

# Shire *of* Capel

## AGENDA

### ORDINARY COUNCIL MEETING

Wednesday 25<sup>th</sup> May 2016

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

#### REMINDER:

**1.30pm Audit Committee meeting**

**2.30pm Briefing – Kim Muste, Senior Strategic Planning Officer will give an update on the Local Planning Strategy and Local Planning Scheme**

**3.00pm Briefing – Joanne Ludbrook, Peron Naturaliste Partnership re Coastal Adaptation Decision Pathways Project**

**3.30pm Round the Table Discussion**



*Experience the*  
Shire of Capel



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# **FINANCIAL INTEREST**

(Effective 1 July 1996)

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

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

## **Councillors should declare an interest:**

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

A member who has declared an interest must not:

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

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

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

## **DISCLAIMER**

No responsibility whatsoever is implied or accepted by the Shire of Capel for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff. The Shire of Capel disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council/Committee meetings or discussions.

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, 25<sup>TH</sup> MAY 2016 COMMENCING AT 4.30PM.

*PF Sheedy.*

PF Sheedy  
CHIEF EXECUTIVE OFFICER

19 May, 2016

# AGENDA

## Table of Contents

1	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS .....	3
2	RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED) .....	3
3	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....	3
4	PUBLIC QUESTION TIME.....	3
5	APPLICATIONS FOR LEAVE OF ABSENCE.....	3
6	DECLARATION OF INTEREST.....	3
7	NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS.....	3
8	CONFIRMATION OF MINUTES .....	3
9	ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION .....	3
10	PETITIONS/DEPUTATIONS/PRESENTATIONS .....	3
11	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN .....	3
12	QUESTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN .....	3
13	CHIEF EXECUTIVE OFFICER REPORTS.....	4
13.1	Climate Change Policy Advisory Committee – Minutes of Meeting .....	4
13.2	Local Government Convention 2016 .....	7
13.3	Bunbury Wellington District and Boyup Brook Regional Tourism Development Strategy.....	14
14	ENGINEERING AND DEVELOPMENT SERVICES REPORTS.....	22
14.1	Lot 44 and Lot 110 on DP 51592 Ilmenite Crescent, Capel.....	22

14.2	4 Year Program of Works – Paths (2016/17 to 2019/20) .....	25
14.3	Shire of Capel Local Bike Plan 2016.....	33
14.4	Application for Retrospective Approval – Lot 1 (Location 16580) South Western Highway, Boyanup.....	36
<b>15</b>	<b>CORPORATE SERVICES REPORTS .....</b>	<b>51</b>
15.1	Licence to Use – Portion of R45076 – Dalyellup Beach Surf Life Saving Club.....	51
15.2	2016/17 Budget - Differential Rates .....	54
15.3	Accounts Due and Submitted for Authorisation .....	76
15.4	Accounts Paid During the Month of April 2016.....	82
15.5	Financial Statements for 30 April 2016 .....	96
<b>16</b>	<b>COMMUNITY SERVICES REPORTS .....</b>	<b>103</b>
16.1	Local Emergency Management Committee Minutes.....	103
<b>17</b>	<b>NEW BUSINESS OF AN URGENT NATURE .....</b>	<b>106</b>
<b>18</b>	<b>PUBLIC QUESTION TIME.....</b>	<b>106</b>
<b>19</b>	<b>MOTIONS WITHOUT NOTICE (ABSOLUTE MAJORITY BY COUNCIL) .....</b>	<b>106</b>
<b>20</b>	<b>NOTICES OF MOTION FOR CONSIDERATION AT THE NEXT ORDINARY MEETING OF THE COUNCIL .....</b>	<b>106</b>
<b>21</b>	<b>ITEMS FOR CONSIDERATION BEHIND CLOSED DOORS .....</b>	<b>106</b>
<b>22</b>	<b>MEETING CLOSURE .....</b>	<b>106</b>

**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)**

OC0401 Leave of Absence: Crs B Hearne and P McCleery

**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](http://www.capel.wa.gov.au).*

**5 APPLICATIONS FOR LEAVE OF ABSENCE**

**6 DECLARATION OF INTEREST**

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

**8 CONFIRMATION OF MINUTES**

8.1 Ordinary Council Meeting – 27.04.16

**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](mailto: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](mailto: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

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### 13.1 Climate Change Policy Advisory Committee – Minutes of Meeting

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Location:	Whole of Shire
Applicant:	Shire of Capel
File Reference:	N/A
Disclosure of Interest:	Nil
Date:	04.05.16
Author:	Chief Executive Officer, P Sheedy
Senior Officer:	Chief Executive Officer, P Sheedy
Attachments:	Minutes of Climate Change Policy Advisory Committee meeting held on 27 <sup>th</sup> April 2016

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#### **MATTER FOR CONSIDERATION**

Receive the minutes of the Climate Change Policy Advisory Committee held on 27<sup>TH</sup> April 2016 and endorsement of its recommendation.

#### **BACKGROUND / PROPOSAL**

##### **Background**

The Advisory Committee met prior to the Council meeting on 27<sup>th</sup> April 2016 to consider the proposed sustainability activities for the 2016/17 financial year.

##### **Proposal**

The proposed sustainability activities are consistent with the *Shire of Capel Sustainability Strategy 2013-2018*. The activities focus on reducing Council's environmental impacts in the areas of energy, water consumption, and carbon reduction and community projects.

#### **STATUTORY ENVIRONMENT**

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

#### **POLICY IMPLICATIONS**

Policy 2.25 Corporate Sustainability has relevance to this item.

#### **FINANCIAL IMPLICATIONS**

##### **Budget**

Approximately \$35,000 is estimated to be available in the Climate Change budget for 2016/17 after Sustainability Officer's salary costs and the Shire's contribution to the Peron Naturaliste Partnership are taken out.

##### **Long Term**

Most of the actions proposed for 2016/17 have a one off implementation cost. Some actions will have minor ongoing costs for monitoring and/or maintenance. A number of actions will provide ongoing financial savings to Council through reduced electricity and water costs. All the activities proposed will be funded from the annual budget allocation.

**Whole of Life**

There will be some minor annual costs incurred for monitoring and maintenance. There are some operating savings anticipated through the implementation of the proposed activities.

**SUSTAINABILITY IMPLICATIONS**

Strategic Community Plan (2013 - 2031)

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
- 1.3 Develop, support and implement innovative solutions

The Community Experience: “Provide facilities and services which recognise the diverse needs of the community and strive to make the Shire a safe place to live, work and visit”.

Strategic Outcome:

- 2.3 Preserve and protect the character of the communities

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 expectations”.

Strategic Outcome:

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

The proposed projects for 2016/17 are aimed wholly at improving sustainability outcomes for Council operations and within the local community.

**STRATEGIC IMPLICATIONS**

The proposed projects are consistent with the *Shire of Capel Sustainability Strategy 2013-2018*.

**CONSULTATION**

As the item relates to the adoption of Committee minutes no consultation is required.

**COMMENT**

The estimated implementation costs and annual savings of proposed sustainability projects for 2016/17 are summarised in the following table.

Projects	Estimated implementation costs	Estimated annual savings to Shire *	
Energy saving projects	\$19,000	\$2,600	8 tCO <sub>2</sub> /yr
Water saving projects	\$3,000	\$340	170 kL/yr
Carbon reduction projects	\$7,000	\$0	3 tCO <sub>2</sub> / year + 200 tCO <sub>2</sub> one-off
Community projects	\$6,000	\$0	0
<b>Total</b>	<b>\$35,000</b>	\$2,940	11 tCO <sub>2</sub> /yr 200 tCO <sub>2</sub> one-off 170 kL

**VOTING REQUIREMENTS**

Simple majority

<b>OFFICER'S RECOMMENDATIONS – 13.1</b>
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**That Council receives:**

- 1. Receives the minutes of the Climate Change Policy Advisory Committee held on 27 April 2016; and**
- 2. Adopts the proposed sustainability activities for 2016/17 as detailed in the Shire of Capel Sustainability Activities 2015/16, as per recommendation CC0302 in the CCPAC minutes.**



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## 13.2 Local Government Convention 2016

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Location:	Perth
Applicant:	Western Australian Local Government Association (WALGA)
File Reference:	CM.ME.1
Disclosure of Interest:	Nil
Date:	05.05.16
Author:	Chief Executive Officer, P Sheedy
Senior Officer:	Chief Executive Officer, P Sheedy
Attachments:	2016 Local Government Convention program brochure provided to Councillors under separate cover

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### **MATTER FOR CONSIDERATION**

1. Appointment of voting delegates for the WALGA Annual General Meeting on Wednesday 3<sup>rd</sup> August 2016 at the Perth Convention and Exhibition Centre; and
2. Approval for interested Elected Members to attend the Local Government Convention from 3<sup>rd</sup> – 5<sup>th</sup> August 2016 at the Perth Convention and Exhibition Centre.

### **BACKGROUND / PROPOSAL**

#### **Background**

Council is entitled to have a maximum of two voting delegates (excluding observers) at the WALGA Annual General Meeting held during Local Government Convention. This has in the past been the President and Deputy President, unless they do not attend the Local Government Convention, then other Elected Members have been nominated as voting delegates. The Chief Executive Officer (CEO) can also be nominated as a voting delegate if insufficient Elected Members are attending.

The President and Deputy President have generally been automatic nominations for attendance at the convention, if they choose to attend, and then preference has been given to recent elected Councillors and/or Elected Members who have not previously attended and then other interested Councillors who may wish to attend.

#### **Proposal**

"Themed *Local Impact*, the Conference aims to explore the ways in which individual contributions can markedly influence communities, with their effect moving beyond just the activity taken. We have a varied line-up of presenters and are excited to have as our keynote speaker, Sir Robin Wales, Mayor, London Borough of Newham, who has led community engagement and development of one of the most underprivileged London boroughs and has been recognised with a knighthood for his services to Local Government.

Also joining us is Lieutenant-General David Morrison AO, retired senior officer of the Australian Army who shot to fame when a video of him ordering Army troops to accept women as equals or "get out" went viral.

Joining us from our home State is Tanya Dupagne, who was named on the Power 30 Under 30 list for Australasia by the Apex Society in America for worldwide contribution to community service. Also from the West is our Convention Breakfast speaker, Peter Bell, former captain of the Fremantle Dockers.

Respected commentator and journalist, Liam Bartlett will facilitate a Q&A session on emergency management with a panel of industry experts.

The youngest and second female expedition leader to Davis Station, Rachael Robertson, will share how she led and inspired her team of 18 in a year-long expedition to Antarctica.

Commentator Gene Tunny from Adept Economics will walk us through the trends, indicators, shifts and cycles of the economic environment so that we can better understand what the implications are for Local Governments as the economy ebbs and flows.

To close our Conference, we are honoured to present Michael Crossland, an extraordinary young man who has defied the odds of a life-threatening cancer to build a life of exceptional achievements including: Australian of the Year finalist, National Ambassador for numerous charities and international hall of fame inductee."

### **STATUTORY ENVIRONMENT**

There are no statutory environment provisions relevant to this item.

### **POLICY IMPLICATIONS**

Policy 1.6 – Conferences and Training Expenses (the following parts are relevant).

#### 1. Approval

Subject to the clause for overseas travel, Councillors may attend conferences and training following:

- (a) approval by the Council through a resolution passed at a Council meeting for attendance at conferences and all other events outside of Western Australia.

#### 3. Payment of Conference and Training Costs

Conference and training expenses will only be paid or reimbursed when:

- The attendance is authorised, by Council, through a resolution passed at a Council meeting or by the Chief Executive Officer.
- The attendance and expenses incurred comply with the requirements of this policy.
- Due to exceptional circumstances, Council approves a reimbursement though a resolution passed at a Council meeting, of conference and training expenses incurred that have not been approved by Council prior to attendance.

#### 4. Conference and Training Expenses

Costs of vehicle hire, taxi fares, parking and meal expenses which are reasonably required and incurred in attending conferences, will be reimbursed by the Council.

Council will generally not meet the costs of meals or refreshments for other persons (other than partners). The main exception is where it is indicated that the meal or refreshments provided to another person is in response to a meal or refreshments previously received.

##### 4.1 Booking Arrangements

Registration, travel and accommodation for Councillors will be arranged through the Office of the Chief Executive Officer. In general all costs including airfares, registration fees and accommodation will be paid direct by the Shire.

#### 4.2 Registration

The Council will pay all normal registration costs for Councillors/delegates which are charged by organisers, including those relating to official luncheons, dinners and tours/inspections which are relevant to the interests of the Council.

The Council will normally pay registration fees, accommodation costs and airline/train tickets direct to conference organisers/travel agent in advance. Where this is not appropriate or possible, a cash allowance or cheque equivalent thereto may be paid in advance to the attendee for payment to the appropriate party.

#### 4.3 Accommodation

The Council will pay reasonable double room or twin share accommodation costs for Councillors including the night before and/or after the conference where this is necessary because of travel and/or conference timetables which make it impossible to arrive at or return home in normal working hours.

Where available, accommodation shall be normally booked at the venue.

#### 4.4 Travel

All reasonable travel costs for Councillors/delegates to and from the conference location and venue will be met by the Council. Where appropriate, travel will be provided by air and will normally be at economy rates but may be upgraded to business class in recognition of any physical disability of the attendee or if the distance and/or travelling time involved warrants such an upgrade.

Councillors using private vehicles in accordance with this Policy may claim 'kilometre' allowance at the date of travel as per Clause 5 of Policy 1.3 but subject to such cost not exceeding the normal full economy class air fares to and from the particular destination.

Costs of vehicle hire, taxi fares, parking and meal expenses which are reasonably required and incurred in attending conferences, will be reimbursed by the Council.

#### 4.5 Councillor/Delegate Accompanying Person

The partners of Councillors are entitled to attend authorised conferences (as outlined in Clause 2 of this Policy) as an accompanying person with Council meeting conference programs and meal expenses, where the conference is within Western Australia. Expenses in relation to partners' tours, sporting activities and other such activities, shall be the responsibility of the elected member.

Where a Councillor is accompanied at a conference outside Western Australia, all costs for or incurred by the accompanying person, including travel, meals, registration and/or participation in any conference program, are to be borne by the elected member and not by the Council. Accompanying person's registration or accompanying person's program fees will be paid by the Shire at the time of registration with the Councillor reimbursing the Shire when requested.

#### 4.6 Reimbursement of Expenses

Councillors attending conference and training events are entitled to be reimbursed for 'normally accepted' living costs while travelling, such living costs would include but are not limited to:

- (a) Taxi fares to and from the airport and to and from the venue if the accommodation used is a substantial distance from the venue;
- (b) Meals for the Councillor;

- (c) Refreshments for the Councillor (maximum of \$30); and
- (d) Vehicle hire, petrol and parking.

Expenses will generally be reimbursed from the time a Councillor leaves home to attend a conference or training to the time the Councillor returns home.

Should the Councillor extend a visit by leaving prior to the time necessary to arrive at the conference or training or return after the time at which the Councillor could have returned following the conference or training, reimbursements will be paid:

- (a) For the days of the conference and training; and
- (b) For the cost of travel from the airport directly to the accommodation to be used for the conference and training and also, vice versa, from accommodation to the airport.

Where a Councillor attending an approved conference or training program requiring overnight accommodation, elects to stay with relatives or friends at private accommodation, Council will pay an allowance of \$100 per night, to offset meals and other expenses.

Councillors wishing to claim this allowance shall complete the 'Elected Member Conference Reimbursement' form.

Where a Councillor attending an approved conference, training or development program, incurs child care expenses, Council will reimburse these expenses to a maximum of \$80 per day.

Where Councillors attend conferences, seminars, fact finding tours, training and development, they shall be entitled to a daily allowance of \$25 for sundry expenses in addition to other expenses allowed under this policy. The daily allowance can be paid either prior to, or at the conclusion of attending conferences etc.

## **FINANCIAL IMPLICATIONS**

### **Budget**

The following details relate to attendance at the Local Government Convention sessions on Wednesday to Friday (3<sup>rd</sup> August – 5<sup>th</sup> August 2015) and provide approximate costs to be met by Council for a delegate and partner if they attend all functions (including GST). Single day attendance registration ranges from \$725 to \$780 (including sundowner) for a full day.

	\$
Full Registration (Delegate only)	1,475
Accommodation, meals, refreshments (3 nights)	1,100
Valet parking	100
Gala Dinner (Councillor & partner)	90 (if full delegate)
Welcome Reception (partner)	60
Sundowner (partner)	60
Sundry expenses allowance	75
Reserved parking (Convention Centre Saturday)	37
	2,997

Note: As the Wednesday session does not commence until 12.00pm (lunch, followed by AGM) and the Conference concludes at approximately 5.00pm on the Friday, costs have been included for accommodation for three nights and evening meals on the assumption that those attending would stay for the gala dinner on the Friday night.

The 2016/17 draft budget includes an allocation of \$9,000 (ex GST) for Conferences and Training, which includes the Local Government Convention and Professional Development opportunities and is sufficient for two councillors attending unless there is an increase in attendance to previous years.

Should the delegates wish to attend the Australian Local Government Women's Association WA AGM and breakfast (4<sup>th</sup> August) and/or breakfast with Special Guest Mr Peter Bell (5<sup>th</sup> August) additional costs of \$55 and \$88 (in GST) respectively will be incurred.

Travel reimbursement costs of approximately \$310 (420klms @ 74.0 cents/klm) per Councillor would also be incurred if claimed. This is funded under a separate budget allocation (Members Allowances - Account 101120).

Professional Development Opportunities for Elected members are being offered pre (1<sup>st</sup> & 2<sup>nd</sup> August), during and post-convention (6<sup>th</sup>, 8<sup>th</sup> & 9<sup>th</sup> August). This would be an additional cost if Elected Members decide to attend any of these sessions which range from \$495 to \$650 (plus GST).

### **Long Term**

There are no long term financial implications with the item as it is considered on an annual basis.

### **Whole of Life**

As there are no assets being created, Whole of Life costs are not relevant to this item.

### **SUSTAINABILITY IMPLICATIONS**

Attendance at the Convention does require attendees to travel by motor vehicle or train to Perth and return.

Attendance by Elected Members allows them to interact with Elected Members from other local governments and the various convention speakers to discuss a range of issues relevant to local government in Western Australia.

### **STRATEGIC IMPLICATIONS**

The Shire of Capel's Strategic Plan 2013-2031, Strategic Direction, Leadership Experience, Strategic Outcome, 'Ensure continuous improvement of the organisation', has relevance to this item.

### **CONSULTATION**

No consultation with the community or other agencies is required on the matter.

### **COMMENT**

Full details of the Convention program are outlined in the separate attachment, however in summary the relevant parts of Local Government Convention 2016 are:

- Wednesday 3<sup>rd</sup> August – State and Local Government Forum, AGM, Convention sessions and sundowner.
- Thursday 4<sup>th</sup> August – Local Government Women's Association (WA) AGM and breakfast, Convention sessions and Mayors' and Presidents' evening cocktail reception at Government House.
- Friday 5<sup>th</sup> August – Breakfast with Peter Bell, Convention sessions and Gala Dinner.

- Partner's tours and sessions Wednesday to Friday 3<sup>rd</sup> to 5<sup>th</sup> August.
- Saturday 8<sup>th</sup> August - Delegates and partners coach trip to Lancelin.

### **Councillor Attendance**

The attendance of two Elected Members and partners at the Local Government Convention sessions (3<sup>rd</sup> to 5<sup>th</sup> August), including sundowner and gala dinner would incur costs of approximately \$5,994 (incl. GST), with additional costs for attendance at the breakfast sessions, Saturday all day tour and travel. If there is any interest from further Elected Members then additional budget allocations will be required in 2016/17 budget.

Cr Jennifer Scott has indicated to the CEO her interest in attending the Local Government Convention this year.

Finally if Council so chooses and there is no interest from Councillors to attend, Council can decide not to send any delegates at all to the Convention and by default the CEO would also not attend.

### **Annual General Meeting – 3<sup>rd</sup> August 2015**

The President and Deputy President, if attending, have in the past been Council's nominated voting delegates and, if not attending, other Elected Members and/or the Chief Executive Officer have been nominated.

### **State and Local Government Forum**

A registration of interest has been submitted to attend the above forum that will be held on Wednesday 3<sup>rd</sup> August 2016 in the morning.

As part of this forum local governments have the opportunity to nominate up to three State Government Departments that they may wish to have a rotational dialogue (speed dating of 9 minutes) with on nominated a matter/s. In discussion with the President the CEO has nominated the Department of Agriculture and Food (regional saleyards), Department of Transport (Bunbury Outer Ring Road) and Water Corporation (sewer pump station north Capel) as those that the Shire of Capel wishes to meet with.

The morning forum also includes a presentation by the State Government Minister for Local Government and Opposition Spokesperson on Local Government on their policy development relevant to the local government sector. This will require the President and CEO travelling to Perth on the Tuesday, rather than the Wednesday, incurring an additional night's accommodation and meals.

### **Accommodation and additional costs**

Accommodation of three rooms (2 elected members and the CEO), based on midlevel hotel accommodation close to the Convention Centre (10-15 minute walk) has been booked at the Mercure Hotel, Irwin Street, Perth at this time.

Whilst it is not mentioned in the report the Chief Executive Officer will be attending the Local Government Convention also and a separate budget allocation is made for his attendance under the 'Governance General-Conference, Training and Other' section of the budget.

Finally, attendance of partners at any of the partners' programs will be at the Elected Member's cost and similarly any expenses incurred for alcohol or use of the mini bar (above the allocation of \$30) will be charged to the Elected Member after the Convention.

### **Elected Member Professional Development**

As mentioned in the Financial Implications above, as part of the Convention professional development training courses are being provided at the venue, Perth Convention and Exhibition Centre, for Elected Members from Monday 3 August to Tuesday 11 August 2015. Councillors are able to attend these on an individual course basis and are encouraged to consider attending.

The one day training sessions are \$495 to \$650 (+GST) for registration, with additional costs for accommodation and travel (if not attending the Convention).

A copy of the pamphlet on the Professional development opportunities is included in the separate attachments and a separate Council motion will be required if any Elected members wish to attend any of these training sessions.

### **VOTING REQUIREMENTS**

Simple majority

<b>OFFICER'S RECOMMENDATIONS – 13.2</b>
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#### **STAFF RECOMMENDATION 1**

**That Council approves the attendance of the President, Deputy President, Councillor Jennifer Scott and \_\_\_\_\_ at the Local Government Convention on 3<sup>rd</sup> to 5<sup>th</sup> August 2016 and meet all conference registration, accommodation, travel and other costs as per Policies 1.3 and 1.6.**

#### **STAFF RECOMMENDATION 2**

**That Council nominates the President and Deputy President as its voting delegates to attend the WALGA Annual General Meeting on Wednesday 3<sup>rd</sup> August 2016 and meet all conference registration, accommodation, travel and other costs as per Policies 1.3 and 1.6.**

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### **13.3 Bunbury Wellington District and Boyup Brook Regional Tourism Development Strategy**

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Location: South West  
 Applicant: Shire of Capel  
 File Reference: ED.SP.2  
 Disclosure of Interest: Nil  
 Date: 09.05.16  
 Author: Chief Executive Officer, PF Sheedy  
 Senior Officer: Chief Executive Officer, PF Sheedy  
 Attachments: Nil

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#### **MATTER FOR CONSIDERATION**

Following the meeting of the Bunbury Wellington Group of Councils (BWGC) on the 18<sup>th</sup> April 2016 the following actions are put forward for Council consideration:

- Endorsement of the updated Bunbury-Wellington & Boyup Brook (BW&BB) Regional Tourism Development Strategy 2015-2019 BW&BB Regional Tourism Development Strategy – Regional Action Plan and Regional Marketing Plan (previously provided at the December 2015 Council meeting) to incorporate the amendments from the submissions received, as indicated in the 'Comment' section of this report;
- That the South West Development Commission be requested to accept coordination and the lead role for implementation of the Bunbury Wellington and Boyup Brook Regional Tourism Development Strategy, as this is features highly in the SW Blueprint and Regional Growth Plan.
- That Council consider an allocation of \$10,000 in the 2016/17 to 2018/19 budgets for implementation of regional tourism initiatives.
- That Council supports any submissions and joint applications for funding through Royalties for Regions and other programs to fund workshops, marketing and implement projects contained within the report.
- That Council agrees to participate in each initiative as they determine where it is considered beneficial to the Shire of Capel and/or region.

#### **BACKGROUND / PROPOSAL**

##### **Background**

##### April 2012

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

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



December 2014

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

December 2015

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

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

Council at its meeting on 16 December 2015 resolved (OC1217):

*That Council:*

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

April 2016

The Tourism Steering Group met on 5<sup>th</sup> April 2016 in Donnybrook to consider all the submissions received from the tourism industry stakeholders, noting that seven (7) submissions were received and outcomes of the meeting was suggested changes to the Strategy and Action Plan (see details under comment) and to recommend to the BWGC to consider a budget and identify accommodation for the proposed appointment of a Regional Marketing Manager to commence the project in the 2016/17 financial year with a commitment for 3 years based on a budget of \$130,000.

The BWGC met on 18<sup>th</sup> April 2016 where the following recommendation was made:

*That the Bunbury Wellington Group of Councils:-*

1. *Note that seven (7) submissions were received.*

2. *Agree to the proposed amendments to the Strategy and Action Plan as outlined in the report from the South West Development Commission from the submissions received be adopted and the Strategy documents be amended to reflect these changes.*
3. *Upon receipt of the updated report, that each member local government present the report to their respective Councils for consideration and endorsement, noting the group agrees to:*
  - a) *Approach the South West Development Commission requesting the Commission accept coordination and the lead role for implementation of the Bunbury Wellington and Boyup Brook Regional Tourism Development Strategy, as this is features highly in the SW Blueprint and Regional Growth Plan.*
  - b) *Recommend each Local government request their Council consider an allocation in the 2016/17 budget for implementation of regional tourism initiatives.*
  - c) *Support any submissions and joint applications for funding through Royalties for Regions and other programs to fund workshops, marketing and implement projects contained within the report.*
  - d) *That each Council participate in each initiative as they determine.*
4. *Agree that upon adoption by each respective Council that the Bunbury Wellington and Boyup Brook Regional Tourism Development Strategy Steering Committee cease.*

### **Proposal**

As can be seen from the recommendations from the BWGC meeting on the 18<sup>th</sup> April 2016 it is recommended that the proposed amendments from the industry submissions received be endorsed by each Council and the amended Strategy and Action Plan reflects these changes.

The Tourism Steering Group and the first draft Tourism Strategy indicated support for the regional local governments to be responsible for the coordination and implementation of the Strategy and Plan, however at the BWGC meeting on 18<sup>th</sup> April it was queried why local governments were required to fund the strategy rather than the state government who have the appropriate skills, knowledge and staffing to implement. Members discussed approaching the South West Development Commission to take the lead role of coordination and the implementation of recommendations and projects contained in Strategy. The arguments for SWDC to take lead role for implementation of the plan included:

- They have an existing staff member dedicated for this
- The Economic Officer would be better positioned to undertake the coordination and implementation of the strategy
- They are better positioned to liaise with Tourism WA
- This is highlighted in their Regional Blueprint as one of their interest areas
- This is also to be referenced in the Regional Growth Plan
- They are better positioned to liaise with the Chamber of Commerce for possible lobbying for members and raising funds to assist with the strategies delivery.

Members agreed that if the SWDC were to accept the project, local governments would be better positioned if each local government was shown to be supportive of the initiatives and have some funding set aside to facilitate these. As a result each local government is requested to consider an allocation in their 2016/17 budget and thereafter for implementation of regional initiatives.

It was also agreed by the BWGC that not all of the proposed actions would benefit all the local government partners so it was agreed that each local government should be permitted to make a determination when a new initiative/action is proposed as to whether they wish to participate or not.

### **STATUTORY ENVIRONMENT**

There are no statutory implications in regards to this matter.

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

### **POLICY IMPLICATIONS**

There are no policy implications in regards to this matter.

### **FINANCIAL IMPLICATIONS**

#### **Budget**

The 2015/16 budget has an allocation of \$5,000 for the implementation of the Strategy which at this stage has not been accessed and it is not anticipated that it would be required in the current financial year.

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

#### **Long Term**

It is expected that Council will provide an annual allocation in its Long Term Financial Plan commencing in the 2016/17 financial year to allow it to contribute to regional initiatives that it considers beneficial to the Shire and/or the region.

#### **Whole of Life**

There are no whole of life implications identified at this time but such items as regional signage at the Shire boundary would have an ongoing cost for maintenance and replacement.

### **SUSTAINABILITY IMPLICATIONS**

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

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

### **STRATEGIC IMPLICATIONS**

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

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

Strategic Outcomes:

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

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

Strategic Outcomes:

2.2 Encourage community engagement and participation.

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

Strategic Outcomes:

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

4.2 – Pursue diversity and vitality in the local economy

4.3 – Enhance the local economy by promoting local produce

4.7 – Promote tourist interests and provision of tourist accommodation.

- 5 Infrastructure Experience: “Plan and facilitate safe, sustainable and efficient transport, cycle and pedestrian network throughout the Shire”.

Strategic Outcomes:

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

## **CONSULTATION**

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

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

As indicated in the ‘Background’ section of this report the draft Regional Tourism Strategy has been provided to all tourism stakeholders for comment and some changes are being made to the document as a result of this consultation.

## **COMMENT**

As the recommendations from the Steering Group are only considered to be minor the BWGC were supportive of these changes being made as outlined below.

<b>REF</b>	<b>ACTION</b>	<b>NEW WORDING</b>
1.2	Themed Regional Maps	Develop themed regional maps listing ALL the region’s food, wine, retail, adventure and nature, culture, Aboriginal and heritage sites; with a way-finding focus; phase out shire-based maps.
1.5	Drive Route Signage	Install directional signs and markers along the main self-drive routes to complement the maps and App; Indulgence Trail, Bunbury-Collie Drive Loop and Regional ‘Ring’ Road and <i>Collie to Mumballup to Donnybrook loop</i> .
2.5	Event Framework	Introduce an agreed event framework that fosters consistency in a regional event program, standardising resourcing, promotion, risk management, evaluation, tiered prioritising etc.

2.6	Funding	Investigate 'regional' approaches to funding and resourcing new and existing events of regional significance; e.g. Regional grant applications, LGA event pool (funds), event levy etc.
3.6	Package Themes	Visitor Centres and Tourism (Progress) Associations encouraged to promote priority themes for packages such as food and wine, Aboriginal experiences, shopping, arts, adventure-nature and events.
4.3	Investment Attraction	Relevant proponents to prepare business cases and funding applications for the preferred investment priorities.
4.7	Dams	Investigate participation in the Interagency Working Group and Master Plans for (proposed additional) recreational activity at Harvey, Wellington and other dams and inland waterways throughout the region.
4.9	Heritage and Culture	Consider incorporating heritage and culture into new and existing tourism facilities, including an Aboriginal component as an example.
4.10	Transport Linkages	Investigate opportunity to upgrade the Perth-Bunbury rail infrastructure.

The Steering committee meeting also recommended that the BWGC consider a budget allocation and identify accommodation for the appointment of a Regional Marketing Manager to commence the project in the 2016/17 financial year with a commitment for 3 years based on a budget of \$130,000 with an additional \$50,000 for cooperative marketing provided by the private section businesses. The proposed cost sharing arrangements were calculated on the basis of population with the following contributions calculated.

LGA	POPULATION	PERCENTAGE	DOLLAR AMOUNT
Boyup Brook	1,750	1.64%	\$2,132.00
Bunbury	31,348	29.26%	\$38,038.00
Capel	17,061	16.00%	\$20,800.00
Collie	9,692	9.00%	\$11,700.00
Dardanup	14,466	13.50%	\$17,550.00
Donnybrook-Balingup	6,016	5.60%	\$7,280.00
Harvey	26,787	25.00%	\$32,500.00
<b>TOTAL</b>	<b>107,120</b>	<b>100.00%</b>	<b>\$130,000.00</b>

Discussion at the BWGC meeting on the 18<sup>th</sup> April 2016 in regards to the Regional Marketing Manager raised the following issues;

- It was discussed that Councils may be more willing to contribute towards a pool of project funds rather than for the salary of a consultant.
- It was queried if the method used to calculate each local government's contributions was fair and equitable using only population as some local governments may not receive any benefits from an action/initiative implemented.

- There were concerns that if one (1) or more councils resolved not to proceed, the remaining costs be distributed to the other Shires for them to make up the difference. This highlighted the need to include a recommendation noting that if one or more LGs do not participate, then the remaining Councils would then need to reconsider if they wish to proceed.
- Many of the member Councils already provide substantial funds in their budgets to contribute towards tourism and it may be possible to reallocate some existing funds from these budgets.
- Members supported the idea of the Regional Tourism Strategy but debated whether implementation should be held off until the Regional Growth Plan strategy is developed.
- It was queried why local governments were required to fund the strategy rather than the state government who have the appropriate skills, knowledge and staffing to implement. Members discussed approaching the South West Development Commission to take the lead role of coordination and the implementation of recommendations and projects contained in Strategy.
- It was agreed that if the SWDC were to accept the project, that we would be better positioned if each local government was shown to be supportive of the initiatives and have some funding set aside to facilitate these.

As can be seen from the above comments the BWGC CEO's considered that the employment of a regional marketing manager fully funded by local governments was not reasonable given that this should fall under the responsibility of the state government as it is considered to be a regional initiative no different to a number of other regional initiatives that the SWDC is responsible for. This would also then allow local governments and industry to provide funding to implement the actions in the plan.

Contact with other local government Chief Executive Officers has indicated that they are planning to request a \$10,000 to \$15,000 allocation from their Council for a minimum of three years commencing in 2016/17. So based on this information, a request in the recommendation below has been made for an annual allocation of \$10,000 for the next three years, bearing in mind that there is already an allocation of \$5,000 in the next four year draft budget.

### **VOTING REQUIREMENTS**

Simple majority

<b>OFFICER'S RECOMMENDATIONS – 13.3</b>
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**That Council:**

- 1. Receives and endorses the updated Bunbury –Wellington and Boyup Brook Regional Tourism Development Strategy (incorporating the changes indicated in the 'Comment' section of this report);**
- 2. Supports the South West Development Commission being requested to accept coordination and the lead role for implementation of the Bunbury Wellington and Boyup Brook Regional Tourism Development Strategy, as this features highly in the SW Blueprint and Regional Growth Plan.**
- 3. Includes an allocation of \$10,000 in its 2016/17 to 2018/19 budgets for implementation of regional tourism initiatives.**
- 4. Supports any submissions and joint applications for funding through Royalties for Regions and other programs to fund workshops, marketing and implement projects contained within the report.**
- 5. Agrees to participate in each initiative as determined beneficial to the Shire of Capel and/or the region.**
- 6. In the event that the other participating Councils do not wish to contribute towards the implementation of the Regional Tourism Strategy or contribute at a lower level, then Council's commitment to the Strategy may be reassessed.**

## 14 ENGINEERING AND DEVELOPMENT SERVICES REPORTS

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### 14.1 Lot 44 and Lot 110 on DP 51592 Ilmenite Crescent, Capel

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Location: Lot 44 and Lot 110 on DP 51592 Ilmenite Crescent, Capel  
 Applicant: Department of Lands  
 File Reference:  
 Disclosure of Interest: Nil  
 Date: 05.04.16  
 Author: Executive Assistant, B Facey  
 Senior Officer: Executive Manager Engineering & Development Services, J Gick  
 Attachments: Plan 1 – Lot 44  
 Plan 2 – Lot 110

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#### **MATTER FOR CONSIDERATION**

Separate correspondence has been received from Department of Lands requesting advice as to whether Council is prepared to accept the Management Orders for the purpose of "Drainage" for Lot 44 and "Public Recreation & Drainage" for Lot 110 Ilmenite Crescent, Capel.

#### **BACKGROUND / PROPOSAL**

##### **Background**

As a result of freehold subdivision, Lot 44 and Lot 110 Ilmenite Crescent, Capel were ceded to the Crown, subject to section 152 of the Planning and Development Act 2005 (PDA) on 20 October 2006.

Lot 44 and Lot 110 are created to accommodate drainage space for the Capel light industrial area.

The attached plans show the location of the proposed reserves.

##### **Proposal**

To accept Management Orders for the purpose of "Drainage" for Lot 44 and "Public Recreation & Drainage" for Lot 110 Ilmenite Crescent, Capel.

#### **STATUTORY ENVIRONMENT**

The lots were created under statutes for subdivisions under the Planning and Development Act 2005.

The Management Orders are proposed to be created under section 41 of the Land Administration Act 1997.

Land Administration Act 1997

#### **41. Reserving Crown land, Minister's powers as to**

Subject to section 45(6), the Minister may by order reserve Crown land to the Crown for one or more purposes in the public interest.

#### **POLICY IMPLICATIONS**

There are no policy implications to consider.



## **FINANCIAL IMPLICATIONS**

### **Budget**

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

### **Long Term**

There will be a small increase in the Council's operating costs to maintain these areas for drainage.

### **Whole of Life**

The whole of life cost has not been calculated, but would include ongoing expenditure to maintain the land for the purpose of drainage.

## **SUSTAINABILITY IMPLICATIONS**

Accepting Management Orders for these lots will allow the Council to maintain drainage at the Capel LIA and accommodate ongoing development. The drainage is an open channel and swale, which allows for natural nutrient stripping before evaporation soakage.

## **STRATEGIC IMPLICATIONS**

Shire of Capel Strategic Community Plan 2013-2031.

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

Strategic Outcomes

2.3 Preserve and protect the character of the communities.

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

Strategic Outcome:

4.9 Encourage business development.

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

Strategic Outcome:

5.6 Effectively manage the Shire's assets and resources.

## **CONSULTATION**

This proposal has been discussed at EMT.

## **COMMENT**

Council has previously accepted Management Orders over drainage reserves and public recreation and drainage reserves within the Shire, as these reserves generally provide an important function to a subdivision and are required to be maintained to effectively serve their intended purpose.

In this case, the provision of a Management order over Lot 44 and Lot 110 will allow Council to maintain drainage at the Capel LIA.

**VOTING REQUIREMENTS**

Simple majority

**OFFICER'S RECOMMENDATIONS – 14.1**

**That Council advises the Department of Lands it is prepared to accept Management Orders for Lot 44 for the purpose of "Drainage" and Lot 110 for the purpose of "Public Recreation & Drainage" on DP 51592 Ilmenite Crescent, Capel.**

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**14.2 4 Year Program of Works – Paths (2016/17 to 2019/20)**

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Location: Whole of Shire  
Applicant: Shire of Capel  
File Reference: FM:BT:1  
Disclosure of Interest: Nil  
Date: 11.05.16  
Author: Manager Technical Services, K McKeachie  
Senior Officer: Executive Manager Engineering & Development Services, J Gick  
Attachments: Program of Works – Paths 2016/17 to 2019/20

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**MATTER FOR CONSIDERATION**

Formal adoption of a four year Program of Works – Paths 2016/17 to 2019/20.

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

At its 27 May 2015 meeting, the Council decided to discontinue the previous 10 Year Pathway Strategy (2014/15 to 2023/24) and adopted a revised 4 Year Program of Works – Paths (2015/16 to 2018/19) in its stead.

**Proposal**

This report seeks to:

- Update and continue the existing 4 Year Program of Works – Paths (2015/16 to 2018/19); and
- Allocate increased budget for Paths in future years, with modest expansion over the next three years moving to a minimum of \$300,000.00 per annum in the 2019/20 period.

**STATUTORY ENVIRONMENT**

Section 5.56 – Planning for the future, of the Local Government Act 1995 applies.

**POLICY IMPLICATIONS**

Council Policy 7.1: Asset Management applies.

**FINANCIAL IMPLICATIONS****Budget**

This Plan has been prepared within the existing Long Term Financial Plan (LTFP) budget. At the time of writing the LTFP was undergoing review. If, as a result of the LTFP review additional funds become available in the years 2017/18 to 2018/19 then this Plan could be revised to bring additional renewal works forward.

Any additional proposed works able to be funded would primarily be renewal operations with a view to reinforcing the Plan's focus on sustainable operations.

The following table provides a summary of the proposed 2016/17 budget and funding arrangements proposed for the 4 Year Program of Works – Paths (2016/17 to 2019/20):

Item	Description	\$
<b>2016/17 Budget</b>		
Construction	Asset expansion & renewal	148,997
<b>Long Term Financial Plan</b>		
Long Term Financial Plan (LTFP)	2015/16 General purpose revenue allocation for works	141,670
2016/17 Variance to LTFP		-\$7,327

### Long Term

This report has been structured to deliver a sensible and balanced four year Program of Works for paths in the period 2016/17 to 2019/20. The intent of the 4 Year Program of Works – Paths (2016/17 to 2019/20) is to establish a sustainable balance of renewals versus new construction in future years while completing works committed to in the previous Plan.

The report identifies some projects that may be eligible for external funding, but these require further analysis and scoping to determine their relative priority for external funding agencies (Main Roads WA [MRWA] and Department of Transport).

Of particular note in this regard is the South Western Highway – Railway Crossing at Boyanup. This project has been repeatedly put forward by the Shire of Capel for Public Transport Authority (PTA)/MRWA approval without success due to constraints on available space within the rail reserve. Consideration must now be given to alternative means of achieving the required outcome, either through appeal to higher levels of authority within PTA, MRWA or the Ministry of Transport or through promotion of alternative (but potentially significantly more expensive) solutions. An extreme example of an alternative solution might include a pedestrian over-bridge.

The 4 Year Program of Works – Paths (2015/16 to 2018/19) provides a balanced approach to creating new assets and renewing existing assets. The Program identifies needs within the population centres at Capel, Boyanup, Gelorup and Dalyellup.

One of the decision making parameters in formulating the proposed Program is to ensure it fits within the Council's existing financial frameworks, as shown in the table below:

\$	4 Year PoW (2015/16 to 2018/19)	4 Year PoW (2016/17 to 2019/20)	Draft LTFP
2016/17	136,597	148,997	141,670
2017/18	144,627	159,500	147,370
2018/19	164,500	149,082	153,326
2019/20		312,447	315,000
Total	445,724	457,579	442,366

The 4 Year Program of Works – Paths (2016/17 to 2019/20) is above budget allowances in the first two years, and thereafter delivers modest savings on budget. As noted above, the LTFP is undergoing review concurrent to budget establishment and this may have a material effect upon this forecast.

The Program does not at this stage make provision for anticipated funding, except for the Jules Road project, which includes an expected \$33,500 contribution from Holcim (to be confirmed) and an anticipated \$25,000 funding provision through the Regional Road Group program for the adjoining roadworks, anticipated to be delivered in the 2017/18 period.

At the time of writing there are a number of external funding opportunities that may prove fruitful with some application:

- Barlee Road – the path links the north side of town to the primary school and may be eligible for Regional Bike Network funding through the Department of Transport;
- Norton Promenade – main thoroughfare may attract contributory funding for path access to bus stops through the Public Transport Authority; and
- South Western Highway crossings at Boyanup may be eligible for Blackspot funding under the findings of a Road Safety Audit.

### **Whole of Life**

The projects identified in this Program of Works are a combination of asset expansion and asset renewal projects that each attract different whole of life costs. No detailed analysis of the whole of life costs has been undertaken for this exercise.

Typically, however, concrete path construction projects may attract an annual increase in maintenance expenditure in the order of 1% to 2% of the capital cost of the project. That is, for every \$100,000 spent on capitalisation, a corresponding \$1,000 to \$2,000 should be assigned to ongoing maintenance and future asset renewal. This idealised arrangement is based on good industry practice, but is typically not achieved in most organisations managing paths. Industry feedback regularly demonstrates examples where the gap between asset renewal demand and asset maintenance capacity is increasing over time.

### **SUSTAINABILITY IMPLICATIONS**

The proposed Program of Works – Paths (2016/17 to 2019/20) addresses community expectations and addresses the Councils Asset Management Policy. All projects are expected to have minimal environmental impacts, except for the Merritt Road path, which will require some tree pruning to open up the path corridor.

### **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:

1.4 Provide efficient and effective financial management to ensure the long term sustainability of the organisation

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

Strategic Outcomes:

5.1 Provide and maintain a safe and efficient transport, cycle and pedestrian network throughout the Shire;

5.3 Improve connectivity throughout our communities and to the region; and

5.6 Effectively manage the Shire's assets and resources.

**CONSULTATION**

The Engineering Coordinator has supported the development of the Program by preparing a draft Program for consideration. There has been some internal consultation to identify path projects that warrant attention and to inform the proposed 2016/17 Program of Works, including the Manager Engineering & Operations, Engineering Coordinator and Supervisors.

Internal consultation has taken place to ensure the expenditure, funding and budget impacts are understood.

**COMMENT**

The following commentary is structured around proposed recommendations to progress the path program to a more suitable structure, being:

- Development of a provisional 10 year program of works
- Adopt a suitable 4 Year Program of Works – Paths (2015/16 to 2018/19);

**PART 1 – Development of a provisional 10 Year Program of Works - Paths**

As part of its 27 May 2015 decision, Council determined the need for development of a provisional 10 Year Program of Works. This was to have been completed early in 2016. Due in part to the ongoing review of the LTFP and a refocusing of Asset Management team activities in the early part of 2016 on the delivery of systemic improvements in order to meet the requirements of the Fair Value Valuation methodology, development of a provisional 10 Year Program of Works for Paths has not been able to be undertaken.

Work will commence on preparing a 10 Year Program of Works – Paths (2017/18 to 2026/27) following completion of the annual Fair Value audit review and confirmation of the LTFP review outcomes. The formulation of a 10 Year Program will include consideration of the following assessment criteria:

- Review of the previously adopted 10 Year Pathways Strategy (2014/15 to 2023/24) to identify projects of merit;
- Review of internal and external customer request for works to identify projects of merit;
- Asset condition data to determine a priority of asset need (mainly focusing on surface condition);
- Review of Strategic Planning documents to identify path projects;
- Identification of external funding opportunities including Regional Bicycle Network, Roads to Recovery, State and Australian Government Blackspot projects, developer funded works, private works etc.;
- Introduction of path project assessment criteria to assist with path programming prioritisation (e.g. pedestrian volumes, cycle volumes, school routes, road safety criteria, adjoining road traffic volumes, strategic links in identified growth centres etc.); and
- Align path projects with drainage projects and / or road projects to optimise outcomes.

The outcome of a 10 Year Program of Works should result in the following outcomes:

- Increased external funding opportunities;
- Prioritisation of asset preservation projects;
- Bring urgent works forward; and
- Alignment with Corporate Business planning.

**PART 2 – Adopt a suitable 4 Year Program of Works – Paths (2016/17 to 2019/20)**

Given the above requirement to complete the preparation of a 10 Year Program of Works – Paths (2017/18 to 2026/27) it is proposed to maintain momentum in the delivery of Paths capital projects through review and update of the existing 4 Year Program of Works.

The Manager Technical Services and Executive Manager Engineering & Development Services have collaborated to prepare a draft 4 Year Program of Works – Paths (2016/17 to 2019/20), for Council's consideration. The rationale behind the program formulation is based on a number of path network management principles, including:

1. Overview review of the 10 Year Pathway Strategy (2014/15 to 2023/24), with a view on works in 2017/18;
2. Maintaining focus on the principle of asset renewal as a balance to network expansion projects.
3. Salvaging and / or re-scoping projects that have merit (e.g. South Western Highway, Railway Crossing)
4. Bringing forward projects that have or are likely to have higher pedestrian patronage (e.g. Barlee Road)
5. Addressing road safety and bringing forward known network hazards (e.g. South Western Highway crossing).

The development of a draft 4 Year Program of Works – Paths (2016/17 to 2019/20) prompted several preliminary investigations into other path projects, many of which have merit based on one or more of the above listed criteria. Unfortunately, the volume of path works required to renew and expand the asset to accommodate community aspirations exceeds the current path funding allocations. This constraint may be addressed as a result of the outcomes of the LTFP review.

The following table provides a summary of the reasoning for the inclusion of paths in the proposed 4 Year Program of Works – Paths (2016/17 to 2019/20):

<b>Road</b>	<b>Description</b>	<b>Project Justification</b>
<b>2016/17</b>		
Upson Road, Capel (Goodwood to ROW)	Asset Renewal	Brought into the program in the prior 4 Year Program of Works to address popular school pedestrian route.  The project is an extension of the Spurr Street project.
Hornibrook Road, Dalyellup (Norton to Samrose)	New Asset	Project previously deferred to accommodate higher priorities and to ensure the 2015/16 program expenditure fitted with the parameters of the LTFP.  Now brought back into the current program.
Sand Dune Dr, Peppermint Beach Grove	New Asset	Zig zag walk to provide access to Peppermint Grove Beach Road
Barlee Road, Capel (House to Jamison Footbridge)	Asset Expansion	The route is a strategic link between the northern side of town and the Capel Primary School, and as such may be eligible for Regional Bike Network funding through DoT.

<b>2017/18</b>		
Spurr Street, Capel (Goodwood to Prowse)	Asset Renewal	<p>The project upgrades an old bitumen path and continues the Spurr Road path to Goodwood Road.</p> <p>The project allows for some geometric improvements and can tie in with a subsequent project on Upson Road.</p>
South Western Highway, Railway Crossing (Turner to Bridge)	New Asset	<p>This is a project that has been deferred to ensure the program expenditure fits with the parameters of the LTFP.</p> <p>The project will require PTA and MRWA approval.</p>
Norton Promenade, Dalyellup (Hornibrook to Maidment)	New Asset	Possible opportunities for PTA bus stop access funding.
<b>2018/19</b>		
Jules Road, Gelorup (Hasties to Frances)	New Asset	<p>This project has been deferred to ensure the path project can be delivered in conjunction with the adjoining road project, and therefore be eligible for RRG funding.</p> <p>The project also attracts contributory funding from Holcim.</p>
Forrest Rd, Capel (Capelberry to railway)	Renew	Replace existing deteriorated surfacing with concrete
South Western Highway crossing, Boyanup (Bridge St to Hall carpark (west)	New Asset	<p>The Boyanup Transport Infrastructure Study (BTIS) has recommended the installation of three (3) pedestrian refuge islands on South Western Highway. This project is for the installation of a pedestrian refuge south of Simmons Street.</p> <p>The project has been scheduled for 2018/19 as there are several broader recommendations in the BTIS that impact on the deliverability of the project. These include the main street design framework, proposed channelisation of three intersections affecting the pedestrian refuge layouts, MRWA approval, outcomes of the BTIS community consultation process.</p>
Roe Road, Capel (Merritt to West)	New Asset	<p>Project brought forward to ensure the program expenditure fits with the parameters of the LTFP.</p> <p>The project links the residential areas of west Capel to the town centre.</p> <p>The project links with the Merritt Street project.</p>
<b>2019/20</b>		
Hornibrook Road, Dalyellup (Samrose to Maidment)	New Asset	Project deferred to accommodate higher priorities and to ensure the program expenditure fits with the parameters of the



		LTFP.  This section has some geometric design constraints.
Nottingham Entrance, Dalyellup (PAW to Wake Dr)	New Asset	To provide improved pedestrian access to High School for students from surrounding residential area
Bridge St, Boyanup (Tavern to bridge)	Renew	Replace existing deteriorated surfacing with concrete
Frances Rd, Gelorup (Existing to Jules Rd)	New Asset	Provide continuity of connection from Bunbury Grammar School to the Bussell Highway
Forrest Rd, Capel (Senior Citizens building to Properjohn Rd)	Renew	Replace existing deteriorated surfacing with concrete
South West Hwy, Boyanup (Bridge St to Simmons St)	Renew	Replace existing deteriorated surfacing with concrete.  The project had previously been deferred pending the proposed Boyanup Town Centre upgrade. Given the ongoing status of that project it is no longer possible to defer these works further.
South West Hwy, Boyanup (Bridge St to railway)	Renew	Replace existing deteriorated surfacing with concrete  The project had previously been deferred pending the proposed Boyanup Town Centre upgrade. Given the ongoing status of that project it is no longer possible to defer these works further.
South West Hwy, Boyanup (Hall carpark to existing)	Renew	Replace existing deteriorated surfacing with concrete  The project had previously been deferred pending the proposed Boyanup Town Centre upgrade. Given the ongoing status of that project it is no longer possible to defer these works further.
South West Hwy, Boyanup (Simmons to existing)	Renew	Replace existing deteriorated surfacing with concrete  The project had previously been deferred pending the proposed Boyanup Town Centre upgrade. Given the ongoing status of that project it is no longer possible to defer these works further.
West Rd, Capel (Roe Rd to Capel Dr)	New Asset	Connect existing path network from Roe Rd to Capel Drive
Merritt Street, Capel (Tucker to Roe)	New Asset	The project links the residential areas of west Capel to the town centre.  The project links with the Roe Road project.

The draft 4 Year Program of Works – Paths (2016/17 to 2019/20) is attached for Councillors information and consideration.

As a separate budget item, staff has included a separate line item for a \$47,000 contribution towards the Stage 1 construction of the Bussell Highway (Washington Ave to Hasties Road)

planning and design project initiated by the City of Bunbury. The project has now been approved for Regional Bicycle Network funding through the Department of Transport.

Separate to this program, the Shire is also represented on the Greater Bunbury Bicycle Master Plan Working Group (GBBMPWG). The Group is chaired by the South West Development Commission and attended by the City of Bunbury, the Shire of Capel, the Shire of Dardanup, the Shire of Harvey, the Department of Transport, Main Roads WA, the Department of Sport and Recreation and community members. The Group has prepared a prioritised list of projects that have been identified through the Greater Bunbury Bicycle Master Plan (2013). The current prioritised GBBMPWG list is summarised as:

1. Bussell Highway (Washington to Hasties) – RBN funding application lodged through City of Bunbury
2. Estuary Drive (Broadway to Venezia) – RBN funding application lodged through City of Bunbury
3. Eaton Drive / The Boulevard (Bridge over Collie River) – RBN funding application lodged through Shire of Dardanup
4. Minninup Road (Harewoods to Minninup) – Yet to progress
5. Minninup Road (Minninup to Mangles) – Yet to progress
6. Clifton Road / Leisure Road (Australind to Brunswick) – Yet to progress
7. New Link (Myalup to Cathedral Avenue) – Yet to progress
8. South Western Highway (Roelands to Burekup) – Design in progress, funding being considered
9. Uduc Road to Myalup Beach Road (Harvey to Myalup) – Yet to progress.

There are two cycleway projects identified in the Greater Bunbury Bicycle Master Plan (2013) that affect the Shire of Capel. These projects are eligible for RBN funding through DoT and are identified as the next highest priority projects to be progressed after the current highest priority projects are progressed.

### **VOTING REQUIREMENTS**

Simple majority

<b>OFFICER'S RECOMMENDATIONS – 14.2</b>
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**That Council:**

- 1. Endorses the 4 Year Program of Works – Paths (2015/16 to 2018/19) as attached; and**
- 2. Allocates \$148,997.00 in the draft 2016/17 Budget for paths.**

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**14.3 Shire of Capel Local Bike Plan 2016**

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Location:	Whole of Shire
Applicant:	Shire of Capel
File Reference:	
Disclosure of Interest:	Nil
Date:	11.05.16
Author:	Engineering Technical Officer, M Bovell
Senior Officer:	Executive Manager Engineering & Development Services, J Gick
Attachments:	Shire of Capel Local Bike Plan 6 May 2016

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**MATTER FOR CONSIDERATION**

Formal adoption of the Shire of Capel Local Bike Plan 2016.

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

In October 2014 Shire officers sought quotations on the provision of a Bike Plan for the Shire of Capel. With these prices an application for funding was made with the Department of Transport to contribute 50% towards the cost of having a Bike Plan developed and the application was successful.

In November 2015 the Shire of Capel appointed Cardno, an experienced bicycle infrastructure planning consultant, to assist with the completion of our Bike Plan. This plan will assist with on-street and path infrastructure provision over the next 5 years, and beyond.

**Proposal**

It is proposed that Council endorses the Shire of Capel Local Bike Plan 2016, as a document that will guide future decisions in conjunction with the Shire's 4 Year Program of Works – Paths (2016/17 to 2019/20).

**STATUTORY ENVIRONMENT**

Section 5.56 – Planning for the future, of the Local Government Act 1995 applies.

**POLICY IMPLICATIONS**

Council Policy 7.1: Asset Management applies.

**FINANCIAL IMPLICATIONS****Budget**

The Department of Transport will contribute \$13,950 towards the \$27,900 cost to have the Bike Plan prepared, once it is adopted by Council and the project acquitted. The \$13,950 payable by the Shire has been allocated within the account for Consultants and Specialist Services - Project Design Works in the 2015/16 financial year budget.

**Long Term**

The Bike Plan includes a proposed Schedule of Works which complements the proposed works listed in the Shire's Adopted Path Strategy 2013-2018 and the Shire's proposed 4 Year

Program of Works – Paths (2016/17 to 2019/20). Any projects proposed will be delivered through this program of works.

Eligibility of projects identified in the Bike Plan for external funding with the Department of Transport is dependent on further analysis and scoping to determine their relative priority.

### **Whole of Life**

The projects identified in the Bike Plan are a combination of asset expansion and asset renewal projects that each attract different whole of life costs. No detailed analysis of the whole of life costs has been undertaken for this exercise.

Typically, however, concrete path construction projects may attract an annual increase in maintenance expenditure in the order of 1% to 2% of the capital cost of the project. That is, for every \$100,000 spent on capitalisation, a corresponding \$1,000 to \$2,000 should be assigned to ongoing maintenance and future asset renewal. This idealised arrangement is based on good industry practice, but is typically not achieved in most organisations managing paths. Industry feedback regularly demonstrates examples where the gap between asset renewal demand and asset maintenance capacity is increasing over time.

### **SUSTAINABILITY IMPLICATIONS**

The Bike Plan addresses community expectations and addresses general Asset Management principles. It is a widely held belief that providing improved cycling facilities leads to a greater use of bicycles, which leads to healthier lifestyles.

### **STRATEGIC IMPLICATIONS**

Shire of Capel Strategic Community Plan 2013 – 2031

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

Strategic Outcomes:

- 1.4 Provide efficient and effective financial management to ensure the long term sustainability of the organisation.

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

Strategic Outcomes:

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

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

Strategic Outcomes:

- 5.1 Provide and maintain a safe and efficient transport, cycle and pedestrian network throughout the Shire;
- 5.3 Improve connectivity throughout our communities and to the region; and
- 5.6 Effectively manage the Shires assets and resources.

### **CONSULTATION**

A saddle survey on 18 and 19 November 2015 was attended by several small groups of interested residents in their specific townsites of Capel. These people were invited to provide comment on the draft version of the Bike Plan in February 2016, as was it reviewed by the Department of Transport.

The Bike Plan has recently be made available for public comment (closing date 19/05/2016) at Shire Administration, on our website, and emailed to those who requested it.

**COMMENT**

The Bike Plan has been well received both by members of the public and the Department of Transport who made their suggestions earlier and which have been incorporated into the final document.

**VOTING REQUIREMENTS**

Simple majority

<b>OFFICER'S RECOMMENDATIONS – 14.3</b>
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**That Council endorses the Shire of Capel Local Bike Plan 2016 as attached.**

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**14.4 Application for Retrospective Approval – Lot 1 (Location 16580) South Western Highway, Boyanup**

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Location: Boyanup  
Applicant: Rowe Group  
File Reference: C52B105  
Disclosure of Interest: Nil  
Date: 27.04.16  
Author: Senior Planning Officer, L Hughes  
Senior Officer: Executive Manager Engineering and Development Services, J Gick  
Attachments: A Location Plan  
B Current Development Guide Plan  
C Modified Development Guide Plan  
D Schedule of submissions  
E Development Plans  
F Coates Civil Consulting Concept Layout 28 January 2016

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**MATTER FOR CONSIDERATION**

Council is being asked to consider an amendment to the Development Guide Plan adopted on 24 March 2004 and to consider a retrospective development application for *'Office, Warehouse and Storage Shed to assist in the operations of SJ Roadworks'*.

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

August 2004 - Amendment 19 was gazetted to incorporate an additional use to the Rural zone the purpose of which was *'To accommodate the use of a proposed 30m x 10m shed for use for storage of road traffic signs and workshop for minor repair of signs and equipment. Also proposed is a separate site office including a toilet and shower and lunch room'*.

Development standard 1 of the additional use provisions states: *'Development of the lot shall generally be in accordance with the Development Guide Plan which forms part of Amendment No.19 (Drawing No 1884-002 dated November 2003) or any other alternative Development Guide Plan endorsed by Council'*.

November 2004 – Council agreed pursuant to Clause 8.10 of the Shire of Capel Town Planning Scheme No 7 to relax the requirements relating to the development of the storage shed and workshop by allowing the dimensions of 36m by 15m in lieu of 30m by 10m; and granted retrospective approval pursuant to Clause 8.3.10 for a shed (workshop/store), office/amenities building, vehicle parking areas on Lot 1 South Western Highway, Boyanup.

May 2012 – Extractive industry licence and planning consent application received for an Extractive Industry (sand) which is pending receipt of updated information in relation to various environmental matters to enable a comprehensive assessment of the application to be undertaken. The latest correspondence on file indicates that during November 2015 the applicant was informed that the EIL report needed to be modified to reflect changes prior to advertising to the public and the relevant government agencies. Shire staff have worked hard with the applicant to prepare an accurate document which clearly reflects the Shire's requirements and addresses all potential impacts to the surrounding environment. Once the above revisions have been made, and Shire staff are satisfied with the changes and standard, the Shire can commence advertising and any submissions received will be referred to the applicant for a response. Once responses are received to the Shire's satisfaction, a report will be prepared for Council consideration.

## Proposal

The proposal considered by the Scheme Amendment in 2004 anticipated the construction of:

- a workshop and store measuring 30m x 10m;
- a rain water tank, toilets, lunchroom and office; and
- vehicle parking.

All of the aforementioned buildings were to be contained within a Development Guide Plan area of 70m x 48m (Attachment B).

The current application seeks approval for retention of the following:

- Relocatable office (including training room);
- Toilet block;
- General Workshop Building;
- Workshop;
- Rainwater tank;
- Relocatable crib room;
- Caretaker's residence;
- Vehicle parking;
- Enlarged Development Guide Plan area 180m x 120m to contain the above development (Attachment C).

## **STATUTORY ENVIRONMENT**

### Greater Bunbury Region Scheme (GBRS)

Under the GBRS the land is zoned rural; the purpose of the rural zone is *'to provide for the sustainable use of land for agriculture, assist in the conservation and wise use of natural resources including water, flora, fauna and minerals, provide a distinctive rural landscape setting for the urban areas and accommodate carefully planned rural living developments'*.

A GBRS application is required as the lot abuts a Primary Regional Road Reservation, the South Western Highway.

### Town Planning Scheme No. 7 (the Scheme)

The land is zoned rural under the Scheme, **clause 5.7.1** states:

*'Council's objective in the assessment of subdivision 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** set outs Council's policy in assessing applications for Planning Consent and 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 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 affect the development or subdivision may have on the environment of the area.

The land enjoys an additional use right pursuant to clause 3.3 of the Scheme. The parameters of the additional use right are set out in Item A9 of Appendix 3. The permitted uses 'storage shed and workshop, office and amenity building' are subject to the Development Standards/Conditions' set out in the fourth column of the Table in Appendix 3 and listed as follows:

- 1) Development of the lot shall generally be in accordance with the Development Guide Plan which forms part of Amendment No 19, (Drawing No 1884-002 dated November 2003), or any other alternative Development Guide Plan endorsed by Council.
- 2) Development of the storage shed and workshop is restricted to one shed of 30 metres by 10 metres.
- 3) The approval is for the purposes of SJ Roadworks for the operation of the business activities of SJ Roadworks and should the property be sold or the proprietor be changed the additional use will cease.
- 4) Access to the South Western Highway to be constructed and maintained to the satisfaction of Main Roads WA.
- 5) Prior to commencing the business activity the applicant shall obtain Council's formal Planning Consent with the number of business vehicles to be specified and requiring any further business vehicles to receive Council approval.
- 6) Activities conducted on the site shall be limited to those in which the processes carried out, the machinery used, and the goods and commodities carried to and from the premises will not cause any injury to, or will not adversely affect the amenity of the locality by reason of the emission of light, noise, electrical interference, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water or other waste products.

**Clause 8.3.10** The Council may grant approval to a development already commenced or carried out regardless of when it commenced or was carried out. Such approval shall have the same effect for all purposes as if it had been given prior to the commencement or carrying out of the development, but provided that the development complies with the provisions of the Scheme, with or without the exercise of a discretion provided in the Scheme, as to all matters other than the provisions requiring Council's approval prior to the commencement of development.

**Clause 8.10.1** If a development the subject of an application for planning consent does not comply with a standard prescribed by the Scheme applicable thereto the Council may, notwithstanding the non-compliance, by resolution passed by an absolute majority grant planning consent to the development subject to any conditions the Council thinks fit if it is satisfied that:

- (a) If approval were granted, the development would be consistent with the orderly and proper planning of the locality or the likely future development of the locality; and
- (b) The non-compliance will not have an adverse effect upon the occupiers or users of the development or the inhabitants of the locality or the likely future development of the locality.



Although Clause 8.10.1 of the Scheme allows for a relaxation of 'a standard prescribed by the Scheme' it is worth noting that the clause does not provide for the relaxation of a 'requirement' or 'condition'.

### Planning and Development (Local Planning Schemes) Regulations 2015

The *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations) has been Gazetted and took effect on 19 October 2015, replacing the *Town Planning Regulations 1967*. The following Clauses are applicable to this Development Application.

It is to be noted that Clause 8.3.10 of the Scheme has been replaced by Clause 65 of the Deemed provisions for local planning schemes.

#### **Clause 65.** Subsequent approval of development

The procedures relating to applications for development approval set out in Part 7, Part 9 and this Part apply, with any modifications necessary, to an application for development approval for development already commenced or carried out.

Note: The *Planning and Development Act 2005* section 164 sets out the effect of approval for development already commenced or carried out.

**Clause 67** lists matters to be considered by Local Government in considering an application for development approval.

**Clause 68** relates to the determination of applications

- (1) The local government must not determine an application for development approval until the later of —
  - (a) if the application is advertised under clause 64 — the end of each period for making submissions to the local government specified in a notice referred to in clause 64(3); and
  - (b) if a copy of the application has been provided to a statutory, public or planning authority under clause 66 — the end of each period for providing a memorandum to the local government referred to in clause 66(3).
- (2) The local government may determine an application for development approval by —
  - (a) granting development approval without conditions; or
  - (b) granting development approval with conditions; or
  - (c) refusing to grant development approval.

### **POLICY IMPLICATIONS**

#### **State Planning Policy 2.5 Land Use Planning in Rural Areas**

The objectives of the policy are:

- 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.

**Clause 5.1** of the policy states that *'The WAPC considers rural land uses to generally be the best use of land zoned for rural purposes. The overarching requirements of the policy are:*

- a) *Land use change from rural to all other uses is to be planned and provided for in a planning strategy or scheme;*
- b) *Land identified as priority agricultural land in a planning strategy or scheme is to be retained for that purpose;*
- c) *Beyond its principle function of primary production, rural land is also required for public purposes, natural resource management, biodiversity conservation and protection of landscapes and views;*
- d) *The use of rural land for intensive or emerging primary production land uses does not warrant creation of new or smaller rural lots on an unplanned, ad hoc basis; and*
- e) *Creation of new rural lots will be by exception and in accordance with Development Control Policy 3.4 – Subdivision of rural land, or planned in a strategy or scheme.*

### **State Planning Policy 3.7**

Designated bush fire prone areas have been identified by the Fire and Emergency Services Commissioner as being subject, or likely to be subject, to bushfire attack. Additional planning and building requirements may apply to development within these areas. A further assessment of the bushfire risk may also be required under the Planning and Development (Local Planning Scheme) Regulations 2015 and the Building Code of Australia.

Pursuant to policy measure 6.2 of SPP 3.7 the following information is to accompany development applications:

- a)
  - i) a BAL assessment. BAL assessments should be prepared by an accredited Level 1 BAL Assessor or a Bushfire Planning Practitioner unless otherwise exempted in the Guidelines; or
  - (ii) a BAL Contour Map that has been prepared for an approved subdivision clearly showing the indicative acceptable BAL rating across the subject site, in accordance with the Guidelines. BAL Contour Maps should be prepared by an accredited Bushfire Planning Practitioner
- b) the identification of any bushfire hazard issues arising from the BAL Contour Map or the BAL assessment; and
- c) an assessment against the bushfire protection criteria requirements contained within the Guidelines demonstrating compliance within the boundary of the development site. This information can be provided in the form of a Bushfire Management Plan or an amended Bushfire Management Plan where one has been previously endorsed.

Policy measure 6.6 of SPP 3.7 applies to vulnerable and high-risk land uses. Typically, vulnerable uses are those that are considered to have occupants with a lesser capacity to respond in the event of a bushfire and that may present evacuation challenges. Such uses include amongst others office premises and educational establishments. SPP 3.7 requires assessment against the bushfire protection criteria as well as the creation of a Bushfire Management Plan, which includes an emergency evacuation plan for residents. The intent of this policy measure is to recognise that such sites require special consideration when located in bushfire prone areas. This will ensure that bushfire risk management is sufficiently addressed in the planning assessment of these land uses. When proposing a vulnerable land use in a bushfire prone area, a suitably qualified Fire Engineer and an accredited Level 3 Bushfire Planning Practitioner – Performance should collaborate to design an appropriate planning proposal and Bushfire Management Plan. The Department of Fire and Emergency Services should endorse their approach.

Although the subject site was designated on 8 December 2015 as a Bush Fire Prone Area the regulations only came into effect on 8 April 2016. The application was received during May 2015 prior to the new legislation being gazetted and the buildings have been established and used prior to this hence application for subsequent approval. The proposal did not provide any information relating to assessment of the bushfire risk. It is therefore considered appropriate to condition the requirement for a Bushfire Management Plan should the application be approved.

## **FINANCIAL IMPLICATIONS**

### **Budget**

The applicant has paid the relevant planning application fee.

### **Long Term**

Development of the site may require a review of the rating assessment which could result in increased rating revenue.

### **Whole of Life**

There are no whole life costs to consider as there are no capital works proposed.

## **SUSTAINABILITY IMPLICATIONS**

The application form states that approximately 100 plus people are employed (not all allocated on site). The site is located on the western side of South Western Highway, approximately 7 kilometres south of Bunbury and approximately 4 kilometres north of Boyanup and is therefore considered to be a sustainable location from an employment perspective. Impact on the environment could be limited if the area to be used for the activities of SJ Roadworks is fenced off and contained to the area allocated for it on the Development Guide Plan.

## **STRATEGIC IMPLICATIONS**

Shire of Capel Strategic Community Plan 2013 – 2031

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 Outcomes:

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

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

Strategic Outcomes:

- 4.1 Provide opportunities to take advantage of the Shire's location
- 4.9 Encourage business development

## **CONSULTATION**

The application was referred to adjoining landowners and no submissions were received. The application was also referred to relevant statutory agencies and the comments received are contained in the schedule of submissions, Attachment D. The following is a summary of the submissions received:

### **Main Roads (MRWA)**

The initial comments received advised that the location of the current access is at the end of an overtaking lane which could result in an increased potential for conflict between vehicles wishing to turn right into the site and those travelling in the overtaking lane. Subsequent to this the applicant engaged a traffic consultant and a design was presented to Main Roads for upgrading the access. Main Roads has reviewed the plans and confirmed in principle support for the design which would be subject to a condition should the application be approved, refer Attachment F.

### **Department of Planning (DoP)**

The proposal requires approval under the GBRS as it abuts a Regional Road Reservation. The Shire has delegation pursuant to the GBRS to determine an application when accepting the advice and recommendation of the Department of Planning and Main Roads WA.

### **Department of Water (DoW)**

The comments identified the following risks in view of the presence of a Resource Enhancement Wetland located to the south eastern portion of the property:

- Potential for groundwater contamination from stormwater runoff and infiltration, particularly from heavy vehicle parking (hydrocarbons) and possible servicing in the vicinity of the wetland;
- Onsite septic wastewater disposal has the potential to contaminate groundwater;
- Stormwater management.

The Department of Water recommends the following advice:

- On-site wastewater disposal systems should be in accordance with the Shire's standards such as maintaining the required vertical separation of the facilities to the watertable; and horizontal separation to any natural or manmade water body;
- The proponent should manage stormwater in accordance with the '*Decision process for stormwater management in WA (DoW 2009)*' and the '*Stormwater Management Manual for Western Australia (DoW 2004-2007)*';
- Onsite storage of fuel/chemicals should be over an impervious surface, where spills are to be sully contained within bunds.

If on-site refuelling and servicing of heavy vehicles is being carried out, Department of Water recommends advice consistent with Water Quality Protection Note No. 29 (Mobile mechanical servicing and cleaning – September 2013) and No. 68 (Mechanical equipment wash down – September 2013).

These matters are discussed further in the Comment section below.

### **Department of Parks and Wildlife (DPaW)**

The comments identified that the subject site has the following environmental values:

- Remnant vegetation identified as being part of and contributing to a regional ecological linkage;
- Southern River vegetation;

- Threatened flora species and priority flora species;
- Vegetation supporting Western ringtail possum habitat;
- Likely to contain remnant vegetation suitable for threatened black cockatoo habitat;
- A Resource Enhancement Wetland.

In relation to the above matters DPaW seeks to ensure that development should aim to minimise impacts to the vegetation within the property to maximise protection of the respective species. In relation to wetland area, the Office of Environmental Protection Authority's Guidance Statement No. 33 *Environmental Guidance for Planning and Development* (May 2008), a 50m buffer is required between the development and the boundary of the geomorphic wetland. However, a greater buffer is likely to be required if there are activities which could result in impacts on groundwater quality, water levels and increased sedimentation, nutrient loads or pollution.

Subject to Department of Environmental Regulation advice, DPaW recommends that the Development Guide Plan for Lot 1 should comprise a complete representation of the positions of the various existing buildings, infrastructure and facilities within the whole lot, in addition to defining boundaries beyond which no further clearing of native vegetation should occur. DPaW also suggests that the DGP should include clearly defined boundaries on the site design layout and show barriers on access, parking and hard stand areas, to prevent any further indiscriminate clearing of native vegetation. If further clearing is proposed, DPaW recommends the proponent be required to undertake flora, vegetation and fauna surveys to assist with the assessment of potential impacts to the site's biodiversity values.

These matters are discussed further in the Comment section below.

### **Department of Environmental Regulation (DER)**

The Department has advised that no clearing permit has been issued in respect of this site. It is unclear whether clearing has taken place in order to facilitate the development undertaken to date, however it is recommended that the applicant is notified through an advice note of their obligations in respect of seeking approval of DER for future clearing.

### **COMMENT**

The development was initially undertaken within the Development Guide Plan area. Since 2004, the business has increased in size which has led to the requirement for additional buildings which have been constructed as the business developed and as additional employees were recruited. The business has also developed to include maintenance of machinery used by the business and is a Registered Training Organisation for Basic Worksite Traffic Management, Traffic Controller (TC) and White Card Training.

The use of the site for the purpose of storage of road signs and minor repairs was first contemplated as part of the scheme amendment gazetted in 2004. The justification provided in support of the proposed additional use to the rural zone was:

- The use would be low key
- The use would be consistent with the use of rural property
- There would be approximately 20-30 employees accessing the site weekly or fortnightly to collect or return signs.
- There would be approximately 10-12 vehicle movements per day – consistent with a rural use.
- The large size of property and limited size of proposed development were considered to mean that the development would not detrimentally impact future planning of the area.

In addition a number of standards were required as part of the scheme amendment which can be summarised as follows:

- 1) Development of the lot shall generally be in accordance with the development guide plan or any other alternative Development Guide Plan endorsed by Council;
- 2) Development of the storage shed and workshop is restricted to one shed of 30m by 10m;
- 3) The approval is for the purposes of SJ Roadworks for the operation of the business activities of SJ Roadworks and should the property be sold or the proprietor change the additional use will cease;
- 4) Access to the South Western Highway to the satisfaction of Main Roads WA;
- 5) Prior to commencing the business activity the applicant shall obtain Council's formal planning consent with the number of business vehicles to be specified and requiring any further business vehicles to receive Council approval;
- 6) Activities conducted on site shall be limited to those in which the processes carried out, the machinery used and the goods and commodities carried to and from the premises will not cause any injury to, or will not adversely affect the amenity of the locality by reason of the emission of light, noise, electrical interference, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water or other waste products.

The current application seeks to modify the Development Guide Plan by extending the area to enable retention of the additional buildings which have been constructed as the business has expanded, and requests approval to retain those additional buildings.

#### Issues for consideration

##### **Consistency of use with scheme provisions**

The use of the land for storage of road traffic signs and maintenance of machinery is not generally considered to be a rural use or consistent with the objectives of the rural zone; it is considered to be more consistent with a light industrial use. However the scheme amendment which incorporated the additional use for this specific site has considered the use in the context of the rural zone and determined that providing it is only in connection with SJ Roadworks and that no amenity impacts are experienced the use can be supported.

The additional use provisions of the scheme facilitated the use of the site for the storage and maintenance of road traffic signs. The development application includes the use of the land for the storage of additional items including:

- Water trucks;
- Graders;
- Rollers;
- Portable traffic lights and
- Loaders and Trackers/Brooms.

The storage and servicing of these items was not specified during consideration of the scheme amendment in 2004, but has become part of the contemporary operation of the business. They are only used in connection with SJ Roadworks and do not result in significant amenity impacts and are therefore considered to be consistent with the scheme provisions.

##### **Caretaker's dwelling and relocatable crib room**

The scheme amendment gazetted in 2004 anticipated development of a foreman's office, lunch room and toilet/shower facility. It is understood that structure this has evolved with the

development of the business to become a caretaker's dwelling. The structure is a transportable building which is occupied by an employee who offers security to the business by being on site day and night. The lunch room and toilet/shower facility has been incorporated into a separate structure referred to as 'relocatable crib room' on the Development Guide Plan.

The scheme provides the following definition of 'caretaker's dwelling':

*'means a building used by a person having the care of the building, plant, equipment or grounds associated with an industry, business, office or recreation area carried on or existing on the same site'.*

It is considered that the structure on site falls within the above definition, however 'caretaker's dwelling' is an 'X' use in the rural zone which means the use is not permitted by the Scheme and has not been included in the permitted uses of the additional use provisions.

Consideration has been given as to whether the structure could be considered under the definition of 'employee dwelling' which is defined in the scheme as:

*'means a building used as a dwelling by a person or persons whose primary employment is the maintenance or management of the operation of the rural pursuit occurring on the land upon which their accommodation is situated'.*

The scheme defines 'rural pursuit' as follows:

*'means the use of land for any of the purposes set out hereunder and shall include such buildings normally associated therewith:*

- a) *Extensive dry land agriculture for crop production;*
- b) *Dry land production and pasturing of livestock;*
- c) *Production and pasturing of livestock on irrigated lands;*
- d) *Plantation growing of trees;*
- e) *The sale of produce grown solely on the lot provided that if a roadside stall is used it is approved by Council and the Main Roads Department, where appropriate; and*
- f) *The stabling, agistment or training of horses; but does not include the following except as approved by Council:*
  - i. *The keeping of pigs;*
  - ii. *Poultry farming;*
  - iii. *The processing, treatment or packing of produce;*
  - iv. *The breeding, rearing or boarding of domestic pets.'*

Whilst there are components of this definition which are consistent with the structure and its use, it is considered that the reference 'rural pursuit' means that it cannot be used in relation to the SJ Roadworks proposal which is more of an industrial use.

In view of the fact that a caretaker's dwelling is not permitted by the scheme in this zone, it is recommended that this part of the proposal cannot be supported and the structure should be removed from the site or used for purposes allocated on the original Development Guide Plan including office, workshop or amenity building. The applicant has requested that the structure be approved as a foreman's office and the Development Guide Plan has been updated accordingly.

In respect of the relocatable crib room, it is understood that this building is available for employees at the end of a shift or prior to starting work as a facility in which breaks can be taken and refreshments made; it is considered to be generally consistent with an amenity building as described in the original proposal and its location within the Development Guide Plan area is also considered to be acceptable.

## Access

The site is situated on the western side of South Western Highway. The applicant has addressed the concerns raised by Main Roads WA by presenting a modification to South Western Highway to facilitate an improved access which has been given in principle support from Main Roads WA. Should Council resolve to approve the application, it will be necessary to include a condition of approval requiring the necessary works to be undertaken.

## Parking

The assessment of the scheme amendment considered the use of the site for between 10 and 20 employees and parking was assessed on this basis. The growth of the business has resulted in additional recruitment to approximately 100 employees, however only 20 staff members are located at the site on a daily basis. The remainder of the employees are required to work in groups at various road work sites and do not generally need to access the subject site. The applicant has also advised that the number of offsite employees is seasonal and will vary based on weather conditions and demand.

The business is also a Recognised Training Organisation offering training to external organisations approximately two days per fortnight.

The uses proposed are most consistent with the TPS7 uses of 'Office' and 'Light industry' which have the following parking requirements:

Land use	Scheme requirements	No. spaces required per use	No. spaces required in total	No. spaces provided
Office	1 space for every 20m <sup>2</sup> gross leasable area	22	38	75
Light industry	1 space for every 50m <sup>2</sup> gross leasable area	16		

The assessment of parking is based on the use of the site falling within the definition of 'office' and 'light industry' and is a guide only. The TPS7 does not have parking provisions relating to 'workshop' or 'training facility', however in view of the number of spaces provided it is considered that there are sufficient spaces for employees and those attending training courses.

Additional parking is required for vehicles used in the operation of the business which comprise small trucks and utility vehicles, water trucks, graders, rollers, portable traffic lights, loaders and trackers/brooms. It is considered that the application generally demonstrates that there is sufficient parking to satisfy the above requirements.

## Impacts of use on amenity

The scheme amendment considered the use of the site was acceptable in part due to the size of the subject lot, the distance between the site and adjoining residential properties and the standard/condition imposed which required the use not to have an adverse impact on the amenity of the locality. The application is consistent with the approved use and does not seek to include uses which would have an adverse impact on the amenity of the locality. The main issues relates to whether the increase in the size of the business and the associated increase in activity could have an adverse impact. However in view of the fact that the application is retrospective, no complaints have been received and no submissions made it is considered that there is nothing to suggest the use has had a significant adverse impact.

## Visual amenity

The subject site is almost 30 hectares. The SJ Roadworks enterprise is situated on the south eastern portion of the site setback 120m from South Western Highway; the site is elevated above the level of South Western Highway, the nearest residential property is over 300m away



and coupled with the extent of vegetation on site ensures the development is not visible from outside the site. The building setbacks comply with the provisions of TPS7 and it is considered that the visual amenity of the locality is not significantly detrimentally impacted.

### **Clearing of vegetation**

The clearing of native vegetation is a matter controlled by the Department of Environmental Regulation (DER) and generally requires approval unless it qualifies for an exemption. In the event that unauthorised clearing takes place, this is a matter of compliance to be addressed by DER.

### **Environmental constraints**

The Department of Parks and Wildlife has raised concerns regarding the proximity of the wetland situated on the south western corner of the site and requires a minimum 50m buffer between the development and the wetland. The applicant has provided a plan demonstrating that there is a 50m buffer between the wetland and the corner of the Development Guide Plan area; the distance to the buildings use for storage and maintenance of machinery is more than 50m and is therefore considered to address the concerns raised.

The Department of Water has provided comment in relation to stormwater runoff and wastewater disposal. The stormwater runoff is considered to be a matter which can be addressed through the submission and approval of a stormwater management plan, required through a condition of approval. The wastewater disposal has already been applied for and approved by the Shire's Environmental Health team and is therefore considered to have been adequately addressed.

### **Changes to size of area identified on Development Guide Plan**

Dimensions of Development guide plan approved 2004	Dimensions of proposed amended Development Guide Plan
70m x 48m	180m x 120m

The dimensions of the proposed Development Guide Plan are in excess of double the size of that approved in 2004 and reflect the extent to which the business has developed requiring additional buildings and infrastructure.

Whilst it is acknowledged that the original proposal was considered acceptable as it was deemed to be 'low key' and therefore would not have a significant detrimental impact, the increased size has been considered in relation to potential amenity and environmental impacts and is considered to be acceptable. The increased size has not altered the primary use and although the training facility was not previously contemplated, given that this is a use which is incidental to the primary use and only occurs approximately twice per fortnight this is also not considered to have a significant detrimental impact.

### **CONCLUSION**

The application has been assessed against the relevant scheme provisions and whilst it would ordinarily be considered to be a use which may be appropriately sited in a light industrial area, the additional use provisions of the scheme provide the framework in which to consider the use acceptable on the subject site. The use can be adequately managed through the implementation of the approved plan and submission of additional details required by conditions of approval, with the exception of the caretaker's dwelling which cannot be approved, which has been amended to a foreman's office. The modification to the Development Guide Plan and retention of the remaining structures are therefore recommended for approval subject to conditions.

**OPTION**

Should the Council not support the Officer's Recommendation, the Council could instead resolve pursuant to Clause 68(2)(c) of the Deemed provisions for local planning schemes of the Planning and Development (Local Planning Schemes) Regulations 2015 to refuse to grant development approval providing reasons for their decision.

**VOTING REQUIREMENTS**

Simple majority

**OFFICER'S RECOMMENDATIONS – 14.4**

**That Council:**

- A. Pursuant to Clause 8.10 of Town Planning Scheme No. 7 agree to relax the requirements of Appendix 3 – Additional Use Development Standards/Condition (2) relating to the requirement that the development of the storage shed and workshop is restricted to one shed of 30mx10m by allowing development of the workshop and general workshop in accordance with the Amended Development Guide Plan 8274-FIG-06-E.**
- B. Pursuant to Condition 1 of the Additional Use Conditions relating to Lot 1 (61580) South Western Highway, Boyanup, within Appendix 3 of Town Planning Scheme No. 7, endorse Amended Development Guide Plan 8274-FIG-06-E.**
- C. Pursuant to Clause 41 of the Greater Bunbury Region Scheme and pursuant to Clause 68 (2) (b) of the Deemed provisions for local planning schemes of the Planning and Development (Local Planning Schemes) Regulations 2015 grants subsequent approval for development at Lot 1 (No. 61580) South Western Highway, North Boyanup for a Relocatable Office (including training room), Toilet Block, General Workshop, Workshop, Rainwater Tank, Relocatable Crib Room, Foreman's Office and Parking subject to compliance with the following conditions:**
  - 1. All development being in accordance with the Approved Development Plan dated 25 May 2016;**
  - 2. A bushfire management plan being prepared for approval by the Shire of Capel in consultation with the Department of Fire and Emergency Services and thereafter implemented in accordance with the approved plan.**
  - 3. Within 90 days of the date of development approval, a detailed Engineering design plan of the stormwater disposal system shall be submitted for approval of the Shire of Capel. The approved plan shall be implemented within 12 months of approval and thereafter implemented in accordance with the approved plan to the satisfaction of the Shire of Capel.**
  - 4. Access to Lot 1 and upgrades to the South Western Highway is to be generally in accordance with Coates Civil Consulting Concept Layout dated 28 January 2016. Detail designs are to be to the specification of Main Roads WA and thereafter upgrades are to be constructed in accordance with the approved plan to the satisfaction of the Shire of Capel in consultation with Main Roads WA. Access Upgrade to Lot 1 and the South Western Highway is to be completed within 12 months of this planning approval.**

5. Lot 1 shall be surveyed by a suitably qualified Surveyor to establish the location and dimensions of the Development Guide Plan area identified on the Amended Development Guide Plan 8274-FIG-06-E.
  - a) The survey information shall be plotted on a plan to be submitted for approval.
  - b) The plan shall include details of boundary treatments/fencing for the Development Guide Plan area and the activities of SJ Roadworks are to be limited to this area. Boundary treatment/fencing is required to prevent encroachment of the SJ Roadworks use onto any parts of the site outside this area.
  - c) All items associated with SJ Roadworks located outside the Development Guide Plan area, including but not limited to structures, equipment, vehicles, signage and other miscellaneous items shall be relocated within the approved Development Guide Plan area.
  - d) Boundary treatments/fencing shall be implemented to the satisfaction of the Shire of Capel.

**Advice Note:**

1. Given the conditions of approval relates to a retrospective approval and that development has already occurred the Shire of Capel require the applicant to demonstrate compliance with all of the conditions within 12 months from this planning approval being issued which is considered to be a reasonable amount of time for the compliance to be achieved.
  2. In relation to condition 3, the applicant is required to demonstrate mechanisms for ensuring any pollutants associated with the approved use are prevented from entering the groundwater system or nearby wetland area in accordance with the Department of Water advice.
- D. Advises the applicant of the need to comply with the following requirements of other legislation:
1. The clearing of native vegetation in Western Australia requires a Clearing Permit under the *Environmental Protection Act 1986* unless the clearing is for an exempt purpose. Proponents are advised to contact the Department of Environmental Regulation on (08) 9725 4300 for further advice in this regard.
 

It should also be noted that the clearing of native vegetation within the Shire of Capel may result in impacts upon threatened species that are protected under the Commonwealth *Environment Protection & Biodiversity Conservation Act 1999*. Proponents are advised to contact the Department of Sustainability, Environment, Water, Population and Communities on (02) 6274 1111 for further advice regarding their obligations under the Act.
  2. Compliance with the Building Act 2011, Building Regulations 2012 and the Building Code of Australia. Advice should be sought from a registered building surveyor contractor in order to obtain the appropriate approvals.
  3. Department of Water advice-
    - The proponent should manage stormwater in accordance with the *'Decision process for stormwater management in WA (DoW 2009)* and the *'Stormwater Management Manual for Western Australia (DoW 2004-2007)*;

- **Onsite storage of fuel/chemicals should be over an impervious surface, where spills are to be fully contained within bunds; and**
- **If on-site refuelling and servicing of heavy vehicles is being carried out, Department of Water recommends advice consistent with Water Quality Protection Note No. 29 (Mobile mechanical servicing and cleaning – September 2013) and No. 68 (Mechanical equipment wash down – September 2013).**

**15 CORPORATE SERVICES REPORTS****15.1 Licence to Use – Portion of R45076 – Dalyellup Beach Surf Life Saving Club**


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Location:	Dalyellup
Applicant:	Shire of Capel
File Reference:	LD 119474
Disclosure of Interest:	Nil
Date:	02.05.16
Author:	Governance Officer, A Handley
Senior Officer:	Executive Manager Corporate Services, S Stevenson
Attachments:	Draft Licence to Use

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**MATTER FOR CONSIDERATION**

Council to grant a 'Licence to Use' a portion of R45076 to the Dalyellup Beach Surf Life Saving Club.

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

Prior to 2011, the Dalyellup Beach Surf Lifesaving Club (the Club) informally utilised a portion of Reserve 45076 (the car park area at Dalyellup Beach) for the purposes of storing sea containers and other improvements which collectively make up the Club's premises.

In 2011, this use was formally recognised when Council approved a 'Licence to Use' agreement with the Club for a portion of R45076. This agreement ends in September 2016 and a new Licence is required. A draft licence is attached, and the terms are unchanged from those of the previous licence.

The activities of the Club on the adjoining land to the south, which is owned by Dalyellup Beach Pty Ltd, have been governed by an enduring Memorandum of Understanding (MoU) between the Club, Council and Dalyellup Beach Pty Ltd since 2005.

The MoU recognised that the Club would be allowed to erect certain structures on the land and would receive a degree of support in establishing their operations from Council and Dalyellup Beach Pty Ltd.

**Proposal**

That Council grant a 'Licence to Use' a portion of R45076 to the Dalyellup Beach Surf Life Saving Club for surf lifesaving purposes for a period of not more than 5 years.

**STATUTORY ENVIRONMENT**

Local Government Act 1995 – Section 3.58

**3.58 Disposing of Property**

3.58(2) Except as stated in this section, a local government can only dispose of property to –

- (a) The highest bidder at a public auction; or
- (b) The person who at a public tender called by the local Government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.

Local Government (Functions and General Regulations) 1996

**30 Dispositions of property excluded from Act s3.58**

- (1) A disposition that is described in this regulation as an exempt disposition is excluded from the application of Section 3.58 of the Act.
- (2) A disposition of land is an exempt disposition if –
  - (b) the land is disposed of to a body, whether incorporated or not -
    - (i) the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and
    - (ii) the members of which are not entitled or permitted to receive any pecuniary profit from the body’s transactions.

**POLICY IMPLICATIONS**

There are no policy implications with this item.

**FINANCIAL IMPLICATIONS**

**Budget**

There are no budgetary financial implications associated with this matter other than determining the rent that is to be paid by Dalyellup Beach Surf Lifesaving Club Incorporated.

The annual rent has previously been a token amount of \$1.00 per year due to the community service nature of the Club’s activities and it is recommended that this does not change.

**Long Term**

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

**Whole of Life**

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

**SUSTAINABILITY IMPLICATIONS**

There are no environmental implications associated with the granting of this licence. The licence contains clauses requiring the lessee to comply with all statutes and regulations and prohibits the carrying on of offensive acts.

The provision of land for community groups to engage in a variety of recreational pursuits has significant social and health benefits for all. Surf Lifesaving clubs play a major role in contributing to community health and safety, provide community education, assist in the management of safer beaches, promote healthy lifestyles and provide a forum for youth engagement.

**STRATEGIC IMPLICATIONS**

Shire of Capel Strategic Community Plan (2013 – 2031)

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

Strategic Outcomes:

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

2.4 Enhance community safety through community awareness and participation programs.

**CONSULTATION**

Council staff have been consulted in relation to operational matters such as the Club’s compliance with the previous agreement (no problems have been encountered) and future planning for the area.

There have been no problems associated with the past use of the Reserve by the group, and there is no competing expression of interest for the use of this land.

Satterley Property Group, representing Dalyellup Beach Pty Ltd were approached for comment, given the existence of the MoU managing the encroachment of Club buildings on the land south of R45076. There was no objection to the proposed new Licence to Use.

**COMMENT**

The Management Order for Reserve 45076 provides for the Reserve to be used for recreational purposes with the power to issue a licence to use for periods not exceeding 5 years. A licence to use may be issued for lifesaving club purposes only.

Although there are plans in place for development of a community and tourism precinct in the area as part of a planned expansion of facilities for the Dalyellup community it is unlikely that there will be any impact within the next five years on the location of the Surf Life Saving Club.

Given that the Reserve is to be used for recreational purposes only; any licence to use is limited to lifesaving club purposes; there are currently no competing interests for the use of the reserve and Shire staff are not aware of any difficulties associated with the past use of the Reserve, it is recommended that Council agrees to grant a licence to use a portion of Reserve 45076 to the Dalyellup Beach Surf Lifesaving Club Inc. for a period of 5 years commencing from 1 October 2016.

**VOTING REQUIREMENTS**

Simple majority

<b>OFFICER’S RECOMMENDATIONS – 15.1</b>
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**That Council:**

- 1. Grants a Licence to Use a portion of Reserve 45076 in Dalyellup to the Dalyellup Beach Surf Lifesaving Club Inc. for a period of 5 years commencing 1 October 2016 in accordance with the terms and conditions in the draft Licence attached to this agenda.**
- 2. Authorises the President and Chief Executive Officer to affix the Common Seal of the Council and sign the licence document.**

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## 15.2 2016/17 Budget - Differential Rates

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Location:	Whole of Shire
Applicant:	Shire of Capel
File Reference:	Nil
Disclosure of Interest:	Nil
Date:	11.05.16
Author:	Executive Manager Corporate Services, S Stevenson
Senior Officer:	Chief Executive Officer, P Sheedy
Attachments:	Rates Proposal 2016-17 Objects and Reasons

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### **MATTER FOR CONSIDERATION**

Council to determine the rates in the dollar, minimum rates and the specified area rate for the 2016/17 financial year.

### **BACKGROUND / PROPOSAL**

#### **Background**

Council has previously adopted the following Differential Rating categories (OC1106).

- Residential (rate group 1 GRV)
- Dalyellup Residential (rate group 3 GRV)
- Vacant Residential (rate group 2 GRV)
- Vacant Dalyellup Residential (rate group 4 GRV)
- Commercial Developed (rate group 5 GRV – only commercial)
- Dalyellup Commercial Developed (rate group 8 GRV)
- Industrial Developed (rate group 7 GRV – only industrial)
- Vacant Commercial & Industrial (rate group 6 GRV)
- Special Use (rate group 9 GRV)
- Land Use Commercial (rate group 10 – UV)
- Rural (rate group 11 – UV)
- Special Rural (rate group 12 – GRV)

There has been no proposed change to these differential rating categories for the 2016/17 budget.

In April 2016, the Shire has received scheduled revaluations for properties valued under Gross Rental Value (GRV) and Unimproved Values (UV). Current values have been updated to reflect the changes received and have been included in the subsequent rates modelling. Calculations included in this report are based on this report. Any further updates to individual valuations received from the Valuer General will be reflected in the 2016/17 Draft Budget report to Council.

The following summary illustrates the main variation in Gross Rental Value (GRV) across the various rating groups:

#### **Residential (rate group 1)**

This group raises approximately 27% of general rateable income. This group covers developed residential properties excluding Dalyellup.

The average increase in GRV across all properties has been an increase of 11.85% ranging from a reduction of 9.27% in GRV for a property in Boyanup to an increase of 25.76% for a property in Gelorup.



For Boyanup, the valuations have ranged from a 9.27% reduction to a 33.33% increase in GRV with an average increase of 10.89%.

For Capel, the valuations have ranged from a 4.92% reduction to a 24.24% increase in GRV, with an average increase of 6.64%.

For Gelorup, there were no negative GRV revaluations. The highest increase was 25.76% and the average increase was 18.12%.

For Peppermint Grove Beach, the valuations have ranged from a 2.99% reduction to a 41.07% increase in GRV, with an average increase of 16.13%.

#### Residential Vacant (rate group 2)

This group raises approximately 5% of general rateable income. This group covers developed residential vacant land excluding Dalyellup.

There has been an average reduction in GRV's of -0.67% within this group, adjusting for two valuations which will be moved to another category. There has been a wide range of movements in GRV within this category with the range being from a reduction of 24.14% for a property in Peppermint Grove Beach to an increase of 53.55% for a property in Capel.

#### Urban Development (rate group 3)

This group raises approximately 39% of general rateable income. This group covers developed residential properties in Dalyellup.

There has been an average increase in GRV's of 3.34% within this group ranging from a reduction of 3.13% to an increase of 33.33%.

#### Urban Development Vacant (rate group 4)

This group raises approximately 4% of general rateable income. This group covers residential vacant land in Dalyellup.

There has been an average increase in GRV's of 13.46%, adjusting for four properties which will move category. Within this group, valuations range from a reduction of 15.94% to an increase of 63.64%.

#### Town Centre/ Light Industry/Commercial Use Urban Development (rate groups 5, 7 and 8)

These three groups combined raise approximately 3% of general rateable income. These rate groups have the same rate in the dollar and are treated as one group for the purpose of analysis.

There has been an average increase of 1.10% within these groups. There are large movements in valuations, ranging from a reduction of 27.35% for a property in Boyanup to an increase of 55.81% for a property in Dalyellup.

#### Town Centre/ Special Use/Light Industrial Vacant (rate groups 6 and 9)

These two groups combined raise approximately 2% of general rateable income. These rate groups have the same rate in the dollar and are treated as one group for the purpose of analysis.

There has been an average reduction of 2.68% within these groups. There are large movements in valuations, ranging from a reduction of 57.89% for a property in Capel to an increase of 34.35% for a property in Stratham.

Special Rural (rate group 12)

This group raises approximately 6% of general rateable income. This group covers properties classed as special rural whose primary use is residential.

The average increase in GRV across all properties has been an increase of 11.66% ranging from a reduction of 5.48% in GRV for a property in Stratham to an increase of 24.19% for a property in Gelorup.

For Boyanup, the movements in GRV valuations have ranged from an increase of 9.20% to an increase of 17.65%. The average increase has been 12.01%.

For Gelorup, the movements in GRV valuations have ranged from an increase of 8.99% to an increase of 24.19%. The average increase has been 18.14%.

For Stratham, the valuations have ranged from a 5.48% reduction to a 17.81% increase in GRV, with an average increase of 6.33%.

The Unimproved Vale (UV) has seen an overall reduction of 2.26% year on year. The following summary illustrates the main variation in Unimproved Valuation (UV) across the two rating groups:

Rural Commercial Use (rate group 10)

There has been an overall reduction of 2.84% for these properties. Valuations have ranged from a reduction of 4.05% to a reduction of 2.12%.

Rural (rate group 11)

There has been an overall reduction of 2.25% for these properties. Valuations have ranged from 0% (no change) to a reduction of 19.83%.

The following table summarises the % movements in Gross Rental Value (GRV) or Unimproved Valuation (UV).

Rate Category	Basis	Rating Group	2015/16 Actual Rate	Average % Movement in GRV/UV	Theoretical % increase/decrease YOY in the rate in the \$ to maintain 6% average
Residential & Urban Developed	GRV	1 & 3	6.5335	6.91%	(0.91%)
Residential Vacant & Urban Developed Vacant	GRV	2 & 4	11.6721	9.51%	(3.51%)
Town Centre/Light Industry/ Commercial Use Urban	GRV	5, 7 & 8	6.2050	1.10%	4.90%
Town Centre/Special Use/Light Industry Vacant/ Special Use Developed	GRV	6 & 9	8.7584	(2.68%)	8.68%
Rural Commercial Use	UV	10	1.2309	(2.84%)	8.84%
Rural	UV	11	0.4095	(2.26%)	8.26%
Special Rural	GRV	12	5.6472	11.66%	(5.66%)

Further to this April valuation report, three rates models have been generated for presentation to Council for adoption in the Draft Budget 2016/17. Rate groups with the same 2015/16 rate in the dollar have been treated as a single group for analysis.

**Model 1 – 10% increase in the minimum rate to \$1,175 and an average 6% increase in each rate group**

This model adjusts the rate in the dollar for any average increase in the GRV. For example, for rate groups 1 and 3 (Residential and Urban Developed), the average increase in GRV has been 6.91%. This would be interpreted in Model 1 and requiring a reduction in the rate in the dollar of 0.91% to generate a 6% rate increase on average. The minimum rates have been increased by 10% as agreed by Council at their Rates Workshop on 23<sup>rd</sup> March 2015.

The following rates in the dollar are the result of this methodology:

Rate Category	Basis	2015/16 Actual Rate	2016/17 Proposed Rate	Difference (cents)	% increase/decrease YOY in the rate in the \$	Proposed rates to be levied (\$) including minimum rates
Residential	GRV	6.5335	6.4740	(0.0595)	(0.91%)	\$2,777,900
Residential Vacant	GRV	11.6721	11.2624	(0.4097)	(3.51%)	\$473,599
Urban Developed	GRV	6.5335	6.4740	(0.0595)	(0.91%)	\$3,912,214
Urban Undeveloped Vacant	GRV	11.6721	11.2624	(0.4097)	(3.51%)	\$430,213
Town Centre	GRV	6.2050	6.5090	0.3040	4.90%	\$72,144
Town Centre/Special Use/Light Industry Vacant	GRV	8.7584	9.5186	0.7602	8.68%	\$25,421
Light Industry	GRV	6.2050	6.5090	0.3040	4.90%	\$85,237
Commercial Use Urban Development	GRV	6.2050	6.5090	0.3040	4.90%	\$176,095
Special Use Developed	GRV	8.7584	9.5186	0.7602	8.68%	\$134,220
Rural Commercial Use	UV	1.2309	1.3397	0.0696	8.84%	\$77,488
Rural	UV	0.4095	0.4433	0.0338	8.25%	\$1,524,726
Special Rural	GRV	5.6472	5.3276	(0.3196)	(5.66%)	\$544,638
<b>Total</b>						<b>\$10,233,895</b>

**Model 2 – 10% increase in the minimum rate to \$1,175 and a 6% increase on the 2015/16 rate in the dollar**

This model does not adjust the rate in the dollar for any average increase in the GRV. This model uplifts the 2015/16 rate in the dollar by 6%. The minimum rates have been increased by 10% as agreed by Council at their Rates Workshop on 23<sup>rd</sup> March 2015.

The following rates in the dollar are the result of this methodology:

Rate Category	Basis	2015/16 Actual Rate	2016/17 Proposed Rate	Difference (cents)	% increase/decrease YOY in the rate in the \$	Proposed rates to be levied (\$) including minimum rates
Residential	GRV	6.5335	6.9255	0.3920	6%	\$2,865,759
Residential Vacant	GRV	11.6721	12.3724	0.7003	6%	\$487,980
Urban Developed	GRV	6.5335	6.9255	0.3920	6%	\$4,151,015
Urban Undeveloped Vacant	GRV	11.6721	12.3724	0.7003	6%	\$433,801
Town Centre	GRV	6.2050	6.5773	0.3723	6%	\$72,790
Town Centre/ Special Use/ Light Industry Vacant	GRV	8.7584	9.2839	0.5255	6%	\$24,987
Light Industry	GRV	6.2050	6.5773	0.3723	6%	\$86,008
Commercial Use Urban Development	GRV	6.2050	6.5773	0.3723	6%	\$177,931
Special Use Developed	GRV	8.7584	9.2839	0.5255	6%	\$130,968
Rural Commercial Use	UV	1.2309	1.3048	0.0739	6%	\$75,470
Rural	UV	0.4095	0.4341	0.0246	6%	\$1,502,416
Special Rural	GRV	5.6472	5.9860	0.3388	6%	\$594,348
<b>Total</b>						<b>\$10,603,474</b>

There are a few points to note on the above model:

- As a result of taking a 6% increase on the 2015/16 rate in the dollar, this allows Council to raise an additional \$369,579 in revenue for the 2016/17 financial year. This increase in rates revenue would be added to the Infrastructure Asset Preservation Reserve to assist in funding the 2017/18 Roads program. This has been reflected in the revised Long Term Financial Plan (2016 – 2026).
- Model 2 reduced the rates burden in rural UV rate payers by \$24,328 compared to Model 1.

**Model 3 – 10% increase in the minimum rate to \$1,175 and an average 6% increase in each rate group adjusting for large variances in rate groups 6 & 9**

It should be noted that within groups 6 & 9 there are only 22 rateable properties. There were two exceptionally large % reductions (-57.89% and -32.87%) which skewed the average. These have been removed for the purposes of this following model to give an adjusted average for these groups of an increase in GRV of 1.56%. The assumed % increase within these rate groups would be 7.56%. All other groups remain as per Model 1.

This model adjusts the rate in the dollar for any average increase in the GRV. For example, for rate groups 1 and 3 (Residential and Urban Developed), the average increase in GRV has been 6.91%. This would be interpreted in Model 1 and requiring a reduction in the rate in the dollar of 0.91% to generate a 6% rate increase on average. The minimum rates have been increased by 10% as agreed by Council at their Rates Workshop on 23<sup>rd</sup> March 2015.

The following rates in the dollar are the result of this methodology:

Rate Category	Basis	2015/16 Actual Rate	2016/17 Proposed Rate	Difference (cents)	% increase/decrease YOY in the rate in the \$	Proposed rates to be levied (\$) including minimum rates
Residential	GRV	6.5335	6.4740	(0.0595)	-0.91%	\$2,777,900
Residential Vacant	GRV	11.6721	11.2624	(0.4097)	-3.51%	\$473,599
Urban Developed	GRV	6.5335	6.4740	(0.0595)	-0.91%	\$3,912,214
Urban Undeveloped Vacant	GRV	11.6721	11.2624	(0.4097)	-3.51%	\$430,213
Town Centre	GRV	6.2050	6.6455	0.4405	7.10%	\$73,435
Town Centre/Special Use/Light Industry Vacant	GRV	8.7584	9.4205	0.6621	7.56%	\$25,232
Light Industry	GRV	6.2050	6.6455	0.4405	7.10%	\$86,778
Commercial Use Urban Development	GRV	6.2050	6.6455	0.4405	7.10%	\$179,794
Special Use Developed	GRV	8.7584	9.4205	0.6621	7.56%	\$132,861
Rural Commercial Use	UV	1.2309	1.3397	0.0696	8.84%	\$77,488
Rural	UV	0.4095	0.4433	0.0338	8.25%	\$1,524,726
Special Rural	GRV	5.6472	5.3276	-0.3196	-5.66%	\$544,638
Total						\$10,238,842

The table below compares the rates levied for the three models above and a comparison of the preferred model 2 versus levied rates from 2015/16.

### **Financial Comparison of Models**

Rate Category	Basis	2015/16 Actual Rates	Model 1	Model 2	Model 3	Model 2 versus Actual 2015/16
Residential	GRV	\$2,486,328	\$2,777,900	\$2,865,759	\$2,777,900	\$379,432
Residential Vacant	GRV	\$468,245	\$473,599	\$487,980	\$473,599	\$19,735
Urban Developed	GRV	\$3,793,258	\$3,912,214	\$4,151,015	\$3,912,214	\$357,757
Urban Undeveloped Vacant	GRV	\$392,847	\$430,213	\$433,801	\$430,213	\$40,954
Town Centre	GRV	\$71,327	\$72,144	\$72,790	\$73,435	\$1,463
Town Centre/ Special Use/ Light Industry Vacant	GRV	\$22,486	\$25,421	\$24,987	\$25,232	\$2,501
Light Industry	GRV	\$80,563	\$85,237	\$86,008	\$86,778	\$5,445
Commercial Use Urban Development	GRV	\$163,385	\$176,095	\$177,931	\$179,764	\$14,546
Special Use Developed	GRV	\$127,646	\$134,220	\$130,968	\$132,861	\$3,322
Rural Commercial Use	UV	\$73,300	\$77,488	\$75,470	\$77,488	\$2,170
Rural	UV	\$1,423,805	\$1,524,726	\$1,502,416	\$1,524,726	\$78,611
Special Rural	GRV	\$507,661	\$544,638	\$594,348	\$544,638	\$86,687
<b>Total Proposed Rates</b>		<b>\$9,610,851</b>	<b>\$10,233,895</b>	<b>\$10,603,474</b>	<b>\$10,238,842</b>	<b>\$992,623</b>

### **Proposal**

That Council determines the rates in the dollar, minimum rates and the specified area rate for the 2016/17 financial year as per Model 2 above.

### **STATUTORY ENVIRONMENT**

Local Government Act 1995, Section 6.2

#### **6.2 Local Government to prepare Annual Budget**

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

\* *Absolute Majority required*

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

Local Government (Financial Management) Regulations 1996, regulation 26

**26. Discount, incentive, concession, waiver and write-off information**

- (1) The annual budget is to include for each discount or other incentive to be granted for early payment of any money and in respect of each waiver or concession proposed in relation to any money –
- a) in respect of a discount -
    - (i) the amount of the discount, or the percentage discount, to be allowed; and
    - (ii) the circumstances in which the discount will be granted;
 and
  - c) in relation to a waiver or concession -
    - (i) a brief description of the waiver or concession;
    - (ii) a statement of the circumstances in which it will be granted;
    - (iii) details of the persons or class of persons to whom it is available; and
    - (iv) the objects of, and reasons for, the waiver or concession.

Local Government Act 1995, Section 6.12

**6.12 Power to defer, grant discounts, waive or write off debts**

- (1) Subject to subsection (2) and any other written law, a local government may –
- a) when adopting the annual budget, grant\* a discount or other incentive for the early payment of any amount of money; or
  - b) waive or grant concessions in relation to any amount of money; or
  - c) write off any amount of money,
- which is owed to the local government.
- \* Absolute majority required*
- (2) Subsection 1(a) and (b) do not apply to an amount of money owing in respect of rates and services charges.
- (3) The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.

Local Government Act 1995, Section 6.28

**6.28 Basis of Rates**

- (2) In determining the method of valuation of land to be used by a local government the Minister is to have regard to the general principle that the basis for a rate on any land is to be –
- a) where the land is used predominantly for rural purposes, the unimproved value of the land; and
  - b) where the land is used predominantly for non-rural purposes, the gross rental value of the land.
- (4) Subject to subsection (5), for the purposes of this section the valuation to be used by a local government is to be the valuation in force under the *Valuation of Land Act 1978* as at 1 July in each financial year.

Local Government Act 1995, Section 6.32

**6.32 Rates and Service Charges**

- (1) When adopting the annual budget, a local government –

- (a) in order to make up the budget deficiency, is to impose\* a general rate on rateable land within its district, which rate may be imposed either –
  - i. uniformly; or
  - ii. differentially;
 and
- (b) may impose\* on rateable land within its district –
  - i. a specified area rate; or
  - ii. a minimum payment;
 and
- (c) may impose\* a service charge on land within its district.

\**Absolute Majority required*

Local Government Act 1995, Section 6.33

**6.33 Differential General Rates**

- (1) A local government may impose differential general rates according to any, or a combination, of the following characteristics –
  - (a) the purpose for which the land is zoned, whether or not under a local planning scheme or improvement scheme in force under the *Planning and Development Act 2005*; or
  - (b) a purpose for which the land is held or used as determined by the local government; or
  - (c) whether or not the land is vacant land; or
  - (d) any other characteristic or combination of characteristics prescribed.
- (2) ...
- (3) In imposing a differential general rate a local government is not to, without the approval of the Minister, impose a differential general rate which is more than twice the lowest differential general rate imposed by it.

Local Government (Financial Management) Regulations 1996, regulation 52A

**52A. Characteristics prescribed for differential general rates**

- (1) In this regulation
  - commencement day** means the day on which the *Local Government (Financial Management) Amendment Regulations (No.2) 2012* regulation 5 comes into operation;
  - relevant district** means a district that –
    - (a) is declared to be a district by an order made under section 2.1(1)(a) on or after commencement day; or
    - (b) has its boundaries changed by an order made under section 2.1(1)(b) on or after commencement day.
- (2) For the purposes of section 6.33(1)(d), the following characteristics are prescribed in relation to land in a relevant district, where not more than 5 years has elapsed since the district last became a relevant district –
  - (a) whether or not the land is situated in a townsite as defined in the *Land Administration Act 1997* section 3(1);
  - (b) whether or not the land is situated in a particular part of the district of the local government.

Local Government Act 1995, Section 6.34

**6.34 Limit on Revenue or Income from General Rates**

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

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



Local Government Act 1995, Section 6.35

### **6.35 Minimum Payment**

- (1) Subject to this section, a local government may impose on any rateable land in its district a minimum payment which is greater than the general rate which would otherwise be payable on that land.
- (2) A minimum payment is to be a general minimum but, subject to subsection (3), a lesser minimum may be imposed in respect of any portion of the district.
- (3) In applying subsection (2) the local government is to ensure the general minimum is imposed on not less than –
  - (a) 50% of the total number of separately rated properties in the district; or
  - (b) 50% of the number of properties in each category referred to in subsection (6), on which a minimum payment is imposed.
- (4) A minimum payment is not to be imposed on more than the prescribed percentage (50%) of –
  - (a) the number of separately rated properties in the district; or
  - (b) the number of properties in each category referred to in subsection (6), unless a general minimum does not exceed the prescribed amount (\$200).
- (5) If a local government imposes a differential general rate on any land on the basis that the land is vacant land it may, with the approval of the Minister, impose a minimum payment in a manner that does not comply with subsection (2), (3) and (4) for that land.
- (6) For the purposes of this section a minimum payment is to be applied separately, in accordance with the principles set forth in subsection (2), (3) and (4) in respect of each of the following categories –
  - (a) to land rated on gross rental value; and
  - (b) to land rated on unimproved value; and
  - (c) to each differential rating category where a differential general rate is imposed.

Local Government Act 1995, Section 6.36

### **6.36 Local Government to give Notice of Certain Rates**

- (1) Before imposing any differential general rates or a minimum payment applying to a differential rate category under section 6.35(6)(c) a local government is to give local public notice of its intention to do so. (*21 days – may be 2 months before financial year*).

Local Government Act 1995, Section 6.47

### **6.47 Concessions**

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

\* *Absolute majority required*

## **POLICY IMPLICATIONS**

The budget is based on the principles contained in the Strategic Community Plan and Corporate Business Plan. Policy 2.7 – Preparation of Integrated Financial Plan and Annual budget applies.

## **FINANCIAL IMPLICATIONS**

### **Budget**

After taking into consideration all other sources of income, Council is required to raise sufficient rates to meet its total expenditure. While Council it is allowed to adopt a budget that

has a surplus or deficit that does not exceed 10% of its rate revenue, it is not a sustainable long term strategy.

When considering the amount to be raised, reference should be made to the Shire's ten year financial plan that was adopted by Council on 9 June 2010 (minute reference OC0609). This plan has assumed an annual rate increase of 6% for each year of the plan.

The long term financial plan also assumes an annual growth rate in rateable assessments of 4% to 6%. This means that the financial projections contained within the Ten Year Financial Plan effectively projected an overall increase in rate income of 10-12%.

As part of the Integrated Planning Process a review of the original 10 year Long Term Financial Plan has been undertaken, particularly taking into consideration the 61 Service Strategies and Plans reviewed with Council on 26<sup>th</sup> February 2013, with feedback from Council on rating, borrowing and staffing strategies informing and influencing the document. Council adopted the updated 10 year Long Term Financial Plan on 26 June 2013 (minutes reference OC0616).

A number of Rating Strategy Reports have also been considered by Council in recent years, all supporting and reinforcing the need to maintain the current Rating Strategy of at least 6% increase in rates each year.

At the Ratings Workshop on the 23<sup>rd</sup> March 2015, Council agreed to an in the minimum rate of 10% for 2015/2016 onwards for a period of 5 years.

Based on model 2, which incorporates a 10% increase in the minimum rate, the rate target for the 2016/17 draft Budget is \$10,713,474. This compares to the 2015/16 Forecast of \$9,610,851 and a 2015/2016 Budget of \$9,548,576.

Together with other sources of revenue and funding (including the Dalyellup Specified Area Rate), the expected increase in rate revenue for 2016/17 will need to be sufficient to fund expected increases in employee costs, debt servicing costs, various Service Strategies and Plans, and the capital works programme.

For the 2016/17 draft Budget (assuming revenue from Model 2) it is proposed a total of \$10,713,474 be raised from property rates, which include 0% as the payment on time discount, rate adjustments, interim rates, and \$611,936 from specified area rates. This is an increase in property rates of \$1,102,623 or 11.47% increase compared to the 2015/16 total rates yield of \$9,610,851.

### **Long Term**

The rating strategy deployed by Council in the 2016/17 financial year will form part of a long term financial planning strategy to maintain the sustainable operations of Council. If Council is not able to adequately fund operations in the 2016/17 financial year, then the financial position of Council will potentially deteriorate in future years as assets age further and demand for services increase with projected population growth.

The amount of the increase to the rate yield that is proposed is consistent with the forecasts included in the Rating Strategy and the annual rate increase in the Ten Year Financial Plan. However the level of population growth that has occurred since 2009/10 and is anticipated for the next few years is noticeably lower than originally forecast and variable costs will need to be contained where possible. Discretionary expenditure on capital works and other areas service areas will need to be closely managed to ensure the financial sustainability of the Shire is maintained.

Through the development of the Integrated Planning Framework, Council now has the ability to evaluate the long term financial implications of all of its strategies, plans and works programs. This provides sound guidance to Council on the amount of rates required to fund all of these

services and facilities, and/or in turn adjust expenditure and service levels to match the rate income projected for the future.

Long term financial sustainability is a key focus for the Shire. Resources have to be made available to ensure that's assets are adequately funded and renewed to a level consistent with expectations. Asset renewal is a key area to which funding needs to be allocated.

### **Whole of Life**

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

### **SUSTAINABILITY IMPLICATIONS**

The levying of property rates has an environmental impact in that around 7,350 rate notices will be distributed in a paper based medium.

Increased property rates have the potential to have a social impact in terms of their affordability by reducing the amount of disposal income available to households. Limiting the extent of the increase should minimise this impact.

Bearing in mind the anticipated increases in utility charges imposed by the State Government and that property rates also create a financial burden on customers, every effort has been made to minimise the size of the rate increase.

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

### **STRATEGIC IMPLICATIONS**

Shire of Capel Strategic Community Plan 2013 – 2031

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

Strategic Outcomes:

- 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.

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

Strategic Outcomes:

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

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

Strategic Outcomes:

- 5.1 Provide and maintain a safe and efficient transport, cycle and pedestrian network throughout the Shire;
- 5.6 Effectively manage the Shire's assets and resources.

### **CONSULTATION**

The annual differential rating proposal is to be advertised for public comment for a period of 21 days prior to its adoption by Council. Should Council adopt these differential rates, the

intention is to advertise the proposed rates in the local papers on the 31<sup>st</sup> May 2016 and the 2<sup>nd</sup> June 2016. Submissions from ratepayers would be invited to be received up to Friday 24<sup>th</sup> June 2016. A summary of submissions received would be provided to Council at the Ordinary Meeting on 27<sup>th</sup> July 2016.

Ratepayers in categories where the number of properties is less than 30 are required to be notified on an individual basis of the adopted rate in the dollar to allow for comment.

As Council has a differential rate that is more than twice the lowest differential rate imposed and more than 50% of properties on minimums in certain categories, the approval of the Minister for Local Government must be obtained before these rates are formally adopted by Council. The approval of the Minister will be sought during the public consultation phase in order to obtain feedback prior to the Ordinary Meeting on 27<sup>th</sup> July 2016.

## **COMMENT**

Based on Council previous adoption of the Rating Strategy for 2014/15 and the Ratings Workshop held on the 23<sup>rd</sup> March 2015, the minimum rates have been increased by 10%, Residential and Urban GRV rates in the dollar have increased by 6%. Rural UV rates in the dollar have also been increased by 6% on 2015/16. This will achieve an overall increase in the rate yield for 2016/17 of 10.33%, which excludes the rate revenue obtained from the increased growth in the number of ratable properties and excludes any interim rates received.

### Growth in Properties

At the time rates were billed for 2015/16, there were a total of 7,463 properties including 272 non-rateable properties. There are now 7,580 properties of which 221 are non-rateable. The growth in the number of ratable properties for the year is therefore 168 or 1.02%.

### Gross Rental Values

Properties rated on the basis of their Gross Rental Value (GRV) had their valuations updated during 2015/16 by Landgate, applying from the 1<sup>st</sup> July 2016. GRV valuations are completed every 3 years. These revised valuations have been reflected in the GRV calculations for 2016/17.

The preferred rate model 2 that has been run has applied a 6% increase in the rate in the dollar that enables a 10.3% higher rate yield (excluding interims) to be achieved than the rate yield from 2015/16, with minimum rates across all categories increasing by \$106 or approximately 10%. The minimum, across all rate groups for 2016/17, is now at \$1175.00 (last year \$1,069.00).

Rate Category	Basis	2015/16 Actual Rate	2016/17 Proposed Rate	Difference (cents)	2015/16 Forecast Actual Rates (\$) including minimum rates	Proposed rates to be levied (\$) including minimum rates 2016/17
Residential	GRV	6.5335	6.9255	0.3920	2486328	\$2,865,759
Residential Vacant	GRV	11.6721	12.3724	0.7003	468245	\$487,980
Urban Developed	GRV	6.5335	6.9255	0.3920	3793258	\$4,151,015
Urban Undeveloped Vacant	GRV	11.6721	12.3724	0.7003	392847	\$433,801
Town Centre	GRV	6.2050	6.5773	0.3723	71327	\$72,790
Town Centre/Special Use/Light Industry Vacant	GRV	8.7584	9.2839	0.5255	22486	\$24,987
Light Industry	GRV	6.2050	6.5773	0.3723	80563	\$86,008
Commercial Use Urban Development	GRV	6.2050	6.5773	0.3723	163385	\$177,931
Special Use Developed	GRV	8.7584	9.2839	0.5255	127646	\$130,968
Special Rural	GRV	5.6472	5.9860	0.3388	507661	\$594,348
<b>Total</b>					<b>\$8,113,746</b>	<b>\$9,025,588</b>

These rates were applied against the GRV's and the resultant rate model calculated a rate yield for GRV properties of \$9,025,588 from 6,524 properties.

For public advertising purposes a rate in the dollar and a minimum rate for vacant residential, urban and town centre/special use/light industry properties will be included in the table of rates to be advertised.

#### Unimproved Valuations

Updated valuations for properties rated on the basis of their unimproved value (UV) are provided annually and therefore take effect from 1 July 2016. The updated valuations received show that on average rural property valuations have decreased by 2.26% compared to last year. This is in addition to the previous year's 3.5% reduction in value.

This average decrease means that to achieve an overall average increase of 6.0% in rates from the rural sector, the 2015/16 rate in the dollar will theoretically need to be increased by about 8.26%. Model 2 proposes that this reduction in UV be absorbed and that the 2016/17 rate in the dollar be increased 6% on the 2015/16 rate.

Using the methodology in Model 2, the proposed yield in this rate model yielded a rate target of \$1,502,416 from 821 rural properties and \$75,470 from 14 land use commercial UV properties. This yield was based on a rate in the dollar of 0.4340 cents and 1.3048 cents respectively. Although the rate in the dollar has increased 6% on 2015/16 the revenue derived from these two groups will be \$24,328 less than 2015/16.

**Minimum Rates**

When calculating rates, legislation allows a minimum rate amount to be applied if the result of calculating the property value and the rate in the dollar is too low. This minimum rate amount represents the minimum charge for ratepayers provided local government services.

In past years there has been a concerted effort to increase the minimum rate and for residential ratepayers this minimum rate has increased from \$465.00 in 2004/05 to \$1,069.00 in 2015/16 and now to \$1,175.00 in 2016/17.

Statistics produced from the *UHY Haines Norton WA Local Government 2015/16 Rates Comparison Report* show that when compared with the minimum rates of neighbouring local governments. From the published data, the minimum rate amount is comparable to the smaller rural local governments but remains below similar sized urban growth local governments

**Residential Rate Comparison with Other Local Governments – 2015/16**

	Busselton	Collie	Donnybrook	Bunbury	Dardanup	Harvey	Capel (2015/16)	Capel (2016/17)
Year of Valuation	2015	2013	2013	2014	2014	2014	2015	2015
Minimum Rate	\$1058.00	\$872.00	\$859.00	\$1,035.00	\$1,280.00	\$950.00	\$1,069.00	\$1,175.00
Rate in \$ (cents)	8.02660	7.50700	7.42710	8.38800	8.82180	7.92510	6.5335	6.9255

Rate modelling has been based on an increase of 6% to the rate income and an increase of 10% in the minimum rate. The minimum rate for all rating categories would increase by \$106.00 to \$1,175.00. This will mean that all properties, regardless of their rating valuation method (GRV or UV) or development status will be charged a minimum rate of \$1,175.00. This minimum rate is considered to represent a fair minimum burden upon ratepayers for the local government services they are provided.

**Total Rates**

The total rate yield included in the draft budget is shown in the following table. \$10,603,474 is proposed to be raised from 7,359 rate assessments. Once expected interim rates, and specified area rates are included, the total amount to be raised increases to \$11,325,410. The detail of rates in the dollar, minimum rates, rate yields and number of assessments from this table are those proposed to be accepted by Council for advertising and public comment.

Table 1: 2016/17 Anticipated Rate Yield (excluding interim rates and Specified Area Rate)

	Rate in \$ or Minimum Rate	Rate Yield	Number of Properties	Average Rate
<b>Calculated Rate:</b>				
- Residential	6.9255 cents	\$1,493,360	1,037	\$1,440.08
- Residential Vacant	12.3724 cents	\$171,905	82	\$2,096.40
- Urban Developed	6.9255 cents	\$3,845,515	2,796	\$1,375.36
- Urban Developed Vacant	12.3724 cents	\$48,401	31	\$1,561.32
- Town Centre/Town Centre/Special Use	6.5773 cents	\$62,215	22	\$2,827.95
- Light Industry Vacant	9.2939 cents	\$17,937	6	\$2,989.50
- Light Industrial Commercial Use Urban	6.5773 cents	\$74,258	30	\$2,475.27
- Development	6.5773 cents	\$176,756	12	\$14,729.67
- Special Use	9.2939 cents	\$128,618	8	\$16,077.25
- Rural Commercial Use	1.3048 cents	\$75,470	14	\$5,390.69
- Rural	0.4340 cents	\$1,027,716	417	\$2,464.55
- Special Rural	5.9860 cents	\$546,173	406	\$1,345.25
Total		\$7,668,324	4,861	
<b>Minimum Rates:</b>				
- Residential	\$1,175.00	\$1,372,400	1,168	\$1,175.00
- Residential Vacant	\$1,175.00	\$316,075	269	\$1,175.00
- Urban Developed	\$1,175.00	\$305,500	260	\$1,175.00
- Urban Developed Vacant	\$1,175.00	\$385,400	328	\$1,175.00
- Town Centre/Town Centre/Special Use	\$1,175.00	\$10,575	9	\$1,175.00
- Light Industry Vacant	\$1,175.00	\$7,050	6	\$1,175.00
- Light Industry Commercial use Urban	\$1,175.00	\$11,750	10	\$1,175.00
- Development	\$1,175.00	\$1,175	1	\$1,175.00
- Special Use	\$1,175.00	\$2,350	2	\$1,175.00
- Rural Commercial Use	\$1,175.00	\$0	0	\$1,175.00
- Rural	\$1,175.00	\$474,700	404	\$1,175.00
- Special Rural	\$1,175.00	\$48,175	41	\$1,175.00
Total		\$2,935,150	2,498	
<b>Grand Total</b>		<b>\$10,603,474</b>	<b>7,359</b>	

#### Analysis of the 2016/17 Rates Proposal

The following table compares the rates in the dollar and minimum rates by rate category for 2015/16 and 2016/17.

Table 2: Comparison of Rates in the Dollar and Minimum Rates

Rate Category	Basis	2015/16 Rate	2016/17 Rate	Difference (cents)	2015/16 Minimum	2016/17 Minimum	Difference
Residential	GRV	6.5335	6.9255	0.3920	\$1,069	\$1,175	\$106
Residential Vacant	GRV	11.6721	12.3724	0.7003	\$1,069	\$1,175	\$106
Urban Developed	GRV	6.5335	6.9255	0.3920	\$1,069	\$1,175	\$106
Urban Undeveloped Vacant	GRV	11.6721	12.3724	0.7003	\$1,069	\$1,175	\$106
Town Centre	GRV	6.2050	6.5773	0.3723	\$1,069	\$1,175	\$106
Town Centre/Special Use/Light Industry Vacant	GRV	8.7584	9.2839	0.5255	\$1,069	\$1,175	\$106
Light Industry	GRV	6.2050	6.5773	0.3723	\$1,069	\$1,175	\$106
Commercial Use Urban Development	GRV	6.2050	6.5773	0.3723	\$1,069	\$1,175	\$106
Special Use Developed	GRV	8.7584	9.2839	0.5255	\$1,069	\$1,175	\$106
Rural Commercial Use	UV	1.2309	1.3047	0.0738	\$1,069	\$1,175	\$106
Rural	UV	0.4095	0.4340	0.0245	\$1,069	\$1,175	\$106
Special Rural	GRV	5.6472	5.9860	0.3388	\$1,069	\$1,175	\$106

Council has twelve differential rating categories. Ten of these categories (Residential, Town Centre, Light Industry, Commercial and Special Rural) are based on the Gross Rental Value (GRV) basis of rates and the Rural and Land Use Commercial categories are Unimproved Value (UV).

In general the gross rental valuations and unimproved values of individual properties are considered to provide sufficient differentiation between each rating category. However, the difference in the level of services available to special rural areas as opposed to residential and commercial areas has been recognised with a lower rate in the dollar.

Comparison of the 2016/17 proposal with actual rates billed for 2015/16 shows the following:

Table 3 : Comparison of Rates Yield 2016/2017 Draft Budget to Forecast Actual 2015/2016

	2016/2017	2015/2016	Rates Yield
Rating Zone	Draft Budget	Total Levied	YOY
1	\$2,865,760	\$2,486,328	\$379,432
2	\$487,980	\$468,245	\$19,735
3	\$4,151,015	\$3,793,258	\$357,757
4	\$433,801	\$392,847	\$40,954
5	\$72,790	\$71,327	\$1,463
6	\$24,987	\$22,486	\$2,501
7	\$86,008	\$80,563	\$5,445
8	\$177,931	\$163,385	\$14,546
9	\$130,968	\$127,646	\$3,322
10	\$75,540	\$73,300	\$2,170
11	\$1,502,416	\$1,423,805	\$78,611
12	\$594,348	\$507,661	\$86,687
	<b>\$10,603,474</b>	<b>\$9,610,851</b>	<b>\$992,623</b>

- o The rate yield for all rates categories has increased due to the growth in the number of rate assessments and the proposed rate increase that has been applied.



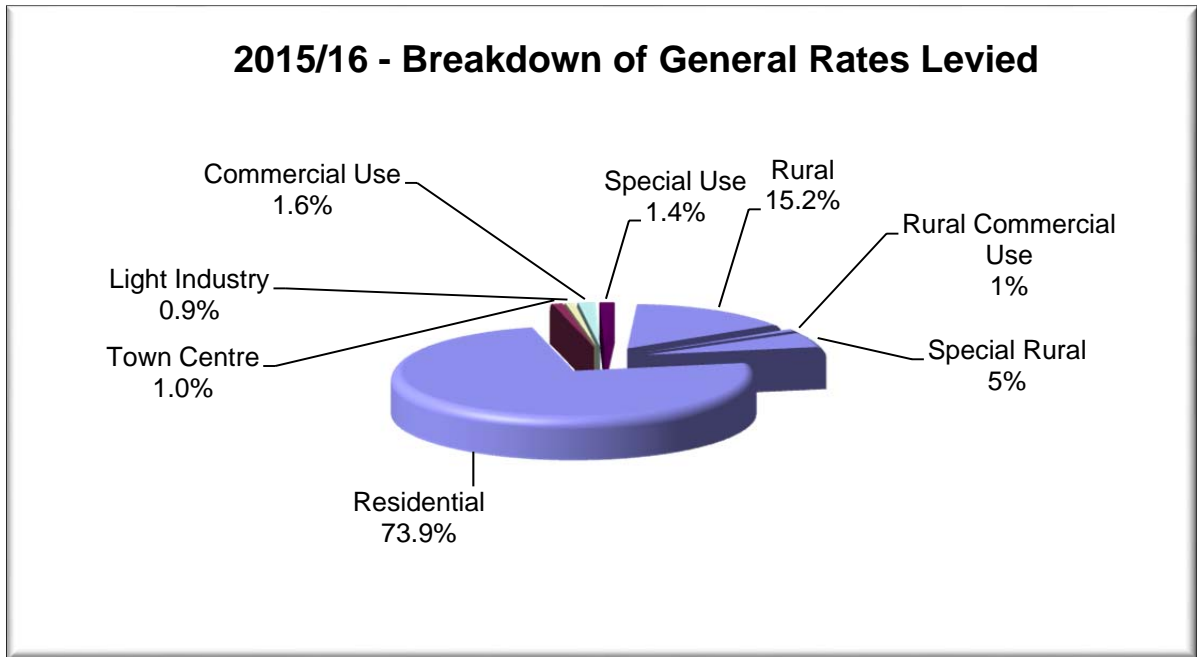
Table 4 : Comparison of Property numbers 2016/2017 Draft Budget to Actual 2015/2016

	<b>2016/2017</b>	<b>2015/2016</b>	<b>Property Numbers</b>
<b>Rating Zone</b>	<b>Draft Budget</b>	<b>Total Levied</b>	<b>YOY</b>
<b>1</b>	2,205	2,175	30
<b>2</b>	351	346	5
<b>3</b>	3,056	2,945	111
<b>4</b>	359	341	18
<b>5</b>	31	31	0
<b>6</b>	12	12	0
<b>7</b>	40	40	0
<b>8</b>	13	12	1
<b>9</b>	10	10	0
<b>10</b>	14	14	0
<b>11</b>	821	824	(3)
<b>12</b>	447	441	6
	<b>7,359</b>	<b>7,191</b>	<b>168</b>

- o The largest increase in the number of rate assessments has occurred for the urban developed rating category with assessments increasing from 2,945 to 3,056 a growth rate of 3.8%.
- o The second largest increase in the number of rate assessments has occurred for the residential rating category with assessments increasing from 2,175 to 2,205 a growth rate of 1.4%.

Table 5: Average Rates – 9 Year Comparison

	2008/9	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17
<b>Average Rates (rate in \$)</b>									
* based on average for calculated rates and minimum rates									
- Residential	778.91	848.27	905.71	962.04	1,011.15	1,081.47	1,144.52	1,237.51	1,440.08
- Residential Undeveloped	N/A	N/A	N/A	N/A	1,537.61	1,643.51	1,915.78	2,169.40	2,096.40
- Urban Developed	N/A	N/A	N/A	N/A	N/A	N/A	1,180.03	1,255.84	1,375.36
- Urban Undeveloped	N/A	N/A	N/A	N/A	N/A	N/A	1,191.78	1,513.04	1,561.32
- Town Centre	N/A	N/A	N/A	N/A	N/A	N/A	2,884.74	2,729.34	2,827.95
- Town Centre/Special Use/Light Industry Vacant	N/A	N/A	N/A	N/A	N/A	N/A	2,216.71	2,678.61	2,989.50
- Light Industry	N/A	N/A	N/A	N/A	N/A	N/A	2,254.57	2,288.46	2,475.27
- Commercial Use Urban Development	2,552.66	2,691.31	2,788.88	2,956.20	3,118.63	3,122.97	1,507.60	14,834.01	14,729.67
- Special Use Developed	N/A	N/A	N/A	N/A	N/A	N/A	11,695.53	15,688.48	16,077.25
- Rural	1,530.47	1,684.16	1,766.35	1,865.62	1,949.92	2,040.25	2,195.65	2,289.42	2,464.55
- Rural Land Use	2,759.92	3,850.67	4,250.67	4,505.67	4,756.16	5,087.75	5,152.02	5,244.51	5,390.69
- Special Rural	722.48	795.71	813.59	891.85	959.39	996.84	1,078.16	1,158.04	1,345.25
<b>Minimum Rates</b>									
- Residential	615.00	700.00	750.00	795.00	850.00	900.00	972.00	1,069.00	1,175.00
- Residential Undeveloped	N/A	N/A	N/A	N/A	850.00	900.00	972.00	1,069.00	1,175.00
- Urban Developed	N/A	N/A	N/A	N/A	N/A	N/A	972.00	1,069.00	1,175.00
- Urban Undeveloped	N/A	N/A	N/A	N/A	N/A	N/A	972.00	1,069.00	1,175.00
- Town Centre	N/A	N/A	N/A	N/A	N/A	N/A	972.00	1,069.00	1,175.00
- Town Centre/Special Use/Light Industry Vacant	N/A	N/A	N/A	N/A	N/A	N/A	972.00	1,069.00	1,175.00
- Light Industry	N/A	N/A	N/A	N/A	N/A	N/A	972.00	1,069.00	1,175.00
- Commercial Use Urban Development	N/A	N/A	N/A	N/A	N/A	N/A	972.00	1,069.00	1,175.00
- Special Use Developed	N/A	N/A	N/A	N/A	N/A	N/A	972.00	1,069.00	1,175.00
- Rural	615.00	700.00	750.00	795.00	850.00	900.00	972.00	1,069.00	1,175.00
- Rural Land Use	665.00	750.00	750.00	795.00	850.00	900.00	972.00	1,069.00	1,175.00
- Special Rural	615.00	700.00	750.00	795.00	850.00	900.00	972.00	1,069.00	1,175.00



If approved, the 2016/17 draft Budget will provide a rates budget of \$11,325,410 including interim rates of \$110,000 and specified area rates of \$611,936. This compares to the 2015/16 expected total actual rates of \$9,985,888.

**Specified Area Rates**

Council has the one specified area rate for Dalyellup Parks and Reserves Maintenance. This rate has the objective of recovering 50% of the cost of maintaining these facilities in the Dalyellup subdivision as per Council resolution OC0727, 24/7/02 when the 2002/03 Budget was adopted.

The cost of maintaining parks, gardens and reserves in Dalyellup is budgeted to be \$1,094,535 for 2016/17. Half of this cost is to be funded by the specified area rate raised during the year and equates to \$547,267.50. The rate in the dollar has remained at 4.5434 cents and the maximum rate charged has been retained at 2015/16 levels at \$176.30. Rate modelling has identified that with these parameters 3,415 properties would yield rate income of \$602,065.

It is anticipated that in the next few years large parks and reserve areas will be gifted to the Shire to maintain, increasing substantially the ongoing maintenance costs. The aim is to gradually increasing the Specified Area Rate, rather than applying a sharp increase in any one year, while also preserving the extra funds generated in a dedicated reserve fund which will be used in future years.

Council should note that when the Budget is to be adopted they will be requested to grant a concession to Dalyellup specified area ratepayers so that the maximum specified area rate charged will be \$176.30.

**Annual Percentage Rate Increases**

Factors such as the growth of the Shire, need for additional resources to meet growth demands, the rising cost of labour and materials, previous rate increases approved and a perception of the affordability of a reasonable rate increase are some of the factors taken into account when considering the percentage by which rates in the dollar and minimum rates have to be increased.

It has also been widely recognised in the local government sector that increasing rates by a factor equivalent to the increase in the Consumer Price Index (CPI) is not the most prudent

financial management approach. While the CPI provides a good estimate of a household's expectation of the price changes (increases) to the goods and services they consume, it does not provide a good estimate of the cost pressures faced by local government.

In the past indices such as the Local Government Cost Index (LGCI) have also been used as a guide for rate increases as the use of this index has been advocated by the Western Australian Local Government Association (WALGA).

Whilst attempts can be made to justify the quantum of rate increases in terms of the increase being comparable to various indices, the reality is that the quantum to be agreed is that required to provide sufficient funds to meet expenditure demands of the budget and is also the increase that Council are comfortable to defend.

To provide Council with an appreciation of past increases, the following table details CPI, LGCI and rate increases for the past seven years with an estimate for 2016/17.

	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17
CPI change from June to June (Perth)	3.5%	3.0%	1.1	3.5%	3.25%	1.2%	0.7%	0.7% (1)
LGCI for the year	1.1%	2.6%	3.4%	3.5%	3.2%	3.125%	1.0%	1.5%
Rate Increase	8%	8%	6%	7%	6%	8%	6%	6%

(1) Forecast figure

While alternative rate options and increases have been evaluated and considered, for 2016/17 it is proposed Council consider agreeing to increase rates by 6% on the 2015/16 rates in the dollar. This increase is consistent with the funding requirements outlined in Council's original Ten Year Financial Plan and the previously adopted Rating Strategy.

Many of the new projects and services identified in the Long Term Financial Plan have a direct correlation to increased development and increased population. If the level of development and population increase has not occurred as forecast, then those related new projects should be deferred until the population triggers have been reached as originally forecast.

Long term financial sustainability is a key focus for the Shire. Resources have to be made available to ensure that's assets are adequately funded and renewed to a level consistent with expectations. Asset renewal is a key area to which funding needs to be allocated. With this in mind, the increase in rate revenue of \$369,578 raised by adopting Model 2 over Model 1 will be added to the Infrastructure Asset Preservation Reserve for asset renewal in future years of the 4 year Road Program which has been adopted by Council (OC0408). This has been assumed in the Draft Budget for 2016/17 and the Long Term Financial Plan for 2016-2026.

As published on The Department of Local Government and Communities comparison website 'My Council', the Shire of Capel has an Asset Sustainability Ratio of 0.59. This is recommended to be greater than or equal to 0.90. This measures how well a local government is managing and replacing its assets as they approach the end of their useful life. As the Shire is significantly lower than the expected level, more revenue needs to be raised and allocated to asset renewal.

In addition the Shire has an Operating Surplus Ratio of -0.07 where the recommended level is greater than or equal to +0.01. Raising additional own source revenue would also improve this key ratio.

The WA Local Government Grants Commission have also assessed that the Shire is under raising rates revenue by \$1,794,887 in comparison to the State average. Any increased rates revenue is of direct benefit to the Shire and would not reduce the level of grants received from this body.

Concluding Comments

For 2016/17 the proposed rate increase, will result in residential ratepayers on the minimum rate being charged \$106.00 more than last year while increases for other ratepayers will vary depending upon their property valuation, but on average the rate in the \$ will be 6% higher than last year.

**VOTING REQUIREMENTS**

Simple majority

**OFFICER'S RECOMMENDATIONS – 15.2****Staff Recommendation 1**

That based on a 6% increase in the 2015/16 rate in the dollar and a 10% increase in minimum rates, Council advertises its intention in accordance with Section 6.36 of the Local Government Act 1995 to adopt for advertising purposes the following rates in the dollar and minimum rates for the differential and specified area rating categories specified for the 2016/17 financial year.

	Rate in \$	Minimum
<b>Differential Rating :</b>		
- Residential (zone group 1 GRV)	6.9255 cents	\$1,175.00
- Residential Vacant (zone group 2 GRV)	12.3724 cents	\$1,175.00
- Urban Development (zone group 3 GRV)	6.9255 cents	\$1,175.00
- Urban Development Vacant (zone group 4 GRV)	12.3724 cents	\$1,175.00
- Town Centre (zone group 5 GRV)	6.5773 cents	\$1,175.00
- Town Centre / Special Use / Light Industry Vacant (zone group 6 GRV)	9.2939 cents	\$1,175.00
- Light Industry (zone group 7 GRV)	6.5773 cents	\$1,175.00
- Commercial Use Urban Development (zone group 8 – GRV)	6.5773 cents	\$1,175.00
- Special Use (zone group 9 – GRV)	9.2939 cents	\$1,175.00
- Rural Commercial Use (zone group 10 – UV)	1.3048 cents	\$1,175.00
- Rural (zone group 11 – UV)	0.4340 cents	\$1,175.00
- Special Rural (zone group 12 – GRV)	5.9860 cents	\$1,175.00
<b>Specified Area Rating:</b>		
- Dalyellup Parks, Reserves Maintenance (GRV) Purpose: Maintenance of Parks and Reserves in Dalyellup	4.5434 cents (to a maximum of \$176.30 per assessment)	Nil

**Staff Recommendation 2**

That Council endorses the "Objects and Reasons" as provided in the Attachment.

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### **15.3 Accounts Due and Submitted for Authorisation**

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Location:	Whole of Shire
Applicant:	Shire of Capel
File Reference:	N/A
Disclosure of Interest:	Nil
Date:	25.05.16
Author:	Finance & Accounts Payable Officer, S Searle
Senior Officer:	Executive Manager Corporate Services, S Stevenson
Attachments:	Nil

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### **MATTER FOR CONSIDERATION**

Adoption of accounts to be paid.

### **BACKGROUND / PROPOSAL**

#### **Background**

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

#### **Proposal**

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

### **STATUTORY ENVIRONMENT**

Local Government 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

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

Strategic Outcomes:

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:

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT21622	26/05/2016	ARBORGUY	CARRY OUT STREET TREE PRUNING IN BOYANUP AND CAPEL	26230.00
EFT21623	26/05/2016	BUNBURY MACHINERY	SUBARU 3 CENTRIFUGAL WATER PUMP + CAMLOCK FITTING AND 1/2 DAY HIRE OF 2 MAN POST HOLE AUGER	1259.17

EFT21624	26/05/2016	BELL FIRE EQUIPMENT COMPANY	3 X 9.0LITRE FOAM STORED PRESSURE TYPE FIRE EXTINGUISHER	1083.50
EFT21625	26/05/2016	BUNBURY TYREPOWER	REPAIR FRONT LEFT HAND TYRE 44CP	40.00
EFT21626	26/05/2016	B & B STREET SWEEPING	SWEEP & CLEAN CAPE VIEW LANE AND CLEAN UP OIL SPILL AND RESAND LORETTA & NASTES CRT	550.00
EFT21627	26/05/2016	BUNNINGS BUILDING SUPPLIES PTY LTD	WEST COAST POLY 14000L BEIGE ROUND POLY WATER TANK, WARNING SIGNS, ABRASIVE ROLLS, RIVET GUN WRENCH PIPES AND SLIPPERY WHEN WET SIGN	2441.99
EFT21628	26/05/2016	BATTERY WORLD BUNBURY	BATTERY FOR P0017 ISUZU 1400	220.00
EFT21629	26/05/2016	BLUE'S TOWING	TOW MITSUBISHI SEDAN TO DEPOT FROM FORREST BEACH ROAD	88.00
EFT21630	26/05/2016	STAPLES AUSTRALIA PTY LTD	STATIONERY INCLUDING OFFICE CHAIR	1005.29
EFT21631	26/05/2016	CLEANAWAY	COLLECTION AND DISPOSAL OF MOST WASTES FROM CAPEL WASTE TRANSFER STATION AND DISPOSAL OF HOUSEHOLD WASTE FROM DOMESTIC PICKUP	25222.94
EFT21632	26/05/2016	CARBONE BROS PTY LTD	RECONSTRUCTION OF PORTION OF ELGIN ROAD, RECONSTRUCTION OF PORTION OF BOUNDARY ROAD AND 433 TONNE OF GRAVEL	388428.72
EFT21633	26/05/2016	DS AGENCIES PTY LTD	2X REPLACEMENT LOCK & KEY PLUS DELIVERY	114.40
EFT21634	26/05/2016	FENNESSY'S	90000KM SERVICE 46CP, 50000 SERVICE CP5186, 70000 CP9503 AND 15000 SERVICE CP154	1335.16
EFT21635	26/05/2016	GOLDEN WEST PEST & WEED CONTROL	PEST TREATMENT OF BUSH FIRE BRIGADE SHEDS - 2 LARGE AND 3 SMALL RODENT TRAPS, PLUS TREATMENTS FOR SPIDERS AND ANTS INSIDE AND OUTSIDE 5 FIRE STATIONS	495.00
EFT21636	26/05/2016	GRACE RECORDS MANAGEMENT	15/16 RECORD STORAGE & DESTRUCTION APRIL 16	330.35
EFT21637	26/05/2016	HANSON CONSTRUCTION MATERIALS PTY LTD	25 TONNE 7MM AGGREGATE	1152.53
EFT21638	26/05/2016	HIGGINS COATINGS P/L	RE-PAINT WALLS OF DALYELLUP PAVILION MEETING ROOM	860.20
EFT21639	26/05/2016	IMAGETEC	2015/16 GESTETNER SUPPLIES	160.69



EFT21640	26/05/2016	LD TOTAL	LANDSCAPE MAINTENANCE IN CAPS GARDENS ALONG MAIDMENT PDE AND DALYELLUP BLVD FOR MONTH OF APRIL 16 AND IRRIGATION REPAIRS IN DALYELLUP RESERVES	11118.25
EFT21641	26/05/2016	LANDGATE	GRV INTERIM VALS COUNTRY AND RURAL UV INTERIM CHARGEABLES	2185.85
EFT21642	26/05/2016	MALATESTA ROAD PAVING & HOT MIX	400 TONNE HOT MIX	400.00
EFT21643	26/05/2016	MUIR'S MANJIMUP	REMOVE AND REPLACE LIGHTS DUE TO KANGAROO DAMAGE - 40CP	106.17
EFT21644	26/05/2016	MARKETFORCE	VARIOUS ADVERTISING INCLUDING NOTICE OF WASTE LOCAL LAW IN WEST AUSTRALIAN ON WEDNESDAY 6 APRIL 2016, ROADSIDE SPRAYING AND TPS NO. 7 AMENDMENT	1246.47
EFT21645	26/05/2016	NETREGISTRY	RENEWAL OF CAPEL.WA.GOV.AU TO 2018	47.85
EFT21646	26/05/2016	NIGHTGUARD SECURITY SERVICE PTY LTD	ALARM RESPONSES INCLUDING 3 X SECURITY PATROLS TO DALYELLUP	1451.19
EFT21647	26/05/2016	PIACENTINI & SON PTY LTD	383 TONNE LIMESTONE	5607.68
EFT21648	26/05/2016	PRESTIGE PRODUCTS-BUSSELTON	1 CTN 82 L BIN LINERS	266.86
EFT21649	26/05/2016	RTW STEEL FABRICATION	REPAIR TO LOADER CP4991 AND FOOTBALL GOAL POST SLEAVES	511.50
EFT21650	26/05/2016	SOUTHERN LOCK & SECURITY	REKEY A DOOR LOCK OF BIN STORAGE AREA WITH SHIRE KEY SYSTEM (L1) SHOULD BE CARRIED UNDER STANDARD OHS POLICY	213.00
EFT21651	26/05/2016	SONIC HEALTHPLUS PTY LTD	PRE-EMPLOYMENT MEDICAL	214.50
EFT21652	26/05/2016	TOTALLY WORKWEAR	WORK UNIFORMS	669.90
EFT21653	26/05/2016	TOTAL GREEN RECYCLING PTY LTD	RECYCLING OF E-WASTE COLLECTED AT CAPEL WASTE TRANSFER STATION INCLUDING TRANSPORT	1398.54
EFT21654	26/05/2016	VISIMAX	REFLECTIVE SAFETY JACKET	112.30
EFT21655	26/05/2016	WORK CLOBBER BUNBURY	HI VIS SHIRTS WITH REFLECTIVE TAPE + NAME AND 1 PAIR OF STEEL CAP BOOTS	507.27
EFT21656	26/05/2016	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO. 64 INTEREST PAYMENT - CAPEL HALL 181120.04 AND LOAN NO. 66 - FLOODLIGHTING BOYANUP, CAPEL AND DALYELLUP	54047.23

EFT21657	26/05/2016	WREN OIL	COLLECTION AND DISPOSAL OF OILY WATER FROM CAPEL WASTE TRANSFER STATION FOR 2015/16	286.00
EFT21658	26/05/2016	THE PRINT SHOP	250 BUSINESS CARDS	583.00
EFT21659	-EFT21664		Payments made during the month of May 2016 will appear in 22.06.16 agenda	
EFT21665	26/05/2016	BUNBURY HARVEY REGIONAL COUNCIL	PROCESSING OF ORGANIC WASTE COLLECTION & REGIONAL WASTE EDUCATION PROGRAM APRIL 2016	12884.92
EFT21666	26/05/2016	STAPLES AUSTRALIA PTY LTD	STATIONERY	109.41
EFT21667	26/05/2016	COATES HIRE SERVICE	ROLLER AND EXCAVATOR TRAILER-5 DAY HIRE, 8 DAY ROLLER HIRE	3787.12
EFT21668	26/05/2016	PERTHWASTE GREEN RECYCLING	PROCESSING OF DOMESTIC RECYCLING APRIL 16	5084.08
EFT21669	26/05/2016	LD TOTAL	NAROONA POS RE-ESTABLISH GARDENS AND IRRIGATION STAGE 1-APRIL 16 & REMOVE GRAFFITI FROM BUS SHELTER ON HORNIBROOK RD	34575.20
EFT21670	26/05/2016	FULTON HOGAN INDUSTRIES PTY LTD	800 LITRES TON EMULSION	1020.80
EFT21671	26/05/2016	PICTON TYRE CENTRE PTY LTD	4 X TYRES FOR GRADER - CP1804	8293.60
EFT21672	26/05/2016	PRIME INDUSTRIAL PRODUCTS PTY LTD	MISC PARTS FOR WATER TANK REPAIRS	119.35
EFT21673	26/05/2016	SKYLINE LANDSCAPE SERVICES PTY LTD	LANDSCAPE MAINTENANCE FOR PARADE RD & PER TENDER PUBLIC OPEN SPACE FOR MONTH APRIL 2016	47905.73
EFT21674	26/05/2016	WORK CLOBBER BUNBURY	STAFF UNIFORMS	523.34
EFT21675	26/05/2016	WESTRAC EQUIPMENT	2000KM SERVICE - CP1804	4575.89
				\$650,870.94

OUTSTANDING CREDITORS AS AT 30 April 2016: \$657,757.12

CERTIFICATE OF CHIEF EXECUTIVE OFFICER

This schedule of accounts to be passed for 25<sup>th</sup> May 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 EFT21622 to EFT21658, and EFT21665 to EFT21675 a total of \$650,870.94, for payment.**

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**15.4 Accounts Paid During the Month of April 2016**

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Location:	Whole of Shire
Applicant:	Shire of Capel
File Reference:	N/A
Disclosure of Interest:	Nil
Date:	25.05.16
Author:	Finance & Accounts Payable Officer, S Searle
Senior Officer:	Executive Manager Corporate Services, S Stevenson
Attachments:	Nil

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**MATTER FOR CONSIDERATION**

Authorisation of accounts paid during the month.

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

Accounts paid are required to be submitted each month.

**Proposal**

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

**STATUTORY ENVIRONMENT**

Local Government 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

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

Strategic Outcomes:

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 Mataboni.

**COMMENT**

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

<b>CHQ/EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
EFT21302	01/04/2016	BENJAMIN (NSW) PTY LTD	RATES REFUND FOR ASSESSMENT	386.38
EFT21303	01/04/2016	WESTNET PTY LTD	SHIRE OF CAPEL INTERNET ADMINISTRATION - APRIL	369.78
EFT21304	06/04/2016	AMITY SIGNS	R6-6A - 450X750 AND VIP REFLECTIVE STREET BLADE SIGNS	474.10
EFT21305	06/04/2016	AUSTRAL MERCANTILE COLLECTIONS P/L	POUNDAGE	50.00

EFT21306	06/04/2016	AUSQ TRAINING	BASIC WORKSITE TRAFFIC MANAGEMENT & TRAFFIC - 14 & 15 APRIL 2016	579.00
EFT21307	06/04/2016	AMPAC DEBT RECOVERY	PSSO FEES - LEGAL ACTION ON UNPAID RATES	4824.74
EFT21308	06/04/2016	BUNBURY RETRAVISION	DISHWASHER FOR PEPPERMINT GROVE BEACH COMMUNITY CENTRE	1698.00
EFT21309	06/04/2016	BUNBURY TOYOTA	NEW VEHICLE CP9370 CAMRY INCLUDING TRADE-IN	15733.24
EFT21310	06/04/2016	CARDNO (WA) PTY LTD	BICYCLE NETWORK PLAN - SHIRE OF CAPEL BIKE PLAN	10450.00
EFT21311	06/04/2016	BUNBURY HARVEY REGIONAL COUNCIL	JOINT SHARE OF REGIONAL WASTE EDUCATION OFFICER FEBRUARY	2153.71
EFT21312	06/04/2016	BUILT RIGHT APPROVALS	BUILDING SURVEYING CONTRACTOR SERVICE	1408.00
EFT21313	06/04/2016	CAPEL CLEANING	CLEANING OF CAPEL PLAYGROUP/INFANT HEALTH BUILDING - MARCH	67.50
EFT21314	06/04/2016	DEPARTMENT OF PLANNING	DAP 17/01016	3503.00
EFT21315	06/04/2016	EARTHMAC	TRAFFIC MANAGEMENT - GAVINS RD 15 - 18 MARCH	6300.00
EFT21316	06/04/2016	FLEXI STAFF	FLEX STAFF LABOUR HIRE	1998.83
EFT21317	06/04/2016	GHD PTY LTD	LANDFILL GAS MONITORING RANGE RD	1309.00
EFT21318	06/04/2016	MARAS CONSTRUCTIONS	THURSDAY 7/1/16 ZIRCON WAY BOBCAT HIRE, CLEAN UP ROAD SHOULDER FOR SEAL	440.00
EFT21319	06/04/2016	RODNEY MCILLREE	REFUND LICENCE OBTAIN TO DRIVE HEAVY RIGID TRUCK FOR BFB PURPOSES	58.70
EFT21320	06/04/2016	PAVING PEOPLE	PAVING REPAIRS DALYELLUP COMM CENTRE	522.50
EFT21321	06/04/2016	PJ & EV PAGE	WAXING AND BUFFING FLOOR BOYANUP HALL MONTHLY FEBRUARY	70.00
EFT21322	06/04/2016	RETHINK MARKETING	LADYMOZ WEBSITE HOSTING JAN-DEC - MOSQUITO AWARENESS	176.00
EFT21323	06/04/2016	ROSANKIM HOLDINGS PTY LTD	RATES REFUND	2167.75
EFT21324	06/04/2016	SOUTH WEST TREE SAFE	REMOVED DYING SPLIT TREE- CNR HAWKIN & HASTIE ST, STAGGERED TREE WITH HANGER BROOKDALE RD, REMOVED HANGERS AND DEAD WOOD JENOUR ST	3850.00

EFT21325	06/04/2016	SKYLINE LANDSCAPE SERVICES PTY LTD	INSTALLATION OF IRRIGATION PARTS AT MURTIN PARK, DALYELLUP, IRRIGATION WORKS TO DALYELLUP POS, REPLACE SPRINKLERS AT LUCHERAN OVAL AND PARADE RD INCLUDING PARTS	3718.00
EFT21326	06/04/2016	THINKWATER BUNBURY	3 X CARTONS OF SPRINKLERS	2761.00
EFT21327	06/04/2016	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO. 70 FIXED COMPONENT - CAPEL SPORTS PAVILION AND LOAN 68 DRAINAGE	82447.67
EFT21328		-EFT21359	PAYMENT ALREADY APPROVED BY COUNCIL PLEASE REFER TO AGENDA ON 17.4.2016	0.00
EFT21360	13/04/2016	AMITY SIGNS	VARIOUS ROAD SIGNS	1954.70
EFT21361	13/04/2016	B & B STREET SWEEPING	CLEAN PITS 11/2, JET PIPES 22/2, SUMP SUCKER 23/2, JET PIPES 15/3, DRAIN CLEARER JENKINS ROAD, HIRE SUMP SUCKER FOR VARIOUS LOCATIONS, HIRE STREET SWEEPER NORTON PROM	9669.00
EFT21362	13/04/2016	BULLIVANTS PTY LTD	TESTING OF CHAINS AND TAGGING	237.77
EFT21363	13/04/2016	BUSSELTON PEST & WEED CONTROL	CARRY OUT BRIDGE INSPECTIONS	3025.00
EFT21364	13/04/2016	BUNBURY CITY GLASS	REPLACEMENT OF GLASS IN WINDOW AT BOYANUP FOOTBALL PAVILION 28/3/16	514.09
EFT21365	13/04/2016	BENDIGO BANK BUSINESS CREDIT CARD	CREDIT CARD TRANSACTIONS 1.3.16 - MARKET EATING HOUSE - STAFF GIFT \$200 1.3.16- KMART EATON – SIDE TABLE CEO OFFICE \$46 2.3.16 – JIA DE HUA, BURY – PLANTS ADMIN BUILDING \$400 3.3.16 – BUNBURY REGIONAL ENTERTAINMENT – CRITICAL HORIZONS CONFERENCE FOR 3 - \$384.40 5.3.16 – AHRI LTD – INVESTIGATING WORKPLACE MISCONDUCT TRAINING - \$495 22.3.16 – MISS MAUD – ACCOMMODATION WALGA EMERGENCY MANAGEMENT TRAINING - \$229 24.3.16 – AGODA –	2021.40

			ACCOMMODATION MANTRA ON MURRAY CEO - \$259 30.3.16 – CREDIT CARD FEE \$8	
EFT21366	13/04/2016	BRANDICOOT	MONTHLY WEBSITE SUBSCRIPTION PACKAGE, NEWSLETTER SUBSCRIPTION & SYNDICATION OF WEBSITE CONTENT TO FACEBOOK AND TWITTER	238.00
EFT21367	13/04/2016	BUILT RIGHT APPROVALS	BUILDING SURVEYING CONTRACTOR SERVICE	1408.00
EFT21368	13/04/2016	COATES HIRE SERVICE	DAY HIRE OF TURF CUTTER.	107.71
EFT21369	13/04/2016	CIVILCON (WA) PTY LTD	CONTRACT TO BUILD EAST DALYELLUP SPORTS PAVILION CLAIM 2	146958.35
EFT21370	13/04/2016	CAPEL CLEANING	CLEANING OF CAPEL PLAYGROUP 2/4/16	67.50
EFT21371	13/04/2016	DALYELLUP BEACH CRICKET CLUB	SUCCESSFUL APPLICANT TO SHIRE'S MINOR COMMUNITY GRANT SCHEME	3330.00
EFT21372	13/04/2016	DELRON CLEANING	CLEANING OF SHIRE OFFICES NOVEMBER/DECEMBER (RELIEF CLEANING) 7/3/16- 3/4/16	313.50
EFT21373	13/04/2016	DEPARTMENT OF ENVIRONMENT REGULATION	ANNUAL LICENCE FEE CAPEL WASTE TRANSFER STATION	272.53
EFT21374	13/04/2016	ELGIN HALL COMMITTEE	HALL HIRE 17/4/16 FOR VOLUNTEER BUSH FIRE BRIGADE THANK YOU DINNER	75.00
EFT21375	13/04/2016	LGIS RISK MANAGEMENT	2ND INSTALMENT REGIONAL RISK COORDINATOR PROGRAM 15/16	4778.40
EFT21376	13/04/2016	EASIFLEET MANAGEMENT	NOVATED LEASE	753.86
EFT21377	13/04/2016	GOLDEN WEST PLUMBING & DRAINAGE	UNBLOCK TOILETS AT DALY LAKES ON 4/4/16 & 21/3/16, CLEAN AND ADJUST INVIS BUTTONS & CISTERN AT CAPEL SPORTS PAVILION, INSTALL NEW DISHWASHER AT PEPPERMINT GROVE BEACH COMM CENTRE	635.25
EFT21378	13/04/2016	GRACE RECORDS MANAGEMENT	15/16 RECORD STORAGE & DESTRUCTION 1/3/16- 31/3/16	254.01
EFT21379	13/04/2016	GRIFFIN VALUATION ADVISORY	COMPLETE 3RD PARTY ASSET VALUATION FOR SHIRE OF CAPEL PLANT &	15620.00



			EQUIPMENT	
EFT21380	13/04/2016	MICHAEL GRIFFITHS	REISSUE OF REFUND CHARGED IN ERROR (WAS PAID VIA EFT HOWEVER INCORRECT ACCOUNT DETAIL)	195.00
EFT21381	13/04/2016	GAS-IT CONTRACTING	TRAFFIC MANAGEMENT AND POTHOLING (4 HOURS) MONDAY 11/1/16	783.20
EFT21382	13/04/2016	ISA TECHNOLOGIES	15 UNITS - PRE-PAID BLOCK HOURS	1815.00
EFT21383	13/04/2016	LD TOTAL	NAROONA POS RE-ESTABLISH GARDENS AND IRRIGATION CLAIM NO 2, LANDSCAPE MAINTENANCE IN GARDENS ALONG MAIDMENT PDE AND DALYELLUP BLVD, EXTRA MAINTENANCE WORKS	24656.06
EFT21384	13/04/2016	LANDGATE	RURAL UV INTERIM CHARGABLE 24/2/16-22/3/16	235.00
EFT21385	13/04/2016	MUIR'S MANJIMUP	15,000KM SERVICE 60CP	308.70
EFT21386	13/04/2016	FULTON HOGAN INDUSTRIES PTY LTD	1200 LITRES EMULSION AND 1 TONNE HOT MIX	2685.21
EFT21387	13/04/2016	PRIME INDUSTRIAL PRODUCTS PTY LTD	PARTS FOR WATER PUMP	232.36
EFT21388	13/04/2016	AUSTRALIA TAXATION OFFICE	PAYG WITHHOLDING 5/4/16- TAX- \$48697, GROSS-\$224468.45	48697.00
EFT21389	13/04/2016	STRATHAM BOBCAT HIRE	SHOULDER WORK MANEA DRIVE - 31/3/16	1760.00
EFT21390	13/04/2016	SKYLINE LANDSCAPE SERVICES PTY LTD	LANDSCAPE MAINTENANCE OF PARADE ROAD MEDIANS FROM CRYSTAL BEND TO BERAKING LOOP. INCLUDES IRRIGATION. MARCH 16	1274.16
EFT21391	13/04/2016	D & K THOMAS ELECTRICAL	REBUILD BBQ AT DALYELLUP BEACH PARK AT END OF NORTON PROM, REPAIR LIGHT IN FEMALE TOILETS SHIRE OFFICES, REPAIRS TO FRIDGE AND FREEZER BOYANUP MEMORIAL PARK	2273.15
EFT21392	13/04/2016	TOTALLY WORKWEAR	15/16 UNIFORMS	348.70
EFT21393	13/04/2016	RAY TINK ROOFING	REPLACE DAMAGED LASER LIGHT SHEET DALYELLUP SURF CLUB TOILETS	330.00
EFT21394	13/04/2016	TOTAL EDEN	4X 50MM 90 DEGREE ELBOWS.	14.45
EFT21395	13/04/2016	IT VISION	RATES AND PROPERTY CHECK IN SERVICE - CAPEL 9/3/2016	2200.00
EFT21396	13/04/2016	WARREN BLACKWOOD WASTE	MARCH WASTE, RECYCLING & ORGANIC COLLECTION	68859.01

EFT21397	13/04/2016	MUIR'S MANJIMUP	FORD RANGER MK II 2016 PLATED - XL DUAL CAB - CP1125 REPLACEMENT, INCLUDES TRADE-IN	26049.13
EFT21398	13/04/2016	PHOEBE TUCKER	REIMBURSEMENT FOR TRAINING EXPENSES	109.00
EFT21399	08/04/2016	FUJI XEROX AUSTRALIA PTY LTD	LEASE OF PHOTOCOPIER PER MONTH-CAPEL LIBRARY	132.00
EFT21400	20/04/2016	AMITY SIGNS	SIGNS	580.14
EFT21401	20/04/2016	ANIMAL CARE EQUIPMENT AND SERVICES	DT-130 CARTONS DOG TIDY BAGS	1317.50
EFT21402	20/04/2016	ADVANCED SECURITY PERSONNEL	CROWD CONTROL SECURITY FOR BOYANUP MOVIES IN THE PARK	422.40
EFT21403	20/04/2016	ARBORGUY	REMOVE TREE OVERHANGING PROPERTY OFF MALLOKUP RD, STIRLING ESTATE - INCLUDES CREW, EXCAVATOR AND OPERATOR	3586.00
EFT21404	20/04/2016	BUNBURY HARVEY REGIONAL COUNCIL	PROCESSING OF ORGANIC WASTE COLLECTION AND JOINT SHARE OF REGIONAL WASTE EDUCATION OFFICER - MARCH 2016	7552.05
EFT21405	20/04/2016	BRANDICOOT	APRIL 16 WEBSITE SUBSCRIPTION	238.00
EFT21406	20/04/2016	BUILT RIGHT APPROVALS	BUILDING SURVEYING CONTRACTOR SERVICE	1056.00
EFT21407	20/04/2016	BLUE'S TOWING	TOWING VECHICLE	88.00
EFT21408	20/04/2016	BP AUSTRALIA	DISTILLATE 7500L	7529.61
EFT21409	20/04/2016	CALTEX AUSTRALIA	APRIL FLEET FUEL	2649.85
EFT21410	20/04/2016	CAPEL HOCKEY CLUB	COMMUNITY BUS REIMBURSEMENT - PARTIALLY FUNDED BY BENDIGO BANK	68.20
EFT21411	20/04/2016	CAPEL CLEANING	CLEANING OF CAPEL PLAYGROUP/INFANT HEALTH BUILDING 9/4/16	67.50
EFT21412	20/04/2016	EP DRAFFIN MANUFACTURING PTY LTD	SUPPLY AND DELIVER 6 SINGLE BIN STANDS P/N 383/I, POWDER COATED DARK GREEN	3791.04
EFT21413	20/04/2016	DELRON CLEANING	GENERAL CLEANING SHIRE BUILDINGS	10363.80
EFT21414	20/04/2016	DEPARTMENT OF TRANSPORT	VEHICLE SEARCH MAR 16- 5X SUCCESSFUL,5X UNSUCCESSFUL	33.50
EFT21415	20/04/2016	BUNBURY FLOWER PLACE	3 X WREATHS FOR ANZAC DAY CEREMONIES (DAWN SERVICE, CAPEL RSL & BOYANUP MEMORIAL PARK)	225.00
EFT21416	20/04/2016	GRESLEY ABAS PTY LTD	EAST DALYELLUP SPORTS PAVILION CONCEPT DESIGN, DETAILED DESIGN & CONTRACT ADMINISTRATION	1347.89

EFT21417	20/04/2016	GEOVET BUSSELTON	15/16 POUND BOARDING MAR 16	525.00
EFT21418	20/04/2016	GRIFFIN VALUATION ADVISORY	COMPLETE 3RD PARTY ASSET VALUATION FOR ALL SHIRE OF CAPEL LAND & BUILDINGS, INFRASTRUCTURE ASSETS IN POS AND BRIDGES	30030.00
EFT21419	20/04/2016	HARVEY FARM SERVICE	FAULT FIND AND FIX LIGHTS AND SHORTS WITH MOWERS, SUPPLY LOW PROFILE STROBE LIGHT AND VARIOUS MAINTENANCE ON JOHN DEERE MOWERS	2694.04
EFT21420	20/04/2016	STATE LIBRARY OF WESTERN AUSTRALIA	15/16 FREIGHT RECOUP FOR INTER LIBRARY LOANS	2580.10
EFT21421	20/04/2016	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION WALGA	POCKET RAM HAND HELD DEVICE, INTRODUCTION TO LOCAL GOVERNMENT ONLINE TRAINING, SERVING ON COUNCIL COURSE	2382.09
EFT21422	20/04/2016	MEETING MASTERS	ASSOCIATIONS CLUBS WA CONFERENCE	499.00
EFT21423	20/04/2016	MPM DEVELOPMENT CONSULTANTS	CIVIL DESIGN WORKS FOR STAGE 1 & 2 CAPEL CIVIC PRECINCT	214.50
EFT21424	20/04/2016	MARAS CONSTRUCTIONS	SUPPLY CONCRETE HARDSTAND, BOBCAT WITH OPERATOR AND LABOURER - CAPEL FIRE STATION, BOBCAT WITH OPERATOR TO REPAIR DRIVEWAY IN BOYANUP, SUPPLY BOBCAT AND SAND FOR WATER TANK PAD AT CAPEL TIP	14403.18
EFT21425	20/04/2016	AUSTRALIAN COASTAL COUNCILS ASSOCIATION INC.	REGISTRATION TO ATTEND 2016 AUSTRALIAN COASTAL COUNCILS CONFERENCE 4 MAY 2016	770.00
EFT21426	20/04/2016	PRIME INDUSTRIAL PRODUCTS PTY LTD	TOOLS - SOCKET & NUTS & BOLTS	176.58
EFT21427	20/04/2016	RURAL CINEMA	MOVIE IN THE PARK IN BOYANUP APRIL 2016	1475.00
EFT21428	20/04/2016	RETHINK MARKETING	RETHINK MARKETING - EVALUATION OF CLAG COMMUNICATIONS STRATEGY (GEOGRAPHE CLAG SHARE - 40% OF 1ST STAGE OF PAYMENT BEING 40% OF THE TOTAL COST)	2601.28
EFT21429	20/04/2016	SOS OFFICE EQUIPMENT	METRE BILLING OF SHIRE PHOTOCOPIERS	2016.11
EFT21430	20/04/2016	SOILS AINT SOILS	4 X M3 OF KARRI AND PEAT MULCH	408.00
EFT21431	20/04/2016	SPRAYMOW SERVICES	AGAVE AMERICANA REMOVAL 2 SITES, RETURN TO SPRAY ANY NEW PLANTS 3 MONTHS LATER	1318.90

EFT21432	20/04/2016	SKYLINE LANDSCAPE SERVICES PTY LTD	MARCH LANDSCAPE MAINTENANCE, DALYELLUP POS	46631.57
EFT21433	20/04/2016	D & K THOMAS ELECTRICAL	REPLACE REPAIR BLOWN LIGHTS AT BOYANUP AND CAPEL OVALS AND HIRE OF CRANE, INSTALL CONDUITS AND CONNECT SEPTIC ALARM AT DOG POUND, ELECTRICAL WORK FOR DOG POUND, REPLACE 2 X FAULTY SECURITY LIGHTS AT CAPEL HALL	14905.58
EFT21434	20/04/2016	T & V FENCING CONTRACTORS	CNR PLANTATION AND HUTTON RDS, CAPEL - SUPPLY AND INSTALL TEMPORARY FENCING	495.00
EFT21435	20/04/2016	WYE ELECTRICAL PTY LTD	CAPEL CIVIC PRECINCT PROVISION OF DESIGN, CONSULTATION AND ASSOCIATED COSTINGS FOR ALL FUTURE WORKS WHICH ARE NOT INCLUDED IN THE CONTRACT OF STAGE 1 & 2 WORKS	5496.70
EFT21436	20/04/2016	ZARBELLIKA	GIS CONSULTANCY - MOSQUITO CONTROL	2547.90
EFT21437	27/04/2016	AUSTRALIA POST	MARCH POSTAGE	4995.92
EFT21438	27/04/2016	BUNBURY MACHINERY	4X NEW RUBBERS FOR COMPACTOR	119.01
EFT21439	27/04/2016	BUNBURY MOWER SERVICE	REPAIRS TO DAMAGED POLE SAW	523.25
EFT21440	27/04/2016	BUNBURY PLUMBING SERVICES BPS	PUMP OUT GREASE TRAP AT BOYANUP HALL	202.30
EFT21441	27/04/2016	B & B STREET SWEEPING	GENERAL SWEEPING OF SHIRE TOWN SITES - 19/12/15 - 6/4/16	18700.00
EFT21442	27/04/2016	BUNNINGS BUILDING SUPPLIES PTY LTD	2 AIR VENTS FOR DOORS AT DALYELLUP COMM CENT.	128.18
EFT21443	27/04/2016	BESAFE BUILDING INSPECTIONS	SWIMMING POOL INSPECTIONS	3575.00
EFT21444	27/04/2016	BERT'S HOME MAINTENANCE SERVICES	CARRY OUT RENOVATIONS TO TOILET BLOCK AT BOYANUP LIONS PARK	14190.00
EFT21445	27/04/2016	BOYLES PLUMBING & GAS	PLUMBING AND DRAINAGE WORK FOR NEW DOG POUND	2816.00
EFT21446	27/04/2016	STAPLES AUSTRALIA PTY LTD	MARCH STATIONERY	559.77
EFT21447	27/04/2016	CLEANAWAY	DISPOSAL OF HOUSEHOLD WASTE FROM THE DOMESTIC PICKUP AND FROM CAPEL WASTE TRANSFER STATION	23265.76
EFT21448	27/04/2016	CARDINALS BCD FOOTBALL CLUB	REFRESHMENTS FOR BOYANUP MOVIE IN THE PARK DURING APRIL SCHOOL HOLIDAYS	100.00

EFT21449	27/04/2016	CROSS SECURITY SERVICES	REPAIR LIBRARY ALARM SYSTEMS	220.00
EFT21450	27/04/2016	DM & S CURTIN	QUARTERLY AIR CON MAINTENANCE SHIRE OFFICES	3120.40
EFT21451	27/04/2016	CAPEL CELLARBRATIONS	BEVERAGES FOR COUNCIL	200.00
EFT21452	27/04/2016	CITY OF ALBANY	ATTENDANCE MOSQUITO MANAGEMENT SHORT COURSE ALBANY	550.00
EFT21453	27/04/2016	CAPEL HARDWARE & FARM SUPPLIES	VARIOUS HARDWARE	2494.28
EFT21454	27/04/2016	CAPEL CLEANING	CLEANING OF CAPEL PLAYGROU/INFANT HEALTH BUILDING 16/4/16	67.50
EFT21455	27/04/2016	CARBONE BROS PTY LTD	37 TONNE GRAVEL DELIVERED TO DEPOT	881.16
EFT21456	27/04/2016	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	902.36
EFT21457	27/04/2016	ERG ELECTRICS PTY LTD	DALYELLUP BEACH ESTATE STREET LIGHTING MAINTENANCE AND INVESTIGATE EXISTING INFRASTRUCTURE AND UPDATE AS PER DRAWINGS	12246.30
EFT21458	27/04/2016	FLEXI STAFF	FLEXISTAFF 22/3/16	2437.60
EFT21459	27/04/2016	KY FISHER	SUCCESSFUL APPLICANT TO SHIRE SPORTS PARTICIPATION SCHEME	200.00
EFT21460	27/04/2016	FIRE PROTECTION ASSOCIATION AUSTRALIA	5 DAY TRAINING COURSE - BUSHFIRE ATTACK LEVEL ASSESSOR COURSE	7500.00
EFT21461	27/04/2016	GREG MILLER	REIMBURSEMENT FOR APRIL INZONE SCHOOL HOLIDAY PROGRAM	269.00
EFT21462	27/04/2016	GREEN FENCING	CNR PLANTATION AND HUTTON ROADS, CAPEL - INSTALLATION OF REALIGNED FENCE	1058.70
EFT21463	27/04/2016	JR & A HERSEY PTY LTD	COPPER COAT, PINK TAPE, WHITE SPRAY MARKER AND EAR PLUGS	339.54
EFT21464	27/04/2016	INSIGHT CCS PTY LTD	CALL CENTRE CHARGES	482.63
EFT21465	27/04/2016	INNOVA GROUP PTY LTD	SUPPLY AND DELIVER 3 MITYLIGHT ABS FOLDING TABLES 30 X 72"	2336.70
EFT21466	27/04/2016	PERTHWASTE GREEN RECYCLING	PROCESSING OF DOMESTIC RECYCLING MAR 16	5815.37
EFT21467	27/04/2016	LANDGATE	GRV INTERMS VALS COUNTRY 24/2/16-21/3/16	775.69
EFT21468	27/04/2016	MUIR'S MANJIMUP	SERVICE - 45CP	308.70
EFT21469	27/04/2016	MEETING MASTERS	ASSOCIATIONS CLUBS WA CONFERENCE ATTENDANCE	499.00
EFT21470	27/04/2016	MARKETFORCE	WALGA ADVERTISING FOR MANAGER EMERGENCY & RANGER SERVICES VACANCY AND PUBLIC NOTICES	4311.54

EFT21471	27/04/2016	VODAFONE PTY LTD	1/4/16-30/4/16 VODAFONE MESSAGING	204.93
EFT21472	27/04/2016	FULTON HOGAN INDUSTRIES PTY LTD	800 LTRS EMULSION FOR CLARKE RD AND 280M2 ASPHALT - LOWRIE ROAD	5099.60
EFT21473	27/04/2016	PAVING PEOPLE	PAVING WORK AT CAPEL FIRE STATION	605.00
EFT21474	27/04/2016	PJ & EV PAGE	WAXING AND BUFFING FLOOR BOYANUP HALL MAR 16	70.00
EFT21475	27/04/2016	AUSTRALIA TAXATION OFFICE	PAYG WITHOLDING 19/7/16	45969.00
EFT21476	27/04/2016	RAECO	BARCODE PROTECTORS, BOOK COVERING AND SUBJECT SPINE LABELS - HISTORICAL PROJECTS	183.25
EFT21477	27/04/2016	SOUTH WEST TREE SAFE	STAG TWO TREES AND STUMP AND GRIND CAPEL DR, REMOVE SUCKER FROM POWER POLE, REMOVE TREES ON HASTIE RD, REMOVE TWO LARGE TUARTS INCLUDES HIRE OF 125 FOOT BOOM LIFT AND FULL TRAFFIC CONTROL	7040.00
EFT21478	27/04/2016	SELECTUS	PAYROLL DEDUCTIONS	1517.46
EFT21479	27/04/2016	STEANN PTY LTD	GREEN WASTE COLLECTION 4/4/16-8/4/16 -189.18 TON	23616.45
EFT21480	27/04/2016	CR JENNIFER SCOTT	TRAVEL, MEAL & PARKING FOR LG EMERGENCY MGMT PREPARATION & MANAGE RECOVERY IN LOCAL GOVT 21 & 22 MAR 2016	135.50
EFT21481	27/04/2016	SOUTH WEST GROUP OF AFFILIATED AGRICULTURAL ASSOC. INC.	CONTRIBUTION TO SW GROUP OF AFFILIATED AGRICULTURAL ASSOCIATIONS FOR ROYAL SHOW DISPLAY	250.00
EFT21482	27/04/2016	SPRAYMOW SERVICES	SPRAY ANTS ON LUTHERAN OVALS.	1133.00
EFT21483	27/04/2016	SURVEYING SOUTH	FEATURE SURVEY AUSTIN/MCTAGGART ROAD DRAINAGE STUDY	1892.00
EFT21484	27/04/2016	CHERYL SMITH	REMOVALIST FEES	7000.00
EFT21485	27/04/2016	RAY TINK ROOFING	REMOVAL OF ASBESTOS FROM KEN BELLS ROAD GELORUP, REPAIR LEAK ON BOYANUP HALL ROOF, REMOVE AND REPLACE LASERLITE TO CAPEL PLAYGROUP	1496.00
EFT21486	27/04/2016	WORK CLOBBER BUNBURY	STAFF UNIFORMS	966.94
EFT21487	27/04/2016	WESTRAC EQUIPMENT	REPAIRS TO GRADER - CP1025	1607.88
EFT21488	27/04/2016	FINES ENFORCEMENT REGISTRY	FINES ENFORCEMENT REGISTRY COST	805.00

640	06/04/2016	LIFE CYCLE FOR CANTEEN INC	HALL BOND REFUND BOYANUP CC 14/3/16	150.00
641	13/04/2016	BK & CK WIDMER	HALL BOND REFUND 25/3/16	150.00
642	20/04/2016	BUILDING & CONSTRUCTION IND TRAINING FUND	BCITF LEVY COLLECTED MARCH 16	13057.15
643	20/04/2016	DEPARTMENT OF COMMERCE - BUILDING COMMISSION	BSL LEVY COLLECTED MARCH 2016	8242.68
644	20/04/2016	SHIRE OF CAPEL	BSL COMMISSION COLLECTED MARCH 2016	438.00
645	20/04/2016	SANDRA LEA MILNER	HALL BOND REFUND 16/4/16	150.00
646	20/04/2016	ANITA QUINN	HALL BOND REFUND 9/4/16	500.00
647	20/04/2016	JACOB THOMAS	HALL BOND REFUND 16/4/16	1000.00
48024	01/04/2016	SHIRE OF CAPEL	APRIL PETTY CASH SHIRE OFFICES	389.45
48025	06/04/2016	COURIER AUSTRALIA INTERNATIONAL	COURIER COSTS	42.36
48026	06/04/2016	SHIRE OF CAPEL	CAPEL LIBRARY PETTY CASH RECOUP	69.50
48027	06/04/2016	SATTERLEY PROPERTY GROUP PTY LTD	RATES REFUND	335.86
48028	06/04/2016	SYNERGY	ELECTRICITY	465.75
48029	06/04/2016	TELSTRA CORPORATION LTD	LANDLINE & DIRECTORY CHARGE	4976.32
48030	06/04/2016	WATER CORPORATION	WATER USAGE	549.59
48031	13/04/2016	SHIRE OF CAPEL	BOYANUP LIBRARY PETTY CASH RECOUP	27.90
48032	13/04/2016	CABLE SANDS WA PTY LTD	RATES REFUND	350.81
48033	13/04/2016	CHRIS & MONICA GREENLAND	CROSSOVER CONTRIBUTION CAPEL	300.00
48034	13/04/2016	JUST PROPERTY MANAGEMENT	RATES REFUND	452.90
48035	13/04/2016	HAYDEN MATTHEWS	CROSSOVER CONTRIBUTION DALYELLUP	300.00
48036	13/04/2016	SYNERGY	ELECTRICITY-1676 X STREETLIGHTS	29745.35
48037	13/04/2016	TAKAYUKI UEDA	CROSSOVER CONTRIBUTION CAPEL	300.00
48038	13/04/2016	WATER CORPORATION	WATER USAGE	2221.61
48039	20/04/2016	COURIER AUSTRALIA INTERNATIONAL	POSTAGE AND FREIGHT - ADMIN	42.25
48040	20/04/2016	SYNERGY	ELECTRICITY	207.90
48041	20/04/2016	WATER CORPORATION	WATER USAGE	6136.88
48042	27/04/2016	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	51.60
48043	27/04/2016	THE AUSTRALIAN WORKERS UNION	PAYROLL DEDUCTIONS	132.00
48044	27/04/2016	SHIRE OF CAPEL	DALYELLUP LIBRARY PETTY CASH RECOUP	24.70

48045	27/04/2016	BELINDA DEPIAZZI	PROVISION OF DINNER FOR 90 PEOPLE FOR THE VOLUNTEER BUSH FIRE BRIGADE THANK YOU DINNER AT ELGIN HALL ON SUNDAY, 17 APRIL 2016.	2250.00
48046	27/04/2016	LGRCEU	PAYROLL DEDUCTIONS	205.00
48047	27/04/2016	SYNERGY	ELECTRICITY	2829.90
48048	27/04/2016	TELSTRA CORPORATION LTD	MOBILE PHONE ACCOUNT APRIL 2016	2089.25
48049	27/04/2016	SHIRE OF CAPEL	PAYROLL DEDUCTIONS	2362.00
48050	27/04/2016	SHIRE OF CAPEL	BUILDING PERMIT APPLICATION FEE FOR SOLAR POWER SYSTEM ON SHIRE OFFICE	156.65
48051	28/04/2016	SHIRE OF CAPEL	CAPEL LIBRARY AND SHIRE PETTY CASH RECOUP 27/4/16	500.55
				<b>\$992,782.69</b>

05.04.16 SHIRE OF CAPEL PAYROLL PAYMENTS \$165,593.34  
 19.04.16 SHIRE OF CAPEL PAYROLL PAYMENTS \$153,145.15

**\$318,738.49**

07.04.16 TRANSFER to MUNICIPAL ACCOUNT \$300,000.00  
 13.04.16 TRANSFER to MUNICIPAL ACCOUNT \$305,000.00  
 20.04.16 TRANSFER to MUNICIPAL ACCOUNT \$200,000.00

**\$805,000.00**

#### 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 25<sup>th</sup> May 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. Shedy.*

\_\_\_\_\_  
 CHIEF EXECUTIVE OFFICER

#### **VOTING REQUIREMENTS**

Simple majority



<b>OFFICER'S RECOMMENDATIONS – 15.4</b>
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**That Council receives:**

- 1 The Schedule of Accounts covering vouchers 640-647, EFT21302 to EFT21488, CHQ48024 to CHQ48051 totalling \$992,782.69 during the month of April 2016;**
- 2 Payroll payments for the month of April 2016, totalling \$318,738.49; and**
- 3 Transfers to and from investments as listed.**

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**15.5 Financial Statements for 30 April 2016**

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Location:	Whole of Shire
Applicant:	Shire of Capel
File Reference:	N/A
Disclosure of Interest:	Nil
Date:	18.05.16
Author:	Manager Finance, A Mattaboni
Senior Officer:	Executive Manager Corporate Services, S Stevenson
Attachments:	Financial Statements for April 2016

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**MATTER FOR CONSIDERATION**

Council to consider adopting the monthly financial statements for April 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, 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**

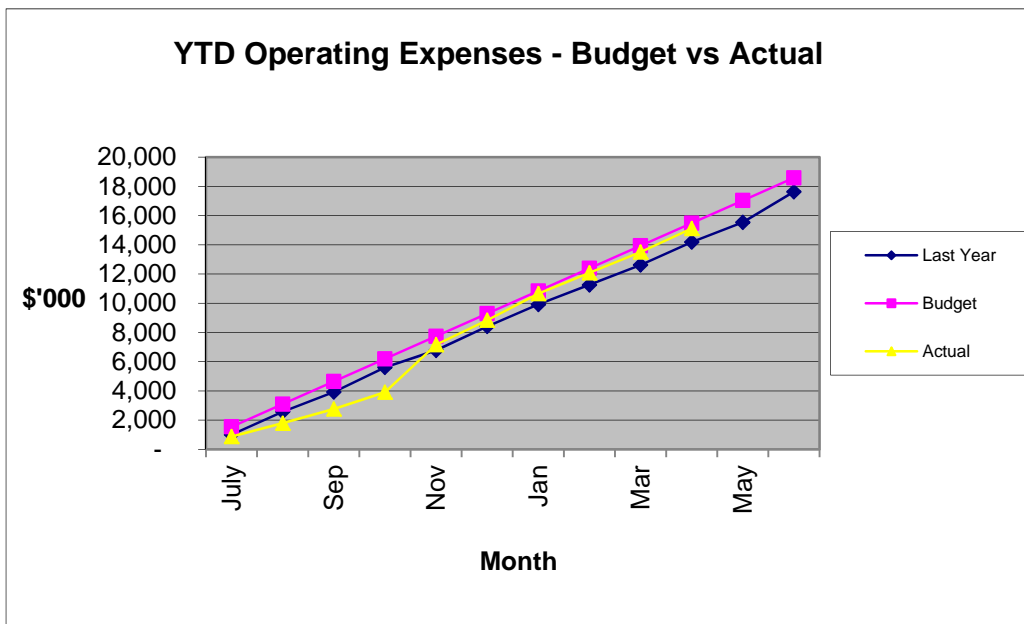
At 30<sup>th</sup> April 2016, Council's net current assets position was a surplus of \$4,281,229. The forecast year end net current asset position is a surplus of \$6,414. There has been a review of accounts to update the forecast net current asset position. This amount may vary each month as the forecast is updated with revised figures.

Compared to the annual budget, 97% of Operating Revenue has been invoiced and 82% of the Operating Expenditure budget has been spent. The monthly budget of income and

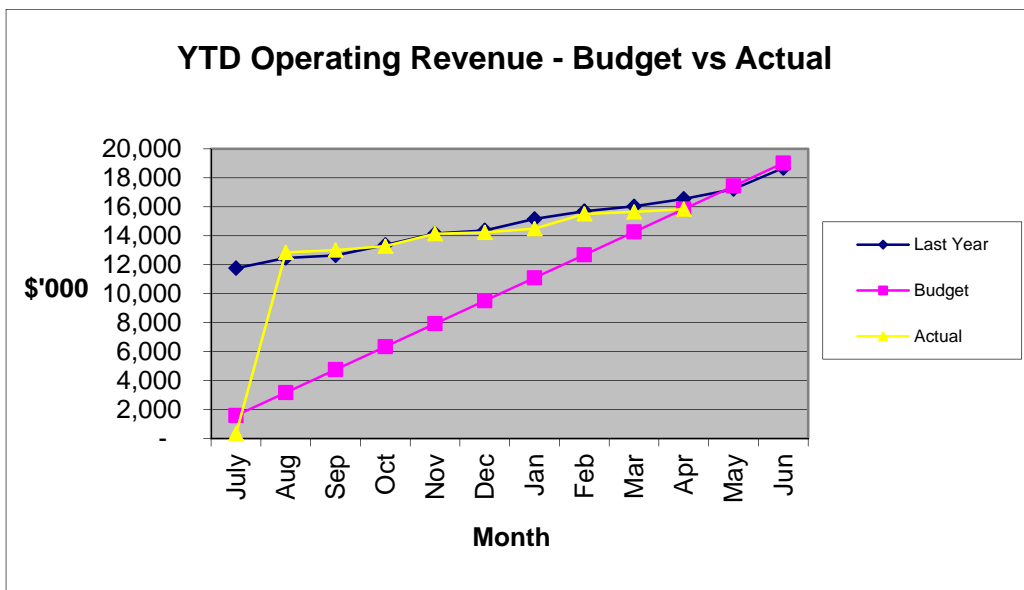
expenditure has been adjusted to reflect the expected timing of actual income and expenditure.

A comparison of employee costs shows that 78% of the annual budget has been spent. The employee costs year to date actual amount is below the year to date budget amount by \$295,353 or 5.3%. Year end employee costs are forecast to be \$73,824 below budget. Adjustments have been made to forecast salary figures for organisational restructure. The actual employee costs figure includes the leave provisions expenses. The forecast year end depreciation amount is expected to be significantly above budget in the asset areas of roads, paths and drainage. A review of valuations and depreciation forecasts in this financial year should give more accurate depreciation amounts for future budget years.

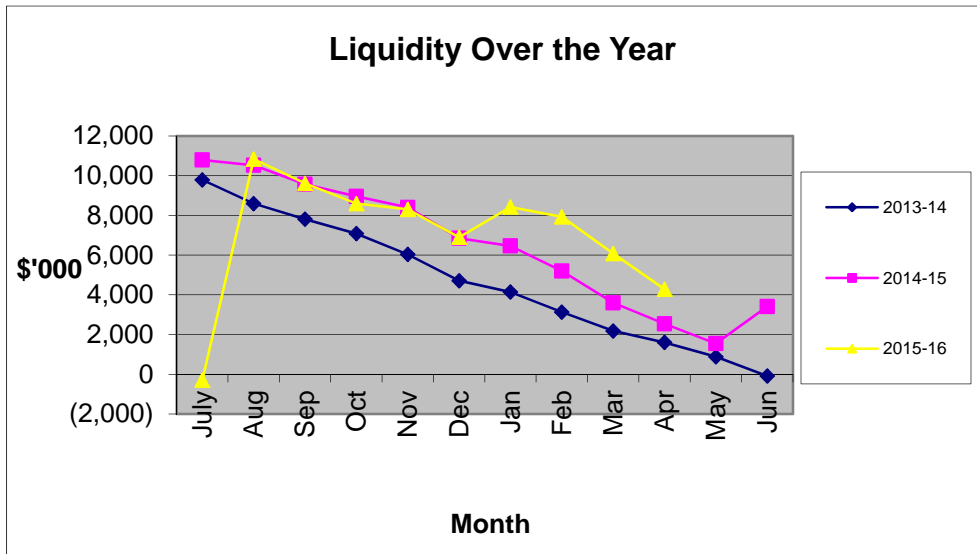
The following graphs compare actual Operating Revenue and Operating Expenditure against the approved budget on a year to date basis. Last year's actual is also included for comparative purposes. The skew in August reflects the raising of rates in August 2015. This revenue is now trending as per previous years. The non-cash operating revenue for 2015/16 has yet to be posted.



Year to date actual expenditure continues to compare favourably with the budget.

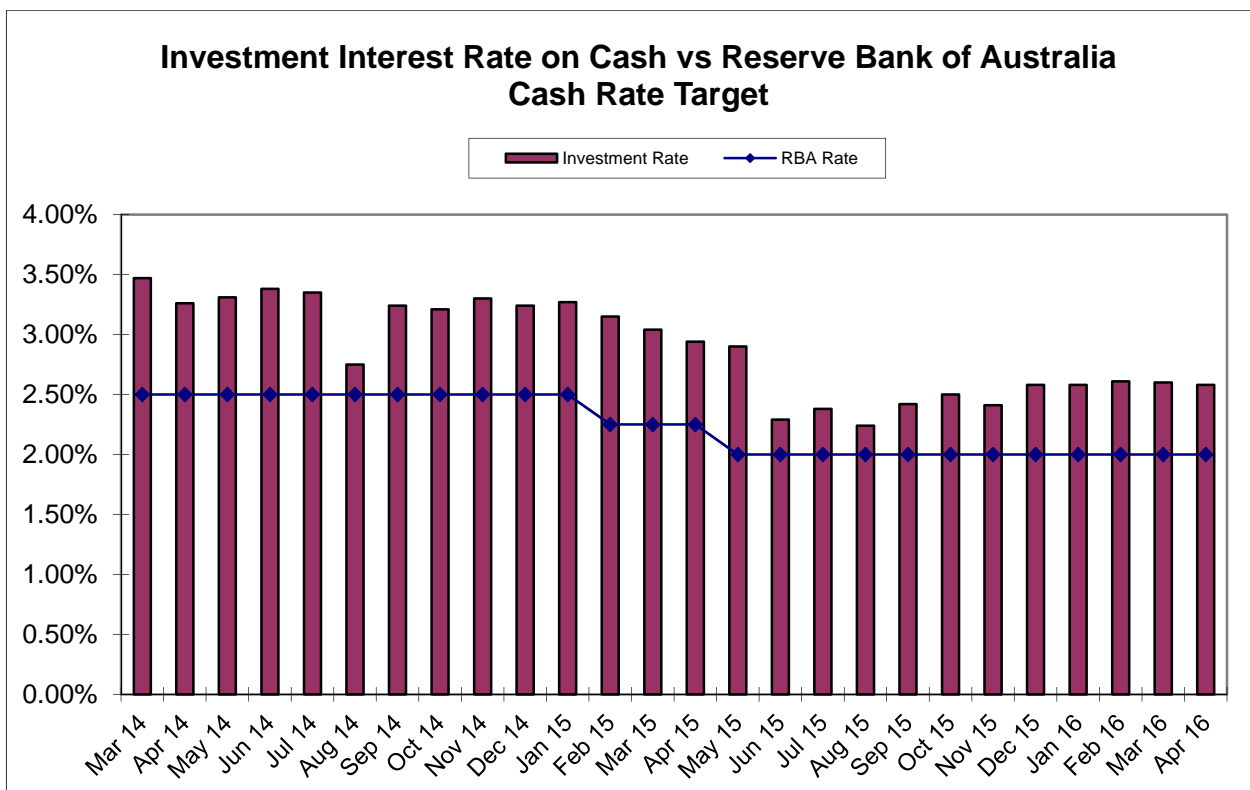


The liquidity graph compares the current year’s net current assets position against that of the two previous years. The January loan draw down is still affecting the graph though the results from operating continue to stay close to budget.



Council’s municipal cash and investments position has decreased by \$783,191 compared to March 2016. The Municipal cash position is an amount of \$15,291,167 of which \$10,156,305 is restricted for specific purposes as shown at Note 3. Cash revenue mostly came from Rates receipts, State Revenue Department and Business Activity Statement Refund from the Australian Taxation office. Major cash expenses were for payroll and contractor payments.

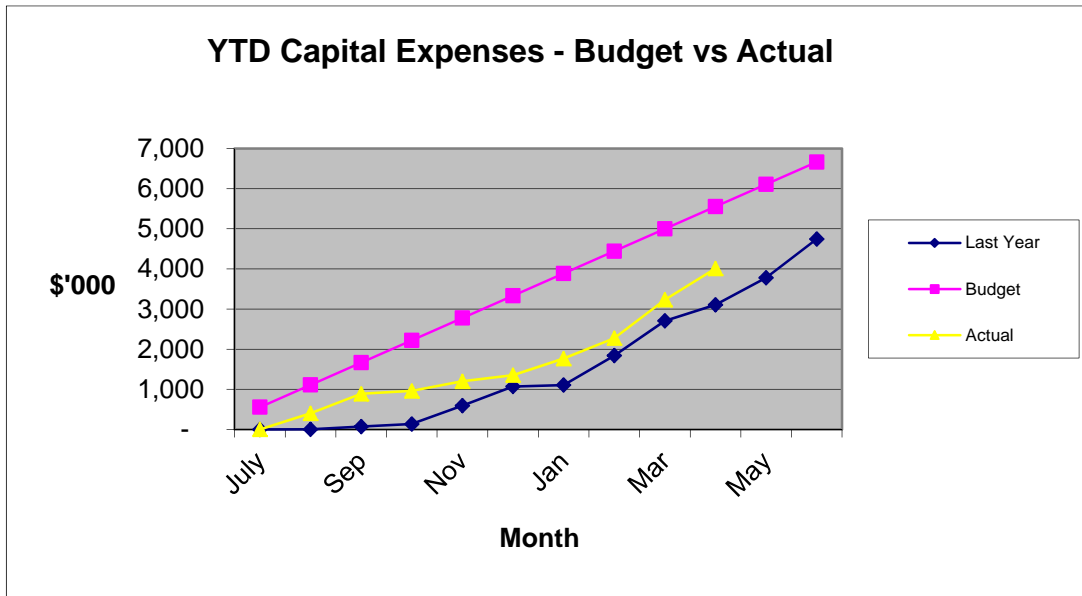
Total interest earned for the year is \$282,068 which is above the year to date budget of \$263,837. The average investment rate of return has decreased from 2.60% to 2.58% which exceeds the Reserve Bank’s cash reference rate of 2.00%. The Reserve Bank Board on 3<sup>rd</sup> May 2016 reduced their target cash rate to 1.75%. The Shire has term deposits maturing from May 2016 to August 2016, investment terms ranging from 91 days to 273 days and interest rates from 2.50% to 3.07%.



Capital works expenditure of \$779,394 was incurred during the month on:

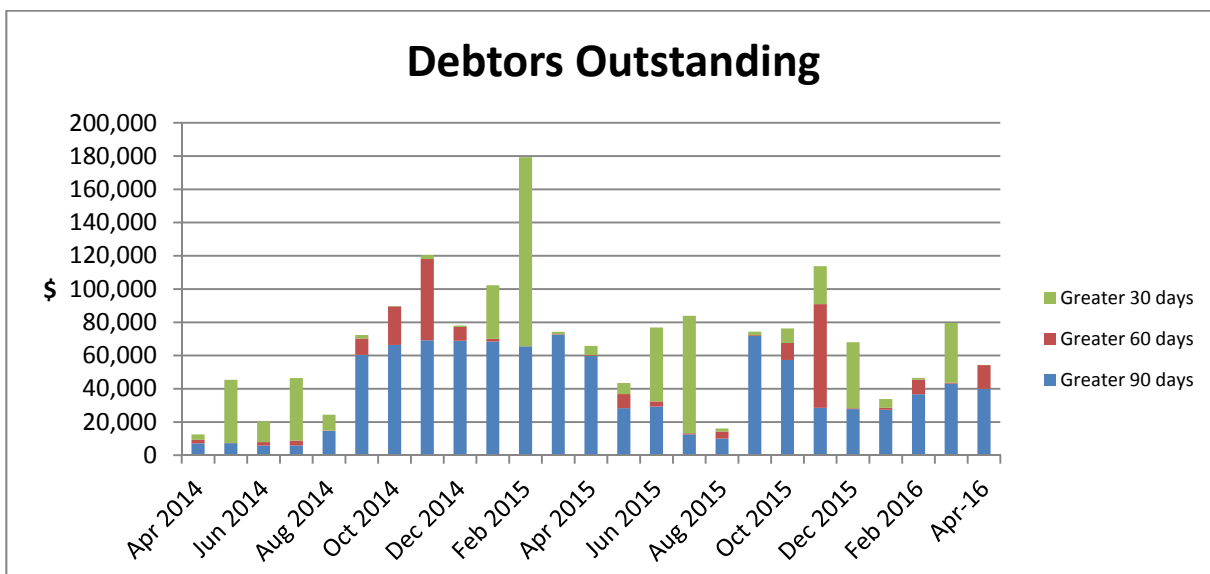
- \$35,450 Road Widening,
- \$1,720 Drainage Upgrades,
- \$488,509 Capel Civic Precinct,
- \$134,824 Tuart Forest Oval Facilities,
- \$3,446 Bin Stands
- \$29,151 Dog Pound,
- \$24,059 Furniture & Equipment,
- \$62,236 Plant & Machinery.

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.

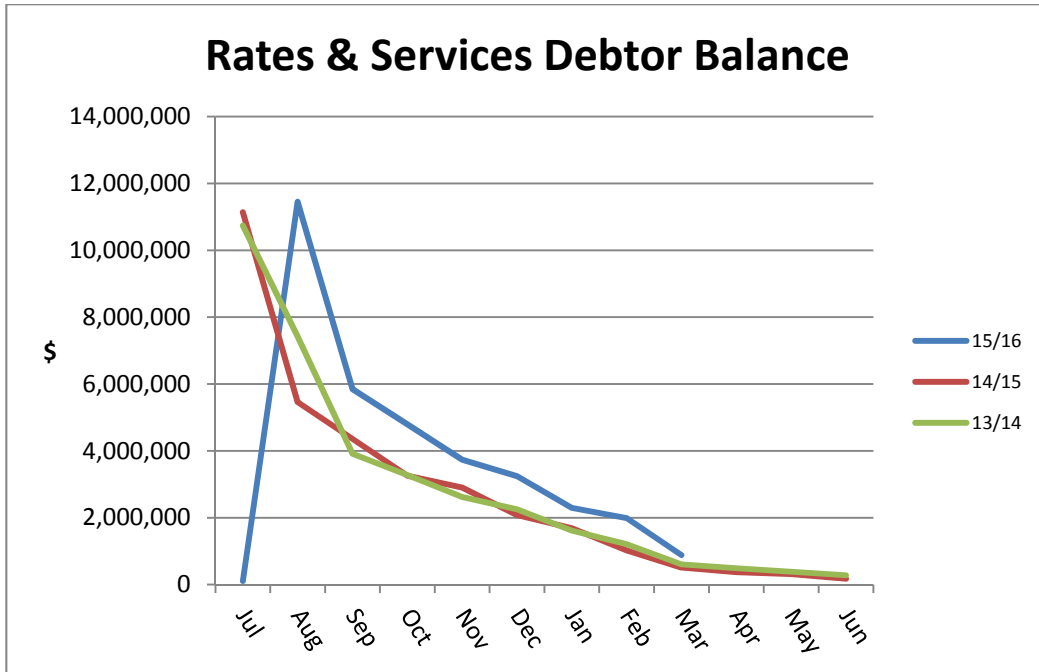


Council’s financial ratios are disclosed in Note 14. Ratios show no adverse trends.

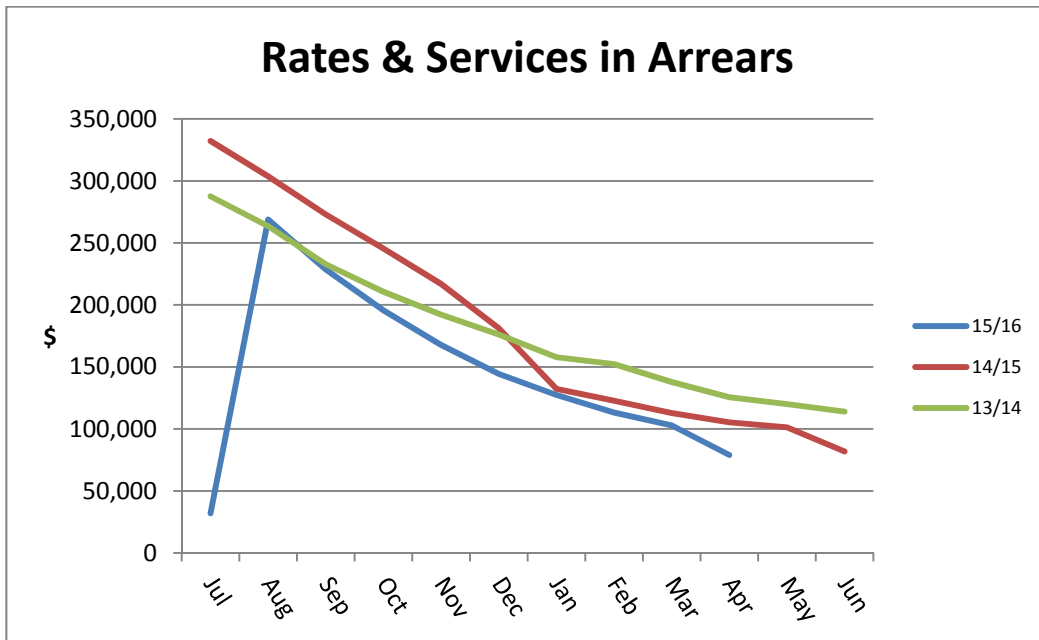
The following graph illustrates Council’s current level of general Debt recovery for 31-60 days, 61-90 days and greater than 90 days.



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: 2015/16 2.35%, 2014/15 2.98% and 2013/14 2.68%.



A review of the Statement of Financial Position and the attendant notes indicates there are no adverse trends evident in the year to date financial statements as at 30<sup>th</sup> April 2016.

**VOTING REQUIREMENTS**

Simple majority

**OFFICER'S RECOMMENDATION – 15.5**

**That Council adopts the financial statements for the period ending 30<sup>th</sup> April 2016 as attached.**



## 16 COMMUNITY SERVICES REPORTS

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### 16.1 Local Emergency Management Committee Minutes

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Location:	N/A
Applicant:	Shire of Capel
File Reference:	Nil
Disclosure of Interest:	Nil
Date:	11.05.16
Author:	Community Services Administration Officer, M Blandford
Senior Officer:	Executive Manager Community Services, M Plume
Attachments:	Local Emergency Management Committee Minutes 09.03.16

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#### **MATTER FOR CONSIDERATION**

To consider the minutes of the meeting of the Shire of Capel Local Emergency Management Committee held on 9 March 2016.

#### **BACKGROUND / PROPOSAL**

##### **Background**

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

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

##### **Proposal**

That the minutes of the meeting of the Shire of Capel Local Emergency Management Committee held on 9 March 2016 be received.

#### **STATUTORY ENVIRONMENT**

Emergency Management Act 2005

##### **Sections 36 and 38**

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

Local Government Act 1995

##### **Section 5.22**

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

#### **POLICY IMPLICATIONS**

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

State Emergency Management Committee Policy 2.5 – Emergency Management in Local Government Districts provides local governments are required to ensure that local emergency

management arrangements are prepared for their districts. Local Emergency Management Arrangements should reflect the emergency management capabilities and responsibilities of the agencies and industries involved and recognise and comply with any of their statutory responsibilities.

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

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

### **FINANCIAL IMPLICATIONS**

#### **Budget**

There are no financial implications for the budget associated with this matter.

#### **Long Term**

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

#### **Whole of Life**

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

### **SUSTAINABILITY IMPLICATIONS**

There are no sustainability implications associated with this matter.

### **STRATEGIC IMPLICATIONS**

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

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

Strategic Outcome:

3.4 – promote emergency risk awareness.

### **CONSULTATION**

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

### **COMMENT**

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

Council may note the following:

- John Lane from WALGA presented the draft version of the new Local Emergency Management Arrangement (LEMA) for feedback. It is anticipated that the final version will be presented for endorsement by the committee at the next meeting.

- A Bushfire Ready Action Group (BRAG) meeting was held in Stratham on 20<sup>th</sup> March 2016. A follow-up meeting was held in Stratham on 5<sup>th</sup> May 2016 and both these meetings were well-attended.

During the round table discussion Gary Smith, the Western Power representative advised that whilst they attend all incidents regarding power pole damages in an emergency, when it is a Shire asset (i.e. Dalyellup) then the Shire needs to be called out to take over. It was agreed that an After Hours contact list / Call centre number be provided to Gary.

Brad Slater – DFES representative advised that Ricky Curtis had taken on the Acting Chief Superintendent position in Perth and that Peter Norman will be Acting Superintendent for South West as from 16 March 2016.

**VOTING REQUIREMENTS**

Simple majority

**OFFICER'S RECOMMENDATIONS – 16.1**

**That Council receives the minutes of the Local Emergency Management Committee meeting held on 9 March 2016 as a true and correct record of proceedings.**

- 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**