

# Shire *of* Capel

## AGENDA

### ORDINARY COUNCIL MEETING

Wednesday 28 February 2018

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

#### REMINDERS:

**11.00am** Audit Committee Meeting

**11.30am** Discussion re proposed Police Station

**12 noon** Light lunch

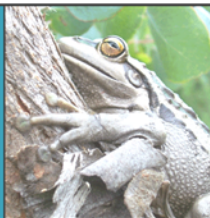
**12.30pm** Councillor Rating Workshop

**2.30pm** Briefing – Garry Green, Iluka Resources Ltd

**3.30pm** Round the Table discussion



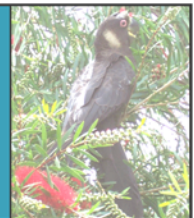
*Experience the*  
Shire of Capel



Forrest Road, Capel  
PO Box 369, Capel

T 9727 0222  
F 9727 0223

info@capel.wa.gov.au  
www.capel.wa.gov.au



## **ATTENTION/DISCLAIMER**

This agenda has yet to be dealt with by the Council. The Recommendations shown at the foot of each item have yet to be considered by the Council and are not to be interpreted as being the position of the Council. The minutes of the meeting held to discuss this agenda should be read to ascertain the decision of the Council.

In certain circumstances members of the public are not entitled to inspect material, which in the opinion of the Chief Executive Officer is confidential, and relates to a meeting or a part of a meeting that is likely to be closed to members of the public.

No responsibility whatsoever is implied or accepted by the Shire of Capel for any act, omission, statement or intimation occurring during Council or Committee meetings.

The Shire of Capel disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement of intimation occurring during Council or Committee meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or Committee meeting does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or intimation of approval made by any member or Officer of the Shire of Capel during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Capel.

The Shire of Capel advises that anyone who has any application lodged with the Shire of Capel must obtain and should only rely on WRITTEN CONFIRMATION of the outcome of the application and any conditions attaching to the decision made by the Shire of Capel in respect of the application.

The Shire of Capel advises that any plans or documents contained within this agenda may be subject to copyright law provisions (*Copyright Act 1968*, as amended) and that the express permission of the copyright owner(s) should be sought prior to their reproduction. It should be noted that copyright owners are entitled to take legal action against any persons who infringe their copyright. A reproduction of material that is protected by copyright may represent a copyright infringement.

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 FEBRUARY 2018 COMMENCING AT 4.30PM.



P F Sheedy  
CHIEF EXECUTIVE OFFICER

23 February 2018

# A G E N D A

## Table of Contents

1	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS.....	3
2	RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED) .....	3
3	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....	3
4	PUBLIC QUESTION TIME.....	3
5	APPLICATIONS FOR LEAVE OF ABSENCE.....	3
6	DECLARATIONS OF INTEREST.....	3
7	NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS.....	3
8	CONFIRMATION OF MINUTES .....	3
9	ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION .....	3
10	PETITIONS/DEPUTATIONS/PRESENTATIONS.....	3
11	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	4
12	QUESTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN .....	7
13	CHIEF EXECUTIVE OFFICER REPORTS.....	9
13.1	Strategic Community Plan 2018-2028 - Adoption .....	9
13.2	Local Government Act 1995 Review – Phase 1 .....	13
14	ENGINEERING AND DEVELOPMENT SERVICES REPORTS.....	20
14.1	Waste Transfer Station New Access Road .....	20
14.2	Program of Works – Roads (2018 – 2025).....	27
14.3	Bussell Highway Shared Use Path – Land Tenure.....	38
14.4	Third Party Appeal Rights in Planning .....	44
15	CORPORATE SERVICES REPORTS.....	50
15.1	Waste Local Law – Amendment .....	50
15.2	Draft Amended Policy 2.14 – Corporate Credit Card.....	55
15.3	Long Term Financial Plan 2017 - 2032 .....	58
15.4	Mid Year Budget Review .....	68
15.5	Accounts Due and Submitted for Authorisation.....	77

15.6	Accounts Paid During the Month of January 2018 .....	82
15.7	Financial Statements for 31 January 2018 .....	100
<b>16</b>	<b>COMMUNITY SERVICES REPORTS .....</b>	<b>107</b>
16.1	Age Friendly Communities Strategy - Draft.....	107
16.2	Disability Access and Inclusion Plan - Draft.....	112
16.3	Minor Community Grants Scheme Applications.....	115
16.4	Dalyellup Library Services – New Lease .....	123
16.5	Bush Fire Advisory Committee Minutes .....	129
<b>17</b>	<b>NEW BUSINESS OF AN URGENT NATURE.....</b>	<b>135</b>
<b>18</b>	<b>PUBLIC QUESTION TIME.....</b>	<b>135</b>
<b>19</b>	<b>MOTIONS WITHOUT NOTICE (ABSOLUTE MAJORITY BY COUNCIL).....</b>	<b>135</b>
<b>20</b>	<b>NOTICES OF MOTION FOR CONSIDERATION AT THE NEXT ORDINARY MEETING OF THE COUNCIL .....</b>	<b>135</b>
<b>21</b>	<b>ITEMS FOR CONSIDERATION BEHIND CLOSED DOORS .....</b>	<b>135</b>
<b>22</b>	<b>MEETING CLOSURE .....</b>	<b>135</b>

**IMPORTANT NOTE:**

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

**1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

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

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

**4 PUBLIC QUESTION TIME**

*In accordance with Standing Order 5.7(1)-(4) Public Question Time provides an opportunity for members of the public to ask a question of Council. For more information regarding Public Question Time, please phone the Shire Office during office hours on 9727 0222 or visit the Shire's website [www.capel.wa.gov.au](http://www.capel.wa.gov.au).*

**5 APPLICATIONS FOR LEAVE OF ABSENCE**

**6 DECLARATIONS OF INTEREST**

*Members should fill in Disclosure of Interest forms for items in which they have a financial, proximity or impartiality interest and forward these to the Presiding Member before the meeting commences.*

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

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

*A person has a **proximity interest** in a matter if the matter concerns a proposed change to a planning scheme affecting land that adjoins the person's land; or a proposed change to the zoning or use of land that adjoins the person's land; or a proposed development (as defined in section 5.63(5)) of land that adjoins the person's land.*

*An **impartiality interest** means an interest that could, or could reasonably be perceived to, adversely affect the **impartiality** of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.*

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

**8 CONFIRMATION OF MINUTES**

8.1 Ordinary Council Meeting – 24 January 2018

**9 ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION**

**10 PETITIONS/DEPUTATIONS/PRESENTATIONS**

*Any person or group wishing to lodge a **petition** with Council are required to submit it on the prescribed Petition form available on the Shire website [www.capel.wa.gov.au](http://www.capel.wa.gov.au). For more information about petitions please contact the Executive Assistant on 9727 0222 during office hours or email [info@capel.wa.gov.au](mailto:info@capel.wa.gov.au).*

*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 during office hours or email [info@capel.wa.gov.au](mailto:info@capel.wa.gov.au).*

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

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

Cr Michael Southwell has submitted the following three Notices of Motion as per Standing Orders Local Law Clause 4.12.

### **MOTION 1 – Shire Policy 6.8 Dalyellup Common Interest Area**

**That Council instructs the CEO to review and report back on Shire Policy 6.8 Dalyellup Common Interest Area, specifically whether the developers should continue to be treated differently, or should now conform to the Council’s standard rules and by laws on signs.**

Reasons: As the community of Dalyellup is now almost completed and a fully established and long standing area, the original reasons for the policy being introduced, which was I gather to help the developer promote the new suburb, is perhaps now obsolete. As this policy grants special rights and privileges to a select few businesses, Council must ensure its policy remains relevant and advantageous for the community for it to continue.

Chief Executive Officer (CEO) Comment: Policy 6.8 Dalyellup Common Interest Area does not treat the developers any differently or grant “special rights and privileges to a select few businesses”, but does establish a mechanism whereby an application for advertising or directional signage may be erected, despite being located within the Highway Protection Area (100m either side of the centreline of Bussell Highway and South Western Highway) as described in s7.11 of the TPS#7. The objective of the TPS Amendment was captured in the original report to Council stipulating the need to limit signage to promotion of townsite or major settlement areas, shopping areas and community facilities.

Council Policy 6.8 – Dalyellup Common Interest Area was adopted by Council at its 13 August 2003 Meeting (OC0807), in response to an application for a Scheme Amendment #17 from Dalyellup Beach Pty Ltd / Thompson McRobert Edgeloe. The objective of the Scheme Amendment was to amend the Highway Protection Area provisions of Town Planning Scheme No. 7 (TPS7) to allow Council to consider the approval of signage relating to typical services and facilities of an urban area, adjacent to the East Dalyellup urban expansion area. The objective of the policy is to permit the Council to approve signage related to the Dalyellup urban expansion area that has a Common Interest in accordance with provision 7.11.2 (g) of the TPS7.

Policy 6.8 defines ‘Common Interest’ as:

*Including a shared sense of community identity and belonging , with similarities in the characteristics or residents, and dependence on shared facilities.*

The policy highlights the importance of the Common Interest Area, recognising the strategic urban growth of Dalyellup as highlighted in the Bunbury – Wellington Plan, Greater Bunbury Structure Plan and the Greater Bunbury Region Scheme. More recently, Dalyellup is recognised as a strategic urban growth centre.

Activities in Thoroughfares and Public Places and Trading Local Law (2016) – This Local Law prescribes the means by which an application for a sign within the road reserve should be considered, and prescribes some signs that are exempt from this process. The Local Law is applicable to thoroughfares under the care, control and management of the Shire of Capel, so by definition, Bussell Highway is excluded from the Local Law.

Council Policy 6.28 – Signs, was adopted by Council at its 23 November 2016 meeting, and has been prepared to establish standards for design, siting and general appearance of signs, and is used to support a formal planning application for a sign. The policy is applicable to the whole Shire, including the Dalyellup Common Interest Area, the Highway Protection Zone (subject to Council approval) and private land.

## **MOTION 2 – Budget process savings to prevent rates increase**

**That Council advise the CEO that staff should be asked to carry out this year’s budget process with the aim of finding savings and economies so that the Shire is able to continue its plans and meet its responsibilities without any overall rates increase being imposed.**

Reasons: Growth in wages remains low or nearly stagnant in the State and this shire. Nationally, CPI and inflation increases are around 2 per cent or lower. The local government cost increase is below 2 per cent. I believe the Shire has the capacity to reduce waste, cut spending on unnecessary items, and find savings in administration and programs comprising at least two per cent, to be able to continue providing a similar level of services without increasing our rates. This measure and the example set would, I think, be welcomed by the community.

CEO Comment: The Shire’s Rating Strategy allows for 6% overall increase in rates yield for the 2018-19 financial year with 4% until the 2026-27 financial year.

No increase in Shire rates in 2018-19 will result in a reduction in revenue of approximately \$713,000 in the 2018-19 financial year versus the adopted Long-Term Financial Plan 2016-26. This would represent an on-going annual reduction in revenue compounded by the endorsed rate increase in that particular year.

A 2% increase in Shire rates will result in a reduction in revenue of approximately \$482,000 in the 2018-19 financial year versus the adopted Long-Term Financial Plan 2016-26. This would represent an on-going annual reduction in revenue compounded by the endorsed rate increase in that particular year.

Each year, as part of the budget process, staff reviews all line items to find efficiencies and savings as well as reviewing the level of service provision. This year, staff have already scheduled in a review of the last 3 years of actuals versus budget forecast. As a result of the on-going process, operating costs have been refined and are currently at a level where any further reduction would be detrimental to the level of services provided to the community.

While the Local Government Costs Index (LGCI) was published at 1.5% in November 2017, and forecast to rise to 2.1% in 2018-19, the index summaries only a select number of indices. This index does not factor in the costs of growth, infrastructure expansion or improved service provision to the community.

Finally, the WA Local Government Grants Commission (WALGC) provides annual Commonwealth funding to local governments on the basis of an Equalisation Component, based on all local government in the state being able to provide a standard level of service to their community, which is that:

*“It is a legislative requirement that Financial Assistance Grants are distributed on the basis of full horizontal equalisation. Horizontal equalisation requires that ‘every local government in the State has the ability to function, by reasonable effort, at a standard not lower than the average standard of other local governments in the State’.”*

The WALGC calculates the annual grant to each local government by utilising an ‘assessed revenue and expenditure’ formula that a local government should incur across a number of

areas. It is based on a three year average, with the difference between the assessed revenue and expenditure being the total grant entitlement less a percentage decrease due to the total Commonwealth grant being less than the total WA local need.

As I have previously informed the Council, the total average rate revenue that the Shire of Capel should be raising each year for residential, commercial and industrial (the three are combined into one by the WALGC) is substantially below the WALGC's assessment. In the 2017/18 Balanced Budget Report this was \$1,328,769. For agricultural, it is only \$76,812 below the WALGC assessed rate revenue.

So the reality is that Council should in fact be increasing its rate rises substantially, especially in the residential, commercial and industrial rating areas to reach the WALGC average revenue standard, not having no or very low rate increases. This is also supported by the rate in the dollar comparison with other local governments in the South West in these three areas.

### **MOTION 3 – Use of funds held in Reserves to pay down debts**

**That Council instruct the CEO to arrange a report to be presented to the next meeting of Council advising on the feasibility and measures necessary for the Shire to use some of its funds held in Reserves to pay down if not completely extinguish its bank and other loan debts.**

Reasons: According to the Budget, Capel Shire currently has debts in the region of \$6.5 million, while it is also holding funds in various reserve funds which total around \$10 million. In normal household accounting it is unwise to keep debts on which interest is being paid, while money is being held aside "for a rainy day". To this councillor it makes sense to pay down debt, so that interest repayments do not have to be made, if the entity has the financial capacity to do so without causing any undue problems. I would like the pros and cons of keeping debts while the Shire has the capacity to pay them out explained in a report to Councillors.

CEO Comment: The Shire has fixed rate loans. There is no financial benefit in paying out these loans earlier than the due date as the Shire would still be required to pay the total value of the future payments due. Paying out the loans early would result in a one off large cash outflow for no financial benefit. It is therefore imprudent to do so from both a cash flow management perspective and long-term sustainability perspective.

At the end of the 2016-17 financial year, the Shire's Debt Service Ratio was 4.47. This has increased from 2.10 in the prior year. This ratio is a measurement of a local government's ability to repay its debt. The Shire with a Debt Service Ratio of 4.47 is well within the acceptable level set by the Department of Local Government, Sport and Cultural Industries. A Ratio of 5.0 is considered to be Advanced. There is therefore no issue with the Shire's ability to repay its current loan base.

Reserves are held for a number of purposes specified in the Annual Budget.

As examples:

- The Specified Area Rate Dalyellup Reserve is used "to maintain parks, gardens and public open space in Dalyellup" and is therefore not available for expenditures of another nature.
- The Dalyellup Community Facilities Reserve - Used "to fund community facilities in Dalyellup". This Reserve is predominantly comprised of Developer Contributions which were made in the expectation that those funds would be used for that purpose.
- Dalyellup Infrastructure (Millennium) Reserve – Used to fund capital projects within Dalyellup (as per the Deed of Covenant).



- Employees Leave Reserve Fund – Used to fund leave entitlements for redundancy, retirement, leave transfers to other local governments and leave entitlements paid each year.
- Waste Management Reserve – Used to maintain transfer sites, refuse sites, waste collection and disposal services within the Shire, waste site rehabilitation and regional waste services.

## 12 QUESTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Cr Michael Southwell has submitted the following five Questions on Notice:

### Question 1 – Environmental Reports

Council has been in receipt of several external reports over the past few years which have shown the presence of the dangerous heavy metal hexavalent chromium in the groundwater below and near the Cristal toxic waste dump in the Dalyellup sand dunes, so was it misleading for the CEO to write on Facebook in response to a post from a citizen concerned about the Greenpatch housing development on the adjoining site; “there has been no environmental reports that have raised concerns ...”?

### Question 2 – Marine Water Guidelines re heavy metals

Senior Council staff have known for some time that a plume of contaminated and radioactive groundwater, containing levels well above marine water guidelines of the heavy metals hexavalent chromium and vanadium, has for many years been moving from the sand dunes where the Cristal toxic waste dump is located and into the nearby seawater at the beach, so has there been any action taken by the Shire to advise beach users of the risk to human health involved in recreational use of this area?

### Question 3 – Deed of Agreement between Shire of Capel and Millennium Chemicals (now Cristal)

The 2010 Deed of Agreement between Capel Shire and Millennium Chemicals (now Cristal), says the Council will accept cash in exchange for releasing the company from its requirement to build sporting grounds on the rehabilitated toxic waste dump in the sand dunes, or if prevented from doing so on environmental grounds, to provide the land for such a facility elsewhere in the Shire. In doing so, the Shire agreed there was little chance of the sports facility being build in the sand dunes because State departments of Health and Environmental Regulation would not allow a sports ground to be build on the toxic site without further study of the contamination. Given this remains the case and the CEO said in a recent response to a ratepayer query about Greenpatch that Cristal and Council agreed in May 2017 for the area be revegetated and the proces of seeking approval cease ... I ask:

- A) Why does the Structure Plan, which has been reviewed and released in consultation with Shire staff, still refer at a number of points to the dump site as “possibly future Shire sporting facility” and include indicative sketch plans for such a facility?
- B) Who was responsible for having drawn the sketch plans in the Structure Plan report which show a sporting facility including football grounds, soccer grounds, baseball parks and changerooms?
- C) Have people reading the revised Greenpatch Structure Plan been misled by information suggesting the sportsground is still a live proposal?

Question 4 – Annual Electors’ Meeting Part 1

In regard to tonight’s General Meeting of Electors, why has it been consistently advertised by this Council’s CEO in various public forums that “the purpose of the meeting is to receive the annual report”, when this is not consistent with Local Government Act and its Regulations which say the meeting is held following the publication of the Annual Report and “the matters to be discussed at a generalelectors’ meeting are, firstly, the contents of the annual report for the previous financial year and then any other general business.”?

Question 5 – Annual Electors’ Meeting Part 2

Given the wording of the Shire advertisements quoted in Question 4 (above), have the electors of Capel been somewhat misled as to the true nature and purpose of the Annual Meeting, and could this be the reason for low attendance rates to this important meeting over recent years?

CEO Comment: As per Clause 4.7(2) of the Shire of Capel Standing Orders Local Law 2016, a written response will be provided to Councillors at the Ordinary Council meeting on 28 February 2018.

## 13 CHIEF EXECUTIVE OFFICER REPORTS

---

### 13.1 Strategic Community Plan 2018-2028 - Adoption

---

Location:	Whole of Shire
Applicant:	Shire of Capel
File Reference:	N/A
Disclosure of Interest:	Nil
Date:	29.01.18
Author:	Chief Executive Officer, PF Sheedy
Senior Officer:	Chief Executive Officer, PF Sheedy
Attachments:	1 Strategic Community Plan 2018-2028 (provided to Councillors under separate cover)
	2 Strategic Community Plan 2018-2028 Abbreviated Version (Flyer)

---

#### **IN BRIEF**

Following the community consultation in 2017 the draft Strategic Community Plan 2018-2028 has now been finalised and is submitted for Council consideration and endorsement.

An abbreviated version is also included in the attachments for information.

#### **RECOMMENDATION**

**That Council considers and endorse the modifications to the Strategic Community Plan and resolves to adopt the Strategic Community Plan 2018 – 2028 and the ‘Abbreviated Version’ of the Plan as detailed in the attachments.**

#### **BACKGROUND / PROPOSAL**

##### **Background**

2016

- August 2016 - Quotations sought for relevant consultants to undertake the review of the Strategic Community Plan and Corporate Business Plan.
- September 2016 – Star Consulting appointed to undertake the review.
- November 2016 - Business and Community Workshops commenced throughout the Shire.

2017

- February to April 2017 - Workshops held with Councillors, Executive Staff and Managers to review draft Strategic Community Plan and Corporate Business Plan.
- August to December 2017 – draft and final versions of Strategic Community Plan received from consultant.
- November 2017 – draft Corporate Business Plan received from consultant.
- December 2017 – CEO ceased all engagement with consultants on plans and initiated internal action to update to final drafts.

##### **Proposal**

As a comparison to the 2013 – 2031 version, adopted by Council in April 2013, the Strategic Community Plan 2018 – 2028 incorporates the following:

- A new Vision statement;

- A Mission statement;
- The Values have been changed, increased to 5 (previously 3) and based around the word 'Capel';
- The five 'Experiences' (Leadership, Community, Economic, Environmental and Infrastructure) have been retained with additional key focus wording added in Decide, People, Prosper, Clean and Green and Build;
- Community Aspirations and Objectives have been included;
- The Shire profile content and population snapshot has been reduced substantially to a whole of Shire statement rather than information on every town/locality; and
- A number of photographs and the format has been changed substantially to present a more coordinated, colourful and professional document.

The document is now presented to Council for consideration and endorsement. After the adoption by Council it will then be advertised for the information of the community, added to the Shire website publication list and copies of the abbreviated version professionally printed to have on display at the Customer Service reception area, libraries and provided to other local governments and organisations to promote the Shire of Capel in a positive manner.

## **STATUTORY ENVIRONMENT**

Local Government Act 1995 section 5.56

### **5.56. Planning for the future**

- (1) A local government is to plan for the future of the district.
- (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 Regulation 19C

### **19C. Strategic community plans, requirements for (Act s. 5.56)**

- (1) A local government is to ensure that a strategic community 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 strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.
- (3) A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.
- (4) A local government is to review the current strategic community plan for its district at least once every 4 years.
- (5) In making or reviewing a strategic community plan, a local government is to have regard to —
  - (a) the capacity of its current resources and the anticipated capacity of its future resources; and
  - (b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and
  - (c) demographic trends.
- (6) Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.
- (7) A council is to consider a strategic community 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.

- (8) If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.
- (9) A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.
- (10) A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.

### **POLICY IMPLICATIONS**

There are no current policies relevant to this matter.

### **RISK IMPLICATIONS**

Given that the Strategic Community Plan is a high level strategic document that outlines the aspirations and objectives of the community for the next ten (10) years the risk implications to the organisation are considered to be very low.

### **FINANCIAL IMPLICATIONS**

#### **Budget**

The 2017/18 budget (account 104120.10 Integrated Strategic Planning and Reporting) includes provision for the provision of funds to complete the Strategic Community Plan major review (the majority of the funds were allocated and spent in 2016/17).

The production of the abbreviated version in glossy format will require some additional funding which can be covered within the existing stationery budget.

Finally there will be some minor costs with advertising the adoption of the Strategic Community Plan.

#### **Long Term**

The major review in four (4) years will require the allocation of funds to undertake community engagement if that process is supported.

### **SUSTAINABILITY IMPLICATIONS**

The five key focus areas of the document relate to all the areas of social, environment, financial and economic sustainability and the establishment of actions in the Corporate Business Plan under each of the five focus areas will have sustainability implications at various levels.

### **STRATEGIC IMPLICATIONS**

The Draft Strategic Community Plan 2018 – 2028 is a high level strategic document that clearly outlines the strategic direction that the community wants the Council to progress over the next ten (10) years with a focus on the community aspirations and objectives to achieve this outcome.

The development of key actions in the Corporate Business Plan to underpin the community aspirations and objectives is the next key strategic action to be undertaken to ensure that by 2028 Council has achieved the outcome expected by the community.

### **CONSULTATION**

Substantial community consultation, via workshops and surveys has been undertaken to reach this final stage of Draft Strategic Community Plan and no further consultation, other than inform

the community that the final document has been endorsed by Council is available for viewing at various sites in the Shire, is required.

**COMMENT**

It is unfortunate that the completion of the Strategic Community Plan to reach the final draft version ready for Council endorsement and adoption has taken a lot longer than expected, when this process was started in late 2016. This lengthy delay has also meant that the early enthusiasm and positivity by staff and the community that surrounded the development of a new Strategic Community Plan will have to some degree be ignited again.

The parting of ways between the consultant engaged to undertake the work and the parent company engaged to undertake the project led to lengthy periods where unnecessary delays occurred in progressing the document to the next stage and as CEO I have to take responsibility for this lengthy delay.

However with the document reaching its final conclusion there has been a noticeable increase in the level of enthusiasm by Executive staff to progress the document to the next stage. The great work by Michelle Plume, Alison Evans and Marisa Blandford to add colour and a professional format to the document needs to be acknowledged.

**VOTING REQUIREMENTS**

Absolute majority

<b>OFFICER'S RECOMMENDATION – 13.1</b>
--

**That Council considers and endorses the modifications to the Strategic Community Plan and resolves to adopt the Strategic Community Plan 2018 – 2028 and the 'Abbreviated Version' of the Plan as detailed in the attachments.**

---

## 13.2 Local Government Act 1995 Review – Phase 1

---

Location: Whole of Shire  
 Applicant: Department of Local Government, Sport and Cultural Industries (DLGSCI)  
 File Reference: GR.AR.1  
 Disclosure of Interest: I wish to declare a financial interest in part 4.4 'Recruitment or termination of CEO before or after an election' and part 7 'Gifts' of the submission.  
 Date: 07.02.18  
 Author: Chief Executive Officer, PF Sheedy  
 Senior Officer: Chief Executive Officer, PF Sheedy  
 Attachments: Submission to DLGSCI on Local Government Act 1995 Review – Phase 1

---

### **IN BRIEF**

A submission has been prepared by the Chief Executive Officer (CEO), on behalf of Shire of Capel (attached), that provides a response to the issues raised in the 'Local Government Act 1995 Review Agile, Smart, Inclusive – Local governments for the future – Phase 1: Consultation Paper' issued in November 2017 by the Minister for Local Government.

The proposed submission has taken into consideration the previous positions endorsed by Council on Elected Member training and Gifts declarations and also the submission made by the Shire in response to the Western Australian Local Government Association (WALGA) discussion paper in September 2017.

### **RECOMMENDATION**

**That Council endorses the 'Shire of Capel Submission to the Department of Local Government, Sport and Cultural Industries on Local Government Act 1995 Review Phase 1: Consultation Paper' as detailed in the attachment, dated February 2018 and it be forwarded to the Department of Local Government, Sport and Cultural Industries, Western Australian Local Government Association and Local Government Professionals Australia WA.**

### **BACKGROUND / PROPOSAL**

#### **Background**

##### June 2017

The Minister for Local Government, Hon David Templeman MLA wrote to WALGA on 14 June 2017 to announce the commencement of the review of the *Local Government Act 1995*. The correspondence is outlined below:

*'Due to the scope of the likely amendments and my desire to see early progress, I have decided that the work will be undertaken in two phases:*

*The first will focus on modernising Local Government, with the policy work and consultation to be completed in 2017 with a Bill in 2018. Key topics in this phase will be increasing elector participation, electronic disclosure (making information more readily available), simplifying the disclosure of gifts and some reducing red tape provisions.*

*The theme for the second phase is delivering for the community, with the policy work and consultation to be completed in 2018 with a Bill in 2019. Key themes for this phase will be*

*improving behaviour and relationships, increasing community participation, enabling local government enterprises, improving financial management and reducing red tape.'*

The following are the issues that the Minister's office has put forward:

Phase 1: 'Modernising local government' - 2017

- Increasing participation in local government elections;
- Strengthening public confidence in local government elections;
- Making information available online;
- Restoring public confidence (includes the gift provisions);
- Reducing red tape; and
- Regional Subsidiaries.

Phase 2: 'Services for the community' - 2018

- Increasing community participation;
- Improving financial management;
- Improving behaviour and relationships; and
- Reducing red tape.

The Minister has invited WALGA and Local Government Professionals WA to participate in a reference group on the review. The Minister's office has advised that there may be some flexibility as to what issues are to be considered in Phase 1 or Phase 2.

November 2017

Phase 1 Consultation Paper released by the Department of Local Government, Sport and Cultural Industries indicating that submissions will close on Friday 9 March 2018 (amended after previously being 9 February 2018).

December 2017

Chief Executive Officer and Executive Management Staff attended a Department workshop at the City of Busselton to discuss the Local Government Act Review Phase 1 Consultation Paper.

**Proposal**

The attached draft submission is provided for the consideration and endorsement by Council to be submitted to the Department of Local Government, Sport and Cultural Industries by the 9 March 2018.

Phase 1 of the Local Government Act review is focusing purely on changes to the Local Government Act and not the Local Government Act Regulations that deal with such matters as rating, fees and charges, local government elections etc. that will be dealt with in Phase 2 of the review.

**STATUTORY ENVIRONMENT**

Local Government Act 1995

**POLICY IMPLICATIONS**

There are no current policies relevant to this matter.



## **RISK IMPLICATIONS**

Risk implications are based on a risk matrix that takes into consideration the Consequences (insignificant, minor, moderate, major or catastrophic) and Likelihood (almost certain, likely, possible, unlikely and rare) as a result of a decision or action taken.

With many of the proposed Local Government Act changes proposed in the Discussion Paper being administration matters the risk implications to the Council, employees and community would be assessed as low risk.

## **FINANCIAL IMPLICATIONS**

### **Budget**

The preparation of the submission will have no implications in the current 2017/18 budget and any changes to the Local Government Act would not be finalised until after the 30 June 2018.

### **Long Term**

Depending on the level of changes agreed to by the State Government from the Discussion Paper there is the potential for both positive and negative long term financial implications some of which are detailed below:

- The removal of the need for state-wide public advertising and potential removal of all newspaper advertising would reduce advertising costs. But an increase in advertising on websites may require some additional expenditure.
- Compulsory training of elected members would see the need for the allocation of increased funds annually and the amount would depend on whether the State Government provided any subsidies for training and where the training is held.

## **SUSTAINABILITY IMPLICATIONS**

Whilst some of the proposed changes would certainly improve the financial sustainability of local government (albeit only minor) because the changes are generally about reducing costs, however given that all the other discussion points fall within the administration side of local government it is not expected to have any social or environmental implications on the community.

## **STRATEGIC IMPLICATIONS**

Shire of Capel Strategic Community Plan 2013 – 2031

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

Strategic Outcomes:

- 1.1 Ensure continuous improvement of the organisation.
- 1.3 Develop, support and implement innovative solutions.
- 1.5 Ensure the effective management of Council's resources.

## **CONSULTATION**

DLGSCI has undertaken consultation with local governments and the community via a series of workshops throughout the state. No further consultation by the Shire of Capel is required.

## **COMMENT**

Given that this will be the most comprehensive review of the Local Government Act since its commencement in July 1996 it is important that all local governments take the opportunity to raise as many pressing issues as possible for discussion with the Minister for Local Government to ensure that changes are made to the Act to allow local governments the flexibility they need to provide an efficient and cost effective service to their communities in a sustainable manner.

A large part of the Phase 1 review is focused on the administration side of local government particularly in the areas of:

- Relationships between council and administration;
- Code of Conduct and Rules of Conduct;
- Recruitment, selection and performance review of the Chief Executive Officer;
- Access to information by the public/community;
- Reducing red tape; and
- Regional Subsidiaries.

The Discussion Paper deals with some eleven (11) different parts of local government responsibilities and the following provides a precis of the issues raised and the recommended position of Council in the submission.

### **1. Relationships between council and administration**

This section deals with the roles and responsibilities of Councillors, President and Chief Executive Officer and the separation of powers between the council and the administration and seeks to introduce some clarity around these.

In this section I have raised the issues of clarity around Councillors speaking on behalf of Council or being 'interpreted as speaking on behalf of council', especially with the increased use of social media.

**Council comment:** The submission raises the need to provide some clarity in legislation or Departmental guidelines given the increasing use of social media to post information about Council decisions.

### **2. Training (Elected members)**

In a submission in 2015 Council indicated its support for the introduction of mandatory training for elected members with some consideration for existing elected members with a reduction in the annual allowance where the training has not been completed by the required time.

The discussion paper also deals with minimum training requirements, funding of training for elected members and ongoing professional development.

Given Council's previous decisions the submission supports mandatory training for elected members, funding of training being funded 50:50 for state and local governments and continual professional development.

**Council comment:** The submission supports the increase as it will assist in improving administration efficiencies.

### **3. The behaviour of elected members**

This section of the review paper looks at the Code of Conduct, with suggestions of a model Code throughout the state with minimum standards, minor breaches being dealt with at the individual local government level.

Rules of Conduct are also discussed in this section of the paper with a proposal to streamline the current Rules, extend them to cover candidates at local government elections and they be extended to cover elected members and employees for a period of twelve (12) months after ceasing to be an elected member or employee.

Reforms of the Standards Panel are dealt with including the establishment of a Regional Sector Conduct Review Committees or Regional Councillor Conduct Panels, not allowing an elected member to attend council meetings, if a breach has occurred, the introduction of an administration fee to lodge a complaint and where an elected member is found to be in breach, being responsible for the panel proceedings costs.

This section also canvases the idea of not allowing elected members, who are members of not-for-profit organisations voting on matters that come before Council from that group.

**Council comment:** The submission suggests dealing with minor breaches at the local government level raises issues of the relationship between the CEO and elected member/s, as the CEO is generally required to manage the process so it's suggested that minor complaints either go to the Standards Panel or a Regional Councillor Conducts Panel be established.

Extending the Rules of Conduct to cover candidates and imposing an administration fee is not supported (additional administration for little benefit). Extending the period to cover ex elected members and employees, establishment of regional panels, standing down of elected members is supported, whilst the current status quo on not-for-profit interest is supported (impartiality interest and vote) unless the elected member receives a remuneration from the organisation.

#### **4. Local government administration**

This part of the review deals with the recruitment and selection and performance review of the CEO and selection and recruitment of staff and whether the Public Sector Commission should have a role in these functions. It also discusses the option of having a CEO standard for recruitment and performance review.

The extension and termination of the CEO before and after an election is also discussed and whether there should be a 'cooling off' period.

**Council comment:** The submission does not support the engagement of the Public Section Commission in the recruitment and performance review of the CEO or other staff as there is no evidence that it would provide any better outcome to what is currently achieved and in fact may be worse if the selection was not based on matching the needs of the council with the successful candidate. The submission indicates that the engagement of an external consultant to assist in the CEO recruiting process would be a positive step forward.

The position of the CEO before and after elections, especially where the mayor/president is elected by the community continues to be an ongoing issue in some local governments and so a 'cooling off' period is supported or where the CEO is dismissed after an election for no valid reason then the CEO should be entitled to a minimum of twelve (12) months' remuneration.

#### **5. Supporting local government in challenging times**

The part of the paper deals with the ability of the Minister for Local Government to initiate intervention or targeted remedial action/s, rather than a formal enquiry, which can lead to the dismissal of the council, into a local government's performance.

**Council comment:** The proposal is supported in the submission.

## 6. Making it easier to move between state and local government

This section discusses making it easier for the transition between state and local government by recognising service and allowing for the portability of leave between both parties.

**Council comment:** This proposal is supported in the submission.

## 7. Gifts

The Minister has acknowledged that the current approach to gifts and travel declaration is overly complex and requires reform. A working group was previously formed to provide recommendations on this matter and the discussion paper outlines some of their proposals being:

- Having a single category of gifts (previously notifiable and prohibited);
- Consolidate gifts and contributions to travel;
- Have a single threshold of \$500;
- The provisions would only apply to elected members and CEO (other staff would be covered by the Code of Conduct); and
- Exclude gifts from relatives.

**Council comment:** As council had previously supported the WALGA position that generally is in line with the above proposals these proposals are supported in the submission.

## 8. Access to information

This section looks at the advertising requirements of public notices in regards to placing them in a state wide newspaper, local newspaper and Shire website and the level of information that is available for public inspection. WA has not introduced legislation to account for new technology where as other states have.

Increasing the level of documents that is available of a local government website is also discussed in this section and there are a number of documents listed in the paper that local government feedback is being sought on where they should be made available.

**Council comment:** The submission indicates some support for deleting the advertising in the state wide newspaper, but retaining the local media advertising given that not all communities have a local newspaper and some members of the community would also be disadvantaged if there was a move to an entirely electronic format. The table has been completed indicated support for documents being made available either in person, the website only or both.

## 9. Available information

Similar to section 8 the discussion paper looks at the amount of information that is currently available to the public and makes some suggestions in the table on additional documents that could be made available and whether it should be at the discretion of local government or a legislative requirement.

**Council comment:** Similar to section 8, it is considered that in many instances local government is proactive in responding to community needs and so is generally in front of legislative requirements when it comes to providing information to the community. The submission includes comment of additional information being available and generally supports it unless there appears to be no justifiable benefit to do so.

## 10. Reducing red tape

The discussion paper seeks the input from the industry on opportunities to remove or amend regulatory provisions to reduce the burden of red tape on local government and the discussion paper identifies several potential red tape reductions, being:

- Special majority decisions;
- Senior employees;
- Related party disclosures; and
- Disposal of property.

**Council comment:** In addition to providing support for the above changes the submission also identifies, the power to borrow funds outside of the budget process, seeking Ministerial approval for differential rating and where the amount of minimum rates exceeding 50% in one category, the power to borrow funds outside of the annual budget process and restrictions on borrowings as other areas where reducing the level of red tape would assist local government.

Currently section 5.37(2) of the Act in part indicates that the CEO is to inform the Council of each proposal to employ or dismiss a senior employee and whilst the section goes onto indicate that the council may accept or reject the CEO's recommendation there is no clarity around what happens if the council rejects the CEO's recommendation.

So there either needs to be additional wording added to section 5.37(2) that provides some very clear direction to both the Council and CEO as to what happens if Council rejects the CEO's recommendation or section 5.37(2) needs to be removed.

## **11. Regional Subsidiaries**

The discussion paper looks at the current restrictions placed on Regional Subsidiaries in regards to borrowing funds (currently can only borrow from member councils) seeks input on whether they should be allowed to borrow from Treasury Corporation and/or financial institutions.

**Council comment:** The submission supports legislation being changed to allow Regional Subsidiaries to:

- Borrow funds in their own right;
- Enter into land transactions; and
- Undertake commercial activities.

The Shire's submission is now provided to the Council for comment and support to forward it to the DLGSCI, WALGA and Local Government Professionals WA.

## **VOTING REQUIREMENTS**

Simple majority

<b>OFFICER'S RECOMMENDATION – 13.2</b>
--

**That Council endorses the 'Shire of Capel Submission to the Department of Local Government, Sport and Cultural Industries on Local Government Act 1995 Review Phase 1: Consultation Paper' as detailed in the attachment, dated February 2018 and it be forwarded to the Department of Local Government, Sport and Cultural Industries, Western Australian Local Government Association and Local Government Professionals Australia WA.**

## 14 ENGINEERING AND DEVELOPMENT SERVICES REPORTS

---

### 14.1 Waste Transfer Station New Access Road

---

Location:	Lot 73 Spurr Street, Capel and across the Rail Reserve
Applicant:	Shire of Capel
File Reference:	CP.AS.4
Disclosure of Interest:	Nil
Date:	25.01.18
Author:	Strategic Projects Officer, S Mahmud
Senior Officer:	Executive Manager Engineering and Development Services, J Gick
Attachments:	1 Capel Waste Transfer Station proposed Access Road Aerial View 2 Schedule of Submission 3 Executive summary on the submissions and investigation

---

#### **IN BRIEF**

Consideration to review the 'Waste Transfer Station New Access Road' project and support the recommendation to remove the project as it is unfeasible for implementation.

#### **RECOMMENDATION**

**That Council endorses the removal of the 'Waste Transfer Station New Access Road' project from the future Long Term Financial Plan 2017-2032.**

#### **BACKGROUND/PROPOSAL**

##### **Background**

##### Location and Description

The proposed access road involves extending Ilmenite Crescent at the Light Industrial Area (LIA), through Lot 73, and then turn left to cross the rail reserve into the waste transfer station on Range Road. It therefore requires the creation of a new road reserve and a new lot adjacent to the rail reserve.

Lot 73 is owned by Iluka Resources Limited. Iluka will provide the land for the road free of cost. All planning, survey and any other associated costs, including the subdivision, would be the Shire's responsibility. Any new lot created through subdivision will remain under the ownership of Iluka Resources Limited.

July 2008 - The project proposal originates from the Capel Townsite Strategy, July 2008. The Strategy included the following action as a medium priority under the Transport & Access Strategy's.

*That a road connection between the industrial area and the Transfer Station Site (Reserve 24529) be provided either as part of the future expansion of the industrial area and/or in consultation prior with Iluka Pty Ltd and that upon completion the subject portion of Range Road be closed for access to the transfer station.*

July 2011 - The above action is supported by the Capel Transport Study, July 2011. The study recommended to implement the action in medium-term (5-10 years) assuming by this time, the industrial precinct would be extended.

January 2016 - Preliminary design drawing completed. The drawing shows to create a new road reserve of 4,797 m<sup>2</sup> through a subdivision process for Lot 73 Spurr Street. The subdivision process will also create a new lot of 10,558 m<sup>2</sup>, which can be considered for a future Depot site.

July 2016 -The project is included in the Long Term Financial Plan (LTFP) 2016-2026 with \$200,000 been allocated in 2019 -20 financial year for implementation.

September 2016 to December 2016 - Formal communications have been taken place with Iluka Resources Ltd who are the owner of the Lot 73. Iluka agreed to provide the land free of charge for the proposed road only. Any new lot created via this subdivision will remain under the ownership of Iluka Resources Ltd.

January 2017 to June 2017 - Stakeholder and community consultation.

July 2017 to October 2017 - Further investigation based on the objections and comments received from Stakeholders.

November 2017 - A summary report with recommendation from staff has been presented to EMT.

December 2017 - EMT decided to approach Council with a recommendation to remove the project from the LTFP.

### **Proposal**

That Council: Support the recommendation to remove the 'Waste Transfer Station New Access Road' project from the Long Term Financial Plan 2017-2033.

### **STATUTORY ENVIRONMENT**

There are no statutory environment provisions relevant to this matter.

### **POLICY IMPLICATIONS**

There are no current Shire Policies relevant to this matter.

### **RISK IMPLICATIONS**

The proposal to remove the project can be considered as a low risk proposal for the following reasons:

- No introduction of new traffic through the LIA;
- Current traffic on Range Road is already low.; and
- Growth in waste disposal at the WTS will be managed to reduce waste stream.

### **FINANCIAL IMPLICATIONS**

#### **Budget**

There are no financial implications relevant to this matter.

#### **Long Term**

As no assets/infrastructure are now to be created, there are no long term financial implications relevant to this matter. Additionally, the \$200,000 saved can be allocated to other projects.

### **SUSTAINABILITY IMPLICATIONS**

It is anticipated that the removal will enable more efficient use of Council resources. The budget allocated in the LTFP for this project can be saved and used for other priority projects.

## **STRATEGIC IMPLICATIONS**

### Capel Townsite Strategy 2008

The Townsite Strategy includes Transport & Access action (x) which identifies:

*“That a road connection between the industrial area and the Transfer Station Site (Reserve 24529) be provided either as part of the future expansion of the industrial area and/or in consultation prior with Iluka Pty Ltd and that upon completion the subject portion of Range Road be closed for access to the transfer station”.*

The above action has been classified a medium priority to commence within the next 1-5 financial years.

### Capel Townsite Transport Study 2011

The Capel Townsite Transport Study includes Future Road Network clause 3.4.1 Access to range Road Transfer Station states and recommends:

*“There is not a critical time-frame proposed for this to occur and implementing this is likely to be dependent in the short-term on the Shire having funding available and successfully negotiating construction of that road with the current land owners. In the medium-term (5-10 years) this road connection could be provided at the same time that the industrial precinct is extended which would require a shorter connection. This is a more cost effective option for the Shire and is the recommended option.*

*Approval will be needed to be obtained from the State Government’s Public Transport Authority for the new road connection to cross the railway line. However, hopefully by the time this link is constructed the railway line’s future will have been decided and that approval should be a formality.”*

Comment on this last statement is made further on in this report.

### 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:

1.3 Develop, support and implement innovative solutions.

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

2.2 Encourage community engagement and participation.

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 livable, sustainable and adapts to our communities needs and experiences.”*

Strategic Outcome:

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

4. The Economic Experience, *“To foster and support responsible and progressive economic development opportunities within the Shire.”*



Strategic Outcome:

4.9 Encourage business development.

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.
- 5.2 Maintain and enhance the quality of our built environment.
- 5.3 Improve connectivity throughout our communities and to the region.
- 5.4 Advocate for the provision of safe, efficient and reliable communication services throughout the Shire.
- 5.5 Engage in high level advocacy with the State Government and liaise with other infrastructure providers to obtain best possible levels of service for the community.
- 5.6 Effectively manage the Shire's assets and resources.

#### Long term Financial Plan 2016-2026

In 2019-20, \$200,000 has been allocated for the access road project, which can be reallocated.

### **CONSULTATION**

#### Iluka Resources Limited - Owner of the Land

Iluka Resources Limited is the owner of the land over which the proposed road possess. A number of communications have been held with Iluka Resources Limited (Iluka). Iluka has formally agreed to provide the necessary land free of cost to plan and construct the alternative road access for the Waste Transfer Station from the Capel Light Industrial Area (LIA), via existing Lot 73 subject to the following conditions:

1. Iluka will provide the land for the proposed road free of charge.
2. All planning, survey and any other associated subdivisions costs for the proposed road will be the responsibility of the Shire of Capel.
3. The relocation of the existing cattle yards and any watering points for livestock will also be the Shire's responsibility.
4. Any new lots created via this subdivision, (including the proposed site for the relocation of the Shire Depot), will remain under the ownership of Iluka Resources Limited.

#### Community Consultation

A formal consultation process was carried out during May and June 2017. A flyer with plans was distributed in May 2017 to 950 residents and business owners in Capel and asked to submit comments.

Seventeen submissions were received from the community. Eleven submissions are from local residents who are supportive, but six submissions received from business owners of the Capel LIA objected to the proposal. Increased traffic and security issues were the main concerns raised.

The schedule of submissions is attached.

The proposal was advertised to the community through the Shire website and Facebook page.

#### Consultation with Government Departments and other Agencies

Communications made with government departments and other agencies sought opinions regarding the proposed Access Road. Comments are included in the schedule of submissions.

## **COMMENT**

### Concerns from LIA

The proposal generates some concerns and objections received from business owners at the Capel LIA. The concerns are:

1. Increased traffic on existing LIA roads;
2. Existing road infrastructure is not suitable to carry oversize loads;
3. Increased traffic will create more hazards;
4. The roundabout/turn from Spurr Road to Ilmenite Crescent is poorly configured;
5. Proposal to allow through traffic via the Light Industrial Area appears to be against the basic tenets of the Western Australian Government Policy for Industrial Subdivisions; and
6. Increased security risk due to additional traffic, a degree of control will be lost.

### Shire Investigations on LIA Concerns

1. Traffic data has been counted at July 2017 on Ilmenite Crescent and on the section of Range Road that would be closed under this proposal (i.e. just before the Waste Transfer Station access.)

The Average Daily Traffic (ADT) on Ilmenite Crescent is 227vpd. The ADT on the affected section of Range Road is 97vpd.

Assuming that all traffic counted within the affected portion of Range Road were mostly entering or leaving the Waste Transfer Station, this indicates a possible increase in traffic volume utilising Ilmenite Crescent post construction of the new road, in the order of 43% of current activity.

2. Comparison has been made to identify the existing road infrastructure of the LIA with current accepted design standards. In particular, the City of Busselton Engineering and Works Services Standards & Specifications, Section 2, dated January 2017 was used as a guide, along with reference to the Western Australian Planning Commission (WAPC) Development Control Policy 4.1 Industrial Subdivision.

It has been found that the Road width of Ilmenite Crescent (6 metres for a Collector Road) and Zircon Way (5.9 metres for a Local Road/Way) are smaller than the City of Busselton standard widths of 9 metres and 7.4 metres respectively.

The WAPC Development Control Policy 4.1 for Industrial Subdivision also specifies that "Carriageway widths of 10 metres are favoured".

3. The concerns related to the design of the roundabout are acknowledged and this feature would require redesign.
4. The WAPC Development Control Policy 4.1 Industrial Subdivision Clause 3.5.2 states 'Generally a simple layout providing a clear hierarchy of roads is desirable. Roads, which may attract unrelated fast-moving traffic from nearby congested routes, should be avoided.
5. Concerns related to possible security risks are acknowledged, however the Shire cannot mitigate all risk from landholders who are required to provide reasonable measures for their own security in normal course of events.

### Comments from the Public Transport Authority

*The Public Transport Authority (PTA) has considered the proposal, however, is bound by a State Policy which stipulates no net increase for level crossings. Therefore, if PTA, Brookfield Rail and*

*Main Roads WA are to consider a new level crossing, the Shire of Capel (Shire) **must** also put forward one or more public crossings in the vicinity that could be assessed for closure.*

#### Comments from Brookfield Rail

*The initial application submitted by the Shire of Capel for the construction of a new level crossing **cannot be supported** due to the current state and national policies which prevent the construction of new at-grade level crossings.*

*Due to the non-operational status of the rail line in question Brookfield Rail would suggest that the Shire consider applying for a **Tripartite Agreement** to use and occupy the rail corridor in the region of the proposed level crossing.*

*This Tripartite Agreement would not transfer the management but would pass on the management obligations for this portion of corridor, the corridor will still remain as part of Brookfield Rail's Network Lease.*

*The Tripartite Agreement would also not allow for the Shire to undertake anything outside the purpose of which was set out in the Tripartite Agreement without prior approval from Brookfield Rail and the PTA.*

*This process is that which was adopted recently for the Manjimup Town Revitalisation project, for this project **the annual use fee was \$1000.***

*These Tripartite Agreements will have a term which **expires in 2043** unless agreed otherwise by the parties, this allows for Brookfield Rail to complete our obligations for the return of the network under our Network Lease.*

*To capture the costs of the reinstatement of any removed rail infrastructure at the end of the term of the License a trust account is established with both the Shire and Brookfield Rail named as account holders.*

*The funds within this account will remain in trust and not drawn down on until such time that Brookfield Rail reinstates any removed rail infrastructure, any unused funds will be returned to the Shire.*

*Should the rail infrastructure be required to be reinstated at the end of the term any Shire owned infrastructure including the proposed road would need to be removed.*

*Once the Shire of Capel has finalised its project scope, we will be able to supply an indicative cost which will give the Shire an indication of the commitment for the escrow account.*

#### Shire Investigations on PTA and Brookfield Rail Comments

- A Tripartite Agreement could work in this case, but would require more investigation prior entering in to the agreement.
- There is no public at-grade level crossing in the vicinity that could be assessed for closure.
- The Shire does not have cash reserves to place into trust for remediation of the rail corridor at the termination of any Agreement.
- The Shire's existing LTFP does not currently allow for the additional costs of land management for the rail corridor.
- The proposed annual Agreement management fee would increase the overall project cost by an estimated \$26,000. This has not been previously factored into the proposed project cost.

The above outcomes from the investigation leave the project unviable for implementation.

**Recommendations**

The following recommendations were presented to the EMT:

Option 1- Defer the Project subject to the upgrade of the LIA road infrastructure

Cost: There is no immediate cost for this option. The upgrade cost of the Road Infrastructure of LIA would require in the order of one million dollars (\$1,000,000) based on a Rough Order Magnitude Estimate.

The proposed improvements would need to be included in the LTFP as a single project or be progressively undertaken as smaller packages of work through the Road Program.

Pre-conditions: Restarting this project at a future date, following upgrade of the LIA road infrastructure would be dependent on changes to the requirements of PTA and Brookfield Rail with respect to access to the rail corridor. This may include options such as permanent transfer of the corridor to the Shire, or re-interpretation by the PTA (or the Department of Transport) of the restriction on the creation of new at-grade level crossings (Note: This is a Federal Policy through the Office of National Rail Safety Commissioner)

Option 2- Cancel the Project

Cost: No cost. There is an allocation of \$200,000 for 2019-20 in LTFP. This amount could be utilised to support initial works towards upgrading the Road Infrastructure of the LIA.

Option 3 – Proceed with the Project, bearing all additional costs noted

Tripartite Agreement annual fee (2017-2043)	\$26,000
LIA Upgrade (Based on Rough order Magnitude Cost estimate)	\$1,000,000
Identify and Close an at-grade Level crossing	(yet to determined)
Establish Trust Fund for Remediation of the rail corridor	(yet to determined)

Option 2 is considered the preferred option and supported by the EMT in order to ensure the best use of council resources and permit a realistic resolution for the Project.

**VOTING REQUIREMENTS**

Simple majority

**OFFICER’S RECOMMENDATIONS – 14.1**

**That Council endorses the removal of the ‘Waste Transfer Station New Access Road’ project from the future Long Term Financial Plan 2017-2032.**

---

## 14.2 Program of Works – Roads (2018 – 2025)

---

Location:	Whole of Shire
Applicant:	Shire of Capel
File Reference:	RO.PL.1
Disclosure of Interest:	Nil
Date:	24.10.17
Author:	Manager Technical Services, K McKeachie
Senior Officer:	Executive Manager Engineering and Development Services, J Gick
Attachments:	<ul style="list-style-type: none"> <li>1 Program of Works - Roads (2018 – 2025)</li> <li>2 Roads Program Selection Criteria</li> <li>3 Roads Program 2018 – 2025 Locality Maps (sent to Councillors under separate cover)</li> </ul>

---

### **IN BRIEF**

The Council is requested to consider formal adoption of a 7 Year Program of Works – Roads (2018 – 2025), allocation of funds to the 2018/19 Budget and allocation of funds for stabilisation works on Calinup Road in the 2017/18 budget review.

### **RECOMMENDATIONS**

#### **Recommendation 1:**

**That Council approves Unbudgeted Expenditure of \$15,000 in the current (2017/18) budget for interim corrective works of a portion of Calinup Road (SLK 0.24 to SLK 0.54).**

#### **Recommendation 2:**

#### **That Council:**

- 1. Endorses the Program of Works - Roads (2018 - 2025); and**
- 2. Allocates \$1,663,988 in the draft 2018/19 Budget for the Roads Capital Program.**

### **BACKGROUND / PROPOSAL**

#### **Background**

21 May 2014 (OC0507)

Council endorsed a 10 Year Road Management Plan (2014/15 to 2023/24), and allocated funds to the 2014/15 budget to implement the first year of that program. Council has adopted similar 10 year programs since 2009/10.

22 April 2015 (OC0405)

Council considered a review of the 10 Year Road Management Plan (2014/15 to 2023/24), which identified several anomalies in proposed project scope, funding arrangements and project sequencing.

Consequently, the Council decided to (OC0405):

1. *Discontinue the 10 Year Road Management Plan (2014/15 to 2023/24);*
2. *Endorse the Program of Works – Roads (2015/16), with these changes:*
  - (a) *Delete Capel Tutunup Road from the 2015/16 program;*

- (b) *Include additional works to Elgin Road north from Railway Road to Nicholls Road where works are already scheduled, approximately 1km;*
- (c) *Include Boundary Road from Clarke Road south to Lowrie Road, approximately 1km; and*
- (d) *To find savings to facilitate these additional works from the Program of Works 2015/16.*

3. *Allocate \$1,312,646.40 in the draft 2015/16 Budget for roads; and*

4. *Request staff to prepare a draft 4 Year Program of Works – Roads (2016/17 to 2019/20) for consideration in early 2016 with an additional budget allocation to bring the Program of Works up to a minimum of \$1.5 million annually.*

27 April 2016 (OC0409 and OC0410)

A 4 Year Program of Works – Roads (2016/17 to 2019/20) was presented to Council for consideration.

Council decided (OC0409):

*That Council:*

- 1. *Endorses the Program of Works – Roads (2016 – 2020);*
- 2. *Allocates \$1,550,383 in the draft 2016/17 Budget for the roads capital program; and*
- 3. *Elevate works scheduled for Brookdale Road in 2017/18 to Program of Works 2016/17 by altering works scheduled for Norman Road to be split over 2016/17 and 2017/18, with the dollar value allocated for both these roads to remain the same.*

Council further decided (OC0410):

*That Council requests a subsequent 4 Year (2017 – 2021) Program of Works to be developed with consideration being given to completing all works on Elgin Road from Boyanup West Road to the bridge 1.5kms south of Railway Road.*

22 March 2017 (OC0306)

A 5 Year Program of Works – Roads (2017 – 2022) was presented to Council for adoption. This Program was based upon a multi-criterion selection procedure developed in consultation with Council.

Council was advised that as part of a planned return to preparation of a 10 Year Program of Works – Roads, in line with the requirements of the WA Integrated Planning and Reporting Framework, future Programs of Works – Roads would be progressively extended to 7 years in 2018/19 and to 10 years in 2019/20.

Council decided:

*That Council:*

- 1. *Endorses the Program of Works – Roads (2017 – 2022); and*
- 2. *Allocates \$1,679,720 in the draft 2017/18 Budget for the Roads Capital Program.*

## **Proposal**

To consider adoption of a 7 Year Program of Works – Roads (2018 – 2025), allocation of funds to the 2018/19 Budget and separate allocation of funds for stabilisation works on Calinup Road in the 2017/18 budget review.

## **STATUTORY ENVIRONMENT**

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

- (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.*

## **POLICY IMPLICATIONS**

The following Council policies apply:

- Council Policy 2.7: Preparation of Integrated Financial Plan and Budget;
- Council Policy 2.9: Budget Management – Capital Acquisitions and Works;
- Council Policy 2.33: Asset Management
- Council Policy 6.18: Capel Townsite Traffic Strategy;
- Council Policy 6.23: Boyanup Transport Infrastructure Strategy;
- Council Policy 7.3: Engineering Specifications (Subdivision Land Development);
- Council Policy 7.6: Roads (Seal Width); and
- Council Policy 7.7: Roads (Verges).

## **RISK IMPLICATIONS**

The overall Risk Implication attached to the Program of Works – Road (2018 – 2025) is medium.

The program represents the continuing progress of the Shire towards contemporary Asset Management on Roads. The Program is intended to deliver a balanced approach to long term management of the road network. The Program addresses the preservation and upgrade needs of the network, while taking into account the Shire's ability to meet the required capital costs.

Should Council choose not to support the Program, or to specify a reduced quantum of works, then it is likely that some reduction in the overall performance of the network may occur as a result.

During the course of preparation of this Program of Works – Road (2018 – 2025) significant deformation on a portion of Calinup Road between (SLK 0.24 and SLK 0.54) has been identified. Repetitive 3D laser scan surveys have been conducted over this network segment since discovery of the issue to determine the degree of movement in the road surface.

At the time of writing, the measured rate of movement of the surface is up to 10mm per month on average. Given the high utilisation of this road by heavy vehicles entering and leaving the Extractive Industry site at Lot 679 Calinup Road, this rapid loss of surface shape represents a considerable risk to both public safety and Public Liability.

The Shire has notified residents of the issue, including regular updates on the Shire's web and Facebook pages. Signage warning motorists has also been in place since detection of the issue, and more recently road edge guideposts. These measures cannot, however, serve as the Shire's only response to the problem.

In recognition of this perceived level of risk, emergency reconstruction of the affected portion of Calinup Road has been allowed for as follows:

1. 2017/18: emergency stabilisation treatment to halt further deterioration;
2. 2018/19: design for reconstruction of the affected portion of road;
3. 2019/20: full reconstruction of the affected area;
4. 2022/23: 2<sup>nd</sup> coat seal of reconstructed portion.

In order to facilitate this proposal, a request for Unbudgeted Expenditure of \$15,000 in the current (2017/18) budget is included within this report.

The delivery of the Hansen Road project is dependent on the Council continuing with the 2017/18 Hansen Road project, which is dependent on external Commodity Route Funding, through the Regional Road Group. Both projects depend on the clearing of remnant Tuart and Peppermint trees in the road reserve. At the January 2018 Council meeting, two questions with notice were asked about the Council's priorities in preserving trees in this road. The Executive Manager was consequently asked to give a verbal report on the project at the February 2018 Round Table meeting.

## **FINANCIAL IMPLICATIONS**

### **Budget**

If approved, Recommendation 1 report will incur Unbudgeted Expenditure costs of \$15,000 in the current (2017/18) budget.

The following table provides a summary of the 2018/19 budget arrangements proposed for the Program of Works – Roads (2018 – 2025):

<b>Item</b>	<b>Description</b>	<b>\$</b>
<b><i>2018/19 Expenditure</i></b>		
Network Expansion	Asset upgrades	481,280
Network Preservation	Asset renewals	1,118,108
Proposed 2018/19 Program of Works	<b>Total expenditure</b>	<b>1,669,388</b>
<b><i>2018/19 Funding</i></b>		
Direct Grant	Unconfirmed (2017 grant assumed)	75,613
	MRWA Ref No. (Project or TRIM): (To Be Advised) HANSEN ROAD: Clearing, realignment and gravel sheeting	50,880
	JULES ROAD NORTH: Widen formation to 9.0m - Design and preconstruction	67,000
	MRWA Ref No. (Project or TRIM): (To Be Advised) BOYANUP ROAD WEST: Final Design, Staging and Schedule Preparation	21,800
	PARADE ROAD LEFT: Asphalt overlay (Intersection mix) (Murtin Road)	14,000
	PARADE ROAD RIGHT: Asphalt overlay (Intersection mix) (Murtin Road)	14,000
	State Blackspot Project (RRG)	LUDLOW NORTH ROAD: Improve and widen intersection (Stirling Road)
MRWA Ref No. (Project or TRIM): B16#33470 BOYANUP ROAD WEST: Realign and widen intersection (Elgin Road) - 2nd coat seal		16,000
Roads to Recovery	2017/18 allocation	258,984
	<b>Total funding</b>	<b>638,277</b>
<b><i>2018/19 Budget Arrangements</i></b>		
Proposed 2018/19 Program of Works	Total expenditure	1,669,388
Anticipated funding	Total revenue	-638,277
General purpose revenue	Required to achieve proposed program	1,031,111



The Shire has again been successful in securing additional funding for 2018/19 through the Regional Road Group and the State Blackspot programs. The inclusion of ongoing projects such as the Boyanup Road West upgrade program provide the Shire with some degree of funding certainty for these strategically important projects.

Subsequent to adoption by Council of the Program of Works – Roads (2017 – 2022) in March 2017, the State Government announced a \$10 Million cut in funding for the State Roads Funds to Local Government pool, (the Direct Grant). This negatively impacted the Shire of Capel by reducing the Shire's Direct Grant revenue from an anticipated \$138,000 to \$75,613.

To date, no announcement has been made by the State Government regarding the Direct Grants pool. It is therefore prudent to assume that there will be no change to the present level of funding in the near term. The anticipated Direct Grant revenue for the 2018/19 financial year has therefore been maintained at \$75,613. For future years a very conservative (1%) escalation has been allowed for.

In September 2017 the Shire of Dardanup returned \$102,000 from the Banksia and Depiazzi Road projects to the Regional Roads Group (RRG) pool for redistribution to other approved and funded projects in the 2017/18 financial year. In early October an offer was forwarded to all local councils with 2017/18 reserve projects to accept these funds. The request closed on the 20 October 2017 with no applications received.

A final offer to take up the funds was made on 2 November 2017 to all Councils for allocation to a currently approved and funded project on a first in basis prior to the funds being returned to the State pool for distribution outside of the South West Region.

The Shire of Capel was the first to respond with a proposal seeking the full \$102,000 (matched with the required LGA Contribution of \$51,000) to bring forward the future sealing / resealing works on the ongoing funded Gavins Road project which has now been completed in full in 2017/18. The Shire's application for the additional funding was approved by MRWA on 3 November 2017.

The primary drivers for the Shire of Capel to bring forward the Gavins Road project were:

- The immediate capability to deliver the works, given the coincident presence of a sealing crew in the vicinity at the time as the offer was made.
- The desire to free up the Shire's priority '5' rating for RRG projects to be re-used on alternative proposal submissions. Each RRG project proposal is allocated a priority rating from '1' (lowest) to '5' (highest) indicating the relative importance of the project to the Shire.

Once allocated and approved the rating is frozen to the project for the life of that project and cannot be used for any other proposal. The Gavins Road proposal was approved based on a priority '5' flag. The Shire therefore had less opportunity to advance other high priority projects in the ranking system until all of the approved work on Gavins Road was completed (originally scheduled for 2019/20).

Taking advantage of the opportunity to bring this work forward allows the Shire to allocate its level '5' ranking to other projects which may otherwise not have met the criterion for funding consideration when compared to proposals from other Councils competing for the same pool of funds.

- The need to reallocate resources in order to accommodate unforeseen works on a section of Calinup Road, Gelorup. Rapid and unforeseen deterioration of the road shoulders along this section of road was detected in August 2017.

A monitoring program was immediately initiated following discovery of the issue, which has shown that deterioration is ongoing. It has therefore been necessary to make provision for design and reconstruction of the affected portion of the road.

The affected portion (from SLK 0.24 to SLK 0.54) is elevated above the surrounding terrain by up to 2 metres. This will complicate and add cost to any repairs undertaken. As a result, the initial cost estimates allowing for reconstruction have been artificially inflated to reduce the likelihood of future cost blowouts. The cost estimates will be refined once a final design for the repair works has been prepared.

In order to accommodate the above unforeseen repair works, timing adjustments to less critical works proposals have been undertaken. While this activity has helped to mitigate the cost impact of the Calinup Road repairs, not all of the additional cost would have been able to be absorbed had the Shire not been able to bring forward the planned expenditure on Gavins Road.

As a combined result of the above mitigations, the proposed 2018/19 allocation for roads capital works is therefore \$8,829 less than the proposed allocation under the adopted Program of Works – Roads (2017 – 2022), with an additional request for only \$15,509 more than originally proposed in the 2019/20 financial year, despite potentially delivering in excess of \$170,000 worth of unforeseen works on Calinup Road (depending on the final scope of the work required to be delivered).

Pending submission and approval of new RRG applications, bringing the previously approved expenditure on Gavins Road forward to 2017/18 does have the effect of lowering the total grants income for 2018/19 and 2019/20 by \$67,000 and \$25,000 respectively.

LTFP				Grants Income (Estimate)			
Year	Published LTFP (2016/26)	Proposed Plan (PoW 2018/24)	Variance to Published LTFP (2016/26)	Endorsed Plan	Proposed Plan	Variance	Net Impact
2018/19	\$1,735,608	\$1,669,388	-\$66,220	\$758,664	\$638,277	-\$120,387	-\$54,167

### Long Term

This report has been structured to deliver a sensible and balanced 7 Year Program of Works – Roads (2018 – 2025). The program includes a number of projects that require on-going funding in future years. However, several projects require further analysis and scoping to more accurately estimate their costs. Further work will be required to prepare a more accurate future Program of Works – Roads.

A summary of the financial implications (in thousands of dollars) for the life of this program is tabled below. This summary includes presentation of areas of variance between this Plan and the currently endorsed Long Term Financial Plan:

LTFP					Grants Income (Estimate)	
Year	Published LTFP (2016/26)	Proposed Plan (PoW 2018/24)	Variance to Published LTFP (2016/26)	Endorsed Plan	Proposed Plan	Variance
2018/19	\$1,735,608	\$1,669,388	-\$66,220	\$758,664	\$638,277	-\$120,387
2019/20	\$1,962,296	\$1,810,191	-\$152,105	\$1,025,681	\$924,459	-\$101,222
2020/21	\$1,845,344	\$1,877,945	\$32,601	\$714,211	\$619,325	-\$94,886
2021/22	\$1,946,274	\$1,991,783	\$45,509	\$835,525	\$726,497	-\$109,028
2022/23	\$2,059,533	\$2,121,183	\$61,650	\$736,600	\$802,256	\$65,656
2023/24	\$2,179,864	\$2,251,805	\$71,941	\$429,400	\$1,068,285	\$638,885
2024/25	\$2,307,739	\$2,302,653	-\$5,086	\$433,600	\$1,106,168	\$672,568

Allowances for future Sources and Uses of Funds have been determined as follows:

Sources of Funds (Proposed Plan)					Use of Funds	
RRG	Blackspot	RTR	Direct Grant	Revenue and Adjustments	Renewal Costs	Upgrade Costs
\$167,680	\$136,000	\$258,984	\$75,613	\$1,070,071	\$1,188,108	\$481,280
\$576,980	\$12,000	\$259,790	\$75,689	\$885,732	\$387,928	\$1,422,263
\$282,990		\$260,570	\$75,765	\$1,258,620	\$250,985	\$1,626,960
\$389,304		\$261,352	\$75,841	\$1,265,286	\$793,773	\$1,198,010
\$464,203		\$262,136	\$75,917	\$1,318,927	\$830,015	\$1,291,168
\$729,370		\$262,922	\$75,993	\$1,183,520	\$1,568,815	\$682,990
\$766,599		\$263,500	\$76,069	\$1,196,485	\$1,361,570	\$941,083

Notes to Sources of Funds Allocations:

- (1) The current Federal Roads to Recovery Program is projected to 2018/19 only. Any subsequent funding in 2019/20 and beyond is subject to a new funding arrangement. In the absence of further information, and for the purposes of preparation of this Program, it has been assumed that the present level of funding will continue.
- (2) Regional Road Group funding is approved annually, subject to the State Roads Funds to Local Government agreement. Future funding is not secured and will be subject to competitive application.
- (3) Federal Government and State Blackspot funding are approved annually, subject to crash criteria, Road Safety Audit recommendations and funding availability.
- (4) The Direct Grant (Yellow Highlight in table above) has been assumed based upon the confirmed allocation by the State Government in 2017/18 following a reduction in the overall scale of the State Roads Funds to Local Government pool. Future year allocations have been estimated based upon a very conservative (1%) escalation.
- (5) The total program value may vary pending confirmation of notes (1) to (4).

## **SUSTAINABILITY IMPLICATIONS**

The proposed Program of Works – Roads (2018 - 2025) addresses sustainability criteria in the following ways:

Community expectations are managed by improving the connectivity of the road network, improved road safety outcomes and improved access to communities.

The economy benefits by improved traffic management, improved access to industry and procurement of local goods and services.

A neutral environmental outcome is expected, with vegetation clearing offset by improved drainage management. Improvements to road surfaces provide increased motoring efficiencies, however these are offset by the production and consumption of road building materials.

The Asset Management Strategy (Dec, 2015) established achievement of a balanced Sustainability Ratio on Capital Works of 0.9 to 1.0 as a primary Key Performance Indicator.

KPI	Measure	Source	Rationale	Target Range
<b>Sustainability Ratio</b>	(CAPEX on Renewals) divided by (Annual Depreciation Expense)	Long Term Financial Plan	A measure of the Shire's ability to maintain its asset portfolio for the long term. <i>See Appendix 2 for further details.</i>	<b>0.9 to 1.1</b>

Sustainability Ratio								
Year	Total Program Cost (\$k)	Renewal Costs (\$k)	Upgrade Costs (\$k)	Renewal and Replacement Expenditure*	Depreciation	Sustainability Ratio % Endorsed Plan (2017/22) (Renewal and Replacement/Depreciation)	Sustainability Ratio % (Renewal and Replacement/Depreciation)	Variance to Endorsed Plan (PoW 2017/22) (\$k)
2018/19	\$1,669	\$1,188	\$481	\$1,308	\$1,870	0.69	0.70	0.01
2019/20	\$1,810	\$388	\$1,422	\$744	\$1,870	0.42	0.40	-0.02
2020/21	\$1,878	\$251	\$1,627	\$658	\$1,870	0.35	0.35	0.00
2021/22	\$1,992	\$794	\$1,198	\$1,094	\$1,870	0.60	0.58	-0.01
2022/23	\$2,121	\$830	\$1,291	\$1,153	\$1,870	0.00	0.62	0.62
2023/24	\$2,252	\$1,569	\$683	\$1,740	\$1,870	0.00	0.93	0.93
2024/25	\$2,303	\$1,362	\$941	\$1,597	\$1,870	0.00	0.85	0.85

\* Note: Consistent with the previous Program of Works – Roads (2017 – 2022), 25% of Upgrade costs have been adopted as a conservative estimate of the Renewal value of Capital projects for the purposes of projection of the probable future Sustainability Ratios.

As shown above, the asset sustainability ratios under the proposed Program of Works – Roads (2018 – 2025) fall below the minimum indicated in the Asset Management Strategy (Dec, 2015), due in part to the ongoing demand to upgrade the network to contemporary standards and community expectations.

This fall in the Sustainability Ratios was predicted in the previous Program of Works – Roads (2017 – 2022). As a result of further refinement of costs; greater focus on Renewals, adjustment of timing to some proposed projects and more accurate allocation of projects between Renewals

and Upgrades, the proposed Program of Works – Roads (2018 – 2025) returns the Shire to a sustainable balance of expenditure on Roads by 2023/24.

## **STRATEGIC IMPLICATIONS**

Shire of Capel Strategic Community Plan 2013 – 2031

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

Strategic Outcome:

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

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

Strategic Outcomes:

4.6 Support and promote the agricultural economy.

4.7 Promote tourist interests and provision of tourist accommodation.

4.8 Support the retention of the mining industry.

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

Strategic Outcomes:

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

5.3 Improve connectivity throughout our communities and to the region.

5.6 Effectively manage the Shire's assets and resources.

## **CONSULTATION**

Ongoing consultation has been conducted with a variety of interested stakeholders including:

- Councillors and Executive;
- Management and staff;
- Grader drivers and operators;
- Main Roads WA – South West Region;
- Regional Road Group Technical Committee;
- Consultants and contractors;
- Customer requests for road works;
- Developers; and
- WA Police.

## **COMMENT**

The following commentary is structured around the four recommended stages to progress road programming to a more sustainable position as discussed at the 22 April 2015 meeting:

### **PART 1 – Discontinue the existing 10 Year Road Management Plan (2014/15 - 2023/24)**

This was completed as part of Council Decision OC0405 and requires no further commentary.

### **PART 2 – Develop a one year Program of Works – Roads (2015/16)**

This was completed as part of Council Decision OC0405 and requires no further commentary.

**PART 3 – Develop a suitable 4 Year Program of Works for consideration in early 2016**

This was completed as part of Council Decision OC0405 and requires no further commentary.

**PART 4 - Develop a provisional 10 year Program of Works for subsequent consideration**

The development of a 10 Year Program of Works will rely on a formalised approach to program development and will need to be subject to periodic review. A 10 year forecast of works will require a foundation of reliable condition and deterioration data, and needs to identify foreseeable future development requirements. These works are being undertaken.

The 22 April 2015 agenda report identified the following assessment criteria, required to properly scope and prioritise projects:

- Review of the adopted 4 Year Program of Works as an initiation benchmark;
- Further review of the previously adopted 10 Year Program of Works to identify projects of merit;
- Review of more recent customer requests to identify future projects of merit;
- Provision of reliable asset condition data to determine asset need, increasing the focus from seals to other features including pavements, drainage and kerbing;
- Projection of external funding opportunities to determine future revenue profiles;
- Identification of internal reserve funds held to address road deterioration impacts from development (e.g. Extractive Industry Licence bonds);
- Introduction of a road network hierarchy to assist with road programming prioritisation;
- Refinement of road project assessment criteria to assist with road programming prioritisation;
- Trend mapping for prospective road safety and Blackspot projects;
- Align road projects with drainage projects and / or path projects to optimise outcomes;
- Reducing repeat maintenance effort at identified sites; and
- Aligning road network development with urban growth to address foreseeable future need.

These remain valid and can be enhanced through the formalisation of a road management strategy and associated project management framework.

The Road Prioritisation Criterion and treatment selection methodology introduced to Councillors during the workshop of 23 November 2016 has aided in this effort. By identifying areas of need, ranked by clearly defined and agreed priorities, deserving projects have been identified for years 3 to 7 of the proposed program.

A provisional 10 Year Plan has been developed from this activity, however, confidence in the base data upon which the Plan is built is not yet high enough for that Plan to be presented to Council for endorsement.

In line with advice to Council as part of Decision OC0306 (March 2017) it is proposed to deliver the 10 Year Program of Works for consideration in 2019/20.

**Concluding Comment**

The Program of Works – Roads (2018 - 2025) continues work in accordance with Council Decision OC0405 and builds on a successful 2017/18 capital works campaign.

The program is focussed upon preservation of the asset now, and development of the road network for the future. Unfortunately, the program is constrained by both internal and external funding and resource capacity.

The Council has indicated a desire to improve the way it manages the road asset portfolio and this program is consistent with the objectives of the Strategic Community Plan (2013 – 2031) and the Asset Management Strategy (Dec, 2015).

**OFFICER'S RECOMMENDATION – 14.2**

**VOTING REQUIREMENTS**

Absolute majority

**RECOMMENDATION 1:**

**That Council approves Unbudgeted Expenditure of \$15,000 in the current (2017/18) budget for interim corrective works of a portion of Calinup Road (SLK 0.24 to SLK 0.54).**

**VOTING REQUIREMENTS**

Simple majority

**RECOMMENDATION 2:**

**That Council:**

- 1. Endorses the Program of Works - Roads (2018 - 2025); and**
- 2. Allocates \$1,663,988 in the draft 2018/19 Budget for the Roads Capital Program.**

---

### 14.3 Bussell Highway Shared Use Path – Land Tenure

---

Location:	Lot 9000 Dalyellup
Applicant:	Shire of Capel
File Reference:	Path.Dal.6
Disclosure of Interest:	Nil
Date:	26.01.18
Author:	Engineering Technical Officer, T van Beem
Senior Officer:	Executive Manager Engineering and Development Services, J Gick
Attachments:	1 Path Staging Plan 2 Easement Plan 3 Instrument of Grant of Easement

---

#### **IN BRIEF**

The Shire of Capel has received funding from the Department of Transport to construct the Bussell Highway Shared Use path on the western side of the highway from the existing path south of Norton Promenade to Hasties Road, in two stages over two years.

The owner of Lot 9000 (Topshore) has agreed with Shire officers to create an easement over the future drainage reserve. This will allow for the construction of the shared use path and for the Shire to maintain the area as an interim measure prior to subdivision of the land.

In order to enter into a formal easement agreement, Council must determine the matter and authorise the Shire President and Chief Executive Officer to endorse and affix the seal to the easement agreement.

#### **RECOMMENDATION**

**That Council authorises the Shire President and the Chief Executive Officer to endorse and affix the seal to the easement agreement relating to establishment of tenure rights over the Bussell Highway Shared Use Path in respect to any agreement reached with the owner of Lot 9000.**

#### **BACKGROUND / PROPOSAL**

##### **Background**

The existing path south of Norton Promenade has been located within the Five Mile Brook Flood Relief Flow Path Drainage Reserve created as part of subdivision in Dalyellup. Topshore Enterprises Pty Ltd (Topshore) currently owns the land south of the existing path (Lot 9000) where the new path is proposed to be located. This is required as subdivision of the land has not occurred yet. Lot 1 south of Lot 9000 is also within the proposed path alignment and is privately owned. There is a current land swap underway, which will result in the area required within Lot 1 being amalgamated with Lot 9000 during 2018.

2014

The Greater Bunbury Region Bicycle Plan Working Group reviewed the priority of projects identified in the Greater Bunbury Regional Bicycle Master Plan (October 2014). The Bussell Highway route between Washington Avenue and Hastie Road was rated first of 10 projects identified as having strategic importance. Stages 1 and 2 of this project will see the completion of this key route.

May 2016

Council adopted the Shire of Capel Local Bike Plan. The Bussell Highway Shared Path is a key project identified in the Plan and whilst developing the plan the Shire consulted with the



community and completion of the Bussell Highway Shared Path was ranked the highest priority project.

July 2016

Shire applied to Department of Transport for shared funding of construction of the Bussell Highway path in two stages. The first stage connects the existing Bussell Highway path that stops near Tiffany Centre, Dalyellup to Francis Road, Gelorup. The second stage connects Stage 1 to the existing path on Hasties Road, Gelorup. The Department of Transport has agreed to fund 50% of the grant application made by the Shire, for the two stages.

January 2017

Council received advice from Regional Bicycle Network Local Governments Grants program the Shire had been successful in its application for grants totalling \$61,693 in 2017/18 for Stage 1 and \$53,068 in 2018/19 for Stage 2 of the Bussell Highway Shared Use Path project.

April 2017 (OC0405)

Council endorsed a five year Program of Works (Paths 2017/18 – 2021/22), which included Stages 1 and 2 in the 2017/18 and 2018/19 Program of Works.

## **Proposal**

This report seeks to gain Council support for the establishment of the Bussell Highway Shared Use Path over private property as an interim measure to ensure completion of the funded project within the project funding timeframes.

## **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

*Land Administration Act 1997*

### **Section 195 states**

It is possible, and is deemed always to have been possible —

- (a) to create in favour of the State of Western Australia or in favour of a State instrumentality, statutory body corporate or local government, an easement without a dominant tenement; and
- (b) to annex to or make appurtenant to an easement, another easement or the benefit of a restriction as to the user of land.

### **Section 196**

- (1) An easement created under section 195 may be specified to be a public access easement.
- (2) A public access easement is a right of way for the use and benefit of the public at large.
- (3) An interest in land cannot be taken under this Part for the purpose only of creating a public access easement.
- (4) Subject to subsection (3), a public access easement is a public work for the purposes of this Part and Part 10.
- (5) A public access easement may be limited in any way, including, for example — (a) limitations on use by vehicles; (b) limitations by time, so that the right may only be exercised between particular hours, at particular times of year, or on the occurrence of particular events.
- (6) A public access easement is not a public right of way for the purposes of section 68 of the Transfer of Land Act 1893.

- (7) For the purposes of the Occupiers' Liability Act 1985, the Crown is not, and a local government is not, an occupier of the land over which a public access easement is granted.
- (8) Any covenants in a deed creating a public access easement are binding on successors in title to the covenantor, unless the deed provides otherwise.
- (9) A public access easement in favour of the State of Western Australia may be varied or surrendered on behalf of the State by a deed made by the Minister responsible for the administration of the Planning and Development Act 2005.

Town Planning Scheme No. 7

Lot 9000 is currently zoned "Urban Development"

Greater Bunbury Region Scheme (GBRS)

Under the GBRS Lot 9000 is subject to a 20 metre land acquisition by Main Roads WA at the boundary with Bussell Highway.

**POLICY IMPLICATIONS**

There are no policy implications relevant to this item.

**RISK IMPLICATIONS**

At the time of the funding application, it was assumed that the location of the path would be within the Bussell Highway road reserve adjacent to Lot 9000. Since the funding has been approved and further consultation with Main Roads WA, it is now clear that Main Roads WA will not support the establishment of the path within the current highway road reserve or the future 20 metre widening of the highway road reserve. The Shire's proposal to locate the path within the future drainage reserve is the only alternative location for the path alignment prior to subdivision of Lot 9000 taking place.

If Council resolves to refuse the easement agreement, the completion of the project will not be possible and the Department of Transport will withdraw its funding commitment, which will terminate the path project. The subdivision of Lot 9000 is not expected to commence for at least another 5-10 years at which time the land will become available for a drainage reserve.

The creation of an easement to construct and maintain the proposed path may introduce public liability risks which the owner of Lot 9000 wishes to pass onto the Shire. Shire officers have consulted with the Shire insurers, Local Government Insurance Scheme (LGIS) to determine appropriate wording in the easement agreement. LGIS has advised that the following wording is acceptable and will be included in the draft deed of easement agreement:

- (a) "The Grantee acknowledges and agrees that the Grantee will enjoy the Easement at its own risk and the Grantee shall indemnify the Grantor against claims, demands, actions, loss, cost and expenses caused by the negligence of the Grantee, during the exercise of this Easement by the Grantee and its invitees and licensees."
- (b) "The Grantee shall effect and keep a current public liability insurance policy to such a level of cover that is reasonably required by the Grantor. The Grantee shall provide proof to the satisfaction of the Grantor of the sums insured and the terms of the public liability insurance policy upon request by the Grantor."

The path will be constructed by experienced contractors with adequate insurance cover, and once built, will be maintained by the Shire to ensure it presents no safety or liability issues.

The land adjacent to the path, within the easement area will also be maintained by the Shire. It is currently flat, level and covered in low grasses and weeds.

A road safety audit was undertaken in 2015 to review options for a path alignment on both western and eastern sides of Bussell Highway and the suitability of crossing locations. Due to considerable constraints with the eastern alignment the road safety audit recommended a path alignment to the west of Bussell Highway.

The proposed crossing locations over Bussell Highway are in an area with an 80km/hr speed limit, whilst a level crossing across a two lane highway is not ideal, it is believed providing a formal crossing point is a considerable improvement to the current situation.

Currently pedestrians appear to cross at several locations along the highway. As these are unformalised, the vegetation is not maintained and may not have suitable sightlines. By creating a formal crossing point with pedestrian signage, motorists will have advanced warning and pedestrians will be focused to a single location where vegetation can be managed to maintain appropriate sightlines. Consultation with Main Roads WA has been undertaken throughout the development of this project and they have provided approval of the final design.

Shire officers have discussed options for upgraded facilities with Main Roads WA, and the advice received from Main Roads WA is that upgraded pedestrian facilities require a minimum level of pedestrian usage. Main Roads WA will monitor the usage of the crossings and may consider additional facilities if warranted in the future.

## **FINANCIAL IMPLICATIONS**

### **Budget**

Council has obtained funding from the Department of Transport WA Bicycle Network Local Government Grants Program for 50% of the project cost, to complete the two stages of the Bussell Highway project over 2017/18 and 2018/19 financial years. Resolution to allow endorsement of the easement agreement will allow the project to continue.

The proposed alignment of the path within Lot 9000 and Lot 1 will incur additional costs for fencing (\$14,700) and easement survey and preparation (\$3,300). The funding body has allowed these items to be included in the project cost and has agreed to increase the funding to cover 50% of the project cost inclusive of these items.

Therefore the Shire will require an additional \$9,000 to cover the cost of 50% of these additional items. The Mid Year Budget Review will address this project cost and adjust the remainder of the 2017/18 path program to ensure the budget is maintained.

Should Council choose not to accept the easement agreement, Department of Transport will require the return of any funding provided. To date the Shire has received \$14,190.70.

### **Long Term**

The establishment of the proposed easement over Lot 9000 and Lot 1 will require the Shire to maintain the easement area (390m long x 40m wide). Preliminary costings indicate that the area would require slashing 3 times annually at a cost of \$1,500 per annum, which includes weed spraying along the edges of the path.

## **SUSTAINABILITY IMPLICATIONS**

The loss of funding for this project would require Council to provide additional funds for the project possibly absorbing funds from other projects in the future.

This project would greatly improve the opportunity for Gelorup residents to access the facilities in Dalyellup by walking or cycling. This project has also been highly advocated by the Bunbury Cathedral Grammar School as it includes a path link up Frances Road to the school.

Limited environmental impact as the land is cleared.

## **STRATEGIC IMPLICATIONS**

### Greater Bunbury Regional Bicycle Master Plan 2012

The Greater Bunbury Regional Bicycle Master Plan was a South West Development Commission initiative developed in consultation with local governments including the Shire of Capel. This Section of the Bussell Highway path forms a key part of a route rated as a high priority in the master plan.

### Shire of Capel Local Bike Plan May 2016

Council adopted the Local Bike Plan in May 2016. The Local Bike Plan was released for public comment prior to Council adoption and public where strongly in favour of this project. The Local Bike plan identifies this route as a high priority.

### Greater Bunbury Regional Cycling Strategy 2018

This project forms part a cycling route identified in the strategy as a Principal Route, Strategic routes are the highest category in the regional route hierarchy.

## **CONSULTATION**

Greater Bunbury Regional Bicycle Plan Working Group.

Consultation with the community has previously been completed during preparation of the Local Bike Plan. This project is widely supported by the community.

Department of Transport has reviewed this project for funding and has now endorsed the detailed design plans for Stage 1.

Council officers have consulted with Main Roads WA and have received endorsement of the detailed design plans for Stage 1.

LGIS have been consulted regarding the public liability insurance implications for the easement area. Agreement on acceptable wording has been reached as discussed under the Risk Implications heading, which is consistent with previous easement agreements granted to the Shire for walking trails.

Bunbury Cathedral Grammar School has requested the Shire provide connection between the School and Dalyellup numerous times over previous years. The School has reviewed concept drawings of the proposed path and are very supportive of the project.

## **COMMENT**

The previously constructed section of the Bussell Highway Shared Use Path within the Dalyellup residential area has been located within the Five Mile Brook Flood Relief Flow Path (FMBFRFP) drainage reserve. It was seen as the best location being a wide, gently graded area adjacent to the highway road reserve. Although it is within a flood flow path, it is only expected to receive floodwaters in extreme rare flooding events when the Five Mile Brook overtops Bussell Highway, which is a 1:100 year event. It is not expected that anyone would be trying to use a shared path under such extreme weather conditions and the floodwaters are modelled to recede within 6 hours. After such an event, sweeping of the pathway would be required to remove any sedimentation.

When the path was submitted for a funding application, Shire officers assumed that, as there was no Shire managed land south of the existing Dalyellup Subdivision area, Main Roads WA would allow the path to be located within the highway road reserve as allowed north of Dalyellup. Once the funding for the path was secured, more detailed consultation with Main Roads WA revealed its preference for the path to remain on its current alignment outside of the future highway widening, as it was considered to be the ultimate alignment and would not require further relocation when highway widening works occur.

When future subdivision of Lot 9000 occurs, the highway road reserve will be widened by 20m and the FMBFRFP drainage reserve of 20 metre width will be created adjacent to the road reserve. The proposal to construct the path in the drainage reserve, will require the erection of a new fence along the future western boundary of the drainage reserve being 40 metres west of the current road reserve boundary. Lot 9000 is utilised from time to time for agistment of horses. The additional cost of constructing the new fence and gate has been incorporated into the project cost and the Department of Transport has agreed to increase its funding to cover 50% of the total project cost.

Lot 1 being the parcel of land directly south of Lot 9000 is currently owned by South West Group of Riding for Disabled. The proposed path within Stage 2 is shown within Lot 1. The owner of Lot 9000 has informed Shire officers that a land swap is currently underway which will result in the portion of Lot 1 where the path is proposed being amalgamated with Lot 9000. This land swap is expected to be finalised during 2018 and the owner of Lot 9000 has indicated that once the land swap is complete, a further easement can be created to cover the 40 metre wide easement area currently within Lot 1.

Due to the new fence being located 40m from the existing boundary fence, the owner of Lot 9000 has requested that the Shire include all of the land outside the fence to be included in the easement area, and for the Shire to be responsible for ongoing maintenance while the easement agreement is in place prior to subdivision of the land. Shire officers consider this to be a reasonable request and have estimated the annual cost of slashing the grass to be approximately \$1,500.

During these negotiations Shire officers sought legal advice to ensure right of access to the land for use and maintenance of the path. The advice provided was that an easement agreement is required to confirm right of access for public use and Shire maintenance.

Topshore has agreed to allow construction within the future drainage reserve providing the Council agrees to:

- Place an easement over the future drainage reserve and adjacent future MRWA reserve to ensure right of access; and
- Accept maintenance of the land within the 40 metre wide road reserve.

The alignment of the proposed path within Lot 9000 is essential to the completion of the project. The owner of Lot 9000 have indicated its willingness to support the path project and only ask that the easement area is fenced off from the remainder of the property and that the Shire maintain the area outside the fence. Although the proposed path alignment will incur additional costs for fencing and easement preparation as well as ongoing increase to maintenance, the overall benefit to the community in providing a safer pedestrian and cycle route between Gelorup and Dalyellup far outweighs the cost implications.

### **VOTING REQUIREMENTS**

Simple majority

<b>OFFICER'S RECOMMENDATION – 14.3</b>
--

**That Council authorises the Shire President and the Chief Executive Officer to endorse and affix the seal to the easement agreement relating to establishment of tenure rights over the Bussell Highway Shared Use Path in respect to any agreement reached with the owner of Lot 9000.**

---

#### 14.4 Third Party Appeal Rights in Planning

---

Location: Capel  
Applicant: WALGA  
File Reference: ICR36820  
Disclosure of Interest: Nil  
Date: 09.02.18  
Author: Manager Planning Services, K Muste  
Senior Officer: Executive Manager Engineering and Development Services, J Gick  
Attachment: WALGA letter 1 December 2017 with Outcomes of Consultation

---

#### **IN BRIEF**

The Western Australian Local Government Association (WALGA) is seeking feedback from Local Governments in Western Australia on the potential introduction of Third Party Appeal Rights (TPAR) within the Planning framework.

Following consultation and preparation of a discussion paper that presents a number of TPAR options, WALGA is requesting member of local governments to consider the following as the preferred model for TPAR in Planning in Western Australia:

***Support the introduction of Third Party Appeal Rights for decision made by Development Assessment Panels.***

#### **RECOMMENDATION**

That the Council resolves to advise WALGA:

1. That the Shire of Capel does not support the introduction of Third Party Appeal Rights (TPAR) into the Western Australian planning framework for the following reasons:
  - a) Increased costs in terms of both staff resources and financial requirements;
  - b) The additional time required for a development to receive planning approval in order to allow third party appeals;
  - c) Introduction of Third Party Appeal Rights would be contrary to current efforts to streamline the planning process and its introduction would likely impose unwarranted delays and costs with an associated decrease in efficiency;
  - d) The potential removal of decision making powers from Local Government;
  - e) The potential to raise community expectations that may not be realised in practice;
  - f) Introducing TPARs would likely not provide additional improvements to equity or community engagement from that currently provided for within the current planning framework;
  - g) The potential to create an adversarial and litigious environment around planning decisions; and
  - h) Further work is warranted on staff resourcing, fees, awarding of costs and appropriate criteria and measures to ensure vexatious or spurious appeals are adequately dealt with prior to the Shire giving consideration to supporting the introduction of TPARs.

2. **The Shire of Capel does not support the limited introduction of Third Party Appeal Rights for decisions made by Development Assessment Panels for the following specific reasons:**
- a) **The potential for required increased staff resources;**
  - b) **The potential to further introduce delays to the decision making process;**
  - c) **Reduced certainty in the decision making process; and**
  - d) **The proposal would only apply to DAP determinations and would not apply to applications for \$2-\$10 million that can be determined by Local Government. If an applicant does not opt for a DAP determination they would avoid TPAR.**

## **BACKGROUND / PROPOSAL**

### **Background**

State level planning legislation in Western Australian currently does not provide for planning Third Party Appeal Rights (TPAR). The introduction of TPAR has been a topic of discussion for many years and more recently has been debated during the State-led planning reform process and the development of new planning legislation.

Over the last 10 years there have been a number of changes to the State's planning framework that have directly impacted on the decision making powers of Local Government, including:

- Changes to structure planning processes;
- Changes to the *Planning and Development Act 2005* that give the Minister for Planning the power to order a Local Government to prepare or adopt an amendment to the local planning scheme;
- Introduction of Development Assessment Panels (DAPs); and
- Introduction of the deemed provisions for local planning Schemes in the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Given the above changes and concerns over the creation of DAP processes to determine development applications in place of Local Government, TPAR in the Western Australian planning system has again been raised.

WALGA is seeking further feedback on TPAR from Local Governments in Western Australia in light of the above changes.

It is recommended that the Shire of Capel provides feedback to WALGA that it does not support the introduction of TPAR.

### **Proposal**

WALGA is requesting member local governments to consider the following as the preferred model for TPAR in Planning in Western Australia:

***Support the introduction of Third Party Appeal Rights for decision made by Development Assessment Panels.***

Attachment 1 includes a letter from WALGA with an enclosed Outcomes of Consultation Paper that provides a summary of the TPAR project background and the results of consultation including 5 TPAR options with for and against discussions.

## **STATUTORY ENVIRONMENT**

Current Western Australian Planning State legislation and the Shire of Capel Town Planning Scheme No. 7 do not provide for TPAR.

## **POLICY IMPLICATIONS**

There are no current Shire Policies relevant to this matter.

## **RISK IMPLICATIONS**

The introduction of TPAR is considered to represent a medium risk to Council as a result of the following:

- The potential need for additional staff and financial resources to manage TPAR.
- The potential for a more litigious decision making environment in the Shire with associated potential legal expenses.

## **FINANCIAL IMPLICATIONS**

### **Budget**

The introduction of TPAR has the potential to require additional staff and financial resources to manage TPAR applications. Since the introduction of the DAP's process the Shire has processed four DAP applications from 2014 equating to one application per year. Should this trend continue or more DAP applications are received, including when applicants opt to have applications referred to the DAP there is the potential for additional staff resources to be required.

### **Long Term**

Should limited TPAR be introduced there is potential in the longer term for the range of application to be subject to TPAR to be expanded. Should this occur, ongoing additional staff and financial resources would likely be required.

## **SUSTAINABILITY IMPLICATIONS**

From a social and environmental perspective TPAR has the potential to increase equity, community engagement and greater scrutiny of environmental issues in the planning decision making process. Any such gains would likely be offset by economic implications of potential delays and added complexity to development approval processes, additional staff resources and associated additional costs.

## **STRATEGIC IMPLICATIONS**

Shire of Capel Strategic Community Plan 2013 – 2031

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

Strategic Outcomes:

- 1.1 Ensure continuous improvement of the organisation.
- 1.4 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:

- 2.2 Encourage community engagement and participation.
- 2.3 Preserve and protect the character of the communities.

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

Strategic Outcomes:

- 3.1 Promote the diverse lifestyle opportunities in the Shire.
- 3.2 Maintain and enhance the quality of our unique natural environments.

## **CONSULTATION**

The WALGA referral has no requirement for Shire of Capel community Consultation.

Consultation and research undertaken for the TPAR item included:

- WALGA consultation with member local governments;
- Internal officer consultation with a range of Shire officers; and
- Referral to City of Swan TPAR item at its Ordinary Meeting of Council 2 August 2017.

## **COMMENT**

### **Potential benefits and concerns of TPAR**

From the WALGA Outcomes of Consolation Paper (Attachment 1) the following benefits and concerns from the introduction of TPAR were raised during workshops.

Benefits of TPAR:

- *Greater accountability of decision makers, including local government, Development Assessment Panels and the State;*
- *Greater transparency in the planning decision-making process;*
- *Improved consultation by applicants;*
- *Increased community confidence in the planning system and planning decisions; and*
- *More equity between applicants and appellants.*

Concerns with TPAR:

- *Increased costs, in terms of both staff and financial requirements;*
- *More time required for a development to receive a planning approval in order to allow for third party appeals;*
- *Introduction of Third Party Appeal Rights would be counter to current efforts to streamline the planning process;*
- *Introduction of Third Party Appeal Rights would create uncertainty for the development industry;*
- *Removal of decision making power from Local Government;*
- *Raises community expectations which may not be met in practice;*
- *Creates and adversarial/litigious environment around planning decisions; and*

- *Introduction of Third Party Appeals does not address most of the concerns regarding the current planning system.*

While the above benefits of TPAR are acknowledged, it is viewed that the concerns raised outweigh the benefits particularly as processes, staff and financial resource implications do not appear to have been fully explored. The potential limited introduction of TPAR to only apply to more complex higher value applications would unlikely make a substantial contribution to improved equity and transparency within the planning decision-making process.

### **Implications for Shire of Capel Planning Services**

#### Limited introduction of TPAR to Development Assessment Panel Applications

The WALGA proposal seeking the introduction of Third Party Appeal Rights for decisions made by DAPs has the potential to increase the workload of Shire officer to deal with additional third party appeal applications. While the number of Shire DAP applications has been relatively low (4 approved since 2014) the potential impact on staff resources could be relatively high relative to the already extensive assessment time spend on each DAP application. There is also potential that applicants may opt to have more applications determined by the local government rather than by the DAP to avoid the potential for TPAR for contentious applications.

While difficult to predict, it is likely that the introduction of TPAR in a limited or expanded form would generate a higher workload on Shire officers, placing constraints on staff resources, customer service and processing times for development applications.

TPAR are likely to generate a more litigious planning environment. For example, State Administrative Tribunal (SAT) appeals have proven to result in lengthy and/or costly processes including the need to seek legal advice along with additional involvement of Council in decision making. With a relatively small staff, Shire of Capel SAT appeals can place a strain on staff resources. Adding further to the potential for litigious decision making in planning by TPAR would similarly place additional strain on staff and financial resources.

#### Potential for expanded TPAR

Should a limited TPAR be introduced there is potential for it to be extended and it is considered prudent to consider the implications of this possible outcome.

During the 2016/17 financial year, 17 (approximately 8%) of all development applications received (excluding Development Assessment Panel applications) were referred to Council for determination, largely due to objections received from abutting neighbours. Such objections from abutting neighbours would be expected to qualify as "directly affected" to potentially generate third party appeals if TPAR were introduced and expanded. The majority of development applications referred to Council are approved.

### **Conclusion**

Third Party Appeal Rights is a complex issue that has been debated for many years.

Whilst there are perceived benefits of TPAR it is viewed that concerns and uncertainty over implementation currently outweigh the benefits.

Overall a focus on improvement and streamlining of the current planning framework is considered a more prudent approach to gain efficiencies and improved community engagement in planning rather than add an additional TPAR litigious layer to decision making.

**VOTING REQUIREMENTS**

Simple majority

<b>OFFICER'S RECOMMENDATION – 14.4</b>
--

**That the Council resolves to advise WALGA:**

- 1. That the Shire of Capel does not support the introduction of Third Party Appeal Rights (TPAR) into the Western Australian planning framework for the following reasons:**
  - a) Increased costs in terms of both staff recourses and financial requirements;**
  - b) The additional time required for a development to receive planning approval in order to allow third party appeals;**
  - c) Introduction of Third Party Appeal Rights would be contrary to current efforts to streamline the planning process and its introduction would likely impose unwarranted delays and costs with an associated decrease in organisational efficiency;**
  - d) The potential removal of decision making powers from Local Government;**
  - e) The potential to raise community expectations that may not be realised in practice;**
  - f) Introducing TPARs would likely not provide additional improvements to equity or community engagement from that currently provided for within the current planning framework;**
  - g) The potential to create an adversarial and litigious environment around planning decisions; and**
  - h) Further work is warranted on staff resourcing, fees, awarding of costs and appropriate criteria and measures to ensure vexatious or spurious appeals are adequately dealt with prior to the Shire giving consideration to supporting the introduction of TPARs.**
  
- 2. The Shire of Capel does not support the limited introduction of Third Party Appeal Rights for decisions made by Development Assessment Panels for the following specific reasons:**
  - a) The potential for required increased staff resources;**
  - b) The potential to further introduce delays to the decision making process;**
  - c) Reduced certainty in the decision making process; and**
  - d) The proposal would only apply to DAP determinations and would not apply to applications for \$2-\$10 million that can be determined by Local Government. If an applicant does not opt for a DAP determination they would avoid TPAR.**

## 15 CORPORATE SERVICES REPORTS

### 15.1 Waste Local Law – Amendment

---

Location:	Whole of Shire
Applicant:	Shire of Capel
File Reference:	ICR31400
Disclosure of Interest:	Nil
Date:	05.02.18
Author:	Governance Officer, A Handley
Senior Officer:	Executive Manager Corporate Services, S Stevenson
Attachments:	<i>Shire of Capel Waste Amendment Local Law 2017</i>

---

#### **IN BRIEF**

- In 2016, the Shire of Capel developed a draft waste local law using a model local law template provided by WALGA.
- The *Waste Local Law 2016* was made in January 2017.
- The template provided by WALGA has since been found to be missing crucial clauses concerning '*Objection and appeal rights*'.
- Local governments who used the original WALGA template missing the objection and appeal clauses (including the Shire of Capel) were advised by the Joint Standing Committee on Delegated Legislation (JSCDL) that their gazetted waste local laws may be disallowed by Parliament unless they undertook to amend them in line with the now amended WALGA model waste local law.
- At its September 2017 meeting, the Shire of Capel resolved (OC0912) to make the undertakings required by the JSCDL, which included a commitment to amend the *Shire of Capel Waste Local Law 2016* within six months.

#### **RECOMMENDATION**

##### **That Council:**

1. **Makes the *Shire of Capel Waste Amendment Local Law 2017* by absolute majority;**
2. **Requests the Chief Executive Officer and President to apply the Common Seal; and**
3. **Authorises the Chief Executive Officer to carry out the processes required to make the above local law in accordance with section 3.12(5) and 3.12(6) of the *Local Government Act 1995*.**

#### **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.

The process of making a local law is strictly regulated and must follow precise statutory requirements. Failure to follow the required procedures in the sequence in which they are

described in the Act may result in the JSCDL recommending to Parliament that a local law be disallowed. The Committee also have the right to recommend disallowance should they find a local law legally unacceptable.

### **Proposal**

This item proposes that Council make the *Waste Amendment Local Law 2017* (Attachment 1) so that the objection and appeal clause requested by the JSCDL can be included in the *Shire of Capel Waste Local Law 2016*.

As required by the *Waste Avoidance and Resource Recovery Act 2007*, the Director General of the Department of Water and Environmental Regulation has signified his approval of the proposed amendment local law by signing two copies prior to Council endorsement.

## **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;
    - (ii) a copy of the proposed local law may be inspected or obtained at any place specified in the notice;
    - (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.

*Waste Avoidance and Resource Recovery Act 2007*

### **61. Local laws in respect of waste management**

- (1) A local government —
- (a) may, if the CEO consents; and
  - (b) must, if the CEO so directs,

make local laws in accordance with the Local Government Act 1995 Part 3 Division 2 Subdivision 2 for the purposes specified in section 64 or generally for carrying into effect the provisions of this Part.

### **POLICY IMPLICATIONS**

There are no policy implications for this matter.

### **RISK IMPLICATIONS**

Council may choose not to amend the existing local law, however that action risks the *Shire of Capel Waste Local Law 2016* being disallowed by Parliament. The local law will then need to be completely remade, which will have a far greater cost impact than amendment.

### **FINANCIAL IMPLICATIONS**

#### **Budget**

There are advertising costs associated with providing local notice of Council's decision to make a local law, and a fee to publish the local law in the *Government Gazette*. Funds are allocated in the budget for statutory advertising.

#### **Long Term**

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

### **SUSTAINABILITY IMPLICATIONS**

Local laws assist a local government in controlling and regulating activities within district boundaries to ensure good governance over matters of municipal concern. The 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 provisions, resource management and good governance. A waste local law assists Council in managing a variety of health and environmental issues. The proposed amendments do not affect the validity or application of the remainder of the principal local law.

### **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:

- 1.3 Develop, support and implement innovative solutions.
- 1.4 Provide efficient and effective financial management to ensure the long term financial sustainability of the organisation.

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

Strategic Outcome:

- 5.6 Effectively manage the Shire's assets and resources.

## **CONSULTATION**

There was consultation between the Governance Officer and the Executive Management Team in this matter. The Governance Officer has also spoken to Advisory Officers from the JSCDL and Department of Water and Environmental Regulation on a number of occasions.

Two responses were received during the public submission period, one from the Department of Local Government, Sport and Cultural Industries, and a second from the Department of Water and Environmental Regulation (DWER). No significant changes were requested.

Two copies of the proposed amendment local law have been signed and endorsed by the Director General of the Department of Water and Environmental Regulation.

## **COMMENT**

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.

The procedure for making local laws is detailed in the Act, 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.

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 this 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 statement of purpose and effect for the proposed *Shire of Capel Waste Amendment Local Law 2017* is provided as follows.

### **Purpose**

- Amend the *Shire of Capel Waste Local Law 2016* (principal law) to include clauses concerning objection and appeal rights.

### **Effect**

- Objection and appeal rights in the *Shire of Capel Waste Local Law 2016* will be clarified and stated clearly.

## **VOTING REQUIREMENTS**

Absolute majority

<b>OFFICER'S RECOMMENDATION – 15.1</b>
--

**That Council:**

- 1. Makes the *Shire of Capel Waste Amendment Local Law 2017* by absolute majority;**
- 2. Authorises the Chief Executive Officer and President to apply the Common Seal;  
and**
- 3. Authorises the Chief Executive Officer to carry out the processes required to make the above local law in accordance with section 3.12(5) and 3.12(6) of the *Local Government Act 1995*.**



---

## 15.2 Draft Amended Policy 2.14 – Corporate Credit Card

---

Location:	Whole of Shire
Applicant:	Shire of Capel
File Reference:	N/A
Disclosure of Interest:	Nil
Date:	22.01.18
Author:	Governance Officer, A Handley
Senior Officer:	Executive Manager Corporate Services, S Stevenson
Attachment:	Draft Amended Policy 2.14 – Corporate Credit Card

---

### **IN BRIEF**

- The Manager Emergency and Ranger Services and the Senior Community Ranger have been issued debit cards to facilitate the purchase of food and refreshments for members of the volunteer bushfire brigades during responses to emergency incidents.
- The existing *Policy 2.14 Corporate Credit Card* requires amendment in order to encompass the use of debit cards.

### **RECOMMENDATION**

**That Council endorses the proposed amendments to '*Policy 2.14 – Corporate Credit Card.*'**

### **BACKGROUND / PROPOSAL**

#### **Background**

The *Department of Local Government Operational Guideline Number 11* indicates that corporate credit cards can deliver significant benefits to local government through improved administrative practices and more effective cash management. Debit cards provide similar advantages.

Provision of food and refreshments for members of volunteer bush fire brigades attending emergency incidents has previously been dealt with on an *ad hoc* basis, usually relying on the use of personal credit cards by staff or the goodwill of local businesses who provide food and refreshments based on a verbal promise of payment at a later date.

This is not a financially sound practice, nor is it sustainable, and corporate debit cards provide a simple and effective solution.

#### **Proposal**

This item proposes that the existing *Policy 2.14 Corporate Credit Card* be amended to incorporate guidance on the use, control and safe custody of debit cards.

### **STATUTORY ENVIRONMENT**

*Local Government Act 1995 s2.7*

#### **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.

**6.5 Accounts and records**

The CEO has a duty —

- (a) to ensure that there are kept, in accordance with regulations, proper accounts and records of the transactions and affairs of the local government;

*Local Government (Financial Management) Regulations 1996*

**11. Payments, procedures for making etc.**

- (1) A local government is to develop procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for, and properly authorised use of —
  - (a) cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained;

**POLICY IMPLICATIONS**

Policy 2.14 will be amended.

**RISK IMPLICATIONS**

The recommended amendment to Policy 2.14 will reduce risk by ensuring that the financial management of the provision of emergency food and refreshments at emergency scenes is more robust and accountable.

**FINANCIAL IMPLICATIONS**

**Budget**

There are no financial implications relevant to this matter, other than an increase in accountability and management rigor.

**Long Term**

There will be no additional long term financial implications as any costs incurred with the use of the card will be allocated to bushfire services, which has an annual budget allocation.

**SUSTAINABILITY IMPLICATIONS**

Policies assist in the sound management of Council’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; and
- 1.5 Ensure the effective management of Council’s resources.

**CONSULTATION**

There was consultation between the members of the Executive Management Team, Manager Emergency Services and Rangers, Senior Finance Officer and representatives from Bendigo Bank on this matter.

**COMMENT**

The practice of ensuring volunteer fire fighters receive adequate food and refreshments whilst they respond to emergency incidents is long standing and universal. The practicalities of doing so however, are not always straight forward. Incidents often occur with no warning, in relatively isolated locations and at unsociable hours of the day and night.

Relying on the goodwill of regional businesses to provide food with no formal purchase order or account in place is not sustainable, nor is the practice of using personal credit cards in the Cities of Bunbury or Busselton if there are no local businesses open or available to provide food.

Provision of a debit card is a simple and effective way to manage this issue. Risk has been managed by:

- opening a separate and dedicated Emergency Services Account for the cards;
- limiting the funds in the Emergency Services Account to \$1,000;
- requiring card holders to sign a Use Agreement similar to the Corporate Credit Card Use Agreement signed by the Chief Executive Officer;
- providing guidance on the use, control and safe custody of the cards by amending Policy 2.14; and
- amending Procedure 2.1.23 (Purchasing - Corporate Credit Card) to incorporate procedures for the debit cards.

**VOTING REQUIREMENTS**

Simple majority

<b>OFFICER'S RECOMMENDATION – 15.2</b>
--

**That Council endorses the proposed amendments to 'Policy 2.14 – Corporate Credit Card.**

---

### 15.3 Long Term Financial Plan 2017 - 2032

---

Location:	Capel
Applicant:	Shire of Capel
File Reference:	Nil
Disclosure of Interest:	Nil
Date:	08.02.18
Author:	Executive Manager Corporate Services, S Stevenson
Senior Officer:	Chief Executive Officer, P Sheedy
Attachments:	Shire of Capel Long Term Financial Plan 2017 - 2032

---

#### **IN BRIEF**

Council to consider and endorse the fifteen year Long Term Financial Plan 2017-2032 for the Shire of Capel.

#### **RECOMMENDATION**

**That Council adopts the updated Shire of Capel fifteen year Long Term Financial Plan 2017 - 2032.**

#### **BACKGROUND / PROPOSAL**

##### **Background**

The Integrated Planning and Reporting Framework and Guidelines were introduced in Western Australia during 2013/14 as part of the State Government's Local Government Reform Program. Integrated Planning is the development and delivery of a Strategic Community Plan and a Corporate Business Plan.

All local governments in Western Australia are required to produce a 'Plan for the Future' for their district under S5.56(1) of the *Local Government Act 1995*. *Local Government (Administration) Regulations 1996* now prescribe the requirement to prepare a Strategic Community Plan and Corporate Business Plan as part of the 'Plan for the Future'.

These plans were required by the 1 July 2013 and are intended to guide local governments to a successful integrated planning process. This is designed to deliver the following outcomes:

- A long term strategic plan that clearly links the community's aspirations with the Council's vision and long term strategy.
- A corporate business plan that integrates resourcing plans and specific Council plans with the strategic plan.
- A clearly stated vision for the future viability of the local government area.

The Framework is supported by Integrated Planning and Reporting Guidelines, and outline the minimum planning and reporting methodology to achieve the outcome prescribed in the legislation.

The format and structure of individual local government's integrated strategic plans vary with the size and complexity of the local government. While local governments are required to develop a Strategic Community Plan and a Corporate Business Plan, planning elements such as Informing Strategies and the Corporate Business Plan may be presented in a single document or as a range of separate documents.

A local Government must review its Long Term Financial Plan on an annual basis and while there is no requirement that this plan be endorsed by Council, it is considered best practice.

There are three major parties to the development of an integrated strategic plan:

1. **Community**

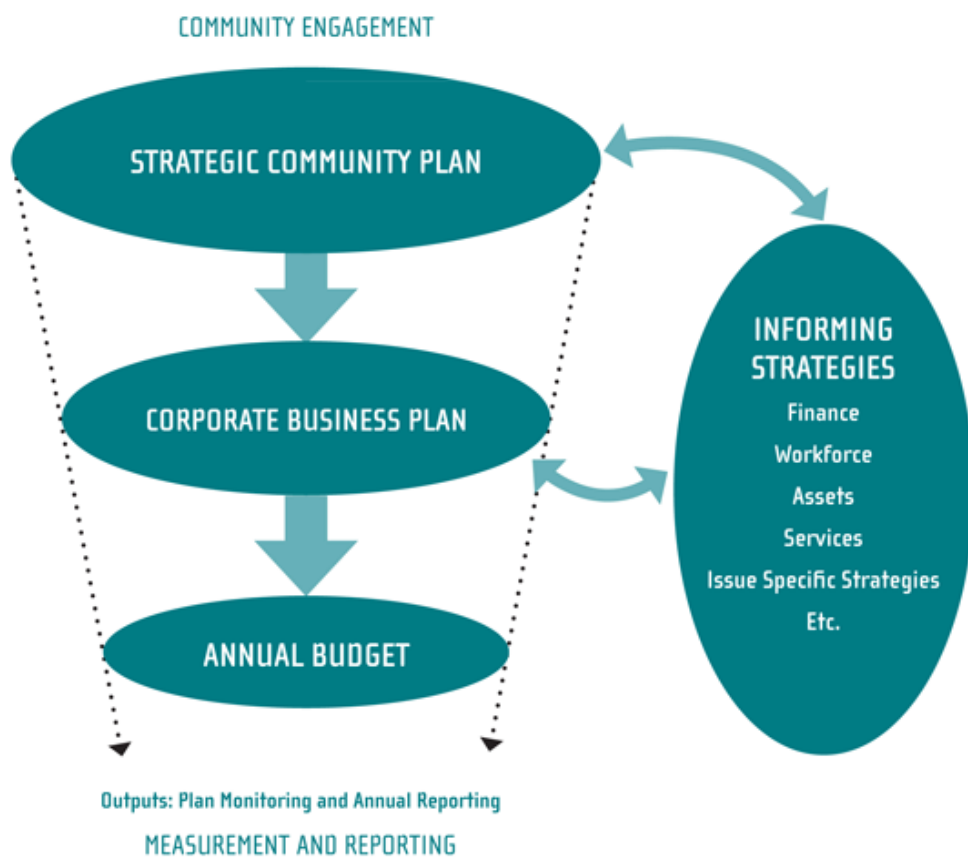
The community participates in a community planning process to determine major vision or big picture directions, and also participates in regular reviews of those directions.

2. **Council**

The Council signs off the Strategic Community Plan resulting from the community planning process, the four year reviews updating that plan, and the annual budget.

3. **Local Government Administration**

The local government administration supports delivery of the Strategic Community Plan, the four-yearly reviews, and an annual budget through the Corporate Business Plan.



**The Integrated Planning process**

Integrated Planning for the Shire is a constantly evolving process. It takes into account community expectations and aspirations outlined in the Shires Strategic Community Plan, informing documents such as Asset Management Plans, the Workforce Plan and other Strategies or Plans already adopted by Council. It also allows for actions or strategies already acted upon or in the process of implementation. The plan is also updated and amended, as required, to take into account any changes in priorities through the ongoing annual budget process.

The ongoing review of the Strategic Community Plan every 4 years will ensure that Council’s Long Term Financial Plan, Asset Management Plans, Workforce Plan and Service Strategies continue to align with the community’s aspirations and priorities.

From this process, a Corporate Business Plan is created, taking into account the Shire of Capel’s Strategic Community Plan. The Corporate Business Plan has a four-year horizon and outlines

the Strategies and Actions identified to achieve the Strategic Objectives and Outcomes of Council.

The Corporate Business Plan is developed from the Shire's Strategic Community Plan, Long Term Financial Plan, Workforce Plan, Asset Management Plans and various informing Strategies and Plans.

Council adopted the previous Long Term Financial Plan 2016-2026 in July 2016. There is a statutory requirement for Council to have an annual review of the 4 year Corporate Business Plan and the Long Term Financial Plan forms part of this Plan. For this reason, each year the Long Term Financial Plan will be reviewed and an additional year added onto the plan. This enables continued legislative compliance but also enables the plan to be reviewed, resulting in assumptions and projections being reassessed, and timeframes adjusted for projects if circumstances or the priorities of Council change. For the Long Term Financial Plan 2017-2032, the forecasting period has been extended from ten to fifteen years.

### **Proposal**

That Council receives and adopts the fifteen year Long Term Financial Plan 2017-2032 for the Shire of Capel.

### **STATUTORY ENVIRONMENT**

*Local Government Act 1995, Section 5.56*

#### **5.56 Planning for the Future**

- (1) A local government is to plan for the future of the district.
- (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. The steps and timetable leading to the adoption of the Budget is impacted by the development of the Corporate Business Plan and Long Term Financial Plan.

### **RISK IMPLICATIONS**

While the risk implications of this item are low, it is important this item be presented to Council to allow an understanding of the long-term financial position and the elements which contribute to financial risk for the Shire.

### **FINANCIAL IMPLICATIONS**

#### **Budget**

The development of an Integrated Strategic Planning and Reporting Framework has required the allocation of considerable staffing resources. This allocation of time and resources is an ongoing commitment of Council.

In addition to staff time, \$12,950 was allocated in the 2017/18 Budget under GL104120 towards Integrated Strategic Planning and Reporting and Benchmarking.

#### **Long Term**

The development of the Long Term Financial Plan in itself does not have any long-term financial implications, other than those referred to within the Plan and the ongoing staff resources required to annually produce and update the Plan.

Through the development of the Integrated Planning Framework, Council now has the ability to evaluate the long-term financial implications of all of its strategies, plans and works programs. This provides sound guidance to Council on the amount of rates required to fund all of these services and facilities, and/or in turn adjust expenditure and service levels to match the rate income projected for the future.

### **SUSTAINABILITY IMPLICATIONS**

The Integrated Strategic Planning and Reporting Framework is designed to improve the sustainability of local governments, while engaging in stronger ways with the community.

### **STRATEGIC IMPLICATIONS**

Shire of Capel Strategic Community Plan 2013 – 2031.

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

Strategic Outcomes:

- 1.4 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.

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**

Extensive community, Councillor, staff and stakeholder consultation was undertaken in the development of the Strategic Community Plan in 2013 and again in the 2016/17 financial year. Prior to the adoption of the Long-Term Financial Plan 2016-26, Council reviewed the timing of all major projects as part of the Councillor Budget Workshop on 24 February 2016. This resulted in a number of capital works project timeframes being altered, and funding sources being changed. Projects, times and scopes will be re-assessed following the adoption of the 2018 Budget.

In formulating the Long-Term Financial Plan 2017-32, the timing of these major projects has remained largely unchanged.

## **COMMENT**

The Long Term Financial Plan is presented to Council in a new format. A new financial forecasting model has been created to illustrate the financial position. This includes reporting elements recommended for inclusion by the Department of Local Government, Sport and Cultural Industries such as scenario planning and assessment of risks. The document is a strategic document and as such, the Plan is at a high level and should be treated as a guide for future Budget discussions. The 2017-18 Budget has been used as the base year of this plan.

The new format incorporates:

- A forecast of significant capital expenditure by Asset Class;
- Forecast revenue, expenses and net result;
- Scenario modelling which is recommended by the Department of Local Government, Sport and Cultural Industries;
- Assessment of risks and uncertainties
- An assessment of asset renewal for Infrastructure and Property Plant and Equipment;
- Forecast Ratio Analysis;
- A range of forecast financial statements; and
- An increase in forecasting period of the plan has been extended from a ten-year horizon to fifteen years. This is a longer period than is required under the guidelines.



This approach has been to maintain the endorsed timing of future strategic projects while updating the relevant indices.

In any long-term financial forecasting environment, a number of Assumptions have to be made to ensure future readers and users of the Plan can understand the basis for the future forecasts. This acts to enable consistent ongoing development and update of the policies within the organisation, particularly as there is always a level of risk and uncertainty associated with known and unknown variables in the future. The following table illustrates the variables assumed for this plan.

**Table 1 Assumed forecasting variables**

Year	1	2	3	4	5	6	7	8	9	10
	17-18	18-19	19-20	20-21	21-22	22-23	23-24	24-25	25-26	26-27
<b>OPERATIONS- Revenue</b>										
Rates - Base:										
- Rates - Growth or Decline	1.59%	1.43%	3.24%	3.75%	4.34%	4.70%	4.22%	4.40%	4.89%	4.59%
- Rates - Strategy	6.00%	6.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	3.00%
Operating grants, subsidies and contributions	2.25%	2.00%	2.00%	2.50%	3.00%	3.00%	3.00%	3.00%	3.25%	3.25%
Fees and charges	2.25%	1.50%	2.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.25%	3.25%
Interest Yield	2.00%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%
Other revenue	2.25%	1.50%	2.00%	2.50%	2.75%	3.00%	3.00%	3.00%	3.25%	3.25%
<b>OPERATIONS- Expenditure</b>										
Employee costs	5.75%	6.01%	3.86%	6.51%	5.07%	5.00%	3.72%	4.90%	4.83%	5.91%
Materials and contracts	2.25%	2.00%	2.00%	2.50%	3.00%	3.00%	4.00%	4.50%	4.50%	4.50%
Utility charges (electricity, gas, water etc.)	6.00%	6.00%	6.00%	6.00%	6.00%	6.00%	6.00%	6.00%	6.00%	6.00%
Insurance expense	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%
Other expenditure	2.25%	2.00%	2.00%	2.50%	3.00%	3.00%	3.00%	3.25%	3.25%	3.25%
Salaries and Wages-training percentage	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%

The review of the Long Term Financial Plan is an ongoing planning process with assumptions reviewed and amended where required. There are a few points to note:

- Rates growth has been revised downwards from the previous Plan. This is to better reflect current economic conditions.
- The current endorsed Rating Strategy has been applied to the model and identifies an annual rate increase of 6% plus growth for six years, reducing in 2019/20 to a 4% increase plus growth until 2026/27. A reduced level has been assumed after 2026/27 and will be assessed closer to the time.
- The Long Term Financial Plan has been developed on the basis that it will be 'Balanced' over the 15 years and the activities of Council are sustainable.
- Projects funded by grants are not included in the first 4 years of the Plan unless there is a strong probability or expectation that grant funding would be received. Should grant funding not be forthcoming for these projects then the scope and timing would need to be reassessed at that stage.

- In the 5-10 year period of the Long Term Financial Plan, grant funded projects that are less certain are included based on a provisional grant being obtained. In the 11–15 year period, any funding assumptions would be tentative.
- Economic indicators for cost and revenue increases are provided through a variety of sources including the WALGA Economic Briefing, ABS and State Treasury forecasts.
- The implementation of Fair Value asset accounting has had a significant impact on asset values and depreciation and will continue to do so into the future. The full impact is assessed and adjusted in the annual financial statements as a rolling asset valuation program. Asset valuations remain difficult to forecast. Depreciation has been revised in line with the most recent valuations and the 2017/18 Annual Budget.
- Employee costs percentage increases above include an allowance for both existing and any additional staff. Additional staff are aligned with the completion of large capital projects. These large capital projects (eg Dalyellup Multipurpose Building) will require additional resources once complete and open to ratepayers. These timings will continue to be refined in line with updated workforce planning and project scheduling. A base increase of 2.5% has been used before additional staff percentages.
- Population, demographics and land growth projections are based on current forecasts identified within the Shire of Capel. This has resulted in a downward revision of some growth projection for Dalyellup. Growth assumptions will continue to be refined in the 2018/19 financial year and will be reflected in any future Long term Financial Plans.
- Cash Reserves will gradually increase into the future to assist in funding major capital works in the latter portion of the Plan and to assist in funding projects identified in the 10-20 year period.
- The Plan assumes that funds from the Draft Developer Contribution Plan (DCP) are received and are available in Reserves to help fund the strategic projects outlined in the DCP. Should contributions be less than forecast, projects which are dependent on developer contributions, will need to be reassessed in terms of both scope and timing. As the DCP is yet to be formally adopted by Council, and given the assumed growth in lot yield, this element of the long term plan presents a risk to the Shire's capability to fund its proposed projects and will need to be revised in the future in conjunction with the 2018/19 Annual Budget process.
- Over the period covered by the Plan, there is forecast to be insufficient expenditure on asset renewal as can be seen in sections 7.7.1 and 7.7.2 of the document. This will need to be addressed in subsequent plans once sufficiently detailed Asset Management Plans are in place for all asset classes. Increasing this expenditure will have an impact on Reserves and the ability of the Shire to fund future projects.

**Table 2 Forecast Developer Contributions**

DCP	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
<b>Boyanup</b>	\$14,320	\$57,280	\$214,800	\$429,600	\$465,400	\$393,800	\$393,800	\$823,400	\$286,400
<b>Capel</b>	\$25,720	\$25,720	\$25,720	\$51,440	\$25,720	\$10,288	\$10,288	\$10,288	\$5,144
<b>Dalyellup</b>	\$408,450	\$953,050	\$980,280	\$1,034,740	\$1,225,350	\$1,225,350	\$1,361,500	\$1,307,040	\$1,688,260
	<b>\$448,490</b>	<b>\$1,036,050</b>	<b>\$1,220,800</b>	<b>\$1,515,780</b>	<b>\$1,716,470</b>	<b>\$1,629,438</b>	<b>\$1,765,588</b>	<b>\$2,140,728</b>	<b>\$1,979,804</b>

Listed below is a table showing the timing of significant projects proposed over a 10 year period within the Plan.



Project Description – Capital Costs (\$)	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Capel Recreation Ground-concept design second oval					\$60,900					
Capel Townscape, Underground power, paths, drainage - Stage 2								\$1,680,000		
Relocation Shire Depot									\$5,780,489	
Jamieson Road Boardwalk		\$250,000								
Dalyellup Youth Facilities	\$102,739		\$2,075,078							
Dalyellup Youth Skate Park		\$687,400								
Dalyellup Community Centre, District Centre, Multipurpose Building	\$109,589		\$2,955,572	\$2,955,572	\$2,955,572					
Dalyellup Sports Fields - Concept Plans			\$128,000							
Capel Coastal Strategy - Dalyellup Surf Life Saving Clubroom				\$165,000		\$1,416,704	\$1,416,704			
Dalyellup Sports Fields								\$2,438,951	\$6,992,885	
PGB - Extension of Community Centre				\$272,160						
PGB - Community Centre Playground						\$101,500				
Gelorup Drainage Study works (Service Strategy)			\$500,000							
Boyanup Town Site Drainage Study works								\$145,161		
PGB Drainage Pipe Renewal (Reserve Management Plan)									\$500,000	
Shire of Capel Drainage Study - Works							\$678,221			
	\$5,834,045	\$2,929,179	\$5,658,650	\$3,767,000	\$3,390,740	\$2,361,741	\$2,094,925	\$4,264,112	\$13,573,374	\$7,898,397

Listed below are the significant changes that have occurred since the adoption of the previous Long Term Financial Plan adopted in July 2016:

- Updated Perth Consumer Price Index and Local Government Cost Index forecasts for future years.
- Revised population and dwelling growth projections. These growth revisions have resulted in a downward estimate on previous forecasts.
- No increase in Federal Grant Assistance Grants in 2018/19 and 2019/20.
- Significant increases in utilities costs with a 6% increase built in per annum.
- Updated Capital Works Program to reflect current needs including an updated Road Construction Program, Footpath Program and Plant Replacement Program.

Throughout the development of the Long Term Financial Plan, the financial sustainability of Council has remained a focal point. The determination, prioritisation and timing of services and facilities, identified through the community and Councillor input, has been strongly influenced by the Council's ability to manage expected financial requirements and financial risks over the long term without the use of disruptive revenue or expenditure measures.

This has involved the examination and projection of Council's financial position in the current period and long term, while ensuring infrastructure renewals/replacement expenditure matches forward looking asset management plan expenditure needs.

**VOTING REQUIREMENTS**

Simple majority

**OFFICER'S RECOMMENDATION – 15.3**

**That Council adopts the updated Shire of Capel fifteen year Long Term Financial Plan 2017 – 2032.**

---

## 15.4 Mid Year Budget Review

---

Location:	Capel
Applicant:	Shire of Capel
File Reference:	N/A
Disclosure of Interest:	Nil
Date:	08.02.18
Author:	Executive Manager Corporate Services, S Stevenson
Senior Officer:	Chief Executive Officer, P Sheedy
Attachments:	Financial Statement Variance Report and Monthly Financial Report – January 2018 (refer to Monthly Report)

---

### **MATTER FOR CONSIDERATION**

Council to consider adopting the results of the Mid Year Budget Review.

### **RECCOMENDATION**

**That Council adopts the Mid Year Budget Review of actual financial performance compared to the 2017/18 Budget and the anticipated end of year financial result.**

### **BACKGROUND / PROPOSAL**

#### **Background**

The Local Government (Financial Management) Regulations 1996 (as amended) require local governments to conduct a budget review between 1 January and 31 March each year and to report the results of the review to Council. After Council has made their determination a copy is to be provided to the Department of Local Government.

#### **Proposal**

A Mid Year Budget Review has been conducted with staff reviewing actual expenditure at 31 December 2017, compared to the budget for the year and assessing whether the remaining budget for the year needs to be amended. This review has resulted in forecasts for the end of the financial year being prepared and the monthly financial statements being updated with these forecasts.

Council needs to consider and adopt the Budget Review as presented in the Financial Statement Variance Reports, Monthly Financial Report for January 2018, and Capital Works Program for the period 1 July 2017 to 31 January 2018.

### **STATUTORY ENVIRONMENT**

*Local Government (Financial Management) Regulations 1996, Regulation 33A*

#### **33A Review of Budget**

- (1) Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.
- (2) The review of an annual budget for a financial year must –
  - (a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
  - (b) consider the local government's financial position as at the date of the review; and
  - (c) review the outcomes for the end of that financial year that is forecast in the budget.

- (2A) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the Council.
- (3) A Council is to consider a review submitted to it and is to determine\* whether or not to adopt the review, any parts of the review or any recommendations made in the review.
- (4) Within 30 days after a Council has made a determination, a copy of the review and determination is to be provided to the Department.

\* Absolute majority

### **POLICY IMPLICATIONS**

The budget is based on the principles contained in the Strategic Community Plan and Corporate Business Plan. There are no Council Policies relating to this report.

### **FINANCIAL IMPLICATIONS**

#### **Budget**

Reports showing year to date financial performance allow monitoring of actual expenditure, revenue and overall results against budget targets. The Mid Year Budget Review provides this monitoring, while also enabling the forecast expenditure to the end of the financial year to be reviewed and adjusted if necessary.

#### **Long Term**

Expenditure is covered in the current annual budget allocation, or is identified as unbudgeted expenditure or over expenditure. Where unbudgeted or over budget expenditure has occurred, forecast savings have been identified where possible to assist in offsetting these additional costs. This will therefore minimise any long term financial implications.

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

### **SUSTAINABILITY IMPLICATIONS**

The Mid Year Budget Review includes the financial details of a number of projects that have a positive environmental impact and a direct social benefit for the community.

The Mid Year Budget Review ensures that the Shire's finances are on target economically to achieve budget projections.

### **STRATEGIC IMPLICATIONS**

Strategic Community Plan 2013 to 2031

1. The Leadership Experience, *"Ensure open, transparent, effective and 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 budget review was conducted with the assistance and input of finance staff and Executive Managers who determined expenditure needs and revenue expectations for the remainder of the financial year based upon actual performance compared against budget.

**COMMENT**

The budget review has been prepared to include information required by the *Local Government Act 1995, Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards.

Council adopted a plus or minus 10% for the reporting of variances to be used for the reporting of variances of actual expenditure and revenue to budgeted expenditure and revenue in the monthly report of financial activity, which is the basis of reporting for the Mid Year Budget Review.

The results of the Mid Year Budget Review are included within the format of the monthly financial report for January 2018. The report provided to Council shows forward estimates for each general ledger account, which are included in the column "Forecast EOY Balance". This can be compared against the original "Annual Budget" and "Amended Budget" columns, with variance percentages highlighted in the "Variances Budget to Actual YTD %" column. Variances of greater than 10% have been highlighted and comments provided by the relevant Manager or Officer in the "Variances Explanation" column.

These Forecast EOY balances also include those items of unbudgeted expenditure, which are highlighted within the report.

The detailed General Ledger report provides a listing of all budget, actual, and forecast figures with variances, the review has the following major variations between the expected end of year financial position and the adopted budget.

**Adjusted Budgets and Forecasts**

A number of income and expenditure accounts have had the budget and forecast values reallocated to more closely match when the income is expected to be received or the expenditure is expected to be incurred.

When budget values and forecast values are initially calculated and entered into Synergy, the total value is averaged over 12 months, which is not always reflective of the pattern of income receipt or expenditure. The major accounts that have had modified budget and forecast expectations include:

- Rates and related accounts – which have the majority of income received in late July or early August when rates are generated.
- Salaries, Wages and Employee Rated Costs – these expenses are incurred based on the number of pay runs generated in a month. Some months have two pay runs while others have three. At the start and end of the financial year accrual journals are also calculated.
- Insurance expenses.
- Receipt of grant income.
- Capital expenditure.

**General Purpose Funding**

The End of Year Forecast Budget for General Purpose Funding income is \$12,949,550 which is \$49,119 or 0.38% more than the Budget for General Purpose Funding income of \$12,900,431.

The main reasons for the forecast total General Purpose Funding being more than the budget is due to an additional \$54,290 in the local road grants off-set by a reduction in \$10,571 reduction in the general purpose grant. The forecast total rate income of \$11,599,909 remains in line with the budget estimate.



- The End of Year Forecast Budget for General Purpose Funding expenditure is \$262,428 which is as per budget.

#### Governance

The End of Year Forecast Budget for Governance income is \$56,616 which is \$762 or 1.36% more than the Budget for Governance income of \$55,854.

- The main reason for the increase is a higher amount of fees and charges collected.

The End of Year Forecast Budget for Governance expenditure is \$818,553 which is \$252 or 0.03% lower than the Budget for Governance expenditure of \$818,301.

- Reduction in the amount of organisational training and development expenditure of \$21,135.
- Increase in the amount of legal advice expenses for Boyanup saleyards and lease of reserves of \$15,000.
- Insurance costs are \$8,545 below budget.

#### Law, Order & Public Safety

The End of Year Forecast Budget for Law, Order & Public Safety income is \$696,309 which is \$18,548 higher than the Budget for Law, Order & Public Safety income of \$677,761.

- Fire Prevention fines and penalties are \$34,000 above budget due to increased inspections.
- Animal control fines and penalties are \$5,500 above budget.
- Dog registration fees are \$13,000 below budget because of life time registrations.

The End of Year Forecast Budget for Law, Order & Public Safety expenditure is \$1,026,138 which is \$24,924 or 2.4% lower than the Budget for Law, Order & Public Safety expenditure of \$1,051,062.

- The forecast Ranger salary expenditure is lower than budgeted due to a temporary FTE reduction.
- Insurance is \$6,136 below budget.
- Community safety and crime prevention expenditure is expected to be \$15,390 below budget due to reduced salaries expenditure.

#### Health

The End of Year Forecast Budget for Health income is \$49,431 which is \$30,030 higher than the Budget for Health income of \$19,401.

- Mosquito Control projected income is \$27,030 higher than budget due to sales of lavacide. Health license income is forecast to be \$3,000 more due to an increase in the recovery of health inspections.

The End of Year Forecast Budget for Health expenditure is \$524,699 which is a decrease of \$88,411 on the Budget for Health expenditure of \$613,110.

- Health salaries expenditure is expected to be \$130,593 below budget due organisational restructure.
- Geographe Mosquito Management Group expense is \$50,899 above budget due the payment of the reserve balance to the City of Busselton who will now administer the group.

### Education and Welfare

The End of Year Forecast Budget for Education & Welfare income is \$39,696 which is higher than the Budget for Education & Welfare income of \$29,684.

- Senior citizens income is higher than budget due to increased number contributions towards activities.

The End of Year Forecast Budget for Education & Welfare expenditure is \$303,434, which is \$2,853 higher than the Budget for Education & Welfare of \$300,581.

- Youth Services salaries expense is expected to be above budget.

### Community Amenities

The End of Year Forecast Budget for Community Amenities income is \$2,561,250, which is \$103,604 higher than the Budget for Community Amenities income of \$2,457,646.

- The Town Planning and Regional Development income forecast to be \$14,640 above budget.
- Subdivision clearances are above budget.

The End of Year Forecast Budget for Community Amenities expenditure is \$3,653,700 which is \$76,014 higher than the Budget for Community Amenities expenditure of \$3,577,686.

- Septic tank inspection costs are projected to be \$10,687 above budget.
- Salaries for Town Planning and Regional Development are projected to be \$94,543 above budget due to organisational restructure.
- Sanitation depreciation charges are higher due to bin depreciation costs being higher than the original budget calculation.

### Recreation and Culture

The End of Year Forecast Budget for Recreation & Culture income is \$3,238,552 which is \$1,529,835 more than the Budget for Recreation & Culture income of \$1,708,717.

- Grants and contributions for capital forecast income is above budget by an amount of \$1,644,881. The amount includes unbudgeted funding for the Capel Civic Precinct Development from Department of Primary Industries and Regional Development of \$1,300,000. There is also a contribution of \$100,000 for Dalyellup Infrastructure from Cristal Global.

The End of Year Forecast Budget for Recreation & Culture expenditure is \$4,650,737, which is \$230,910 more than the Budget for Recreation & Culture expenditure of \$4,419,827.

- Dalyellup Parks, gardens and reserves forecast has been increased by \$189,485 as a result of the transfer of public open space.
- Dalyellup recreation grounds forecast has increased by \$42,485 due to oval maintenance costs.

### Transport

The End of Year Forecast Budget for Transport income is \$3,368,386 which is \$620 below Budget for Transport income of \$3,369,006.

- Subdivision infrastructure forecast income has decreased by \$64,582 from the original budget amount of \$2,350,000 based on the non-cash transfer value of Dalyellup stages.
- The MRWA Direct Road grant funding has decreased from \$131,293 to \$75,613.
- The Regional Road Group funding has increased from \$157,880 to \$259,000.

The End of Year Forecast Budget for Transport expenditure is \$6,804,443, which is \$14,295 less than the Budget for Transport expenditure of \$6,818,738.

- Culverts maintenance is forecast to be slightly below budget.

#### Economic Services

The End of Year Forecast Budget for Economic Services income is \$466,164 which is \$6,150 less than the Budget for Economic Services income of \$472,314.

- Forecast building permit income is expected to be \$35,440 below original budget.
- Lease fees are expected to be \$15,000 above the budgeted amount.
- Contributions and reimbursements are expected to be \$15,000 higher than budgeted due to increased contributions for Bunbury Geographe Growth Plan.

The End of Year Forecast Budget for Economic Services expenditure is \$1,464,118, which is \$18,655 more than the Budget for Economic Services expenditure of \$1,445,463.

- Salaries for building control are expected to be to be above budget by \$53,697 due to a change of allocation to the original budget.
- Extractive industries salaries expenditure is expected to be below budget due vacancies.

#### Other Property and Services

The End of Year Forecast Budget for Other Property & Services income is \$149,489, which is \$50,595 more than the Budget for Other Property & Services income of \$98,894.

- Supervision fees are forecast to be \$31,600 above the forecast budget.
- Contributions, reimbursements and insurance recoups are forecast to be \$17,108 above budget.

The End of Year Forecast Budget for Other Property & Services expenditure is \$51,478, which is \$139,712 below the Budget for Other Property & Services expenditure of \$191,190.

- Works department salaries is forecast to be \$156,131 below budget due the reallocation of salary costs to other areas.

#### Capital Works Program

The End of Year Forecast Budget for Capital Works expenditure is \$9,571,766, which is \$1,678,576 or 21.3% above the Budget for Capital Works expenditure of \$7,893,190.

- Roads work program – The Total Roads work program shows a forecast increase of \$35,148 above the budgeted amount of \$2,064,915. There are a number of variances within this area.
  - Gravel resheets
    - Coast Road and Hansen Road. Forecast expenditure of \$212,380 against a budget of \$192,420.

- Road Widening
  - Forecast expenditure will be \$914,001 which is \$181,791 below the budget of \$1,095,792.
- Bitumen Reseal
  - Forecast expenditure will be \$316,158 which is \$129,884 above the budget of \$186,274. Additional Regional Road Group funding has been used to expand the Gavins Road reseal program.
- Asphalt
  - Forecast expenditure will be \$214,028 which is \$8,794 above the budget of \$205,234. Above budget expenditure on Korella Drive was offset by savings on Norton Promenade.
- Road Reconstruction
  - Goodwood Road expenditure is expected to be \$12,873 below the budgeted amount of \$33,195.
- Road Infrastructure
  - Settlers Roads has forecast expenditure as per the budgeted amount of \$10,000. Other roadworks design is expected to be as per budget of \$42,000.

Budgeted roads grant funding totaled \$951,613. This was made up of \$429,173 from Main Roads WA; \$131,293 as a direct grant which has been reduced to \$75,613, Blackspot funding of \$140,000 and Regional Road Group (RRG) funding of \$157,880 which has been increased to \$259,000, and Roads to Recovery (RTR) grants of \$522,440.

The drainage infrastructure projects are forecast to be completed at a cost of \$456,508 which is \$9,208 below the budget of \$452,300.

- The dual use path program is projected to be \$112,878 under the budget of \$522,855 at \$409,977. There are a few variances within the program. The Shire construction program is above budget but this has been offset by a greater degree by a reduction in non-cash infrastructure paths contribution from developers:
  - Bussell Highway to Frances Road (Gelorup) works are projected to be \$18,522 above the budget of \$123,385 at \$141,907. The increase is partially offset by an increase in grant funding increase from the WA Department of Transport of \$9,315 from \$61,693 to \$70,954.
  - Forrest Road Capel has a projected increase of \$6,092 over a budget of \$30,000 to \$36,092.
  - Nottingham Entry has had a slight projected increase of \$1,194 above the budget of \$12,000 to \$13,194.
  - Non-cash infrastructure – paths is \$139,426 below the budget of \$250,000 at \$110,574 based on stages completion in Dalyellup estimate.
- Other Infrastructure is projected to have above budget expenditure of \$1,730,517. Expenditure of \$3,794,884 is forecast versus a budget of \$2,055,367. The main variances are below:
  - The Peppermint Grove Beach Community Centre recreation hub upgrade is forecast to be above budget by \$12,321 from \$14,850 to \$27,171.
  - The Capel Civic Precinct toilets have been completed with the final costs above the budget of \$120,000 by \$6212 to \$126,212.
  - The Capel Civic Precinct Stage 4 Multi use building design has remained as per budget at \$301,144.
  - The Capel Civic Precinct Stage 3 is projected to be above the budget of \$943,964 by \$1,709,491 to a forecast amount of \$2,653,455. The securing of funding from the Building Better Regions Fund and South West Development Commission Royalties for Regions Fund has allowed an expansion of the construction in the 2017/18 financial year. Other grant funding from Lotterywest and Department of Communities was secured earlier along with funding from Loan 89. The awarding of Tender 17/04 (OC1210 20.12.17) has been used to determine the 2017/18 forecast amount. The total forecast

expenditure for the precinct including: toilets, relocate BMX track, Stage 4 design and Stage 3 construction is \$3,085,811 against a budget of \$1,370,108 an increase of \$1,715,703. This increase has been funded by an increase in grant funding of \$1,604,071 and an increase in Shire contribution of \$111,632.

- Harewoods Road Reserve gates has an increase above budget of \$9,000.
- Street lighting and renewal has reduced from a budget of \$31,350 to \$1,000 due to a change in the work required.

### Salaries & Wages

“Employee Costs”, as summarised in the Statement of Comprehensive Income by Nature & Type, consist of all expenditure related to the employment of staff and include salaries and wages, superannuation, leave provisions, staff allowances and benefits, workers compensation insurance, training and professional development, Fringe Benefits Tax, and uniforms. The total budgeted employee costs were \$7,304,765 while the forecast expenditure is \$7,164,530 which 2% below budget.

### Interest Earnings

The year end forecast for interest revenue is \$436,983 which is above the budgeted amount of \$425,398. The average interest rate on municipal funds for December 2016 was 2.36% compared to the December 2017 rate of 2.34%.

### Unbudgeted Expenditure

Valuation of Ocean Forest Lutheran College (OC0805 23.08.2017) A/c 105220 \$13,000.

Calinup Road stabilisation (to be considered at this meeting – Item 14.2) Job 0264 \$15,000.

Fund portion of additional Corporate Services Resource (OC0109 24.01.2018) A/c 102620 \$25,125.

### Transfers to and from Reserves

The forecast for transfers to and from reserves shows a net transfer from reserves of \$1,319,433. This compares to the net budget transfer from reserves of \$1,593,804. The forecast to and from transfers for reserves should reflect the forecast changes to operating and capital income and expenditure. The major transfer changes in budget compared to forecast reserves are:

- Specified Area Rate Dalyellup Parks and Gardens \$95,797 net increase in transfer from reserve. Transfer of public open space to the Shire and the expected expenditure for contactor maintenance is above budgeted expenditure.
- Dalyellup Millennium Reserve \$74,280 net increase in transfer to reserve due to contribution.
- Contiguous Local Authority Group Health Department \$28,963 net increase in transfer from the reserve due to transfer of responsibility of CLAG account to City of Busselton.
- Boyanup Community Facilities Reserve \$68,838 net increase in transfer to reserve due to allocation of 2016/17 surplus (OC0109 24.01.2018).
- Capel Community Facilities Reserve \$68,838 net increase in transfer to reserve due to allocation of 2016/17 surplus (OC0109 24.01.2018).
- Unspent Grants and Loans Reserve \$145,174 net increase in transfers from the reserve. This reserve contains unspent grant funding and loan funding carried forward from previous

financial years. Net increase is due to expansion of the Capel Civic Precinct budget. Loan 89 funds held in reserve are projected to be used by year end.

The budget adopted in July 2017 was based on a brought forward surplus of \$61,802 and a carried forward surplus of \$6,995. The actual 2016/17 carried forward surplus is an amount of \$224,602 with the Mid Year Budget Review showing a 2017/18 year end surplus of \$4,683.

This forecast will change each month as future revenue and expenditure information is received.

**VOTING REQUIREMENTS**

Absolute majority

<b>OFFICER'S RECOMMENDATION – 15.4</b>
--

**That Council adopts the Mid Year Budget Review of actual financial performance compared to the 2017/18 Budget and the anticipated end of year financial result.**

---

## 15.5 Accounts Due and Submitted for Authorisation

---

Location: Capel  
Applicant: Shire of Capel  
File Reference: N/A  
Disclosure of Interest: Nil  
Date: 09.02.18  
Author: Finance and Accounts Payable Officer, S Searle  
Senior Officer: Executive Manager Corporate Services, S Stevenson  
Attachments: Nil

---

### **IN BRIEF**

Adoption of accounts to be paid.

### **RECOMMENDATION**

**That Council authorises the Schedule of Accounts covering vouchers EFT26293 to EFT26326, a total of \$168,254.82 for payment.**

### **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.

### **RISK IMPLICATIONS**

Risk is medium. The schedule of accounts is a list available to the public of Council creditors, the amounts paid to these creditors and a description of the transaction.

### **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.

### **SUSTAINABILITY IMPLICATIONS**

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

### **STRATEGIC IMPLICATIONS**

Shire of Capel Strategic Community Plan 2013 – 2031

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

Strategic Outcome:

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

### **CONSULTATION**

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

### **COMMENT**

Accounts due and submitted for authorisation are as follows:

EFT26293	28/02/2018	AUSLEC	LIGHTS FOR DALYELLUP CC AND BOYANUP CC	182.49
EFT26294	28/02/2018	ARCHIVAL SURVIVAL PTY LTD	ARCHIVES SUPPLIES	264.81



EFT26295	28/02/2018	AUSTRALIND PRE MIX	REPLACE EXISTING PATH ON NORTON PROM, DALYELLUP BEACH	1485.00
EFT26296	28/02/2018	BUNBURY MACHINERY	REAR ANTI SCALP WHEELS, SWING ARM AND ROLLERS AND PINS FOR MOWERS	535.00
EFT26297	28/02/2018	BELL FIRE EQUIPMENT COMPANY	1 KG FIRE EXTINGUISH	44.00
EFT26298	28/02/2018	BUNNINGS BUILDING SUPPLIES PTY LTD	SOAP DISPENSER SHOWER ORGANISER AND WHITE OAK MOULDING TRIM	158.81
EFT26299	28/02/2018	BUSSELTON-DUNSBOROUGH ENVIRONMENT CENTRE	JOURNEY INTO LUDLOW TUART FOREST' BOOKS FOR CITIZENSHIP CEREMONIES	300.00
EFT26300	28/02/2018	BRANDICOOT	BUNBURY GEOGRAPHE WEBSITE	228.00
EFT26301	28/02/2018	WINC AUSTRALIA PTY LTD	STATIONERY	544.23
EFT26302	28/02/2018	CLEANAWAY	COLLECTION & DISPOSAL OF WASTE FROM CAPEL WASTE TRANSFER STATION AND DISPOSAL OF HOUSEHOLD RUBBISH	31777.44
EFT26303	28/02/2018	EASIFLEET MANAGEMENT	2017/18 NOVATED LEASE	753.86
EFT26304	28/02/2018	BRIAN FISHER FABRICATION	REPAIR, SERVICE AND INSPECT DROP DOWN BASKETBALL BACKBOARDS AT CAPEL RECREATION GROUND AND 45KG LPG GAS FOR PGB CC	686.00
EFT26305	28/02/2018	FENNESSY'S	40,000 KM SERVICE	525.28
EFT26306	28/02/2018	GEO SPREAD	MULCH GREEN WASTE AT CAPEL TRANSFER STATION	15400.00
EFT26307	28/02/2018	SOUTHERN HYDRAULIC SERVICES	REPAIR HOSE ON LOADER	457.61
EFT26308	28/02/2018	SOUTH WEST ISUZU	REPAIRS TO ISUZU TRUCK	318.04
EFT26309	28/02/2018	LD TOTAL	DALYELLUP MAINTENANCE CONTRACT WORK, REPAIRS TO BROKEN BIKE RACK AT MIDDLE LAKE, REPLACE VANDALISED SPRINKLERS AT MURTIN PARK, REPAIR DAMAGED CABLES IN PORTOBELLO AND	90650.42

			CONTRACT WORK AT CAPEL CIVIC PRECINCT	
EFT26310	28/02/2018	LANDGATE	RURAL UV INT VAL SHARED AND GRV INTERIM VALUATIONS COUNTRY, FESA AND BCT	164.71
EFT26311	28/02/2018	MALATESTA ROAD PAVING & HOT MIX	1 TONNE HOTMIX	200.00
EFT26312	28/02/2018	NIGHTGUARD SECURITY SERVICE PTY LTD	ALARM RESPONSES JANUARY 2018	2414.79
EFT26313	28/02/2018	NATURAL AREA HOLDINGS PTY LTD	MOWING AT BROOKVIEW AVE GELORUP RESERVE	313.50
EFT26314	28/02/2018	FULTON HOGAN INDUSTRIES PTY LTD	ONE PALLET EZI STREET BAGS	1795.20
EFT26315	28/02/2018	PRESTIGE PRODUCTS- BUSSELTON	VARIOUS BATHROOM AND CLEANING PRODUCTS	296.67
EFT26316	28/02/2018	PRIME INDUSTRIAL PRODUCTS	CTN 240L BIN LINERS	51.20
EFT26317	28/02/2018	RTW STEEL FABRICATION	SUPPLY, MANUFACTURE, DELIVER AND INSTALL 3 NEW DYRAGAL ANGLE STANDS FOR ENTRY STATEMENTS CAPEL TOWNSCAPE	5028.10
EFT26318	28/02/2018	REGIONAL DEVELOPMENT AUSTRALIA SOUTH WEST	CONTRIBUTION TOWARDS PROVISION OF ECONOMIC & COMMUNITY PROFILING FOR THE WHOLE SOUTH WEST	1375.00
EFT26319	28/02/2018	SCS SAND & PLANT HIRE	DRY ROLLER HIRE	209.00
EFT26320	28/02/2018	STATE WIDE TURF SERVICES	TURF RENOVATIONS FOR CAPEL REC GROUND AND FERNSDALE PARK	10225.05
EFT26321	28/02/2018	TOTALLY WORKWEAR	EMPLOYEE UNIFORMS	192.50
EFT26322	28/02/2018	TRADELINK PLUMBING SUPPLIES	PLUMBING SUPPLIES FOR NORTON PROMENADE BEACH CAR PARK	373.45
EFT26323	28/02/2018	TRADE HIRE	DAY HIRE OF MINI DIGGER FOR REPAIRS AT BOYANUP MEMORIAL PARK	244.10
EFT26324	28/02/2018	WORK CLOBBER BUNBURY	STAFF PPE	769.00
EFT26325	28/02/2018	WEST COUNTRY OFFICE MACHINES	REPAIRS TO SHIRE PHOTOCOPIER	275.06
EFT26326	28/02/2018	WREN OIL	COLLECTION & DISPOSAL OF WASTE OIL FROM CAPEL	16.50

			WASTE TRANSFER STATION	
				168254.82

OUTSTANDING CREDITORS AS AT 31 January 2018: \$189,618.84

CERTIFICATE OF CHIEF EXECUTIVE OFFICER

This schedule of accounts to be passed for 28 February 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 – 15.5**

**That Council authorises the Schedule of Accounts covering vouchers EFT26293 to EFT26326, a total of \$168,254.82 for payment.**

---

## 15.6 Accounts Paid During the Month of January 2018

---

Location: Capel  
 Applicant: Shire of Capel  
 File Reference: N/A  
 Disclosure of Interest: Nil  
 Date: 09.02.18  
 Author: Finance and Accounts Payable Officer, S Searle  
 Senior Officer: Executive Manager Corporate Services, S Stevenson  
 Attachments: Nil

---

### **IN BRIEF**

Authorisation of accounts paid during the month.

### **RECOMMENDATION**

That Council receives:

- 1 **The Schedule of Accounts covering vouchers 890-895, EFT25994 to EFT26242, CHQ48736 to CHQ48773 totalling \$1,259,231.77 during the month of January 2018;**
- 2 **Payroll payments for the month of January 2018, totalling \$333,900.53; and**
- 3 **Transfers to and from investments as listed.**

### **BACKGROUND / PROPOSAL**

#### **Background**

Accounts paid are required to be submitted each month.

#### **Proposal**

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

### **STATUTORY ENVIRONMENT**

Local Government Act 1995, section 6.10

#### **6.10. Financial management regulations**

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

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

#### **13. List of accounts**

- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared-

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

### **POLICY IMPLICATIONS**

There are no current policies relevant to this matter.

### **RISK IMPLICATIONS**

Risk is medium. The schedule of accounts is a list available to the public of Council creditors, the amounts paid to these creditors and a description of the transaction.

### **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.

### **SUSTAINABILITY IMPLICATIONS**

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

### **STRATEGIC IMPLICATIONS**

Shire of Capel Strategic Community Plan 2013 – 2031

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

Strategic Outcome:

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

### **CONSULTATION**

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

### **COMMENT**

Payments made during the month of January 2018 are as follows:

EFT25994	03/01/2018	AMITY SIGNS	SHIRE DEPOT SIGNAGE	1164.57
EFT25995	03/01/2018	BUNBURY ARMY SURPLUS	3 X BROAD BRIMMED HATS FOR RANGERS	435.00
EFT25996	03/01/2018	AW ROADWORKS PTY LTD	TRAFFIC MANAGEMENT FOR FORREST BEACH ROAD WORKS	4348.30
EFT25997	03/01/2018	BUNBURY MACHINERY	BLADES BOLTS, WASHERS AND SPRING PLATE FOR KUBOTA MOWERS	1244.56
EFT25998	03/01/2018	BUNBURY MOWER SERVICE	SERVICE STIHL HEDGER AND BRUSHCUTTER	235.00
EFT25999	03/01/2018	BPS	PUMP OUT TANK AND LEACH DRAIN AT BOYANUP LIONS PARK	946.85
EFT26000	03/01/2018	BUNNINGS BUILDING SUPPLIES PTY LTD	VARIOUS HARDWARE INCLUDING LITTER PICK UP GRAB, SOLAR LIGHTS AND CLOTH TAPE	1196.56
EFT26001	03/01/2018	BULLIVANTS PTY LTD	SUPPLY WIRE ROPE AND FITTED FERRULES	91.10
EFT26002	03/01/2018	BLACKWOODS	FIRE FIGHTING BOOTS AND TAPE	590.87
EFT26003	03/01/2018	BANK OF I.D.E.A.S	3 REGISTRATIONS FOR THE POWER OF LOCAL KNOWLEDGE TRAINING	825.00
EFT26004	03/01/2018	BRANDICOOT	MONTHLY WEBSITE SUBSCRIPTIONS	505.99
EFT26005	03/01/2018	BROWN MCALLISTER SURVEYORS	PROVISION OF FEATURE AND LEVEL SURVEY OVER THE AREA FOR CAPEL CIVIC PRECINCT STAGE 4	5335.00
EFT26006	03/01/2018	WINC AUSTRALIA PTY LTD	2017/2018 STATIONERY	559.71
EFT26007	03/01/2018	CLEANAWAY	DISPOSAL OF HOUSEHOLD WASTE, STREET BIN AND PARKS WASTE COLLECTION, RECYLCING AND ORGANIC COLLECTION AND BIN MAINTENANCE	103343.23
EFT26008	03/01/2018	DM & S CURTIN	REPAIR RECEPTION AIR CON - LEAKING WATER	321.20
EFT26009	03/01/2018	CAPEL RSL	ANNUAL CONTRIBUTION TO CAPEL/PEPPERMINT GROVE BEACH ANZAC COMMEMORATIONS	4500.00
EFT26010	03/01/2018	CAMERA HOUSE BUNBURY	DIGITAL CAMERA - RANGERS	417.90
EFT26011	03/01/2018	CAPEL HARDWARE & FARM SUPPLIES	VARIOUS HARDWARE	1525.30
EFT26012	03/01/2018	CJD EQUIPMENT PTY LTD	REPAIR LOADER ONSITE	307.67
EFT26013	03/01/2018	EASIFLEET MANAGEMENT	2017/18 NOVATED LEASE	753.86

EFT26014	03/01/2018	GOLDEN WEST PLUMBING & DRAINAGE	UNBLOCKING MALE TOILET & REPAIR LEAKING FEMALE TOILET AT DALYELLUP LAKES TOILETS	193.60
EFT26015	03/01/2018	FENNESSY'S	60,000KM SERVICE AND 75,000 SERVICE FOR VEHICLES	492.99
EFT26016	03/01/2018	GHD PTY LTD	RANGE ROAD WASTE TRANSFER STATION - GROUND WATER MONITORING	18529.50
EFT26017	03/01/2018	GIADRESCO EARTHMOVING	CALL OUT TO SUPPLY LOADER SERVICES AT ILUKA FIRE 3/12/17	3135.00
EFT26018	03/01/2018	GRACE RECORDS MANAGEMENT	RECORDS STORAGE AND DESTRUCTION FOR 2017/18	529.36
EFT26019	03/01/2018	INSIGHT CCS PTY LTD	ANNUAL ORDER - AFTERHOURS CALL CENTRE SERVICE FOR RANGER SERVICES	499.08
EFT26020	03/01/2018	LD TOTAL	REPLACE MISSING CAPPERS STAGE	772.20
EFT26021	03/01/2018	LANDGATE	GRV INT VALS COUNTRY & FESA	507.77
EFT26022	03/01/2018	MALATESTA ROAD PAVING & HOT MIX	FRANCES RD, ARMSTRONG RD, CROWD RD, JAMES RD SEALS	93151.47
EFT26023	03/01/2018	MCLEODS BARRISTERS AND SOLICITORS	LEGAL ADVICE FOR LEASE OF RESERVE AND STORAGE OF USED VEHICLES LOT 1 ROBERTS RD CAPEL	5688.44
EFT26024	03/01/2018	M2 TECHNOLOGY PTY LTD	2017 CHRISTMAS OFFICE CLOSURE MESSAGE	242.00
EFT26025	03/01/2018	MARKETFORCE	VARIOUS ADVERTISEMENTS INCLUDING LOCAL LAW AMENDMENTS, LOCAL GOV ELECTION RESULTS, SPECIAL ELECTORS' MEETING, TENDERS & DA'S	5789.75
EFT26026	03/01/2018	NIGHTGUARD SECURITY SERVICE PTY LTD	NOVEMBER SECURITY ALARM RESPONSES	2129.89
EFT26027	03/01/2018	PERTH MANAGEMENT SERVICES	ANNUAL RENTAL AND VARIABLE OUTGOINGS FOR DALYELLUP LIBRARY	1552.77
EFT26028	03/01/2018	MICHELLE PLUME	PAYMENT FOR PUBLIC ART BEGINNERS GUIDE WORKSHOP	90.00
EFT26029	03/01/2018	PJ & EV PAGE	MONTHLY POLISHING AND BUFFING BOYANUP HALL FLOOR JULY 2017 - JUNE 2018	70.00
EFT26030	03/01/2018	PRIME EARTHMOVING BUSSELTON	21 TONNE DIGGER WITH TREE GRAB FOR CAPEL TRANSFER STATION , MOB AND DEMOB	3608.00

EFT26031	03/01/2018	PROPAGULE CONSULTING PTY LTD	PROVISION FOR LANDSCAPING CONSULTANCY SERVICES FOR THE PROPOSED DEVELOPMENT OF CAPEL CIVIC PRECINCT STAGE 4	3135.00
EFT26032	03/01/2018	SOUTH WEST TREE SAFE	REMOVE AND GRIND STUMPS OF DEAD PEPPI TREES AND REMOVE GUM TREE LIFTING FOOTPATH ON GOODWOOD RD	2310.00
EFT26033	03/01/2018	SONIC HEALTHPLUS PTY LTD	PRE-EMPLOYMENT MEDICALS	583.00
EFT26034	03/01/2018	STAR CONSULTING	KPI'S AND STRATEGIES WORKSHOP	880.00
EFT26035	03/01/2018	STATE WIDE TURF SERVICES	RENOVATIONS, WEED CONTROL AND FERTILISER FOR BOYANUP FOOTBALL OVAL AND HOCKEY FIELD	7148.90
EFT26037	03/01/2018	TOTALLY WORKWEAR	UNIFORM ALLOWANCES	444.40
EFT26038	03/01/2018	TRADE HIRE	HIRE CONCRETE GRINDER AND GEN SET	2300.40
EFT26039	03/01/2018	THINK WATER BUNBURY	VARIOUS RETICULATION PARTS	1424.05
EFT26040	03/01/2018	TENDERLINK	TENDERLINK SAAS SERVICE 1 PUBLIC TENDER - TENDER 1704	495.00
EFT26041	03/01/2018	VISIMAX	22 X RANGER SHOULDER PATCHES	147.40
EFT26042	03/01/2018	WORK CLOBBER BUNBURY	SHIRTS WITH REFLECTIVE TAPE	641.91
EFT26043	03/01/2018	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO. 89 CAPEL CIVIC PRECINCT	72089.62
EFT26044	03/01/2018	WIGHT & EMMETT	BOX OF NATURES BOTANICAL CREAM - 50G POTS	360.00
EFT26045	03/01/2018	ANTHONY WILLETTS	ELGIN ROAD, BOUNDARY ROAD AND BOYANUP WEST RD RECONSTRUCTION PROJECTS	2600.13
EFT26047	02/01/2018	FUJI XEROX AUSTRALIA PTY LTD	ANNUAL PHOTOCOPIER RENTAL AND SERVICE AGREEMENT	1369.61
EFT26048	02/01/2018	IINET	DALYELLUP LIBRARY	109.99
EFT26049	02/01/2018	WESTNET PTY LTD	CAPEL ADMINISTRATION INTERNET	219.98
EFT26051	08/01/2018	FUJI XEROX AUSTRALIA PTY LTD	17/18 LEASE OF PHOTOCOPIER PER MONTH - CAPEL LIBRARY	132.00
EFT26052	10/01/2018	AMPAC DEBT RECOVERY	GPC COSTS - LEGAL ACTION 17/18	16383.87
EFT26053	10/01/2018	ACCOLADE CATERING WA	CATERING FOR YOUTH COLLECTIVE CAMP	737.28



EFT26054	10/01/2018	BOYANUP LIONS CLUB	DONATION TO BOYANUP LIONS CLUB FOR JAN 2018 AUSTRALIA DAY PROCESS	300.00
EFT26055	10/01/2018	BUNBURY MACHINERY	FIND FAULT IN KUBOTA MOWER	215.05
EFT26056	10/01/2018	BUNBURY MOWER SERVICE	WHIP CORD	191.00
EFT26057	10/01/2018	BELL FIRE EQUIPMENT COMPANY	REPAIRS TO STIRLING 2.4	935.00
EFT26058	10/01/2018	BUNBURY TYREPOWER	REPAIR PUNCTURE TO VEHICLE	60.00
EFT26059	10/01/2018	BOYANUP FOUNDATION INC	MINOR COMMUNITY GRANT - UPGRADING THE ROUNDHOUSE STAGE 2	2974.50
EFT26060	10/01/2018	BPS	PUMP OUT GREASE TRAP CAPEL HALL	209.50
EFT26061	10/01/2018	CARDNO (WA) PTY LTD	PROVISION FOR THE DETAILED DESIGN OF CAPEL CIVIC PRECINCT STAGE 3 & 3A	5061.38
EFT26062	10/01/2018	BUNNINGS BUILDING SUPPLIES PTY LTD	VARIOUS HARDWARE INCLUDING TIMBER FOR STAIRS	372.38
EFT26063	10/01/2018	BLACKWOODS	BFB BOOTS	460.63
EFT26064	10/01/2018	BENDIGO BANK BUSINESS CREDIT CARD	DECEMBER CREDIT CARD TRANSACTIONS: 1/12/17 - BIG W - \$40 - ORGANISATION DEVELOPMENT DAY 1/12/17 - BIG W - \$172.04 - ORGANISATION DEVELOPMENT DAY 1/12/17 - BIG W - \$20 - ORGANISATION DEVELOPMENT DAY 1/12/17 - RED DOT - \$45 - ORGANISATION DEVELOPMENT DAY 14/12/17 - VISTAPRINT - \$75.95 - GIFTS FOR VOLUNTEERS 14/12/17 - BUNNINGS - \$300.00 - GIFTCARD FOR CR RETIREMENT POLICY 1.9 16/12/17 - THE GOOSE BEACH BAR - \$50 - STAFF REWARD AND RECOGNITION VOUCHER 16/12/17 - THE GOOSE BEACH BAR - \$50 STAFF REWARD RECOGNITION VOUCHER 16/12/17 - THE GOOSE BEACH BAR - \$100 - STAFF REWARD RECOGNITION VOUCHER 19/12/17 - NETREGISTRY - \$11.95 - BUNBURY	1859.54

			GEOGRAPHE DOMAIN 19/12/17 - SURVEY MONKEY - \$300.00 - ANNUAL SUBSCRIPTION 21/12/17 - LORNA JANE - \$150.00 - REWARD & RECOGNITION POLICY 3.22 22/12/17 - THE GOOSE BEACH BAR - \$138.50 - TEAM REWARD & RECOGNITION 22/12/17 - SIA TULLAMARINE - \$275.00 - JOB ADVERT FOR OSH OFFICER 24/12/17 - CAPEL TAVERN - \$127.10 - LUNCHEON EXECUTIVE TEAM 30/12/17 - CARD FEE - \$4.00	
EFT26065	10/01/2018	BUNBURY BMX CLUB INC	KIDSPORT REGISTRATION	200.00
EFT26066	10/01/2018	BOLLIG DESIGN GROUP	CAPEL CIVIC PRECINCT MULTI PURPOSE COMMUNITY CENTRE CONCEPT PLANS	23432.20
EFT26067	10/01/2018	BUSSELTON CONTRACTING	UNDERTAKE FIRE HAZARD REDUCTION WORKS	1105.00
EFT26068	10/01/2018	BPA ENGINEERING	PROVISION FOR STRUCTURAL AND CIVIL CONSULTANCY SERVICES FOR CAPEL CIVIC PRECINCT STAGE 4	5445.00
EFT26069	10/01/2018	WINC AUSTRALIA PTY LTD	2017/2018 ANNUAL SUPPLIES FOR PRINTING OF LOCAL NEWSPAPERS: GELORUP, CAPEL, BOYANUP, PEPPI GROVE AND STATIONERY	366.14
EFT26070	10/01/2018	CAPEL LAND CONSERVATION DISTRICT COMMITTEE	COUNCIL CONTRIBUTION PATHWAYS MICHAEL TICHBON PARK GELORUP	6600.00
EFT26071	10/01/2018	CRANEFORD PLUMBING	CARRY OUT QUARTERLY SERVICE OF WASTE WATER TREATMENT SYSTEM DALYELLUP SPORTS PAVILION	290.40
EFT26072	10/01/2018	CAPEL NEWSAGENCY	NEWSPAPERS FOR LIBRARIES AND SHIRE AND STATIONERY	215.08
EFT26073	10/01/2018	CM MARINE PTY LTD	42 SENIORS ON FERRY TO ROTTNEST ISLAND & GRAND ISLAND TOUR AS PART OF KEEPING IN TOUCH PROJECT PARTLY FUNDED BY DEPT OF LOCAL GOVT & COMMUNITIES	6110.00

EFT26074	10/01/2018	CARBONE BROS PTY LTD	3643 TONNE GRAVEL DELIVERED TO - COAST ROAD	25791.59
EFT26075	10/01/2018	DMC CLEANING	CLEANING OF SHIRE BUILDINGS AND AMENITIES - DECEMBER	9938.50
EFT26076	10/01/2018	ELITE CARPET DRYCLEANING	CARRY OUT CLEANING OF CARPETS IN CAPEL LIBRARY AND ARCHIVE ROOM	1759.00
EFT26077	10/01/2018	ELGIN COMMUNITY HALL INC	CATERING FOR OUTSTANDING VOLUNTEERS BREAKFAST	2000.00
EFT26078	10/01/2018	GOLDEN WEST PLUMBING & DRAINAGE	UNBLOCKING OF TOILET AT DALYELLUP SPORTS PAVILION	93.50
EFT26079	10/01/2018	GHD PTY LTD	BOYANUP DSI GROUNDWATER INVESTIGATIONS	2460.15
EFT26080	10/01/2018	IRONSTONE ADVENTURE RIDING CLUB INC	MINOR COMMUNITY GRANT FOR REPLACEMENT OF POSITRACK TRAILER	3333.00
EFT26081	10/01/2018	IVC COMPUTER SERVICES IVC	10 X 24 INCH MONITORS AND 10 X CABLES	2200.00
EFT26082	10/01/2018	LESLEY JACKES	RATES REFUND	500.00
EFT26083	10/01/2018	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION WALGA	ELECTED MEMBER TRAINING COURSE - SERVICE ON COUNCIL	515.00
EFT26084	10/01/2018	LGNET	RECRUITMENT ADVERTISEMENT	165.00
EFT26085	10/01/2018	LD TOTAL	REPLACE SPRINKLERS, REMOVE TYPHA AT LEWANA POS WETLAND, REMOVE DEAD TREES, INSPECT ELECTRICAL PUMP MURTIN PARK, INSTALL SAFETY BARRIER AT SHERWOOD PARK	2866.71
EFT26086	10/01/2018	MALATESTA ROAD PAVING & HOT MIX	300 LITRES EMULSION	456.00
EFT26087	10/01/2018	MANTRAC PTY LTD	PARKLAND CLEARING OF SW CORNER OF RESERVE	803.00
EFT26088	10/01/2018	MARKETFORCE	ADVERTISE PROPOSED WASTE AMENDMENT LOCAL LAW	319.86
EFT26089	10/01/2018	MCDONALD FENCING	REPAIR PERIMETER FENCING WT STATION	2029.50
EFT26090	10/01/2018	PRESTIGE PRODUCTS-BUSSELTON	2 X PAPER TOWEL DISPENSERS NON LOCKING	95.92
EFT26091	10/01/2018	PLAY HARD SPORTS	BACKBOARDS CAPEL	2116.40
EFT26092	10/01/2018	SOUTH WEST TREE SAFE	REMOVE TREE ON KILPATRICK ROAD AND WESTERN POWER CLEARANCE IN GELORUP & BOYANUP	3080.00
EFT26093	10/01/2018	SOUTHERN LOCK & SECURITY	REPLACEMENT LOCK X2	197.00

EFT26094	10/01/2018	SOS OFFICE EQUIPMENT	METERBILLING FOR SHIRE PHOTOCOPIERS	2228.51
EFT26095	10/01/2018	SELECTUS	PAYROLL DEDUCTIONS	2341.84
EFT26096	10/01/2018	STRATHAM BOBCAT HIRE	BOBCAT HIRE AND TRUCK HIRE, LIONS PARK BOYANUP, JOSHUA BROOK AND FOWLER RD	4284.50
EFT26097	10/01/2018	SCOUTS WA - BUSSELTON SEA SCOUT GROUP	KIDSPORT REGISTRATION	200.00
EFT26098	10/01/2018	STRATHAM RURAL SERVICES	CONDUCT ANNUAL MAINTENANCE INSPECTION ON SHIRE BUSH FIRE STANDPIPES AND PROVIDE REPORT ON SOUNDNESS OR REPAIRS REQUIRED.	880.00
EFT26099	10/01/2018	SURVEYING SOUTH	RESHEET WORK FORREST BEACH ROAD, INCLUDES TRAFFIC MANAGEMENT	594.00
EFT26100	10/01/2018	TOTALLY WORKWEAR	STAFF UNIFORMS	211.20
EFT26101	10/01/2018	TARVIA	CARRY OUT REPAIRS TO DALYELLUP MAIN BEACH STAIRWAY	528.00
EFT26102	10/01/2018	THINK WATER BUNBURY	RAIN BIRD SPRINKLERS X 20	390.46
EFT26103	10/01/2018	VILLAGE CARPET CARE	CARRY OUT CLEANING OF CARPET IN SHIRE OFFICES	3662.00
EFT26104	10/01/2018	WESTRAC EQUIPMENT	HEADLIGHT GLOBES FOR GRADER	26.03
EFT26105	10/01/2018	WESTERN AUSTRALIAN TREASURY CORPORATION	GOVT GUARANTEE FEE WATC LOANS	25041.44
EFT26106	10/01/2018	WESTSIDE EQUIPMENT	INSTALL DOUBLE PIPE CROSS OVER AND SINGLE PIPE CROSS OVER ON FOWLER ROAD BOYANUP	4400.00
EFT26107	10/01/2018	FENNESSY'S	PURCHASE NEW NISSAN NAVARA SL CREW CAB INCLUDES TRADE-IN	16635.04
EFT26108	10/01/2018	CAPEL FRESH IGA	SHIRE PURCHASES INCLUDING MILK	248.23
EFT26109		- EFT26129	PAYMENT ALREADY APPROVED BY COUNCIL, PLEASE REFER TO AGENDA ON 24.01.18	0.00
EFT26130	17/01/2018	AW ROADWORKS PTY LTD	FORREST BEACH ROAD WORKS	1252.90
EFT26131	17/01/2018	AUSTRALIND COWBOYS JUNIOR RUGBY LEAGUE CLUB	2 X KIDSPORT REGISTRATIONS	300.00
EFT26132	17/01/2018	BOYANUP HALL ADVISORY COMMITTEE	CARETAKING OF BOYANUP HALL -QUARTERLY	224.25
EFT26133	17/01/2018	BUNBURY MACHINERY	REPLACEMENT AIR FILTER COVER AND OUTER FILTER AND FAN BLADE	432.88
EFT26134	17/01/2018	BUNNINGS BUILDING SUPPLIES PTY LTD	4X LENGTHS OF TIMBER	98.16

EFT26135	17/01/2018	BLACKWOODS	6 ASBESTOS SIGNS	238.06
EFT26136	17/01/2018	BUNBURY BUS HIRE	FORTNIGHTLY SENIORS' SHOPPING BUS FROM CAPEL TO BUNBURY	167.72
EFT26137	17/01/2018	BP AUSTRALIA	6700 LITRES DISTILLATE	8669.31
EFT26138	17/01/2018	WINC AUSTRALIA PTY LTD	2017/2018 STATIONERY	245.41
EFT26139	17/01/2018	GELORUP COMMUNITY MANAGEMENT COMMITTEE	CARETAKING OF GELORUP COMMUNITY CENTRE	109.75
EFT26140	17/01/2018	DELRON CLEANING	CARRY OUT CLEANING OF CARPETS GELORUP COMMUNITY CENTRE	535.00
EFT26141	17/01/2018	DIESEL FORCE	REPAIRS TO MOWER, INCLUDES PTO CONTROL UNIT	5762.26
EFT26142	17/01/2018	DALYELLUP DOCKERS FOOTBALL CLUB	MINOR COMMUNITY GRANT ROUND 1 FOR PROVISION OF ELECTRICITY TO SPORTING SHEDS	1494.00
EFT26143	17/01/2018	EDGE TOURISM AND MARKETING	BUNBURY GEOGRAPHE GROWTH PLAN - PROJECT TECHNICAL OFFICER CONTACT 1 JULY 2017 TO 31 MARCH 2018	9499.00
EFT26144	17/01/2018	BUNBURY FLOWER PLACE	FRUIT & FLOWER BASKET	100.00
EFT26145	17/01/2018	FIT 2 WORK.COM.AU	POLICE CHECKS	81.18
EFT26146	17/01/2018	TANYA FITZGERALD	REIMBURSEMENT FOR WORKING WITH CHILDREN RENEWAL	84.00
EFT26147	17/01/2018	HANSON CONSTRUCTION MATERIALS PTY LTD	24 TONNE 7MM AGGREGATE	1101.69
EFT26148	17/01/2018	MOORE STEPHENS (WA) PTY LTD	STRATEGIC RESOURCE PLANNING SERVICES INCLUDING REVISED LONG TERM FINANCIAL PLAN	1815.00
EFT26149	17/01/2018	A INGRAM	BOOK STOCK PURCHASES-8 ITEMS	187.94
EFT26150	17/01/2018	INSTANT RACKING & STEEL SHELVING	LOCKABLE CUPBOARD FOR PPE	239.00
EFT26151	17/01/2018	LD TOTAL	CONTRACT MAINTENANCE WORK FOR DALYELLUP ESTATE AND CAPEL CIVIC PRECINCT, INCLUDING EXTRA WORKS REQUIRED	87822.31
EFT26152	17/01/2018	MALATESTA ROAD PAVING & HOT MIX	GAVINS ROAD SEAL	23268.57
EFT26153	17/01/2018	MCDONALD FENCING	SUPPLY AND INSTALL 42M OF CHAINMESH FENCING	5390.00
EFT26154	17/01/2018	LYN MCMAHON	'FUNNY BIRD' GREETING CARDS	104.00
EFT26155	17/01/2018	OFFICEWORKS SUPERSTORES PTY LTD	SUPPLY OF OFFICE CHAIR	216.45

EFT26156	17/01/2018	JEREMY O'NEILL	FUEL FOR YOUTH CAMP BUS AND WWC CHECK REIMBURSEMENTS	198.82
EFT26157	17/01/2018	PRESTIGE PRODUCTS-BUSSELTON	SUPPLY KITCHEN AND BATHROOM PRODUCTS	509.08
EFT26158	17/01/2018	PERON NATURALISTE PARTNERSHIP	CONTRIBUTION TO PERON NATURALISTE PARTNERSHIP 2017/18	13061.82
EFT26159	17/01/2018	AUSTRALIA TAXATION OFFICE	PAYG WITHHOLDING 26.12.17 AND 9.1.18	100695.00
EFT26160	17/01/2018	RTW STEEL FABRICATION	REPAIR TAIL GATE ON TRUCK	748.00
EFT26161	17/01/2018	ROOF ACCESS WA	SUPPLY AND INSTALL ROOF ACCESS AND PLATFORM FOR AIR COOLERS AT BOYANUP HALL	3355.00
EFT26162	17/01/2018	STEWART & HEATON CLOTHING CO PTY LTD	BFB PPE INCLUDING JACKETS, TROUSERS AND GLOVES	536.65
EFT26163	17/01/2018	SOUTHERN LOCK & SECURITY	MONITORING OF SECURITY SYSTEM AT BOYANUP COMMUNITY CENTRE	981.96
EFT26164	17/01/2018	STRATHAM BOBCAT HIRE	REMOVE STOCK PILED VEGETATION FROM 2 LOCATIONS WITHIN THE 5 MILE BROOK RESERVE	1045.00
EFT26165	17/01/2018	TYREPOWER BUSSELTON	WHEEL ALIGNMENT FOR VEHICLE	75.00
EFT26166	17/01/2018	TOTALLY WORKWEAR	STAFF UNIFORM	322.30
EFT26167	17/01/2018	JANET R WELLS	LIBRARY BOOKS	310.00
EFT26168	17/01/2018	JASON'S HANDYMAN SERVICES	CLEAR DEAD VEGETATION, OPEN UP EMERGENCY ACCESS WAY, CLEAR FIRE WASTE MATERIAL AND CLEAR FLAMMABLE MATERIAL IN PEPPIE GROVE BEACH	5500.00
EFT26169	17/01/2018	TANK MASTER	1 X HP178FE DIESEL POWERED WATER TRANSFER PUMP	1547.00
EFT26170	17/01/2018	THE PRINT SHOP	TRIPPLICATE RECEIPT BOOKS X 10	232.00
EFT26171	17/01/2018	WIZARD PROPERTY MAINTENANCE	REMOVE PEPPER TREE AND CUT GRASSES AT REAR OF GELORUP BFB AND GELORUUP COMMUNITY CENTRE	280.00
EFT26172	17/01/2018	CHLOERISSA EADIE	YOUTH CAMP EXPENSES	504.10
EFT26173	17/01/2018	MCDONALD FENCING	REPAIR AND REPLACE DAMAGED POSTS AND WIRES AT CAR PARKS ALONG FORREST BEACH ROAD	1938.35
EFT26174	17/01/2018	PIACENTINI & SON PTY LTD	23 TONNE OF SAND	197.59

EFT26175	18/01/2018	TELSTRA CORPORATION LTD	VELOCITY INTERNET CONNECTION - DALYELLUP SPORTS PAVILLION - FERNDALE AVE - 28/11/17-27/12/17	80.00
EFT26176	22/01/2018	CALTEX AUSTRALIA	DISTILLATE DEC 17	5952.79
EFT26177	24/01/2018	AUSTRALIND COWBOYS JUNIOR RUGBY LEAGUE CLUB	KIDSPORT REGISTRATIONS	300.00
EFT26178	24/01/2018	BPS	PUMP OUT GREASE TRAP BOYANUP HALL 9/1/18	209.50
EFT26179	24/01/2018	BUNBURY CITY GLASS	REPLACEMENT OF BROKEN GLASS AT BOYANUP FOOTBALL CLUB REAR OF BUILDING.	412.14
EFT26180	24/01/2018	BUNBURY HARVEY REGIONAL COUNCIL	ORGANICS DISPOSAL WASTE FROM DOMESTIC THIRD BIN	5655.54
EFT26181	24/01/2018	BUSSELTON FLORIST	FLOWERS AND BASKET	80.00
EFT26182	24/01/2018	BONDO'S LAWN CARE	SLASHING VEGETATION AROUND DARDANUP ROAD WEST BRIDGE FOR FIRE CONTROL.	2080.00
EFT26183	24/01/2018	CAPEL CELLARBRATIONS	COUNCIL REFRESHMENTS	303.87
EFT26184	24/01/2018	CAPELBERRY CAFE	VOLUNTEERS XMAS LUNCH	393.20
EFT26185	24/01/2018	CORPORATE FIRST AID AUSTRALIA	PROVIDE FIRST AID COURSE - THURSDAY 25/1/18	390.00
EFT26186	24/01/2018	CAPEL HARDWARE & FARM SUPPLIES	VARIOUS HARDWARE EXPENSES	1268.78
EFT26187	24/01/2018	COATES CIVIL CONSULTING PTY LTD	SUPPLY OF DESIGN DOCUMENTATION FOR BOYANUP RD WEST UPGRADE	6259.00
EFT26188	24/01/2018	CAPEL PANEL & PAINT	REPAIRS TO VEHICLE	768.74
EFT26189	24/01/2018	COUNTRY WOMENS ASSOCIATION CAPEL	CATERING FOR DAIP WORKSHOP	88.00
EFT26190	24/01/2018	DIVINE FRAMING	FRAME "CAPEL BRIDGE BY NIGHT" FOR COMMUNITY AWARDS	220.00
EFT26191	24/01/2018	CHLOERISSA EADIE	INZONE ACTIVITY EXPENSES REIMBURSEMENT	790.20
EFT26192	24/01/2018	ENVIRONMENTAL HEALTH AUSTRALIA	FULL MEMBERSHIP	510.00
EFT26193	24/01/2018	GANNAWAYS	BUS CHARTER TO WATERTOWN AS PART OF KEEPING IN TOUCH PROJECT PARTLY FUNDED BY DEPARTMENT OF LOCAL GOVERNMENT & COMMUNITIES	1010.00

EFT26194	24/01/2018	HOUGH EARTHMOVING PTY LTD	REMOVE CLEARED VEGETATION FROM PEPPERMINT GROVE ROAD AND SHIRE RESERVE SLEAFORD DRIVE GELORUP	1980.00
EFT26195	24/01/2018	HENDERSON PHOTOGRAPHICS	PHOTO SESSION OF COUNCILLORS AND EXECUTIVE TEAM, INDIVIDUAL AND GROUP	902.50
EFT26196	24/01/2018	JULIES LAWNMOWING	MOWING OF BOYANUP MUSEUM GROUNDS AND HALL	255.00
EFT26197	24/01/2018	LD TOTAL	PRUNE TREES IN LEWANA POS AND DAYELLUP THAT ARE HITTING SCHOOL BUS, HIGH PRESSURE CLEAN PATH AT NORTHERN LAKE, REPLACE VANDALISED SPRINKLERS AT MOONDAR PARK POS	8720.80
EFT26198	24/01/2018	LANDGATE	GRV INT VALS COUNTRY FV, COUNTRY SHARED AND FESA	2255.30
EFT26199	24/01/2018	LANDMARK PRODUCTS LTD	PROVISION FOR THE DETAILED DESIGN, FABRICATING, SUPPLYING AND INSTALLATION OF UNISEX TOILET WITH A SKILLION ROOF - CAPEL CIVIC PRECINCT	63404.55
EFT26200	24/01/2018	VODAFONE HUTCHISON AUSTRALIA PTY LTD	JAN VODAFONE MESSAGING FOR BFB	388.96
EFT26201	24/01/2018	PERTH MANAGEMENT SERVICES	ANNUAL RENTAL AND VARIABLE OUTGOINGS FOR DALYELLUP LIBRARY	1552.77
EFT26202	24/01/2018	PARKS AND LEISURE AUSTRALIA	SOUTHERN TECHNICAL TOUR	484.00
EFT26203	24/01/2018	THE PERTH MINT	60 X 2018 AUSTRALIAN CITIZENSHIP \$1 COINS	315.70
EFT26204	24/01/2018	PJ & EV PAGE	WAXING OF BOYANUP HALL FLOORS	70.00
EFT26205	24/01/2018	PEAK CONSTRUCTIONS	ASBESTOS REMOVAL AT QUEELUP ROD NORTH BOYANUP	1021.68
EFT26206	24/01/2018	GAIL PARKER	30 X HANDPAINTED GIFTBAGS FOR CITIZENSHIP CEREMONIES	336.00
EFT26207	24/01/2018	SOUTH WEST TREE SAFE	WESTERN POWER LINE CLEARANCES	1320.00
EFT26208	24/01/2018	SOUTHERN LOCK & SECURITY	SUPPLY 4 PADLOCKS KEYED TO MKL ON SHIRE SYSTEM AND KEY LOCK TO SHIRE SYSTEM	494.07
EFT26209	24/01/2018	D & K THOMAS ELECTRICAL	DISCONNECT FLOOD LIGHT AT ELGIN HALL AND RECONNECT LATER	99.00



EFT26210	24/01/2018	TELSTRA BUSINESS CENTRE BUNBURY	LIFEPROOF CASE FOR PHONE	120.00
EFT26211	24/01/2018	TOTAL GREEN RECYCLING PTY LTD	TRANSPORT AND PROCESSING OF E-WASTE COLLECTED AT CAPEL WASTE TRANSFER STATION IN 17/18	770.00
EFT26212	24/01/2018	RAY TINK ROOFING	PRESSURE CLEANING OF GUTTERS AT GELORUP COMMUNITY CENTRE AND REPAIR DOWNPIPES AT CAPEL HALL	1881.00
EFT26213	24/01/2018	WILSONS SIGN SOLUTIONS	NAMEPLATES FOR NEW AND RETIRING COUNCILLORS FOR HONOUR BOARD	195.80
EFT26214	31/01/2018	AMITY SIGNS	VARIOUS SIGNS AND STICKERS	6361.30
EFT26215	31/01/2018	ARBORGUY	REMOVE TAGATASTE IN GOODWOOD POS AND DRAINAGE RESERVE AND CLEARANCE ALONG HAYFIELD DVE AND REMOVE DEAD TUART ON FIRE STN ACCESS RD	3542.00
EFT26216	31/01/2018	B & B STREET SWEEPING	TENDER 14/01 - ANNUAL GENERAL KERBED ROAD SWEEPING - 1/7/17 TO 30/7/018, STREET SWEEPER HIRE OCT, NOV AND DEC	22550.00
EFT26217	31/01/2018	BUSSELTON CIVIL PTY LTD	CARRY OUT REMOVAL OF ASBESTOS ON RANGE RD VERGE AND ALONG FENCE LINE OF SHIRE DEPOT	1094.50
EFT26218	31/01/2018	BRANDICOOT	MONTHLY SUBSCRIPTION	267.99
EFT26219	31/01/2018	CLEANAWAY	COLLECTION & DISPOSAL OF WASTE FROM CAPEL WASTE TRANSFER STATION	92253.68
EFT26220	31/01/2018	DALYELLUP BEACH SURF LIFE SAVING CLUB INC.	KIDSPORT REGISTRATION	852.50
EFT26221	31/01/2018	DX PRINT GROUP PTY LTD	4 X BUSH FIRE INFRINGEMENT NOTICE BOOKS	300.00
EFT26222	31/01/2018	GOLDEN WEST PLUMBING & DRAINAGE	REPAIR DRINKING FOUNTAIN TAP CAPEL SPORTS PAVILION, UNBLOCK DALY CENTRAL LAKES TOILETS, REPLACE FLUSH MECHANISM LADIES TOILETS DALYELLUP SURF CLUB, ADJUST CISTERN AT DALYELLUP SOUTH LAKES AND REPAIR BASIN AND PIPE	1358.50
EFT26223	31/01/2018	THE FAT BIRDIE	VARIOUS CATERING FROM SEPT 2017	922.00

EFT26224	31/01/2018	GRACE RECORDS MANAGEMENT	RECORDS STORAGE AND DESTRUCTION FOR 2017/18	454.12
EFT26225	31/01/2018	MOORE STEPHENS (WA) PTY LTD	BUDGET WORKSHOP 28 FEBRUARY 2018	1588.40
EFT26226	31/01/2018	INSIGHT CCS PTY LTD	ANNUAL ORDER - AFTERHOURS CALL CENTRE SERVICE FOR RANGER SERVICES	555.56
EFT26227	31/01/2018	LESLEY JACKES	COMMUNITY AWARDS EXPENSE REIMBURSEMENT	275.59
EFT26228	31/01/2018	SUEZ RECYCLING & RECOVERY (PERTH) PTY LTD	PROCESSING OF RECYCLABLES	5696.10
EFT26229	31/01/2018	DEIDRE KROHN	CROSSOVER CONTRIBUTION	300.00
EFT26230	31/01/2018	LD TOTAL	IRRIGATION REPAIRS THROUGHOUT DALYELLUP POS.	1376.38
EFT26231	31/01/2018	LOMAX MEDIA PTY LTD	PRODUCTION OF POWER POINT PRESENTATION	550.00
EFT26232	31/01/2018	MAINSPRAY	DALYELLUP FOOTPATH SPRAYING	4158.00
EFT26233	31/01/2018	NIGHTGUARD SECURITY SERVICE PTY LTD	ALARM RESPONSES DECEMBER	2284.99
EFT26234	31/01/2018	AUSTRALIA TAXATION OFFICE	PAYG WITHHOLDING 23.01.18	50228.00
EFT26235	31/01/2018	SELECTUS	PAYROLL DEDUCTIONS	2341.84
EFT26236	31/01/2018	SOUTHERN ATU SERVICES	AEROBIC TREATMENT UNIT MAINTENANCE - PGB	552.60
EFT26237	31/01/2018	STRATHAM BOBCAT HIRE	BOBCAT HIRE FOR DRIVEWAY WORKS AT ELGIN FIRE STATION	627.00
EFT26238	31/01/2018	TARVIA	CARRY OUT TIMBER RESTORATION OF SEAT SLATS IN THE SHIRE OFFICE COURTYARD AS PER QUOTE OF 1/12/17	2154.90
EFT26239	31/01/2018	TECHNOLOGY ONE	TRAVEL COSTS FOR GIS CONSULTING	398.85
EFT26240	31/01/2018	THE PRINT SHOP	PROGRAMS FOR YOUTH DRAMA PRODUCTION	317.00
EFT26241	31/01/2018	WIZARD PROPERTY MAINTENANCE	REMOVE WEED WATTLES AND WHIPPER SNIP SURROUNDS OF RYELANDS DRIVE STAND PIPE.	686.00
EFT26242	31/01/2018	FUJI XEROX AUSTRALIA PTY LTD	SHIRE PHOTOCOPIER RENTAL AND SERVICE	1369.61
48736	03/01/2018	CAPEL BAKERY	MOVEMBER CHARITY EXPENSE	22.00
48737	03/01/2018	SYNERGY	ELECTRICITY	33.35
48738	10/01/2018	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	54.90
48739	10/01/2018	THE AUSTRALIAN WORKERS UNION	PAYROLL DEDUCTIONS	96.00

48740	10/01/2018	GELORUP BUSHFIRE BRIGADE	REIMBURSEMENT OF HAZARD REDUCTION BURN INCOME	600.00
48741	10/01/2018	CAPEL BUSHFIRE BRIGADE	REIMBURSEMENT OF HAZARD REDUCTION BURN INCOME	100.00
48742	10/01/2018	SHIRE OF CAPEL	DOG STERILISED REFUND	30.00
48743	10/01/2018	LGRCEU	PAYROLL DEDUCTIONS	123.00
48744	10/01/2018	SYNERGY	ELECTRICITY	5249.55
48745	10/01/2018	TELSTRA CORPORATION LTD	DECEMBER MOBILE ACCOUNT	2235.99
48746	10/01/2018	THE AUSTRALIAN LOCAL GOVERNMENT JOB DIRECTORY	VACANCY ADVERTISING	2420.00
48747	10/01/2018	SHIRE OF CAPEL	PAYROLL DEDUCTIONS	3412.38
48748	10/01/2018	SHIRE OF CAPEL	NEWSPAPERS- DALYELLUP LIBRARY	21.80
48749	17/01/2018	COURIER AUSTRALIA INTERNATIONAL	DELIVERY CHARGE FOR UNIFORM	16.10
48750	17/01/2018	SHIRE OF CAPEL	SHIRE AND DALYELLUP LIBRARY PETTY CASH	331.80
48751	17/01/2018	CM & DJ FORREST	LEASE RENTAL FOR FORREST BEACH LOTS	1.10
48752	17/01/2018	SYNERGY	ELECTRICITY	30347.75
48753	17/01/2018	TELSTRA CORPORATION LTD	LANDLINE DECEMBER	959.57
48754	17/01/2018	DEPARTMENT OF TRANSPORT	PEPPERMINT GROVE BEACH JETTY LICENCE - PONTOON	40.10
48755	24/01/2018	COURIER AUSTRALIA INTERNATIONAL	COURIER COSTS ANALYTICAL	32.19
48756	24/01/2018	SHIRE OF CAPEL	PETTY CASH	63.25
48757	24/01/2018	C AND R CONVEYANCING SOUTH WEST	RATES REFUND	539.35
48758	24/01/2018	MRS L MEADE	REFUND DUE TO DOG STERILISATION	150.00
48759	24/01/2018	SYNERGY	ELECTRICITY	1599.40
48760	24/01/2018	JACQUELINE SMYTHE	REFUND DUE TO DOG STERILISATION	50.00
48761	31/01/2018	AQWEST		22185.00
48762	31/01/2018	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	54.90
48763	31/01/2018	THE AUSTRALIAN WORKERS UNION	PAYROLL DEDUCTIONS	96.00
48764	31/01/2018	SHIRE OF CAPEL	PAYROLL DEDUCTIONS	3431.38
48765	31/01/2018	MR TN CARTER	RATES REFUND	29.81
48766	31/01/2018	DEPARTMENT OF MINES, INDUSTRY REGULATION & SAFETY	RENEWAL OF REGISTRATION - BUILDING SURVEYING PRACTITIONER - R GREIVE	883.20
48767	31/01/2018	CLAIRE HOOPER & KEVIN DAVIDSON	CROSSOVER CONTRIBUTION	300.00
48768	31/01/2018	LGRCEU	PAYROLL DEDUCTIONS	123.00
48769	31/01/2018	PARKS AND WILDLIFE SERVICE	3 GATES FOR HAREWOODS RD RESERVE	9900.00
48770	31/01/2018	QUEST CONVEYANCING	RATES REFUND	577.94

48771	31/01/2018	SYNERGY	ELECTRICITY	5200.25
48772	31/01/2018	WATER CORPORATION	WATER USAGE	423.68
48773	31/01/2018	SHIRE OF CAPEL	PETTY CASH RECOUP DALYELLUP LIBRARY	29.70
890	10/01/2018	BUILDING & CONSTRUCTION IND TRAINING FUND	BCITF LEVY COLLECTED DEC 17	2969.80
891	10/01/2018	DEPARTMENT OF COMMERCE - BUILDING COMMISSION	BSL LEVY COLLECTED DEC 17	5602.76
892	10/01/2018	SHIRE OF CAPEL	BSL COMMISSION COLLECTED DEC 17	295.75
893		-893	CANCELLED	0.00
894	10/01/2018	NINA WALKER	T2302 BOND REFUND	500.00
895	10/01/2018	JOSEPH JOSEPH PUTHUPARAMBIL	T2303 BOND REFUND	150.00
				1259231.77

09.01.18	SHIRE OF CAPEL PAYROLL PAYMENTS	\$166,079.96
23.01.18	SHIRE OF CAPEL PAYROLL PAYMENTS	\$165,820.57

**\$333,900.53**

31.01.18	TRANSFER from MUNICIPAL ACCOUNT	-\$300,000.00
----------	---------------------------------	---------------

**-\$300,000.00**

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 February 2018 have been checked and are fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and services and as to prices, computations, and costings and the amounts shown are due for payment.

*P.F. Steady.*

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

**VOTING REQUIREMENTS**

Simple majority

<b>OFFICER'S RECOMMENDATIONS – 15.6</b>
---

That Council receives:

- 1 The Schedule of Accounts covering vouchers 890-895, EFT25994 to EFT26242, CHQ48736 to CHQ48773 totalling \$1,259,231.77 during the month of January 2018;
- 2 Payroll payments for the month of January 2018, totalling \$333,900.53; and
- 3 Transfers to and from investments as listed.

---

## **15.7 Financial Statements for 31 January 2018**

---

Location: Capel  
Applicant: Shire of Capel  
File Reference:  
Disclosure of Interest: Nil  
Date: 02.02.18  
Author: Manager Finance, A Mattaboni  
Senior Officer: Executive Manager Corporate Services, S Stevenson  
Attachments: Financial Statements for January 2018

---

### **IN BRIEF**

Council to consider adopting the monthly financial statements for January 2018.

### **RECOMMENDATION**

**That Council adopts the financial statements for the period ending 31 January 2018 as attached.**

### **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.

### **RISK IMPLICATIONS**

There are no risk implications related to this item.

### **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.

### **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 and 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 January 2018, Council’s net current assets position was a surplus of \$9,470,803. The forecast year end net current asset position is a surplus of \$4,683. This is a reduction from the December 2017 reported amount of \$169,294. As part of the Local Government (Financial Management) Regulation 33A review of the annual budget, there has been an update of the accounts forecast which has caused a change to the forecast net current asset position. The 2016/17 brought forward amount changed from the budget figure used of \$61,802 to the actual amount of \$224,602. The resulting forecast extra surplus amount of \$162,800 has been reallocated by Council (OC0109 24/01/2018). This reallocation has been included in accounts forecast which has caused a change to the forecast net current asset position.

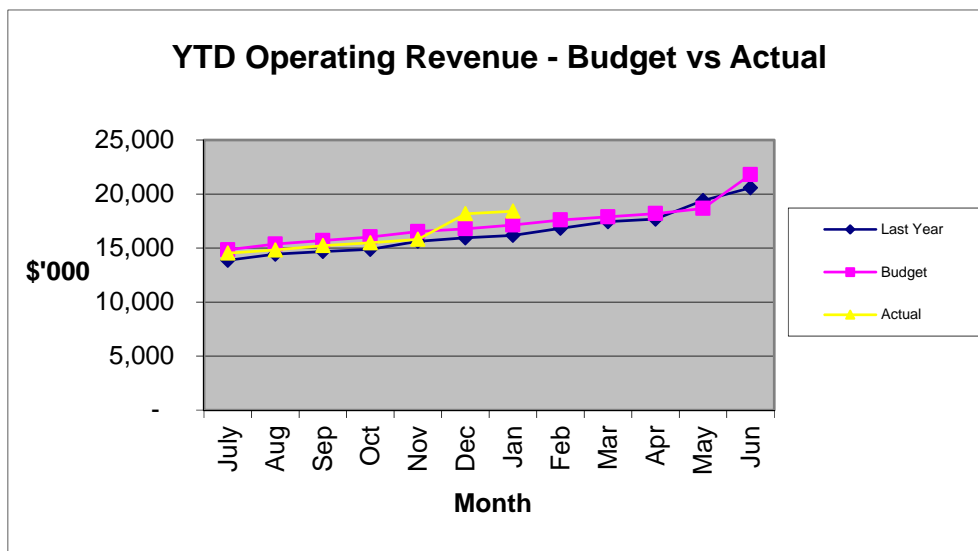
Compared to the annual budget approximately 94% of Operating Revenue has been invoiced and 54% of the Operating Expenditure budget has been spent. The monthly budget of income and expenditure has been adjusted to reflect the expected timing of actual income and expenditure throughout the financial year.

Rates have been assessed for the 2017/18 financial year with income raised in July 2017. The Statement of Comprehensive Income by Nature and Type shows 99% of rates income has been received year to date compared to the annual budget. Fees and Charges income includes \$2,282,920 for household refuse fees which is included in the rates billing process. 88% of Fees and Charges income has been received year to date compared to the annual budget.

A comparison of employee costs shows that 55% of the annual budget has been spent. Leave liability expenses have been calculated. The Employee Costs category expenses includes salaries and wages, superannuation, workers compensation, leave liability expense, training/conferences and fringe benefits taxation.

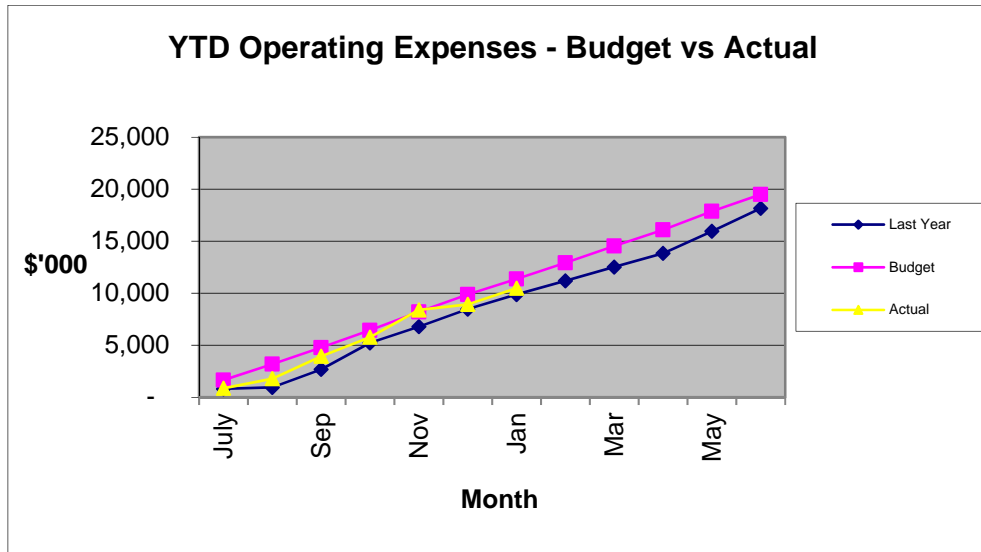
Fixed asset depreciation has been calculated for the months of July to January 2018.

The following graphs compare actual Operating Revenue and Operating Expenditure against the approved budget on a year to date basis. Capel Civic Precinct grant funding was received during the month causing the increase of actual revenue in comparison to budget. Last year’s actual is also included for comparative purposes.

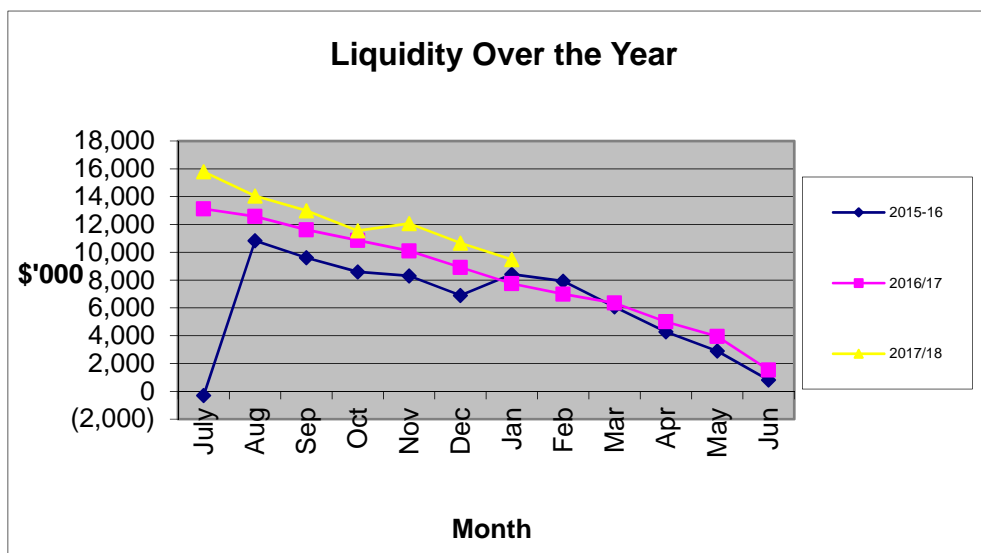




Year to date actual expenditure compared to budget and last year.

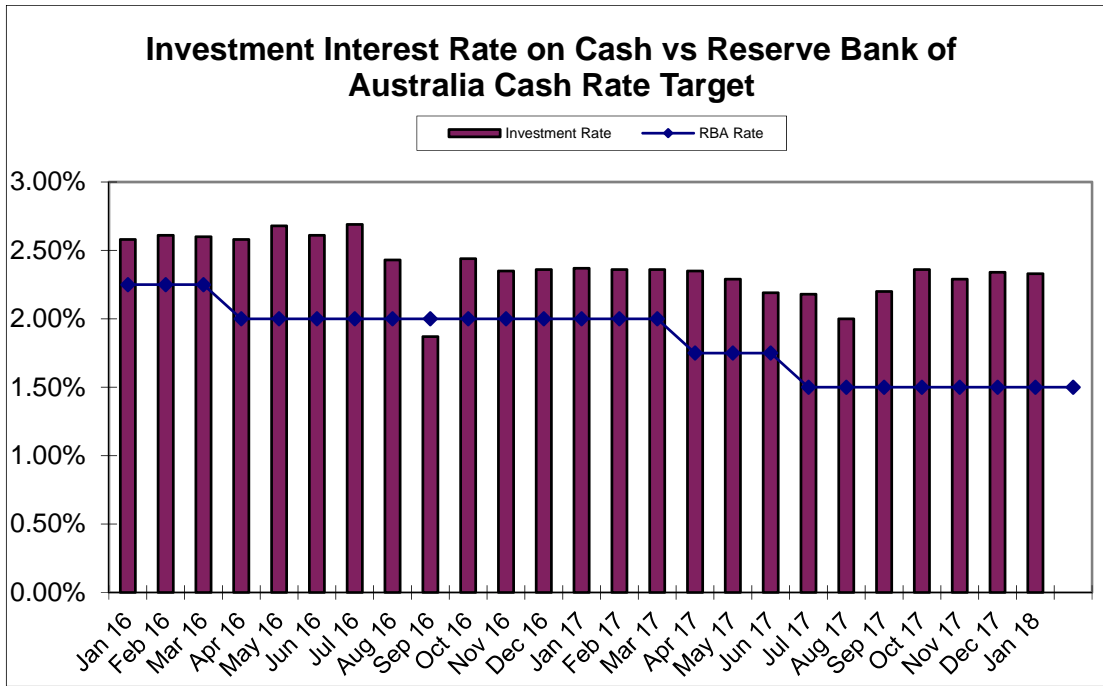


The liquidity graph compares the current year's net current assets position against that of the two previous years.



Council's municipal cash and investments position has decreased by \$343,400 compared to December 2017. The Municipal cash position is an amount of \$20,250,803 of which \$12,199,354 is restricted for specific purposes as shown at Note 3. Cash revenue came from rates receipts, dog and cat registration renewals, and grant funding. Major cash expenses were for payroll, contractor and loan payments.

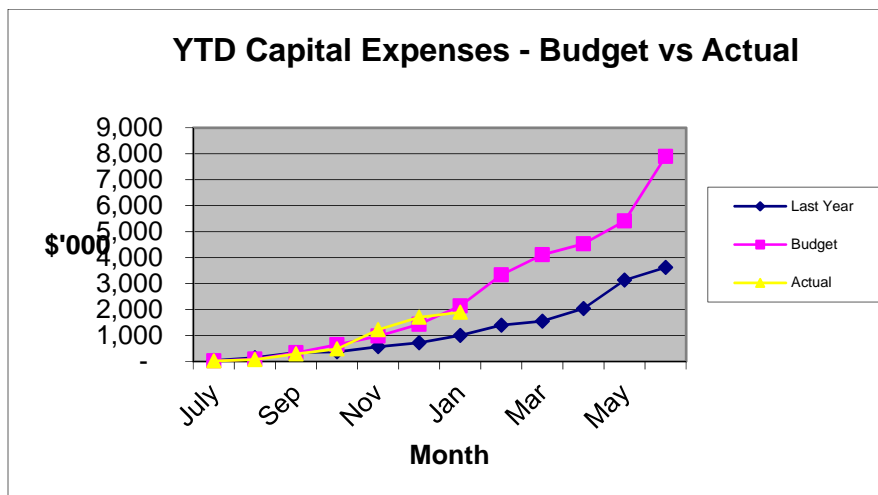
Total interest earned year to date is \$169,386 which is below the year to date budget of \$217,244. The average investment rate of return has increased to 2.33% which exceeds the Reserve Bank's cash reference rate of 1.50%. The Reserve Bank Board on 5 December 2017 made no change to their target cash rate of 1.50%. The Shire has term deposits maturing from February 2018 to September 2018, investment terms ranging from 91 days to 364 days and interest rates from 2.40% to 2.60%.



Capital works expenditure of \$190,101 was incurred during the month on:

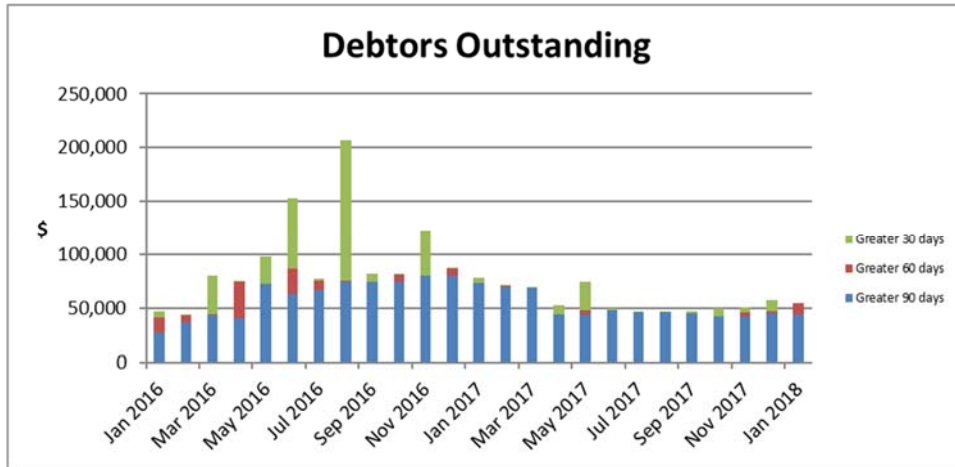
- \$ 39,060 Light Commercial Vehicle
- \$ 36,819 Gravel Resheets
- \$ 35,530 Drainage Infrastructure
- \$ 26,252 Capel Civic Precinct - Stage 4 Multi Use Building Design
- \$ 21,153 Bitumen Reseal Program
- \$ 9,000 Harewoods Road Reserve - Gates
- \$ 7,041 Road Widening
- \$ 5,177 Capel Civic Precinct - Stage 3 & 3A
- \$ 4,900 PGB Community Hall Recreation Hub Upgrade
- \$ 2,175 Asphalt
- \$ 1,924 Basketball Backboards
- \$ 570 Elgin Fire Brigade Site Works
- \$ 486 Capel Shire Office 6kW PV System
- \$ 13 Dual Use Paths

The following graph compares actual capital expenditure against budget on a year to date basis. Last year's actual is included for comparative purposes. The monthly budget has been adjusted to reflect the expected timing of capital expenditure throughout the financial year. Non cash infrastructure has not been included in the graph.

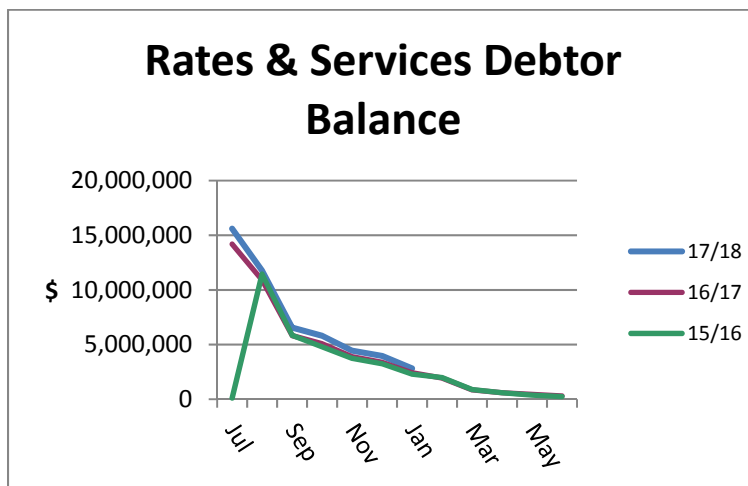


Council's financial ratios are disclosed in Note 14.

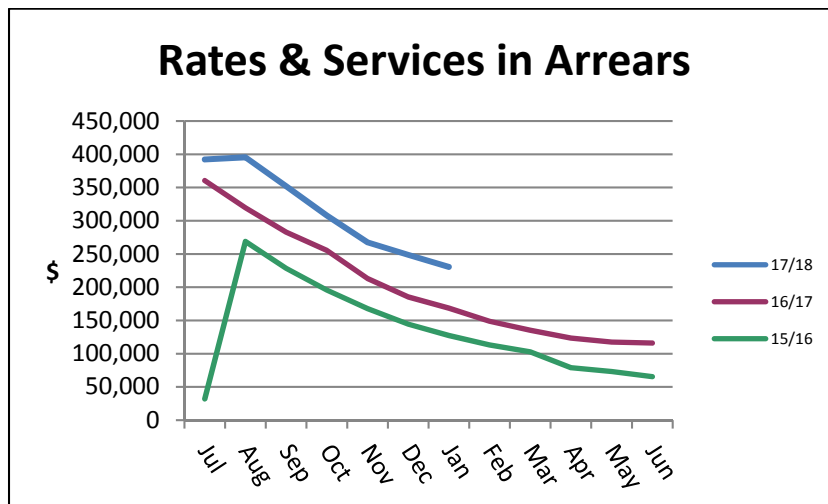
The following graph illustrates Council's current level of general Debt recovery for 31-60 days, 61-90 days and greater than 90 days.



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: 2017/18 2.51%, 2016/17 2.54% and 2015/16 2.35%.



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 January 2018.

**VOTING REQUIREMENTS**

Simple majority

<b>OFFICER'S RECOMMENDATION – 15.7</b>
--

**That Council adopts the financial statements for the period ending 31 January 2018 as attached.**

## 16 COMMUNITY SERVICES REPORTS

---

### 16.1 Age Friendly Communities Strategy - Draft

---

Location:	Whole of Shire
Applicant:	Shire of Capel
File Reference:	N/A
Disclosure of Interest:	Nil
Date:	10.02.18
Author:	Community Development Officer, D Sims
Senior Officer:	Executive Manager Community Services, M Plume
Attachment:	Age Friendly Communities Strategy 2018-2022

---

#### **IN BRIEF**

The review of the Age Friendly Communities Strategy has now been completed and Council is asked to adopt the Draft in preparation for seeking public and relevant government agency comment.

#### **RECOMMENDATION**

**That Council adopts the Age Friendly Communities Strategy 2018-2022, including the Strategies and Implementation Plan as a guide for future age-friendly planning for undertaking advertising to seek public and relevant government agency comment.**

#### **BACKGROUND/PROPOSAL**

##### **Background**

The Age Friendly Communities Strategy was originally conducted in partnership with the Department for Local Government and Communities and South West Development Commission. The Project was developed to identify how age-friendly the Shire is, what barriers to ageing exist and how these can be addressed. A number of recommendations and a Strategies and Implementation Plan were developed and adopted by Council in March 2011. One of the recommendations from the initial strategy development was to review the Age Friendly Communities Strategy every two years. The initial Strategy was reviewed and adopted by Council in 2014 and this review commenced in February 2017. Forty-six valid surveys were completed and focus group workshops were conducted for the main localities in the Shire to further explore the barriers to an age-friendly shire and how these barriers can be addressed.

The Age Friendly Communities Strategy 2018-2022 analyses these experiences and suggests recommendations that will be useful for future planning. A Strategies and Implementation Plan with objectives and actions was developed to guide Council's decision-making in ensuring the Shire of Capel develops as an age-friendly community.

##### **Proposal**

Council to consider adopting the Age Friendly Communities Strategy 2018-2022 for the purpose of seeking public and relevant government agency comment.

#### **STATUTORY ENVIRONMENT**

There are no statutory implications in regards to this matter.

## **POLICY IMPLICATIONS**

There are no policy implications in regards to this matter.

## **RISK IMPLICATIONS**

The proposal to consider adopting the Age Friendly Communities Strategy 2018-2022 for the purpose of seeking public comment and government agency comment is considered as low risk.

## **FINANCIAL IMPLICATIONS**

### **Budget**

The 2017/18 Budget currently has a number of funding allocations for various components within the Age Friendly Community Strategy.

### **Long Term**

Future strategies resulting in expenditure will be captured in the Long Term Financial Plan.

## **SUSTAINABILITY IMPLICATIONS**

The Age Friendly Communities Strategy 2018-2022 suggests recommendations for improving seniors' mobility in the community through the design, management and improvement of the built and landscaped environments.

The Strategy contains recommendations for improving seniors' participation in social activities and community affairs/events.

Seniors are an asset to communities in terms of active citizenship and voluntary work. The Age Friendly Communities Strategy 2018-2022 provides recommendations for improving seniors' participation in voluntary or paid employment.

## **STRATEGIC IMPLICATIONS**

Shire of Capel Strategic Community Plan 2013 to 2031

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.
- 2.4 Enhance community safety through community awareness and participation programs.

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 Outcomes:

- 5.1 Provide and maintain a safe and efficient transport, cycle and pedestrian network throughout the Shire.
- 5.3 Improve connectivity throughout our communities and to the region.

In addition to meeting the above, the Age Friendly Communities Strategy 2018-2022 also assists to satisfy and align with the recommendations and actions of the following Council strategies, plans and policies:

- Disability Access and Inclusion Plan 2012 – 2017;
- Capel Town Public Open Space Strategy 2011 – 2021;
- Capel Townsite Strategy July 2008;
- Boyanup Townsite Strategy May 2010;
- Shire of Capel Trails Master Plan August 2009;
- Boyanup Transport Study;
- 10 Year Dual Use Pathway Program 2014 – 2024;
- Boyanup Heritage and Rail Precinct Master Plan 2014;
- Policy 6.9 Ancillary Accommodation; and
- Policy 8.1 Community Recognition.

### **CONSULTATION**

The consultation process involved distribution of a survey and focus group workshops for each locality in the Shire. The experiences of seniors regarding what is, and what is not age-friendly, and what could be done to improve their community's age-friendliness were obtained.

The Strategies and Implementation Plan has been considered internally by Managers.

### **COMMENT**

In formulating the Age Friendly Communities Strategy 2018-2022 research involved consulting with the community in respect to the following eight categories:

1. Outdoor spaces and buildings;
2. Transport;
3. Housing;
4. Social participation;
5. Respect and social inclusion;
6. Civic participation and employment;
7. Communication and information; and
8. Community support and health services.

The research and report outcomes indicated that the Shire is generally age friendly for four of the above categories, including outdoor spaces and buildings, social participation, respect and social inclusion and civic participation and employment. However, there were some instances identified for each of these categories where improvements could be made. Access to transport in all localities except Dalyellup was the main feature where the Shire of Capel can make improvements in its age-friendliness. Other features that did not rate too well were: housing; communication and information; and community support and health services.

The purpose of this report is to seek Council adoption of the Age Friendly Communities Strategy 2018-2022 for the purpose of advertising to the community and relevant government agencies. The consultation process is anticipated to include:

- Notification in local print media through the Capel Shire Seniors' Link and locality specific newsletters;
- Shire Website and Facebook Page;
- Mail out to seniors' database;
- Referral to relevant government agencies, including Department for Local Government and Communities and South West Development Commission; and
- An advertising period of 30 days.

A number of actions are already being implemented that either wholly or in part address the shortcomings found through this study. For example:

Recommendation 1 – Shire Community Rangers to continue monitoring footpaths, ensuring that no vehicles or building equipment is stored on footpaths.

Recommendation 2 – Implement Council's 10 Year Dual Use Pathway Program 2013 – 2023.

Recommendation 3 – A seat installation program be implemented to install additional seating in shopping areas and public places where people walk or congregate.

Recommendation 8 – Promote the correct procedures for reporting crime and encourage residents to continue reporting crime to justify the need for increased Police presence.

Recommendation 10 – Consider improving safety in public places and investigate the installation of security lighting and surveillance in hotspot locations.

Recommendation 12 – Encourage residents to document times, days and locations where hooning is of concern and to report this information to Police.

Recommendation 17 – That an age-friendly community transport strategy be developed to look at options for improving older people's access to transport including the feasibility of operating a community bus or a small people-mover vehicle to service smaller towns using volunteer drivers, incentives to encourage car-pooling and sponsorship of driving refresher courses for older drivers.

Recommendation 18 – The Shire support and actively encourage the development of suitable aged housing in all towns which support aged residents to move from their private residences into a choice of lifestyle, independent, serviced or supported accommodation which could include alternatives to existing aged accommodation and which would also include options to allow couples to remain together as they age.

Recommendation 19 – That the Shire's town planning strategies provide for land use and zoning, which will allow aged housing development opportunities that, encourage the provision of affordable housing.

Recommendation 20 – That the Shire actively promotes the opportunities for approval of ancillary accommodation under *Policy 6.9 – Ancillary Accommodation* and Ancillary Dwellings pursuant to the *State Planning Policy 3.1 – Residential Design Codes*.

Recommendation 21 – Continual development and distribution of the monthly Seniors' Link newsletter to regularly promote socialising opportunities for seniors.

Recommendation 22 – That the Shire encourages existing community based seniors' groups to regularly meet to exchange information on activities, share guest speakers and maximise their lobbying efforts for aged persons.

Recommendation 24 – That the Shire continues to support local events and activities that encourage participation by all ages.

Recommendation 26 – That the Shire of Capel Community Directory be reviewed and updated to include contact information for informal unincorporated groups that operate across the Shire to contribute to the social fabric of the district as well as details of their activities so that all residents (older residents in particular) are aware of social activities available to them. That in reviewing the Shire of Capel Community Directory, online access be provided and regularly updated.



Recommendation 27 – The Shire website include a seniors section with links to specific issues that may affect people as they age including possible rate rebates, recreation programs available, community directory link, relevant Council policies, links to relevant Federal and State websites and links to local groups and agencies which provide accommodation or support services.

Recommendation 28 – That the Shire expand its database of email contacts for older people and promotes this as an efficient and effective communication network.

Recommendation 29 – That the Shire promotes, and if possible, subsidises computer classes for seniors.

Recommendation 32 – That the Shire recognises volunteers and community groups for their efforts and achievements by implementing *Policy 8.1 Community Recognition*.

Recommendation 34 – That the Shire promotes support services available for seniors in the Seniors' Link newsletter.

Recommendation 37 – Ensure that there is awareness across the organisation about the Age Friendly Strategy.

Recommendation 38 – Review and evaluate the Age Friendly Communities Strategy every four years.

Included in this report in Appendix 1 is a Strategies and Implementation Plan. This Plan is a combination of all recommendations identified in the preparation of the Age Friendly Communities Strategy and prioritises strategies in terms of a time frame within which the recommendation should be implemented.

In some circumstances, actions may need to be modified, removed or expanded over time in response to changing environmental conditions or needs. Any substantial changes which vary from the priorities listed in the Strategy should only occur following consultation.

Also in some cases, actions are likely to be most effectively implemented as a result of partnerships between the Shire, other agencies and/or the community, and implementation should reflect this.

It is important that this Strategies and Implementation Plan be adopted by the Shire to assist strategic planning and the development of annual operational budgets.

### **VOTING REQUIREMENTS**

Simple majority

<b>OFFICER'S RECOMMENDATIONS – 16.1</b>
---

**That Council adopts the Age Friendly Communities Strategy 2018-2022, including the Strategies and Implementation Plan as a guide for future age-friendly planning for the purpose of undertaking advertising to seek public and relevant government agency comment.**

---

**16.2 Disability Access and Inclusion Plan - Draft**

---

Location:	Whole of Shire
Applicant:	Shire of Capel
File Reference:	N/A
Disclosure of Interest:	Nil
Date:	10.02.18
Author:	Community Development Officer, D Sims
Senior Officer:	Executive Manager Community Services, M Plume
Attachments:	1 Disability Access and Inclusion Plan 2018-2023 2 Disability Access and Inclusion Implementation Plan 2018-2023

---

**IN BRIEF**

The review of the Disability Access and Inclusion Plan has now been completed and Council is asked to adopt the Draft in preparation for seeking public and relevant government agency comment, including the Disability Services Commission.

**RECOMMENDATION**

**That Council adopts the Disability Access and Inclusion Plan 2018-2023, including the Implementation Plan for undertaking advertising to seek public and relevant government agency comment.**

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

At the Council meeting held 31 May 2012, Council resolved to adopt the Shire of Capel Disability Access and Inclusion Plan 2012 – 2017. This Plan expired in December 2017 and the Disability Services Commission requires local governments to review and adopt a new Plan every five years.

Throughout 2017 an indepth community consultation process was undertaken to review inclusion for people with disability in the Shire of Capel. A survey was completed by thirty-two respondents and a consultation workshop took place with the aim of developing strategies and tasks to overcome the barriers identified in the survey analysis. The strategies are outlined in this Disability Access and Inclusion Plan and the tasks are tabled in the Disability Access and Inclusion Implementation Plan.

**Proposal**

Council to consider adopting the Disability Access and Inclusion Plan 2018-2023 for the purpose of seeking public and relevant government agency comment.

**STATUTORY ENVIRONMENT**

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

This section of the Act further provides that not more than five years is to elapse:

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

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

### **POLICY IMPLICATIONS**

There are no policy implications in regards to this matter.

### **RISK IMPLICATIONS**

The proposal to consider adopting the Disability Access and Inclusion Plan 2018-2023 for the purpose of seeking public comment and government agency comment is considered as low risk.

### **FINANCIAL IMPLICATIONS**

#### **Budget**

The strategies listed in the Disability Access and Inclusion Plan are incorporated into relevant plans and programs that have annual budget allocations.

#### **Long Term**

Any assets created will be included in Council's Asset Management Plan and annual maintenance program.

### **SUSTAINABILITY IMPLICATIONS**

The Disability Access and Inclusion Plan 2018-2023 suggests recommendations for improving mobility in the community through the design, management and improvement of the built and landscaped environments.

The Plan contains recommendations for improving people with disabilities' participation in social activities and community affairs/events.

The Plan provides recommendations for improving people with disabilities' participation in voluntary or paid employment.

### **STRATEGIC IMPLICATIONS**

Shire of Capel Strategic Community Plan 2013 to 2031

2. The Community Experience, *"Provide facilities 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.

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

Strategic Outcomes:

- 5.1 Provide and maintain a safe and efficient transport, cycle and pedestrian network throughout the Shire.
- 5.3 Improve connectivity throughout our communities and to the region.

**CONSULTATION**

Throughout 2017 an indepth community consultation process was undertaken to review inclusion for people with disability in the Shire of Capel. A survey was completed by 32 respondents and a consultation workshop took place with the aim of developing strategies and tasks to overcome the barriers identified in the survey analysis. The strategies are outlined in this Disability Access and Inclusion Plan and the tasks are tabled in the Disability Access and Inclusion Implementation Plan.

The Strategies and Implementation Plan has been considered at several meetings with the Disability Access and Inclusion Reference Group, which consists of Shire Managers, Shire Officers, Shire Councillors and community representatives.

**COMMENT**

The Draft Plans have been developed to reflect the issues, concerns and objectives of the community and key stakeholders in relation to access and inclusion within the Shire. The Implementation Plan will be reviewed annually by the Disability Access and Inclusion Reference Group against the seven outcomes and associated strategies. As individual actions/initiatives are completed new actions/initiatives will be developed to improve disability access and inclusion in the Shire of Capel.

The purpose of this report is to seek Council adoption of the Disability Access and Inclusion Plan 2018-2023 for the purpose of advertising to the community and relevant government agencies.

The consultation process is anticipated to include:

- Notification in local print media through the Capel Shire Seniors' Link and locality specific newsletters;
- Shire Website and Facebook Page;
- Mail out to seniors' database;
- Referral to relevant government agencies, including the Disability Services Commission; and
- An advertising period of 30 days.

**VOTING REQUIREMENTS**

Simple majority

**OFFICER'S RECOMMENDATIONS – 16.2**

**That Council adopts the Disability Access and Inclusion Plan 2018-2023, including the Implementation Plan as a guide for future access and inclusion planning for the purpose of undertaking advertising to seek public and relevant government agency comment.**

---

### 16.3 Minor Community Grants Scheme Applications

---

Location: Whole of Shire  
 Applicant: Shire of Capel  
 File Reference: GF.GP.13  
 Disclosure of Interest: Nil  
 Date: 10.02.18  
 Author: Community Development Officer, D Sims  
 Senior Officer: Executive Manager Community Services, M Plume  
 Attachments: Nil

---

#### **IN BRIEF**

Consideration of funding projects under the Shire Minor Community Grants Scheme.

#### **RECOMMENDATION**

**That Council approves funding for Minor Community Grant applications 1-9, subject to the community groups meeting the conditions outlined in the report.**

**That Council:**

- 1. approves the unbudgeted expenditure of \$495 from Account 123420 (Community Grants Scheme) to transport and install junior rugby league goals at the East Dalyellup Sports Pavilion; and**
- 2. approves the unbudgeted expenditure up to \$6,000 from Account 123420 (Community Grants Scheme) for the installation of the new flagpole at Peppermint Grove Beach.**

#### **PROPOSAL / BACKGROUND**

##### **Background**

Council's Minor Community Grants Scheme Policy 8.3 indicates that Council will consider requests for grants from local sporting clubs and community organisations for the purpose of supporting projects, activities, events, purchases of durable equipment, and / or improved facilities or services which benefit the community.

At the November 2017 Council Meeting (Minutes OC1112) Council "Approved a second round of funding" for the 2017/18 financial year.

The Shire Community Grants Scheme Round 2 2017/18 was promoted to local community groups and sporting clubs through the Shire's online news, website and email database of community groups. Applications closed on 31 January with nine applications for minor grants from across the Shire being received. Each application has been reviewed and recommendations for funding are outlined for Council's approval.

The installation of the goal posts was included in Council's Annual Budget 2017/18, however, the costs of installation have gone up since the initial quote. Furthermore, the goals had to be stored at the Depot because they could not be installed until the start of the 2018 Rugby Season. Transporting the goals to the East Dalyellup Sports Oval was not included in the Annual Budget 2017/18. We are therefore requesting that Council approves the shortfall of \$495 to cover the increase in cost for installation and the transport costs.

The Capel RSL were donated a new flagpole from local businesses. They require Council's assistance with installing the new flagpole, however this is currently unbudgeted expenditure.

Shire Officers are continuing to work with the Capel RSL as to the scope of works that this requires in terms of transport and installation of the new flagpole. Unfortunately, we do not know the exact costs of this expenditure at the time of submitting this item.

### **Proposal**

Council to consider approving nine applications under the Minor Community Grant Scheme.

Council to consider approving the shortfall of \$495 to cover the transport and installation costs for the Junior Rugby Goals.

Council to consider approving the expenditure for installing the new flagpole at Peppermint Grove Beach.

### **STATUTORY ENVIRONMENT**

There is no relevant legislation applicable to this matter.

### **POLICY IMPLICATIONS**

Council Policy 8.3 Minor Community Grants Scheme.

### **RISK IMPLICATIONS**

The proposal to approve the nine applications under the Minor Community Grants Scheme is considered as low. All applications have been discussed in detail with the report's author, with risks identified and mitigated prior to application submission. The applications have also been discussed internally by Managers.

### **FINANCIAL IMPLICATIONS**

#### **Budget**

The 2017/18 budget has an allocation of \$28,526 for minor community grants.

Requests for the Minor Community Grants Scheme totalled \$12,442.25 in Round 1, leaving \$16,083.75 available for Round 2. The amount recommended for funding for Round 2 is \$9,424.02. This is \$6,659.73 less than the approved budget. However, it is suggested that this remaining funding be allocated toward the following:

- The transport and installation of the Junior Rugby Goal Posts at East Dalyellup Sports Pavilion (\$495);
- The installation of the flagpole at Peppermint Grove Beach.

The minor community grants are required to be acquitted by end of June 2018.

#### **Long Term**

There are no long term financial implications.

### **SUSTAINABILITY IMPLICATIONS**

Although there are no Environmental impacts, socially, community groups play an important role in the wellbeing of a community. They provide the chance for people to socialise with like minded members, develop skills, assist to integrate members of the community and are mostly intergenerational. Community groups however, do face difficulties accessing funds for development and projects and without assistance are less likely to remain sustainable. It should

also be noted that the various events run by community groups do have the ability to increase visitor numbers to the region, thereby having some economic impact.

### **STRATEGIC IMPLICATIONS**

Shire of Capel Strategic Community Plan 2013 – 2031.

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.

### **CONSULTATION**

The Minor Community Grants Scheme Round 2 was advertised in December 2017 and January 2018 in the Shire’s online news, Facebook pages and email database of community groups.

All potential applicants were strongly encouraged to make contact with the Community Development team prior to submitting their application to ensure the guidelines were followed and that the applicant provided the required information. If required, the applicants were also directed to contact staff in Engineering and Development Services to ensure adequate information would be provided with their application.

### **COMMENT**

The Minor Community Grants Scheme offers Council the opportunity to further contribute to community projects within the Shire. Such funding can provide Council with significant promotion, as well as enabling smaller community organisations to achieve their goals. This in turn assists in the sustainability of these vital groups within the Shire.

As the Shire only received nine applications for Round 2, totalling \$9,424.02, it is recommended that some of the remaining funds be allocated towards the following:

- The transport and installation of the Junior Rugby Goal Posts at East Dalyellup Sports Pavilion; and
- The installation of the flagpole at Peppermint Grove Beach.

### **Minor Community Grants Scheme**

Nine applications for funding have been received and are listed in the following table with each application being summarised below. Council’s Minor Community Grants Scheme allows for a grant of a maximum of one third (to a maximum grant amount of \$3,333) of the total project cost to be allocated to the applicant, or where the total cost of the project is less than \$2,000 up to a maximum of half (i.e. \$1,000) of the project cost can be allocated.

The total amount of funding requested from the applications received is \$9,424.02. As indicated in the table it is recommended that nine projects be funded at a total cost of \$9,424.02.

<b>No.</b>	<b>Applicant</b>	<b>Project Title</b>	<b>Total Project Cost</b>	<b>Requested Amount</b>	<b>Description</b>
1	Dalyellup Beach Surf Life Saving Club	Equipment purchase – Kracka Boards	\$5,610.00	\$1,870.00	Purchase 4 Kracka Nipper Boards and Covers.
2	Dalyellup Scrabble Club	Scrabble Sets	\$140.00	\$70.00	Purchase 2 large tile scrabble sets.

3	Dalyellup Rhino Junior Rugby League	Club Line Marker	\$1,722.60	\$861.30	Replace current line marker, which takes 2 committee members 2-3 hours to mark out the field. Due to lack of coverage, they have to re-apply every 2-3 weeks.
4	Dalyellup Community Garden	Reticulation Upgrade	\$4,300.15	\$1,433.38	Isolating their reticulation from the Tuart Forest Primary School (TFPS) to give the garden more independence and control over their own reticulation. Last year the TFPS system experienced mechanical problems resulting in the reticulation being offline for 6 weeks during the Summer School Holidays. The same thing happened again this year, resulting in a loss of produce and a lot of work for members to hand water.
5	Creative Corner Dalyellup	Art and Craft Supplies	\$999.00	\$499.00	Purchase art and craft equipment for the establishment of an art and craft group in Dalyellup.
6	Capel Adult Riding Group	Trailer and Poles	\$1,850.00	\$924.00	Purchase a trailer to store and move poles for use at club events.
7	Gelorup Community Management Committee	Limestone Wall	\$5,500.00	\$1,850.00	Supply and install 45m retaining wall using 1m x 350mm x 350mm limestone blocks, two layers between the entry/exit in front of the carpark along Hasties Road. Matching skate park wall.
8	Boyanup Foundation	Getting the Word Out	\$1,542.00	\$771.00	Reprinting the SWRHC brochure. Stocks of the current brochure are nearing exhaustion and they have proposed to commission a reprint with some changes to



					update the information. The project will involve printing 10,000 brochures.
9	Capel Horse and Pony Club	Purchase Equipment	\$3,436.00	\$1,145.34	Purchase portable fence posts, brushcutters, cordless drill and a chainsaw to maintain the cross country course and pony club grounds.
			<b>TOTAL \$25,099.75</b>	<b>TOTAL \$9,424.02</b>	

Comment on each application:

#### **Dalyellup Beach Surf Life Saving Club – Purchase Kracka Boards**

- Amount requested \$1,870
- Previously funded in 2013/14 for \$3,259.
- Have not applied for additional funding. Have raised \$3,740 from fundraising to cover their contribution.
- Funds will be used to purchase 4 Kracka Nipper Boards and Covers.
- Will enable the Surf Life Saving Club to attract and retain members, whilst engaging youth in healthy lifestyle activities with family support and positive role models. The project will enable a sustainable future of skilled lifeguards to patrol what is increasingly a very popular beach for swimmers, snorkelers, fishermen and 4WD users.

**Approved subject to the applicant meeting the following conditions:  
No conditions apply.**

#### **Dalyellup Scrabble Club – Purchase Scrabble Sets**

- Amount requested \$70.
- Have not previously applied for minor community grant funding.
- Have not applied for other funding, however they have received \$70 from membership fees to cover their contribution.
- Funds will be used to purchase two large scrabble tile sets.
- Will enable the Dalyellup Scrabble Club to increase and retain membership.

**Approved subject to meeting the following conditions:  
No conditions apply.**

#### **Dalyellup Rhino Junior Rugby League Club – Club Line Marker**

- Amount requested \$861.30.
- Have not previously applied for minor community grant funding.

- Funds will be used to replace their existing line marker.
- Will enable the Dalyellup Rhino Junior Rugby League Club to save volunteers' time marking lines.
- Have not applied for other funding. Have raised \$861.30 from fundraising to cover their contribution.

**Approved subject to meeting the following conditions:  
No conditions apply.**

#### **Dalyellup Community Garden – Reticulation Upgrade**

- Amount requested \$1,433.38.
- Previously funded in 13/14 for \$3,333.
- Isolate their reticulation from the Tuart Forest Primary School (TFPS).
- Will prevent a continuance of lack of water forthcoming from the TFPS during times when their pump breaks down, thereby enabling a more consistent and better garden.
- Funding of \$1,366.77 has been confirmed from Satterley Property Group. Have raised \$1,500 to cover their contribution.

**Approved subject to meeting the following conditions:  
No conditions apply.**

#### **Creative Corner Dalyellup – Art and Craft Supplies**

- Amount requested \$499.
- Have not previously applied for minor community grant funding.
- Purchase art and craft equipment for the establishment of an art and craft group in Dalyellup.
- Will enable them to provide art and craft skills to the Dalyellup community, whilst encouraging the formation of new friendships.

**Approved subject to meeting the following conditions:  
No conditions apply.**

#### **Capel Adult Riding Group – Trailer and Poles**

- Amount requested \$924.
- Have not applied for any other funding. Have raised \$925 to cover their contribution.
- To purchase a trailer to store and move poles for use at club events.
- Will enable the Group to reduce costs involved with hiring equipment from Capel Horse and Pony Club, whilst ensuring poles are secure and movable. Will increase membership and visitation to the club.

**Approved subject to meeting the following conditions:  
No conditions apply.**

### **Gelorup Community Management Committee – Limestone Wall**

- Amount requested \$1,850.
- Previously funded in 13/14 for \$3,333; 15/16 for \$2,276.47; and 16/17 for \$3,000.
- Have applied for \$1,850 funding from Bendigo Bank and raised \$1,850 to cover their contribution.
- To supply and install 45 retaining wall using 1m x 350mm x 350mm limestone blocks, two layers between the entry/exit in front of the carpark along Hasties Road. Will match the existing skate park limestone wall.
- Will enable safety for the markets and carpark, whilst making the site neat and tidy.

**Approved subject to meeting the following conditions:**

- **Obtain a building approval from the Shire.**
- **Confirmation of funding from Bendigo Bank.**

### **Boyanup Foundation – Getting the Word Out**

- Amount requested \$771.00.
- Successful with \$2,974.50 in 17/18 Round 1; \$797.50 in 16/17 Round 1; \$1,505 in 15/16; and \$935 in 13/14.
- Reprinting the South West Rail and Heritage Centre (SWRHC) brochure. Stocks of the current brochure are nearing exhaustion and they are proposing to commission a reprint with some changes to update the information. The project will involve printing 10,000 brochures.
- Will enable an increased awareness and visitation to the SWRHC, whilst increasing membership for each of the resident groups (Blacksmiths, Men's Shed, Old Machinery Group, Rail Heritage WA and the SW Model Railway Group). Growth in visitation to the SWRHC impacts on the local community through increased visitation to Boyanup and spending money at businesses and other attraction in the area.

**Approved subject to meeting the following conditions:**

**No conditions apply.**

### **Capel Horse and Pony Club – Purchase Equipment**

- Amount requested \$1,145.34.
- Successful with funding for \$2,000 in 15/16 and \$1,973.33 in 16/17.
- Have not applied for any other funding.
- Purchase portable fence posts, brushcutters, cordless drill and a chainsaw required to maintain the cross country course and pony club grounds.
- Their team of volunteers will have reliable and functional equipment instead of brining in their own equipment. The fence posts will assist in supporting the Club's duty of care to those attending functions/events at the Capel Regional Equestrian Park. The community will benefit from many visitors spending money in town whilst attending events run by the Capel Horse and Pony Club.

**Approved subject to meeting the following conditions:**

**No conditions apply.**

<b>OFFICER'S RECOMMENDATIONS – 16.3</b>
---

**VOTING REQUIREMENTS**

Simple majority

**That Council approves funding for Minor Community Grant applications 1-9, subject to the community groups meeting the conditions outlined in the report.**

**VOTING REQUIREMENTS**

Absolute majority

**That Council:**

- 1. approves the unbudgeted expenditure of \$495 from Account 123420 (Community Grants Scheme) to transport and install junior rugby league goals at the East Dalyellup Sports Pavilion; and**
- 2. approves the unbudgeted expenditure up to \$6,000 from Account 123420 (Community Grants Scheme) for the installation of the new flagpole at Peppermint Grove Beach.**

---

## 16.4 Dalyellup Library Services – New Lease

---

Location:	Dalyellup
Applicant:	Shire of Capel
File Reference:	N/A
Disclosure of Interest:	Nil
Date:	10.2.18
Author:	Manager of Community Development and Libraries, J O'Neill
Senior Officer:	Executive Manager Community Services, M Plume
Attachments:	Dalyellup Library Feasibility Study - <b>Confidential</b>

---

### **IN BRIEF**

Council to enter into negotiation of and relocation to a new commercial lease for the Dalyellup Public Library at a tenancy in the Dalyellup Shopping Centre.

Details of financial amounts in part 2 of Recommendation below to be provided at the meeting.

### **RECOMMENDATION**

#### **That Council:**

- 1. Requests that the CEO write to Perth Management Services, the Lessor of Unit 5, Gosse Way Dalyellup, notifying of the Shire of Capel's intent not to negotiate a renewal of the current lease agreement when the current agreement expires;**
- 2. Approves the Leasing of Tenancy 2 at the Dalyellup Shopping Centre for a period of 7 years commencing 1 July 2018 for a total rent and outgoings of \$73,593.90 + GST indexed by CPI each year; and**
- 3. Authorises the Shire President and Chief Executive Officer to endorse and affix the common seal to the Lease for Tenancy 2 at the Dalyellup Shopping Centre.**

### **BACKGROUND/PROPOSAL**

#### **Background**

As of 2016 the population of Dalyellup has risen to 8,998; a 21% increase on its 2011 population statistics of 7,109. It is expected that the future population of Dalyellup could be as much as 15,000, with long term library facility planning needing to be cognisant of this fact.

In 2012-13 the Shire of Capel engaged leisure consultants, CCS Strategic, to develop a Community Facilities and Services Plan to guide the development of future community facilities in the Shire of Capel, including future community facilities in the locality of Dalyellup. The plan highlighted that a neighbourhood multi-functional branch library was required in Dalyellup in the future.

The Shire of Capel have been negotiating with the primary developers for the Dalyellup subdivision, Satterley Property Group, for the development of a new library within a future multipurpose community centre building. A Council endorsed Developer Contributions Plan outlines key elements of this proposal including the location and ceding of a suitable community purpose site and financial contributions for the construction of the building. The Shire of Capel as a means to prioritise its requirements for facilities and services has allocated funds in its budget for this project for concept and detailed design planning in 2018/19, followed by a phased construction in 2021/22 to 2022/23 as part of its 10 year long term financial plan.

The Shire has leased a 77m<sup>2</sup> commercial shop adjacent to the Dalyellup Community Centre since 2004. This shop (Unit 5, Gosse Way, Dalyellup) for a multitude of reasons is not fit for purpose and with a growing community, the Shire of Capel is struggling to meet current community needs, with the existing lease due for expiry on 30 June 2018.

A new leasing opportunity has arisen at the centrally located Dalyellup Shopping Centre for a tenancy that is 43% larger than the existing premises for a period of at least 5 years.

### **Proposal**

Council to enter into negotiation of and relocation to a new commercial lease for the Dalyellup Public Library at a tenancy in the Dalyellup Shopping Centre.

### **STATUTORY ENVIRONMENT**

Local Government Act Section 3.18 (1 and 2)

#### **3.18 Performing Executive Functions**

- (1) A local government is to administer its local laws and may do all other things that are necessary or convenient to be done for, or in connection with performing its functions under this Act.
- (2) In performing its executive functions, a local government may provide services and facilities.

Section 15 of the Library Board of Western Australia Act 1951 specifies the function and power of the Library Board of Western Australia. Key functions of the Board pertaining to the current proposal include the power to register and inspect (if necessary) any new public library service or facility.

### **POLICY IMPLICATIONS**

There are no policy implications in regards to this matter.

### **RISK IMPLICATIONS**

Should Council choose not to address this matter as recommended, it is considered that there is an increasing level of reputational risk for Council by providing facilities and services that do not meet the needs of the Dalyellup community.

### **FINANCIAL IMPLICATIONS**

#### **Budget**

##### Operational

The current rent and outgoings in the 2017/18 financial year is \$19,511 per annum. As the proposed tenancy does not commence until the 2018/19 financial year there is no increased financial implications on this budget item in this financial year. The estimated increased cost of cost of cleaning the new facility (including windows, indoor floor space and outdoor alfresco area) is \$4,000 per annum, which is comparative to the 43% increase in the size of the facility.

To provide new and improved library services in Dalyellup it is proposed that an increase in Full Time Equivalent (FTE) hours in library salaries for 2018/19 be considered by Council. This would include the following considerations:

- An increase the Shire librarian's hours (Currently 0.53FTE) by 7 hours per week, equating to one shift a week in Dalyellup as a means to develop new programs, procedures and providing operational oversight.
- An increase in the part-time Library Officer hours in Dalyellup. (4 hours' x 3 occasions per week) in order to provide a minimum of 2 staff at Dalyellup Library for current opening hours Monday to Friday. Saturday would remain at one staff member for half the day.

In addition, some extra casual hours are required (36 hours per annum) in order to augment existing services, allowing permanent staff to schedule programming for key community events, school holiday programs, author visits and other new programming opportunities.

In total, the ongoing operational costs of this proposal are estimated at an additional \$100,000 per annum including rent and outgoings, information technology costs, staffing and additional cleaning costs and will need to be considered as part of the 2018/19 budget deliberation process.

There will be some other operational expenses relating to the expiration of the existing lease, but the Shire's building services department are confident that these costs will be covered from the existing Dalyellup Public Library budget operational budget.

### Capital

It is possible to relocate all furniture items (including Public Personal Computers, shelving, and the current service desk) from the existing commercial premises. There will be some costs associated with the landlord works and shop fit out, as well as the cost of relocated information technology services (and potential expansion to public Wi-Fi) across from the existing facility.

Key elements of the Shire's negotiations with the owners of the Dalyellup Shopping Centre is that they will provide 100% contribution towards the costs of the new library establishment costs. It will enable the commencement of capital works and fit out from 1 April 2018 in order to open the new library early in the new financial year. In order to accurately determine these costs a project scheduler has been engaged, with initial investigations providing a preliminary estimate of these works at \$80,000.

### **Long Term**

There will be financial implications in terms of increased leasing and on-costs for the period of the new tenancy until the new multipurpose community centre building is constructed and operational, which is expected within the next 5 to 7 years. These financial implications include an estimated \$100,000 annually in increased staffing, leasing, information technology and cleaning costs. The future operational costs of the new multipurpose community centre building (and library services) will need to be reassessed towards the end of this commercial leasing period.

### **SUSTAINABILITY IMPLICATIONS**

The medium term relocation of the Dalyellup Public Library to a new commercial tenancy at the Dalyellup Shopping Centre will provide significant social benefits to the community of Dalyellup.

These include the following:

- Improved physical access for people with disabilities and mobility issues;
- Increased opportunities for new services such as access to public Wi-Fi;
- Increased adult programming opportunities such as book visits, author talks and adult education classes;

- Increased programming opportunities for children such as increased participation capacity for programs such as rhyme time, story time and school holiday programs; and
- Improved physical location (including proximity to major trip attractors) which is likely to increase library membership and annual borrowing statistics.

### **STRATEGIC IMPLICATIONS**

Shire of Capel 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 Outcome:

1.5 Ensure the effective management of Council’s resources.

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

Strategic Outcomes:

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

2.2 Encourage community engagement and participation.

2.3 Preserve and protect the character of the communities.

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

Strategic Outcome:

5.5 Engage in high level advocacy with the State Government and liaise with other infrastructure providers to obtain best possible levels of service for the community.

### **CONSULTATION**

Preliminary consultation for the proposal has been undertaken with the property consultancy company Lend Lease whom manage the commercial tenancies at the Dalyellup Shopping Centre on behalf of the owners.

Consultation has also been undertaken with Shire of Capel Library Services staff and the State Library of Western Australia in terms of compliance requirements.

### **COMMENT**

The Shire of Capel has leased a commercial shop (Unit 5, Lot 703 Norton Promenade, Dalyellup) as a premises for the Dalyellup Library since 2004. Whilst this leasing opportunity was a good strategy at the time, an increase in population and community expectations, the shop front is now significantly undersized (77m<sup>2</sup>). The current rent and outgoings is \$19,511 per annum.

Current dimensions between shelving at the Dalyellup Public Library ranges between 800mm and 1000mm, which is the absolute minimum clear floor space for a wheelchair to be able to access the site. The current dimensions do not, however allow for multiple patrons, i.e. a person in a wheel chair and an able bodied person to browse for books in the aisle at the same time, in order to do this a minimum space of 1500mm is required. It is also extremely difficult for a person in a wheelchair to manoeuvre around the current facility.

The development of a minimum width of 1500mm between aisles is a minimum facility requirement that the Shire of Capel should aspire to, and is in accordance with the Guideline 1 of the Australian Library and Information Association’s Guidelines, Standards and Outcome Measures for Australian Public Libraries. The 1500mm minimum width between aisles cannot be achieved at the current facility without a significant reduction in shelving and collection stock,



thereby reducing service provision in the Dalyellup community. Current collection stock is already below recommended standards for a community the size of Dalyellup, due to the constraints of the current facility.

The growth in internet computers per capita has been growing over the past 5 years, but is expected to plateau as internet access through mobile personal devices becomes more widespread. The current standard is one internet enabled access computer per 2,000 population which is in line with the current national average. The current Dalyellup facility only has access to 2 PPCs, which is significantly below both the national average and standard for public libraries across Australia. The provision of a Wi-Fi service at the new facility would assist in alleviating this gap in service level provision.

The minimum recommended building size for a public library is based on 10–year population projections for the local government area or relevant catchment; which in this instance is the suburb of Dalyellup. There are 3 components that make up this calculation as follows:

- Base Floor area – for base library activities such as the collection plus computer areas
- Additional functional areas – for additional activities based on local needs
- Loading for branch / headquarter functions.

The future multi-functional branch library as part of the future multipurpose community building will be designed with these parameters in mind.

Due to size constraints of the majority of the floor space at the current facility approximately 75% is allocated for base library activities. A small percentage of the rest of the room (approximately 25%) is available for functional and service areas such as customer service (service desk) and children and youth programs (Rhyme Time and Story Time).

Participation in current children and youth programs within the Dalyellup Public Library have been capped at a maximum participation rate of 10 children (allowing for adult accompaniment) for some time due to the space constraints with the facility. Library benchmarking studies have shown that a ratio of 2:1 for functional and service areas in comparison to the base area is the preferred space ratio mix.

Larger vacation programs, such as the Lego club, have been hugely successful in Dalyellup, having to be relocated to the adjacent Dalyellup community centre to accommodate their popularity, with 65 participants recorded at a recent school holiday program. In addition, a key service that is currently available at most contemporary library services is the provision of public Wi-Fi. Currently the Shire of Capel only provides public Wi-Fi at its Capel Library premises.

There is no capacity at the current facility to either expand the children and youth services offerings or provide other educational programs or specialist functions, such as book author visits, which work so successfully at the Iluka Capel Public Library.

There has been over the period of the current tenancy, incidents that have placed staff at risk. From anti-social behaviour, to a close call with a car accident, and steadily decreasing foot traffic from neighbouring premises have also led to a reduction in the overall perception of safety from staff at the current premises.

The development of a neighbourhood multi-functional branch library in Dalyellup is still a significant period of time from being a reality, with construction projected to be completed in 2022/23. If supported, the relocation to a new commercial tenancy in Dalyellup Shopping Centre will resolve some of the key issues pertaining to the current facility, demonstrating that the Shire is responsive to community needs.

The increase in size of the facility from 77m<sup>2</sup> to a 135m<sup>2</sup> represents a significant increase in space, leading to a better ratio between baseline library services and functional service areas. It will provide a library that can properly cater for people with disabilities and mobility issues. It will enable the provision of public Wi-Fi services in Dalyellup and increase the perception of staff

safety. It will also enable Dalyellup Public Library to both expand the children and youth services offerings and provide other educational programs or specialist functions, such as book author visits, which work very successfully at the Iluka Capel Public Library.

**VOTING REQUIREMENTS**

Simple majority

<b>OFFICER'S RECOMMENDATIONS – 16.4</b>
---

**That Council:**

- 1. Requests that the Chief Executive Officer write to Perth Management Services, the Lessor of Unit 5, Gosse Way Dalyellup, notifying of the Shire of Capel's intent not to negotiate a renewal of the current lease agreement when the current agreement expires;**
- 2. Approves the Leasing of Tenancy 2 at the Dalyellup Shopping Centre for a period of 7 years commencing 1 July 2018 for a total rent and outgoings of \$73,593.90 + GST indexed by CPI each year; and**
- 3. Authorises the Shire President and Chief Executive Officer to endorse and affix the common seal to the Lease for Tenancy 2 at the Dalyellup Shopping Centre.**

---

## 16.5 Bush Fire Advisory Committee Minutes

---

Location:	Whole of Shire
Applicant:	Shire of Capel
File Reference:	Nil
Disclosure of Interest:	Nil
Date:	13.02.18
Author:	Manager Emergency Ranger & Services, D Freeman
Senior Officer:	Executive Manager Community Services, M Plume
Attachments:	Minutes of the meeting of the Shire of Capel Bush Fire Advisory Committee held on 12 February 2018

---

### IN BRIEF

To consider the minutes of the meeting of the Shire of Capel Bush Fire Advisory Committee (BFAC) held on 12 February 2018.

### RECOMMENDATION

**That Council receives the Minutes of the Bush Fire Advisory Committee held on 12 February 2018, and adopts the Committee's recommendations.**

### BACKGROUND / PROPOSAL

#### Background

The BFAC meets a minimum of twice each year to advise Council on matters relating to its responsibilities under the Bush Fires Act 1954.

#### Proposal

The minutes of the meeting of the Shire of Capel Bush Fire Advisory Committee held on 12 February 2018 be received and the recommendations therein be adopted.

### STATUTORY ENVIRONMENT

#### *Bush Fires Act 1954*

#### **Section 36. Local government may expend moneys in connection with control and extinguishment of bush fires**

A local government may, notwithstanding anything to the contrary contained in any other Act—

- (a) purchase and maintain appliances, equipment, and apparatus for the prevention, control and extinguishment of bush fires;
- (b) clear a street, road or reserve vested in it or under its control, of bush, and other inflammable material, for the purpose of preventing the occurrence or spread of a fire;
- [(c) deleted]
- (d) establish and maintain bush fire brigades as a part of its organisation for the prevention, control, and extinguishment of bush fires;
- (e) use any vehicle in controlling or extinguishing a bush fire or in the attempting so to do but the local government must pay to the owner or hirer of the vehicle, in respect of any damage done to a tyre of that vehicle while it was being so utilised, an amount assessed by an employee of the local government authorised by it to assess the cost of that damage;
- (f) assist the occupier of farm lands within its district to acquire appliances, equipment and apparatus for the prevention, control, and extinguishment of bush fires upon or threatening

his land, including the sale, loan or exchange to the occupier of appliances, equipment and apparatus belonging to the local government.

### **Section 38. Local government may appoint bush fire control officer**

- (1) A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.
- (2A) The local government shall cause notice of an appointment made under the provisions of subsection (1) to be published at least once in a newspaper circulating in its district.

### **Section 67. Advisory committees**

- (1) A local government may at any time appoint such persons as it thinks fit as a bush fire advisory committee for the purpose of advising the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire-breaks in the district, prosecutions for breaches of this Act, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control whether of the same kind as, or a different kind from, those specified in this subsection.
- (2) A committee appointed under this section shall include a member of the council of the local government nominated by it for that purpose as a member of the committee, and the committee shall elect one of their number to be chairman thereof.

*Local Government Act 1995*

### **Section 5.22 (1) and (2)**

#### **5.22. Minutes of council and committee meetings**

- (1) The person presiding at a meeting of a council or a committee is to cause minutes to be kept of the meeting's proceedings.
- (2) The minutes of a meeting of a council or a committee are to be submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

*Fire and Emergency Services Act 1998*

This Act provides for the imposition of the Emergency Services Levy across all properties within a local government district, the collection of same by the local government and the remittance of the funds collected to DFES. This Act then further provides that the DFES Commissioner is to allocate to each local government funds for the operation of local bush fire brigades and the replacement or acquisition of new capital items.

### **POLICY IMPLICATIONS**

The following Policies of Council are relevant to this item:

- Policy 4.1 – BFAC Meetings provides that the Committee shall meet a minimum of twice each year to advise Council on matters relating to its responsibilities under the *Bush Fires Act 1954*.
- Policy 4.1 – BFAC Meetings relating to the membership of the Committee.
- Policy 4.3 - Bush Fire Control Officer Appointments is also relevant to this matter.
- Council Policy 4.19 – Purchase of Equipment for Bush Fire Brigades provides in part: Equipment will not be purchased, other than to replace an existing item, unless the Bush Fire Advisory Committee has determined:
  - a) the need to purchase the item, and
  - b) the item meets all current DFES and Shire of Capel standards.

## **FINANCIAL IMPLICATIONS**

### **Budget**

The Local Government Manual for Capital and Operating Grants 2018/19 issued by DFES in relation to the Local Government Grant Scheme (LGGS) allocations includes lists of items which are eligible and ineligible for funding under the LGGS. Any items considered necessary for the operation of a brigade(s) but not eligible for LGGS funding needs to be submitted to Council for consideration as part of the Shire's budget deliberations.

There are no matters within the Minutes which are likely to impact on Council's finances.

### **Long Term**

There are no long term financial implications for the Shire related to this matter.

## **SUSTAINABILITY IMPLICATIONS**

There are no sustainability implications associated with this report.

## **STRATEGIC IMPLICATIONS**

Consideration of this matter is consistent with the following Strategies of the Shire of Capel Corporate Business Plan 2013 – 2017.

- Strategy 2.4A Enhance community safety and wellbeing.
- Strategy 2.4A1 Plan for the safety of the community.
- Strategy 2.4A2 Promote emergency and fire risk awareness and implement fire and emergency management initiatives.
- Strategy 3.4B Lead our communities in emergency management.
- Strategy 3.4B1 Review and maintain the Shires Emergency Management Plan, enabling adequate preparedness and response to emergencies.

## **CONSULTATION**

No consultation other than through the BFAC members has been undertaken. In addition to a Council delegate, membership of the BFAC comprises a representative of each of the Shire's five Volunteer Bush Fire Brigades, the Chief and Deputy Chief Bush Fire Control Officers and the Shire's Bush Fire Training Coordinator. Representatives of the Department of Fire and Emergency Services and the Department of Biodiversity, Conservation and Attractions are also in attendance as non-voting members.

## **COMMENT**

The following matters are provided to Council as they either require a resolution from Council or are considered of particular interest:

### **BF0201 - Appointment as Chairperson of BFAC**

Mr Don Wetherell of the Boyanup Bush Fire Brigade has been re-elected as Chairperson of the BFAC.

### **BF0206- Various matters as follows:**

- Volunteer Bush Fire Brigades of the Shire of Capel endorse a "fee for service" principle for conducting Hazard Reduction Burns on Shire reserves;

This matter has been considered in light of the increasing number of burns that the Shire is asking the brigades to complete while at the same time increasing their financial independence through not having to be reliant on grant funding which is not guaranteed or timely.

- A workshop involving the Shire's Bush Fire Control Officers, Community Rangers involved in the inspections and administration staff be held to review of the current Bush Fire Prevention Orders;

This effectively an annual review of the Shire's Bush Fire Prevention Order to ascertain its effectiveness in reducing fire risk and its ability to be correctly interpreted by the public and Shire staff.

- Council be advised that subject to suitable weather conditions being available, the hazard Reduction burns proposed in the 2018 Hazard Reduction Burn Program are achievable but that the amount allowed for in the 2018/19 budget for carrying out these works remain at \$5,000.00.

The proposed burning program is as follows:

- Lakes/Harewoods Roads – more "cells".
- Harewoods Road – west of 5 Mile Brook.
- Wake Drive – Harewoods Road, Dalyellup– another cell?
- Hampstead Street, Gelorup - Reserve west of walk trail to Hampstead Street.
- 5 Mile Brook Reserve - West of Yalinda Drive, between properties on Brookview.
- 5 Mile Brook - East of Yalinda Drive Triangle parcel between Ducane Road Reserve and Brookview Avenue and Serene Place.
- Joshua Brook Lake Reserve – burn heaps of debris cleared from under trees in SE corner.
- Reserve 37227 – Ray Court to Hampstead Street, Gelorup.

These sites have been identified based upon the levels of flammable material, years since last burnt and the risk of fire on these reserves and the potential impact on nearby private and/or public assets.

The Brigades have considered that a sum of \$5,000 should be allowed for these burns in the 2018/19 Shire budget.

- For the purposes of compliance with Section 33 of the Bush Fires Act 1954, Council distribute the Annual Bush Fire Prevention Order as an insert with the annual Council Rates Notice.

With increased postal charges last year, the cost of postage of individual Bush Fire Prevention Orders to all landowners was \$6,362. The Committee has questioned whether this represents good value, and has recommended that the notice be sent out with the Council's Rates Notices to avoid this cost.

Staff are considering this matter as the recommendation will be have an impact on the current processes and costs for the issuing of the Rates Notices. The matter will be further considered as part of the review of the content of the current Bush Fire Prevention Orders.

### **BF0207 - 2018/19 Local Government Grant Scheme (LGGS) and Budget Requests**

The Committee considered requests from the brigades for various items of equipment considered necessary for the operations of the brigades. These items should all be funded through the LGGS which is administered by DFES as part of their stewardship of funds collected under the Emergency Services Levy.

The most significant item is the intention to seek grant funding for the installation of a kitchen and ablution facilities at the Elgin Bush Fire Brigade station.

It is anticipated that the purchase and ongoing operating costs all of these items will be funded through the ESL and as such, there will be no impact upon the Shire's finances.

### **BF0208 - Boyanup Bush Fire Brigade – Acquisition of Trailer for Stand-alone Water Pump Transportation**

For the purposes of Council Policy 4.20 Purchase of Equipment for Bush Fire Brigades, the BFAC has endorsed the acquisition of a trailer by the Boyanup brigade upon which a stand-alone water transport pump, and other equipment, can be transported to fires.

The use of static water points in more remote locations has always been a standard part of the operations of bush fire brigades as they seek to minimise the time absent from suppressing wildfires.

The use of stand-alone pumps at these water points provides a considerable time saving for the brigades in that they are only needing to connect to the pump to start receiving water, rather than setting up for drafting etc.

The trailer will be transferred into the Shire's ownership enabling the costs of registration, insurance and ongoing maintenance to be funded under the LGGs allocation.

### **BF0209 – BFAC membership – Brigade Training Coordinator**

There is a discrepancy between the resolution of Council made at the Special meeting of Council on 23 October 2017 appointing members to the Bush Fire Advisory Committee and Council Policy 4.1 – Bush Fire Advisory Committee (4) – Membership.

At the October 2017 meeting the following appointments were made to the Committee:

- Chief Bush Fire Control Officer
- Deputy Chief Bush Fire Control Officer,
- 1 delegate from each of the Shire's Volunteer Bush Fire Brigades,
- Council Delegate, and
- Deputy Councillor Delegate.

The relevant Policy however provides as follows:

Membership of the Bush Fire Advisory Committee shall comprise:

- 1 member from each brigade;
- Chief Bush Fire Control Officer;
- Deputy Chief Bush Fire Control Officer;
- Manager Emergency & Ranger Services (non-voting);
- Department of Biodiversity, Conservation & Attractions (DBCA) representative (non-voting);
- Department of Fire & Emergency Services (DFES) representative (non-voting);
- Council delegate; and
- Council Training Coordinator;

The BFAC has considered that the Training Coordinator should be a non voting member of the Committee, reflective of the advisory nature only of that role. If agreed to by Council, Policy 4.1 – Bush Fire Advisory Committee (4) – Membership will need to be amended.

### **BF0210 – Gelorup Bush Fire Brigade – Grant Application**

In accordance with Council Policy 4.20 - Purchase of Equipment for Bush Fire Brigades, the BFAC has endorsed the installation of electronically operated Rolla Doors at the Gelorup Bush Fire

Brigade. As this project is not eligible for funding under the LGGS, the Brigade will now pursue funding through various grant schemes.

### **BF0211 – Appointment as Bush Fire Control Officer**

The Gelorup Bush Fire Brigade has been operating with only one Bush Fire Control Officer for some period of time now. This is considered to place an unfair burden on the remaining Fire Control Officer in so far as the issuing of Permits to Burn and approving Bush Fire Order variations is concerned. The appointment of an additional Bush Fire Control Officer for the Gelorup Brigade will relieve some of this workload as well as providing back up/continuity capacity.

It is intended that Mr Briggs will be issuing Permits to Burn within the Gelorup locality only.

### **VOTING REQUIREMENTS**

Simple majority

<b>OFFICER'S RECOMMENDATIONS – 16.1</b>
---

**That Council receives the Minutes of the Bush Fire Advisory Committee held on 12 February 2018, and adopts the Committee's recommendations as follows:**

- **BF0206 – Hazard Reduction Burning of Shire Reserves**
- **BF0208 – Boyanup Bush Fire Brigade – Acquisition of Trailer**
- **BF0209 – BFAC membership - Council Policy 4.1 – Bush Fire Advisory Committee - (4) Membership be amended as follows:**
  - Membership of the Bush Fire Advisory Committee shall comprise:*
    - *1 member from each brigade;*
    - *Chief Bush Fire Control Officer;*
    - *Deputy Chief Bush Fire Control Officer;*
    - *Manager Emergency & Ranger Services (non-voting);*
    - *Department of Biodiversity, Conservation & Attractions (DBCA) representative (non-voting);*
    - *Department of Fire & Emergency Services (DFES) representative (non-voting);*
    - *Council delegate; and*
    - *Council Training Coordinator – (non-voting).*
- **BF0211 – Mr Graham Briggs of the Gelorup Bush Fire Brigade be appointed as a Bush Fire Control Officer for the Shire of Capel.**



- 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**