

Shire *of* Capel

MINUTES

ORDINARY COUNCIL MEETING
Wednesday, 16th December 2015



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Shire of Capel



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SHIRE OF CAPEL

ORDINARY COUNCIL MEETING – 16.12.15

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MEETING CLOSURE 71

SHIRE OF CAPEL

MINUTES OF THE ORDINARY COUNCIL MEETING HELD IN THE COUNCIL CHAMBERS, FORREST ROAD, CAPEL ON WEDNESDAY, 16TH DECEMBER 2015 COMMENCING AT 4.36PM.

| | | |
|----------|---|-------------|
| PRESENT: | President | MT Scott |
| | Councillor | SH Baxi |
| | | BW Bell |
| | | BW Hearne |
| | | PK McCleery |
| | | GJ Norton |
| | | SV Schiano |
| | | JA Scott |
| | | BH Smith |
| | Chief Executive Officer | PF Sheedy |
| | Exec Manager Engineering & Development Services | JM Gick |
| | Executive Manager Community Services | MI Plume |
| | Executive Manager Corporate Services | S Stevenson |
| | Minute Secretary | A Evans |

APOLOGIES: Nil

VISITORS: Journalist, South Western Times K Fielding

MEMBERS OF PUBLIC: Nil

RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE Nil

PUBLIC QUESTION TIME Nil

OC1201 APPLICATIONS FOR LEAVE OF ABSENCE

Moved Cr J Scott, Seconded Cr Hearne

That Cr G Norton be granted Leave of Absence from the Ordinary Council meeting to be held on 27th January 2016.

Carried 9/0

VOTING REQUIREMENTS

Simple majority

DECLARATIONS OF INTEREST

Cr Schiano declared an Impartiality Interest in Item 15.6 Accounts Paid during the month of November 2015. The nature and extent of his interest is that he is the President of the Shire of Capel Youth Advisory Council (YAC) and there are items related to the YACoustic music festival in these accounts.

NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS

Nil

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|---------------------------------------|
| OC1202 CONFIRMATION OF MINUTES |
|---------------------------------------|

Moved Cr J Scott, Seconded Cr Smith

That the Minutes of the Ordinary Council meeting held on 25th November 2015 be confirmed as printed.

Carried 9/0

VOTING REQUIREMENTS

Simple majority

| | |
|---|-----|
| ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION | Nil |
| PETITIONS/DEPUTATIONS/PRESENTATIONS | Nil |
| MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN | Nil |
| QUESTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN | Nil |

CHIEF EXECUTIVE OFFICER REPORTS

OC1203 (13.1) Annual Report 2014/15

| | |
|-------------------------|--|
| Location: | Capel |
| Applicant: | Shire of Capel |
| File Reference: | N/A |
| Disclosure of Interest: | Nil |
| Date: | 01.12.15 |
| Author: | Chief Executive Officer, PF Sheedy |
| Senior Officer: | Chief Executive Officer, PF Sheedy |
| Attachments: | Annual Report 2014/15 (provided to Councillors under separate cover) |

MATTER FOR CONSIDERATION

Council is requested to consider and accept the Annual Report for the 2014/15 financial year and endorse the holding of the Annual Electors meeting on 27 January 2016, in Capel, after the monthly Council meeting.

BACKGROUND / PROPOSAL

Background

A local government must prepare an Annual Report each financial year. The Annual Report is to include:

- o A report from the President
- o A report from the Chief Executive Officer (CEO)
- o An overview of the plan for the future of the district
- o The annual financial report
- o The Auditor's report
- o A report in accordance with the Disability Services Act
- o A report on the Register of Complaints.

Proposal

The Annual Report includes some facts and figures on the Shire, details of the Strategic Community Plan, Elected Member details and meeting attendance in 2014/15, the President's, Chief Executive Officer's and Divisional reports outlining achievements of the past financial year and the audited financial reports of the Council to comply with Local Government Act requirements.

The adoption of the annual report by Council allows for the holding of the annual electors meeting which is set for Wednesday 27 January 2016, commencing at 7.00pm, in the Council Chambers, Capel, following the completion of the monthly council meeting.

STATUTORY ENVIRONMENT

The Local Government Act 1995, sections 5.53, 5.54 and 5.55

5.53. Annual reports

- (1) The local government is to prepare an annual report for each financial year.
- (2) The annual report is to contain —

- (a) a report from the mayor or president; and
- (b) a report from the CEO; and
- [(c), (d) deleted]
- (e) an overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year; and
- (f) the financial report for the financial year; and
- (g) such information as may be prescribed in relation to the payments made to employees; and
- (h) the auditor's report for the financial year; and
- (ha) a matter on which a report must be made under section 29(2) of the Disability Services Act 1993; and
- (hb) details of entries made under section 5.121 during the financial year in the register of complaints, including —
 - (i) the number of complaints recorded in the register of complaints; and
 - (ii) how the recorded complaints were dealt with; and
 - (iii) any other details that the regulations may require; and
- (i) such other information as may be prescribed.

5.54. Acceptance of annual reports

(1) Subject to subsection (2), the annual report for a financial year is to be accepted* by the local government no later than 31 December after that financial year.

* *Absolute majority required.*

(2) If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.

5.55. Notice of annual reports

The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.

POLICY IMPLICATIONS

There is no policy implications related to this matter.

FINANCIAL IMPLICATIONS

Budget

The Annual Report is produced in a glossy format document at an estimated cost of \$1,000 and an amount of \$1,000 is included in the annual budget under printing and stationery to cover this cost.

The annual financial report presents the financial performance for the past financial year and is scrutinised by an independent auditor to ensure compliance with legislation and accounting standards. The financial impact upon the current financial year is that the audited net current assets position becomes the actual brought forward surplus/(deficit) for the Rate Setting Statement.

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

Due to its size the printing of the Annual Report has the potential to unnecessarily consume scarce resources if the number of printed copies exceeds demand.

The annual electors' meeting provides the opportunity for community members to meet with Councillors and senior staff in a social environment.

STRATEGIC IMPLICATIONS

Shire of Capel Strategic Community Plan 2013 – 2031

The Leadership Experience, strategic objective 'Ensure open, transparent, effective and good governance and communication within the organisation and the community' is relevant to this item.

CONSULTATION

The Annual Electors meeting will be advertised in the local newspaper and questions on the Annual Report are taken at the Electors meeting.

COMMENT

In addition to the financial report the Annual Report includes commentary on the past year's activities and performance for each of the Shire's divisions as well as statements from the President and Chief Executive Officer and other information to comply with various statutory requirements.

The Independent Audit Report and Management Letter were completed on 3 November 2015 and both reports were provided to the Audit Committee at its meeting on 25 November 2015. The Committee reviewed and accepted the reports and recommended them to Council.

The minutes of the Audit Committee are to be provided to Council at its meeting on 16 December 2015. The Audit Report provided a 'Qualification' on one matter in regards to the 'valuation of infrastructure assets' being the requirement to report them at fair value at 30 June 2015, with the Auditor indicating that he 'had not been provided with evidence supporting the relevant unit costs on which the fair value assessments are based'.

The Management letter included four areas where the Auditor recommended that appropriate action be taken to rectify minor internal control deficiencies. The 30 June 2015 Management Report and Independent Auditor's Report have been included within the Annual Report in the Financial Statements section.

It is proposed that Council hold its Annual Electors' meeting on 27 January 2016 commencing at 7.00pm. The availability of the Annual Report will be advertised so it is available for people attending this meeting.

VOTING REQUIREMENTS

Absolute majority

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|---|
| OC1203 OFFICER'S RECOMMENDATIONS – 13.1/COUNCIL DECISION |
|---|

Moved Cr J Scott, Seconded Cr Baxi

That Council:

- 1. Receives and endorses the Annual Report 2014/15 that also includes the Annual Financial Report 2014/15; and**
- 2. Endorses the holding of the Annual Electors Meeting on Wednesday 27 January 2016, commencing at 7.00pm in the Council Chambers, Shire Administration Office, Capel.**

Carried with an Absolute majority 9/0

OC1204 (13.2) Social Media Policy - Council Staff

Location: Capel
Applicant: Shire of Capel
File Reference: N/A
Disclosure of Interest: Nil
Date: 01.12.15
Author: Manager Human Resources, C Anderson
Senior Officer: Chief Executive Officer, P Sheedy
Attachments: Draft Policy 3.23 Social Media

MATTER FOR CONSIDERATION

Council to consider adopting the new Policy 3.23 Social Media.

BACKGROUND / PROPOSAL**Background**

The Local Government Act 1995 states that one of the roles of Council is to determine the local government's policies.

Proposal

A Social Media Policy has been drafted and reviewed. Officers now propose Council consider adopting the new policy.

STATUTORY ENVIRONMENT

Local Government Act 1995, Section 2.7(2)(b).

2.7 Role of Council

- (1) The council –
 - (a) governs the local government's affairs; and
 - (b) is responsible for the performance of the local government's functions.

- (2) Without limiting subsection (1), the council is to –
 - (a) Oversee the allocation of the local government's finances and resources; and
 - (b) Determine the local government's policies.

POLICY IMPLICATIONS

There are potential implications if the external communication of the Shire of Capel is not controlled.

FINANCIAL IMPLICATIONS**Budget**

There are no direct costs associated with this new policy.

Long Term

There are no direct long term costs associated with this new policy.

Whole of Life

There are no whole of life costs associated with this new policy.

SUSTAINABILITY IMPLICATIONS

This policy assists in the sound management of Council’s external communication and public relations. This enables Council to have greater control over a positive public profile within the Social Media forum.

STRATEGIC IMPLICATIONS

The Strategic Plan 2013 to 2031 includes the following strategies which have relevance:

- 1: The Leadership Experience
Ensure open, transparent, effective good governance and communication within the organisation and the community.
 - 1.1 Ensure continuous improvement of the organisation
 - 1.5 Ensure the effective management of Council’s resources

- 5: The Infrastructure Experience
Plan and facilitate safe, sustainable and efficient infrastructure and transport networks to meet the needs of the community.
 - 5.4 Advocate for the provision of safe, efficient and reliable communication services throughout the Shire.

CONSULTATION

The policy has received comment and review by relevant staff and through the Executive Management Team.

COMMENT

The Social Media Policy has been developed with the increasing use of Social Media as a forum to communicate and acknowledge the Shire of Capel’s increased use in this media to communicate with members of the public. This increased usage has highlighted the requirement for a framework to ensure appropriate use of and conduct when using social media.

VOTING REQUIREMENTS

Simple majority

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| OC1204 OFFICER’S RECOMMENDATION – 13.2/COUNCIL DECISION |
|--|

Moved Cr McCleery, Seconded Cr Smith

That Council endorses Policy 3.23 Social Media as detailed in the attachment.

Carried 9/0

ENGINEERING AND DEVELOPMENT SERVICES REPORTS

OC1205 (14.1) Tender 15/05 Construction of East Dalyellup Sports Pavilion

| | |
|-------------------------|---|
| Location: | Dalyellup |
| Applicant: | Shire of Capel |
| File Reference: | Nil |
| Disclosure of Interest: | Nil |
| Date: | 23.11.15 |
| Author: | Manager Strategic Projects, C Burwood |
| Senior Officer: | Executive Manager Engineering & Development Services, J Gick |
| Attachments: | 1 Plans of Pavilion 2 CONFIDENTIAL Tender Report – Gresley Abas Architects |

MATTER FOR CONSIDERATION

Council is requested to award Tender 15/05 for the construction of the East Dalyellup Sports Pavilion at Ferndale Avenue, Dalyellup.

BACKGROUND / PROPOSAL

Background

September 2013 (OC0918). The Shire submitted a Department of Sport and Recreation (DSR) Community Sport and Recreation Facilities Fund (CSRFF) application for this proposal. The application was unsuccessful.

September 2014 (OC0924). The Council agreed to submit a DSR CSRFF application for 2015/16 which was successful for the amount of \$264,689.

June 2015. Council received \$300,000 from the Minister for Sport and Recreation as part of a previous election promise.

A shared use agreement has been entered into between the Shire of Capel and the Minister for Education for the adjoining oval, cricket wickets and hardcourts. Alongside the sports pavilion is an existing playground facility, which will complement the pavilion use.

Proposal

The tender is for the construction of a sports pavilion building that consists of change rooms, public toilets, meeting room, kiosk and storage. The facility will have a floor area of 635m².

STATUTORY ENVIRONMENT

Local Government Act 1995, Section 3.1(1)

Section 3.57 of the Local Government Act 1995 (as amended) and Part 4 of the Local Government (Functions and General) Regulations requires that the acquisition of all goods and services with a value greater than \$150,000 be subject to a State-wide public tender process.

POLICY IMPLICATIONS

Policy 2.8 Purchasing states that goods and services over \$100,000 need to go to tender.

FINANCIAL IMPLICATIONS

Budget

In 2014/15 \$15,000 was spent to commence architectural concept drawings.

The 2015/16 Budget includes an allocation of \$845,000 for the design, construction and contract management of the project.

At the time of the original CSRFF application, the estimated cost of development was approximately \$801,000. This figure was reviewed prior to budget, with further input from the consulting architects, engineer and quantity surveyors. The budget amount was increased to \$845,000, which included a minimum amount for furnishings, professional fees and construction costs.

The funding was intended to consist of \$264,689 provided by the CSRFF funding agreement, \$300,000 from the Minister for Sport and Recreation and the balance of the funds being \$280,311 from the Dalyellup Community Infrastructure Facilities Reserve.

The Dalyellup Community Infrastructure Reserve currently contains a budget balance of \$1,501,166 and the purpose of this reserve is to fund community facilities in Dalyellup. The funding comes from subdivision development contributions.

Prior to tender a further Quantity Surveyor assessment of the detailed design was undertaken. The building cost was estimated to be \$709,660, and with external works, external services and headworks it was estimated the total cost could be \$816,764.

Tenderers were requested to identify a separable portion in respect to the provision of electronic security locks similar to what has been installed in the Capel administration centre. This has now been estimated to be a value of \$14,000.

A 5% contingency is allowed and provisional sums for door hardware, door signage and the roof safety system have been set by the architect at \$9,000 and are consistent across all tenders.

There will be additional costs incurred from the use of the architects, engineers and building certifier during construction and contract management and processes involved in obtaining the occupancy permit. These costs were accounted for in the current budget allocation and the fees still payable were in the order of \$22,000 (based on fees established in March 2014).

An additional cost for loose furniture fitout of \$3,500 is required.

Approximately \$57,000 has already been expended in the payment of architect, engineering, quantity surveying, Western Power and energy certification in undertaking the design and tender specification processes, so a balance figure of \$788,000 currently exists.

Notwithstanding the above budgeting, it is to be noted that architectural fees are based on a percentage of the contract value of the building construction cost for the various tasks they undertake. At the time of original employment the estimated value of construction was \$600,000. If the lowest tender price was accepted the architects would be entitled to payment of additional fees paid for works already undertaken and for increases in fees for works yet to be undertaken. It is estimated that this would be in the order of an additional \$13,000 in fees.

In view of the architect report review, an assumption is made at this stage that the second lowest tender including the separable portion and provisional sums would be acceptable. This will require an increase in withdrawal from the Dalyellup Community Infrastructure Reserve than originally planned.

It can in summary be estimated that in addition to the tender price and assuming the second lowest tender is acceptable, that the full costs to be funded in proceeding with the development are estimated to be the following (ex GST):

- Tender value - \$841,820.00
- \$35,000 for professional fees;
- \$3,500 for loose furniture; and
- \$42,000 contingency (5%).

Total estimated remaining cost allowance needs to be \$922,320 (ex GST).

This means that with the benefit of the external grant funding amounting to \$564,689, the amount of \$357,541 is required from the Dalyellup Community Infrastructure Reserve. This would need to be addressed in the mid-year budget review.

Long Term

The long term financial plan has provided for funding of \$812,098 and an anticipated construction date of 2015/16. The budget allocation provided a review of this cost.

Whole of Life

The whole of life costs for the proposed facility were estimated in 2014 including annual maintenance to be in the vicinity of \$25,631 per annum for the life of the asset with any income derived through the hire of the facility to offset maintenance costs.

SUSTAINABILITY IMPLICATIONS

The design of the pavilion has endeavoured to utilise sustainable services where possible, such as with connection to gas, natural light and ventilation and water saving devices.

The building will provide a social hub for sporting clubs and community groups, particularly those that have activities based around the adjoining shared use oval.

The provision of a kiosk in the building will allow sporting clubs the opportunity to raise funds and improve their financial sustainability.

STRATEGIC IMPLICATIONS

Shire of Capel Sport & Recreation Strategic Plan 2005 – 2015

The key objective of Facility Development, Management and Maintenance included a number of relevant strategies including the development of master plans for the redevelopment of the Capel and Boyanup sports grounds and the provision of appropriate facilities in Dalyellup to meet the needs of the increasing population.

Shire of Capel Community Facilities & Services Plan

The key objective of the Community Facilities and Services Plan was to identify the gaps in service and facility provision. The plan recommends the development of a facility of this type in Dalyellup to meet the growing demand of our sporting community.

Shire of Capel Strategic Community Plan

Objective to provide facilities and services which recognise the diverse needs of the community and strive to make the Shire a safe place to live, work and visit by:

- 2.1 Provision of social, recreational and cultural opportunities and facilities for our communities

2.2 To encourage community engagement and participation.

Shire of Capel Corporate Plan

Community Experience:

- To Plan for sustainable community facilities, sport and recreation space and other infrastructure which addresses the current and future needs of the community.

CONSULTATION

Tender 15/05 was advertised in the *West Australian* and the *South Western Times* newspapers.

During the advertising period over 23 tender packs were mailed out. Tender enquiries were extensive from the Perth region, south western region, great southern region, eastern states and overseas.

The number of tenders submitted totals seven (7).

During the advertising period staff also met with the Tuart Forest Primary School Principal and sent out information to the school community via the school email network in order to advise of pending construction works. Similarly, letters were sent to nearby residents and a notice was placed in the Gelorup Gazette. More recently an advertising sign has been erected at the site to inform of car parking and pedestrian limits that will be experienced during construction.

COMMENT

Tender responses have been reviewed by Gresley Abas Architects and their report is a confidential attachment to this agenda item.

As indicated in the confidential report the tenders received, excluding GST, range from \$778,023 to \$1,027,800 (including the separatable portion).

In view of the architect report review it is recommended that the second lowest tender be accepted including the separatable portion and provisional sums.

It is to be noted that in the recommendation the contract sum is stated including GST whereas all other comments in the report have been based on GST excluded values.

VOTING REQUIREMENTS

Simple majority

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|---|
| OC1205 OFFICER'S RECOMMENDATIONS – 14.1/COUNCIL DECISION |
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Moved Cr McCleery, Seconded Cr Bell

That Council award Tender 15/05 construction of the East Dalyellup Sports Pavilion to Civilcon (WA) Pty Ltd for a contract lump sum of \$926,002 (including GST) which includes provisional sums and the separatable portion.

Carried 9/0

OC1206 (14.2) Review of Business Model for Parks, Gardens and Horticultural Services

Location: Dalyellup
Applicant: Council
File Reference:
Disclosure of Interest: Nil
Date: 03.12.15
Author: Executive Manager Engineering & Development Services, J Gick
Senior Officer: Chief Executive Officer, P Sheedy
Attachments: 1 Table - Schedule of areas considered in the review
2 Location Plan showing the affected areas
3 Specification of the Tender 15/03 – Section 3
4 Cost Comparisons spreadsheet

MATTER FOR CONSIDERATION

Review of the business model to service parks, gardens and horticulture in Dalyellup. The Council is requested to note preference for the current business practices of contracting these services in Dalyellup.

BACKGROUND / PROPOSAL**Background**

At the 2015 Annual CEO Performance Appraisal, the Council developed a number of Key Response Area's (KRA's), including KRA 4: Financial. The Objective for KRA 4 is to "review the business model for parks, gardens and horticultural services".

Proposal

The review of the business model has been undertaken using a simple financial comparison of contract services against a fully developed in-house service for Dalyellup.

STATUTORY ENVIRONMENT

Section 5.38 of the Local Government Act (1995), annual review of certain employees' performances, applies.

POLICY IMPLICATIONS

There are no Council Policies affected by this proposal.

FINANCIAL IMPLICATIONS

The recommendation of this review is not expected to change the financial framework around the Shire's current and proposed servicing of parks and gardens in Dalyellup, however, the report comments on the financial comparisons between contract arrangements and in-house servicing.

Budget

The spreadsheet in **Attachment 4** demonstrates comparisons between existing contract and forecast costs. The current combination of contracted and in-house services costs Council in the order of \$1.1Million per year. This is commensurate with the current budget provision of \$1,071,000, which includes provision for items not discussed in this review.

This spreadsheet demonstrates that it would cost the Council in the order of \$2.1Million to establish a permanent team that could replace the existing contract arrangements. This includes \$519,000 of plant capitalisation in the first year, which will need to be renewed over subsequent years.

The review assumes the recruitment of eight new permanent staff, which will cost in the order of \$438,000. Current overheads are costed at 197% of labour, which at \$862,000, is the largest portion of the establishment costs. The overheads allocation would be reduced to a lesser figure if staff were appointed, as the overheads costs would be distributed over a larger staff pool. The reduction in overheads has not been modelled, but would still be a significant proportion of the establishment costs.

Following the establishment phase, the assumed costs stabilise at about \$2.1Million per annum, however, renewal of plant and equipment will affect future annual cost allocations. As well as capital renewal, other operating costs that have not been factored into the review include plant depreciation, plant insurances and licenses, long service leave provision, and workers compensation allocation.

Long Term

The review assessed the comparisons between contract and in-house service provision based on the current and short term future arrangements.

The review factored in moderate scope to take on new assets which are likely to achieve hand over in the foreseeable future. These include in part:

- Ferndale Public Open Space (POS) & playground
- Southern Lakes POS & playground
- Stage 15A POS (Off Gutmann Parkway)
- Stage 19 C/D Wetlands
- Portobello Drive (mainstreet)

The long term maintenance of the Dalyellup open space and recreation areas will continue to grow and will need an increasing budget allocation, regardless of the preferred delivery strategy.

Whole of Life

No work has been done to determine the whole of life costings of the assets included in this review. Over the life of the asset, Council will need to make some decisions about ongoing service levels, particularly for open spaces that have little utilisation.

SUSTAINABILITY IMPLICATIONS

The pace and scale of urban growth in Dalyellup will continue until the estate is completed. The timeframe for this will depend largely on market driven forces, but there is likely to be a continued community expectation that open spaces, playgrounds, reserves and sports areas are maintained to a high level of service. Despite a welcome cost reduction through a competitive market reflected in Contract 15/03, the cost to service open spaces in Dalyellup is expected to increase over time.

The Council's request for a review of the service delivery model is welcome as it ensures the Council is continuing to investigate opportunities for more financially sustainable delivery of services. In this case, there are a number of factors that indicate the contracting of services is more financially sustainable than provision of an in-house arrangement. These include:

- Competitive market reflected in lower contract prices;
- Significant establishment costs including new labour and capital;

- Logistical constraints and operational inefficiencies; and
- Lack of a physical base in Dalyellup.

Over time, the Council may need to consider modifying its service level provision to better balance community expectation with financial and environmental constraints.

STRATEGIC IMPLICATIONS

The recommendations of this report are consistent with the following strategies in the Strategic Community Plan (2013-2031):

1: The Leadership Experience

- 1.1 Ensure continuous improvement of the organisation
- 1.3 Provide efficient and effective financial management to ensure the long term financial sustainability of the organisation
- 1.5 Ensure the effective management of Council's resources

2: The Community Experience

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

3: The Environmental Experience

- 3.1 Maintain and enhance the quality of our unique natural environments
- 3.3 Preserve and protect the character of the towns as they expand

The Infrastructure Experience

- 5.3 Maintain and enhance the quality of our built environment
- 5.6 Effectively manage the Shire's assets and resources.

CONSULTATION

The review framework has been discussed with the Chief Executive Officer, the Manager Engineering Services and the Manager Human Resources.

The review analysis has been undertaken by the Manager Engineering Services in consultation with the Supervisor Parks (North) and Manager Human Resources.

The Manager Engineering Services and Supervisor Parks (North) have met several times with the contractor to discuss performance and service levels.

Financial data has been provided from the Finance team.

COMMENT

In August 2015, Council accepted a tender to maintain and service items 1 – 38 of **Attachment 3**. The tender process for the Dalyellup parks, gardens and horticultural services attracted two tenderers, with tender prices ranging from \$560,000 to \$667,000. The appointed contractor will cost the Council \$560,000 for the period 1 September 2015 to 31 August 2016. This figure is the base line operating expenditure being adopted for the purpose of this review.

This review is a comparison of contract costs to calculated in-house costs to service parks, gardens and open spaces in Dalyellup, as detailed in **Attachment 3**, and shown in plan at **Attachment 2**. The review comments on labour allocation and costs, plant capitalisation and operating costs, specialised works, and operational logistics.

Labour

The review assumes the appointment of permanent staff under industry award, and gearing up to accommodate the service levels required in the current contract to calculate the in-house comparative costs.

It is anticipated that the levels of service required in the contract would require the appointment of up to ten full time staff, overseen by a Supervisor. There are currently two full time staff allocated to Dalyellup to undertake gardening and other support work, not captured by the Contract.

The labour resource is assumed to be assigned to mowing, gardening, reticulation maintenance and supervision, and has been benchmarked against the previous Contractors timesheets and progress payments. It should be noted, that the previous Contractors timesheets included short periods of increased labour allocation to reflect seasonal workload peaks and urgent attention to service level compliance. This type of flexibility would not be easily accommodated with a permanent workforce.

Under an in-house operation, the Shire assumes responsibility for staff development including training, job rotation and promotion (where suitable). These functions are not considered under a contract arrangement.

Labour costs are based on current awards and have not been adjusted to reflect the current EBA negotiations, nor any possible adjustments for future trends. At the time of writing, the Shire's labour overheads are 197% and are included in the labour costs.

Vehicles, Plant and Equipment

The review assumes the acquisition and operation of a number of vehicles, plant and equipment to accommodate the service levels required in the current contract.

The review is based on assumed purchase costs derived from similar previous purchases and industry knowledge. No specific quotes were obtained, which may yield different cost patterns. For the purpose of this review the methodology in determining vehicle, plant and equipment costs is reasonable and provides a comparative baseline for more detailed analysis if required.

The vehicle, plant and equipment identified in Table 1, align with the previous contractors fleet and align with the contractual levels of service. Not all vehicles, plant and equipment identified are anticipated to be utilised 100% of availability in Dalyellup. However, given the significant workload in Dalyellup justifiably assumes the acquisition of new vehicles, plant and equipment to accommodate an immediate (assumed) transfer of servicing from contract to in-house arrangements.

Specialised Works

This review compares the contract costs and assumed in-house costs for parks, gardens and horticultural services. The review compares costs for the services described in the contract specification (**Attachment 3**) at the locations identified in **Attachment 2**.

The review assumes that some specialised service areas included in contract specification would attract additional costs if undertaken in-house. These services require specialised contractors and would not typically be undertaken by the Shire. Specialised works include tree lopping, fertilising, broad acre weed spraying, turf renovations and mulch supply.

Operational Logistics

There are several logistical differences between contractual servicing and in-house servicing that affect the review analysis. The review considered the operational methods employed by the Shire of Capel to properly comment on the capacity of an in-house operation to meet the levels of service required in the contract. The following items influence the review cost analysis:

- Permanent staffing levels compared to flexible staffing levels (seasonal workloads)

- Start-up arrangements – Capel start up for staff, Dalyellup start up for contractors
- Depot / base – provisions of an on-site space for storage, off-site work, parking etc.
- Waste transfer – all waste is assumed to be transferred to the Capel Waste Transfer Station (WTS)
- Non-specified work – no assumptions made about work outside the contract specification, including emergency responses, resource sharing requests, customer requests etc.

Under the contractual arrangements, the contractor is paid based on work schedules, performance outcomes and operational frequencies. The Contractor may flex its staffing capacity to respond to seasonal variations. The Shire would typically maintain a constant workforce, with variations managed through leave.

All staff currently start work at the Capel depot. Mobilisation/demobilisation to Dalyellup may cost up to 10 hours labour per day. More stringent management arrangements can reduce this figure, but without a permanent site for plant, equipment, materials and storage there will always be some labour losses.

To establish an efficient Dalyellup based in-house operation, a physical base site is required. At the time of writing Reserve 32292, south of the Dalyellup College on Wake Drive is suitable, but undeveloped. Any development of a base site or 'depot' would require some land use planning, subdivision and capital establishment of a site. This has not been factored into the review costs, but highlighted as an issue. It is estimated that a depot to service current and future demands at Dalyellup, Gelorup and Stratham might cost in the order of \$250,000 to \$500,000 depending on scale and availability of land.

Green waste and solid waste from Shire activities is deposited at the Capel WTS. The review assumes this arrangement to continue into the foreseeable future, which requires at least one trip to the Capel WTS per day.

Outside the specified works, it is typical for Shire staff to be re-assigned to tasks outside the works, or to be engaged to address customer requests outside the specified works. This factor is difficult to quantify, but is considered as an inefficiency factor in the labour assignment.

General Comment

The review requested by the Council has been a useful exercise to determine opportunities to improve efficiencies and cost savings. At this time, the contract arrangements in place under Contract 15/03 appear to be more competitive, subject to compliance with the contractual standards.

VOTING REQUIREMENTS

Simple majority

OC1206 OFFICER'S RECOMMENDATIONS – 14.2/COUNCIL DECISION

Moved Cr McCleery, Seconded Cr J Scott

That Council notes the findings of the review of the business model for parks, gardens and horticultural services in Dalyellup.

Cr Bell left the Chambers at 4.58pm and returned at 4.59pm.

OC1207 AMENDMENT

Moved Cr Hearne, Seconded Cr Smith

- 1. That Council notes the findings of the review of the business model for parks, gardens and horticultural services in Dalyellup.**
- 2. Given the issues raised in the report, the likelihood that new assets will be handed over in the future, maintenance costs of the Dalyellup open space and recreation areas will continue to grow Council requests that a 5 year financial plan be developed for the Shire's garden and horticulture services for consideration as part of the 2016/17 budget process; and**
- 3. This report can be developed in-house or contracted out if sufficient resources are not available.**

The Amendment was Lost 9/0
The original Motion was then put and was Carried 6/3

Mr Gick left the Chambers at 5.43pm.

CORPORATE SERVICES REPORTS

OC1208 (15.1) Donation – St Johns Ambulance Association

| | |
|-------------------------|---|
| Location: | Capel |
| Applicant: | Shire of Capel |
| File Reference: | R2629 and C52B128 |
| Disclosure of Interest: | Nil |
| Date: | 01.12.15 |
| Author: | Executive Manager Corporate Services, S Stevenson |
| Senior Officer: | Chief Executive Officer, P Sheedy |
| Attachments: | Nil |

MATTER FOR CONSIDERATION

Council to consider making a \$960 donation to St Johns Ambulance Association. This is equivalent of the sum paid for the Planning Consent Application fee required for the development assessment of the St John Ambulance Sub Centre on Portion of Lot 42 (25) Turner Street, Boyanup. This follows a request for reimbursement.

BACKGROUND / PROPOSAL

Background

In 2010 Planning Consent was granted for a St John Ambulance Sub Centre on Lot 9000, corner Boyanup-Picton and Hurst Roads, Boyanup. This planning approval lapsed in September 2015 and Council received a request from the Capel Boyanup sub centre and head office of St John Ambulance to consider a proposal to co-locate with the Bush Fire Brigade on a portion of Lot 42 (25) Turner Street, Boyanup (R2629).

Lot 42 was reserved for 'Public Purposes' with a notation for 'Fire Station' under TPS 7, and the Shire of Capel held a Management Order over the lot for the purpose of 'Bush Fire Brigade Station'.

In June 2014, Council resolved (OC0608) to support the proposal for St John Ambulance to co-locate with the Boyanup Volunteer Bush Fire Brigade on Reserve R2629, and authorised the Chief Executive Officer to obtain the relevant approvals from the Department of Lands to change the purpose of the reserve and then enter into a lease agreement with St John Ambulance.

The Management Order for R2629 was amended in September 2014 (the amended Management Order was received in November 2014) to enable use of the land for the purpose of 'Emergency and Community Services'. The Management Order notes the power to lease for a period of not more than 21 years, subject to approval from the Minister for Lands.

In April 2015, Council has approved the lease of a portion of Lot 42 (25) Turner Street, Boyanup (R2629) to St John Ambulance Association in WA Inc., for a period of not more than 21 years, at a rent of one (\$1) dollar per annum(OC0414).

St Johns Ambulance Association has paid \$960 for the Planning Consent Application fee required for the development assessment of the St John Ambulance Sub Centre on Portion of Lot 42 (25) Turner Street, Boyanup. The fee of \$960 is calculated as 0.32% of the estimated cost of development. In this case it has been calculated as 0.32% of \$300,000.

Fees for Development Applications are prescribed in the Planning and Development Regulations 2009 for local government services.

St John Ambulance Association has now requested a refund of the \$960 fee.

Neither the Local Government Act nor the Planning and Development Regulations 2009 allow this fee to be refunded. Should Council wish to reimburse St John Ambulance Association, the only mechanism available is to make a donation.

Council Policy 2.7 specifies that donations be limited to charitable organisations operating within the Shire of Capel or neighbouring local governments with priority given to those that operate within the Shire.

Proposal

Council do not make the \$960 donation, equivalent to the Planning Consent Application Fee for Lot 42 (25) Turner Street, Boyanup to St John Ambulance Association.

STATUTORY ENVIRONMENT

Local Government Act 1995, Section 6.2

6.2 Local Government to prepare Annual Budget

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

**Absolute Majority required*

- (2) In the preparation of the annual budget the local government is to have regard to the contents of the plan for the future of the district made in accordance with section 5.56 and to prepare a detailed estimate for the current year of –
- (a) The expenditure by the local government; and
 - (b) The revenue and income, independent of general rates, of the local government; and
 - (c) The amount required to make up the deficiency, if any, shown by comparing the estimated expenditure with the estimated revenue and income.

Planning and Development Act 2005

Fees for Development Applications are prescribed in the *Planning and Development Regulations 2009* for local government services.

POLICY IMPLICATIONS

Planning Bulletin 93/2013 Planning and Development Regulations 2009 (Part 7 Local Government Planning Charges)

FINANCIAL IMPLICATIONS

Budget

The donation of \$960 to St John Ambulance Association is unbudgeted. This will therefore result in a loss of funds to the Shire.

Long Term

There are no long term financial implications associated with this matter.

Whole of Life

There are no whole of life implications from this item.

SUSTAINABILITY IMPLICATIONS

The proposal has no environmental implications as the St Johns building has already been constructed in a cleared area.

STRATEGIC IMPLICATIONS

The Shire of Capel Strategic Community Plan (2013 – 2031) sets out an overarching vision for the Shire, which is a 'community of diverse lifestyle experiences accommodating progressive growth, sharing in prosperity, and valuing the environment.' This vision is supported through general Shire wide objectives along with specific strategies. Strategic Direction 2, The Community Experience requires the Shire of Capel to "provide facilities and services which recognise the diverse needs of the community and strive to make the community a safe place to live, work and visit".

CONSULTATION

There had been consultation with St John Ambulance Association throughout the various stages of the planning and development application process. There was a previous request for a waiver on the costs associated with the process which was neither declined nor approved. There had been some discussion around a possible refund of the \$960 between planning officers and the St John Ambulance Association although nothing was agreed.

COMMENT

The donation of \$960 is equivalent to the Planning Consent Application fee for the development application for Lot 42 (25) Turner Street, Boyanup.

As per Planning Bulletin 93/2013 the system of fees is based on the following guiding principles:

- A maximum fee structure that enables local governments to charge less or not at all.
- The capacity for local governments to charge a higher fee than the specified maximum or charge when and where there are exceptional circumstances beyond what is normally undertaken by most local governments; that is, for applications which require:
 - specific assessment (e.g. environmental assessment studies);
 - extensive consultation procedures (e.g. for exceptionally large, unusual or complicated proposals);
 - technical resources and equipment (e.g. computer modelling); and/or
 - specialist skills (e.g. heritage conservation).

Fees for development applications are based on a sliding scale. A maximum fee of \$147 applies to development applications where the estimated cost of development is up to \$50,000. The application fee for the St John Ambulance Sub Centre is calculated at 0.32% of the estimated cost of development (required for development more than \$50,000 but not more than \$500,000). St John has indicated that the estimated cost of the Sub Centre amounts to \$300,000 which results in an application fee of \$960.

Neither the Local Government Act nor the Planning and Development Regulations 2009 allow this fee to be refunded.

1. St John Ambulance Association is a fee charging organisation despite the facility at Lot 42 (25) Turner Street, Boyanup being a volunteer based facility;
2. Considerable staff time has been spent on the various stages of the planning process from 2010 to the current date. A number of staff have been involved from the initial

vesting of the land until the final planning approval. The land was made available to St John Ambulance Association with staff initiating action to obtain the relevant approvals from the Department of Lands to change the purpose of the reserve. Staff also negotiated with the Boyanup Bush Fire Brigade to permit the St Johns Ambulance Association to co-locate to this location. Council has also agreed to lease this land for a nominal amount of \$1 per annum.

- 3. This donation is unbudgeted for the 2015/16 financial year.

VOTING REQUIREMENTS

Simple majority

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| OC1208 OFFICER’S RECOMMENDATIONS – 15.1/COUNCIL DECISION |
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Moved Cr J Scott, Seconded Cr McCleery

That Council does not donate \$960 to St John Ambulance Association, equivalent to the development application fee for the Planning Consent for the St John Ambulance Sub Centre at Portion of Lot 42 (25) Turner Street, Boyanup due to the considerable amount of time staff have invested in assisting this group through the entire approval process.

Carried 8/1

OC1209 (15.2) Audit Committee Minutes

Location: Capel
Applicant: Shire of Capel
File Reference: Nil
Disclosure of Interest: Nil
Date: 02.12.15
Author: Governance Officer, A Handley
Senior Officer: Executive Manager Corporate Services, S Stevenson
Attachments: Minutes of the Shire of Capel Audit Committee meeting held on 25 November 2015

MATTER FOR CONSIDERATION

Council to receive the minutes of the Audit Committee meeting held on 25 November 2015, and adopt the recommendations therein.

BACKGROUND / PROPOSAL**Background**

Changes to the Local Government Act 1995 enacted in 2005 required that Council establish an Audit Committee. The delegation of powers and duties to the Audit Committee was agreed to by Council at the meeting of 28 September 2005.

One of the roles of the Audit Committee is to meet with Council's Auditor every year and ask questions that will allow the Council to be satisfied as to the state of the financial position and management of Council.

The Committee also considers the annual independent Audit and Management Reports, and the Annual Financial Report with a view to recommending they be accepted by Council.

An amendment to the Local Government (Audit) Regulations 1996 was gazetted on 8 February 2013 which extended the role of the Audit Committee to include review of the effectiveness of local government systems concerning:

- Risk management;
- Internal control; and
- Legislative compliance.

Local government Chief Executive Officers (CEOs) are now required to report information every 2 years that allows the Audit Committee to undertake this review.

At its meeting of 25 November 2015 the Committee was also asked to consider the progress report provided by AMD on the appropriateness and effectiveness of Council's risk management, internal controls and legislative compliance.

Proposal

Council to receive the minutes of the Audit Committee meeting of 25 November 2015, and adopt the recommendations therein.

STATUTORY ENVIRONMENT

Local Government Act 1995

5.22 Minutes of council and committee meetings

- (2) The minutes of a meeting of a council or a committee are to be submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

7.1A. Audit committee

- (1) A local government is to establish an audit committee of 3 or more persons to exercise the powers and discharge the duties conferred on it.
- (2) The members of the audit committee of a local government are to be appointed* by the local government and at least 3 of the members, and the majority of the members, are to be council members.
* *Absolute majority required.*
- (3) A CEO is not to be a member of an audit committee and may not nominate a person to be a member of an audit committee or have a person to represent him or her as a member of an audit committee.
- (4) An employee is not to be a member of an audit committee.

7.1B. Delegation of some powers and duties to audit committees

- (1) Despite section 5.16, the only powers and duties that a local government may delegate* to its audit committee are any of its powers and duties under this Part other than this power of delegation.
* *Absolute majority required.*

7.3. Appointment of auditors

- (1) A local government is to, from time to time whenever such an appointment is necessary or expedient, appoint* a person, on the recommendation of the audit committee, to be its auditor.
* *Absolute majority required.*
- (2) The local government may appoint one or more persons as its auditor.
- (3) The local government's auditor is to be a person who is —
(a) a registered company auditor; or
(b) an approved auditor.

7.13 Regulations as to Audits

- (1) Regulations may make provision —
(aa) as to the functions of the CEO and the audit committee in relation to audits carried out under this part and reports made on those audits;
(ab) as to the functions of audit committees, including the selection and recommendation of an auditor;

16. Audit Committee, functions of an audit committee —

- (a) is to provide guidance and assistance to the local government —
(i) as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act; and
(ii) as to the development of a process to be used to select and appoint a person to be an auditor; and
- (b) may provide guidance and assistance to the local government as to —
(i) matters to be audited; and
(ii) the scope of audits; and
(iii) its functions under Part 6 of the Act; and
(iv) the carrying out of its functions relating to other audits and other matters related to financial management; and
- (c) is to review a report given to it by the CEO under regulation 17(3) (the CEO's report) and is to —

- (i) report to the council the results of that review; and
- (ii) give a copy of the CEO's report to the council.

17. CEO to review certain systems and procedures

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

POLICY IMPLICATIONS

There are no policy implications with this item.

FINANCIAL IMPLICATIONS

Budget

The cost of the annual financial review and audit are included as part of AMD Chartered Accountants' tender response. Funds to meet this expense are allocated in Council's annual budget.

An amount of \$10,000 was allocated in the 2014/15 budget for the engagement of an external firm to undertake a review of the appropriateness and effectiveness of Council's systems and procedures relating to risk management, internal controls and legislative compliance.

Long Term

As all expenditure was covered in the 2014/15 annual budget allocation, there are no long term financial implications associated with this item, other than the requirement to conduct the same process every two years.

Whole of Life

As no assets or infrastructure are being created, there are no whole of life financial implications associated with this item.

SUSTAINABILITY IMPLICATIONS

There are no sustainability implications associated with this item.

STRATEGIC IMPLICATIONS

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

- Ensure open, transparent, effective good governance and communication within the organisation and the community.
- 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

No consultation is required on this matter.

COMMENT

The Minutes of the Audit Committee meeting held on 25 November 2015 are attached. The Audit Committee was requested to consider the Independent Auditor's Report for 30 June 2015, Management Report for 30 June 2015, the Annual Financial Report for 2014/15 and the Regulation 17 Progress Report.

The Committee also met with Council's Auditor, Mr Tim Partridge of AMD Chartered Accountants, as required by the Local Government Act 1995.

Mr Gick returned to the Chambers at 5.44pm.

VOTING REQUIREMENTS

Absolute majority

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| OC1209 OFFICER'S RECOMMENDATIONS – 15.2/COUNCIL DECISION |
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Moved Cr Hearne, Seconded Cr J Scott

That Council receives the Minutes of the Audit Committee meeting held on 25 November 2015 and that recommendations AC1102 to AC1105 be endorsed.

AC1102

That the Audit Committee advises Council that it has met with the Auditor and discharged its obligations, in accordance with Section 7.12A (2) of the Local Government Act.

AC1103

It be recommended to Council that the Independent Audit Report and Management Report for the year ended 30 June 2015 be accepted and the Independent Audit Report be included in the Annual Report.

AC1104

It be recommended to Council that the Annual Financial Report for the year ended 30 June 2015 be accepted and included in the Annual Report.

AC1105

That the Audit Committee receives and recommends that Council accept the Progress Report generated in response to the AMD Regulation 17 report on the appropriateness and effectiveness of Council's risk management, internal controls and legislative compliance.

Carried with an Absolute majority 9/0

OC1210 (15.3) WALGA Local Government Rating

Location: Capel
Applicant: Shire of Capel
File Reference: N/A
Disclosure of Interest: Nil
Date: 26.11.15
Author: Executive Manager Corporate Services, S Stevenson
Senior Officer: Chief Executive Officer, P Sheedy
Attachments: WALGA Rate Capping Policy Statement

MATTER FOR CONSIDERATION

Council is requested to consider and endorse the attached WALGA "Rate Capping: Policy Statement" expressing opposition to rate capping.

BACKGROUND / PROPOSAL**Background**

Following the 2015 WALGA Annual General Meeting State Council resolved that a detailed rate capping policy statement would be developed. The Rate Capping Policy Statement is presented as an attachment to this agenda item for endorsement. While rating has been the focus of discussion, it has been suggested that the rate notice and rate billing process be reviewed with the intention of bringing the issuing of rates notices into line with the State Government's water rates billing process. Further, it is recommended that WALGA continue to undertake advocacy in relation to rating exemptions for charitable purposes, which is long standing WALGA policy.

This agenda item addresses three key issues in relation to Local Government rating:

1. Rate capping;
2. Rate billing processes; and,
3. Rating exemptions.

Rate Capping

A policy statement in opposition to the capping of Local Government rates has been developed following the endorsement of the following resolution at the 2015 WALGA Annual General Meeting:

That WALGA:

1. *Oppose the introduction of rate-capping for Western Australian Local Governments as reported to be proposed by the current State Government.*
2. *Develops a policy which ensures that the sector is prepared to oppose any attempt by the government to introduce rate-capping in the future.*
3. *Express its opposition to continued cost shifting by the State Government to Local Government by requiring Local Government to assume responsibility for services previously provided by the State.*

State Council endorsed the above motion at their September 2015 meeting and referred point 2 to the secretariat for development of a more detailed policy, which is provided as an attachment to this agenda item.

Rate Billing Processes

The process by which Local Government rate notices are issued ensures that Local Government rates generate specific attention every year. It has been suggested that rate billing processes could be reviewed to bring Local Government rating into line with the State Government's approach to the billing of water rates by the Water Corporation.

Rating Exemptions

Clarification and amendment of rating exemptions for independent living units is long-standing WALGA policy. Requests have been made to numerous Ministers for Local Government to amend the *Local Government Act 1995* to address this issue. Previous advocacy to the Premier was reported to State Council in July 2014 – Ref: Resolution 72.3/2014.

WALGA's policy position on this issue is that the following action is required:

1. *Amend the Local Government Act to clarify that Independent Living Units should only be exempt from rates where they qualify under the Commonwealth Aged Care Act 1997; and,*
2. *Either*
 - a. *Amend the charitable organisations section of the Local Government Act 1995 to eliminate exemptions for commercial (non-charitable) business activities of charitable organisations; or,*
 - b. *Establish a compensatory fund for Local Governments, similar to the pensioner discount provisions, if the State Government believes charitable organisations remain exempt from payment of Local Government rates.*

Proposal

That Council:

1. Endorse the attached "Rate Capping: Policy Statement" expressing opposition to rate capping;
2. Advocate for a review of the rate billing process with the intention of establishing consistency with the State Government's water rates billing process; and,
3. Advocate to the Minister for Local Government to:
 - a. Amend the Local Government Act to clarify that Independent Living Units should only be exempt from rates where they qualify under the Commonwealth *Aged Care Act 1997*; and,
 - b. Either
 - i. Amend the charitable organisations section of the *Local Government Act 1995* to eliminate exemptions for commercial (non-charitable) business activities of charitable organisations; or,
 - ii. Establish a compensatory fund for Local Governments, similar to the pensioner discount provisions, if the State Government believes charitable organisations should remain exempt from payment of Local Government rates.

STATUTORY ENVIRONMENT

Local Government Act 1995, Section 6.32

6.32 Rates and Service Charges

- (1) When adopting the annual budget, a local government –
 - (a) in order to make up the budget deficiency, is to impose* a general rate on rateable land within its district, which rate may be imposed either –

- i. uniformly; or
 - ii. differentially;
- and
- (b) may impose* on rateable land within its district –
 - i. a specified area rate; or
 - ii. a minimum payment;
- and
- (c) may impose* a service charge on land within its district.

**Absolute Majority required*

Local Government Act 1995, Section 6.34

6.34 Limit on Revenue or Income from General Rates

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

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

Local Government Act 1995, Section 6.47

6.47 Concessions

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

** Absolute majority required*

POLICY IMPLICATIONS

This item and recommendations are consistent both with current Council and WALGA policy. The absence of rate capping is consistent with the methodology used in revenue assumptions within the Long Term Financial Plan.

FINANCIAL IMPLICATIONS

Budget

There are no direct budget implications for the 2015/16 financial year. However, should rate capping be enforced this would have an impact in future years and would affect Councils ability to raise sufficient revenue to carry out the required level of service.

Long Term

Rating strategies deployed by Council each financial year form part of a long term financial planning strategy to maintain the sustainable operations of Council. If Council is not able to adequately fund operations then the financial position of Council will potentially deteriorate in future years as assets age and demand for services increase. Retaining the ability to set rates at the required level is essential to long term financial stability.

Whole of Life

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

SUSTAINABILITY IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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.

Key to this is the ability to determine the required income and expenditure streams.

CONSULTATION

Following the 2015 WALGA Annual General Meeting, State Council resolved that a detailed rate capping policy statement would be developed.

COMMENT**Rate Capping**

The attached Policy Statement outlines a number of arguments against the external capping of Local Government rate increases with reference to experience in other jurisdictions.

In particular, the Local Government sector fundamentally opposes 'rate capping' based on the following rationale:

- I. Local Government is a legitimate and essential sphere of Government with the democratically enshrined mandate to raise revenue through rates to fund infrastructure and services for the benefit of their community.*
- II. Councils' deliberative rate setting processes reference their Integrated Planning Framework – a thorough strategic, financial and asset management planning process – and draw upon the community's willingness and capacity to pay.*
- III. Rate-capping prejudices Local Government's long-term financial management and can, as experienced in other jurisdictions, have detrimental long-term effects on Local Government asset management, with chronic under-rating leading to significant infrastructure maintenance and renewal backlogs.*
- IV. Rate capping places undue pressure on sound financial management at a time when Local Governments are subjected to increasing costs beyond their control, often imposed by other spheres of Government.*
- V. Local Government rates have remained steady for many years at approximately 3.7 percent of GDP in Australia; meaningful tax reform would require thorough investigation of the total taxation burden, not an external cap on Local Government rates.*

The Rate Capping Policy Statement is presented as an attachment for State Council endorsement.

Rate Billing Processes

The process by which rate notices are issued ensures significant focus on any rate increases and the rates bill.

This item recommends a review of rate billing processes with the goal of allowing Local Governments to issue rates notices on a two-monthly basis as this is the approach taken by the State Government with water rates. Such an approach would provide ratepayers with greater flexibility to smooth the payment of rates over the course of a year.

Further, it is suggested that Local Government rating processes could be further modernised to align with best practice billing processes.

Rating Exemptions

It is longstanding WALGA policy that the *Local Government Act 1995* should be amended to clarify that independent living units should only be exempt from Local Government rates when they qualify for an exemption under the Commonwealth Aged Care Act 1997.

Exemptions under this section of the Act have extended beyond their original intention and now provide rating exemptions for non-charitable purposes. This increases the rate burden on other ratepayers.

This issue has been referred to successive Ministers for Local Government without resultant amendments to the Local Government Act. While Local Government rating is the focus of discussion, it is recommended that WALGA again advocate for amendments to the Local Government Act to tighten and clarify rating exemptions for charitable purposes.

VOTING REQUIREMENTS

Simple majority

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| OFFICER'S RECOMMENDATION – 15.3 |
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That Council:

1. Endorses the attached "Rate Capping: Policy Statement" expressing opposition to rate capping;
2. Advocates for a review of the rate billing process with the intention of establishing consistency with the State Government's water rates billing process; and,
3. Advocates to the Minister for Local Government to:
 - a) Amend the Local Government Act to clarify that Independent Living Units should only be exempt from rates where they qualify under the Commonwealth *Aged Care Act 1997*; and
 - b) Either:
 - i. Amend the charitable organisations section of the *Local Government Act 1995* to eliminate exemptions for commercial (non-charitable) business activities of charitable organisations; or,
 - ii. Establish a compensatory fund for Local Governments, similar to the pensioner discount provisions, if the State Government believes charitable organisations should remain exempt from payment of Local Government rates.

OC1210 COUNCIL DECISION

Moved Cr Smith, Seconded Cr McCleery

That Council:

- 1. Endorses the attached “Rate Capping: Policy Statement” expressing opposition to rate capping; and**
- 2. Advocates to the Minister for Local Government to:**
 - a) Amend the Local Government Act to clarify that Independent Living Units should only be exempt from rates where they qualify under the Commonwealth *Aged Care Act 1997*; and**
 - b) Either:**
 - i. Amend the charitable organisations section of the *Local Government Act 1995* to eliminate exemptions for commercial (non-charitable) business activities of charitable organisations; or,**
 - ii. Establish a compensatory fund for Local Governments, similar to the pensioner discount provisions, if the State Government believes charitable organisations should remain exempt from payment of Local Government rates.**

Carried 9/0

Note: The Executive Manager Corporate Services advised the meeting that the WALGA State Council at its December 2015 meeting did not endorse Part 2 of the Recommendation.

OC1211 (15.4) Financial Statements to 30 November 2015

Location: Capel
Applicant: Shire of Capel
File Reference:
Disclosure of Interest: Nil
Date: 03.12.15
Author: Manager Finance, A Mattaboni
Senior Officer: Executive Manager Corporate Services, S Stevenson
Attachments: Financial Statements for November 2015

MATTER FOR CONSIDERATION

Council to consider adopting the monthly financial statements for November 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; and
 - (b) contain the prescribed information.

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

Financial Activity Statement Report

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

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Budget

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

Long Term

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

Whole of Life

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

SUSTAINABILITY IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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.

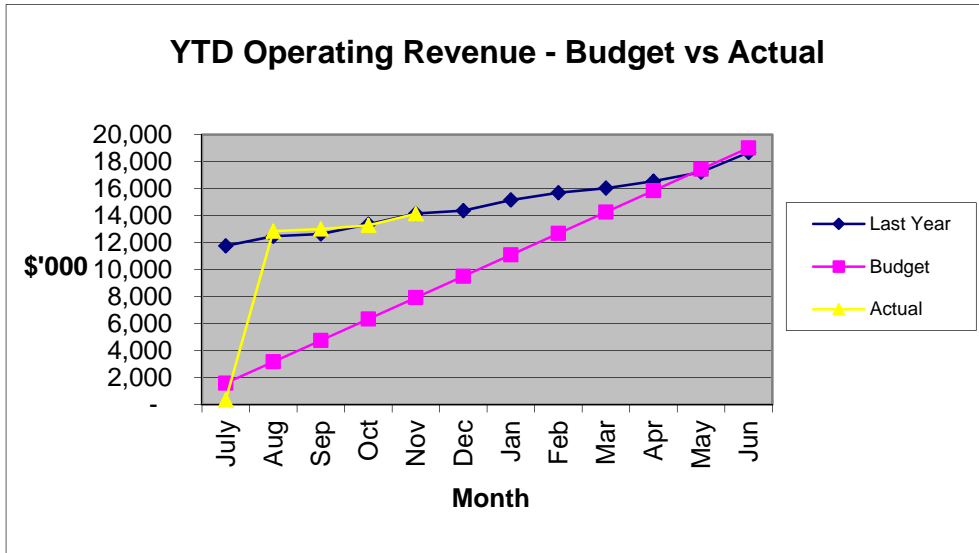
CONSULTATION

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.

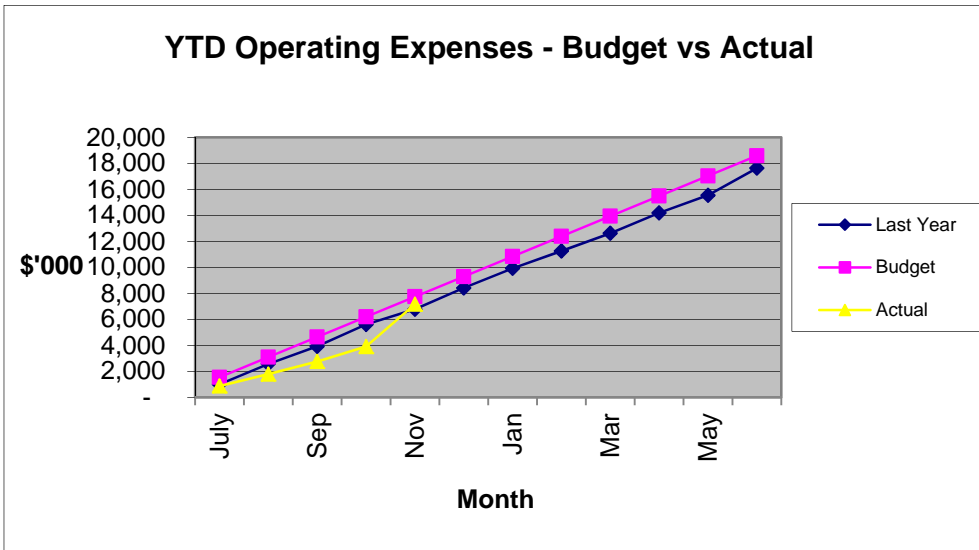
COMMENT

At 30th November 2015, Council's net current assets position was a surplus of \$8,302,967. The forecast year end net current asset position is a surplus of \$170,702. This is the current projected surplus and this amount may change as the accounts updated. A detailed mid-year review of the forecast year end position will be carried out after December 2015 and reported to Council. Depreciation costs have been calculated for the year to date actuals.

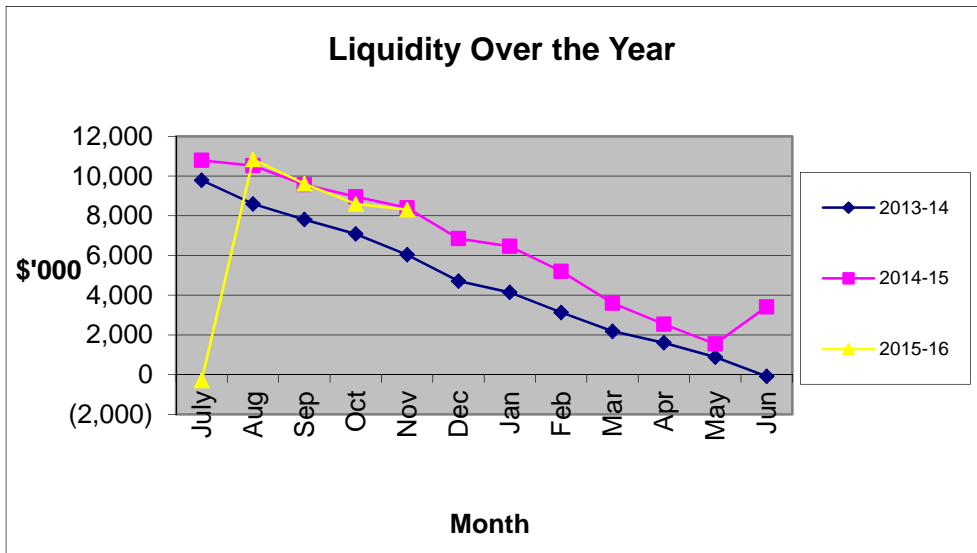
A comparison of employee costs shows that 35% of the annual budget has been spent. The employee costs year to date actual amount below the budget amount by \$463,534 or 16%. This variance is a result of a combination of leave accruals still to be booked and less expenditure due to staff turnover. This will level out as the year progresses. 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 skew in August reflects the raising of rates in August 2015. This revenue is now trending as per previous years. The non-cash operating revenue for 2015/16 has yet to be posted.



Year to date actual expenditure has moved closer to the budget with the calculation of depreciation.

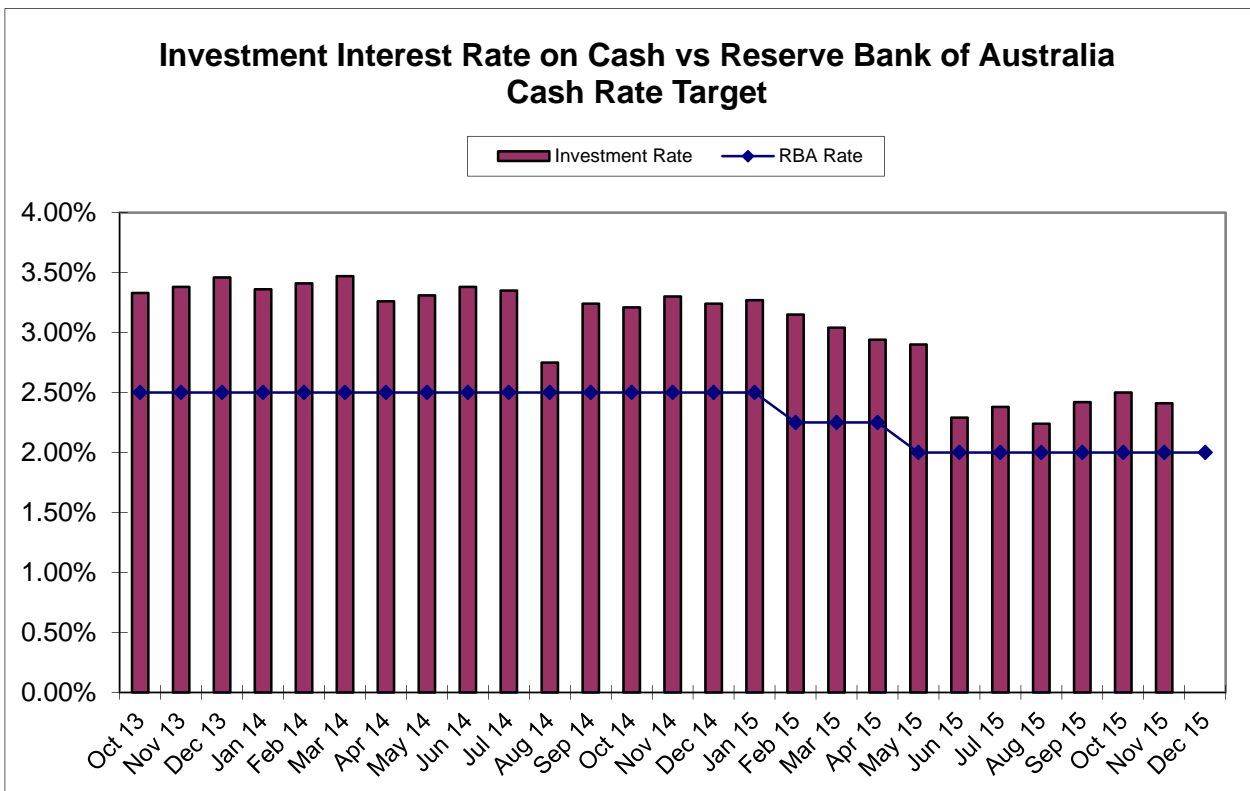


The liquidity graph compares the current year’s net current assets position against that of the two previous years.



Council's municipal cash and investments position has increased by \$684,793 compared to October 2015. The Municipal cash position is an amount of \$16,477,121 of which \$11,137,377 is restricted for specific purposes as shown at Note 3. Cash revenue came from Rates second instalments, general grant funding and roads grant funding. Major cash expenses were for payroll, contractor payments and plant purchases.

Total interest earned for the year is \$113,239. The average investment rate of return has decreased from last month's amount of 2.50% to 2.41% which exceeds the Reserve Bank's cash reference rate of 2.00%. The Reserve Bank Board on 1 December 2015 kept their target cash rate at 2.00%. The Shire has term deposits maturing from December 2015 to June 2016, investment terms ranging from 91 days to 273 days and interest rates from 2.30% to 3.01%.

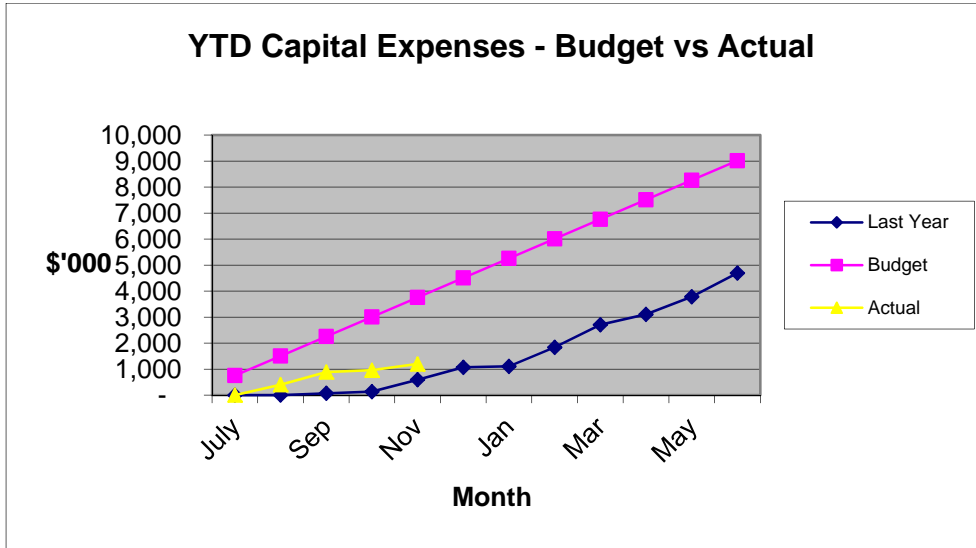


Capital works expenditure of \$240,984 was incurred during the month on:

- \$46,867 Gravel resheets,
- \$38,632 Road widening,

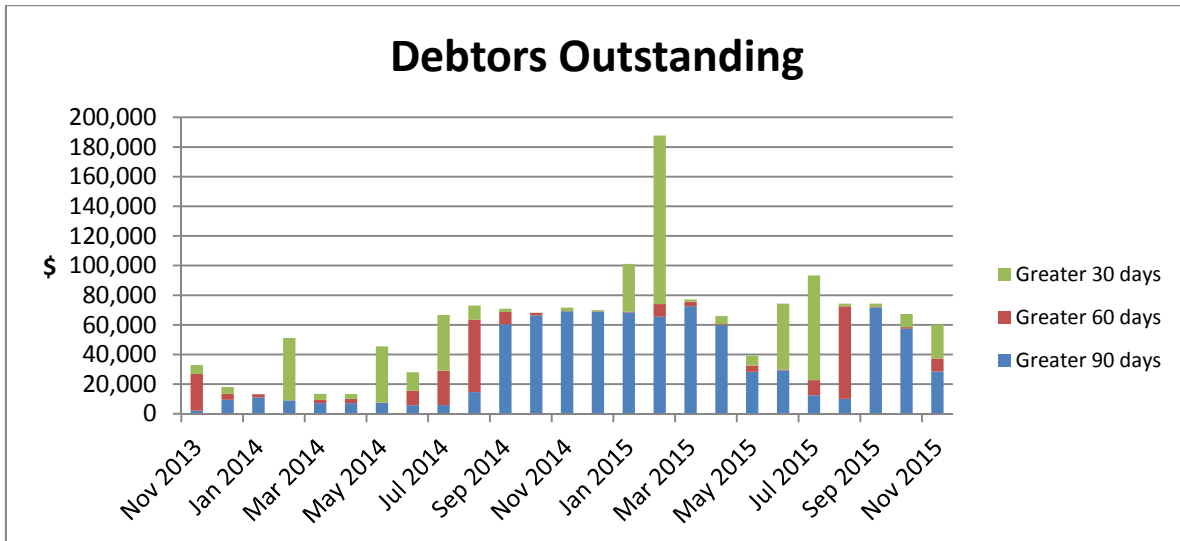
- \$9,170 Road design,
- \$5,143 Capel Civic Precinct,
- \$31,649 Administration Building,
- \$82,638 Plant-Out front mowers and
- \$21,838 Records system.

The following graph compares actual capital expenditure against budget on a year to date basis. Last year's actual is included for comparative purposes.

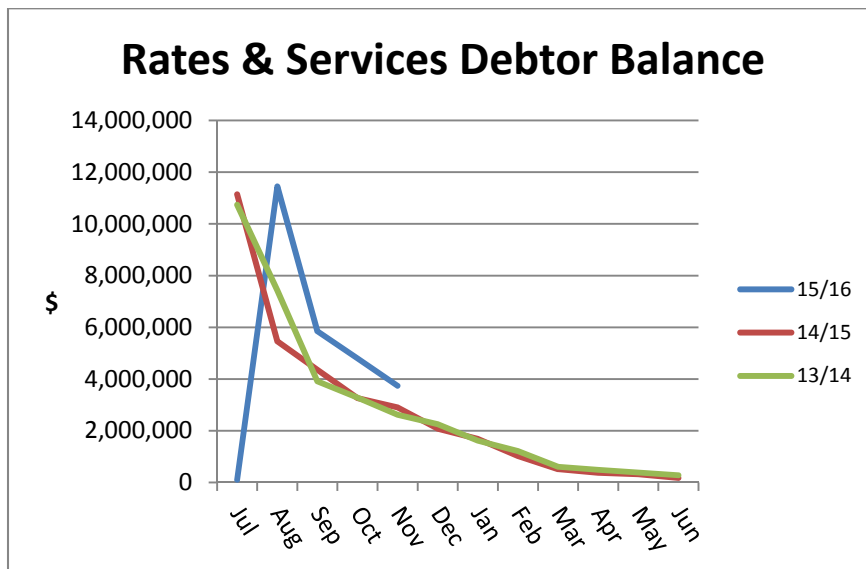


Council's financial ratios are disclosed in Note 14.

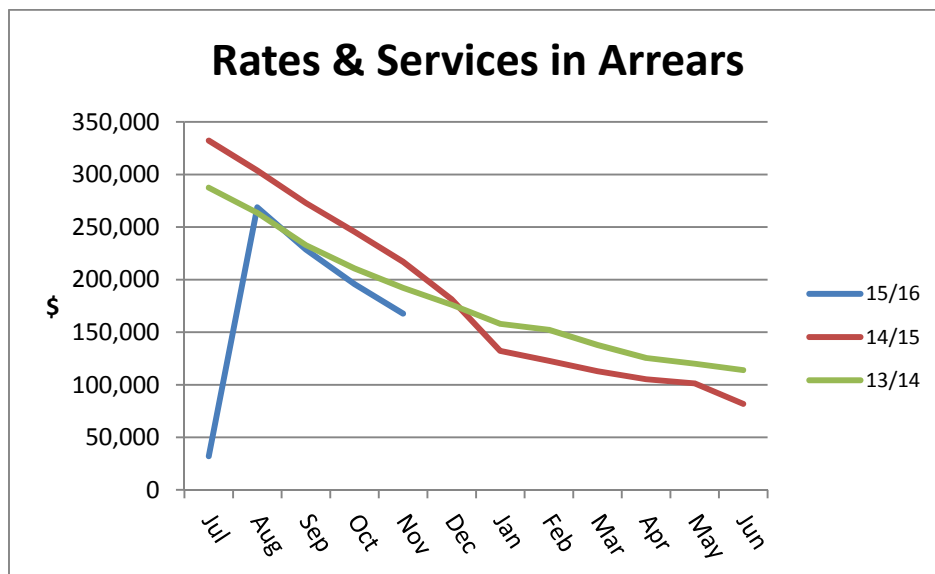
The following graph illustrates Council's current level of general Debt recovery for 31-60 days, 61-90 days and greater than 90 days.



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 when rates are raised in 2015/16. Rates have been raised for 2015/16. Rates and Services in Arrears at the start of each financial year as a percentage of the Rates and Services Debtor Balance has been: 2015/16 2.35%, 2014/15 2.98% and 2013/14 2.68%.



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 30th November 2015.

VOTING REQUIREMENTS

Simple majority

OC1211 OFFICER’S RECOMMENDATION – 15.4/COUNCIL DECISION

Moved Cr Hearne, Seconded Cr Smith

That Council adopts the financial statements for the period ending 30th November 2015 as attached.

Carried 9/0

OC1212 (15.5) Accounts Due and Submitted for Authorisation

Location: Capel
Applicant: Shire of Capel
File Reference:
Disclosure of Interest: Nil
Date: 16.12.15
Author: Finance & Accounts Payable Officer, S Searle
Senior Officer: Executive Manager Corporate Services, S Stevenson
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

Shire of Capel Strategic Plan

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" is relevant to this matter.

CONSULTATION

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

COMMENT

Accounts due and submitted for authorisation are as follows:

| | | | | |
|----------|------------|----------------------------|---|---------|
| EFT20448 | 16/12/2015 | AUSTRALIND MINI EARTHWORKS | MINOR EARTHWORKS TO 34 FORREST ROAD INCLUDING TURF AND GARDEN REMOVAL | 1557.60 |
| EFT20449 | 16/12/2015 | BUNBURY MOWER SERVICE | 4X FILTERS AND AIR CLEANERS, CHAINSAW REPAIRS AND PARTS, VARIOUS TAGS, REPAIR CHAIN BRAKE AND SPRING AND REFIT, SERVICE AND REPAIR OF POLE SAW, WHIP CORD, FUEL CAN TAGS AND PLATE COVERS | 867.00 |

| | | | | |
|----------|------------|---|--|----------|
| EFT20450 | 16/12/2015 | BUNNINGS BUILDING SUPPLIES PTY LTD | MISC PLANTS FOR GARDEN AT FETTLERS PARK, HAMMER, WIPES, LUBRICANTS AND SPRAYER, PAINT FOR CAPEL COMMUNITY HALL, SHEET OF PLYWOOD AND PUNCH SET FOR SHIRE BUILDING | 263.34 |
| EFT20451 | 16/12/2015 | BLACKWOODS | ROLL PIN KITS | 81.65 |
| EFT20452 | 16/12/2015 | BP AUSTRALIA | DISTILLATE | 10765.66 |
| EFT20453 | 16/12/2015 | STAPLES AUSTRALIA PTY LTD | 2015/16 STATIONERY | 282.33 |
| EFT20454 | 16/12/2015 | CIVITEST AUSTRALIA | COMPACTION TEST – MALLOKUP RD – 12/11/15 | 1277.38 |
| EFT20455 | 16/12/2015 | CELLARBRATIONS AT CAPEL | CAPEL VALE WINE | 143.94 |
| EFT20456 | 16/12/2015 | DEPARTMENT OF PREMIER & CABINET | TPS NO 7 AMENDMENT NO 57 FINAL WA GOVERNMENT GAZETTE ADVERTISEMENT AND BASIS OF RATES APPROVAL | 282.15 |
| EFT20457 | 16/12/2015 | DATA #3 | 5 X ADDITIONAL LICENCES FOR GFI MAILESENTIALS UNIFIED PROTECTION EDITION WITH SUBSCRIPTION TO EXPIRE WITH EXISTING LICENCE | 211.80 |
| EFT20458 | 16/12/2015 | ELDERS RURAL SERVICES AUSTRALIA LIMITED | PUMP, REGULATOR KIT, SPRAY WAND FOR 300L TANK | 763.22 |
| EFT20459 | 16/12/2015 | FENNESSY'S | 80 000KM SERVICE. 45CP. | 620.69 |
| EFT20460 | 16/12/2015 | LANDGATE | ADDITIONS TO GRV AREA | 165.00 |
| EFT20461 | 16/12/2015 | MIDALIA STEEL | 2 X 1.8 METRES X 40MM PIPE, 4 CLAMPS | 145.01 |
| EFT20462 | 16/12/2015 | MARAS CONSTRUCTIONS | TRUCK HIRE 2 X DAYS CART SAND AND GRASS AWAY FROM SITE, WORK COMPLETED ROSELANDS ROAD | 2970.00 |
| EFT20463 | 16/12/2015 | FULTON HOGAN INDUSTRIES PTY LTD | 800 LITRES OF EMULSION | 1117.60 |
| EFT20464 | 16/12/2015 | RTW STEEL FABRICATION | WELD IN NEW TIE-DOWN POINTS TO TRAY OF ISUZU PARKS TRUCK AND REPAIRS TO BOLLARD NORTON PROMENADE | 704.00 |
| EFT20465 | 16/12/2015 | RAECO | BOOK COVERING, SPINE LABELS, GENRE LABELS, POSTER A3 | 189.99 |
| EFT20466 | 16/12/2015 | SOUTHERN LOCK & SECURITY | SUPPLY 6 PADLOCKS KEYED TO L1 ON SHIRE SYSTEM | 451.77 |
| EFT20467 | 16/12/2015 | SOUTH WEST FIRE UNITS | FIRE EQUIPMENT INCLUDING AXIS REVERSE CAMERAS X 5 AND FITTING, 60 X INTRINSICALLY SAFE PELICAN FLASH LIGHTS, 60 X UNIVERSAL HELMET LIGHT HOLDERS, STANDPIPE, FIRE BUG DRIP TORCHES AND 5 X HYDRAULIC JACKS | 10880.76 |
| EFT20468 | 16/12/2015 | SONIC HEALTHPLUS PTY LTD | PRE-EMPLOYMENT MEDICALS | 280.50 |
| EFT20469 | 16/12/2015 | TOTALLY WORKWEAR | STAFF UNIFORMS | 862.40 |

| | | | | |
|----------|------------|----------------------|--|----------|
| EFT20470 | 16/12/2015 | IT VISION | TRAINING SYNERGY | 2302.44 |
| EFT20471 | 16/12/2015 | VISIMAX | CAT TRAP, PRESSURE PLATE WITH REAR FEED DOOR | 326.40 |
| EFT20472 | 16/12/2015 | WORK CLOBBER BUNBURY | PPE – PAIR OF BOOTS AND VENT HAT | 189.00 |
| EFT20473 | 16/12/2015 | WESTRAC EQUIPMENT | 500 HOURS SERVICE ONSITE – GRADER CP1804 | 2042.32 |
| EFT20474 | 16/12/2015 | WIGHT & EMMETT | PPE – SUNCREAM | 120.00 |
| EFT20475 | 16/12/2015 | THE PRINT SHOP | 2250 BUSINESS CARDS AND 10,000 ENVELOPES | 1345.00 |
| | | | | 41208.95 |

OUTSTANDING CREDITORS AS AT 30 November 2015: \$290,515.41

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 16 December 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

OC1212 OFFICER’S RECOMMENDATIONS – 15.5/COUNCIL DECISION

Moved Cr Hearne, Seconded Cr J Scott

That Council authorises the Schedule of Accounts covering vouchers EFT20448 to EFT20475, a total of \$41,208.95, for payment.

Carried 9/0

Cr Schiano declared an Impartiality Interest in Item 15.6 Accounts Paid during the month of November 2015. The nature and extent of his interest is that he is the President of the Shire of Capel Youth Advisory Council (YAC) and there are items related to the YACoustic music festival in these accounts.

OC1213 (15.6) Accounts Paid During the Month of November 2015

Location: Capel
 Applicant: Shire of Capel
 File Reference:
 Disclosure of Interest: Nil
 Date: 16.12.15
 Author: Finance & Accounts Payable Officer, S Searle
 Senior Officer: Executive Manager Corporate Services, S Stevenson
 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.

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

13. List of accounts

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

- (i) The payee's name;
- (ii) The amount of the payment; and
- (iii) sufficient information to identify the transactions;
- and
- (b) the date of the meeting of the council to which the list is to be presented.

POLICY IMPLICATIONS

There are no current policies relevant to this matter.

FINANCIAL IMPLICATIONS

Budget

Payment from Council's Municipal Fund.

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

Long Term

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

Whole of Life

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

SUSTAINABILITY IMPLICATIONS

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

STRATEGIC IMPLICATIONS

Shire of Capel Strategic Plan

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" is relevant to this matter.

CONSULTATION

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

COMMENT

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

| | | | | |
|----------|------------|--------------------|---|----------|
| EFT20186 | 04/11/2015 | A & L PRINTERS | POOL ENCLOSURE ASSESSMENT NOTICE BOOKS X20 | 628.00 |
| EFT20187 | 04/11/2015 | AMITY SIGNS | SLING OF 37 POSTS AND RURAL NUMBER PLATES | 2096.05 |
| EFT20188 | 04/11/2015 | AUSTRALIA POST | 15/16 POSTAGE-SEP 15 | 10034.19 |
| EFT20189 | 04/11/2015 | SAI GLOBAL LIMITED | SAI GLOBAL ANNUAL MEMBERSHIP | 563.86 |

| | | | | |
|----------|------------|--|---|---------|
| EFT20190 | 04/11/2015 | COLLINS BOOKSELLERS BUNBURY | BOOK VOUCHERS FOR SCHOOL AWARDS 2015 | 400.00 |
| EFT20191 | 04/11/2015 | ACCESS OFFICE INDUSTRIES | MOBILE SHELVING | 660.00 |
| EFT20192 | 04/11/2015 | SOUTHWEST TYRE SERVICE | 2 X NEW TYRES HOLDEN CAPTIVA – 80CP | 620.00 |
| EFT20193 | 04/11/2015 | BUNBURY MOWER SERVICE | REPAIR/REBUILD ENGINE ON WATER CART | 644.30 |
| EFT20194 | 04/11/2015 | BUNNINGS BUILDING SUPPLIES PTY LTD | COAT HOOKS | 127.32 |
| EFT20195 | 04/11/2015 | BW & DJ BELL | RATES REFUND | 887.00 |
| EFT20196 | 04/11/2015 | BLACKWOODS | 3 BOOT CLEANERS WASTE TRANSFER STATION SPILL BIN AND OIL | 1145.34 |
| EFT20197 | 04/11/2015 | MARISA BLANDFORD | REIMBURSE FUEL 47CP | 40.00 |
| EFT20198 | 04/11/2015 | BOLLIG DESIGN GROUP | CAPEL CIVIC PRECINCT MULTI PURPOSE COMMUNITY CENTRE & YOUTH SPACE – CONCEPT PLANS | 4100.00 |
| EFT20199 | 04/11/2015 | BAREFOOT BOOKS | LOCAL STOCK BOOK PURCHASE – APP0011561 | 458.96 |
| EFT20200 | 04/11/2015 | BUILT RIGHT APPROVALS | BUILDING SURVEYING CONTRACTOR SERVICE | 1040.00 |
| EFT20201 | 04/11/2015 | STAPLES AUSTRALIA PTY LTD | 2015/16 ANNUAL SUPPLIES FOR PRINTING OF LOCAL NEWSPAPERS: GELORUP, CAPEL, BOYANUP, PEPPY GROVE | 678.81 |
| EFT20202 | 04/11/2015 | CAPEL NEWSAGENCY | SHIRE STATIONERY AUG SEPT OCT | 1772.22 |
| EFT20203 | 04/11/2015 | DELRON CLEANING | CLEANING – DALYELLUP COMMUNITY CENTRE-AS PER TENDER 14/03 | 9875.68 |
| EFT20204 | 04/11/2015 | SUSAN DALGLEISH | REIMBURSEMENT FOR DISPLAY MATERIALS FOR AUTHOR TALK ON 28/10/15 | 44.49 |
| EFT20205 | 04/11/2015 | FENNESSY'S | SERVICE CP474 | 336.22 |
| EFT20206 | 04/11/2015 | GLOBE AUSTRALIA PTY LTD | LARVICIDE 1 TONNE BTI& 1 TONNE METHOPRENE | 8562.40 |
| EFT20207 | 04/11/2015 | HANSON CONSTRUCTION MATERIALS PTY LTD | TONNE 7GRADED STONE (5- 7MM) | 1112.58 |
| EFT20208 | 04/11/2015 | JUMOR WASTEWATER SERVICE & REPAIRS | ATU MAINTENANCE | 670.10 |
| EFT20209 | 04/11/2015 | STATE LIBRARY OF WESTERN AUSTRALIA | 2015/16 RECOVERY OF LOST AND DAMAGED ITEMS | 22.00 |
| EFT20210 | 04/11/2015 | LGIS INSURANCE BROKING | REPAYMENT OF LGIS CREDIT RECEIVED AND PROCESSED AND BANK TRANSFER | 1901.71 |
| EFT20211 | 04/11/2015 | FAT BIRDIE CAFÉ | REGIONAL CLAG MEETING | 237.50 |
| EFT20212 | 04/11/2015 | MITCHELL MARTIN | BAND PLAYED AS ENTERTAINMENT AT YACOUSTIC 2015 YOUTH MUSIC EVENT | 350.00 |

| | | | | |
|-----------|------------|---|---|----------|
| EFT20213 | 04/11/2015 | MARAS CONSTRUCTIONS | BOBCAT ROAD WORK, PUSH OUT AND TRIM LIMESTONE ,SHAPE ROAD , CLEAN OUT DRAINAGE LINE | 990.00 |
| EFT20214 | 04/11/2015 | OFFICEWORKS SUPERSTORES PTY LTD | LIBRARY SPECIFIC STATIONERY – DIVIDERS, BLU TAK, ADHESIVE CD POCKETS | 32.97 |
| EFT20215 | 04/11/2015 | PERKINS (WA) PTY LTD | ALTERATIONS AND ADDITIONS TO SHIRE ADMINISTRATION BUILDING | 6405.94 |
| EFT20216 | 04/11/2015 | PRESTIGE PRODUCTS-BUSSELTON | SUPPLY 1 CTN TOILET ROLLS AND 2 CTNS OF PAPER TOWELS | 109.78 |
| EFT20217 | 04/11/2015 | PRIME INDUSTRIAL PRODUCTS PTY LTD | 4 X STOP SIGNS | 372.32 |
| EFT20218 | 04/11/2015 | AUSTRALIA TAXATION OFFICE | 20/10/15 GROSS \$299682,31, TAX \$43,960.00 | 43960.00 |
| EFT20219 | 04/11/2015 | SOUTH WEST TREE SAFE | REMOVE AND STUMP GRIND UMBRELLA TREE AT FRONT OF SHIRE OFFICE AND PRUNE TREES FOR POWER LINE CLEARANCE NORMANS ROAD | 1100.00 |
| EFT20220 | 04/11/2015 | SOUTHERN LOCK & SECURITY | CHANGE LOCK TO S2 | 22.00 |
| EFT20221 | 04/11/2015 | T & P DESIGN | SURVEY; INSTALL CONTROL STATIONS; ASSOCIATED DRAWINGS & CAD FILES – PROPOSED WIDENING WORKS | 1119.25 |
| EFT20222 | 04/11/2015 | TCS INSTRUMENTS | 5 ROAD BATTERY WITH DELIVERY TO PO BOX 369 FORREST ROAD, CAPEL | 148.50 |
| EFT20223 | 04/11/2015 | TOTAL BUSINESS TECHNOLOGY | IPHONE 5S REPLACEMENT (INSURANCE) | 879.00 |
| EFT20224 | 04/11/2015 | WORK CLOBBER BUNBURY | ONE HAT, GLOVES | 68.00 |
| EFT20225 | 04/11/2015 | WESTERN AUSTRALIAN TREASURY CORPORATION | LOAN NO. 63 INTEREST PAYMENT – PGB COMM CENTRE 181120.04 | 6668.89 |
| EFT20226 | | -EFT20255 | PAYMENT ALREADY APPROVED BY COUNCIL PLEASE REFER TO AGENDA ON 25.11.2015 | 0.00 |
| EFT20256 | 04/11/2015 | WESTNET PTY LTD | SHIRE OF CAPEL INTERNET ADMINISTRATION – 12 MONTHS | 369.78 |
| DD18070.1 | 09/11/2015 | FUJI XEROX AUSTRALIA PTY LTD | LEASE OF PHOTOCOPIER PER MONTH | 132.00 |
| EFT20257 | 11/11/2015 | AMD CHARTERED ACCOUNTANTS | 2014/15 AUDIT ADDITIONAL SITE VISIT | 4972.00 |
| EFT20258 | 11/11/2015 | BUSSELTON MELAMINE | PROVISION OF NEW SHELVING AND FIXING OF EXISTING SHELVING TO ARCHIVES ROOM. | 4009.50 |
| EFT20259 | 11/11/2015 | B & B STREET SWEEPING | HIRE DRAIN CLEANER FOR PAYNE ROAD AND STREET SWEEPER HIRE FOR 3 DAYS | 1320.00 |
| EFT20260 | 11/11/2015 | BESAFE BUILDING INSPECTIONS | 100 X SWIMMING POOL INSPECTIONS | 7150.00 |

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| EFT20261 | 11/11/2015 | BUNBURY CITY GLASS | ATTEND DALYELLUP PAVILION, SECURE BROKEN WINDOW AND INSTALL WOOD FRAMED WINDOW AT BOYANUP FOOTBALL CLUB ROOM | 697.20 |
| EFT20262 | 11/11/2015 | BENDIGO BANK BUSINESS CREDIT CARD | VARIOUS CREDIT CARD TRANSACTIONS | 755.09 |
| EFT20263 | 11/11/2015 | BUNBURY HARVEY REGIONAL COUNCIL | JOINT SHARE OF REGIONAL WASTE EDUCATION OFFICER | 2153.71 |
| EFT20264 | 11/11/2015 | BP AUSTRALIA | DISTILLATE OCTOBER | 11446.66 |
| EFT20265 | 11/11/2015 | CAPEL TRANSPORT | CARTAGE OF LARVICIDE | 331.25 |
| EFT20266 | 11/11/2015 | CLEANAWAY | DISPOSAL OF HOUSEHOLD WASTE FROM THE DOMESTIC PICKUP | 13166.05 |
| EFT20267 | 11/11/2015 | DM & S CURTIN | REPLACE V BELTS BOYANUP HALL EVAPORATIVE COOLERS AND REPAIR AIRCON TO MARRI MEETING ROOM IN SHIRE OFFICE | 580.80 |
| EFT20268 | 11/11/2015 | CAPELBERRY | OCTOBER COUNCIL DINNER FOR COUNCIL MEETING AND SPECIAL COUNCIL DINNER 21.10.15 | 650.00 |
| EFT20269 | 11/11/2015 | CARBONE BROS PTY LTD | INSTALL 100MM NO REINFORCED CONCRETE TO VARIOUS LOCATIONS AT CAPEL SHIRE BUILDING. | 1595.00 |
| EFT20270 | 11/11/2015 | DELRON CLEANING | CLEANING OF SHIRE OFFICES AND SPORTS PAVILION FROM 19/10/15 – 1/11/15 | 1306.25 |
| EFT20271 | 11/11/2015 | DEPARTMENT OF PREMIER & CABINET | BASIS OF RATES APPROVAL UV TO GRV | 114.00 |
| EFT20272 | 11/11/2015 | FORPARK AUSTRALIA | S5384 – SWING CASTING | 1057.10 |
| EFT20273 | 11/11/2015 | FLEXI STAFF | FLEXI STAFF FROM 19/10/15 TO 30/10/15 | 7433.77 |
| EFT20274 | 11/11/2015 | FIT 2 WORK.COM.AU | ONE NATIONAL POLICE CHECK | 40.59 |
| EFT20275 | 11/11/2015 | GREENWAY ENTERPRISES | 2 X FELCO 2 X SECATEURS | 197.34 |
| EFT20276 | 11/11/2015 | GRANTS EMPIRE | NSRF R3 GRANTS APPLICATION FOR PROCUREMENT MANAGEMENT PLAN | 1402.50 |
| EFT20277 | 11/11/2015 | FAT BIRDIE CAFÉ | CATERING – AUTHOR TALK 28 SEPT 2015 | 50.00 |
| EFT20278 | 11/11/2015 | MRS FRANKIE MERRITT | REFUND FOR AIRCONDITIONER | 180.00 |
| EFT20279 | 11/11/2015 | MISTA MISTA | ENTERTAINMENT FOR YACOUSTIC 2015 YOUTH MUSIC & ENGAGEMENT EVENT | 350.00 |
| EFT20280 | 11/11/2015 | PICTON CIVIL PTY | RECONSTRUCT SHOULDERS QUEELUP RD | 18414.00 |
| EFT20281 | 11/11/2015 | PRIME INDUSTRIAL PRODUCTS PTY LTD | SIGNS, MEASURING WHEEL, PLATFORM STEP LADDER, PLASTIC FUEL CANS | 531.95 |
| EFT20282 | 11/11/2015 | J & S PIETERSE | RATES REFUND | 374.72 |
| EFT20283 | 11/11/2015 | AUSTRALIA TAXATION OFFICE | 3/11/15 GROSS - \$206,416.64 / TAX - \$47,816.00 | 47816.00 |

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| EFT20284 | 11/11/2015 | SOUTH WEST TREE SAFE | REMOVE TUART AND JARRAH – DALYELLUP BLVD, PRUNE OVERHANGING TREES HASTIE RD AND PRUNE LARGE TUART IN HAREWOODS ROAD | 5885.00 |
| EFT20285 | 11/11/2015 | THINKWATER BUNBURY | IRRIGATION PARTS | 103.85 |
| EFT20286 | 11/11/2015 | WARREN BLACKWOOD WASTE | 15/16 STREET BIN- PARKS WASTE COLLECTION | 66198.92 |
| EFT20287 | 11/11/2015 | WOOLWORTHS GIFT CARD TEAM | CHRISTMAS GIFT CARDS SHIRE STAFF | 6214.99 |
| EFT20288 | 16/11/2015 | URBANISE WA PTY LTD | TRANSFER OF MONEY DEBITED TO SHIRE ACCOUNT IN ERROR | 3000.00 |
| EFT20289 | 18/11/2015 | AMITY SIGNS | VARIOUS SIGNS | 1883.20 |
| EFT20290 | 18/11/2015 | AUSTRALIA POST | 15/16 POSTAGE | 5022.73 |
| EFT20291 | 18/11/2015 | SAI GLOBAL LIMITED | AS2124 A & B & N INTERNET DOWNLOAD | 180.48 |
| EFT20293 | 18/11/2015 | ARBORGUY | REMOVE TOP OF DEAD TREE ON VERGE, BOYANUP | 660.00 |
| EFT20294 | 18/11/2015 | SANDRO AGRIZZI FARM MACHINERY PTY LTD | BOLTS AND BUSHES FOR SLASHER A9914 | 112.00 |
| EFT20295 | 18/11/2015 | BELL FIRE EQUIPMENT COMPANY | REPAIRS TO ELGIN 1.4 FIRE TRUCK, AND MONTHLY SERVICING OF FIRE INDICATOR PANEL AT CAPEL LIBRARY, AND BOYANUP COMM. CENTRE FOR SEPTEMBER | 828.66 |
| EFT20296 | 18/11/2015 | BUNBURY TOYOTA | ELGIN LIGHT TANKER – CP 246 REPLACE BRAKE LIGHT SWITCH | 167.56 |
| EFT20297 | 18/11/2015 | BOC LIMITED | DRY ICE | 35.65 |
| EFT20298 | 18/11/2015 | BUNNINGS BUILDING SUPPLIES PTY LTD | SET OF HOOKS FOR THE STORAGE ROOM FOR BROOMS | 33.25 |
| EFT20299 | 18/11/2015 | BOYANUP BOTANICAL | NEW PLANTING AT SPORTS PAVILLION | 80.35 |
| EFT20300 | 18/11/2015 | BESAFE BUILDING INSPECTIONS | 2015 SWIMMING POOL INSPECTIONS 50 X \$65.00 + GST | 3575.00 |
| EFT20301 | 18/11/2015 | BUNBURY POTHOLES & ASPHALT REPAIRS | PATCHING – SPURR STREET, CAPEL | 1800.00 |
| EFT20302 | 18/11/2015 | BUSSELTON CIVIL PTY LTD | DELIVER 92 TONNE OF COFFEE ROCK TO JAMIESON ROAD SLIP | 1821.60 |
| EFT20303 | 18/11/2015 | BUNBURY HARVEY REGIONAL COUNCIL | PROCESSING OF ORGANIC WASTE COLLECTION | 8087.28 |
| EFT20304 | 18/11/2015 | BUNBURY & DISTRICTS SOFTBALL | KIDSPORT REGISTRATIONS | 240.00 |
| EFT20305 | 18/11/2015 | BRANDICOOT | WEBSITE PACKAGE AS PER 12 MONTH CONTRACT | 238.00 |
| EFT20306 | 18/11/2015 | STAPLES AUSTRALIA PTY LTD | STATIONERY | 1197.53 |
| EFT20307 | 18/11/2015 | Coates Civil Consulting Pty Ltd | PROVIDE SURVEY WORK, PAVEMENT RECTIFICATION DESIGN AND DESIGN WORKS FOR ELIGN AND LOWRIE ROADS AND STIRLING STREET | 6457.00 |
| EFT20308 | 18/11/2015 | CARBONE BROS PTY LTD | 36 TONNE OF LIMESTONE DELIVERED TO SHIRE DEPOT | 1011.60 |
| EFT20309 | 18/11/2015 | DORMA AUTOMATICS PTY LTD | SERVICE AUTO DOORS AT SHIRE OFFICE 15/16 | 132.00 |

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| EFT20310 | 18/11/2015 | EASIFLEET MANAGEMENT | NOVATED LEASE CEO | 753.86 |
| EFT20311 | 18/11/2015 | EARTH 2 OCEAN COMMUNICATIONS | SPOTLIGHTS AND LABOUR FOR RANGER UTE – 60CP (AS PER EMAIL 14/9/15) | 2088.09 |
| EFT20312 | 18/11/2015 | EARTHMAC | 4 DAYS TRAFFIC MANAGEMENT X 3- JOSHUA CREEK ROAD, TRAFFIC MANAGEMENT X 2 SPURR STREET, TRAFFIC MANAGEMENT X 2 FORREST BEACH ROAD | 7600.00 |
| EFT20313 | 18/11/2015 | GOLDEN WEST PLUMBING & DRAINAGE | UNBLOCK LADIES TOILETS DALYELLUP CENTRAL LAKES 5/10, REPAIRS TO LEAK AT BBO IRONSTONE GULLY FALLS, INSTALL NEW DISABLED TOILET, NEW PAN ADAPTOR & KEY SEAL TO FLUSH PIPE AT DALYELLUP CENTRAL LAKES, REPLACE TOILET PEDESTAL AT DALYELLUP CENTRAL LAKE TOILETS, UNBLOCK TOILETS AT DALYELLUP LAKES 5 & 6 NOV, UNBLOCK MALE TOILETS DALYELLUP LAKES 3/11, UNBLOCK SHOWER & HANDBASIN LADIES TOILETS OLD BLOCK AT DALYELLUP SURF CLUB, UNBLOCK DALYELLUP LAKES FEMALE TOILETS | 2072.40 |
| EFT20314 | 18/11/2015 | FENNESSY'S | 70,000KM SERVICE ON 40CP | 219.63 |
| EFT20315 | 18/11/2015 | GHD PTY LTD | WATER MONITORING FOR OCTOBER | 4323.00 |
| EFT20316 | 18/11/2015 | GRACE RECORDS MANAGEMENT | 15/16 RECORD STORAGE & DESTRUCTION | 287.82 |
| EFT20317 | 18/11/2015 | HARVEY FARM SERVICE | PURCHASE OF 2 JOHN DEERE 1580 72 OUTFRONT MOWERS LESS TRADE ON TWO ISEKIS | 63500.00 |
| EFT20318 | 18/11/2015 | INSPIRED DEVELOPMENT SOLUTIONS | PROFESSIONAL DEVELOPMENT (PRE-MEETING FOR EXECUTIVE SESSION) | 550.00 |
| EFT20319 | 18/11/2015 | INTERFIRE AGENCIES PTY LTD | HAZARD BAR LIGHT FOR RANGER VEHICLE | 2170.91 |
| EFT20320 | 18/11/2015 | STATE LIBRARY OF WESTERN AUSTRALIA | 2015/16 RECOVERY OF LOST AND DAMAGED ITEMS | 138.60 |
| EFT20321 | 18/11/2015 | LD TOTAL | SHADE SAILS AT STARLITE POS REMOVE FOOTBALL AND SOCCER GOALS OFF LUTHERAN OVALS & STORE AT LD TOTAL YARD. REMOVE MATS OFF CRICKET PITCHES & PUT IN STORAGE SHED, REPAIRS TO SHADE SAILS FOR STARLITE POS | 3157.00 |
| EFT20322 | 18/11/2015 | LAKESIDE WHOLESALE NURSERY | 46X TREES FOR 2015 DALYELLUP PILOT TREE GIVEAWAY PROJECT | 803.73 |

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| EFT20323 | 18/11/2015 | METAL ARTWORK CREATIONS | 9 NAME BADGES FOR STAFF AND ELECTED MEMBERS | 108.02 |
| EFT20324 | 18/11/2015 | MANPOWER | MANPOWER CONTRACTORS | 2030.82 |
| EFT20325 | 18/11/2015 | PROTECTOR ALSAFE | 2 PAIR OF FIRE BOOTS | 555.64 |
| EFT20326 | 18/11/2015 | FULTON HOGAN INDUSTRIES PTY LTD | 80 LITRES EMULSION AND 3.25 TONNE HOTMIX | 1767.61 |
| EFT20327 | 18/11/2015 | PJ & EV PAGE | WAXING AND BUFFING FLOOR BOYANUP HALL MONTHLY 2015/16 | 70.00 |
| EFT20328 | 18/11/2015 | RURAL CINEMA | MOVIE IN THE PARK IN CAPEL JAN 2015 DEPOSIT | 967.50 |
| EFT20329 | 18/11/2015 | SOUTH WEST TREE SAFE | PRUNE LARGE TUART IN HAREWOOD RD, REMOVE DEADWOOD AND TUARTS FROM MURTYN PARK, PRUNE VERGE TREES FROM WEST ROAD CAPEL, REMOVE AND GRIND STUMP FROM CORAL GUM IN WRIGHT ST CAPEL, REMOVE 3 MARRI TREES AND GRIND STUMPS FROM CAPEL DVE | 12375.00 |
| EFT20330 | 18/11/2015 | SOUTHERN PICTURE FRAMERS | 6 METRES OF SLIDING PICTURE RAIL PLUS FITTINGS | 330.33 |
| EFT20331 | 18/11/2015 | SOUTHERN LOCK & SECURITY | REPLACEMENT OF FRONT DOOR LOCK OMK AND SERVICE CALL AND LABOUR TO CHECK USER CODE ON ALARM AT DALYELLUP COMMUNITY CENTRE | 407.10 |
| EFT20332 | 18/11/2015 | STREET HASSLE EVENTS | YACOUSTIC 2015 YOUTH MUSIC AND ENGAGEMENT EVENT | 13090.00 |
| EFT20333 | 18/11/2015 | TELSTRA | REPAIRS TO TELSTRA PROPERTY ASSET – 152 CAPEL DRIVE | 1416.80 |
| EFT20334 | 18/11/2015 | TOTALLY WORKWEAR | 15/16 UNIFORMS | 273.61 |
| EFT20335 | 18/11/2015 | TROPHIES WEST | 22 X DOOR SIGNS – GOLD/BLACK LETTERING 14 X SIGNAGE RUNNERS TO MATCH | 442.20 |
| EFT20336 | 18/11/2015 | DYLAN TURNER | SUCCESSFUL APPLICANT OF SHIRE SPORTS PARTICIPATION SCHEME | 200.00 |
| EFT20337 | 18/11/2015 | WESTRAC EQUIPMENT | 2000 HR SERVICE, REPAIR AIR CON REPLACE AIR FILTERS ON 12M CATERPILLAR - P0074 | 6937.98 |
| EFT20338 | 18/11/2015 | WESTERN AUSTRALIAN TREASURY CORPORATION | LOAN NO. 64 INTEREST PAYMENT – CAPEL HALL | 54047.23 |
| EFT20339 | 18/11/2015 | CAROL WILSON | SUCCESSFUL APPLICANT OF SHIRE SPORTS PARTICIPATION SHCEME | 300.00 |
| EFT20340 | 18/11/2015 | AUSQ TRAINING | REFRESHER TRAFFIC MANAGEMENT – BWTM & TC COURSE – 4 NOV 15 | 339.00 |
| EFT20341 | 18/11/2015 | ST JOHN AMBULANCE | OSH : TRIANGULAR BANDAGES | 440.40 |
| EFT20342 | 18/11/2015 | IT VISION | SYNERGY SOFT RECORDS MANAGEMENT MODULE – SPLIT OVER 2 YEARS (\$47104.75) | 27145.91 |
| EFT20343 | 23/11/2015 | CALTEX AUSTRALIA | OCT FUEL FLEET FUEL | 3094.94 |

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| EFT20344 | 25/11/2015 | OFFSHORE MOORINGS WA | INSTALL PONTOON AT PEPPERMINT GROVE BEACH | 2085.60 |
| EFT20345 | 25/11/2015 | AMITY SIGNS | RURAL NUMBER PLATE | 20.35 |
| EFT20346 | 25/11/2015 | ACTION KERBING | FLUSH KERBING – ROSEMORE WAY | 3234.00 |
| EFT20347 | 25/11/2015 | AUSQ TRAINING | BWTM & TC REFRESHER COURSE – 24 NOVEMBER 2015 | 1356.00 |
| EFT20348 | 25/11/2015 | ANIXTER AUSTRALIA PTY LTD | LOCKABLE CABINET FOR CCTV | 836.00 |
| EFT20349 | 25/11/2015 | BUNBURY MOWER SERVICE | STIHL SHREDDER VAC, BRUSHCUTTER, KOMBI KM POWER HEAD, COMBI TOOL, REPLACE DRIVE BELTS ON MOWER P9601 AND AIR FILTERS AND CHAINSAW SAFETY TAGS | 2529.55 |
| EFT20350 | 25/11/2015 | BUSSELTON REFRIGERATION & AIR CONDITIONING | INSTALL THE SPARE CARRIER SPLIT SYSTEM AIR CON TO THE BACK UP SERVER ROOM INCLUDING 1. SUPPLY AND INSTALL HOT DIP GALVANISED WALL BRACKETS, REFRIGERATION PIPE CIRCUITS AND DRAINAGE LINES. 2. INSTALL ELECTRICAL MAINS (CONNECTION TO MAINS POWER) AND CONTROL CIRCUITS. 3. START-UP & COMMISSION THE SYSTEM. | 890.00 |
| EFT20351 | 25/11/2015 | BUILT RIGHT APPROVALS | BUILDING SURVEYING CONTRACTOR SERVICE | 1408.00 |
| EFT20352 | 25/11/2015 | CLEANAWAY | COLLECTION AND DISPOSAL OF MOST WASTES FROM CAPEL WASTE TRANSFER STATION | 13047.63 |
| EFT20353 | 25/11/2015 | CATALYSE | BIENNIAL CUSTOMER SATISFACTION SURVEY 2015 – CATALYSE | 26335.11 |
| EFT20354 | 25/11/2015 | CARBONE BROS PTY LTD | 1504 TONNE OF GRAVEL AND 18 TONNE OF LIMESTONE | 28305.22 |
| EFT20355 | 25/11/2015 | CHILD SUPPORT AGENCY | PAYROLL DEDUCTIONS | 902.36 |
| EFT20356 | 25/11/2015 | DELRON CLEANING | CLEAN KITCHEN AND FUNCTION ROOM AT BOYANUP FOOTBALL PAVILION OF FIRE-EXTINGUISHER RESIDUE | 275.00 |
| EFT20357 | 25/11/2015 | DEPARTMENT OF TRANSPORT | VEHICLE SEARCH FEES FOR OCTOBER 2015 | 10.05 |
| EFT20358 | 25/11/2015 | BRIAN FISHER FABRICATION | REPAIRS TO TRAFFIC MANAGEMENT SIGNS AND RETRO FIT ADJUSTABLE BACKBOARD SYSTEMS TO EXISTING BASKETBALL HOOPS AT CAPEL HARCOURTS | 1419.00 |
| EFT20359 | 25/11/2015 | FLEXI STAFF | FLEXISTAFF 2/11/15 – 14/11/15 | 7173.87 |
| EFT20360 | 25/11/2015 | GEOVET BUSSELTON | 2015/2016 POUND CONTRACT FOR OCTOBER | 910.00 |
| EFT20361 | 25/11/2015 | GEOGRAPHE FORD – BUNBURY | 70CP 45000KM SERVICE | 418.00 |

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| EFT20362 | 25/11/2015 | GEOGRAPHE FORD | 15,000KM SERVICE FOR FORD RANGER – P0092 | 480.00 |
| EFT20363 | 25/11/2015 | GEO SPREAD | GREEN WASTE MULCH AT CAPEL TIP | 15400.00 |
| EFT20364 | 25/11/2015 | HARRADINE & ASSOCIATES | 15/16 DESEXING SUBSIDY DOMESTIC PETS | 50.00 |
| EFT20365 | 25/11/2015 | JR & A HERSEY PTY LTD | SURVEY PEGS, FLAGGING TAPE, FUEL METER, BAGS OF RAGS, NUTS AND LENS CLEANER | 736.67 |
| EFT20366 | 25/11/2015 | INSTITUTE OF PUBLIC WORKS ENGINEERING AUST LT | INTERNATIONAL INFRASTRUCTURE MANAGEMENT MANUAL (IIMM) | 540.82 |
| EFT20367 | 25/11/2015 | INSIGHT CCS PTY LTD | CALL CENTRE CHARGES OCTOBER 2015 | 456.17 |
| EFT20368 | 25/11/2015 | IVC COMPUTER SERVICES IVC | 1 X USB CABLE – TUART ROOM 1 X HDMI CABLE – TUART ROOM 1 X ADAPTOR – TUART ROOM AND 5 MTRS DVI MONITOR CABLE AND USB EXTENSION | 120.50 |
| EFT20369 | 25/11/2015 | JUMOR WASTEWATER SERVICE & REPAIRS | ATU MAINTENANCE | 305.00 |
| EFT20370 | 25/11/2015 | LANDGATE | GRV INTERIM VALS COUNTRY FULL VALUE, SHARED, BCT AND RURAL UV ITERIM CHARGEABLE | 4134.45 |
| EFT20371 | 25/11/2015 | MCLEODS BARRISTERS AND SOLICITORS | SAT REVIEW DR 205/2015: CARLO DOYLE V SHIRE OF CAPEL: LOT 141 KEN BELL ROAD, NORTH BOYANUP | 6668.14 |
| EFT20372 | 25/11/2015 | FAT BIRDIE CAFÉ | CATERING FOR BUSINESS SOUTH WEST SUNDOWNER TUESDAY 17 NOVEMBER 2015 & EXECUTIVE DEVELOPMENT DAY | 616.00 |
| EFT20373 | 25/11/2015 | MANPOWER | MANPOWER 2/11/15 AND 3/11/15 | 812.33 |
| EFT20374 | 25/11/2015 | VODAFONE PTY LTD | 1516 OCTOBER VODAFONE MESSAGING | 398.53 |
| EFT20375 | 25/11/2015 | PERKINS (WA) PTY LTD | ALTERATIONS AND ADDITIONS TO SHIRE ADMINISTRATION BUILDING – PROGRESS CLAIM 12 | 7465.41 |
| EFT20376 | 25/11/2015 | FULTON HOGAN INDUSTRIES PTY LTD | 1 TONNE OF HOTMIX | 200.00 |
| EFT20377 | 25/11/2015 | PERTH MANAGEMENT SERVICES | RENT AND OUTGOINGS – DALYELLUP LIBRARY | 1522.75 |
| EFT20378 | 25/11/2015 | PAVING PEOPLE | REPAIR TO SUNKEN PAVING – GOSSE WAY, DALYELLUP | 1540.00 |
| EFT20379 | 25/11/2015 | PACIFIC BIOLOGICS | TWO TONNES PROSAND PROLINK LARVICIDE | 20415.78 |
| EFT20380 | 25/11/2015 | GAIL PARKER | 30 X HAND PAINTED GIFT BAGS FOR CITIZENSHIPS | 420.00 |
| EFT20381 | 25/11/2015 | AUSTRALIAN TAXATION OFFICE | 17/11/15 GROSS \$196,724.66, TAX \$43052.00 | 43052.00 |
| EFT20382 | 25/11/2015 | QUALITY PRESS | FIRS FORM ATTENDANCE (PACK OF 5) | 242.00 |
| EFT20383 | 25/11/2015 | RAECO | BOOK COVERING, SPINE LABELS, GENRE LABELS, | 555.26 |

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| EFT20384 | 25/11/2015 | SLEE ANDERSON & PIDGEON | HACC TRANSFER OF BUSINESS ADVICE | 361.00 |
| EFT20385 | 25/11/2015 | SOUTH WEST TREE SAFE | BRIDGE CLEARANCE ON CABLE MINE RD. ALL TREES WITHIN 10 METRES OF ANY WOODEN STRUCTURE ON BRIDGE. REMOVE ALL DEBRIS AND POISON TREES TO PREVENT RE GROWTH AND REMOVE TREE AND STUMP GRIND TREE PROWSE RD CAPEL | 4730.00 |
| EFT20386 | 25/11/2015 | SOUTHERN PICTURE FRAMERS | PICTURE HOOKS – CAPEL ART GROUP ANNUAL EXHIBITION | 81.40 |
| EFT20387 | 25/11/2015 | SOUTHERN LOCK & SECURITY | RE KEY LOCK ON ELECTRICAL CABINET TO SHIRE OF CAPEL DMB SYSTEM. SUPPLY TWO (2) KEYS TO SUIT. (LOCATION MURTIN PARK CNR PARADE & MURTIN RDS, DALYELLUP | 180.60 |
| EFT20388 | 25/11/2015 | SOUTH WEST FIRE UNITS | 2 X BLACK OUT MOD F/D25 NOZZLE AND STORTZ COUPLING 25-MBSP | 471.90 |
| EFT20389 | 25/11/2015 | SELECTUS | PAYROLL DEDUCTIONS | 2314.54 |
| EFT20390 | 25/11/2015 | SUSSEX TURF CONTROL | CARRY OUT CORING AND VERTI MOWING AT BOYANUP AFL OVAL AND BOYANUP HOCKEY FIELD; SUPPLY AND APPLY WETTA SOIL TO CAPEL OVAL,BOYANUP HOCKEY AND AFL OVAL; SUPPLY AND APPLY AMF FERTILISER TO CAPEL OVAL AND BOYANUP HOCKEY AND AFL OVAL | 15709.00 |
| EFT20391 | 25/11/2015 | SONIC HEALTHPLUS PTY LTD | PRE EMPLOYMENT MEDICALS, D&A, AUDIOMETRY | 280.50 |
| EFT20392 | 25/11/2015 | TRADE HIRE | MINNI DIGGER HIRE FOR 17/11/15 DRAINAGE WORKS | 265.03 |
| EFT20393 | 25/11/2015 | WILSONS SIGN SOLUTIONS | HONOUR BOARD UPDATES – 2 NAMES; 3 DATES (1 DOUBLE) FOR CRS MANLEY AND SCHIANO | 94.60 |
| DD18160.1 | 30/11/2015 | FUJI XEROX AUSTRALIA | MONTHLY PHOTOCOPIERS | 1369.61 |
| 47825 | 04/11/2015 | COURIER AUSTRALIA INTERNATIONAL | FREIGHT CAPEL LIBRARIES | 113.00 |
| 47826 | 04/11/2015 | SHIRE OF CAPEL | PETTY CASH 29/10/15 | 223.20 |
| 47827 | 04/11/2015 | CPR OUTDOOR CENTRE | 14225 CHARGED TWICE | 95.00 |
| 47828 | 04/11/2015 | MRS S SCHABER | RATES REFUND FOR ASSESSMENT A8774 LOT 1 JILLEY ROAD GELORUP WA 6230 | 1014.35 |
| 47829 | 04/11/2015 | SYNERGY | ELECTRICITY | 6843.30 |
| 47830 | 04/11/2015 | WATER CORPORATION | WATER USAGE | 1571.44 |
| 47831 | 11/11/2015 | COURIER AUSTRALIA INTERNATIONAL | FREIGHT FOR INTERFIRE ORDER | 100.70 |

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| 47832 | 11/11/2015 | A & V HILL | RATES REFUND FOR ASSESSMENT | 397.64 |
| 47833 | 11/11/2015 | SHIRE OF MURRAY | JIM DIERS WORKSHOP SHAPING PEOPLE CENTRED LOCAL GOVERNMENTS" | 375.00 |
| 47834 | 11/11/2015 | PIACENTINI CM | RATES REFUND | 5454.33 |
| 47835 | 11/11/2015 | PATTON JA | RATES REFUND | 426.13 |
| 47836 | 11/11/2015 | SL & PM ROWLES | CROSSOVER CONTRIBUTION | 300.00 |
| 47837 | 11/11/2015 | SYNERGY | ELECTRICITY | 30223.55 |
| 47838 | 11/11/2015 | TELSTRA CORPORATION LTD | MOBILE RENT AND CALLS | 1747.01 |
| 47839 | 11/11/2015 | DEPARTMENT OF TRANSPORT | FLEET SCHEDULE BULK REGISTRATION | 8929.10 |
| 47840 | 18/11/2015 | CITY OF BUSSELTON | PAYMENT FOR DAMAGED ITEM "SPLINTERED". | 13.20 |
| 47841 | 18/11/2015 | P & D BOX | RATES REFUND FOR ASSESSMENT A871 69 STEPHEN STREET BOYANUP | 198.66 |
| 47842 | 18/11/2015 | COURIER AUSTRALIA INTERNATIONAL | POSTAGE AND FREIGHT – ADMIN | 128.06 |
| 47843 | 18/11/2015 | MICHAEL JOHN COMBES | CROSSOVER CONTRIBUTION | 300.00 |
| 47844 | 18/11/2015 | C & L SMITH | RATES REFUND FOR ASSESSMENT A6681 9 GREENWOOD WAY CAPEL | 191.83 |
| 47845 | 18/11/2015 | TELSTRA CORPORATION LTD | LANDLINE | 2250.48 |
| 47846 | 18/11/2015 | WATER CORPORATION | REPAIRS TO METER 4779 – 19 SAMROSE RD, DALYELLUP – 9021448198 | 272.57 |
| 47847 | 18/11/2015 | SHARA ISABEL KERR WILSON | CROSSOVER CONTRIBUTION | 300.00 |
| 47848 | 18/11/2015 | YOUNG & YOUNG TRUST ACCOUNT | RATES REFUND FOR ASSESSMENT A1608 476 BROOKDALE ROAD NORTH BOYANUP WA 6237 | 278.44 |
| 47849 | 25/11/2015 | AUSTRALIAN SERVICES UNION | PAYROLL DEDUCTIONS | 51.60 |
| 47850 | 25/11/2015 | THE AUSTRALIAN WORKERS UNION | PAYROLL DEDUCTIONS | 176.00 |
| 47851 | 25/11/2015 | COURIER AUSTRALIA INTERNATIONAL | POSTAGE AND FREIGHT – CAPEL, DALYELLUP, BOYANUP LIBRARIES AND SHIRE ADMIN | 29.69 |
| 47852 | 25/11/2015 | SHIRE OF CAPEL | PAYROLL DEDUCTIONS | 2522.00 |
| 47853 | 25/11/2015 | HARVEY NORMAN FURNITURE BUNBURY | 15 MIRA BLACK MEETING CHAIRS FOR CHAMBERS | 10261.00 |
| 47854 | 25/11/2015 | LGRCEU | PAYROLL DEDUCTIONS | 164.00 |
| 47855 | 25/11/2015 | SYNERGY | ELECTRICITY | 2002.85 |
| 47856 | 25/11/2015 | TELSTRA CORPORATION LTD | MOBILE RENT AND CALLS | 1692.15 |
| 590 | 04/11/2015 | REBECCA BARLOW | BOND REFUND | 150.00 |
| 591 | 04/11/2015 | CPR OUTDOOR CENTRE | 14225 CHARGED TWICE SEE NOTE ON BUILDING MODULE | 61.65 |
| 592 | 11/11/2015 | BUILDING & CONSTRUCTION IND TRAINING FUND | BCITF LEVY COLLECTED OCT 15 | 8223.46 |

| | | | | |
|-----|------------|--|-----------------------------------|------------------|
| 593 | 11/11/2015 | DEPARTMENT OF COMMERCE – BUILDING COMMISSION | BSL LEVY COLLECTED OCT 15 | 6145.52 |
| 594 | 11/11/2015 | SHIRE OF CAPEL | BCITF COMMISSION COLLECTED OCT 15 | 353.00 |
| 595 | 11/11/2015 | CHARMAINE HERBST | BOND REFUND | 150.00 |
| 596 | 11/11/2015 | SIAN TILTMAN | BOND REFUND | 150.00 |
| 597 | 25/11/2015 | GRAEME EVANS | BOND REFUND | 500.00 |
| | | | | 884610.45 |

| | | |
|----------|---------------------------------|----------------------------|
| 03.11.15 | SHIRE OF CAPEL PAYROLL PAYMENTS | \$148,107.78 |
| 17.11.15 | SHIRE OF CAPEL PAYROLL PAYMENTS | \$143,217.70 |
| | | <u>\$291,325.48</u> |

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 1 December 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

OC1213 OFFICER’S RECOMMENDATIONS – 15.6/COUNCIL DECISION

Moved Cr J Scott, Seconded Cr Bell

That Council receives:

- 1 The Schedule of Accounts covering vouchers 590-597, EFT20186 to EFT20393, CHQ47825 to CHQ47856 and DD18070.1 totalling \$884,610.45 during the month of November 2015;**
- 2 Payroll payments for the month of November 2015, totalling \$291,325.48; and**
- 3 Transfers to and from investments as listed.**

Carried 9/0

COMMUNITY SERVICES REPORTS

OC1214 (16.1) Local Emergency Management Committee Minutes

| | |
|-------------------------|--|
| Location: | N/A |
| Applicant: | Shire of Capel |
| File Reference: | Nil |
| Disclosure of Interest: | Nil |
| Date: | 30.11.15 |
| Author: | Community Services Administration Officer, M Blandford |
| Senior Officer: | Executive Manager Community Services, M Plume |
| Attachments: | 1 Local Emergency Management Committee Minutes 25.11.15 2 Main Roads WA Presentation – Road Closures at Emergencies 3 LEMC Terms of Reference 4 LEMC Member Contact List 5 LEMC Survey Results |

MATTER FOR CONSIDERATION

To consider the minutes of the meeting of the Shire of Capel Local Emergency Management Committee held on 25 November 2015.

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 the minutes of the meeting of the Shire of Capel Local Emergency Management Committee held on 25 November 2015 be received.

STATUTORY ENVIRONMENT

Emergency Management Act 2005
Sections 36 and 38

36. It is a function of a local government to ensure that effective local emergency management arrangements are prepared and maintained for its district.

38. 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

5.22. 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 the budget associated with this matter.

Long Term

There are no long term financial implications associated with this matter.

Whole of Life

As no assets/infrastructure are 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 objective which has relevance:

3. Environmental Experience
 - Strategic Outcome 3.4 – promote emergency risk awareness.

CONSULTATION

Membership of the LEMC is comprised of representatives from a number of external agencies as well as officers and elected members of the Shire of Capel. No further consultation is required.

COMMENT

The minutes provided as an attachment to this item are a true and correct record of proceedings.

Mrs Stevenson left the Chambers at 5.59pm.

VOTING REQUIREMENTS

Simple majority

OC1214 OFFICER'S RECOMMENDATIONS – 16.1/COUNCIL DECISION

Moved Cr Bell, Seconded Cr J Scott

That Council receives the minutes of the Local Emergency Management Committee meeting held on 25 November 2015.

Carried 9/0

OC1215 (16.2) Emergency Services Unbudgeted Expenditure

Location: Capel
Applicant: Shire of Capel
File Reference: ES.PL.1 – Emergency Services Planning
Disclosure of Interest: Nil
Date: 27.11.15
Author: Executive Manager Community Services, M Plume
Senior Officer: Chief Executive Officer, P Sheedy
Attachments: Nil

MATTER FOR CONSIDERATION

Council to approve an unbudgeted allocation of \$1,750 for subscription to WALGA Emergency Management Services to undertake a full review and development of the Shire's Emergency Service Plans.

PROPOSAL / BACKGROUND**Background**

It is a requirement under the Emergency Management Act 2005, for Local Governments to have developed their Local Arrangements and Recovery Plans. The Shire of Capel's Emergency Arrangements are dated 2009 and are in need of review. In regards to a Recovery Plan, whilst a contacts list is available a full recovery plan has not been developed.

WALGA Emergency Management Services can provide Local Governments with a consultancy service to ensure local emergency management plans are compiled using the agreed SEMC format, reviews are conducted annually and that risk registers are properly maintained using the newly developed Emergency Risk Assessment Database.

Proposal

To approve the unbudgeted expenditure of \$1,750 for the engagement of WALGA Emergency Management Services to review and develop the Shire's Emergency Service Plans.

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

State Emergency Act 2005

Part 3 – Local Arrangements

Division 1 – Local Emergency authorities

36. Functions of local government

It is a function of a local government –

- (a) Subject to this Act, to ensure that effective local emergency management arrangements are prepared and maintained for its district;
- (b) To manage recovery following an emergency affecting the community in its district; and
- (c) To perform other functions given to the local government under this Act.

Division 2 – Emergency management arrangements for local governments

41. Emergency management arrangements in local government district

- (1) A local government is to ensure that arrangements (*local emergency management arrangements*) for emergency management in the local government's district are prepared.
- (2) The local emergency management arrangements are to set out –
 - (a) The local government's policies for emergency management;
 - (b) The roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;
 - (c) Provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph (b);
 - (d) A description of emergencies that are likely to occur in the local government district;
 - (e) Strategies and priorities for emergency management in the local government district;
 - (f) Other matters about emergency management in the local government district prescribed by the regulations; and
 - (g) Other matters about emergency management in the local government district the local government considers appropriate
- (3) Local emergency management arrangements are to be consistent with the state emergency management policies and state emergency management plans.
- (4) Local emergency management arrangements are to include a recovery plan and the nomination of a local recovery coordinator.
- (5) A local government is to deliver a copy of its local emergency management arrangements and any amendment to the arrangements to the SEMC as soon as is practicable.

POLICY IMPLICATIONS

There are no policy implications in regards to this matter.

FINANCIAL IMPLICATIONS

Budget

There is currently no budget allocation for this. The subscription is a yearly renewal of \$3,500 however due to being half way through the year the charge will be \$1,750 for the 2015/16 year.

Long Term

An annual subscription of \$3,500 (excluding GST) is required to ensure annual updates and review of the plans.

Whole of Life

There are no whole of life financial implications for this matter.

SUSTAINABILITY IMPLICATIONS

With climate change and added human risk there is continued pressure to be able to deal with these types of risk and having plans in place provides a coordinated approach and best use of resources as well as providing a sense of comfort that should an emergency occur we are prepared.

STRATEGIC IMPLICATIONS

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

Community Experience:

2.4 Enhance community safety through community awareness and participation programs.

CONSULTATION

Consultation has taken place with internal officer as well as discussion with LEMC members.

COMMENT

WALGA Emergency Management Service will undertake a review of all existing plans and where required will update or develop new plans utilising templates approved by the SEMC. Draft Plans would then be reviewed by the LEMC for feedback and input prior to being adopted at the LEMC meeting for submission to the SEMC.

The Plans that will be developed are the Local Emergency Management Arrangements and the Recovery Plan.

VOTING REQUIREMENTS

Absolute majority

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|---|
| OC1215 OFFICER'S RECOMMENDATIONS – 16.2/COUNCIL DECISION |
|---|

Moved Cr Bell, Seconded Cr Smith

That Council approves the unbudgeted expenditure of \$1,750 for the engagement of WALGA Emergency Management Service.

Carried with an Absolute majority 9/0

Mrs Stevenson returned to the Chambers at 6.01pm.

OC1216 (16.3) Review of Policies – Community Services

Location: Capel
Applicant: Shire of Capel
File Reference:
Disclosure of Interest: Nil
Date: 24.11.15
Author: Community Development Officer, D Sims
Senior Officer: Executive Manager of Community Services, M Plume
Attachments: 1 Policy Section 8 – Community Services
2 Policy Section 4 – Law, Order & Public Safety

MATTER FOR CONSIDERATION

Council to consider adopting a number of updated Policies related to Community Services and Law, Order & Public Safety.

BACKGROUND / PROPOSAL**Background**

A review has been conducted on the Community Services and Law, Order & Public Safety policies to assess whether they remain relevant and reflect current trends and best practice. This review has resulted in the following:

- The following five policies have been updated:
 1. Policy 8.2 – Local Studies Collection;
 2. Policy 8.3 – Minor Community Grants Scheme;
 3. Policy 8.4 – Arts, Culture & Heritage;
 4. Policy 8.6 – Disability Access & Inclusion; and
 5. Policy 4.9 – Duties of Rangers at Fires.
- Policy 8.7 Acceptance & Treatment of Donations has been added to Section 8 – Community Services.

Proposal

Council to consider adopting a number of updated Policies related to Community Services and Law, Order & Public Safety.

STATUTORY ENVIRONMENT

Local Government Act 1995
Section 2.7(2)(b)

(b) that Council is to determine the local government policies.

POLICY IMPLICATIONS

Existing Policy 8.2 – Local studies Collection; Policy 8.3 – Minor Community Grants Scheme; Policy 8.4 – Arts, Culture & Heritage; Policy 8.6 – Disability Access & Inclusion; Policy 8.7 – Acceptance & Treatment of Donations; Policy 4.9 – Duties of Rangers at Fires.

FINANCIAL IMPLICATIONS

Budget

Whilst all the reviewed Policies state that Council will commit an annual budget allocation to investing in the Policies, there will be no additional costs as these Policies will be funded in the context of the Shire's current expenditure.

Long Term

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

Whole of Life

There are no whole of life costs relevant to this item as no assets/infrastructure are being created.

SUSTAINABILITY IMPLICATIONS

Community Service Policies assist in guiding Council to achieve acceptable and sustainable social outcomes. This is done through the recognition of community, preservation of history, the provision of funding opportunities for community groups and ensuring appropriate consultation and communication across the Shire by the organisation.

Law, Order & Public Safety Policies assist in guiding Council to achieve acceptable and sustainable safety outcomes.

STRATEGIC IMPLICATIONS

The Community Strategic Plan 2013 -2031

- 1: The Leadership Experience
 - 1.2 Ensure continuous improvement of the organisation.
 - 1.3 Maintain a safe and rewarding working environment.
 - 1.5 Ensure the effective management of Council's resources.
- 2: The Community Experience
 - 2.1 Provide social, recreational and cultural opportunities and facilities for our communities.
 - 2.2 Encourage community engagement and participation.
 - 2.3 Preserve and protect the character of the communities.
 - 2.4 Enhance community safety through community awareness and participation programs.
- 3: The Environmental Experience
 - 3.4 Promote emergency risk awareness

CONSULTATION

These policies have received comment and review by relevant staff, bushfire brigades and through the Executive Management Team meeting.

COMMENT

These new policies provide improved direction and clarity on Council's activities.

Attached to the Agenda are copies of the original policies for reference. The wording that has been deleted has a line through it and the new wording is in bold.

Policy 8.2 – Local Studies Collection

The wording in this Policy has been changed to reflect best practice.

Policy 8.3 – Minor Community Grants Scheme

The words 'endeavour to' have been added to the Policy Statement as Council was unable to provide the Minor Community Grants Scheme in 2014.

Dot point 6 has been added to the eligibility criteria to ensure funded projects/activities are accessible to the wider community and people with disability. Dot point 7 has been added to ensure applicants only submit one application per annum. Dot point 8 has been added to provide direction when considering applications from schools, which are funded by State & Federal Government. Dot point 9 has been added to ensure applications reflect the core business of local government.

Further assessment criteria has been added to provide direction when assessing applications where the number of eligible applications received is greater than Council's budget allocation for the Minor Community Grants Scheme.

Policy 8.4 – Arts, Culture & Heritage

Some of the wording in this Policy has been deleted as it was repetitive. Two actions listed under the Policy Statement have been deleted as Council no longer budgets for the purchase of art on an annual basis.

Policy 8.6 – Disability Access & Inclusion

The wording in this Policy has been changed to reflect current legislation and best practice.

Policy 8.7 – Acceptance & Treatment of Donations

This Policy was added to ensure that Council deals with donations in an ethical and professional manner.

Policy 4.9 – Duties of Rangers at Fires

Some wording was added to this Policy to reflect best practice.

VOTING REQUIREMENTS

Simple majority

OC1216 OFFICER'S RECOMMENDATIONS – 16.3/COUNCIL DECISION

Moved Cr McCleery, Seconded Cr Schiano

That Council endorses:

1. The following updated policies as detailed in the attachment:

- **Policy 8.2 – Local Studies Collection**
- **Policy 8.3 – Minor Community Grants Scheme**
- **Policy 8.4 – Arts, Culture & Heritage**
- **Policy 8.6 – Disability Access & Inclusion**
- **Policy 4.9 – Duties of Rangers at Fires**

2. The inclusion of Policy 8.7 – Acceptance & Treatment of Donations.

Carried 9/0

OC1217 (16.4) Bunbury Wellington District and Boyup Brook Regional Tourism Development Strategy

| | |
|-------------------------|--|
| Location: | All of Shire |
| Applicant: | Bunbury Wellington Group of Councils |
| File Reference: | ED.SP.2 Economic Development, Regional Tourism Group |
| Disclosure of Interest: | Nil |
| Date: | 02.12.15 |
| Author: | Executive Manager Community Services, M Plume |
| Senior Officer: | Chief Executive Officer, P Sheedy |
| Attachments: | 1 Draft Bunbury-Wellington & Boyup Brook (BW&BB) Regional Tourism Development Strategy 2015-2019 (provided under separate cover) 2 BW&BB Regional Tourism Development Strategy – Summary Report 3 BW&BB Regional Tourism Development Strategy – Regional Action Plan and Regional Marketing Plan |

MATTER FOR CONSIDERATION

Council to consider receiving the draft Bunbury Wellington and Boyup Brook Regional Tourism Development Strategy (the Strategy) for the purpose of referring it to key stakeholders for comment.

PROPOSAL / BACKGROUND**Background**

Following the Regional Priorities Workshop that was held at the Sanctuary Golf Club Resort on 30 April 2012, a Tourism Working Group comprising of representatives from the seven regional Local Governments was formed in late 2012 to discuss ways of working together to gain a tourism momentum for the greater Bunbury and Wellington regions. The group reports to the Bunbury Wellington Group of Councils (BWGC).

The BWGC supported the initiative of developing a regional tourism strategy and each Council contributed \$5,000 towards the cost. The South West Development Commission, Regional Development Australia and Tourism WA also made a financial contribution. The BWGC also agreed that the South West Development Commission would be the most appropriate organisation to facilitate the development of the strategy.

In December 2014, the BWGC appointed Evolve Strategic Solutions as per the brief and the Consultant's submission, to develop the Strategy.

The BWGC received the final Strategy (in full) as well as a Summary Report and the Regional Action Plan/Regional Marketing Plan on 2 December 2015 and recommended that the councils:

1. ***Receive the following three draft reports***
 - a. ***Bunbury Wellington and Boyup Brook Regional Tourism Development Strategy 2015;***
 - b. ***Bunbury Wellington and Boyup Brook Regional Tourism Development Summary Report; and***
 - c. ***Regional Action Plan and Regional Marketing Plan;***
2. ***Refer the three draft documents (as amended) to each of the member Councils;***

3. ***Refer the Draft Regional Action Plan and Regional Marketing Plan to the respective tourism stakeholders and request provision of feedback by 29 February 2016;***
4. ***Request that member Councils refer the stakeholder feedback to the Steering Committee for review and report back to the Bunbury Wellington Group of Councils by 31 March 2016.***

Proposal

To receive the draft Bunbury Wellington and Boyup Brook Regional Development Strategy for the purpose of referring to various stakeholder groups for consideration and feedback.

STATUTORY ENVIRONMENT

There are no statutory implications in regards to this matter.

A memorandum of understanding (MOU) between the Local Governments will provide an overarching framework to help “regionalise’ tourism, and outcomes of the implementation of the plan may require further MOUs and legal agreements in the future if regional partnerships are to be established which involve financial sharing of costs.

POLICY IMPLICATIONS

There are no policy implications in regards to this matter.

FINANCIAL IMPLICATIONS

Budget

An allocation of \$5,000 was included in the 2013/14 budget for the development of the Strategy.

The 2014/15 budget included an allocation for stakeholder engagement and the 2015/16 budget has an allocation of \$5,000 for the implementation which at this stage has not been accessed.

The acceptance of the strategy as a reference or guiding document has no cost implications for future budgets, and implementing the recommendations made in the plan will have no unbudgeted impacts on future budgets.

Long Term

The actions set out in the implementation of this 4 year plan will have the need for staff resource involvement on an ongoing basis. The initiatives of the plan also propose local government cross boundary support for the provision of regional facilities, marketing and branding, and this may involve financial contributions yet to be determined. The merits of sharing regional facility costs will assist in minimising individual costs and demands for Councils. These will need discussion at the regional Steering Committee level and reported to Council as they arise, and for consideration as part of the Long Term Financial Plan.

Whole of Life

There are no whole of life implications in regards to this matter.

SUSTAINABILITY IMPLICATIONS

Implementation of this Plan will result in improved tourism facilities for all regional communities, and increased visitor numbers which will have economic benefit.

It is possible that the development of jointly funded facilities may result in facilities being developed more timely and efficiently resulting in employment benefits.

STRATEGIC IMPLICATIONS

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

1 Leadership Experience:

1.5 – Ensure the effective management of Council’s resources.

2 Community Experience:

2.2 Encourage community engagement and participation.

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

4.1 - Provide opportunities to take advantage of the Shire’s location

4.2 – Pursue diversity and vitality in the local economy

4.3 – Enhance the local economy by promoting local produce

4.7 – Promote tourist interests and provision of tourist accommodation.

5 Infrastructure Experience:

5.6 – Effectively manage the Shire’s assets and resources.

CONSULTATION

The BWGC engaged Evolve Strategic Solutions to undertake the study which produced this report.

Consultation was taken with representatives and key stakeholders from each of the local governments in the Bunbury Wellington District and Boyup Brook, including an analysis of tourism facility requirements, current industry trends, demographic projections, strategic planning processes, and other nominated stakeholders such as South West Development Commission, Regional Development Australia, Tourism WA and Australia’s South West.

COMMENT

Whilst tourism is not a primary industry it is a key driver for the growth of the region. The objectives of developing a Strategy included guiding seven local governments towards unified tourism branding, marketing, governance and product development, and identify recommended infrastructure and product priorities that would complement the Tourism Futures South West and be consistent with the South West Regional Blueprint.

The Strategy focused on seven key areas:

1. Marketing
2. Events
3. Packaging
4. Infrastructure
5. Governance
6. Standards and
7. Partnerships

The preparation of the Strategy was funded by each of the local governments and Regional Development Australia, South West Development Commission, Tourism WA and Australia’s South West.

The document includes an analysis of the current status of Tourism, the opportunities and challenges, development priorities that complement the Tourism Futures Southwest and the

South West Regional Blueprint, tourism facility requirements, assessing current industry trends, demographic projections, current planning processes, consultation with local government, and other nominated stakeholders.

As well as the Final Report, a Summary Report was developed along with a Regional Action and Regional Marketing Plan. These documents are to be referred to the key stakeholders within the Shire e.g. Capel Chamber of Commerce, with feedback to be provided back to the Steering Committee to finalise the Strategy. The Strategy would then be referred to BWGC for consideration and for referral back to each local government for final adoption, including a recommendation on if and how the Strategy is to be implemented.

It is the belief of the BWGC that the Strategy (Action/Marketing Plan) needs to be driven by the industry. It is up to the visitor centres, tourism operators, small business, the Chambers of Commerce and other key stakeholders to form a regional group to implement the Strategy should they be accepting of it.

Therefore it is recommended that Council provides the document to key stakeholders for feedback and response.

VOTING REQUIREMENTS

Simple majority

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|---|
| OC1217 OFFICER'S RECOMMENDATIONS – 16.4/COUNCIL DECISION |
|---|

Moved Cr J Scott, Seconded Cr Hearne

That Council:

- 1. Receives the following three draft reports:**
 - a. Bunbury Wellington and Boyup Brook Regional Tourism Development Strategy 2015;**
 - b. Bunbury Wellington and Boyup Brook Regional Tourism Development Summary Report; and**
 - c. Regional Action Plan and Regional Marketing Plan;**
- 2. Refers the Draft Regional Action Plan and Regional Marketing Plan to the respective tourism stakeholders and request provision of feedback by 29 February 2016; and**
- 3. Requests that member Councils refer the stakeholder feedback to the Steering Committee for review and report back to the Bunbury Wellington Group of Councils by 31 March 2016.**

Carried 9/0

| | |
|--|-----|
| NEW BUSINESS OF AN URGENT NATURE | Nil |
| PUBLIC QUESTION TIME | Nil |
| MOTIONS WITHOUT NOTICE (ABSOLUTE MAJORITY BY COUNCIL) | Nil |
| NOTICES OF MOTION FOR CONSIDERATION AT THE NEXT ORDINARY MEETING OF THE COUNCIL | Nil |
| ITEMS FOR CONSIDERATION BEHIND CLOSED DOORS | Nil |
| MEETING CLOSURE | |

The meeting closed at 6.17pm.

These minutes were confirmed at an Ordinary Council meeting on 27th January 2016.

Signed

Presiding Person at the meeting at which time the minutes were confirmed.

Date