

# Shire *of* Capel

## AGENDA

### ORDINARY COUNCIL MEETING

Wednesday 24 January 2018

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

#### REMINDERS:

**2.30pm Briefing: Nicola Smith, Roadwise South West representative**

**3.00pm Briefing – Mark Chadwick & Deb Brierly re Health Plan**

**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



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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.

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SHIRE OF CAPEL

NOTICE OF AN ORDINARY COUNCIL MEETING

THE NEXT ORDINARY MEETING OF COUNCIL WILL BE HELD IN THE COUNCIL CHAMBERS ON WEDNESDAY, 24 JANUARY 2018 COMMENCING AT 4.30PM.

*P F. Sheedy.*

P F Sheedy  
CHIEF EXECUTIVE OFFICER

18 January 2018

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**IMPORTANT NOTE:**

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

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

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

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

The following questions were asked at the Ordinary Council meeting on 20 December 2017 regarding the Greenpatch Local Structure Plan, and taken on notice by the Executive Manager Engineering & Development Services (EME&DS). Answers to these questions are provided below and have been provided in writing to Mr and Mrs Peterson.

Mrs Natalie Peterson: In one of the many brochures we received as new residents there was discussion of our role as owners of ranch style blocks in minimising impact on local woodlands and animals. It said “the larger lots will provide a buffer between the regional park and the adjoining residential areas, this will minimise impact from residential areas on the regional park.”

How does the Structural Plan in question fit this model?

EME&DS: The impact of the proposed development on the surrounding Regional Open Space and its relationship with the Preston River to Ocean Regional Park will be assessed by the Shire, taking account of the relevant planning guidance and submissions from the public and relevant authorities. This assessment will inform the Shire’s recommendation to the Western Australian Planning Commission on whether the proposal should be approved or refused.

Mr Derek Peterson: Will buyers of the Greenpatch land be issued with a memorial on title documenting that they are purchasing land with contaminated groundwater?

EME&DS: The requirement for a Notification on Title under Section 70A of the Transfer of Land Act 1897 as amended is a matter for the WAPC to consider as a condition on any subdivision approval, in consultation with the relevant service authority (in this case Department of Water and Environment Regulation). It is not a statutory provision that can be required by the local government at the Structure Plan stage.

**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 Minutes – 20 December 2017

## **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**

**That Council instruct the CEO to make the necessary arrangements so that Council holds regular scheduled monthly Council meetings at suitable venues on a rotational basis in Dalyellup, Boyanup and Capel, beginning with a meeting held in Dalyellup in March so that each town hosts at least two meetings per annual period.**

Reason: Council is representative of and answerable to the voting public. We need to make it as easy as possible for them to attend Council Meetings, get involved and ask questions. If we move around the Shire we the Council will become more in tune and responsive to local issues and needs and better able to understand and respond to them. It will prevent the Council from being Capel townsite-focussed.

**CEO Comment:** *The concept of moving the monthly Council meetings around to various localities in the Shire does have some merit as outlined by Councillor Southwell. A similar proposal was initiated a number of years ago whereby the Annual Electors' meeting and the Council meeting preceding it were rotated around the Shire, but it only resulted in other localities having a Council meeting in that locality about once every 4-5 years.*

*As these Council meetings and Annual Electors' meetings were not receiving any more support than when based in Capel only they were stopped and annual community forums at the five localities in the Shire were introduced. Whilst these received ongoing reasonable support in both Boyanup and Peppermint Grove Beach, support in the other localities waned and Council decided to cease them.*

*The Shire of Harvey is one local government in the South West that does rotate its Council meetings between Harvey and Australind but the Council has an Administration Office and purpose built Council Chambers/meeting room in Australind. The Shire of Donnybrook-Balingup holds one meeting a year in Balingup and one in another area (Kirup, Brookhampton etc.).*

*If Council was to support this proposal there are some logistic issues that will need to be considered such as transporting of some materials (name plates and documents), arranging meals and refreshments (if required) to be provided at the meeting venue and if other staff (managers etc.) are required to attend they would have to travel to the venue. Executive Managers could potentially respond to questions when meetings are held at venues other than at Capel.*

*If Council was to consider moving the Council meetings around the Shire should Peppermint Grove Beach and Gelorup also be considered whilst appreciating that they are both located fairly close to other venues in Capel and Dalyellup.*

*Council may wish to consider a trial period for the proposal of say one to two years to gauge support from the community members because there is no doubt that when there are controversial or contentious matters on the Council agenda there will be strong community attendance, but at other times there will be no or very little community attendance.*

*Finally, if Council was to consider endorsing this proposal it may be beneficial to consider including a community forum at the same venue each time after the Council meeting. This may be more convenient for some community members and would provide the opportunity for them to attend a Council meeting, participate in public question time in a formal setting if required, and/or also attend an open community forum in a less formal environment to ask general questions or seek clarification on various matters/projects related to the Shire activities and responsibilities.*

## **MOTION 2**

**That Council instruct the CEO to change the seating arrangements at Council meetings so that only elected members are seated at the Council table, with the only exception of the CEO being seated near the Presiding Member to give advice and answer questions when asked by the Presiding Member. Any other staff who attend Council meetings are to remain in the public gallery and only come forward, if invited by the Presiding Member to do so, to answer any questions elected members may have which the CEO cannot answer.**

Reasons: According to the Local Government Act, Council meetings should be held, run and conducted by elected Councillors only, hence there is technically and legally no need for senior officers to be in attendance. The role of the CEO at these meetings is to answer questions and provide advice, so he is normally present. The CEO should be briefed on the issues being discussed at each meeting. Having so many staff present for these meetings for long periods while not involved is not productive use of their paid time. It is also confusing for visitors and members of the public attending meetings as to who is and is not a councillor, when they all sit together at the Council table.

**CEO Comment:** *The positioning of the Executive Managers at the Council meeting table with the Councillors has been a long standing practice at this Council and also many others in the South West and in fact throughout the State. There is some valid argument for other staff members who may be attending the Council member, to provide advice/clarification if required, being required to be seated in the public gallery area of the meeting room.*

*When Council was considering the proposed alterations/renovations to the Administration Building and Council Chambers in 2014, consideration was given to designing the future chambers tables to allow for the Executive Managers to be located away from the main Councillors Chambers table. This was not supported by Councillors at that time as they felt that it was important and beneficial to have the Executive Managers at the same table/s as the Councillors.*

*I have sought comment from the twelve local governments in the South West on their seating arrangements for their Directors/Executive Managers. To date (17 January 2018) eight (8) local governments have responded, with seven (7) indicating that their Directors/Executive Managers are seated at the Council meeting table with the Councillors, but generally at the end of the table. The CEO in all cases is seated next to the Presiding Member. Other staff members are generally seated in the public gallery area or at separate tables provided.*

*One of the functions of the CEO [LG Act 5.41 (b)] is to 'ensure that advice and information is available to the Council so that informed decisions can be made.' Whilst the CEO could be briefed by the Executive Managers in regards to matters contained within each agenda item, although in my view this is considered unreasonable, it would be totally inappropriate for the CEO to provide comment on questions/clarification raised at the Council meeting by Councillors for which the CEO does not have appropriate understanding, knowledge or expertise in (e.g. planning, building and health matters). To do so may lead to Council not making appropriately informed decisions, due to the absence of the relevant qualified/experienced Executive Manager at the meeting and could, in some instances, result in these decision being 'ultra-virus' (contrary to the LG Act) or illegal.*

*The current practice where the CEO will respond to questions/clarification from Councillors if confident of the knowledge to respond appropriately, and if not, to refer the questions/clarification to the appropriate Executive Manager in attendance, should be retained. Also the non-attendance of the Executive Managers could potentially lead to an increase in the number of questions from the public being taken on notice rather than responded to at the Council meeting.*

### **MOTION 3**

**That Council instruct the CEO to prepare a letter to the State Police Minister advising that Council recommends that suitable sites in Dalyellup should be considered when the government does any further planning for the promised new police station within the Capel Shire area.**

Reasons: There is some community expectation that a further police presence in the Shire would be most effective in deterring and responding to crime and anti-social behaviour if located in Dalyellup. Response times locally, and also to Gelorup, Stratham and all other areas of the Shire would be improved as these areas are currently serviced by police from Bunbury, Donnybrook or Busselton. Population in the Shire is concentrated in Dalyellup and hence it would be the logical place for a new police station.

**CEO Comment:** *The Member for Collie-Preston, Hon Mick Murray MLA has previously, prior to the 2013 and 2017 State elections, provided a Labor Party commitment, if they won the State election, to build a police station in Capel. The Minister for Police; Road Safety has also confirmed this commitment prior to and after the 2017 State election.*



*Funds have been allocated in the State Government Forward Estimates State Budget indicating funding will be provided for a Capel Police Station in 2018/19 and 2019/20.*

*Previous discussions with State politicians and the South West Superintendent of Police in Bunbury has indicated that they don't support a police station being constructed in Dalyellup as the area can be adequately supported by the existing police officers from Bunbury. There may be an argument to support the position that there are in fact not sufficient resources currently in Bunbury to adequately provide a level of police support expected by the community in Dalyellup, especially when there are major incidents happening in Bunbury on weekends at a similar time. The level of support that the police believe they should and can provide versus what the community expectation is will always remain an area of contention.*

*If Council supports the position that there is not currently sufficient police resources, in Bunbury, to provide a level of service expected by the residents of Dalyellup, then perhaps that is a political position that Council should lobby and pursue the State Government on.*

*Whilst it is accepted that the proposed Notice of Motion is only 'seeking for sites in Dalyellup to also be considered for a police station' and not saying that it should be in Dalyellup and not Capel, given the current and past lack of support for a police station in Dalyellup by both sides of State politics and the Police Service itself, there is a risk that funding for a police station in Capel may be withdrawn if the State Government considers that Council does not support it being located in Capel.*

*If that happened, given previous advice from the State Government and the Police Service, it is unlikely that the funding would be reallocated for a police station in Dalyellup.*

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

## **13 CHIEF EXECUTIVE OFFICER REPORTS**

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### **13.1 Annual Report 2016/17**

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Location:	Capel
Applicant:	Shire of Capel
File Reference:	N/A
Disclosure of Interest:	Nil
Date:	07.12.17
Author:	Chief Executive Officer, PF Sheedy
Senior Officer:	Chief Executive Officer, PF Sheedy
Attachments:	Draft Annual Report 2016/17 (provided to Councillors under separate cover)

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#### **IN BRIEF**

The Annual Report for the 2016/17 financial year, that includes the Condensed Financial Statements and Auditors Reports, have now been completed and Council is required to receive and endorse the Annual Report and holding of the Annual Electors' meeting on 28 February 2018, in Capel after the monthly Council meeting.

#### **RECOMMENDATION**

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

- 1. Receives and endorses the Annual Report 2016/17 that also includes the condensed Annual Financial Report 2016/17; and**
- 2. Endorses the holding of the Annual Electors' Meeting on Wednesday 28 February 2018, commencing at 7.00pm in the Council Chambers, Shire Administration Office, Capel.**

#### **BACKGROUND / PROPOSAL**

##### **Background**

A local government must prepare an Annual Report each financial year. The Annual Report is to include:

- A report from the President
- A report from the CEO
- An overview of the plan for the future of the district
- The annual financial report
- The Auditor's report
- A report in accordance with the Disability Services Act;
- A report on the Register of Complaints; and
- Payments made to employees.

##### **Proposal**

The Annual Report includes some facts and figures on the Shire, details of the Strategic Community Plan, Elected Member details and meeting attendance in 2016/17, the President's, Chief Executive Officer's and Divisional reports outlining achievements of the past financial year and the audited financial reports of the Council to comply with Local Government Act requirements.

The adoption of the annual report by Council allows for the holding of the annual electors' meeting which is set for Wednesday 28 February 2018, commencing at 7.00pm, in the Council Chambers, Capel, following the completion of the monthly Council meeting.

### **STATUTORY ENVIRONMENT**

The Local Government Act 1995, sections 5.53, 5.54 and 5.55

#### **5.53. Annual reports**

- (1) The local government is to prepare an annual report for each financial year.
- (2) The annual report is to contain —
  - (a) a report from the mayor or president; and
  - (b) a report from the CEO; and
  - [(c), (d) deleted]
  - (e) an overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year; and
  - (f) the financial report for the financial year; and
  - (g) such information as may be prescribed in relation to the payments made to employees; and
  - (h) the auditor's report for the financial year; and
  - (ha) a matter on which a report must be made under section 29(2) of the Disability Services Act 1993; and
  - (hb) details of entries made under section 5.121 during the financial year in the register of complaints, including —
    - (i) the number of complaints recorded in the register of complaints; and
    - (ii) how the recorded complaints were dealt with; and
    - (iii) any other details that the regulations may require; and
  - (i) such other information as may be prescribed.

#### **5.54. Acceptance of annual reports**

- (1) Subject to subsection (2), the annual report for a financial year is to be accepted\* by the local government no later than 31 December after that financial year.

\* *Absolute majority required.*

- (2) If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.

#### **5.55. Notice of annual reports**

The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.

### **POLICY IMPLICATIONS**

There are no policy implications related to this matter.

### **RISK IMPLICATIONS**

The Risk rating for the adoption of the annual report is considered low, whilst the holding of the annual electors' meeting is also considered a low risk as there are unlikely to be any incidents occurring and if they were to occur, the consequences are considered to be insignificant or minor, leading to a low rating risk rating.

## **FINANCIAL IMPLICATIONS**

### **Budget**

The Annual Report is produced in a glossy format document at an estimated cost of \$1,000 and an amount of \$1,000 is included in the annual budget under printing and stationery to cover this cost.

The condensed annual financial report presents the financial performance for the past financial year and is scrutinised by an independent auditor to ensure compliance with legislation and accounting standards. The financial impact upon the current financial year is that the audited net current assets position becomes the actual brought forward surplus/(deficit) for the Rate Setting Statement.

### **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**

Due to its size the printing of the Annual Report has the potential to unnecessarily consume scarce resources if the number of printed copies exceeds demand.

The annual electors' meeting provides the opportunity for community members to meet with Councillors and senior staff in a social environment.

## **STRATEGIC IMPLICATIONS**

Shire of Capel Strategic Community Plan 2013 – 2031

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

## **CONSULTATION**

The Annual Electors' meeting will be advertised in the local newspaper and questions on the Annual Report are taken at the Electors' meeting.

## **COMMENT**

The Annual Report includes commentary on the past year's activities and performance for each of the Shire's divisions as well as statements from the President and Chief Executive Officer and other information to comply with various statutory requirements. This year's Annual Report only contains a condensed version of the financial report being the Statement of Comprehensive Income by Nature or Type, Statement of Comprehensive Income by Program, Statement of Financial Position, Statement of Changes in Equity, Statement of Cash Flows and Rate Setting Statement. The full financial statements will be available on the Shire's website or a hard copy will be provided on request.

The Independent Audit Report and Management Letter were completed on 1 November 2017 and both reports were provided to the Audit Committee at its meeting on 22 November 2017, the Committee reviewed and accepted the reports and recommended them to Council.

The minutes of the Audit Committee were provided to Council at its meeting on 20 December 2017. The Audit Report indicated that:

- i. "There are no matters that in our opinion indicate significant adverse trends in the financial position or the financial management practices of the Shire of Capel;*
- ii. There are no other matters indicating non-compliance with Part 6 of the Local Government Act 1995 (as amended), the Local Government (Financial Management) Regulations 1996 (as amended) or applicable financial controls of any other written law noted during the course of our audit;*
- iii. The asset consumption ratio and the asset renewal funding ratio included in the annual financial report are supported by verifiable information and reasonable assumptions;*
- iv. All necessary information and explanations were obtained by us; and*
- v. All audit procedures were satisfactorily completed during our audit."*

The Management letter indicated that there were no areas of disagreement either in the accounting estimates or judgements or in the presentation and disclosures made in the financial report. The 30 June 2017 Management Report and Independent Auditor's Report have been included within the Annual Report in the condensed Financial Statements section.

**VOTING REQUIREMENTS**

Absolute majority

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

**That Council:**

- 1. Receives and endorses the Annual Report 2016/17 that also includes the condensed Annual Financial Report 2016/17; and**
- 2. Endorses the holding of the Annual Electors' Meeting on Wednesday 28 February 2018, commencing at 7.00pm in the Council Chambers, Shire Administration Office, Capel.**

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### **13.2 South West Development Commission Board of Management – Local Government Vacancy**

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Location: Bunbury  
Applicant: South West Development Commission  
File Reference: GR.LI.1  
Disclosure of Interest: Nil  
Date: 18.12.17  
Author: Chief Executive Officer, PF Sheedy  
Senior Officer: Chief Executive Officer, PF Sheedy  
Attachments: Nil

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#### **IN BRIEF**

A vacancy exists for a local government appointment to the South West Development Commission's Board of Management for a period up to 3 years.

#### **RECOMMENDATION**

**That Council endorses the nomination of Councillor Peter McCleery as a local government representative on the South West Development Commission Board of Management.**

#### **BACKGROUND / PROPOSAL**

##### **Background**

A vacancy on the South West Development Commission (SWDC) Board of Management for a local government representative and nominations are now being called for local governments in the South West to nominate interested Councillors for the vacancy.

##### **Proposal**

Councillor Peter McCleery has indicated an interest in being on the SWDC Board of Management and so it is proposed that Council endorses the nomination of Councillor McCleery.

#### **STATUTORY ENVIRONMENT**

Regional Development Commissions Act 1993

#### **POLICY IMPLICATIONS**

There are no Council policies relevant to this matter as Board Member costs (travel and accommodation) are met by the SWDC/State Government.

#### **RISK IMPLICATIONS**

There are no risks associated with this nomination.

#### **FINANCIAL IMPLICATIONS**

##### **Budget**

There are no current budget implications as all Board Member costs are covered by the SWDC/State Government.

**Long Term**

As the SWDC provides a remuneration and travel and accommodation allowances to Board members there are no financial implications for Council if a current Elected Member is nominated and elected to the Board.

**SUSTAINABILITY IMPLICATIONS**

The role of the SWDC is to play a major role in the social, economic and financial development of the South West region and therefore decisions that the Board of Management make are expected to have sustainability implications in one or all of these areas at various times.

**STRATEGIC IMPLICATIONS**

The Shire of Capel Strategic Community Plan 2013-2031

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

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

**CONSULTATION**

Councillors were notified by email of the Board of Management vacancy and requested to indicate their interest in being nominated for the vacancy.

No further internal or external consultation is required.

**COMMENT**

Whilst the SWDC Board members are expected to consider the whole of the SWDA area in any of their deliberations, having a Board member from the Shire would have the advantage of lifting the Shire’s profile at that level.

To my knowledge, the Shire of Capel has not had a SWDC Board member for many years, if at all (definitely not in the last 16 years) and as Councillor McCleery has expressed an interest, his nomination should be endorsed.

**VOTING REQUIREMENTS**

Simple majority

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

**That Council endorses the nomination of Councillor Peter McCleery as a local government representative on the South West Development Commission Board of Management.**

## **14 ENGINEERING AND DEVELOPMENT SERVICES REPORTS**

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### **14.1 Management Order - Lot 8005 on DP401661, Wuraming Bend, Dalyellup**

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Location: Lot 8005 Wuraming Bend, Dalyellup  
Applicant: Department of Planning, Lands and Heritage  
File Reference: PR.AC.2  
Disclosure of Interest: Nil  
Date: 09.01.18  
Author: Executive Assistant Engineering & Development Services, B Facey  
Senior Officer: Executive Manager Engineering and Development Services, J Gick  
Attachments: 1. Location Plan  
2. Aerial Photo

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#### **IN BRIEF**

Correspondence has been received from Department of Planning, Lands and Heritage requesting advice as to whether Council is prepared to accept the Management Order for the purpose of "Public Recreation and Drainage" for Lot 8005 on DP 401661, Wuraming Bend, Dalyellup.

#### **RECOMMENDATION**

**That Council advises the Department of Planning, Lands and Heritage it is prepared to accept the Management Order for Lot 8005 on DP 401661, Wuraming Bend, Dalyellup for the purpose of "Public Recreation and Drainage".**

#### **BACKGROUND / PROPOSAL**

##### **Background**

As a result of freehold subdivision, Lot 8005 Wuraming Bend, Dalyellup was ceded to the Crown, subject to section 152 of the Planning and Development Act 2005 (PDA) on 16 September 2011.

The attached plan and photo show the location of the proposed reserve.

##### **Proposal**

To accept the Management Order for the purpose of Public Recreation and Drainage for Lot 8005 on DP 401661, Wuraming Bend, Dalyellup.

#### **STATUTORY ENVIRONMENT**

The lot was created under statutes for subdivisions under the Planning and Development Act 2005.

The Management Order is proposed to be created under section 41 of the Land Administration Act 1997:

##### **51A. Certain prescribed land taken to be reserved under s. 41**

- (1) The regulations may prescribe land that has been reserved to the Crown for one or more purposes in the public interest—
  - (a) by or under a written law other than section 41; and
  - (b) before 30 March 1998.
- (2) Land prescribed by regulations referred to in subsection (1) is, by virtue of this subsection, to be regarded as having been reserved to the Crown under section 41 —



- (a) for the purpose or purposes for which it was reserved by or under the other written law; and
  - (b) with the classification, if any, given by or under the other written law.
- (3) A reference in section 42(2) to the relevant order made under section 41 is, in relation to land prescribed by regulations referred to in subsection (1), a reference to the written law, or to the instrument under the written law, by which the land was reserved, as is relevant to the case.

### **POLICY IMPLICATIONS**

There are no policy implications to consider.

### **RISK IMPLICATIONS**

The risk implications are low. This reserve is already being maintained as part of asset acquisition through subdivision.

There will be some ongoing risks associated with the public use of this reserve.

### **FINANCIAL IMPLICATIONS**

#### **Budget**

The 2017/18 budget has an allocated budget amount \$1,096,805 for the maintenance of Reserves in Dalyellup under Account 126720. An allocation of \$3,360 per month is included in this for the maintenance of Lot 8005 (Reserve 53119) Wuraming Bend, Dalyellup.

#### **Long Term**

There will be ongoing maintenance as well as assets renewed and replaced such as playgrounds, drainage and paths.

### **SUSTAINABILITY IMPLICATIONS**

Accepting Management Orders for these lots will allow the Council to maintain Public Recreation and Drainage at "Dalyellup Beach Estate" and accommodate ongoing development.

The site also exhibits some environmental values as it has both remanent and planted vegetation that makes for local habitat.

### **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 Outcomes

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:

5.6 Effectively manage the Shire's assets and resources.

**CONSULTATION**

Shire staff from Executive, Operations and Technical Services have been consulted regarding the proposal with no objections received.

Agency consultation on the creation of the space occurred during the subdivision referral process.

**COMMENT**

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

**VOTING REQUIREMENTS**

Simple majority

<b>OFFICER'S RECOMMENDATION – 14.2</b>
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**That Council advises the Department of Planning, Lands and Heritage it is prepared to accept the Management Order for Lot 8005 on DP 401661, Wuraming Bend, Dalyellup for the purpose of "Public Recreation and Drainage".**

## 15 CORPORATE SERVICES REPORTS

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### 15.1 Write Off Sundry Debtors

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Location: Capel  
Applicant: Shire of Capel  
File Reference: FM.DE.2  
Disclosure of Interest: Nil  
Date: 04.01.18  
Author: Customer Service Officer, J Riedmann  
Senior Officer: Executive Manager Corporate Services, S Stevenson  
Attachments: Nil

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#### **IN BRIEF**

Council to consider writing off a number of sundry debtors considered irrecoverable.

#### **RECOMMENDATION**

That Council writes off outstanding Library fees to the value of \$122.00 (including GST) as they are now irrecoverable.

#### **BACKGROUND / PROPOSAL**

##### **Background**

Requests to write off bad debts are normally provided to Council approximately every six months. The last write off of general Debtors was approved by Council was on 22 February 2017 (minute reference OC0209) when 10 debtors to the value of \$637.35 were approved for write off.

##### **Proposal**

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

#### **STATUTORY ENVIRONMENT**

Local Government Act 1995, Section 6.12 (1) (c)

##### **Section 6.12 (1) (c) – Power to defer, grant discounts, waive or write off debts**

- (1) Subject to subsection (2) and any other written law, a local government may —
- (a) when adopting the annual budget, grant\* a discount or other incentive for the early payment of any amount of money; or
  - (b) waive or grant concessions in relation to any amount of money; or
  - (c) write off any amount of money, which is owed to the local government.

\* Absolute majority required.

- (2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.

- (3) The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.

This section allows a local government to write off any amount of money owed to the local government.

### **POLICY IMPLICATIONS**

There are no policy implications relevant to this matter.

### **RISK IMPLICATIONS**

The risk has been assessed as low as all the individual amounts outstanding are under \$100.00.

### **FINANCIAL IMPLICATIONS**

#### **Budget**

The total of outstanding debts proposed to be written off is \$122.00 including GST. The amount of the write off to be expensed within the financial report excludes GST and is \$110.90.

#### **Long Term**

It is considered that there are no long term financial implications.

### **SUSTAINABILITY IMPLICATIONS**

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

### **STRATEGIC IMPLICATIONS**

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 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**

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

### **COMMENT**

The fees and charges detailed below have been deemed irrecoverable despite a number of attempts through various avenues. The reasons for their non-recovery are detailed. Each debt has been followed up with statements.

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

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

Debtor	Amount	Description of Debt	Write Off Reason
G120	\$65.00	Charge for lost library items plus account fee	Outstanding since 14/12/16. All avenues of retrieval have been exhausted including visits by Ranger Services. Debt Recovery was unsuccessful as well.
B414	\$16.00	Account Fee for lost library items	Outstanding since 6/9/17. Borrowing privileges revoked.
B344	\$16.00	Account Fee for lost library items	Outstanding since 6/9/17. Borrowing privileges revoked.
N095	\$25.00	Charge for lost library item plus account fee	Outstanding since 14/12/16. All avenues of retrieval have been exhausted including visits by Ranger Services. Borrowing privileges revoked.

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

### **VOTING REQUIREMENTS**

Simple majority

<b>OFFICER'S RECOMMENDATION – 15.1</b>
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**That Council writes off the following amounts of outstanding Sundry Debtor accounts that total \$122.00:**

<b>G120</b>	<b>Lost library item plus account fee</b>	<b>\$65.00</b>
<b>B414</b>	<b>Account Fee for lost library items</b>	<b>\$16.00</b>
<b>B344</b>	<b>Account Fee for lost library items</b>	<b>\$16.00</b>
<b>N095</b>	<b>Lost library item plus account fee</b>	<b>\$25.00.</b>

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## 15.2 2016-17 Financial Surplus and Unbudgeted Expenditure

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Location: N/A  
 Applicant: Shire of Capel  
 File Reference: Nil  
 Disclosure of Interest: Nil  
 Date: 10.01.18  
 Author: Executive Manager Corporate Services, S Stevenson  
 Senior Officer: Chief Executive Officer, P Sheedy  
 Attachments: Nil

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### **IN BRIEF**

Council to consider the allocation of the additional \$162,800 surplus for the 2016-17 financial year and endorse the recommended increased reserve transfers and unbudgeted expenditure.

### **RECOMMENDATION**

That Council endorses the allocation of the additional \$162,800 2016-17 carried forward surplus by:-

- Increasing the Boyanup Community Facilities Reserve by \$68,838;
- Increasing the Capel Community Facilities Reserve by \$68,838; and
- Increasing the Salaries Administration account (102620) by \$25,125.

### **BACKGROUND / PROPOSAL**

#### **Background**

Council adopted the Budget for the 2017-18 financial year at its meeting on 26 July 2017. At this time, the forecast surplus carried forward from the 2016-17 financial year was \$61,802. This was based on the latest forecast expenditure and reserve transfers at the time. The 2016-17 annual financial statements have now been completed and audited. This has resulted in an actual surplus carried forward to the 2017-18 financial year of \$224,802. There is therefore an additional surplus of \$162,800 to be allocated.

#### **Proposal**

Council is asked to endorse the recommended allocation of the additional \$162,800 surplus carried forward from the 2016-17 financial year. This proposed allocation is a combination of an item not included in the 2017-18 Budget and increased transfers to reserves.

### **STATUTORY ENVIRONMENT**

Local Government Act 1995, Section 6.2

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

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

*\* Absolute Majority required*

- (2) In the preparation of the annual budget the local government is to have regard to the contents of the plan for the future of the district made in accordance with section 5.56 and to prepare a detailed estimate for the current year of –
- (a) the expenditure by the local government; and

- (b) the revenue and income, independent of general rates, of the local government; and
- (c) the amount required to make up the deficiency, if any, shown by comparing the estimated expenditure with the estimated revenue and income.

Local Government Act 1995, Section 6.8.

**Section 6.8. - Expenditure from Municipal Fund not included in Annual Budget**

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
    - (a) is incurred in a financial year before the adoption of the annual budget by the local government;
    - (b) is authorised in advance by resolution\*; or
    - (c) is authorised in advance by the mayor or president in an emergency.
- \* Absolute majority required.

- (1a) In subsection (1) — additional purpose means a purpose for which no expenditure estimate is included in the local government’s annual budget.
- (2) Where expenditure has been incurred by a local government —
  - (a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and
  - (b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.

**POLICY IMPLICATIONS**

There are no current policies relevant to this item.

**RISK IMPLICATIONS**

The risk implications of this item are low.

**FINANCIAL IMPLICATIONS**

**Budget**

The proposed increases in Reserves will allow Council to better prepare for future infrastructure expenditure proposed for the 2018-19 financial year. Within the 2017-18 Budget there are already movements to the Boyanup Community Facilities Reserve and the Capel Community Facilities Reserve. The proposal would allow additional movement to these specific reserves.

The unbudgeted Corporate Services resource is deemed operationally necessary in the 2017-18 financial year and will become an on-going budget item. An allocation has been made for additional resource in the 2016-26 Long Term Financial Plan.

**Long Term**

There are no long term financial implications associated with this matter. In the main, the suggested allocations will either increase reserve balance or improve Shire operational capabilities.

**SUSTAINABILITY IMPLICATIONS**

There are no sustainability implications from this item.

**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.

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**

Consultation was undertaken with the Shire's Executive Managers and Chief Executive Officer in regards to the need to increase financial reserves to assist in funding future capital projects. There has also been previous discussion with Council over the requirement to increase Corporate Services' Resource levels.

**COMMENT**

This proposed allocation is made up of increased transfers to reserves as detailed below.

	<b>Account</b>	<b>Value (ex GST)</b>	<b>Reason</b>
Increase the <b>Boyanup Community Facilities Reserve</b> – used to accumulate funds for the development of facilities in Boyanup	179810	\$68,838	To increase the Reserve to assist in funding 2018-19 capital projects
Increase the <b>Capel Community Facilities Reserve</b> – used to fund the development of facilities in Capel	179710	\$68,838	To increase the Reserve to assist in funding 2018-19 capital projects.
Allocate unbudgeted expenditure to additional Corporate Services Resource	102620	\$25,125	To fund 2017-18 portion of additional Corporate Services Resource.
<b>Total Allocations</b>		<b>\$162,800</b>	

The total allocation across the above categories is \$162,800.

**VOTING REQUIREMENTS**

Absolute majority



**OFFICER'S RECOMMENDATIONS – 15.2**

**That Council allocates the additional 2016-17 financial surplus of \$162,800 as detailed below:-**

- 1 Increase the Boyanup Community Facilities Reserve by an additional \$68,838 on Budget for 2017-18;**
- 2 Increase the Capel Community Facilities Reserve by an additional \$68,838 on Budget for 2017-18; and**
- 3 Allocates an additional \$25,125 on Budget 2017-18 for Corporate Services Resource.**

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

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Location: Capel  
Applicant: Shire of Capel  
File Reference: N/A  
Disclosure of Interest: Nil  
Date: 10.01.18  
Author: Finance & Accounts Payable Officer, S Searle  
Senior Officer: Executive Manager Corporate Services, S Stevenson  
Attachments: Nil

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#### **IN BRIEF**

Adoption of accounts to be paid.

#### **RECOMMENDATION**

**That Council authorises the Schedule of Accounts covering vouchers EFT26109 to EFT26129, a total of \$42,742.08 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:

EFT26109	25/01/2018	AW ROADWORKS PTY LTD	TRAFFIC CONTROL FOR VARIOUS ROADS INCLUDING ELGIN RD, FOWLER RD AND PENN ST	8770.30
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EFT26110	25/01/2018	BUNBURY MACHINERY	SEATBELT ASSEMBLY FOR KUBOTA MOWER	165.20
EFT26111	25/01/2018	BUSSELTON TOYOTA	HILUX 70,000KM SERVICE	259.30
EFT26112	25/01/2018	BULLIVANTS PTY LTD	RATCHET BINDERS FOR MOWER TIE DOWN AND DUSK MASKS	205.22
EFT26113	25/01/2018	BUNBURY BUS HIRE	FORTNIGHTLY SENIORS' SHOPPING BUS FROM CAPEL TO BUNBURY	170.12
EFT26114	25/01/2018	WINC AUSTRALIA PTY LTD	2017/2018 ANNUAL SUPPLIES FOR PRINTING OF LOCAL NEWSPAPERS: GELORUP, CAPEL, BOYANUP & PEPPI GROVE BEACH	748.44
EFT26115	25/01/2018	COATES HIRE SERVICE	POST HOLE DIGGER FOR CAPEL CEMETERY	183.81
EFT26116	25/01/2018	CARBONE BROS PTY LTD	320 TONNE GRAVEL	5502.05
EFT26117	25/01/2018	ERG ELECTRICS PTY LTD	DALYELLUP DECORATIVE LIGHTS - INSPECTION + REPAIRS - OCTOBER TO DECEMBER 2017	6848.60
EFT26118	25/01/2018	BRIAN FISHER FABRICATION	BEACH SIGN FOR DALYELLUP SOUTHERN END	330.00
EFT26119	25/01/2018	MARKETFORCE	VARIOUS ADVERTISING INCLUDING EMPLOYMENT, STRUCTURE PLAN AMENDMENTS AND TENDERS	4709.11
EFT26120	25/01/2018	SCS SAND & PLANT HIRE	WATER CART HIRE USAGE AND FLOAT AND ROLLER HIRE	1716.00
EFT26121	25/01/2018	SQUIRE PATTON BOGGS AU	NATIVE TITLE CLAIMS SNC#1 & #2 AND SW AREA 1 & 2 NATIVE TITLE CLAIMS	344.51
EFT26122	25/01/2018	SONIC HEALTHPLUS PTY LTD	PRE-EMPLOYMENT MEDICAL, D&A	291.50
EFT26123	25/01/2018	STATE WIDE TURF SERVICES	BLACK BEETLE SPRAYING BOYANUP AND CAPEL AND MOW CAPEL OVAL	2596.00
EFT26124	25/01/2018	TOTALLY WORKWEAR	EMPLOYEE UNIFORM ALLOWANCE	584.10
EFT26125	25/01/2018	TENDERLINK	TENDERLINK SAAS SERVICE 1 PUBLIC TENDER - TENDER 1706	165.00
EFT26126	25/01/2018	IT VISION	SYNERGYSOFT BUILDING ADMINISTRATION TRAINING	2181.20
EFT26127	25/01/2018	WORK CLOBBER BUNBURY	VARIOUS PPE	5167.83
EFT26128	25/01/2018	WESTRAC EQUIPMENT	GRADER - 500 HOUR SERVICE	1787.29
EFT26129	25/01/2018	WREN OIL	COLLECTION & DISPOSAL OF WASTE OIL FROM CAPEL WASTE TRANSFER STATION	16.50
				42742.08

OUTSTANDING CREDITORS AS AT 31 December 2017: \$307,557.79

CERTIFICATE OF CHIEF EXECUTIVE OFFICER

This schedule of accounts to be passed for 24 January 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. Sheedy.*

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

**VOTING REQUIREMENTS**

Simple majority

**OFFICER'S RECOMMENDATIONS – 15.3**

**That Council authorises the Schedule of Accounts covering vouchers EFT26109 to EFT26129, a total of \$42,742.08 for payment.**

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**15.4 Accounts Paid During the Month of December 2017**

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Location: Capel  
Applicant: Shire of Capel  
File Reference: N/A  
Disclosure of Interest: Nil  
Date: 10.01.18  
Author: Finance & Accounts Payable Officer, S Searle  
Senior Officer: Executive Manager Corporate Services, S Stevenson  
Attachments: Nil

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**IN BRIEF**

Authorisation of accounts paid during the month.

**RECOMMENDATION**

**That Council receives:**

- 1 The Schedule of Accounts covering vouchers 881-889, EFT25707 to EFT25845, and EFT26046, CHQ48701 to CHQ48735 totalling \$1,618,956.15 during the month of December 2017;**
- 2 Payroll payments for the month of December 2017, totalling \$340,129.18; 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 December 2017 are as follows:

EFT25707	01/12/2017	AMITY SIGNS	VARIOUS STREET SIGNS	2360.60
EFT25708	01/12/2017	CLAIRE ANDERSON	REIMBURSEMENT FOR XMAS FUNCTION	380.95
EFT25709	01/12/2017	BOYANUP HALL ADVISORY COMMITTEE	CARETAKING OF BOYANUP HALL- OCT- DEC	229.25
EFT25710	01/12/2017	CITY OF BUSSELTON	TRANSFER OF CLAG RESERVE FUNDS TO CITY OF BUSSELTON	69906.24
EFT25711	01/12/2017	BUNBURY FORMWORK	REMOVE AND REPLACE KERB ON KORELLA STREET CAPEL, REPAIR KERB ON SPURR STREET AND LAYMAN ROAD AND REPAIR FOOTPATH CAPEL DRIVE	11495.00
EFT25712	01/12/2017	B & B STREET SWEEPING	SWEEP PEPPERMINT GROVE ROAD, JULES ROAD, TIFFANY CIRC. AND CRAIG CRT GELORUP	1595.00
EFT25713	01/12/2017	BUNBURY HOLDEN	PURCHASE OF COLORADO 4 X 4 INCLUDING TRADE	23231.80
EFT25714	01/12/2017	BUNNINGS BUILDING SUPPLIES PTY LTD	STORAGE CONTAINERS, ASSORTMENT OF SCREWS.	134.39
EFT25715	01/12/2017	BULLIVANTS PTY LTD	LIFTING CHAINS	558.81
EFT25716	01/12/2017	BLACKWOODS	HAND SANITISER AND SAFETY BOOTS	374.36
EFT25717	01/12/2017	BUNBURY & DISTRICTS BADMINTON ASSOCIATION	KIDSPORT REGISTRATION	90.00
EFT25718	01/12/2017	WINC AUSTRALIA PTY LTD	2017/2018 STATIONERY	223.04
EFT25719	01/12/2017	CLEANAWAY	CONTRACT STREET BIN COLLECTION, WASTE AND ORGANIC RECYCLING AND BIN MAINTENANCE	59842.24
EFT25720	01/12/2017	ACCESS WELLBEING SERVICES	ACCESS WELLBEING SERVICES	374.00
EFT25721	01/12/2017	CAPEL HARDWARE & FARM SUPPLIES	VARIOUS HARDWARE PRODUCTS	2057.40
EFT25722	01/12/2017	CAPEL PANEL & PAINT	EXCESS PAYMENT	1000.00
EFT25723	01/12/2017	CAPEL CAMPDRAFT ASSOCIATION INC	EVENT SPONSORSHIP FOR 2017 CAMPDRAFT EVENT	2000.00
EFT25724	01/12/2017	GELORUP COMMUNITY MANAGEMENT COMMITTEE	CARETAKING OF GELORUP COMMUNITY CENTRE - JUL- SEPT AND OCT-DEC	219.50
EFT25725	01/12/2017	EP DRAFFIN MANUFACTURING PTY LTD	SECURITY POST, STAINLESS STEEL LOCK BIN STANDS	2501.73
EFT25726	01/12/2017	DALYELLUP NETBALL CLUB INC	KIDSPORT REGISTRATION	200.00



EFT25727	01/12/2017	DREAMWEAVER CELEBRATIONS	TABLE DECORATIONS FOR VOLUNTEER BREAKFAST 2017	367.40
EFT25728	01/12/2017	DIVINE FRAMING	3 X RETIREMENT PRESENTATIONS PRINTED, PLAQUE & FRAMING	450.00
EFT25729	01/12/2017	EASIFLEET MANAGEMENT	2017/18 NOVATED LEASE	753.86
EFT25730	01/12/2017	ALISON EVANS	REIMBURSE COST OF DINNER ON 20/11/17	33.00
EFT25731	01/12/2017	ENVIRONMENTAL HEALTH AUSTRALIA (NSW) INCORPORATED	I'M ALERT FOOD SAFETY PROGRAM - ANNUAL SUBSCRIPTION 01.07.17 TO 30.06.18	550.00
EFT25732	01/12/2017	ECO ENVIRONMENTAL	HERON DIPPER T WATER LEVEL METER (15M) - INCLUDES CARRY BAG WITH DELIVERY	1028.50
EFT25733	01/12/2017	DEPT OF FIRE AND EMERGENCY SERVICES (DFES)	ESL 2ND QTR CONTRIBUTION	297103.42
EFT25734	01/12/2017	GOLDEN WEST PEST & WEED CONTROL	TREAT EXTERNAL OF DALYELLUP COMMUNITY CENTRE FOR SPIDERS	550.00
EFT25735	01/12/2017	GRACE RECORDS MANAGEMENT	RECORDS STORAGE AND DESTRUCTION FOR 2017/18	1569.60
EFT25736	01/12/2017	INSIGHT CCS PTY LTD	AFTERHOURS CALL CENTRE SERVICE FOR RANGER SERVICES OCT 17	550.56
EFT25737	01/12/2017	SUEZ RECYCLING & RECOVERY (PERTH) PTY LTD	PROCESSING OF RECYCLABLES AS PER CONTRACT OCT 17	4825.19
EFT25738	01/12/2017	LD TOTAL	REPAIR OF LEAKING SOLENOID IN VERGE GARDEN ON NORTON PROMENADE & MAIDMENT PARADE	357.50
EFT25739	01/12/2017	LANDGATE	GROSS RENTAL VALUATION SHARED MINOR & FESA	1308.14
EFT25740	01/12/2017	LIBERAL PARTY OF AUSTRALIA (WA DIVISON)	PRESIDENT LUNCH WITH B JOYCE	50.00
EFT25741	01/12/2017	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	LG PROFESSIONALS ANNUAL GALA DINNER	220.00
EFT25742	01/12/2017	MALATESTA ROAD PAVING & HOT MIX	SPRAY & SPREAD 14MM PRIMER SEAL + TRAFFIC MANAGEMENT JULES RD AND 400 TONNE OF ASPHALT	3251.00
EFT25743	01/12/2017	METAL ARTWORK CREATIONS	NAME BADGES WITH MAGNETIC BACK INC 2 REMAKES	14.30
EFT25744	01/12/2017	MUIR'S MANJIMUP	CORRECT INVOICE EXCESS PAYMENT	68.59
EFT25745	01/12/2017	MCLEODS BARRISTERS AND SOLICITORS	LEGAL ADVICE - LEASE OF RESERVE 49915	1100.00

EFT25746	01/12/2017	M2 TECHNOLOGY PTY LTD	OFFICE CLOSURE MESSAGE	275.00
EFT25747	01/12/2017	MARKETFORCE	ADVERTISE NOTICE OF CATS AND DOGS LOCAL LAWS, NOTICE OF SPECIAL COUNCIL MEETING AND ORDINARY COUNCIL MEETING TIMETABLE	1219.38
EFT25748	01/12/2017	MARIST CRICKET CLUB	KIDSPORT REGISTRATION	200.00
EFT25749	01/12/2017	MANDURAH CRUISES	ONE SEAT ON CRUISE AS PART OF ACTIVE AGEING PROGRAM	35.00
EFT25750	01/12/2017	PRIME EARTHMOVING BUSSELTON	DIGGER HIRE FOR STUMP REMOVAL ON STIRLING ROAD + MOB AND DEMOB	242.00
EFT25751	01/12/2017	PC MACHINERY PTY LTD	WACKER WP1550AW PLATE COMPACTOR	2194.50
EFT25752	01/12/2017	AUSTRALIA TAXATION OFFICE	PAYG WITHHOLDING 21/11/17	5148.00
EFT25753	01/12/2017	ROAMING TECHNOLOGIES	PANASONIC TOUGH PAD AND UPGRADE	4301.00
EFT25754	01/12/2017	RAC BUSINESSWISE	RAC MEMBERSHIP	970.00
EFT25755	01/12/2017	SOUTH WEST TREE SAFE	EMERGENCY CALL OUT FOR REMOVAL OF HANGER, HAIR PLACE AND WILLIAM STREET, REMOVAL OF STUMP ON CAPEL DRIVE INCLUDES TRAFFIC MANAGEMENT AND WESTERN POWER VEGETATION PRUNING CLARKE ST	3190.00
EFT25756	01/12/2017	SOUTHERN LOCK & SECURITY	SUPPLY 4 PADLOCKS KEYED TO W1 ON SHIRE SYSTEM, CUT 6 KEYS AND CHANGE LOCKS AT DALYELLUP PAVILION AND PROVIDE 2 KEYS FOR EACH OF FOUR LOCKS IN CHANGEROOMS	650.00
EFT25757	01/12/2017	CHRIS SCOTT	EX GRATIA PAYMENT TO VOLUNTEER CHIEF BUSHFIRE CONTROL OFFICER (POLICY 19.20)	2453.00
EFT25758	01/12/2017	SCS SAND & PLANT HIRE	MOBILISE AND DEMOBILISE HIRE ROLLER AND HIRE OF SMOOTH DRUM ROLLER JULES ROAD NORTH 16/10 AND DRY HIRE ROLLER FOR 6 DAYS	2046.00
EFT25759	01/12/2017	SPRAYMOW SERVICES	SPRING SPRAY FOR RURAL AND TOWNSITE ROAD VERGES AND FOOTPATHS. SPRING SPRAY FOR BRIDGES, RESERVES AS LISTED	12135.29

EFT25760	01/12/2017	SURVEYING SOUTH	SUPPLY OF SURVEY AS PER FEATURE SURVEY OF HANSEN RD AS PER SCOPE OF WORKS - FEE ESTIMATE PROVIDED 21 AUGUST 2017	2794.00
EFT25761	01/12/2017	SJ TRAFFIC MANAGMENT PTY LTD	SPURR STREET CAPEL KERB REPAIR AND CAPEL DVE LAYMAN ROAD KERB REPAIRS	646.80
EFT25762	01/12/2017	STATE WIDE TURF SERVICES	HOLLOW CORING AND SWEEP FOR CAPEL OVAL, TURF RENOVATIONS FOR LUTHERAN PLAYING FIELDS EAST AND WEST INCLUDES WEED REMOVAL AND LIMESTONE PICKUP	22061.60
EFT25763	01/12/2017	D & K THOMAS ELECTRICAL	REPLACE FAULTY LIGHT FITTING REAR OF CAPEL COMMUNITY CENTRE, REPLACE DAMAGED CABLE IN PIT - CAPEL REC GROUNDS, REMOVAL AND INSTALLATION OF PUMPS FOR CAPEL AND BOYANUP, REPAIR/REPLACE ELEMENT BBQ PLATE - PEPPERMINT GROVE BEACH FORESHORE PARK AND REPAIR BBQ SOUTH LAKES AND HAND DRYER IN MALE TOILETS AT SHIRE OFFICE	4119.89
EFT25764	01/12/2017	JASON'S HANDYMAN SERVICES	REMOVE INVASIVE WATTLES AND DEAD VEGETATION FROM PAW ROE RD	2500.00
EFT25765	01/12/2017	CR MURRAY SCOTT	EX GRATIA PAYMENT TO VOLUNTEER DEPUTY BUSHFIRE CONTROL OFFICER (POLICY 19.20)	830.00
EFT25766	01/12/2017	THINK WATER BUNBURY	RETIC CONTROLLER, OUTDOOR 4 STATION	445.15
EFT25767	01/12/2017	TOTAL EDEN	MONTHLY SERVICES - IRON FILTRATION SERVICE - CAPEL CIVIL PRECINCT -SEPT 17	563.20
EFT25768	01/12/2017	TINT-A-CAR	SUPPLY AND INSTALL TINT TO SHIRE OFFICE ENTRY DOOR AND SURROUNDS LEADING TO PLANNING AND BUILDING SERVICES SECTION	495.00
EFT25769	01/12/2017	TENDERLINK	TENDERLINK E-QUOTE - GOODWOOD RD TRFQ 2017001	55.00
EFT25770	01/12/2017	THE YOUTH DRIVER DEVELOPMENT PROGRAM	YOUNG DRIVER DEVELOPMENT PROGRAM DALYELLUP	1577.50
EFT25771	01/12/2017	WESTRAC EQUIPMENT	GRADER - FIRST SERVICE	152.31
EFT25772	01/12/2017	WREN OIL	WASTE OIL & WATER DISPOSAL + ADMIN + COMPLIANCE FEES	594.00

EFT25773	01/12/2017	WARREN ELECTRICAL SERVICE	ELECTRICAL WORK REQUIRED FOR THE COMPLETION OF THE ELGIN BUSH FIRE BRIGADE SHED EXTENSION	1578.00
EFT25774	01/12/2017	WYE ELECTRICAL PTY LTD	INSTALL AND COMMISSION REPLACEMENT ROOF FANS, CONTINUATION OF FAULT CHASING AND REPAIRS TO ELECTRICAL ISSUES RELATED TO WIRING OF CHANGE ROOMS DALYELLUP PAVILION	2455.60
EFT25775	01/12/2017	CHILLI WATERS PTY LTD	STAFF CHRISTMAS FUNCTION - BIG BALL GOLF & CATERING	3276.00
EFT25776	01/12/2017	ZARBELLIKA	GIS CONSULTING - OCTOBER 2017	4955.50
EFT25778	01/12/2017	IINET	DALYELLUP LIBRARY	109.99
EFT25779	01/12/2017	WESTNET PTY LTD	CAPEL ADMINISTRATION	166.03
EFT25780	06/12/2017	AUSQ TRAINING	BASIC WORKSITE TRAFFIC MANAGEMENT (BWTM) & TRAFFIC CONTROLLER (TC) REACCREDITATION	339.00
EFT25781	06/12/2017	BUNBURY MOWER SERVICE	SERVICE AND SHARPEN STIHL HEDGER AND SERVICE AND REPAIR BROKEN STARTER CORD ON BRUSHCUTTER INCLUDES PARTS	371.00
EFT25782	06/12/2017	BADGERS EMBROIDERY	SHOULDER PATCHES FOR RANGERS' UNIFORMS	169.40
EFT25783	06/12/2017	CARDNO (WA) PTY LTD	PROVISION FOR THE DETAILED DESIGN OF CAPEL CIVIC PRECINCT STAGE 3 & 3A	36614.33
EFT25784	06/12/2017	BELINDA FACEY	REIMBURSEMENT FOR MEALS ATTENDING CONFERENCE IN PERTH ON 19 -21 NOVEMBER 2017	53.30
EFT25785	06/12/2017	BLACKWOODS	30 X SAFETY BOLLARD WEIGHT BASES - 8KG, PROTECTIVE GLOVES AND BFB BOOTS	970.63
EFT25786	06/12/2017	BRANDICOOT	12 MONTH SUBSCRIPTION	267.99
EFT25787	06/12/2017	BUNBURY & BUSSELTON TOWING	TOWING OF ABANDONED VEHICLES - IMPOUND	300.00
EFT25788	06/12/2017	WINC AUSTRALIA PTY LTD	2017/2018 ANNUAL SUPPLIES FOR PRINTING OF LOCAL NEWSPAPERS: GELORUP, CAPEL, BOYANUP, PEPPI GROVE BEACH AND STATIONERY	1465.47
EFT25789	06/12/2017	CROSS SECURITY SERVICES	ALARM SYSTEM MONITORING CAPEL SHIRE OFFICES AND DALYELLUP SPORTS PAVILION	400.40
EFT25790	06/12/2017	CAPE TO CAPE FENCING	SUPPLY & INSTALL WIRE ROPE FENCE & 3 X GATES (SUPPLIED BY OTHERS) TO LAKES ROAD / HAREWOODS ROAD RESERVE	11954.80

EFT25791	06/12/2017	CAPEL PANEL & PAINT	REPAIRS TO VEHICLE	817.94
EFT25792	06/12/2017	CAPEL NEWSAGENCY	SHIRE STATIONERY	54.39
EFT25793	06/12/2017	CAPEL BUTCHERS	WP : MOVEMBER BBQ - SAUSAGES	50.35
EFT25794	06/12/2017	CAPE SHADES PTY LTD	SUPPLY AND INSTALL COLUMNS AND CUSTOM PLAYGROUND SHADES	10833.60
EFT25795	06/12/2017	DYMOCKS BUSSELTON	LIBRARY BOOK PURCHASES	91.96
EFT25796	06/12/2017	DATA #3	GFI ARCHIVER SMA RENEWAL FOR 1 YEAR	478.55
EFT25797	06/12/2017	DMC CLEANING	MONTHLY CLEANING OF SHIRE BUILDINGS	9938.50
EFT25798	06/12/2017	DIRT DESIGN	WEED AND TIDY UP SAND IN PLAYGROUND AT PEPPI BEACH FORESHORE AND REMOVE AND DISPOSE OF DRUMS AT BOYANUP MEMORIAL PARK	3740.00
EFT25799	06/12/2017	EARTH 2 OCEAN COMMUNICATIONS	REPAIR RADIO IN LOADER	66.00
EFT25800	06/12/2017	EDGE TOURISM AND MARKETING	BUNBURY GEOGRAPHE GROWTH PLAN - PROJECT TECHNICAL OFFICER CONTRACT NOV 17	9515.00
EFT25801	06/12/2017	GOLDEN WEST PLUMBING & DRAINAGE	REPLACE FAULTY UV UNIT GELORUP COMMUNITY CENTRE AND SUPPLY AND INSTALL TAPS IN LADIES TOILETS PEPPI GROVE BEACH	2389.75
EFT25802	06/12/2017	FENNESSY'S	63000 KM SERVICE	394.91
EFT25803	06/12/2017	FRONTLINE SAFETY & TRAINING SERVICES	OSH : SAFETY & HEALTH REPRESENTATIVES COURSE X 4	2550.00
EFT25804	06/12/2017	GLADSTONE MRM PTY LTD	1000 X LIBRARY MEMBERSHIP CARDS PLUS SHIPPING	583.00
EFT25805	06/12/2017	SOUTH WEST ISUZU	SERVICE TRUCK	1417.10
EFT25806	06/12/2017	NICOLE JAMES	CROSSOVER CONTRIBUTION	300.00
EFT25807	06/12/2017	MALATESTA ROAD PAVING & HOT MIX	VARIOUS ROAD SEALS INCLUDING EMULSION AND AGGREGATE AND 200 TONNE OF ASPHALT AND 450 LITRES OF EMULSION FOR CLARKE ROAD	23822.06
EFT25808	06/12/2017	PRESTIGE PRODUCTS-BUSSELTON	VARIOUS CLEANING AND TOILET PRODUCTS	440.99
EFT25810	06/12/2017	PRIME INDUSTRIAL PRODUCTS	TORQUE WRENCH AND ROLLER KIT	180.16
EFT25811	06/12/2017	RE:MEMBER SOFTWARE PTY LTD	IPWEA ETO JOB ADVERTISEMENT	242.00
EFT25812	06/12/2017	SPENCER SIGNS	LAWSON PARK DAMAGED SIGN REPLACEMENT	99.00

EFT25813	06/12/2017	SOUTH WEST TREE SAFE	REMOVE DEAD/DANGEROUS TREES AND LIMBS AT CAPEL CEMETERY AND REMOVAL OF 2 WATTLES FROM EMERGENCY ACCESS ROUTE JOSHUA BROOK	2585.00
EFT25814	06/12/2017	SOS OFFICE EQUIPMENT	SHIRE FRONT RECEPTION PHOTOCOPIER RENTAL AND BOYANUP LIBRARY PHOTOCOPIER METER BILLING	33.17
EFT25815	06/12/2017	THOMPSON SURVEYING CONSULTANTS	SURVEY AND DEPOSITED PLAN FOR DUP EASMENT AT LOT 9000 BUSSELL HWY	1603.26
EFT25816	06/12/2017	TARVIA	REPAIR BEACH ACCESS STAIRS AND SUPPLY AND APPLY LANOTEC	5331.70
EFT25817	06/12/2017	TOTALLY SOUND	HIRE OF PA SYSTEM AND MICROPHONES FOR SPECIAL ELECTORS' MEETING ON WED 29 NOVEMBER 2017	1239.70
EFT25818	06/12/2017	CARL WICKSTEED	SPORTS PARTICIPATION SCHEME FUNDING	200.00
EFT25819	06/12/2017	ANTHONY WILLETTS	BOYANUP WEST ROAD/ELGIN ROAD INTERSECTION - BLACK SPOT UPGRADE AND DESIGN, ELGIN RD RECONSTRUCTION AND BOUNDARY RD RECONSTRUCTION	2621.03
EFT25820	06/12/2017	BOYANUP LIONS CLUB	17/18 DONATION	330.00
EFT25821	06/12/2017	CR BARRY BELL	COUNCILLOR ALLOWANCE-DEC ALLOWANCE	2904.50
EFT25822	06/12/2017	BOYANUP SENIOR CITIZENS	17/18 DONATION	330.00
EFT25823	06/12/2017	BUNBURY SEA RESCUE	17/18 DONATION	330.00
EFT25824	06/12/2017	BRANDICOOT	SHIRE OF CAPEL MONTHLY WEBSITE SUBSCRIPTION 2017 - 2018	266.05
EFT25825	06/12/2017	CR MURRAY SCOTT	PRESIDENT ALLOWANCE - DEC ALLOWANCE	10392.50
EFT25826	06/12/2017	CAPEL CWA	17/18 DONATION	330.00
EFT25827	06/12/2017	CAPEL RSL	17/18 DONATION	870.00
EFT25828	06/12/2017	CAPEL TUART GIRL GUIDES	17/18 DONATION	330.00
EFT25829	06/12/2017	LD FREEMAN	REIMBURSEMENT FOR MEALS FOR BUSH FIRE FIGHTERS AT ILUKA BUSH FIRE 3/12/17	261.13
EFT25830	06/12/2017	CR BRIAN HEARNE	DEPUTY ALLOWANCE-DEC ALLOWANCE	4094.25
EFT25831	06/12/2017	LEWIS HORNE	SET DESIGN FOR YOUTH DRAMA PRODUCTION	750.00
EFT25832	06/12/2017	SHANE & BEVERLEY JOHNSTON	CROSSOVER CONTRIBUTION	300.00
EFT25833	06/12/2017	CR DOUG KITCHEN	COUNCILLOR ALLOWANCE-DEC ALLOWANCE	2904.50

EFT25834	06/12/2017	CAPEL LIONS CLUB	17/18 DONATION	330.00
EFT25835	06/12/2017	CR P McCLEERY	COUNCILLOR ALLOWANCE- DEC ALLOWANCE	2904.50
EFT25836	06/12/2017	ROYAL FLYING DOCTORS SERVICE	17/18 DONATION	1030.00
EFT25837	06/12/2017	CR DEBBIE RADISICH	COUNCILLOR ALLOWANCE- DEC ALLOWANCE	2904.50
EFT25838	06/12/2017	ST JOHN AMBULANCE ASSOCIATION - CAPEL	17/18 DONATION	1730.00
EFT25839	06/12/2017	CAPEL SENIOR CITIZENS	17/18 DONATION	330.00
EFT25840	06/12/2017	CR JENNIFER SCOTT	COUNCILLOR ALLOWANCE- DEC ALLOWANCE	2904.50
EFT25841	06/12/2017	CR SEBASTIAN SCHIANO	COUNCILLOR ALLOWANCE- DEC ALLOWANCE	2904.50
EFT25842	06/12/2017	CR MICHAEL SOUTHWELL	COUNCILLOR ALLOWANCE- DEC ALLOWANCE	2904.50
EFT25843	06/12/2017	LORD MAYOR'S DISTRESS RELIEF FUND	17/18 DONATION	1000.00
EFT25844	06/12/2017	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO. 76 - CAPEL ADMINISTRATION BUILDING	84004.51
EFT25878	14/12/2017	AW ROADWORKS PTY LTD	TRAFFIC MANAGEMENT NORTON PROM 9/11 AND 10/11 AND 36 COAST RD 8/11/17	4458.85
EFT25879	14/12/2017	BELL FIRE EQUIPMENT COMPANY	ADDITIONAL REPAIRS TO VEHICLE FOLLOWING PRE- SEASON SERVICE	1094.50
EFT25880	14/12/2017	BUNNINGS BUILDING SUPPLIES PTY LTD	SUPPLY 6 CANS INSECT BOMBS FOR JACK AND MARY KITCHEN	17.06
EFT25881	14/12/2017	BLACKWOODS	BFB BOOTS	55.08
EFT25882	14/12/2017	BOYANUP BOTANICAL	FETTLERS PARK PLANTS	103.84
EFT25883	14/12/2017	BUNBURY DISTRICTS LITTLE ATHLETICS	KIDSPORT REGISTRATION	95.00
EFT25884	14/12/2017	BENDIGO BANK BUSINESS CREDIT CARD	NOVEMBER CREDIT CARD TRANSACTIONS: 3/11 - SHADMAR - \$51.10 - ORG DEVELOPMENT DAY 3/11 - DEPT OF TRANSPORT - \$116.30 - REPLACEMENT OF 43CP NUMBER PLATES 8/11 - COSTUME COLLECTIONS - \$331.45 - YOUTH EXPENSE FOR CAPEL DRAMA PRODUCTION 9/11 - ELEVATE COSTUMES - \$188.96 - YOUTH EXPENSE FOR CAPEL DRAMA PRODUCTION 9/11 - HALLOWEEN COSTUMES - \$502.36 - YOUTH EXPENSE FOR CAPEL DRAMA PRODUCTION	3273.10

			<p>9/11 - COSTUMEBOX - \$155.96 - YOUTH EXPENSE FOR CAPEL DRAMA PRODUCTION</p> <p>10/11 - CROWN JUNCTION GRILL - \$150.45 - MEALS FOR LG PROFESSIONALS CONFERENCE</p> <p>14/11 - CROWN PROMENADE - \$1055.60 - ACCOMMODATION FOR LG PROFESSIONALS CONFERENCE</p> <p>15/11 - WINDSOR LODGE - \$140 - CREDIT FOR OVERCHARGE</p> <p>15/11 - FIELDERS BUNBURY - \$102.36 - FENCE PANEL REPLACEMENT</p> <p>21/11 - TASTE OF DALYELLUP - \$23.80 - MEALS FOR MEETING WITH DON PUNCH</p> <p>23/11 - STATE LAW PUBLISHER - \$43.95 - ONLY ACCEPT CREDIT CARD FOR THIS AMOUNT</p> <p>29/11 - MOORA MOTEL - \$480.00 - INAUGURAL MIDWEST &amp; CENTRAL WHEATBELT HEALTH &amp; BUILDING MEETING ACCOMMODATION</p> <p>29/11 - OFFICEWORKS - \$63.56 - STATIONERY FOR SPECIAL ELECTORS' MEETING</p> <p>29/11 - CARD FEE - \$4.00</p> <p>30/11 - RED DOT STORES - \$30 - ORG DEVELOPMENT DAY</p> <p>30/11 - BAKERS DELIGHT - \$97.50 - ORG DEVELOPMENT DAY</p> <p>30/11 - INTEREST - \$15.75</p>	
EFT25885	14/12/2017	BUNBURY BASKETBALL ASSOCIATION	KIDSPORT REGISTRATIONS	654.50
EFT25886	14/12/2017	BUNBURY & DISTRICTS SOFTBALL	KIDSPORT REGISTRATIONS	100.00
EFT25887	14/12/2017	ANNE BELL	PARKING FOR MEETING	15.20
EFT25888	14/12/2017	C E M ALLIANCE PTY LTD	DRAW UP PROVISIONAL PLANS AND COST ESTIMATES FOR RENOVATIONS TO BUILDINGS AT BOYANUP RECREATION GROUND	2937.00
EFT25889	14/12/2017	CAPEL NEWSAGENCY	STATIONERY AND NEWSPAPERS FOR CAPEL LIBRARY AND SHIRE	56.10



EFT25890	14/12/2017	COLROYS COUNTRY KITCHEN	FOOD AND DRINKS FOR BUSH FIRE BRIDGADES - ILUKA 1/12, 2/12 AND 3/12/17	1133.50
EFT25891	14/12/2017	COUNTRY WOMEN'S ASSOCIATION CAPEL	CATERING FOR DISABILITY ACCESS & INCLUSION CONSULTATION WORKSHOP	96.00
EFT25892	14/12/2017	DYMOCKS BUSSELTON	2 CHILDREN'S BOOKS FOR LIBRARY	25.48
EFT25893	14/12/2017	DORMAKABA AUSTRALIA PTY LTD	SERVICE AUTOMATIC DOORS SHIRE OFFICE	200.75
EFT25894	14/12/2017	DIRT DESIGN	CARRY OUT MAINTENANCE OF HARDEY TERRACE CAR PARK BEACH ACCESS FOOTPATH. SAND WORKS.	467.50
EFT25895	14/12/2017	CHLOERISSA EADIE	YOUTH COLLECTIVE EVENT EXPENSES	686.95
EFT25896	14/12/2017	FIT 2 WORK.COM.AU	EMPLOYEE POLICE CHECKS	40.59
EFT25897	14/12/2017	GANNAWAYS	BUS HIRE FOR STAFF DEVELOPMENT DAY 30/11/2017	745.00
EFT25898	14/12/2017	FULTON HOGAN INDUSTRIES PTY LTD	PALLET EZSTREET 20KG BAGS	1795.20
EFT25899	14/12/2017	CAPEL FRESH IGA	BBQ 21 NOVEMBER, SHIRE MILK AND TRAINING REFRESHMENTS	242.82
EFT25900	14/12/2017	ANTHONY WILLETTS	HANSEN ROAD COMMODITY ROUTE UPGRADE	1683.00
EFT25901	14/12/2017	SOUTHWEST TYRE SERVICE	4X TYRES	1084.00
EFT25902	14/12/2017	WINC AUSTRALIA PTY LTD	2017/2018 STATIONERY	119.52
EFT25903	14/12/2017	FENNESSY'S	HOLDEN COLORADO LS CREW CAB 4X4 INCLUDING TRADE-IN	12589.60
EFT25904	14/12/2017	SOUTH WEST ISUZU	45,000 SERVICE TRUCK	1454.66
EFT25905	14/12/2017	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION WALGA	LOCAL RECOVERY COORDINATOR TRAINING	1012.00
EFT25906		- EFT25906	CANCELLED	0.00
EFT25907	14/12/2017	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	REGISTRATIONS FOR YPN REGIONAL EVENT	70.00
EFT25908	14/12/2017	MALATESTA ROAD PAVING & HOT MIX	VARIOUS ROADWORKS, TRAFFIC CONTROL, AGGREGATE AND EMULSION INCLUDING GAVINS RD	233968.06
EFT25909	14/12/2017	MUIR'S MANJIMUP	45,000 KM SERVICE CAR	438.81
EFT25910	14/12/2017	META MAYA GROUP (FORMALLY LANCALL)	ASBESTOS IDENTIFICATION	30.80
EFT25911	14/12/2017	NATURAL AREA HOLDINGS PTY LTD	UNDERTAKE BUSH FIRE MITIGATION WORKS LANG COVE RESERVE PGB AND EAST RD RESERVE CAPEL	1562.00

EFT25912	14/12/2017	JEREMY O'NEILL	REIMBURSEMNT FOR CONFERENCE MEALS AND TRANSPORT	68.20
EFT25913	14/12/2017	PAGES MECHANICAL REPAIRS	EFFECT ON SITE REPAIRS TO ELGIN BF TRUCK	265.00
EFT25914	14/12/2017	PJ & EV PAGE	MONTHLY POLISHING AND BUFFING BOYANUP HALL FLOOR OCTOBER	70.00
EFT25915	14/12/2017	RTW STEEL FABRICATION	RE FIT GATE TO ROCK WALL AT BOYANUP MEMORIAL PARK.	759.00
EFT25916	14/12/2017	KATHRYN ROBERTS	SPORTS PARTICIPATION AWARD	200.00
EFT25917	14/12/2017	SOUTH WEST TREE SAFE	REMOVE, POISON AND STUMP GRIND DANGEROUS TREES ON RIVERVIEW PLACE AND EMERGENCY TO YATES RD	4400.00
EFT25918	14/12/2017	SOS OFFICE EQUIPMENT	METERBILLING FOR SHIRE PHOTOCOPIERS	3433.87
EFT25919	14/12/2017	SELECTUS	PAYROLL DEDUCTIONS	2341.84
EFT25920	14/12/2017	STRATHAM BOBCAT HIRE	BOBCAT HIRE FOR ROAD SHOULDER REPAIR ON JULES ROAD NORTH AND REMOVE HAZARD FROM BEACH ACCES	1828.75
EFT25921	14/12/2017	SUSAN STEVENSON	CPA AND CIMA MEMBERSHIPS	1406.77
EFT25922	14/12/2017	SONIC HEALTHPLUS PTY LTD	PRE EMPLOYMENT MEDICAL	291.50
EFT25923	14/12/2017	SURVEYING SOUTH	LINE MARKING PICK UP FOR NORTON PROM ROUND ABOUT	1188.00
EFT25924	14/12/2017	SJ TRAFFIC MANAGMENT PTY LTD	TRAFFIC CONTROL, VEHICLE & SIGNS ON 29/11 - NORTON PROM	1445.40
EFT25925	14/12/2017	D & K THOMAS ELECTRICAL	BBQ REPAIRS MOONDAR PARK, SOUTH PARK AND DALYELLUP PARKS	1659.90
EFT25926	14/12/2017	TECHNOLOGY ONE	YEAR 1 OF 3 YEAR INTRAMAPS SUBSCRIPTION	14190.01
EFT25927	14/12/2017	THINK WATER BUNBURY	REQUEST BORE CLEAN ON PUMP AND HIGH PRESSURE CUT OUT REPAIR AT CAPEL RECREATION GROUND	10546.40
EFT25928	14/12/2017	TREVORS BUNBURY PTY LTD	SUPPLY AND INSTALL VINYL FLOORING TO MEETING ROOM AT GELORUP BUSH FIRE BRIGADE STATION	1095.00
EFT25929	14/12/2017	WOOLWORTHS GIFT CARD TEAM	CHRISTMAS GIFT CARDS	6614.99
EFT25930	14/12/2017	CAROL WILSON	SPORTS PARTICIPATION REGISTRATIONS	600.00
EFT25931	14/12/2017	WYE ELECTRICAL PTY LTD	MISSED PAYMENT AMOUNT ON INVOICE 1390	245.56

EFT25932	08/12/2017	FUJI XEROX AUSTRALIA PTY LTD	17/18 LEASE OF PHOTOCOPIER PER MONTH - CAPEL LIBRARY	132.00
EFT25933	15/12/2017	A INGRAM	BOOK STOCK PURCHASES	321.32
EFT25934	15/12/2017	THE MURRAY HOTEL	MEETINGS - ACCOMMODATION FOR MR JEREMY O'NEILL	278.00
EFT25935	15/12/2017	AUSTRALIA TAXATION OFFICE	PAYG WITHHOLDING 28.11.17	51878.00
EFT25936		CANCELLED		0.00
EFT25937	18/12/2017	TELSTRA CORPORATION LTD	VELOCITY INTERNET CONNECTION - DALYELLUP SPORTS PAVILION	80.00
EFT25938	20/12/2017	AMITY SIGNS	BLACK SPOT SIGNS AND RURAL STREET NUMBER PLATES	526.90
EFT25939	20/12/2017	BUNBURY TYREPOWER	PUNCTURE REPAIR X 2 FOR MOWER	50.00
EFT25940	20/12/2017	BUNBURY TOYOTA	NEW KLUGER AWD V6 WAGON INLCUDES TRADE-IN	17330.35
EFT25941	20/12/2017	BOC LIMITED	DRY ICE - MOSQUITO TRAPPING	19.27
EFT25942	20/12/2017	HEATLEYS SAFETY & INDUSTRIAL	BARRIER MESH AND CABLE TIES	322.36
EFT25943	20/12/2017	BUNBURY HARVEY REGIONAL COUNCIL	ORGANICS DISPOSAL WASTE FROM DOMESTIC THIRD BIN, PART COST LFOR REGIONAL WASTE OFFICER AND STANLEY ROAD RUBBISH DISPOSAL	8455.59
EFT25944	20/12/2017	BUNBURY BUS HIRE	SENIORS' FORTNIGHTLY BUS FROM CAPEL TO BUNBURY - PARTLY FUNDED BY DEPARTMENT OF COMMUNITIES - KEEPING IN TOUCH PROJECT	151.91
EFT25945	20/12/2017	COATES HIRE SERVICE	GENERATOR, CONCRETE FLOOR GRINDER EXTENSION LEADS, BLADES AND ENVIRONMENTAL CHARGE	848.26
EFT25946	20/12/2017	CLEVERPATCH	CHRISTMAS CRAFT ACTIVITY ORDER PLUS FREIGHT	103.25
EFT25947	20/12/2017	CASTROL AUSTRALIA PTY LIMITED	GREASE	87.76
EFT25948	20/12/2017	CMT TRANSPORT TRAINERS	HR LICENCE DRIVING COURSE	1000.00
EFT25949	20/12/2017	CAPE SHADES PTY LTD	SUPPLY AND INSTALL COLUMNS AND CUSTOM SHADES - NORTHERN LAKE	10833.60
EFT25950	20/12/2017	COUNTRY WOMENS ASSOCIATION CAPEL	CATERING FOR THEATRE COLLECTIVE SUPPER	720.00
EFT25951	20/12/2017	DIESEL FORCE	REPAIRS TO TRACTOR	2114.84

EFT25952	20/12/2017	DIVINE FRAMING	FRAMED PHOTO FOR RETIRING COUNCILLOR (POLICY 1.9)	100.00
EFT25953	20/12/2017	IAN & JESS DOE	CROSSOVER CONTRIBUTION	300.00
EFT25954	20/12/2017	ELGIN HALL COMMITTEE	REIMBURSEMENT FOR ELECTRICITY CONSUMPTION AT ELGIN HALL	18.63
EFT25955	20/12/2017	EARTH 2 OCEAN COMMUNICATIONS	NEW RADIOS INSTALLED IN ISUZU TRUCK AND VOLVO	1663.42
EFT25956	20/12/2017	GOLDEN WEST PLUMBING & DRAINAGE	UNBLOCKING OF MALE TOILETS AT BOYANUP LIONS CLUB INCLUDES PUMP OUT, UNBLOCK LAKES TOILETS, REPLACE FLUSH BUTTON AT DALYELLUP SURF CLUB AND SERVICE WATER TREATMENTS AT GELORUP, ELGIN AND CAPEL HALL AND WASTE TRANSFER STATION	2647.70
EFT25957	20/12/2017	THE FAT BIRDIE	LIGHT LUNCH FOR EMT AND MANAGERS AND CATERING FOR NEW COUNCILLOR INDUCTION	176.00
EFT25958	20/12/2017	FIT 2 WORK.COM.AU	ANNUAL ACCOUNT FEE	275.00
EFT25959	20/12/2017	JASMIN FORD	YOUTH COLLECTIVE PRODUCTION MAKEUP	400.00
EFT25960	20/12/2017	AUSTRALIAN TAXATION OFFICE	NOV 17 GST LIABILITY	48559.00
EFT25961	20/12/2017	GANNAWAYS	CHARTER TO CHRISTMAS LIGHTS' CRUISE IN MANDURAH - PARTLY FUNDED BY DEPARTMENT OF COMMUNITIES - KEEPING IN TOUCH PROJECT	810.00
EFT25962	20/12/2017	LEWIS HORNE	YOUTH DRAMA PRODUCTION SET DESIGN - 2ND AND FINAL INSTALMENT PAYMENT	750.00
EFT25963	20/12/2017	JR & A HERSEY PTY LTD	PROTECTIVE GEAR	1560.94
EFT25964	20/12/2017	JULIES LAWNMOWING	MOWING OF BOYANUP MUSEUM GROUNDS AND HALL	510.00
EFT25965	20/12/2017	KLEENHEAT GAS	ANNUAL CHARGE FOR GAS BOTTLES BOYANUP FOOTBALL PAVILION	75.90
EFT25966	20/12/2017	LD TOTAL	RE-INSTALL SHADE SAILS AT DALYELLUP FROM WEATHERSAFE AND REPLACE WORN & DAMAGED SPRINKLERS	4636.50
EFT25967	20/12/2017	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	LG PROFESSIONALS YOUNG PROFESSIONALS NETWORK EVENT	25.00
EFT25968	20/12/2017	TONY AVELING & ASSOCIATES PTY LTD	JSA TRAINING	4389.09

EFT25969	20/12/2017	LORD MAYOR'S DISTRESS RELIEF FUND	DONATION - FIRST PAYMENT CREDITED BACK TO ACCOUNT AS CLOSED	1000.00
EFT25970	20/12/2017	WA ELECTORAL COMMISSION	COSTS FOR POSTAL ELECTION - 2017 LOCAL GOVT ELECTION	46956.47
EFT25971	20/12/2017	SARAH EVANS	AUTHOR FEE FOR LIBRARY EVENT	350.00
EFT25972	20/12/2017	SOUTHERN HYDRAULIC SERVICES	REPAIR QUICK HITCH CYLINDER TRACTOR AND HYDRAULIC REPAIR ON LOADER	2333.59
EFT25973	20/12/2017	SUEZ RECYCLING & RECOVERY (PERTH) PTY LTD	PROCESSING OF RECYCLABLES AS PER CONTRACT	5134.14
EFT25974	20/12/2017	LANDMARK PRODUCTS LTD	PROVISION FOR THE DETAILED DESIGN, FABRICATING, SUPPLYING AND INSTALLATION - CAPEL CIVIC PRECINCT	73964.00
EFT25975	20/12/2017	MUIR'S MANJIMUP	REPLACE BROKEN TAIL LIGHT	254.35
EFT25976	20/12/2017	VODAFONE HUTCHISON AUSTRALIA PTY LTD	17/18 VODAFONE MESSAGING FOR BFB	241.87
EFT25977	20/12/2017	THE POLY PLACE	RAISE THE TAP AT CAPEL CEMETERY 250MM FROM THE BOTTOM OF THE WATER TANK	82.50
EFT25978	20/12/2017	PRIME INDUSTRIAL PRODUCTS	GREASE CARTRIDGES AND BIN LINERS	195.74
EFT25979	20/12/2017	AUSTRALIA TAXATION OFFICE	PAYG WITHHOLDING 13/12/17	49411.00
EFT25980	20/12/2017	SOUTHERN LOCK & SECURITY	SUPPLY 6 KEYS CUT TO MKL ON SHIRE SYSTEM AND PADLOCK	280.00
EFT25981	20/12/2017	SOS OFFICE EQUIPMENT	2 X MC-10 MAINTENANCE CARTRIDGE FOR CANON PRINTER	192.02
EFT25982	20/12/2017	SCS SAND & PLANT HIRE	HIRE WATER CART AND ROLLER FOR ROAD WORKS	6160.00
EFT25983	20/12/2017	SPRAYMOW SERVICES	SPRING SPRAY FOR RURAL AND TOWNSITE ROAD VERGES AND FOOTPATHS AND SPRING SPRAY FOR BRIDGES, RESERVES AS LISTED	15479.44
EFT25984	20/12/2017	SYSTEMATIC AV SOLUTIONS	LIGHTING AND SOUND YOUTH COLLECTIVE PRODUCTION	660.00
EFT25985	20/12/2017	SOURCE SEPARATION SYSTEMS PTY LTD	KITCHEN CADDY 7 LITRE - WASTE MANAGEMENT	16505.19
EFT25986	20/12/2017	SJ TRAFFIC MANAGMENT PTY LTD	HIRE OF VARIABLE MESSAGE BOARDS	1760.00

EFT25987	20/12/2017	RAY TINK ROOFING	REPLACEMENT OF BARGE BOARD AT THE ELGIN HALL	660.00
EFT25988	20/12/2017	VACUUM WORLD SALES & SERVICE	SUPPLY TURBO HEAD VACUUM CLEANER	55.00
EFT25989	20/12/2017	WESTRAC EQUIPMENT	BATTERIES AND AIRCON SERVICE GRADER	1123.61
EFT25990	20/12/2017	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO. 75 - CAPEL HARD COURTS AND LOAN NO. 93 - PURCHASE OF BINS	57697.47
EFT25991	20/12/2017	WESTSIDE EQUIPMENT	SLASH ROAD RESERVE IN CAPEL	1138.50
EFT25992	20/12/2017	WYE ELECTRICAL	COMPLETE WIRING REPAIR WORK AT DALYELLUP PAVILION, REPLACE FAULTY SENSORS AND LIGHTS	5338.56
EFT25993	20/12/2017	WIGGINS CHRIS	REFUND DUE TO STERILISATION OF DOG	125.00
EFT25845		-EFT25877	PAYMENT ALREADY APPROVED BY COUNCIL, PLEASE REFER TO AGENDA ON 20.12.17	0.00
EFT26046	21/12/2017	CALTEX AUSTRALIA	NOVEMBER FLEET FUEL	4387.49
48701	04/12/2017	ALINTA GAS	ALINTA GAS	58.85
48702	04/12/2017	BOYANUP BUSHFIRE BRIGADE	CONDUCT HAZARD REDUCTION BURN	400.00
48703	04/12/2017	THE BULL AND BUSH TAVERN	SENIORS' LUNCH FOR LOCAL HISTORY TRIP - KEEPING IN TOUCH PROJECT	1060.00
48704	04/12/2017	COLVIN AG & WA	RATES REFUND	285.80
48705	04/12/2017	CRABB RD & SR	RATES REFUND	409.43
48706	04/12/2017	HOGAN TJ & CA	RATES REFUND	531.47
48707	04/12/2017	MAINTECH SOLUTIONS PTY LTD	REFUND DUE TO CUSTOMER BEING CHARGED TWICE	97.70
48708	04/12/2017	SYNERGY	ELECTRICITY	3286.30
48709	04/12/2017	WATER CORPORATION	WATER USAGE	387.32
48710	06/12/2017	CWA of WA Boyanup	17/18 DONATION	330.00
48711	06/12/2017	SHIRE OF CAPEL	MEALS ON TRAINING	360.50
48712	06/12/2017	DALYELLUP SENIORS	17/18 DONATION	330.00
48713	06/12/2017	DALYELLUP LIONS CLUB	17/18 DONATION	330.00
48714	06/12/2017	SALVATION ARMY	17/18 DONATION	330.00
48715	06/12/2017	SYNERGY	ELECTRICITY	4545.65
48716	06/12/2017	WATER CORPORATION	WATER USAGE	602.53
48717	14/12/2017	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	54.90
48718	14/12/2017	THE AUSTRALIAN WORKERS UNION	PAYROLL DEDUCTIONS	96.00
48719	14/12/2017	COURIER AUSTRALIA INTERNATIONAL	FREIGHT FOR SAFETY GEAR	10.49
48720	14/12/2017	SHIRE OF CAPEL	PAYROLL DEDUCTIONS	3370.38
48721	14/12/2017	B & J HOSKIN	RATES REFUND	199.95
48722	14/12/2017	CHARLES JENKINSON	RATES REFUND	152.69
48723	14/12/2017	LGRCEU	PAYROLL DEDUCTIONS	164.00
48724	14/12/2017	SYNERGY	ELECTRICITY	29446.10

48725	14/12/2017	TELSTRA CORPORATION LTD	NOVEMBER LANDLINE	4093.03
48726	14/12/2017	WATER CORPORATION	WATER USAGE	3575.25
48727	14/12/2017	SHIRE OF CAPEL	PETTY CASH	91.00
48728	20/12/2017	COURIER AUSTRALIA INTERNATIONAL	COURIER COSTS ANALYTICAL	10.44
48729	20/12/2017	SHIRE OF CAPEL	PETTY CASH RECOUP FOR BOYANUP AND DALYELLUP LIBRARIES	76.40
48730	20/12/2017	ELGIN BUSHFIRE BRIGADE	REIMBURSEMENT FOR FRIDGE PURCHASED BY ELGIN BF BRIGADE	1150.00
48731	20/12/2017	MR D FENNELL	REFUND DUE TO DOG STERILISATION	30.00
48732	20/12/2017	OCEAN FOREST LUTHERAN COLLEGE INC	YOUTH DRAMA PRODUCTION THEATRE HIRE	525.00
48733	20/12/2017	NAOMI PICKSTON	REFUND DUE TO DOG STERILISATION	30.00
48734	20/12/2017	SYNERGY	ELECTRICITY	5066.60
48735	20/12/2017	WATER CORPORATION	WATER USAGE	1261.62
881	01/12/2017	CAPEL COMMUNITY PROMOTIONS	HALL BOND REFUND	150.00
882	01/12/2017	MATTHEW J MCCARTHY	HALL BOND REFUND	150.00
883	06/12/2017	CAPEL MENS SHEDS INC	HALL BOND REFUND	500.00
884	14/12/2017	BUILDING & CONSTRUCTION IND TRAINING FUND	NOV 17 BCITF LEVY COLLECTED	4600.58
885	14/12/2017	DEPARTMENT OF COMMERCE - BUILDING COMMISSION	NOV 17 BSL LEVY COLLECTED	5824.24
886	14/12/2017	SHIRE OF CAPEL	NOV 17 BSL COMMISSION COLLECTED	327.25
887	14/12/2017	JUSTIN HARRISON	T2299 BOND REFUND	150.00
888	14/12/2017	DANEEL KOK	T2274 BOND REFUND	500.00
889	14/12/2017	SOUTH WEST ROSE SOCIETY	T2293 BOND REFUND	150.00
				1,692,920.15

05.12.17	SHIRE OF CAPEL PAYROLL PAYMENTS	\$5750.51
12.12.17	SHIRE OF CAPEL PAYROLL PAYMENTS	\$167,331.29
26.12.17	SHIRE OF CAPEL PAYROLL PAYMENTS	\$167,047.38

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**\$340,129.18**

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CERTIFICATE OF CHIEF EXECUTIVE OFFICER

This schedule of accounts to be passed for payment, covering vouchers as detailed above which was submitted to each member of Council on 24 January 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

**OFFICER'S RECOMMENDATIONS – 15.4**

**That Council receives:**

- 1 The Schedule of Accounts covering vouchers 881-889, EFT25707 to EFT25845, and EFT26046 CHQ48701 to CHQ48735 totalling \$1,692,920.15 during the month of December 2017;**
- 2 Payroll payments for the month of December 2017, totalling \$340,129.18; and**
- 3 Transfers to and from investments as listed.**



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## 15.5 Financial Statements for 31 December 2017

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Location: Capel  
Applicant: Shire of Capel  
File Reference: N/A  
Disclosure of Interest: Nil  
Date: 08.01.18  
Author: Manager Finance, A Mattaboni  
Senior Officer: Executive Manager Corporate Services, S Stevenson  
Attachments: Financial Statements for December 2017

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### **IN BRIEF**

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

### **RECOMMENDATION**

That Council adopts the financial statements for the period ending 31 December 2017 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 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 December 2017, Council’s net current assets position was a surplus of \$10,664,373. The budgeted year end net current asset position is a surplus of \$169,294. This a change to the budgeted amount of \$6,494 due to the brought forward amount changing from the budget figure used of \$61,802 to the actual amount of \$224,602. The resulting forecast extra surplus amount of \$162,800 will need to be reallocated by Council. The forecast net current asset position for year end 2017/18 will change with the updating of forecast accounts during the financial year. In accordance with Local Government (Financial Management) Regulation 33A a review of the annual budget will be carried out between 1 January and 31 March 2018.

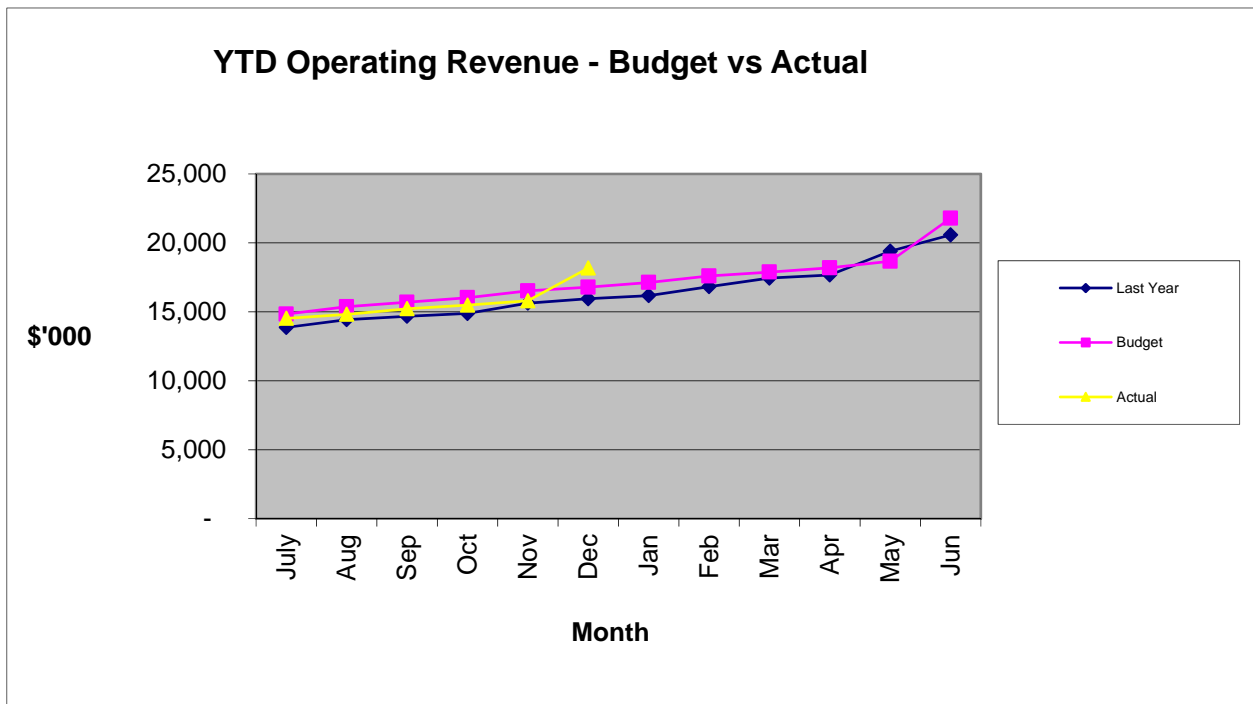
Compared to the annual budget approximately 93% of Operating Revenue has been invoiced and 45% of the Operating Expenditure budget has been spent. The monthly budget of income and expenditure has been adjusted to reflect the expected timing of actual income and expenditure throughout the financial year.

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.

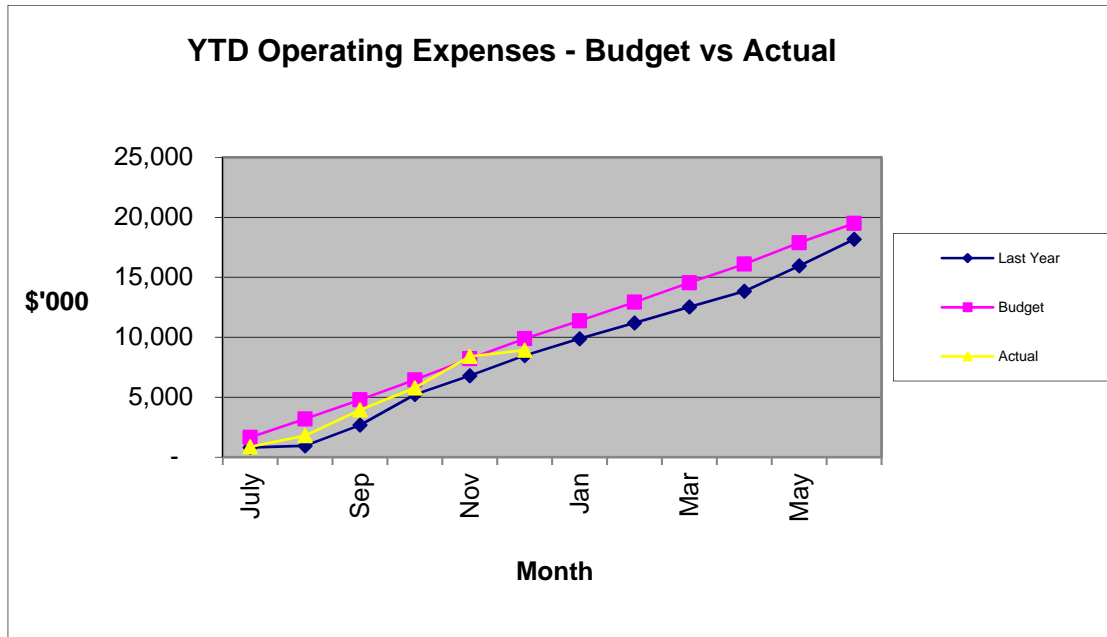
A comparison of employee costs shows that 48% of the annual budget has been spent. Leave liability expenses have been calculated. The Employee Costs category expenses includes salaries & wages, superannuation, workers compensation, leave liability expense, training/conferences and fringe benefits taxation.

Fixed asset depreciation has been calculated for the months of July to December 2017 using the updated fair value of all assets as at 30 June 2017.

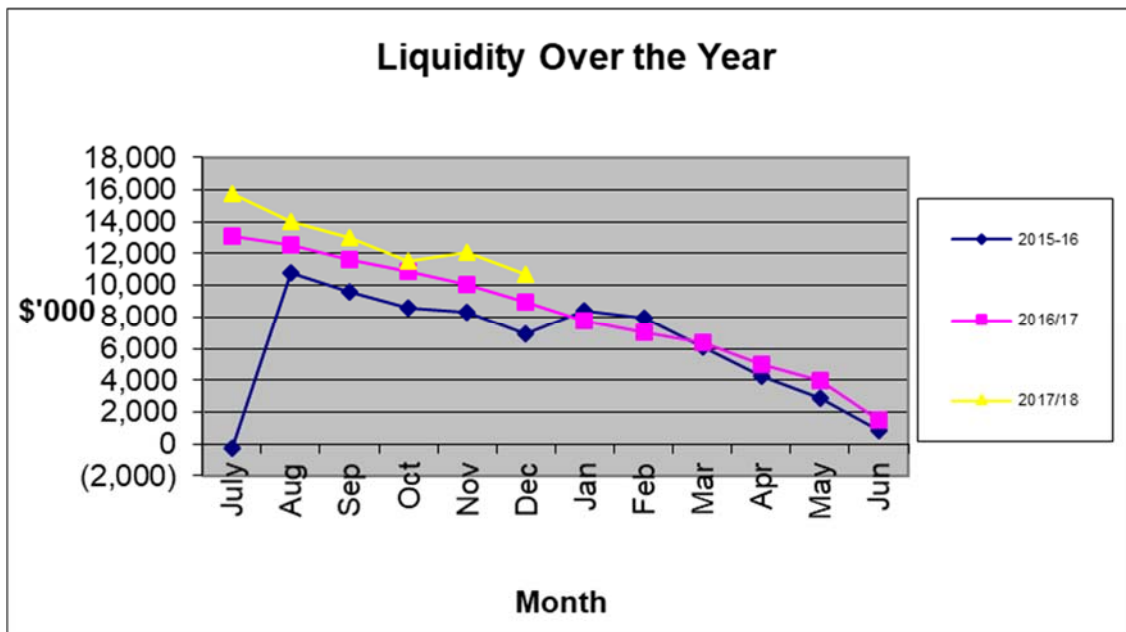
The following graphs compare actual Operating Revenue and Operating Expenditure against the approved budget on a year to date basis. Capel Civic Precinct grant funding was received during the month causing the increase of actual revenue in comparison to budget. Last year’s actual is also included for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



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

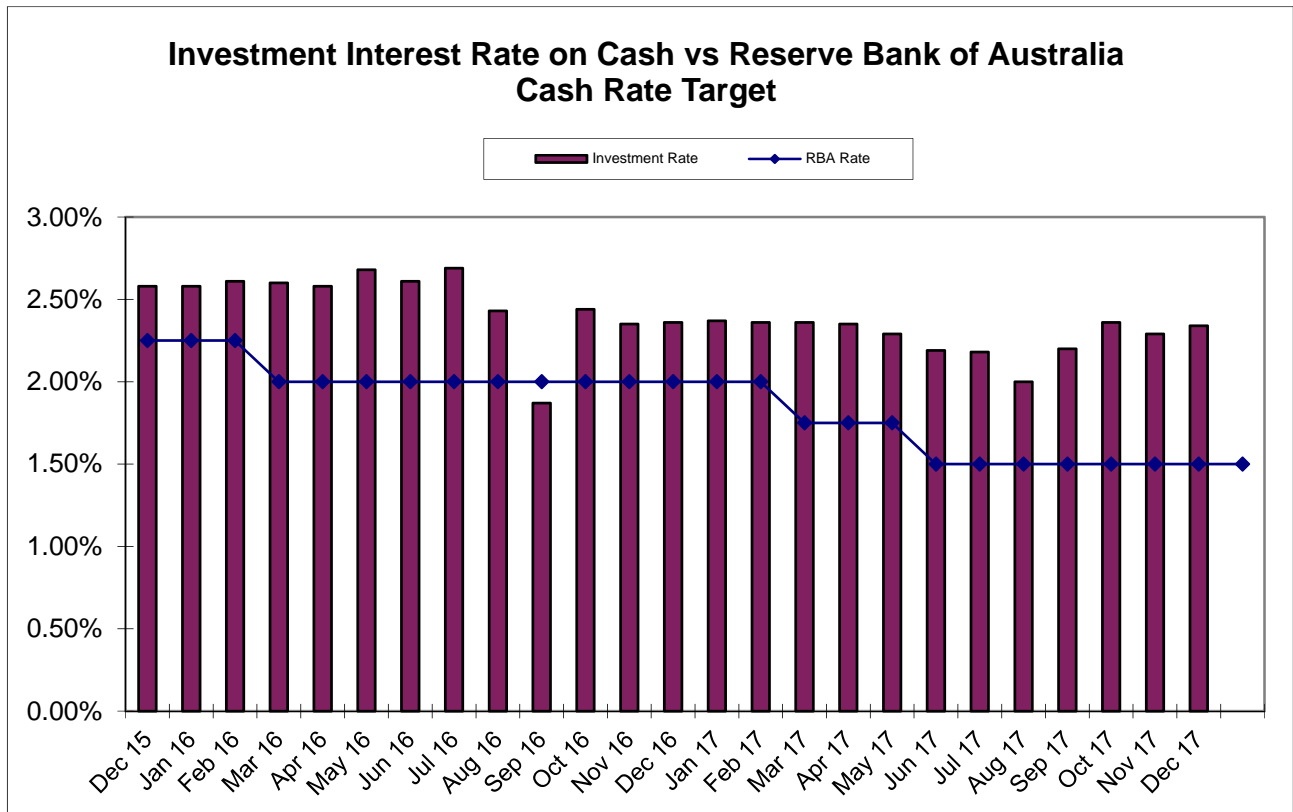


The liquidity graph compares the current year’s net current assets position against that of the two previous years.



Council’s municipal cash and investments position has decreased by \$279,501 compared to November 2017. The Municipal cash position is an amount of \$20,394,203 of which \$12,181,115 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 \$136,273 which is above the year to date budget of \$75,150. The average investment rate of return has increased to 2.34% 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 January 2018 to September 2018, investment terms ranging from 91 days to 364 days and interest rates from 2.40% to 2.60%.



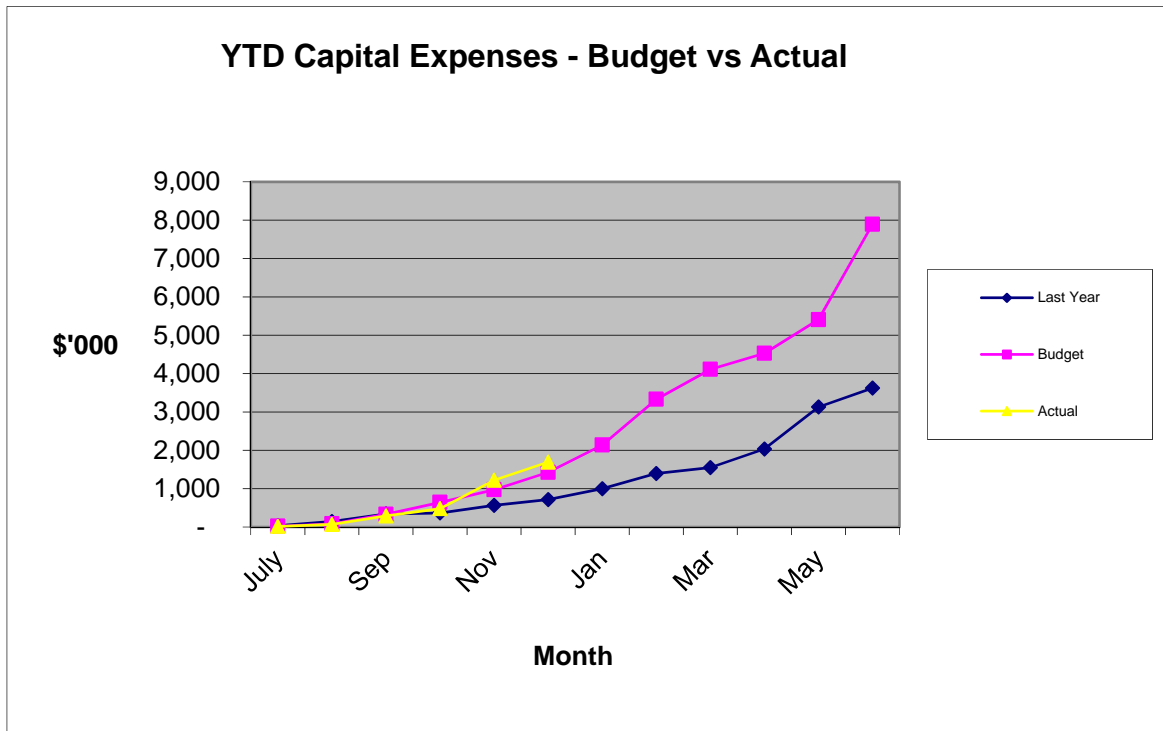
The budgeted interest earnings amount of \$425,398 is derived from several sources. \$31,654 is budgeted rate installment interest with the interest rate being 3.50% as allowed under Local Government (Financial Management) Regulation 68, the maximum rate allowed being 5.5%. \$26,611 is budgeted interest on unpaid rates with the interest rate being 10% as allowed under Local Government (Financial Management) Regulation 70, the maximum rate allowed being 11%. \$1,228 is budgeted interest charged on unpaid Emergency Services Levy as allowed under the Emergency Services Levy Act at a rate of 11% and \$200 is budgeted interest from Pensioner deferred rates which is paid by the Western Australian Department of Finance. An amount of \$365,705 of budget interest earnings will be subject to the market interest rates for cash deposits.

Capital works expenditure of \$473,671 was incurred during the month on:

- \$124,881 Capel Civic Precinct - Toilets
- \$ 99,381 Bitumen Reseal Program
- \$ 76,806 Light Commercial and Passenger Vehicles
- \$ 62,318 Road Widening
- \$ 43,465 Gravel Resheets
- \$ 23,957 Capel Civic Precinct - Stage 3 & 3A
- \$ 19,697 Playground Shade Sails
- \$ 7,700 Capel Civic Precinct - Stage 4 Multi Use Building Design
- \$ 4,805 Drainage Infrastructure
- \$ 3,994 Asphalt
- \$ 2,000 Other computer equipment
- \$ 1,458 Dual Use Paths
- \$ 1,219 Elgin Fire Brigade Site Works
- \$ 1,050 PGB Community Hall Recreation Hub Upgrade
- \$ 940 Entry Statements Whole of Shire

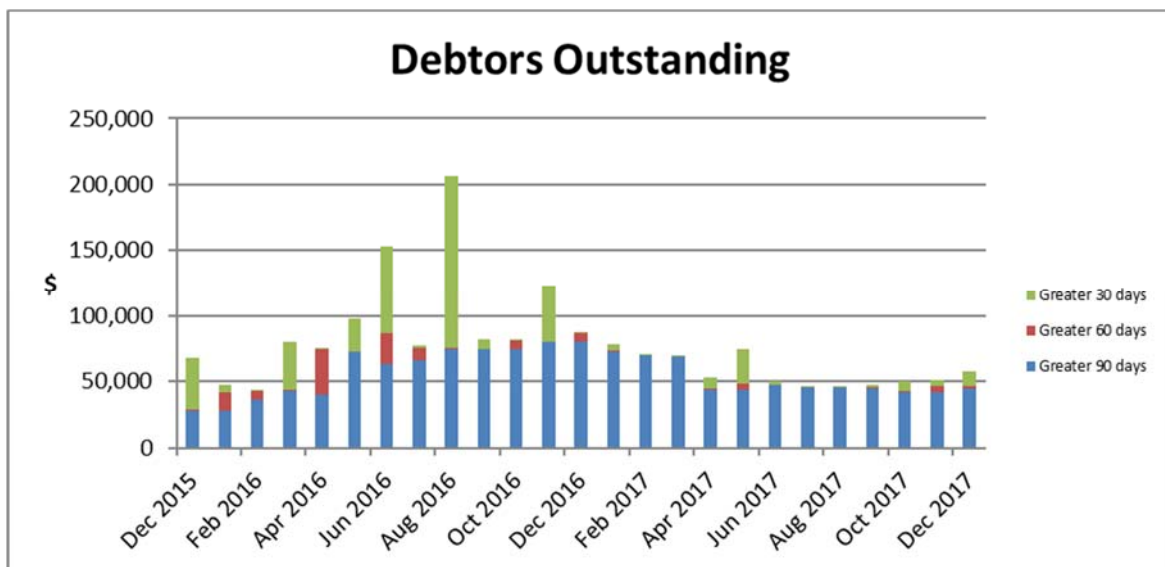
The following graph compares actual capital expenditure against budget on a year to date basis. Last year's actual is included for comparative purposes. The monthly budget has been adjusted

to reflect the expected timing of capital expenditure throughout the financial year. Non cash infrastructure has not been included in the graph.

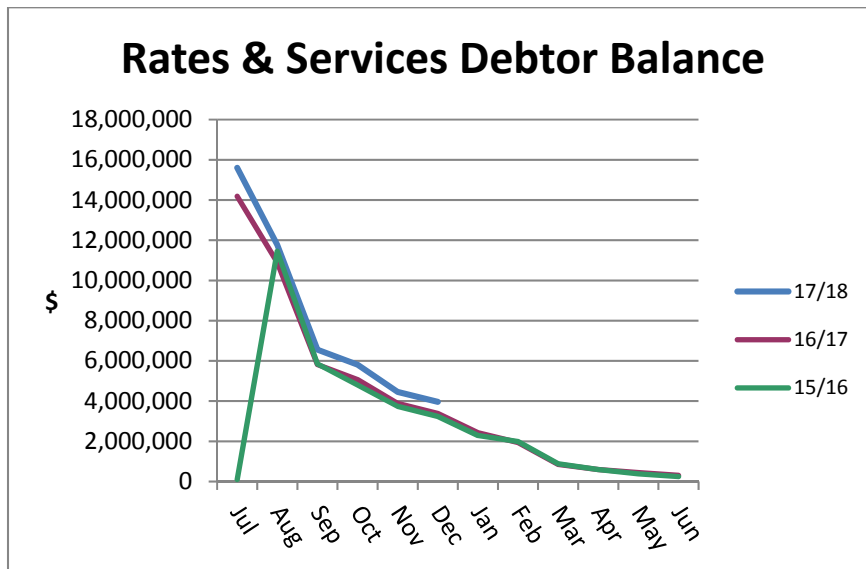


Council's financial ratios are disclosed in Note 14.

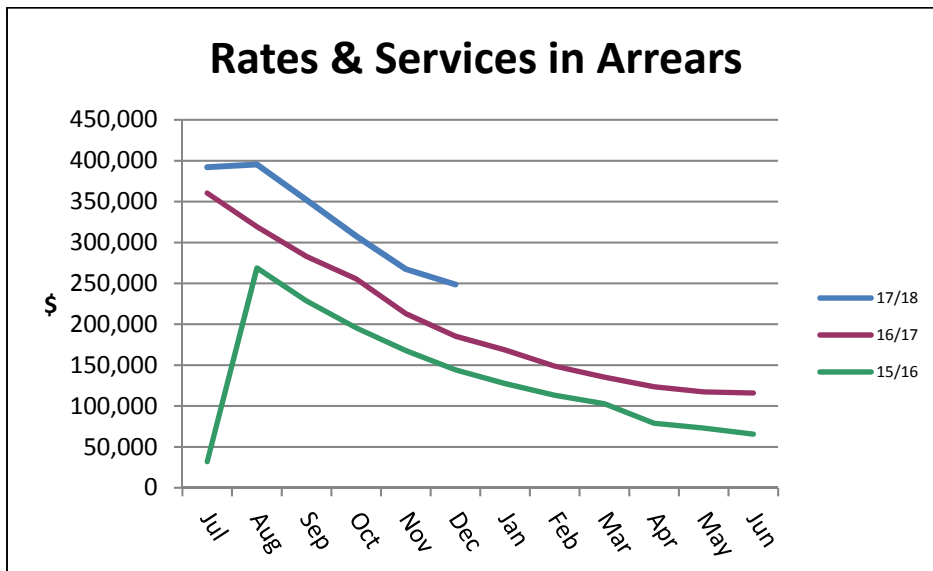
The following graph illustrates Council's current level of general Debt recovery for 31-60 days, 61-90 days and greater than 90 days.



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 December 2017.

**VOTING REQUIREMENTS**

Simple majority

**OFFICER'S RECOMMENDATION – 15.5**

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

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