOCK	1100.00
EFT23755	01/03/2017	SELECTUS	PAYROLL DEDUCTIONS	2626.86
EFT23756	01/03/2017	CR JENNIFER SCOTT	16/17 COUNCIL MEMBER'S MARCH ALLOWANCE	2863.50
EFT23757	01/03/2017	CR BRIAN SMITH	16/17 COUNCIL MEMBER'S MARCH ALLOWANCE	2863.50
EFT23758	01/03/2017	SCS SAND & PLANT HIRE	2, DAYS ROLLER HIRE SMOOTH DRUM 11 AND 12 FEB	374.00
EFT23759	01/03/2017	SUMMERS CONSULTING	MOSQUITO IDENTIFICATION	299.20
EFT23760	01/03/2017	CR SEBASTIAN SCHIANO	16/17 COUNCIL MEMBER'S MARCH ALLOWANCE	2863.50
EFT23761	01/03/2017	JAXON SAWYER	SPORTS PARTICIPATION SCHEME	300.00
EFT23762	01/03/2017	STAR CONSULTING	CONSULTING FOR STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN	7546.00
EFT23763	01/03/2017	SJ TRAFFIC MANAGMENT PTY LTD	TRAFFIC MANAGEMENT FOR CAPEL TUTUNUP ROADWORKS 6 DAYS	3762.00
EFT23764	01/03/2017	SOUTH WEST COACH LINES	SHIRE CONTRIBUTION TO RUNAWAY BUS FOR SUMMER 2017	2810.50
EFT23765	01/03/2017	TRAFFIC FORCE	PROVIDED TRAFFIC MANAGEMENT PLAN FOR YEARDY ROAD BRIDGE	848.24
EFT23766	01/03/2017	THE COLLEGE FOR ADULT LEARNING	DIPLOMA OF PROJECT MANAGEMENT ONLINE PROGRAM ENROLMENT	1995.00
EFT23767	01/03/2017	TENDERLINK	ESTABLISHMENT FEE/IMPLEMENTATION	2750.00
EFT23768	01/03/2017	VASSE CIVIL & DRAINAGE	CAPEL TUTUNUP ROAD DRIVEWAY CROSSOVERS 1, 2, 3, 4, 5 & 6	10560.00
EFT23769	01/03/2017	WESTSIDE EQUIPMENT	DRAINAGE WORKS AND DIGGER HIRE FOR KILPATRICK ROAD	2640.00
EFT23770	01/03/2017	PERFORMANCE WITH PEOPLE PTY LTD	12 MONTHS LEADERSHIP COURSE	4345.00
EFT23771	01/03/2017	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO. 65 FIXED COMPONENT - CAPEL HALL 181120.04	16593.81
EFT23772	03/03/2017	CURTIN UNIVERSITY OF TECHNOLOGY	TUITION FEES FROM YOUTH DEVELOPMENT SCHOLARSHIP	4717.00
EFT23773	07/03/2017	IINET	DALYELLUP LIBRARY JANUARY - MARCH NBN	337.13
EFT23774	07/03/2017	WESTNET PTY LTD	SHIRE OF CAPEL ADMINISTRATION INTERNET - 12 MONTHS	304.84

EFT23775	08/03/2017	ACTION KERBING	INSTALL FLUSH KERBING HILDUNA COURT AND CHERITON COURT	5925.48
EFT23776	08/03/2017	CLAIRE ANDERSON	AHRI CONFERENCE REGISTRATION REIMBURSEMENT	432.00
EFT23777	08/03/2017	BUNBURY MOWER SERVICE	REPAIR/SERVICE 2 STIHL POLE SAWS, STIHL BLOWER, STIHL BRUSHCUTTER AND BLADES	1058.50
EFT23778	08/03/2017	BUNBURY AUTO ONE	TYRE DEFLATORS X 2 SETS 40CP	177.90
EFT23779	08/03/2017	BUNNINGS BUILDING SUPPLIES PTY LTD	VARIOUS HARDWARE	335.95
EFT23780	08/03/2017	BRANDICOOT	PRINTING OF BROCHURE, BUSINESS CARDS AND PULL-UP BANNER AND MONTHLY WEBSITE SUBSCRIPTION	3075.43
EFT23781	08/03/2017	BLUE'S TOWING	TOWAGE OF TWO CARS	176.00
EFT23782	08/03/2017	STAPLES AUSTRALIA PTY LTD	2016/17 ANNUAL SUPPLIES FOR PRINTING OF LOCAL NEWSPAPERS: GELORUP, CAPEL, BOYANUP, PEPPI GROVE AND STATIONERY	864.15
EFT23783	08/03/2017	DM & S CURTIN	SUPPLY AND INSTALL REPLACEMENT AIR CONDITIONER AT CAPEL SHIRE OFFICE RECEPTION AREA	3690.00
EFT23784	08/03/2017	CAPEL CLEANING	VACUUMING OF SHIRE OFFICES AND CAPEL PLAYGROUP	135.00
EFT23785	08/03/2017	COLROYS COUNTRY KITCHEN	SANDWICHES AND COOL DRINKS AT WILDFIRE 4/3/2017	385.00
EFT23786	08/03/2017	DELRON CLEANING	CLEANING OF SHIRE OFFICES	337.92
EFT23787	08/03/2017	MR M DENNEY	RATES REFUND	246.75
EFT23788	08/03/2017	ECM AUTO ELECTRICAL PTY LTD	REVIEW & REPAIR ELECTRICAL WIRING FOR BEACONS, INDICATORS AND FOAM PUMP BOYANUP 3.4 FIRE APPLIANCE	264.00
EFT23789	08/03/2017	GOLDEN WEST PLUMBING & DRAINAGE	UNBLOCK MALE TOILET DALYELLUP LAKES	187.00
EFT23790	08/03/2017	FLEXI STAFF	EMPLOYEE HIRE	3705.15
EFT23791	08/03/2017	GRANTS EMPIRE	DEVELOPMENT OF BUILDING BETTER REGIONS FUND APPLICATION - CAPEL CIVIC PRECINCT STAGE 4	1056.00
EFT23792	08/03/2017	LOUISE HUGHES	REIMBURSEMENT FOR FUEL 42CP	49.58

EFT23793	08/03/2017	JR & A HERSEY PTY LTD	RIGGERS GLOVES, FLAGGING TAPE LENS WIPES, CABLE TIES, DUCT TAPE, SUNSCREEN, EARPLUGS INSECT REPELLENT	1136.39
EFT23794	08/03/2017	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION WALGA	BUSHFIRE PLANNING & BIODIVERSITY MANAGEMENT WORKSHOP	132.00
EFT23795	08/03/2017	LD TOTAL	REPAIR WORN SPRINKLERS AT DALYELLUP BEACH PARK AND REMOVE GRAFFITI FROM BRIDGE IN LAKES AREA	971.63
EFT23796	08/03/2017	THE LORD FORREST	MORNING TEA AND LUNCH FOR BGGP STEERING COMMITTEE MEETING ON 31 JANUARY 2017	255.00
EFT23797	08/03/2017	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	PROFESSIONAL DEVELOPMENT CONFERENCE 30-31 MARCH 2017	990.00
EFT23798	08/03/2017	JUST YOUNGER CATERING	CATERING FOR MONTHLY COUNCIL MEETINGS AND LUNCH FOR 17 PEOPLE 14 FEBRUARY	1338.50
EFT23799	08/03/2017	OCLC	AMLIB DATA EXTRACTIONS FOR CAPEL - SW LIBRARY CONSORTIA	4866.40
EFT23800	08/03/2017	PICTON TYRE CENTRE PTY LTD	TYRE REPAIR TO TRACTOR CP855 AND CP4912	305.00
EFT23801	08/03/2017	PROTECTOR FIRE SERVICES	6 MONTHLY FIRE SAFETY EQUIPMENT SERVICE	5704.43
EFT23802	08/03/2017	PRIME INDUSTRIAL PRODUCTS	SMALL TOOTHED SAW BLADES	19.91
EFT23803	08/03/2017	CAPEL FRESH IGA	REFRESHMENTS FOR VARIOUS WORKSHOPS INCLUDING BFAC, MGMT ORGANISATIONAL DEVELOPMENT DAY	226.18
EFT23804	08/03/2017	SOUTHERN LOCK & SECURITY	CHECK/REPAIR FAULT WITH SECURITY SYSTEM AT CAPEL SPORTS PAVILION, BERKSHIRE RD.	140.00
EFT23805	08/03/2017	SOS OFFICE EQUIPMENT	METERBILLING FOR SHIRE AND LIBRARY PHOTOCOPIERS	2706.08
EFT23806	08/03/2017	SUSAN STEVENSON	MOORE STEPHENS BUDGET COURSE COSTS	643.15
EFT23807	08/03/2017	SONIC HEALTHPLUS PTY LTD	PRE EMPLOYMENT MEDICALS X 3	511.50
EFT23808	08/03/2017	SURVEYING SOUTH	PROVISION OF SET OUT FOR CROSSOVER CULVERTS FOR CAPEL TUTUNUP RD RECONSTRUCTION	792.00

EFT23809	08/03/2017	SDEA - THE PROFESSIONALS	RATES REFUND	489.15
EFT23810	08/03/2017	D & K THOMAS ELECTRICAL	REPLACE SWITCH IN BORE PUMP AT ELGIN FOR STANDPIPE WATER AND REPAIR BBQ AT FETTLERS PARK	900.00
EFT23811	08/03/2017	TOTALLY WORKWEAR	STAFF UNIFORM	67.10
EFT23812	08/03/2017	TARVIA	CARRY OUT REMEDIAL WORKS TO PEDESTRIAN BRIDGE ON WELD RD CAPEL	8222.50
EFT23813	08/03/2017	TECHNOLOGY ONE	INTRAMAPS ADMINISTRATION TRAINING	4400.00
EFT23814	08/03/2017	WORK CLOBBER BUNBURY	OUTDOOR CREW PPE	819.86
EFT23815	08/03/2017	WA LIBRARY SUPPLIES	WALL BRACKET, BROCHURE HOLDERS, SCISSORS AND FREIGHT FOR DALYELLUP LIBRARY	284.80
EFT23816	08/03/2017	WORKPAC GROUP	EMPLOYEE HIRE	1942.61
EFT23817	08/03/2017	ZARBELLIKA	GIS CONSULTING - FEBRUARY 2017	4184.13
EFT23818		-EFT23841	PAYMENT ALREADY APPROVED BY COUNCIL PLEASE REFER TO AGENDA ON 22.03.2017	0.00
EFT23842	13/03/2017	BENDIGO BANK BUSINESS CREDIT CARD	FEBRUARY CREDIT CARD TRANSACTIONS: 01.02.17 - \$1590.76 - COPORATE GROUP TRAVELLER - CONFERENCE REGISTRATION 05.02.17 - \$1311.07 - AUSTRALIAN COASTAL COUNCILS - QLD CONFERENCE 08.02.17 - \$\$217.90 - PAGODA - WALGA TRAINING 09.02.17 - \$205 - QUALITY INN M RIVER - LGMA PROF DEVELOPMENT TRAINING 09.02.17 - \$205 - QUALITY INN M RIVER - LGMA PROF DEVELOPMENT TRAINING 18.02.17 - \$70 - MEET THE COLLIE PRESTON CANDIDATES - BREAKFAST 19.02.17 - \$45 - NICOLE ELIZABETH - CONDOLENCE FLOWERS FOR STAFF 21.02.17 - \$35 - MEET THE COLLIE PRESTON CANDIDATES REGISTRATION	3687.73

EFT23843	15/03/2017	AMITY SIGNS	VARIOUS ROAD SIGNS	623.70
EFT23844	15/03/2017	A PLUS TRAINING SOLUTIONS PTY LTD	TRIM & CUT FELLED TREES TRAINING 1, 2, & 3 MARCH 2017	3850.00
EFT23845	15/03/2017	ARBORGUY	REPORT ON HEALTH AND SAFETY OF 3 LARGE GUMS RIVERVIEW PLACE, CAPEL AND REMOVAL OF TUART HANGING BRANCH, BOYANUP	825.00
EFT23846	15/03/2017	AUSTRALASIAN PERFORMING RIGHT ASSOC LTD	CALL APRA LICENCE 1/2/17 - 30/4/17	143.38
EFT23847	15/03/2017	BELL FIRE EQUIPMENT COMPANY	INSPECT AND REPAIR AS REQUIRED: FOAM DISPENSER & PUMP NOT WORKING, 1 1/4 INCH HOSE BLOWN, 1 INCH HOSE BUBBLED, FRONT SPRAY BAR NOT WORKING AT ALL, LARGE NOZZLE FAILED WHEN USED ON 38ML HOSE	4358.20
EFT23848	15/03/2017	B & B STREET SWEEPING	CLEAN OUT PITS - THOMAS ST, BOYANUP	902.00
EFT23849	15/03/2017	BUNNINGS BUILDING SUPPLIES PTY LTD	6FT BI-FOLD BLOW MOULD TRESTLE TABLE	57.95
EFT23850	15/03/2017	BLACKWOODS	1 PAIR OF FIREFIGHTING BOOTS	266.65
EFT23851	15/03/2017	BP AUSTRALIA	DISTILLATE AND UNLEADED	11428.65
EFT23852	15/03/2017	STAPLES AUSTRALIA PTY LTD	2016/17 STATIONERY	602.21
EFT23853	15/03/2017	CROSS SECURITY SERVICES	SETUP SECURITY AND DOOR ACCESS FOR SHIRE OFFICES	200.20
EFT23854	15/03/2017	CAPEL HOCKEY CLUB	KIDSPORT REGISTRATIONS	782.00
EFT23855	15/03/2017	CAREY PARK SCOUT GROUP	KIDSPORT REGISTRATIONS	1000.00
EFT23856	15/03/2017	COATES CIVIL CONSULTING PTY LTD	ENGINEERING ADVICE FOR ELGIN ROAD RECONSTRUCT	1210.00
EFT23857	15/03/2017	CAPEL CLEANING	VACUUMING OF SHIRE OFFICES AND PLAYGROUP	135.00
EFT23858	15/03/2017	CAPEL NEWSAGENCY	SHIRE ADMIN STATIONERY AND LIBRARY NEWSPAPERS	121.05
EFT23859	15/03/2017	DALYELLUP BEACH CRICKET CLUB	KIDSPORT REGISTRATION	77.00
EFT23860	15/03/2017	DELRON CLEANING	CARRY OUT CLEANING OF 128 CHAIRS AT CAPEL HALL AND 89 AT DALYELLUP COMM CENTRE	1432.20
EFT23861	15/03/2017	DEPARTMENT OF PREMIER & CABINET	PUBLISH THE SOC WASTE LOCAL LAW	913.05

EFT23862	15/03/2017	EDGE TOURISM AND MARKETING	BUNBURY GEOGRAPHE GROWTH PLAN - PROJECT TECHNICAL OFFICER CONTRACT	6600.00
EFT23863	15/03/2017	CHLOERISSA EADIE	WWC REIMBURSEMENT	83.00
EFT23864	15/03/2017	GOLDEN WEST PLUMBING & DRAINAGE	REPLACE FILTERS AND REPAIR MIXER TAPS IN STAFF KITCHEN AND CHAMBERS AT SHIRE OFFICE	863.50
EFT23865	15/03/2017	FLEXI STAFF	EMPLOYEE HIRE	1657.57
EFT23866	15/03/2017	LD FREEMAN	REIMBURSEMENT FOR FIRE FIGHTERS REFRESHMENTS	356.20
EFT23867	15/03/2017	FIT 2 WORK.COM.AU	NEW EMPLOYEE POLICE CHECK	40.59
EFT23868	15/03/2017	DEPARTMENT OF HEALTH	MOSQUITO MANAGEMENT TRAINING COURSE	1155.00
EFT23869	15/03/2017	HARVEY FARM SERVICE	TRACTOR REPAIRS TO CP4912	4289.12
EFT23870	15/03/2017	INSPIRED DEVELOPMENT SOLUTIONS	MANAGEMENT LEADERSHIP WORKSHOP	2936.56
EFT23871	15/03/2017	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION WALGA	PREPARING AGENDAS & MINUTES TRAINING FOR MARISA BLANDFORD 18 APRIL 2017	1134.00
EFT23872	15/03/2017	LASER CORPS	MOBILE LASER CORPS FOR APRIL SCHOOL HOLIDAYS	1800.00
EFT23873	15/03/2017	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	LGMA PROFESSIONAL DEVELOPMENT CONFERENCE 2017	1500.00
EFT23874	15/03/2017	MALATESTA ROAD PAVING & HOT MIX	200 LITRES EMULSION, SUPPLY AND LAY ASPHALT HILDUNA DRIVE AND CHERITON PLACE	20487.04
EFT23875	15/03/2017	MICHELLE PLUME	REIMBURSEMENT FOR STAFF RECOGNITION COSTS	150.00
EFT23876	15/03/2017	PAGES MECHANICAL REPAIRS	UNDERTAKE EMERGENCY REPAIRS TO ELGIN L/T WATER PUMP MOTOR	100.00
EFT23877	15/03/2017	PROTECTOR FIRE SERVICES	FIRE EQUIPMENT SERVICES	902.44
EFT23878	15/03/2017	AUSTRALIA TAXATION OFFICE	7.3.17 PAYG WITHHOLDING	49711.00
EFT23879	15/03/2017	PLANNING INSTITUTE AUSTRALIA	PLANNING INSTITUTE JOB AD SENIOR PLANNING OFFICER	330.00
EFT23880	15/03/2017	RIFF RAFF ART AND DESIGN	BANNERS IN THE TERRACE - DIGITAL ARTWORK PREPARATION FOR SHIRE OF CAPEL BANNER ENTRY FOR 2016	200.00
EFT23881	15/03/2017	SOUTH WEST TREE SAFE	ROAD SIDE TREE PRUNING ON HURFORD BRAE AND REMOVAL OF HANGING BRANCH MARCHETTI RD	3905.00



EFT23882	15/03/2017	SOUTH WEST RUBBER STAMPS	SELF INKING STAMPS FOR FINANCE X 3 PLUS POSTAGE	152.85
EFT23883	15/03/2017	SW PRECISION PRINT	GREENWASTE FLYERS	903.00
EFT23884	15/03/2017	SURVEYING SOUTH	SUPPLY OF FEATURE SURVEY ELGIN RD BOYANUP WEST RD INTERSECTION AND BOUNDARY ROAD	4851.00
EFT23885	15/03/2017	D & K THOMAS ELECTRICAL	TEMPORARILY RESTORE POWER TO LIGHTING CONTROL PANEL ON PLAYING FIELDS AND REPAIR COMPONENTS DAMAGED BY WATER IN CABINET DUE TO RETICULATION GETTING INTO CABINET	1576.06
EFT23886	15/03/2017	TOTALLY WORKWEAR	STAFF UNIFORMS	672.10
EFT23887	15/03/2017	TRAFFIC FORCE	PROVIDED TRAFFIC MANAGEMENT PLAN FOR YEARDY ROAD BRIDGE	832.13
EFT23888	15/03/2017	IT VISION	SYNERGY ONLINE & BUILDING SYSTEM TRAINING.	3539.92
EFT23889	15/03/2017	WORKPAC GROUP	EMPLOYEE HIRE	1529.80
EFT23890	08/03/2017	FUJI XEROX AUSTRALIA PTY LTD	16/17 LEASE OF PHOTOCOPIER PER MONTH-CAPEL LIBRARY	132.00
EFT23891	16/03/2017	SUSSEX TURF CONTROL	BOYANUP OVAL, HOLLOW TYNE CORE, TWO PASS PERUZZO.	5930.00
EFT23892	22/03/2017	AMITY SIGNS	VARIOUS STREET AND ROAD SIGNS	3602.28
EFT23893	22/03/2017	AUSTRALIA POST	POSTAGE AND FREIGHT	4286.62
EFT23894	22/03/2017	ALBOX AUSTRALIA	ARCHIVES STATIONERY SUPPLIES & FREIGHT	707.60
EFT23895	22/03/2017	AMPAC DEBT RECOVERY	DEBT RECOVERY	396.00
EFT23896	22/03/2017	BULLIVANTS PTY LTD	SET OF TIE DOWN STRAPS	26.40
EFT23897	22/03/2017	BUNBURY CITY GLASS	REPLACEMENT OF BROKEN GLASS DOOR AND WINDOW AT DALYELLUP COMMUNITY CENTRE	697.25
EFT23898	22/03/2017	BOYLES PLUMBING & GAS	CHECK/REPAIR BACKFLOW VALVE TO TAP AT CARAVAN DUMP SITE CAPEL TOWN PARK	396.00
EFT23899	22/03/2017	ANDREW COULSON	REFLECTIVE TAPE FOR HORNIBROOK ROAD	17.60
EFT23900	22/03/2017	CAPEL CLEANING	VACUUMING OF SHIRE OFFICES AND CLEANING OF PLAYGROUP	270.00
EFT23901	22/03/2017	DORMA AUTOMATICS PTY LTD	SERVICE AUTO DOORS AT CAPEL LIBRARY 16/17	189.31

EFT23902	22/03/2017	DIRT DESIGN	RE-ESTABLISH GARDENS AND IRRIGATION INCLUDING REQUIRED TRAFFIC MANAGEMENT AND WEED SPRAYING	10164.00
EFT23903	22/03/2017	EASIFLEET MANAGEMENT	NOVATED LEASE	753.86
EFT23904	22/03/2017	FLEXI STAFF	EMPLOYEE HIRE	1389.43
EFT23905	22/03/2017	HARVEY FARM SERVICE	NEW DECK DRIVE BELT FOR JOHN DEERE TERRAIN CUT 1580 MOWER, SIDE DISCHARGE AND IDLER PULLEY	520.91
EFT23906	22/03/2017	MOORE STEPHENS (WA) PTY LTD	STRATEGIC RESOURCE PLANNING SERVICES INCLUDING REVISED LONG TERM FINANCIAL PLAN	11165.00
EFT23907	22/03/2017	INSIGHT CCS PTY LTD	FEB CALL CENTRE CHARGES	225.94
EFT23908	22/03/2017	JORGE NABOR AVENDANO LEAL	CROSSOVER CONTRIBUTION	300.00
EFT23909	22/03/2017	JULIES LAWNMOWING	BOYANUP HALL AND BOYANUP MUSEUM LAWN MAINTENANCE	140.00
EFT23910	22/03/2017	SUEZ RECYCLING & RECOVERY (PERTH) PTY LTD	REFUSE COLLECTION	11926.09
EFT23911	22/03/2017	LUSH FIRE AND PLANNING	BUSHFIRE HAZARD LEVEL ASSESSMENT	2200.00
EFT23912	22/03/2017	LIBRARY TRAINING SERVICES AUSTRALIA	LIBRARY OFFICER SCHOLARSHIP	350.00
EFT23913	22/03/2017	METAL ARTWORK CREATIONS	9 NAME BADGES WITH MAGNETIC BACKS & POSTAGE	107.80
EFT23914	22/03/2017	RAE MCPHERSON	PPE	34.94
EFT23915	22/03/2017	MARIST NETBALL CLUB BCC	KIDSPORT REGISTRATION	190.00
EFT23916	22/03/2017	MARAS CONSTRUCTIONS	DRAINAGE CLEAN OUT TUESDAY 7/3/17	880.00
EFT23917	22/03/2017	VODAFONE HUTCHISON AUSTRALIA PTY LTD	1617 ANNUAL ORDER - VODAFONE MESSAGING FOR BFB	283.80
EFT23918	22/03/2017	PERTH MANAGEMENT SERVICES	16/17 RENT & OUTGOING-DALYELLUP LIBRARY 1/4/17 - 30/4/17	1552.77
EFT23919	22/03/2017	PENDREY AGENCIES	PACKS OF STEEL FENCE DROPPERS	295.68
EFT23920	22/03/2017	SOUTH WEST TREE SAFE	VARIOUS PRUNING AND REMOVAL OF TREES	2970.00
EFT23921	22/03/2017	SONIC HEALTHPLUS PTY LTD	MEDICALS	247.50
EFT23922	22/03/2017	STRATHAM RURAL SERVICES	CARRY OUT EMERGENCY REPAIRS TO ELGIN STANDPIPE	2838.17
EFT23923	22/03/2017	LAUREL TATE	STATIONERY ITEMS FOR ARCHIVES ROOM	133.70

EFT23924	22/03/2017	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN 71 - CAPEL SPORTS PAVILION, LOAN 72 - CAPEL UNDERGROUND POWER, LOAN 73 - CAPEL FOOTBRIDGE AND LOAN 74 - DALYELLUP SPORTS PAVILION	106902.09
EFT23925	22/03/2017	WA CARPET SUPERMARKET	CARRY OUT REPAIRS TO KITCHEN VINYL AT CAPEL COUNTRY CLUB	869.00
EFT23926	22/03/2017	ALLISON WILKINSON	CROSSOVER CONTRIBUTIOIN	300.00
EFT23927	22/03/2017	SKYLINE LANDSCAPE SERVICES PTY LTD	DALYELLUP POS LANDSCAPE MAINTENANCE AUGUST AND PARADE ROAD MEDIANS JULY	47905.73
EFT23928	21/03/2017	CALTEX AUSTRALIA	FEBRUARY FUEL CARD EXPENSE	3058.66
EFT23929	23/03/2017	WALGS PLAN	SUPER PAYMENTS NOT PAID THROUGH CLICKSUPER	1151.01
EFT23930	22/03/2017	FINES ENFORCEMENT REGISTRY	LODGEMENT FEE FOR INFRINGEMENTS	696.00
EFT23931	29/03/2017	AMITY SIGNS	BRACKETS TO SUIT ROUND GAL POSTS - TD1	1397.00
EFT23932	29/03/2017	ASTRAL SIGNS	SIGN FOR DALYELLUP BEACH.	192.50
EFT23933	29/03/2017	AUSQ TRAINING	TRAFFIC MANAGEMENT AND CONTROLLER TRAINING	1783.00
EFT23934	29/03/2017	ARBORGUY	PRUNE TO REMOVE ALL DEAD-WOOD, RIVERVIEW PLACE CAPEL	1100.00
EFT23935	29/03/2017	NATIONAL TAX MANAGER	NATIONAL TAX MANAGER MANUAL AND SOFTWARE	434.50
EFT23936	29/03/2017	BELL FIRE EQUIPMENT COMPANY	REPAIR FRONT SOLENOID AND REPAIR ELECTRIC HOSE REEL, STIRLING BFB	1072.00
EFT23937	29/03/2017	BUNNINGS BUILDING SUPPLIES PTY LTD	EXHAUST FAN AND HARDWARE TO FIX ISSUES AT DOG POUND	131.78
EFT23938	29/03/2017	BUNBURY CITY GLASS	SUPPLY AND INSTALL WINDOW AND STEEL BARRIER SCREEN FOR TRANSFER STATION	720.08
EFT23939	29/03/2017	BATTERY ALL TYPES	1 DEEP CYCLE 12V 100AH (MIN) BATTERY FOR SHIRE TWO WAY RADIO SYSTEM BACK UP.	331.50
EFT23940	29/03/2017	BUSSELTON CIVIL PTY LTD	INSTALL HARDSTAND AT SHIRE YARD, ASBESTOS REMOVAL FROM GOODWOOD ROAD AND DEPOT	7346.46

EFT23941	29/03/2017	BUNBURY HARVEY REGIONAL COUNCIL	DISPOSAL WASTE FOR THIRD ORGANIC BIN DOMESTIC SERVICE, REGIONAL WASTE EDUCATION OFFICER AND DISPOSAL OF TYRES TO STANLEY RD REFUSE	8114.25
EFT23942	29/03/2017	SIDDHARTHA BAXI	TRAVEL ALLOWANCE	280.80
EFT23943	29/03/2017	BRANDICOOT	250 X A4 STRATEGY DOCUMENTS AND 500 BUSINESS CARDS	2320.18
EFT23944	29/03/2017	BELLE DONI	SPOT PRIZES FOR AGE FRIENDLY COMMUNITIES WORKSHOP	60.00
EFT23945	29/03/2017	BLUE'S TOWING	TOW CARAVAN FROM KEN BELL RD AND CAR FROM COKELUP RD	264.00
EFT23946	29/03/2017	STAPLES AUSTRALIA PTY LTD	2016/17 STATIONERY	206.94
EFT23947	29/03/2017	CLEANAWAY	DISPOSAL OF HOUSEHOLD WASTE, COLLECTION & DISPOSAL OF MOST WASTES FROM TRANSFER STATION AND WASTE RECYCLING & ORGANIC COLLECTION, STREET BIN AND PARK BIN COLLECTION	87202.93
EFT23948	29/03/2017	CAPEL GOJU RYU KARATE DO	KIDSPORT REGISTRATION	200.00
EFT23949	29/03/2017	CAPEL HARDWARE & FARM SUPPLIES	VARIOUS HARDWARE PRODUCTS	1692.10
EFT23950	29/03/2017	CAPEL PANEL & PAINT	EXCESS FOR INSURANCE CLAIM 45CP	1000.00
EFT23951	29/03/2017	CARBONE BROS PTY LTD	108 TONNE OF GRAVEL	1903.26
EFT23952	29/03/2017	DELL AUSTRALIA PTY LTD	OPTIPLEX 7440 AIO COMPUTER	3996.09
EFT23953	29/03/2017	GOLDEN WEST PLUMBING & DRAINAGE	UNBLOCK TOILETS AT LAKES AND URINAL AT NORTON PROM TOILETS, UNBLOCK DRAINS, REMOVE CISTERNS AT SURF CLUB TOILETS	745.25
EFT23954	29/03/2017	FENNESSY'S	20,000 KM SERVICE CP 9081	348.83
EFT23955	29/03/2017	GEOGRAPHE CIVIL	RECONSTRUCTION OF BOUNDARY RD - RECONSTRUCTION AND WIDENING OF PORTION OF ELGIN RD & BOUNDARY RD	23312.47
EFT23956	29/03/2017	GEOVET BUSSELTON	2016/2017 ANNUAL ORDER POUND CONTRACT	630.00
EFT23957	29/03/2017	GRACE RECORDS MANAGEMENT	RECORDS STORAGE AND DESTRUCTION FOR 2016/17	297.51
EFT23958	29/03/2017	HANSON CONSTRUCTION MATERIALS PTY LTD	11 TONNE AGGREGATE	510.92

EFT23959	29/03/2017	CELESTIN HUTCHINSON	DEPOSIT FOR ARTWORKS TO BE INSTALLED ON THE OLD ROADS BOARD OFFICES, CAPEL	750.00
EFT23960	29/03/2017	A INGRAM	BOOK STOCK PURCHASES	148.00
EFT23961	29/03/2017	JUMOR WASTEWATER SERVICE & REPAIRS	ANAEROBIC TREATMENT UNIT MAINTENANCE	605.15
EFT23962	29/03/2017	LD TOTAL	CAPEL CIVIC PRECINCT PUBLIC PARKS, GARDENS AND RESERVES MONTHLY MAINTENANCE - \$2376, DALYELLUP PARKS AND GARDENS MAINTENANCE - \$65126.05 AND EAST DALYELLUP SPORTS PAVILION LANDSCAPE MAINTENANCE - \$1551.55	69053.60
EFT23963	29/03/2017	LANDGATE	RURAL UV INT VALS SHARED AND LAND ENQUIRIES	104.75
EFT23964	29/03/2017	MARKETFORCE	PUBLIC NOTICES INCLUDING DOGS ON BEACHES, WASTE LOCAL LAW, STRUCTURE PLAN, EXTRACTIVE INDUSTRIES APPLICATION AND SEEK 5 AD PACK	2051.76
EFT23965	29/03/2017	MCDONALD FENCING	BEACH PATH RAILING REPAIRS AT PEPPERMINT GROVE BEACH	5500.00
EFT23966	29/03/2017	NIGHTGUARD SECURITY SERVICE PTY LTD	ALARM RESPONSE SECURITY PATROLS	1521.85
EFT23967	29/03/2017	PJ & EV PAGE	BOYANUP HALL WAXING OF FLOORS	70.00
EFT23968	29/03/2017	AUSTRALIA TAXATION OFFICE	21.3.17 PAYG WITHOLDING	45667.00
EFT23969	29/03/2017	RTW STEEL FABRICATION	REPAIR TAILGATE ON CP4821 AND SUPPLY TOILET ROLL HOLDERS FOR DALYELLUP ROAD BEACH TOILETS	720.50
EFT23970	29/03/2017	SOUTH WEST TREE SAFE	REMOVE HANGING AND FALLEN LIMB - KWEL RD, DALYELLUP	385.00
EFT23971	29/03/2017	STRATHAM BOBCAT HIRE	CAPEL TUTUNUP RD DRAINAGE - HIRE OF EXCAVATOR, OPERATOR AND LABOURER AND INSTALLATION OF HARDSTAND AT WASTE TRANSFER STATION	7403.00
EFT23972	29/03/2017	SPRAYMOW SERVICES	APPLY LIQUID FERTILISER TO BOYANUP FOOTBALL AND HOCKEY OVALS	1412.40

EFT23973	29/03/2017	STAR CONSULTING	CONSULTING FOR STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN	20966.00
EFT23974	29/03/2017	SJ TRAFFIC MANAGMENT PTY LTD	TRAFFIC CONTROL, VEHICLE & SIGNS FOR WELD RD AND CAPEL - TUTUNUP RD	11066.00
EFT23975	29/03/2017	TOTALLY WORKWEAR	PPE AND UNIFORM ALLOWANCE	857.91
EFT23976	29/03/2017	TELSTRA BUSINESS CENTRE BUNBURY	LIFEPROOF CASES TO SUITE IPHONE 6S	240.00
EFT23977	29/03/2017	VASSE CIVIL & DRAINAGE	PARKING BAY BERKSHIRE RD, CAPEL - RV POINT PROJECT WORKS	33453.75
EFT23978	29/03/2017	WESTRAC EQUIPMENT	REPAIR CP339 MINI EXCAVATOR	1448.89
EFT23979	29/03/2017	WEST OZ LINEMARKING	BOYANUP CROSSING POINT, SOUTH WEST HIGHWAY SUPPLY & INSTALL APPROX 10M <sup>2</sup> THERMO GORE MARKING AND 50M EDGE LINE	1460.80
EFT23980	29/03/2017	RAE MCPHERSON	RETURNED FUNDS	34.94
EFT23981	29/03/2017	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	832.32
EFT23982	29/03/2017	SELECTUS	PAYROLL DEDUCTIONS	2626.86
EFT23983	29/03/2017	STATE LIBRARY OF WESTERN AUSTRALIA	COURIER COSTS FOR IIL'S	2658.10
EFT23984	31/03/2017	FUJI XEROX AUSTRALIA PTY LTD	ANNUAL PHOTOCOPIER RENTAL AND SERVICE	1369.61
48418	01/03/2017	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	52.70
48419	01/03/2017	THE AUSTRALIAN WORKERS UNION	PAYROLL DEDUCTIONS	132.00
48420	01/03/2017	BUSSELTON / BUNBURY MAIL	FIGHT THE BITE CAMPAIGN	770.00
48421	01/03/2017	COURIER AUSTRALIA INTERNATIONAL	COURIER COSTS ANALYTICAL	20.60
48422	01/03/2017	SHIRE OF CAPEL	PAYROLL DEDUCTIONS	3134.63
48423	01/03/2017	CAPEL PRIMARY SCHOOL PARENTS & CITIZENS	EVENT SPONSORSHIP FOR MOVIE UNDER THE STARS	2000.00
48424	01/03/2017	LGRCEU	PAYROLL DEDUCTIONS	205.00
48425	01/03/2017	MEYNELL PTY LTD	CHEQUE 47957 ISSUED 10/2/16 AND BANKED INTO SHIRE'S MUNI ACCOUNT BY MEYNELL IN ERROR	795.34
48426	01/03/2017	SYNERGY	ELECTRICITY	310.15
48427	01/03/2017	TELSTRA CORPORATION LTD	MOBILE RENT AND CALLS	2595.05
48428	08/03/2017	ALINTA GAS	GAS EAST DALYELLUP SPORTS PAVILION	26.80
48429	08/03/2017	CITY OF BUNBURY	CONTRIBUTION TOWARDS REGIONAL TOURISM OFFICER	11000.00

48430	08/03/2017	SHIRE OF CAPEL	DALYELLUP LIBRARY NEWSPAPERS	32.60
48431	08/03/2017	COLLIE-PRESTON CAMPAIGN	RETURN OF BOND - COMMUNITY FORUM DALYELLUP COMMUNITY CENTRE 22/2/17	150.00
48432	08/03/2017	MR W MULLAN	RATES REFUND	311.42
48433	08/03/2017	DEPARTMENT OF TRANSPORT - VEHICLE LICENSING	ORDER SPECIAL PLATES	200.00
48434	08/03/2017	SYNERGY	ELECTRICITY	6785.70
48435	08/03/2017	SCOTT VB & GE	RATES REFUND	308.71
48436	15/03/2017	COURIER AUSTRALIA INTERNATIONAL	COURIER COSTS ANALYTICAL	63.82
48437	15/03/2017	SHIRE OF CAPEL	13/3 PETTY CASH RECOUP	300.70
48438	15/03/2017	CAPEL BAKERY	CHRISTMAS FUNCTION : 70 BREAD ROLLS, 40 HOT DOG ROLLS AND 1 LOAF OF MULTIGRAIN BREAD	68.50
48439	15/03/2017	AUSTRALIAN COMMUNICATIONS & MEDIA AUTHORITY ACMA	RENEWAL OF LAND MOBILE SYSTEM 30MHZ RADIO 1986182/1	108.00
48440	15/03/2017	DEPARTMENT OF AGRICULTURE & FOOD	CONTRIBUTION TO SHIRE OF GINGIN'S STABLE FLY ACTION GROUP	2750.00
48441	15/03/2017	SANDRA HALE	DOG REGISTRATION STERILISATION REFUND	30.00
48442	15/03/2017	TELSTRA CORPORATION LTD	RENT & CALLS	2210.16
48443	22/03/2017	SHIRE OF CAPEL	BUILDING PERMIT 14981	198.90
48444	22/03/2017	SAMANTHA DEAGUE	REFUND FOR INCORRECT PAYMENT MADE 10/3/17	12.30
48445	22/03/2017	DEPARTMENT FOR CHILD PROTECTION & FAMILY SUPPORT	RATES REFUND	1456.16
48446	22/03/2017	DEPARTMENT OF HOUSING	RATES REFUND	213.94
48447	22/03/2017	CITY OF KARRATHA	RATES REFUND	684.00
48448	22/03/2017	SYNERGY	ELECTRICITY	29852.40
48449	22/03/2017	CHEQUE CANCELLED		0.00
48450	22/03/2017	AUSTRALIA TAXATION OFFICE	SUPER PAYMENT	8876.24
48451	29/03/2017	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	52.70
48452	29/03/2017	THE AUSTRALIAN WORKERS UNION	PAYROLL DEDUCTIONS	132.00
48453	29/03/2017	COURIER AUSTRALIA INTERNATIONAL	COURIER COSTS ANALYTICAL	10.30
48454	29/03/2017	SHIRE OF CAPEL	PETTY CASH RECOUP	69.60
48455	29/03/2017	MR P LAMPO	RATES REFUND	122.58
48456	29/03/2017	LGRCEU	PAYROLL DEDUCTIONS	184.50
48457	29/03/2017	SYNERGY	ELECTRICITY	3331.25
48458	29/03/2017	JODIE SCOTT	REFUND FOR DOG STERILISATION	60.00
48459	29/03/2017	WATER CORPORATION	WATER USAGE	500.76
48460	29/03/2017	SHIRE OF CAPEL	PAYROLL DEDUCTIONS	3132.00
48461	29/03/2017	SHIRE OF CAPEL	BA14962	157.65

48462	29/03/2017	SHIRE OF DARDANUP	LIBRARY MANAGEMENT SYSTEM	24535.31
766	01/03/2017	DALYELLUP NETBALL CLUB INC	T2226 BOND REFUND	150.00
767	01/03/2017	GORDON HAIGH	T2225 HALL HIRE BOND REFUND	500.00
768	08/03/2017	BUILDING & CONSTRUCTION IND TRAINING FUND	FEB BCITF COLLECTED	4157.57
769	08/03/2017	DEPARTMENT OF COMMERCE - BUILDING COMMISSION	FEB BSL LEVY COLLECTED	4940.08
770	08/03/2017	SHIRE OF CAPEL	FEB BSL COMMISSION COLLECTED	305.75
771	15/03/2017	COLLIE-PRESTON CAMPAIGN	T2331 HALL BOND REFUND	150.00
772	22/03/2017	DIVINE GRACE ESTRELLA	T2228 HALL BOND REFUND	150.00
773	22/03/2017	WA ELECTORAL COMMISSION	HALL BOND REFUNDS	300.00
				1,249,794.25

07.03.17	SHIRE OF CAPEL PAYROLL PAYMENTS	\$162,811.61
21.03.17	SHIRE OF CAPEL PAYROLL PAYMENTS	\$154,600.92

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**\$317,412.53**

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08.03.17	TRANSFER to MUNICIPAL ACCOUNT	\$270,000.00
16.03.17	TRANSFER from MUNICIPAL ACCOUNT	-\$686,000.00
23.03.17	TRANSFER to MUNICIPAL ACCOUNT	\$200,000.00

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**-\$216,000.00**

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#### CERTIFICATE OF CHIEF EXECUTIVE OFFICER

This schedule of accounts to be passed for payment, covering vouchers as detailed above which was submitted to each member of Council on 26 April 2017 have been checked and are fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and services and as to prices, computations, and costings and the amounts shown are due for payment.

*P.F. Heedy.*

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CHIEF EXECUTIVE OFFICER

#### **VOTING REQUIREMENTS**

Simple majority



**OC0417 OFFICER'S RECOMMENDATIONS – 15.8/COUNCIL DECISION**

**Moved Cr McCleery, Seconded Cr Smith**

**That Council receives:**

- 1 The Schedule of Accounts covering vouchers 766-773, EFT23711 to EFT23984, and CHQ48418 to CHQ48462 totalling \$1,249,794.25 during the month of March 2017;**
- 2 Payroll payments for the month of March 2017, totalling \$317,412.53; and**
- 3 Transfers to and from investments as listed.**

Carried 9/0

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**OC0418 (15.9) Financial Statements for 31 March 2017**

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Location: Capel  
Applicant: Shire of Capel  
File Reference: N/A  
Disclosure of Interest: Nil  
Date: 12.04.17  
Author: Manager Finance, A Mattaboni  
Senior Officer: Executive Manager Corporate Services, S Stevenson  
Attachments: Financial Statements for March 2017

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**MATTER FOR CONSIDERATION**

Council to consider adopting the monthly financial statements for March 2017.

**BACKGROUND / PROPOSAL****Background**

Local Government (Financial Management) Regulations 1996 prescribe the requirement to prepare financial reports on a monthly basis and also prescribe their format and content.

**Proposal**

The financial statements provided to Council satisfy the requirements.

**STATUTORY ENVIRONMENT**

Local Government Act 1995, Section 6.4 (1) & (2).

**6.4 Financial Report**

Section 6.4 of the Local Government Act 1995 specifies that a local government is to prepare such other financial reports as are prescribed.

- (1) A local government is to prepare an annual financial report for the preceding financial year and such other financial reports as prescribed.
- (2) The financial report is to –
  - (a) be prepared and presented in the manner and form prescribed; and
  - (b) contain the prescribed information.

Local Government (Financial Management) Regulations 1996, Regulation 34 (1).

**Financial Activity Statement Report**

- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail:
  - (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);
  - (b) budget estimates to the end of month to which the statement relates;
  - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
  - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c);
  - (e) the net current assets at the end of the month to which the statement relates.

Sections 2, 3, 4, 5 and 6 prescribe further details of information to be included in the monthly statement of financial activity.

### **POLICY IMPLICATIONS**

Policy 2.6 – Financial Reports, Policy 2.8 – Purchasing, Policy 2.9 – Budget Management – Capital Acquisition & Works, 2.10 – Fixed Asset Accounting, Policy 2.11 – Fair Value of Assets, Policy 2.12 – Investment of Funds.

### **FINANCIAL IMPLICATIONS**

#### **Budget**

Reports showing year to date financial performance allow monitoring of actual expenditure, revenue and overall results against budget targets.

#### **Long Term**

As all expenditure is covered in the current annual budget allocation, there are no long term financial implications from this item.

#### **Whole of Life**

As no assets/infrastructure is being created, there are no whole of life costs relevant to this item.

### **SUSTAINABILITY IMPLICATIONS**

The Monthly Financial Report includes the financial details of a number of projects that have a positive environmental impact and a direct social benefit for the community. Many of the projects and items included in the Monthly Financial Report have or will generate a significant economic benefit for the State and some businesses within the Shire of Capel have already shared in this benefit.

### **STRATEGIC IMPLICATIONS**

Shire of Capel Strategic Community Plan 2013 to 2031

1. The Leadership Experience 'Ensure open, transparent, effective good governance and communication within the organisation and the community.'

Strategic Outcomes:

- 1.4 Provide efficient and effective financial management to ensure the long term financial sustainability of the organisation.
- 1.5 Ensure the effective management of Council's resources.

### **CONSULTATION**

The monthly Financial Statement was developed with the assistance and input of staff who determined expenditure needs and revenue expectations for the remainder of the financial year based upon actual performance compared against budget.

### **COMMENT**

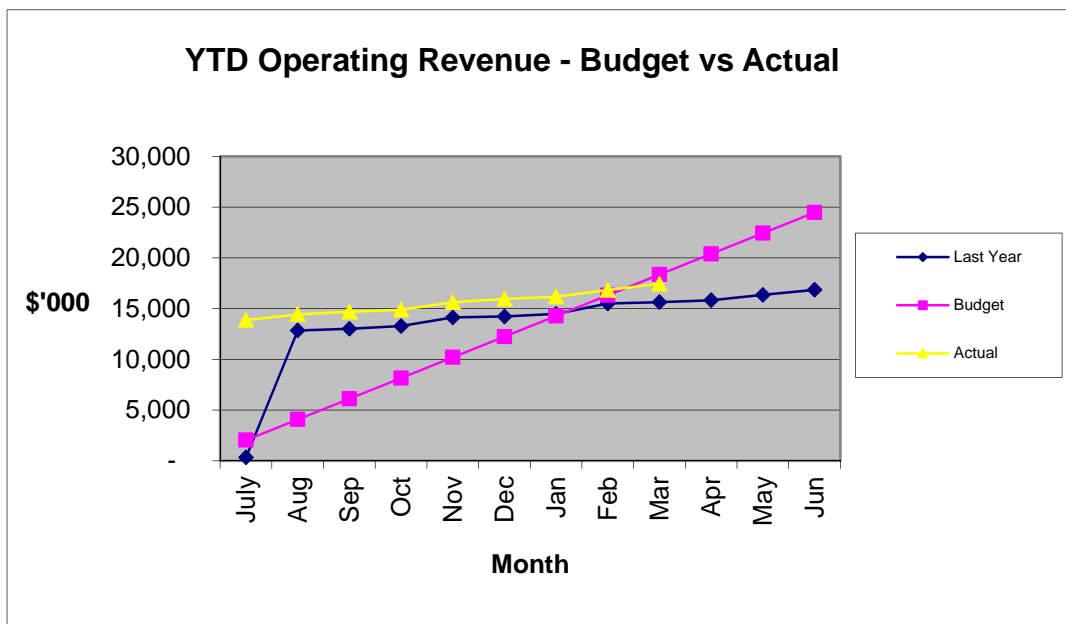
At 31 March 2017, Council's net current assets position was a surplus of \$6,351,861. The forecast year end net current asset position is a surplus of \$127,727. The forecast net current asset position for year end 2016/17 will change with the updating of forecast accounts during

the financial year. The format for the notes to the financial statements has changed for reserves and revaluation surplus so it is now similar to the annual report format.

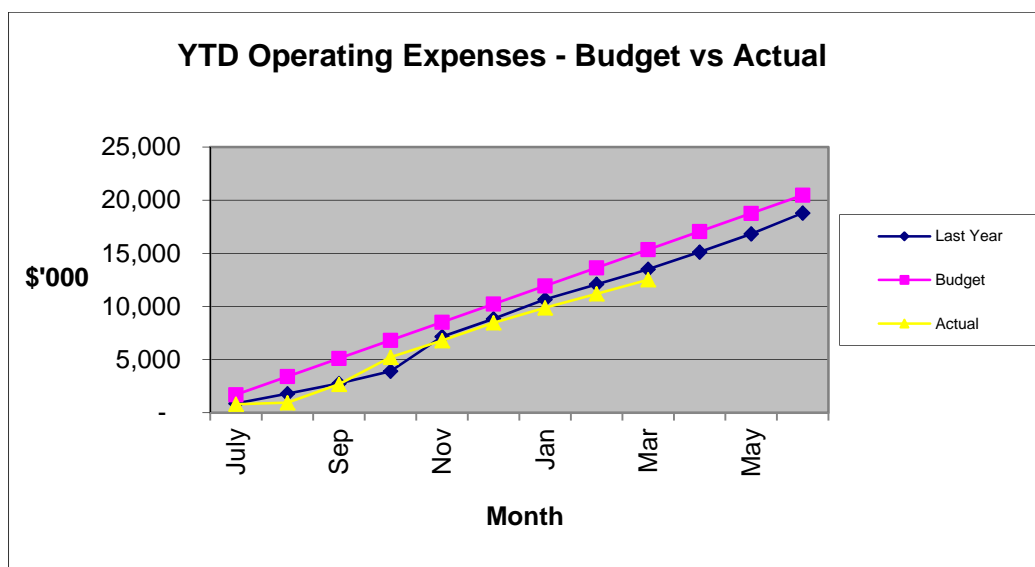
Compared to the annual budget approximately 96% of Operating Revenue has been invoiced and 61% of the Operating Expenditure budget has been spent. The monthly budget of income and expenditure has been adjusted to reflect the expected timing of actual income and expenditure throughout the financial year.

A comparison of employee costs shows that 73% of the annual budget has been spent. On a year to date basis actual employee costs are 4% below budget or \$185,228. Leave liability expenses have been calculated.

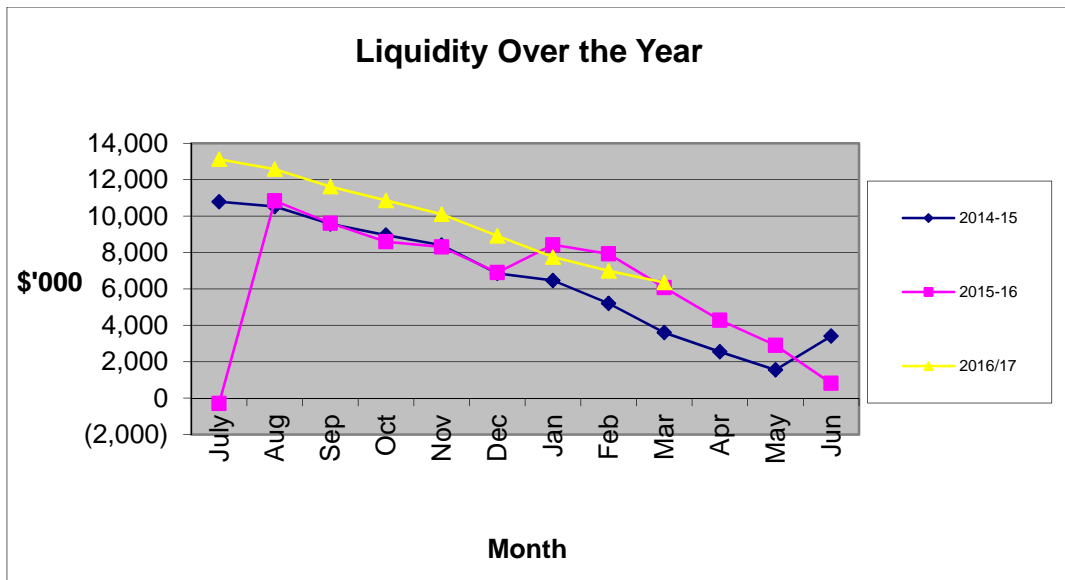
The following graphs compare actual Operating Revenue and Operating Expenditure against the approved budget on a year to date basis. Last year’s actual is also included for comparative purposes.



Year to date actual expenditure compared to budget and last year.

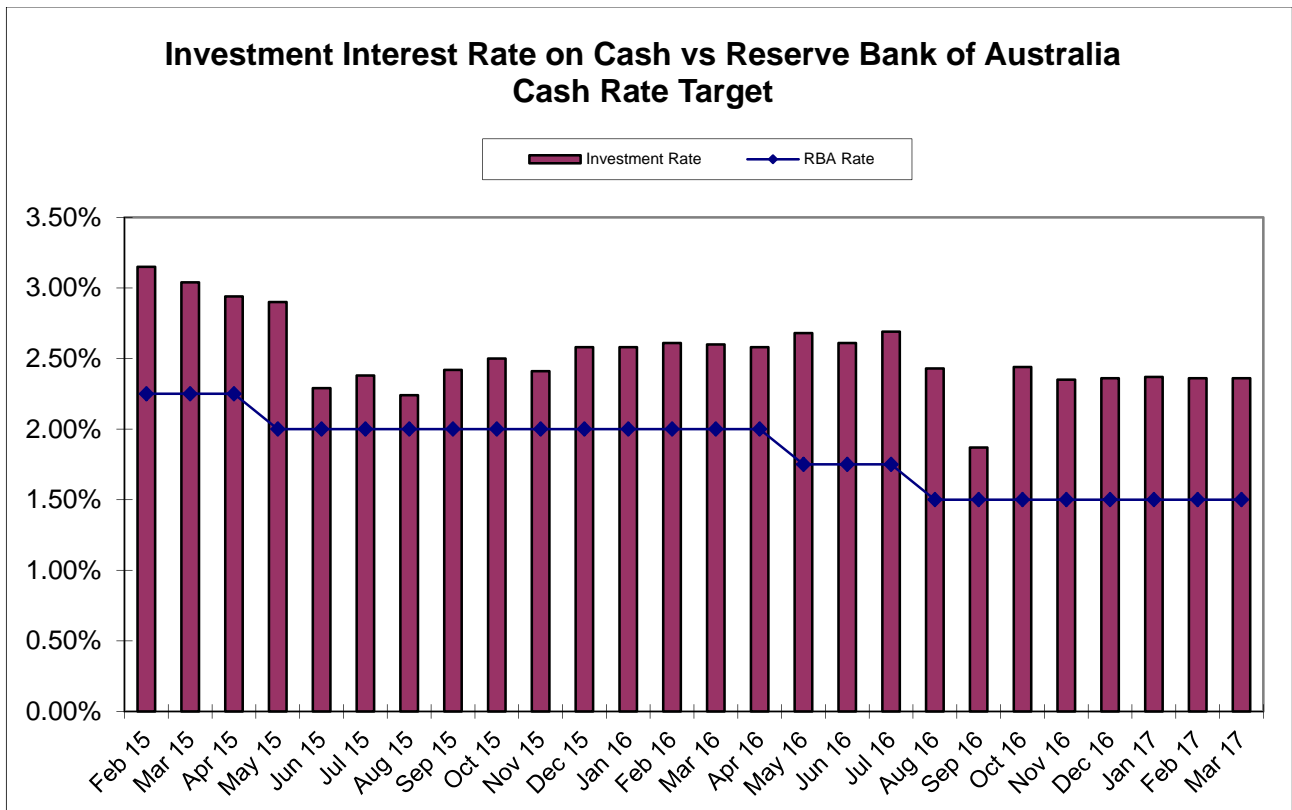


The liquidity graph compares the current year’s net current assets position against that of the two previous years.



Council's municipal cash and investments position has decreased by \$158,531 compared to February 2017. The Municipal cash position is an amount of \$16,602,986 of which \$10,409,658 is restricted for specific purposes as shown at Note 3. Cash revenue came from rates receipts and grant funding. Major cash expenses were for payroll, contractor payments, materials and loan payments.

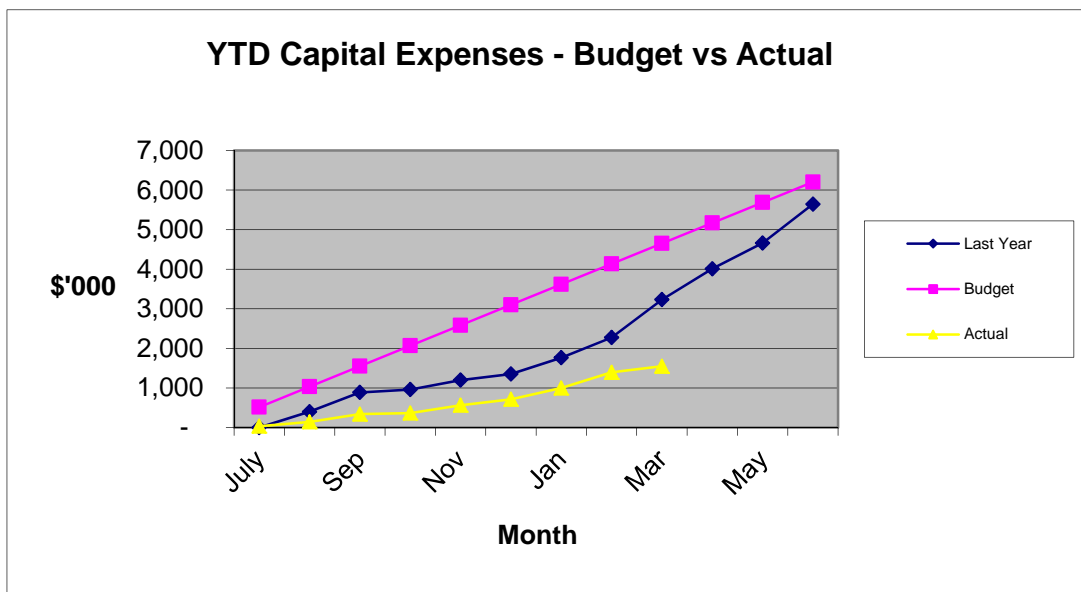
Total interest earned year to date is \$246,470 which is below the year to date budget of \$337,953. The average investment rate of return has remained constant at 2.36% which exceeds the Reserve Bank's cash reference rate of 1.50%. The Reserve Bank Board on 4 April 2017 made no change to their target cash rate of 1.50%. The Shire has term deposits maturing from March 2017 to June 2017, investment terms ranging from 91 days to 210 days and interest rates from 2.20% to 2.70%.



Capital works expenditure of \$152,965 was incurred during the month on:

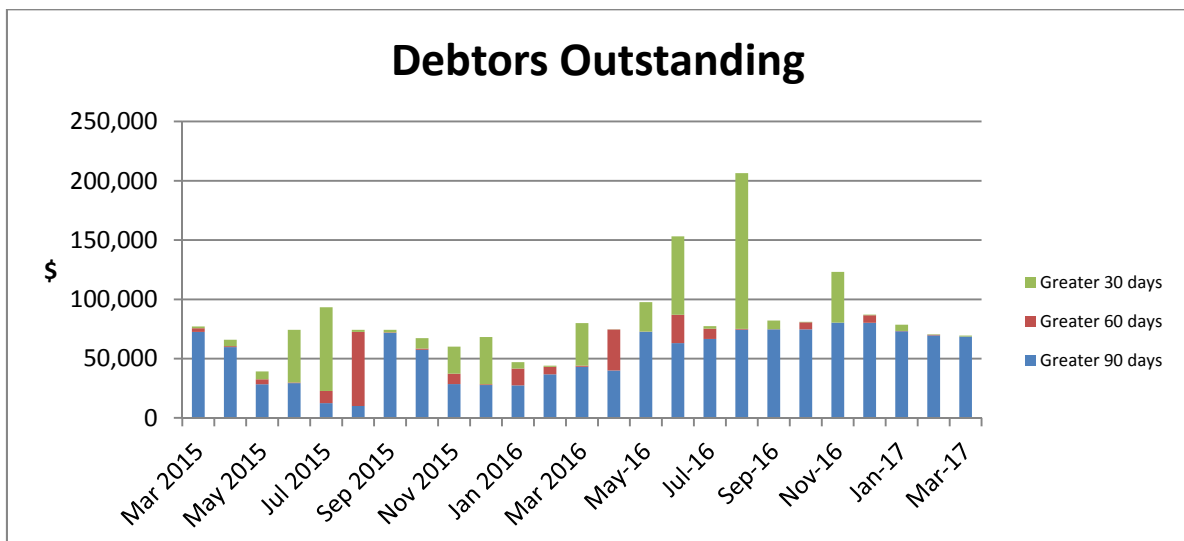
- \$65,716 Road widening,
- \$35,249 Bitumen reseal and Asphalt,
- \$26,861 Road reconstruction,
- \$4,410 Drainage infrastructure,
- \$1,616 Dual use paths,
- \$12,475 Beach stairways,
- \$357 Playground shade sails, and
- \$3,633 Additional computers

The following graph compares actual capital expenditure against budget on a year to date basis. Last year’s actual is included for comparative purposes. Non cash infrastructure has not been included in the graph.

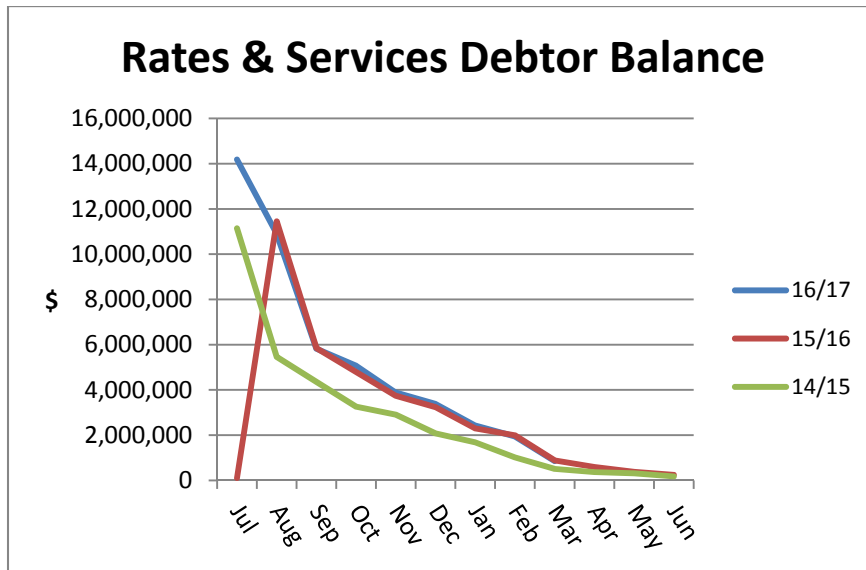


Council’s financial ratios are disclosed in Note 14.

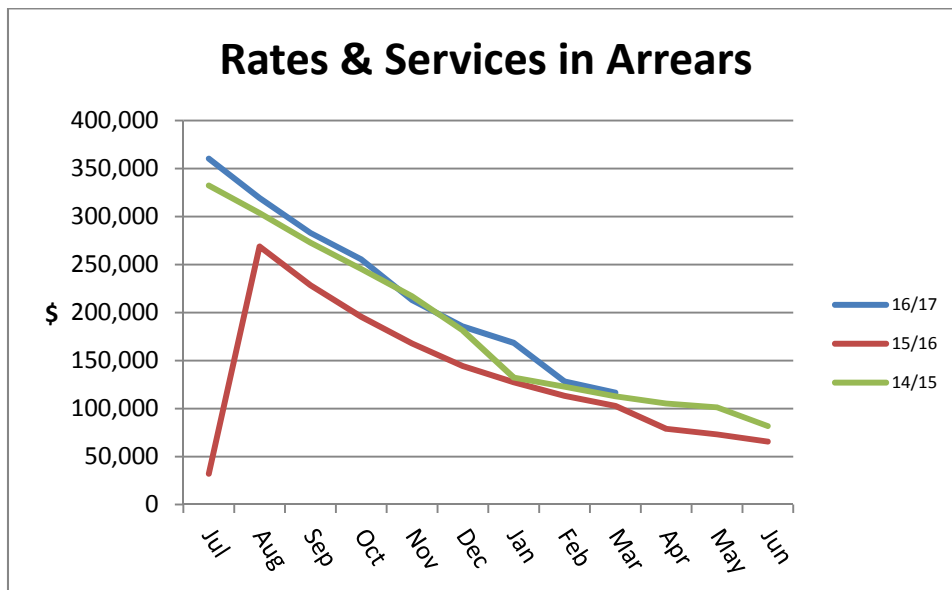
The following graph illustrates Council’s current level of general Debt recovery for 31-60 days, 61-90 days and greater than 90 days.



The following illustrates Council’s current level of Rate Debtors recovery and compares this with previous years. The amount includes both current and in arrears rates & services debtor balance. The Rates Debtor balance continues to fall in line with previous years.



The following graph shows the level of rates and services in arrears for the last three years. Rates and Services in Arrears at the start of each financial year as a percentage of the Rates and Services Debtor Balance has been: 2016/17 2.54%, 2015/16 2.35% and 2014/15 2.98%.



A review of the Statement of Financial Position and the attendant notes indicates there are no adverse trends evident in the year to date financial statements as at 31 March 2017.

**VOTING REQUIREMENTS**

Simple majority

**OC0418 OFFICER'S RECOMMENDATION – 15.9/COUNCIL DECISION**

**Moved Cr Hearne, Seconded Cr Bell**

**That Council adopts the financial statements for the period ending 31 March 2017 as attached.**

Carried 9/0



## COMMUNITY SERVICES REPORTS

### **OC0419 (16.1) Unbudgeted Expenditure - Rugby Goal Posts**

Location:	East Dalyellup Oval
Applicant:	Shire of Capel
File Reference:	CP.DC.12
Disclosure of Interest:	Nil
Date:	05.04.17
Author:	Community Development Officer, D Sims
Senior Officer:	Acting Executive Manager Community Services, D Freeman
Attachments:	Nil

### **MATTER FOR CONSIDERATION**

Purchase and installation of junior rugby league goal posts at the shared use oval (East Dalyellup) located at the Tuart Forest Primary School as unbudgeted expenditure.

### **BACKGROUND / PROPOSAL**

#### **Background**

The Shire entered into a shared use agreement with the Tuart Forest Primary School for the use of their basketball courts, cricket wickets and the oval in 2014 and in 2016 took over the responsibility of maintaining the grounds at a shared cost. The East Dalyellup Sports Pavilion has recently been completed and clubs have been approached in regards to usage. Dalyellup Rhinos Junior Rugby League Club wants to enter into an agreement to utilise the grounds and the pavilion for training and games, and has requested the installation of junior rugby league goal posts.

#### **Proposal**

To approve the unbudgeted expenditure of \$7,628.00 plus GST for the purchase, delivery and installation of junior rugby league goals.

### **STATUTORY ENVIRONMENT**

Local Government Act 1995, Section 6.8(1)

#### **Section 6.8. - Expenditure from Municipal Fund not included in Annual Budget**

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure:
  - (a) is incurred in a financial year before the adoption of the annual budget by the local government;
  - (b) is authorised in advance by resolution\*; or
  - (c) is authorised in advance by the mayor or president in an emergency.

\* Absolute majority required.
- (1a) In subsection (1) — additional purpose means a purpose for which no expenditure estimate is included in the local government's annual budget.
- (2) Where expenditure has been incurred by a local government:
  - (a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and

- (b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of Council.

### **POLICY IMPLICATIONS**

There are no policy implications in regards to this matter.

### **FINANCIAL IMPLICATIONS**

#### **Budget**

The purchase of goal posts would be considered as capital expenditure and the costs would be allocated to the Recreation and Culture Asset Account 128540.33.

#### **Long Term**

The goal posts will need to be removed at the end of each winter season and then re-installed at the start of each winter season. The costs associated with the removal and re-installation of the goal posts will be ongoing and will require annual operational budget consideration.

#### **Whole of Life**

The life span of goal posts is about seven years. The posts planned to be purchased are Goldspar Sporting Goal Posts, which are high strength tapered aluminum tubes. Being marine grade structural aluminum the poles are very strong but also light, enabling simple and safe erection and removal as required. All poles comply with the relevant Australian Standards and have independent structural engineer's certifications. It will be necessary for the Shire to include this infrastructure within its Assets Register whereby replacement costs will need to be planned for in the future.

### **SUSTAINABILITY IMPLICATIONS**

The importance of being active and encouraging children to have active lifestyles has been proven to have many social and health benefits.

The installation of goal posts means that the grounds can be used for training and match purposes and means that the new facility can and will be utilised bringing economic benefits as it does have fees and charges attached to the usage. It also assists the clubs to remain sustainable as they have the facilities to train and grow.

The President of the Dalyellup Rhinos has been to all the schools in the Shire of Capel and introduced herself and the game of Rugby League. They plan on bringing the Rugby League World Cup to the South West Region on 23 May, 2017. The National Rugby League Development Officer is planning on taking the Trophy and ambassadors to four schools in the Bunbury region. The School that has been nominated for the Shire of Capel is the Tuart Forest Primary School.

### **STRATEGIC IMPLICATIONS**

Shire of Capel Strategic Community Plan 2013 to 2031

2 The Community Experience 'Provide facilities and services which recognise the diverse needs of the community and strive to make the Shire a safe place to live, work and visit.

Strategic Outcomes:

- 2.1 Provide social, recreational and cultural opportunities and facilities for our communities
- 2.2 Encourage community engagement and participation

**CONSULTATION**

Discussion has taken place with the Tuart Forest Primary School in regards to the installation of the goal posts and the impact it has on their usage. The School has agreed to the installation of the junior rugby league goal posts.

We have also had conversations with the Dalyellup Dockers Football Club, the Dalyellup Dinosaurs and the Dalyellup Park Rangers Soccer Club. Initially none of these Clubs were interested in moving from the current Dalyellup Sports Pavilion to the new facility because the new facility does not have lighting on the oval. The Dalyellup Park Rangers have since made enquiries about the new facility but have not submitted a seasonal tenancy form to date.

**COMMENT**

Shire facilities are built to meet the demands of the community and the installation of goal posts is critical for training and match purposes and the growth of the sport. We do not currently have any Rugby League clubs operating in the Shire and the installation of Junior Rugby League goal posts will give our junior residents the opportunity to participate in this sport within the Shire of Capel. Rugby League is a highly physical contact team sport played in Australia and internationally, at all levels.

**VOTING REQUIREMENTS**

Absolute majority

<b>OC0419 OFFICER'S RECOMMENDATIONS – 16.1/COUNCIL DECISION</b>
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**Moved Cr McCleery, Seconded Cr Smith**

**That Council approves the unbudgeted expenditure of \$7,628.00 plus GST for the purchase, delivery and installation of junior rugby goal posts at the East Dalyellup Oval.**

Carried with an Absolute majority 9/0

<b>NEW BUSINESS OF AN URGENT NATURE</b>	Nil
<b>PUBLIC QUESTION TIME</b>	Nil
<b>MOTIONS WITHOUT NOTICE (ABSOLUTE MAJORITY BY COUNCIL)</b>	Nil
<b>NOTICES OF MOTION FOR CONSIDERATION AT THE NEXT ORDINARY MEETING OF THE COUNCIL</b>	Nil
<b>ITEMS FOR CONSIDERATION BEHIND CLOSED DOORS</b>	Nil
<b>MEETING CLOSURE</b>	

The meeting closed at 5.33pm.

These minutes were confirmed at an Ordinary Council meeting on 24 May 2017.

Signed

Presiding Person at the meeting at which time the minutes were confirmed.

Date