

Shire *of* Capel

AGENDA

ORDINARY COUNCIL MEETING

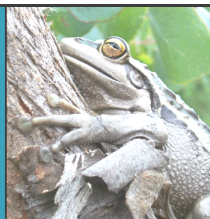
Wednesday 17 July 2013

Commencing at 4.30pm in the Council Chambers at
the Shire Offices, Forrest Road, Capel.

REMINDER:
**2.30pm Briefing Session on Community
Facilities and Services Plan**



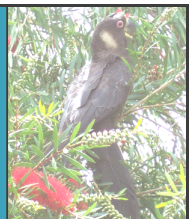
Experience the
Shire of Capel



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FINANCIAL INTEREST

(Effective 1 July 1996)

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

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

Councillors should declare an interest:

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

A member who has declared an interest must not:

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

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

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

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

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

SHIRE OF CAPEL

NOTICE OF AN ORDINARY COUNCIL MEETING

THE NEXT ORDINARY MEETING OF COUNCIL WILL BE HELD IN THE COUNCIL CHAMBERS ON WEDNESDAY, 17TH JULY 2013 COMMENCING AT 4.30PM.

PF Sheedy.

PF Sheedy
CHIEF EXECUTIVE OFFICER

12 July, 2013

AGENDA

Table of Contents

1	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS	3
2	RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED)	3
3	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....	3
4	PUBLIC QUESTION TIME.....	3
5	APPLICATIONS FOR LEAVE OF ABSENCE.....	3
6	DECLARATIONS OF INTEREST.....	3
7	NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS.....	3
8	CONFIRMATION OF MINUTES	3
9	ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION	3
10	PETITIONS/DEPUTATIONS/PRESENTATIONS.....	3
11	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	3
12	QUESTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	3
13	CHIEF EXECUTIVE OFFICER REPORTS.....	4
13.1	Climate Change Policy Advisory Committee – Minutes of Meeting.....	4
13.2	Administration Office Renovation	8
14	HEALTH SERVICES REPORTS.....	13
15	PLANNING AND DEVELOPMENT SERVICES REPORTS	13
15.1	Adoption of Policy 15.25 - Peppermint Grove Beach Land Use Strategy	13

16	ENGINEERING AND OPERATIONS REPORTS.....	24
17	CORPORATE SERVICES REPORTS	24
17.1	2013/14 Budget – Elected Member Allowances	24
17.2	Adoption of Budget and Differential Rates for 2013/14	32
17.3	Accounts Due and Submitted for Authorisation	46
17.4	Accounts Paid During the Month of May 2013	50
18	COMMUNITY SERVICES REPORTS	64
19	NEW BUSINESS OF AN URGENT NATURE	64
20	PUBLIC QUESTION TIME.....	64
21	MOTIONS WITHOUT NOTICE (ABSOLUTE MAJORITY BY COUNCIL).....	64
22	NOTICES OF MOTION FOR CONSIDERATION AT THE NEXT ORDINARY MEETING OF THE COUNCIL	64
23	ITEMS FOR CONSIDERATION BEHIND CLOSED DOORS	64
24	MEETING CLOSURE	64

IMPORTANT NOTE:

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

1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

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

3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4 PUBLIC QUESTION TIME

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

5 APPLICATIONS FOR LEAVE OF ABSENCE

6 DECLARATIONS OF INTEREST

7 NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS

8 CONFIRMATION OF MINUTES

8.1 Ordinary Council Meeting – 26.06.13

NOTE: Add to Minutes that Cr S Manley was present at the meeting of 26th June 2013.

9 ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION

10 PETITIONS/DEPUTATIONS/PRESENTATIONS

Mr Matthew Grainger, Chief Executive Officer of the Bunbury Wellington Economic Alliance will give a presentation on the activities and future plans of the Alliance.

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

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

11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

12 QUESTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

13 CHIEF EXECUTIVE OFFICER REPORTS**13.1 Climate Change Policy Advisory Committee – Minutes of Meeting**

Location:	N/A
Applicant:	Shire of Capel
File Reference:	
Disclosure of Interest:	Nil
Date:	01.07.13
Author:	Chief Executive Officer, PF Sheedy
Senior Officer:	Chief Executive Officer, PF Sheedy
Attachments:	1. Minutes of Climate Change Meeting held on 26 June 2013 2. Shire of Capel Sustainability Strategy 2013-2018

MATTER FOR CONSIDERATION

Receive the minutes of the Climate Change Policy Advisory Committee held on 26 June 2013 and endorsement of its recommendations.

BACKGROUND / PROPOSAL**Background**

The Climate Change Policy Advisory Committee met prior to the Council meeting on the 26 June 2013 to consider the draft Sustainability Strategy 2013-2018.

Council has supported sustainability activities over many years and since 2009 has allocated 1% of rates revenue to fund climate change initiatives. To date sustainability activities have been carried out on a somewhat ad hoc basis by various staff. A Sustainability Officer was appointed in late 2012 to develop and implement a Sustainability Strategy, which will provide a more focused and coordinated approach to carrying out sustainability initiatives within the Shire.

Proposal

The Sustainability Strategy provides a framework for Council's sustainability activities over the next 5 years. The Strategy focuses on reducing Council's environmental impacts in the areas of energy, transport, water, waste and carbon.

The Strategy includes:

- Background information on sustainability activities carried out to date and data on energy and water use in Council facilities, fuel use in Council vehicles, greenhouse gas emissions and municipal waste.
- Targets for reductions in energy, fuel and water use by Council and municipal waste going to landfill.
- An action plan which proposes a range of activities to achieve the targets and help the local community to reduce their energy, fuel and water use and waste production.

STATUTORY ENVIRONMENT

As the Climate Change Policy Advisory Committee has not been delegated any power or duty by Council all recommendations from the committee are required to be adopted by Council before they can be acted upon.

POLICY IMPLICATIONS

There are no current policies relevant to this item.

The Strategy includes actions to review Council policies that impact on energy, transport water, waste and greenhouse gas, e.g. requirements for Public Open Space (POS) in new developments, and modify them to improve sustainability outcomes where practical.

FINANCIAL IMPLICATIONS**Budget**

The Strategy includes estimated costs for specific actions and estimated electricity and water cost savings where applicable. These are summarised in the table below. Some actions and their costs depend on outcomes of other actions, e.g. water saving opportunities identified in irrigation water audits. Costs for these currently unspecified actions are not included but as they are developed further the actions will only be implemented within the budget available each year.

		2012/13	2013/14	2014/15
Climate change (includes energy, transport and carbon actions)	Estimated budget available	\$48,000 ¹	\$40,000 ⁴	\$25,000
	Estimated expenditure	\$33,000 ²	\$35,000+TBA	TBA
	<i>Estimated ongoing cost savings from actions implemented in year</i>	<i>\$5,000pa³</i>	<i>\$17,000pa+³</i>	<i>TBA</i>
Water	Estimated budget available	\$5,000	\$3,000 ⁵	\$3,000 ⁵
	Estimated expenditure	\$5,000	\$500+TBA	TBA
	<i>Estimated ongoing cost savings from actions implemented in year</i>	<i>\$0pa</i>	<i>\$2,000pa+</i>	<i>TBA</i>

1. Includes carryover from 2012/13 but excludes salaries and contribution to Peron Naturaliste Partnership
2. Includes expenditure prior to appointment of Sustainability Officer on actions not included in the Strategy
3. Includes estimated savings of \$3000pa and \$5000pa from changes to electricity tariffs made in 2012/13 and 2013/14 respectively
4. Assumes carryover of unspent funds from 2012/13
5. To be confirmed.

Note that while actions relating to municipal waste reduction are included in the Strategy, such as the introduction of a third organics bin, the budget implications of these actions are not included in the table above as they have been or will be considered separately by Council.

Long Term

Most of the actions in the Strategy include a one off implementation cost. Some actions will have minor ongoing costs for monitoring and/or maintenance. A number of actions will provide ongoing financial savings to Council through reduced electricity and water costs.

Whole of Life

In a number of instances the whole of life costs for buildings associated with the sustainability initiatives will be reduced as a result of lower annual operating costs as indicated above and it is not expected that the whole of life costs will increase as what is already there (lights, hot water units etc.) will be replaced with more efficient infrastructure.

SUSTAINABILITY IMPLICATIONS

The Strategy is aimed wholly at improving sustainability outcomes for Council operations and within the local community and the environment will benefit with the expected reductions in CO₂ emissions, water and fuel usage.

Financially Council intends to reduce the operational cost with its building and vehicle operations.

STRATEGIC IMPLICATIONS

Development and implementation of a Sustainability Strategy is consistent with Council’s goal of improving sustainability outcomes within the Shire and is expected to have a positive impact on the community as Council demonstrates its intentions to undertake sustainability and would be seen to be complementary to the strategic objective ‘To preserve and enhance the natural and built environment to ensure it is liveable, sustainable and adapts to our communities’ needs and expectations’ under “The Environmental Experience” of the Shire’s Strategic Community Plan.

CONSULTATION

No public consultation is considered necessary as the Strategy deals mainly with activities aimed at improving sustainability outcomes for Council operations. Public consultation may be carried out in future to determine what type of Council activities could provide greatest assistance to the local community to help them reduce their environmental impacts.

COMMENT

As indicated under the ‘Proposal’ heading at the start of the report the Sustainability Strategy outlines a number of actions to be undertaken of the next five years under the priority areas of sustainability, energy, transport, water, waste and carbon, the estimated costs, potential funding sources and expected savings for these actions and also sets some targets to be achieved over the next five years for each priority area.

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATIONS – 13.1

That Council receives the minutes of the Climate Change Policy Advisory Committee held on 26th June 2013 and adopts the following recommendation:

CC0602

That it be recommended to Council that it endorses the proposed Shire of Capel Sustainability Strategy 2013 - 2018 including:

- **Proposed targets for reductions in energy, fuel and water use and municipal waste going to landfill; and**
- **Proposed actions to achieve targets**

with the following amendments:

- 1. "3. Council's Key Priorities and Targets" (Page 9):**
 - **The Sustainability Officer to include targets for all "Priority Areas" out to 2018;**
- 2. Shire of Capel Sustainability Action Plan under the heading "Energy":**
 - **Remove "Plant Footprint" and related Action (Page 13),**
 - **Continue to purchase green power as a last resort to achieve targets with other options being given higher priority (Page 13); and**
- 3. Shire of Capel Sustainability Action Plan – under the heading "Carbon":**
 - **In item "Land managed by Council or possible private land" under the heading of "Target group, facility, site or service", reduce estimated cost from \$25,000 per annum to \$5,000 per annum (Page 21).**

13.2 Administration Office Renovation

Location:	Forrest Road, Capel
Applicant:	Shire of Capel
File Reference:	N/A
Disclosure of Interest:	Nil
Date:	02.07.13
Author:	Chief Executive Officer, PF Sheedy
Senior Officer:	Chief Executive Officer, PF Sheedy
Attachments:	Draft Concept Plan

MATTER FOR CONSIDERATION

Endorsement of the draft concept plan for the renovations of the Administration Office in Capel, to allow for the finalisation on the concept plan and development of detailed designs, so that tenders for the construction of the proposed renovations can be called during the 2013/14 financial year.

BACKGROUND / PROPOSAL

Background

2007 refers: Following the building of the new library in Capel a staff survey was undertaken as part of the process to develop concept plans for the old library area (now occupied by Engineering & Operations) and a major redevelopment of the existing offices and Council Chambers.

The Engineering staff were relocated to the old library area on the southern side of the Administration Building in an open plan environment.

2008 refers: An Administration Refurbishment Working Group comprising Councillors (President and Deputy President) and staff was formed to progress the development of concept plans and undertook a tour of recently completed new administration offices at the Shires of Denmark and Plantagenet (Mt Barker) and the City of Albany.

A 'Project Brief and Requirements' document was produced following the staff surveys and tour of local governments in the Great Southern.

2009 refers: Concept development plans were produced by the architects, Gresley Abas in April 2009 with a preliminary cost estimated provided in June 2009 of \$3,600,000 to undertake all the proposed works.

A presentation was made to Councillors and staff on the concept plans to allow for feedback and possible alterations.

As a result of the announcement in February 2009 by the Minister for Local Government of the State Government's proposal to instigate structural reform of local government in Western Australia with a proposal for voluntary amalgamation of local governments it was determined that it would not be appropriate to undertake a \$3.6 million refurbishment of the Administration Offices until a clearer understanding was available on what the impact of the proposed structural reform would have on the Shire of Capel.

2010 refers: Works were undertaken to the front Reception area and old library (southern side of building at front) to create a meeting room, large office and smaller offices for Director Engineering and Manager Works. The Engineering staff were relocated to the old library area

on the southern side of the Administration Building in an open plan environment and the old transportable removed from the rear of the building.

A new transportable building was purchased and attached to the southern side of the current building to accommodate the Health and Community Ranger staff.

2012 refers: Following very little progress on the structural reform process and the need to plan for future increases in staff it was decided to revisit the concept plans, with Councillors indicating support for a modified version of approximately \$2.0 million.

2013 refers: A modified draft concept plan has been finalised with an estimated cost of \$1.85 million excluding removal of existing transportable, car parking requirements, fixtures and fittings and including 15% contingency.

Proposal

As a result of the direction from Council to work within a budget of \$2.0 million the current concept plan has been modified substantially from the original concept plan discussed with Councillors in 2009 and as previously indicated the cost estimate is now \$1.85 million. Refurbishment proposals that have been removed from the current concept plan are:

1. Redevelopment of the southern wing to create offices and an open plan environment
2. Reroofing of the entire building by removing the tiles and replacing with a metal roof to match the proposed refurbishment
3. Redevelopment of the front Reception area to create a new entry area into Reception and the function and Chambers area.
4. Expansion of the Council Chambers to create a function area, Councillors lounge, new President's office, foyer and courtyard and relocated kitchen and toilets and storage room.

With the adoption of the Civic Precinct Master Plan by Council in April 2013, proposed stage 2 of the Plan was identified as being important to be developed in conjunction with any proposed office refurbishment. The cost for this stage which includes car parking, paths, landscaping etc. has been estimated at \$435,000.

STATUTORY ENVIRONMENT

Local Government Act 1995 section 3.1 (1) indicates that 'The general function of a local government is to provide for the good government of persons of its district.

The land on which the administration building is located is zoned 'Town Centre' under Town Planning scheme No 7 and is located on Reserve 4621 designated for 'Municipal Offices and Community Purposes' over which Council has a Management Order.

Council's Municipal Inventory of Heritage Places lists the current building as a Category 4 'Some heritage value, but not essential to an understanding of the district', with the Statement of Significance indicating 'The place represents the civic identity of the Capel Shire.'

POLICY IMPLICATIONS

Capel Townsite Strategy 2008 which is an adopted Planning policy under Town Planning Scheme No 7 which requires the preparation of a master plan for the Civic/Town Centre Precinct has relevance to this item.

FINANCIAL IMPLICATIONS

Budget

The 2013/14 budget includes the provision of \$70,000 for the preparation of detailed design plans for the proposed refurbishment.

Long Term

The Long Term Financial Plan includes the provision of the following:

- 2014/15 \$2.0 million (loan \$1.7 million and reserve funds \$300,000) for the Administration Offices refurbishment
- 2015/16 \$1,113,264 to commence the Civic Precinct Master Plan works that includes stages 1 and 2.

Whole of Life

The refurbishment additions are expected to add an additional \$40,000 in year 2015/16 to the ongoing operational costs of the Administration Offices and increasing 4% each year thereafter.

SUSTAINABILITY IMPLICATIONS

The proposed refurbishment will require the raising of a loan of at least \$2.0 million which will increase Council's current debt service costs, but the implementation of sustainable initiatives and concepts into the new building should assist in reducing operating costs in the area of energy.

The current building is at maximum capacity with staff having to share offices in some instances and the ongoing cracking of walls does not create a positive environment in which to work. In addition the proposed improved staff amenities will improve staff morale and increase the opportunities for increased social interaction. The expanded Council Chambers should also allow for improved social interaction between Councillors, staff and visitors.

STRATEGIC IMPLICATIONS

With the current building at maximum capacity there are no opportunities to accommodate any increases in staff in the near future to meet the ongoing needs of the community in a fast growing local government.

The provision of suitable office accommodation and amenities for staff is seen as a key part of the Council's Staff Attraction and Retention Strategy.

The proposal meets the strategic outcome 1.2 'Maintain a safe and rewarding working environment' under 'The Leadership Experience' of Council's Strategic Community Plan.

CONSULTATION

There has been ongoing consultation with Council staff, the Working Group and Council to develop a suitable concept plan. No further consultation with other persons or organisations is required.

COMMENT

As indicated in the Background section of this report a number of modifications have been made to the original concept plan to produce a more modest development to keep costs within the \$2.0 million budget parameter set by Councillors, whilst still incorporating a desire to move to an open plan environment to maximise the use of the space.

The current concept plan will allow for the accommodation of existing staff, based on a previous decision that directors and managers will be provided with an office whilst remaining staff will be accommodated in an open plan environment. The open plan environment will provide for a maximum of thirty three staff spaces which will accommodate existing Corporate, Community Development and Community Ranger staff and allow for growth over several years, by which time a clearer picture of any impact of structural reform/amalgamations on this Shire should be known and if no change has occurred consideration can then be given to revisiting the southern wing with a view to implementing the full open plan environment throughout the building.

Whilst the function area for the Council Chambers has been removed the expansion of the current Chambers, by building new toilets and kitchen to the west, will allow sufficient space for meals and functions without being constrained by the tables and chairs (as currently happens).

The Staff members of the Administration Refurbishment Working Group met on 9 July 2013 to consider further refinements to the Concept plan and further suggested improvements have been to:

- Consider an alternative public access into the Council Chambers either on the east side (adjacent to Forrest Road) or on the north side through the proposed Civic Precinct development.

This would provide further security to the front Reception area after hours. If a northern access is determined then the replacement of the eastern glass panels with a solid wall would improve the noise attenuation.

- A modification to the entrance into the Kitchen and Toilets so that it is via a passageway and not directly from the Council Chambers.
- Creation of one dedicated office within the open plan area in the redeveloped southern wing.
- The location of the Kitchen and Servery to the Chambers will be determined by the decision on the public access point as it is proposed to have this at the opposite end to where the public are seated.

Finally the Capel Administration Refurbishment Working Group considered the opportunity to accommodate the Bendigo Bank with an additional building/add on at the front of the existing building (front of Council Chambers) as their current building is becoming too small. However the proposal was not supported for a number of reasons, namely:

1. The current building is listed on Council's Municipal Heritage Inventory and any additions to the front would detract from this designation.
2. The land is currently a Reserve with a 'Municipal Offices and Community Purposes' purpose and a commercial building is not in keeping with this purpose. A Ministerial approval would have to be sought if any proposal was considered.
3. Being a commercial enterprise it was not considered appropriate to have the bank on the existing lot and there are other lots available in the town centre that could be used for this purpose.

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATIONS – 13.2

That Council:

- 1. Endorses the draft Administration Offices Refurbishment Concept Plan (detailed in attachment) and further minor modification as required and approved by the Capel Administration Refurbishment Working Group.**
- 2. Approves the production of detailed design plans to allow for the calling of tenders in the second half of the 2013/14 financial year.**

14 HEALTH SERVICES REPORTS**15 PLANNING AND DEVELOPMENT SERVICES REPORTS****15.1 Adoption of Policy 15.25 - Peppermint Grove Beach Land Use Strategy**

Location:	Peppermint Grove Beach
Applicant:	Nil
File Reference:	C5.83
Disclosure of Interest:	Nil
Date:	21.06.13
Author:	Project Planner, T Shingles
Senior Officer:	Director, Planning and Development Services, C Burwood
Attachments:	Schedule of Submissions Policy 15.25 – policy statement Draft Peppermint Grove Beach Land Use Strategy

MATTER FOR CONSIDERATION

Council is requested to consider adoption of the Peppermint Grove Beach Land Use Strategy (*the Strategy*) as Town Planning Scheme Policy 15.25 for the purpose of final approval following advertising. A copy of the draft Strategy was provided when the matter was considered by Council in March 2013.

The Strategy is intended to provide a policy basis for future, sustainable urban land use and development in Peppermint Grove Beach and was advertised for the purpose of community consultation from 28 March to 17 May 2013. More than 70 submissions were received and some modification to the draft Strategy is recommended in response to the issues raised.

BACKGROUND/PROPOSAL**Background**

20 March 2013 – Council resolved (OC0306) to adopt the draft Strategy for the purpose of community consultation.

The recently adopted Strategic Community Plan requires the Shire to *maintain and enhance the quality of our unique natural environments and preserve and protect the character of the towns as they expand*. This has been achieved in relation to Capel and Boyanup, and structure plans have been endorsed for much of Dalyellup. It is therefore considered appropriate for the Shire to consider a land use strategy for Peppermint Grove Beach as a guide to the future use and development of urban zoned land within the settlement.

Description

The permanent resident population of Peppermint Grove Beach in 2012 was estimated at around 400 and this may double by 2031 in view of the number of existing vacant and proposed residential lots available for housing development.

According to Census data there were 319 dwellings in Peppermint Grove Beach in June 2011. The residential area has a very low rate of dwelling occupancy with 52% of all dwellings vacant in June 2011 compared to 11.1% vacant in the Shire.

There are around 460 residential lots already subdivided. Additional subdivision of up to 60 additional lots is to occur along the connection of Hayfield Drive and at the extreme northern end of Peppermint Grove Terrace.

The urban area of Peppermint Grove Beach is confined to the primary fore-dunes adjacent to Geographe Bay and south of the Capel River due to the low lying nature of surrounding rural areas and wetlands to the east and south.

The location of the settlement on primary fore-dunes and the implication of this for potential impacts from climate change/sea level rise is identified as a constraint to development. Fortunately, much of the existing residential development has achieved a reasonable setback from the beach which, if the remnant vegetation on the dunes can be retained and improved, can provide some buffer to erosion from wind/waves and storm surge.

The settlement is almost completely surrounded by water or wetlands which comprise significant constraints to urban land use. The risk of exposure to the Ross River Virus vector posed by mosquito breeding in the wetlands is a health issue which also constrains development.

Peppermint Grove Beach has only one access and egress via Peppermint Grove Road which results in the urban area comprising a large cul-de-sac system ultimately servicing over 500 dwellings and a caravan park. Traffic management issues may arise as development of dwellings continues and population increases, including at the intersection of Peppermint Grove Road and Ludlow Road North. The issue of fire risk from remnant vegetation in the foreshore and other reserves comprises a management issue which requires ongoing attention.

Proposal

The Strategy has been formulated to provide the strategic direction for land use planning in Peppermint Grove Beach and is required to be generally consistent with state and regional planning policy and strategic development initiatives.

The broad objectives of the Strategy are to establish the key long-term land use planning strategies for Peppermint Grove Beach (including direction in relation to the sustainable urban form of the settlement); and to provide guidance to the community in relation to appropriate land use and development of the settlement.

The Strategy identifies that Peppermint Grove Beach has already been subdivided almost to its capacity apart from some additional subdivision north of Hayfield Drive. In view of the physiographic constraints evident (including landform, wetlands and access) the Strategy recommends that no further residential zoning occurs other than minor amendments to reflect approved outcomes. However, the sustainable development of existing urban zoned land pursuant to the Town Planning Scheme is encouraged, subject to servicing and compliance with the local policy framework.

The Strategy identified four Planning Precincts reflecting current and proposed land use and development outcomes as follows.

Precinct 1 – Residential (current residential area)

Precinct 2 – Medium Term Residential (future subdivision - Hayfield Drive)

Precinct 3 – Local Business (local shops site in Peppermint Grove Road)

Precinct 4 – Holiday Park (existing caravan park site in Peppermint Grove Road)

STATUTORY ENVIRONMENT

The Strategy is a component of the Shire's strategic planning programme which comprises the framework for town planning in the Shire and the strategic basis for the local planning scheme. Documents such as land use strategies provide the interface between regional and local planning and establish the objectives for future planning and development within the municipality.

Town Planning Scheme No 7

Town Planning Scheme No 7 is the primary statutory planning instrument for guiding land use and development in the Shire. The Scheme includes a range of zones that define the urban area of Peppermint Grove Beach as residential in nature.

Peppermint Grove Beach is included in the Residential R5/R10 and R12.5 zones, Special Use zone, and Public Purpose and Recreation reserves. The Special Use zone provides opportunities for local shopping and short term holiday accommodation on two sites adjacent to Peppermint Grove Road.

The zoning of the caravan park site provides for a number of uses including caravan park, chalets, café, liquor store and convenience store. The site is currently subject to a development application which is considered consistent with the Scheme and the adopted Development Plan.

The zoning of Lot 319 Peppermint Grove Road includes opportunities for those uses which are permitted within the Town Centre zone of the Scheme including shop, office and lunch bar.

Lot 4 north of Hayfield Drive is zoned Rural and Appendix 3 of the Scheme indicates that portion of the land has the benefit of additional uses which may be considered subject to the adoption of a development guide plan by the Shire. Additional uses which may be considered include historic village, museum, restoration workshop, kiosk, observation lookout, reception, café, craft manufacture and sales, wildlife refuge and up to five holiday accommodation units.

POLICY IMPLICATIONS

Policy 15.9 the Shire of Capel Land Use Strategy is applicable and its relationship to this proposal is described under the Strategic Implications section of this report.

FINANCIAL IMPLICATIONS

Budget

A number of actions will need to be considered in the budget planning process. The recommendations relating to the traffic study and foreshore management will need to be budgeted for. The actual cost of any outcomes that may arise is unknown until the relevant studies are carried out, however a foreshore management plan has already been prepared in 2010 and relevant budgets considered.

A path improvement investigation is being undertaken by staff for consideration by Council. A number of additional paths are currently proposed to be constructed over the next five years and these path improvement works are anticipated to cost around \$85,000.

Long Term

Implementation of the residential subdivision opportunities is likely to be staged over a number of years and will be funded by developers.

Whole of Life

The implementation of subdivision development and a growing population base has ongoing financial implications, particularly in respect to infrastructure development and maintenance e.g. roads, paths, public open space, foreshore rehabilitation.

SUSTAINABILITY IMPLICATIONS

The Strategy recommends that future development within the urban area of Peppermint Grove Beach adopt sustainable development outcomes including the following:

- Ongoing conservation of the beach and foreshore environment, and other natural areas;
- Improved path connectivity, particularly to the beach and other community focal nodes;
- Management of access to the beach across the vegetated foreshore reserve and rehabilitation of the dunes pursuant to the PGB Management Plan 2010;
- Provision of vegetated buffers where necessary at the interface with adjacent wetlands and surrounding rural and residential areas; and
- Incorporation of sustainable landscaping proposals in accordance with the Shire’s Urban Landscape Strategy.

STRATEGIC IMPLICATIONS

Shire of Capel Land Use Strategy 1999

The Land Use Strategy was adopted in 1999 and at that time represented the primary strategic land use planning document for the Shire of Capel. The Strategy provides a land use and physical profile of the Shire and sets out principles, objectives and policies for eleven Planning Units.

Planning Unit CA2 - Capel Coastal includes Peppermint Grove Beach and surrounding areas. The objective of Planning Unit CA2 is to conserve the natural values of the Tuart forest and the coastal wetlands, and provide opportunities for a variety of rural land uses.

The Land Use Strategy indicates that the extent of the urban area of Peppermint Grove Beach is confined to the prominent dune system to the south of the Capel River and to the west of the wetlands and low lying rural land.

Capel Coastal Strategy 2005

The Capel Coastal Strategy identified the issues and threats affecting the coastal areas of the Shire and provided recommendations and management actions to address these matters. The need for the Strategy was identified by increases in population, residential development and use of the Shire’s coastal areas.

The Strategy listed a number of recommendations for Peppermint Grove Beach, including to *“Prepare a detailed Foreshore Implementation/Action Plan for the Peppermint Grove area that consolidates, updates and provides a mechanism for ongoing management of the foreshore, based on the Preliminary Foreshore Management Plan. The plan should address as a minimum the provision/need of access at the main Peppermint Grove Beach, the consideration of mechanisms for the rationalisation of informal access tracks between private residences and Peppermint Grove Beach, the layout and function of Wave Walk and ongoing management of the area near the Capel River Mouth.”*

Peppermint Grove Beach Management Plan 2010

This Plan comprises a foreshore management plan for Peppermint Grove Beach as an outcome of the Coastal Strategy. Ongoing development and population growth, combined with the popularity of the beach during the holiday period, has placed increased pressures on the foreshore from land use conflicts and environmental degradation. Coastal areas are dynamic and unstable environments, and the increasing demand for use of coastal areas for recreation has the potential to destabilise coastal areas and cause serious damage.

The purpose of the Plan is to identify the issues and threats, determine the community values for the area and provide specific recommendations and actions to assist with the protection, conservation and continued recreational use of the study area over a ten year time frame. An

implementation plan for the ongoing management of the foreshore is provided with a framework to ensure coastal management is adequately catered for in future budgets.

The Plan identifies a number of recommendations including that informal tracks through the dunes from residences should be closed and rehabilitated, and that dunes located close to residential lots should be monitored to ensure that backyards are not encroaching.

Shire of Capel Strategic Community Plan 2013-2031

The Strategic Community Plan establishes the long-term directions for the Shire in terms of administration and development, focusing on matters which are important to the community. The Strategic Plan 'Vision' is to establish "*a community of diverse lifestyle experiences accommodating progressive growth, sharing in prosperity, and valuing the unique environment*".

Relevant strategic objectives pursuant to the Plan include:

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

Environmental Experience - preserve and enhance the natural and built environment to ensure it is liveable, sustainable and adapts to our communities' needs and expectations.

Economic Experience - foster and support responsible and progressive economic development opportunities within the Shire.

Infrastructure Experience - plan and facilitate safe, sustainable and efficient infrastructure and transport networks to meet the needs of the community.

Shire of Capel Corporate Business Plan 2013-2017

The Business Plan was adopted in June 2013 to demonstrate the operational capacity of the Shire to achieve the aspirations of the community. The Strategy responds directly to Environmental Experience Action 3.1A3 to "*develop, implement and review a Peppermint Grove Beach Land Use Strategy*".

South West Framework

The '*South West Framework*' prepared by the WAPC in 2009 identifies Peppermint Grove Beach as a 'village' which plays a low-key residential and holiday role. The urban area is situated immediately adjacent to the Geographe Bay foreshore and comprises areas of remnant vegetation. In accordance with the requirements of the current planning framework these environmental assets need to be considered and protected while enabling development of the land for urban purposes in accordance with the Scheme.

The Strategy therefore provides integration of land ownership, land use, spatial design outcomes and staging which would otherwise be difficult to achieve via the subdivision or development processes alone.

CONSULTATION

A community workshop was held on 28 March 2012 at the Peppermint Grove Beach Community Centre. The issues of strategic community planning and future development were canvassed.

Over twenty people attended the workshop including staff and Councillors. Input was sought from the community in relation to land use planning issues and a number of outcomes from the workshop were incorporated into the Strategy.

The draft Strategy was adopted in March 2013 for the purpose of community consultation and was formally advertised from 28 March to 17 May 2013. The consultation process reflected the requirements of clause 8.9 of the Scheme relating to the adoption of Town Planning Policies. This included notification of all landowners and residents of the draft Strategy within the best available means and providing a consultation feedback sheet to assist in making a submission.

A total of 71 submissions were received including 59 feedback sheets. Around thirty per cent of submissions from individuals/landowners came from residents of Peppermint Grove Beach and the remainder came from non-residents. The submissions are summarised in the attached "Schedule of Submissions" which includes a feedback sheet response table.

COMMENT

The outcomes of the consultation process indicate significant support for the initiatives outlined in the draft Strategy including:

- 91.5% of respondents agree that residential subdivision and development should be limited to the currently urban zoned area of the settlement.
- 90% believe that design guidelines should be prepared to assist in retaining community agreed character outcomes in future development.
- 93% agree that a traffic strategy could assist in identifying and addressing any road safety and traffic management issues that may arise as the population increases.
- 81.4% support the management and, where necessary, closure of informal paths to the beach across the vegetated foreshore reserve, while 15% oppose this outcome.
- 80% support appropriate redevelopment of the caravan park although this proportion would be somewhat higher except for significant opposition to a liquor store at the site.
- 76% of respondents indicate that short term renting of houses for holiday purposes should be permitted subject to ongoing management being addressed, while 17% oppose this outcome due to the current impacts of holiday rentals on residential amenity from anti-social behaviour and noise etc.

A number of specific issues addressed during consultation are addressed in more detail as follows.

Extent of Urban Zoning

The draft Structure Plan included in the Strategy indicates two residential precincts, a local shop site and the caravan park precinct, and suggests that urban development be limited to these areas. The intent is to limit the urban footprint to the currently sustainable extent without expanding into the wetlands or along the vegetated Quindalup dunes.

Over 90% of respondents support this outcome however a small number indicate that the draft Strategy does not provide strong justification in support of no further residential subdivision and development. It was expressed that geographical constraints will prevent any large subdivision or development expansion but some small opportunities may exist and owners of land not currently zoned urban should be allowed to argue their case in support of further development.

However, staff are concerned that the locality has only one road access and no sewerage reticulation, which are considered significant constraints to residential expansion. Accordingly, additional subdivision or higher density residential development are not considered appropriate at this time (except where the land is already zoned Residential) and are not likely to be supported in the current planning framework e.g. the Health Department states in its

submission that development at R12.5 density is not supported as the draft Government Sewerage Policy requires R10 for grouped dwellings (min. 1,000m²/dwelling).

It should be noted that the draft Strategy does not indicate that existing development or subdivision opportunities on lots already zoned Residential or Special Use are to be limited (subject to land capability and servicing constraints). It is however considered appropriate to limit additional urban/residential zoning and subdivision to the existing settlement as shown on the Peppermint Grove Beach Structure Plan in view of the community support for this approach.

Design Guidelines

Some concerns have been raised by the community in relation to the scale and form of development and a desire was expressed that the current level of residential amenity should be retained in relation to built form, reserves and streetscapes. Accordingly, Recommendation 1.3 in the draft Strategy proposes an investigation of the need for design guidelines for future development, including height restrictions and sustainability initiatives where appropriate.

The intent is to promote retention of a community accepted level of residential amenity and to encourage sustainability in relation to development outcomes. There is no suggestion of prescriptive regulations. The recommendation supports an investigation of guidelines to assist residents and homebuilders in achieving some desired outcomes in relation to privacy, overshadowing and sustainability etc.

There was considerable support for this outcome (90% of respondents) while 8.5% object strongly on the grounds that the Shire should not determine what is acceptable regarding house or garden design, including dwelling height. The opposition may be related to confusion over some Scheme provisions relating to land adjacent to Hayfield Drive where the subdivision design outcomes resulted in lots backing on to important entry roads. At the time there was considered a need to encourage a reasonable level of amenity and the developer agreed to provisions in rezoning the land to allow for appropriate residential development and visual management.

Traffic Strategy

It is considered that the formulation of a traffic strategy to assess the need for upgrading of roads or intersections, or other mechanisms which may be necessary to address the traffic level of service and safety as the population increases may be warranted at some point. As the resident and service populations increase over the next 20-30 years, and a holiday park is developed, vehicle traffic in and around the locality may increase substantially at peak holiday times with consequent impacts on traffic management.

Shire staff are concerned that the level of service of intersections including Ludlow Road North /Peppermint Grove Road, Hayfield Drive/Peppermint Grove Road and Peppermint Grove Terrace/Peppermint Grove Road may fall below acceptable at these times. Accordingly, a traffic strategy could look at these issues in more detail to determine if, and at what stage, the level of service would be compromised, and what improvements would be required to address traffic safety in the long term.

Over 90% of respondents supported this outcome although a small number thought it was unnecessary in the circumstances and suggest that any traffic study be deferred. It is likely that the study would only be undertaken when considered necessary and when funding was made available.

Caravan Park

The majority of submissions (80%) support appropriate redevelopment of the caravan park site if this occurs in the spirit of the existing zoning as currently planned and does not include a larger scale resort that does not reflect the character of Peppermint Grove Beach. There was

also significant opposition to the liquor store use which is currently permissible on the site. Some of the objections to the caravan park (18.6%) appear to be objections to the liquor store rather than the caravan park itself.

A concern was raised in relation to the impact on the quiet village character as a result of redevelopment of the site, resulting in substantial seasonal increases in the tourist population that would place additional pressure on the residential amenity and natural environment.

Shire staff support the redevelopment of the site in accordance with the current Scheme provisions noting that the Scheme does not necessarily constrain the design outcomes but does include provisions relating to land use and the scale of development.

The liquor store use may be reconsidered in the event the town planning scheme is reviewed in relation to the caravan park site (noting that any review of the scheme in relation to the caravan park site would include formal consultation).

Informal Tracks

The Capel Coastal Strategy in 2005 and the Peppermint Grove Beach Management Plan in 2010 both identified the proliferation of informal access tracks to the beach as a management issue. At that time it was discovered that a number of tracks had been created without the approval of the Department of Regional Development and Lands or the Shire.

The Capel Coastal Strategy recommended preparation of a detailed Foreshore Implementation/Action Plan for Peppermint Grove Beach which should address, inter alia, the rationalisation of informal access tracks between private residences and the beach.

The Peppermint Grove Beach Management Plan found that there were a number of informal tracks to the beach over the dunes from private residences, and these exist despite the numerous formal pathways that have been provided. The Plan determined that an adequate number of formal paths are provided to the beach and one of the recommendations indicated that informal tracks should be closed.

Notwithstanding this outcome, it is not necessarily the intention of the draft Strategy to close all of the informal tracks. However the Strategy should acknowledge the outcomes of the earlier investigations. Accordingly the draft Strategy recommends that the Shire manage and, where necessary, control access to the beach across the vegetated foreshore reserve (Strategy 1.6).

This outcome may be achieved by a review of informal tracks across the foreshore reserve and investigation of the ongoing impacts of unrestricted public access on the environmental integrity of the dunes. Some improvement, consolidation or other management may then be indicated to ensure acceptable environmental outcomes while providing for a reasonable level of access to the beach. Some tracks may need to be closed and the area rehabilitated, particularly where many informal tracks occur in sensitive areas.

Holiday Rentals

Home holiday rentals are private residential dwellings that comprise short term accommodation of holiday-makers. Town Planning Scheme No 7 already indicates that 'holiday accommodation' is not permitted in the Residential zone whereas 'bed & breakfast accommodation' and 'guest house' may be considered and approved. Accordingly, the draft Strategy retained the current status quo in that regard. However, as in other coastal holiday areas, an issue may arise in the future with the use of dwellings for tourist accommodation and the community's views in this regard were sought during consultation.

Three quarters of respondents indicated that short term renting of houses for holiday purposes should be permitted. However those that did not support this outcome (17%) highlight significant issues in terms of residential amenity and anti-social behaviour created directly by visitors in holiday rentals in the Residential zone. This included strong objections to holiday

rentals which should only be allowed with strict conditions. It was indicated that large numbers of holiday rentals are now operating in Bay Court for example with significant impact on permanent residents from large numbers of guests, vehicles and pets, late night parties/noise and anti-social behaviour which is not being adequately addressed by the property owners or by the Shire.

Staff acknowledge that there has been increased commercialisation of holiday homes in some areas of the South West which has led to changes in the character and amenity of some residential areas. Community concerns about holiday homes often relate to the behaviour of tenants, rather than being associated with the use itself. Emerging issues with holiday rentals has led to pressures for their regulation.

A number of Shires have already taken this approach including Denmark and Busselton which have adopted policies to ensure that the residential character of neighbourhoods is retained and that the negative impacts of holiday homes on the amenity of adjoining residents are minimised.

In order to enable some holiday accommodation to be considered, subject to conditions and monitoring, it is recommended that the Shire investigate the inclusion of a use class in the planning scheme relating to holiday accommodation premises and a mechanism for the appropriate ongoing management and/or licensing of these premises so that impacts on residential amenity can be addressed. The investigation will need to consider the implications of permitting holiday rentals and their ongoing management in terms of the issues raised in the submissions about anti-social behaviour, noise etc. In addition, the manner in which the Shire will enforce compliance with Scheme provisions relating to holiday rentals and subsequent development approvals/licences (and the resources required to enable adequate policing) will be critical considerations.

Notwithstanding the above it is acknowledged that some submissions have raised instances of impacts on residential amenity from currently unauthorised holiday rentals. Accordingly, where complaints are received, the Shire is able to review/investigate alleged breaches of Scheme provisions and take action to address any issues if considered necessary.

Other Matters

Anti-social behaviour on foreshore – the Capel LCDC and others raise concerns in relation to quad bikes and other vehicles in dunes damaging vegetation (4WD races and unlicensed motorbikes); vehicles speeding on the beach ignoring safety signs and endangering children and pets; feral cats and rabbits in the dunes; uncontrolled dogs; illegal camping on the beach; vandals/anti-social behaviour; and rubbish from campers left on beach to be cleaned up by residents. Where complaints are received by the Shire, Rangers are able to investigate and address matters as they arise and provide advice relating to vehicles on the beach, uncontrolled dogs on beach, roaming cats, illegal camping etc.

Indigenous Heritage – the Department of Indigenous Affairs (DIA) highlights that there are three sites currently mapped within the Strategy area including Minnip, Capel River, two beach burials and a beach reburial. The DIA indicates that the reburial site should be honoured and protected and that an assessment be made of the likely impacts of any stage of activity within the area with reference to the Due Diligence Guidelines. It is recommended that the Strategy be revised to address the issues raised by the DIA in relation to heritage assessment and the protection of cultural sites in the locality.

Environment – the Department of Environment and Conservation is concerned about the proximity of future development to the adjacent conservation category wetland and the required 50m buffer; contamination in Precinct 4; acid sulphate soils and foreshore management. It is recommended that a strategy be included in Precinct 2 to the effect that the subdivision be encouraged to include a perimeter road between the lots and the rural/wetland areas or other effective mechanism, and that Precinct 4 include a strategy confirming the need for resolution of any contamination on site and the need for development

to consider the adjacent wetland. It is also recommended that Precincts 2 and 4 include a strategy highlighting the need for investigation of potential acid sulphate soils and that an additional 'Foreshore' precinct be indicated in the Strategy along with relevant strategies relating to the ongoing rehabilitation of the foreshore.

Conclusion

The Strategy seeks to identify the land use and spatial characteristics of Peppermint Grove Beach and establish strategies that will reflect the directions of the adopted Strategic Community Plan. Subsequent subdivision and development will then reflect Scheme and policy provisions and lead to orderly land use and development outcomes.

The level of community response to the advertising of the Strategy demonstrates that a high level of engagement with residents and landowners in the locality was achieved. The submissions indicate substantial support for the initiatives outlined in the draft Strategy although there was some opposition to specific issues and some modifications are recommended accordingly.

It is recommended that the Strategy be adopted for final approval subject to some modification to reflect the submissions. This includes identification of five Planning Precincts reflecting current and proposed land use and development outcomes as follows.

Precinct 1 – Residential (current residential area)

Precinct 2 – Medium Term Residential (future subdivision - Hayfield Drive)

Precinct 3 – Local Business (local shops site in Peppermint Grove Road)

Precinct 4 – Holiday Park (existing caravan park site in Peppermint Grove Road)

Precinct 5 – Foreshore reserves.

It should be noted that the land adjacent to the urban area not included in these Precincts is considered to be remnant vegetation, foreshore, wetlands or rural land, and not available for future urban development for the purpose of the Strategy. This approach appears to have support within the community in terms of the consultation outcomes.

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATIONS – 15.1

- 1. That Council adopt 'Policy 15.25 – Peppermint Grove Beach Land Use Strategy' for final approval pursuant to clause 8.9 of the Shire of Capel Town Planning Scheme No 7, subject to the following modifications:**
 - a. Inclusion of reference to State Planning Policy 3.4 – Natural Hazards and Disasters (in Section 2.1.4).**
 - b. Inclusion of reference to the issues raised by the Department of Indigenous Affairs in relation to heritage assessment and the protection of cultural sites.**
 - c. Update the Precinct 2 draft subdivision outcomes plan and include the 2011 dune vegetation survey outcomes as updated/revised information is received.**
 - d. Inclusion of a strategy/action for Precinct 4 that the currently permissible liquor store use associated with the caravan park site on portion of Pt Lot**

105 Peppermint Grove Road, Peppermint Grove Beach be reconsidered in any review of the Scheme in relation to the site.

- e. Inclusion of a strategy in Precinct 2 to the effect that the subdivision design of Precinct 2 be encouraged to include a perimeter road between the lots and the rural/wetland areas, or that other effective mechanisms be incorporated into the subdivision outcomes to address the delineation of the lot boundaries and the interface with rural land and/or the wetland buffer where necessary.**
- f. Inclusion of a strategy/action in Precinct 4 confirming the need for resolution of any contamination on the caravan park site and the need for development to address the adjacent wetland.**
- g. Inclusion of a strategy/action in Precincts 2 and 4 highlighting the need for investigation of potential acid sulphate soils.**
- h. Deletion of Strategies 1.2 and 2.5 relating to tourist accommodation in the Residential zone.**
- i. Inclusion of a strategy to the effect that the Shire investigate the inclusion of a use class in the town planning scheme relating to holiday accommodation premises in the Residential zone in Peppermint Grove Beach and a mechanism for the appropriate ongoing management and/or licensing of these premises so that impacts on residential amenity can be addressed; including the introduction of appropriate fees or rates to reflect the Shire's costs in administering the use.**
- j. Inclusion of an additional Precinct 5 – Foreshore; and relevant strategies to apply to the foreshore, including:**
 - Improve pedestrian path connectivity to the beach, recreation areas and community focal nodes.**
 - Ensure the ongoing conservation and integrity of the foreshore dunes and the beach environment generally.**
 - Manage and, where necessary, control access to the beach via informal tracks across the vegetated foreshore.**
 - Address the ongoing management of any identified fire risk on the foreshore.**
 - Implement the relevant remaining actions of the Peppermint Grove Beach Management Plan subject to available funding.**

16 ENGINEERING AND OPERATIONS REPORTS**17 CORPORATE SERVICES REPORTS**

17.1 2013/14 Budget – Elected Member Allowances

Location: N/A
Applicant: Shire of Capel
File Reference:
Disclosure of Interest: Nil
Date: 12.06.13
Author: Director Corporate Services, P Anastasakis
Senior Officer: Chief Executive Officer, P Sheedy
Attachments: Nil

MATTER FOR CONSIDERATION

Council to determine the following elected member's allowances and fees for inclusion in the 2013/14 Draft Budget:

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

BACKGROUND / PROPOSAL**Background**

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

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

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

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

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

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

From 1 July 2013 under the Tribunal's determination the banding structure for local governments provides for meeting fees within a range of \$3,500pa to \$30,000pa for Councillors and \$3,500pa to \$45,000pa for Mayors and Presidents.

The Annual Allowance for Mayors and Presidents will extend from \$500pa to \$85,000pa within the four band structure. The same limit with respect to 0.2% of operating revenue and the entitlement to Deputies still applies.

Provision has been made to increase the Childcare allowance from \$20 to \$25 per hour and to combine the allowance for Information and Communication Technology costs up to \$3,500pa.

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

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

- The annual attendance fee for a Councillor is between \$7,500 to \$15,500. The annual attendance fee for the Shire President is between \$7,500 to \$24,000.
- The President's Allowance is set between \$1,000 to \$35,000. The Deputy President's Allowance can be paid up to a maximum of 25% of the President entitlement.
- Reimbursement of Expenses:
 - o Telephone and facsimile rental charges – actual expense incurred
 - o Child Care costs – actual cost per hour of \$25 per hour, which ever is the lesser
 - o Travel costs – criteria based on distance multiplied by the Public Service Award 1992 rate
- Annual Allowance in lieu of Reimbursement of Expense
 - o Information and Communications Technology Allowance is between \$500 to \$3,500.
 - o Travel and Accommodation is \$50.

The 2012/13 Budget allowed a total of \$100,715 broken down into \$63,680 of annual attendance fees, \$10,680 in telecommunications allowances, \$15,000 for the President's allowance, \$2,355 for the Deputy President's allowance and \$9,000 in information technology allowances.

All fees and allowances are to be paid 6 monthly in arrears in December and June, except where members resign or do not seek re-election, when they will be paid their entitlements on their term of office ceasing.

Proposal

The following fees and allowances are proposed to be included in the 2013/14 Budget:

- Annual Attendance Fee for elected members of \$9,000
- Annual Attendance Fee for the President of \$18,000
- Allowance for the President of \$18,000
- Allowance for the Deputy President of \$4,500
- Annual Information & Communication Technology Allowance of \$3,500 for the President and \$2,100 for elected members

The 2013/14 Budget allows a total of \$132,800 broken down into \$90,000 of annual attendance fees, \$18,000 for the President's allowance, \$4,500 for the Deputy President's allowance and \$20,300 in Information & Communication Technology allowances.

STATUTORY ENVIRONMENT

Section 6.2 of the *Local Government Act 1995* requires that each year a local government prepare and adopt an annual budget.

Meeting Attendance Fees – Sections 5.98 and 5.99 of the *Local Government Act 1995* and *Local Government Elected Council Members Determination No.1 of 2013*. The minimum and maximum allowable fee is between \$7,500 and \$15,000 for a Councillor and \$7,500 and \$24,000 for the President.

President's Allowance – Sections 5.98 of the *Local Government Act 1995* and *Local Government Elected Council Members Determination No.1 of 2013*. The minimum and maximum allowable fee is between \$1,000 and \$35,000 for the President. The maximum allowable fee is \$35,000 or .2% of the local government operating revenue ($\$14,501,132 \times 0.002 = \$29,002$).

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

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

POLICY IMPLICATIONS

Policy 11.8 – Preparation of Budget has been followed where possible.

FINANCIAL IMPLICATIONS

Budget

Allowances and fees endorsed by Council will be included in the 2013/14 Budget.

It is proposed total allowances and fees for elected members be increased to \$132,800 from \$100,715 in 2012/13. This increase is based on the new Band 3 fee range determined by the Salaries and Allowances Tribunal.

Long Term

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

Whole of Life

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

SUSTAINABILITY IMPLICATIONS

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

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

STRATEGIC IMPLICATIONS

The Strategic Community Plan 2013 to 2031 includes the following strategic objective which has relevance:

- Attract and retain a diverse and skilled body of elected members.
- Achievement of the Strategic direction and vision of the community and Council.

CONSULTATION

No dedicated consultation has been undertaken other than reference to earlier fee comparisons with adjoining or similar sized Councils and the Salaries and Allowances Tribunal determination.

COMMENT

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

Entitlements

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

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

Elected members are entitled to attendance fees and these can be paid per meeting in which case the minimum amount payable is \$188 and the maximum \$388; or it can pay an annual attendance fee ranging from a minimum of \$7,500 to a maximum of \$15,500.

The President is also entitled to attendance fees and on a per meeting basis they can range from \$188 to \$600; or an annual attendance fee ranging from \$7,500 to \$24,000 can be paid.

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

An allowance in recognition of the additional duties required of the President is entitled to be paid and can range from \$1,000 to \$35,000 or 0.002 of the local government's operating revenue provided the result does not exceed \$35,000.

Discretionary

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

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

Council has previously determined that elected members will be provided a Telecommunications allowance and Information Technology allowance rather than reimbursement of telecommunication equipment rental charges and information technology expenses. The Telecommunications allowance has now been removed but these expenses can be combined and incorporated in the new Information and Communications Technology allowance which ranges from \$500 to \$3,500 per member.

Following is an extract from the WALGA Submission To The Salaries And Allowances Tribunal which assists in understanding the extent of role of a Councillor and the responsibility placed on all elected members and supports a review of fees and allowances by the Salaries and Allowances Tribunal (refer to www.walga.asn.au for a full copy of the submission).

“THE EVOLVING ROLE OF ELECTED MEMBERS

The role of Council members has evolved to require significant commitments of time and energy from Elected Members. Section 2.10 of the *Local Government Act 1995* defines the role of Councillors as:

Role of councillors

A councillor —

- a) represents the interests of electors, ratepayers and residents of the district; and*
- b) provides leadership and guidance to the community in the district; and*
- c) facilitates communication between the community and the council; and*
- d) participates in the local government’s decision-making processes at council and committee meetings; and*
- e) performs such other functions as are given to a councillor by this Act or any other written law.*

The role of a Councillor, as defined by legislation, seems straightforward, but a significant commitment of time is required to adequately perform the role.

The most obvious role of an Elected Member, represented by part (d) of Section 2.10, is participation in Council and Committee meetings: the decision-making processes of the Council. Elected Members are reporting that this role is evolving to require a significant, and growing, time commitment. Not only is attendance and participation required, Elected Members must prepare for meetings by reading reports and agendas and attending briefing sessions. As the complexity of Local Government issues and functions increases, the reading and preparation time required of Elected Members is increasing.

Parts (a) and (b) of Section 2.10 require Elected Members to represent and liaise with residents of the district. Activities of this nature, including attending meetings and functions of community groups and on-site meetings with constituents requires considerable commitment from Elected Members to ensure they are fulfilling their obligations to represent and provide leadership to their community.

As defined by Section 2.8 of the Act, Mayors and Presidents have the following role in addition to their role as a Councillor:

Role of mayor or president

The mayor or president —

- a) presides at meetings in accordance with this Act; and*
- b) provides leadership and guidance to the community in the district; and*
- c) carries out civic and ceremonial duties on behalf of the local government; and*
- d) speaks on behalf of the local government; and*
- e) performs such other functions as are given to the mayor or president by this Act or any other written law; and*
- f) liaises with the CEO on the local government’s affairs and the performance of its functions.*

The legislative role of the Mayor or President is in addition to their role as a Councillor.

Feedback from Mayors and Presidents suggests that the civic and ceremonial duties undertaken by the Mayor or President require a significant time commitment, as does liaising with the Chief Executive Officer in relation to the affairs of the Local Government.

An increasing number of Mayors and Presidents undertake this role full time. In large Local Governments in the metropolitan area, and in major regional centres, a high proportion of Mayors undertake their role full time or very close to full time and this is a direct result of the increasing workload and expanding responsibilities of Council. The time commitment for Shire Presidents in rural and remote areas is also significant and increasing. Significant time is required for Shire Presidents to attend meetings with stakeholders, many of which are Perth-based Government agencies meaning extended travel time to and from Perth is a significant factor of the time commitment required and expected of Elected Members in nonmetropolitan areas.

There are a number of further explanations for the increasing time commitment of Mayors and Presidents.

Firstly, there is a growing expectation in the community that the Mayor or President will be working on behalf of the Local Government and its residents at all times. With the increasing prevalence of technology that facilitates instant communication, such as smart phones and tablets, Elected Members are contactable at all times and constituents are likely to expect an almost immediate response to queries.

Secondly, as the number and complexity of Local Government tasks and functions increases, so do the number of meetings and events, including meetings with Government agencies and other stakeholders, often involving significant travel, that Mayors and Presidents are expected to attend.

Additionally, there is an expectation that Mayors and Presidents will be informed about all topics in which the Local Government is involved. This is likely to require significant reading, briefing and preparation time.

As full-time Mayors and Presidents are increasing in prevalence, expectations that the next Mayor or President, or the neighbouring Mayor or President, will also undertake the role full time are likely to increase. Community expectations that the Mayor or President will be working in the interest of the Local Government and the community at all times is likely to reduce the potential pool of people willing to stand for election to the role if the allowance payable to the Mayor or President is insufficient.

Suggested Fees for 2013/14

Past practice has been to propose that fees and allowances be increased by a percentage at least equivalent to CPI. For comparison purposes, the forecast Perth CPI for 2013/14 is 3.25%.

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

A comparison of fees and allowances for the current and past financial years and the fees proposed for 2013/14 are shown in the following table.

	2009/10	2010/11	2011/12	2012/13	2013/14
President – Meeting Attendance Fee	\$12,000	\$14,000	\$14,000	\$14,000	\$18,000
- Allowance	\$8,600	\$8,800	\$12,000	\$15,000	\$18,000
- Telecommunications Allowance	\$2,400	\$2,400	\$2,400	\$2,400	N/A
- Information Technology Allowance	\$500	\$550	\$600	\$1,000	\$3,500
Deputy President – Meeting Attendance Fee	\$4,600	\$5,500	\$6,000	\$6,210	\$9,000
- Allowance	\$2,150	\$2,200	\$2,275	\$2,355	\$4,500
- Telecommunications Allowance	\$900	\$950	\$1,000	\$1,035	N/A
- Information Technology Allowance	\$500	\$550	\$600	\$1,000	\$2,100
Councillor – Meeting Attendance Fee	\$4,600	\$5,500	\$6,000	\$6,210	\$9,000
- Telecommunications Allowance	\$900	\$950	\$1,000	\$1,035	N/A
- Information Technology Allowance	\$500	\$550	\$600	\$1,000	\$2,100
Total of all Fees and Allowances	\$85,650	\$83,950	\$92,075	\$100,715	\$132,800
Annual Percentage Increase for Total Fees	4.9%	14.0%	9.6%	6.5%	31.86%
CPI – All Cities (June to June)	3.1%	3.6%	1.2%		
CPI – Perth (June to June)	3.5%	3.0%	1.1%	3.5% *	3.25% *

* Forecast result

VOTING REQUIREMENTS

Absolute majority

OFFICER'S RECOMMENDATION – 17.1

That Council:

- 1 Sets an annual attendance fee for elected members of Council within the Band 3 SAT range to \$9,000 for 2013/14 and that this be paid six (6) monthly in arrears in December and June, except where members resign or do not seek re-election, when they will be paid their entitlements on their term of office ceasing.**
- 2 Sets an annual attendance fee for the President within the Band 3 SAT range to \$18,000 for 2013/14 and that this be paid six (6) monthly in arrears in December and June, except where the President resigns or does not seek re-election, when the entitlement will be paid on their term of office ceasing.**
- 3 Sets an annual President's Allowance within the Band 3 SAT range to \$18,000 for 2013/14 and that this be paid six (6) monthly in arrears in December and June, except where the President resigns or does not seek re-election, when the entitlement will be paid on their term of office ceasing.**
- 4 That the Deputy President's Allowance be \$4,500 for 2013/14 and that this be paid six (6) monthly in arrears in December and June, except where the Deputy President resigns or does not seek re-election, when the entitlement will be paid on their term of office ceasing.**
- 5 That instead of reimbursing information and communications technology, telephone and facsimile rental and call costs, Council provides an annual Information and Communications Technology allowance for 2013/14 of \$3,500 for the President and \$2,100 for Councillors and that this be paid six (6) monthly in arrears in December and June, except where members resign or do not seek re-election, when they will be paid their entitlements on their term of office ceasing.**

17.2 Adoption of Budget and Differential Rates for 2013/14

Location:	N/A
Applicant:	Shire of Capel
File Reference:	
Disclosure of Interest:	Nil
Date:	05.07.13
Author:	Director Corporate Services, P Anastasakis
Senior Officer:	Chief Executive Officer, P Sheedy
Attachments:	Shire of Capel Budget for the year ending 30 June 2014 [will be distributed as a separate document to Council members]

MATTER FOR CONSIDERATION

Council to consider adopting the 2013/14 Budget and also approve:

- differential, minimum and specified area rates;
- rate payment discount, instalment interest rate and fee, penalty interest rate and early payment incentive prizes;
- rubbish collection and disposal fees and charges;
- the waiving of charges and granting of concessions;
- the Schedule of Fees and Charges; and
- the materiality percentage for monthly financial reporting of variances.

BACKGROUND / PROPOSAL**Background**

On 26th June 2013 Council considered and endorsed the draft Budget for 2013/14 (refer Council resolution OC0615). At the 15th May 2013 Council meeting Council also endorsed the advertising of the differential rates for 2013/14 (refer Council resolution OC0504).

Proposal

Council consider the adoption of the 2013/14 budget, incorporating the Schedule of Fees & Charges, differential, minimum and specified area rates, and related concessions, discounts, interest rates and monthly reporting variance.

STATUTORY ENVIRONMENT

Section 6.2 of the Local Government Act 1995 requires that each year a local government prepare and adopt an annual budget.

Section 6.16 of the Local Government Act 1995 states in part that a local government may impose and recover a fee or charge for any goods or services it provides or proposes to provide; and that fees and charges are to be imposed when adopting the annual budget.

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

Local Government Act 1995:

- Section 6.2 requires a local government to prepare an annual budget by 31 August (absolute majority required).
- Section 6.32 states that a local government in order to make up the budget deficiency is to impose a general rate on rateable land that may be imposed uniformly or differentially.
- Section 6.33(1) provides that a local government may impose differential general rates according to a number of characteristics.
- Section 6.33(3) states that a local government cannot, without the approval of the Minister, impose a differential general rate that is more than twice the lowest differential general rate imposed.
- Section 6.34 states that a local government cannot without the approval of the Minister raise an amount of general rates that exceeds 110% of the budget deficiency or is less than 90% of the budget deficiency.
- Section 6.35 states a local government may impose a minimum rate that is greater than the general rate that would be applied for the land and outlines the requirements for this minimum rate.
- Section 6.35(4) states a minimum payment is not to be imposed on more than the prescribed percentage of (a) the number of separately rated properties in the district (50%); or (b) the number of properties in each category referred to in subsection (6) unless the general minimum does not exceed the prescribed amount (\$200).
- Section 6.35(5) states if a local government imposes a differential general rate on any land on the basis that the land is vacant land it may, with the approval of the Minister, impose a minimum payment in a manner that does not comply with subsections (2), (3) and (4) for that land.
- Section 6.36 requires that a local government before imposing any differential general rates provides at least 21 days local public notice of its intention to do so.
- Section 6.37 allows a local government to impose a specified area rate for the purpose of meeting a specific work, service or facility.
- Sections 6.45 to 6.47 allow a local government to levy fees and interest, grant a discount for early payment and to waive or grant other concessions in relation to a rate or service charge.
- Section 6.51 allows a local government to charge interest on a rate or service charge that remains unpaid after it is due and payable.
- Section 6.16 allows a local government to impose and recover a fee or charge for any goods or services it provides or proposes to provide.

Section 5.56 of the Local Government Act 1995 requires that each local government prepare a Plan for the Future of the District. A Strategic Community Plan and Corporate Business Plan are required to form the Plan for the Future.

Regulation 34(5) of the Local Government (Financial Management) Regulations 1996 states that each financial year a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

POLICY IMPLICATIONS

Policy 11.8 – Preparation of Budget has been followed where possible. Policy 11.8, Preparation of Budget, outlines the steps and timetable leading to the adoption of the Budget.

FINANCIAL IMPLICATIONS

Budget

The Budget outlines planned expenditure and revenue and determines the financial parameters for the Shire to operate within for the 2013/14 financial year. The proposed budget for the year is balanced with all revenue to be received during the year and the estimated brought forward surplus being expended on meeting operating expenditure demands, the Capital Works Programme and transfers to reserves for future year's expenditure.

The fees and charges when adopted will determine the amount of revenue to be received during the 2013/14 financial year for certain areas. This income has been forecast in the draft budget income projections.

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

For the 2013/14 Budget it is proposed a total of \$8,196,245 be raised from property and specified area rates after application of the 2.5% payment on time discount. The expected yield from rates will be sufficient to balance the 2013/14 Budget after some adjustments have been made to increase other sources of revenue, reduce operating expenditure and to reduce the amount transferred to or from reserves.

The budget outlines planned expenditure and revenue for the 2013/14 financial year. A generally balanced (break even) position for the 2013/14 year provides a small estimated carried forward surplus at 30 June 2014 of \$49,210.

Long Term

The amount of the increase to the rate yield that is proposed is consistent with the forecasts included in the Rating Strategy and the annual rate increase in the Long Term Financial Plan. However the level of population growth anticipated during 2012/13, 2013/14 and for the next few years is noticeably lower than originally forecast and variable costs will need to be contained where possible. Discretionary expenditure on capital works and other service areas will need to be closely managed to ensure the financial sustainability of the Shire is maintained.

Whole of Life

While the budget contains new assets and infrastructure, this report does not deal directly with the whole of life cost for those items. Consideration of the whole of life costs relevant to those items forms part of the individual project or asset evaluation and justification.

In future years it is anticipated that this will form part of the Strategic Integrated Planning process and link in with Council's Long Term Financial Plan and four year Corporate Plan.

SUSTAINABILITY IMPLICATIONS

The Budget includes a number of projects that will have a positive environmental impact. The levying of property rates has an environmental impact in that approximately 6,864 rate notices will be distributed in a paper based medium.

Many of the projects proposed in the Budget will provide a direct social benefit for the community. Increased property rates have the potential to have a social impact in terms of their affordability. Bearing in mind the large increases in utility charges anticipated by the State Government and that property rates also create a financial burden on customers, every effort has been made to minimise the size of the rate increase.

The projects in the Budget will generate a significant economic benefit for the State and some businesses within the Shire of Capel will share in this benefit. 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 that they allow the continued financial operation of the Shire in a sustainable manner.

There are no environmental impacts expected from the adoption of fees and charges. The increased fees and charges are not expected to have any social impact on the use of Shire services.

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

STRATEGIC IMPLICATIONS

The Strategic Community Plan 2013 to 2031 includes the following strategic objective which has relevance:

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

CONSULTATION

The budget includes items and projects that have been suggested by Councillors, the community and staff, and has been reviewed through the Executive Management Team.

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

The proposed differential rates were advertised for public comment in advertisements placed in the *Bunbury Herald* on Tuesday 28th May 2013, the *Bunbury Mail* on Wednesday 29th May 2013 and the *South Western Times* on Thursday 23rd May 2013. Ratepayers and electors were invited to provide submissions by 4.00pm on Monday 24th June 2013. No submissions were received.

In accordance with Section 6.33(3) of the Local Government Act 1995, an application was made to the Department of Local Government on the 21st May 2013 requesting the Minister's approval to impose a differential general rate for land rated on the basis of its unimproved value that is twice the lowest differential general rate.

In accordance with Section 6.35(5) of the Local Government Act 1995, an application was also made to the Department of Local Government on the 21st May 2013 requesting the Minister's approval to impose a minimum rate for the Vacant Residential differential rate category that exceeds 50%. The number of properties that the minimum rate of \$900 applies to is 83%.

It is anticipated that a positive response will be received from the Director General under delegated authority prior to the budget meeting on 17th July 2013. If a response is not received by this meeting date, then Council will have to postpone the budget adoption meeting pending a response from the Minister's office.

COMMENT

Following changes processed to the draft Budget provided to Council at its meeting on 26th June 2013, the Rate Setting Statement has been amended and shows a balanced result.

The budgeted result for 2013/14 assumes that a surplus of \$21,244 will be recorded for 2012/13 and is \$1,935 higher than that forecast in the draft Budget. The difference is due to amendments to reflect budget items to be carried forward as well as an improved understanding of the possible end of year balances for many accounts. However, as the annual financial statements have not been completed this forecasted result is only a projection and may be subject to change.

Changes to the Draft Budget:

Following the Council meeting on 26th June 2013 the following major changes have been processed to the Budget document:

- An updated rates model has been produced after the final input of additional properties into the Synergy database. This has resulted in only minor changes to the rates (reduction of \$159) and changes to the new rubbish service charges (reduction of \$36,195 in revenue and \$119,853 in expenditure) being generated. The reduced revenue and expenditure projections are directly related to the number of pickup services for the new three bin service and existing two bin service, with a correction in the pickup service cost to exclude GST which generated additional expenditure savings.
- On the 19th June 2013 Council staff were advised that the Federal Government would provide one off grant funding to all local governments in the country to help build and renew community infrastructure. The funding is being delivered through the Regional Development Australia Fund and the Liveable Cities Programme. Local governments will share in the grants funds based on the current distribution of FAG's. Council is anticipating the receipt of \$95,655 in 2013/14. Applications for this grant funding close on the 22nd July 2013. It is proposed to utilise these funds on existing Capital Works approved by Council in the draft Capital Works Programme at the 26th June 2013 Council meeting.

This funding can only be used to build or renew community infrastructure i.e.: sporting facilities, libraries, town halls, playgrounds, child care facilities, etc.

The proposed 2013/14 projects for this funding to be utilised on are the Capel Senior Citizens building floor repairs (\$8,000), replacement basketball back boards at the Boyanup Memorial Park (\$6,000), picnic tables at Peppermint Grove Beach (\$3,200), Bus Shelter (\$12,000), extended paving and covered area to the north of the Peppermint Grove Beach Community Centre - 50% funded by the PGB Community Association (\$17,500), and replacement roof sheeting for the Boyanup Bowling Club (\$4,500), totaling \$51,200.

It is proposed to transfer the balance of funds (\$44,455) into the Unspent Grants Reserve at the end of 2013/14 to enable the funds to be utilised on the Boyanup POS Project (\$30,000 - Improved parking and directional signage in Lions Park) and the Capel POS Project (\$14,455 - Seats, shelter, bins for Capel POS) in 2014/15.

- Following discussions and feedback from the Shire of Dardanup, Shire of Harvey and the Department of Fire & Emergency Services, it now seems highly unlikely that the new Community Emergency Services Manager position will be established in 2013/14. Negotiations will continue and the position may be able to be established in 2014/15.

A change has occurred to the salaries budget to reinstate the time allocated for the Emergency Management/Bush Fire functions of the Governance Officer. A

corresponding decrease in expenditure for the contracted Community Emergency Services Manager position has been made - GL#109120.

- Additional MRWA Direct grant income of \$2,234 will be included following the receipt of formal notification of the Direct grant allocation of \$101,462.
- Additional funding claimed and received for Roads to Recovery work of \$83,069 in 2012/13. This will result in a corresponding decrease in RTR grant funding in 2013/14. A transfer to the Unspent Grants Reserve in 2012/13 and payment from the Reserve in 2013/14 have been added to reflect this change in receipt and payment timing.
- An additional \$15,000 has been allocated to GL#136000 – “Street Trees & Watering”, increasing the budget to \$19,357. This is a result of actual costs required for town tree pruning being underestimated as a result of a misallocation of actual costs, which has now been corrected.
- Changes to the Capital Expenditure Programme to include items funded by the Health Department grant for HACC. These include non-recurrent funding for additional air conditioning vents (\$790), 20 chairs (\$2,219.60), IT Server (\$17,575), Pole Saw (\$1,299), a third bus (\$48,369), and a Men’s Shed Building (\$155,705) carried over from the 2012/13 grant funding.
- Changes to the Plant Replacement Programme to reflect the updated schedule. These changes included the Chief Executive Officer’s vehicle in the plant replacement programme, and adjustments to the HACC vehicles including an additional bus purchase and the ride on mower annual replacement.
- Additional General Ledger expense items added for “Capel Country Club Building Expenses” (\$2,500) and “Boyanup Bowling Club Building Expenses” (\$2,500).
- Minor variations to some grants, income, subscriptions and expense areas to reflect updated forecasts for 2012/13 and 2013/14 and carried over projects.
- Various adjustments to reserves, leave provisions, accrued expenses, workers compensation, depreciation expense, overhead allocations, maintenance and minor operating costs to reflect the updated forecast expenses for the 2012/13 financial year.

Items of Note:

The following significant items of note are included below:

- At the time of producing the budget, the WA Local Government Grants Commission (WALGGC) had not formally advised the notional grants for 2013/14, however estimates were provided by the Commission based on the 50% advance payment made in 2012/13.

The general purpose grant may total \$932,237 compared to \$905,084 last year, however 50% of the 2013/14 grant has been paid in advance in 2012/13, reducing the forecast cash grant receipt to \$466,119. The road grant may be \$534,295 compared to \$531,727 last year, but based on 50% of the 2013/14 grant being paid in advance in 2012/13, the forecast cash grant receipt is reduced to \$267,147. These grant amounts have been included in the budget but may change when the final allocations have been made.

- The WALGGC have also advised that 50% of the total grant allocation for 2013/14 will be paid in advance and this payment would be received in 2012/13. The early receipt of this grant is income for 2012/13 and will need to be carried forward to 2013/14. In order to not distort the budget surplus for 2012/13 the funds have been included as income but have also been treated as a restricted asset which has been brought

forward as a funding source for 2013/14. Despite this transfer to reserve of the funds, the receipt of such a large portion of the 2013/14 funding in advance makes comparability between financial years, trend analysis and ratios production difficult and open to misinterpretation.

Local governments have also been advised that they can expect this advance payment to not continue in 2013/14, which will impact on the forecast grant income levels in 2013/14. While the movement of this grant funding to and from reserves enables it to be utilised in the appropriate financial year, it adds a further complexity when attempting to compare financial years or provide trend / ratio analysis.

- The allocation of the Country Local Government Fund, through the Royalties for Regions programme, is budgeted to be \$645,006 for 2013/14, however the final grant allocation may vary and no allocation has been confirmed at this time.

There remains uncertainty as to whether the funding from the CLGF will continue beyond 2013/14 due to the focus on regional allocations, therefore the financial projections for 2014/15 and beyond exclude funding from this programme.

If the State Government do not provide any CLGF allocation for 2013/14, then a significant source of grant funding will be lost and a budget amendment will be required.

- The implementation of Fair Value accounting is starting to be reflected in the financial statements. As a result of asset revaluations undertaken during 2012/13 for the Land & Buildings, Furniture & Equipment, and Plant & Equipment asset classes, at this time it is forecast that an asset revaluation increase will occur in 2012/13 of \$13,267,338. This will be reflected as an increase in asset values on the balance sheet, with a corresponding increase in "Other Comprehensive Income" on the Statement of Comprehensive Income.

It is not anticipated that there will be any revised asset valuations during 2013/14, but further significant increases are forecast to occur in 2014/15 when the Road and Infrastructure asset classes are revalued at Fair Value.

The impact of these revaluations is reflected though an increase in asset values, the recording of the asset increase as revenue and increased depreciation in future years.

- It is proposed within the 2013/14 budget to modify the purpose of a number of reserves to enable greater flexibility in the use and purpose of the fund collected and held in the reserve. These proposed new purposes for the following reserves are:
 - a) Waste Management Reserve – purpose: used to establish and maintain transfer sites, refuse sites, waste collection and disposal services within the Shire.
 - b) Employees Leave Reserve – purpose: used to fund leave entitlements for redundancy, retirement, leave transfers to other local governments and leave entitlements paid each year.
 - c) Land Acquisition Reserve – purpose: used to acquire land for Council and community purposes.
 - d) Property Value Revaluations Reserve – purpose: used to fund the three yearly revaluation of GRV properties.

Rates, Discounts, Penalties and Instalments

The rates in the dollar and minimum rates included in the budget document are the same as were approved by Council at their meeting on 26th June 2013.

A letter was sent on 21st May 2013 to the Director General of the Department for Local Government requesting approval to implement a differential rate that is more than twice the lowest differential rate and to have the percentage of properties under the Vacant Residential category exceed the 50% limit.

This approval in part is required in accordance with Section 6.33(3) of the Local Government Act 1995 and applies to the Land Use Commercial UV rate of 1.0355 cents which is more than twice the Rural UV rate of 0.3577 cents and the Vacant Residential GRV rate of 10.1958 cents which is more than twice the Special Rural GRV rate of 4.9330 cents.

In accordance with Section 6.35(5) of the Local Government Act 1995, an application was also made to the Department of Local Government requesting the Minister's approval to impose a minimum rate for the Vacant Residential differential rate category that exceeds 50%. The number of properties that the minimum rate of \$900 applies to in this category is 83%.

A response advising that the Director General, under delegated authority from the Minister for Local Government, approved the differential rates in accordance with section 6.33 of the Local Government Act 1995 has been received.

Overall, the objective for property rates was to increase the yield from rates by 6% in addition to the growth in the number of properties. This increase was 1% lower than that applied for 2012/13. This increase is necessary to fund increases in the cost of the goods and services used by the Shire as well as fund the delivery of services to meet the needs of a rapidly growing area.

This rate increase has resulted in a balanced budget for the year. Revenue from property rates including interim rates of \$110,000 has increased to \$7,838,236. Compared to the actual rates income for last year of \$7,269,048 this represents an increase of 7.83%. A large part of this increase is attributable to the 6% increase in the rate yield with the balance of 1.83% being attributable to the year on year growth rate in properties.

The discount for payment of rates by the due date, penalty interest rate for rates not paid by the due date and rate payment instalment options are the same as last year. These details are:

- 2.5% discount on rates paid in full by the due date.
- 11% penalty interest to be charged on rates outstanding after the due date and for which the instalment option has not been taken up.
- Rates can be paid in four instalments two months apart, provided there are no outstanding rates from the previous year. An instalment charge of \$10.00 is applicable to the second, third and fourth instalment as is instalment interest of 5.5%.

Rates incentive prizes for rates paid in full and received by Council by 4.30pm on the first due date are offered to ratepayers. Three prizes of Bendigo Bank savings accounts of \$500.00, \$300.00 and \$200.00 are anticipated to be offered again provided by the Donnybrook Capel Districts Community Bank Branch of Bendigo Bank.

Rubbish and Service Charges

There has been a significant change to the rubbish collection and service charges for 2013/14 to reflect the introduction of the three bin system – domestic, recycling, organic. New contracts have also been issued for these services which are reflected in different expenditure forecasts.

For ratepayers provided the three bin service (primarily residential areas), the Refuse Collection Charge will be \$240.00. This is an increase of \$31.00 or 14.8%.

For ratepayers provided the two bin service (primarily rural, semi-rural, industrial and commercial areas) which consists of the domestic and recycling pickup service, the Refuse Collection Charge will be \$180.00. This is a reduction of \$29.00 or 13.8%.

Ratepayers in Capel, Boyanup, Dalyellup and Peppermint Grove Beach will be charged an additional \$29.00 per property for the two green waste collections and one hard waste collection during the year. Ratepayers in Gelorup and special rural areas will be charged \$11.50 per property for one hard waste collection during the year.

The refuse site levy will decrease by \$5.00 to \$80.00 per property. This levy is used to meet the cost of transporting and disposing waste at a contracted landfill facility as well as operating the transfer station, some rehabilitation of landfill sites and providing for waste management infrastructure works.

Rate Concessions

Council has a number of properties where it needs to grant a rate concession or waive the rates each year, when adopting its Budget. Details are as follows:

- Sussex Location 1328, Capel Tutunup Road – GL Roberts. This property is held in one title but is divided by the Ludlow River; hence the property is partly located in both the Shire of Capel and the City of Busselton. As a result the section located in the Shire of Capel attracts the minimum rate for rural land each year and is more than Mr Roberts would be levied if it was based on the rate in the dollar. Since 1997 Council has agreed to grant Mr Roberts a concession each year.
- A rate concession to all ratepayers in Dalyellup is requested in order to cap the specified area rate for Dalyellup Parks & Gardens maintenance at \$154.00. The amount of this specified area rate is an increase of 3.9% or \$5.80 compared to the amount that was levied last year. The impact of this concession is that almost all properties will be rated the \$154.00 maximum rate.

The amount budgeted to be raised from the specified area rate, including interim rates, is \$471,702. This is more than half of the total expenditure budget for maintenance of gardens and public open space in Dalyellup of \$692,945. \$20,000 will be utilised to fund additional POS maintenance provisions, with the balance of \$105,229 being transferred to the Dalyellup Parks & Gardens specified area rate reserve. This reserve is expected to have a balance of over \$718,087 at the end of the year and is a useful insurance against expenditure increases in maintenance costs or unexpected costs being incurred.

Fees and Charges

Some minor amendments to the Schedule of Fees and Charges that was presented to Council at its meeting on 17th April 2013 (refer minute OC0415) include:

- The Emergency Services Levy has been increased to \$60.00 in accordance with advice received from the Department of Fire and Emergency Services (DFES).
- Updated Building Fees related to the Buildings Commission's updated regulations.
- Updated Town Planning & Development fees based on updated regulations.

Summary

The Budget document as presented to Council is complete in its format. However, as the information relating to the 2012/13 financial year is still being compiled and is subject to end of financial year audit scrutiny, the brought forward position for 2013/14 is likely to change.

All of the explanatory text associated with the Budget has been prepared and is included with the document provided with this item and Councillors are asked to refer to this text for additional commentary on the budget. Once adopted by Council this document will be the final Budget and will be provided to the Department of Local Government & Communities by the end of August as is required by the Local Government Act.

To complete the budget process for 2013/14 there are a number of formal decisions required and these are outlined in the staff recommendations.

Materiality Limit

Local Government Financial Management Regulation 34 (5) requires that each financial year a local government adopts a percentage or value, calculated in accordance with the Australian Accounting Standards (AAS).

This percentage or value is required to guide the users of financial reports regarding variances in actual to budget expenditures and revenues. Specifically the intention is to highlight variances that are important or significant due to their magnitude and possible impact.

Having regard to the fact that the users of these financial reports are management and Council requiring assistance with making management decisions, 10% has been considered to be a reasonable lower limit for highlighting material variances. However, this limit could be adjusted in the future if necessary and the use of this limit also does not preclude reporting lesser variances if it is considered their disclosure would be of benefit to the user of the financial report. It is therefore proposed that the materiality limit remain at 10% for 2013/14.

Council last approved the materiality limit of 10% at their meeting on 18th July 2012 (minute reference OC0713) as part of the annual budget approval process. As legislation requires this approval be provided every year, it is recommended it continue to be considered as part of the annual budget approval process.

Compliance Audit Return – Executive Functions

As part of the annual Compliance Audit Return process, Council are requested to attest to whether they have satisfied the provisions of Section 3.18 of the Local Government Act 1995. This section is entitled performing executive functions and part 2 deals with a local government providing services and facilities. Part 3 states that a local government is to satisfy itself that services and facilities it provides are properly managed, avoid unnecessary duplication with other sectors and integrate and coordinate as far as practicable with other sectors.

At the Audit Committee Meeting on 9 March 2011, Councillors queried how this compliance could be substantiated. The advice provided from the Department of Local Government in a letter dated 4 April 2011 was as follows:

“The Department notes your comment that in adopting the annual budget to fund the services and facilities proposed, tacit acceptance of compliance with this section of the Act is given. There is no specific prescribed manner in which the local government is to satisfy itself that it has conformed with section 3.18 and in the Department’s view, the absence of a specific resolution of Council does not of itself indicate non-compliance. However it is suggested that the following resolution as part of budget adoption would clearly indicate that the Council has considered and deliberated on this.”

In accordance with this advice an additional staff recommendation, that replicates the wording of that provided by the Department of Local Government, has been included for Council’s consideration.

OFFICER'S RECOMMENDATIONS – 17.2**VOTING REQUIREMENTS**

Absolute majority

STAFF RECOMMENDATION 1

That Council adopt the following differential, minimum and specified area rates for the year ending 30 June 2014:

	Rate in \$	Minimum
Differential Rating :		
- Residential – Developed (zone groups 1 & 3 GRV)	5.7071 cents	\$900.00
- Residential – Undeveloped (zone groups 2 & 4 GRV)	10.1958 cents	\$900.00
- Commercial (zone groups 5 – 6 GRV)	6.7112 cents	\$900.00
- Land Use Commercial (zone group 10 – UV)	1.0355 cents	\$900.00
- Rural (zone group 11 – UV)	0.3577 cents	\$900.00
- Special Rural (zone group 12 – GRV)	4.9330 cents	\$900.00
Specified Area Rating:		
- Dalyellup Parks, Reserves Maintenance (GRV) Purpose: Parks and Reserves Maintenance	4.5434 cents (to a maximum of \$154.00 per assessment)	Nil

VOTING REQUIREMENTS

Absolute majority

STAFF RECOMMENDATION 2

That Council grant a rate concession for 2013/14, under Section 6.47 of the Local Government Act 1995, to limit the specified area rate for Dalyellup Parks and Reserves Maintenance to a maximum amount of \$154.00 for all ratepayers in zone groups 3 and 4 (Dalyellup) who are levied the specified area rate for the maintenance of parks and reserves.

VOTING REQUIREMENTS

Absolute majority

STAFF RECOMMENDATION 3

That Council grant a rate concession for 2013/14, under Section 6.47 of the Local Government Act 1995, to GL Roberts for Sussex Location 1328 Capel Tutunup Road (A94), by levying a rate on the property calculated at the adopted rate in the dollar for rural land (Rate zone 11) disregarding the application of the minimum rate.

VOTING REQUIREMENTS

Absolute majority

STAFF RECOMMENDATION 4

That Council:

- 1. In accordance with Section 6.46 of the Local Government Act 1995, offer a two point five (2.5) percent discount on current rates paid in full by the first due date of the annual rates notice (35 days after the issue date of the annual rates notice).**
- 2. In accordance with Section 6.45 (1) (b) of the Local Government Act 1995, offer the following options for the payment of rates:
Option 1 – payment in full by a single instalment 35 days after the issue date of the annual rates notice; and
Option 2 – payment in four equal instalments at intervals of two calendar months with the first instalment being payable 35 days after the issue date of the annual rates notice.**
- 3. In accordance with Section 6.45 (3) of the Local Government Act 1995, impose an interest rate on instalment of 5.5% for the second, third and fourth instalments.**
- 4. In accordance with Section 6.45 (3) of the Local Government Act 1995, impose an administration fee of \$10.00 to the second, third and fourth instalments.**
- 5. In accordance with Section 6.51 of the Local Government Act 1995, impose a late payment penalty interest rate of 11% on rates that have not been paid by the due date and where instalment option 2 has not been taken up.**
- 6. Offers incentive prizes for rates paid in full and received by 4.30pm on the first due date shown on the annual rates notice.**

VOTING REQUIREMENTS

Absolute majority

STAFF RECOMMENDATION 5

That Council, in accordance with the Waste Avoidance and Resource Recovery Act 2007, impose the following charges for 2013/14:

- | | |
|--|---------------------|
| 1. Rubbish removal – 3 bin system (domestic, recycling, organic) | \$ 240.00 pa |
| 2. Rubbish removal – 2 bin system (domestic, recycling) | \$ 180.00 pa |
| 3. Rubbish removal Commercial – 2 bin system | \$ 180.00 pa |
| 4. Additional weekly Domestic rubbish removal | \$ 40.00 pa |
| 5. Additional rubbish removal, second and subsequent bins | \$ 133.00 pa |
| 6. Greenwaste and Hardwaste Collection Service fee for Boyanup, Capel, Dalyellup and Peppermint Grove Beach | \$ 29.00 pa |
| 7. Hardwaste Collection Service fee for Gelorup and Special Rural areas | \$ 11.50 pa |
| 8. Refuse Site Charge | \$ 80.00 pa |
- (for commercial, residential, rural and special rural properties that have a house/premises and industrial properties that have a rubbish collection)**

VOTING REQUIREMENTS

Absolute majority

STAFF RECOMMENDATION 6

That Council, in accordance with Section 6.16 of the Local Government Act 1995, adopt the Schedule of Fees and Charges as presented in the Budget for the year ending 30 June 2014.

VOTING REQUIREMENTS

Absolute majority

STAFF RECOMMENDATION 7

That Council, in accordance with Section 6.2 of the Local Government Act 1995, adopt the Annual Budget for the year ending 30 June 2014.

VOTING REQUIREMENTS

Absolute majority

STAFF RECOMMENDATION 8

That Council, in accordance with Local Government Financial Management Regulation 34(5), adopt a percentage of plus or minus 10% to be used for the reporting of variances of actual expenditure and revenue to budgeted expenditure and revenue in the monthly report of financial activity for 2013/14.

VOTING REQUIREMENTS

Simple majority

STAFF RECOMMENDATION 9

That Council, in accordance with Section 3.18 of the Local Government Act 1995, advise it is satisfied that the services and facilities it provides and which are funded in the 2013/14 Annual Budget:

- **integrate and coordinate, so far as is practicable, with any provided by the Commonwealth, State or any public body;**
- **do not duplicate, to an extent that the Council considers inappropriate, services or facilities provided by the Commonwealth, State or any other body or person, whether public or private; and**
- **will be managed efficiently and effectively.**

VOTING REQUIREMENTS

Simple majority

STAFF RECOMMENDATION 10

That Council, in accordance with Section 6.11 of the Local Government Act 1995, change the purpose of the following reserves to the new stated purpose outlined below:

- a) Waste Management Reserve – purpose: used to establish and maintain transfer sites, refuse sites, waste collection and disposal services within the Shire.**
- b) Employees Leave Reserve – purpose: used to fund leave entitlements for redundancy, retirement, leave transfers to other local governments and leave entitlements paid each year.**
- c) Land Acquisition Reserve – purpose: used to acquire land for council and community purposes.**
- d) Property Value Revaluations Reserve – purpose: used to fund the three yearly revaluation of GRV properties.**

17.3 Accounts Due and Submitted for Authorisation

Location: Capel
Applicant: Shire of Capel
File Reference:
Disclosure of Interest: Nil
Date: 04.07.2013
Author: Finance & Accounts Payable Officer, H Tu
Senior Officer: Director Corporate Services, P Anastasakis
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 (Financial Management) Regulations 1996 (Reg 13(2)).

POLICY IMPLICATIONS

There are no current policies relevant to this matter.

FINANCIAL IMPLICATIONS**Budget**

Payment from Council's Municipal Fund.

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

Long Term

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

Whole of Life

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

SUSTAINABILITY IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

CONSULTATION

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

COMMENT

Accounts due and submitted for authorisation are as follows:

CHQ/EFT	Date	Name	Description	Amount
EFT13962	17/07/2013	AMITY SIGNS	VARIOUS SIGNS: 4X-\$418,2X-\$77,4X-\$347.6, 1X-\$44	886.60
EFT13963	17/07/2013	AUSQ TRAINING	ADVANCED WORKSITE TRAFFIC MANAGEMENT COURSE 2X ATTENDEE, AND BASIC WORKSITE TRAFFIC MANAGEMENT & TRAFFIC CONTROLLER 6X ATTENDEE	2980.00
EFT13964	17/07/2013	ALLOY & STAINLESS PRODUCTS	24X BLADE, 12X BOLTS, 12X WASHERS, 12X REACHER	961.91
EFT13965	17/07/2013	ACO POLYCRETE	2X CLASS B STAINLESS STEEL HEELSAFE ANTI-SLIP GRATE (1M) PLUS FREIGHT	636.90
EFT13966	17/07/2013	BIG W	19X ITEMS PURCHASED FOR BOOK STOCK PURCHASE FOR CAPEL LIBRARY	203.68
EFT13967	17/07/2013	BUNBURY MACHINERY	6X SPINDLE DUST COVERS @ \$18.63	111.74
EFT13968	17/07/2013	BELL FIRE EQUIPMENT COMPANY	MONTHLY SERVICING OF FIRE INDICATOR PANEL AT CAPEL LIBRARY-MAY 13	137.50
EFT13969	17/07/2013	BUNBURY TOYOTA	HACC 90,000KS SERVICE FOR HACC BUS CP5685 & TAIL LIGHTS FOR HACC BUS	646.31
EFT13970	17/07/2013	BUNNINGS BUILDING SUPPLIES PTY LTD	MISC PURCHASE OF CONSUMABLES AND MINOR TOOLS-JUNE 13	381.25
EFT13971	17/07/2013	BUSSELTON-DUNSBOROUGH ENVIRONMENT CENTRE	30 X "A JOURNEY INTO THE LUDLOW TUART FOREST" BOOKS FOR CITIZENSHIP GIFTS" @\$10EA	300.00
EFT13972	17/07/2013	BUNBURY TRUCKS	SERVICE & REPAIRS CP9477	1157.80
EFT13973	17/07/2013	STAPLES AUSTRALIA PTY LTD	2012/13 STATIONERY	763.98

EFT13974	17/07/2013	CAPEL NEWSAGENCY	PURCHASE 8 X \$50 I TUNES VOUCHERS AND 8 X \$20 I TUNES VOUCHERS FOR PRIZES FOR GRAFFITI POSTER COMPETITION ON LOCAL PRIMARY SCHOOLS.	560.00
EFT13975	17/07/2013	DEPARTMENT OF PREMIER & CABINET	GOVERNMENT GAZETTE ADVERTISING BASIS OF RATES	93.45
EFT13976	17/07/2013	FENNESSY'S	50,000KM SERVICE CP9322-\$260.55, 10,000KM SERVICE CP1125-\$232.69, 10,000KM SERVICE 46CP-\$210.91, 40,000KM SERVICE CP 81-\$704.22, 10,000KM SERVICE 45CP-\$210.91	1619.28
EFT13977	17/07/2013	GREENLINE	REPLACE BROKEN WINDOW ON TRACTOR-CP4912	1023.25
EFT13978	17/07/2013	HARRADINE & ASSOCIATES	DESEXING SUBSIDY- MAY 2013	200.00
EFT13979	17/07/2013	LANDGATE	GROSS RENTAL VALUES CHARGEABLE 23/5/13-21/6/13 & RURAL UV INTERIM VALUATION SHARED 23/5/13-21/6/13	2587.43
EFT13980	17/07/2013	MALATESTA ROAD PAVING & HOT MIX	150 LITRES EMULSION & 1 TON OF ASPHALT	391.50
EFT13981	17/07/2013	THE WORKWEAR GROUP (NEAT N TRIM UNIFORMS PTY LTD)	12/13 UNIFORM ORDER - 6 STAFF UNIFORM ORDER	1290.47
EFT13982	17/07/2013	OFFICEWORKS SUPERSTORES PTY LTD	STATIONERY SUPPLIES-LIBRARY	156.75
EFT13983	17/07/2013	OPUS INTERNATIONAL CONSULTANTS (PCA) LTD	TRAFFIC MANAGEMENT PLAN FOR JENKIN ROAD- 25/5/13-21/6/13	231.00
EFT13984	17/07/2013	ONSITE RENTAL GROUP	HIRE EXCAVATOR FOR DRAINAGE WORKS ON 21/5/13 & GRAVE DIGGING ON 1/6/13	2041.88
EFT13985	17/07/2013	PROTECTOR ALSAFE	9X BUSH FIRE FIGHTER HELMET WITH BUSH FIRE LOGO	569.84
EFT13986	17/07/2013	PRESTIGE PRODUCTS-BUSSELTON	JUNE 13 SUPPLIES FOR CAPEL CHILDRENS CENTRE, SHIRE BUILDING, CAPEL SPORT PAVILION, BUSH FIRE BRIGADE & IRONSTONE GULLY FALLS	798.00
EFT13987	17/07/2013	RAECO	BARCODE SCANNER, GENRE LABELS, BOOK COVERING SUPPLIES, DATE SLIPS	518.91
EFT13988	17/07/2013	RECORDS MAINTENANCE & STORAGE	JUNE 13 ORDER FOR RECORDS STORAGE & DESTRUCTION	295.73
EFT13989	17/07/2013	CAPEL FRESH IGA	FOOD AND REFRESHMENTS FOR CITIZENSHIP CEREMONY AFTERNOON TEA - THURSDAY 13TH JUNE 2013	54.33

EFT13990	17/07/2013	SOUTHERN LOCK & SECURITY	RE-KEY DEPOT AND TRANSFER STATION LOCKS	1284.78
EFT13991	17/07/2013	TOTALLY WORKWEAR	HACC VOLUNTEER UNIFORM - 3 POLO SHIRTS	87.45
EFT13992	17/07/2013	TRAFFIC FORCE	PREPARATION OF TRAFFIC MANAGEMENT PLAN FOR BRIDGE REPAIRS ON GWINDINUP ROAD & PROVIDE SIGNAGE SETUP AND REMOVAL 2 DAYS	1640.38
EFT13993	17/07/2013	VOGUE FURNITURE	2 X WORKSTATIONS FOR ENGINEERING	1267.00
EFT13994	17/07/2013	IT VISION	RENEW SYNERGY SOFT AND UNIVERSE ANNUAL LICENCE FEES TO 30/6/14	35494.80
EFT13995	17/07/2013	VISIMAX	5X STROBE BEACON @\$97EA	485.00
EFT13996	17/07/2013	WORK CLOBBER BUNBURY	JUMPER WITH SHIRE LOGO- PUBLIC WORK STAFF, JACKET, RAINCOAT, HAT FOR HEALTH STAFF, 2X WORK BOOTS & 14X SAFETY GLASSES	660.73
EFT13997	17/07/2013	WESTRAC EQUIPMENT	AIR FILTER FOR CP1025	97.77
				\$ 62,617.40

OUTSTANDING CREDITORS AS AT 30th JUNE 2013: \$141,164.39

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 17th July 2013 have been checked and are fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and services and as to prices, computations, and costings and the amounts shown are due for payment.

P.F. Steady.

CHIEF EXECUTIVE OFFICER

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATIONS – 17.3

That Council authorises the Schedule of Accounts covering vouchers EFT13962 to EFT13997 a total of \$62,617.40 for payment.

17.4 Accounts Paid During the Month of May 2013

Location: Capel
Applicant: Shire of Capel
File Reference:
Disclosure of Interest: Nil
Date: 04.07.13
Author: Finance & Accounts Payable Officer, H Tu
Senior Officer: Director Corporate Services, P Anastasakis
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 (Financial Management) Regulations 1996 (Reg 13(1)) requires that where the Chief Executive Officer has delegated power to make payments from the Municipal or Trust funds a list of accounts paid is to be prepared each month.

POLICY IMPLICATIONS

There are no current policies relevant to this matter.

FINANCIAL IMPLICATIONS**Budget**

Payment from Council's Municipal Fund.

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

Long Term

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

Whole of Life

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

SUSTAINABILITY IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

CONSULTATION

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

COMMENT

Payments made during the month of June 2013 are as follows:

CHQ/EFT	Date	Name	Description	Amount
251	05/06/2013	SATTERLEY PROPERTY GROUP PTY LTD	BOND REFUND FOR TEMPORARY DRAINAGE FOR DALYELLUP DISTRICT CENTRE SUPER LOT	156650.00
252	12/06/2013	BUILDING & CONSTRUCTION IND TRAINING FUND	BCITF LEVY COLLECTED MAY 13	11076.29
253	12/06/2013	DEPARTMENT OF COMMERCE - BUILDING COMMISSION	BSL COLLECTED-MAY 13	6457.42
254	12/06/2013	SHIRE OF CAPEL	BSL COMMISSION COLLECTED-MAY 13	524.53
255	12/06/2013	JONATHAN HARDAKER	HALL BOND REFUND GELORUP	150.00
256	12/06/2013	RORI VAN LOGGEREN	HALL BOND REFUND	150.00
257	12/06/2013	JOYCE PAREDES	HALL BOND REFUND DALYELLUP	500.00
258	26/06/2013	SHIRE OF CAPEL	BOND REFUND FOR EVENT HELD AT DALYELLUP SPORTS PAVILION ON 24/5/13	500.00
259	26/06/2013	COUNTRY WOMENS ASSOC BOYANUP (CWA)	HALL BOND REFUND BCC 22/6/13	500.00
260	26/06/2013	ROBYN DUKE	HALL BOND REFUND GCC 22-23/6/13	500.00
EFT13723	05/06/2013	BUNBURY ARMY SURPLUS	WEB TEAM BAG JUMBO	90.00
EFT13724	05/06/2013	ALL WEST BUILDING APPROVALS PTY LTD	ASSISTING WITH THE ASSESSMENT OF BUILDING LICENCE APPLICATIONS @\$65/HOUR (PLUS GST)	4085.84
EFT13725	05/06/2013	BUNBURY TOYOTA	HACC- 100,000KM SERVICE TO HACC BUS CP5676	285.53
EFT13726	05/06/2013	CR BARRY BELL	COUNCILLOR’S JUNE ALLOWANCES	4123.00

EFT13727	05/06/2013	BOYANUP AUTO REPAIRS	REPAIRS AND SERVICE CP9574	1570.73
EFT13728	05/06/2013	BUNBURY UNITED SOCCER CLUB	KIDSPORT VOUCHER 7X-\$140	980.00
EFT13729	05/06/2013	BUNBURY JUNIOR FOOTBALL COUNCIL	KIDSPORT VOUCHER 1X-\$100	100.00
EFT13730	05/06/2013	BUKIDO TAIJUTSU	KIDSPORT VOUCHER 1X-\$200	200.00
EFT13731	05/06/2013	CR MURRAY SCOTT	COUNCILLOR'S JUNE ALLOWANCES-PRESIDENT	15700.00
EFT13732	05/06/2013	CAPELBERRY	CATERING FOR 15 PERSONS - COMMUNITY EMERGENCY RISK WORKSHOP @ \$15 PER HEAD AT PEPPERMINT GROVE BEACH 4 JUNE 2013	225.00
EFT13733	05/06/2013	GEORGINIA CARTER	REIMBURSE 2X BOOK STOCK PURCHASE FOR THE SHIRE LIBRARY	24.76
EFT13734	05/06/2013	COMMUNITY WORK CENTRES	NEWTON MOORE WORK CREW REIMBURSEMENT OF COSTS-GENERAL GARDENING FOR APRIL & MAY 13	315.00
EFT13735	05/06/2013	CAPEL SOCCER CLUB	KIDSPORT VOUCHER 4X-\$135, 3X-\$175,10X-\$120	2265.00
EFT13736	05/06/2013	CAPEL COUGARS JUNIOR FOOTBALL CLUB	KIDSPORT VOUCHER 10X-\$110	1100.00
EFT13737	05/06/2013	DIRT DESIGN	CARRY OUT ADDITIONAL VERGE SPRAYING THROUGHOUT DALYELLUP FROM DEC12 TO MAY13	19140.00
EFT13738	05/06/2013	FLOWER BAZAAR	SYMPATHY FLOWERS FOR CORPORATE SERVICE STAFF	85.00
EFT13739	05/06/2013	GLEN'S ENGINEERING	INSTALL SECURITY GATE AT THE SIDE OF GELORUP BUSH FIRE BRIGADE SHED, HASTIES ROAD GELORUP	330.00
EFT13740	05/06/2013	CR KINGSLEY GIBSON	COUNCILLOR'S JUNE ALLOWANCES	4123.00
EFT13741	05/06/2013	HIDDEN GEM CAFE	CATERING FOR 110 PEOPLE ATTENDING CITIZENSHIP CEREMONY ON 27TH MAY 2013 AT GELORUP COMMUNITY CENTRE	1320.00
EFT13742	05/06/2013	A INGRAM	REIMBURSE 2X BOOKSTOCK PURCHASES FOR THE LIBRARY	23.35
EFT13743	05/06/2013	LOOP CLOSE ENTERPRISE	REGIONAL COUNCIL BUSINESS CASE TEMPLATE	1078.55
EFT13744	05/06/2013	CR SANDRA MANLEY	COUNCILLOR'S JUNE ALLOWANCES	4123.00

EFT13745	05/06/2013	CR P McCLEERY	COUNCILLOR'S JUNE ALLOWANCES	4123.00
EFT13746	05/06/2013	CR GREG NORTON	COUNCILLOR'S JUNE ALLOWANCES	5300.00
EFT13747	05/06/2013	NEO INFRASTRUCTURE	SUPPLY AND INSTALL GROSS POLLUTANT TRAP IN ACCORDANCE WITH RFQ 12-10	60174.99
EFT13748	05/06/2013	SW PRECISION PRINT	4X HARDWASTE COLLECTION FLYER	61.00
EFT13749	05/06/2013	CR JENNIFER SCOTT	COUNCILLOR'S JUNE ALLOWANCES	4123.00
EFT13750	05/06/2013	CR BRIAN SMITH	COUNCILLOR'S JUNE ALLOWANCES	4123.00
EFT13751	05/06/2013	TOTALLY WORKWEAR	HACC-2X OFFICER UNIFORMS	632.50
EFT13752	04/06/2013	WESTNET PTY LTD	DALYELLUP LIBRARY ADSL & STATIC IP ADDRESS-1/6/13-1/7/13	74.94
EFT13753	04/06/2013	WESTNET PTY LTD	CAPEL SHIRE ADSL-1/6/13-1/7/13	274.84
EFT13754		-EFT13792	REFER TO AGENDA 26.06.13	
EFT13793	06/06/2013	RICOH FINANCE	PHOTOCOPIER LEASE PAYMENTS-JUNE 13	1076.07
EFT13794	12/06/2013	AUSTRALIA POST	POSTAGE FOR MONTH OF MAY 13	1372.08
EFT13795	12/06/2013	SAI GLOBAL LIMITED	AS 4685 PLAYGROUND EQUIPMENT - INTERNET DOWNLOAD	55.80
EFT13796	12/06/2013	ALL WEST BUILDING APPROVALS PTY LTD	ASSISTING WITH THE ASSESSMENT OF BUILDING LICENCE APPLICATIONS @\$65/HOUR (PLUS GST)	990.00
EFT13797	12/06/2013	AMD CHARTERED ACCOUNTANTS	INTERIM AUDIT FOR THE YEAR ENDING 30 JUNE 2013	4235.00
EFT13798	12/06/2013	BUNBURY 2ND SEA SCOUTS	KIDSPORT VOUCHER 5X-\$200	1000.00
EFT13799	12/06/2013	BADGERS EMBROIDERY	HACC-2X LOGO FOR SHIRTS	13.20
EFT13800	12/06/2013	B & B STREET SWEEPING	HIRE STREET SWEEPER-50HR,HIRE JETTER 7HR, HIRE SUMP SUCKER 13HR,HIRE STREET SWEEPER-40HR	10785.50
EFT13801	12/06/2013	BUNBURY HOLDEN	15,000KM SERVICE-CP5172, 30,000 KM SERVICE-CP1160	637.03
EFT13802	12/06/2013	BOYANUP AUTO REPAIRS	REPAIRS & SERVICE CP9112 & CP855	1860.65
EFT13803	12/06/2013	BENDIGO BANK BUSINESS CREDIT CARD	TIMBER INSIGHT-2X STAFF ATTENDED FORUM REGARDING WAYS WA WILL IMPLEMENT A BUSHFIRE STATE PLANNING POLICY	158.00

EFT13804	12/06/2013	CAROLINE BARDOT	REIMBURSE POLICE CLEARANCE	62.75
EFT13805	12/06/2013	CAPEL TRANSPORT	FREIGHT FOR GRADER BLADES	95.48
EFT13806	12/06/2013	CLEANAWAY	STREET & PARK BINS MAY 13	52500.42
EFT13807	12/06/2013	DM & S CURTIN	QUARTERLY AIR CONDITIONING SERVICE AT ADMIN BUILDING	3523.80
EFT13808	12/06/2013	CRANEY'S LUNCHBAR	HACC VOLUNTEER LUNCH'S AT CRANEYS LUNCH BAR- MAY 13 (23X PURCHASES)	223.40
EFT13809	12/06/2013	COLES	HACC DAY CENTRE SHOPPING	828.03
EFT13810	12/06/2013	DYNAMIC PRINT	HACC-500X BUSINESS CARDS JEANA	155.00
EFT13811	12/06/2013	DELRON CLEANING	CLEANING DALYELLUP- APRIL 2013 & GENERAL CLEANING FOR SHIRE BUILDING AND CAPEL PAVILION FOR JUNE 13	2431.31
EFT13812	12/06/2013	ELLIOTT'S SMALL ENGINES	HACC -SERVICE TO MOWER LC19A, AND PURCHASE MOWER PARTS	274.40
EFT13813	12/06/2013	EASIFLEET MANAGEMENT	LEASE SUZUKI SWIFT HATCHBACK - CEO & MAZDA 3 HATCHBACK MANAGER HR- JUNE 13	1557.47
EFT13814	12/06/2013	GLEN'S ENGINEERING	REPAIR FENCE AT THE CAPEL TIP & MAKE UP LEGS FOR BENCH SEATS	638.00
EFT13815	12/06/2013	GOLDEN WEST PEST & WEED CONTROL	TREAT WHITE ANTS IN MARKED TREE AT LAYMAN RD	150.00
EFT13816	12/06/2013	GRESLEYABAS	SHIRE OF CAPEL ADMINISTRATION BUILDING ARCHITECTURAL SERVICE	4348.85
EFT13817	12/06/2013	GHD PTY LTD	ENVIRONMENTAL ASSESSMENT: CAPEL TRANSFER STATION & 79 RANGE RD CAPEL FOR MAY13	5756.61
EFT13818	12/06/2013	GLOBE SIGN CO	REPAINT CAPEL ENTRY SIGNS AT EITHER END OF CAPEL DR	616.00
EFT13819	12/06/2013	ANNA HANDLEY	REIMBURSEMENT OF COURSE FEE UNDER EDUCATION & STUDY ASSISTANCE POLICY 13.16	500.00
EFT13820	12/06/2013	STATE LIBRARY OF WESTERN AUSTRALIA	RECOVERIES OF LOST & DAMAGED BOOKS: 15 SECONDS BY ANDREW GROSS	44.00
EFT13821	12/06/2013	LD TOTAL	MAINTENANCE ADDITIONAL WORK FOR MAY 13 IN DALYELLUP	8295.65

EFT13822	12/06/2013	MANPOWER	LABOUR HIRER - DARRALL MOGG	3319.86
EFT13823	12/06/2013	ROSALIND MALONE	REIMBURSE POLICE CLEARANCE	62.75
EFT13824	12/06/2013	RIDING FOR THE DISABLED SOUTH WEST	KIDSPORT VOUCHER-1X \$125	125.00
EFT13826	12/06/2013	SOUTH WEST TREE SAFE	REMOVE STUMP GRIND TREE AT 2 ALBURY CT, BOYANUP	275.00
EFT13827	12/06/2013	SOS OFFICE EQUIPMENT	12/13 METERBILLING – MAY 13	2357.57
EFT13828	12/06/2013	SOUTH WEST RUBBER STAMPS	TO/FROM BOYANUP STAMP & 2 PADS & POSTAGE	53.25
EFT13829	12/06/2013	SOUTH WEST MAPPING SERVICES	CALCULATION OF RURAL STREET NUMBERS - KEN BELL ROAD AND SKIPPINGS ROAD	258.00
EFT13830	12/06/2013	SOUTH WEST INSTITUTE OF TECHNOLOGY	AUS CHEM TRAINING COURSE - 5 & 6 JUNE 2013-1 ATTENDEE	265.65
EFT13831	12/06/2013	T & P DESIGN	SURVEYING FOR CAPEL DRIVE	198.00
EFT13832	12/06/2013	ANNA TAVERNER	REIMBURSE POLICE CLEARANCE	62.75
EFT13833	12/06/2013	VILLAGE CARPET CARE	CLEANING OF CARPETS IN SHIRE OFFICES & DRY & CLEAN DALYELLUP LIBRARY	3945.00
EFT13834	12/06/2013	WOODLANDS DISTRIBUTORS & AGENCIES	SOIL TEST AT CAPEL & BOYANUP RECREATION GROUNDS	363.00
EFT13835	19/06/2013	KORONG VENDING (BCM VENDING)	HACC-VENDING MACHINE RENTAL-MAY-\$190 & JUNE-\$190	380.00
EFT13836	19/06/2013	TRACY BENTLEY	HACC- REIMBURSE LEARNER'S PERMIT FEE	70.00
EFT13837	19/06/2013	CLEANAWAY	CLASS 2 WASTE TO LANDFILL MAY 13	21312.18
EFT13838	19/06/2013	CUSTOM SERVICE LEASING LTD	HACC FLEET FUEL- JUNE 13	3330.19
EFT13839	19/06/2013	DIRT DESIGN	DALYELLUP PUBLIC OPEN SPACE MAINTENANCE 5 MAY TO 4 JUNE & ADDITIONAL SPRAYING FOR JUNE 13 FOR DALYELLUP	13550.27
EFT13840	19/06/2013	EARTH 2 OCEAN COMMUNICATIONS	REPROGRAMME 2 WAY RADIO TO 40CP RANGER VEHICLE	227.30
EFT13841	19/06/2013	GOLDEN WEST PLUMBING & DRAINAGE	REPAIR LEAKING WATER PIPE, AT BOYANUP REC GROUND & REPLACE PUSH FIT TIMER TO SHOWER CUBICLE AT DALYELLUP	797.50
EFT13842	19/06/2013	Dept of Fire and Emergency Services DFES	12/13 ESL QTR 4 CONTRIBUTION	38737.20

EFT13843	19/06/2013	A INGRAM	REIMBURSE BOOK STOCK PURCHASES FOR CAPEL LIBRARY & EXPENSES FOR EXCHANGE MEETING IN PERTH	500.69
EFT13844	19/06/2013	LESLEY JACKES	REIMBURSEMENT FOR: WILDFLOWER LCDC POSTERS,PURCHASES FOR PRESTON RIVER RAMBLE, BANNER FOR TERRACE PROJECT	914.08
EFT13845	19/06/2013	LANDMARK PRODUCTS LTD	PURCHASES OF FITTINGS FOR THE TOILET BLOCK CONSTRUCTION IN DALYELLUP LAKES SOUTHERN	30613.00
EFT13846	19/06/2013	LOCAL GOVERNMENT MANAGERS AUSTRALIA	REGISTRATION FEE FOR YOUTH DEVELOPMENT 2013 ON 25 JUNE 13	50.00
EFT13847	19/06/2013	FAT BIRDIE CAFE	CATERINGS FOR: LEMC MEETING 15/5/13-\$136,CITIZENSHIP CEREMONY 27/4/13-\$48, 10 YEAR FINANCIAL PLAN WORKSHOP 17/4/13-\$127.50, MEETING ON 12/6/13-\$126	437.50
EFT13848	19/06/2013	MARKS WINDOW CLEANING & MAINTENANCE	WINDOW CLEANING FOR MAY 13 FOR VARIOUS SHIRE BUILDINGS	2730.00
EFT13849	19/06/2013	DL & HR PAYNE	CLEAR DRAIN - JENKIN RD	7294.90
EFT13850	19/06/2013	PENNANT HOUSE	BANNER - TERRACE PRINTED AND FORWARDED TO WALGA	207.90
EFT13851	19/06/2013	PJ & EV PAGE	WAXING AND BUFFERING BOYANUP HALL FOR MAY13	70.00
EFT13852	19/06/2013	PAYROLL PAPER SOLUTIONS	1 X BOX OF 1,000 LA0002 PAYSLEIPS (HAND SEAL)	190.00
EFT13853	19/06/2013	RUN WILD DESIGN & PRINT	PRINTING SHIRTS FOR "BANNERS IN THE TERRACE PROJECT"	209.00
EFT13854	19/06/2013	SOUTH WEST TREE SAFE	TREE CLEARING LUDLOW NORTH RD	880.00
EFT13855	19/06/2013	SW PRECISION PRINT	6000X HARDWASTE COLLECTION FLYER	833.00
EFT13856	19/06/2013	STRATHAM BOBCAT HIRE	REPAIR STORMWATER SOAKWELL AT FRANCES RD GELORUP & REPAIR CULVERT FROM STORM DAMAGE	1897.50
EFT13857	19/06/2013	SCOPE TRAINING	4 DAYS STAFF TRAINING ON UPGRADE TO OFFICE 2010	6654.08
EFT13858	19/06/2013	TRANSPACIFIC WASTE MANAGEMENT	CLEAR BINS TO LANDFILL MAY 13	13623.60

EFT13859	21/06/2013	CHAMPAGNE LIFESTYLE SUPER'N FUND	SUPERANNUATION CONTRIBUTIONS	305.24
EFT13860	21/06/2013	PENELOPE GWYNNETH RACKHAM	REIMBURSE POLICE CLEARANCE	62.75
EFT13861	21/06/2013	WALGS PLAN	SUPERANNUATION CONTRIBUTIONS	1148.58
EFT13862	26/06/2013	Dept of Fire and Emergency Services (DFES).	CORRECTION & REPAYMENT TO PAYMENT ENTERED INCORRECTLY	10708.00
EFT13863	26/06/2013	AMITY SIGNS	VARIOUS SIGNS	6916.80
EFT13864	26/06/2013	ARROW BRONZE	A CAST BRONZE PLAQUE	261.08
EFT13865	26/06/2013	SOUTHWEST TYRE SERVICE	2X BACK TYRES FOR 44CP	408.00
EFT13866	26/06/2013	BUNBURY MACHINERY	REPAIR/REPLACE BLADE SPLINE SHAFT KUBOTA MOWER CP9456 & STEERING ASSEMBLY COWLING COVER CP9516	710.06
EFT13867	26/06/2013	BUNBURY MOWER SERVICE	2X CHAINS, 20 LITRES OF TWO STROKE OIL, HONDA 1L OIL, SERVICE BLOWER	393.75
EFT13868	26/06/2013	BELL FIRE EQUIPMENT COMPANY	SERVICE FIRE EQUIPMENT FOR ALL OF SHIRE OWN BUILDINGS	3041.70
EFT13869	26/06/2013	BUNBURY TYREPOWER	REPAIR TYRES ON MOWERS CP9516	30.00
EFT13870	26/06/2013	BUSSELTON MOTOR SALES	110,000 KM SERVICE FOR MAZDA 3 DIESEL - 42CP	272.82
EFT13871	26/06/2013	BUNBURY TOWING	TOW 2X IMPOUNDED VEHICLES TO SHIRE DEPOT	404.05
EFT13872	26/06/2013	CAPEL HARDWARE & FARM SUPPLIES	HARDWARE SUPPLIES – MAY 13	2030.90
EFT13873	26/06/2013	COASTAL HIRE T/AS GCS SECURITY SCAFFOLD	HIRE OFFICE & TOILET FOR MAY 13 & DISABLE FUNCTION TOILET HIRE FOR CAPEL CEMETERY 7/5/13	652.36
EFT13874	26/06/2013	CENTRECARE CORPORATE	EAP FEE FOR 10/4/13 & 8/5/13	330.00
EFT13875	26/06/2013	CARBONE BROS PTY LTD	FINAL PAYMENT FOR CONSTRUCTION OF WAKE DRIVE CARPARK, HIRE OF VARIOUS EQUIPMENTS FOR HUTTON ST & 32 M ³ OF GRAVEL	10153.40
EFT13876	26/06/2013	DEPARTMENT OF TRANSPORT	VEHICLE SEARCHES MAY 13-6 SUCCESSFUL	6.20
EFT13877	26/06/2013	EATON HARDWARE	HACC-HARDWARE SUPPLIES -MAY 13	324.31
EFT13878	26/06/2013	SOUTH WEST FIREARMS & GUNSMITHING	PURCHASE RIFLE AND SCOPE AND AMMUNITION	1350.00

EFT13879	26/06/2013	HOLCIM (AUSTRALIA) PTY LTD	47.75 TON OF CONSTRUCTION SAND	735.35
EFT13880	26/06/2013	GREEN RECYCLING	KERBSIDE RECYCLING SERVICE -MAY 13	32828.47
EFT13881	26/06/2013	STATE LIBRARY OF WESTERN AUSTRALIA	3X ITEMS RECOVERIES OF LOST AND DAMAGED BOOKS & 40X SLWA LIBRARY SATCHELS	260.90
EFT13882	26/06/2013	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION WALGA	ROMAN II TRAINING - RAMM 201, 18/4/13 & RAMM 205, 8 MAY 13 - 1 ATTENDEE	979.00
EFT13883	26/06/2013	LANDGATE	2X RURAL UV VALUATION 2013, GROSS RENTAL CHARGEABLE & MINING TENEMENTS CHARGEABLE	13348.33
EFT13884	26/06/2013	MALATESTA ROAD PAVING & HOT MIX	3 X TONNE HOTMIX AND 200 LTRS EMULSION FOR HASTIES RD	824.50
EFT13885	26/06/2013	THE WORKWEAR GROUP (NEAT N TRIM UNIFORMS PTY LTD)	12/13 UNIFORM - PLANNING STAFF UNIFORM	242.34
EFT13886	26/06/2013	NIGHTGUARD SECURITY SERVICE PTY LTD	3X SECURITY PATROLS TO DALYELLUP & ALARM RESPONSE FOR MAY 13	1019.11
EFT13887	26/06/2013	OFFICEWORKS SUPERSTORES PTY LTD	2X LABEL MAKERS	77.44
EFT13888	26/06/2013	PARTIES AND GIFTS	HACC - DAY CENTRE ACTIVITIES	139.83
EFT13889	26/06/2013	RTW STEEL FABRICATION	4X GOAL POST COVERS FOR CAPEL OVAL, 2X FUEL DOC STANDS FOR DEPOT	1049.95
EFT13890	26/06/2013	RAECO	GENRE LABELS, BARCODE COVERS, BOOK COVERING SUPPLIES	486.36
EFT13891	26/06/2013	CAPEL FRESH IGA	REFRESHMENT FOR SWYC MEETING ON 22/5/13 & COFFEE FOR DEPOT	30.67
EFT13892	26/06/2013	SOUTHERN LOCK & SECURITY	RESET SECURITY SENSORS IN DALYELLUP LIBRARY CEILING, 4X PADLOCKS KEYED TO MKI SHIRE SYSTEM	379.93
EFT13893	26/06/2013	WORK CLOBBER BUNBURY	WORK BOOTS FOR PUBLIC WORK STAFF	138.60
EFT13894	26/06/2013	WREN OIL	REMOVAL OF WASTE OIL 550L PLUS ADM FEE	169.40
EFT13895	26/06/2013	ALL WEST BUILDING APPROVALS PTY LTD	ASSISTING WITH THE ASSESSMENT OF BUILDING LICENCE APPLICATIONS @\$65/HOUR (PLUS GST)	990.00
EFT13896	26/06/2013	BUNBURY PLUMBING SERVICES BPS	ANNUAL GREASE TRAP PUMP OUT CAPEL HALL	198.97

EFT13897	26/06/2013	BOYANUP BUILDING AND EARTHWORKS CONTRACTORS	TREE ROOT REMOVAL ON DALYELLUP BOULEVARD	2420.00
EFT13898	26/06/2013	BUNBURY TELECOM SERVICE PTY LTD	LOCATE TELSTRA ON WIDDESON AND LAYMAN ROADS	400.00
EFT13899	26/06/2013	KORONG VENDING (BCM VENDING)	HACC - VENDING MACHINE SUPPLIES	130.00
EFT13900	26/06/2013	BUNBURY HARVEY REGIONAL COUNCIL	REGIONAL WASTE EDUCATION PROGRAM-MAY 13	1870.36
EFT13901	26/06/2013	DM & S CURTIN	SERVICE AIRCONDITIONER IN PLAYGROUP ROOM AT DALYELLUP COMMUNITY CENTRE	229.70
EFT13902	26/06/2013	CAPEL SOCCER CLUB	KIDSPORT VOUCHER-1X-\$135, 2X-\$120	375.00
EFT13903	26/06/2013	DELRON CLEANING	GENERAL CLEANING FOR SHIRE OWNED OFFICES-\$7280.60, CLEANING DALYELLUP PAVILION - \$1316.84	8597.44
EFT13904	26/06/2013	ELLIOTT'S SMALL ENGINES	HACC-BELT FOR LAWNMOWER	49.00
EFT13905	26/06/2013	FLOWER BAZAAR	ARRANGEMENT OF FLOWERS FOR DALYELLUP SING AUSTRALIA CHOIR	50.00
EFT13906	26/06/2013	GEOVET BUSSELTON	MAY13 -CONTRACT POUND	648.50
EFT13907	26/06/2013	GEOGRAPHE SATELLITE & TV	INSTALL ANTENNA POINT IN CAPEL LIBRARY	148.50
EFT13908	26/06/2013	A INGRAM	REIMBURSE 4X BOOKSTOCK PURCHASES FOR CAPEL LIBRARY	86.95
EFT13909	26/06/2013	INSIGHT CCS PTY LTD	CALL CENTRE- MAY 13-59 CALLS	278.32
EFT13910	26/06/2013	JUICE PRINT	SUPPLY AND PRINTED 2804X T-SHIRTS FOR GRAFFITI POSTER COMPETITION	10747.64
EFT13911	26/06/2013	LD TOTAL	DALYELLUP PUBLIC SPACE MAINTENANCE CONTRACT -FINAL CLAIM	28630.73
EFT13912	26/06/2013	LAMPO MAINTENANCE	REPAIR PANIC BOLT LOCK TO DOUBLE EXIT DOORS AT BOYANUP BOWLING CLUB & REPLACE AND PAINT REAR DOOR AT BOYANUP BUSH FIRE BRIGADE BUILDING	605.00
EFT13913	26/06/2013	PML LANDMARK PRODUCTS PTY LTD	RESTROOM FITTING INCLUDING ELECTRICAL INSTALLATION, SEWER CONNECTIONS, SUPPLY & INSTALL FENCE, CORE DRILLING AND COLOURED CONCRETE	29174.20

EFT13914	26/06/2013	MANPOWER	LABOUR HIRER-DARRAL MOGG	6312.10
EFT13915	26/06/2013	OPUS INTERNATIONAL CONSULTANTS (PCA) LTD	TRAFFIC MANAGEMENT PLAN FOR JENKIN RD-20/4/13-24/5/13	209.00
EFT13916	26/06/2013	RIDING FOR THE DISABLED S/WEST	KIDSPORT VOUCHER-1X \$197	197.00
EFT13917	26/06/2013	ROBINS HOCKEY CLUB INC	KIDSPORT VOUCHER-1X \$200	200.00
EFT13918	26/06/2013	RTW STEEL FABRICATION	RESERVE 10X SIGN FRAMES	5500.00
EFT13919	26/06/2013	SOUTH WEST TREE SAFE	REMOVE HANGERS FROM 2 TREES AT HUTTON RD	660.00
EFT13920	26/06/2013	S-TECH HOLDINGS PTY LTD	292X LED TUBES PLUS FREIGHT	6152.52
EFT13921	26/06/2013	WESTSIDE WOLVES HOCKEY CLUB INC	KIDSPORT VOUCHER-1X \$200	200.00
EFT13922	26/06/2013	CR BRIAN HEARNE	COUNCILLOR'S JUNE ALLOWANCES	4123.00
EFT13923	28/06/2013	AUSTRALIANSUPER	SUPERANNUATION CONTRIBUTIONS	835.00
EFT13924	28/06/2013	SHIRE OF CAPEL SOCIAL CLUB	PAYROLL DEDUCTIONS	240.00
EFT13925	28/06/2013	THE COXALL SUPER'N FUND	SUPERANNUATION CONTRIBUTIONS	108.07
EFT13926	28/06/2013	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	579.48
EFT13927	28/06/2013	EVANS FAMILY SUPER'N FUND	SUPERANNUATION CONTRIBUTIONS	427.38
EFT13928	28/06/2013	PORTFOLIOFOCUS	SUPERANNUATION CONTRIBUTIONS	262.57
EFT13929	28/06/2013	TWUSUPER	SUPERANNUATION CONTRIBUTIONS	315.71
EFT13930	28/06/2013	WALGS PLAN	SUPERANNUATION CONTRIBUTIONS	55577.11
EFT13931	21/06/2013	CALTEX AUSTRALIA	DISTILLATE-8200L	11365.48
EFT13932	21/06/2013	CALTEX AUSTRALIA	FLEET FUEL -MAY 13	3523.48
46398	05/06/2013	BOYANUP GENERAL STORE	CATERING FOR BOYANUP COMMUNITY EMERGENCY RISK WORKSHOP 4/6/13	148.50
46399	05/06/2013	COURIER AUSTRALIA INTERNATIONAL	12/13 COURIER FEE-HEALTH & BUSHFIRE	19.87
46400	05/06/2013	SHIRE OF CAPEL	PETTY CASH REIMBURSEMENT FOR HACC AND CAPEL SHIRE	619.05
46401	05/06/2013	DALYELLUP DOCKERS FOOTBALL CLUB	KIDSPORT VOUCHER-1X \$95, 1X-\$75, 2X- \$95	340.00
46402	05/06/2013	ELGIN BUSHFIRE BRIGADE	REIMBURSEMENT OF HAZARD REDUCTION BURN INCOME	300.00

46403	05/06/2013	GIRL GUIDES WA INC CAPEL SUPPORT GROUP	KIDSPORT VOUCHER-1X \$200, 1X-\$130	330.00
46404	05/06/2013	RAY GIBBON	REFUND FOR PART OF FEE PAID AS PROCESS OF APPLICATION WAS COMMENCED- ANCILLARY ACCOMMODATION BOYANUP WEST RD	110.00
46405	05/06/2013	WILLIAM & CLARE GIBBONS	CROSSOVER CONTRIBUTION-DALYELLUP	300.00
46406	05/06/2013	MAIDMENT GLR	RATES REFUND FOR ASSESSMENT A2844	75.03
46407	05/06/2013	SYNERGY	ELECTRICITY-STREET LIGHTS 25/3/13-24/4/13	23290.60
46408	05/06/2013	AMBER SANDRY & JETHRO VALE	CROSSOVER CONTRIBUTION-DALYELLUP	300.00
46409	05/06/2013	WATER CORPORATION	REPAIRS TO METER (SPURR RD), WHICH WAS RIPPED UP BY SHIRE WITH AN EXCAVATOR	1555.00
46410	12/06/2013	AUSTRALIAN INSTITUTE OF BUILDING SURVEYORS - WA	SW REGION AIBS WA CHAPTER EVENT - 1 ATTENDEE	115.00
46411	12/06/2013	COURIER AUSTRALIA INTERNATIONAL	COURIER FEE-HEALTH AND DELIVERY OF CHAIR	50.34
46412	12/06/2013	CAPEL BUSHFIRE BRIGADE	REIMBURSEMENT OF HAZARD REDUCTION BURN INCOME TO 31/12/13	181.82
46413	12/06/2013	SHIRE OF CAPEL	PETTY CASH REIMBURSEMENT DALYELLUP LIBRARY	55.25
46414	12/06/2013	CITY OF COCKBURN PUBLIC LIBRARY	DAMAGED BOOK "BATH TANGLE" BY GEORGETTE HEYER	26.40
46415	12/06/2013	ELGIN HALL COMMITTEE	ELECTRICITY CONSUMED BY ELGIN BUSHFIRE BRIGADE SUB-METERED FROM ELGIN HALL	132.94
46416	12/06/2013	AUSTRALIAN TAXATION OFFICE	BAS-MAY 13	52327.00
46417	12/06/2013	GIRL GUIDES WA INC CAPEL SUPPORT GROUP	KIDSPORT VOUCHER-2X \$200	400.00
46418	12/06/2013	KAHLIA NASH	SHIRE SPORTS PARTICIPATION SCHEME	200.00
46419	12/06/2013	TELSTRA CORPORATION LTD	RENT & CALLS- MAY 13	2062.33
46420	19/06/2013	SHIRE OF CAPEL	PETTY CASH REIMBURSEMENT FOR CAPEL LIBRARY & BOYANUP LIBRARY, TRANSFER BSL LEVY FOR XM10 TO TRUST ACCOUNT	177.55

46421	19/06/2013	ELGIN HALL COMMITTEE	DONATION 80TH ANNIVERSARY CELEBRATIONS	500.00
46422	19/06/2013	IAN & KAREN HUME	CROSSOVER CONTRIBUTION-DALYELLUP	300.00
46423	19/06/2013	3 AUSTRALIA	BRIGADE MESSAGING SERVICE 25/5/13-27/6/13	110.20
46424	19/06/2013	CIAN PARSONS	SPORTS PARTICIPATION SCHEME	300.00
46425	19/06/2013	WORKFORCE ROAD SERVICES PTY LTD	SETOUT FOR CENTRELINE AND TRAFFIC MANAGEMENT FOR DALYELLUP BOULEVARD (\$616) & LILLYDALE RD (\$2645.50)	3261.50
46426	21/06/2013	GRAND CINEMAS	2X CHILD MOVIE MONEY-10 PACK FOR GRAFFITI POSTER PRIZES	180.00
46427	21/06/2013	SOUTH WEST DEVELOPMENT COMMISSION	REPAY OVERPAYMENT OF GRANT FUNDS	33000.00
46428	26/06/2013	COURIER AUSTRALIA	COURIER FEE- HEALTH, LIBRARY, BUSHFIRE	86.80
46429	26/06/2013	CAPEL GARAGE	REPLACE TRAILER JOCKEY WHEEL ON TRAILER- P262	397.10
46430	26/06/2013	CHURCHES OF CHRIST IN WA	HALL BOND REFUND	150.00
46431	26/06/2013	DEPARTMENT OF TRANSPORT	CP6341 LICENCE & INSURANCE RENEWAL	22.40
46432	26/06/2013	GIRL GUIDES WA INC CAPEL SUPPORT GROUP	KIDSPORT VOUCHER- 1X\$130	130.00
46433	26/06/2013	SYNERGY	ELECTRICITY	36207.10
46434	26/06/2013	TELSTRA CORPORATION LTD	HACC -RENT AND CALLS- JUNE 13	940.01
46435	28/06/2013	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	85.08
46436	28/06/2013	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	45.80
46437	28/06/2013	THE AUSTRALIAN WORKERS UNION	PAYROLL DEDUCTIONS	240.00
46438	28/06/2013	SHIRE OF CAPEL	PAYROLL DEDUCTIONS	2272.00
46439	28/06/2013	CBUS	SUPERANNUATION CONTRIBUTIONS	147.16
46440	28/06/2013	SHIRE OF DONNYBROOK/ BALINGUP	PAYROLL DEDUCTIONS	100.00
46441	28/06/2013	HESTA	SUPERANNUATION CONTRIBUTIONS	307.58
46442	28/06/2013	LGRCEU	PAYROLL DEDUCTIONS	155.20
46443	28/06/2013	ONEPATH MASTER FUND	SUPERANNUATION CONTRIBUTIONS	401.68
46444	28/06/2013	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	334.98
				\$ 1,015,593.15

04.06.13	SHIRE OF CAPEL PAYROLL PAYMENTS	\$163,138.85
18.06.13	SHIRE OF CAPEL PAYROLL PAYMENTS	\$167,365.78
18.06.13	SHIRE OF CAPEL PAYROLL PAYMENTS	\$3,146.27
		\$333,650.90

05.06.13	TRANSFER TO MUNICIPAL ACCOUNT	\$864,000.00
20.06.13	TRANSFER TO MUNICIPAL ACCOUNT	\$270,000.00
13.06.14	TRANSFER FROM MUNICIPAL ACCOUNT	\$830,000.00
28.06.15	TRANSFER FROM MUNICIPAL ACCOUNT	\$1,200,000.00
28.06.15	TRANSFER FROM MUNICIPAL ACCOUNT	\$4,431.95
28.06.15	TRANSFER FROM MUNICIPAL ACCOUNT	\$13,419.25
28.06.15	TRANSFER FROM MUNICIPAL ACCOUNT	\$550.00
		\$3,182,401.20

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 17th July 2013 have been checked and are fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and services and as to prices, computations, and costings and the amounts shown are due for payment.

P.F. Heedy.

CHIEF EXECUTIVE OFFICER

VOTING REQUIREMENTS

Simple majority

OFFICER’S RECOMMENDATIONS – 17.5

That Council receives:

- 1 The Schedule of Accounts covering vouchers 251 to 260, EFT13723 to EFT13753, EFT13793 to EFT13932, CHQ46398 to CHQ46444 totalling \$1,015,593.15 during the month of June 2013;**
- 2 Payroll payments for the month of June 2013, totalling \$333,650.90; and**
- 3 Transfers to and from investments as listed.**

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