

Shire of Capel

AGENDA

ORDINARY COUNCIL MEETING

Wednesday 25th February 2015

Commencing at 4.30pm in the Peppermint Grove Beach
Community Centre, Hayfield Drive,
Peppermint Grove Beach

REMINDER:

10.00am LEMC Meeting

2.00pm Audit Committee meeting

3.30pm Round the Table Discussion



Experience the
Shire of Capel



Forrest Road, Capel
PO Box 369, Capel

T 9727 0222
F 9727 0223

info@capel.wa.gov.au
www.capel.wa.gov.au



FINANCIAL INTEREST

(Effective 1 July 1996)

A financial interest occurs where a Councillor, or a person with whom the Councillor is closely associated, has a direct or indirect financial interest in the matter. That is, the person stands to make a financial gain or loss from the decision, either now or at some time in the future.

An indirect financial interest includes a reference to a financial relationship between that person and another person who requires a Local Government decision in relation to the matter.

Councillors should declare an interest:

- a) in a written notice given to the CEO before the meeting; or**
- b) at the meeting immediately before the matter is discussed**

A member who has declared an interest must not:

- * preside at the part of the meeting relating to the matter; or
- * participate in, or be present during any discussion or decision making procedure relating to the matter,

unless the member is allowed to do so under Section 5.68 or 5.69, Local Government Act (1995).

Ref: Local Government Act 1995 Division 6 - Disclosure of Financial Interest.
Specifically Sections 5.60, 5.61, 5.65 and 5.67.

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Any persons or legal entity who acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member or officer of the Shire of Capel during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Capel. The Shire of Capel warns that anyone who has an application lodged with the Shire of Capel must obtain and only should rely on WRITTEN CONFIRMATION of the outcome of the application, and any conditions attaching to the decision made by the Shire of Capel in respect of the application.

SHIRE OF CAPEL

NOTICE OF AN ORDINARY COUNCIL MEETING

THE NEXT ORDINARY MEETING OF COUNCIL WILL BE HELD IN THE PEPPERMINT GROVE BEACH COMMUNITY CENTRE, HAYFIELD DRIVE, PEPPERMINT GROVE BEACH ON WEDNESDAY, 25TH FEBRUARY 2015 COMMENCING AT 4.30PM.



PF Sheedy
CHIEF EXECUTIVE OFFICER

19 February, 2015

AGENDA

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IMPORTANT NOTE:

Members of the public are advised that any decisions made at the meeting tonight, can be revoked, pursuant to the *Local Government Act 1995*. Therefore, members of the public should not rely on any decisions until formal notification in writing by Council has been received.

1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

2 RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4 PUBLIC QUESTION TIME

Public Question Time provides an opportunity for members of the public to ask a question of Council. For more information regarding Public Question Time, please phone the Shire Office during office hours on 9727 0222 or visit the Shire's website www.capel.wa.gov.au.

5 APPLICATIONS FOR LEAVE OF ABSENCE

6 DECLARATION OF INTEREST

7 NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS

8 CONFIRMATION OF MINUTES

8.1 Ordinary Council Meeting – 28.01.15

9 ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION

10 PETITIONS/DEPUTATIONS/PRESENTATIONS

Any person or group wishing to make a 5 minute presentation to Council regarding any matter on this agenda for consideration must request the right to do so in writing to the Chief Executive Officer prior to 12 noon on the day of this Council meeting. For more information about presentations please contact the Executive Assistant on 9727 0222 or email info@capel.wa.gov.au.

Any person or group wishing to make a 5 minute Deputation to Council on any matter is required to apply in writing to the Chief Executive Officer at least 7 days prior to a Council meeting. For more information about making a deputation, please contact the Executive Assistant on 9727 0222 or email info@capel.wa.gov.au.

11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

12 QUESTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

13 CHIEF EXECUTIVE OFFICER REPORTS

13.1 Annual Electors' Meeting - Minutes

Location: Capel
Applicant: Shire of Capel
File Reference: Nil
Disclosure of Interest: Nil
Date: 10.02.15
Author: Chief Executive Officer, PF Sheedy
Senior Officer: Chief Executive Officer, PF Sheedy
Attachment: Minutes of Annual Electors' Meeting held 28th January 2015

MATTER FOR CONSIDERATION

Council to receive the minutes of the Annual Electors' Meeting held on 28th January 2015 and note the questions raised by the electors.

BACKGROUND / PROPOSAL

Background

The minutes of the Annual Electors meeting are included in the next meeting of the Council so that any actions proposed can be endorsed by Council prior to staff progressing the matters further.

Proposal

The minutes of the Annual Electors meeting are being tabled for the Councillors' information so that they are aware of matters that were raised by the community members who attended.

STATUTORY ENVIRONMENT

Section 5.33 of the Local Government Act 1995 (as amended) requires that all decisions made at an elector's meeting are to be considered at the next Ordinary Council meeting or if that is not practicable, at the first Ordinary Meeting after that.

POLICY IMPLICATIONS

There are no current policies relevant to this item.

FINANCIAL IMPLICATIONS

Budget

Actions that are of an operational nature arising from questions from the meeting can be accommodated within the existing operating budget.

Long Term

Actions that require further investigation and require signification allocation of funds (i.e. road or lighting upgrades) will be considered as part of the Long Term Financial Plan in future years and an allocation for future maintenance costs will also be required.

Whole of Life

Additional infrastructure, like street lighting, if installed, will incur additional whole of life costs including future replacement of the assets. These costs are not known at this time and will be determined at the time of making the decision to construct the asset/s.

SUSTAINABILITY IMPLICATIONS

The maintenance of roads, installation of street lighting and replacement of seating at the community centre would be seen to improve the social environment of the community members.

STRATEGIC IMPLICATIONS

Shire of Capel Strategic Community Plan 2013 – 2031

Under 'The Leadership Experience' the strategic objective 'Ensure open, transparent, effective good governance and communication within the organisation and community' and outcome 2.2 under 'The Community Experience' 'Encourage community engagement and participation' are considered relevant to this item.

CONSULTATION

None of the questions raised at the meeting require any further consultation at this time, however a written response will be provided to the person/s that raised the various matters at the meeting, once staff have undertaken an investigation.

COMMENT

The Annual Electors' Meeting was held at the Peppermint Grove Beach Community Centre and was attended by eleven (11) members of the public as well as Councillors and senior staff. Questions raised that were determined to warrant recording and/or require further investigation by staff are recorded in the attached minutes of the meeting. In addition there were a number of minor matters raised at the meeting that were satisfactorily answered at the meeting and these have not been recorded in the minutes.

There were no formal resolutions moved by the electors at the meeting which require action from Council.

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATIONS – 13.1

That Council receives the minutes of the Annual Elector's Meeting held on 28th January 2015 and note the questions raised by the electors in attendance.

13.2 Information Systems Plan – CEO Annual Performance Review

Location: Capel
Applicant: Shire of Capel
File Reference: N/A
Disclosure of Interest: Nil
Date: 10.02.15
Author: Chief Executive Officer, PF Sheedy
Senior Officer: Chief Executive Officer, PF Sheedy
Attachments: Nil

MATTER FOR CONSIDERATION

Report on the review and implementation of the Information Systems Plan (ISP) and the utilisation and uptake of the IT system and facilities.

BACKGROUND / PROPOSAL**Background**

The Annual Appraisal meeting of the CEO held in July 2014 endorsed a 2014/15 Key Result Area (KRA) action 'The Shire's IS Plan is reviewed and opportunities for improvement identified. Council is advised of the utility and uptake by users of the systems' facilities.'

February 2015 was indicated as the required completion date.

All the 2014/15 KRA's were then endorsed by Council at the meeting on 20th August 2014 (minute OC0806).

Proposal

As required by the Annual Appraisal Report, information on the IS Plan and the uptake by users (internally and externally) is included under the Comment section of this report.

STATUTORY ENVIRONMENT

There are no statutory requirements attached to this report.

POLICY IMPLICATIONS

Council Policy 2.21 'Information Technology' is applicable to this item as it provides some direction to the ISP and outlines some responsibility on internal users that are required to be followed when using the organisation's IT systems and facilities.

FINANCIAL IMPLICATIONS**Budget**

The ISP sets out the required allocation of funds and these have been included in the current budget.

Long Term

The ISP is a ten (10) year document that has been incorporated into the Long Term Financial Plan (LTFP) and adjustments to the ISP as a result of ongoing reviews will be included in the LTFP as required.

Whole of Life

Whole of life costs including the replacement of equipment has been included in future budgets.

SUSTAINABILITY IMPLICATIONS

Provision of relevant systems and social media options allows for the improved interaction between the Shire, its staff and the community.

Replacement/upgrading of equipment and systems as outlined in the ISP improve the economic and financial sustainability of the Shire in providing expanded and improved services to the community.

STRATEGIC IMPLICATIONS

The ISP is a strategic document that feeds into the LTFP which in turn is a key part of the Shire's Corporate Business Plan.

Shire of Capel Strategic Community Plan 2013 – 2031

Strategic Direction 'The Leadership Experience' and outcomes:

1.3 Develop, support and implement innovative solutions

1.5 Ensure the effective management of Council's resources.

Strategic Direction 'The Infrastructure Experience' and outcome:

5.6 Effectively manage the Shire's assets and resources.

CONSULTATION

The development and review of the ISP involves ongoing consultation with staff.

COMMENT

Whilst the ISP has an annual cost allocation the final budget determines whether all the requests are included in the year indicated in the Plan. The Plan is currently being reviewed in line with requests for 2015/16 budget submissions as some parts of the 2014/15 allocations were not included in the 2014/15 final Council budget.

In addition some of the proposed upgrades, systems and improvement originally included in the ISP when adopted in January 2014 by Council have now been superseded by improved versions so staff is undertaking a review with the intention of deferring these expenditures until 2015/16 financial year.

Asset Management and GIS software and PC replacement, Server and Hardware upgrades have been the main IT expenditures undertaken in the current financial year. A staff Working Group is currently undertaking an investigation into the upgrading and improvement to the Shire's website and it is expected that these changes will happen prior to the end of the current financial year. The ISP also identified the need to upgrade the current telephone system as there are no longer any extensions points available for additional staff and the current system, whilst still operating satisfactory, is old technology/hardware. This will be considered in the 2015/16 budget in conjunction with the Administration Office renovations.

The GIS system was installed in late 2014 and there has been some staff take up of the facility and further training and opportunities will be considered going forward. Increased use of the

IS systems is being promoted to reduce the amount of hardcopy information held by staff in line with the move to an 'Open Plan' environment with the Administration Office renovations where there will be limited storage capacity for each staff member.

There is currently no ability to monitor the amount of use by the community/users of the Shire's website and one of the improvements being looked at by the Coordinator Information Technology and the Working Group as part of the website upgrade is the recording of hits to the site in various areas so that ongoing improvements can be undertaken to meet the communities needs/expectations.

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATIONS – 13.2

That Council notes the Information Systems Plan report above, as required in the Chief Executive Officer's 2014/15 Annual Appraisal.

14 ENGINEERING AND DEVELOPMENT SERVICES REPORTS**14.1 Educational Establishment (School) Lot 53 Widdeson Road, Capel**

Location:	Lot 53 Widdeson Road, Capel
Applicant:	Harley Dykstra
Owner:	Free Reformed School Association (Inc)
File Reference:	C.5.2.C.159
Disclosure of Interest:	Nil
Date:	21.01.15
Author:	Planning Officer, A Dykstra
Senior Officer:	Manager Planning Services, C Muller
Attachment:	1. Location Plan 2. Site Plan SK04 3. Schedule of Submissions

MATTER FOR CONSIDERATION

Council is requested to consider an application for Planning Consent for the development of a school on lot 53 Widdeson Road (corner Gavins Road) Capel (the Site). The proposed development comprises buildings, infrastructure, carparking and sports facilities to cater for a pre-primary to year 10 school. Application has been made under both the Shire of Capel Town Planning Scheme No. 7 (the Scheme) and the Greater Bunbury Region Scheme (GBRS).

BACKGROUND/PROPOSAL**Background**

Nil

Proposal

The application submitted by the applicant justifying the proposal is summarised as follows:

Preview

The John Calvin School has been providing education services in the Bunbury district for the past 15 years. The new school site is to facilitate the districts of Bunbury and Busselton and provides a more central location than the existing school premises in Picton, currently leased from the government on a temporary basis.

The land is relatively flat, cleared and used for pasture. The Site contains a dwelling and associated outbuildings which are proposed to be removed. The land is bordered by existing road reserves on three sides of which Widdeson and Gavins Road have been constructed. Surrounding land uses are residential and standard services are available to the Site with the exception of reticulated sewer.

Application

The pre-primary to year 10 school in Picton has grown to approximately 90 students and it is anticipated this will grow to 150 students in coming years. The proposed development includes the following:

- Three blocks of single storey classrooms;
- Library;
- Toilet facilities;
- Staff and administration areas;
- Manual Arts room;

- Courtyard/covered assembly area;
- Playground areas with playground equipment;
- Sports courts;
- Sports oval; and
- 32 car bays and bus drop off/pick up area.

The Site Plan (Attachment 2) illustrates the intended school layout. An access driveway with parking and bus drop off/turn around area is proposed west of the Site within the Widdeson Road reserve.

Planning Considerations

The applicant has noted the relevant clauses of the Greater Bunbury Region Scheme (GBRS) and the Shire of Capel Town Planning Scheme No. 7 (The Scheme) as they relate to the proposal.

The applicant notes that 'educational establishment' is an 'AA' or discretionary use within the Residential zone (Coded R2.5) under the Scheme and the proposal is consistent with the relevant clauses of the Scheme with the exception of 15m front setback requirement.

A variation to the 15m setback is requested from 15m to 12m pertaining to the administration building facing Widdeson Road. It was stated the Widdeson Road Reserve is very wide and the setback variation will have little impact on the streetscape. The applicant also notes this will be a key building on the corner and will be an aesthetically pleasing structure.

The school will be serviced by a single two lane driveway from Widdeson Road allowing access to parking and a bus drop-off/pick-up loop. No access will be to Gavins Road. The parking ratio has been provided consistent with other schools in the metropolitan area.

STATUTORY ENVIRONMENT

Town Planning Scheme No. 7

Lot 53 Widdeson Road (the Site) is zoned Residential R2.5 and comprises 1.9112ha in area.

Clause 1.6.1 – The objects of the Scheme are in part to direct and control the development of the Scheme area in such a way as shall promote and safeguard the health, safety, economic and general welfare of its inhabitants and shall conserve the natural values of the District.

Clause 3.2 refers to the Zoning Table contained in Appendix 2 and the symbols used in the cross reference within the zoning table. 'Educational Establishment' is listed as an "AA" use within the Residential zone which means it is a discretionary use that is not permitted unless Council has granted its Planning Consent.

Clauses 5.3.1 and 5.3.2 relate to the Schemes objectives in controlling development in the Residential Zone applicable to the assessment of this proposal.

Greater Bunbury Region Scheme

Lot 53 is zoned Urban under the Greater Bunbury Region Scheme and adjoins a 'Primary Regional Road'.

Under Schedule 2 Clause 3 of the GBRS an application for development in or abutting Primary Regional Road reservation shall be referred within 7 days to main Roads WA for advice and recommendation before being considered by the local government.

The WAPC Resolution made on 22 April 2014 under section 16 of the *Planning and Development Act 2005* gives delegated authority to local governments in respect of the determination, in accordance with Parts 7 and 8 of the GBRS, of applications for approval to

commence and carry out development as specified in schedules 1 & 2, subject to the terms set out in schedule 3.

The Shire has delegation to determine a GBRs application abutting a Primary Regional Roads reservation, where it accepts the advice and recommendation of Main Roads WA. In this instance, as described in the Comment section of this report, the advice and recommendation received from Main Roads WA is not acceptable and therefore Council does not have delegation to determine the GBRs application. As stated in DEL 2014/01 Schedule 3, Clause 18:

“Where the recommendation provided by an advice agency specified above is not acceptable to the local government, the application, together with the recommendations provided by all advice agencies consulted and the reasons where the recommendation is not acceptable to the local government, shall be forwarded immediately to the WAPC for determination.”

Capel Townsite Strategy

The Capel Townsite Strategy was adopted by Council on 23 July 2008. The Strategy sets out the long term planning directions for the Capel Townsite including objectives, policy statements and recommended actions over the next 10 – 15 years. The site is included within the North West Planning Precinct No. 5 within an area that is Long Term Urban Deferred (LT1). This area includes the Iluka Processing Plant and surrounding buffer with a number of issues to be resolved. Issues for LT1 include closure of the plant, decontamination, servicing/infrastructure, drainage and the need for an Outline Development Plan (ODP).

The Site is located on the north west extremity of the LT1 area and the development of the school in this location is not considered to prejudice long term urban development of the precinct.

POLICY IMPLICATIONS

There are no Policy implications to consider.

FINANCIAL IMPLICATIONS

Budget

There are no budget costs to consider.

Long Term

There are no long term costs to consider.

Whole of Life

There are no whole of life costs to consider.

SUSTAINABILITY IMPLICATIONS

The Site is cleared of vegetation and has been used for grazing as a non-conforming use, given its Residential zoning. A condition of any development approval issued will require the establishment of vegetation and screen planting where appropriate. Socially, the proposal will add to the dynamics of the northern portion of the town, which is earmarked for the long term release of residential lots and appropriate infrastructure such as the proposed school. Economically, the school may benefit local goods and services business in the town centre given it is a new focus that facilitates students from Busselton and Bunbury.

STRATEGIC IMPLICATIONSShire of Capel Strategic Community Plan

Relevant Strategic Directions under the plan include:

Environmental Experience

The Strategic Objective is to preserve and enhance the natural and built environment to ensure it is liveable, sustainable and adapts to our communities' needs and expectations. One outcome is to promote diverse lifestyle opportunities which can be achieved through land use strategies and plans. The school will add diversity to the long term urban fabric of the northern end of the Capel town area.

Economic Experience

In supporting progressive economic opportunities, relevant outcomes are: the provision of opportunities taking advantage of the Shire's location; improve attractiveness of towns as retirement destinations; facilitating retail & commercial precinct; and encouraging business development. The proposal provides for a school drawing students from nearby areas having further recreational opportunities which in turn may help foster business activity in the town centre.

CONSULTATION

The proposed school has been advertised for public comment for 25 days which is more than the 21 days required in accordance with the Scheme. Following the close of advertising, a total of eight (8) submissions were received, of which five were from government agencies and three from nearby landowners.

In summary the key matters raised within the submissions included:

- Inadequate parking provision, access and driveway concerns and drainage concerns from Main Roads WA. Main Roads WA also requested the landowner to cede 5m adjoining Gavins Road as a road widening free of cost;
- Safety concerns regarding heavy haulage interaction with school traffic;
- Potential groundwater contamination;
- Noise implications of school activities on (one) nearby landowner; and
- Drainage concerns with stormwater flow from the school site onto adjoining properties.

Applicants Response to the Submissions

The applicant as a result of the submissions undertook further consultation with the following results:

- The applicant has addressed Main Roads WA concerns with additional parking provision, repositioning the cul-de-sac and allowing for the requested 5m road widening. Ceding the road widening is not reasonable now as there is no adopted scheme or plan noting this.
- The applicant notes no access will be derived off Gavins Road and that all access is obtained from Widdeson Road, which also services an existing residential area.
- It is not intended to access the groundwater so contamination is not perceived as significant. Iluka indicated it could assist with further investigations for the site.

- The applicant is of the opinion a school is entirely appropriate within an urban settlement and needs to be located in an area that is sufficiently serviced. The applicant advised that approximately 90% of the students will travel by bus.
- A drainage plan has been prepared that demonstrates the site can be managed to ensure post development flows do not exceed pre development flows.

Further Consultation

The Shire Development Engineering Officer requested the preparation of a Concept Drainage Plan demonstrating the site can adequately manage all stormwater drainage given the clay soil properties of the area. A plan was submitted on 4 December 2014 which was not supported for a number of reasons.

A revised drainage plan was submitted on 15 January 2015 and the following comments were made by the Shire Development Engineering Officer:

1. *“Main Roads WA have now advised that stormwater from the site can be connected into their existing infrastructure as long as post development flows do not exceed predevelopment flows. The drainage plan shows post-development site discharge flows up to 120 litres per second which is lower than the calculated predevelopment flows of 189l/sec. Final design is still subject to approval from Main Roads WA.*
2. *The drainage swale size has now been calculated from using the maximum allowable discharge from the site of 189l/sec. Future geotechnical investigations may render the site unsuitable for stormwater infiltration which would result in an increase in the required size of the basin.*
3. *The base of the proposed drainage swale and the drainage pits have been lifted to ensure 0.5m clearance to the highest water table level which is supported if the site is proved to be suitable for infiltration.*
4. *The soak wells or alternate underground storage system shown under carparks are now shown to be connected to the proposed drainage swale by underground pipes which is supported. If the site is proved to be unsuitable for infiltration, the connection pipes from the pits and the swale should be set to the level of the base.*
5. *Main Roads WA have now allowed for a stormwater discharge to Widdeson Road.*
6. *The plan now shows the extension of the drainage swale along the whole northern boundary which will intercept all surface runoff.*
7. *The plans now indicate finished surface levels which indicate adequate clearance from the water table. The interface between the development and Widdeson Road service road now shows a difference in height in the order of 1metre which may require retaining alongside on street parking. The quantity of fill required now for the site will add considerable cost to the development. (Note: the plans have been modified whereby the on-street parking on the service road within the Widdeson Road reserve have been removed)*

Overall, the site can be developed to achieve an acceptable clearance to stormwater and acceptable management of the stormwater. Further increases to the drainage swale capacity may be required pending the results of a geotechnical investigation.

Development Approval should include a condition requiring the submission of a stormwater management plan to the Shire and Main Roads WA for approval prior to the commencement of any building works.”

COMMENTPreliminary assessment

The proposed school is a land use that can be considered in the residential zone being a discretionary or "AA" use under the Scheme. A limited investigation was initially carried out and a number of matters were brought to the attention of the proponent to consider at the time initial enquires were made by the proponent in June-July 2014:

- The major issue was the size of the land at 1.9ha being relatively small for a School. The preferred minimum size being 3-4ha would account for buildings, parking, bus turnaround, sporting open space, open space & landscaping. Concerns are future expansion of the school beyond 100 students and the capability to cater for servicing and needs of this size school.
- Adequate consultation with adjoining and nearby landowners, and the community.
- Potential impacts on amenity of current residents.
- The provision of urban services to the standard required by the relevant authorities.
- Effective and efficient spatial design outcomes addressing the limitations of the site's area and dimensions.
- Resolution of design outcomes relating to vehicle access, bus turnaround etc.
- Demonstration that adequate green space can be maintained in the long term to adequately cater for expected student numbers and recreation activities.
- Building setbacks and interface with future residential development to the north, east, south and west.
- Student numbers long term.

The applicant was advised this was not an exhaustive assessment and that sensible design could result in a landmark building near the corner in association with landscaping.

School size

The applicant stated the existing school in Bunbury caters for 90-100 students and the aim is to develop a school at lot 53 to accommodate the existing number of students. The applicant anticipates that the number of students may increase to 150 in coming years but this would be subject to further approval from the Shire for additional classrooms.

There are concerns of how the relatively small size of the land could cater for anything in excess of around 100 students. This is not only reflected in the parking requirements, but also the available space for additional classrooms and open space areas. A direct impact of additional students can also result in associated parking problems with school events such as sporting events or other activities that may occur from time to time.

The applicant initially requested a location for future classrooms, however, the application now does not show these as a consequence of the Main Roads WA road widening requirement, additional parking being provided and the area required for an Aerobic Treatment Unit for effluent disposal. It is highly unlikely any extensions to the current proposal could be approved given the constrained space that is available.

Setback Variation

The applicant claims that "*In previous discussions with the Shire (i.e. Tim Shingles) the recommendation from the Shire was to locate a key building close to the Widdeson Road/Gavins Road intersection.*" It should be noted this was not a recommendation at all and

that a comment was made that sensible design could result in a landmark building on the corner in association with landscaping.

The applicant's "interpretation" of this comment was included in its grounds for the Shire to accept a setback variation from 15 metres to 12 metres to Widdeson Road.

The applicants other grounds included that it is only the administration building that does not comply and that as the Widdeson Road verge is wide the setback variation will have little impact.

Although the Widdeson Road verge is wide near the property corner, this has been used for additional road access, a cul-de-sac and a bus drop off bay. Realistically, the building will appear closer to the road as it is only 7m from the bus drop off although it is 12m from the actual boundary at its closest point. A landscaped garden is proposed in an area between 4-5 metres wide which will help improve the visual impact of the structure.

Council has the discretion to consider reduced setbacks pursuant to the Scheme and the R Codes.

Parking/access

The applicant notes there are no parking standards for educational establishments under the Scheme. A total of 32 bays have been provided which should satisfy the parking needs during a normal school day as it relates to one bay per staff member (10 bays for staff) and 1 bay per 4.5 students (22 bays based on 100 students). The applicant has allocated one parking bay for people with disabilities which comply with the Building Code of Australia requiring one bay for every 100 parking spaces.

The initial application that was submitted to Main Roads WA for comment had 19 parking bays provided on site. In its submission Main Roads WA was concerned with this provision requesting additional parking to ease any ad hoc parking on Widdeson or Gavins Road. The applicant provided an additional 13 bays bringing the total to 32 bays.

In addition to this requirement the applicant has indicated an area that could accommodate a further 22 parking bays to cater for sporting or other events/performances. This has been a concern with existing schools in other residential areas whereby parking overflows onto road reserves. Given the heavy haulage and potential safety implications of Gavins Road the overflow parking area is important and should be retained for this purpose.

It is recommended as a condition of approval, as requested by Main Roads, that the access, driveway and intersection with Widdeson Road be located, designed and constructed to its specifications.

Amenity

From an amenity perspective only one submission was received from a nearby landowner raising potential noise and safety issues as a result of the school. The landowner noted they purchased their property due to the rural aspect of their land and that their peaceful existence will be disturbed.

The submitter's land is located approximately 400m north of the subject land, is within land zoned 'Rural' and outside the Capel Townsite Area as depicted in the Capel Townsite Strategy. A good proportion of the land immediately south of Layman Road is within the Townsite area and what is not already zoned residential is earmarked as either urban deferred in the Medium Term or Short Term in accordance with the Strategy. Any existing 'rural' aspect within this area has the potential to change in the future. Furthermore traffic entering the subject site will be via Capel Drive to the south and not from Widdeson Road passing the submitters land.

Given the applicant claims discussions with immediate neighbours raised no objections and that no other submissions in objection were received as a result from notifying all 46 residents

within an approximate 350m radius of the site during advertising, the proposal is strategically considered appropriate.

GBRS

The WAPC advised a GBRS application can be triggered under clause 27 due to a property's location abutting a Regional Road Reserve except for a few exclusions. None of the exclusions apply in this case and a GBRS application is required.

Specifically under Delegation 2014/01 Schedule 2, paragraph 2, development on zoned land abutting a primary Regional Road Reservation, which requires planning approval under the GBRS, is delegated to the local authority where:

- The local government accepts the recommendation and any advice from Main Roads WA, or
- The local government decides to refuse approval under the GBRS.

As stated in DEL 2014/01 Schedule 3, Clause 18:

"Where the recommendation provided by an advice agency specified above is not acceptable to the local government, the application, together with the recommendations provided by all advice agencies consulted and the reasons where the recommendation is not acceptable to the local government, shall be forwarded immediately to the WAPC for determination."

Main Roads WA in its advice included the following recommendations:

"- The following conditions are requested:

- 1. The development plan to be modified to accommodate adequate onsite car parking for the development.*
- 2. The proposed access/driveway and intersection with Widdeson Rd located, designed and constructed to the specifications of Main Roads.*
- 3. The proposed 5 metre Road reserve widening for Gavins Rd shown on the development plan to be ceded free of cost to the Crown for the purpose of road widening.*
- 4. The boundary of the subject site and Gavins Road reserve to be appropriately fenced to prevent pedestrian and vehicle access to the satisfaction of Main Roads."*

The applicant in its response to the submission advised that conditions 3 and 4 are not reasonable requirements to impose on this development because:

- 1. There is no reserve widening shown on any adopted plan or scheme; and*
- 2. There is no nexus between the suggested condition and the proposed development.*

It is considered that requiring the landowner to cede a portion of land for a road widening without any form of compensation in this case is not a reasonable request particularly as the Shire has had no prior knowledge of the suggested road widening and it has no statutory background nor adopted in any Scheme. Should this requirement be imposed as a Condition of approval by Council then assuming the applicant appeals the Condition, Council would need to justify and defend its position. Given there is no supporting adopted documentation for the suggested road widening and that it is considered unreasonable at this stage for it to be ceded free of cost, the recommendation/advice from Main Roads WA is not supported.

It should be noted the applicant has indicated the 'possible' road widening on the site plan and shown that development does not protrude into this area. Any further development of

additional classrooms in future would be subject to approval from the Shire after referral to Main Roads WA.

The same can be said for the 'appropriate fence' along Gavins Road which may not be in an acceptable location. This was not fully justified by Main Roads WA and unclear in its location/composition. The Shire however supports imposition of this condition in part. Fencing within the street setback area requires approval and the applicant will be requested to provide further detail prior to the lodgement of a Building Permit application.

Summary

An Educational Establishment is a discretionary land use within the 'Residential' zone. Analysis of the proposal and consideration of submissions received following advertising has revealed the proposed school land use is considered acceptable for the Site. The submitted plans (attachment 1) are considered acceptable pursuant to the Scheme.

Approval should be issued pursuant to the Scheme, but not the GBRS. The WAPC should be given advice that as the local authority does not support advice/recommendations from Main Roads WA that DEL 2014/01 Schedules 2 and 3 apply and that the decision rests with the WAPC.

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATIONS – 14.1

That Council:

1. **Agree to the relaxation of the front setback requirement (as it relates to the Administration Building facing Widdeson Road) prescribed under the Residential Design Codes from 15m to 12m pursuant to Clause 8.10 of the Scheme.**
2. **Pursuant to Clause 8.3.3 of Town Planning Scheme No. 7 grant Planning Consent to the development of the Educational Establishment (School) on Lot 53 Widdeson Road, Capel subject to the following conditions:**

General Conditions:

- (a) **All development being in accordance with the Approved Development Plan dated 25 February 2015.**
- (b) **Rubbish bin storage areas must be screened from public view at all times.**

Prior to the lodgement of the Building Permit application:

- (c) **A detailed Landscape Plan and landscaping planting and reticulation specification for the lot and the street verge shall be submitted for approval by the Shire of Capel. The Landscaping Plan shall comply with Shire of Capel Policy 6.17 Urban Landscape Strategy.**
- (d) **An engineering design shall be submitted for the provision of the car parking areas, providing construction and drainage details for approval by the Shire of Capel and thereafter implemented in accordance with the approved plan prior to occupation.**
- (e) **A Stormwater Management Plan must be submitted for approval by the Shire of Capel and Main Roads WA. The approved Stormwater Management Plan to be implemented prior to occupation.**

- (f) The access/driveway within the Widdeson Road reserve and intersection with Widdeson Road to be located and designed to the specifications of Main Roads WA and thereafter constructed in accordance with the approved plan prior to occupation.
- (g) Details of fencing along the boundary of the lot abutting Gavins Road to be provided.
- (h) Investigation for soil and groundwater contamination shall be carried out in accordance with the Department of Environment Regulation's Contaminated Sites Management Series Guidelines.

Prior to commencement of development:

- (i) Remediation, including validation of remediation, of any contamination identified shall be completed, to the satisfaction of the Shire of Capel on advice from the Department of Environmental Regulation, to ensure that the lot is suitable for the proposed use.
- (j) All landscaping and the associated reticulation system shall be established and operational to the satisfaction of the Shire of Capel and thereafter maintained accordingly.

Advice Notes

- (i) Investigation for soil and groundwater contamination, management and remediation should be carried out in accordance with the guidelines adopted by the Department of Environmental Regulation and set out in the Contaminated Sites Management Series and Contaminated Sites Fact Sheets.
 - (ii) In accordance with regulation 31(1)(c) of the Contaminated Sites Regulations 2006, a Mandatory Auditor's Report, prepared by an accredited contaminated sites auditor, will need to be submitted to the Department of Environmental Regulation as evidence of compliance with the above condition. A current list of accreditors is available on the DER website.
 - (iii) A separate application being made for all advertising signs in accordance with the Shire of Capel Sign Local Law 2001 and the Shire of Capel Town Planning Scheme No. 7.
 - (iv) In respect to condition (g) above, front walls and fences within the street setback areas of Widdeson Road and Gavins Road shall comply with the Residential Design Codes and the Shire of Capel Town Planning Scheme No. 7.
3. Advises the applicant of the need to comply with the following requirements of other legislation:
- (a) The issue of a Building Permit and compliance with the Building Code of Australia.
 - (b) Environmental Health requirements. The applicant to note the following:
 - (i) Applicant to provide a scale plan showing proposed location of effluent disposal unit and effluent disposal area. The size of the system and disposal area may impact on the development area and needs to be identified to ensure there is enough allocated space for

an appropriate system to be installed. The system shall be designed for the maximum number of staff & students expected on site.

(ii) The design and fit out of the school buildings is to comply with the requirements of the Health (Public Buildings) Regulations 1992 in terms of numbers of designated exits, numbers of ablution facilities, fire and safety equipment.

(iii) Development to be connected to reticulated scheme water supply.

(iv) An adequate bin storage area and access for rubbish collection vehicles is to be provided for the development.

(c) Water Corporation requirements for reticulated water supply.

4. Advises the applicant and the West Australian Planning Commission that separate approval under the Greater Bunbury Region Scheme will be required from the West Australian Planning Commission pursuant to DEL 2014/01 Schedule 2 paragraph 2 and schedule 3 paragraph 18 as the Shire of Capel does not agree to the following recommended condition from Main Roads WA:

3. *The proposed 5 metre Road reserve widening for Gavins Road shown on the development plan to be ceded free of cost to the Crown for the purpose of road widening.*

It is considered that requiring the landowner to cede a portion of land for a road widening without any form of compensation in this case is not a reasonable request particularly as the Shire has had no prior knowledge of the suggested road widening and it has no statutory background nor is it adopted in any Scheme.

14.2 Town Planning Scheme No. 7 - Scheme Amendment No. 63

Location:	Portion Lot 9001 Hawley Parkway
Applicant:	TPG Town Planning Urban Design and Heritage
Owner:	Meynell Pty Ltd
File Reference:	C.5.37.63
Disclosure of Interest:	Nil
Date:	08.01.15
Author:	Planning Officer, A Dykstra
Senior Officer:	Manager Planning Services, C Muller
Attachments:	1: Location Plan 2: Zoning Map 3: WAPC Ref: 149634 – approved subdivision plan

MATTER FOR CONSIDERATION

Request has been made from TPG (the Applicant) for Council to initiate an amendment to Town Planning Scheme No. 7 (the Scheme) to rezone a portion of land described as 'Yelka Road' from a "No Zone" (being land intended for a road reserve) to "Residential" with a code of R20. The amendment will facilitate the subdivision of the land into residential lots.

BACKGROUND/PROPOSAL**Background**

September 1995 - Minute TP0916 refers. Council resolved to advise the applicant that it would be prepared to initiate a Scheme Amendment to rezone the land "Residential" subject to the extent of the rezoning being defined by an economically viable and environmentally acceptable solution to groundwater management.

September 1995 – December 1999. Negotiations occurred between Council and the Applicants in regard to a groundwater investigation report, drainage solutions, an amended Land Use Concept Plan and the submissions received following advertising.

December 1999 - Minute DS1215 refers. Council resolved to proceed with Amendment No. 3 with various modifications. Council also resolved to advise the West Australian Planning Commission that Council strongly holds the view that the site constraints (primarily drainage issues) that must be overcome need to be reflected in the manner of the modifications required by Council. Should the Commission or the Minister not incorporate the modifications, then Council considers the land is not capable of being made suitable for residential subdivision.

January 2003 – After three years of further negotiation with the Western Australian Planning Commission the Hon Minister agreed to grant final approval to the rezoning of Location 871 (Scheme Amendment No. 3).

April 2005 – Minute OC0407 refers. Council resolved to recommend to the WAPC that the proposed subdivision of Loc 871 be approved subject to conditions.

May 2008 the WAPC granted conditional approval to the subdivision of Loc 871 (WAPC ref 127776).

August 2006 – Minute OC0822 refers. Council resolved to initiate Scheme Amendment No. 33 which rezoned portions of Loc 871 Goodwood Road and Lot 1181 Hawley Parkway from "Rural" to "Residential" and "Reserve for Recreation" and to change the Special Use Zone on Loc 871 to "Residential" with density codes of R2.5, R20 and R30.

July 2008 – Following approval from the Minister, Amendment No. 33 was published in the “Government Gazette”.

February 2009 – the WAPC granted conditional support to the subdivision of Loc 871 and Lot 1181 (Ref: 135825) creating 100 residential lots and a ‘superlot’ containing the R2.5 zoned component. The Shire provided comments in August 2008.

October 2009 – The WAPC granted conditional support (Ref: 140451) to seven lots that were not released as part of stage 1.

July 2014 – The WAPC granted conditional support to re approve Stage 2 of Goodwood Estate. The proposed subdivision included residential lots over the Yelka Road reserve. The WAPC agreed to create a ‘superlot’ incorporating the Yelka Road reserve with the intent that it be subdivided into residential lots following approval of the subject Scheme Amendment proposal that would rectify the zoning anomaly (enclosed is a copy of the approved plan WAPC ref: 149634 Sheet 2 – Attachment 3).

Proposal

The proposal is to amend the Scheme map by rezoning the portion of road reserve known as Yelka Road from its existing ‘no zone’ designation to ‘Residential’ to allow additional residential lots.

Yelka Road, which is approximately 60m long and 15m wide, was to link in a north/south direction between Dilert Street and Hawley Parkway which both run east/west. The applicant states the road has no substantial impact on the permeability of the site given both Dilert Street and Hawley Parkway have direct access to Prowse Road to the west and Wardang Loop to the east which adjoins the Public Open Space (POS) and eventually connects to Goodwood Road. The applicant considers Yelka Road serves little or no purpose as it is unlikely residents will need to travel between Dilert Street and Hawley Parkway. It was considered this road be better developed as single residential lots than an unnecessary road.

STATUTORY ENVIRONMENT

Town Planning Scheme No. 7

Lot 9001 is zoned “Residential” with the codes “R2.5”, “R20” and “R30” pursuant to the Subdivision and Development Guide Plan and Amendment No. 33 to the Shire of Capel Town Planning Scheme No. 7. Portions of the land are also reserved “Recreation”. The whole of Lot 9001 is within Precinct No. 3 listed under Appendix 15 – Residential Precincts.

Amendment provisions listed under Appendix 15 for Precinct No. 3 identify the development standards as they relate to the subdivision of the land and the development of the land.

The provisions of clauses 5.3.1 and 5.3.2 relating to the Scheme’s objectives in controlling development in the Residential zone are also applicable to the assessment of the proposal.

Greater Bunbury Region Scheme

The Greater Bunbury Region Scheme has identified the subject land as “Urban”.

It is to also be noted that the Environmental Protection Authority (September 2003) in undertaking its assessment of land in the Shire of Capel for the GBRS identified in Bulletin 1108 that the subdivision area contained remnant vegetation, significant fauna and ecological linkage values.

The residential zoning of the land was considered acceptable subject to the conservation of remnant vegetation as part of any future subdivision proposal. Relevant conditions have been imposed as required pursuant to the Amendment No. 33 provisions, to impose building

envelopes and the existing Declared Rare Flora being protected by fencing and appropriate notifications on the titles as required by the Department of Parks and Wildlife (DPaW) (formerly the DEC) on the R2.5 lots.

Planning and Development Act and Regulations

If Council agrees to initiate a scheme amendment it is required to comply with the procedural requirements of the *Planning and Development Act 2005* and the *Town Planning Regulations 1967* (as amended). The following requirements apply:

Act

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.

Section 214 – If development or part thereof is undertaken in contravention of a Town Planning Scheme, the local authority may give direction to stop and not recommence that development. A direction to remove, pull down, take up or alter such development is to specify a time being not less than 60 days after service of that direction.

Section 218 – States that any person that commences, continues or carries out development otherwise in accordance with a Town Planning Scheme commits an offence.

Section 223 – Outlines the penalties for offences committed under the Act.

Town Planning Regulations

It is to be noted that whilst the new Planning and Development Act 2005 (mentioned above) is now in operation since the 9 April 2006, no changes have as yet been made to the regulations.

- 13(1) On completion of the preparation of amendment documents Council shall:
- (a) If it resolves to proceed with the amendment, adopt the proposed amendment in accordance with the Act; or
 - (b) If it resolves not to proceed with the amendment, notify the Commission in writing of the resolution.

- 25(2) In agreeing to undertake an amendment Council will be required to confirm that the amendment is consistent with the following criteria set out under the Regulations:
- (a) Those purposes for which schemes may be made under Section 6(1) of the Act or the First Schedule;
 - (b) Any Regulation made under the Act; and
 - (c) Any Statement of Planning Policy prepared under Section 5AA of the Act.

25(2)(J) Council is responsible for initiating the advertising requirements of a Scheme Amendment where it is determined that advertising can proceed without the consent of the Commission.

13(3) If advertising is to be undertaken, it is firstly conditional upon the amendment being referred to the Environmental Protection Authority (EPA) and compliance with any requirements of the EPA.

POLICY IMPLICATIONS

There are no policy implications to consider.

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. No fees have been received to date, and these are payable prior to endorsement of the Scheme Amendment documents by the Chief Executive Officer and Shire President.

Long Term

The land will become rateable land in lieu of a road reserve which will have positive financial implications.

Whole of Life

The amendment will result in a reduced amount of road (60 metres) that will need to be maintained.

SUSTAINABILITY IMPLICATIONS

The proposal rezones an area having 'no zone' to 'Residential' which was to be a constructed road. The subject portion of land contains no vegetation and if ultimately developed into residential land uses will result in more vegetation being established than the current road reservation use.

Socially and economically the proposal has little impact other than economic gain to the developer. Economic and social benefits from additional residents seeking local goods and services are compromised by the most recent subdivision approval that decreased the lot yield.

STRATEGIC IMPLICATIONS

Shire of Capel Strategic Community Plan

Relevant Strategic Directions under the plan include:

Strategic outcomes include encouraging community engagement and protecting the character of communities. Community consultation will be sought as part of the advertising process however given the land has yet to be subdivided consultation implications are perceived to be negligible.

The Strategic Objective is to preserve and enhance the natural and built environment to ensure it is liveable, sustainable and adapts to our communities' needs and expectations. One outcome is to promote diverse lifestyle opportunities which can be achieved through land use strategies and plans. Eventual development of the land to its potential will promote lifestyle opportunities.

In supporting progressive economic opportunities, relevant outcomes are the provision of opportunities taking advantage of the Shire's location and encouraging business development. The Strategic Objective is to "*Foster and support responsible and progressive economic development*". Although on a very small scale, the proposal provides for additional residential accommodation and fostering further economic development with further demands on goods and services.

CONSULTATION

The proposed amendment, if initiated by Council, is required to be advertised for public inspection in accordance with Sections 83 and 84 of the *Planning and Development Act 2005* (the P & D Act), which will be for a minimum period of 42 days.

COMMENT

Amendment No. 33 and the appurtenant Subdivision Guide plan sets out the requirements that this subdivision will need to address to achieve a suitable form of development that is appropriate, suitable and capable of providing for residential use. This included matters such as drainage and fill, POS, lot yield, road access and advice to purchasers.

At the time the re-approval of Stage 2 was considered by the WAPC in a subdivision application, a slight variation to the Subdivision Guide Plan was proposed in that a north/south connecting road within the R20 north western sector was omitted. This was previously supported by Council staff in the subdivision referral to the WAPC as the road is not considered essential for connectivity. The portion of land comprising the road reserve that formed part of Stage 2 (approved in 2009) was never created and ceded as a road reserve thus still owned by the subdivider.

However it was brought to the attention of the WAPC that as the land comprising the road reserve is not zoned (i.e. a road reserve) any proposed residential development on lots over this area technically are not on land that is zoned and coded. Shire Staff suggested that clearances should not be issued in relation to the creation of lots within the current non-zoned road reserve area until the relevant zoning anomalies have been rectified and the Guide Plan modified accordingly.

The WAPC liaised with the applicant and approved the subdivision including the creation of a large lot (Lot 158) that was to comprise eight residential lots and gave advice that subdivision of this lot would not be supported until such time as the portion of land (comprising the road reserve) is zoned residential. The WAPC also advised the removal of Yelka Road was not a major variation to the Guide Plan that necessitated a modification.

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATIONS – 14.2

That Council:

1. In pursuance of Section 75 of the Planning and Development Act, 2005 agrees to amend Town Planning Scheme No. 7 (Amendment No. 63) by:
 - (a) Amending the Scheme Maps by changing the zoning of Portion lot 9001 Hawley Parkway from "No Zone (Road Reservation known as Yelka Road)" to "Residential" with a density code of "R20".
2. In accordance with Regulation 13(1) (a) of the Town Planning Regulations 1967 (as amended) adopts Scheme Amendment documents prepared in accordance with the above.
3. Confirms that in its opinion the amendment is consistent with the criteria set out in sub-regulation 25 (2) of the Town Planning Regulations 1967 (as amended) and in accordance with Section 77 of the Act it is considered the amendment is not affected by State Planning Policy.
4. That on receipt of five Scheme Amendment documents prepared to the satisfaction of the Shire of Capel and payment of the required amendment fee, that Council proceeds to process the amendment by undertaking those actions required by the Planning and Development Act 2005 and Town Planning Regulations 1967 (as amended). All advertisement costs will be recovered as an additional amount after completion of the relevant actions.

14.3 TravelSmart Program

Location: Capel
Applicant: City of Bunbury
File Reference: 4/60/11
Disclosure of Interest: Nil
Date: 10.02.15
Author: Executive Manager Engineering & Development Services, J Gick
Senior Officer: Chief Executive Officer, P Sheedy
Attachments: Nil

MATTER FOR CONSIDERATION

The Shire of Capel, as well as the Shires of Harvey and Dardanup, has been invited by the City of Bunbury to jointly participate in the Local Government Travel Change program offered by the Department of Transport. The proposal seeks to accommodate a TravelSmart Officer at Bunbury on a cost share arrangement for an initial 36 month period.

BACKGROUND / PROPOSAL**Background**

The Department of Transport has invited the City of Bunbury to submit an Expression of Interest to participate in the Local Government Travel Change program.

Proposal

The proposal seeks to jointly fund the provision of a TravelSmart Officer over a period of two years, with the Local Authority then taking on the funding of the Officer in the third year and beyond.

The City of Bunbury has subsequently invited the Shires of Capel, Dardanup and Harvey to participate in the proposal on a cost share arrangement.

STATUTORY ENVIRONMENT

There are no statutory provisions governing this proposal.

POLICY IMPLICATIONS

There are no Council policies governing this proposal.

FINANCIAL IMPLICATIONS**Budget**

The appointment of the proposed TravelSmart Officer is based on a sliding shared cost arrangement. The Department of Transport is offering to fund 75% of a nominal \$65,000 pa salary in the first year of the program. The Department's contribution then reduces to 38% of the salary in the second year of the program. The third and (possibly) fourth year of the scheme is designed to then be fully funded by the Local Authority.

The City of Bunbury has put forward a cost sharing proposal based on a current rateable property ratio. The cost contributions are based on the proposed salary of \$65,000 plus 9.5% superannuation contribution (\$6,175), plus an annual operating budget of \$5,000. The proposed cost sharing arrangements are tabled below:

Authority	# of RPs	% of RPs	Year 1	Year 2	Year 3	Total
City of Bunbury	16,067	40.0%	\$10,970.00	\$20,590.00	\$30,470.00	\$62,030.00
Shire of Capel	6,864*	17.1%	\$4,689.67	\$8,802.23	\$13,025.93	\$26,517.83
Shire of Harvey	11,706	29.2%	\$8,008.10	\$15,030.70	\$22,243.10	\$45,281.90
Shire of Dardanup	5,518	13.7%	\$3,757.23	\$7,052.07	\$10,435.97	\$21,245.27
Department of Transport	N/A	N/A	\$48,750.00	\$24,700.00	\$0.00	\$73,450.00
	40155		\$76,175.00	\$76,175.00	\$76,175.00	

*Capel 13-14 Budget, Harvey 13-14 Annual Report, Dardanup 13-14 Annual Report,

Long Term

Should the proposal be supported, it is possible the cost contribution may increase due to salary increases, increased operating expenses and potential TravelSmart project initiatives.

Should the proposal be supported and the TravelSmart Officer is able to successfully advocate for funding programs on behalf of the Shire of Capel, it may generate increased revenue streams that will need to be contributed to.

Should the proposal be trailed for the nominal three year period and it is shown to be unsuccessful, the Shire would be able to withdraw from the program with no further expenditure.

Whole of Life

There are no whole of life costs applicable to this matter.

SUSTAINABILITY IMPLICATIONS

One of the key objectives outlined by the Department of Transport is to support local governments to reduce car dependency and increase active transport in their communities. The role of the TravelSmart Officer is to work with the community and across Council functions to integrate sustainable transport options such as public transport, walking and cycling.

STRATEGIC IMPLICATIONS

Having access to an effective TravelSmart Officer available to the Shire could enhance the Shire's external funding opportunities with respect to grant programs such as the Regional Bike Network (Department of Transport), the Bus Shelter Grants Scheme (Public Transport Authority) and to some extent Regional Roads Grants (Main Roads WA) if the project includes bike and / or pedestrian facilities.

The TravelSmart Officer could be invited to the Regional Roads Group and the Greater Bunbury Regional Bicycle Master Plan Working Group to learn about local issues and to support regional

transport initiatives. The advocacy role of the TravelSmart Officer includes public education and events promotion, which can contribute to aspects of the Shire's Community Development program.

CONSULTATION

The proposal has been discussed at EMT and is generally supported.

COMMENT

The Department of Transport is seeking Expressions of Interest from selected local governments to participate in the Local Government Travel Change program. The offer to participate was made to the City of Bunbury, which suggests that the workload focus would be towards the Regional Centre and the surrounding urban districts.

The City of Bunbury has invited the Shires of Capel, Dardanup and Harvey to participate in the program on a shared cost basis. The inclusion of the surrounding Shires creates opportunities for the TravelSmart Officer to adopt a regional approach to the program, but may also pose problems with workload and the ability to give fair and reasonable representation towards travel programs outside the urban areas.

An effective TravelSmart Officer could support the Shire's future applications for funding for transport initiatives that fit with the Local Government Travel Change program. Whilst there is merit in participating in the joint funding arrangements proposed by the City of Bunbury, the Shire would need to proactively manage its interest in the program to ensure it receives a fair and equitable benefit.

In the event that one or more of the four Greater Bunbury Local Authorities chooses not to participate, the cost sharing arrangements will need to be modified and the Shire of Capel could expect its share to increase.

At the conclusion of the nominal three year program initiation period, the Shire could continue with its contribution, remove itself from the program or negotiate a different share arrangement.

The Department of Transport has indicated that it will pre-fund the balance of costs in 2014/15, with intent to make the appointment in April 2015. The subsequent Local Authority costs will be incurred from 2015/16 onwards.

The Department of Transport's Expression of Interest is requested to be returned by 27 February 2015 for consideration. The Council's decision at this meeting will need to be communicated to the City of Bunbury as soon as possible to allow it time to respond within the deadline.

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATIONS – 14.3

That Council supports the invitation from the City of Bunbury to contribute towards its Expression of Interest to the Department of Transport's Local Government Travel Change program subject to:

- 1. Cost contributions towards a TravelSmart Officer are shared between the City of Bunbury, the Shire of Capel, the Shire of Dardanup and the Shire of Harvey based on an agreeable arrangement suitable to the CEO;**
- 2. The Shire receives access to the TravelSmart Officer for at least one day per fortnight; and**
- 3. The Shire reserves the right to withdraw from the program after the first two years should the program prove to be ineffective.**

15 CORPORATE SERVICES REPORTS**15.1 Mid Year Budget Review**

Location:	Capel
Applicant:	Shire of Capel
File Reference:	
Disclosure of Interest:	Nil
Date:	10.02.15
Author:	Acting Executive Manager Corporate Services, A Mattaboni
Senior Officer:	Chief Executive Officer, P Sheedy
Attachments:	Financial Statement Variance Report (Pages 26 to 48 of the attachment to Item 15.4) Monthly Financial Report – January 2015 (refer to attachment to Item 15.4)

MATTER FOR CONSIDERATION

Council to consider adopting the results of the Mid Year Budget review.

BACKGROUND / PROPOSAL**Background**

The Local Government (Financial Management) Regulations 1996 (as amended) require local governments to conduct a budget review between 1 January and 31 March each year and to report the results of the review to Council. After Council has made their determination a copy is to be provided to the Department of Local Government.

Proposal

A Mid Year Budget Review has been conducted with staff reviewing actual expenditure at 31 January 2015, compared to the budget for the year and assessing whether the remaining budget for the year needs to be amended. This review has resulted in forecasts for the end of the financial year being prepared and the monthly financial statements being updated with these forecasts.

Council needs to consider and adopt the Budget Review as presented in the Financial Statement Variance Reports, Monthly Financial Report for January 2015, and Capital Works Programme for the period 1 July 2014 to 31 January 2015.

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996, Regulation 33A

33A Review of Budget

- (1) Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.
- (2) The review of an annual budget for a financial year must –
 - (a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
 - (b) consider the local government's financial position as at the date of the review; and
 - (c) review the outcomes for the end of that financial year that are forecast in the budget.

- (2A) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the Council.
- (3) A Council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.
- (4) Within 30 days after a Council has made a determination, a copy of the review and determination is to be provided to the Department.

* Absolute majority

POLICY IMPLICATIONS

The budget is based on the principles contained in the Strategic Community Plan and Corporate Business Plan. There are no Council Policies relating to this report.

FINANCIAL IMPLICATIONS

Budget

Reports showing year to date financial performance allow monitoring of actual expenditure, revenue and overall results against budget targets. The Mid Year Budget Review provides this monitoring, while also enabling the forecast expenditure to the end of the financial year to be reviewed and adjusted if necessary.

Long Term

Expenditure is covered in the current annual budget allocation, or is identified as unbudgeted expenditure or over expenditure. Where unbudgeted or over budget expenditure has occurred, forecast savings have been identified where possible to assist in offsetting these additional costs. This will therefore minimise 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 Mid Year Budget Review includes the financial details of a number of projects that have a positive environmental impact and a direct social benefit for the community.

The Mid Year Budget Review ensures that the Shire's finances are on target economically to achieve budget projections.

STRATEGIC IMPLICATIONS

The Budget Review has been developed based on existing strategic planning documents adopted by Council. The Strategic Community Plan 2013 to 2031 includes the following strategic objectives which have relevance:

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

CONSULTATION

The budget review was conducted with the assistance and input of finance staff and Executive Managers who determined expenditure needs and revenue expectations for the remainder of the financial year based upon actual performance compared against budget.

COMMENT

The budget review has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards.

Council adopted a plus or minus 10% for the reporting of variances to be used for the reporting of variances of actual expenditure and revenue to budgeted expenditure and revenue in the monthly report of financial activity, which is the basis of reporting for the Mid Year Budget Review.

The results of the Mid Year Budget Review are included within the format of the monthly financial report for January 2015. The report provided to Council shows forward estimates for each general ledger account, which are included in the column "Forecast EOY Balance". This can be compared against the original "Annual Budget" and "Amended Budget" columns, with variance percentages highlighted in the "Variances Budget to Actual YTD %" column. Variances of greater than 10% have been highlighted and comments provided by the relevant Manager or Officer in the "Variances Explanation" column.

These Forecast EOY balances also include those items of unbudgeted expenditure, which are highlighted within the report.

The detailed General Ledger report provides a listing of all budget, actual, and forecast figures with variances, the review has the following major variations between the expected end of year financial position and the adopted budget.

Adjusted Budgets and Forecasts

A number of income and expenditure accounts have had the budget and forecast values reallocated to more closely match when the income is expected to be received or the expenditure is expected to be incurred.

When budget values and forecast values are initially calculated and entered into Synergy, the total value is averaged over 12 months, which is not always reflective of the pattern of income receipt or expenditure. The major accounts that have had modified budget and forecast expectations include:

- Rates and related accounts – which have the majority of income received in late July or early August when rates are generated.
- Salaries, Wages and Employee Rated Costs – these expenses are incurred based on the number of pay runs generated in a month. Some months have two pay runs while others have three. At the start and end of the financial year accrual journals are also calculated.
- Insurance expenses.
- Subscriptions, memberships, and licences
- Receipt of grant income.
- Capital expenditure.

General Purpose Funding

The End of Year Forecast Budget for General Purpose Funding income is \$10,687,498 which is \$26,579 or 0.2% more than the Budget for General Purpose Funding income of \$10,660,919.

- The reason for the forecast total General Purpose Funding being more than the budget is the Financial Assistance Grant being above the original budget advised amount.

- The total forecast total rate income is \$8,572,209 which is in line with the budget estimate.
- Interest on investments is expected to reach the budgeted amount with the reduction in income being in line with the reduced budget amount.

The End of Year Forecast Budget for General Purpose Funding expenditure is \$230,560 which is \$10,001 or 4.5% more than the Budget for General Purpose Funding expenditure of \$220,559.

- Legal and collection expenses are forecast to be \$10,000 higher than the budgeted amount.

Governance

The End of Year Forecast Budget for Governance income is \$71,321 which is \$19,539 or 37% higher than the amended Budget for Governance income of \$51,782.

- Reimbursements Income is forecast to be \$19,471 higher than budgeted due to an increase in the amount of paid parental leave.

The End of Year Forecast Budget for Governance expenditure is \$427,896 which is \$56,044 or 12% lower than the Budget for Governance expenditure of \$483,940.

- Refreshments and receptions will be above budget by \$3,949 due to an expanded Citizenship ceremony on Australia Day.
- Insurance costs are above budget by \$3,878. A full review of the budget and actual allocation model will be carried out to ensure this actual amount is correct.
- Salary costs are below budget by an amount of \$15,342 due to the Executive Manager Corporate Services position being vacant. This was partially offset by a difference between the budgeted and actual cost for Chief Executive Officer salary.
- Human resource salary costs are projected to be below budget by an amount of \$10,363 due to staff hours being costed to works building supervision.
- The Shire building costs are expected to be below budget by \$34,176 due to a reduction in costs for maintaining the building due to staff relocation to the Capel Community Centre and transportable accommodation. These savings will be offset by a loss of hire income and increased running costs at the Community Centre.
- There is a reduction in reimbursements expense of \$8,224 due to the ending of a staff members salary sacrifice car lease costs. This expense reduction is offset by adjustment to salary costs and a reduction of reimbursement income.
- There is forecast to be a reduction of \$2,700 or 11% in vehicle running expenses. This forecast reduction has been repeated by all Shire passenger vehicles and is attributed to a reduction in fuel costs.
- New information technology equipment will see an increase in depreciation of \$17,317 or 17% above the budgeted amount. A small change in the timing of these asset purchases has a large impact on the information technology depreciation budget due to the high rate of depreciation for this category of items.
- Reimbursement income has increased due to the receipt paid parental leave which is offset by being paid out as a salary expense.

Law, Order & Public Safety

The End of Year Forecast Budget for Law, Order & Public Safety income is \$349,455 which is \$1,778 more than the Budget for Law, Order & Public Safety income of \$347,677.

- Emergency Services Levy had the first quarterly payment of \$18,445 made to the Shire in 2013/14 financial year this is why the forecast income is below the budgeted amount but the income received equals the budgeted amount.
- Animal Control Other Income has dog registration fees forecast to be above budget by \$22,880 and this attributed to more dogs in the Shire than anticipated.

The End of Year Forecast Budget for Law, Order & Public Safety expenditure is \$774,104 which is \$38,173 or 5% less than the Budget for Law, Order & Public Safety expenditure of \$812,277.

- The salary expenditure is forecast to be \$28,841 or 27% below budget due to the Emergency Services Coordinator position not becoming fulltime. These positions are subject to a current review by the Department of Fire and Emergency Services.

Health

The End of Year Forecast Budget for Health income is \$110,784, which is \$5,734 higher than the Budget for Health income of \$105,050.

- Mosquito Control projected income is \$5,422 above budget. An additional Health Department grant was obtained under the FIMMWA (Funding Initiative for Mosquito Management in Western Australia) scheme for \$5,422, which will be for the investigation of mosquito breeding in domestic water and septic tanks in Stratham and Gelorup (OC1209 17.12.2014).

The End of Year Forecast Budget for Health expenditure is \$627,603, which is \$9,133 or 2% lower than the Budget for Health expenditure of \$636,736.

- Capel Clinic expenditure is projected to be \$14,379 below budget. An investigation will be made to examine the allocation of costs between the Capel Clinic and Capel Children's Centre to determine if maintenance costs for this building are being correctly allocated at a budget and actual level.

Education and Welfare

The End of Year Forecast Budget for Education & Welfare income is \$1,843,944 which is \$81,277 lower than the Budget for Education & Welfare income of \$1,925,221.

- The Home and Community Care forecast non recurrent grant funding, which is matched to capital purchases was budgeted to receive \$131,274. The first round of funding has allocated an amount of \$21,251 for capital purchases. The forecast for the capital items expenditure that have not been received funding has been reduced to nil. There may be a second round of funding towards the end of the financial year.
- The Home and Community Care forecast recurrent grant funding is \$8,739 above its budgeted amount of \$1,624,171.
- Adjustments to the forecast expenditure levels have been made within various HACC areas to reflect the forecast result and grant submissions. The net effect of the reallocations is a forecast deficit of \$29,262.

The End of Year Forecast Budget for Education & Welfare expenditure is \$2,106,180, which is \$26,573 or 1% more than the Budget for Education & Welfare of \$2,079,607.

- HACC domestic assistance expenditure is forecast to be \$48,372 or 10% higher than the budget of \$488,208.
- Capel Children's Centre has forecast allocated maintenance costs \$5,000 above its budgeted amount of \$35,060.

Community Amenities

The End of Year Forecast Budget for Community Amenities income is \$2,382,937, which is \$3,029 more than the Budget for Community Amenities income of \$2,379,908.

The End of Year Forecast Budget for Community Amenities expenditure is \$3,467,372 which is \$43,287 or 1% less than the Budget for Community Amenities expenditure of \$3,510,659.

- Transportation of waste from the transfer station is projected to be \$13,005 or 7% below the budgeted cost of \$193,005.
- Litter control expenses are projected to be \$14,153 or 65% below the budgeted amount of \$21,569. Litter control costs are booked to parks or roads where the littering occurs, this has seen a reduction in the costs of miscellaneous litter control costs.
- Climate Change – An extra amount of \$1,000 of Waterwise grant funding has been received with the expenditure increased for existing Waterwise programme in Climate change.

Recreation and Culture

The End of Year Forecast Budget for Recreation & Culture income is \$856,206, which is \$3,342 less than the Budget for Recreation & Culture income of \$859,548.

- Capel Community Centre – forecast for reduced hire income due to being used as temporary offices, projected income of \$1,440 compared to a budget of \$4,500.

The End of Year Forecast Budget for Recreation & Culture expenditure is \$3,900,416, which is \$284,459 or 7% less than the Budget for Recreation & Culture expenditure of \$4,184,875.

- Capel public parks, gardens and reserves forecast has been increased by \$24,671 from the budgeted amount of \$81,793. This is a 30% increase to the budgeted costs but the forecast expenditure of \$106,464 is now in line with the previous year's actual expenditure.
- Capel recreation grounds forecast has been increased by \$28,276 from a budgeted amount of \$62,448 to \$90,724 due to the extra costs in setting up sporting facilities.
- Capel Sports Pavilion forecast has been increased by \$10,576 from a budgeted amount of \$29,424 to \$40,000 due to the extra costs from vandalism and extra cleaning.
- Dalyellup parks, gardens and reserves – the forecast expenditure has decreased by \$321,807 or 31% to \$708,830 compared to the budget of \$1,030,637. This is due to additional contractor maintenance cost for Dalyellup POS which were previously forecast to be taken over in this year being delayed.
- Dalyellup recreation ground maintenance costs are forecast to be reduced by \$27,972 to \$62,504. This is compared to the budget of \$90,476. This is due to the Tuart Forest Oval maintenance being delayed. There may be a corresponding decrease in reimbursement income in GL2663 – Dalyellup Oval and Playing Courts.
- Peppermint grove beach parks gardens and reserves has seen a forecast reduction in expenditure due to reduced vandalism and other expenses.
- Roseclif park equestrian centre has above budget forecast expenditure due to increased wages and plant costs.
- Public toilets and BBQ cleaning costs are forecast to be reduced by \$9,966 to \$53,374. This is compared to the budget of \$63,340. Contracted cleaning rates are below budget.

Transport

The End of Year Forecast Budget for Transport income is \$3,170,192, which is \$113,396 or 4% more than the Budget for Transport income of \$3,056,796.

- An additional MRWA grant of \$64,000 has been provided for final sealing of widening works on Hastie Road and Lillydale Road.
- Additional Roads to Recovery funding of \$23,125 has been received and allocated to works on Hastie Road and Boundary Road with an adjustment to reserve funding from Infrastructure Asset Preservation Reserve GL7721.
- Additional funding received in road deterioration charge for extractive industries for the unbudgeted maintenance upgrade for Queelup Road (OC1005 15.10.14).

The End of Year Forecast Budget for Transport expenditure is \$5,844,218, which is \$212,144 or 4% more than the amended Budget for Transport expenditure of \$5,632,074.

- Road Maintenance costs are forecast to increase by \$44,099 or 3% from \$1,683,795 to \$1,727,894. There are extra works on Queelup Road still to be completed with the year to date expenditure on budget.
- Depot maintenance costs are forecast to be \$18,823 or 74% above budget. There is an increased allocation of insurance costs to the depot.
- Depreciation expenses are forecast to increase by \$131,018 or 5% from \$2,467,077 to \$2,598,095. Above budget acquisition of non-cash subdivision infrastructure assets in the previous financial year has increased the amount of depreciation in this year.

Economic Services

The End of Year Forecast Budget for Economic Services income is \$384,711, which is \$34,221 or 10% more than the Budget for Economic Services income of \$350,490.

- Forecast Extractive Industry licenses income is higher than originally budgeted.
- The road deterioration charge for extractive industries is forecast to be \$27,412 above the original budgeted amount of \$30,900. These funds are transferred to the Infrastructure Development Reserve GL8171 for future road works.

The End of Year Forecast Budget for Economic Services expenditure is \$965,157, which is \$23,087 or 2% less than the Budget for Economic Services expenditure of \$988,244.

- Area promotion has some projected savings on consultancy costs.
- Building control salaries is projected to be \$5000 or 3% below budget due to a delay in filling a vacant position.
- Building control contractor costs are projected to be \$3,000 below budget due a decrease in applications.
- Community development programme expenditure is projected to be \$5,629 below budget because of reduced funding spent on the Australia Day awards.

Other Property and Services

The End of Year Forecast Budget for Other Property & Services income is \$136,144, which is \$48,084 or 55% more than the Budget for Other Property & Services income of \$88,060.

- Workers Compensation wages reimbursed to Council is forecast to be \$32,822 compared to the budget of \$1,000. This is associated with insurance claims through LGIS insurance. A corresponding increase in Workers Compensation payments has occurred in GL#146120.

- Increase Public Works supervision fees of \$15,143 are forecast, compared to the budget of \$6,446. This is due to an increase in supervision services.

The End of Year Forecast Budget for Other Property & Services expenditure is \$116,668, which is \$54,827 or 89% more than the Budget for Other Property & Services expenditure of \$61,841.

- Works department salaries are forecast to be below budget by \$58,977 or 8%. Several positions have been vacant for an extended period of time, which has resulted in reduced expenditure.
- Insurance costs allocated for public works are forecast to be \$19,431 or 62% above the budgeted amount of \$31,427 for the year. The workers compensation insurance premium is above the budget estimate.
- Vehicle running costs for public works have decreased from a budgeted \$537,073 to a forecast \$514,708. This is a \$22,365 or 4% decrease, and is attributed to a decrease in fuel costs. Fuel is forecast to be \$29,993 below budget and tyres \$7,628 above budget.

Capital Works Programme

The End of Year Forecast Budget for Capital Works expenditure is \$7,822,519, which is \$33,000 or 0.4% less than the Budget for Capital Works expenditure of \$7,855,519.

- The Capital Works Programme has a small variation between the total forecast and total budgeted expenditure. There are some higher percentage variations at the individual asset expenditure level. Most of the major projects continue to remain in line with or close to the original budget, except where noted in this report or previously approved by Council.
- Road works program – The Total Roads work programme shows a forecast increase of \$70,844 above the budgeted amount of \$1,415,230. This increase can be explained by increased funding of \$64,000 provided by Main Roads WA as a State government initiative for existing projects at Hasties and Lillydale Roads. The variation of \$70,844 less the extra funding of \$64,000 gives the Road Works programme projected above budget expenditure of \$6,844. The road reconstruction programme does show other variations between the projected and budgeted works. This is because the budgeted scope of works did not match the actual projected costs for the works within the road programme. It has caused variations at an individual road works level but not to the total road works programme. The Roads to Recovery funding for 2014/15 is projected to be \$23,125 above the budgeted amount of \$238,096. This increased Roads to Recovery funding has seen a reduced transfer from the Infrastructure Asset Preservation Reserve for the road works programme. An expansion of works or additional works could be undertaken within the Road Works Programme, bringing the projected transfer from reserves back up to budget, without an impact on the surplus/deficit for 2014/15.
- The total dual use paths programme has a minor variation between budgeted and projected expenditure with variations between projects due to timing issues on road works completion.
- Other Infrastructure is projected to have below budget expenditure of \$16,804 due to reduced expenditure on replacement playground equipment. The budgeted amount is an annual asset management provision with the equipment replaced based on inspection and condition.
- Administration building refurbishment is projected to be \$112,000 above the budgeted provision of \$2,050,000 for the 2014/15 financial year. The total projected expenditure over the two years including the provision of a temporary office is \$2,602,000. The tender and loan endorsement for the administration refurbishment was approved by Council on 17th September 2014 (C0907). The loan for \$2,300,000 is expected to be drawn in June 2015 with the unspent portion at year end transferred to Unspent grants and loans reserve.

- Capel Transfer Station recycling shed is projected to be \$12,750 above budget. The project is funded from the Waste management Reserve.
- Capel Country club replacement of switchboard project is complete and under budget by \$4,574.
- The replacement of the capel light tanker is expected to be \$30,000 below budget. Purchase is grant funded.
- A reduction Home and Community Care non recurrent funding has caused a corresponding reduction in the capital expenditure linked to the grant. Expenditure will be \$174,360 below the budgeted amount of \$422,979. There is a possible second round of funding to occur later in the year.
- Shire heavy plant and vehicles are expected to be on budget but the programme has yet to be finalised. Heavy plant and commercial vehicle changeover costs are reserve funded.
- Information Technology costs are expected to be on budget with savings in the replacement of servers and network equipment used to fund off-site back up system project costs.
- Projected expenditure on furniture and equipment for halls and community centres will be \$3,164 below its budget of \$23,850.

Salaries & Wages

Total budgeted "Salaries and Wages" was \$6,372,833, the forecast has been reduced to \$6,300,712. This is a reduction in expenditure of \$72,121 or 1.1%. The reduction in forecast salaries expenditure is the result of staff turnover, with the resulting vacant positions remaining unfilled for a period of time. There have been delays in appointing staff to newly budgeted roles. The reduced expenditure in vacant roles has been partially offset by increased salary costs due to structural changes.

"Employee Costs" as summarised in the Statement of Comprehensive Income by Nature & Type. "Employee Costs" consist of all expenditure related to the employment of staff and include salaries and wages, superannuation, leave provisions, staff allowances and benefits, workers compensation insurance, training and professional development, Fringe Benefits Tax (FBT), and uniforms. The total budgeted employee costs were \$7,683,397, while the forecast expenditure is \$7,597,710.

Ongoing changes to the use of Shire vehicles by employees is expected to see a reduction in fringe benefits taxation expenditure. The timing of the FBT year means the effects will not be reflected in the accounts until 2015/16.

The leave liability provision has increased but its increase is below the budgeted amount. The last calculation was made at the end of December 2014. The forecast leave liability expenditure has not been adjusted. A recalculation of the expected provision will be completed in March 2015.

Interest Earnings

The year end forecast for interest revenue is \$406,272 which is slightly below the budgeted amount of \$409,300. The forecast for interest earnings is in line with the budget with the budget for 2014/15 being reduced by \$56,623 from the 2013/14 actual interest earnings of \$465,923.

Transfers to and from Reserves

The forecast for transfers to and from reserves shows a net transfer from reserves of \$35,038, this compares to the net budget transfer from reserves \$1,041,459. The major reductions in transfers from reserves are:

- Specified Area Rate Dalyellup Parks and Gardens Reserve \$160,903 due to a delay in the expected handover of public open space.
- Building Reserve \$350,000 due to the 2014/15 Administration building refurbishment costs being funded by loan proceeds.
- Employee leave reserve \$150,000 due to an increase in the leave liability provision.
- Infrastructure Asset Preservation Reserve \$54,231 due to reduced road works being funded from reserves, this may change with the roads programme changes.
- Infrastructure Development Reserve \$55,812 due to increase road deterioration charges.
- Unspent grants and Loans Reserve \$200,300 due to the unspent loan funding for the Administration refurbishment carried to 2015/16 (\$135,000) and City of Busselton funds for the Ludlow Road North construction costs to be repaid 2015/16 (\$65,300).

The budget adopted in July 2014 was based brought forward surplus of \$7,825 and a carried forward surplus of \$8,807. The actual 2013/14 carried forward surplus is an amount of \$176,853 with the Mid Year Budget Review showing a 2014/15 year end surplus of \$249,799.

Council at the 17th December 2014 Council meeting (OC1208) approved:

- The unbudgeted expenditure of \$18,800 in 2014/15 to fund the employment of an Engineering Officer – Strategic Project; and
- The utilisation of the 1st July 2014 brought forward surplus, over the budget allocation, and the projected savings in salary costs in 2014/15 to fund:
 - a) The reallocation of administration cost (loss of HACC income) in 2015/16; and
 - b) The employment of a Part Time Administration Officer (3 days per week) to support the Community Services Division in 2015/16.

The estimated net result of changes to employee positions due to vacancies and restructuring for the 2014/15 and 2015/16 is an increase in costs of \$126,200. The net loss of HACC administration income, assuming a transfer out date of 1st July 2015 is estimated at \$114,412. This will mean an estimated total increase of costs going into 2015/16 of \$240,612.

This report forecasts a carried forward surplus of \$249,799 to the 2015/16 financial year. This forecast will change each month as future revenue and expenditure information is received.

VOTING REQUIREMENTS

Absolute majority

OFFICER'S RECOMMENDATION – 17.2
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That Council adopts the Mid-Year Budget Review of actual financial performance compared to the 2014/15 Budget and the anticipated end of year financial result.

15.2 Accounts Due and Submitted for Authorisation

Location: Capel
Applicant: Shire of Capel
File Reference:
Disclosure of Interest: Nil
Date: 25.02.15
Author: Finance & Accounts Payable Officer, S Searle
Senior Officer: Acting Executive Manager Corporate Services, A Mattaboni
Attachments: Nil

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

Objective 4.1 "Provide efficient and effective financial management to ensure long term financial viability of the organisation" under Key Focus Area 4 "The Economic Experience" in the Shire of Capel Strategic Plan is relevant to this matter.

CONSULTATION

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

COMMENT

Accounts due and submitted for authorisation are as follows:

EFT18131	25/02/2015	AUSLEC	2 BOXES OF SMALL FLUOROS	620.79
EFT18132	25/02/2015	ATHERTON FENCING	INSTALLATION OF FARM FENCE AND 2 GATES LOT 1 GOODWOOD ROAD, CAPEL	5203.00
EFT18133	25/02/2015	SOUTHWEST TYRE SERVICE	REPLACEMENT SHOCK ABSORBERS CP154	1731.00
EFT18134	25/02/2015	BUNBURY MOWER SERVICE	WHIPPER SNIPPER CORD, PARTS	321.00
EFT18135	25/02/2015	BUNNINGS BUILDING SUPPLIES PTY LTD	BOSHE BLUE GRINDER FOR SIGN MTC	532.92
EFT18136	25/02/2015	HEATLEY SALES PTY LTD	3 PAIRS NINJA P214V FLEX GLOVES	9.83
EFT18137	25/02/2015	STAPLES AUSTRALIA PTY LTD	14/15 ANNUAL SUPPLIES	162.46

EFT18138	25/02/2015	CARBONE BROS PTY LTD	GRAVEL DELIVERED TO DEPOT	2088.65
EFT18139	25/02/2015	DEPARTMENT OF PREMIER & CABINET	BASIS OF RATES APPROVAL LOTS 4701-4727 PLAN 403442	111.20
EFT18140	25/02/2015	EATON HARDWARE	14/15 HACC-HARDWARE SUPPLIES	20.43
EFT18141	25/02/2015	FENNESSY'S	CP9320 UTE 60,000 LOG BOOK SERVICE	1177.09
EFT18142	25/02/2015	STATE LIBRARY OF WESTERN AUSTRALIA	2014/15 RECOVERY OF LOST/DAMAGED BOOKS	13.20
EFT18143	25/02/2015	LANDGATE	GRV INTERMS VALS COUNTRY	1439.38
EFT18144	25/02/2015	THE WORKWEAR GROUP	STAFF UNIFORMS	1229.61
EFT18145	25/02/2015	FULTON HOGAN INDUSTRIES PTY LTD	TONNE HOTMIX	3380.63
EFT18146	25/02/2015	PRESTIGE PRODUCTS-BUSSELTON	SUPPLIES, CLEANING	98.78
EFT18147	25/02/2015	SJ ROADWORKS	TRAFFIC MANAGEMENT	3947.90
EFT18148	25/02/2015	RTW STEEL FABRICATION	REPAIR SHROUDS ON MOWER DECKS	110.00
EFT18149	25/02/2015	SOUTHERN LOCK & SECURITY	SUPPLY AND CUT 4 KEYS TO WORK ON SHIRE SYSTEM	51.20
EFT18150	25/02/2015	TOTALLY WORKWEAR	VOLUNTEER SHIRTS	170.65
EFT18151	25/02/2015	WORK CLOBBER BUNBURY	SUPPLY 3 PRS LONG SHORTS,	138.83
				22558.55

OUTSTANDING CREDITORS AS AT 31st JANUARY 2015: \$41,281.85

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 25th February 2015 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. Steady.

CHIEF EXECUTIVE OFFICER

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATIONS – 15.2

That Council authorises the Schedule of Accounts covering vouchers EFT18131 to EFT18151, a total of \$22,558.55, for payment.

15.3 Accounts Paid During the Month of January 2015

Location: Capel
 Applicant: Shire of Capel
 File Reference:
 Disclosure of Interest: Nil
 Date: 25.02.15
 Author: Finance & Accounts Payable Officer, S Searle
 Senior Officer: Acting Executive Manager Corporate Services, A Mattaboni
 Attachments: Nil

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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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

Objective 4.1 "Provide efficient and effective financial management to ensure long term financial viability of the organisation" under Key Focus Area 4 "The Economic Experience" in the Shire of Capel Strategic Plan is relevant to this matter.

CONSULTATION

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

COMMENT

Payments made during the month of January 2015 are as follows:

EFT17884	07/01/2015	A & L PRINTERS	POOL ENCLOSURE ASSESSMENT NOTICE BOOKS X 10	472.00
EFT17885	07/01/2015	ALL WEST BUILDING APPROVALS	ANNUAL ORDER - ASSISTANCE WITH THE ASSESSMENT OF BUILDING PERMITS & CUSTOMER SERVICES PROVISIONS.	2062.50
EFT17886	07/01/2015	AMD CHARTERED ACCOUNTANTS	AUDIT OF 2013/14 HACC FINANCIAL STATEMENTS	2750.00
EFT17887	07/01/2015	BOYANUP HALL ADVISORY COMMITTEE	CARETAKING	210.00
EFT17888	07/01/2015	BUNBURY 2ND SEA SCOUTS	REGISTRATIONS	200.00
EFT17889	07/01/2015	B & B STREET SWEEPING	ROAD SWEEPING	18700.00

EFT17890	07/01/2015	BCF	KAYAK HOLDERS - MOSQUITO MANAGEMENT	438.00
EFT17891	07/01/2015	BUNBURY BASKETBALL ASSOCIATION	REGISTRATION x 12 - KIDSPORT	1567.25
EFT17892	07/01/2015	BUNBURY & DISTRICTS SOFTBALL	REGISTRATIONS - KIDSPORT	500.00
EFT17893	07/01/2015	BUNBURY PCYC	REGISTRATION	75.00
EFT17894	07/01/2015	STAPLES AUSTRALIA PTY LTD	2014/15 ANNUAL SUPPLIES	295.35
EFT17895	07/01/2015	CAPEL NEWSAGENCY	CAPEL SHIRE STATIONERY	1945.17
EFT17896	07/01/2015	CENTRECARE CORPORATE	EMPLOYEE ASSISTANCE PROGRAM	352.00
EFT17897	07/01/2015	CAREY PARK SCOUT GROUP	REGISTRATIONS - KIDSPORT	200.00
EFT17898	07/01/2015	GELORUP COMMUNITY MANAGEMENT COMMITTEE	MANAGEMENT FEES JAN 2015	105.00
EFT17899	07/01/2015	DYMOCKS BUSSELTON	BOOK STOCK PURCHASE	379.56
EFT17900	07/01/2015	DIRT DESIGN	2014/15 CONTRACT WORKS IN DALYELLUP	20642.66
EFT17901	07/01/2015	DAPCO	4 TYRES AND BALANCE CP1160	1277.00
EFT17902	07/01/2015	GOLDEN WEST PLUMBING & DRAINAGE	REPAIR FAULTY/LEAKING HOT WATER SYSTEM AT EASTERN END OF THE DALYELLUP SPORTS PAVILION	4788.30
EFT17903	07/01/2015	FENNESSY'S	HOLDEN CAPTIVA - 80CP - 30,000KM SERVICE	294.56
EFT17904	07/01/2015	GEOVET BUSSELTON	2014/15 DESTRUCTION OF ANIMALS	105.00
EFT17905	07/01/2015	INSIGHT CCS PTY LTD	CALL CENTRE CHARGES	302.79
EFT17906	07/01/2015	INSPIRED DEVELOPMENT SOLUTIONS	RECRUITMENT CONSULTANT FEE EXECUTIVE MANAGERS	8482.67
EFT17907	07/01/2015	JOY HOME	REIMBURSEMENT OF POLICE CLEARANCE	62.40
EFT17908	07/01/2015	STATE LIBRARY OF WESTERN AUSTRALIA	2014/15 RECOVERY OF LOST/DAMAGED BOOKS	33.17
EFT17909	07/01/2015	LD TOTAL	CONTRACT WORK - AS PER DALYELLUP PUBLIC OPEN SPACES MAINTENANCE - CONTRACT EXTENSION PROGRESS CLAIM FOR DEC #6	24183.79
EFT17910	07/01/2015	THE WORKWEAR GROUP	2014/15 UNIFORM ORDER	387.30
EFT17911	07/01/2015	THE PERTH MINT	50 X 2015 AUSTRALIAN CITIZENSHIP \$1 COINS	265.71
EFT17912	07/01/2015	PRIME INDUSTRIAL PRODUCTS PTY LTD	PAIRS OF TINTED BOLLE SAFETY GLASSES	118.00

EFT17913	07/01/2015	AUSTRALIA TAXATION OFFICE	PAYG TAX	90366.00
EFT17914	07/01/2015	SJ ROADWORKS	PICK UP MULTI TYRED ROLLER FROM CJD BACK TO SHIRE YARD	462.00
EFT17915	07/01/2015	SAFETY HOUSE WA INC	ANNUAL AFFILIATION FEE	130.00
EFT17916	07/01/2015	SUSSEX TURF CONTROL	HOLLOW TYNE CORE, TOPDRESS, WHITE SAND & VACUUM EAST OVAL	7700.00
EFT17917	07/01/2015	SUMMERS CONSULTING	MOSQUITO IDENTIFICATION	382.80
EFT17918	08/01/2015	PEPPERMINT GROVE BEACH COMM ASSOC	FAMILY FUN DAY	1000.00
EOM DEC INVOICES PAID JAN 29 17919-17954				
EFT17955	08/01/2015	LD TOTAL	CONTRACT WORK - AS PER DALYELLUP PUBLIC OPEN SPACES MAINTENANCE - CONTRACT EXTENSION 2014 - PROGRESS CLAIM DEC # 2	8345.50
EFT17956	08/01/2015	AUSTRALIA TAXATION OFFICE	PAYG TAX	111.00
EFT17957	08/01/2015	PRIME EARTHMOVING BUSSELTON	MANEA DRIVE - CONSTRUCTION OF ROCK PITCH SWALE DRAIN AND SHOULDER REINSTATEMENT	21681.00
EFT17958	21/01/2015	CALTEX AUSTRALIA	CAR FUEL	5800.39
EFT17959	12/01/2015	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	1321.80
EFT17960	12/01/2015	SELECTUS	PAYROLL DEDUCTIONS	2276.19
EFT17960	12/01/2015	SELECTUS	PAYROLL DEDUCTIONS	2276.19
EFT17961	13/01/2015	FUJI XEROX AUSTRALIA PTY LTD	2014/15 RENTAL REPAYMENT FOR FUJI XEROX DCC2263	132.00
EFT17962	14/01/2015	AMITY SIGNS	SIGNS VARIOUS	2055.90
EFT17963	14/01/2015	BULLIVANTS PTY	REPAIR END OF CABLE	6.18
EFT17964	14/01/2015	CLEANAWAY	WASTE TRANSPORTATION FROM CAPEL WASTE TRANSFER STATION	31157.34
EFT17965	14/01/2015	CAPEL GARAGE	ELECTRIC WINCH P262 & UPGRADE PLUGS CP 81 & CP 9320	2330.57
EFT17966	14/01/2015	CARBONE BROS PTY LTD	2 X SEMIS GRAVEL TO SHIRE DEPOT	1071.15
EFT17967	14/01/2015	DIRT DESIGN	DALYELLUP RESIDENTIAL AREA FOOTPATHS, TRAFFIC ISLANDS AND GARDEN BED SPRAYING	3282.50
EFT17968	14/01/2015	DEPARTMENT OF TRANSPORT	VEHICLE SEARCHES 5 SUCCESSFUL, 1 UNSUCCESSFUL	36.30
EFT17969	14/01/2015	EATON HARDWARE	2014/15 HACC-HARDWARE SUPPLIES	116.35
EFT17970	14/01/2015	ALISON EVANS	REIMBURSEMENT MORNING TEA 13.1.15	126.52

EFT17971	14/01/2015	GOLDEN WEST PLUMBING & DRAINAGE	UNBLOCK URINAL AND REPAIR FLUSH	566.50
EFT17972	14/01/2015	FENNESSY'S	50000KM SERVICE OF CP154	301.38
EFT17973	14/01/2015	GRESLEY ABAS	CAPEL ADMIN REFURBISHMENT PROJECT	2372.43
EFT17974	14/01/2015	GRACE RECORDS MANAGEMENT	2014/15 RECORDS FOR STORAGE & DESTRUCTION	726.38
EFT17975	14/01/2015	KENT AND KARA HILLEARD	CROSSOVER CONTRIBUTION	300.00
EFT17976	14/01/2015	KLEENHEAT GAS	GAS CYLINDER FACILITY FEE CAPEL FOOTBALL OVAL	2.84
EFT17977	14/01/2015	LINDA'S LAWNMOWING	2014/15 MOWING OF BOYANUP MUSEUM	675.00
EFT17978	14/01/2015	THE WORKWEAR GROUP	2014/15 UNIFORM ORDER	389.51
EFT17979	14/01/2015	DL & HR PAYNE	CARTED GRAVEL TO ELGIN ROAD	140.25
EFT17980	14/01/2015	SOUTHERN LOCK & SECURITY	LOCK AND KEY SET TO WORKSHOP KEY	139.93
EFT17981	14/01/2015	SOS OFFICE EQUIPMENT	METERBILLING- 2 X ADMIN PHOTOCOPIERS	2142.07
EFT17982	14/01/2015	WOOD & GRIEVE ENGINEERS	CONSULTING ENGINEERING SERVICES FOR ADMIN BUILDING REDEVELOPMENT	2123.28
EFT17983	14/01/2015	WARREN BLACKWOOD WASTE	COLLECTION OF HOUSEHOLD WASTE, ORGANIC & RECYCLING	65202.17
EFT17984	14/01/2015	WOOLWORTHS LIMITED (WA)	HACC-DAY CENTRE SHOPPING	117.46
EFT17985	14/01/2015	FIT 2 WORK.COM.AU	10 X POLICE CHECKS	162.36
EFT17986	14/01/2015	WISHING WELL CLINIC	PRE-EMPLOYMENT MEDICAL	99.00
EFT17987	14/01/2015	BENDIGO BANK BUSINESS CREDIT CARD	LUNCH FOR SENIORS OUTING	1977.99
EFT17988	15/01/2015	BUSSELTON TOYOTA	HIACE 3.0L COMMUTER BUS CP5676 - HACC	33356.55
EFT17989	15/01/2015	BUNBURY TOYOTA	HIACE 3.0L COMMUTER BUS CP5685 - HACC	31036.78
EFT17990	21/01/2015	ALL WEST BUILDING APPROVALS PTY LTD	ANNUAL ORDER - ASSISTANCE WITH THE ASSESSMENT OF BUILDING PERMITS & CUSTOMER SERVICES PROVISIONS. RATES AS PER FEE PROPOSAL DATED 17 JUNE 2014	1645.50
EFT17991	21/01/2015	SOUTHWEST TYRE SERVICE	BATTERY FOR MOWER	149.00
EFT17992	21/01/2015	BUNBURY MOWER SERVICE	STIHL FS250 Z BAR BRUSHCUTTERS	1477.00
EFT17993	21/01/2015	BUNBURY TOYOTA	TOYOTA HILUX P0054 50,000 SERVICE	310.23

EFT17994	21/01/2015	BUNNINGS BUILDING SUPPLIES	HALF SHEET OF MARINE PLY	163.97
EFT17995	21/01/2015	BUNBURY TELECOM SERVICE PTY LTD	GOODWOOD ROAD, CAPEL RELOCATION OF FENCE TELSTRA CABLE LOCATION MARKED ONSITE	198.00
EFT17996	21/01/2015	BUNBURY HARVEY REGIONAL COUNCIL	WASTE MAGEMENT EDUCATION PART COST	3518.42
EFT17998	21/01/2015	COATES HIRE SERVICE	COMPLEX OFFICE	2366.43
EFT17999	21/01/2015	DM & S CURTIN	CARRY OUT REPAIRS TO AIRCONDITIONING UNITS BOYANUP COMMUNITY CENTRE	1708.90
EFT18000	21/01/2015	CAPEL RSL	VENUE HIRE FOR SENIORS' SELF DEFENCE COURSE	40.00
EFT18001	21/01/2015	CIVITEST AUSTRALIA	BASECOURSE COMPACTION TEST - MURNANE CRESCENT	489.50
EFT18002	21/01/2015	ANDREW COULSON	2015 WORK DIARY	18.50
EFT18003	21/01/2015	ASHLEY COX	REIMBURSEMENT FOR FIRE BOOTS	207.90
EFT18004	21/01/2015	CAPEL HARDWARE & FARM SUPPLIES	PINES SCREWS, WHEEL METAL, DOWEL, FIXSHAFT, KERO	847.15
EFT18005	21/01/2015	CLICK SUPER	CLICK SUPER REGISTRATION FEE	22.00
EFT18006	21/01/2015	CARBONE BROS PTY LTD	LIMESTONE TO SHIRE - ELGIN ROAD (2 SEMIS)	1124.00
EFT18007	21/01/2015	DELRON CLEANING	BUILDING CLEANING	8622.90
EFT18008	21/01/2015	DIRT DESIGN	GARDEN BED RENOVATION	1650.00
EFT18010	21/01/2015	DELL AUSTRALIA PTY LTD	1 X DELL OPTIPLEX 9030 AIO DESKTOP COMPUTER WITH WIRELESS KEYBOARD AND MOUSE	1253.04
EFT18011	21/01/2015	ELGIN HALL COMMITTEE	REIMBURSEMENT OF ELECTRICITY	145.68
EFT18012	21/01/2015	ERG ELECTRICS	DALYELLUP ESTATE LIGHTING	5277.80
EFT18013	21/01/2015	EASIFLEET MANAGEMENT	14/15 LEASE REPAYMENT FOR SUZUKI SWIFT -CEO	773.23
EFT18014	21/01/2015	GREG MILLER	REIMBURSEMENT YOUTH MEETING CATERING EXPENSES	13.90
EFT18015	21/01/2015	IVC COMPUTER SERVICES IVC	TELEPHONE EXTENSION LEADS	50.50
EFT18016	21/01/2015	JUMOR WASTEWATER SERVICE & REPAIRS	ATU SERVICE	385.50
EFT18017	21/01/2015	STATE LIBRARY OF WESTERN AUSTRALIA	2014/15 RECOVERY OF LOST/DAMAGED BOOKS	269.33
EFT18018	21/01/2015	LD TOTAL	WORKS BY REQUEST IN VARIOUS PARKS IN DALYELLUP	3312.39

EFT18019	21/01/2015	LANDGATE	GRV INTERMS VALS COUNTRY	1785.83
EFT18020	21/01/2015	METAL ARTWORK CREATIONS	NAME BADGES X 10 WITH MAGNET BACKS AND POSTAGE	119.02
EFT18021	21/01/2015	LGIS WORKCARE SCHEME	LGIS WORKCARE ADJUSTMENT 13/14	14874.62
EFT18022	21/01/2015	FAT BIRDIE CAFE	VOLUNTEERS CHRISTMAS LUNCH	320.00
EFT18023	21/01/2015	THE WORKWEAR GROUP	2014/15 UNIFORM	91.76
EFT18024	21/01/2015	FULTON HOGAN	TONNE HOTMIX	295.68
EFT18025	21/01/2015	PERTH MANAGEMENT SERVICES	2014/15 RENT & OUTGOING DALYELLUP LIBRARY	1522.75
EFT18026	21/01/2015	PUBLIC LIBRARIES WESTERN AUSTRALIA INC	PLWA CONFERENCE 2015	1125.00
EFT18027	21/01/2015	PAGES MECHANICAL REPAIRS	REPAIR TYRE IN FIRE TRUCK	15.00
EFT18028	21/01/2015	PRIME EARTHMOVING BUSSELTON	MURNANE CRESCENT - REINSTATEMENT OF ROAD AND SHOULDER	21453.30
EFT18029	21/01/2015	GAIL PARKER	25 X HANDPAINTED GIFTBAGS WITH SHIRE EMBLEM FOR CITIZENSHIPS	350.00
EFT18030	21/01/2015	AUSTRALIA TAXATION OFFICE	PAYG TAX	43726.00
EFT18031	21/01/2015	RAY GLEN	PREPARE FIRE BREAKS AND SLASHING	1650.00
EFT18032	21/01/2015	REFACE INDUSTRIES	CONSUMABLES, DISC DOUGHNUT LABELS	579.72
EFT18033	21/01/2015	RADIOWEST BROADCASTER PTY LTD	CLAG RADIOWEST HOTFM RADIO ADVERTISING 2014/2015 40% SHARE OF COST	880.00
EFT18034	21/01/2015	SOUTH WEST TREE SAFE	PRUNE OVERHANGING TREES BETWEEN DALYELLUP BLVD AND HORNIBROOK RD	2860.00
EFT18035	21/01/2015	SOUTHERN LOCK & SECURITY	SUPPLY 3 KEYS AND CUT TO GMK (GRAND MASTER KEY) ON SHIRE SYSTEM	38.40
EFT18036	21/01/2015	SOS OFFICE EQUIPMENT	METERBILLING 2X ADMIN PHOTOCOPIERS	220.84
EFT18037	21/01/2015	SOILS AINT SOILS	3 M3 BLACK MULCH.	288.00
EFT18038	21/01/2015	SPRAYMOW SERVICES	SPRAY LUTHERAN OVALS FOR ANTS	1705.00
EFT18039	21/01/2015	SQUIRE PATTON BOGGS AU	NATIVE TITLE UPDATES 2014/15	299.81
EFT18040	21/01/2015	TOTAL BUSINESS TECHNOLOGY- TOTALITY	PRE-PAID SUPPORT HOURS (20 HOURS)	2420.00
EFT18041	21/01/2015	TROPHIES WEST	NAME PLATES FOR CHAMBERS	94.00

EFT18042	21/01/2015	THINKWATER BUNBURY	MISC RETIC PARTS FOR WORKS AT CAPEL REC GROUND	18.40
EFT18043	21/01/2015	VILLAGE CARPET CARE	CLEAN CARPETS, STRIP AND SEAL VINYL CAPEL PLAYGROUP	1320.00
EFT18044	21/01/2015	WESTERN AG PTY LTD	WEAR PARTS FOR MOWERS	1783.68
EFT18045	21/01/2015	A INGRAM	REIMBURSE FOR BOOKSTOCK PURCHASE	531.00
EFT18046	21/01/2015	BP AUSTRALIA	DISTILLATE	10216.47
EFT18047	28/01/2015	A & L PRINTERS	40 X SHIRE OF CAPEL ANNUAL REPORT 2013/14	938.00
EFT18048	28/01/2015	AUSTRALIA POST	POSTAGE FOR MONTH	2401.47
EFT18049	28/01/2015	ADVENTURE WORLD	REMAINING BALANCE OF ADVENTURE WORLD INVOICE EXCURSION FOR INZONE JANUARY	970.00
EFT18050	28/01/2015	BUNBURY AUTO ONE	STAUN TYRE DEFLATORS	284.90
EFT18051	28/01/2015	BUNBURY HOLDEN	105,000 KM SERVICE HOLDEN CAPTIVA P0039	353.33
EFT18052	28/01/2015	BUNNINGS BUILDING SUPPLIES PTY LTD	EXTENSION LEADS	175.11
EFT18053	28/01/2015	BUNBURY CITY GLASS	REPLACE BROKEN PANE IN LAUNDRY UNIT 4 RIVERSIDE VILLAS BOYANUP	96.15
EFT18054	28/01/2015	KORONG VENDING (BCM VENDING)	HACC-MACHINE RENTAL \$190 X 12	538.00
EFT18055	28/01/2015	BUNBURY HARVEY REGIONAL COUNCIL	WASTE MANAGEMENT EDUCATION PART COST	1870.36
EFT18056	28/01/2015	BAREFOOT BOOKS	LOCAL STOCK BOOK PURCHASES	887.62
EFT18057	28/01/2015	COATES HIRE SERVICE	COMPLEX OFFICE HIRE	2445.31
EFT18058	28/01/2015	CAPEL CRICKET CLUB	REGISTRATIONS FOR X 9 - KIDSPORT	834.00
EFT18059	28/01/2015	CENTRECARE CORPORATE	EMPLOYEE ASSISTANCE PROGRAM	528.00
EFT18060	28/01/2015	CARBONE BROS	SEMIS GRAVEL DELIVERED TO SHIRE DEPOT	1875.53
EFT18061	28/01/2015	DAPCO	REPLACE 2 X NEW TYRES - HOLDEN COMM P0056	463.90
EFT18062	28/01/2015	DEPARTMENT OF TRANSPORT	2014/15 VEHICLES SEARCHES	13.00
EFT18063	28/01/2015	ELLIOTT'S SMALL ENGINES	OIL AND SERVICING TO GARDENING EQUIPMENT	552.90
EFT18064	28/01/2015	ENABLE SOUTHWEST INC	CONTRIBUTION FOR SUPPORT FOR PARTICIPANTS IN DISABILITY SERVICES COMMISSION SIBLING OUTINGS	240.00
EFT18065	28/01/2015	EATON BASKETBALL ASSOCIATION	REGISTRATION - KIDSPORT	135.00

EFT18066	28/01/2015	GOLDEN WEST PLUMBING & DRAINAGE	REPAIRS TO TANK PLUMBING AND ELECTRICAL AT LAKES ROAD STAND PIPE	4672.80
EFT18067	28/01/2015	FENNESSY'S	CARRY OUT 15000KM SERVICE TO COLORADO DUAL CAB 4X4 46CP	249.41
EFT18068	28/01/2015	FAMILY FOOTPRINTS	REIMBURSEMENT FOR ARCHIVES DISPLAY	57.00
EFT18069	28/01/2015	ZETTANET PTY LTD (FORMERLY HIGHWAY 1 (AUST) P/L	HACC-ADSL QUARTERLY 3: 1/2/15-31/04/15	75.90
EFT18070	28/01/2015	ROBERT HARTLEY	REFUND	40.00
EFT18071	28/01/2015	HARVEY FARM SERVICE	FULL SERVICE ON CP4912 AND REPAIRS	4806.63
EFT18072	28/01/2015	INSIGHT CCS PTY	CALL CENTRE CHARGES	425.63
EFT18073	28/01/2015	IMAGETEC	2014/15 GESTETNER SUPPLIES	160.69
EFT18074	28/01/2015	PERTHWASTE GREEN RECYCLING	PROCESSING OF KERBSIDE RECYCLABLES	4975.25
EFT18075	28/01/2015	NIGHTGUARD SECURITY SERVICE P/L	3 X SECURITY PATROLS TO DALYELLUP TOILETS PER NIGHT	1044.19
EFT18076	28/01/2015	OFFICEWORKS SUPERSTORES PTY LTD	1 X SEAGATE 4TB EXPANSION DESKTOP HARD DRIVE	199.00
EFT18077	28/01/2015	PROFESSIONAL CABLING	CONFIGURE TELEPHONE LINES FROM SHIRE OFFICE TO COMMUNITY HALL	363.00
EFT18078	28/01/2015	PJ & EV PAGE	WAXING AND BUFFING BOYANUP HALL FLOOR MONTHLY 2014/15	70.00
EFT18079	28/01/2015	PAYROLL PAPER SOLUTIONS	EMPLOYEE PAYSLEIPS TWO BOXES OF 500	150.00
EFT18080	28/01/2015	PRIME MEDIA GROUP	GWN 7 TV ADVERTISING MOSQUITO AWARENESS 40% OF TOTAL COST 2014/2015	378.40
EFT18081	28/01/2015	SOUTHERN LOCK & SECURITY	ALARM MONITORING FEE 1/10/14-31/12/14 DALYELLUP SPORT PAVILION	840.98
EFT18082	28/01/2015	TRADE HIRE	HIRE - MINI EXCAVATOR ON TRAILER - 15/1/15 TO 20/1/15	850.00
EFT18083	28/01/2015	THINKWATER BUNBURY	HOME VISIT BY SPECIALIST IRRIGATION CONTRACTOR RETIC PROJECT	3957.40
EFT18084	28/01/2015	RAY TINK ROOFING	REPLACE 55M GUTTERING BOYANUP HALL	3159.75
EFT18085	28/01/2015	WOOLWORTHS LIMITED (WA)	HACC - DAY CENTRE SHOPPING	141.29
47435	08/01/2015	SHIRE OF CAPEL	BUILDING HEALTH SHED	132.50
47436	08/01/2015	A DILLON & K MATHERS	RATES REFUND FOR ASSESSMENT A5097	25.00
47437	08/01/2015	COMMISSIONER OF STATE REVENUE	HACC BUILDING INCLUDES 2013/14 MISSED PAYMENT	338.70

47438	08/01/2015	SYNERGY	ELECTRICITY	4140.95
47439	12/01/2015	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	75.30
47440	12/01/2015	THE AUSTRALIAN WORKERS UNION	PAYROLL DEDUCTIONS	264.00
47441	12/01/2015	SHIRE OF CAPEL	PAYROLL DEDUCTIONS	4224.75
47442	12/01/2015	LGRCEU	PAYROLL DEDUCTIONS	232.80
47443	14/01/2015	BOYANUP BUSHFIRE BRIGADE	REIMBURSEMENT OF HAZARD REDUCTION BURN INCOME	220.00
47444	14/01/2015	GELORUP BUSHFIRE BRIGADE	REIMBURSEMENT OF HAZARD REDUCTION BURN INCOME	220.00
47445	14/01/2015	DANIEL BUSWELL	CANCELLED APPLICATION REFUND	196.00
47446	14/01/2015	COURIER AUSTRALIA INTERNATIONAL	COURIER FEES-HEALTH	39.91
47447	14/01/2015	CAPEL BUSHFIRE BRIGADE	REIMBURSEMENT OF HAZARD REDUCTION BURN INCOME	220.00
47448	14/01/2015	SHIRE OF CAPEL	MEAL AND PARKING REIMBURSEMENT - PERTH MEETING	81.20
47449	14/01/2015	LISA CARTWRIGHT	CROSSOVER BOND REFUND	300.00
47450	14/01/2015	ELGIN BUSHFIRE BRIGADE	REIMBURSEMENT OF HAZARD REDUCTION BURN INCOME	1520.00
47451	14/01/2015	FINES ENFORCEMENT REGISTRY	LODGEMENT OF 17 X UNPAID INFRINGEMENTS WITH FER ON 9/1/15	249.05
47452	14/01/2015	STIRLING BUSHFIRE BRIGADE	REIMBURSEMENT OF HAZARD REDUCTION BURN INCOME	220.00
47453	14/01/2015	SYNERGY	ELECTRICITY	26753.70
47454	14/01/2015	TELSTRA CORPORATION LTD	DECEMBER 2014 TELEPHONE	2210.14
47455	14/01/2015	DEPARTMENT OF TRANSPORT	VEHICLE SEARCH	3.25
47456	14/01/2015	WISHING WELL CLINIC BUSSELTON	PRE-EMPLOYMENT - MEDICAL	99.00
47457	20/01/2015	FINES ENFORCEMENT REGISTRY	REMAINING LODGEMENT OF 17 X UNPAID INFRINGEMENTS WITH FER 9/1/15	543.15
47458	21/01/2015	COURIER AUSTRALIA INTERNATIONAL	COURIER FEES-HEALTH	53.66
47459	21/01/2015	CAPEL REGIONAL EQUESTRIAN PARK INC.	CONTRIBUTION TO CAPEL EQUESTRIAN NEEDS ASSESSMENT AND FEASIBILITY STUDY	20403.00

47460	21/01/2015	CAPEL BAKEHOUSE	ROUND BREAD BUNS	37.50
47461	21/01/2015	SHIRE OF DARDANUP	ADDITIONAL RUBBISH & RECYCLE	111.52
47462	21/01/2015	HARVEY NORMAN ELECTRICAL	2.6KW WINDOW/WALL AIR CON – TRANSFER STATION	587.00
47463	21/01/2015	SYNERGY	ELECTRICITY	2237.15
47464	21/01/2015	DEPARTMENT OF TRANSPORT	VARIATION TO LICENCE CP5676	6.95
47465	28/01/2015	COURIER AUSTRALIA INTERNATIONAL	COURIER FEES-HEALTH	64.69
47466	28/01/2015	SHIRE OF CAPEL	PETTY CASH TO 18/12/14	216.26
47467	28/01/2015	VODAFONE MESSAGING	BRIGADE MESSAGING SERVICE 28/12/14- 27/1/15	490.70
47468	28/01/2015	EMILY PAGET	CROSSOVER BOND REIMBURSEMENT – E PAGET	300.00
47469	28/01/2015	SYNERGY	ELECTRICITY	1308.90
47470	28/01/2015	TELSTRA CORPORATION LTD	14/15 HACC RENT & CALL	2680.83
47471	28/01/2015	MS THOMPSON	DOG REGISTRATION STERILISATION REFUND	51.67
47472	28/01/2015	DEPARTMENT OF TRANSPORT	JETTY 3817 PONTOON LICENCE	37.20
47473	28/01/2015	WATER CORPORATION	WATER USAGE	1321.51
374	21/01/2015	BUILDING & CONSTRUCTION IND TRAINING FUND	BCITF LEVY COLLECTED DEC 14	10511.80
Cheques 375, 376, 377 cancelled				
378	21/01/2015	SANDRA MORRIS	BOND REFUND	500.00
379	21/01/2015	DAVID WELLS	DEMOLITION BOND REFUND	500.00
380	21/01/2015	S WERAPITIYA	BOND REFUND	500.00
381	21/01/2015	DEPARTMENT OF COMMERCE - BUILDING COMMISSION	BSL LEVY COLLECTED DEC 14	6865.37
382	21/01/2015	SHIRE OF CAPEL	BSL LEVY COMMISSION COLLECTED DEC 14	556.33
383	21/01/2015	THOMAS G HAWKINS	BOND REFUND	500.00

696191.10

13.01.15 SHIRE OF CAPEL PAYROLL PAYMENTS \$178,192.16
27.01.15 SHIRE OF CAPEL PAYROLL PAYMENTS \$178,006.60

\$356,198.76

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 25th February 2015 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.

CHIEF EXECUTIVE OFFICER

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATIONS – 15.3

That Council receives:

- 1 The Schedule of Accounts covering vouchers 374-383, EFT17884 to EFT18085, CHQ47435 to CHQ47473 totalling \$696,191.10 during the month of January 2015;**
- 2 Payroll payments for the month of January 2015, totalling \$356,198.76; and**
- 3 Transfers to and from investments as listed.**

15.4 Financial Statements to 31st January 2015

Location:	Capel
Applicant:	Shire of Capel
File Reference:	
Disclosure of Interest:	Nil
Date:	19.02.15
Author:	Finance Officer, S Maunder
Senior Officer:	Acting Executive Manager Corporate Services, A Mattaboni
Attachments:	Financial Statements for January 2015

MATTER FOR CONSIDERATION

Council to consider adopting the monthly financial statements for January 2015.

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; andcontain 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

The Strategic Community Plan 2013 to 2031 includes the following strategic objectives which have relevance:

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

CONSULTATION

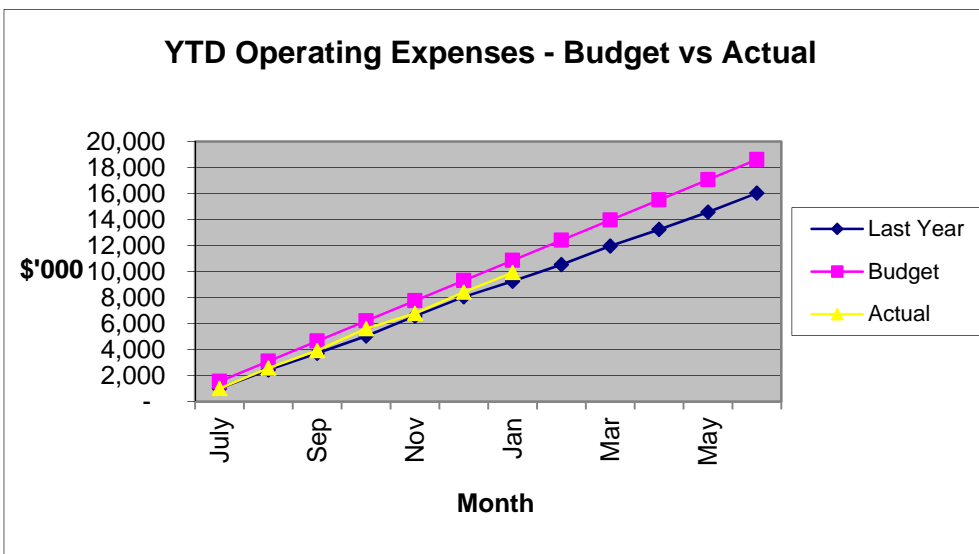
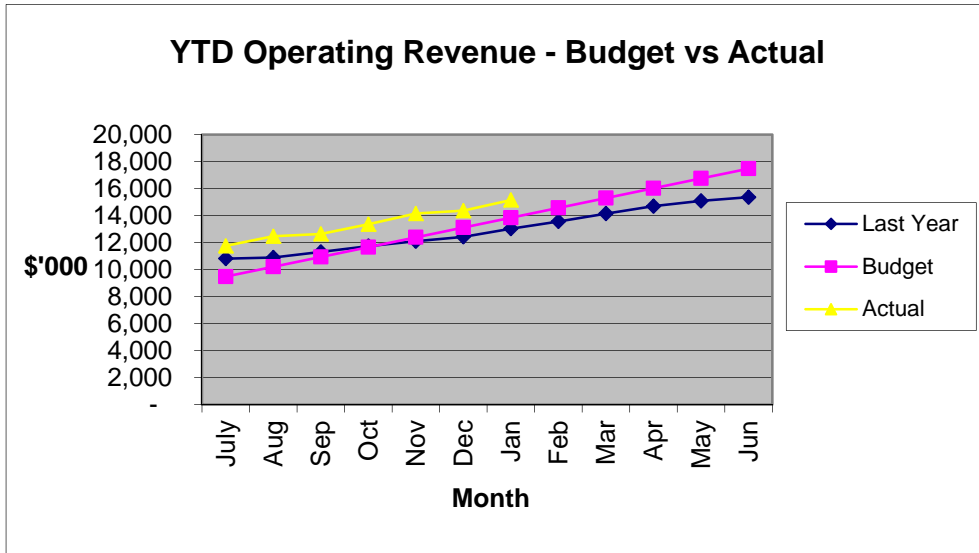
The monthly Financial Statement was developed with the assistance and input of staff who determined expenditure needs and revenue expectations for the remainder of the financial year based upon actual performance compared against budget.

COMMENT

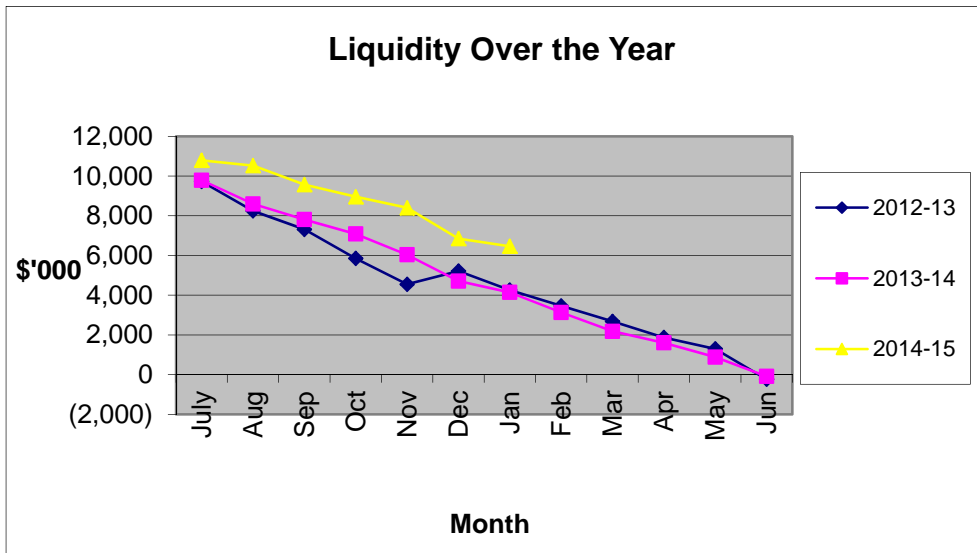
At 31st January 2015, Council's net current assets position was a surplus of \$6,461,796. The forecast year end net current asset position is a surplus of \$249,799 which is an increase compared to last months \$139,565 surplus. The Mid Year Budget Review gives the explanation of this figure. 88% of Operating Revenue has been invoiced and 53% of the Operating Expenditure has been spent.

A comparison of employee costs shows that 57% of the annual budget has been spent. The employee costs year to date actual amount is \$124,355 or 3% below the year to date budget amount. The employee costs figure includes the leave provision expense calculation to December 2014.

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. The non-cash operating revenue has yet to be posted.

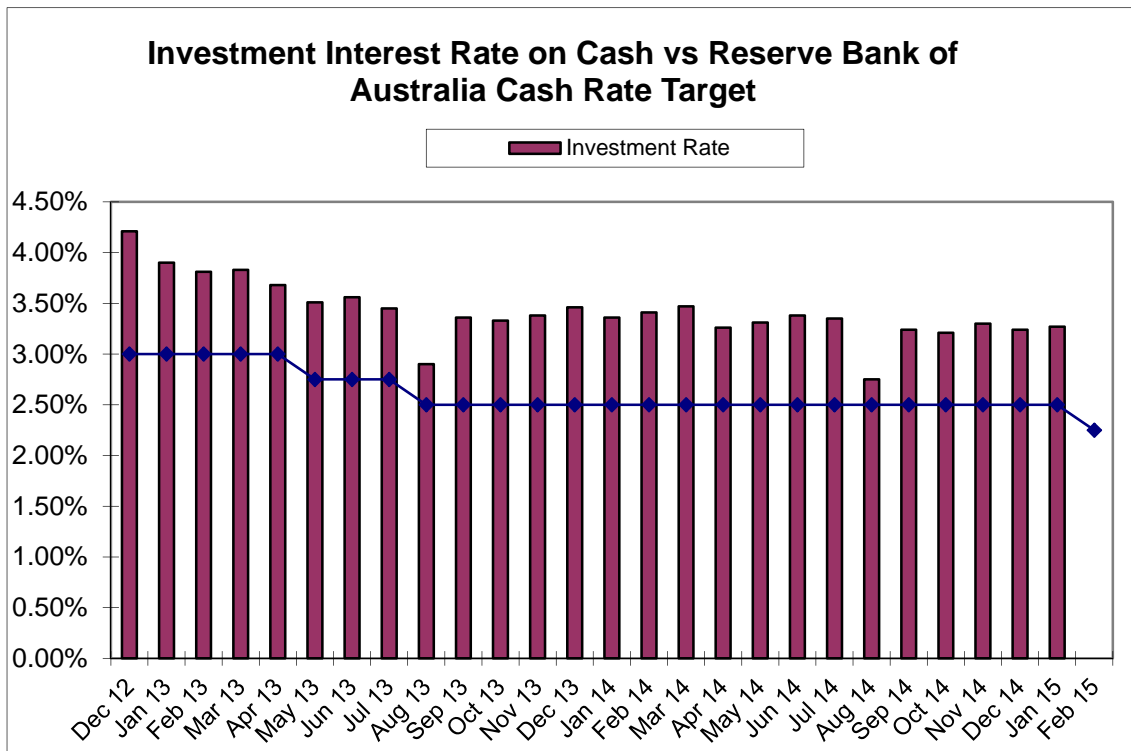


The liquidity graph compares the current year's net current assets position against that of the two previous years.



Council's municipal cash and investments position has decreased by \$86,546 compared to December 2014. The Municipal cash position is an amount of \$14,278,346 of which \$8,612,811 is restricted for specific purposes as shown at Note 3. Cash revenue came from Rates receipts and grants. Major cash expenses were for payroll, waste contractor payments and vehicle purchases.

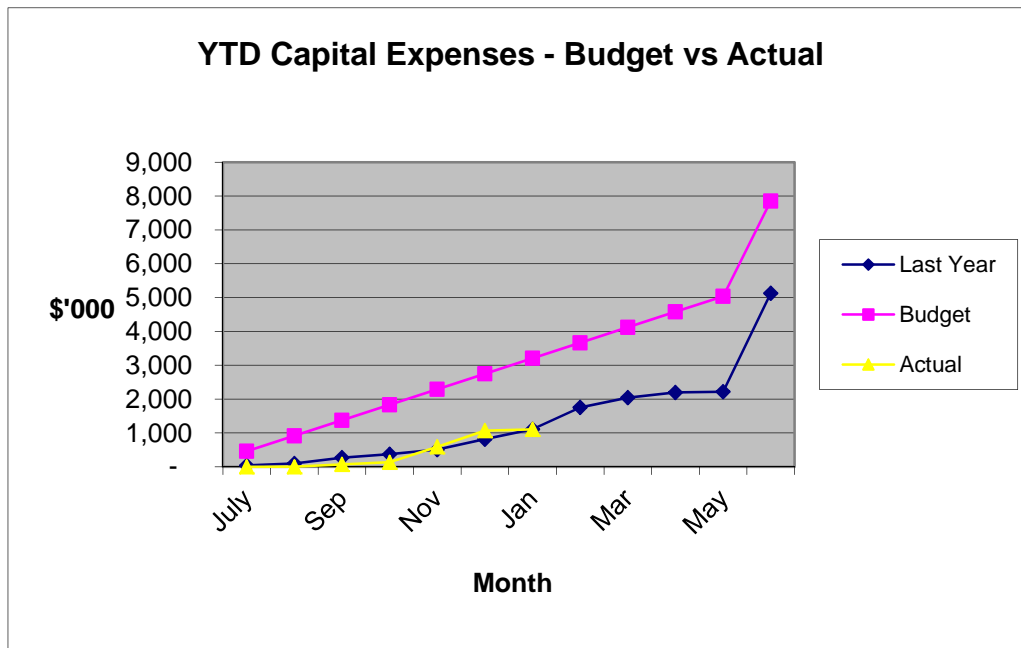
Total interest earned for the year is \$193,285 which is 47% of the annual budget. The average investment rate of return has increased from last month's amount of 3.24% to 3.27% which exceeds the Reserve Bank's cash reference rate of 2.50%. The Reserve Bank Board on 4th February 2015 reduced their target cash rate by 0.25% to 2.25%. The Shire has term deposits maturing from February 2015 to July 2015, investment terms ranging from 58 days to 184 days and interest rates from 3.10% to 3.64%.



Capital works expenditure of \$39,295 was incurred during the month on:

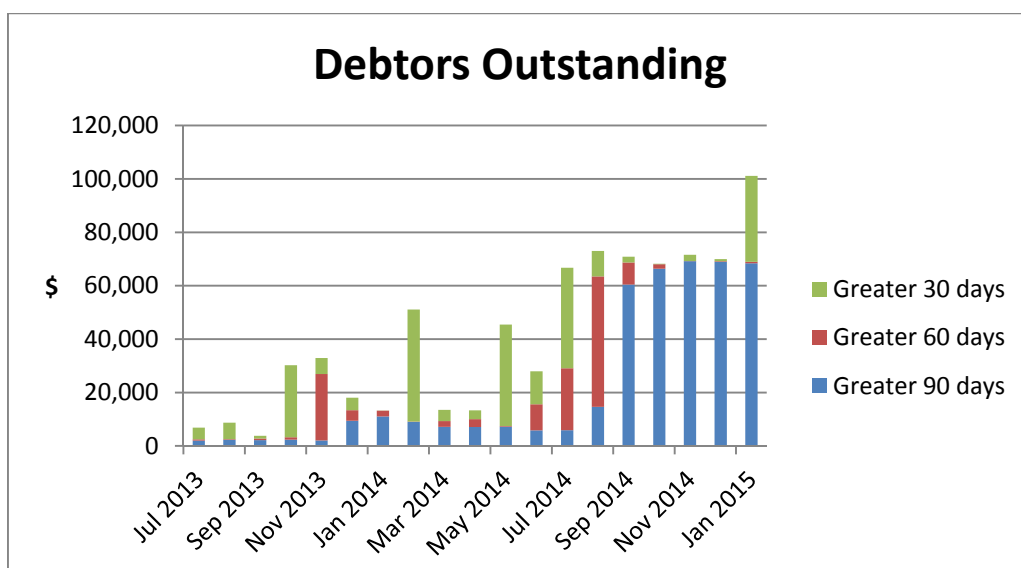
- \$19,710 Drainage upgrades,
- \$6,710 Path construction,
- \$10,075 Administration building refurbishment,
- \$1,661 Dalyellup Sports Pavilion modifications and,
- \$1,139 Replacement of a computer.

The following graph compares actual capital expenditure against budget on a year to date basis. Last year's actual is included for comparative purposes. Excluding non-cash infrastructure 20% of the annual budget has been spent.

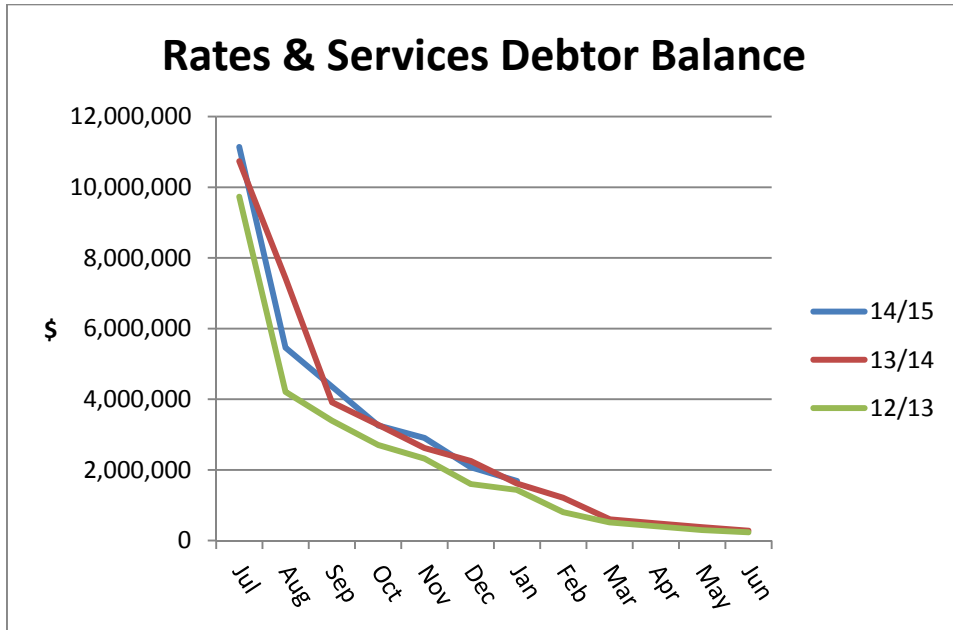


Council's financial ratios are disclosed in Note 14.

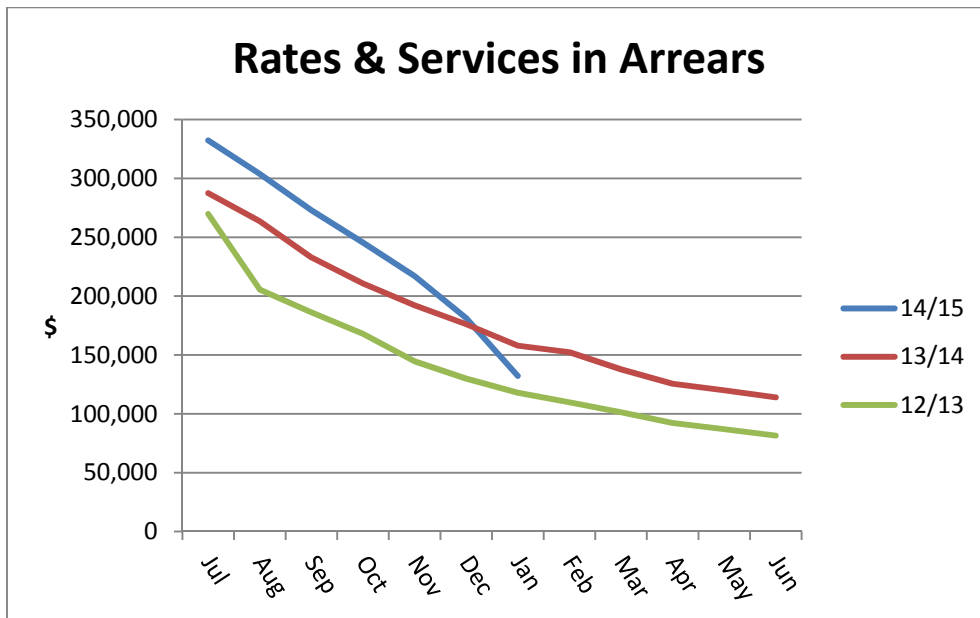
The following graph illustrates Council's current level of general Debt recovery for 31-60 days, 61-90 days and greater than 90 days.



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. The arrears figure is calculated at the end of the financial year meaning the arrears figure for rates and services raised in 2014/15 will be calculated 1st July 2015. Rates and Services in Arrears at the start of each financial year as a percentage of the Rates and Services Debtor Balance has been: 2014/15 2.98%, 2013/14 2.68%, 2012/13 2.77% and 2011/12 2.35%.



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 31st January 2015.

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATION – 15.4

That Council adopts the financial statements for the period ending 31 January 2015 as attached.

16 COMMUNITY SERVICES REPORTS

16.1 Capel RSL Unbudgeted Expenditure

Location:	Capel
Applicant:	Capel RSL Sub Branch
File Reference:	DWS 349550
Disclosure of Interest:	Nil
Date:	12.02.15
Author:	Executive Manager Community Services, M Plume
Senior Officer:	Chief Executive Officer, P Sheedy
Attachments:	Nil

MATTER FOR CONSIDERATION

The Shire to make an unbudgeted contribution of up to \$10,000 to the Capel RSL Sub Branch for works required to undertake maintenance to the plumbing associated with the existing ablutions.

PROPOSAL / BACKGROUND

Background

The Capel RSL is a not for profit, community oriented organisation that has ownership of the Capel RSL Hall and is situated on land not owned by the Shire. The land is held in freehold by the Returned Services League of Australia WA Branch. The League has conditional tenure in accordance with section 75 of the Land Administration Act.

In an effort to raise funds towards maintenance and up keep of the hall, members engage in numerous fund raising activities, source external funding and hire the hall to a number of community organisations providing a much needed low cost facility.

The Hall, which is Heritage listed, also houses a small kitchenette, meeting room, office and ablutions. Whilst minor works have been carried out such as replacing toilets, cisterns and basins, it has only just come to light that the problem is actually in respect to the plumbing.

March 2000 – Planning approval given to the addition of a disabled toilet, disabled ramp, construction of a roof covering between hall and toilets, erection of a security fence and upgrading of kitchen facilities. Records indicate that the lot has a reticulated sewer connection.

November 2000 – building permit issued for construction of roof covering between hall and toilets.

December 2013 – Planning approval given to proposed landscaping upgrades in front of premises and repainting of the building and upgrade of gutters and downpipes in accordance with heritage requirements. Council contributed \$834 towards the gutters and downpipes and \$4,000 towards the upgrade of the Memorial and landscaping upgrades.

Proposal

To approve the unbudgeted expenditure of up to \$10,000 (based on quotes yet to be received) for the works required to undertake maintenance to the plumbing associated with the existing ablutions.

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 current 2014/15 budget allows an annual donation of \$770 to the Capel RSL.

The current 2014/15 budget also allows for Donations A/C 102220, and allocates an annual budget of \$1,000 under Council Discretionary Donations.

As the Mid-Year Budget Review forecasts a surplus at 30 June 2015, Council would be able to contribute up to \$10,000 towards the RSL project which would see A/C 102220 with an existing budget of \$5,000, showing an over-expenditure of up to \$9,000 at the end of the year.

Long Term

There are no long term financial implications in regards to this matter.

Whole of Life

As the Shire does not own or manage the facility there are no whole of life financial implications for this matter.

SUSTAINABILITY IMPLICATIONS

The Capel RSL Sub Branch provides a meeting place, social scene, and welcome to all service men and women, their families, and local groups. They facilitate commemorative past conflicts such as ANZAC and Remembrance Day activities as well as provide a low cost community facility for community groups such as art groups, "Stay On Your Feet" etc. The provision of these facilities for other groups reduces the demand on Council's own resources.

The Capel RSL Sub Branch plays an important role in the community by providing the general public with a place of memorial and in the future is intending to be able to host a variety of Military presentations focusing on the service men and women from Capel and the Shire.

STRATEGIC IMPLICATIONS

The Strategic Community Plan 2013 to 2031 includes the following strategic objectives which have relevance:

Community Experience:

- 2.1 Provide social, recreational and cultural opportunities and facilities for our communities
- 2.2 Encourage community engagement and participation

CONSULTATION

Internal officer discussion has taken place.

COMMENT

The Capel RSL Sub Branch are in urgent need of financial assistance for works required works required to undertake maintenance to the plumbing associated with the existing ablutions.

They have already spent a lot of funds replacing toilets, cisterns and basins in the belief that this would fix the problem; however it is only recently that they have been made aware that it is the actual plumbing that requires replacing.

With the Centenary celebrations of ANZAC scheduled for April and the hosting of the South West Vietnam Veterans Day in August, there is no time to apply for external funding, and to have the works completed in time for either of these commemorations.

The Capel RSL is intending to increase awareness in the community of past conflicts, and the men and women who fought in them (especially those from Capel and surrounds). They have many photographs and want to be more involved in supporting the community through military presentations to both schools and the wider community.

In addition to the importance of the RSL undertaking significant events that are not only important to our community, but also the State and the Nation, the RSL premises is filling a community need. The size of this venue provides an option for meeting / activity space that Council is currently not providing, thereby reducing the pressure on Council.

Should the toilets remain unusable then this will significantly impact the ANZAC Centenary Celebrations scheduled for April and the RSL risk losing the ability to host the South West Vietnam Veterans Day in Capel in August 2015.

VOTING REQUIREMENTS

Absolute majority

OFFICER'S RECOMMENDATIONS – 16.1

That Council approves the unbudgeted expenditure of up to \$10,000 for works required to undertake maintenance to the plumbing associated with the existing ablutions at the Capel RSL Hall.

16.2 Local Emergency Management Committee Minutes

Location:	N/A
Applicant:	Shire of Capel
File Reference:	Nil
Disclosure of Interest:	Nil
Date:	18.02.15
Author:	Emergency Management Coordinator, D Collins
Senior Officer:	Executive Manager Community Services, M Plume
Attachments:	Minutes of the meetings of the Shire of Capel Local Emergency Management Committee held on 18.06.14 and 17.09.14

MATTER FOR CONSIDERATION

To consider the minutes of the meeting of the Shire of Capel Local Emergency Management Committee held 17 September 2014 and adopt the recommendation therein. To consider accepting that there were no formal minutes of the Shire of Capel Local Emergency Management Committee meeting held on 18 June 2014 due to the committee not having a quorum.

BACKGROUND / PROPOSAL**Background**

The Shire of Capel Local Emergency Management Committee was established as an advisory committee to the Council in response to the obligations placed upon Local Government arising from the proclamation of the Emergency Management Act 2005.

The Committee in accordance with the Emergency Services Act must meet at least four times per year and shall conduct an annual exercise.

Proposal

That Council accepts that as there was not a quorum at the meeting held on 18th June 2014, there are no minutes, and items were carried over to the September meeting. Council accepts the minutes of the meeting of the Shire of Capel Local Emergency Management Committee held on 17 September 2014 be received and the recommendations therein be adopted.

STATUTORY ENVIRONMENT

Emergency Management Act 2005

- Section 36 provides that it is a function of a local government to ensure that effective local emergency management arrangements are prepared and maintained for its district.
- Section 38 requires a local government is to establish one or more local emergency management committees for the local government's district.

Local Government Act 1995

Section 5.22 of the specifies that the minutes of a committee are to be submitted to the next Ordinary Meeting of the Council for confirmation

POLICY IMPLICATIONS

Council Policy - There are no Council Policies that are relevant to this matter.

State Emergency Management Committee Policy 2.5 – Emergency Management in Local Government Districts provides local governments are required to ensure that local emergency management arrangements are prepared for their districts. Local Emergency Management Arrangements should reflect the emergency management capabilities and responsibilities of the agencies and industries involved and recognise and comply with any of their statutory responsibilities.

State Emergency Policy 2.5 also requires a Local Emergency Management Committee to meet every 3 months.

Policy 2.5 (45) requires local governments to ensure that their arrangements are exercised annually. Exercises may be undertaken in conjunction with other emergency management agencies or by the local government alone

FINANCIAL IMPLICATIONS

Budget

There are no financial implications for Council associated with this matter.

Long Term

There are no financial implications for Council associated with this matter.

Whole of Life

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

SUSTAINABILITY IMPLICATIONS

There are no sustainability implications associated with this matter

STRATEGIC IMPLICATIONS

The Strategic Community Plan 2013 to 2031 includes the following strategic objectives which have relevance:

- Strategic Outcome 3.4 – promote emergency risk awareness.

CONSULTATION

There has been no consultation undertaken on the matter at this stage.

COMMENT

The activation of the Peppermint Grove Community Centre as an evacuation centre provided a test of the plans established by the LEMC and Council, and the involvement of staff and proved to be a successful and beneficial process with existing plans proving to be adequate.

Reporting on the objectives of the 2013/14 Annual Business Plan highlighted that the Shire in meeting those objectives made many achievements.

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATIONS – 16.2

That Council notes that there were no formal minutes of the Local Emergency Management Committee meeting held 18th June 2014 due to a quorum not being present.

That Council receives the minutes of the Local Emergency Management Committee held on 17 September 2015, and adopts the Committee's recommendations:

- LEMC0902 It be recommended to Council that in future annual review of the Shire of Capel evacuation plan for the Shire of Capel Local Emergency Management Committee take into consideration any outcomes of the Peppermint Grove Beach evacuation centre incident.
- LEMC0903 That the report of the exercise as presented by Mr Vikram Cheema, Community Emergency Management Officer SEMC be presented to Council as evidence of the annual exercise and meets the requirements of State Emergency Management Policy 2.5.
- LEMC0904 Council be advised that the Shire of Capel LEMC endorses the contents of the Shire of Capel LEMC 2013/14 Annual Report and the comments relating to achievements towards the objects of the LEMC 2013/14 Annual Business Plan and the actions of the Emergency Management Coordinator in forwarding these documents to the DEMC.

- 17 NEW BUSINESS OF AN URGENT NATURE**
- 18 PUBLIC QUESTION TIME**
- 19 MOTIONS WITHOUT NOTICE (ABSOLUTE MAJORITY BY COUNCIL)**
- 20 NOTICES OF MOTION FOR CONSIDERATION AT THE NEXT ORDINARY MEETING OF THE COUNCIL**
- 21 ITEMS FOR CONSIDERATION BEHIND CLOSED DOORS**
- 22 MEETING CLOSURE**