

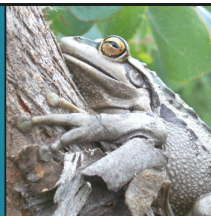
# Shire *of* Capel

## MINUTES

ORDINARY COUNCIL MEETING  
Wednesday, 23 January 2013



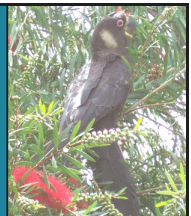
*Experience the*  
Shire of Capel



Forrest Road, Capel  
PO Box 369, Capel

T 9727 0222  
F 9727 0223

[info@capel.wa.gov.au](mailto:info@capel.wa.gov.au)  
[www.capel.wa.gov.au](http://www.capel.wa.gov.au)



**SHIRE OF CAPEL**  
**ORDINARY COUNCIL MEETING – 23.01.13**  
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SHIRE OF CAPEL

MINUTES OF THE ORDINARY COUNCIL MEETING HELD IN THE COUNCIL CHAMBERS ON WEDNESDAY, 23 JANUARY 2013 COMMENCING AT 4.55PM.

PRESENT:	President	MT Scott
	Deputy President	GJ Norton
	Councillors	BW Bell
		KD Gibson
		BW Hearne
		SC Manley
		PK McCleery
		JA Scott
		BH Smith
	Chief Executive Officer	PF Sheedy
	Director Corporate Services	PJ Anastasakis
	Acting Director Engineering & Operations	S Faber
	Director Planning & Development Services	C Burwood
	Director Community Services	MI Plume
	Manager Health Services	CR Dent
	Senior Planning Officer – Strategic	G Bishop
	Community Safety Officer	D Sims (arrived 5.27pm)

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

Nil

**PUBLIC QUESTION TIME**

Nil

**APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

**DECLARATIONS OF INTEREST**

Nil

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

The Presiding Member gave notice that Item 23.1 Peron Naturaliste Partnership will be considered for discussion behind closed doors.

**OC0101 CONFIRMATION OF MINUTES – 19.12.12**

**Moved Cr Gibson, Seconded Cr J Scott**

**That the minutes of the Ordinary Council meeting held on 19<sup>th</sup> December 2012 be confirmed as printed.**

Carried 9/0

**VOTING REQUIREMENTS**

Simple majority

**ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION**

As per Standing Orders 3.7(1) the Presiding Member announced his intention to change the order of business of the meeting and bring Item 23.1 Peron Naturaliste Partnership forward as the first item on the agenda. This will require a Mover and a Secunder to close the meeting to members of the public for the meeting to go behind closed doors.

**PETITIONS/DEPUTATIONS/PRESENTATIONS**

Ms Irene Burlein, Manager Community Engagement & Marketing at St John of God Bunbury Hospital has apologised that due to illness, she could not attend the meeting however she hopes to provide Council with an update on developments at another meeting in the year.

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

Nil

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

Nil

**OC0102 STANDING ORDERS**

**Moved Cr McCleery, Seconded Cr Smith**

**That the meeting be closed to members of the public to deal with a matter if disclosed would reveal information that has a commercial value to a person (S.5.23(2)(e)(ii)).**

Carried 9/0

**VOTING REQUIREMENTS**

Simple majority

**ITEMS FOR CONSIDERATION BEHIND CLOSED DOORS**

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**OC0103 (23.1) Peron Naturaliste Partnership Coastal Adaptation Decision Pathways Project**

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Location:	Capel
File Reference:	C5.96.48v3
Applicant:	Shire of Capel
Disclosure of Interest:	Nil
Date:	03.01.13
Author:	Senior Planning Officer - Strategic, G Bishop
Senior Officer:	Director Planning and Development Services, C Burwood

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**VOTING REQUIREMENTS**

Simple majority

**OC0103 OFFICER’S RECOMMENDATIONS – 23.1/COUNCIL DECISION**

**Moved Cr Gibson, Seconded Cr Smith**

**That Council:**

- 1** Receives the project report titled *Developing Flexible Adaptation Pathways for the Peron Naturaliste Coastal Region of Western Australia* for information and further action.
- 2** Agrees to consider the Project Report as confidential due to ‘information that has a commercial value to a person’ as described in Section 5.23 of the Local Government Act 1995, until further discussion is undertaken and agreement is reached by the full Peron Naturaliste Partnership (PNP) with respect to a public release strategy.
- 3** Endorses future actions by the PNP to include participating in a delegation to the Premier and/or the appropriate State Minister(s) to present the report, seek formal acknowledgement of the report and ask what the state’s role will be in relation to this matter. Specific requests will include:
  - a repository/central database of current reports, data and modeling should be established and made available to local governments;
  - ownership of coastal protection assets to be clarified; and
  - request funding to address limitations highlighted in report.
- 4** Acknowledges that a meeting of the PNP will be convened in February 2013 and authorises the Shire President and Chief Executive Officer to endorse reasonable actions associated with addressing the matters set out in points 2 and 3.
- 5** Agrees to continue as a signatory to the Peron Naturaliste Partnership given its obvious value to the Region and acknowledge that there are other projects that the group could develop which would benefit the nine communities represented.
- 6** Authorises the Chief Executive Officer to negotiate and enter into the continuing PNP as a cooperative group or as an ‘incorporated body’ and enter into an updated “Memorandum of Understanding”.

Carried 9/0

Mr Bishop left the meeting at 5.25pm and did not return.

**OC0104 STANDING ORDERS**

**Moved Cr Bell, Seconded Cr Hearne**

**That the meeting be reopened to the public.**

Carried 9/0

**VOTING REQUIREMENTS**

Simple majority

Ms D Sims arrived at the meeting at 5.27pm.

**CHIEF EXECUTIVE OFFICER REPORTS**

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**OC0105 (13.1) Metropolitan Local Government Review – Final Report of the Independent Panel**

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Location: Capel  
Applicant: Shire of Capel  
File Reference: Nil  
Disclosure of Interest: Nil  
Date: 07.01.13  
Author: Chief Executive Officer, PF Sheedy  
Senior Officer: Chief Executive Officer, PF Sheedy  
Attachments: Council Submission

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**MATTER FOR CONSIDERATION**

The endorsement by Council of the draft submission (attachment) to the Department of Local Government with or without corrections on the Final Report of the Independent Panel on the Metropolitan Local Government Review.

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

On 24 June 2011 a review of Perth metropolitan local government and broader governance structures was announced by the Minister for Local Government, the Hon John Castrilli MLA. The Metropolitan Local Government Review Panel was appointed to examine the social, economic and environmental challenges facing metropolitan Perth. This independent Panel was charged with recommending appropriate boundaries and governance models for local governments in the Perth metropolitan area.

The Panel's Terms of Reference were to:

1. Identify current and anticipated specific regional, social, environmental and
2. Economic issues affecting, or likely to affect, the growth of metropolitan Perth in the next 50 years.
3. Identify current and anticipated national and international factors likely to impact in the next 50 years.
4. Research improved local government structures, and governance models and structures for the Perth metropolitan area, drawing on national and international experience and examining key issues relating to community representation, engagement, accountability and State imperatives among other things the Panel may identify during the course of the review.
5. Identify new local government boundaries and a resultant reduction in the overall number of local governments to better meet the needs of the community.
6. Prepare options to establish the most effective local government structures and governance models that take into account matters identified through their view including, but not limited to, community engagement, patterns of demographic change, regional and State growth and international factors which are likely to impact; and
7. Present a limited list of achievable options together with a recommendation on the preferred option.

The Panel was required to submit its final recommendations to the Minister by 30 June 2012.

After nearly a year's work, the Panel has concluded that maintaining the status quo, comprising 30 metropolitan local governments of varying sizes and capacities, is not in the best interests of metropolitan Perth. To reach this conclusion, the Panel considered a broad range of evidence, including:

- over 40 specifically prepared information papers
- academic literature from various sources
- the views expressed at two community forums and one local government forum
- over 250 submissions on its Issues Paper and 195 submissions on its Draft Findings
- direct conversations with representatives of local governments, State government agencies, community organisations and individuals
- advice from the expert representatives on its Advisory Groups.

The Panel found weaknesses with the current metropolitan local government arrangements:

- There is a significant level of duplication and wasted resources.
- There are great inconsistencies in processes and approaches which result in difficulties for business, lost opportunities for communities, and confusion for consumers.
- The fragmented approach to local planning results in a system that is unnecessarily complicated, uncoordinated and lacking in strategic focus.
- Some local government boundaries are illogical.
- There is a great variation in the size and capacity of local governments.
- A large disparity in service levels between different local governments exists.
- The structure has limited ability to address region-wide issues.
- The current structure will not serve Perth's future needs.

Many issues of metropolitan governance examined by the Panel do not have quick or one-off solutions. Due to their complexity, and the fact that they usually span more than one local government area, they require cooperation and support between agencies, and a joint commitment to reach outcomes. In examining the critical and strategic issues affecting the future of metropolitan Perth, pertaining to the natural environment and to the urban environment and infrastructure, the Panel has concluded that some issues are beyond the current capacity of local government and a more strategic response is required.

In summary, the Panel was unanimous in its finding that 30 local governments are too many for the Perth region.

At the time of releasing its Draft Findings, the Panel considered the most appropriate options for to be the following:

- 10 to 12 local governments
- five to six local governments
- One metropolitan local government.



Feedback from the submissions showed limited support for five to six, and one local government. After further deliberation, including considering the information presented in the submissions the Panel determined that a structure based on 12 local governments was its preferred model.

These 12 new local governments were based on activity centres identified in the West Australian Planning Commission's *Directions 2031 and Beyond*. The Panel then needed to decide on boundaries for these 12 local governments. In doing so, they considered the financial viability of local governments, communities of interest, environmental issues, demographic change and population growth. The size of each local government was determined by considering the degree of existing duplication across the metropolitan area, the potential for functional realignment, the capacity for advocacy, the spread of the rates base mix, and the capacity to undertake significant projects in conjunction with other levels of government. In addition to the structure and boundaries for local government in Perth, the Panel makes recommendations regarding:

- the need for best practice community engagement
- the size and role of the City of Perth
- a mechanism for greater region-wide co-ordination and cooperation, such as a forum of mayors
- periodic boundary reviews
- the role of regional local governments (RLGs).

A key priority for the Panel was to engage with the community, State and local governments and stakeholder organisations throughout the Review. To meet this aim, the Panel:

- conducted two public forums and one local government forum
- met individually with representatives of 25 metropolitan local governments
- met with representatives of 21 other key organisations, including 11 government agencies
- released an Issues Paper in October 2011 and Draft Findings in April 2012 for public comment
- maintained a website displaying the papers and information considered by the Panel, and submissions on the Issues Paper and Draft Findings.

On 25 October 2012 the Minister for Local Government released the Final Report for public comment on the Report's recommendations, with public comment closing on 5 April 2013 using the Department's online form on its website.

### **Proposal**

The draft submission has been prepared based on the comment made by WALGA in its 'Submission Structure and Indicative Response for Consultation' paper, previous submissions made by Council to structural reform reviews and recommended comment by the Chief Executive Officer on various recommendations made by the Panel that applies to local government as a whole and not just the metropolitan area.

The WALGA position has been included in the draft submission paper to assist the Councillors in determining this Council's position but they will be removed from the final submission made by Council so that it reflects on the Shire of Capel position on various recommendations.

The submission paper will be used for three processes, namely:

1. Comment to WALGA by the 23 January 2013 to allow for it to prepare a final draft submission paper for consideration by the various WALGA Zone Groups during February 2013 and then endorsement by the State Council in March 2013 with or without corrections.
2. To allow Council's representative at the February 2013 WALGA SW Zone meeting to speak to the draft submission and vote on any recommendations based on Council's decision.
3. As the Shire of Capel's submission direct to the Department of Local Government by the due date of 5 April 2013.

### **STATUTORY ENVIRONMENT**

The Minister for Local Government exercised his power under State legislation to initiate an independent review of local government in metropolitan Perth in June 2011.

### **POLICY IMPLICATIONS**

There are currently no policies relevant to this item.

### **FINANCIAL IMPLICATIONS**

#### **Budget**

Other than staff time there is no other financial implications in preparing the submission that impact on the 2012/13 budget.

#### **Long Term**

A number of the recommendations that would apply to local government throughout the state and not just the metropolitan area, if endorsed by the State Government and enacted into legislation will incur additional long term costs to Councils.

#### **Whole of Life**

As there is no creation of additional assets in any of the recommendations no additional whole of life costs are likely.

### **SUSTAINABILITY IMPLICATIONS**

The recommendations in the Panel's Report would mainly impact on the social and financial aspects of sustainability with increased emphasis on community engagement, including place management; new social media channels, open government platforms.

Recommendations dealing with local government elections and elected members fees will have an impact on the financial sustainability of the local government with potential increase costs being incurred.

### **STRATEGIC IMPLICATIONS**

Recommendations in the Report if implemented will have long term strategic implications on all local governments, not just the metropolitan area, such as:

- New State/ Local government partnership Agreements.

- Improved co-ordination between State Government agencies and local government and
- Changes to the election process.

## **CONSULTATION**

The Department of Local Government has widely advertised the Metropolitan Local Government Review Report to encourage public comment by the due date of 5 April 2013.

What is not well known is that a number of the recommendations will, if implemented, affect all local governments and not just the metropolitan area. Publicity in the local newspapers and community newspapers by Council will assist in raising the awareness in the community and provide the opportunity for increased public comment from persons outside of the metropolitan area.

## **COMMENT**

Whilst the Report is titled 'Metropolitan Local Government Review Final Report of the Independent Panel' there are a number of recommendations that if adopted by the State Government and enacted by legislation will have an impact on all local governments throughout the State of Western Australia. For that reason it is important that Council takes the opportunity to provide a submission to the Department of Local Government on the Report and makes its views known to both WALGA and the State Government.

The attached submission has detailed the WALGA current draft position for the information of Councillors, together with the proposed position of the Shire of Capel, with additional comment where relevant on those recommendations that will also directly affect local governments outside of the metropolitan area. Where the recommendation is just related to the metropolitan area then no position or comment by Council is recommended. In some instances where it is recommended that the WALGA position be supported, the WALGA comment has been reproduced under Council's position as the WALGA position will be deleted from the final submission made by Council to the Department of Local Government and Parliamentarians.

Some of the recommendations may potentially directly impact on this Council or Elected members, and where Council is providing comment, information from the Independent Report has been detailed below to provide Councillors with some background information that supports the Panel's recommendation. A staff comment is also provided to reflect the views of Council which complement the Council position in the attached submission. A full copy of the Report can be viewed on the Department of Local Government website ([www.dlg.wa.gov.au](http://www.dlg.wa.gov.au)) or a hard copy can be provided to Councillors on request.

### **Periodic Boundary Reviews (recommendation 13)**

An issue considered by the Panel is the need for periodic boundary reviews. These should be undertaken by an independent body, similar to the way the Electoral Commission reviews electoral boundaries.

The Panel agrees that the changing requirements of the metropolitan region need to be accommodated through a boundary review process. Given the ongoing population growth in both inner and outer suburbs, the Panel believes this should be undertaken on a fixed interval of 15 years to ensure the city's local government structure is optimal for the changing demographics.

As a local government respondent told the Panel, the current process is clunky, and there is a need for a system that is more responsive. Another local government respondent said the current mechanism was not an effective way to undertake reform, with past experience showing that a council opposed to a change distributes propaganda to influence community opinion, such that it becomes a 'boundary war' which hinders relationships between

neighbours. With these points in mind, the Panel believes that consideration should be given to instituting a system of periodic reviews of the structure of local government, and of boundaries in particular. Such a review should happen every 15 years.

With this process in place, the LGAB could be dissolved, and the current provisions of the *Local Government Act 1995* which provide for polls on amalgamations (the so called Dadour amendment) could be rescinded, with the proposed Local Government Commission taking over its roles, including consideration of representation reviews.

#### Comment

There is a valid argument for a periodic review of all local government boundaries throughout the State to be undertaken in a coordinated manner with clear guidelines that allows for Council and community consultation. However the last paragraph above taken from the Report which recommends that the poll provisions be rescinded should be opposed as this will remove any rights of the community to challenge a decision of the Minister for Local Government to amalgamate local governments in the future and could lead to the Victorian 'Jeff Kennett' reform process where decisions were made overnight to dissolve numerous local governments.

#### **Local Government Elections** (recommendation 16)

The Panel believes, as a guiding principle, that local government elections should be conducted in a manner as similar as possible to State and Commonwealth elections. It recommends that these should be conducted as in person elections with compulsory enrolment and voting every four years. It is suggested that local government elections be conducted on a fixed date half-way through the State government cycle, so that there is either a State or local government election every two years.

The Panel's Terms of Reference restrict it to recommendations for the metropolitan area only. However, the Panel believes that these proposals would benefit the whole local government sector. Additionally, implementation for the metropolitan area only would be complex and could cause voter confusion. As such the State government may wish to consider applying these measures to the whole State.

If each local government implemented these changes, it would be costly and administratively onerous. Therefore, the Panel recommends that the Western Australian Electoral Commission should be responsible for conducting all local government elections. This is appropriate given the existing knowledge and experience of the Western Australian Electoral Commission and it is in accordance with practice in other states.

The Panel has found evidence of decline across key markers of electoral performance which strongly support the need to change the existing processes. Continued decline in participation by both electors and candidates is a serious issue for the ongoing legitimacy of local government and presents a threat to electoral accountability.

#### Comment

The holding of elections every four years as against the current two years would provide some stability to the four year corporate planning process that is being required now and would save Council approximately \$30,000 every two years.

To force all local governments to be required to engage the WA Electoral Commission for all elections is placing an unnecessary financial impost on the smaller rural local governments that are quite capable of undertaking the election process due to their lower voter numbers.

The current Local Government Act provisions that allows for a local government undertaking 'in person voting' to choose to do it themselves or to engage the Electoral Commission should be retained.

Where a local government chooses to undertake a postal voting process other bodies including the Australian Electoral Commission should be allowed to undertake the process.

Council in the past has not supported in person elections as the sole method, as postal voting has proved to be a popular method that makes it easier for the electors to exercise their right to vote.

### **Compulsory Voting** (recommendation 17)

Analysis of national systems shows that Western Australia is the only State currently utilising the first-past-the-post (FPTP) counting system and stands only with South Australia and Tasmania in not providing for compulsory voting.

Currently, voter turnout to local government elections in Western Australia, particularly in urban areas, is relatively low, when compared to other elections where voting is compulsory. In the submissions received on the Panel's Draft Findings, 58 per cent of respondents who addressed the finding on compulsory voting indicated their support for the proposal.

The Panel finds that compulsory voting will both increase the participation of communities in local government and increase the diversity of voters, in terms of age, gender, occupation and interests. It is also anticipated that it will also lead to more representative councils with an improved diversity of elected members as the broader community will have a greater focus on who they are electing. Elected members will be subject to greater scrutiny, but once elected will have greater legitimacy.

A common argument against compulsory voting is that it would encourage party politics in local government with opponents referring to the political party representation which occurs in other states.

While the involvement of political parties in local government is generally presented as a negative by many within the sector, no evidence has been presented to demonstrate whether or not this is actually the case. Factions and voting blocs already exist in local government and this is the natural result of any decision-making process. Political parties may bring increased structure, the ability to reach a broader audience and the likelihood of candidates with agendas and aspirations which are broader than singular, small issues. The Panel also notes that many current and former members of State Parliament have been involved in local government.

### Comment

There is currently very little involvement in local government elections by political parties potentially due to the fact that voting is not compulsory (hence a low voter turnout) and the fact that Elected Members only receive a minor allowance for undertaking the position. So it is very difficult to gauge whether it is a negative or not currently.

The introduction of compulsory voting and proposed setting of fees by the Salaries and Allowance Tribunal (potentially seeing an increase) may in fact encourage party politics into local government and an unnecessary importance being given to the draw for positions on the ballot paper.

Whilst the current percentage of electors voting is considered low, those who do exercise this right do so because they are interested in the local government affairs. The introduction of compulsory voting forcing people to vote or be fined will not improve their interest or understanding of local government affairs and has the potential to increase the level of informal voting.

The Review Report makes no mention of what will happen if people do not vote under a compulsory voting system. Will they be fined as happens in the State and Federal system and who will be responsible for the issuing and collection of fines and follow up with unpaid fines?

### **Election of Mayors** (recommendation 18)

There is a perception that problems associated with elected member cohesion are more prevalent among councils with directly elected Mayors. While it is noted that several Inquiries have been held into local governments with directly elected Mayors, the Panel finds no evidence to link direct election to these problems, and notes that issues and complaints still arise in local governments with council-elected Mayors. It can also be argued that disagreements arising among council groups may also stem from improperly defined roles for Mayors, elected members and senior local government staff. The Panel will make recommendations to address these matters.

The benefits of direct election are that a Mayor will have a greater visibility and accountability within the community and that the Mayor will truly represent the entire district. In a new structure, it is considered vital that the community have a readily identifiable figure and that they are confident in the Mayor as a representative of the whole area. This will assist in ensuring that perceptions of bias to old local government boundaries or specific small areas are avoided.

#### Comment

Clearly a Mayor/President needs to have the ongoing support of that person's fellow Councillors for the whole organisation to function properly and election by fellow Councillors is the one way of achieving this. Secondly the current method of having two options is at times confusing to the people in the community and therefore it is suggested that there be a uniform system, with the Mayor/President being elected by the Council.

### **Elected Member Terms** (recommendation 20)

A further issue which was raised in submissions made to the Panel is a limit to the number of consecutive terms that an elected member can serve. The Panel notes that this proposal would necessitate consideration of shorter initial terms for some members following implementation. However, it is considered that this proposal could increase diversity, especially in those local governments where unopposed elections are prevalent. It would provide an opportunity for potential candidates who may be discouraged from nominating due to the perception that elected member positions are decided outside of the electoral process, or that some long-standing elected members have an automatic right to hold positions.

A limit of three terms, or 12 years, is considered ample opportunity for an elected member to achieve a great deal for his or her community. This would facilitate sharing of knowledge and experience across a broader generational and cultural range. It is suggested that the term limit apply to both councillor and Mayor positions, providing for 12 years as a councillor and eight years as a Mayor.

#### Comment

There is no valid reason for not allowing community members that have the enthusiasm and interest, to continue to nominate for Council.

There is no limit on terms for State or Federal politicians and the panel report in many instances refers to the need to be consistent with State and Federal governments. There already exist a number of instances where separate rules apply to elected members that are not consistent with State or Federal politicians and these should be reduced/eliminated not increased.

A number of rural and remote Councils current experience difficulty in attracting candidates to fill vacancies and by not allowing existing councillors to renominate will only exacerbate the problem.

If the panel is seeking to encourage more nominations for Council then the removal of wards in a local government has in the past proved to be an answer to the lack of nominations with many local governments especially in smaller rural Councils.

### **Elected Member Training** (recommendation 21)

The model for elected members needs to be updated to encourage an increased capacity for strategic decision-making. The Panel believes elected members need to exhibit a higher standard of executive governance, similar to that of a board. This can be reinforced by training which is encouraged by appropriate remuneration. The demonstration of board-like behaviour will be particularly important in a restructured environment where metropolitan local governments will typically serve large populations and have budgets of \$200 million or more. Elected members will need to move from a representative role to more of a leadership role. In the larger local governments, where there is more diversity in areas and needs, elected members will have to consider the big picture and be less focussed on matters of a very localised nature.

The Panel believes that elected members must represent their whole district, not just a small ward. Indeed, within the newly created local governments, a renewed focus on the broader district will be vital. Elected members will need to work towards the advancement of the community as a whole, rather than represent small pockets or narrow interests. This is why the Panel suggests that ward systems not be utilised initially in the newly created districts.

### Comment

Every opportunity should be taken to encourage elected members to undertake training on commencement and ongoing training to ensure that they fulfil their roles to the best of their ability, but the critical issue in the whole matter of training whether at the start or ongoing is that the person has to want to attend, not be forced to attend as a local government will incur costs for no benefit.

### **Elected Member Fees and Allowances** (recommendation 23)

In Western Australia, being an elected member is currently considered a voluntary contribution to the community, not a source of paid employment. Notwithstanding this, for some elected members the current level of remuneration represents an important source of income. The potential incomes for elected members who hold positions on both local governments and RLGs or other paid boards and committees are significant.

There have been calls from the local government sector to increase the payment levels for elected members and the maximum allowances for Mayors in particular, with some arguing that the demands of the role exceed the remuneration available. The Panel concurs with this as long as any remuneration increase is accompanied by increased responsibility, accountability and training.

The Panel notes that submission number DF109, for example, refers to remuneration for elected members at levels similar to Queensland, and notes that remuneration in Western Australia is low when compared to other states. However the Panel does not foresee a change to the role of elected members, even within a new structure, which would justify increases to such levels. The argument that ordinary elected members in larger local governments will be required to serve full-time or be unable to represent their communities effectively is not supported by the existing examples of Stirling, Joondalup and Wanneroo. In these local governments, the populations are in excess of 150,000 and are managed both capably and for among the lowest costs to the community.

Further, it is evident from the data that sufficient savings could exist within the \$5.2 million currently spent on 325 elected members in the metropolitan area to accommodate increases within a revised structure.

#### Comment

From an administration point of view there are concerns when the comment is made that 'an increase in remuneration is supported provided there is an increase in responsibility and accountability'. Careful consideration needs to be given to what this increased level of responsibility will be to ensure there is no conflict with the Local Government Act. Unfortunately some Mayors will see this as an opportunity to have an increased role in the administration of the organisation leading to increased Mayor/CEO conflict.

The major concern with the current fees is not the amount but the fact that they are not increased annually by at least CPI and hence fall behind what is the true value when they are first set. Having Salaries and Allowances Tribunal set the fees, presumably annually will address this issue.

#### **Chief Executive Officers** (recommendation 25)

The Panel believes that the current role for CEOs as defined in the legislation is sufficient and that instead of changing the definition, a strong and consistent framework for recruitment and performance assessment is what is required.

Currently there is great variance in the way CEOs are recruited and in the ongoing management of CEO performance and contracts. As the employing body it is the council of each local government who appoints and manages its CEO. Therefore, the variation identified above relates to the experience of councillors in these matters and is often as a product of a fractured relationship between council, CEOs and other senior staff. The State plays a role in determining CEO remuneration through the Salaries and Allowances Tribunal.

All CEOs of State Government agencies are employed by the Public Sector Commissioner and the Public Sector Commission provides recruitment, contract and management services to facilitate this. The Panel argues that there is a role for the Public Sector Commission in the recruitment and performance management of local government CEOs. The Panel does not wish to provide for the State Government to have direction or control over recruitment and management, rather it recommends that there should be representation from the Public Sector Commission on CEO recruitment panels and in contract negotiations and performance management.

It is argued that this arrangement would facilitate improved consistency in these processes for CEOs and would provide councils with guidance and assistance through this critical process. Again, while the Panel's Terms of Reference restrict it to making recommendations for the metropolitan area, the State Government should consider applying this proposal state-wide.

#### Comment

Whilst there may be some valid justification for the involvement of the Public Sector Commission in the appointment of the Chief Executive Officer in the metropolitan local governments and possible larger regional ones (i.e. Geraldton, Bunbury etc), one would question the merits of this role being undertaken in the smaller rural and remote local governments. There needs to be a strong working relationship between the elected members and the CEO, especially in the smaller rural and remote communities and the annual performance management process is an important part of this.

#### **Local Government Commission** (recommendation 29)

The Local Government Commission, combining State and local government representatives reporting to the Premier could help manage the critical relationship between State and local



government. While local government is essentially a 'creature of the state', the Commission would go some way towards equalising the power in the relationship. The Commission could negotiate and oversee future changes in the role of local government. It could also oversee the implementation of the Panel's recommendations, including the boundary change process. The Local Government Commission would need an independent chair and members with significant experience in State and local government.

#### Comment

There needs to be some clarification on what the future role the Department of Local Government will have if a Local Government Commission is established. There needs to be equal representation from State and local government on the Commission otherwise it is just seen as another 'creature of the state' where it will reflect the government's position in its decisions/recommendations.

#### **VOTING REQUIREMENTS**

Simple majority

<b>OC0105 OFFICER'S RECOMMENDATIONS – 13.1/COUNCIL DECISION</b>
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**Moved Cr J Scott, Seconded Cr McCleery**

**That Council:**

- 1. Endorses the Shire of Capel submission (attached) on the Metropolitan Local Government Review Final Report of the Independent Panel to the Western Australian Local Government Association and the Department of Local Government, with the deletion of the WALGA position from the final submission to the Department of Local Government.**
- 2. Forwards a copy of its submission to the Member for Collie-Preston, Mick Murray MLA, South West MLC Parliamentarians and the endorsed Liberal candidate for Collie-Preston, Ms Jaimee Motion.**

Carried 9/0

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**OC0106 (13.2) Boyanup Foundation – Councillor Representative**

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Location: Boyanup  
Applicant: Norm Chapple  
File Reference: Nil  
Disclosure of Interest: Nil  
Date: 07.01.13  
Author: Chief Executive Officer, PF Sheedy  
Senior Officer: Chief Executive Officer, PF Sheedy  
Attachments: Nil

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**MATTER FOR CONSIDERATION**

The nomination of a Councillor/s as representatives on the Boyanup Foundation Committee.

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

Council originally was a member of the Boyanup Foundation when the Museum was in operation and it appointed a Councillor representative to the committee.

In the mid 2000's when the Museum was closed due to health and safety issues Councillors and the Chief Executive Officer were members of the Foundation Committee that endeavoured to seek opportunities to rationalise the exhibits and reopen the Museum in some form. Eventually due to a lack of funding and interest from the community the Foundation Committee ceased to exist and the vesting of the land and buildings was transferred to Rail Heritage WA (RHWA) including it was thought all the assets at the property.

**Proposal**

Various organisations in Boyanup and the wider area are being approached to come on board as part of the Foundation so that the South West Rail Heritage Committee can get a wide range of views as to how it should carry out its business.

The Shire is requested to nominate one or two representatives to the Foundation with no expectation that they would or have to take on any position on the management committee, but could if they wished.

**STATUTORY ENVIRONMENT**

There is no current legislation within the Local Government Act or other Acts that is relevant to this matter as the Act only relates to Council committees and the appointment of members to these committees.

**POLICY IMPLICATIONS**

Policy 12.3 'Travel Expenses – Councillors' is relevant to this item as in part it indicates that Council will reimburse travel expenses where Councillors attend meetings as a consequence of an appointment to a committee.

## **FINANCIAL IMPLICATIONS**

### **Budget**

The current budget has a provision under 'Members Allowances' for travel expenses incurred by councillors.

The 2012/13 budget includes an allocation of \$2,342 to cover the maintenance of lawns, verges and gardens at the Museum and the rubbish collection charge for the house located in the Museum grounds and \$215 for the Boyanup Foundation to be listed on the SW Working Life promotion.

### **Long Term**

There are no plans in the long term to contribute towards the cost of maintaining the historical items but it is expected that the annual minor allocation for lawns, verges etc will remain.

### **Whole of Life**

At this time no assets are being created so there are no whole of life costs to Council.

## **SUSTAINABILITY IMPLICATIONS**

The retention of the historical items at the Boyanup Museum and their upgrade by RHWA provides the opportunity for them to complement the intention to reopen the Museum to the public and create a social benefit to the Boyanup and south west community.

## **STRATEGIC IMPLICATIONS**

Shire of Capel Strategic Plan 'Towards 2020 – A Vision for the Shire of Capel' Key Focus Area 2 The Community Experience, strategy C5 'Develop links with our volunteer community groups' has relevance to this item.

## **CONSULTATION**

No consultation is required on this matter at this time.

## **COMMENT**

Mr Chapple has now indicated that it was never the intention of the RHWA to take over the whole operation, it only stepped in to protect its assets at Boyanup.

The proposal is for a meeting to be called in late January/early February 2013 to ratify changes to the constitution and then when the Department of Consumer Affairs gives the green light an Annual General Meeting will be called to elect officer bearers to move forward.

## **VOTING REQUIREMENTS**

Simple majority

<b>OC0106 OFFICER'S RECOMMENDATIONS – 13.2/COUNCIL DECISION</b>
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**Moved Cr McCleery, Seconded Cr Smith**

**That Council nominates Councillors Brian Hearne and Murray Scott as Shire of Capel representatives on the Boyanup Foundation Committee until October 2013.**

Carried 9/0

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**OC0107 (13.3) Customer Satisfaction Survey**

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Location: Capel  
Applicant: Shire of Capel  
File Reference:  
Disclosure of Interest: Nil  
Date: 18.01.13  
Author: Chief Executive Officer, PF Sheedy  
Senior Officer: Chief Executive Officer, PF Sheedy  
Attachments: Customer Satisfaction Survey 2012

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**MATTER FOR CONSIDERATION**

Receive the Customer Satisfaction Survey 2012 as required under the Chief Executive Officer's annual performance review.

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

Under the Chief Executive Officer Appraisal 2012 Key Result Area 5 'Communications & Marketing' there is a requirement to introduce a targeted customer service survey, benchmark service provisions; report to Council and implement changes.

**Proposal**

The intentions of the customer surveys are to target specific areas of customers over a period of time to get a broad cross section on how we are performing. As indicated this survey targeted those dealing with Council in customer requests, dog & cat licences and planning enquiries.

Feedback from the survey is included in the attachment and the results are tabled for the information of Councillors.

**STATUTORY ENVIRONMENT**

There are no statutory regulations applicable to this item.

**POLICY IMPLICATIONS**

There is no policy applicable to this item.

**FINANCIAL IMPLICATIONS****Budget**

Other than some staff time and minor postage costs, which is covered within the existing budget allocations, there is no other impact on the current budget.

**Long Term**

There is no long term financial implications relevant to this item as it has not identified any additional ongoing additional actions.

**Whole of Life**

As no assets are being created there are no whole of life costs relevant.

## **SUSTAINABILITY IMPLICATIONS**

The ongoing positive relationship with the customers that encourages them to contact the Shire staff on matters is important.

## **STRATEGIC IMPLICATIONS**

Shire of Capel Strategic Plan 'Towards 2020 – A Vision for the Shire of Capel 2009 to 2020' and specifically Strategy L3 'Establish and maintain a Customer Focus program' under Key Focus Area 1 The Leadership Experience is relevant to this item.

## **CONSULTATION**

Consultation was undertaken with customers via the survey document and no further consultation is required.

## **COMMENT**

Ninety seven survey forms were sent during the months of August, September and October 2012 to three different sample groups being customer requests concerning roads/parks/footpaths, contacts in regards to dog and cat registrations and customers who made planning enquiries. Survey returns of 40% and 36% were received for August and September respectively, however, a zero return of surveys in October brought the overall return rate for the survey period down to 31%.

Whilst the survey samples were small the response rates were quite good except for October and its pleasing to note that the recently adopted Customer Service Charter has been embraced by nearly all the staff and we are receiving positive feedback from the community in regards to their contacts with staff.

As this stage given the small sample and the fact that the results indicate staff are doing an excellent job with customer service it is not proposed to undertake any changes at this time. The results of the survey have been conveyed to the Executive Management Team and staff.

Key results from the three areas of contact in telephone, face to face and email/written indicates that:

### Telephone Contact

- In every case the staff member gave their name when answering the phone.
- Staff members gave their divisions in 18 of 30 contacts (customer service staff being the first point of contact are not required to give their division name).
- No customer was put on hold for longer than one minute.
- Three callers that wanted a return call received one within twenty four hours.

### Face to Face Contact

- Staff introduced themselves in nine of the eleven contacts.
- Staff were wearing a name badge in ten of the eleven contacts.

### Email/Written Contact

- Only one customer contacted the Shire by email/letter and they received an acknowledgement that we would respond with ten working days.

## **VOTING REQUIREMENTS**

Simple majority

**OC0107 OFFICER'S RECOMMENDATIONS – 13.3/COUNCIL DECISION**

**Moved Cr Smith, Seconded Cr Hearne**

**That Council receives the Customer Satisfaction Survey 2012 for the months of August, September and October 2012 and notes the excellent performance by the staff.**

Carried 9/0

Members of Council commended the staff for doing their jobs well.

**HEALTH SERVICES REPORTS**

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**OC0108 (14.1) West Australian Local Government Association Cash for Containers Advocacy Scheme**

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Location: Capel  
Applicant: Shire of Capel  
File Reference:  
Disclosure of Interest: Nil  
Date: 07.01.13  
Author: Manager Health Services, C Dent  
Senior Officer: Chief Executive Officer, PF Sheedy  
Attachment: WALGA Petition

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**MATTER FOR CONSIDERATION**

The Western Australian Local Government Association (WALGA) has initiated an advocacy campaign to promote the need for Cash for Containers Scheme in Western Australia (WA).

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

WALGA, through the Container Deposit Systems Policy Forum, has developed an Advocacy Campaign to encourage political commitment to the implementation of a state based Cash for Containers Scheme (otherwise known as a Container Deposit Scheme). Implementing this type of scheme at a national level has been discussed for a number of years and any immediate action is unlikely.

**Proposal**

The proposed scheme would be similar to that which has run in South Australia for the past 30 years. The deposit scheme would apply to all beverage containers. It is estimated that a container deposit scheme would reduce litter by 25%.

**STATUTORY ENVIRONMENT**

Waste Avoidance Resource and Recovery Act

**POLICY IMPLICATIONS**

There are no policy implications relevant to this matter.

**FINANCIAL IMPLICATIONS****Budget**

There are no implications for the current budget.

**Long Term**

There are no long term financial implications.

**Whole of Life**

There are no whole of life costs to consider. However, it has been estimated that the introduction of such a scheme would reduce state wide clean-up costs by \$20 million.

**SUSTAINABILITY IMPLICATIONS**

This proposal is consistent with Key Focus Area 3 Environmental Experience Objective En8, Review waste management to reduce waste and to encourage reuse and recycling.

**STRATEGIC IMPLICATIONS**

There are no strategic implications relevant to this matter.

**CONSULTATION**

WALGA has undertaken consultation with all the local governments in the state.

**COMMENT**

It is estimated that a Container Deposit Scheme would reduce litter by 25%. According to the 2012 Keep Australia Beautiful National Index, WA has the highest volume of litter in the nation. For example, the top five littered items in WA are beverage containers whereas in South Australia (SA) these are covered by the states container scheme and are not among the states litter top 12. In SA more than 80% of beverage containers are returned while in WA the recovery rate is a little over 20%.

In addition, the introduction of such a scheme would result in an increase in the recycling rate, a cleaner environment, employment opportunities, benefits for community based organisations and opportunities to recycle in rural and remote areas of WA.

WALGA has requested that a petition be signed supporting the advocacy campaign for the introduction of a Container Deposit Scheme. The petition can be placed in the Shire office and libraries.

**VOTING REQUIREMENTS**

Simple majority

**OC0108 OFFICER’S RECOMMENDATION – 14.1/COUNCIL DECISION**

**Moved Cr McCleery, Seconded Cr Smith**

**That Council supports the Western Australian Local Government Association’s advocacy campaign for the introduction of a Container Deposit Scheme in Western Australia and that copies of the petition be placed in the Shire office and libraries.**

Carried 9/0



<b>PLANNING AND DEVELOPMENT SERVICES REPORTS</b>	Nil
<b>ENGINEERING AND OPERATIONS REPORTS</b>	Nil
<b>CORPORATE SERVICES REPORTS</b>	

**OC0109 (17.1) Shire of Capel Local Emergency Management Committee**

Location:	Capel
Applicant:	Shire of Capel
File Reference:	Nil
Disclosure of Interest:	Nil
Date:	04.01.13
Author:	Governance Officer, D Freeman
Senior Officer:	Director Corporate Services, P Anastasakis
Attachments:	Minutes of the meeting of the Shire of Capel Local Emergency Management Committee held on 19 December 2012

**MATTER FOR CONSIDERATION**

Council to receive the minutes of the meeting of the Shire of Capel Local Emergency Management (LEMC) Committee and adopt the recommendations therein.

**BACKGROUND / PROPOSAL**

**Background**

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

**Proposal**

The minutes of the meeting of the Shire of Capel Local Emergency Management Committee be received and the recommendations therein be adopted.

**STATUTORY ENVIRONMENT**

Emergency Management Act 2005

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

Local Government Act 1995

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

**POLICY IMPLICATIONS**

Council Policy

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

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

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

### **FINANCIAL IMPLICATIONS**

#### **Budget**

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

#### **Long Term**

There are no long term financial implications directly associated with this item.

#### **Whole of Life**

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

### **SUSTAINABILITY IMPLICATIONS**

There are no sustainability implications associated with this matter.

### **STRATEGIC IMPLICATIONS**

Consideration of this matter is consistent with Objective 2.4 – Strive to make the Shire a safe place to work, live and visit of Key Focus Area 2 – The Community Experience - of the Shire of Capel Strategic Plan 2009 – 2020.

### **CONSULTATION**

Officers from the Department of Fire and Emergency Services and the State Emergency Services Secretariat (formerly Emergency Management WA) were consulted during the review of the Shire of Capel Evacuation Plan.

### **COMMENT**

The purpose of this meeting of the LEMC was to:

- Have the LEMC endorse the Shire of Capel Bush Fire Response Plan (previously adopted by Council on 21 November 2012) for inclusion in the Shire of Capel Local Emergency Management Arrangements, and
- Adopt the revised Shire of Capel; Local Evacuation Plan.

The committee, while recommending the Bush fire response Plan be included in the Local Emergency Management Arrangements, has recommended that the Evacuation Plan as revised be circulated to all LEMC member agencies for comment before the matter is reconsidered at the next meeting of the Committee.

### **VOTING REQUIREMENTS**

Simple majority

**OC0109 OFFICER'S RECOMMENDATIONS – 17.1/COUNCIL DECISION**

**Moved Cr J Scott, Seconded Cr Smith**

**That Council receives the minutes of the Shire of Capel Local Emergency Management Committee meeting held on 19 December 2012 and adopts the Committee's recommendations:**

**LEMC1202**

**It be recommended to Council that the 2012 Shire of Capel Bush Fire Response Plan be endorsed and the Plan be included in the Shire of Capel Local Emergency Management arrangements.**

**LEMC1203**

**It be recommended to the Shire of Capel that:**

- 1. The draft Shire of Capel Evacuation Plan be circulated to LEMC member agencies for comment.**
- 2. The draft Evacuation Plan together with any responses from LEMC member agencies be referred back to the next meeting of the Committee.**

Carried 9/0

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**OC0110 (17.2) Corporate Services – Policy Updates**

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Location:	Capel
Applicant:	Shire of Capel
File Reference:	
Disclosure of Interest:	Nil
Date:	03.01.13
Author:	Director Corporate Services, P Anastasakis
Senior Officer:	Chief Executive Officer, PF Sheedy
Attachments:	<ol style="list-style-type: none"><li>1. Policy 10.13 - Purchasing</li><li>2. Policy 11.1 – Donations</li><li>3. Policy 11.3 – Financial Reports</li><li>4. Policy 11.7 – Cheque Signing</li><li>5. Policy 11.11 – Investment of Funds</li><li>6. Policy 11.15 – Fair Value of Assets</li></ol>

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**MATTER FOR CONSIDERATION**

Council to consider adopting a number of new and updated Policies related to Corporate Services.

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

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

**Proposal**

A review has been conducted of some of the Corporate Service policies to assess whether they remain relevant and reflect current trends and best practice. This review has resulted in one new Policy being created and five Policies being reviewed and updated.

**STATUTORY ENVIRONMENT**

The role of Council is defined under section 2.7 of the Local Government Act 1995. Section 2.7(2)(b) states that the Council is to determine the local government's policies.

**POLICY IMPLICATIONS**

*Existing Policy 10.13 – Purchasing; Policy 11.1 – Donations; Policy 11.3 – Financial Reports; Policy 11.7 – Cheque Signing and Policy 11.11 – Investment of Funds. Policy 11.15 – Fair Value is a proposed new Policy.*

**FINANCIAL IMPLICATIONS****Budget**

The new policies complement or improve the existing financial management and purchasing policies and procedures of Council. There are no direct costs associated with these new policies, however additional Plans and resources are referenced.

**Long Term**

Future expenditure requirements would be considered as part of the annual budget deliberations. There may be longer term resourcing requirements related to the implementation improved internal procedures.

**Whole of Life**

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

**SUSTAINABILITY IMPLICATIONS**

These policies assist in the sound management of Council's financial resources, governance procedures and financial systems. This enables Council to have a positive environmental impact and a direct social benefit for the community.

**STRATEGIC IMPLICATIONS**

The Strategic Plan 2009 to 2020 includes the following strategy which has relevance:

- Economic strategy of reviewing financial management practices to ensure best practice.

**CONSULTATION**

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

**COMMENT**

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

Attached to the Agenda are copies of the original Policies for reference, together with the new draft Policies recommended for adoption (refer to Attachments 1 to 6).

The review of Policy 11.11 – Investment of Funds was recommended as part of the 30 June 2012 annual audit management report. This Policy has been extensively updated to reflect many of the components within the Department of Local Government Operational Guideline 19.

Further Policies and procedures will be developed in the future to complement these new policies and to provide further administrative guidance to Council staff.

Cr Bell left the Chambers at 6.09pm and returned at 6.11pm.

**VOTING REQUIREMENTS**

Simple majority

**OC0110 OFFICER'S RECOMMENDATION – 17.2/COUNCIL DECISION**

**Moved Cr McCleery, Seconded Cr Norton**

**That Council adopts updated Policy 10.13 – Purchasing, Policy 11.1 – Donations, Policy 11.3 – Financial Reports, Policy 11.7 – Cheque Signing, Policy 11.11 – Investment of Funds and the creation of Policy 11.15 – Fair Value.**

Carried 9/0

Mr Dent left the Chambers at 6.17pm.

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**OC0111 (17.3) Write Off Sundry Debtors**

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Location: Capel  
Applicant: Shire of Capel  
File Reference:  
Disclosure of Interest: Nil  
Date: 06.01.13  
Author: Director Corporate Services, P Anastasakis  
Senior Officer: Chief Executive Officer, PF Sheedy  
Attachments: Nil

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**MATTER FOR CONSIDERATION**

Council to consider writing off a number of sundry debtors that are considered to be unrecoverable.

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

Requests to write off bad debts are normally provided to Council every six months. The last write off approved by Council was on 19 September 2012 (minute reference OC0908) when 3 debtors to the value of \$125.15 were approved for write off.

**Proposal**

Invoices have been raised for the recovery of various amounts owed to Council. Action to collect these amounts has proven to be unsuccessful for a variety of reasons. It is proposed that Council write off the Sundry Debtors itemised within this report.

**STATUTORY ENVIRONMENT**

Section 6.12 (1) (C) of the Local Government Act 1995 allows a local government to write off any amount of money owed to the local government.

**POLICY IMPLICATIONS**

There are no Policies applying to the matter.

**FINANCIAL IMPLICATIONS****Budget**

The total of outstanding debts proposed to be written off is \$387.37 including GST. The amount of the write off to be expensed within the financial report excludes GST and is \$353.52.

**Long Term**

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 write off of sundry debtors is not expected to have any environmental impact. In some cases the social situation of customers may have contributed to these minor debts having to be written off. The write off of these minor debts will have a minor economic impact upon the Shire.

**STRATEGIC IMPLICATIONS**

The Strategic Plan 2009 to 2020 includes the following strategy which has relevance:

- Economic strategy of reviewing financial management practices to ensure best practice.

**CONSULTATION**

Despite written and verbal communication with the outstanding debtors no payments have been received.

**COMMENT**

The fees and charges as detailed below cannot be recovered and the reasons for their non-recovery are detailed. Each debt has been followed up with statements and final letters of demand and visits from a Community Ranger where appropriate. Some of the debtors have now moved and their forwarding address is unknown. The outstanding debt could be followed up through the courts at a total estimated cost of over \$200.00 for court costs for a civil summons, bailiff service fee and travel. These costs are added to the outstanding debt and would be recoverable from the debtor. However, it is essential a current address for the debtor is available so the summons can be served.

In all of the cases the value of the outstanding debt is low and it is not considered appropriate to follow up the matter through the issuing of a court summons.

In the case of debts associated with library books and fees, the member and all members of their immediate family living at the same address have been banned from being able to use the library facilities in the Shire. Should these library users attempt to borrow books in the future they will need to pay any outstanding fees before their borrowing privileges are reinstated.

In the following table, the details of the debtor's name have not been included for privacy reasons.

Debtor	Amount	Description of Debt	Write Off Reason
K039	11.00	Library account fee	Outstanding since 8/2/12. Lost book. Amount is minor compared to any further effort required to follow up debt. Borrowing privileges revoked.
P098	11.00	Library account fee	Outstanding since 19/10/11. 2 Lost books. Amount is minor compared to any further effort required to follow up debt. Borrowing privileges revoked.
H142	27.87	Charge for lost book plus account fee	Outstanding since 31/1/12. 2 Lost books. Amount is minor compared to any further effort required to follow up debt. Borrowing privileges revoked. Moved to neighbouring Shire – library advised.

M167	28.15	Charge for lost book plus account fee	Outstanding since 29/5/12. 1 Lost book. Amount is minor compared to any further effort required to follow up debt. Borrowing privileges revoked.
A065	55.00	Swimming Pool inspection	Outstanding since 7/6/12. Amount is minor compared to any further effort required to follow up debt. Debtor is on Worker's Comp with limited income.
L106	32.00	Charge for lost book plus account fee	Outstanding since 26/7/12. 2 Lost books. Amount is minor compared to any further effort required to follow up debt. Borrowing privileges revoked.
D135	44.90	Charge for lost book plus account fee	Outstanding since 26/6/12. 2 Lost books. Amount is minor compared to any further effort required to follow up debt. Borrowing privileges revoked.
H163	31.95	Charge for lost book plus account fee	Outstanding since 3/9/12. 2 Lost books. Amount is minor compared to any further effort required to follow up debt. Borrowing privileges revoked.
MC009	36.50	Charge for lost book plus account fee	Outstanding since 29/8/12. 1 Lost book. Amount is minor compared to any further effort required to follow up debt. Borrowing privileges revoked.
B345	27.87	Charge for lost book plus account fee	Outstanding since 29/8/12. 1 Lost book. Amount is minor compared to any further effort required to follow up debt. Borrowing privileges revoked.
H146	11.00	Library account fee	Outstanding since 11/4/12. Amount is minor compared to any further effort required to follow up debt. Borrowing privileges revoked.
F07	55.00	Swimming Pool inspection	Outstanding since 27/9/12. Amount is minor compared to any further effort required to follow up debt. Mail has been returned, unable to find in the White Pages.

In total 12 debtors are recommended to be written off and all of the debtors are or were library customers.

### **VOTING REQUIREMENTS**

Simple majority



**OC0111 OFFICER’S RECOMMENDATION – 17.3/COUNCIL DECISION**

**Moved Cr Gibson, Seconded Cr J Scott**

**That Council writes off the following amounts of outstanding Sundry Debtor accounts that total \$387.37:**

<b>K039</b>	<b>Library Account Fee</b>	<b>\$11.00</b>
<b>P098</b>	<b>Library Account Fee</b>	<b>\$11.00</b>
<b>H142</b>	<b>Lost Item and Account Fee</b>	<b>\$23.87</b>
<b>M167</b>	<b>Lost Item &amp; Account Fee</b>	<b>\$28.15</b>
<b>A065</b>	<b>Swimming pool inspection</b>	<b>\$55.00 on worker’s comp</b>
<b>L106</b>	<b>Lost Items &amp; Account Fee</b>	<b>\$32.00</b>
<b>D135</b>	<b>Lost Items &amp; Account Fee</b>	<b>\$44.90</b>
<b>H163</b>	<b>Lost Items &amp; Account Fee</b>	<b>\$31.95</b>
<b>MC009</b>	<b>Lost Item &amp; Account Fee</b>	<b>\$36.50</b>
<b>B345</b>	<b>Lost Item &amp; Account Fee</b>	<b>\$47.00</b>
<b>H146</b>	<b>Account Fee</b>	<b>\$11.00</b>
<b>F07</b>	<b>Swimming Pool inspection</b>	<b>\$55.00 moved – returned mail.</b>

Carried 9/0

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**OC0112 (17.4) School Chaplaincy Program**

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Location: Capel  
Applicant: Shire of Capel  
File Reference:  
Disclosure of Interest: Nil  
Date: 06.01.13  
Author: Director Corporate Services, P Anastasakis  
Senior Officer: Chief Executive Officer, PF Sheedy  
Attachments: Policy 21.10 Contributions to School Chaplaincy Programs

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**MATTER FOR CONSIDERATION**

Council to consider a draft budget allocation to increase the annual contribution towards the School Chaplaincy Program.

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

In 2004 Council was approached by the Capel Primary School Chaplaincy Committee to consider a contribution to the proposed Capel Primary School project. A report was presented to the 14 January 2004 Council meeting where Council resolved to include a contribution of \$9,000 for school chaplaincy programs for consideration in deliberations for the 2004/05 draft budget (minute reference OC0113).

In the ensuing years Council has continued to allocate funds of \$9,000, then \$6,000, then \$9,000 as a contribution towards school chaplaincy programs. For the first five years of the program Council paid \$6,000 to schools, which increased to \$9,000 from 2009/10.

This has generally resulted in funds being allocated 50/50 between the Capel Primary School and Dalyellup College Chaplaincy programs, although the Boyanup Primary School is offered the opportunity to apply for a portion of the funding.

Due to the growth in student numbers in the Dalyellup area since 2004, the Tuart Forest Primary School will open to the public in 2013 and Dalyellup College will separate into the Dalyellup Primary School and the Dalyellup College.

The need for the Chaplaincy program has grown as a result of these 2 new schools.

**Proposal**

To cater for the forming of the Dalyellup Primary School and Tuart Forest Primary School in Dalyellup, an increase in Council's contribution towards the School Chaplaincy Program from \$9,000 to \$18,000 has been requested, with this contribution to be reviewed after a 2 year period.

**STATUTORY ENVIRONMENT**

Section 6.8 of the Local Government Act 1995 requires a local government not incur any expenditure that is not included in its budget.

**POLICY IMPLICATIONS**

Council Policy 21.10 Contributions to School Chaplaincy Programs is relevant to this item.

**FINANCIAL IMPLICATIONS****Budget**

Council has allocated \$9,000 in the 2012/13 budget as a contribution towards the Primary School Chaplaincy Service.

If Council supports the increased contribution to the program, then 2013/14 and 2015/16 will have \$18,000 allocated in the budget, with this contribution potentially decreasing from 2016/17 if Federal funding is secured.

**Long Term**

There are not considered to be any long term financial implications other than a future commitment to fund the program.

**Whole of Life**

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

**SUSTAINABILITY IMPLICATIONS**

The sustainability of the Schools Chaplaincy Program is based on funding from a variety of sources i.e.: schools, school P&C Associations, community – businesses, fund raising, local government, federal government via YouthCARE.

This program enables early intervention and support programs to be provided at schools through pastoral care, life skills and principles to live by. This encourages youth to have a positive environmental impact and a direct social benefit for the community.

**STRATEGIC IMPLICATIONS**

The Strategic Plan 2009 to 2020 includes the following strategy which has relevance:

- Encourage, facilitate and support local community spirit, networks and cohesiveness.

**CONSULTATION**

Written communication has been received from the Chairman of Bunbury Regional YouthCARE requesting the additional support. Council staff have also had discussions with the YouthCARE Chairman regarding the proposal.

A presentation was also given to Councillors at the 21 November 2012 Council meeting by Mr David Cunniffe, Local Area Chaplain with YouthCARE.

**COMMENT**

The January 2004 School Chaplaincy Project report to Council outlined proposed Council contribution guidelines, which have formed the basis for subsequent contributions. These guidelines are:

- To be eligible for funding schools must be located within the Shire of Capel, not be privately funded and must have an enrolment of greater than 100 students;
- The amount allocated to each school is based on a per capita basis (based on \$1,000 per 100 students);
- The maximum contribution is \$4,000 per school (suggested to increase to \$4,500 from 2013/14);

- Each school must initiate its school chaplaincy program;
- If the number of applications for funding assistance do not meet the budget allocated, then the amount provided to the schools that have applied can be increased to up to double their initial application.

It is proposed that these same guidelines continue to be used as the basis for future contributions.

Due to increasing numbers (1,460 in 2012), in 2013 the Dalyellup College will separate into two separate entities: Dalyellup College which caters for secondary students to year 12; and Dalyellup Primary School. The new Tuart Forest Primary School will also open for the first time in 2013.

To cater for the formation of the Dalyellup Primary School and Tuart Forest Primary School, an increase in Council's contribution towards the School Chaplaincy Program from \$9,000 to \$18,000 has been requested, with this contribution to be reviewed after a 2 year period.

In 2012 Dalyellup College had a full time School Chaplain. He was kept so busy in the Senior School that he could not spend time in the Primary School, which had approximately 800 students.

This request for increased funding would enable the appointment of a shared School Chaplain between the two Primary Schools, commencing from term 3, 2013. This Chaplain would initially work between 2-3 days per week, based on additional funding. Bunbury Regional YouthCARE is willing to contribute to part of the funding for this additional service, in the hope that from 2015 onwards there will be a full time shared Chaplaincy service for four days per week funded by the Federal Government and the schools themselves.

This 2 year period will enable the Council's contribution to act as seed funding for the establishment of the Chaplaincy Program at the Dalyellup Primary School and Tuart Forest Primary School. From 2015 the two Primary Schools will each be able to apply for Federal funding, assuming the Federal funding continues.

YouthCARE are requesting Council consider this additional contribution in advance of the normal budget cycle, to enable them to plan and recruit a School Chaplain by the start of term 3, 2013.

### **VOTING REQUIREMENTS**

Simple majority

<b>OC0112 OFFICER'S RECOMMENDATION – 17.4/COUNCIL MOTION</b>
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**Moved Cr Hearne, Seconded Cr Bell**

**That Council:**

- **increases in the 2013/14 budget and Corporate Plan its contribution towards the School Chaplaincy Program from \$9,000 to \$18,000 per annum, with this increase to be reviewed after 2 years; and**
- **allocates the total funds budgeted for the School Chaplaincy Program amongst the public schools within the Shire of Capel that apply based on the conditions and guidelines of funding.**

**OC0113 AMENDMENT**

**Moved Cr McCleery, Seconded Cr Smith**

**That Council:**

- **increases in the 2013/14 budget and Corporate Plan its contribution towards the School Chaplaincy Program from \$9,000 to \$18,000 per annum, with this increase to be reviewed after 2 years;**
- **allocates the total funds budgeted for the School Chaplaincy Program amongst the public schools within the Shire of Capel that apply based on the conditions and guidelines of funding; and**
- **That Council write to the State Minister for Education requesting that the State Government provide funding for the School Chaplaincy Program.**

Mr Dent returned to the Chambers at 6.27pm.

Mr Burwood left the Chambers at 6.28pm.

The Amendment was Lost 6/3  
The Original Motion was then put and was Carried 8/1

Mr Burwood returned to the Chambers at 6.29pm.

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**OC0114 (17.5) Financial Statements for 31 December 2012**

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Location:	Capel
Applicant:	Shire of Capel
File Reference:	
Disclosure of Interest:	Nil
Date:	10.01.13
Author:	Manager Finance, A Mattaboni
Senior Officer:	Director Corporate Services, P Anastasakis
Attachments:	Financial Statements for December 2012

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**MATTER FOR CONSIDERATION**

Council to consider adopting the monthly financial statements for December 2012.

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

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

**Proposal**

The financial statements provided to Council satisfy the requirements.

**STATUTORY ENVIRONMENT**

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

Regulation 34 of the Local Government (Financial Management) Regulations 1996 states:

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

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

**POLICY IMPLICATIONS**

Policy 11.3 – Financial Reports.

**FINANCIAL IMPLICATIONS****Budget**

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

**Long Term**

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

**Whole of Life**

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

**SUSTAINABILITY IMPLICATIONS**

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

**STRATEGIC IMPLICATIONS**

The Strategic Plan 2009 to 2020 includes the following strategy which has relevance:

- Economic strategy of reviewing financial management practices to ensure best practice.

**CONSULTATION**

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

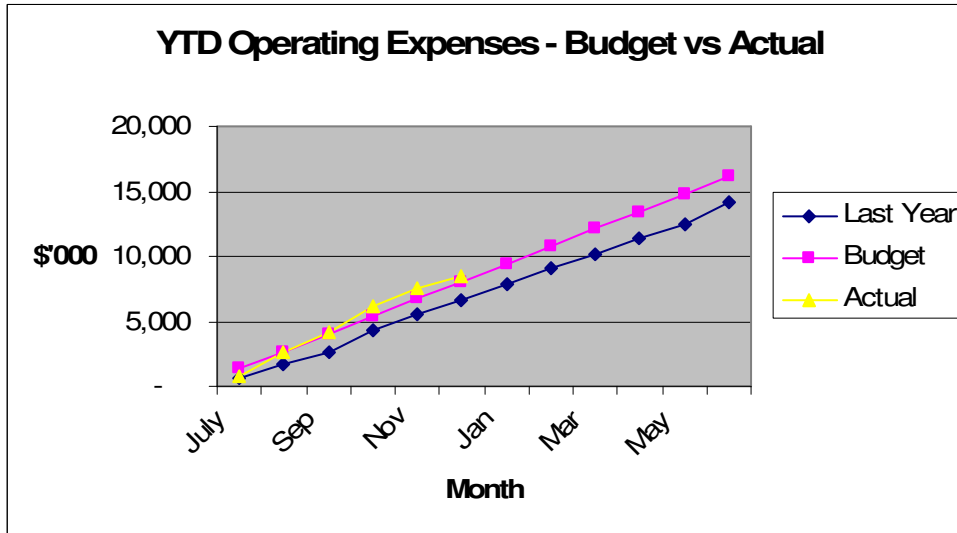
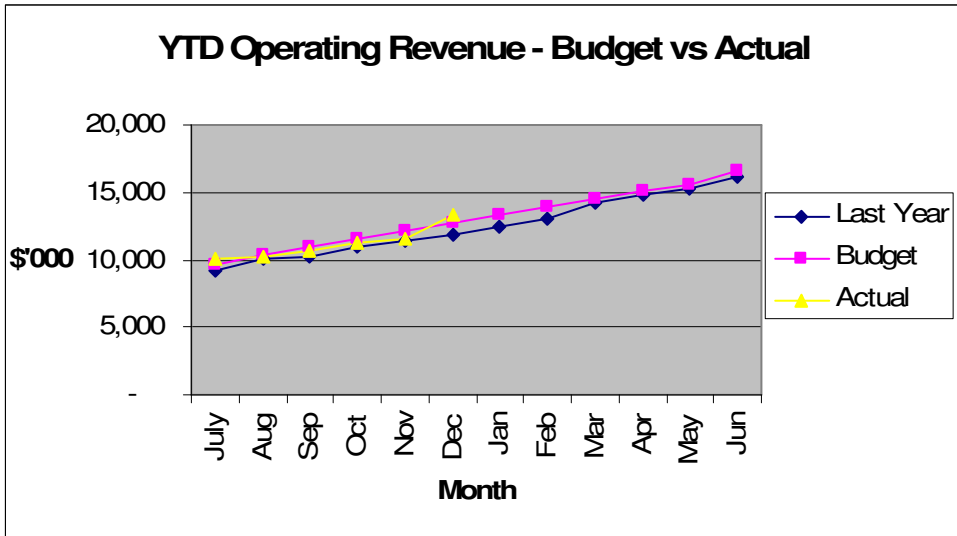
**COMMENT**

At 31<sup>st</sup> December 2012, Council's net current assets position was a surplus of \$5,214,735. This is an increase of \$665,090 from the previous month. The actual surplus brought forward from the 2011/12 financial year has been calculated at \$2,559. The forecast end of year net current asset position is currently shown as a surplus of \$24,175. This amount should vary monthly as the forecast is updated. The Mid year budget review will give a detailed report of the year end forecast and will be presented to Council at the February 2013 meeting.

Compared to the annual budget, 81% of Operating Revenue has been invoiced and 53% of the Operating Expenditure budget has been spent. Total actual operating revenue is above the year to date budget and total actual operating expenditure is above the year to date budget. Forecast Interest Earnings revenue is expected to be below the original budget amount. Other Revenue actual and forecast amounts are above the original budget due to the invoicing of storm damage costs of \$1,569,713 to disaster relief agencies. Forecast employee expenses are below budget. The leave liability balance for employees was recalculated in December and liability has been reduced by \$246,638 to \$739,261 as shown at note 11 in the financial report. Materials and Contracts expenses forecast cost is above the original budget due to the extra costs incurred for the storm cleanup.

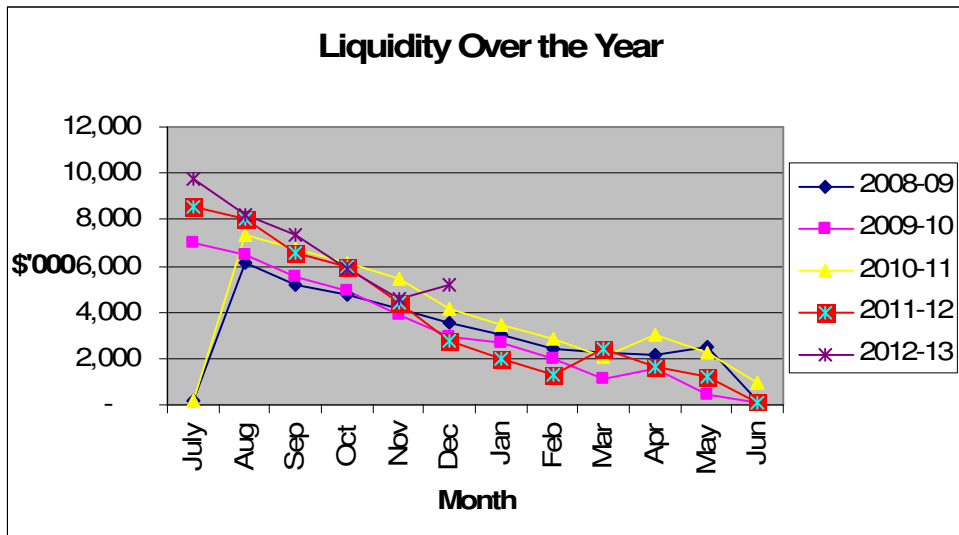
The following graphs compare actual Operating Revenue and Operating Expenditure against the approved budget on a year to date basis. Last year's actual is also included for

comparative purposes. The year to date operating revenue is above budget and above last year’s actual amount. The revenue graph excludes non-cash infrastructure revenue. The year to date operating expenditure is above budget and above last year’s actual amount.



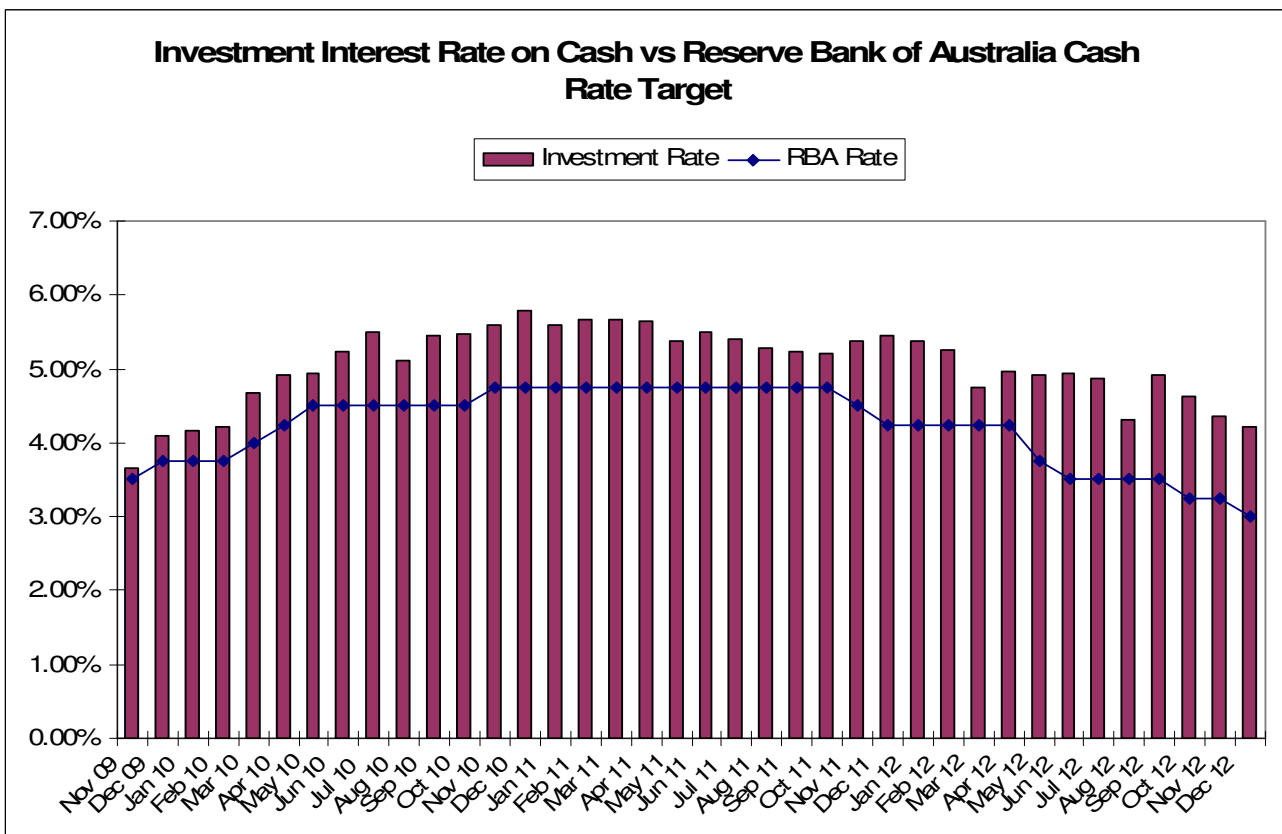
The liquidity graph compares the current year’s net current assets position against that of the four previous years. Liquidity should be at its highest point to coincide with the levying of rates. The liquidity level which is determined by the net current asset position has increased in comparison to previous years due to the invoicing of storm damage costs.





Council’s municipal cash and investments position has decreased by \$579,928 compared to last month. The Municipal cash position is an amount of \$10,262,275 of which \$7,465,337 is restricted for specific purposes as shown at Note 3.

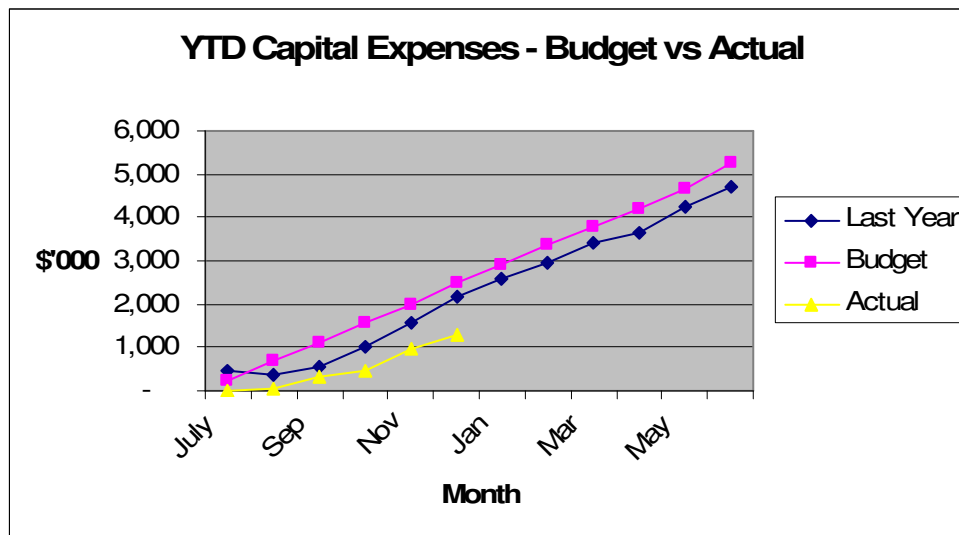
Total interest earned for the year is \$203,532 which is below the year to date budget. This will change as existing term deposits mature. The average investment rate of return of 4.21% exceeds the Reserve Bank’s cash reference rate of 3.00%. The Reserve Bank on the 5<sup>th</sup> December 2012 reduced its cash rate target from 3.25% to 3.00%. The deposit rates for the Shire’s term deposits have moved down in line with the Reserve Bank reduction. The forecast year end Statement of Comprehensive Income interest earnings amount will be adjusted with the change in market rates offered. The following graph compares the Shire’s interest rate earned on investments against the Reserve Bank’s reference rate.



Capital works expenditure of \$320,055 was incurred during the month of which:

- \$91,063 for bitumen reconstruction on Lillydale Road, Weld Road and Boundary Road,
- \$113,397 for bitumen reseal on East Road, Higgins Road, Gun Club Road, Ludlow North Road, Mallokup Road, Malatesta Road and Hampstead Street,
- \$16,773 for Elgin Road reseal,
- \$26,631 for specific remedial works,
- \$1,750 for the Capel Transfer Station shed,
- \$4,911 for the Dalyellup Sports Pavilion water connection and
- \$65,528 for two vehicles.

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



Council’s financial ratios are disclosed in Note 14. The raising of the invoices for the storm damages claim has had a large affect on some of the ratios. The Current ratio has increased from 3.98 to 5.21 due to the increase of accounts receivable but this ratio should now decline for the year in line with the declining current asset amount. The Untied cash to trade creditors has increased from 4.79 to 5.99 due to the unpaid trade creditors decreasing. The Outstanding rates ratio has fallen from 0.28 to 0.22 because of a decrease in rates receivable.

A review of the Statement of Financial Position and the attendant notes indicates there are no adverse trends evident in the year to date financial statements as at 31<sup>st</sup> December 2012.

**VOTING REQUIREMENTS**

Simple majority

**OC0114 OFFICER’S RECOMMENDATION – 17.5/COUNCIL DECISION**

**Moved Cr Gibson, Seconded Cr Manley**

**That Council adopts the financial statements for the period ending 31 December 2012 as attached.**

Carried 9/0

Mr Dent left the Chambers at 6.35pm and returned at 6.37pm.

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**OC0115 (17.6) Accounts Due and Submitted for Authorisation**

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Location: Capel  
Applicant: Shire of Capel  
File Reference:  
Disclosure of Interest: Nil  
Date: 10.01.13  
Author: Finance & Accounts Payable Officer, H Tu  
Senior Officer: Manager Finance, A Mattaboni  
Attachments: Nil

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**MATTER FOR CONSIDERATION**

Adoption of accounts to be paid.

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

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

**Proposal**

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

**STATUTORY ENVIRONMENT**

Local Government (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 staff have been consulted and authorised the payments

**COMMENT**

Accounts due and submitted for authorisation are as follows:

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT12723	23/01/2013	Amity Signs	Temporary Sign For Capel Tip Re Opening Hrs 14/12, Various Road Signs For Depot Stock	1833.04
EFT12724	23/01/2013	AUSLEC	21x Of 330mm 10w Fluro Tubes For Exit Signs	47.36
EFT12725	23/01/2013	Southwest Tyre Service	Supply And Fit 4x 245/70r16 And Wheel Alignments	1023.00
EFT12726	23/01/2013	Bunbury Mower Service	2x Rolls Of Brush cutter Cord	190.00
EFT12727	23/01/2013	Bell Fire Equipment Company	Monthly Servicing Of Fire Indicator Panel At Capel Library	137.50
EFT12728	23/01/2013	Bunbury Tyrepower	Puncture Repair To Front Right Hand Tyre For Mower P0034 (CP9456)	30.00
EFT12729	23/01/2013	Bunbury Toyota	70,000km Service CP5685-HACC 1000 Km Service & Tonneau Cover For P0053 (CP9081)	748.07
EFT12730	23/01/2013	Bunnings Building Supplies Pty Ltd	Miscellaneous Purchases - Storage Containers, Tubs, Cutters, Retic, etc	455.08
<b>EFT12731</b>		<b>- EFT12731</b>	<b>Cancelled</b>	
EFT12732	23/01/2013	Boyanup Botanical	300x Grevillia Crithmifolia (Green Carpet) 140mm Pots For Dalyellup Parks & Garden	1584.00
EFT12733	23/01/2013	Bunbury Towing	Tow Impounded Range Rover To Council Depot	234.20
EFT12734	23/01/2013	Staples Australia Pty Ltd	2012/13 Stationery	1716.73
EFT12735	23/01/2013	Coates Hire Service	Hire Roller For Weld Rd For 3 Days Including Transport & Environmental Charges	2659.14
EFT12736	23/01/2013	Coastal Hire T/As GCS Security Scaffold	Dec 12 Hire: Hire Chemical Toilet For Boundry Rd, Hire Trailerised Toilet, Hire Office And Toilet for Rubbish Tip	922.65
EFT12737	23/01/2013	Cellarbrations At Capel	Councillor Refreshments	75.98
EFT12738	23/01/2013	Centrecare Corporate	EAP Provision Of Service	165.00

EFT12739	23/01/2013	COVS Parts	15 Ton Truck Jack For Garden Truck P0017	162.27
EFT12740	23/01/2013	Carbone Bros Pty Ltd	Construction Of Stage 2 Of The Wake Drive Carpark Including Ashpalt And Line marking For Entire Carpark	27169.75
EFT12741	23/01/2013	CJD Equipment Pty Ltd	Repairs To Loader Guards & Wear Plates For Loader Bucket P4991	2268.02
EFT	23/01/2013	Capel Vale Wines	Christmas Breakfast For Staff On The 14 Dec	1656.00
EFT12743	23/01/2013	Discount Auto Parts	Trolley Jack For Kubota Mowers To Change Tyres 600-P0034	58.95
EFT12744	23/01/2013	Department Of Premier & Cabinet	Advertising Of Rates On 4 Dec 2012	120.15
EFT12745	23/01/2013	Eaton Hardware	HACC-Hardware Supplies Nov	262.31
EFT12746	23/01/2013	Fennessy's	60,000 Km Service For Ranger Nissan Utility P0026. Also Tighten Roof Rack	916.09
EFT12747	23/01/2013	Garrards Pty Ltd	45x @\$115ea Vecobac G Bags 18kg	5692.50
EFT12748	23/01/2013	Imagetec	Black Ink S-4251 + Postage	160.69
EFT12749	23/01/2013	Instant Windscreens & Tinting	Replace Cracked/Damaged Windscreen 43CP	265.00
EFT12750	23/01/2013	Western Australian Local Government Association	Various Advertisement: Bed & Breakfast, Annual Elector's Meeting, Bitumen Reseal Program, Application For Industry Licence-Lots 677 & 679 & Environmental Officer	1590.18
EFT12751	23/01/2013	Landgate	GRV Interims Vals Country, Rural UV Interim, Mining Tenements & Land Enquires	1943.30
EFT12752	23/01/2013	Malatesta Road Paving & Hot Mix	Bitumen Reseal For The Following: Higgins Rd, Gun Club Rd, Malatesta Rd, Hampstead St, East Rd, Mallokup Rd, Ludlow Rd North & South	135240.44
EFT12753	23/01/2013	Mercure Hotel	2 Nights Accommodation For Alison Evans To Attend PA Conference In December 2012 In Perth	474.00
EFT12754	23/01/2013	Nightguard Security Service Pty Ltd	Security Patrol For Dalyellup Toilet & Alarm Call Outs For Dec 12	1484.63
EFT12755	23/01/2013	Prestige Products-Busselton	HACC Supplies For Dec 12	473.66
EFT12756	23/01/2013	Perth Management Services	Rent & Outgoings Dalyellup Library For Month Of Jan	1341.02
EFT12757	23/01/2013	Roberts Tilt Tray Service	Transport E-Waste From Capel Tip To Perth & Return	869.00
EFT12758	23/01/2013	Road Signs Australia (Bibby)	450mm Traffic Cones With Reflective Sleeve As Per Your Quote 15106 For	79.20

EFT12759	23/01/2013	Red11 Pty Ltd	IT Items: 3x Video Adapter, 2x Radeon 5450 And A 24"Led E41 Plus Freight	308.11
EFT12760	23/01/2013	RAECO	10x Library Shelving Including Freight	671.96
EFT12761	23/01/2013	Records Maintenance & Storage	Annual Order For Records Storage & Destruction	328.17
EFT12762	23/01/2013	Southern Water Technology	12x Hunter I 25 Sprinklers, 12x Hunter SRM Sprinklers, A Pair Of PVC Pipe Cutters, 2x 25mm Solenoid Valves And Misc Items For Retic Parts Etc.	1061.11
EFT12763	23/01/2013	Capel Fresh IGA	Cool Drinks For Councillor Fridge	102.49
EFT12764	23/01/2013	Southern Lock & Security	Request Service Of Duress Alarm At The Capel Library	237.50
EFT12765	23/01/2013	D & K Thomas Electrical	Repair 3x External Security Lights Capel Sports Pavilion	1761.27
EFT12766	23/01/2013	Totally Workwear	2x Polo Shirts For Tony Evans-HACC	81.07
EFT12767	23/01/2013	Trophies West	A4 Laser Etched Stainless Steel Plaque For Opening Of Dalyellup Sports Pavilion On 8 Dec 2012	387.50
EFT12768	23/01/2013	Traffic Force	Traffic Control For: Weld Rd, Boundary Rd & Lillydale Rd,	9669.08
EFT12769	23/01/2013	TCS Instruments	2x - 30m Traffic Counter Hoes Plus Delivery \$60.5	234.30
EFT12770	23/01/2013	Visimax	ID Card For Edwin James Moore & ID Wallet With Metal Badge, High Visibility Jacket Size 2xL & S/S Jacket	441.60
EFT12771	23/01/2013	Work Clobber Bunbury	Hayden Davis: Work Boots, Tamara Brankovic: 3 X Shirt[With Logo], 3x Pants & Steel Cap Boots	877.73
				210,210.80

OUTSTANDING CREDITORS AS AT 31<sup>st</sup> December 2012

\$194,055.12

## 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 23<sup>rd</sup> January 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. Sheedy.*

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 CHIEF EXECUTIVE OFFICER

**VOTING REQUIREMENTS**

Simple majority

**OC0115 OFFICER'S RECOMMENDATIONS – 17.6/COUNCIL DECISION**

**Moved Cr Bell, Seconded Cr Gibson**

**That Council authorises the Schedule of Accounts covering vouchers EFT12723 to EFT12771 a total of \$210,210.80 for payment.**

Carried 9/0

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**OC0116 (17.7) Accounts Paid During the Month of December 2012**

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Location: Capel  
Applicant: Shire of Capel  
File Reference:  
Disclosure of Interest: Nil  
Date: 10.01.13  
Author: Finance & Accounts Payable Officer, H Tu  
Senior Officer: Manager Finance, A Mattaboni  
Attachments: Nil

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**MATTER FOR CONSIDERATION**

Authorisation of accounts paid during the month.

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

Accounts paid are required to be submitted each month.

**Proposal**

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

**STATUTORY ENVIRONMENT**

Local Government (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 staff have been consulted and authorised the payments.

**COMMENT**

Payments made during the month of December 2012 are as follows:

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
187	06/12/2012	Boyanup Dance School	Hall Bond Refund	150.00
188	06/12/2012	Bunbury Men Of Song	Hall Bond Refund	1000.00
189	06/12/2012	Country Womens Assoc Boyanup	Hall Bond Refund	150.00
190	06/12/2012	Ms JM Faed	Hall Bond Refund	500.00
191	06/12/2012	Brian Mullins	Hall Hire Bond Refund	500.00
192	13/12/2012	Building & Construction Ind Training Fund	BCITF Levy Collected Nov 12	8412.86
193	13/12/2012	Department Of Commerce - Building Commission	BSL Collected Nov 12	5069.56
194	13/12/2012	Shire Of Capel	BSL Commission Nov 12	494.78
195	21/12/2012	FR Federico Dizon	Bond Hall Refund-Gelorup 15/12/12	150.00
196	21/12/2012	PGB Communities Association	Hall Bond Refund-PGB CC 8/12/12 & 9/12/12	100.00
197	21/12/2012	Val Page	Bond Hall Refund Boyanup Cc 13/12/12	150.00
198	21/12/2012	SW Rose Group	Hall Bond Refund Gelorup 7/12/12	150.00
EFT12465	07/12/2012	All West Building Approvals Pty Ltd	Assisting With The Assessment Of Building Licence Applications @65/Hour (Plus GST)	2402.73
EFT12466	07/12/2012	Bush Business	Fauna Inspection And Report For Trees On Weld Rd And Reilly Rd	500.00
EFT12467	07/12/2012	Korong Vending (BCM Vending)	HACC-Dec 12 Vending Machine Rental	239.00
EFT12468	07/12/2012	DM & S Curtin	Supply And Install Air Conditioning At Gelorup Community Centre As Per Option Two On Quote Of 19 Oct 2012	18695.00
EFT12469	07/12/2012	Craney's Lunchbar	HACC: Catering For Training & Volunteer Drivers Oct Lunches	455.20

EFT12470	07/12/2012	Community Work Centres	HACC-General Gardening	120.00
EFT12471	07/12/2012	Colroys Country Kitchen	Refreshments For Singing Workshop For Seniors Week.	265.00
EFT12472	07/12/2012	Dalyellup Beach Community Association Inc	Grant For Dalyellup Indoor Bowls - Auspiced By DBCA \$300 For Purchase Of New Bowls	300.00
EFT12473	07/12/2012	Delron Cleaning	Cleaning Dalyellup Pavilion For Month Of November 2012	1114.47
EFT12474	07/12/2012	Dirt Design	Renovation Of BMX Track At Gelorup	7700.00
EFT12475	07/12/2012	Dindindi Drums	Drumming Workshop At Community Safety Stall At Peppi Beach Event	495.00
EFT12476	07/12/2012	Elliott's Small Engines	HACC-Replacement Parts- Trimmer Husqvarna	446.10
EFT12477	07/12/2012	Eaton Hardware	HACC Hardware Supplies-Oct	108.15
EFT12478	07/12/2012	Emerge Associates	Capel Civic Precinct Master Plan - Stage 2	5500.00
EFT12479	07/12/2012	Environmental Health Australia	EHO Advertisement	198.00
EFT12480	07/12/2012	Golden West Plumbing & Drainage	Repairs taps, toilet leaks at Dalyellup Community Centre, pump out and clear tree roots from septic tanks at Peppermint Beach toilets & repair bbq at Ironstone Falls	3207.82
EFT12481	07/12/2012	GHD Pty Ltd	Environmental Assessment At The Capel Transfer Station & Boyanup Landfill	12431.10
EFT12482	07/12/2012	GEO Spread	6x Mulching@\$1500ea & 8x Excavator @\$5000 Of Storm Waste At Boyanup Tip	77440.00
EFT12483	07/12/2012	Hospitality House	HACC Purchased: A Hot Food Display 3 Tray, 8X Steam Pan, Knife, 4X Apron	1823.00
EFT12484	07/12/2012	Hay Park United Soccer Club Inc	2x Kidsport Vouchers For Winter 2012 @ \$135 Ea	270.00
EFT12485	07/12/2012	A Ingram	Reimburse For Book Stock Purchases	154.82
EFT12486	07/12/2012	Lonsdale Catering & Party Hire	Helium Gas Bottle For Community Safety Display At Peppi Beach Family Fun Day	230.00
EFT12487	07/12/2012	LD Total	Contracts Works - Dalyellup - For The Month Of Nov (\$22,893.68 Per Month As Per Tender 1201)	22893.68
EFT12488	07/12/2012	LGIS Workcare Scheme	Skin Cancer Screenings, 4 X Failures To Attend	235.40
EFT12489	07/12/2012	Mounsey RP & EA	Clear Firebreaks On Location 5739 (95) Hardy Terrace Peppermint Grove Beach	2805.00

EFT12490	07/12/2012	Promote You	HACC-Embroidery On Aprons	52.80
EFT12491	07/12/2012	Planning Institute Australia	Adapting To Change In A Changing Environment Event Attended by 3x Planning Officers	530.00
EFT12492	07/12/2012	South West Tree Safe	Reduce Height of Eucalypt On Verge Of 53 Hasties Rd Gelorup	770.00
EFT12493	07/12/2012	St John Ambulance	Workplace Vehicle First Aid Kit - Vehicle CP9378 - ETO Design	65.00
EFT12494	07/12/2012	Street Hassle Events	Founders Day Contribution To YAC For Photobooth And Rides - Throught Street Hassle	3000.00
EFT12495	07/12/2012	Total Green Recycling	E-Waste Recycling- Nov 12	2076.22
EFT12496	07/12/2012	Totality Business Solutions	HACC-Pre Paid Support Hours	1210.00
EFT12497	07/12/2012	Jenna Whistler	Reimburse Jenna Whistler For Purchase Of Thank A Volunteer Gift	69.68
EFT12498	07/12/2012	Capelberry	Catering For Swim Meeting Lunch 27/11/2012	206.40
EFT12499	07/12/2012	T & P Design	Survey, Design And Set Out For : Boundary Rd, Lillydale Rd, Weld Rd	3833.50
<b>EFT12500</b>		<b>-Eft12538</b>	<b>Refer To Agenda 19.12.12</b>	385.00
EFT12539	12/12/2012	Australia Post	Postage For Month Nov 12	1840.50
EFT12540	12/12/2012	Australind Cleaning Service	HACC-Cleaning For Nov 12	429.66
EFT12541	12/12/2012	AMD Chartered Accountants	Audit Of HACC For Year Ended 30 June 12 Including Balance Sheet, Income Statement & Cash Flow Stmt	2057.00
EFT12542	12/12/2012	Apex Club Of Capel Inc	Annual Donation	290.00
EFT12543	12/12/2012	Boyanup Lions Club	Annual Donation	290.00
EFT12544	12/12/2012	Cr Barry Bell	Councillor's Allowances- June-Dec 2012	4122.50
EFT12545	12/12/2012	BOC Limited	15kg Dry Ice	28.55
EFT12546	12/12/2012	Bunbury Holden	HACC-Purchase New Holden Wagon CP5446	9061.40
EFT12547	12/12/2012	Boyanup Tavern - Kindred Nominees Pty Ltd	Library Programs - Volunteer Christmas Thank You Dinner	537.80
EFT12548	12/12/2012	Boyanup Auto Repairs	Replace selector & PTO Cables for P855-Isuzu Truck And Replace Pull Start & Plug On Water Tank P0018	1198.58
EFT12549	12/12/2012	Korong Vending (BCM Vending)	HACC Vending Machine rental for month of Jan 2013	239.00

EFT12550	12/12/2012	Cr Murray Scott	Councillor's Allowances- June-Dec 2012	16200.00
EFT12551	12/12/2012	Capel Newsagency	Capel Library Newspaper Purchase & Capel Shire Purchases: Milk, Newspaper, Stationery	228.30
EFT12552	12/12/2012	Cleanaway	Disposal Of Waste To Landfill For The Month Of Nov 12	21276.80
EFT12553	12/12/2012	1st Capel Scout Group	Annual Donation	290.00
EFT12554	12/12/2012	Capel RSL	Annual Donation	725.00
EFT12555	12/12/2012	Craney's Lunchbar	HACC- Food For Training - Roland Blades Managers Forum	99.50
EFT12556	12/12/2012	Capelberry	HACC-Capel Meals On Wheels Volunteer Christmas Lunch & Dessert	450.00
EFT12557	12/12/2012	Colroys Country Kitchen	HACC-Volunteer Fuels Nov 12	100.00
EFT12558	12/12/2012	Dirt Design	Dalyellup Public Open Space Maintenance 5/11/12- 4/11/12	10360.27
EFT12559	12/12/2012	Elliott's Small Engines	HACC Purchases: Spark Plug \$7.95, 2x Air Filter @\$24.95 Ea, 600ml Engine Oil \$9.95	67.80
EFT12560	12/12/2012	Easifleet Management	Dec 12-Lease On Mazda 3 Hatchback- Manager HR & Suzuki Hatchback- CEO	1557.47
EFT12561	12/12/2012	Glen's Engineering	Clear Firebreaks On Council Reserves	550.00
EFT12562	12/12/2012	Cr Kingsley Gibson	Councillor's Allowances- June-Dec 2012	4122.50
EFT12563	12/12/2012	Cr Brian Hearne	Councillor's Allowances- June-Dec 2012	4122.50
EFT12564	12/12/2012	Haines Norton	Nuts & Bolts Accounting Workshop 3/12/2012 Attended By Huong Tu	803.00
EFT12565	12/12/2012	LD Total	Maintenance Additional Work In Dalyellup For Nov 12	7728.61
EFT12566	12/12/2012	Metal Artwork Creations	6x Name Badges Plus Postage	71.50
EFT12567	12/12/2012	Cr Sandra Manley	Councillor's Allowances- June-Dec 2012	4122.50
EFT12568	12/12/2012	CR P Mcclery	Councillor's Allowances- June-Dec 2012	4122.50
EFT12569	12/12/2012	Cr Greg Norton	Councillor's Allowances- June-Dec 2012	5300.00
EFT12570	12/12/2012	Newton Moore Education Support Centre	HACC-4x General Gardening Clean Up	60.00
EFT12571	12/12/2012	Royal Flying Doctors Society	Annual Donation	290.00
EFT12572	12/12/2012	St John Ambulance Association - Capel	Annual Donation	1550.00
EFT12573	12/12/2012	SOS Office Equipment	Meterbilling Nov 12	2770.50

EFT12574	12/12/2012	Capel Senior Citizens	Annual Donation	290.00
EFT12575	12/12/2012	Cr Jennifer Scott	Councillor's Allowances- June-Dec 2012	4122.50
EFT12576	12/12/2012	Cr Brian Smith	Councillor's Allowances- June-Dec 2012	4122.50
EFT12577	12/12/2012	T & P Design	Survey, Design And Set Out For: Weld Rd, Boundary Rd, Lillydale Rd	2477.75
EFT12578	12/12/2012	Huong Tu	Reimburse Parking For Training On 3/12/12	5.00
EFT12579	12/12/2012	RICOH Finance	Nov & Dec 12 Photocopier Lease Payments	2152.14
EFT12580	12/12/2012	Westnet Pty Ltd	Oct, Nov & Dec 12 Capel Shire ADSL	1027.91
EFT12581	14/12/2012	Bendigo Bank Business Credit Card	Credit Card Payments for: Reprint Local Gov Act 1995, Christmas Vouchers:83x \$50 Voucher, 34x \$25 Voucher Plus \$14.99 Delivery, LGMA Conference Expense Attended by CEO, CEO & President Lunch At Meeting	5217.49
EFT12582	19/12/2012	M & J Griffin	Rates Refund For Assessment A2598 Dalyellup	5140.00
EFT12583	21/12/2012	A & L Printers	Printing Of 2011/12 Annual Report (40x Copies)	988.00
EFT12584	21/12/2012	Amity Signs	Line Marking Paint, String Lines And After Care Signs For Road Const	1297.78
EFT12585	21/12/2012	Action Kerbing	Remove Existing Path And Supply & Lay 2mx1m Of New Red Coloured Concrete Path At Capel Senior Citizen	968.00
EFT12586	21/12/2012	All West Building Approvals Pty Ltd	Assisting With The Assessment Of Building Licence Applications @65/Hour (Plus GST)	2909.50
EFT12587	21/12/2012	Sandro Agrizzi Farm Machinery Pty Ltd	Repair To Slasher P9914	945.70
EFT12588	21/12/2012	Bunbury Plastics	Supply & Install Quilt cover At the Capel Community Central hall	1650.00
EFT12589	21/12/2012	Bunbury Machinery	Repair to Kubota Mower P0034 (CP9456)	463.57
EFT12590	21/12/2012	Bunbury Mower Service	Sharpen Blades On Hedge Trimmer	203.00
EFT12591	21/12/2012	Badgers Embroidery	3x Shire of Capel Logo & 3x Embroided The Shire Logo Onto Ranger's Shirts	49.50
EFT12592	21/12/2012	B & B Street Sweeping	Street Sweeping For Month Of Nov 12	4941.75
EFT12593	21/12/2012	Bunnings Building Supplies Pty Ltd	4x Boxes of Assorted Screws, 4x Hinges & 2x Padbolt For Compress Cage	95.18

EFT12594	21/12/2012	Boyanup Auto Repairs	Install New ECCO Beacon And Universal Antenna To Grader CP1804 & Supply & Fitted Isolator And Lockout On Isuzu Truck CP855	2342.52
EFT12595	21/12/2012	Bunbury City Glass	Repair Window At 26 Roe Road Damaged By Rock From Mower	390.04
EFT12596	21/12/2012	I Brotton	Demolition Of 2 Existing Brick Piers At The Capel Country Club And Rebuilding - Storm Damage Claim	4620.00
EFT12597	21/12/2012	Bunbury Harvey Regional Council	Regional Waste Education Program Nov 12	1870.36
EFT12598	21/12/2012	Boyanup Junior Hockey Club	Winter 2012 – Vouchers: 2x \$130 & 2x \$70	400.00
EFT12599	21/12/2012	Staples Australia Pty Ltd	80x Boxes Of A4 White Paper + Delivery To DCC & 2012/2013 Annual Supplies & 2012/2013 Stationery	2523.54
EFT12600	21/12/2012	Capel Hardware & Farm Supplies	Capel Hardware Nov 12 Supplies	2398.28
EFT12601	21/12/2012	Coates Hire Service	Hire Of Steel Drum Roller: 20 Days @\$338 + Sundries For Lilleydale Rd, 10 Days @\$310 For Boundary Rd + Sundries	8093.68
EFT12602	21/12/2012	Cleanaway	Kerbside Collection Nov 12	41089.61
EFT12603	21/12/2012	Castledex Business Systems	53x Kolorkode Alpha Labels	63.00
EFT12604	21/12/2012	Coastal Hire T/As GCS Security Scaffold	Hirer Of Toilet @ Lillydale Rd For Nov 12 & Hirer Of Office And Toilet For Rubbish Tip For Nov 12	632.80
EFT12605	21/12/2012	Craney's Lunchbar	HACC Volunteer's Drivers Lunch (19x)	159.20
EFT12606	21/12/2012	Cleverpatch	Library Read Out Loud Display/Art Materials	120.45
EFT12607	21/12/2012	Capelberry	Catering For Morning Tea For Opening Of Dalyellup Sports Pavilion On Sat 8 December 2012 For 35 People	1207.80
EFT12608	21/12/2012	Andrew Coulson	Reimburse Andrew Coulson For Purchase Of Roof Bars For P0053	288.99
EFT12609	21/12/2012	Country Smart Business Solutions	Fertiliser Applications For Boyanup Playing Fields	550.00
EFT12610	21/12/2012	Carbone Bros Pty Ltd	36x Limestone For Depot @\$24/Cu M, 624x Gravel For Boundry Rd@\$30.20/Cu M 30/11/2012	19708.80
EFT12611	21/12/2012	Delron Cleaning	General Cleaning For The Month Of Dec 12	7280.60

EFT12612	21/12/2012	Lisa Dent	Reimburse Lisa For Staff Christmas Function -Prizes & Decorations	193.60
EFT12613	21/12/2012	Dorma Automatics Pty Ltd	Service Automatic Doors At Capel Library	132.00
EFT12614	21/12/2012	Alison Evans	Reimburse Parking & Train Fare To Attend PA Conference In Perth On 3 & 4 Dec 2012	120.37
EFT12615	21/12/2012	Golden West Plumbing & Drainage	Unblock Male Toilet At Dalyellup Lakes Park	280.50
EFT12616	21/12/2012	Dept Of Fire And Emergency Services (DFES).	2012/2013 ESL Quarter 2	106586.60
EFT12617	21/12/2012	Geovet Busselton	Nov 12 Sterilisation Subsidy	559.00
EFT12618	21/12/2012	GCS Hire Pty Ltd - Bunbury	Hire Mini Excav (2 Days @\$179.90) & 1.4 T Excavators (2days@\$10) For Grave Carmalite Monastery	470.00
EFT12619	21/12/2012	Generation Next	Donna Sims To Attend Youth Mental Health & Wellbeing Conference In 2013	300.00
EFT12620	21/12/2012	Hospitality House	Glass Door For Pie Warmer	93.00
EFT12621	21/12/2012	Harradine & Associates	Nov 12 De-sexing Subsidy	300.00
EFT12622	21/12/2012	Heath GDH & AJM	Rates Refund For Assessment A1593 136 Hurst Road Boyanup 6237	1346.48
EFT12623	21/12/2012	Insight CCS Pty Ltd	Call Centre Charge Nov 12	299.57
EFT12624	21/12/2012	Innovest Construction	Remove Dangerous Concrete Capping And Patch Damaged Render And Paint With Grey Paint As Discussed	1555.95
EFT12625	21/12/2012	Danielle Jewell	Reimburse Police Clearance	62.75
EFT12626	21/12/2012	Green Recycling	Nov 12-Kerbside Recycling Collection Service	31857.90
EFT12627	21/12/2012	State Library Of Western Australia	Recoveries Of Lost & Damaged Books	2.20
EFT12628	21/12/2012	Landgate	ID Of Land Parcel, Mining Tenements, GRV Interims, Rural UVS Chargeable	2005.60
EFT12629	21/12/2012	Mainspray	Nov 12 Verge And Kerb Weed Spraying Rural Road	3155.90
EFT12630	21/12/2012	Mcleods Barristers & Solicitors	SAT Review Dr 297/2012	568.45

EFT12631	21/12/2012	Fat Birdie Cafe	Light Lunch For 14 People Attending BWGC Meeting On Monday 26th November 2012 At 12.30pm (Assorted Sandwiches And Cake)	243.00
EFT12632	21/12/2012	M2 Technology Pty Ltd	2012 Christmas Holiday Message	220.00
EFT12633	21/12/2012	Marks Window Cleaning & Maintenance	Gutter Cleaning For The Various: Shire Halls, Shire Libraries And Shire Community Centres	1140.00
EFT12634	21/12/2012	Mounsey RP & EA	Construct Firebreaks On Various Shire Reserves	1518.00
EFT12635	21/12/2012	Nightguard Security Service Pty Ltd	Security Patrol For Dalyellup Toilet & Alarm Call Outs For Nov 12	1710.68
EFT12636	21/12/2012	Officeworks Superstores Pty Ltd	HACC-2012/2013 Stationery	153.41
EFT12637	21/12/2012	OPUS International Consultants (PCA) Ltd	Asset Data Pick Up For MRWA Delegated Road Sections In Town Sites For Period 24/11/12-31/12/12	2035.00
EFT12638	21/12/2012	Protector Alsafe	2X Pair Oliver P/N Boots Fire Fighter Hi Leg 25-395 Black@\$277.82ea For Elgin Brigade	555.64
EFT12639	21/12/2012	Picton Tyre Centre Pty Ltd	Replace And Repair Flat Tyre On Elgin 1.4 Fire Appliance P0047 CP522	502.00
EFT12640	21/12/2012	Public Libraries Western Australia Inc	PLWA Conference 2012: Public Libraries- So What Now?	300.00
EFT12641	21/12/2012	Roberts Tilt Tray Service	E Waste Removal Form Capel Tip To Perth & Return	869.00
EFT12642	21/12/2012	Rankine Mosquito Management	Mosquito Identification For Month Of Nov 12	1485.00
EFT12643	21/12/2012	Redwave Media	Radio Advertising - 2012/13 Redwave Media For Spiritfm Advertising Campaign	1088.69
EFT12644	21/12/2012	Rural Cinema	12 Handpainted Gift bags For Citizenship Ceremony On 24 January 2013	144.00
EFT12645	21/12/2012	RTW Steel Fabrication	Replace Safety Rail	357.50
EFT12646	21/12/2012	Records Maintenance & Storage	Records Storage For Month Of Nov 12	169.62
EFT12647	21/12/2012	South West Tree Safe	Power Line Pruning @: 67 Capel Drive, 31 Maslin St, Roe Rd, 115 Capel Drive & Removed Tree At Reilly Rd Boyanup	2640.00
EFT12648	21/12/2012	SOS Office Equipment	Meterbilling For Month of November 2012	2514.69
EFT12649	21/12/2012	South West Rubber Stamps	5 X Stamps For Records Plus Postage, 2 x Certify Stamp Plus Postage	450.95



EFT12650	21/12/2012	Security Man	Repair Of Alarm System After Lightning Strike 05/12/12	352.00
EFT12651	21/12/2012	SW Precision Print	Printing Fridge Magnets For Community Safety Month.	770.50
EFT12652	21/12/2012	WKB P/L (Signal One)	4x 97r Cargo Pants @\$72.68, 4x 107r Cargo Pants@\$72.68, 3x Ranger S/S Shirt Sz-Xl/44@\$55.97 Plus \$29 Freight	856.13
EFT12653	21/12/2012	Spyder Displays	Display Board For Community Info Sessions	2035.00
EFT12654	21/12/2012	Squire Sanders	Native Title Claims 12/12/12-21/12/12 Wad6006/2003 & Wad6012/2003	176.22
EFT12655	21/12/2012	Shaddicks Lawyers	Legal Fees For Prosecutions For The 2012/13 Financial Year	385.00
EFT12656	21/12/2012	Total Telephone	HACC-Standby Power board	121.00
EFT12657	21/12/2012	Totally Workwear	HACC-Staff Uniform-2x Shirts	176.00
EFT12658	21/12/2012	Transpacific Waste Management	Transfer Of Waste From Transfer Station For Month Of Nov 12	14835.02
EFT12659	21/12/2012	Traffic Force	Traffic Management For Boundry Rd Nov 12 & Lilleydale Rd Nov 12	9896.20
EFT12660	21/12/2012	Natasha Thomson	Reimbursement Of Exit Fee From WALGSP	75.00
EFT12661	21/12/2012	Ray Tink Roofing	Emergency Repairs At Dalyellup Community Centre & The Capel Community Centre	480.00
EFT12662	21/12/2012	West Coast Property Developments P/L	HACC-Rent & Rates For Period 1/1/13-31/3/13	26049.55
EFT12663	21/12/2012	Westbooks	Westbook Book Orders For 18 Books	183.45
EFT12664	21/12/2012	Woolworths Limited (WA)	HACC-Food For CALD Christmas Party	360.88
EFT12665	21/12/2012	GeoGreen	Nov12- Service Waterless Urinals For The Various Shire Halls, Community Centre, Shire Office And Peppi Beach Toilets	1750.60
EFT12666	21/12/2012	Ted Moore	Reimburse Ted Moore For Police Clearance	62.75
EFT12667	21/12/2012	Protector Alsafe	1 Pair Oliver P/N Boots Fire Fighter Hi Leg 25-395 Black For Kim Merritt - Elgin Brigade	277.82
EFT12668	21/12/2012	PJ & EV Page	Waxing & Buffering Of Boyanup Hall floor Nov 12	70.00

EFT12669	21/12/2012	Bunbury Holden	HACC-Purchase Of New Holden Wagon-CP5172	5529.01
EFT12670	21/12/2012	Bunbury Patio Solutions	Refund BSL Fee Permit No12056	40.50
EFT12671	21/12/2012	Lesley Jackes	Rates Refund For Assessment A3098 11 Connell Court Peppermint Grove Beach	1000.00
EFT12672	21/12/2012	Wood & Grieve Engineers	Professional Consulting Engineering Services For: Dalyellup Sports Pavilion-Water Service(\$5014.90) & Capel Recycling Shed (\$1925)	6939.90
EFT12673	21/12/2012	All West Building Approvals Pty Ltd	Assisting With The Assessment Of Building Licence Applications @65/Hour (Plus GST)	3169.21
EFT12674	21/12/2012	Emerge Associates	Capel Civic Precinct Master Plan - Stage 2 Nov 12	9500.70
EFT12675	21/12/2012	BT Financial Group	Superannuation Contributions	401.68
EFT12676	21/12/2012	Shire Of Capel Social Club	Payroll Deductions	208.00
EFT12677	21/12/2012	The Coxall Superannuation Fund	Superannuation Contributions	118.42
EFT12678	21/12/2012	Champagne Lifestyle Superannuation Fund	Superannuation Contributions	152.62
EFT12679	21/12/2012	Child Support Agency	Payroll Deductions	829.88
EFT12680	21/12/2012	Evans Family Superannuation Fund	Superannuation Contributions	427.38
EFT12681	21/12/2012	Portfoliofocus	Superannuation Contributions	254.81
46065	06/12/2012	Shire Of Capel	Reimburse HACC Petty Cash Purchases For Melbourne Cup Event	499.30
46066	07/12/2012	Alinta Gas	HACC-Gas Usage	559.65
<b>46067</b>		<b>-46067</b>	<b>CANCELLED</b>	
46068	07/12/2012	Kasey Bailey	Crossover Contribution-Dalyellup	300.00
46069	07/12/2012	Courier Australia International	Courier Fees-Health	23.02
46070	07/12/2012	Capel Medical Centre	Pre-Employment Medical Brankovic Tamara 04/12/2012 9:30am	99.00
46071	07/12/2012	Telstra Corporation Ltd	HACC Rent & Calls	968.50
46072	07/12/2012	Zurich Insurance	Excess On Claim #024986	1000.00
46073	07/12/2012	Cheryl Campbell	Reimbursement Of Mtce Works Not Undertaken For Cheryl Campbell	10840.39
46074	12/12/2012	Boyanup CWA	Annual Donation	290.00

46075	12/12/2012	Boyanup Senior Citizens	Annual Donation	290.00
46076	12/12/2012	Courier Australia International	Courier Fees-Health	8.83
<b>46077</b>		<b>-46077</b>	<b>CANCELLED</b>	
46078	12/12/2012	1st Capel Girl Guides	Annual Donation	290.00
46079	12/12/2012	Dalyellup Seniors	Annual Donation	290.00
46080	12/12/2012	Girl Guides WA Inc	Kidsport Voucher	120.00
46081	12/12/2012	Lions Club Of Dalyellup	Annual Donation	290.00
46082	12/12/2012	Capel Lions Club	Annual Donation	290.00
46083	12/12/2012	Public Transport Authority Of WA	Rates Refund For Assessment A4041 Lot 501 L4066 Turner Street Boyanup 6237	1575.13
46084	12/12/2012	Salvation Army	Annual Donation	290.00
46085	12/12/2012	Synergy	Electricity	1333.55
46086	12/12/2012	Water Corporation	Water Usage	1599.80
46087	12/12/2012	Shire Of Capel	Reimburse Petty Cash- Shire Of Capel For Refreshments & Other Misc Items	217.65
46088	21/12/2012	BGC Residential	Refund Of Planning Fees-BGC Residential	753.68
46089	21/12/2012	Courier Australia International	Courier Fee-Library	124.84
46090	21/12/2012	Shire Of Capel	Reimburse HACC-Petty Cash For Day Centre Shopping	37.10
46091	21/12/2012	Capel Equestrian Centre	Community Grant - Capel Equestrian Centre For The Refurbishment Of Ablution Block	3300.00
46092	21/12/2012	Kim Dening	Refund BSL Fee Permit No 12063	40.50
46093	21/12/2012	Julie Darlington	Refund Sea Kayaking Due To Lack Of Members	45.00
46094	21/12/2012	Mr M Elson	Rates Refund For Assessment A3874 63 Armstrong Street Boyanup 6237	134.55
46095	21/12/2012	Greendale Electrics	Install Circuit Breaker To Bore Switch Board At Gelorup BF Brigade Shed	150.00
46096	21/12/2012	3 Australia	Brigade Messaging Service	215.16
46097	21/12/2012	MJ & AH Robinson	Refund Of BSL Levy Fee Permit No 11938	40.50
46098	21/12/2012	RAC Businesswise	HACC-Renewal Businesswise Assist	178.00
46099	21/12/2012	Synergy	HACC-Electricity	2733.30
46100	21/12/2012	Telstra Corporation Ltd	Rent & Calls	4993.09
46101	21/12/2012	Mr T Giles	Rates Refund For Assessment A2420 34 South Western Highway Boyanup WA 6237	225.62

46102	21/12/2012	Water Corporation	Water Usage 12/9/12-11/12/12	2648.50
46103	21/12/2012	AMP Life Limited	Superannuation Contributions	70.71
46104	21/12/2012	Australiansuper	Superannuation Contributions	329.58
46105	21/12/2012	Australian Services Union	Payroll Deductions	45.80
46106	21/12/2012	The Australian Workers Union	Payroll Deductions	260.00
46107	21/12/2012	Shire Of Capel	Payroll Deductions	2176.00
46108	21/12/2012	CBUS	Superannuation Contributions	147.16
46109	21/12/2012	Shire Of Donnybrook/Balingup	Payroll Deductions	130.00
46110	21/12/2012	HESTA	Superannuation Contributions	183.13
46111	21/12/2012	LGRCEU	Payroll Deductions	38.80
46112	21/12/2012	Rest Superannuation	Superannuation Contributions	334.98
46113	21/12/2012	Unisuper	Superannuation Contributions	265.71
46114	21/12/2012	WALGS Plan	Superannuation Contributions	61460.20
				786,634.96

04.12.12	SHIRE OF CAPEL PAYROLL PAYMENTS	\$170,588.22
18.12.12	SHIRE OF CAPEL PAYROLL PAYMENTS	\$165,405.10
21.12.12	SHIRE OF CAPEL PAYROLL PAYMENTS	\$3150.88

**\$339,144.20**

07.12.12	TRANSFER TO MUNICIPAL ACCOUNT	\$150,000.00
12.12.12	TRANSFER TO MUNICIPAL ACCOUNT	\$385,000.00
21.12.12	TRANSFER TO MUNICIPAL ACCOUNT	\$675,000.00

**\$1,210,000**

#### 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 23<sup>rd</sup> January 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

**OC0116 OFFICER'S RECOMMENDATIONS – 17.7/COUNCIL DECISION**

**Moved Cr Manley, Seconded Cr Hearne**

**That Council receives:**

- 1 The Schedule of Accounts covering vouchers 187 to 198, EFT12465 to EFT12499, EFT12539 to EFT12681, 46065 to 46066, 46068 to 46076, 46078 to 46114 totalling \$786,634.96 during the month of December 2012;**
- 2 Payroll payments for the month of December 2012, totalling \$339,144.20; and**
- 3 Transfers to and from investments as listed.**

Carried 9/0

## **COMMUNITY SERVICES REPORTS**

### **OC0117 (18.1) Disability Access and Inclusion Advisory Committee**

Location:	Capel
Applicant:	Shire of Capel
File Reference:	
Disclosure of Interest:	Nil
Date:	03.01.13
Author:	Community Development Officer, J Whistler
Senior Officer:	Director Community Services, M Plume
Attachments:	Minutes of Disability Access and Inclusion Advisory Committee Meeting

### **MATTER FOR CONSIDERATION**

Council to receive the minutes of the Disability Access and Inclusion Advisory Committee (DAIAC) held on 13<sup>th</sup> December 2012 and adopt the recommendations contained in the minutes.

### **BACKGROUND / PROPOSAL**

#### **Background**

At the Council meeting held 19 September 2012, Council resolved to adopt the Shire of Capel Disability Access and Inclusion Plan (DAIP) and the Shire of Capel Disability Access and Inclusion Plan Implementation Plan 2012 - 2017. This existing plan expires in July 2017 and Disability Service Commission requires local government to review and adopt a new plan every five years.

#### **Proposal**

That Council accept the minutes of the Disability Access and Inclusion Advisory Committee meeting held Thursday 13<sup>th</sup> December 2012 and adopt the recommendations.

### **STATUTORY ENVIRONMENT**

Section 28 of the Disability Services Act 1994 requires each public authority (including local governments) to prepare and adopt a disability access and inclusion plan to ensure that in so far as its functions involve dealings with the general public, the performance of those functions furthers the principles in Schedule 1 and meets the objectives in Schedule 2.

This section of the Act further provides that not more than 5 years is to elapse —

- (a) between the day on which a public authority first lodges its disability access and inclusion plan with the Commission and the day it lodges a report of a review of the plan with the Commission; or
- (b) between the lodgement of the report of one review of a plan and the lodgement of the report of another review of the plan.

After reviewing its disability access and inclusion plan, a public authority may amend the plan or prepare a new plan.

Local Government Act 1995 – Section 5.8. Establishment of committees – provides that a local government may establish committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

**POLICY IMPLICATIONS**

Policy 21.13 states that the Shire of Capel is committed to achieving the desired outcomes of the Disability Services Regulations 2004, as per the six key outcome areas outlined in the DAIP.

**FINANCIAL IMPLICATIONS****Budget**

The 2012/13 budget includes provision of \$5000 to implement strategies identified in the Plan. The budget also included the provision of \$2000 for the installation of a hand rail at the entry to the Gelorup Community Hall which has now been completed.

**Long Term**

The plan is a 5 year plan which will require an annual allocation of funds, (yet to be determined) to implement the strategies highlighted in the Plan.

**Whole of Life**

As disability access infrastructure is identified and installed in future years there will be ongoing costs required for maintenance and replacement/renewal of these infrastructures. As no specific infrastructure is identified at this stage, no costs are currently available.

**SUSTAINABILITY IMPLICATIONS**

The enhancement of service levels and community infrastructure for people with a disability has significant social benefit for the community in making our Shire a welcoming and accessible place in which to live.

There are no environmental or economic implications relevant to this matter.

**STRATEGIC IMPLICATIONS**

Consideration of this matter is consistent with Key Focus Area 2 – Objective 2.2 – Provide facilities and services which recognise the diverse needs of the community, and 2.5 – To ensure that all Community Plans are diverse, of best practice, innovative and appropriate to demographics. Key Focus Area 5 – Objective 5 – Maintain and improve safe and sustainable infrastructure to meet the community needs of the Shire of Capel Strategic Plan 2009 – 2020.

**CONSULTATION**

Consultation was undertaken in the development of the Disability Access and Inclusion Plan 2012 – 2017.

The Disability Access and Inclusion Advisory Committee was attended by members of the Dalyellup Community Garden Committee to present on their proposed Garden design, and feedback from the DAIAC was provided to improve access and inclusion to the site.

**COMMENT**

The Disability Access and Inclusion Advisory Committee meets on a quarterly basis to provide access and inclusion feedback to Council and to review progress made on the Disability Access and Inclusion Implementation Plan 2012 – 2017.

The quarterly meetings provide an opportunity for Committee members to provide updates from their communities/agencies in regards to access issues and raise any concerns/priorities

that have been presented to them by community members.

**CONCLUSION**

The Disability Access and Inclusion Plan 2012 -2017 has comprehensively covered the key issues of access and inclusion in our communities at present and provides strategies to address each of these to create a more socially inclusive Shire for residents and visitors alike.

The minutes of the meeting of the Disability Access and Inclusion Advisory Committee held on 13<sup>th</sup> December 2012 highlight the progress made in the implementation of the plan and the items that need to be considered in the 2013/14 budget to progress the plan further.

**VOTING REQUIREMENTS**

Simple majority

**OC0117 OFFICER’S RECOMMENDATION – 18.1/COUNCIL DECISION**

**Moved Cr J Scott, Seconded Cr Norton**

**That Council receives the minutes of the Disability Access and Inclusion Advisory Committee meeting held on 13<sup>th</sup> December 2012 and adopts the Committee’s recommendations:**

**DA1202**

**It be recommended to Council that the officers report on Progress made toward achieving outcomes against the Disability Access and Inclusion Plan 2012 – 2017 be received.**

**DA1203**

**It be recommended to Council that the priority areas of access be considered in the 2013/14 budget process.**

Carried 9/0



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**OC0118 (18.2) Youth Strategic Plan 2013 - 2023**

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Location: Capel  
Applicant: Shire of Capel  
File Reference:  
Disclosure of Interest: Nil  
Date: 10.01.13  
Author: Community Development Officer, D Sims  
Senior Officer: Director Community Services, M Plume  
Attachments: Youth Strategic Plan 2013 - 2023

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**MATTER FOR CONSIDERATION**

Council to adopt the Youth Strategic Plan 2013 – 2023 for the purpose of implementation.

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

Council resolved to adopt the Shire’s Draft Youth Strategic Plan for the purpose of seeking public comment at the Council meeting on 5<sup>th</sup> July, 2012.

The Youth Strategic Plan was conducted in partnership with South West Development Commission and has been locally driven through a “bottom-up” approach, which began with the experiences of young people and youth service providers regarding the challenges facing young people in the Shire of Capel. These findings were reinforced by CCS Strategic’s consultations with young people, which were conducted as part of the youth consultations for the Community Strategic Plan.

**Proposal**

That Council adopt the Youth Strategic Plan 2013-2023 for implementation.

**STATUTORY ENVIRONMENT**

There are no statutory environment matters to consider.

**POLICY IMPLICATIONS**

There are no policy implications to consider.

**FINANCIAL IMPLICATIONS**

Note: The cost estimates for each recommendation in the Implementation Plan (Attachment H of the Strategy) provide Council with an appreciation of the possible financial impact of the Strategy’s recommendations.

**Budget**

There are a number of strategies that will have financial implications. It should be noted, however, that the majority of these strategies will be funded in the context of the Shire’s current expenditure. These strategies do not as individual items have significant financial impacts but do accumulatively contribute to an increased budget.

**Long Term**

The following strategies will have additional costs to what is already funded in the context of the Shire's current expenditure:

- **S 1.7** – Upgrade the Skate Park in Capel. This will have a cost of \$100,000 for shade provision, some extension and provision of skate-able paths through the Capel Civic Precinct, of which \$50,000 is to be sourced from external funding. This cost will have an implication in the 2017/2018 financial year.
- **S 1.9** – Provide more oval space in Capel due to clashes between Soccer and Football. This will have a cost of \$900,000, of which \$450,000 is to be sourced from external funding. This cost will have an implication in the 2014/2015 financial year.
- **S 1.11** – Provide a Skate Park in Dalyellup. This will have a cost of \$260,000 for design and construction, of which \$130,000 is to be sourced from external funding. This cost will have an implication in the 2015/2016 financial year.
- **S 3.2** – Consider purchasing a 12 seat community bus to provide alternative transport options. This will have a cost of \$75,000 to purchase the bus and an annual maintenance fee of \$18,570. External funding will be sourced to assist with purchasing the bus. This cost will have an implication in the 2015/2016 financial year.

The above costings will be factored into the Shire's four year Corporate Plan.

**Whole of Life**

The strategies listed above have the following whole of life costs:

- **S 1.7** – Upgrade the Skate Park in Capel. The whole of life cost will be \$160,000 (\$100,000 for upgrade plus \$3,000 annual maintenance costs for a period of 20 years).
- **S 1.9** – Provide more oval space in Capel. The whole of life cost is \$52,000 per year for ever as ovals tend to last forever if they are set up correctly and maintained properly.
- **S 1.11** – Provide a Skate Park in Dalyellup. The whole of life cost will be \$320,000 (\$260,000 for design and construction plus \$3,000 annual maintenance costs for a period of 20 years).
- **S 3.2** – Consider purchasing a 12 seat community bus. The whole of life costs will be \$275,000 (\$75,000 to purchase bus and \$20,000 annual maintenance costs for a period of 10 years).

**SUSTAINABILITY IMPLICATIONS**

The Youth Strategic Plan suggests strategies that may alter the design, management and improvement of the built and landscaped environments. These strategies are as follows:

- **S 1.4** - Provide youth specific spaces in Capel, Boyanup and Dalyellup. E.g. Capel Civic Precinct, Boyanup ex-football club rooms and Dalyellup District Centre;
- **S 1.7** - Upgrade the skate park in Capel;
- **S 1.8** - Develop a new BMX track in Capel;
- **S 1.9** - Provide more oval space in Capel due to clashes between Soccer and Football;
- **S 1.11** - Provide a skate park in Dalyellup;

- **S 1.14** - Provide better sporting facilities in Boyanup; and
- **S 2.12** - Provide safe measures for crossing the Busselton Highway from Gelorup to Dalyellup and South Western Highway in Boyanup Townsite;

The Youth Strategic Plan suggests strategies for improving youth participation in community life and social and recreational activities. Young people have been, and will continue to be, involved in all decision-making and planning processes in the Youth Strategic Plan in order to increase young people's sense of personal responsibility and sense of engagement with the wider community.

The Youth Strategic Plan suggests strategies for improving young people's participation in voluntary or paid employment.

### **STRATEGIC IMPLICATIONS**

#### Shire of Capel Strategic Plan 2009 - 2020

Consideration of this matter is consistent with the Shire's Strategic Plan 2009 – 2020. Key Focus Area 2 – The Community Experience, Strategy C4 – Plan to meet the needs of the increasing older population, the disabled and youth. The Action for Strategy C4 is "develop, implement and review a Youth Strategic Plan".

This matter is also consistent with the Shire's Sport & Recreation Strategic Plan 2010 – 2015. Key Objective 1: Access, equity and safety, Strategy 1.6 – As part of the Youth Needs Analysis, consult with young people across the Shire with regard to their sport and recreation needs.

#### Capel Town Public Open Space Strategy 2011-2021

The POS Strategy adopted by Council in February 2011 has previously recognised and adopted a Strategic Action relating to the need to "construct an additional active sporting space at the Capel Sports ground when indicated by population growth and / or demand from users". This action was identified as a medium priority (to be developed between 2013 and 2016).

### **CONSULTATION**

In developing the Youth Strategic Plan 2013-2023, the Shire consulted with a number of key stakeholders through the distribution of surveys and focus groups with young people and youth service providers during the month of November, 2011. The focus groups were facilitated by a representative from South West Development Commission. A total of 151 young people completed a survey during the period 1<sup>st</sup> November, 2011 until 1<sup>st</sup> March, 2012. 35 young people attended focus groups in the localities of Dalyellup, Capel and Boyanup, and 15 youth service providers attended a focus group. CCS Strategic also consulted with 62 young people across the localities of Dalyellup, Capel and Boyanup in early 2012.

The Plan was open for public comment between the dates of Monday 23<sup>rd</sup> July, 2012 until Friday 31<sup>st</sup> August, 2012. The only comments received were from Investing In Our Youth Inc and they advised that a large proportion of the information included in the document should be inserted into an Appendix. The following changes have been made to reflect this comment:

- Shire locality profiles have been included in Appendix A.
- Some history of the Shire of Capel has been included in Appendix B.
- Community and cultural facilities have been included in Appendix C.
- Youth service providers have been moved to Appendix D.

- Literature Review has been moved to Appendix E.
- The findings of what young people had to say have been moved to Appendix F.
- The findings of what youth service providers had to say have been moved to Appendix G.
- A 10 year Implementation Plan has been developed and included in Appendix H.

Investing In Our Youth Inc also suggested that the Plan showed what Council currently does for young people aged 0 – 12 years. This has been included in p. 15 of the Plan.

The Plan was also reviewed by Shire Staff from other Divisions (e.g. Planning and Engineering and Operations) to reflect what is achievable. Some strategies were removed from the Plan because they were not realistically achievable. E.g. provide a swimming pool in Capel.

An objective was also developed and included in each theme.

Now that the Plan has been completed and reviewed by the wider community, it is ready to be adopted by Council.

### **COMMENT**

The Youth Strategic Plan has been developed to reflect the challenges facing young people in the Shire and how these challenges impact on young people's ability to access services and facilities and participate within the community. The aim was also to explore the strengths associated with living in the Shire with the intention of building on these strengths to address the challenges. The Shire has worked closely with young people, youth service providers and the community in the development of this Strategic Plan.

The Plan analyses the experiences of young people and a number of strategies have been formulated to address the identified challenges. It is intended that young people will be involved in every stage of implementing the Plan.

Consultations with young people and youth service providers revealed the following themes:

- Leisure, Recreation & Social Life;
- Health, Safety & Wellbeing;
- Public Transport;
- Employment & Education;
- Youth Participation (including community support and appreciation of young people);
- Communication & Information; and
- Public Spaces.

In formulating this Plan, research also involved analysis of a number of similar youth research projects that have recently been undertaken on a State and National level, such as:

- Mission Australia (2010). *National Survey of Young Australians 2010: Key & Emerging Issues*;
- The Foundation for Young Australians (2010). *How Young People are Fairing: The National Report on the Learning and Work Situation of Young Australians*.

- University of Western Sydney (2008). *Young People Imagining a New Democracy*.
- Department for Communities (2009). *Consultation Process for Work Plan 2009 – 2011: Report of Findings*.

An analysis of the above studies and consultation conducted for the Youth Strategic Plan indicate that young people throughout the Shire, State and Nation experience the same challenges. High priorities include:

- Need to equip young people with practical strategies to deal with stress and a range of competing demands and pressures;
- Societal norms around the use of alcohol and peer pressure;
- Education environment and associated issues of bullying, peer pressure, discrimination and racism;
- The way the media portrays the problems associated with young people impacts on society’s perception of young people and understanding of young people’s capabilities;
- Negative attitudes and harsh judgements by the community make young people feel devalued and excluded, thereby reducing their self esteem and confidence and creating anger, which is then expressed through vandalism and graffiti; and
- Involving young people in the building of communities improves service delivery whilst also improving young people’s mental and emotional wellbeing.

**CONCLUSION**

This report outlines a commitment to a variety of roles that young people, youth service providers, Council and the community can undertake to respond to the challenges facing young people in the Shire. It is envisaged that the implementation of the strategies in this Youth Strategic Plan will serve to improve the quality of life of young people who reside in the Shire of Capel.

**VOTING REQUIREMENTS**

Simple majority

<b>OC0118 OFFICER’S RECOMMENDATION – 18.2/COUNCIL DECISION</b>
--

**Moved Cr J Scott, Seconded Cr Smith**

**That Council adopts the Youth Strategic Plan and endorses the 10 Year Implementation Plan 2013-2023 outlined in Appendix H.**

Carried 9/0

Ms Sims left the meeting at 6.50pm and did not return.

Mr Dent left the Chambers at 6.50pm.

## **NEW BUSINESS OF AN URGENT NATURE**

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### **OC0119 (19.1) Climate Change Policy Advisory Committee – Minutes of Meeting**

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Location:	Capel
Applicant:	Shire of Capel
File Reference:	
Disclosure of Interest:	Nil
Date:	23.01.13
Author:	Chief Executive Officer, PF Sheedy
Senior Officer:	Chief Executive Officer, PF Sheedy
Attachments:	Minutes of Climate Change Policy Advisory Committee meeting held on 23 January 2013

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### **MATTER FOR CONSIDERATION**

Receive the minutes of the Climate Change Policy Advisory Committee held on 23 January 2013 and endorsement of its recommendations.

### **BACKGROUND / PROPOSAL**

#### **Background**

The Advisory Committee met prior to the Council meeting today to consider the allocation of 2012/13 and 2013/14 funds on sustainability initiatives proposed by Council's new Sustainability Officer, Evan Gray.

The item has been included as an urgent item, given that the financial year is substantially progressed and it is important that work commencement as early as possible to finalise the projects prior to the end of the financial year.

#### **Proposal**

A number of sustainable energy actions are proposed for 2012/13:

- Install a 2kW solar power system on the Peppermint Grove Beach Community Centre
- Install a 4kW solar power system on the Gelorup Community Centre
- Install a 5kW solar power system on the Boyanup Community Centre
- Trial the replacement of about 24 existing fluorescent tubes with LED tubes in one building
- Energy audits of eight Council buildings
- Install a controller for the air-conditioners at the Dalyellup Community Centre to prevent them from being left on.

The main sustainable energy actions proposed for 2013/14, subject to budget allocation, Federal Government funding and the trial of LED tubes, include:

- Replace about 400 existing T8 fluorescent tubes in the five community centres with equivalent LED tubes
- Replace existing hot water systems with solar or heat pump hot water systems in three or four buildings, such as sports clubs or community centres, where the replacement provides the best financial and environmental outcomes.

## **STATUTORY ENVIRONMENT**

The Local Government Act 1995, section 5.9 (2) (b) indicates that "A committee is to comprise council members and employees".

## **POLICY IMPLICATIONS**

There are no current policies relevant to this item.

## **FINANCIAL IMPLICATIONS**

### **Budget**

The proposed actions for 2012/13 are estimated to cost Council \$36,000 (ex GST). This is after the sale of Small-scale Technology Certificates (STCs) that can be created for the solar power systems. The STCs for the systems will be worth about \$6,600.

The 2012/13 budget has \$40,225 allocated to energy efficient systems for community centres and energy audits of community buildings. This includes \$24,000 carryover from 2011/12.

The proposed actions for 2013/14 are estimated to cost Council \$22,000 (ex GST), but are subject to budget allocation and obtaining Federal Government funding of \$34,000.

### **Long Term**

There will be a minor cost for 6 or 12 monthly checks of the solar power systems by Shire staff to ensure they are operating correctly. Over the expected 20 year life of the systems there could be a small to moderate cost to replace panels or inverters that can occasionally fail (outside of warranty).

LED lamps typically have a life expectancy of 50,000 hours (or 20 years at 50 hours per week) but there will be odd lamps that fail and need to be replaced.

### **Whole of Life**

Included under long term implications.

## **SUSTAINABILITY IMPLICATIONS**

The proposed actions for 2012/13 are expected to reduce electricity costs by about \$5,100 per year and greenhouse gas emissions by about 18 tonnes CO<sub>2e</sub> per year.

Implementing the proposed actions will increase the asset value of the relevant Council buildings.

## **STRATEGIC IMPLICATIONS**

The Shire of Capel Strategic Community Plan 'Towards 2020 – A Vision for the Shire of Capel Key Focus Area 3 'The Environmental Experience' and Strategy En4 'Provide leadership in living sustainability' in the Shire's Strategic Plan is relevant to this item.

The proposed sustainable energy actions for 2012/13 and 2013/14 are part of a broader Sustainability Strategy that is currently being developed.

## **CONSULTATION**

No consultation on this matter is required.

**COMMENT**

Given that this matter is a late item most of the information in the report to the Committee has been repeated here for ease of reading.

The sustainable energy actions are proposed to be carried out in 2012/13 for the following reasons:

- Council can use funding allocated to sustainable energy initiatives to carry out projects and achieve environmental benefits now rather than carrying over funding again
- The time required to finalise the overall Sustainability Strategy will make it too late to carry out projects and use funding available this financial year
- It appears unlikely that any additional State or Federal Government funding will be available for solar power systems on Local Government buildings in the near future, so it's unlikely that Council will lose out by going ahead with the three systems proposed.

The sustainable energy actions proposed for 2013/14 are subject to obtaining Australian Government funding through the Community Energy Efficiency Program (CEEP) and Local Government Energy Efficiency Program (LGEEP). If applications to these programs are not successful then the best projects, i.e. those that provide the greatest financial and environmental outcomes, will be implemented within the budget available.

Mr Dent returned to the Chambers at 6.51pm.

**VOTING REQUIREMENTS**

Simple majority

<b>OC0119 OFFICER’S RECOMMENDATIONS – 19.1/COUNCIL DECISION</b>
---

**Moved Cr J Scott, Seconded Cr Smith**

**That Council receives the minutes of the Climate Change Policy Advisory Committee held on 23<sup>rd</sup> January 2013 and adopts the following recommendation:**

**CC0103 That it be recommended to Council that it:**

- 1. endorses the proposed sustainable energy actions for 2012/13 with the deletion of the Peppermint Grove Beach, Boyanup and Gelorup Community Centres solar power systems until further investigation into power consumption is undertaken and the addition of the installation of a solar power system on the Capel Administration Building.**
- 2. endorses the proposed sustainable energy actions for 2013/14 noting that the proposed actions are subject to budget allocation and obtaining Federal Government funding.**

Carried 9/0



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**OC0120 (19.2) Development Assessment Panels – Local Government Nominations**

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Location: Capel  
Applicant: Department of Planning  
File Reference:  
Disclosure of Interest Nil  
Date: 21.01.13  
Author: Chief Executive Officer, PF Sheedy  
Senior Officer: Chief Executive Officer, PF Sheedy  
Attachments: Nil

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**MATTER FOR CONSIDERATION**

Council is requested to nominate two Elected Members and two alternate Elected Members to represent Council on the South West Development Assessment Panel (DAP) which the Shire of Capel will be aligned to.

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

On 1 July 2011 fifteen Development Assessment Panels (DAP) came into operation in order to determine development applications that meet a certain threshold value. Each DAP is comprised of five members: three specialist members, one of which is the presiding member, and two local government members.

Appointments of all local government DAP members expire on 26 April 2013. Members whose term has expired will be eligible for re-consideration at this time.

An Expression of Interest for Development Assessment Panel specialist members was advertised in the West Australian on 8 and 12 December 2012 and in regional newspapers in the week commencing 10 December 2012. Nominations for specialist members will close on Friday 25 January 2013.

**Proposal**

Under regulation 26 of the *Planning and Development (Development Assessment Panels) Regulations 2011*, your local council is requested to nominate four elected members of the Council, comprising two local members and two alternate local members to sit on your local DAP as required.

Using the attached form, please provide names, address, email, mobile and landline telephone numbers, date of birth, employer(s), position(s) and include curriculum vitae details of your four local government DAP nominees.

**Nominations are required to be received no later than Friday 15 February 2013.**

Following receipt of all local government nominations, the Minister for Planning will consider and appoint all nominees for up to a two-year term, expiring on 26 April 2015. All appointed local members will be placed on the local government member register and advised of DAP training dates and times. It is a mandatory requirement, pursuant to the DAP regulations, that all DAP members attending training before they can sit on a DAP and determine applications. Local government representatives who have previously been appointed to a DAP and have received training are not required to attend further training.

Local government elections may result in a change to local DAP membership if current councillors, who are DAP members, are not re-elected. In this instance, the deputy local DAP members will take the place of the former local DAP members. If both local and alternate (deputy) local members are not re-elected, the local government will need to re-nominate for the Minister's consideration of appointment.

The Council should consider the above matters in selecting nominees a local DAP members.

Local DAP members are entitled to be paid for their attendance at DAP training and at DAP meetings, unless they fall within a class of persons excluded from payment.

Members are who not entitled to payment of sitting, training and State Administrative Tribunal attendance fees include Federal, State and local government employees, active or retired judicial officers and employees of public institutions. These DAP members are not entitled to be paid without the Minister's consent, and such consent can only be given with the prior approval of Cabinet. This position is in accordance with *Premier's Circular – State Government Boards and Committees Circular (2010/02)*.

### **STATUTORY ENVIRONMENT**

Planning and Development Act 2005 Part 11A

Planning and Development (Development Assessment Panels) Regulations 2011, Regulation 26

### **POLICY IMPLICATIONS**

Policy 12.3 Travelling Expenses – Councillors, would generally be applicable where Council nominates elected members to attend various functions on its behalf or where they are nominated to a committee, organisation or board where no travel allowance is paid.

In this instance the nominated members are entitled to sitting and attendance fees paid by the Department of Planning.

### **FINANCIAL IMPLICATIONS**

#### **Budget**

As the nominated members are entitled to fees from the State Government Council will not be required to incur any expenses, including reimbursement of travel expenses as outlined in policy 12.3 and therefore there is no impact on the current budget.

#### **Long Term**

There are no long term cost implications relevant to this item as no costs are incurred by Council.

#### **Whole of Life**

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

### **SUSTAINABILITY IMPLICATIONS**

There are no sustainability implications relevant to this item.

### **STRATEGIC IMPLICATIONS**

Representation on the DAP is considered to be important to ensure the views of the Shire of Capel and its community are taken into consideration.

**CONSULTATION**

No consultation with community or other agencies is required.

**COMMENT**

Council previously nominated Councillors McCleery and Norton as DAP members and Councillors Gibson and Hearne as Alternate DAP members.

The letter requesting nominations was only received by Council on 15 January 2013 and given that nominations are required by 15 February 2013, prior to the next Council meeting (20 February), the matter has been brought forward as 'New Businesses of an Urgent Nature' in the Council agenda.

In addition to completion of the nomination form a curriculum vitae is required for all nominated members.

The staff recommendation has been completed on the basis that the current four members wish to be renominated and Council will endorse this position.

**VOTING REQUIREMENTS**

Simple majority

<b>OC0120 OFFICER'S RECOMMENDATION - 19.2/COUNCIL DECISION</b>
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**Moved Cr Smith, Seconded Cr Manley**

**That Council nominates Councillors Peter McCleery and Greg Norton as its Development Assessment Panel members and Councillors Kingsley Gibson and Brian Hearne as its alternate Development Assessment Panel members.**

Carried 9/0

**PUBLIC QUESTION TIME** Nil

**MOTIONS WITHOUT NOTICE (ABSOLUTE MAJORITY BY COUNCIL)** Nil

**NOTICES OF MOTION FOR CONSIDERATION AT THE NEXT ORDINARY MEETING OF THE COUNCIL** Nil

**MEETING CLOSURE**

The meeting closed at 6.55pm.

These minutes were confirmed at an Ordinary Council meeting on 20 February 2013.

Signed

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

Date