

Shire *of* Capel

AGENDA

ORDINARY COUNCIL MEETING

Wednesday 24th August 2016

Commencing at 4.30pm in the Council Chambers
Shire Administration Building, Forrest Road, Capel

REMINDER:

12.00noon CEO's Annual Performance Review

3.00pm Councillor Briefing: Health Services team

3.30pm Round the Table Discussion



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Shire of Capel



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FINANCIAL INTEREST

(Effective 1 July 1996)

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

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

Councillors should declare an interest:

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

A member who has declared an interest must not:

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

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

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

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

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

SHIRE OF CAPEL

NOTICE OF AN ORDINARY COUNCIL MEETING

THE NEXT ORDINARY MEETING OF COUNCIL WILL BE HELD IN THE COUNCIL CHAMBERS ON WEDNESDAY, 24 AUGUST 2016 COMMENCING AT 4.30PM.

P.F. Sheedy.

PF Sheedy
CHIEF EXECUTIVE OFFICER

18 August, 2016

AGENDA

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IMPORTANT NOTE:

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

1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

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

Leave of Absence: Councillors Norton, McCleery, J Scott and Smith (OC0701)
Cr J Scott will be attending the Council meeting.

3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4 PUBLIC QUESTION TIME

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

5 APPLICATIONS FOR LEAVE OF ABSENCE

6 DECLARATIONS OF INTEREST

7 NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS

8 CONFIRMATION OF MINUTES

8.1 Ordinary Council Meeting – 27.07.16

9 ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION

10 PETITIONS/DEPUTATIONS/PRESENTATIONS

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

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

11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

12 QUESTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

13 CHIEF EXECUTIVE OFFICER REPORTS**14 ENGINEERING AND DEVELOPMENT SERVICES REPORTS****14.1 Town Planning Scheme No. 7 – Development Application for the Spreading of Whey (Waste Disposal)**

Location:	Lots 23 and 24 Collins Road, Boyanup
Applicant:	Brownes Food Operations
File Reference:	PA102/2016 and PA103/2016
Disclosure of Interest:	Nil
Date:	02.08.16
Author:	Senior Planning Officer, L Hughes
Senior Officer:	Executive Manager Engineering and Development Services, J Gick
Attachments:	1. Location Plan 2. Whey Management Plan 3. Schedule of Submissions

MATTER FOR CONSIDERATION

Council is asked to consider a development application for spreading of whey on Lots 23 and 24 Collins Road, Boyanup. The applicant is seeking temporary approval for a twelve month period only.

Background

The subject site is zoned rural and comprises approximately 200ha of agricultural land – in this regard Lots 23 and 24 Collins Road, a total 87ha of agricultural land in the Shire of Capel which is currently operating as a commercial dairy producing an average of 8,500 litres of milk per day. The dairy processing facility was constructed in 2015 and commenced operation later that same year. The remaining 112.8ha to the north is located in the Shire of Dardanup.

Proposal

The applicant is seeking temporary approval for the spreading of whey generated as a by-product of the cheese making process, which is manufactured at the applicant's milk processing facility in Brunswick. The proposal seeks to spread 5,000kL of whey over the available 200ha and the applicant has also sought the necessary approvals of the Department of Environment Regulation (DER) under Schedule 1 of *the Environmental Protection Regulations 1987*. The preferred method of whey disposal is for it to be sent to a local piggery to be used as pig feed. However during times of high milk production, there is a need for additional methods of disposal in the form of spreading on land. The applicant is negotiating with a new pig farm for future disposal of whey but the current volume needs disposal until longer term arrangements are finalised.

The development application is supported by a Whey Management Plan to address the environmental component of the proposal. The location has been selected for spreading of whey due to the larger farm size operated by a single proprietor and the ability to achieve buffer distances from adjoining residential properties.

The proposal anticipates spreading will occur between August 2016 and February 2017. The whey will be delivered to the site with an expected maximum of 5 truck movements each day over an 8 to 10 week period; it is anticipated that on average there will be no more than 2-3 truck movements per day. The whey will be spread on the land in a single application of 2.5mm across the site and the importance of applying during the August to February time period is to maximise the nutrient uptake of growing grass during spring; nutrients from the

they will directly substitute the nutrients otherwise applied as inorganic fertiliser. The site has been assessed by the applicant to identify areas prone to waterlogging to ensure they is not applied in areas where it could 'pond' to minimise the risk of adverse amenity impacts.

STATUTORY ENVIRONMENT

The subject site is zoned rural under the provisions of the Shire's Town Planning Scheme No. 7 (the Scheme). Clause 5.7.1 of the Scheme states:

Council's objective in the assessment of subdivisions referrals and management of land uses in the Rural Zone is to preserve the character of the rural area, discourage the removal of prime agricultural land from agricultural production and prevent adverse effects on the continuation of established or potential agricultural industries.

Clause 5.7.2 states:

Council's policy in assessing applications for Planning Consent, or referrals from the Western Australian Planning Commission of subdivision applications will have regard to:

- a) The objective set out in Clause 5.7.1 and any policy document adopted pursuant to Clause 8.9 of the Scheme which is directed at achieving that objective;*
- b) The need to provide for land to be held in lots that are suitable for the long term use of the land for Rural Pursuits, and in particular applications for subdivision of Rural land should demonstrate the facilitation of ongoing farming of the land;*
- c) The availability of services required to support the proposed development or subdivision and the economic impact of the provision, extension or upgrading of those services that may be required;*
- d) The adequacy of the roads, existing or proposed in the area, which may be needed to support the amount of road traffic expected to be generated by the development or subdivision; and*
- e) The need to impose such conditions as Council deems appropriate in order to minimise any adverse effect the development or subdivision may have on the environment of the area.*

The Scheme defines 'Waste Disposal' as:

'Means the use of land for the purpose of storage or the disposal of domestic or industrial rubbish, refuse or waste whether liquid or solid'

The use of land for waste disposal is identified as an 'AA' use in the zoning table of the Scheme which means that the use is not permitted unless the Council has granted its planning consent.

POLICY IMPLICATIONS

State Planning Policy 2.5 Land Use Planning in Rural Areas (SPP 2.5)

The site is zoned Rural under the provisions of the Greater Bunbury Region Scheme and the objectives of SPP2.5 state:

- a) To protect rural land from incompatible uses by:*
 - i) Requiring comprehensive planning for rural areas;*
 - ii) Making land use decisions for rural land that support existing and future primary production and protection of priority agricultural land, particularly for the production of food; and*

- iii) *Providing investment security for the existing and future primary production sector.*
- b) *To promote regional development through provision of ongoing economic opportunities on rural land.*
- c) *To promote sustainable settlement in and adjacent to existing urban areas.*
- d) *To protect and improve environmental and landscape assets.*
- e) *To minimise land use conflicts.*

The site does not fall within the Strategic Agricultural Resource Policy area and is not identified as a strategic mineral resource area. However, the strategic mineral resource area is located approximately 400m to the east of the subject site and any applications for mineral extraction would need to be referred to the Department of Mines and Petroleum in accordance with the requirements of the Greater Bunbury Region Scheme Strategic Minerals and Basic Raw Materials Resource Policy 2005.

FINANCIAL IMPLICATIONS

Budget

The relevant development application fees have been paid by the applicant.

Long Term

The cost of the development remains with the applicant and the potential cost implications relating to the maintenance of Collins Road are recommended as a condition of approval.

Whole of Life

There are no whole of life implications to this matter.

SUSTAINABILITY IMPLICATIONS

There may be considerations regarding the distance involved in transporting the whey from the production site to the subject site, however it is considered that these are generally offset by the benefits of providing a beneficial use for the waste product.

STRATEGIC IMPLICATIONS

Shire of Capel Strategic Community Plan 2013 - 2031

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

Strategic Outcome:

3.2 Maintain and enhance the quality of our unique natural environments.

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

Strategic Outcome:

4.6 Support and promote the agricultural economy.

CONSULTATION

The application was referred to nine adjoining landowners and relevant statutory agencies for comment. At the expiry of the referral period, submissions and comments had been received from one adjoining landowner and the Department of Water, Department of Planning, Main Roads WA and the Department of Environment Regulation. The primary concerns raised related to the following:

- Impact on watercourses and species living in the Preston River from run off;
- Odour;
- Dust from truck movements;
- Potential water quality impacts on groundwater;
- Potential water quality impact on surface water; and
- Impacts on the intersection of Collins Road and Boyanup Picton Road.

The Shire of Dardanup is also considering an application for the same proposal on lots abutting the subject site within the Shire of Dardanup. It is understood that the application will be considered at that Shire's Council meeting on 21 September 2016.

COMMENT

The proposed development requires approval under the Shire's scheme as it is an AA use in the rural zone. Whey is a bi-product of the process of manufacturing cheese and needs to be disposed of in an appropriate manner. Whilst it is generally used for feeding pigs, when the volumes produced exceed the amount which can be utilised by local piggeries, alternative means of disposal are sought.

It has been established that there are benefits to productive agricultural land through the application of whey as a liquid fertiliser as it increases pasture growth which is beneficial in a rural enterprise context. It is considered that the use is consistent with the objectives of the rural zone and the provisions of SPP2.5 and in assessing the application consideration has been given to the issues set out below.

Potential odour and ground, surface water and watercourse issues

The purpose of the planning process is primarily to consider whether the land use is appropriate in the context of the subject site and adjoining land uses, having regard to the relevant statutory planning provisions. The proposed use is considered to be consistent with the rural zone and the rural use of the land. The potential impacts on the environment have been assessed in detail by the relevant statutory agency, the Department of Environment Regulation (DER) who has not raised an objection to the proposal. In addition a separate licence needs to be approved by the in accordance with Schedule 1 of *the Environmental Protection Regulations 1987*, which considers and assesses the environmental impacts in greater detail.

It is considered that in view of the above, the short term nature of the development, the supporting documentation and the relatively small volumes which are proposed to be applied to the ground the potential harm to ground and surface water will be appropriately managed. This also applies to the potential for nutrients to impact on down-stream uses as the amounts are very small and the timing and volumes that the whey is applied is designed to be utilised by the growing grass thereby minimising potential risk.

In relation to odour, it is understood that the spreading of whey may have occurred on nearby farms a number of years ago and that at the time it resulted in odour issues. The current use is proposed in a way which applies a very fine spray in small quantities so that it does not 'puddle' and sit on the land; it is recognised that larger volumes which could not be readily utilised by grass and other vegetation growing on site could cause an odour issue, but the proposal has addressed this through appropriate application rates.

Dust from truck movements

The maximum number of truck movements anticipated is 5 per day over an 8 -10 week period between August 2016 and February 2017, although on average the applicant considers that 2-3 truck movements per day is more likely.

It is acknowledged that Collins Road is not a sealed road and therefore vehicle movements have the ability to generate dust. The nearest dwelling to the south is over 250m away from Collins Road and to the east of Lot 24 Collins Road (Lot 401 Twomey Road), setback over 250m from the road and therefore vehicle movements are unlikely to have a significant detrimental impact in terms of dust especially given the relatively small number of movements which are anticipated.

Potential impacts on the intersection of Collins Road and Boyanup Picton Road

Comments from Main Roads WA have identified that the current intersection is damaged and concerns have been expressed about the impact of an increase in vehicle movements. The current condition of Collins Road and the intersection with Boyanup-Picton Road is due to existing uses and it is not considered that the current proposal is the nexus for requiring an upgrade to the road or intersection. However, it is considered appropriate to require the applicant to make arrangements with Main Roads WA and the Shire to establish the current condition of both road and intersection and agree to address any deterioration which may arise as a result of the additional vehicle movements. It is considered that this can be addressed through a condition of approval.

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATIONS – 14.1

That Council, pursuant to Clause 68 (2) (b) of the Deemed Provisions of the Planning and Development (Local Planning Schemes) Regulations 2015, grants Development Approval for the use of land for Waste Disposal (spreading of whey) on Lots 23 and 24 Collins Road, Boyanup subject to the following conditions:

- 1. All development being in accordance with the Whey Management Plan dated 24 August 2016;**
- 2. This approval is a temporary planning approval and the development the subject of this temporary approval must cease within twelve months of the date of approval at which time this approval will expire unless a new application for planning approval has been submitted and approved;**
- 3. Satisfactory arrangements being made with the Shire of Capel for the maintenance of Collins Road; and**
- 4. Satisfactory arrangements being made with the Shire of Capel in consultation with Main Roads WA for the maintenance of the intersection of Collins Road and Boyanup Picton Road.**

Advice notes:

- i) This planning consent is confined to the authority of the Shire of Capel Town Planning Scheme No. 7 under the Planning and Development Act 2005. This decision does not remove the obligation of the applicant and/or property owner to ensure that all other required local government approvals are obtained, all other applicable state and federal legislation is complied with, and any restrictions, easements and encumbrances are adhered to, nor does it infer that other necessary approvals are forthcoming as an outcome of this planning consent.**
- ii) In relation to condition 3 the applicant is required to contact the Shire of Capel to discuss the works required to both Collins Road and the intersection of Collins Road with Boyanup Picton Road to determine the current condition of the road surface and the action required to prevent further damage and repair where necessary.**

14.2 Tender 16/02 Dalyellup Public Open Space (POS) Maintenance

Location:	Various Public Open Space and Streetscape locations within the Dalyellup Estate
Applicant:	Shire of Capel
File Reference:	OCO808
Disclosure of Interest:	Nil
Date:	09.08.16
Author:	Manager Operations, S Faber
Senior Officer:	Executive Manager Engineering and Planning Services, J Gick
Attachments:	1-9. Pricing Schedule Submitted by the Tenderers – Confidential 10. Summary Table of Tenderers' Pricing - Confidential

MATTER FOR CONSIDERATION

Consideration of tender submissions for the maintenance of Public Open Space in Dalyellup.

BACKGROUND / PROPOSAL

Background

The Dalyellup Estate developers, as part of their development conditions, provide areas of Public Open Space (POS), streetscape landscaping and infrastructure for public usage within the Dalyellup Estate. This provision of POS meets Liveable Neighbourhoods' requirements that developers establish and maintain landscaping for a minimum of two (2) summers. As part of the development of POS, the Shire performs a practical completion inspection of the POS to determine whether it is ready and suitable for use by the community. Upon successful practical completion, initiation of the two (2) summer maintenance period commences for the developer.

At the completion of two (2) summers the developer may request handover of a POS to the Shire. A handover request is assessed by Shire staff against the Shire's handover procedure, and if found to be compliant, handover of the POS can occur. Once approval for handover is established it is then the ongoing responsibility of the Shire to maintain the POS.

To manage POS in Dalyellup the Shire calls Public Tenders seeking suitably qualified contractors to carry out the maintenance function.

The current contract for the maintenance of POS within the Dalyellup Estate expires 1 October 2016.

It is expected that additional portions of POS will be transferred to the Shire during the life of this proposed contract, outside the areas covered in the current contract. This is due to the continual development of POS in the Dalyellup Estate. The new tender conditions allows for additional POS maintenance to be offered to an incumbent contractor or alternatively other landscape maintenance contractor(s) in the pursuit of achieving a best value result. Council should note that the estate's reticulation maintenance and water body handover is being considered at this time. Currently the Shire is only responsible for damaged sprinkler replacement, transfer pumps within the Lakes system and related electrical costs. All other reticulation infrastructure is currently maintained and managed by the developer including the lake water bodies.

The current contractor for the Dalyellup Estate POS is Skyline Landscape Services Pty Ltd (Skyline). Skyline has not been offered the opportunity for additional extensions of the contract at this time due to ongoing concerns over its ability to provide adequate resources to meet service levels required within the contract. There is also a history of ongoing poor

performance, including in the area of public safety, where a Breach of Contract Notice was issued in May, 2016.

In December 2015 staff presented to Council a Review of Business Model for Parks, Gardens and Horticultural Services (OC1206). This review was to assess the business model utilising a simple financial comparison of contract services against a fully developed in house service for Dalyellup. The review found that "at this time, the contract arrangements in place under contract 15/03 appear to be more competitive, subject to compliance with the contractual standards"

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

The Shire continues to have an in-house presence within the Dalyellup Estate. With the recent amalgamation of the Parks South and Parks North teams this resource is primarily used to service works that are outside the contract brief including responding to customer requests.

Proposal

Consideration of tender submissions for the supply and delivery of Dalyellup Public Open Space Maintenance.

STATUTORY ENVIRONMENT

Local Government Act 1995 s3.57 (11)(1) of the Local Government Regulations requires all goods and services with a value in excess of \$150,000 to be subject to a public tender process.

Local Government (Functions and General) Regulations 1996

Part 4, Division 2 Tenders for the providing of goods and services (s3.57) outlines processes and conditions for local government tendering.

POLICY IMPLICATIONS

Policy 2.8 Purchasing: States that "purchases must be made in consideration of (amongst other things) the best value for money". This consideration should include the whole of life costs and benefits, the technical merits of the service being offered to comply with contractual specifications, contractual terms and conditions and a contractor's viability and capacity to supply.

To promote economic activity and employment opportunities within the Shire of Capel, Council has a local purchasing preference that can be offered to local qualifying goods and service providers up to a value of \$50,000. The 5% price preference is not applicable to this tender as there are no locally based tenderers.

Policy 3.14 Occupational Safety, Health and Wellbeing

Policy 7.7 Roads – Verges

Policy 5.6 Integrated Pesticide Management

FINANCIAL IMPLICATIONS

Budget

The 2016/17 Council Budget includes financial provision for this service in Schedule 11 – Recreation and Culture, Other Recreation and Sport – Operating Expenditure.

The 2016/17 Council Budget includes financial provision for this service in Schedule 11 – Recreation and Culture, under account #2672 – Other Recreation and Sport – Operating Expenditure, which has \$1,093,996 allocated for all jobs and functions. The recommended tender will cost \$666,329 (excl GST) in the first year of operation, which will cover most of

2016/17 and some of 2017/18. The following table shows the break-down of the budget allocation and provides comment on some of the sub-accounts that can be utilised to support the recommendation:

I / E Code	Description	Budget Allocation (\$)	Comment	Adjusted Budget (\$)
10	Contractor (Maintenance) - for POS previously taken over	477,639	Utilise for the contract	666,328
10	Contractor (Maintenance) - Revised Forecast: POS to be taken over in 2016/17 - East Dalyellup POS	102,250	There are some outstanding defects that are expected to be corrected in early 2017. This frees up approximately \$50,000 to service the contract.	52,250
10	Naroona POS- re-establish gardens and irrigation	46,013	Required outside of the contract to renew the Naroona Open Space.	46,013
10	Toilet cleaning, supplies, sanitary disposal, hygiene unit service, etc.	3,332	Required.	3,332
10	Maintenance - reticulation, equipment, electrical, plumbing, fencing, stairs	11,108	Required outside of the contract.	11,108
10	Maintenance - Dalyellup Watering Systems - bores, pumps, pipes, etc. (Strategic)	211,565	This is allocated in anticipation of a handover of the Dalyellup Irrigation System for ongoing maintenance and servicing. The Handover process is not likely to be completed within 2016/17, which can free up funds for the contract.	72,876
10	Painting of structures	8,608	Required.	8,608
02	Maintenance - materials	9,158	Required.	9,158
02	Maintenance - turf, plants, trees, mulch, etc.	94,347	Required to service functions outside of the contract.	94,347
10	Security monitoring and patrols	7,998	Required.	7,998
07	Insurance	3,351	Non-discretionary.	3,351
05	Water	19,227	Required.	19,227
05	Electricity	25,596	Required.	25,596
01	Wages - OPS	22,546	Required.	22,546
99	Overheads - OPS	43,019	Non-discretionary.	43,019
		1,093,996		1,093,996

Any offers of extension to the Contract in the future are subject to a CPI adjustment based on the March quarter for the Annual Perth Consumer Price Index.

Long Term

Ongoing Council budget considerations will be required to facilitate the provision of this service for the initial 3 year contact period and two further one year options. This consideration will provide the funding mechanism to assist with the ongoing maintenance requirements of POS assets within the contract.

The Contract provides for consideration where the price for the supply and delivery may be increased annually in accordance with the Annual Perth Consumer Price Index at 31 March each year.

Whole of Life

The whole of life financial implications have not been calculated. The assets that will be serviced by the provision of this service will require future ongoing funding to facilitate the maintenance requirements and to ensure the assets are preserved to suitable service levels.

SUSTAINABILITY IMPLICATIONS

POS and streetscapes within the Dalyellup Estate are developed in consultation between the Developers and the Shire. The consultative process evaluates community needs and expectations while assessing the sustainability of the POS. This assessment looks at the use of sound horticultural and infrastructure development practices to gain best value while balancing public needs/expectations and ongoing maintenance requirements.

Development of POS is considered with the aim to minimise the maintenance requirements as much as practical while maintaining the community experience.

POS and streetscapes are an important feature of a well-designed community and add to the wellbeing of people.

STRATEGIC IMPLICATIONS

Shire of Capel Strategic Community Plan 2013-2031

1 The Leadership Experience

Strategic Outcome:

1.5 Ensure the effective management of Council's resources.

2 The Community Experience

Strategic Outcomes:

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

2.3 Preserve and protect the character of the communities.

3 The Environmental Experience

Strategic Outcome:

3.3 Preserve and protect the character of the towns as they expand.

4 The Economic Experience

Strategic Outcome:

4.4 Improve the attraction of the towns as retirement destinations.

5 The Infrastructure Experience

Strategic Outcome:

5.6 Effectively manage the Shire's assets and resources.

CONSULTATION

Tender 16/02 Dalyellup Public Open Space (POS) Maintenance was advertised in the Local Government Tender sections of the "West Australian" on Wednesday 15 June 2016 and the "South Western Times" on Thursday 16 June 2016. Submissions closed on Wednesday 6 July 2016.

Staff from Operations and Finance and the Executive Manager Engineering & Development Services have been consulted during the tender development and assessment phases.

COMMENT

Tender submissions were received from nine tenderers. All tenderers were assessed against compliance and qualitative criteria by the assessment panel. All tenderers met the compliance criteria.

The following table summarises the qualitative criteria.

Tenderer	Relevant Experience (20%)	Key Personnel (10%)	Tenderers Resources (10%)	Demonstrated Understanding (10%)	OH&S (15%)	Qualitative Criteria Total	Price (35%)	Score Total
LD Total	52	20	22	22	34	150	21.7	171.7
Landscape Maintenance Services	34	19	18	15	30	116	35	151.0
Environmental Industries	40	14	16	20	24	114	20.1	134.1
Skyline Landscape Services	36	14	18	18	21	107	24.2	131.2
Cobey Maintenance Services	40	14	16	18	21	109	20.1	129.1
LLS Australia Pty Ltd	36	16	14	11	24	101	18.9	120.3
MCL Commercial Services	28	14	14	18	24	98	21.7	119.7
Dirt Design	40	14	12	16	15	97	18.9	115.9
BCP Group	12	8	10	4	27	61	23.4	84.4

1. **LD Total** is the highest scoring tenderer with 171.7. LD Total has a strong and long association with the Dalyellup Estate, including within development works (on behalf of the Satterley Property Group) and maintenance contracts (with the Shire of Capel and the Satterley Property Group). LD Total also has experience with local government contracts in areas similar to Dalyellup within the Perth Metropolitan and the South West areas. The panel has confidence in LD Total's ability to service the contract based on previous experience and resources capacity. LD Total was the preferred POS maintenance contractor for the Shire in the Dalyellup Estate between 2001-2015. Council offered LD Total a small portion of works at the last tender offer in 2015/16; it declined that offer.
2. **Landscape Maintenance Services** score the second highest total with 151. It has experience in local government contract works but, typically to a lower value than Dalyellup. These contracts are with various local governments within the Perth Metropolitan and South West areas. The Panel has concerns with Landscape Maintenance Services ability to provide resources to service the contract requirements based on its pricing point. Its score reflects higher due to the significantly lower price point comparative to all other tenderers.
3. **Environmental Industries** score third with 134.1. It has experience with local government contracts within the Perth Metropolitan area. It is seeking to establish itself within the South West region by securing enough maintenance works to establish and maintain a full time base in the area. Although it appears to be prepared to

establish a base locally it does not have a local base near Dalyellup at this time. Experience has shown that engaging a contractor without a local base close to Dalyellup provides challenges in the servicing of the contract during the initial setup phase and restricts a contractor's ability to access resources including specialists to manage the contract.

4. **Skyline Landscape Services** is fourth with 131.2. It has local government experience nationally across Australia including carrying out the contract for POS maintenance in Dalyellup for the past 11 months. Experience with Skyline Landscape Services has been a consistent trend during the contract that highlights areas of poor performance. This poor performance, amongst other issues, has been related to the contractor not providing adequate resources to service the contract including not being able to consistently meet the service levels required within the contract. This includes the area of public safety where a Breach of Contract Notice was issued to Skyline in May, 2016 for "No action was taken to isolate worn, damaged or faulty elements on playgrounds". This breach by Skyline left Shire infrastructure (3 playgrounds) in an unsafe state, yet still accessible to the community. This was an outcome that left Council and Skyline exposed to risk of public liability. Management of this poor performance has led to significant resources having to be directed by the Manager Operations and Supervisor Parks; conservatively estimated this time may have equated to 50 hours or more.
5. **Cobey Landscape Services** is fifth with 129.1. It has experience with local government contracts within the Perth Metropolitan and City of Rockingham. Although it appears to be prepared to establish a base locally it does not have a local base close to Dalyellup at this time. Similarly to Environment Industries, staff experience has shown that engaging a contractor without a local base close to Dalyellup provides challenges in the servicing of the contract during the initial setup phase and restricts a contractor's ability to access resources including specialists to manage the contract.
6. Positions 6-9 **LLS Australia Pty Ltd, MCL Commercial Services, Dirt Design and BCP Group** have not been addressed individually with additional commentary due to the scores (119.7-84.4) not being in the range of consideration at this time.

The Panel gave additional consideration to Landscape Maintenance Services submission given the substantial price differential compared to the other tenderers' submissions. During this consideration all panel members had concerns with the ability of Landscape Maintenance Services to provide adequate resources to service the contract based on their submitted price.

Landscape Maintenance Services tendered price for this contract is significantly lower by 20% than the current incumbent contractors pricing schedule for the 2015/16 financial year and 43% lower than the next lowest tenderer for this contract consideration. This has raised concerns within the panel concerning their ability to service the contract at such a low tendered price. In contrast Skyline Landscape Services and LD Total who have carried out the POS contract previously have increased their tendered prices comparable to their 2015/16 submissions. Skyline Landscape Services tender submission has increased by 17% and LD Total's increase is 10%. These increases would be seen as consistent and reasonable with the additional areas of POS and playgrounds that have been added to the tender under consideration.

It is staff's belief and experience that running this contract 'lean' to meet possible lower financial constraints has provided the Shire with a contract outcome that does not fulfil the contract requirements to the level of performance required by the Shire.

It is believed by the Panel that the approach of accepting the lowest tender price alone may not provide the best value in the servicing of this contract.

The Panel believes that to provide the best value approach, there should be due consideration of the price (35% of consideration) but in determining the most advantageous Tender the

evaluation requires a tenderer's qualitative criteria submission (65% of consideration) to carry proportional weighting.

Qualitative criteria considers a tenderer's ability to provide the level of performance required by the Shire in the areas of Relevant Experience, Key Personnel Skills and Experience, Tenderer's Resources, Demonstrated Understanding and OHS and Traffic Management Compliance.

It is the Panel's opinion that LD Total provides the best value to the Shire in the provision of services to meet the contract requirements.

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATIONS – 14.2

That Council accepts the tender offer from LD Total to carry out the works and services described in Tender 16/02 Dalyellup Public Open Space (POS) Maintenance for a period of three (3) years from 1 September 2016 to 31 August 2019, with options of 1 year plus 1 year contract extensions subject to satisfactory performance.

Note: The Tender is based on a value of \$666,328 (ex GST) for one year commencing 1 September 2016, and may be increased annually based on the March quarter for the Annual Perth Consumer Price Index.

15. CORPORATE SERVICES REPORTS

15.1 Policy 2.28 – Risk Management Framework

Location:	Whole of Shire
Applicant:	Shire of Capel
File Reference:	N/A
Disclosure of Interest:	Nil
Date:	10.08.16
Author:	Governance Officer, A Handley
Senior Officer:	Executive Manager Corporate Services, S Stevenson
Attachments:	1. LGIS Risk Management Governance Framework 2. Draft Policy 2.28 Risk Management Framework 3. Policies 2.23 & 2.24 proposed to be repealed

MATTER FOR CONSIDERATION

Council to repeal Policies 2.23 Strategic Risk Management and 2.24 Operational Risk Management and endorse Policy 2.28 Risk Management Framework.

BACKGROUND / PROPOSAL

Background

There has been an increased focus on risk management in local government over recent years with the aim of managing business systems and processes to achieve an appropriate balance between realising opportunities for gain whilst minimising adverse impacts.

This has been driven in part by a more targeted focus on risk mitigation and liability management in all areas of government, along with legislative changes. In 2013, the *Local Government (Audit) Regulations 1996* were amended by the introduction of Regulation 17, which requires the Chief Executive Officer of a local government to report every two years to the Audit Committee on the effectiveness of the organisation's risk management processes, internal controls and legislative compliance.

An external audit of these three items at the Shire of Capel revealed a number of areas requiring improvement and one of the Auditor's recommendations was that the Shire develops a Risk Management Framework that encompassed Policies, Procedures and a Risk Register.

LGIS (Local Government Insurance Services) was commissioned to conduct a workshop during which a Risk Management Governance Framework was developed (Attachment 1). This incorporated a policy and set of procedures, identified sixteen risk 'themes' and provided the tools to identify, assess, manage and record risks. LGIS also provided a spreadsheet structure preformatted to be used as a Risk Register.

The policy section of the Risk Management Governance Framework document provided by LGIS has been amended slightly to fit within the Shire of Capel policy template structure and is provided as Attachment 2 - Policy 2.28 Risk Management Framework.

Proposal

Council to repeal Policies 2.23 Strategic Risk Management and 2.24 Operational Risk Management and endorse Policy 2.28 Risk Management Framework.

STATUTORY ENVIRONMENT

Local Government Act 1995

2.7 Role of council

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

Local Government (Audit) Regulations 1996

17. CEO to review certain systems and procedures

- (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to –
 - (a) risk management; and
 - (b) internal control; and
 - (c) legislative compliance.

POLICY IMPLICATIONS

Two Policies will be repealed and replaced by one. This will establish a new, comprehensive framework for managing risk.

FINANCIAL IMPLICATIONS

Budget

There are no direct costs associated with this item.

Long Term

There are no long term financial implications resulting from this policy review.

Whole of Life

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

SUSTAINABILITY IMPLICATIONS

Endorsement of this Policy will facilitate the continued development of Council's risk management framework and provide the context for balancing risk and reward. This will assist Council in creating positive social and environmental impacts in the community.

STRATEGIC IMPLICATIONS

Shire of Capel Strategic Community Plan 2013 - 2031

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

Strategic outcomes:

- 1.1 Ensure continuous improvement of the organisation
- 1.2 Maintain a safe and rewarding working environment
- 1.5 Ensure the effective management of council's resources.

CONSULTATION

The policies have been reviewed by, and comments received from relevant staff and the Executive Management Team.

COMMENT

All public sector bodies should manage the risks associated with the activities performed by their organisation. This requires engaging in risk assessment processes to identify the risks facing the organisation, being able to demonstrate active management of risk and having continuity plans in place to ensure they can respond to and recover from any business disruption.

There has been an increased focus on risk management in local government over recent years with the aim of managing business systems and processes to achieve an appropriate balance between realising opportunities for gain whilst minimising adverse impacts.

This has been driven in part by a more targeted focus on risk mitigation and liability management, along with legislative changes. In 2013, the Local Government (Audit) Regulations 1996 were amended by the introduction of Regulation 17, requiring the CEO of a local government to report every two years to the Audit Committee on the effectiveness of the organisation's risk management processes, internal controls and legislative compliance.

An external audit of these areas revealed a number of areas requiring improvement, and the Auditors recommended the Shire develop a Risk Register, along with a Risk Management Framework that encompassed policies, procedures and the risk register.

Shire Officers commissioned LGIS (Local Government Insurance Services) to conduct a workshop during which a Risk Management Governance Framework was developed. This incorporated a policy and set of procedures, identified sixteen risk 'themes' and provided the tools to identify, assess, manage and record risks. LGIS also provided a spreadsheet structure preformatted to be used as a Risk Register that is built around the 16 identified risk themes.

The policy section of the Risk Management Framework document provided by LGIS has been amended slightly to fit within the Shire of Capel Policy template structure.

Endorsement of the Policy will enable staff to implement the Risk Management Governance Framework, commence incorporating the procedures into workflows and facilitate the construction and completion of the Shire of Capel Risk Register.

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATIONS – 15.1

That Council repeals Policies 2.23 Strategic Risk Management and 2.24 Operational Risk Management and endorses Policy 2.28 Risk Management Framework.

15.2 Information Systems Plan 2016 - 2020

Location:	Whole of Shire
Applicant:	Shire of Capel
File Reference:	N/A
Disclosure of Interest:	Nil
Date:	10.08.16
Author:	Information Systems Coordinator, J Princi
Senior Officer:	Executive Manager Corporate Services, S Stevenson
Attachments:	Shire of Capel Information Systems Plan 2016 - 2020

MATTER FOR CONSIDERATION

Council to consider the Shire of Capel Information Systems Plan and the recommendations contained within the Information Systems Plan 2016 - 2020.

BACKGROUND / PROPOSAL**Background**

The Shire of Capel's Information Systems Plan is a supporting document for the Shire's Corporate Business Plan 2016 – 2020. As such it was essential to review the Information Systems Plan to maintain continuity with the Corporate Business Plan.

Over a period of six months the Information System Plan 2014 has been reviewed by Council staff. The review of this plan focuses on providing considerable improvements in customer service delivery and the increase in efficiency and effectiveness of staff resources that can be achieved through the acquisition, and effective use of Information Systems Software, Resources, Applications and technology (Hardware Applications).

Information system and technology proposals identified in this plan have been based on Council's Strategic Plan 2009 – 2020 and Strategic Community Plan 2013 - 2031. Successful implementation of recommendations contained in this plan will ensure the achievement of strategic objectives contained in the Strategic Community Plan, as they relate to information systems.

Proposal

It is proposed that Council receives the Shire of Capel Information Systems Plan 2016 - 2020, endorse the recommendations contained within the Plan, and that the Plan be used as a guiding document for information systems planning and the corporate business plan into the future.

STATUTORY ENVIRONMENT

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

2.7 Role of Council

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

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

Local Government Act 1995, Section 5.56.

5.56 Planning for the Future

(1) A local government is to plan for the future of the district.

Local Government (Administration) Regulations 1996, Section 19DA

19DA. Planning for the future: corporate business plans — s. 5.56

- (1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.
- (3) A corporate business plan for a district is to —
 - (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
 - (b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
 - (c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.
- (4) A local government is to review the current corporate business plan for its district every year.
- (5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.
- (6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.
*Absolute majority required.
- (7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

POLICY IMPLICATIONS

Several policies apply to this plan:

- Policy 2.7 – Preparation of Integrated Financial & Budget,
- Policy 2.21 – Information Technology, and
- Policy 2.22 – Electronic Mail/Internet.

FINANCIAL IMPLICATIONS

Budget

The operating and capital expenditure requirements outlined in the draft Plan were included in the 2016/17 budget and Corporate Business Plan. \$215,986 is allocated in the 2016/17 budget for Information Systems operating expenses across a number of accounts with \$91,988 allocated for capital expenditure.

Long Term

The long term operating and capital expenditure commitments outlined in the Information Systems Plan 2016 - 2020 have been included into the current Corporate Business Plan and

Long Term Financial Plan. Updates to both of the corporate documents will occur as a result of the adoption of the final Information Systems Plan 2016 – 2020.

Whole of Life

The Information Systems Plan 2016 – 2020 incorporates as part of Appendix 3 capital expenditure requirements over the next 10 years. These include the scheduled replacement of IT hardware and software systems. The whole of life costs associated with these items are therefore included within the Information Systems Plan.

SUSTAINABILITY IMPLICATIONS

The increased use of electronic information systems will have a positive environmental impact and a direct social benefit for the community through reduced paper use, and reduced cost.

STRATEGIC IMPLICATIONS

Shire of Capel Strategic Community Plan 2013 – 2031

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

Strategic Outcomes:

- 1.1 Ensure continuous improvement of the organisation;
- 1.2 Develop, support and implement innovative solutions;
- 1.4 Provide efficient and effective financial management to ensure the long term financial sustainability of the organisation;
- 1.5 Ensure the effective management of Council’s resources.

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

Strategic Outcomes:

- 5.3 Improve connectivity throughout our communities and to the region;
- 5.6 Effectively manage the Shire’s assets and resources.

CONSULTATION

This Information Systems Plan 2016-2020 has received comment and review by the ICT Working Group, through Managers and through the Executive Management Team meeting.

COMMENT

The adoption of the Information Systems Plan 2016 - 2020 for the Shire of Capel will continue to provide an important resource and forward planning tool for the Council and staff. The information and direction contained within the Plan will provide further guidance and input into the forward planning of the organisation and ensure cost implications are included in long term financial planning. The Plan provides a comprehensive assessment of the current information systems operating within the organisation, while also assessing the future needs of stakeholders. This has culminated in the review of the current Information Systems Plan and series of recommendations that will seek to meet the increasing needs and expectations of staff, Councillors and the community.

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATION – 15.2

That Council receives the Shire of Capel Information Systems Plan 2016-2020 as a guiding document for information systems planning and the corporate business planning, and endorses the recommendations within the Plan.

15.3 Accounts Due and Submitted for Authorisation

Location: Whole of Shire
Applicant: Shire of Capel
File Reference: N/A
Disclosure of Interest: Nil
Date: 24.08.16
Author: Finance & Accounts Payable Officer, S Searle
Senior Officer: Executive Manager Corporate Services, S Stevenson
Attachments: Nil

MATTER FOR CONSIDERATION

Adoption of accounts to be paid.

BACKGROUND / PROPOSAL**Background**

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

Proposal

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

STATUTORY ENVIRONMENT

Local Government Act 1995, section 6.10

6.10. Financial management regulations

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

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

13. List of accounts

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

POLICY IMPLICATIONS

There are no current policies relevant to this matter.

FINANCIAL IMPLICATIONS**Budget**

Payment from Council's Municipal Fund.

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

Long Term

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

Whole of Life

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

SUSTAINABILITY IMPLICATIONS

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

STRATEGIC IMPLICATIONS

Shire of Capel Strategic Community Plan 2013 – 2031

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

Strategic Outcome:

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

CONSULTATION

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

COMMENT

Accounts due and submitted for authorisation are as follows:

EFT22282	25/08/2016	AMPAC DEBT RECOVERY	LEGAL COSTS DEBT RECOVERY	76.80
EFT22283	25/08/2016	STAPLES AUSTRALIA PTY LTD	GREEN PAPER FOR RATES PRINTING	101.24
EFT22284	25/08/2016	CEMETERIES & CREMATORIA ASSOC OF WA	ORDINARY MEMBERSHIP RENEWAL 2016/2017	115.00
EFT22285	25/08/2016	DELRON CLEANING	CLEANING OF SHIRE OFFICES (RELIEF CLEANING)	337.92

EFT22286	25/08/2016	DEPARTMENT OF PREMIER & CABINET	ADVERTISEMENT IN THE STATE LAW PUBLISHER'S GAZETTE	57.60
EFT22287	25/08/2016	DATA #3	1 YEAR UTM BUNDLE INCLUDING WEB FILTERING AND ANTISPAM SERVICES, 8X5 PHONE SUPPORT AND HARDWARE REPLACEMENT	474.74
EFT22288	25/08/2016	DIRT DESIGN	BOX OUT, SOIL CON, PLANTS AND MULCH CORNER GARDEN BED LENITA AND ATHENA ST, DALYELLUP.	2960.00
EFT22289	25/08/2016	ERG ELECTRICS PTY LTD	SUPPLY ALL MATERIALS, LABOUR AND EQUIPMENT TO FIX THE GENERATOR ISSUE OF CAPEL ADMINISTRATION BUILDING	4756.40
EFT22290	25/08/2016	GLOBE AUSTRALIA PTY LTD	167 X BARMAC 18KG - MOSQUITO MANAGEMENT	25534.30
EFT22291	25/08/2016	SOUTH WEST ISUZU	TAIL LIGHT LENS FOR CP9112	31.06
EFT22292	25/08/2016	LD TOTAL	LANDSCAPE MAINTENANCE IN CAPS GARDENS ALONG MAIDMENT PDE AND DALYELLUP BLVD AND CAPEL CIVIC PRECINCT LANDSCAPING	7731.24
EFT22293	25/08/2016	LANDGATE	GRV INT VALS COUNTRY FULL VALUE SHARED AND MINIMUM CHARGES	695.45
EFT22294	25/08/2016	LOCAL GOVERNMENT MANAGERS AUSTRALIA LGMA	2016-17 CORPORATE COUNCIL MEMBERSHIPS	2346.00
EFT22295	25/08/2016	MUIR'S MANJIMUP	15000 KM SERVICE FOR 40CP	300.61
EFT22296	25/08/2016	MAIN ROADS WESTERN AUSTRALIA	MALLOKUP ROAD BRIDGE - INFRASTRUCTURE REPAIRS	61600.00
EFT22297	25/08/2016	MJB INDUSTRIES	26 - 450MM SINGLE PIPE HEADWALLS 8 - 450MM DOUBLE PIPE HEADWALLS AND FREIGHT FOR CAPEL TOWN SITE DRAINAGE AND INFRASTRUCTURE	32011.28
EFT22298	25/08/2016	FULTON HOGAN INDUSTRIES PTY LTD	400 LITRES EMULSION AND 1 TONNE OF HOT MIX	707.52
EFT22299	25/08/2016	PAVING PEOPLE	SUPPLY SAND AND PAVERS TO RE-INSTALL BRICK PAVING AT THE DALYELLUP COMMUNITY CENTRE	1155.00
EFT22300	25/08/2016	POSITION PARTNERS	MAGNET OFFICE PRODUCT MAINTENANCE 12 MONTHS	693.00

EFT22301	25/08/2016	PLAY CHECK	UNDERTAKE A COMPREHENSIVE INSPECTION OF THE EXISTING PLAYGROUND AT CAPEL CIVIC PRECINCT, IDENTIFY ANY AREAS OF NON COMPLIANCE TO THE CURRENT STANDARDS AND PROVIDE A DETAILED REPORT WITH RECOMMENDATION CONSIDERING FUTURE RELOCATION.	1320.00
EFT22302	25/08/2016	SOUTHERN LOCK & SECURITY	QUARTERLY ALARM MONITORING FEE FOR WEEKLY INSPECTIONS	740.88
EFT22303	25/08/2016	TRAFFIC FORCE	PEDESTRIANS WATCH YOUR STEP - SIGN HIRE	22.00
EFT22304	25/08/2016	WORK CLOBBER BUNBURY	PPE	2085.77
EFT22305	25/08/2016	WESTRAC EQUIPMENT	250 HOUR SERVICE CP339	430.98
EFT22306	25/08/2016	THE PRINT SHOP	12000 DLX WINDOW FACE ENVELOPES AND 6000 DL WINDOW ENVELOPES	1172.00
				147456.79

OUTSTANDING CREDITORS AS AT 31 July 2016: \$400,786.15

CERTIFICATE OF CHIEF EXECUTIVE OFFICER

This schedule of accounts to be passed for 24 August 2016 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.

CHIEF EXECUTIVE OFFICER

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATIONS – 15.3

That Council authorises the Schedule of Accounts covering vouchers EFT22282 to EFT22306, a total of \$147,456.79 for payment.

15.4 Accounts Paid During the Month of July 2016

Location: Whole of Shire
Applicant: Shire of Capel
File Reference: N/A
Disclosure of Interest: Nil
Date: 24.08.16
Author: Finance & Accounts Payable Officer, S Searle
Senior Officer: Executive Manager Corporate Services, S Stevenson
Attachments: Nil

MATTER FOR CONSIDERATION

Authorisation of accounts paid during the month.

BACKGROUND / PROPOSAL**Background**

Accounts paid are required to be submitted each month.

Proposal

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

STATUTORY ENVIRONMENT

Local Government Act 1995, section 6.10

6.10. Financial management regulations

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

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

13. List of accounts

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

POLICY IMPLICATIONS

There are no current policies relevant to this matter.

FINANCIAL IMPLICATIONS**Budget**

Payment from Council's Municipal Fund.

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

Long Term

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

Whole of Life

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

SUSTAINABILITY IMPLICATIONS

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

STRATEGIC IMPLICATIONS

Shire of Capel Strategic Community Plan 2013 – 2031

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

Strategic Outcome:

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

CONSULTATION

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

COMMENT

Payments made during the month of July 2016 are as follows:

EFT21985	01/07/2016	WESTNET PTY LTD	SHIRE OF CAPEL INTERNET ADMINISTRATION - 12 MONTHS	369.78
EFT21986	06/07/2016	BLACKWOODS	3X FUEL STORAGE SIGNS	76.33
EFT21987	06/07/2016	BOYANUP BOTANICAL	PEPPY TREES TO GO AROUND SHED HOUSING NEW DOG POUND	100.00
EFT21988	06/07/2016	BRANDICOOT	WEBSITE SUBSCRIPTION - JUNE16	238.00
EFT21989	06/07/2016	STAPLES AUSTRALIA PTY LTD	BLUE BOARD	1007.69

EFT21990	06/07/2016	CORPORATE FIRST AID AUSTRALIA	FIRST AID COURSE	195.00
EFT21991	06/07/2016	CIVILCON (WA) PTY LTD	CONTRACT TO BUILD EAST DALYELLUP SPORTS PAVILION	145707.82
EFT21992	06/07/2016	DELRON CLEANING	CLEANING - DALYELLUP COMMUNITY CENTRE - AS PER TENDER 14/03	10113.55
EFT21993	06/07/2016	D & M AMONINI PTY LTD	WASH, BUFF AND APPLY 2 COATS POLYCURE 1045 FINISH TO FLOOR OF CAPEL SENIOR CITIZENS CENTRE AS PER QUOTE NO. 235	1650.00
EFT21994	06/07/2016	FENNESSY'S	SERVICE CP 9320	496.19
EFT21995	06/07/2016	FLEXI STAFF	CONTRACT STAFF	4143.92
EFT21996	06/07/2016	FIRST CLASS TRAINING	INTRODUCTION TO COMPUTERS COURSE	325.00
EFT21997	06/07/2016	GEOVET BUSSELTON	15/16 POUND BOARDING MAY 16	1548.35
EFT21998	06/07/2016	SOUTHWEST HYGIENE	SUPPLY AND SERVICE SANITARY UNITS CAPEL PAVILION 16/17	3710.60
EFT21999	06/07/2016	ISA TECHNOLOGIES	30 UNITS - PRE-PAID BLOCK	3539.25
EFT22000	06/07/2016	MALATESTA ROAD PAVING & HOT MIX	2 TONNE HOTMIX	1320.00
EFT22001	06/07/2016	PIACENTINI & SON PTY LTD	LIMESTONE 72.450 TONNE	1592.48
EFT22002	06/07/2016	PERKINS (WA) PTY LTD	ALTERATIONS AND ADDITIONS TO SHIRE ADMINISTRATION BUILDING	1125.30
EFT22003	06/07/2016	PERFORMANCE WITH PEOPLE PTY LTD	CUSTOMER SERVICE TEAMBUILDING WORKSHOP	1980.00
EFT22004	06/07/2016	AUSTRALIA TAXATION OFFICE	PAYG TAX	43629.00
EFT22005	06/07/2016	SOS OFFICE EQUIPMENT	PHOTOCOPIER METERBILLING	2213.98
EFT22006	06/07/2016	SUSSEX TURF CONTROL	MOW TURF SURROUNDS OF PEPPERMINT GROVE BEACH COMMUNITY CENTRE.	830.00
EFT22007	06/07/2016	SITE SAFE TEMPORARY FENCING SOUTH WEST	30 LINEAR METRES OF TEMPORARY SITE SAFE FENCING FOR PAVING WORKS AND TREE REMOVAL AT DALYELLUP COM CENTRE	418.00
EFT22008	06/07/2016	SOURCE SEPARATION SYSTEMS PTY LTD	ORGANIC COMPOSTABLE BAGS 52 X ROLLS	20752.58
EFT22009	06/07/2016	THINKWATER BUNBURY	MISC PARTS FOR RELAY OF PIPING TO GARDEN	223.40
EFT22010	06/07/2016	VOGUE FURNITURE	DAM CHAIR	415.00
EFT22011	06/07/2016	VACUUM WORLD SALES & SERVICE	2X BOXES OF SANDING FLOOR DISCS FOR THE FLOOR POLISHER	177.00
EFT22012	06/07/2016	WESTRAC EQUIPMENT	REPLACE AND INSTALL CAB DOOR ON 12M GRADER - CP1025	1294.01

EFT22013	06/07/2016	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO. 89 INTEREST PAYMENT - CAPEL CIVIL PRECINCT STAGE 1 & 2	72089.62
EFT22014	06/07/2016	ROBYN PAICE	NON TARGET INVERTEBRATE ANALYSIS AND REPORTING 2009 TO 2016	7680.00
EFT22015	06/07/2016	BESAFE BUILDING INSPECTIONS	SWIMMING POOL INSPECTIONS	4933.50
EFT22016	06/07/2016	BUILT RIGHT APPROVALS	BUILDING SURVEYING CONTRACTOR SERVICE	1540.00
EFT22018	13/07/2016	AMITY SIGNS	SIGNS	1028.50
EFT22019	13/07/2016	AMPAC DEBT RECOVERY	LEGAL COSTS RATES	629.94
EFT22020	13/07/2016	ARBORGUY	VERTICAL TREE PRUNING BOYANUP.	1980.00
EFT22021	13/07/2016	BELL FIRE EQUIPMENT COMPANY	MONTHLY SERVICING OF FIRE INDICATOR PANEL	229.16
EFT22022	13/07/2016	CITY OF BUSSELTON	REIMBURSEMENT OF COST INCURRED FOR INVESTIGATION OF ALTERNATIVE PROSPECTIVE WASTE SITES	2232.82
EFT22023	13/07/2016	BUNNINGS BUILDING SUPPLIES PTY LTD	SUPPLY OF TOOLS FOR SITE INVESTIGATIONS: POST HOLE SHOVEL, 60M MEASURING TAPE, 100L STORAGE TUB, BROOM, 2 X ROAD MARKING PAINT, 4 X FLAGGING ROLLS, 9M MEASURING TAPE.	183.90
EFT22024	13/07/2016	BP AUSTRALIA	DISTILLATE-8860L	10259.13
EFT22025	13/07/2016	STAPLES AUSTRALIA PTY LTD	2015/16 STATIONERY	200.77
EFT22026	13/07/2016	CAPEL CELLARBRATIONS	DRINKS FOR TRAINING AND DEVELOPMENT	50.00
EFT22027	13/07/2016	COMPLETE RETICULATION & TRENCHING	SUPPLY AND INSTALL IRRIGATION SYSTEM AND DRAINAGE TO STAGE 2 OF CAPEL CIVIC PRECINCT	23779.80
EFT22028	13/07/2016	CHRISTIE PARKSAFE	DOUBLE STAINLESS BENCH AND TWO ELECTRIC CC2 BBQ'S, TRANSPORT INCLUDED	11247.50
EFT22029	13/07/2016	CARBONE BROS PTY LTD	25.15 TONNE OF GRAVEL	465.28
EFT22030	13/07/2016	DELRON CLEANING	CLEANING OF SHIRE OFFICES AND ALL SHIRE BUILDINGS FOR MONTH OF MAY	10278.55
EFT22031	13/07/2016	DORMA AUTOMATICS PTY LTD	SERVICE AUTO DOORS AT CAPEL LIBRARY 15/16	200.75
EFT22032	13/07/2016	DS AGENCIES PTY LTD	CAPEL CIVIC PRECINCT CMG101 CLASSIC GALLERIA SEAT X3 INC FREIGHT	4851.00
EFT22033	13/07/2016	ELGIN HALL COMMITTEE	REIMBURSED ELECTRICITY CONSUMPTION TO ELGIN HALL	104.11
EFT22034	13/07/2016	EXTERIA	CAPEL CIVIC PRECINCT EXTERIOR TABLE SETTING	2531.10

EFT22035	13/07/2016	GOLDEN WEST PLUMBING & DRAINAGE	REPLACE 2 CISTERNS AND FIT STAINLESS STEEL COVERS TO 4 CISTERNS AT DALYELLUP BEACH TOILETS	720.50
EFT22036	13/07/2016	FLEXI STAFF	CONTRACT STAFF	4070.79
EFT22037	13/07/2016	FIT 2 WORK.COM.AU	POLICE CHECKS	40.59
EFT22038	13/07/2016	GHD PTY LTD	LANDFILL GAS MONITORING	7148.90
EFT22039	13/07/2016	HIGGINS COATINGS P/L	3 YEAR PAINTING MAINTENANCE PROGRAM SHIRE OF CAPEL	51134.70
EFT22040	13/07/2016	JUMOR WASTEWATER SERVICE & REPAIRS	REBUILD AIR BLOWER	275.00
EFT22041	13/07/2016	LD TOTAL	REPAIR DAMAGED POLE AT SOUTH PARK PLAYGROUND. HIGH PRESSURE CLEAN PAINT OFF PATH AND TABLE TENNIS TABLE AND SUPPLY AND INSTALL REPLACEMENT STREET TREES DALYELLUP	2277.00
EFT22042	13/07/2016	L.G. BUSINESS SYSTEMS PTY LTD	PAYSLIPS - 2 X BOXES OF 500 PLUS FREIGHT \$15	137.50
EFT22043	13/07/2016	JUST YOUNGER CATERING	CATERING FOR MONTHLY COUNCIL MEETINGS, MAY AND JUNE, LUNCH FOR SW ZONE WALGA MEETING 23 JUNE, LUNCH FOR REGIONAL WASTE SITE INSPECTION JUNE 30, CATERING FOR CUSTOMER SERVICE DEVELOPMENT DAY 23 JUNE	1201.00
EFT22044	13/07/2016	MICHELLE PLUME	REIMBURSEMENT FOR 3 X GIFT VOUCHERS (1 X \$100, 2 X \$50)	200.00
EFT22045	13/07/2016	PRIME EARTHMOVING BUSSELTON	SPILLWAY WORKS ON MALLOKUP ROAD - DIGGER HIRE	3300.00
EFT22046	13/07/2016	ST. JOHN AMBULANCE ASSOCIATION	TWO FIRST AID KITS AND SERVICING FOR 41 FIRST AID KITS	1624.05
EFT22047	13/07/2016	SOUTH WEST TREE SAFE	REMOVE STUMP, GRIND AND REMOVE DEBRIS 2 X GUM TREES IN BOYANUP, LINE SITE CLEARING BOYANUP, REMOVE DEAD BANKSIA AND PRUNE, REMOVE 3 X BANKSIAS AND 1 WATTLE	3960.00
EFT22048	13/07/2016	SKYLINE LANDSCAPE SERVICES PTY LTD	LANDSCAPE MAINTENANCE OF PARADE ROAD MEDIANS FROM CRYSTAL BEND TO BERAKING LOOP. INCLUDES IRRIGATION	1274.16
EFT22049	13/07/2016	TOTALLY WORKWEAR	2015/16 UNIFORMS	242.00
EFT22050	13/07/2016	RAY TINK ROOFING	REPAIR LEAK AT BOYANUP COMMUNITY CENTRE	220.00
EFT22051	13/07/2016	ZARBELLIKA	MOSQUITO GIS CONTRACTOR - MAY	888.25

EFT22052		-EFT22088	PAYMENT ALREADY APPROVED BY COUNCIL, PLEASE REFER TO AGENDA ON 27.07.2016	0.00
EFT22089	13/07/2016	CARDNO (WA) PTY LTD	BICYCLE NETWORK PLAN PROFESSIONAL SERVICES	5115.00
EFT22090	20/07/2016	AUSTRALIA POST	15/16 POSTAGE JUN 16	3778.18
EFT22091	20/07/2016	SANDRO AGRIZZI FARM MACHINERY PTY LTD	NEW BROOM FOR SWEEPER P0038	1064.80
EFT22092	20/07/2016	BOYANUP HALL ADVISORY COMMITTEE	DONATION TO CARETAKING OF BOYANUP HALL	219.25
EFT22093	20/07/2016	BUNBURY MOWER SERVICE	MISC PARTS INCLUDING CORD, SPARK ARRESTORS, HEADS AND SPOOLS FOR WHIPPER SNIPPERS AND CHAINSAWS	521.50
EFT22094	20/07/2016	BOC LIMITED	12KG DRY ICE - MOSQUITO CONTROL	19.14
EFT22095	20/07/2016	TRISSET BOSS PTY LIMITED	8000 X RATES NOTICES A4	3277.00
EFT22096	20/07/2016	BUNNINGS BUILDING SUPPLIES PTY LTD	4 LITRES OF PAINT FOR TOILET & 17 PCE MONARCH CAULKING TOOL KIT	61.64
EFT22097	20/07/2016	BUSSELTON HOCKEY STADIUM CLUB (INC)	KIDSPORT REGISTRATIONS	460.00
EFT22098	20/07/2016	BOYANUP BOTANICAL	PLANTS FOR MAIDMENT GARDENS	72.60
EFT22099	20/07/2016	BENDIGO BANK BUSINESS CREDIT CARD	CREDIT CARD TRANSACTIONS: 3.6.17 - LGMA REGISTRATIONS - \$100 3.6.17 - ZOOLOGICAL PARKS - SENIORS OUTING TO PERTH ZOO - \$666.00 4.6.17 - SAFETY CULTURE - UPGRADE SUBSCRIPTION FOR IAUDITOR - \$158.40 12.6.17 - DEPT OF TRANSPORT - VEHICLE TRANSFER P0111 - \$16.75 29.6.17 - CARD FEE - \$8.00	949.15
EFT22100	20/07/2016	BUILT RIGHT APPROVALS	BUILDING SURVEYING CONTRACTOR SERVICE	1320.00
EFT22101	20/07/2016	STAPLES AUSTRALIA PTY LTD	2015/16 STATIONERY	258.90
EFT22102	20/07/2016	CAPEL SOCCER CLUB	KIDSPORT REGISTRATIONS	150.00
EFT22103	20/07/2016	CJD EQUIPMENT PTY LTD	WINDSCREEN FITTED TO VOLVO LOADER CP4991	1372.22
EFT22104	20/07/2016	GELORUP COMMUNITY MANAGEMENT COMMITTEE	DONATION TO MANAGEMENT FEES JULY TO SEPT	107.25
EFT22105	20/07/2016	BUNBURY DYNAMOS JUNIOR SOCCER CLUB INC	KIDSPORT REGISTRATIONS	330.00
EFT22106	20/07/2016	TJ DEPIAZZI & SONS	WHITE COARSE SAND FOR BACK FILL OF SUB SOIL DRAINAGE TRENCHES IN CIVIC PRECINCT	387.55

EFT22107	20/07/2016	DIGITAL MAPPING SOLUTIONS	10 X PREPAID SUPPORT HOURS	2145.00
EFT22108	20/07/2016	DALYELLUP DOCKERS FOOTBALL CLUB	KIDSPORT REGISTRATIONS	380.00
EFT22109	20/07/2016	D'VINCI CONTRACTING	REMOVE 80 DAMAGED CONCRETE POSTS AND REPLACE WITH NEW 40MM POSTS & CLAMP TO EXISTING HANDRAIL AT FORESHORE FOOTPATHS PEPPERMINT GROVE BEACH	5280.00
EFT22110	20/07/2016	DIRT DESIGN	BOX OUT, ADD PLANTS AND CONDITIONER AND MULCH CORNER GARDEN BED LENITA AND ATHENA ST DALYELLUP	3740.00
EFT22111	20/07/2016	EXPRESS PRINT	PRINT 6,500 TIP PASSES	1064.80
EFT22112	20/07/2016	FENNESSY'S	SERVICE 63,000 KM'S FOR CP747	493.29
EFT22113	20/07/2016	FLEXI STAFF	CONTRACT STAFF	3729.53
EFT22114	20/07/2016	GRESLEY ABAS PTY LTD	EAST DALYELLUP SPORTS PAVILION, ARCHITECTURAL CONSULTANCY FEE	1347.89
EFT22115	20/07/2016	GUARDIAN TACTILE SYSTEMS PTY LTD	SUPPLY AND INSTALL TACTILE GROUND SURFACE INDICATOR IN CAPEL DRIVE CAPEL	506.70
EFT22116	20/07/2016	RAYCHEL HALLION	SPORTS PARTICIPATION SCHEME	400.00
EFT22117	20/07/2016	INSPIRED DEVELOPMENT SOLUTIONS	EXECUTIVE COACHING	1760.00
EFT22118	20/07/2016	LD TOTAL	CAPEL CIVIC PRECINCT LANDSCAPING STAGE 1 & 2. SUPPLY AND INSTALL PLANT, TURF, TREES, MULCH AND ASSOCIATED ITEMS AS PROVIDED IN QUOTE DATED 1/2/16.	72497.74
EFT22119	20/07/2016	LANDGATE	GROSS RENTAL VALUES REVALUTION 15/16 COUNTRY TOWNS REGION	178144.35
EFT22120	20/07/2016	LOCAL GOVERNMENT MANAGERS AUSTRALIA LGMA	LGMA GOVERNANCE PROFESSIONAL DEVELOPMENT DAY	90.00
EFT22121	20/07/2016	MALATESTA ROAD PAVING & HOT MIX	200 TONNE HOTMIX	800.00
EFT22122	20/07/2016	MUIR'S MANJIMUP	45CP - 30,000 KM SERVICE PLUS ROTATION OF TYRES	441.62
EFT22123	20/07/2016	LGIS INSURANCE BROKING	16/17 MANAGEMENT LIABILITY INSURANCES	11467.72
EFT22124	20/07/2016	MARINDI FABRICATION	FABRICATION, SUPPLY, DELIVERY AND INSTALLATION OF TWO BUS SHELTERS WITH SHIRE TREE EMBLEM AND FABRICATION OF 4 X STAINLESS STEEL CISTERN COVERS FOR DALYELLUP BEACH TOILETS	16136.78

EFT22125	20/07/2016	MARIST NETBALL CLUB BCC	KIDSPORT REGISTRATIONS	180.00
EFT22126	20/07/2016	PERTH MANAGEMENT SERVICES	RENT & OUTGOING- UNIT 5 /135 NORTON PMDE 1/7/16-31/7/16	1522.75
EFT22127	20/07/2016	PEPPERMINT GROVE BEACH COMMUNITY ASSOCIATION	MINOR COMMUNITY GRANT SCHEME 15/16	3130.47
EFT22128	20/07/2016	AARON POW	SPORTS PARTICIPATION SCHEME	300.00
EFT22129	20/07/2016	AUSTRALIA TAXATION OFFICE	12/7/16 GROSS \$213,742.27, TAX \$46,325.00	46325.00
EFT22130	20/07/2016	RAMM SOFTWARE PTY LTD	2016/17 RAMM (A.K.A. ROMAN II) ANNUAL SUPPORT & MAINTENANCE FEE	8417.33
EFT22131	20/07/2016	RDA CAPEL INC	KIDSPORT REGISTRATIONS	400.00
EFT22132	20/07/2016	SOUTH WEST TREE SAFE	DROP LONDON PLANE TREE ON NTH EAST CNR OF DALYELLUP COMMUNITY CENTRE THAT IS LIFTING ALL PAVERS AND BLOCKING ROOF DRAINAGE, STUMP GRIND BASE AND ROOTS	1650.00
EFT22133	20/07/2016	SOUTH WEST RUBBER STAMPS	NAME STAMP	53.60
EFT22134	20/07/2016	SIGNAL ONE	WORK PANTS	944.57
EFT22135	20/07/2016	SOILS AINT SOILS	2 X METRE YELLOW SAND FOR STIRLING ROAD	108.00
EFT22136	20/07/2016	SOUTH WEST PRINT GROUP	PRINT 6,500 X WASTE SERVICES FLYERS	986.00
EFT22137	20/07/2016	SONIC HEALTHPLUS PTY LTD	PRE-EMPLOYMENT MEDICAL, D&A SCREEN AND HEARING TEST	280.50
EFT22138	20/07/2016	TOTALLY WORKWEAR	WORK UNIFORMS	67.10
EFT22139	20/07/2016	SOLUTION I.T.	REPAIR IPHONE GLASS SUPPLY LIFE COVER	449.00
EFT22140	20/07/2016	TOXFREE	DISPOSE OF MERCURY BASED SEED DRESSING DUMPED ON ROAD VERGE OUTSIDE FARM ON BOYANUP WEST ROAD	1320.00
EFT22141	20/07/2016	VASSE ROYALS FOOTBALL CLUB	KIDSPORT REGISTRATIONS	240.00
EFT22142	20/07/2016	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN GOVT GUARANTEE FEE	27235.05
EFT22143	20/07/2016	WANDERERS JUNIOR FOOTBALL CLUB	KIDSPORT REGISTRATIONS	945.00
EFT22144	20/07/2016	STRATHAM BOBCAT HIRE	DAY HIRE OF OPERATOR AND EQUIPMENT FOR REMOVAL OF SOFTFALL AT BOYANUP MEMORIAL PARK	1672.00
EFT22145	21/07/2016	CALTEX AUSTRALIA	JUNE FLEET FUEL	2611.18
EFT22146	27/07/2016	ORANA CINEMAS BUSSELTON	JULY INZONE EXCURSION	120.00
EFT22147	27/07/2016	AMITY SIGNS	VARIOUS ROAD SIGNS	238.04

EFT22148	27/07/2016	AUSTRALIA DAY COUNCIL OF WA (INC)	MEMBERSHIP TO AUSTRALIA DAY COUNCIL OF WA FOR 2016-17	220.00
EFT22149	27/07/2016	BUNBURY PLUMBING SERVICES BPS	PUMP OUT GREASE TRAP BOYANUP HALL	207.30
EFT22150	27/07/2016	BUNBURY HARVEY REGIONAL COUNCIL	ORGANIC WASTE COLLECTION JUN 16	4646.90
EFT22151	27/07/2016	BRITEL ENTERPRISES PTY LTD	1 X ADVERTISEMENT TO APPEAR IN THE 2016/17 WA VFRS CALENDAR	390.00
EFT22152	27/07/2016	BANKWEST	BANKWEST AUDIT CERTIFICATE FOR 2015/16 FINANCIAL YEAR	60.00
EFT22153	27/07/2016	STAPLES AUSTRALIA PTY LTD	CAPEL LIBRARY 8 X STORAGE CONTAINERS AND VARIOUS STATIONERY	273.59
EFT22154	27/07/2016	CAPEL LANDCARE CONSERVATION DISTRICT COMMITTEE	FUNDING GRANT ALLOCATED TO FENCING ON LAKES ROAD	6000.00
EFT22156	27/07/2016	COVS PARTS	BEACONS FOR P0059 AND P0088	1029.67
EFT22157	27/07/2016	CAPEL HARDWARE & FARM SUPPLIES	VARIOUS HARDWARE	1348.80
EFT22158	27/07/2016	CAPEL CLEANING	VACUUMING OF SHIRE OFFICES AND PLAYGROUP	135.00
EFT22159	27/07/2016	CARBONE BROS PTY LTD	RECONSTRUCTION OF PORTION OF ELGIN ROAD	5808.00
EFT22160	27/07/2016	ELLIOTT'S SMALL ENGINES	CHAINS FOR CHAINSAWS	115.20
EFT22161	27/07/2016	EASIFLEET MANAGEMENT	NOVATED LEASE - JUL 16	753.86
EFT22162	27/07/2016	ENVIRONMENTAL HEALTH AUSTRALIA	PROFESSIONAL MEMBERSHIP	315.00
EFT22163	27/07/2016	ECM AUTO ELECTRICAL PTY LTD	REPLACEMENT OF TWO HEAVY DUTY TRUCK BATTERIES ON THE ELGIN 1.4 + CALL OUT FEE	753.50
EFT22164	27/07/2016	GOLDEN WEST PLUMBING & DRAINAGE	INSPECT CISTERN AND ORDER PARTS INSTALL NEW INVISI DUAL FLUSH AND HOSES AT CAPEL SPORTS PAVILION, INSTALL NEW INVISI DUCT CISTERN AT BOYANUP COMMUNITY CENTRE AND DALYELLUP LAKES	1853.50
EFT22165	27/07/2016	FLEXI STAFF	CONTRACT STAFF	3705.15
EFT22166	27/07/2016	GEOVET BUSSELTON	2016/2017 ANNUAL ORDER POUND CONTRACT	280.00
EFT22167	27/07/2016	JETLINE KERBING CONTRACTORS	SUPPLY AND LAY SHELTER PAD, BBQ PAD, BIKE RACK PAD AND BIN PAD FOR CAPEL CIVIL PRECINCT	4573.80
EFT22168	27/07/2016	PERTHWASTE GREEN RECYCLING	DOMESTIC RECYCLING JUN 16	4300.05

EFT22169	27/07/2016	KEEN'S TRUCK DRIVING TRAINING	BFB TRUCK DRIVING TRAINING ESL FUNDED	860.00
EFT22170	27/07/2016	LANCALL	CARRY OUT TESTING OF 1 SAMPLE OF MATERIAL FOR ASBESTOS	110.00
EFT22171	27/07/2016	LGIS FIRE INSURANCE	16/17 BUSHFIRE INSURANCE	10164.00
EFT22172	27/07/2016	LGIS LIABILITY SCHEME	16/17 LIABILITY INSURANCE	21970.77
EFT22173	27/07/2016	LGIS WORKCARE SCHEME	16/17 WORKERS COMPENSATION -1ST INSTALMENT	88748.28
EFT22174	27/07/2016	MJB INDUSTRIES	50 - 450MM CLASS 2 CONCRETE PIPES FOR CAPEL TOWNSITE DRAINAGE AND INFRASTRUCTURE	9508.62
EFT22175	27/07/2016	VODAFONE HUTCHISON AUSTRALIA PTY LTD	VODAFONE MESSAGING FOR BFB-JUL 16	165.66
EFT22176	27/07/2016	OUTBACK IMAGING PTY LTD	1 X EZESCAN PRO + BCR ANNUAL SOFTWARE MAINTENANCE VALID FROM 15/08/2016 TO 14/8/2017	924.00
EFT22177	27/07/2016	PERTH MANAGEMENT SERVICES	16/17 RENT & OUTGOING- UNIT 5/135 NORTON PMDE- JUL 16	2270.98
EFT22178	27/07/2016	PENNANT HOUSE	BANNER IN THE TERRACE - SHIRE OF CAPEL ENTRY FOR 2016	268.40
EFT22179	27/07/2016	PJ & EV PAGE	WAXING AND BUFFING FLOOR BOYANUP HALL JUNE 16	70.00
EFT22180	27/07/2016	PROTECTOR FIRE SERVICES	SUPPLY AND INSTALL FIRE EQUIPMENT	3000.74
EFT22181	27/07/2016	PLANNING INSTITUTE AUSTRALIA	PIA CONFERENCE 2 SEPT 2016 PERTH CROWN CASINO - 4 OFFICERS - TO ATTEND FULL DAY	2195.00
EFT22182	27/07/2016	RENT A FENCE PTY LTD	2 MONTH HIRE OF WIRE MESH FENCE (INCLUDING DELIVERY, INSTALLATION AND REMOVAL ON COMPLETION) - ERLE SCOTT PARK	812.90
EFT22183	27/07/2016	SOUTH WEST TREE SAFE	EMERGENCY CALL OUT, HANGER IN TREE AND REMOVE GREEN WASTE 13/7/16 TIMPERLEY BOYANUP AND STUMP GRIND VERGE CNR PROPERJOHN AND BUCHANNAN RD	605.00
EFT22184	27/07/2016	CAPEL FRESH IGA	VARIOUS SHIRE EXPENSES INCLUDING MILK AND CATERING FOODS	263.17
EFT22185	27/07/2016	STRATHAM BOBCAT HIRE	BOBCAT HIRE FOR REMOVAL OF EXCESS PLAYGROUND MULCH AND REPLACE WITH TOPSOIL	418.00

EFT22186	27/07/2016	SUSSEX TURF CONTROL	BROADLEAF APPLICATION FOR BOYANUP OVAL	1250.00
EFT22187	27/07/2016	SPRAYMOW SERVICES	CARRY OUT ROAD VERGE SPRAYING IN TOWNSITES OF CAPEL, BOYANUP AND GELORUP	7210.12
EFT22188	27/07/2016	SKYLINE LANDSCAPE SERVICES PTY LTD	SPRAYING OF ROAD VERGES.	528.00
EFT22189	27/07/2016	FREESPIRIT TRAPEZE	JULY INZONE EXCURSION - AERIAL AND MINI TRAMPOLINE WORKSHOP	600.00
EFT22190	27/07/2016	TOTALLY WORKWEAR	UNIFORMS	434.50
EFT22191	27/07/2016	IT VISION	SYNERGYSOFT ANNUAL RENEWAL & UNIVERSE DB LICENCE AND FINAL PAYMENT FOR MANAGEMENT MODULE	74614.54
EFT22192	27/07/2016	IT VISION USER GROUP INC	IT VISION USER GROUP MEMBERSHIP 2016/2017	715.00
EFT22193	27/07/2016	WOODLANDS DISTRIBUTORS & AGENCIES	CAPEL CIVIC PRECINCT WOODLANDS URBAN A280 DRINK STATION INC BOTTLE FILLER AND DOG BOWL	9439.10
EFT22194	29/07/2016	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	902.36
EFT22195	29/07/2016	SELECTUS	PAYROLL DEDUCTIONS	1517.46
48136	04/07/2016	LASER CORPS	INZONE ACTIVITY - LASERTAG CAPEL OVAL FINAL PAYMENT	790.00
48137	06/07/2016	CITY OF BUNBURY	REMOVAL OF OFFENSIVE GRAFFITI FROM GELORUP SKATE PARK	1017.50
48138	06/07/2016	COURIER AUSTRALIA INTERNATIONAL	COURIER FEES-HEALTH	8.98
48139	06/07/2016	SHIRE OF CAPEL	PETTYCASH	45.30
48140	06/07/2016	DEPARTMENT OF MINES & PETROLEUM	DANGEROUS GOODS LICENCE - ANNUAL RENEWAL FEE - 16/7/16 TO 15/7/17 - NO. DG009800	197.00
48141	06/07/2016	SYNERGY	ELECTRICITY	5461.10
48142	13/07/2016	COURIER AUSTRALIA INTERNATIONAL	COURIER FEES-HEALTH	8.98
48143	13/07/2016	CAPEL BAKERY	OPERATIONS BBQ	34.00
48144	13/07/2016	EUGENE RALL	CROSSOVER CONTRIBUTION DALYELLUP	300.00
48145	13/07/2016	SYNERGY	ELECTRICITY	1312.70
48146	13/07/2016	TELSTRA CORPORATION LTD	JUNE 16 LANDLINE	2217.07
48147	20/07/2016	CITY OF BUNBURY	SWEMA ADMINISTRATION ANNUAL FEE FOR 2016/2017	350.00
48148	20/07/2016	COURIER AUSTRALIA INTERNATIONAL	COURIER FEES-HEALTH	8.98
48149	20/07/2016	SHIRE OF CAPEL	NEWSPAPER	49.95
48150	20/07/2016	KRISTY ANNE HAYWARD	DOG STERILISATION	30.00
48151	20/07/2016	SYNERGY	ELECTRICITY 1703X STREETLIGHTS	31410.80

48152	20/07/2016	SPECSAVERS OPTOMETRISTS BUNBURY	PAYMENT OF PRESCRIPTION SAFETY GLASSES	299.00
48154	27/07/2016	CITY OF BUNBURY	BUSSELL HIGHWAY SHARED PATH DESIGN CONTRIBUTION	11000.00
48155	27/07/2016	COURIER AUSTRALIA INTERNATIONAL	POSTAGE & FREIGHT - ADMIN	24.10
48156	27/07/2016	SHIRE OF CAPEL	NEWSPAPER	27.30
48157	27/07/2016	JANLUD PTY LTD	REFUND OF APPLICATION FEE PA86/2016 APPLICATION WITHDRAWN BY APPLICANT	295.00
48158	27/07/2016	SYNERGY	ELECTRICITY	1572.10
48159	27/07/2016	TELSTRA CORPORATION LTD	MOBILE RENT AND CALLS	1925.86
48160	27/07/2016	WATER CORPORATION	TRADE WASTE PERMIT- ANNUAL CHARGE- GREASE ARRESTOR	559.73
48161	27/07/2016	PAUL SHEEDY	LOCAL GOVT CONVENTION DAILY ALLOWANCE	300.00
48162	29/07/2016	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	52.70
48163	29/07/2016	THE AUSTRALIAN WORKERS UNION	PAYROLL DEDUCTIONS	132.00
48164	29/07/2016	SHIRE OF CAPEL	PAYROLL DEDUCTIONS	2561.00
48165	29/07/2016	LGRCEU	PAYROLL DEDUCTIONS	205.00
674	06/07/2016	BUILDING & CONSTRUCTION IND TRAINING FUND	JUNE 16 BCITF LEVY COLLECTED	4193.44
675	06/07/2016	DEPARTMENT OF COMMERCE - BUILDING COMMISSION	JUNE 16 BSL LEVY COLLECTED	5773.51
676	06/07/2016	SHIRE OF CAPEL	JUNE 16 BSL COLLECT	345.75
677	20/07/2016	KHONDAKER ASHRAF ISLAM	HALL BOND REFUND DCC 16/7/16	150.00
678	20/07/2016	LISA NEILL	HALL BOND REFUND BOY HALL 17/7/16	500.00
679	27/07/2016	DALYELLUP SING AUSTRALIA	HALL BOND REFUND DAL CC 23/7/16	150.00
				1253132.06

12.07.16	SHIRE OF CAPEL PAYROLL PAYMENTS	\$156,870.79
26.07.16	SHIRE OF CAPEL PAYROLL PAYMENTS	\$159,826.18

\$316,696.97

14.07.16	TRANSFER to MUNICIPAL ACCOUNT	\$765,000.00
27.07.16	TRANSFER to MUNICIPAL ACCOUNT	\$730,000.00

\$1,495,000.00

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 24 August 2016 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. J. Heedy.

CHIEF EXECUTIVE OFFICER

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATIONS – 15.4

That Council receives:

- 1 The Schedule of Accounts covering vouchers 674-679, EFT21985 to EFT22195, CHQ48136 to CHQ48165 totalling \$1,837,225.03 during the month of July 2016;**
- 2 Payroll payments for the month of July 2016, totalling \$1,253,132.06; and**
- 3 Transfers to and from investments as listed.**

15.5 Financial Statements for 31 July 2016

Location:	Whole of Shire
Applicant:	Shire of Capel
File Reference:	N/A
Disclosure of Interest:	Nil
Date:	10.08.16
Author:	Manager Finance, A Mattaboni
Senior Officer:	Executive Manager Corporate Services, S Stevenson
Attachments:	Financial Statements for July 2016

MATTER FOR CONSIDERATION

Council to consider adopting the monthly financial statements for July 2016.

BACKGROUND / PROPOSAL**Background**

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

Proposal

The financial statements provided to Council satisfy the requirements.

STATUTORY ENVIRONMENT

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

6.4 Financial Report

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

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

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

Financial Activity Statement Report

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

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Budget

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

Long Term

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

Whole of Life

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

SUSTAINABILITY IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

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

CONSULTATION

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

COMMENT

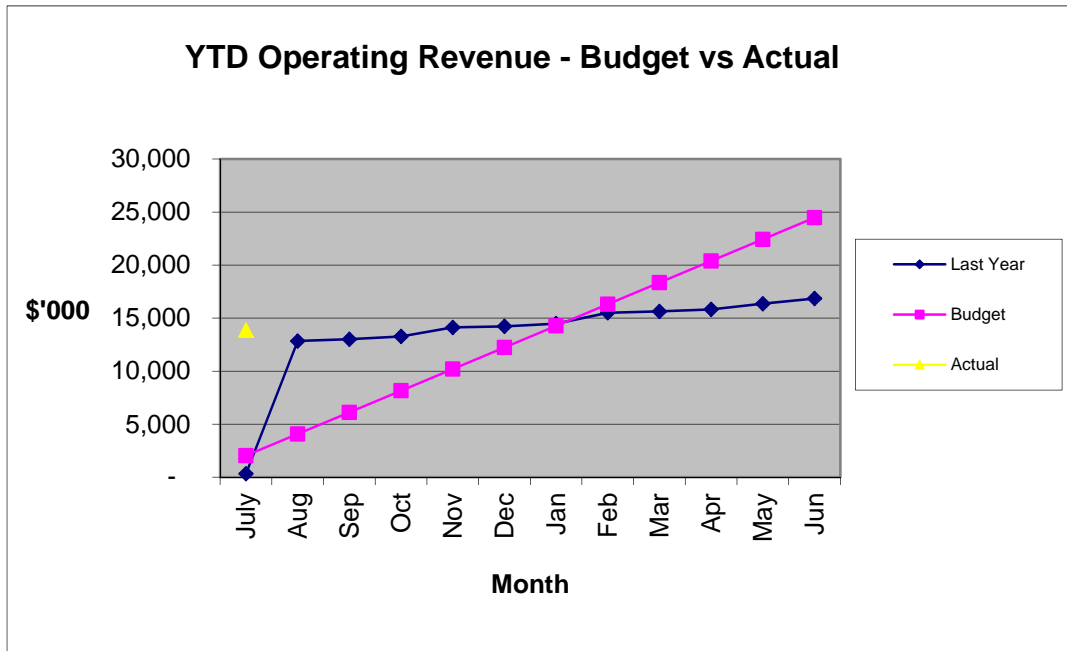
At 31 July 2016, Council's net current assets position was a surplus of \$13,123,466. The forecast year end net current asset position is a surplus of \$4,442.

Compared to the annual budget approximately 80% of Operating Revenue has been invoiced and 4% of the Operating Expenditure budget has been spent. As shown at Note 18, rates have been assessed for the 2016/17 financial year. The monthly budget of income and expenditure has yet to be adjusted to reflect the expected timing of actual income and expenditure throughout the financial year.

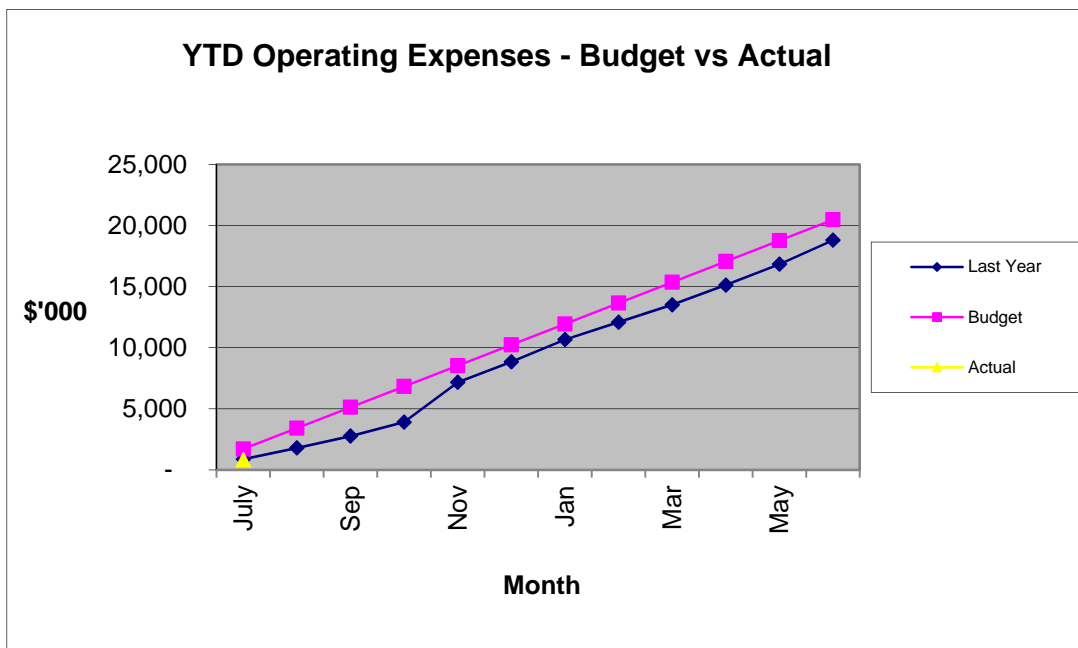
A comparison of employee costs shows that 7% of the annual budget has been spent.

Fixed asset depreciation has not been calculated for the month of July 2016 pending the update of the fair value of all assets as at 30 June 2016.

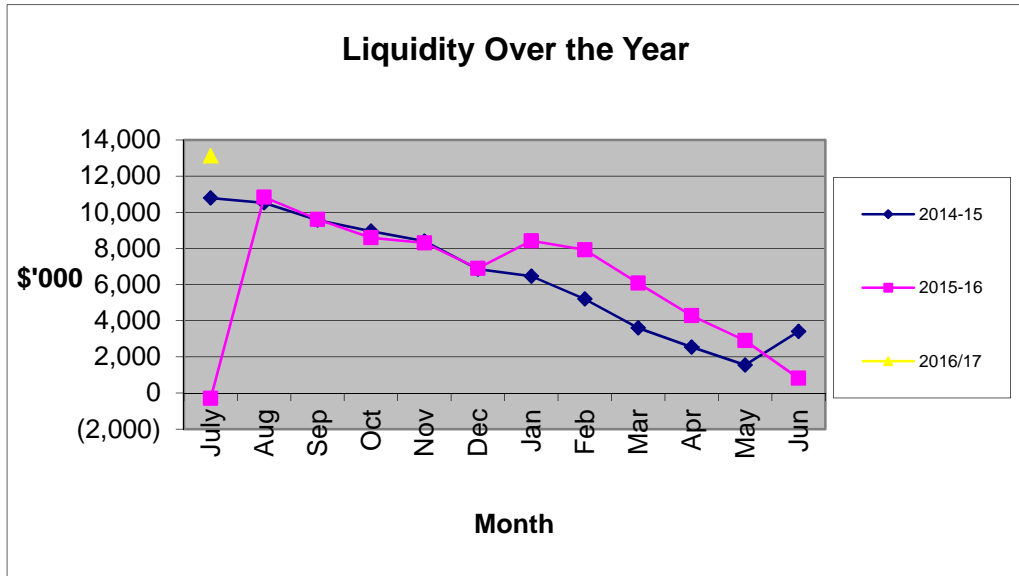
The following graphs compare actual Operating Revenue and Operating Expenditure against the approved budget on a year to date basis. Last year's actual is also included for comparative purposes, although rates have been assessed in July this year, compared to August 2015.



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

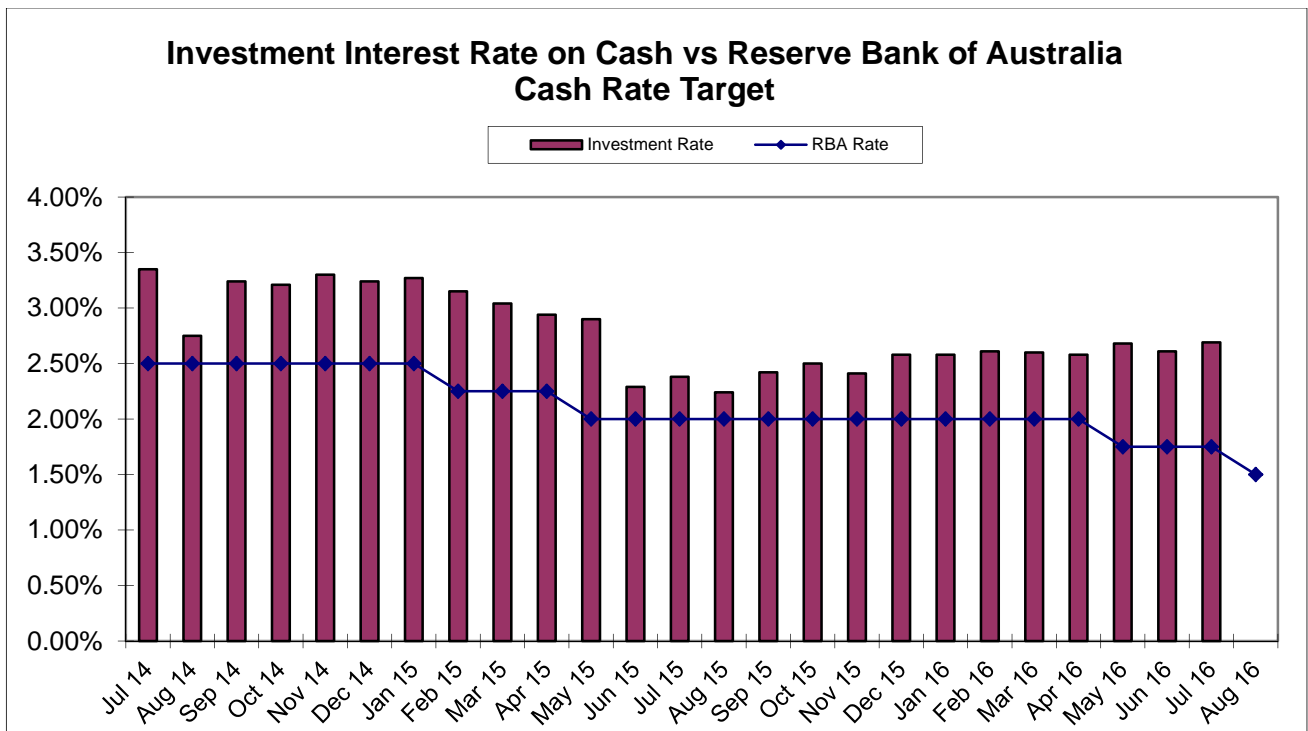


The liquidity graph compares the current year's net current assets position against that of the two previous years.



Council's municipal cash and investments position has decreased by \$1,652,020 compared to June 2016. The Municipal cash position is an amount of \$10,941,289 of which \$10,255,444 is restricted for specific purposes as shown at Note 3. Cash revenue came from Rates receipts and Business Activity Statement refund from the Australian Taxation Office. Major cash expenses were for land revaluation, payroll and contractor payments.

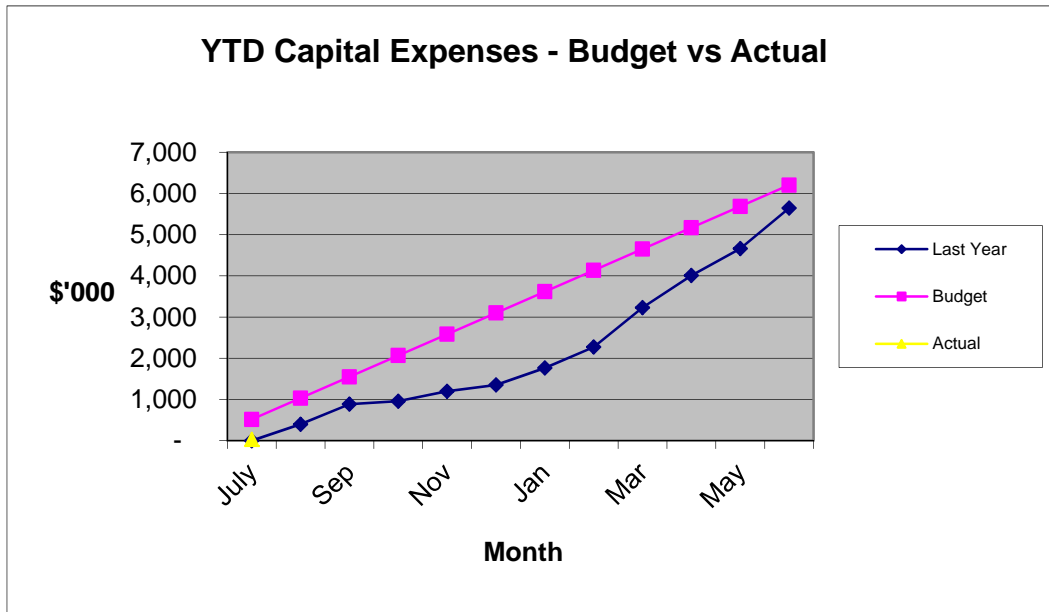
Total interest earned year to date is \$3,344 which is below the year to date budget of \$30,874. This will even itself out as the year goes by and accruals are absorbed by receipts. The average investment rate of return has increased marginally from 2.68% to 2.69% which exceeds the Reserve Bank's cash reference rate of 2.00%. The Reserve Bank Board on 3 August 2016 reduced their target cash rate to 1.50%. The Shire has term deposits maturing from August 2016 to December 2016, investment terms ranging from 91 days to 182 days and interest rates from 2.75% to 3.00%.



Capital works expenditure of \$35,460 was incurred during the month on:

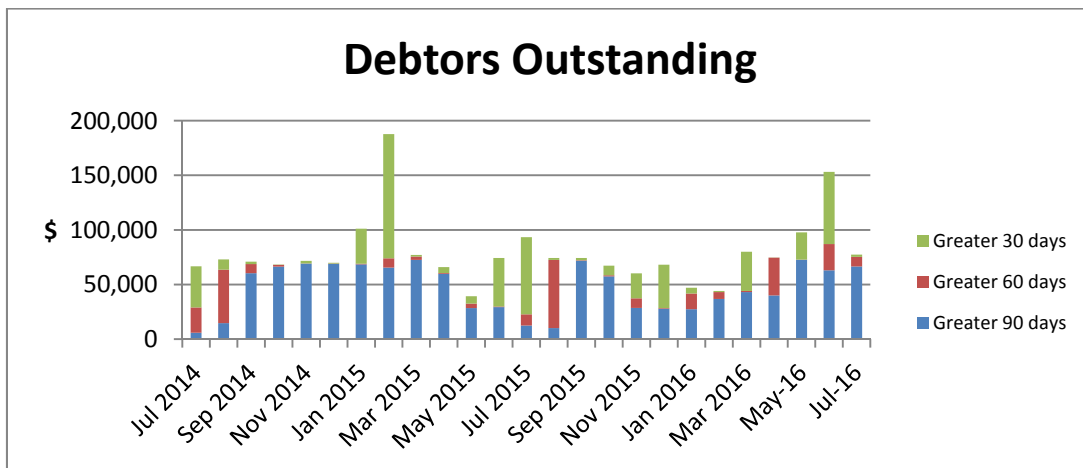
- \$4,125 Dual Use Paths,
- \$1,275 Playground replacement,
- \$8,640 Tuart Forest Oval Facilities and
- \$21,420 Record Management System.

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

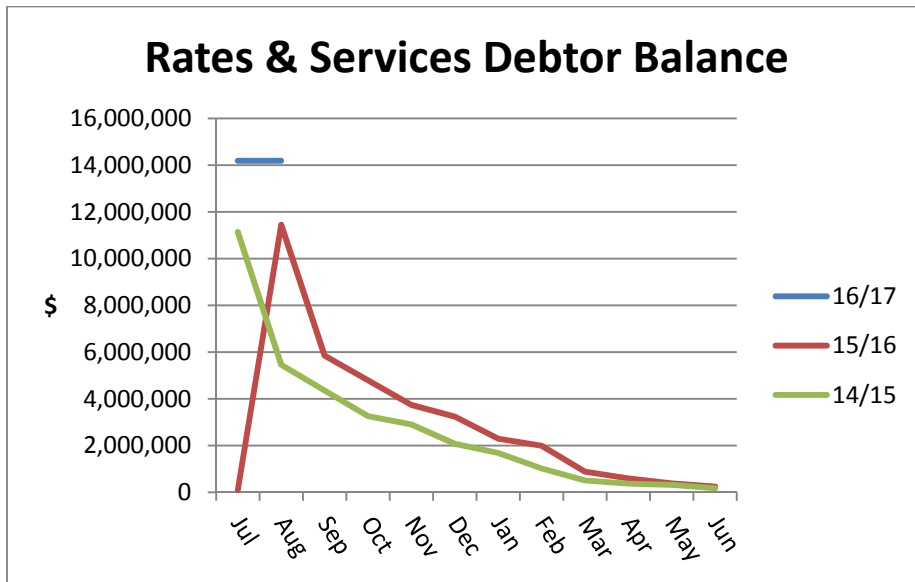


Council’s financial ratios are disclosed in Note 14.

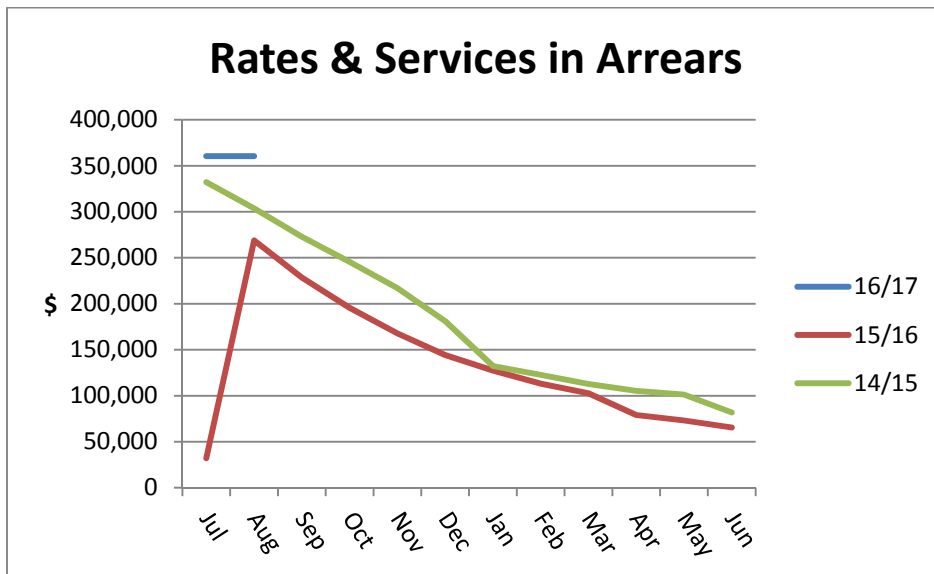
The following graph illustrates Council’s current level of general Debt recovery for 31-60 days, 61-90 days and greater than 90 days.



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



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



A review of the Statement of Financial Position and the attendant notes indicates there are no adverse trends evident in the year to date financial statements as at 31 July 2016.

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATION – 15.5

That Council adopts the financial statements for the period ending 31 July 2016 as attached.

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