

Shire *of* Capel

AGENDA

ORDINARY COUNCIL MEETING

Wednesday 28 June 2017

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

REMINDERS:

12noon Councillors/CEO Liaison Meeting

2.00pm Briefing: Iluka re South Capel Rehabilitation
Consultation

2.30pm Briefing: Main Roads WA

3.30pm Round the Table Discussion



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SHIRE OF CAPEL

NOTICE OF AN ORDINARY COUNCIL MEETING

THE NEXT ORDINARY MEETING OF COUNCIL WILL BE HELD IN THE COUNCIL CHAMBERS ON WEDNESDAY, 28 JUNE 2017 COMMENCING AT 4.30PM.

PF Sheedy.

PF Sheedy
CHIEF EXECUTIVE OFFICER

22 June, 2017

AGENDA

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IMPORTANT NOTE:

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

1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

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

3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4 PUBLIC QUESTION TIME

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

5 APPLICATIONS FOR LEAVE OF ABSENCE

6 DECLARATION OF INTEREST

7 NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS

8 CONFIRMATION OF MINUTES

8.1 Ordinary Council Meeting – 24 May 2017

8.2 Special Council Meeting – 7 June 2017

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.

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11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

12 QUESTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

13 CHIEF EXECUTIVE OFFICER REPORTS**13.1 Lease – Boyanup Saleyards**

Location:	Boyanup
Applicant:	WA Livestock Salesmen's Association
File Reference:	LD 108311
Disclosure of Interest:	Nil
Date:	10.06.17
Author:	Chief Executive Officer, P Sheedy
Senior Officer:	Chief Executive Officer, P Sheedy
Attachments:	1. R27193 & 27194 – Location and site plan 2. Summary of lease options

MATTER FOR CONSIDERATION

Council to consider the terms under which Reserves 27193 & 27194 (Boyanup Saleyards) could be leased to Elders Rural Services Australia Limited and Landmark Operations Limited (operating as WALSA, the WA Livestock Salesmen's Association) for the period 1 July 2017 to 30 June 2022.

BACKGROUND / PROPOSAL**Background**1964 & 1967

Crown Reserves 27193 and 27194 were vested in the Shire of Capel for the purposes of *Stock Saleyards and Parking* in 1964 and 1967 respectively. The Vesting Orders included the power to grant leases with the approval of the Minister for a period not exceeding 21 years.

2002

R27193 & R27194 were leased to Elders Ltd and Wesfarmers Landmark Ltd for a ten (10) year period commencing 1 July 2002 and terminating 30 June 2012. The lease provided an option for a further term of ten (10) years commencing on the day immediately following the termination date in 2012, provided that WALSA notified the Shire in the prescribed time frame of their intention to exercise the option.

2006 - November

The Department of Environmental Conservation was notified by the Shire as per the requirements of the *Contaminated Sites Regulations 2006* that both Reserves should be classified as 'contaminated' with animal waste. No formal investigation to quantify the extent of the contamination has been undertaken to date.

2010 - February

Council at its meeting on 24 February resolved (OC0215):

'That Council advises the Department of Agriculture that:

1. *Its preferred delivery options for the regional saleyards facility in priority order would be:*
 - *A State Government owned and operated facility through a statutory body, such as WAMIA.*
 - *State Government owned with management and operations outsourced.*
 - *Public /Private Partnership Model.*
 - *Full commercial ownership and operation;*

2. *The Shire of Capel does not wish to be involved in any ownership or ongoing management of the regional saleyards facility;*
3. *Whilst the regional saleyards facility does not have to be located within the Shire of Capel, however Council would be supportive if it is established within the Shire of Capel, it needs to be located centrally within the South West region and Kemerton is not a suitable location;*
4. *It would be prepared to give consideration at a suitable time to meeting the cost of upgrading relevant roads to allow for suitable access to the saleyards facilities if they are located within the Shire of Capel. This consideration would be subject to the submission of detailed costs involved and Council's financial situation at the time of considering the matter.*
5. *It would be prepared to have a representative on any working group/steering committee established to oversee the development of the regional saleyards facility.*
6. *Any management structure for the new regional saleyards facility should ensure that all selling agents or other interested parties/organisations are allowed to utilise the facilities and are not excluded because they are not part of the management structure.'*

2010 - December

The Minister for Agriculture and Food issued a media statement in December indicating an investment of \$21.5 million towards the development and modernising of three key regional saleyards. The Shire of Katanning was given \$17 million, the Shire of Plantagenet \$2.3 million and there was \$2.2 million made available 'to kick start a replacement for the Boyanup cattle facilities'.

2012 - June

There was an incorrect perception on the part of both the Shire and WALSA that the lease endorsed by Council in 2002 was for a period of 21 years, expiring 30 June 2023. The lease was in fact for a 10 year period, with an optional extra 10 year term should the Lessee choose to exercise that option within the appropriate time frame.

WALSA was required to contact the Shire no later than 30 March 2012 if they wished to exercise the extension option, and this did not occur. Accordingly, Council resolved at its June meeting (OC0605):

1. *Subject to the approval of the Hon. Minister for Lands, to lease Crown Reserves 27193 (Lot 202) and 27194 (Lot 203) 'Demised Premises' and the area of land coloured black (see attachment) that adjoins Crown Reserve 27193, Knott Street Boyanup to Elders Limited and Landmark Operations Limited **for a period of five (5) years with a further five (5) year option, commencing on 1 July 2012 on similar conditions to the current lease.***

2014 - September

Council resolved at its September meeting (OC0909):

That Council:

1. *Advises the State Government of its intention not to renew the existing lease of Lots 202 and 203 (Reserves 27193 and 27194) 'Stockyards and Parking' with Elders and Landmark when the current term expires in 2022, as the land is required for future residential lots, identified in the Boyanup Townsite Strategy;*
2. *Requests the State Government to give consideration to transferring the abovementioned lots to the Shire of Capel as freehold lots, to allow it to develop and subdivide the land as residential lots;*

3. *Requests the Bunbury Wellington Economic Alliance to form a Working Group of interested parties to identify possible funding options, be it government and/or industry and put forward, to the State Government, a suitable business model that would demonstrate very clearly the need and viability of new regional saleyards in the South West; and*
4. *Advises the current Lessees of the saleyard lots of this decision.*

2014 - September

WALSA and BWEA were notified on 30 September of Resolution OC0909.

2014 - October

WALSA acknowledged receipt of the correspondence concerning OC0909 and asked to be kept informed.

2017 - May

The five year lease period that began 1 July 2012 has a termination date of 30 June 2017.

Clause 2.3 in the Lease requires the Lessor to give written notice of their intent to exercise the option of a further five (5) year term at least three (3) months before the date on which the Option Term would commence. A commencement date of 1 July 2017 means that WALSA needed to contact the Shire before 30 March 2017 if they wished to exercise the option of a second five year term.

The Shire of Capel did not receive any such notification within the required timeframe, and contact was then made with WALSA. At a meeting with the President and Chief Executive Officer on 10 May 2017, WALSA indicated that even though no contact had been made in the required time frame, they were in fact seeking a further five (5) year term at the Saleyards.

The issues of appropriate rent, non-exclusive use and future site remediation (if contaminated) were also discussed.

WALSA confirmed their intentions to seek the additional term in writing (ICR25931) on 15 May 2017.

Legal advice was sought by the Shire (ILM280) as to the various terms under which some form of lease could be pursued with WALSA.

2017 – 31 May

Additional correspondence received from WALSA (ICR26717) noted that they had always intended to exercise the option of a five year extension of the current lease, and it was an administrative oversight that led to the Shire not being contacted within the appropriate time frame. In short, the letter also noted:

- A long and successful (in the order of 60 years) history of saleyard operation in Boyanup;
- A significant investment by WALSA in infrastructure at the site;
- WALSA's unwillingness (for a number of reasons) to allow other stock agents onto the site; and
- WALSA's belief that an appropriate rent would be \$55,000 + GST.

Proposal

This item proposes that subject to the requirements of s3.58 of the *Local Government Act 1995* being met, Council lease (by Deed of Variation of the existing lease) Reserves 27193 and 27194 (Boyanup Saleyards) along with the area of land adjacent to R27193 (marked in black on the Plan provided as Attachment 1 to Elders Rural Services Australia Limited and Landmark Operations Limited, operating as the WA Livestock Salesmen's Association (WALSA) for a period of five (5) years until 30 June 2022 for a fee of \$55,000 + GST per annum.

STATUTORY ENVIRONMENT

Local Government Act 1995 – Section 3.58

3.58 Disposing of Property

- (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.

- (3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property –
 - (a) it gives local public notice of the proposed disposition –
 - (i) describing the property concerned,
 - (ii) giving details of the proposed disposition, and
 - (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;
 - and
 - (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.

- (4) The details of the proposed disposition that are required by subsection (3)(a)(ii) include –
 - (a) the names of all other parties concerned; and
 - (b) the consideration to be received by the local government for the disposition and
 - (c) the market value of the disposition
 - (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or
 - (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.

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 –
 - (a) the land is disposed of to an owner of adjoining land (in this paragraph called “the transferee) and –
 - (i) its market value is less than \$5,000, and
 - (ii) the local government does not consider that ownership of the land would be of significant benefit to anyone other than the transferee;
 - or
 - (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;
 - or
 - (e) it is the leasing of land for a period of less than 2 years during all or any of which time the lease does not give the lessee the exclusive use of the land; or ...

POLICY IMPLICATIONS

There are no policy implications for this item.

FINANCIAL IMPLICATIONS**Budget**

The current lease allows for an annual rental value of \$29,536.10 (inc GST) set in 2012. The lease provides for an annual Rent Review each 1 July, allowing a rent increase aligned to the March CPI value for Perth.

The 5th Rent Review however, scheduled for the first day of the optional second five (5) year term (1 July 2017) determines the payable rent differently (clause 3.2(b) of the Lease refers).

- 3.2(b) The rent to be paid from the 5th Rent Review Date shall be the **higher** of:
- (i) an amount determined in accordance with the formula detailed in clause 3.2(a) as if the 5th Rent Review Date was a CPI Rent Review Date; or
 - (ii) the Gross Rental Value of the Premises assessed by the Valuer General.

The GRV is assessed every three (3) years, and was calculated to be \$70,000 in July 2016. This amount is more than double the current rent paid by WALSA.

Long Term

The annual rental will provide income until 30 June 2022. All assets on the property are owned by the Lessee and therefore the Shire of Capel has no long term financial responsibilities to maintain them.

Whole of Life

As all the assets on the property are owned by the Lessee there are no Whole of Life cost implications for the Shire of Capel. Future decontamination of the site (if required) will be the responsibility of the Lessor at lease termination.

SUSTAINABILITY IMPLICATIONS

The ongoing lease of the property to the Lessee provides Council with annual income that can be used for other purposes, the management of the canteen on stock sale days provides the opportunity for local community groups to generate funds and there is a possible small spinoff to other businesses in Boyanup from those attending the sales.

The regular stock sales conducted at the site could be seen as an opportunity for social interaction between people from the agricultural industry and those managing the canteen.

There have been ongoing environmental management issues at the site in regards to the disposal of effluent and the site will require extensive clean-up and rehabilitation once cattle sales cease. The Shire of Capel notified the (then) Department of Environment and Conservation in 2006 under the requirements of the *Contaminated Sites Act 2003* that the site was likely to be contaminated with animal waste; however there has not yet been any formal investigation into the extent of the issue. There is no Memorial on the title under the Act.

STRATEGIC IMPLICATIONS

Shire of Capel Strategic Community Plan 2013 – 2031

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

Strategic Outcome:

1.6 Lobby and advocate on behalf of the Shire of Capel community.

2. 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:

2.2 Encourage community engagement and participation.

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

Strategic Outcomes:

4.2 Pursue diversity and vitality in the local economy.

4.6 Support and promote the agricultural economy.

4.9 Encourage business development.

CONSULTATION

The Chief Executive Officer and President have met with WALSA representatives to discuss a further lease term.

There has been ongoing discussion with Department of Agriculture and Food representatives over a number of years seeking the establishment of new regional saleyards in the South West and there will be a need for this to continue.

Legal advice has been obtained from McLeods Barristers and Solicitors concerning the lease options available to Council under common law and the *Local Government Act 1995*.

COMMENT

The Boyanup saleyards play an important role in facilitating the sale of stock in the South West. The failure however of WALSA to indicate that they wished to exercise the option in the existing lease to extend the term means that Council now has a number of potential pathways leading to resolution of this issue.

Working on the assumption that Council:

- (i) wishes to continue to make the Boyanup complex available for use as a regional saleyard until closure in 2022; and
- (ii) wants to continue the current relationship with WALSA (representing Elders and Landmark),

there are a number of factors to be considered prior to any resolution.

Based on a review of the existing lease, correspondence between WALSA and the Shire and an examination of current case law, McLeods Barristers and Solicitors advise (ILM280) that there are three pathways available to progress this matter.

1. Council can waive the requirement in the current lease that obliges WALSA to give the Shire 3 months or more notice that they wish to exercise the option to extend the term for a further five (5) years. This means that the correspondence from WALSA dated 15 May 2017 becomes a valid request to exercise the option for a further term of 5 years.
2. Subject to agreement by both parties, it is also possible to vary the terms of the existing lease (clause 15.10 of the Lease) and allow for a further five year term. This can be done by a Deed of Variation, which would allow other terms of the lease to be varied by mutual consent at the same time. The cost of the Variation is to be borne by the Lessee.

3. Consider the existing lease as lapsed, given the fact that WALSA did not exercise their option to extend within a timely manner, and negotiate an entirely new lease for the remaining five years that may or may not include allowing other stock agents access to the saleyard for an agreed fee.

A brief summary and assessment of each option is provided as Attachment 2.

Option 1 whilst simple and straightforward would trigger an automatic rent review as required by clause 3.2(b) of the lease. It is not possible under the terms of the lease for Council to choose a rental value of less than the current GRV, which is \$70,000. Although WALSA have indicated in writing (ICR26717) that they are prepared to negotiate on the matter of rent, they have tendered a proposal that is not in the realm of \$70,000.

Option 2 provides a middle ground and has a number of advantages. A Deed of Variation must be agreed to by both parties, and the rental value proposed by WALSA, whilst not \$70,000 is still significantly more than the \$32,000 currently being received. Negotiation of a Deed of Variation would also potentially allow inclusion of clauses that would formalise the obligations of WALSA in terms of assessing and remediating the potential contamination of the site. There will be some time and expense however to once again obtain the required Ministerial approval and meet the statutory requirements of s3.58 of the *Local Government Act 1995*.

Option 3 provides the opportunity to negotiate a totally new lease, which would allow the Shire to include clauses concerning management of contamination, negotiate further on the matter of rent and consider the option of allowing other stock agents to access the saleyards. It would take some time and expense however to once again obtain the required Ministerial approval and meet the statutory requirements of s3.58 of the *Local Government Act 1995*.

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATIONS – 13.1

That Council resolves, in the matter of the lease of Crown Reserves 27193 (Lot 202) and 27194 (Lot 203) 'Demised Premises' and the area of land coloured black (see Attachment 1) that adjoins Crown Reserve 27193, Knott Street Boyanup to Elders Limited and Landmark Operations Limited, (operating as WALSA) to:

1. **Declare that the market value of the combined properties is to be based on the valuation provided to the Shire of Capel in July 2016 by Landgate and the Valuer General;**
2. **Advertise by public notice its proposed intention to lease the properties according to the requirements of s3.58 of the *Local Government Act 1995*;**
3. **If no submissions are received, authorise the Chief Executive Officer to negotiate a Deed of Variation in consultation with WALSA that includes:**
 - (i) **a Term spanning 01.07.17 – 30.06.22;**
 - (ii) **an agreed annual rental of \$55,000 + GST;**
 - (iii) **clauses relating to the assessment and management of potential contamination; and**
4. **Authorise the President and Chief Executive Officer to affix the Common Seal of the Council to the Deed of Variation.**

13.2 Better Practice Review Program

Location:	Whole of Shire
Applicant:	Department of Local Government and Communities (DLGC)
File Reference:	GR.LI.1
Disclosure of Interest:	Nil
Date:	12.06.17
Author:	Chief Executive Officer, PF Sheedy
Senior Officer:	Chief Executive Officer, PF Sheedy
Attachments:	Better Practice Review document

MATTER FOR CONSIDERATION

Endorsement of the 'Better Practice Review' Report and the Action Plan that identifies areas for further improvement in the organisation.

The provision of future progress reports that are recommended to be provided to the Audit Committee in the first instance.

BACKGROUND / PROPOSAL

Background

The Local Government Better Practice Review (BPR) Program is an initiative undertaken by the Department of Local Government and Communities (Department) to recognise and promote good practice in Western Australian country local governments. The BPR Program is part of the State Government's Country Local Government Fund (CLGF) Capacity Building Program.

The BPR Program involves a review team assigned to work closely with local governments to review key areas of that local government's activities and operations.

Program Objectives

The BPR Program has been designed to acknowledge areas of better practice whilst encouraging improvement in the way local governments conduct their activities to ensure good governance and build the capacity of the local government sector.

The objectives of the program are to:

- Generate momentum for a culture of continuous improvement and greater compliance across the local government sector.
- Promote good governance and ethical regulation.
- Identify and share innovation and best practice in the local government sector.
- Act as a 'health check' by providing departmental advice and support to local governments that may be experiencing operational problems.

Reporting of BPR

Through the local government completed self-assessment checklist and the collection and collation of additional relevant information prior to an onsite review, the review team will summarise key findings in the areas of:

- Governance
- Planning and Regulatory functions
- Plan for the Future (strategic and corporate planning)

- Assets and Finance
- Workforce planning and Human Resource (HR) management
- Community and Consultation

The onsite visit can take anywhere between one to five days, depending on the size and location of the local government and the scope of the findings. The onsite review is a key component of a BPR as it presents the review team with an opportunity to further expand upon the knowledge gained from reviewing the local government's documents, which in turn assists in analysing and reporting on the above mentioned areas.

The report aims to highlight areas where a local government is demonstrating better practice, as well as providing constructive feedback on addressing any areas for further development. Where appropriate, the areas recognised as requiring further development will feature suggested recommendations that the local government can aim to address through a documented action plan.

Although the report will address some legislative requirements, it is important to note that this is not solely a compliance exercise, and feedback focuses on building the capacity of the organisation to achieve sector standard across a range of functions and operations.

Implementation

The local government has the opportunity to provide commentary and feedback on any findings of the review and/or a response to each area of the report, ensuring the report captures an accurate reflection of the local government. In particular it is requested that the local government review and complete the draft action plan in this report which identifies recommendations for the areas for further development.

Proposal

A BPR took place at the Shire of Capel (Shire) in June 2016. The review team wishes to thank Chief Executive Officer Mr Paul Sheedy, Executive Managers Jason Gick and Susan Stevenson and all other staff who met with and assisted the review team to provide valuable information on the Shire's practices and procedures. The BPR team would also like to thank Shire President Councillor Murray Scott and all elected members for their cooperation during the BPR process.

This report identifies areas of better practice, strengths and areas for further development under the headings of Governance, Planning and Regulatory functions, Plan for the Future, Assets and Finance, Workforce Planning and Human Resources (HR) Management and Community and Consultation.

The review found that the Shire has a strong organisational culture, displays a positive attitude towards achieving better practice and demonstrates a commitment to continuous improvement across all its activities. This commitment has been strengthened in recent years, with the Shire undertaking a comprehensive restructure, including changes to the organisational structure itself, in conjunction with a major refurbishment of its administration building. The review also found that the Shire demonstrates good practice in providing quality customer service, recognised and successful environmental management and sustainability initiatives and community development programs.

The Shire is also realistic and upfront about some of the challenges it faces and as such, many of the areas recognised for further development in this report were also identified by the Shire during the onsite visit. These areas generally focus on the need to improve and enhance documentation including key strategic planning documents, policies and/or procedures. As stated, in the majority of cases the Shire was already aware of these issues and consequently, is in the process of addressing these, or planning to in the near future. The Shire is encouraged to continue its work in making improvements and achieving best practice, across the organisation.

STATUTORY ENVIRONMENT

Local Government Act 1995

5.103. Codes of conduct

- (1) Every local government is to prepare or adopt a code of conduct to be observed by council members, committee members and employees.
- (3) Regulations may prescribe codes of conduct or the content of, and matters in relation to, codes of conduct and any code of conduct or provision of a code of conduct applying to a local government under subsection (1) is of effect only to the extent to which it is not inconsistent with regulations.

POLICY IMPLICATIONS

The Report recommends the development of some new policies and a review of some existing policies. Existing policies that will be impacted are as follows:

Policy 1.4 Elected Members Code of Conduct and Policy 3.20 Council Staff Code of Conduct, will be rescinded and replaced with a new single code of conduct as required by the *Local Government Act* and as a stand-alone document as recommended by the Report.

Policy 7.1 Asset Management, will be updated as part of the review in December 2017.

FINANCIAL IMPLICATIONS

Budget

There are no implications on the current (2016/17) budget as all the proposed actions are internal matters that can be undertaken by existing staff.

Long Term

There are no long term financial implications as all the proposed actions are internal matters that can be undertaken by existing staff.

Whole of Life

No assets are being created so there are no whole of life costs applicable to this agenda item.

SUSTAINABILITY IMPLICATIONS

The review of the Strategic Community Plan and Corporate Business Plan (which has already commenced) and completion of these plans has a strong social implication given the level of community consultation that was involved and more importantly that the Strategic Community Plan should reflect the aspirations of the community going forward.

The development of a community engagement strategy to complement the existing consultation policy also has a strong social aspect to the document.

Inclusion of a cash flow statement in the Long Term Financial Plan together with the development of policies/strategies in relation to asset management and the monitoring of asset sustainability and operation surplus ratios very much relate to the long term economic and financial sustainability of the Shire.

STRATEGIC IMPLICATIONS

Shire of Capel Strategic Community Plan 2013-2031

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

Strategic outcome:

1.1 Ensure continuous improvement of the organisation.

Shire of Capel Corporate Business Plan 2016-2020

Strategy - 1.1C Achieve Best Practice outcomes.

Action 1.1C1 – Establish and maintain best practice principles in decision making and business processes within available resources.

CONSULTATION

The process for the 'Better Practice Review' Program involved engagement and consultation by the DLGC staff with a number of Shire staff members and not just the Executive, across a whole range of areas covered in the report. In addition the draft report was discussed with the Executive managers and the managers were informed of proposed actions going forward.

The next stage of this consultation is to engage with the Councillors to seek sign off on the proposed actions and then further consultation will be undertaken with the Management team (Executive Managers and Managers) to implement the proposed actions and update the progress of these actions.

COMMENT

It is important to highlight at the commencement that although the BPR report addresses some legislative requirements, it is important to note that this is not primarily a compliance exercise and feedback is focused on building the capacity of the organisation to achieve better practice across a range of operations into the future.

As the Chief Executive Officer of the organisation and the person who was supportive of this program, as it was felt that it could add further good governance to the organisation, it is pleasing to receive comment from the DLGC as follows:

'The review found that the Shire has a strong organisational culture, displays a positive attitude towards achieving better practice and demonstrates a commitment to continuous improvement across all its activities. This has been strengthened in recent years, with the Shire undertaking a comprehensive organisational restructure. The review also found that the Shire demonstrates good practice in providing quality customers service, recognised and successful environmental management and sustainability initiatives and community development programs.

Areas for further improvement while relatively minimal have also been identified through this report.'

Most of the action suggested by the DLGC review have been supported by the Executive however there are a several recommended actions that the Chief Executive Officer has sought further clarification from the DLGC and examples of 'Best Practice' as it was felt that current practices, policies and/or delegations have sufficed. These relate to the following in the attached Action Plan:

- Asset and Finance - Action 11 Develop an Asset Disposal Policy (see page 24 of the report for comment).
- Workforce and HR Management – Action 14 Consider further documenting the Shire's recruitment and selection processes into an operational policy and/or procedure/s. (see page 27 of the report for comment).

Whilst there was not support by the Chief Executive Officer for the development of an Economic Development Plan, as a standalone document, specific economic strategies will be included in the Corporate Business Plan to support the strategic objectives of the Strategic Community Plan and Corporate Business Plan. It is proposed that along similar lines to the Regulation 17 Risk Management Report that a copy of the Action Plan from the report will be tabled at the Audit Committee meetings, with an update on progress made to achieve the endorsed action.

Finally, this has been a great exercise for a number of staff in the organisation to participate in as it has given them the opportunity to engage with some staff members from the DLGC, which they would normally not have the opportunity to do and it also provided the opportunity for them directly to communicate some of their 'better practice' practices to the DLGC staff and receive positive feedback on.

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATIONS – 13.2

That Council endorses:

- 1. The Department of Local Government and Communities Better Practice Review Report, including the Action Plan (Part V), recommendation actions and timeframe for implementation of the actions (noting that several still need to be finalised), as detailed in the attachment; and**
- 2. The provision of a regular report to the Shire's Audit Committee indicating progress taken to implement the actions.**

13.3 Shire Boundary Signage

Location:	Bussell and South Western Highways
Applicant:	Shire of Capel
File Reference:	FM.CR.18
Disclosure of Interest:	Nil
Date:	09.06.17
Author:	Chief Executive Officer, PF Sheedy
Senior Officer:	Chief Executive Officer, PF Sheedy
Attachments:	Proposed Signage - Options A and B

MATTER FOR CONSIDERATION

Approval of the sign design (Option B) and budget funding in the 2017/18 budget for four (4) signs, for the replacement of existing signage on Bussell Highway and South Western Highway.

BACKGROUND / PROPOSAL

Background

The existing signs were erected in the mid 2000's and are past their use-by date.

Tourism information developed in the past and the key strategic areas in the Shire's Strategic Community Plan have been developed with the key word 'Experience' (e.g. Leadership Experience) as the common theme and so it was agreed in 2016 that any future signage would also incorporate the word 'Experience' rather than 'Welcome' (e.g. Entry Statements and roundabout artwork).

The recent development of the 'Bunbury Geographe' brand, as part of the Bunbury Geographe Growth Plan, also provides the opportunity to upgrade and install new signage.

In a report to the 27 April 2016 Ordinary Meeting of Council it was indicated that consideration would be given to including the 'Diversity Banner' images on the Shire boundary signage. However on reviewing the matter it was considered that the banner was too busy (numerous pictures) with images being of various sizes and colours and it was felt that it would lose its impact with vehicles travelling at high speeds past the signs.

Proposal

The proposed signs (see attachment) have been designed to incorporate the 'Bunbury Geographe' primary brand logo and colours (green and black) at a slightly reduced size to the existing boundary signage, with the background blue colour being the Shire corporate colour.

The inclusion of the town/community names is a new addition and being a separate attached sign allows it to be amended or changed without having to replace the entire sign.

The current signage has the Shire population as part of the existing signs with the updated figures being added by utilising a 'peel and stick' sign. The proposed new signage will be able to be easily updated with a reflective sticker, allowing for updates to happen on a more regular basis than what has previously occurred.

STATUTORY ENVIRONMENT

Occupational, Health and Safety Regulations now require that a Traffic Management Plan be completed for such works which has been included in the cost by the preferred supplier.

POLICY IMPLICATIONS

There are no current Shire policies relevant to this item.

FINANCIAL IMPLICATIONS

Budget

Quotes were sought from three (3) sign suppliers based on a supply and install proposal with the additional cost for a Traffic Management Plan being sought from the preferred supplier. Details of the preferred supplier's costs are as follows:

- Four (4) signs with posts etc. (as per attached design) \$5,804.80 plus GST
- Installation of four (4) signs \$1,050.80 plus GST
- Traffic Management Plan and control \$1,740.00 plus GST.

The total cost for supply and installation of the four (4) signs is \$8,594.80 plus GST, with an additional amount of \$1,400 allowed for removal of the existing signs.

The proposal is to include \$10,000 in the 2017/18 budget for this work and an additional \$10,000 in the 2018/19 budget for the other roads.

Long Term

A budget allocation will be required in the 2018/19 financial of approximately \$10,000 to install new signage on other roads and remove the existing.

There will also be some minor additional expense on an intermittent basis to upgrade the population figures on each sign approximately every four (4) years).

Whole of Life

Based on an assumed useful life of 15 years the replacement costs at 2.3% p.a. would be \$13,500.

There is not expected to be any additional ongoing costs once the signs are erected, unless they are damaged and at the end of their useful life they will be replaced.

SUSTAINABILITY IMPLICATIONS

There is a financial cost to replace the existing signs, with some minor ongoing costs.

From a social aspect it brings to the attention that travellers are entering the Shire of Capel and depending on what other experiences they have previously had or have read or been informed about attractions in the Shire it may assist travellers in making a decision to stop at various towns or locations in the Shire.

It could be argued that all signage could be classified as visual pollution and therefore impacting on the environment, however the reality is that some signage will always be erected on road verges etc. and the proposed signs have been reduced in size from the existing ones to reduce this impact.

STRATEGIC IMPLICATIONS

Shire of Capel Strategic Community Plan 2013-2031

4 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.

4.7 Promote tourist interests and provision of tourist accommodation.

Shire of Capel Corporate Business Plan 2016-2020.

4.1A – Support and encourage marketing and promotion and 4.1A1 – Support Regional Tourism initiatives.

CONSULTATION

There has been consultation previously with the Capel Townsite Working Group in regards to responsibility for making decision about signage and it was agreed that Shire boundary signage was a direct Council decision, rather than a recommendation from the Committee.

The signage proposal has also been discussed and endorsed by the Executive Management Team of the Shire.

COMMENT

The current signs have been in place for a considerable period of time, need replacing (the one on Bussell Highway at the northern end has been damaged and is coming apart) and having a white background, don't stand out or have the impact to travellers that the proposed new signage will have to alert travellers that they are entering the Shire of Capel.

The inclusion of the 'Bunbury Geographe' brand is part of the region's tourism intention to start to promote the Bunbury Geographe area as distinct from the 'Margaret River Wine' region and to encourage the use of the brand on all signage, brochures, tourism material, local government material, websites etc.

There are eight (8) roads that lead into the Shire of Capel from various directions, north, south, east and west and the proposal is to install four (4) in the 2017/18 financial year and four (4) in the 2018/19 financial year, given the lateness in seeking their inclusion in the 2017/18 budget and the financial constraints already being experienced to balance the 2017/18 budget. Depending on the state of the finances at the annual budget review in February 2018 consideration could be given to the supply and installation of the other four (4) prior to 30 June 2018.

The addition of the various townsites and localities throughout the Shire is seen as an added benefit to inform the community and travellers about the Shire as is the indicative population. One name that has been left off that has created some discussion in the past is 'North Boyanup', but I have taken the position of only including those townsites and localities that have clearly identified areas or are well known. If North Boyanup is included then the question may arise why not 'Stirling Estate' and possibly others not mentioned here.

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATIONS – 13.3

That Council approves:

- 1. Option B as the new Shire boundary signage, the erection of four (4) signs on Bussell Highway and South Western Highway in 2017/18 and at other Shire boundaries in 2018/19 (i.e. Goodwood Road, Boyanup/Dardanup Road, Ludlow North Road and Hurst Road); and**
- 2. The allocation of \$10,000 in the 2017/18 and 2018/19 annual budgets.**

14 ENGINEERING AND DEVELOPMENT SERVICES REPORTS**15 CORPORATE SERVICES REPORTS**

15.1 Cat and Dog Local Laws

Location:	Whole of Shire
Applicant:	Shire of Capel
File Reference:	N/A
Disclosure of Interest:	Nil
Date:	06.06.17
Author:	Governance Officer, A Handley
Senior Officer:	Executive Manager Corporate Services, S Stevenson
Attachments:	<ol style="list-style-type: none"> 1. Amended draft Shire of Capel Cats Local Law 2017 2. Amended draft Shire of Capel Dogs Local Law 2017 3. Summary of submissions received

MATTER FOR CONSIDERATION

Council to:

- reconsider the draft proposed Shire of Capel Cats Local Law 2017 and Shire of Capel Dogs Local Law 2017 after amendment of the original proposed drafts; and
- recommence the local law making process by re-advertising the draft local laws for the purpose of inviting submissions.

BACKGROUND / PROPOSAL**Background**

The *Local Government Act 1995* (the Act) empowers Council to make local laws. These pieces of delegated legislation allow a local government to control and regulate activities within district boundaries to ensure good governance over matters of municipal concern. Additional legislation such as the *Cat Act 2011*, *Dog Act 1976* and *Cemeteries Act 1986* provide specific powers that allow Council to regulate particular issues.

In order to ensure that local laws retain their relevancy, section 3.16(1) of the Act requires that a local government review every local law within eight years of its adoption. If after that process of review, a local law is found to require repeal, replacement or amendment, the process for doing so is the same as if that local law were first being made.

The *Dog Act 1976* has been amended and the *Cat Act 2011* gazetted since the last local law review. Although the 8 year review cycle is not yet complete, officers have identified a number of required and desired changes necessary to improve the relevance and currency of the existing dog and cat local laws.

The procedure for making a local law is detailed in section 3.12 of the *Local Government Act 1995*, and is a prescribed process that must be followed if the law is to be acceptable to the WA Parliamentary Joint Standing Committee on Delegated Legislation (JSCDL).

The process commences with a report to Council concerning the need for changes to a law, along with copies of the draft proposed local laws. A period of public advertising then commences, and submissions concerning the draft proposed local laws are requested. The drafts are also sent to the relevant Minister, which in this case is the Minister for Local Government, Heritage, Culture and the Arts.

The Department of Local Government and Communities provides comment on behalf of the Minister.

Section 3.13 of the *Local Government Act 1995* states that if submissions received during the consultation process result in significant changes to the drafts, the local law making process must begin again. This has been the case with the two drafts currently under review. The Department of Local Government and Communities has advised that the required changes are such that that the local laws will be significantly different after amendment.

Proposal

The proposed draft Shire of Capel Cats Local Law and Dogs Local Law have both been amended to reflect submissions made during the consultation process. This item proposes that Council examine the attached (Attachments 1 and 2) amended draft Shire of Capel Cats Local Law 2017 and Dogs Local Law 2017 and approve their re-advertisement with the intent of once again inviting public submissions, as required by s3.13 of the *Local Government Act 1995*.

STATUTORY ENVIRONMENT

Local Government Act 1995

3.5 Legislative power of local governments

- (1) A local government may make local laws under this Act prescribing all matters that are required or permitted to be prescribed by a local law, or are necessary or convenient to be so prescribed, for it to perform any of its functions under this Act.

3.12 Procedure for making local laws

- (1) In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.
- (2A) Despite subsection (1), a failure to follow the procedure described in this section does not invalidate a local law if there has been substantial compliance with the procedure.
- (2) At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.
- (3) The local government is to —
- (a) give Statewide public notice stating that —
 - (i) the local government proposes to make a local law the purpose and effect of which is summarised in the notice; and
 - (ii) a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and
 - (iii) submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given;
- and
- (b) as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister; and
 - (c) provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.
- (3a) A notice under subsection (3) is also to be published and exhibited as if it were a local public notice.
- (4) After the last day for submissions, the local government is to consider any submissions made and may make the local law* as proposed or make a local law* that is not significantly different from what was proposed.

* Absolute majority required.

3.13 Procedure where significant change in proposal

If during the procedure for making a proposed local law the local government decides to make a local law that would be significantly different from what it first proposed, the local government is to recommence the procedure.

Local Government (Functions and General) Regulations 1996

3 Prescribed manner of giving notice of purpose and effect of proposed local law (Act s3.12(2))

For the purpose of section 3.12 of the Act, the person presiding at a council meeting is to give notice of the purpose and effect of that local law by ensuring that –

- (a) the purpose and effect of the proposed local law is included in the agenda for that meeting; and
- (b) the minutes of the meeting of the council include the purpose and effect of the proposed local law.

Cat Act 2011

79. Local Laws

- (1) A local government may make local laws prescribing all matters that are required or permitted to be prescribed by a local law, or are necessary or convenient to be so prescribed, for it to perform any of its functions under this Act.

Dog Act 1976

49 Local laws

A local government may make local laws –

- (a) for its district and any other area that is to be regarded, for the purposes of this Act, as being within that district; and
- (b) in accordance with Subdivision 2 of Division 2 or Part 3 of the *Local Government Act 1995*; and
- (c) for the purposes permitted by section 51.

POLICY IMPLICATIONS

There are no Policy implications for this item.

FINANCIAL IMPLICATIONS

Budget

There is an advertising cost associated with providing state wide and local notice of Council's intention to make local laws. Funds are allocated in the budget for statutory advertising.

Long Term

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

Whole of Life

There are no whole of life financial implications for this matter as no assets are being created.

SUSTAINABILITY IMPLICATIONS

Local laws allow a local government to control and regulate activities within district boundaries to ensure good governance over matters of municipal concern. Additional legislation such as the *Cat Act 2011*, *Dog Act 1976* and *Cemeteries Act 1986* provide specific powers that allow Council to regulate particular issues.

This ability to regulate issues and respond to community needs within a local context is a positive contribution to the long term sustainability of the community in terms of health, safety, service provision, resource management and good governance.

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 community.'

Strategic Outcome:

1.1 Ensure continuous improvement of the organisation.

2. 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.

CONSULTATION

Two submissions were received from residents during the consultation period. In Submission 1, the writer was concerned about what they believed was a new requirement to have a permit for a third cat. They were informed that this requirement had in fact been in place for some years. Submission 2 was a detailed submission covering both the draft local laws. Many of the suggested changes were either not possible under the *Cat Act 2011* or *Dog Act 1976* or were already addressed by those or other Acts. Some suggestions however were incorporated into the local laws. The Department of Local Government and Communities provided submissions on both draft local laws. Submissions are addressed in detail in Appendix 3, and a brief summary is provided below.

Cats

Source	Summarised Content	Officer Response
Resident	Concerned re 'new' requirement for a permit for an additional cat.	The resident was informed that the requirement is in the current local law and the clause is virtually unchanged in the proposed new law.
Resident	Multiple queries about the content of the proposed local law, and requests for changes.	Each point was addressed individually in a response to the resident, however most of the requests for changes were either not possible under the enabling legislation or unnecessary. A request to change the wording in Schedule 2B Item 8 was incorporated, as was a suggestion concerning the management of sick or ailing cats in Schedule 2B Item 11.
DLGC	Suggested that the definition for 'keeper' be removed, definition for 'nuisance' be altered and the repeal clause be changed. Suggested that the clauses attempting to prohibit cats in	Noted - draft amended to reflect suggestions.

	public places (Reserves) were unlikely to find favour with the JSCDL.	
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Dogs

Source	Summarised Content	Officer Response
Resident	Multiple queries about the content of the proposed local law, and requests for changes.	Each point was addressed individually in a response to the resident; however most of the requests for changes were either not possible under the enabling legislation or unnecessary. Schedule 2 however provides conditions of licence for an approved kennel establishment, and item (b) addresses the distance a licenced kennel must be situated from a boundary. The distances in the WALGA model were significantly less than the distances in the current dogs local law, and have been increased to match the existing requirements as suggested.
DLGC	Various requests for minor editorial changes, additional definitions and re-wording of clauses to improve clarity. Of most note was a request to incorporate <i>unmodified</i> penalties in the proposed local law, as without these it is not possible to refer to <i>modified</i> penalties. It is this change that is of such significance that the proposed local law must be readvertised.	All suggestions and requests were incorporated in the draft, with the exception of one suggested additional definition (vectors of disease).

COMMENT

Draft Shire of Capel Cats Local Law 2017

The gazettal of the Cat Act in 2011 (the Act) heralded a significant change in the way in which local governments could manage cats. Although the Dog Act has been in place since 1976, there was no equivalent Act to manage cats until 2011. Some, but not all local governments chose to address this in the past by introducing cat local laws, however there was limited consistency between the laws of different districts.

The introduction of the Act meant that the State, for the first time, had a mandate to require that unless exempt, all cats over the age of 6 months be registered, microchipped and sterilised. In addition, section 79(3) of the Act provides that local government can make local laws to address topics such as cats creating a nuisance, and limit the number of cats that may be kept at a premises.

One of the more problematic limitations of the *Cat Act 2011* is that, unlike the *Dog Act 1976*, it does not make it an offence for an animal to be at large in a public place. Many cat owners choose not to confine their pets to their property, and this is a common cause of community disharmony.

A number of local governments, including the Shires of Capel, Dardanup, Donnybrook-Balingup; and the City of Busselton attempted to address the issue of roaming cats by making local laws that contained clauses requiring cats to be confined to their keeper's premises. The Joint Standing Committee on Delegated Legislation (JSCDL) found however that inclusion of such clauses in a cat local law was inconsistent with the *Cat Act 2011*, and disallowed the laws.

Although it is not possible under the Act to make it an offence for a cat to roam in a public place, the Act does allow local governments to make it an offence for a cat to cause a nuisance, or be in a prohibited place. Using nuisance clauses and identifying places where cats are prohibited appeared to be the only possible way to manage the behaviour of cats that are permitted to roam freely away from their owner's premises.

The Shire of Chittering attempted to insert a generic clause in their cat local law making it an offence for a cat to be in a prohibited place. Chittering was required by the JSCDL to either remove the clause or identify and individually list every individual prohibited location, and they chose to remove the clause.

With this in mind, the first draft of the proposed *Shire of Capel Cats Local Law 2017* identified all Shire of Capel Reserves as places prohibited to cats, and made it an offence for a cat to be in a prohibited place.

Advice from the Department of Local Government and Communities (DLGC) however suggested that no local government had yet succeeded in convincing the JSCDL to allow clauses that had the ultimate effect of prohibiting cats from roaming in public places. The DLGC noted that if the Shire kept the clause and the list of prohibited places (Reserves), Council could expect the JSCDL to ask for a justification of whether the clause is necessary or contemplated under the *Cat Act 2011*. It was decided to remove the clause.

The DLGC also advised against use of the word '*keeper*' (sourced from the City of Bayswater Cats Local Law) and the definition provided for '*nuisance*' sourced from City of Bayswater and the Shire of Donnybrook-Balingup. Alternatives were provided.

Draft *Shire of Capel Dogs Local Law 2017*

The existing *Shire of Capel Dogs Local Law* was gazetted in April 1999, with amendments in November 1999, 2001, 2007 and 2010. It has remained substantially unchanged since 1999.

One of the most significant alterations to the *Dog Act 1976* (the Act) when it was amended in 2013 involved changing the manner in which dog exercise and dog prohibited areas be declared. Previously achieved via local laws, changes to the Act mean that it is now only possible to do this by Council resolution. The relevant clauses in the current local law became inoperable.

Other clauses in the existing local law are now addressed by the Act, and there are a number of incorrect references - the location of the pound, for example has changed.

In addition, the existing law is structured and formatted in a manner that is no longer preferred by the Department of Local Government and Communities (DLGC).

WALGA updated their Dogs Local Law Template shortly after the Act was amended in 2013. The majority of contemporary local laws gazetted since have been based upon the updated template, as is the proposed Shire of Capel version.

Although WALGA templates are an excellent starting point when developing a local law, review of draft local laws by the DLGC often identifies the need for alterations. It is also not uncommon for local governments to add to or alter the text of a template local law to make it more appropriate for local circumstances.

The DLGC noted that the draft local law submitted by the Shire of Capel did not refer to the existence of unmodified penalties for various offences. It did however provide modified penalties for those same offences. The point was made that it is not possible to provide a modified version of a penalty for a penalty that does not exist in the first place. They also suggested a number of minor editorial changes.

A submission received from a resident noted that the separation requirements for a kennel from a boundary were far less in the WALGA template than in our existing dog local law, and were probably not sufficient. Consultation with Community Rangers resulted in the separation distances being increased in the draft to match the current local law.

Making a local law

The procedure for making a local law is detailed in the *Local Government Act 1995*, and is a prescribed process that must be adhered to strictly if the law is to be accepted by the WA Parliamentary Joint Standing Committee on Delegated Legislation.

The process is detailed in s3.12 of the *Local Government Act 1995* and summarised as follows:

1. Presiding person is to give notice to the Council meeting of the purpose and effect of the proposed local laws in the prescribed manner;
2. State wide and local public notice to be given for a period of not less than 6 weeks inviting submissions on the proposed local law;
3. Copies of the proposed law and public notices sent to relevant Ministers;
4. Consideration of submissions, Council to make the local law if no significant changes result from submissions;
5. New local law published in the *Government Gazette*, supporting information sent to Joint Standing Committee on Delegated Legislation; and
6. Statewide notice provided that the local law has been made.

Section 3.12(2) of the Act requires that the first action in the process of making a local law is for the President to give notice to a Council meeting of the purpose and effect of that local law.

Regulation 3 of the *Local Government (Functions and General) Regulations 1996* states that the giving of this notice can be achieved by ensuring that –

- (a) the purpose and effect of the proposed local law is included in the agenda of that meeting; and
- (b) the minutes of the meeting of Council include the purpose and effect of the proposed local law.

Accordingly, the following statement of purpose and effect for each of the proposed draft local laws is provided as follows.

Purpose	Effect
Cats Local Law 2017	
To provide Council with measures in addition to those under the <i>Cat Act 2011</i> to control the keeping of cats.	To control the number of cats that can be kept, the manner of their keeping and reduce nuisance to the community.
Dogs Local Law 2017	
To extend the control over dogs which exists under the <i>Dog Act 1976</i> .	To make provisions about the impounding of dogs, to control the number of dogs that can be kept on premises and the manner of keeping those dogs.

VOTING REQUIREMENTS

Absolute majority

OFFICER'S RECOMMENDATIONS – 15.1

That Council:

1. **Authorises the Chief Executive Officer to re-commence the local law making process and advertise the amended draft:**
 - **Shire of Capel Dogs Local Law 2017; and**
 - **Shire of Capel Cats Local Law 2017;**

for the purpose of inviting submissions in accordance with section 3.12(3)(a) of the *Local Government Act 1995*;
2. **Requests the Chief Executive Officer to forward copies of the amended draft laws to the relevant Minister in accordance with s3.12(3)(b) of the *Local Government Act 1995*; and**
3. **Requests that the Chief Executive Officer prepare a further report at the conclusion of the public advertising period to enable Council to further consider any submissions made.**

15.2 Capel Country Club – Self-Supporting Loan

Location:	Capel
Applicant:	Capel Country Club
File Reference:	ICR25181
Disclosure of Interest:	Nil
Date:	10.06.17
Author:	Executive Manager Corporate Services, S Stevenson
Senior Officer:	Chief Executive Officer, P Sheedy
Attachments:	1. Policy 2.13 Self-Supporting Loans 2. Schedule of Repayments

MATTER FOR CONSIDERATION

Council to consider provision of a self-supporting loan of \$20,000 to the Capel Country Club to be repaid over a period of three (3) years.

BACKGROUND / PROPOSAL

Background

The Capel Country Club (the Club) is leased from the Shire of Capel through a 20 year lease arrangement which expires in August 2019. It is an important and well utilised community asset; the Capel Bowling Club and Capel Markets are based there, and the Club is used regularly by community members for social events, fundraising and family occasions.

The Club has been struggling for some time to manage its debts, including a debt to the Australian Taxation Office (ATO) incurred when errors were made calculating employee superannuation figures. The cost of servicing the debt is high, and includes fees payable to a tax agent who negotiates with the ATO on behalf of the Club. The extent of the debt and the resulting interest rates have impeded the ability of the club to manage their normal operational costs.

The Club has focussed considerable attention over recent years on improving its long term financial viability. Management and operational structures have been reorganised, costs have been cut and energy has been focussed on activities that are profitable.

The Club however has received notice from the ATO that its debt to them must be repaid by the end of June 2017 and if this does not occur, fines and penalties will apply. Short term bridging finance has been obtained in order to make the repayment to the ATO.

Proposal

This item proposes that Council provide the Capel Country Club with a self-supporting loan of \$20,000 to be repaid over a period of three (3) years. This loan will allow the Club to repay the bridging finance arrangement servicing the ATO debt and potentially provide the opportunity to restructure other debts.

STATUTORY ENVIRONMENT

Local Government Act 1995

2.7 Role of council

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

- (2) Without limiting subsection (1), the council is to —
- (a) oversee the allocation of the local government’s finances and resources; and
 - (b) determine the local government’s policies.

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.

POLICY IMPLICATIONS

Policy 2.13 (Attachment 1) provides guidance on the provision of self-supporting loans to community groups. The Policy was drafted on the premise that such loans would be used for capital projects and to assist with the construction of community facilities.

The Policy also requires the preparation of a Deed of Agreement concerning the loan that must include:

- A repayment schedule;
- A description of the obligation of the organisation to meet the repayment schedule;
- Details on security of the loan; and
- Notice on actions taken if the organisation defaults on its obligations to the Shire.

The loan proposed in this item is provided to service a debt rather than construct a community facility. Although policies are designed to provide guidance on matters of administration and strategic direction, Council may, at its discretion, choose to take an alternative course of action.

FINANCIAL IMPLICATIONS

Budget

A single payment of \$20,000 would be allocated in the 2017/18 Budget, with repayments scheduled over a period of three (3) years. Attachment 2 provides the proposed Schedule of Repayments. Interest rates have been based on the indicative rate for local government borrowings from the WA Treasury Corporation as at 31 May 2017.

Local Government Borrowing Rate

WESTERN AUSTRALIAN
TREASURY CORPORATION

Please find below indicative rates for local government borrowings from the Corporation for various terms. These rates are indicative only and are based on interest rates prevailing on Wednesday, 31 May 2017.

Indicative Prices for	31 May 2017
Term (Years)	WATC Indicative Rate (%)
1	1.97
2	1.99
3	2.08

Long Term

There are no long term financial implications for this item.

Whole of Life

As no asset is being created, there are no whole of life financial implications for this item.

SUSTAINABILITY IMPLICATIONS

As a not for profit community organisation, the Capel Country Club provides a core community service, and acts as central hub in many of the social, fundraising and sporting events that occur in both the townsite and the wider Shire. It is an essential cog in the social structure and provides a significant contribution to the long term sustainability of the Capel community.

STRATEGIC IMPLICATIONS

Shire of Capel Strategic Community Plan 2013-31

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

Strategic Outcome:

1.5 Ensure the effective management of Council's resources.

2. 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.

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

Strategic Outcome:

4.9 Encourage business development.

CONSULTATION

There have been various meetings and discussions between Shire of Capel officers and representatives of the Capel Country Club Board to discuss this matter.

COMMENT

Over the last three years, the Board of the Capel Country Club has focussed considerable attention on the financial viability of the Club. Although the management and organisational structure of the Club have recently been improved, an accumulated 15 years of debt along with a newer debt to the Australian Taxation Office provide an insurmountable barrier to longer term financial success.

The Board has focussed on cost cutting and identifying profitable activities and believe that the Club has a viable future, providing it can overcome the hurdle posed by its debt. Provision of a low interest loan by Council would allow the Club to repay the bridging finance arranged to pay the ATO debt, and potentially refinance the remainder of its debt.

Policy 2.13 (Attachment 1) was drafted on the premise that self-supporting loans would be used for capital projects and to aid the construction of community facilities. Council authorised a self-supporting loan for example to assist the Ocean Forest Lutheran College with the construction of a school and community oval and associated infrastructure (OC0226/04).

The loan proposed in this item is to service a debt rather than construct a community facility. Policies however are designed to provide guidance on matters of administration and strategic direction and Council may, at its discretion, choose to take an alternative course of action.

Policy 2.13 also requires preparation of a Deed of Agreement that outlines the responsibilities of both parties in relation to the loan. This Deed must include:

- A repayment schedule;
- A description of the obligation of the organisation to meet the repayment schedule;
- Details on security of the loan; and
- Notice on actions taken should the Country Club default on its obligations to the Shire.

VOTING REQUIREMENTS

Absolute majority

OFFICER'S RECOMMENDATIONS – 15.2

That Council approves the inclusion in the 2017/18 Budget of a self-supporting loan of \$20,000 to the Capel Country Club under the following conditions:

- a. The loan is to be repaid over a period of 3 years as per the Repayment Schedule in Attachment 2; and**
- b. A Deed of Agreement will be prepared as per the requirements of Policy 2.13 – Self-Supporting Loans.**
- c. Authorise the President and Chief Executive Officer to affix the Common Seal of the Council to the Deed of Agreement.**

15.3 Boyanup Antique Collectors Group – Concessional Hire

Location:	Boyanup
Applicant:	Boyanup Antique Collectors Group
File Reference:	ICR24236
Disclosure of Interest:	Nil
Date:	23.05.17
Author:	Executive Manager Corporate Services, S Stevenson
Senior Officer:	Chief Executive Officer, P Sheedy
Attachments:	Nil

MATTER FOR CONSIDERATION

Council to consider waiving a sum of \$1,730 and charging the Boyanup Antique Collectors Group a reduced fee of \$55.00 per day (plus a \$150 bond) for hire of the Hugh Kilpatrick Hall over September 1-3, 2017 while it hosts the annual Antiques, Collectables and Craft Show.

BACKGROUND / PROPOSAL

Background

The Boyanup Antique Collectors Group has been hosting the Antiques, Collectables and Craft Show for the past ten years in Boyanup and it has proven to be consistently successful.

The Group donates monies collected from stall holder fees, door entries and refreshment sales (run by the Boyanup Red Hat Ladies) to the Boyanup Lions, Boyanup Bush Fire Brigade and Boyanup St John Ambulance.

The donations for 2016 were as follows:

- Boyanup Red Hats Ladies: \$200
- Boyanup Bush Fire Brigade: \$200 (2015: \$500)
- Boyanup St John Ambulance: \$150
- Boyanup Lions: \$3,500 (2015: \$3,609; 2014: \$3,345)

Until 2016, the Shire of Capel waived the full hall hire fee as requested by the Group. In 2016 however, they were charged a bond, along with reduced hire fee of \$55 per day (x three days), in order to recoup some of the utility expenses previously covered by the Shire over the hire period.

Proposal

This item proposes that Council waives a sum of \$1,730 and approves a reduced fee of \$55 per day along with a bond of \$150 for hire of the Hugh Kilpatrick Hall by the Boyanup Antique Collectors Group for the days of September 1 - 3, 2017.

STATUTORY ENVIRONMENT

Local Government Act 1995

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

POLICY IMPLICATIONS

There are no policy implications for this item.

FINANCIAL IMPLICATIONS

Budget

There are no budget implications for this item.

Long Term

There are no long term financial implications for this item.

Whole of Life

There are no long term implications for this item as no asset is being created.

SUSTAINABILITY IMPLICATIONS

The Antiques, Collectables and Craft Show attracts a large number of people to Boyanup every year. Many visitors not only attend the Show, they also spend time in other retail outlets in Boyanup, and throughout the greater South West. The Show contributes to the commercial and community sustainability of the town of Boyanup, and other towns and commercial operations in the region.

STRATEGIC IMPLICATIONS

Shire of Capel Strategic Community Plan 2013-31

2. 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.

CONSULTATION

The Supervisor Building Maintenance was consulted to determine whether previous use of Shire property by the group had resulted in damage or a need for additional cleaning, and this was found not to be the case.

COMMENT

The Antiques, Collectables and Craft Show hosted by the Boyanup Antique Collectors Group has been very successful over the past ten years. Visitors come Perth, and from throughout the South West.

The success of the Show has enabled the Group to donate significant funds to various Boyanup community service organisations.

The cost to hire the Hugh Kilpatrick Hall for 3 days would normally be \$1,895, plus a \$150 bond. The Chief Executive Officer is delegated authority (Delegation 127) to waive or grant concessions in relation to any amount of money less than or equal to \$600 excluding GST.

The Chief Executive Officer has further delegated this authority to the Executive Manager Corporate Services (Delegation 15).

As the fee this year is more than the \$600 limit of Delegation 127, Council is requested to approve a reduced fee of \$55 a day to assist the Boyanup Antique Collectors Group in supporting the various Boyanup service groups. This would result in the Boyanup Antique Collectors Group paying a total fee of \$315, (comprising a reduced hire fee of \$165 and a \$150 bond) for the three days use of the Hugh Kilpatrick Hall.

VOTING REQUIREMENTS

Absolute majority

OFFICER'S RECOMMENDATIONS – 15.3

That Council waives a sum of \$1,730 and approves a reduced fee of \$55 per day (plus a bond of \$150) for hire of the Hugh Kilpatrick Hall for the days of September 1-3, 2017 by the Boyanup Antique Collectors Group for the purpose of hosting the 2017 Antiques, Collectables and Craft Show.

15.4 Waiver of 2017/18 Late Payment Penalty Interest on Rates and Charges

Location:	Whole of Shire
Applicant:	Access Housing
File Reference:	ICR26343
Disclosure of Interest:	N/A
Date:	07.06.17
Author:	Customer Service Coordinator, A Scott
Senior Officer:	Executive Manager Corporate Services, S Stevenson
Attachments:	Nil

MATTER FOR CONSIDERATION

Council to consider waiving the late payment penalty interest on the eight properties owned by Access Housing and located within the Shire of Capel. The late payment penalty interest would be in the region of \$1,579.01 based on 2016/2017 actual rates and charges and would vary marginally each year based on rating strategy.

BACKGROUND / PROPOSAL

Background

Access Housing is one of Western Australia's leading providers of community housing, specialising in tenancy and property management and property development for low to moderate income earners including seniors, people with a disability or mental health illness, families and singles.

Established in 2007 under the Corporations Act as a not-for-profit (NFP) company limited by guarantee, the company was formed from the merger of three smaller community housing organisations. Access Housing is a public benevolent institution, an income tax exempt charity and deductible gift recipient. Access Housing is eligible to claim rate exemption on all its properties, however has made the decision not to do so for those occupied by general residents.

Access Housing has requested approval to pay its annual rates and charges levied on a monthly basis without incurring late payment penalty interest. This payment method would allow Access Housing to align the cost of providing affordable housing with the fortnightly rental income they receive.

Proposal

This item proposes that Council consider approving the waiving of the late payment penalty interest on rates and charges for properties owned by Access Housing within the Shire of Capel.

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 6.45(1)(2)(3)

6.45. Options for Payment of Rates or Service Charges

- (1) A rate or service charge is ordinarily payable to a local government by a single payment but the person liable for the payment of a rate or service charge may elect to make that payment to a local government, subject to subsection (3), by –
 - (a) 4 equal or nearly equal instalments; or
 - (b) such other method of payment by instalments as is set forth in the local government’s annual budget.
- (2) Where, during a financial year, a rate notice is given after a reassessment of rates under section 6.40 the person to whom the notice is given may pay the rate or service charge –
 - (a) by a single payment; or
 - (b) by such instalments as are remaining under subsection (1)(a) or (b) for the remainder of that financial year.

- (3) A local government may impose an additional charge (including an amount by way of interest) where payment of a rate or service charge is made by instalments and that additional charge is, for the purpose of its recovery, taken to be a rate or service charge, as the case requires, that is due and payable.

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*

Local Government Act 1995, Section 6.51

6.51. Accrual of interest on overdue rates or service charges

- (1) A local government may at the time of imposing a rate or service charge resolve* to impose interest (at the rate set in its annual budget) on —
- (a) a rate or service charge (or any instalment of a rate or service charge); and
 - (b) any costs of proceedings to recover any such charge, that remains unpaid after becoming due and payable.
- * *Absolute majority required.*

POLICY IMPLICATIONS

There are no policy implications for this item.

FINANCIAL IMPLICATIONS

Budget

The Budget outlines planned expenditure and revenue and determines the financial parameters within which the Shire operates over the 2017/18 financial year. The budget for the year is balanced with all revenue to be received during the year. The estimated brought forward surplus meets operating expenditure demands, the capital works program and transfers to reserves for future year's expenditure.

For the 2017/18 Budget it is proposed a total of \$11,489,908 be raised from general property rates. The expected yield from rates will be sufficient to balance the 2017/18 Budget.

Whilst the levying of late payment penalty interest on unpaid rates and charges forms part of the Budget, it is not considered income in regard to annual rates and service charges levied.

Long Term

The levying of late payment penalty interest on unpaid rates and charges occurs 35 days from the date of issue from the rates notice until paid in full. The amount levied is determined by the balance of unpaid rates at the time of calculation. For the purpose of this request, the late payment penalty interest that would have been waived has been calculated using 2016/2017 rates and charges levied and totals \$1,579.01. The long term financial implication is that if Council agrees to grant the waiver, that it would apply each year.

Whole of Life

There are no whole of life implications for this item as no asset will be created.

SUSTAINABILITY IMPLICATIONS

Access Housing is one of Western Australia's leading providers of community housing, specialising in tenancy and property management and property development for low to moderate income earners including seniors, people living with a disability or mental health illness, families and singles. In the Shire of Capel Access Housing owns/manages 37 residential properties and plays a significant role in long term community housing sustainability.

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 financial sustainability of the organisation;
- 1.5 Ensure the effective management of Council's resources.

2 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:

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

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

Strategic Outcome:

- 4.4 Improve the attraction of the towns as retirement destinations.

5 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

Consultation has taken place between the applicant's representative and the Shire to establish the circumstances around the request for waiver.

COMMENT

The levying of rates is governed by the *Land Valuation Act 1978* and Section 6 of the *Local Government Act 1995*. The Shire is obliged to levy late payment penalty interest on unpaid rates and charges 35 days after the date of issue until paid. Interest shall accrue on a daily basis using simple interest calculated at 10% (2016/2017).

Access Housing is eligible to apply for rate exemption on all its properties; however its decision not to request this for general residential properties meant that the Shire of Capel received \$39,023.83 in rates and charges for 2016/2017. Allowing payment of its rates and charges levied on a monthly basis without charging late payment penalty interest will contribute to the long term sustainability of the community housing provided by this group.

Access Housing is a not-for-profit company relying on cash flow from fortnightly rental income to pay outgoings such as rates and service charges. It is not in a position to pay the rates and service charges in full by the due date.

VOTING REQUIREMENTS

Absolute majority

OFFICER'S RECOMMENDATIONS – 15.4

That Council approves to waive the late payment penalty interest on rates and charges whilst paid monthly for all properties owned by Access Housing for the 2017/18 financial year.

15.5 Bunbury Geographe Gift

Location:	Bunbury Geographe region
Applicant:	Jo O’Dea on behalf of the ‘Bunbury Geographe Gift’
File Reference:	ICR23974
Disclosure of Interest:	Nil
Date:	10.06.17
Author:	Executive Manager Corporate Services, S Stevenson
Senior Officer:	Chief Executive Officer, P Sheedy
Attachment:	Business Case and Budget – Bunbury Geographe Gift

MATTER FOR CONSIDERATION

Council to consider the inclusion in the Shire of Capel Budget of an annual contribution of \$5,000 to the ‘Bunbury Geographe Gift’ for the next three (3) years, commencing with the 2017/18 Budget.

BACKGROUND / PROPOSAL

Background

“Gift” foot races have a long history in Australia and competitions have been run since the 1800s. They began in the gold rush towns of New South Wales and Victoria and the traditional prize for the winner was a gift of a gold nugget from the local mine owner.

The most famous is the Stawell Gift in Victoria, held every year (except 4 years over WW1) since 1878, however there are also ‘gift’ races in Leonora, Ballarat and Burnie in Tasmania, amongst others.

Council has received a request to provide a financial contribution towards the establishment of a ‘Bunbury Geographe Gift’, with the first race planned for 2018. The Proposal Coordinator has requested a 3 year commitment by Council to an annual contribution of \$5,000.

A Business Case and Budget have been provided by the Proposal Coordinator and are provided as an Attachment to this item.

Proposal

This item proposes that Council approve an annual contribution of \$5,000 to the ‘Bunbury Geographe Gift’ to be included in the Budget for a period of three (3) years, commencing with the 2017/18 Financial Year.

STATUTORY ENVIRONMENT

Local Government Act 1995

3.1 General function

- (1) The general function of a local government is to provide for the good government of persons in its district.

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.

POLICY IMPLICATIONS

This item relates to Policy 2.7, Preparation of an Integrated Plan and Budget.

FINANCIAL IMPLICATIONS

Budget

An amount of \$5,000 would be allocated in the budget for three (3) financial years, commencing with the 2017/18 budget.

Long Term

There is potential long term implication if Council receives (and endorses) a request for further contributions at the end of the three year period.

Whole of Life

There are no whole of life implications for this matter as no asset is being created.

SUSTAINABILITY IMPLICATIONS

Successful rollout of the Bunbury Geographe Gift would contribute to the sustainability of the changing social and economic climate of the Bunbury Geographe region. The promoters believe it is an "opportunity to support and enhance the City of Bunbury and the outlying communities who depend on its thriving and strong economy".

STRATEGIC IMPLICATIONS

Shire of Capel Strategic Community Plan 2013-31.

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

Strategic Outcome:

1.5 Ensure the effective management of Council's resources.

2. 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:

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

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

Strategic Outcome:

4.7 Promote tourist interests and provision of tourist accommodation.

CONSULTATION

The Project Coordinator, representing Colin Piacentini of Piacentini & Son met with President Murray Scott to discuss the proposal. A Business Case and Budget for the proposed Bunbury Geographe Gift was presented (see Attachment).

COMMENT

Council at its meeting of April 2017 endorsed the Bunbury Geographe Growth Plan Strategy (OC0403) and noted its support for the ongoing marketing of the branding and strategic objectives of the Plan Strategy. Tourism and small business has been identified as one of the

focus factors and Initiative 3.2.2 of the Strategy identifies the need to promote a regional tourism brand and promote the Bunbury Geopraphe area as a place of 'authentic experiences'.

In April this year a Regional Tourism Marketing and Development Manager was appointed to support the Bunbury-Wellington and Boyup Brook Regional Tourism Development Strategy supported by the City of Bunbury and Shires of Capel, Dardanup, Collie, Harvey, Donnybrook-Balingup and Boyup Brook. This further recognises the importance of tourism to the Bunbury Geopraphe region and the necessity of working together on a regional perspective to increase the effectiveness of actions and strategies.

The key objectives of the Bunbury Geopraphe Gift (listed in a letter provided by the Proposal Coordinator) are to:

- Contribute to the economic growth of the Bunbury Geopraphe region, in particular hospitality, accommodation and retail;
- Showcase Bunbury Geopraphe and the (Bunbury) CBD to residents and visitors alike and in turn promote the city nationally, it's lifestyle and facilities;
- Contribute to the vibrancy of the Bunbury Geopraphe region;
- Introduce a major national event that is unique to Western Australia;
- Present an opportunity for West Australian professional athletes (sprint) to have their 'own' event within the state that will be recognised on a national level; and
- Contribute to the development of athletic sprint events nationally.

It should be noted that the proposed 'gift will not be unique in Western Australia as stated in the points above. Officer research has determined that the 'Leonora Golden Gift' has run annually in the goldfields for the last 15 years. The event attracts national and international sprinters, including Olympic athletes, and medal winners from both the World Championships and national events. The prize pool is \$50,000 and the race attracts in the order of 3,000 people to the town of Leonora each year over the June long weekend.

VOTING REQUIREMENTS

Absolute majority

OFFICER'S RECOMMENDATIONS – 15.5

That Council approves the allocation in the Budget of \$5,000 to the Bunbury Geopraphe Gift each year for three (3) years, commencing with the 2017/18 Budget.

15.6 Policy 2.30 Related Party Disclosures

Location:	Whole of Shire
Applicant:	Shire of Capel
File Reference:	N/A
Disclosure of Interest:	Nil
Date:	12.06.17
Author:	Executive Manager Corporate Services, S Stevenson
Senior Officer:	Chief Executive Officer, P Sheedy
Attachment:	Policy 2.30 Related Party Disclosures and Declaration Form

MATTER FOR CONSIDERATION

Council to consider endorsement of Policy 2.30 Related Party Disclosures.

BACKGROUND / PROPOSAL**Background**

The scope of Australian Accounting Standards Board Accounting Standard AASB124 (Related Party Disclosures) was amended in July 2015 to encompass not for profit entities including local governments. AASB124 now imposes a number of obligations upon elected members and senior Shire staff in relation to disclosure of their financial dealings with related parties. These obligations come into effect for the 2016-17 financial year and the information is to be disclosed as a note within future Annual Financial Reports.

The primary objective of AASB124 is to ensure that an entity's financial statements contain disclosures necessary to draw attention to the possibility that its financial position and potential profit or loss may have been affected by the existence of related parties and their transactions.

Proposal

This item proposes that Council endorse Policy 2.30 Related Party Disclosures. Implicit in this endorsement is acknowledgment of the:

- positions to be identified as Key Management Personnel; and
- transactions that are considered to be Ordinary Citizen Transactions (OCT) with no ensuing disclosure obligations.

STATUTORY ENVIRONMENT

Local Government Act 1995

2.7 Role of council

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

POLICY IMPLICATIONS

A new Policy will be included in the Corporate Services section of the Policy Manual.

FINANCIAL IMPLICATIONS

Budget

There are no budget implications from this item.

Long Term

There are no long term financial implications for this policy.

Whole of Life

As no assets or infrastructure are being created there will be no whole of life costs related to this item.

SUSTAINABILITY IMPLICATIONS

Policies assist in the sound management of a local government's financial resources, governance procedures and financial systems. This assists Council in creating positive social and environmental impacts in the community.

STRATEGIC IMPLICATIONS

Shire of Capel Strategic Community Plan 2013-31

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

Strategic Outcomes:

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

CONSULTATION

Senior finance staff attended a workshop with Moore Stephens (WA) Pty Ltd in which the requirements and implications of the change in AASB124 were discussed. Moore Stephens also provided Guidance Notes that addressed future policy development.

COMMENT

Definitions

Definitions that relate to the commentary provided on this item are as follows.

Related party - a person or entity that is related to the local government. Related parties include:

- Entities related to Council;
- Key Management Personnel;
- Close family members of Key Management Personnel; and
- Non-Council entities that controlled or jointly controlled by Key Management Personnel or their close family members

Related party transaction - a transfer of resources, services or obligations between a reporting entity and a related party, regardless of whether a price is charged.

Key Management Personnel - people who have authority and responsibility for planning, directing and controlling the activities of the reporting entity and for local governments includes all Councillors and senior staff (Chief Executive Officer and Executive Managers).

Ordinary Citizen Transaction - an exchange that is made on terms and conditions no different to those applying to the general public which is unlikely to influence the decisions made by the users of the Shire's financial statements (for example, a dog registration fee).

Comment

The objective of AASB124 is to ensure that an entity's financial statements contain disclosures necessary to draw attention to the possibility that its financial position and any profit or loss may have been affected by the existence of related parties and transactions with those parties.

This means that users of the Shire of Capel Annual Financial Report will become aware of any relationships that may affect the financial position and profit or loss of the Shire. The Annual Financial Report provides information at a summary level of the financial remuneration of related parties, key management personnel and the financial value of transactions with related parties such as services or goods purchased from businesses operated by related parties.

Individual financial details of related parties are not disclosed during the reporting process, and the transactions are presented as aggregated information in the financial reports.

The information collated and aggregated for the Annual Financial Report is obtained from a number of sources; however the most significant of these is the Related Party Declaration form.

This form must be completed by Key Management Personnel at least annually, and is appended to Policy 2.30. The policy proposes that Key Management Personnel be required to complete this form twice each financial year in December and June.

Disclosure requirements apply to the existence of relationships regardless of whether or not any transaction has occurred. Each Financial Year, the Shire of Capel must make an informed judgement as to what is considered to be a related party, and what transactions should be considered when determining if disclosure is required.

AASB 124 advises that if a local government has had related party transactions during a financial year, it shall disclose the nature of the related party relationship as well as information about those transactions, including commitments, that are necessary for users to understand the potential effect of the relationship on the financial statements.

To progress the implementation of AASB 124 for 2017-18 Council is required to consider and endorse the following:

1. Positions to be included as Key Management Personnel (KMP) in the assessment of related parties; and
2. Transactions that are considered to be Ordinary Citizen Transactions (OCT) that will not be included as related party transactions.

Key Management Personnel

AASB 124 (Aus 9.1) specifically includes Elected Members as part of the definition of Key Management Personnel (KMP). It is expected that in local government, KMP will include Elected Members, the Chief Executive Officer and the next level of management, which in the case of the Shire of Capel is Executive Managers.

Ordinary Citizen Transactions

In order to identify which transactions are related party transactions and subject to disclosure it is necessary to consider and exclude Ordinary Citizen Transactions (OCT) from disclosure requirements.

OCTs are those transactions provided on terms and conditions no different to those applying to the general public and are unlikely to influence the decisions that users of the Shire's financial statements make. These Ordinary Citizen Transactions include the following:

- Paying rates; fines or penalties;
- Paying application fees for licences, approvals or permits;
- Using Shire owned and operated facilities such as civic centres, recreation centres, aquatic centres, libraries, parks, ovals, public open space, transfer stations and landfill sites (whether a fee is charged or not).
- Attending Shire functions that are open to the public.

The exclusion of the above from related party transactions effectively limits the related party transactions that are to be declared and disclosed to the following.

- purchases of sales or goods (finished or unfinished);
- purchases or sales of property or other assets;
- rendering or receiving services;
- leases;
- transfers of research and development;
- transfers under licence agreements;
- transfers under finance arrangements (including loans and equity contributions in cash or kind);
- provisions of guarantees or collateral;
- commitments to do something if a particular event occurs or does not occur in the future, including execution of contracts (recognised or unrecognised); and
- settlement of liabilities on behalf of Council or by Council on behalf of the related party.

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATIONS – 15.6

That Council endorses:

1. **Policy 2.30 Related Party Disclosures (detailed in attachment); and**
2. **The following Ordinary Citizen Transactions (OCT) as exempt from Related Party Disclosure reporting:**
 - **Paying rates; fines or penalties;**
 - **Paying application fees for licences, approvals or permits;**
 - **Using Shire owned and operated facilities such as civic centres, recreation centres, aquatic centres, libraries, parks, ovals, public open space, transfer stations and landfill sites (whether a fee is charged or not); and**
 - **Attending Shire functions that are open to the public.**

15.7 Accounts Due and Submitted for Authorisation

Location:	Capel
Applicant:	Shire of Capel
File Reference:	N/A
Disclosure of Interest:	Nil
Date:	14.06.17
Author:	Finance & Accounts Payable Officer, S Searle
Senior Officer:	Executive Manager Corporate Services, S Stevenson
Attachments:	Nil

MATTER FOR CONSIDERATION

Adoption of accounts to be paid.

BACKGROUND / PROPOSAL

Background

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

Proposal

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

STATUTORY ENVIRONMENT

Local Government Act 1995, section 6.10

6.10. Financial management regulations

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

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

13. List of accounts

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

POLICY IMPLICATIONS

There are no current policies relevant to this matter.

FINANCIAL IMPLICATIONS**Budget**

Payment from Council's Municipal Fund.

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

Long Term

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

Whole of Life

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

SUSTAINABILITY IMPLICATIONS

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

STRATEGIC IMPLICATIONS

Shire of Capel Strategic Community Plan 2013 – 2031

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

Strategic 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
EFT24446	28/06/2017	AUSLEC	32X LIGHT TUBES AND STARTERS AND FREIGHT	1176.34
EFT24447	28/06/2017	A & L PRINTERS	5X SWIMMING POOL INSPECTION BOOKS	389.00
EFT24448	28/06/2017	BUNBURY PLASTICS	STENCIL- KEEP CLEAR	91.30
EFT24449	28/06/2017	B & B STREET SWEEPING	WASTE DISPOSAL FOR WASTE FROM DAYELLUP AND SWEEPER HIRE FOR MAY 17	1323.04

EFT24450	28/06/2017	BUNNINGS BUILDING SUPPLIES PTY LTD	MAY VARIOUS BUILDING SUPPLIES	449.78
EFT24451	28/06/2017	BRANDICOOT	WEBSITE SUBSCRIPTION - JUNE 2017	238.00
EFT24452	28/06/2017	BRAD BROOKSBY	TRAFFIC MANAGEMENT PLAN REVIEW AND APPROVAL SERVICES MAY - JUNE 2017	264.00
EFT24453	28/06/2017	BLUE'S TOWING	2X TOW CARS	176.00
EFT24454	28/06/2017	BP AUSTRALIA	6,730 LITRES DISTILLATE	8001.31
EFT24455	28/06/2017	STAPLES AUSTRALIA PTY LTD	MAY VARIOUS STATIONERY SUPPLIES	1402.60
EFT24456	28/06/2017	CLEANAWAY	MAY DOMESTIC, ORGANIC AND STREET BINS WASTE COLLECTIONS	89272.29
EFT24457	28/06/2017	CAPEL CRANE HIRE	DELIVERY OF BOOM LIFTS AND SCISSOR LIFT FOR CAPTIVATE CAPEL	440.00
EFT24458	28/06/2017	CAPEL HARDWARE & FARM SUPPLIES	MAY VARIOUS HARDWARE SUPPLIES	3188.59
EFT24459	28/06/2017	CARBONE BROS PTY LTD	52.75 TONNE GRAVEL	928.40
EFT24460	28/06/2017	DS AGENCIES PTY LTD	4 X SEATS PLUS FREIGHT	5467.00
EFT24461	28/06/2017	ERG ELECTRICS PTY LTD	REPAIR 5X VANDALISED LIGHTS IN NORTHERN LAKE POS	1555.40
EFT24462	28/06/2017	BRIAN FISHER FABRICATION	NEW POST FOR VOLLEY BALL NET	110.00
EFT24463	28/06/2017	FENNESSY'S	70000KM SERVICE FOR CP5186	239.13
EFT24464	28/06/2017	GEOGRAPHE CIVIL	ORDER TO SURVEY THE BASKETBALL COURTS AT BOYANUP REC GROUND CORNER OF SOUTH WEST HIGHWAY AND CHARLOTTE ST BOYANUP	1320.00
EFT24465	28/06/2017	GEOGREEN	CARRY OUT QUARTERLY SERVICING OF WATERLESS URINAL CAPEL SHIRE OFFICE 2016/17	2102.70
EFT24466	28/06/2017	GRACE RECORDS MANAGEMENT	RECORDS STORAGE AND DESTRUCTION FOR 2016/17- MAY 17	783.84
EFT24467	28/06/2017	HANSON CONSTRUCTION MATERIALS PTY LTD	98.62 TON OF AGGREGATE FILL	1803.27
EFT24468	28/06/2017	SOUTH WEST ISUZU	50,000KM SERVICE FOR ISUZU MOWING TRUCK	1786.17
EFT24469	28/06/2017	JETLINE KERBING CONTRACTORS	UPSON ROAD PATH REDEVELOPMENT WORKS AND REPAIR PATH AT WAKE DRIVE DALYELLUP	56910.59
EFT24470	28/06/2017	LD TOTAL	LANDSCAPE MAINTENANCE FOR TOWN PARKS FOR MAY	5474.15
EFT24471	28/06/2017	MAINSPRAY	RURAL ROAD AND TOWNSITE SPRAYING AS QUOTED TO SHIRE SPEC.	14245.00

EFT24472	28/06/2017	MCLEODS BARRISTERS AND SOLICITORS	LEASE ADVICE FOR BOYANUP SALEYARDS AND CAPEL DRIVE RESERVE	1860.49
EFT24473	28/06/2017	MARKETFORCE	MAY VARIOUS ADVERTISEMENTS	2653.63
EFT24474	28/06/2017	NIGHTGUARD SECURITY SERVICE PTY LTD	MAY NIGHTGUARD ATTENDANCE	1542.49
EFT24475	28/06/2017	PRESTIGE PRODUCTS-BUSSELTON	MAY VARIOUS CLEANING SUPPLIES	140.25
EFT24476			CANCELLED	
EFT24477	28/06/2017	PAVING PEOPLE	INSTALL PAVING ON FORREST ROAD CAPEL OPPOSITE SHIRE OFFICE	1045.00
EFT24478	28/06/2017	PROTECTOR FIRE SERVICES	CARRY OUT 5 YEARLY OVERHAUL OF HYDRANTS AT CAPEL SHIRE HALL	1331.00
EFT24479	28/06/2017	PRIME INDUSTRIAL PRODUCTS	1X FLASHING LIGHT FOR GRADER CP1804	421.15
EFT24480	28/06/2017	QUALITY PRESS	21 PACKS OF T-CARDS FOR BUSH FIRE BRIGADES	287.10
EFT24481	28/06/2017	SOUTHERN'S WATER TECHNOLOGY	REPAIR AS NECESSARY 2 X DAMAGED MAXIFLOW VALVES GELORUP BUSH FIRE STANDPIPE	484.52
EFT24482	28/06/2017	SOUTHERN LOCK & SECURITY	CARRIED OUT MAINTENANCE ON SECURITY SYSTEMS AT THE VARIOUS BUILDINGS AND REPAIR DEADBOLT LOCK AND 10X KEY CUT	878.00
EFT24483	28/06/2017	SPRAYMOW SERVICES	SLASHING OF JOSHUA LAKE PARK AND BROADLEAF SPRAYING ON 2X OVAL AND 1X BUILDING	2541.00
EFT24484	28/06/2017	SJ TRAFFIC MANAGMENT PTY LTD	TRAFFIC MANAGEMENT FOR BRIDGE REPAIRS IN DALYELLUP AND PAYING WORK ON FOOTPATH OUTSIDE SHIRE OFFICE	1346.40
EFT24485	28/06/2017	TOTALLY WORKWEAR	16/17 UNIFORM FOR 2X STAFF MEMBER	683.50
EFT24486	28/06/2017	TRAFFIC FORCE	TRAFFIC MANAGEMNET - LILLYDALE ROAD	724.68
EFT24487	28/06/2017	TRADE HIRE	HIRE ROLLER FOR RAMSAY ROAD STRATHAM	555.80
EFT24488	28/06/2017	IT VISION	SYNERGY LINKS TO INTRAMAPS	484.00
EFT24489	28/06/2017	WORK CLOBBER BUNBURY	UNIFORMS FOR 3X STAFF MEMBER	903.42
EFT24490	28/06/2017	WA TREASURY CORPORATION	REPAYMENT AND INTEREST FOR LOAN NO. 75 AND 93	57697.47
				\$274,717.80

OUTSTANDING CREDITORS AS AT 31 May 2017: \$690,652.15

CERTIFICATE OF CHIEF EXECUTIVE OFFICER

This schedule of accounts to be passed for 28 June 2017 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 – 15.7

That Council authorises the Schedule of Accounts covering vouchers EFT24446 to EFT24490, a total of \$274,717.80 for payment.

15.8 Accounts Paid During the Month of May 2017

Location: Capel
 Applicant: Shire of Capel
 File Reference: N/A
 Disclosure of Interest: Nil
 Date: 14.06.17
 Author: Finance & Accounts Payable Officer, S Searle
 Senior Officer: Executive Manager Corporate Services, S Stevenson
 Attachments: Nil

MATTER FOR CONSIDERATION

Authorisation of accounts paid during the month.

BACKGROUND / PROPOSAL

Background

Accounts paid are required to be submitted each month.

Proposal

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

STATUTORY ENVIRONMENT

Local Government Act 1995, section 6.10

6.10. Financial management regulations

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

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

13. List of accounts

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 - (a) the payee's name;
 - (b) the amount of the payment;
 - (c) the date of the payment; and
 - (d) sufficient information to identify the transactions.
- (2) A list of accounts for approval to be paid is to be prepared each month showing-
 - (a) For each account which requires council authorisation in that month-
 - (i) The payee's name;
 - (ii) The amount of the payment; and
 - (iii) sufficient information to identify the transactions;
 and
 - (b) the date of the meeting of the council to which the list is to be presented.

POLICY IMPLICATIONS

There are no current policies relevant to this matter.

FINANCIAL IMPLICATIONS**Budget**

Payment from Council's Municipal Fund.

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

Long Term

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

Whole of Life

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

SUSTAINABILITY IMPLICATIONS

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

STRATEGIC IMPLICATIONS

Shire of Capel Strategic Community Plan 2013 – 2031

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

Strategic 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

Payments made during the month of May 2017 are as follows:

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT24156	01/05/2017	WESTNET PTY LTD	SHIRE OF CAPEL ADMINISTRATION INTERNET	284.84
EFT24157	01/05/2017	FUJI XEROX AUSTRALIA PTY LTD	ANNUAL PHOTOCOPIER RENTAL AND SERVICE AGREEMENT FOR ADMINISTRATION COPIERS	1369.61
EFT24158	18/04/2017	IINET	DALYELLUP LIBRARY INTERNET APRIL - MAY	199.94

EFT24159	01/05/2017	IINET	DALYELLUP LIBRARY - INTERNET CONNECTION MAY - JUNE	6.56
EFT24160	03/05/2017	BUNBURY MOWER SERVICE	VARIOUS GARDEN MACHINERY PARTS	917.50
EFT24161	03/05/2017	BCE SURVEYING PTY LTD	SURVEY AND PEG PROPERTY BOUNDARY ON 5 MILE BROOK WALK TRAIL ROUTE	1826.00
EFT24162	03/05/2017	BLADE RUNNER GRADER HIRE	MAINTENANCE GRADING	12090.10
EFT24163	03/05/2017	BOYANUP PROGRESS ASSOCIATION	MINOR COMMUNITY GRANT 2016/17	5530.00
EFT24164	03/05/2017	BP AUSTRALIA	DISTILLATE - 7,140L	8397.58
EFT24165	03/05/2017	STAPLES AUSTRALIA PTY LTD	2016/17 ANNUAL SUPPLIES FOR PRINTING OF LOCAL NEWSPAPERS: GELORUP, CAPEL, BOYANUP, PEPPI GROVE BEACH	1232.13
EFT24166	03/05/2017	KV & BJ CATTAWAY	SHIRE CONTRIBUTION TO VERGE REINSTATEMENT 43 HORNIBROOK RD, DALYELLUP	1000.00
EFT24167	03/05/2017	CAPEL CLEANING	WEEKLY VACUUMING SHIRE OFFICES	270.00
EFT24168	03/05/2017	COMPLETE PORTABLES	HIRE OF PORTABLE TOILETS FOR CAPTIVATE CAPEL. (COSTS INCLUDE DELIVERY, SET UP, EMPTYING, AND COLLECTION).	2114.20
EFT24169	03/05/2017	CHOICES FLOORING BUNBURY	50% DEPOSIT FOR SUPPLY AND INSTALLATION OF VINYL FLOORING TO THE STIRLING BUSH FIRE BRIGADE IN THE MEETING ROOM, COMMUNICATIONS ROOM AND STORE ROOM	1010.00
EFT24170	03/05/2017	CARBONE BROS PTY LTD	4230 TONNE GRAVEL - DELIVERY TO SITE - CAPEL TUTUNUP ROAD - TUESDAY 14 MARCH	74513.83
EFT24171	03/05/2017	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	701.96
EFT24172	03/05/2017	DELRON CLEANING	CLEANING OF SHIRE OFFICES, DALYELLUP PAVILION, EAST DALYELLUP PAVILION TOILETS, SHIRE DEPOT, AND CLEANING TENDER OF SHIRE BUILDINGS	12017.86
EFT24173	03/05/2017	DEPARTMENT OF PREMIER & CABINET	GOVERNMENT GAZETTE ADVERTISING	115.20
EFT24174	03/05/2017	ERG ELECTRICS PTY LTD	STREET LIGHTING MAINTENANCE AS REQUIRED AT DALYELLUP BEACH ESTATE JAN - MAR 2017	6923.40

EFT24175	03/05/2017	FENNESSY'S	30,000 KMS SERVICE - CP154	836.30
EFT24176	03/05/2017	HARVEY FARM SERVICE	REFIT NEW BELT ON OUTFRONT AND NEW DISCHARGE CHUTE	327.99
EFT24177	03/05/2017	INSIGHT CCS PTY LTD	CALL CENTRE CHARGE MARCH 2017	403.98
EFT24178	03/05/2017	SOUTH WEST ISUZU	REPAIR HOIST AND TAIL GATE AND FIT PATCH HARNESS WITH EARTH STRAP ON SEAT BASE	296.54
EFT24179	03/05/2017	JETLINE KERBING CONTRACTORS	HORNIBROOK RD, DALYELLUP CONCRETE PATH	73939.00
EFT24180	03/05/2017	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	LG PROFESSIONALS AUSTRALIA WA ANNUAL PROFESSIONAL DEVELOPMENT CONFERENCE	695.00
EFT24181	03/05/2017	MALATESTA ROAD PAVING & HOT MIX	400 LITRES EMULSION	608.00
EFT24182	03/05/2017	AMBER MCNISH	LIBRARY AND WATERTANK MURAL	2600.00
EFT24183	03/05/2017	AJ MYLES HOLDINGS PTY LTD	RATES REFUND	267.29
EFT24184	03/05/2017	NOONGAR BOODJAR LANGUAGE, CULTURAL ABORIGINAL CORPORATION	WELCOME TO COUNTRY ADDRESS AT CAPTIVATE CAPEL, 22 APRIL 2017	275.00
EFT24185	03/05/2017	OFFICE LINE	SUPPLY AND DELIVER 4 TRESTLE TABLES	2029.50
EFT24186	03/05/2017	PERTH MANAGEMENT SERVICES	16/17 RENT & OUTGOING-DALYELLUP LIBRARY JAN - JUNE 2017	1552.77
EFT24187	03/05/2017	PICTON TYRE CENTRE PTY LTD	REFIT TYRE TO RIM ON JOCKEY WHEEL FOR MOWER	95.00
EFT24188	03/05/2017	PJ & EV PAGE	MONTHLY FLOOR POLISHING BOYANUP HALL 16/17	70.00
EFT24189	03/05/2017	Andrew Princi	DJ SERVICE FOR CAPTIVATE CAPEL EVENT	400.00
EFT24190	03/05/2017	PRIME INDUSTRIAL PRODUCTS	CARTON OF EAR PLUGS, BIN LINERS, SPANNERS AND SAFETY GLASSES	170.98
EFT24191	03/05/2017	AUSTRALIA TAXATION OFFICE	PAYG WITHHOLDING 18 APRIL 2017	45089.00
EFT24192	03/05/2017	REDS PRODUCTIONS PTY LTD	RANGER RED DISPLAY	715.00
EFT24193	03/05/2017	JAYDE ROBSON	CROSSOVER CONTRIBUTION	300.00
EFT24194	03/05/2017	SOUTHERN LOCK & SECURITY	WEEKLY ALARM MONITORING FEE CHARGED QUARTERLY	740.88
EFT24195	03/05/2017	SOS OFFICE EQUIPMENT	METERBILLING FOR SHIRE AND LIBRARY PHOTOCOPIERS	2081.62
EFT24196	03/05/2017	SELECTUS	PAYROLL DEDUCTIONS	2626.86
EFT24197	03/05/2017	SCS SAND & PLANT HIRE	WATERCART AND ROLLER HIRE	1012.00

EFT24198	03/05/2017	SONIC HEALTHPLUS PTY LTD	PRE EMPLOYMENT MEDICAL SENIOR PLANNING OFFICER	291.50
EFT24199	03/05/2017	KIM STANLEY	BALANCE OF PAYMENT FOR MURAL ARTWORK FOR CAPTIVATE CAPEL	1000.00
EFT24200	03/05/2017	TYREPOWER BUSSELTON	SUPPLY, INSTALL AND BALANCE 4 X TYRES FOR P0086	1255.00
EFT24201	03/05/2017	THINKWATER BUNBURY	MISCELLANEOUS RETICULATION PARTS	1345.10
EFT24202	03/05/2017	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO. 63 - PGB COMMUNITY CENTRE	6668.89
EFT24203	03/05/2017	THE PRINT SHOP	1000 X POSTCARDS FOR CAPTIVATE CAPEL	390.00
EFT24204	03/05/2017	WESTSIDE EQUIPMENT	120,000 KM SERVICE FOR TIPPER CP4821	3728.59
EFT24205	03/05/2017	ZARBELLIKA	GIS CONSULTING - MARCH 2017	5376.25
EFT24206	08/05/2017	FUJI XEROX AUSTRALIA PTY LTD	2016/17 LEASE OF PHOTOCOPIER PER MONTH- CAPEL LIBRARY	132.00
EFT24207	10/05/2017	AUSTRALIA POST	POSTAGE AND FREIGHT	2659.48
EFT24208	10/05/2017	ASTRAL SIGNS	PROVIDE TWO METAL SIGNS FOR CAPEL SENIOR CITIZENS CENTRE	264.00
EFT24209	10/05/2017	AMPAC DEBT RECOVERY	DEBT RECOVERY	3102.80
EFT24210	10/05/2017	ARLI DESIGN	COLROYS MURAL FOR CAPTIVATE CAPEL 150	1500.00
EFT24211	10/05/2017	AUSTRALIA WIDE INVESTIGATIONS PTY LTD	INDEPENDENT CONTRACTOR - INVESTIGATION	10227.17
EFT24212	10/05/2017	AMD CHARTERED ACCOUNTANTS	INTERIM AUDIT 6 APRIL 2017	5060.00
EFT24213	10/05/2017	BUNNINGS BUILDING SUPPLIES PTY LTD	BUNTING AND STAR PICKETS FOR CAPTIVATE CAPEL EVENT	96.30
EFT24214	10/05/2017	MARISA BLANDFORD	DINNER REIMBURSEMENT - TRAINING	35.00
EFT24215	10/05/2017	BENDIGO BANK BUSINESS CREDIT CARD	APRIL CREDIT CARD TRANSACTIONS: 8.4.2017 - \$33.64 - SHADMAR PTY LTD - STAFF BBQ 8.4.2017 - \$100 - BUNBURY FLOWER PLACE -STAFF FLOWERS 27.4.2017 - \$600 - COLES - EMPLOYEE GIFTS 28.4.2017 - \$14.20 - CALLOWS - EMPLOYEE GIFTS 29.4.2017 - \$8.00 - CARD FEE	755.84
EFT24216	10/05/2017	BRANDICOOT	WEBSITE SUBSCRIPTION AND CREATE LOGO FOR BUNBURY GEOGRAPHE GROWTH PLAN	320.50

EFT24217	10/05/2017	BUILT RIGHT APPROVALS	BUILDING SERVICES SUPPORT	450.00
EFT24218	10/05/2017	BLUE'S TOWING	VEHICLES TO YARD	176.00
EFT24219	10/05/2017	STAPLES AUSTRALIA PTY LTD	2016/17 STATIONERY	250.57
EFT24220	10/05/2017	COATES HIRE SERVICE	DISABILITY TOILET HIRE - CAPEL CEMETERY	853.10
EFT24221	10/05/2017	CROSS SECURITY SERVICES	REPAIR/REPLACE DAMAGED SWIPE PAD AT EAST DALYELLUP PAVILION AND MONITORING OF ALARM SYSTEM	611.60
EFT24222	10/05/2017	ACCESS WELLBEING SERVICES	CENTRECARE CORPORATE - ANNUAL FEE AND ONGOING APPOINTMENTS/USAGE	176.00
EFT24223	10/05/2017	CRANEFORD PLUMBING	REPLACE UV LIGHT & FILTERS AT DALYELLUP SPORTS PAVILION	692.34
EFT24224	10/05/2017	CAPEL GOJU RYU KARATE DO	KIDS SPORT REGISTRATIONS	480.00
EFT24225	10/05/2017	CASTROL AUSTRALIA PTY LIMITED	BOX OF GREASE	165.79
EFT24226	10/05/2017	CAPEL CLEANING	CARRY OUT VACUUMING OF CAPEL SHIRE OFFICE AND CLEANING OF PLAYGROUP BUILDING, CAPEL SPORTS PAVILION, PLAYGROUP ON TUESDAY, PGBCC AND SHIRE OFFICES WED AND SAT	630.00
EFT24227	10/05/2017	CAPEL NEWSAGENCY	STATIONERY AND LIBRARY NEWSPAPERS	154.63
EFT24228	10/05/2017	GELORUP COMMUNITY MANAGEMENT COMMITTEE	MINOR COMMUNITY GRANTS SCHEME ROUND 1	986.25
EFT24229	10/05/2017	ELGIN HALL COMMITTEE	REIMBURSEMENT FOR ELECTRICITY CONSUMPTION AT ELGIN HALL	182.20
EFT24230	10/05/2017	EXPRESS PRINT	300 X A3 BOOKS FOR CAPTIVATE CAPEL CROSSWORD COMPETITION	357.50
EFT24231	10/05/2017	BRIAN FISHER FABRICATION	CONSTRUCT AND INSTALL GATE POST FOR HAREWOODS RD/BUSSELL HWY RESERVE	550.00
EFT24232	10/05/2017	FENNESSY'S	CP 167 20,000KM SERVICE REPAIR DAMAGED FUEL DOOR	598.30
EFT24233	10/05/2017	GHD PTY LTD	GROUNDWATER MONITORING	16852.00
EFT24234	10/05/2017	GEOVET BUSSELTON	2016/2017 MONTHLY POUND CONTRACT	910.00
EFT24235	10/05/2017	GRAVITY ETC.	APRIL INZONE SCHOOL HOLIDAYS	245.00
EFT24236	10/05/2017	A INGRAM	BOOKSTOCK PURCHASES - 20 ITEMS	327.40
EFT24237	10/05/2017	IVC COMPUTER SERVICES IVC	MICROSOFT WIRELESS KEYBOARDS AND MICE	150.00

EFT24238	10/05/2017	LD TOTAL	REPAIR BROKEN RETICULATION, REMOVAL OF TREES, REPAIR OF DAMAGED PIPES, LEAKING SOLENOIDS AND REPLACEMENT OF ROTORS AND POPUPS THROUGHOUT DALYELLUP POS	1281.83
EFT24239	10/05/2017	MALATESTA ROAD PAVING & HOT MIX	200 TONNE HOTMIX	200.00
EFT24240	10/05/2017	MUIR'S MANJIMUP	45,000 KM SERVICE - 46CP	435.53
EFT24241	10/05/2017	JUST YOUNGER CATERING	LIGHT LUNCH FOR CLIMATE CHANGE MEETING ON 26 APRIL 2017	99.00
EFT24242	10/05/2017	PRESTIGE PRODUCTS-BUSSELTON	SUPPLY TOILETRIES AND KITCHEN CLEANING PRODUCTS	247.17
EFT24243	10/05/2017	PERFORMANCE WITH PEOPLE PTY LTD	CHANGE MANAGEMENT STRATEGY PROGRESS TRAINING	2851.20
EFT24244	10/05/2017	AUSTRALIA TAXATION OFFICE	2.5.2017 PAYG WITHHOLDING	45841.00
EFT24245	10/05/2017	RIFF RAFF ART AND DESIGN	ARTIST FEE FOR SKATE PARK MURAL PROJECT	8100.00
EFT24246	10/05/2017	CAPEL FRESH IGA	COOL DRINKS FOR FIRE FIGHTER TRAINING 19 & 22 APRIL 2017, MURAL WORKSHOP AND CUSTOMER SERVICE TRAINING REFRESHMENTS	252.96
EFT24247	10/05/2017	TOTALLY WORKWEAR	STAFF UNIFORMS	478.05
EFT24248	10/05/2017	PHOEBE TUCKER	RECRUITMENT MEETING	25.10
EFT24249	10/05/2017	WORK CLOBBER BUNBURY	EMPLOYEE PPE	517.37
EFT24250	10/05/2017	RACHEL WYDER	CWA RETRO CARAVAN ART WORKSHOP AT CAPTIVATE CAPEL	350.00
EFT24251	10/05/2017	ZARBELLIKA	GIS CONSULTING - APRIL 2017	2828.38
EFT24252		-EFT24270	PAYMENT ALREADY APPROVED BY COUNCIL, PLEASE REFER TO AGENDA ON 24.05.2017	0.00
EFT24271	17/05/2017	AUSTRALASIAN PERFORMING RIGHT ASSOC LTD	QUARTERLY FEE	143.38
EFT24272	17/05/2017	BUNBURY PLUMBING SERVICES BPS	PUMP OUT GREASE TRAP CAPEL HALL	255.10
EFT24273	17/05/2017	B & B STREET SWEEPING	CLEAR DRAIN ON HASTIES ROAD	2772.00
EFT24274	17/05/2017	BUSSELTON FLORIST	FLOWERS FOR STAFF	80.00
EFT24275	17/05/2017	BLADE RUNNER GRADER HIRE	MAINTENANCE GRADING - VARIOUS ROADS	12377.20

EFT24276	17/05/2017	CROSS SECURITY SERVICES	WEEKLY MONITORING OF SECURITY SYSTEM SHIRE ADMIN BUILDING	200.20
EFT24277	17/05/2017	CAPEL HORSE & PONY CLUB	MINOR COMMUNITY GRANTS SCHEME ROUND 1	6433.33
EFT24278	17/05/2017	CAPELBERRY	MORNING TEA AND LUNCH FOR 14 - CHANGE MANAGEMENT TRAINING AND BFB	627.40
EFT24279	17/05/2017	CHURCHES OF CHRIST IN WA	REFUND OF DUPLICATE INVOICE PAID 23019	903.25
EFT24280	17/05/2017	CAPEL GOJU RYU KARATE DO	KIDSPORT REGISTRATION	160.00
EFT24281	17/05/2017	CAPEL CLEANING	CARRY OUT CLEANING AT CAPEL SHIRE OFFICE, PGBCC, PLAYGROUP AND CAPEL SPORTS PAVILION; VACUUMING OF CAPEL SHIRE OFFICES AND PLAYGROUP ON SATURDAYS	517.50
EFT24282	17/05/2017	COLROYS COUNTRY KITCHEN	ICE, DRINKS AND SANDWICHES FOR FIREFIGHTERS AT 2 BUSHFIRES 14/5/2017	466.00
EFT24283	17/05/2017	DARDANUP HORSE & PONY CLUB (INC)	KIDSPORT REGISTRATION	190.00
EFT24284	17/05/2017	EDGE TOURISM AND MARKETING	BUNBURY GEOGRAPHE GROWTH PLAN - PROJECT TECHNICAL OFFICER CONTRACT 5 DEC 2016 TO 30 JUNE 2017	6600.00
EFT24285	17/05/2017	GOLDEN WEST PLUMBING & DRAINAGE	REPAIRS TO BEACH SHOWERS - NORTON PROM, DALYELLUP, UNBLOCKING OF KITCHEN DRAIN IN CAPEL LIBRARY AND REPAIR OF DRAIN AT GELORUP AND DALYELLUP	1559.25
EFT24286	17/05/2017	FIT 2 WORK.COM.AU	EMPLOYEE POLICE CHECK	121.77
EFT24287	17/05/2017	G CUBED	REMOVE PONTOON FROM PEPPERMINT GROVE BEACH	2200.00
EFT24288	17/05/2017	HARVEY FARM SERVICE	REPAIR BEARING ON CUTTING DECK OF P0095	1660.82
EFT24289	17/05/2017	LOTSA LOLLIES	CUPCAKES & LOLLY BUSINESS CARDS FOR CAREERS EXPO - 31 MAY 17	770.00
EFT24290	17/05/2017	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	INDUCTION TO LOCAL GOVERNMENT AND AGE FRIENDLY COMMUNITIES WORKSHOPS	370.00
EFT24291	17/05/2017	MALATESTA ROAD PAVING & HOT MIX	800 METRES 10 MM SEAL - CAPEL TUTUNUP RD	28049.52

EFT24292	17/05/2017	MUIR'S MANJIMUP	PURCHASE FORD RANGER INCLUDING TRADE-IN 45CP, 75,000 KM SERVICE 43 CP AND 60,000 KM SERVICE OF 60CP	15768.48
EFT24293	17/05/2017	ONSOLUTION PTY LTD	HEALTH PROMOTION/FOOD SAFETY TRAINING - GLITTERBUG HANDWASHING BEGINNER KIT INCL FREIGHT	115.50
EFT24294	17/05/2017	PRESTIGE PRODUCTS-BUSSELTON	CLEANING AND BATHROOM PRODUCTS	92.62
EFT24295	17/05/2017	RIDING FOR THE DISABLED CAPEL INC	KIDSPORT REGISTRATIONS	300.00
EFT24296	17/05/2017	SJ TRAFFIC MANAGMENT PTY LTD	TRAFFIC MANAGEMENT INCLUDING 3 CONTROLLERS, VEHICLE AND SIGNS FOR 9 DAYS	11391.05
EFT24297	17/05/2017	SUSAN SEARLE	ACCOMMODATION AND TRAVEL EXPENSES ACCOUNTS PAYABLE WORKSHOP	106.90
EFT24298	17/05/2017	IT VISION	SYNERGYSOFT AUTOMATION TOOLSET - EMAILING FROM REPORT MANAGER (EMAILING PAYSLIPS) INCLUDING ANNUAL LICENCE FEES	1269.40
EFT24299	17/05/2017	WREN OIL	COLLECTION AND DISPOSAL OF WASTE OIL AND OILY WATER FROM CAPEL WASTE TRANSFER STATION FOR 2016/17	16.50
EFT24300	23/05/2017	CALTEX AUSTRALIA	FLEET FUEL	3794.47
EFT24301	24/05/2017	AUSQ TRAINING	BWTM & TC REFRESHER COURSE -	339.00
EFT24302	24/05/2017	BOYANUP LIONS CLUB	BOYANUP CEMETERY MAINTENANCE DONATION	1331.50
EFT24303	24/05/2017	BUNBURY 2ND SEA SCOUTS	KIDSPORT VOUCHERS	1000.00
EFT24304	24/05/2017	BUNBURY SWIMMING CLUB INC	KIDSPORT VOUCHERS	200.00
EFT24305	24/05/2017	BUNBURY HORSE & PONY CLUB	KIDSPORT VOUCHERS	400.00
EFT24306	24/05/2017	BUNBURY UNITED SOCCER CLUB	KIDSPORT VOUCHERS	1610.00
EFT24307	24/05/2017	BOYLES PLUMBING & GAS	REPAIR BROKEN COPPER WATER PIPE CONNECTING MASTER VALVE AND WATER METER AT THE SHIRE OFFICE CAPEL	105.60
EFT24308	24/05/2017	CAPEL CLEANING	WEEKLY VACUUMING SHIRE OFFICES AND PLAYGROUP	135.00

EFT24309	24/05/2017	CAPE SHADES PTY LTD	SUPPLY & INSTALL COLUMNS & CUSTOM SHADE SAILS AT MURTIN PARK, DALYELLUP	10312.50
EFT24310	24/05/2017	CHOICES FLOORING BUNBURY	SUPPLY AND INSTALLATION OF VINYL FLOORING TO THE STIRLING BUSH FIRE BRIGADE	1010.00
EFT24311	24/05/2017	DELRON CLEANING	CLEANING OF SHIRE OFFICES (RELIEF CLEANING)	805.42
EFT24312	24/05/2017	DALYELLUP DOCKERS FOOTBALL CLUB	KIDSPORT VOUCHERS	2890.00
EFT24313	24/05/2017	EASIFLEET MANAGEMENT	NOVATED LEASE	753.86
EFT24314	24/05/2017	FENNESSY'S	CONTAMINATED FUEL REMOVAL - 42CP	237.80
EFT24315	24/05/2017	FORREST 200 CLUB	REGISTRATION TO ATTEND BUDGET BRIEFING LUNCHEON CR B HEARNE	50.00
EFT24316	24/05/2017	HIGGINS COATINGS P/L	PAINTING MAINTENANCE SHIRE OFFICES	53180.08
EFT24317	24/05/2017	CELESTIN HUTCHINSON	BALANCE FOR ARTWORKS INSTALLED ON THE OLD ROADS BOARD OFFICES, CAPEL	750.00
EFT24318	24/05/2017	JULIE'S LAWNMOWING	MOWING OF BOYANUP MUSEUM GROUNDS AND HALL	140.00
EFT24319	24/05/2017	SUEZ RECYCLING & RECOVERY (PERTH) PTY LTD	PROCESSING OF KERBSIDE RECYCLABLE MATERIAL	4509.32
EFT24320	24/05/2017	LD TOTAL	CONTRACT WORK EAST DALYELLUP SPORTS PAVILION, MONTHLY TENDER DALYELLUP MAINTENANCE	68601.96
EFT24321	24/05/2017	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	REGISTRATIONS TO ATTEND AGE FRIENDLY COMMUNITIES PROFESSIONAL DEVELOPMENT DAY 2017	210.00
EFT24322	24/05/2017	MALATESTA ROAD PAVING & HOT MIX	500 METRES SPRAY AND SPREAD 10MM BITUMEN PRIME SEAL - CAPEL TUTUNUP RD	15054.06
EFT24323	24/05/2017	CR P McCLEERY	REIMBURSEMENT TRAVEL/ CONFERENCE EXPENSES	1974.60
EFT24324	24/05/2017	ADAM MCDOWELL	ART TOUR GUIDE	200.00
EFT24325	24/05/2017	NOVUS AUTO GLASS BUNBURY & BUSSELTON	SUPPLY AND FIT REAR TINTED SCREEN CP1125	430.00
EFT24326	24/05/2017	VODAFONE HUTCHISON AUSTRALIA PTY LTD	VODAFONE MESSAGING FOR BFB	340.41
EFT24327	24/05/2017	PERTH MANAGEMENT SERVICES	16/17 RENT & OUTGOING- DALYELLUP LIBRARY JAN - JUNE 2017	1552.77
EFT24328	24/05/2017	PJ & EV PAGE	MONTHLY FLOOR POLISHING BOYANUP HALL 16/17	70.00

EFT24329	24/05/2017	AUSTRALIA TAXATION OFFICE	15.05.2017 PAYG WITHOLDING	49349.00
EFT24330	24/05/2017	RIDING FOR THE DISABLED SOUTH WEST	COMMUNITY GRANTS SCHEME ROUND 2	1670.49
EFT24331	24/05/2017	SOUTH WEST TREE SAFE	REMOVE DYING/DANGEROUS TUART FROM VERGE GELORUP	1980.00
EFT24332	24/05/2017	SCOUTS WA - BUSSELTON SEA SCOUT GROUP	KIDSPORT VOUCHER	200.00
EFT24333	24/05/2017	TELSTRA	DAMAGE TO TELSTRA PROPERTY WELD ROAD, CAPEL	1390.07
EFT24334	24/05/2017	THINKWATER BUNBURY	VARIOUS RETICULATION PARTS	481.70
EFT24335	24/05/2017	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO. 64, CAPEL HALL AND NO. 66, FLOODLIGHTING	54047.23
EFT24336	24/05/2017	WIZARD PROPERTY MAINTENANCE	CLEAR MATERIAL FROM FIREBREAKS LANG COVE RESERVE, PEPPERMINT GROVE BEACH	1530.00
EFT24337	24/05/2017	WYE ELECTRICAL PTY LTD	REPLACE FLUORO TUBES REPAIR CIRCUIT BREAKER AND DIFFUSER - GELORUP COMM CENTRE AND TO INSTALL 2#15 AMP SINGLE PHASE CIRCUITS DALYELLUP SPORTS PAVILION	2870.36
EFT24338	31/05/2017	AMITY SIGNS	SUPPLY VARIOUS SIGNS TO SHIRE	1701.26
EFT24339	31/05/2017	AUSTRALIA POST	POSTAGE AND FREIGHT	1764.72
EFT24340	31/05/2017	A & L PRINTERS	PURCHASE OF COMPOSTING BANNER	323.00
EFT24341	31/05/2017	ACCESS OFFICE INDUSTRIES	SHELVING FOR CAPEL LIBRARY, INCLUDING DELIVERY & INSTALLATION	2624.61
EFT24342	31/05/2017	BUNBURY MACHINERY	MAG TROWEL FOR CONCRETING	75.50
EFT24343	31/05/2017	BUNBURY MOWER SERVICE	WHIPPER SNIPPER AND HEDGE CLIPPER PARATS	25.00
EFT24344	31/05/2017	B & B STREET SWEEPING	KERB ROAD SWEEPING, PRE WINTER GPT CLEANING - DALYELLUP AND STREET SWEEPER FOR ANZAC DAY CAPEL AND PEPPERMINT GROVE BEACH CARPARK	20491.90
EFT24345	31/05/2017	BUNNINGS BUILDING SUPPLIES PTY LTD	TIMBER FOR CONCRETE PADS FOR SEAT INSTALLATIONS, GARDENING EQUIPMENT AND INSPECT AND LAWN SPRAYS	186.90
EFT24346	31/05/2017	BLACKWOODS	2 PAIR FIREFIGHTING BOOTS	431.65
EFT24347	31/05/2017	BUSSELTON CIVIL PTY LTD	BRIDGE STREET BOYANUP UPGRADE	48608.27

EFT24348	31/05/2017	BUNBURY HARVEY REGIONAL COUNCIL	DISPOSAL WASTE FOR THIRD ORGANIC BIN DOMESTIC SERVICE, PART COSTS FOR REGIONAL WASTE EDUCATION OFFICER AND STANLEY ROAD REFUSE DISPOSAL	10578.93
EFT24349	31/05/2017	BLUE'S TOWING	VEHICLE WRECK TOWING	88.00
EFT24350	31/05/2017	BLADE RUNNER GRADER HIRE	MAINTENANCE GRADING - VARIOUS SHIRE ROADS	6810.65
EFT24351	31/05/2017	BUNBURY DANCE STUDIO	KIDSPORT VOUCHERS	600.00
EFT24352	31/05/2017	STAPLES AUSTRALIA PTY LTD	2016/17 STATIONERY	408.73
EFT24353	31/05/2017	CLEANAWAY	16/17 WASTE, RECYCLING & ORGANIC COLLECTION, STREET BIN AND PARKS WASTE COLLECTION, DISPOSAL OF HOUSEHOLD DOMESTIC WASTE, TRANSPORTATION OF WASTE FROM TRANSFER STATION AND BIN HIRE FOR CAPTIVATE CAPEL LAUNCH	80400.82
EFT24354	31/05/2017	CROSS SECURITY SERVICES	REPAIR FAULT IN SECURITY SYSTEM SHIRE OFFICE	224.40
EFT24355	31/05/2017	CAPEL LANDCARE CONSERVATION DISTRICT COMMITTEE	WEED SPRAYING AND FIRE BREAKS	1511.40
EFT24356	31/05/2017	P SHEEDY	ACCOMMODATION, TAXI FARES AND MEALS LG PROFESSIONAL CONFERENCE HOBART 22-24/5/17	1341.85
EFT24357	31/05/2017	C & D CUTRI	EMERGENCY REPAIR - INSTALL BOLTS UNDER BRIDGE 5155 BENTLEY DRIVE	4620.00
EFT24358	31/05/2017	CLEANWAYXTRA	CARRY OUT WINDOW CLEANING INTERNAL AND EXTERNAL SHIRE BUILDINGS	2445.00
EFT24359	31/05/2017	C CAMPBELL	REIMBURSEMENT OF IPWEA COURSE EXPENSES	210.00
EFT24360	31/05/2017	CAPEL HARDWARE & FARM SUPPLIES	VARIOUS HARDWARE	1238.39
EFT24361	31/05/2017	CAPEL BOWLING CLUB	COMMUNITY GRANTS SCHEME	3300.00
EFT24362	31/05/2017	CAMPERVAN AND MOTORHOME CLUB OF AUSTRALIA	SUPPLY 1 RV FRIENDLY TOWN SIGN TO SHIRE DEPOT.	145.00
EFT24363	31/05/2017	CIVITEST PTY LTD	SAMPLE TESTS - CAPEL TUTUNUP ROAD 11TH AND 21ST APRIL	3531.00
EFT24364	31/05/2017	COUNTRY WOMEN'S ASSOCIATION CAPEL	EVENT SPONSORSHIP	2305.00

EFT24365	31/05/2017	DALYELLUP DOCKERS FOOTBALL CLUB	KIDSPORT VOUCHERS	780.00
EFT24366	31/05/2017	ELDERS RURAL SERVICES AUSTRALIA LIMITED	ROUNDUP ULTRA MAX	170.50
EFT24367	31/05/2017	EMERGE ASSOCIATES	PROVISION FOR THE CONSULTANCY FEES FOR UPDATING THE CAPEL CIVIC PRECINCT MASTER PLAN	1518.00
EFT24368	31/05/2017	FLEXI STAFF	TEMP TO PERMANENT FEE FLEXI STAFF GENERAL HAND PARKS	2965.88
EFT24369	31/05/2017	A FRAZER & A D FRAZER	BALANCE OF ACCOUNT FOR ANDREW FRAZER FOR MURAL PAINTING - CAPTIVATE CAPEL 2017	825.00
EFT24370	31/05/2017	GEOGRAPHE CIVIL	RECONSTRUCTION OF BOUNDARY RD AND ADDITIONAL WORK TO KITCHEN CROSSOVERS, STIRLING ROAD RECONSTRUCTION AND SUPPLY AND INSTALL ADDITIONAL LIMESTONE AND SUBBASE AND GEOTEXTILE	115121.60
EFT24371	31/05/2017	GRACE RECORDS MANAGEMENT	RECORDS STORAGE AND DESTRUCTION FOR 2016/17	297.51
EFT24372	31/05/2017	HANSON CONSTRUCTION MATERIALS PTY LTD	38 TONNE OF RIP RAP STONE FOR CAPEL TUTUNUP ROAD	1421.95
EFT24373	31/05/2017	A INGRAM	BOOK STOCK PURCHASES - 35 ITEMS	586.62
EFT24374	31/05/2017	INSIGHT CCS PTY LTD	APRIL CALL CENTRE CHARGES	413.27
EFT24375	31/05/2017	JETLINE KERBING CONTRACTORS	HORNIBROOK RD PATH - REMOVAL OF PEA GRAVEL ON 2 VERGES	3100.00
EFT24376	31/05/2017	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION WALGA	ADVERT AND RFT DISPOSAL OF GRADER CP1025	535.34
EFT24377	31/05/2017	LD TOTAL	REMOVAL OF GRAFFITI AT SOUTH PARK, REPAIR VANDALISED AND WORN SPRINKLERS AT MURTIN PARK AND LUTHERAN OVAL, DALYELLUP. REMOVE/ REPLACE BASKETBALL BACKING BOARD AT PEPPERMINT GROVE BEACH	2696.07
EFT24378	31/05/2017	ANDREW MATTABONI	REIMBURSE MEALS AT FINANCIAL WORKSHOP 22 AND 23 MAY 2017	113.50

EFT24379	31/05/2017	METAL ARTWORK CREATIONS	NAME BADGES WITH MAGNETIC BACK AND POSTAGE	83.00
EFT24380	31/05/2017	MARKETFORCE	JOB AD - WTS ATTENDANT & GRADER OPERATOR: BUNBURY MAIL, BUSSELTON-DUNSBOROUGH MAIL, SOUTH WESTERN TIMES AND LOCAL GOVT TENDERS FOR STORMWATER NETWORK VERIFICATION	1358.44
EFT24381	31/05/2017	PRESTIGE PRODUCTS-BUSSELTON	TOILETRY AND CLEANING SUPPLIES	116.82
EFT24382	31/05/2017	PICTON TYRE CENTRE PTY LTD	REPAIR TYRE CP855	65.00
EFT24383	31/05/2017	RIDING FOR THE DISABLED SOUTH WEST	KIDSPORT VOUCHERS	397.00
EFT24384	31/05/2017	RIDING FOR THE DISABLED CAPEL INC	KIDSPORT VOUCHER	200.00
EFT24385	31/05/2017	SOUTH WEST TREE SAFE	REMOVE BURNT TREES - REILLY RD, BOYANUP AND REMOVED LIMBS CAPEL PLAYGROUP & RECREATION GROUND	10560.00
EFT24386	31/05/2017	SOS OFFICE EQUIPMENT	METERBILLING FOR SHIRE PHOTOCOPIERS INCLUDING X 3 LIBRARIES	2007.68
EFT24387	31/05/2017	CAPEL SENIOR CITIZENS	40% SUBSIDY FOR COMMUNITY BUS SENIORS TRIP TO PERTH	66.92
EFT24388	31/05/2017	SUSAN STEVENSON	REIMBURSEMENT FOR COURSE COSTS MOORE STEPHENS PERTH 25/05/2017 AND 26/05/2017	1071.04
EFT24389	31/05/2017	SONIC HEALTHPLUS PTY LTD	PRE EMPLOYMENT MEDICALS	874.50
EFT24390	31/05/2017	SJ TRAFFIC MANAGMENT PTY LTD	TRAFFIC MANAGEMENT - 19, 20, 24, 26 & 28 APRIL 17 CAPEL TUTUNUP ROAD	5845.40
EFT24391	31/05/2017	TENDERLINK	TENDERLINK SERVICE	165.00
EFT24392	31/05/2017	UNITED FORKLIFT AND ACCESS SOLUTIONS	CHERRY PICKER & BOOM LIFT FOR CAPTIVATE CAPEL	1389.96
EFT24393	31/05/2017	VASSE CIVIL & DRAINAGE	CULVERT INSTALLATION HASTIES ROAD	33657.17
EFT24394	31/05/2017	WML CONSULTANTS	CARRY OUT INSPECTION OF JAMIESON RD FOOTBRIDGE AND ADVISE RE MODIFICATIONS	4397.25
EFT24395	31/05/2017	WILLOUGHBY CONTRACTING	RURAL DRAINAGE - ELGIN ROAD, WELLS ROAD AND GAVINS ROAD	6625.30
EFT24397	31/05/2017	FUJI XEROX AUSTRALIA PTY LTD	ANNUAL PHOTOCOPIER RENTAL AND SERVICE	1369.61

			AGREEMENT FOR ADMINISTRATION COPIERS	
787	03/05/2017	CAPEL HOCKEY CLUB	T2239 BOND REFUND	1000.00
788	03/05/2017	NEIL CROMBIE	T2232 BOND REFUND	150.00
789	03/05/2017	SHAKIRA KALACHE	T2235 BOND REFUND	150.00
790	03/05/2017	SATTERLEY PROPERTY GROUP PTY LTD	RETURN OF MAINTENANCE BOND DALYELLUP POS	97709.00
791	10/05/2017	BUILDING & CONSTRUCTION IND TRAINING FUND	APRIL 2017 BCITF LEVY COLLECTED	2259.92
792	10/05/2017	DEPARTMENT OF COMMERCE - BUILDING COMMISSION	APRIL 2017 BSL LEVY COLLECTED	6300.81
793	10/05/2017	SHIRE OF CAPEL	APRIL 2017 BSL COMMISSION COLLECTED	240.75
794	10/05/2017	KYLIE DE VRIES	T2242 BOND REFUND	500.00
795	24/05/2017	SHIRE OF CAPEL	DAMAGED CHAIRS REMAINING BOND	100.00
796	24/05/2017	CORANDA LEE	T2248 BOND REFUND	150.00
797	24/05/2017	WAYNE SYDNEY KABERRY	T2227 BOND REFUND	50.00
798	24/05/2017	CARISSA NEWELL	T2247 BOND REFUND	150.00
799	31/05/2017	GAWIE CLOETE	T2249 HALL BOND REFUND	150.00
48478	03/05/2017	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	52.70
48479	03/05/2017	THE AUSTRALIAN WORKERS UNION	PAYROLL DEDUCTIONS	118.00
48480	03/05/2017	COURIER AUSTRALIA INTERNATIONAL	FREIGHT FOR 3X LIBRARIES FOR 2016/2017	40.08
48481	03/05/2017	SHIRE OF CAPEL	PAYROLL DEDUCTIONS	3132.00
48482	03/05/2017	MR NT & MRS DMS MILLER	CROSSOVER CONTRIBUTION	300.00
48483	03/05/2017	IINET	INTERNET SERVICES FOR MAY AND JUNE 2017	10.00
48484	03/05/2017	LGRCEU	PAYROLL DEDUCTIONS	164.00
48485	03/05/2017	N & C ROWLANDSON	RATES REFUND	124.51
48486	03/05/2017	SYNERGY	ELECTRICITY	4295.30
48487	03/05/2017	WEIGHT WATCHERS	REFUND FOR OVERPAYMENT OF INVOICE 22997	462.00
48488	03/05/2017	SHIRE OF CAPEL	PETTY CASH RECOUP SHIRE - REFRESHMENTS	397.50
48489	10/05/2017	COURIER AUSTRALIA INTERNATIONAL	COURIER COSTS ANALYTICAL	94.52
48490	10/05/2017	SHIRE OF CAPEL	BOYANUP LIBRARY NEWSPAPERS - PETTY CASH RECOUP	28.60
48491	10/05/2017	CAPEL RSL	MINOR COMMUNITY GRANT ROUND 2	721.00
48492	10/05/2017	SYNERGY	ELECTRICITY	1010.05

48493	10/05/2017	ANDREW SMITH	DOG STERILISATION REFUND 171431	30.00
48494	10/05/2017	TELSTRA CORPORATION LTD	RENT & CALLS	3796.00
48496	17/05/2017	SHIRE OF CAPEL	DALYELLUP LIBRARY PETTY CASH RECOUP - NEWSPAPERS	46.55
48497	17/05/2017	DEPARTMENT OF TRANSPORT	REGISTRATION CP1025	32.40
48498	17/05/2017	FISHER DB & MA	RATES REFUND	1016.30
48499	17/05/2017	GREENGRASS (WA) PTY LTD	RATES REFUND	137.42
48500	17/05/2017	SYNERGY	ELECTRICITY	29875.60
48501	17/05/2017	DEPARTMENT OF TRANSPORT	TO ALIGN REGISTRATION WITH FLEET	189.65
48502	24/05/2017	COURIER AUSTRALIA INTERNATIONAL	FREIGHT FOR 3X LIBRARIES FOR 2016/2017	23.02
48503	24/05/2017	SHIRE OF CAPEL	SHIRE PETTY CASH RECOUP - WOOLWORTHS FOOD SAMPLES	282.95
48504	24/05/2017	FEMININE FACTOR	PAINTING OF CWA RETRO CARAVAN FOR CAPTIVATE CAPEL	350.00
48505	24/05/2017	MRS COREENA MORGAN	REFUND OF FEES BL15074	96.00
48506	24/05/2017	SYNERGY	ELECTRICITY	277.45
48507	24/05/2017	AMIR ZAMAN	CROSSOVER CONTRIBUTION	300.00
48508	31/05/2017	COURIER AUSTRALIA INTERNATIONAL	COURIER COSTS ANALYTICAL	20.98
48509	31/05/2017	SHIRE OF CAPEL	SHIRE PETTY CASH RECOUP	196.10
48510	31/05/2017	ELITE FABRICATION BUNBURY WA	CAPEL ENTRY STATEMENT & ROUNDAABOUT WORKS	32672.48
48511	31/05/2017	IPWEA Australasia	IPWEA TRAINING - PARKS MANAGEMENT	715.00
48512	31/05/2017	SYNERGY	ELECTRICITY	6592.85
48513	31/05/2017	WATER CORPORATION	WATER USAGE	475.95
				\$1,375,967.23

02.05.17	SHIRE OF CAPEL PAYROLL PAYMENTS	\$158,621.13
16.05.17	SHIRE OF CAPEL PAYROLL PAYMENTS	\$166,188.50
30.05.17	SHIRE OF CAPEL PAYROLL PAYMENTS	\$159,116.61

\$483,926.24

03.05.17	TRANSFER to MUNICIPAL ACCOUNT	\$391,000.00
10.05.17	TRANSFER to MUNICIPAL ACCOUNT	\$250,000.00

\$641,000.00

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 28 June 2017 have been checked and are fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and services and as to prices, computations, and costings and the amounts shown are due for payment.

P.F. Heedy.

CHIEF EXECUTIVE OFFICER

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATIONS – 15.8

That Council receives:

- 1 The Schedule of Accounts covering vouchers 787-799, EFT24156 to EFT24397, CHQ48478 to CHQ48513 totalling \$1,375,967.23 during the month of May 2017;**
- 2 Payroll payments for the month of May 2017, totalling \$483,926.24; and**
- 3 Transfers to and from investments as listed.**

15.9 Financial Statements for 31 May 2017

Location: Whole of Shire
Applicant: Shire of Capel
File Reference:
Disclosure of Interest: Nil
Date: 14.06.17
Author: Manager Finance, A Mattaboni
Senior Officer: Executive Manager Corporate Services, S Stevenson
Attachments: Financial Statements for May 2017

MATTER FOR CONSIDERATION

Council to consider adopting the monthly financial statements for May 2017.

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

Strategic Community Plan 2013 to 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 financial sustainability of the organisation.

1.5 Ensure the effective management of Council’s resources.

CONSULTATION

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

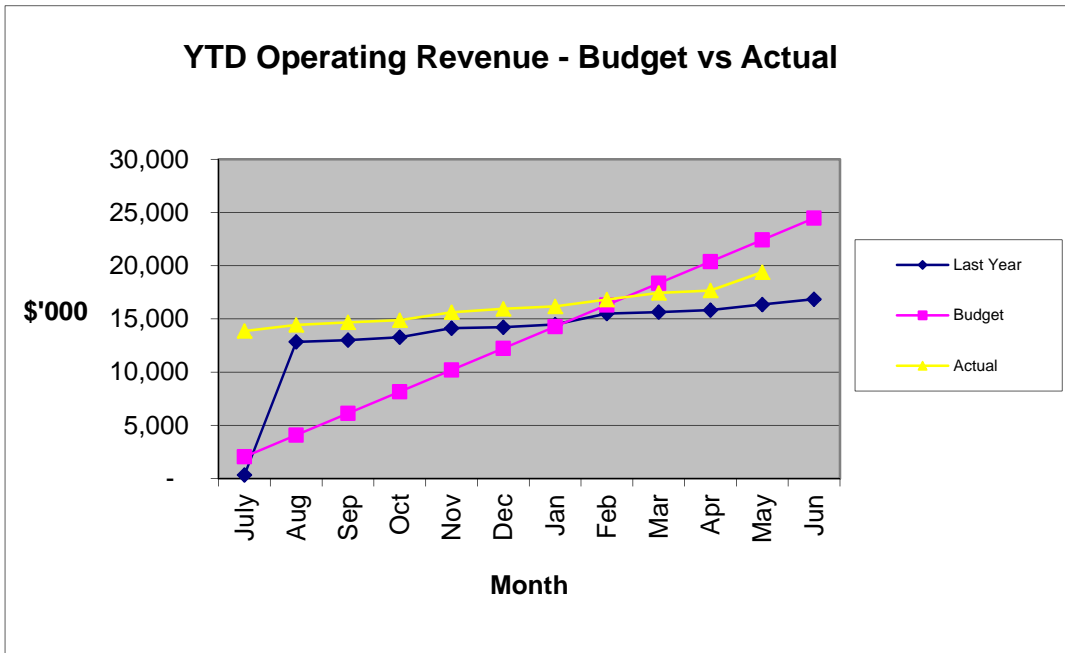
COMMENT

At 31 May 2017, Council’s net current assets position was a surplus of \$3,437,283. The forecast year end net current asset position is a surplus of \$57,313. This amount may vary to the final surplus (deficit) as accounts are finalised for the year.

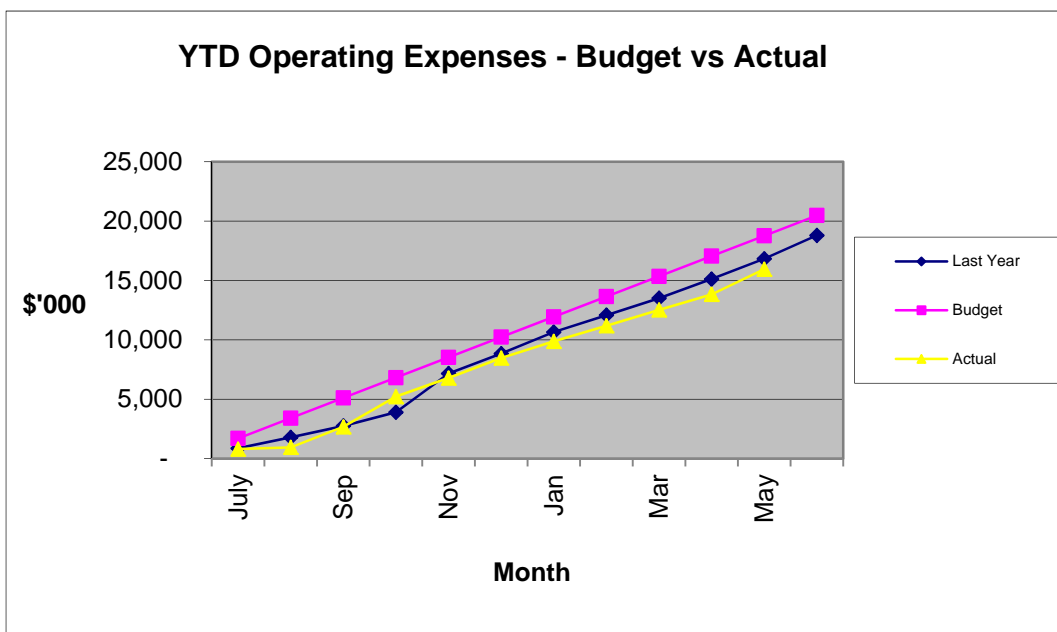
Compared to the annual budget approximately 101% of Operating Revenue has been invoiced and 78% of the Operating Expenditure budget has been spent. The monthly budget of income and expenditure has been adjusted to reflect the expected timing of actual income and expenditure throughout the financial year.

A comparison of employee costs shows that 92% of the annual budget has been spent. On a year to date basis actual employee costs are 1% below budget or \$65,129. Leave liability expenses have been calculated.

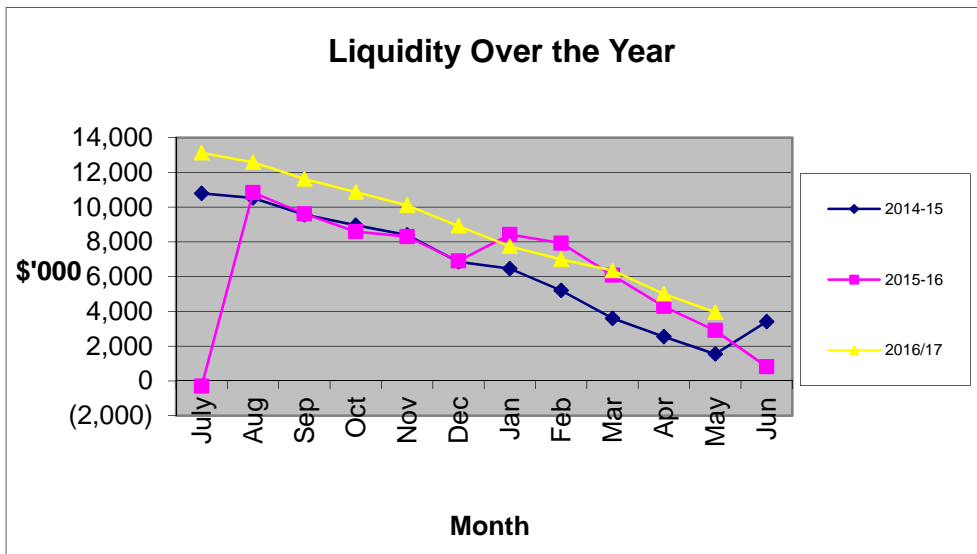
The following graphs compare actual Operating Revenue and Operating Expenditure against the approved budget on a year to date basis. Last year's actual is also included for comparative purposes.



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

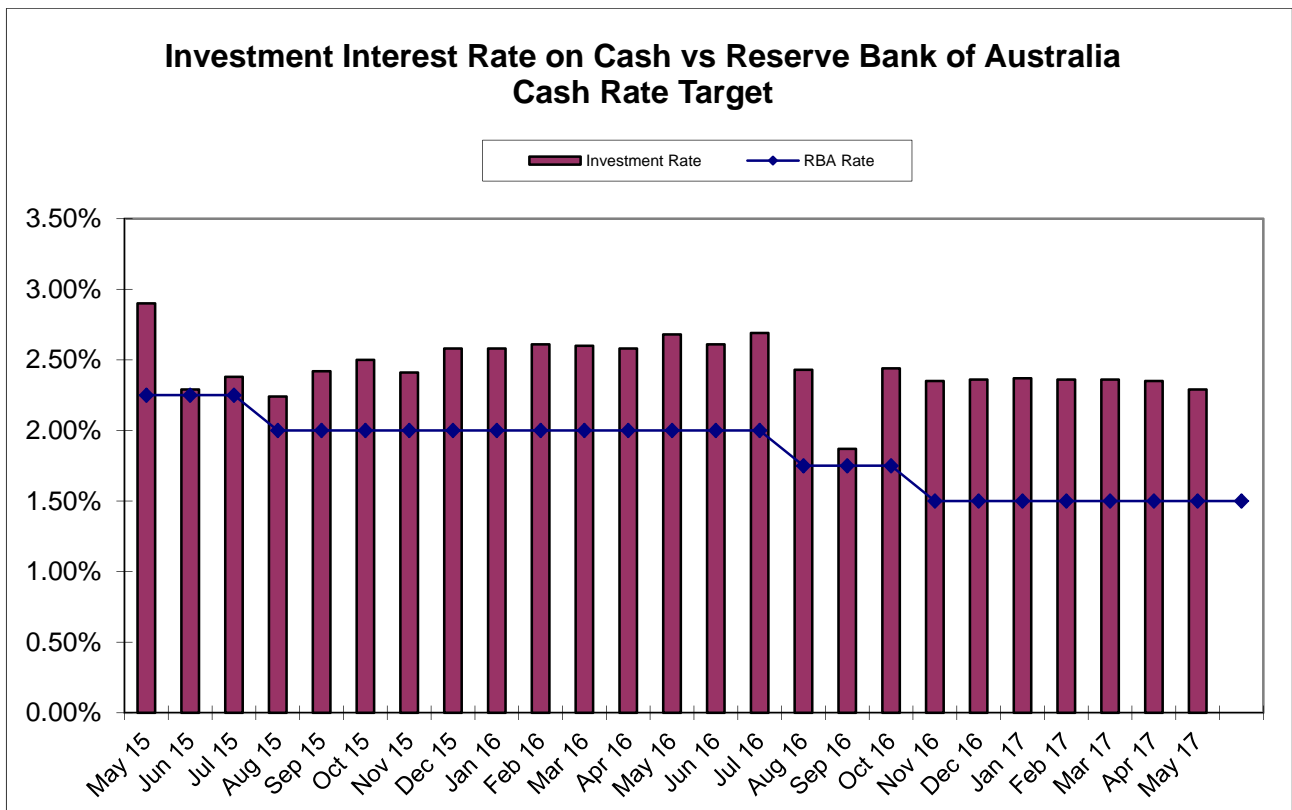


The liquidity graph compares the current year’s net current assets position against that of the two previous years.



Council’s municipal cash and investments position has decreased by \$472,641 compared to April 2017. The Municipal cash position is an amount of \$15,292,692 of which \$10,475,228 is restricted for specific purposes as shown at Note 3. Cash revenue came from rates receipts and grant funding. Major cash expenses were for payroll, contractor payments, materials and loan payments.

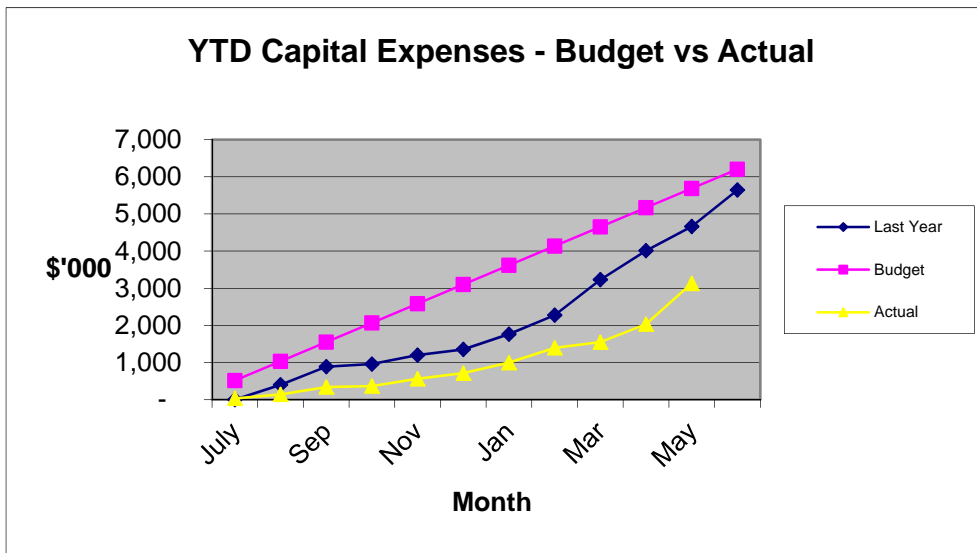
Total interest earned year to date is \$341,988 which is below the year to date budget of \$343,777. The average investment rate of return has decreased to 2.29% which exceeds the Reserve Bank’s cash reference rate of 1.50%. The Reserve Bank Board on 6 June 2017 made no change to their target cash rate of 1.50%. The Shire has term deposits maturing from June 2017 to September 2017, investment terms ranging from 63 days to 182 days and interest rates from 2.20% to 2.55%.



Capital works expenditure of \$1,096,294 was incurred during the month on:

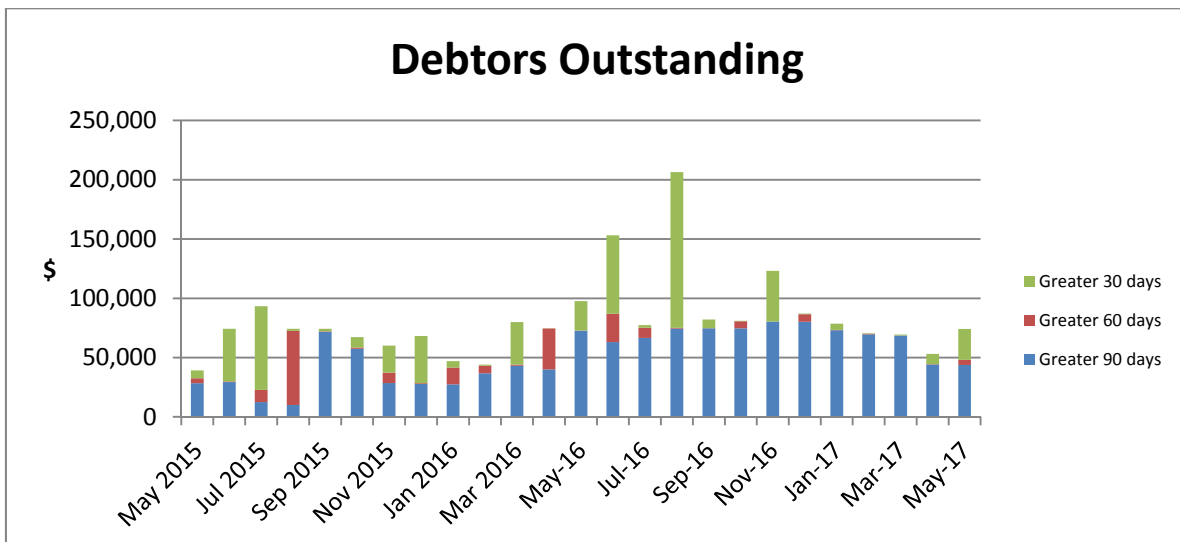
- \$235,955 Road widening,
- \$44,861 Bitumen reseal and Asphalt,
- \$61,218 Road reconstruction,
- \$30,597 Drainage infrastructure,
- \$71,173 Dual Use Paths,
- \$29,702 Entry Statements Capel Townscape,
- \$3,845 Whole of Shire POS – Naming of parks, signage, seats, shelters & bins
- \$9,375 Playground shade sails,
- \$8,390 Age Friendly Community Plan – Annual seat install,
- \$1,380 Capel Civic Precinct – Stage 3,
- \$3,355 Air conditioner replacement (Administration reception area),
- \$556,272 Light Tanker Fire Truck – Boyanup BFB, and
- \$40,171 Light commercial vehicle – 45CP

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

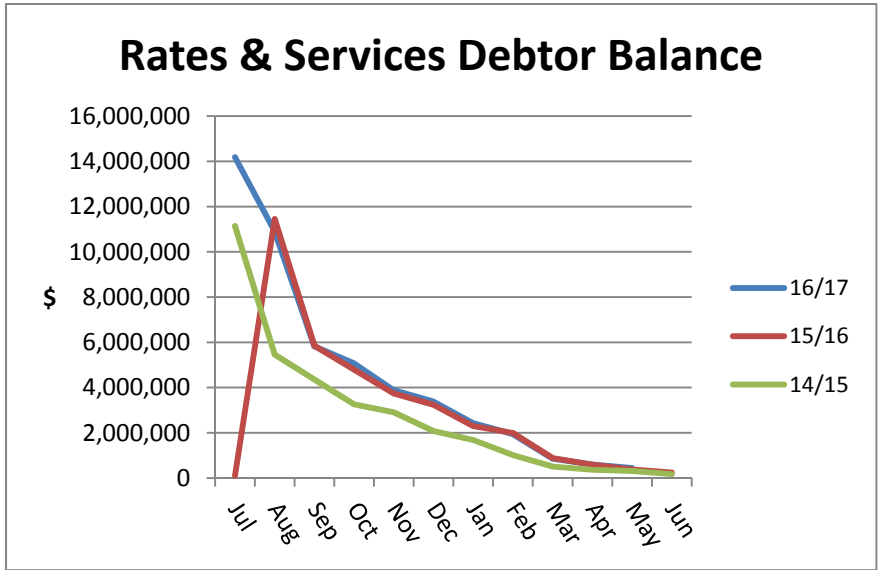


Council’s financial ratios are disclosed in Note 14.

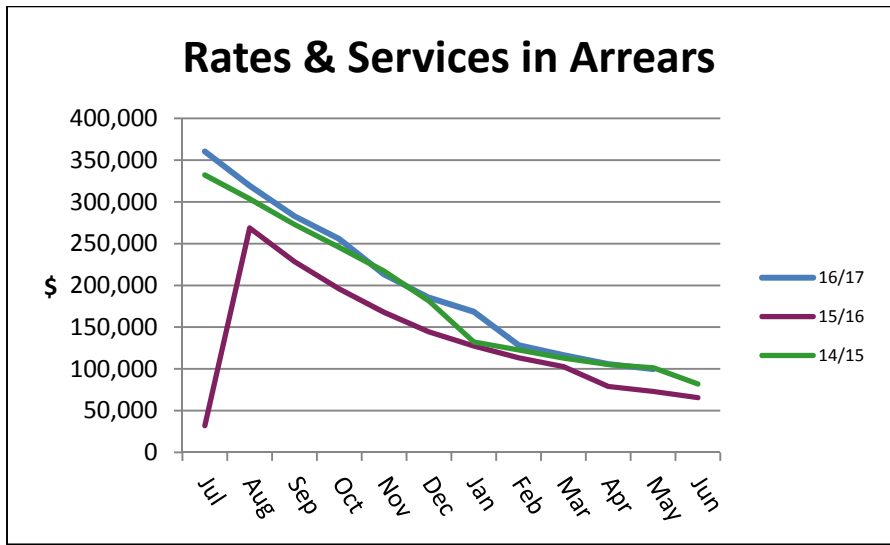
The following graph illustrates Council’s current level of general Debt recovery for 31-60 days, 61-90 days and greater than 90 days.



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



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



A review of the Statement of Financial Position and the attendant notes indicates there are no adverse trends evident in the year to date financial statements as at 31 May 2017.

VOTING REQUIREMENTS

Simple majority

OFFICER’S RECOMMENDATION – 15.9

That Council adopts the financial statements for the period ending 31 May 2017 as attached.

15.10 Draft Budget 2017/18

Location:	Whole of Shire
Applicant:	Shire of Capel
File Reference:	Nil
Disclosure of Interest:	Nil
Date:	14.06.17
Author:	Executive Manager Corporate Services, S Stevenson
Senior Officer:	Chief Executive Officer, P Sheedy
Attachments:	1. Draft Budget Statements for 2017/18 2. Draft Capital Works Program for 2017/18 3. Draft Budget by Account for 2017/18

MATTER FOR CONSIDERATION

Council to consider the draft Budget for the 2017/18 financial year.

BACKGROUND / PROPOSAL

Background

In previous years the draft Budget has been considered by Council at either a Special Council meeting or as part of the Agenda for the Ordinary Meeting in June.

Proposal

As many of the inputs to the Budget have already been considered by Council, including the rating strategy, it is proposed that the draft budget be considered as part of the Agenda for the June 2017 Ordinary Council meeting.

STATUTORY ENVIRONMENT

Local Government Act 1995, Section 6.2

6.2 Local Government to prepare Annual Budget

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*

- (3) 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 –
- b) 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
- d) in relation to a waiver or concession -
 - (v) a brief description of the waiver or concession;
 - (vi) a statement of the circumstances in which it will be granted;
 - (vii) details of the persons or class of persons to whom it is available; and
 - (viii) 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

- (4) 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*
- (5) Subsection 1(a) and (b) do not apply to an amount of money owing in respect of rates and services charges.
- (6) 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 Deferments) Act 1992*, a local government may at the time of imposing a rate or service charge or at a later date resolve to waive* a rate or service charge or resolve to grant other concessions in relation to a rate or service charge.

** Absolute majority required*

Local Government Act 1995, Section 5.56

6.56 Planning for the Future

- (1) A local government is to plan for the future of the district.
- (2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

Local Government (Administration) Regulations 1996 apply. Specifically :-

Division 3 — Planning for the future

19C. Planning for the future: strategic community plans — s. 5.56

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

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

*Absolute majority required.

- (7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

POLICY IMPLICATIONS

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. However, it is allowed to adopt a budget that has a deficit that does not exceed 10% of its rate revenue.

For the 2017/18 draft Budget it is proposed a total of \$12,255,483 be raised from property and specified area rates including a projection for interim rates. The expected yield from rates will be sufficient to balance the 2017/18 draft Budget after some adjustments have been made to increase other sources of revenue, reduce operating expenditure and to reduce the amount transferred to or from reserves.

The draft budget outlines planned expenditure and revenue for the 2017/18 financial year and provides a small estimated carried forward surplus at 30 June 2017 of \$57,313.

Long Term

The amount of the increase to the rate yield that is proposed is consistent with the forecasts included in the updated Rating Strategy and the annual rate increase in the updated Long Term Financial Plan. However the level of population growth anticipated 2017/18 and for the next few years is noticeably lower than originally forecast and variable costs will need to be contained where possible. Discretionary expenditure on capital works and other areas service areas will need to be closely managed to ensure the financial sustainability of the Shire is maintained.

Whole of Life

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

These items form part of the Strategic Integrated Planning process and link in with Council's Long Term Financial Plan and four year Corporate Plan.

SUSTAINABILITY IMPLICATIONS

The Budget includes a number of projects that will have a positive environmental impact. Many of the projects proposed in the Budget will provide a direct social benefit for the community.

The projects in the Budget will generate a significant economic benefit for the State and some businesses within the Shire of Capel will share in this benefit.

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 financial sustainability of the organisation;

1.5 Ensure the effective management of Council's resources.

2. 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.

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;

5.6 Effectively manage the Shire's assets and resources.

CONSULTATION

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

COMMENT

The draft budget document follows a similar format to that intended for the final document and includes the following information:

- Financial statements including the Statement of Comprehensive Income (Income Statement) by Nature or Type, Statement of Comprehensive Income (Income Statement) by Program and Rate Setting Statement.
- A Funding Statement which is presented in a format similar to the Rate Setting Statement. This has previously been utilised when considering the 4 year Corporate Business Plan and Long Term Financial Plan. This Statement provides an assessment of Funding required from General Operations, Strategic Projects and New Asset commitments, existing Asset Renewal obligations and Financing requirements.
- Notes to and forming part of the budget including notes on operating expenditure and revenue, loan borrowings, transfers to and from reserves, rating information and grants (to be provided with the final budget document).
- Detailed Financial Information at account level with Explanatory Notes, provide a greater level of detail for each account. This information is formatted with the account number, description and totals for the 2017/18 Budget, 2016/17 Actual (estimated end of year position) and 2016/17 Budget.

As the 2016/17 financial year has not yet ended, the draft Budget document presented to Council includes a current forecast to the 30 June 2017. Further information and adjustments

will be included in the final Budget document to be adopted by Council and presently scheduled for Council's Ordinary Meeting on 26 July 2017.

The preparation process for the Budget has been similar to previous years, with additional consideration to items related to the Integrated Planning processes providing improved long term financial planning. This has involved:

- Including requests from Councillors and the community that were approved by Council (OC0412, 26/4/17).
- Incorporating expenditure items previously approved by Council including Donations (OC0410, 26/4/17).
- Incorporating revenue items previously approved by Council including Fees and Charges (OC0413, 26/4/17).
- Incorporating expenditure for the revised 4 year Path Program (OC0405, 26/04/17).
- Incorporating expenditure for the 1 year Drainage Program of Works (OC0404, 26/04/17).
- Incorporating expenditure 10 year Plant Replacement Plan and 4 year Road Management Program previously approved by Council (OC0304, OC0306 on 22/3/17).
- Senior staff reviewing the document and adjusting items they consider should be reduced, deleted or deferred in order to achieve an acceptable net current assets position.
- Incorporating Elected Members Allowances which are within the band determined by new Regulations and were adopted in April 2017. (OC0414, 26/04/17).
- Assuming income for 2017/18 from the proposed Developer Contribution Plan accrues from 1st March 2018.

Rate Setting Statement

This statement shows the proposed financial position that is close to balanced (minor surplus) for the year after including all operating revenue and expenditure, capital expenditure, loan repayments, transfers to and from reserves, income from sale of assets and rates. The statement is designed to show how much must be raised from rates to record a breakeven result.

The draft Budget for 2017/18 as presented is effectively balanced for the year, with a minor surplus of \$1,941. However, if grant, revenue and the estimated brought forward surplus do not meet expectations or there are requests to increase or add expenditure items, this position will not be achievable. The other factor to be taken into account is the value of projects and items that have not been completed in 2016/17 and need to be brought forward to 2017/18 through the Carried Over Projects Reserve.

The draft budget position has been achieved with the benefit of an estimated brought forward surplus from 2016/17 of \$57,313 which compares favourably to the balanced position that was budgeted for this year. This brought forward position will not be impacted by the value of incomplete projects, as funds will be drawn from the Carried Over Projects Reserve in 2017/18.

In order to achieve a balanced draft budget, senior staff met to discuss and review an earlier draft Budget and as a result some items were removed or changed. Although a large number of changes were made the majority were only relatively minor in value and related primarily to reducing materials, contractor or consultancy expenditure. Other than those noted, no major

changes were made to capital works expenditure or major projects as these items were considered to be a high priority for retention in the budget. Changes were made to the amount of funds transferred to and from reserves in order to create a balanced position, in accordance with the purpose of the relevant reserve account.

Brought Forward Position

The draft Budget includes an estimated brought forward position from 30 June 2017 of a surplus of \$57,313. This expected surplus is subject to revision as end of financial year forecasts are reviewed further and items to be carried over are finalised.

The surplus compares favourably with the budgeted position for the 2016/17 year end of \$4,442. This is primarily attributed to some revenue items exceeding budget forecasts, some expenditure items being lower than budget and the carrying forward of some capital works projects.

In May 2012 Council endorsed a new Policy on reserve fund transfers and to create a "Carried Over Projects Reserve". This Reserve will have funds transferred into it at the end of the 2016/17 financial year which relate to carried over projects, or expenditure savings greater than \$5,000. Funds will be drawn from this reserve in future financial years to fund carried over projects and other major operating expenditure or works.

Staffing

A concerted effort has once again been made in this budget to contain staff costs in the 2017/18 budget and future years. In line with long term financial planning, an allowance has been made for additional staff. Staff costs (including workers compensation and Fringe Benefits Tax) have increased \$553,208 from a forecast of \$6,720,458 for 2016/17 to a budget of \$7,273,666 for the 2017/18 financial year. Of this increase, \$321,540 relates to salary costs before on-costs. In addition, workers compensation insurance is budgeted to increase \$29,185 year on year.

In line with current EBA agreements, average staff wage increases have been budgeted at 2.5%.

The number of full-time equivalent (FTE) staff has increased from 2016/17 by 3.11 FTE's. Of this, 1.0 FTE related to contract staff employed as part of the Records Digitisation Project previously endorsed by Council. An increase of 2.0 FTE's was planned in the Long Term Financial Plan 2017-27.

Employee costs consist of direct salary and wages, annual and long service leave provisions, workers compensation insurance, training costs, superannuation contributions, uniforms and protective clothing, professional development, fringe benefits tax and any other costs related to the employment of staff.

Council has in the past allocated 2.0% of salary costs towards staff training. For 2017/18 the 2% amounts to \$119,045 which compares with \$112,399 forecast for 2016/17. Allowance is also made for additional individual and organisational training requirements.

Workers compensation insurance costs are recorded against employee costs. The allocated 2017/18 budget for workers compensation insurance is \$215,071, which is an increase of \$29,185 or 15.7% on the 2016/17 forecast of \$185,886. The workers compensation insurance premium will be adjusted for the actual 2016/2017 salary amount in the 2017/2018 financial year. These costs are yet to be finalised and may be subject to change.

Total insurance costs for Council, incorporating Workers Compensation and General Insurances has increased from the 2016/17 forecast of \$317,032 to \$362,534 in 2017/18.

Fringe Benefits Tax is incurred by Council for benefits provided to Council employees. The primary area of benefit provided is the private use of Council motor vehicles, with very minor costs for phone and entertainment. The will result is an expense of \$74,780 in 2017/18 compared to a forecast full year of \$77,590 in 2016/17. This expense has been gradually reducing in the past few years.

(Profit)/Loss on Asset Disposals

A loss on disposal of \$96,258 has been included which relates to the sale of plant and vehicles.

Capital Works Program

\$7,949,312 is to be spent on the acquisition and construction of office equipment, plant, buildings and infrastructure assets. Council will be required to contribute \$1,358,825 from municipal funds and \$1,816,192 from Reserves and carry over funds to fund this expenditure. No new loan borrowings are budgeted for 2017/18.

Of the \$7,949,312 capital expenditure budget, the following is the breakdown based on Asset Category:

• Asset Renewal	\$2,808,863	(35.3%)
• Asset Upgrade	\$1,999,951	(25.1%)
• New Assets	\$3,140,498	(39.5%)

For comparison, in 2016/17 the budget was allocated as follows:

• Asset Renewal	\$1,570,382	(19.0%)
• Asset Upgrade	\$1,174,533	(14.3%)
• New Assets	\$5,482,135	(66.7%)

For 2017/18, the breakdown of asset acquisition is as follows:

• Office and Other Equipment	\$97,569
• Plant & Equipment	\$1,100,800
• Land & Buildings	\$64,596
• Infrastructure	\$4,336,347
• Non-Cash Infrastructure (gifted)	<u>\$2,350,000</u>
TOTAL	\$7,949,312

The specific capital works items are included in the attached Draft 2017/18 Capital Works Program. The major items of note include:

- The road works program of \$1,712,915 is based on the program agreed to by Council at their meeting on 22 March 2017 (minute reference OC0306).

These works include Road Reconstructions to the value of \$1,095,792. This includes:

- \$386,452 for Boundary Road, Boyanup which has been allocated \$277,664 of RTR grant funding and \$34,000 of RRG grant funding;
- \$261,000 for Boyanup Road West, Boyanup which has attracted \$140,000 of Blackspot funding and \$34,000 RRG grant funding;
- \$293,992 for Elgin Road, Elgin which has been allocated \$244,776 of RTR funding; and
- \$60,543 for Capel Tutunup Road, Capel which is being fully funded from Reserves.

A direct grant of \$131,293 and a RRG grant of \$50,880 have been made available for gravel re-sheets across the Shire.

Bitumen and asphalt reseals to the value of \$186,274 and \$205,234 respectively are planned for the 2017/18 financial year.

\$33,195 has been allocated for the improvement of the school bus pick up area on Goodwood Capel.

- Total grants of \$951,613 have been included in the 2017/2018 draft budget for the Roads Program.
- Council has previously adopted the Shire of Capel Path Strategy 2017-2022 (OC0405) at its meeting on 26 April 2017.

Paths included in the 2017/18 draft budget:

- Bussell Highway to Frances Road (Gelorup) - \$123,693. This has attracted grant funding of \$61,693;
- Nottingham Entrance (Dalyellup) - \$12,000;
- Forrest Road (Capel) - \$13,740;
- Spurr Street (Capel) - \$33,000; and
- Merritt Street (Capel) - \$13,470.

An allocation of \$15,000 for path reinstatements has also been allowed for.

Town Site and Rural Area Drainage has been allocated \$115,300 with \$37,000 being proposed for pipe renewal at Peppermint Grove Beach (PGB) as part of the Reserve Management Plan for this area. These works have been part funded from the Infrastructure Asset Reserve.

- The Capital Works Program does include an estimate for the non-cash acquisition of road (\$300,000), path (\$250,000) and drainage assets (\$300,000) from developers. These estimates are preliminary and may be adjusted as further information becomes available. This is an area that will require an increasing level of Council resourcing into the future as more infrastructure assets are transferred across to the Council.
- A total of \$1,365,108 has been allocated for the works associated with the development of Stages 3,3A and 4 of the Capel Civic Precinct. This includes \$120,000 allocated to fund a toilet block for the Civic Precinct. The funding is broken down as follows:
 - \$675,879 is budgeted to be funded from capital grants from a number of different funding bodies.
 - \$635,730 is budgeted to be allocated from Council Reserves. This includes DSC grant funding received in 2015/16 which has been carried forward in Council Reserves.
 - \$53,499 is budgeted to be allocated from Council Municipal Funds.
- \$89,000 has been included as part of the Trails Master Plan. This includes funds carried forward from 2016/17 as part of the general allocation.
- \$121,450 is budgeted for the Capel recreation ground to renew the training ground and fencing.
- An allowance of \$250,000 has been budgeted for Boyanup recreational facilities. This will cover the first of two years funds allocated for buildings and facilities improvements. This project is being funded from the Boyanup Community Facilities Reserve.

- \$43,492 has been allowed for shade sails. \$32,484 is allocated to Capel Recreation Ground and \$11,008 carried forward from 2016/17 for Northern Lakes Kids playground shade sails.
- \$26,000 has been allocated to whole of Shire POS. This is for naming of parks, seats, signage, shelters and bins.
- Annual asset management provisions have been provided for a number of asset categories as part of Council's forward asset renewal and upgrade programs. These provisions will increase in future years as Council gains further data on its asset management requirements, and integrates these preservation requirements into the Long Term Financial Plan. Current provisions for 2016/17 include:

▪ Beach Stairways and Pathways	\$5,460
▪ Playground Replacement Program	\$36,575
▪ Dalyellup Watering Systems: provision for replacement of bore pumps, retic, pipes, etc.	\$50,000
▪ Dalyellup Street Light Replacement	\$31,350
▪ Bin Stands	\$2,000
▪ Air conditioner and minor plant	\$6,000
▪ Various replacement provisions for specific assets included in the Long Term Financial Plan.	
- \$34,023 has been allocated towards the purchase of 120 litre and 340 litre plastic wheelie bins to complement the existing 240 litre bins. This purchase is funded 100% from a State Government grant.
- \$28,526 has been included for Minor Community Grants with \$57,933 included under the Major Community Grants Scheme to help fund a second bowling green for the Capel Bowling Club.
- \$24,942 has been included for replacement air-conditioners for the Capel Country Club.
- \$70,443 of capital funding is allocated in the budget related to Strategic Information Technology Systems. This is being fully funded from the Furniture and Equipment Reserve. The main elements of the \$70,443 are:

▪ \$39,800 for the PC replacement program (including \$1,500 for a laptop replacement in Council chambers)
▪ \$5,000 – Upgrade of Chambers projectors, projector inputs and whiteboard
▪ \$2,500 for TV screens for Chambers
▪ \$12,680 for an IT Vision Human Resources Module.
- Funds of \$267,422 have been allocated for Information Technology expenditure. This includes:

▪ \$50,000 has been allocated for product support and maintenance
▪ \$105,025 for GIS maintenance, software support
▪ \$21,406 for various licences
▪ \$29,556 for Office 2010/Network Software, firewall licences and Network Enterprise Agreement.
- Funds of \$460,000 have been allocated towards the purchase of one Bushfire Brigade fire truck and one Bushfire Brigade light tanker fire truck (ESL funded).
- Items as per OC0412 (2017/2018 Budget – Councillor and Community Requests) and OC0410 (2017/18 Budget – Donations to Charitable Organisation) which have been

endorsed by Council on the 27 April 2017 have been included in the draft 2017/2018 budget. The values included are \$165,190 and \$23,360 respectively.

- A number of small items have been budgeted to improve or renew the furniture and equipment and various Council buildings and facilities. These include:
 - \$5,000 – Chambers Buffet Table
 - \$2,126 – Block out blinds for PGB Community Centre
 - \$4,596 – Acoustic tiles for the Shire Administration reception
 - \$3,000 – Elgin Fire Brigade site works.
- The continuation of the program to install energy efficient systems at Council Facilities and other Shire buildings is planned with a budget of \$12,000 allocated for systems to be installed at yet to be specified buildings. This expenditure will be funded from the commitment to allocate 1% of rates towards climate change initiatives, and is partially funded from carried over funds.
- \$77,244 is allocated for the replacement of two passenger vehicles in accordance with the plant replacement program. This relates to one vehicle for Community Services and one for Engineering and Development Services. \$31,595 is expected to be funded from the sale/trade-in of motor vehicles with the balance of \$45,650 having to be funded from Council funds.
- \$131,388 is allocated for the replacement of heavy plant and equipment (two John Deere Out Front Mowers costing \$39,169 each and water tank costing \$50,000) in accordance with the plant replacement program. \$26,500 is expected to be funded from the sale/trade-in of plant with \$104,838 funded from the Plant Replacement Reserve.
- \$388,195 has been included for the replacement of six light commercial vehicles in accordance with the plant replacement program. Two vehicles are due for replacement for Community Services with four due for replacement for Engineering and Development Services. \$157,993 of this purchase price is expected to be obtained from sale proceeds and the balance of \$230,202 drawn from the Plant Replacement Reserve.

Loan Repayments

The draft budget expects that \$643,819 in loan principal will need to be repaid compared to \$610,779 forecast for the 2016/17. Outstanding principal at 30 June 2018 is expected to reduce to \$6,709,066 from an expected balance of \$7,352,885 at 30 June 2017.

Council will not increase its number of outstanding loans in the 2017/18 financial year. The number of remaining outstanding loans in its portfolio will remain at seventeen at the end of the financial year.

The annual operating surplus as a percentage of loan principal and interest repayments (Debt Service Cover Ratio) is budgeted to be 2.17 in 2017/18 (based on current borrowings). A tentative forecast for 2016/17 is 3.73 due to the prepayment of Financial Assistance Grants in 2016/17. This may change once 2016/17 financials are final. Guidance from the Department of Local Government and Communities recommends a ratio of greater than 2.

Reserves

Transfers to reserves are expected to total \$2,292,449, of which \$319,145 is expected to be earned in interest on cash backed reserves during 2017/18. This compares with the forecast interest for 2016/17 of \$217,980. The increased earnings is attributed to improved cash management and interest on Financial Assistance Grants received in 2016/17 relating to the

2017/18 financial year. A total of \$835,537 of Financial Assistance Grants has been paid in advance.

Transfers from reserves totaling \$3,955,585 are primarily used for capital projects, with the exception of the Debt Reduction Reserve. However, for 2017/18, this transfer includes the \$835,537 of Financial Assistance Grants mentioned above.

Reserve transfers are detailed in the explanatory information, and will be detailed further in the final budget document.

The 2017/18 Budget expects more to be transferred from reserves than to reserves. If the reserve transfers proceed as budgeted the expected balance of reserves at 30 June 2017 will be \$11,137,298.

Revenue and Expenditure Explanatory Information

This area of the budget primarily represents the operating expenditure and revenue for the coming year.

General Purpose Funding

Total rate revenue (general rate and specified area rate) has increased to \$12,255,483 including forecast interim rates income.

At its Rating Workshop held on the 22 March 2017, Council agreed to increase minimum rates by 8% and increase overall rates yield has by 6% on the 2016/17 budgeted rates. The rating categories have remained the same as 2016/17 although there have some realignments in the rates in the dollar with minor amendments to the Shire Statement of Objects and Reasons.

At this time, Council had not received its revised valuation for those properties (rating groups 10 and 11) which are valued on an Unimproved Valuation (UV) basis. In the past few years, valuations of these properties have been experiencing a downward trend. Staff have now received the updated valuations from the Office of the Valuer General and the overall result of the revision has been an increase of 9.63%. However, there are a few properties within this group which have seen abnormally large increases due to either multiple assessment being combined into a single assessment, being subject to a Structure Plan and land rezoning or identified for potential future residential subdivision. Excluding these anomalies, the average increase in UV has been 6.63%.

As with any revaluation, there are a range of increases and decreases within localities. In discussion with the Office of the Valuer General, staff have been advised that, when valuing properties, consideration has been given to the proximity of properties to local services and regional centres (such as Dalyellup and Bunbury) in addition to planned future infrastructure developments. There has also been an improvement in the market for this type of property in certain locations. The Valuer General has taken into account a number of factors when calculating its assessment.

While some properties have received some significant increases, 374 of 832 remain on the minimum rate of \$1,269.

A summary of UV revaluations by locality is below.

Boyanup / Gwindinup

The movements have ranged from a reduction of 1.91% to an increase of 16.40% giving an average increase of 5.21%. Of the 141 properties in this area, 55 remain on the minimum rate.

Capel / Capel River

The movements have ranged from a reduction of 1.41% to an increase of 13.81% giving an average increase of 4.37%. Of the 256 properties in this area, 159 remain on the minimum rate.

Dalyellup

Dalyellup has a total of 11 properties valued on a UV basis. Of the 11 properties, one has been subject to a land rezoning which has dramatically increased its value and has therefore distorted the average. Removing this assessment has resulted in an average increase of 3.78%. No properties are set on the minimum rate.

Gelorup / North Boyanup

The movements have ranged from no increase to an increase of 49.34%. The assessment which has been revalued with an increase of 49.34% is due to its potential for future development. Excluding this single assessment results in an average increase of 12.17% for properties in this area. Of the 102 properties in this area, 19 remain on the minimum rate.

Ludlow / Stirling Estate / Peppermint Grove Beach

The movements have ranged from no increase to an increase of 19.59%. The average increase for these properties is 6.26%. Of the 127 properties in this area, 71 remain on the minimum rate.

Stratham

The movements have ranged from no increase to an increase of 48.29%. Two assessments with increases of 42.44% and 48.29% are a result of lot consolidation and are skewing the average increase. Excluding these properties results in an average increase of 10.29% for properties in this area. Of the 97 properties in this area, 47 remain on the minimum rate.

The Plains / Elgin

The movements have ranged from no increase to an increase of 16.84% with an average of 5.94%. Of the 100 properties in this area, 23 remain on the minimum rate.

The increase in UV revaluations has resulted in an additional \$134,982 of revenue which has been included in the 2017/18 draft budget. This pushed up the overall rates yield for 2017/18 from 6% to 7.2%.

It is important to note that the four properties which have the largest increases account for \$47,040 of the \$134,982 increase. The balance is spread across the remaining 828 properties.

Council has endorsed proposed rates for the 2017/18 financial year at its meeting on 26 April 2017 and after receiving and considering submissions resolved to apply to the Minister for Local Government to approve the proposed minimum rate of \$1,269 for the 2017/18 financial year. This application is currently in progress.

The maximum specified area rate has been increased by 6% on 2016/17 levels to \$186.88. \$645,110 is expected to be billed at the start of the year and with the addition of an expected \$10,464 in interim rates will almost be sufficient to fund half the expected cost of Public Open Space maintenance in Dalyellup.

The WA Local Government Grants Commission (WALGGC) has prepaid \$835,537 of grants for the 2017/18 financial year in 2016/17.

Interest earned on investments is expected to be higher than 2016/2017 forecast. Investments are placed in accordance with Council's investment policy and are limited to secure and liquid investment options such as term deposits. There is an increased focus on cash management and the 2017/18 budget anticipates that over \$425,068 may be earned during the year.

Further details on other operational income and expenditure items are included within the draft budget document. These are allocated amongst the following schedules:

- Governance
- General Purpose Funding
- Law, Order, Public Safety
- Health
- Education & Welfare
- Community Amenities
- Recreation & Culture
- Transport
- Economic Services
- Other Property & Services.

Summary

The draft budget for 2017/18 is balanced and Councillors are encouraged to examine the document thoroughly. It would be appreciated if Councillors could contact senior staff prior to the meeting to discuss relevant issues.

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATION – 15.10

That Council approves the draft Capital Works Program and draft Budget for 2017/18 as presented.

16 COMMUNITY SERVICES REPORTS**16.1 Local Emergency Management Committee Minutes**

Location:	Whole of Shire
Applicant:	Shire of Capel
File Reference:	Nil
Disclosure of Interest:	Nil
Date:	09.06.17
Author:	Manager Emergency and Ranger Services, D Freeman
Senior Officer:	Executive Manager Community Services, M Plume
Attachments:	Local Emergency Management Committee Meeting Minutes - 9 May 2017

MATTER FOR CONSIDERATION

To consider the minutes of the meeting of the Shire of Capel Local Emergency Management Committee held on 9 May 2017.

BACKGROUND / PROPOSAL**Background**

The Shire of Capel Local Emergency Management Committee (LEMC) 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 May 2017 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 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.

Consideration of matters relating to local emergency risks is consistent with the objectives of the Shire's local emergency management arrangements and State Emergency Policy 3.2 – Emergency Risk Planning as follows:

3.2 Emergency Risk Management Planning

3.2.1 Mitigation strategies should be guided by emergency risk management (ERM) planning. ERM is defined as 'a systematic process which contributes to the wellbeing of communities and the environment. The process considers the likely effects of hazardous events and the controls by which they can be minimised.

3.2.2 One of the State Emergency Management Committee's (SEMC) functions is 'to develop and coordinate risk management strategies to assess community vulnerability to emergencies' (s. 14(e) Emergency Management Act).

3.2.3 The SEMC has endorsed six State Core Objectives, which apply to Western Australia, to assist in measuring the risk posed to Western Australian communities as part of ERM planning. These highlight important objectives for the State which may be impacted by an emergency event, as they contain identifiable vulnerable elements (i.e. key vulnerabilities).

3.2.4 As further explained in Appendix B and on the OEM website, the State Core Objectives relate to:

- people;
- economy;
- social;
- government;
- infrastructure; and
- environment.

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 4.8.3, Each LEMC must conduct at least one local-level exercise involving their local government area at least annually. LEMCs must ensure scenarios applied in the local-level exercise consider a range of situations and extend beyond those that exercise only limited parts of the arrangements as they apply to specific HMA exercises.

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

Strategic Community Plan 2013-31

2. 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:

2.4 Enhance community safety through community awareness and participation programs.

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

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:

State Risk Project – Local Risk Workshops

The Office of Emergency Management (OEM) has initiated the State Risk Project in order to gain a comprehensive understanding of the risks the State faces at the State, District and Local level.

At a local level, the key objectives of this project are to:

1. Help local governments to understand their risk.
2. Assist local governments to complete the emergency risk management (ERM) process as required by existing policy.
3. Allow the state to gain a comprehensive understanding of current risks at the local level, and
4. Provide information to enable future mitigation at all levels which will reduce the future cost of disasters.

OEM has proposed that a series of joint ERM workshops are conducted in the south west region attended by key agencies and selected LEMC/Local Government representative. Each participating local government will have its own table with selected representatives of the LEMC and local government including the table facilitators. The hazard scenarios and risk statements will be prepared in advance as part of the local risk planning for each participating local government. OEM SW District Advisor will facilitate the planning sessions in advance. Training will be provided to the table facilitators before the workshop.

The LEMC has determined that the 5 priority hazards for the Shire of Capel, for the purposes of the State Risk Project - Local Risk South West Workshops are:

1. Flood
2. Storm
3. Electricity Supply Disruption
4. Fire, and
5. Animal/Plant Biosecurity

The workshops will consider the impact of each hazard across the following areas:

- People – to protect the lives and wellbeing of people,
- Economy – to maintain and grow the State’s productive capacity,
- Infrastructure – to maintain key infrastructure such as transport facilities,
- Social- to maintain public order, safety, sanitation, education, health and culture,
- Government – to maintain public administration, democracy and rule of law, and
- Environment – to protect the ecosystem and biodiversity of the State.

The Shire of Capel LEMC will be represented at these workshops by the Shire’s delegates to the LEMC (Councillors M Scott, J Scott and B Bell) and Shire staff with primary responsibility for emergency management within the Shire.

Local Emergency Exercise

The LEMC is required to annually conduct an exercise that will test some aspect of the Shire’s Local Emergency Management Arrangements.

The LEMC has also determined that the LEMC’s 2017/18 exercise shall be a discussion exercise to test the Storm/Flood preparedness of the Shire of Capel Local Emergency Management Arrangements. The LEMC has also determined that a working group comprising the Manager Emergency & Ranger Services – Shire of Capel, the District Officer Natural Hazards – Department of Fire & Emergency Services, the Customer Service Manager – Main Roads WA, the District Emergency Management Advisor – Office of Emergency Management, and the Executive Assistant Community Services – Shire of Capel, be established to develop the exercise.

The exercise will be held on the same day as the LEMC December 2017 meeting at the conclusion of that meeting.

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATIONS – 16.1

That Council:

- 1. receives the minutes of the Local Emergency Management Committee meeting held on 9 May 2017 as a true and correct record of proceedings;**
- 2. notes the Shire of Capel LEMC will be represented at State Risk Workshops considering the impact of the following emergencies upon our community:**
 - i. Flood**
 - ii. Storm**
 - iii. Electricity Supply Disruption**
 - iv. Fire, and**
 - v. Animal/Plant Biosecurity; and**
- 3. notes that the LEMC's 2017/18 exercise shall be a discussion exercise to test the Storm/Flood preparedness of the Shire of Capel Local Emergency Management Arrangements.**

- 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**