

Shire *of* Capel

AGENDA

ORDINARY COUNCIL MEETING

Wednesday 20 June 2012

Commencing at 4.30pm in the Council Chambers at
the Shire Offices, Forrest Road, Capel.



Experience the
Shire of Capel



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FINANCIAL INTEREST

(Effective 1 July 1996)

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

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

Councillors should declare an interest:

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

A member who has declared an interest must not:

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

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

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

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

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

SHIRE OF CAPEL

NOTICE OF AN ORDINARY COUNCIL MEETING

THE NEXT ORDINARY MEETING OF COUNCIL WILL BE HELD IN THE COUNCIL CHAMBERS ON WEDNESDAY, 20TH JUNE 2012 COMMENCING AT 4.30PM.

PF Sheedy.

PF Sheedy
CHIEF EXECUTIVE OFFICER

15 June, 2012

AGENDA

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- 1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**
- 2 RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED)**
- 3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**
- 4 PUBLIC QUESTION TIME**
- 5 APPLICATIONS FOR LEAVE OF ABSENCE**
- 6 DECLARATION OF INTEREST**
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- 8 CONFIRMATION OF MINUTES**
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- 9 ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION**
- 10 PETITIONS/DEPUTATIONS/PRESENTATIONS**
- 11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**
- 12 QUESTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

13 CHIEF EXECUTIVE OFFICER REPORTS**13.1 South West Development Commission Board – Vacancy Local Government Representative**

Location:	Capel
Applicant:	South West Development Commission (SWDC)
File Reference:	142672
Disclosure of Interest:	Nil
Date:	28.05.12
Author:	Chief Executive Officer, P Sheedy
Senior Officer:	Chief Executive Officer, P Sheedy
Attachments:	Nil

MATTER FOR CONSIDERATION

Endorsement of the nominations of Councillors McCleery and Norton for the SWDC Board vacancy.

BACKGROUND / PROPOSAL**Background**

The SWDC is one of nine Regional Development Commissions established under the Regional Development Commissions Act 1993.

All Commission members are required to be familiar with the rights and responsibilities that are conferred on them by the Act and the powers of the Minister. In summary the Act outlines the:

- Establishment of the nine Regional Development Commissions
- Operations of the Commissions
- Membership and functions of the Regional Development Council
- Vesting of land of former authorities and general provisions.

A Board member of a Regional Development Commission can be equated to that of a company director. Board members must represent the interests of the whole of the South West Region and not specifically their locality.

The Commission's role is to coordinate and promote economic development in the South West Region. Its aims include maximising job creation, broadening local economies, identifying the need for infrastructure services, providing information and advice to business and ensuring access to government services.

The 10 member Board, which meets monthly, sets policy and makes decisions about a broad range of economic development projects and initiatives involving the Commission.

The Board does not manage the Commission. This is the role of the management and any request for staff involvement in Board or Board subcommittee affairs must be directed through the Chief Executive Officer.

Proposal

Vacancies exist for two local government appointments to the South West Development Commission's Board of Management. The current term for Cr Wade De Campo from the Shire

of Manjimup and Cr Brad Day from Shire of Dardanup expires on 30 June 2012. Cr De Campo and Cr Day are both eligible to reapply for a further term.

People nominated as prospective members should possess interest and knowledge relevant to regional communities. Relevant fields of involvement could include business and industry; employment, education and training; tourism and recreation.

Applicants will be assessed on their ability to make a significant contribution to a board of management together with a demonstrated involvement in either the economic or social development of the region. The terms of appointment are for two and three years respectively. It is also important to note Board Members are required to represent the interests of the South West and not a particular locality.

A merit based process will be used for selecting local government representatives to the Board.

STATUTORY ENVIRONMENT

Regional Development Commissions Act 1993

POLICY IMPLICATIONS

Policy 12.3 Travelling Expenses – Councillors, in part indicates that:

Council will reimburse travel expenses where councillors attend meetings attended as a consequence of an appointment to a committee, organisation or board, through a nomination by Council, where no travel allowance is paid by that committee, organisation or board.

FINANCIAL IMPLICATIONS

Budget

The annual budget includes provision for Elected Members reimbursement of travel costs etc. However given that the SWDC Board member's remuneration includes a sitting fee, plus travel and accommodation allowances there will be no requirement for council to meet any of these costs.

Long Term

There are no long term financial implications as the SWDC Board remuneration covers all board members' costs.

Whole of Life

There are no Whole of Life costs relevant to this item given that no assets are being created.

SUSTAINABILITY IMPLICATIONS

There are no sustainability implications relevant to this matter.

STRATEGIC IMPLICATIONS

Shire of Capel Strategic Plan 'Towards 2020- A Vision for the Shire of Capel 2009-2020 guiding principles:

- To foster and support responsible economic development
- To acknowledge that we are part of a wider region and that we will work to share resources

are considered relevant to this item.

CONSULTATION

No additional consultation is required on this matter.

COMMENT

Councillors Peter McCleery and Greg Norton have indicated an interest in nominating for the Board vacancies and will be completing the nomination forms prior to the closing date of 22 June 2012.

Council has the options of endorsing the nomination of both Councillors, only one or neither if it considers that they do not meet the selection criteria. It is highly unlikely that the Minister for Regional Development will approve the appointment of two local government representatives from the one local government authority. However given the interest shown both Councillors it is suggested that Council endorse both nominations and let them proceed through the selection process.

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATIONS – 13.1

That Council endorses the nominations of Councillors Peter McCleery and Greg Norton as local government representatives to the South West Development Commission Board.

13.2 Boyanup Saleyards – Renewal of Lease

Location:	Boyanup
Applicant:	Western Australian Livestock Salesmen’s Association (WALSA)
File Reference:	Legal documents
Disclosure of Interest:	Nil
Date:	29.05.12
Author:	Chief Executive Officer, P Sheedy
Senior Officer:	Chief Executive Officer, P Sheedy
Attachments:	Location map

MATTER FOR CONSIDERATION

1. The renewal of the lease of the Boyanup saleyards (Lot 202, Reserve 27193 and Lot 203 reserve 27194) to Elders Limited and Landmark Operations Limited (formerly Wesfarmers Landmark Limited) “Lessee” for a period of up to 10 years until 30 June 2022.
2. Lobbying of the State Government to commit to the construction of new regional cattle saleyards in the South West outside of the Boyanup townsite.

BACKGROUND / PROPOSAL

Background

Saleyards Lease

Reserves 27193 and 27194 are Crown reserves that were vested in the Shire of Capel, in 1964 and 1967 respectively for the purposes of ‘Stock Sale yards and Parking’, with power to grant leases for terms not exceeding twenty one (21) years, with approval of the Minister.

Regional Saleyards

January 2003 refers - Following a meeting by the President and CEO with the then Minister for Agriculture, Hon Kim Chance MLC the South West Zone of WALGA resolved to advise the Minister that it supports a feasibility study into the viability of the establishment of a regional saleyards facility in the south west.

January 2010 refers – President and CEO participated in an online interview with DAFWA and WA Treasury representatives to respond to a series of questions on behalf of the Shire of Capel.

February 2010 refers - Council at its meeting on 24 February resolved (Minute OC0215)

‘That Council advises the Department of Agriculture that:

1. Its preferred delivery options for the regional saleyards facility in priority order would be:
 - A State Government owned and operated facility through a statutory body, such as WAMIA.
 - State Government owned with management and operations outsourced.
 - Public /Private Partnership Model.
 - Full commercial ownership and operation;
2. The Shire of Capel does not wish to be involved in any ownership or ongoing management of the regional saleyards facility;

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

December 2010 refers: The Minister for Agriculture and Food issued a media statement indicating an investment of \$21.5 million towards the development and modernising of three key regional saleyards. The Shire of Katanning was given \$17 million, Shire of Plantagenet \$2.3 million and \$2.2 million ‘to kick start a replacement for the Boyanup cattle facilities’.

Proposal

The Western Australian Livestock Salesmen’s Association (WALSA) have advised that they wish to exercise the option in the lease to allow for an extension to the current lease between the Shire of Capel (Lessor) and Elders Limited and Landmark Operations Limited (Lessee) of the Boyanup Saleyards, for the further term (10 years) commencing from 1 July 2012.

STATUTORY ENVIRONMENT

Land Administration Act 1997 vests ‘Care, control and management’ of the property to the Shire of Capel with power to lease for terms not exceeding twenty one (21) years, with approval of the Minister.

Local Government Act 1995 – Section 3.58
 Local Government (Functions and General) Regulations 1996

Section 3.58(2) of the Local Government Act provides that

“Except as stated in this section, a local government can only dispose of property to –

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

As an alternative, Section 3.58(3) and (4) of the Local Government Act provide that

(3) “A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property –

- (a) it gives local public notice of the proposed disposition –
 - (i) describing the property concerned,
 - (ii) giving details of the proposed disposition, and
 - (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given:

and

- (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.
- (4) The details of the proposed disposition that are required by subsection (3) (a) (ii) include –
 - (a) the names of all other parties concerned
 - (b) the consideration to be received by the local government for the disposition and
 - (c) the market value of the disposition as ascertained by a valuation carried out not more than 6 months before the proposed disposition.”

Regulation 30(1) and (2) of the Local Government (Functions and General) Regulations 1996 provide as follows:

- (1) A disposition that is described in this regulation as an exempt disposition is excluded from the application of Section 3.58 of the Act.
- (2) A disposition of land is an exempt disposition if-
 - (a) the land is disposed of to an owner of adjoining land (in this paragraph called “the transferee) and –
 - (i) its market value is less than \$5000, and
 - (ii) the local government does not consider that ownership of the land would be of significant benefit to anyone other than the transferee.**

POLICY IMPLICATIONS

There are no current policies applicable to this matter.

FINANCIAL IMPLICATIONS

Budget

The current lease allows for an annual rental set in July 2003 and increased annually by the CPI for Perth at March, with a review of the annual rental on 1 July 2012. The 2011/12 budget includes an allowance for income of \$26,355. It is expected that this will be increased by the March quarter CPI of 1.9%.

Long Term

The annual rental of the property would be increased by the CPI for Perth at the March quarter, with a further overall rental review on 1 July 2017.

All assets on the property are owned by the Lessee and therefore the Shire of Capel has no long term financial responsibilities to maintain them.

Whole of Life

As all the assets on the property are owned by the Lessee there are no Whole of Life cost implications for the Shire of Capel.

SUSTAINABILITY IMPLICATIONS

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

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

There have been ongoing environmental management issues at the site in regards to the disposal of effluent and the site will require extensive cleanup and rehabilitation once cattle sales cease.

STRATEGIC IMPLICATIONS

The Boyanup Saleyards are one of the few, if not the only yards in the South West that provide the opportunity for industry producers to dispose of their cattle and it therefore plays an important strategic role in the industry at the current time.

Shire of Capel Strategic Plan, 'Towards 2020 – A Vision for the Shire of Capel 2009 to 2020', Key Focus Area 4 The Economic Experience, Strategy Ec3 'Facilitate opportunities for economic development' and Action 'Liaise with the State government to facilitate the relocation of the Boyanup Saleyards' is relevant to this item.

CONSULTATION

The Chief Executive Officer and President have met with the Lessee representatives to discuss the renewal of the lease for a further term.

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

Consultation and a deputation to the Minister for Agriculture will be required to seek a commitment by the State Government to the establishment a new regional saleyards in the South West.

COMMENT

Saleyards Lease

There was a previous perception that the current lease was for a period of twenty one (21) years from 1 July 2002, expiring on 30 June 2023. A recent reorganisation of lease documents within the organisation brought to the Governance Officer's attention that in fact the Lessee had a ten (10) year lease that expired on 30 June 2012 with a further term of ten (10) years if they exercised the option.

In order to exercise the option of the further term the Lessee was required, under clause 16 of the current lease, to give the Lessor (Shire of Capel) 'notice in writing exercising the option renewal hereinafter granted not later than THREE (3) months before the Termination Date'. This required the Lessee to advise the Council of their intentions no later than 30 March 2012 which they have not done due to them also being unaware of the lease terms and conditions.

As previously indicated in this report the Boyanup saleyards play a very important role in allowing producers in the South West to sell their cattle and whilst it would be unreasonable and totally unacceptable to the industry for the Council to seize the opportunity to not renew the lease and hence possibly close the saleyards, this current situation does present an opportunity to exert pressure on to the State Government to move forward with the construction of new regional saleyards outside of the Boyanup townsite.

Therefore it is recommended that Council Offer the Lessee a five (5) year lease from 1 July 2012 with a further five (5) year option, effectively granting them a further ten (10) year lease of the existing site unless the State government commits to and completes a new regional saleyards during this period.

A copy of the current lease has not been provided as an attachment and whilst interested Councillors can view the document by contacting the Governance Officer, Dean Freeman, relevant details of the current lease that would be carried over into a new one are as follows.

1. The yearly rental shall be the Gross Rental Value for the property at commencement and then increased annually by the Perth CPI at March each year.
2. The Lessee shall be responsible:
 - For all rates, taxes, charges, utilities charges, etc.
 - To insure all building structures etc on the property for their replacement value and have public risk insurance of \$5 million.
 - The collection and removal of all rubbish and refuse and any fees associated with this.
 - To keep and maintain waste pipes clean and free flowing.
 - Keep the premises thoroughly clean and not allow any accumulation of property or rubbish.
 - Keep the premises free from infestation by any rodents and other pests.
 - Maintain the premises in good clean substantial repair and condition to the reasonable satisfaction of the Lessor.
3. The Lessee is required at its own expense to observe and comply with any statutory regulations, by-laws, local laws etc and obtain any licences or permits required.
4. The Lessee shall not undertake or make any structural or other alterations without submitting detailed drawings and specifications to the Lessor and obtaining the Lessor's consent in writing.

Regional Saleyards

In regards to the matter of new regional saleyards, the Council, through the President and Chief Executive Officer, have been lobbying the State government since 2002 to undertake a feasibility study to identify suitable locations for regional cattle saleyards in the South West.

It is the view of the Chief Executive Officer that given the previous understanding by all parties that the existing lease at Boyanup did not expire until 2023 and despite the State government starting the investigation process they felt no compulsion to proceed with any urgency to commence this project and that it could be left until closer to the lease expiry time.

The disappointing aspect of this whole process is that substantial funds have been spent on the new Muecha Livestock Centre (\$54 million) and allocated to Katanning and Mount Barker leaving very little funds for the South West facility from the sale of the Midland saleyards land. As a consequence the Department of Agriculture and Food have been forced to investigate alternative proposals (i.e. private investment/operators) given the State government only allocating \$2.2 million.

Council staff indicated to the Department for Agriculture and Food representatives that it would be very doubtful that a private operator would be prepared to invest the required regional saleyards construction cost of \$12-\$15 million dollars as it would be very difficult for them to obtain a profit on their investment given the limited ability to substantially increase the income from yarding fees. It was suggested that the most viable option would be the State government to fund the construction and then either run it themselves or allow a private or industry operator to manage the facility.

Following the Market Sounding exercise in which a number of private operators both within and outside of the State visited the area and had discussions with Department of Agriculture, it has now been determined that there is no interest from private operators to fund the total construction cost of new regional saleyards. The fear now is that the State Government will determine that the development of regional saleyards cannot proceed in the near future and leave it for another government to sort out closer to the lease expiry date in 2023.

It is the understanding of the Chief Executive Officer that Department of Agriculture and Food have provided a report to the Minister for Agriculture and Food on their findings with recommendations. Given the recent new information in regards to the current WALSA Boyanup lease there is now a 'window of opportunity' for Council and the industry bodies to seek a deputation with the Minister for Agriculture and Food to lobby for the fast tracking of new regional saleyard facilities and for the State Government to allocate suitable funds for construction costs. The impending State government election in March 2013 also provides an additional opportunity to put pressure on the government to commit to the project.

With regard to the requirements of Regulation 30(2)(ii) – "the local government does not consider that ownership of the land would be of significant benefit to anyone other than the transferee", it is considered that if Elders Limited and Landmark Operations Limited, as current Lessees were not granted a new lease and as such were required to remove all improvements from the land, then in the current economic climate there would likely not be any alternative provider of this facility. As such, and given that the land is vested in the Council for the purposes of 'Stock Sale yards and Parking' it is submitted that the land is only of benefit to the proposed lessee.

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATIONS – 13.2

That Council resolves:

- 1. To form the opinion that the land contained within Reserves 27193 (Lot 202) and 27194 (Lot 203) and the area of land coloured black (see attachment) that adjoins Crown Reserve 27193, Knott Street Boyanup currently leased to Elders Limited and Landmark Operations Limited, having regard for the improvements of the current Lessee and the limited purposes for which this land may be used under the vesting order, is not of significant benefit to anyone other than Elders Limited and Landmark Operations Limited and as such is an exempt disposition for the purposes of Regulation 30(2)(ii) of the Local Government (Functions and General) Regulations 1996.**
- 2. Subject to the approval of the Hon. Minister for Lands, to lease Crown Reserves 27193 (Lot 202) and 27194 (Lot 203) 'Demised Premises' and the area of land coloured black (see attachment) that adjoins Crown Reserve 27193, Knott Street Boyanup to Elders Limited and Landmark Operations Limited for a period of five (5) years with a further five (5) years option, commencing on 1 July 2012 on similar conditions to the current lease.**
- 3. That the President, Chief Executive Officer be authorised to affix the Common Seal of the Council to the lease documents.**
- 4. That the President, Chief Executive Officer and Industry Body representatives request a meeting with the Minister for Agriculture and Food to highlight the need for new regional cattle saleyards in the South West and that funds for the construction should be provided by the State Government.**
- 5. To lobby the State Government and State Labor Party to commit funds to the development of new regional cattle saleyards in the South West on their return to government (Liberal/National Party Coalition) or first term of government (Labor Party), as an election commitment prior to the State government election in March 2013.**

13.3 Police Presence – Shire of Capel

Location: Capel
Applicant: Shire of Capel
File Reference:
Disclosure of Interest: Nil
Date: 31.05.12
Author: Chief Executive Officer, P Sheedy
Senior Officer: Chief Executive Officer, P Sheedy
Attachments:

MATTER FOR CONSIDERATION

That Council determine its position on the community's concerns about the lack of a Police presence in Capel and the lack of a reasonable response to the calls from the community for Police to attend incidents of antisocial behaviour, hooning and criminal activities and consider lobbying the State Government and other state political parties on these issues.

BACKGROUND / PROPOSAL**Background**

April 2012 refers – The Member for Collie Preston Mick Murray MLA arranged a public meeting in Capel as a result of community concerns at the lack of a Police presence in Capel. Approximately 150 plus people attended the meeting.

May 2012 refers – The Leader of the State Opposition, Mark McGowan MLA makes an election commitment to build a police station in Capel if the Labor Party are elected at the 2013 State election.

Proposal

Given the ongoing issues with Police attendance to incidents within the Shire of Capel and the large turnout by residents at the public meeting in Capel on 16 April 2012 Council is requested to take action to raise the political profile of the issue and lobby state politicians to seek a commitment to increase the level of Police resources in the south west so that a reasonable presence/response by the Police to the ongoing anti social behaviour and crimes being committed in the Shire of Capel can be addressed.

STATUTORY ENVIRONMENT

Local Government Act 1995, section 3.1 (1) 'The general function of a local government is to provide for the good government of persons in its district' is considered relevant to this matter.

Police Act 1892 and Police Force Regulations 1979.

POLICY IMPLICATIONS

There are no current Council policies relevant to this matter.

FINANCIAL IMPLICATIONS**Budget**

There is no provision in the 2011/12 or 2012/13 budgets for any contributions towards Police services in the Shire of Capel.

Long Term

The Civic Precinct Master Plan adopted by Council indicates that space will be made available in the new multipurpose centre for a Police facility and other community facilities/government agencies as required.

Whole of Life

Given the comment made in the Civic Precinct Master Plan the possible location of the Police facility in a future multipurpose centre would incur whole of life costs, but it is not possible at this time to determine what those costs may be.

SUSTAINABILITY IMPLICATIONS

The location of a police station in the Capel townsite would have a positive social impact on the community given the current negative comment about the lack of a suitable police presence/response to current issues and the concerns by some residents that they do not feel safe at night in the community.

The location of a police facility in Capel could see an improved confidence in business activity and people moving to live in Capel which would encourage economic activity for the benefit of the community.

STRATEGIC IMPLICATIONS

The Strategic Community Plan 'Towards 2020 – A vision for the Shire of Capel 2009 to 2020' has relevance to this matter and specifically:

Key Focus area 2; The Community Experience

- Objective 2.4 'Strive to make the Shire a safe place to live, work and visit.'
- Strategy C6 'Plan for the health and safety of the community.'
- Action 'Lobby/advocate for continuation of the Community Policing Officer'.

CONSULTATION

There has been ongoing consultation with the community, Police and politicians on this issue and the President and Chief Executive Officer have instigated quarterly meetings with officers from the Bunbury District Police Office.

COMMENT

The public meeting held in April 2012 clearly identified the Capel community's frustration and anger at the ongoing lack of what they consider to be reasonable presence/response by the Police to the ongoing anti social behaviour and crimes being committed in the townsite.

From the public meeting approximately ninety (90) comment forms were completed by those in attendance and provided to Mick Murray MLA, a copy of which have been provide to the Shire. A perusal of the forms indicated that the majority of those attending (60%) supported a police station being established in Capel. A number of the forms indicated support for an increased police presence in the town which could also be taken as supporting the establishment of a police station, whilst the remainder clearing indicated increased patrols, day and night, were the required.

It is important in this whole debate to appreciate that whilst the largest outcry and public gathering has come from the Capel townsite, there are other communities within the Shire of Capel (Boyanup, Dalyellup, Gelorup and Peppermint Grove Beach) that at various times have raised their concerns at the lack of a police response to incidents or general presence in these

areas on a regular basis. It is also important to understand that in many instances the importance of the incident (priority) in relation to other crimes, as determined by current Police policy, is quite often a main reason for the Police not attending immediately, some time later after the incident has occurred or not at all. Therefore it is possible that even an increase in Police resources in the South West may not result in an increased level of Police presence in the Shire townsites.

Given the position taken by the State Opposition (Labor Party) to commit to a police station in Capel and the strong demand for one from those attending the public meeting Council needs to be seen to supporting this position as a long term strategy and if it was achieved in the short to medium term then that would be a welcome result.

However given the current State Government's and Minister for Police's firm opposition to a Police station in Capel, and ongoing public statements that Capel has access to a 24/7 police service (which sounds fine in theory, but in practical terms is a nonsense as it does not happen) Council needs to consider alternative strategies to achieve an acceptable outcome for the community. The most suitable ones appear to be:

1. Lobby the State Government and Opposition to increase the police resources in the South West and specifically Bunbury to allow for an increased regular presence in the Capel townsites.
2. Investigate the opportunities to introduce security patrols that would be paid for by Council either as part of its general allocation of funds or through a specified area 'security patrol' levy on the ratepayers.

Whilst both of the two options above would appear to be difficult to achieve under the current State Government, given their stated public position on them, if Council is going to lobby on any issues, then the push for increased resources in the South West would seem to politically, in the current environment, have a better chance of success over the medium to longer term. But the commitment made by the Leader of the Opposition, Mark McGowan, to provide a Police station in Capel if elected to government, should be acknowledged and supported by Council.

Whilst no costs have been undertaken it is expected that the costs to engage security patrols to cover all the townsites and provide a reasonable amount of coverage during the day, at night and on weekends would be considerable and possibly not within the ability of Council, either through general revenue or through a specified rate on the community, to fund such a service. A reduced service targeting specific times when incidents are currently occurring may be possible, but again would come at substantial cost. The other point to consider is that security personnel do not have unlimited powers of arrest and so will still be required to call the Police to attend.

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATIONS – 13.3

That Council:

- 1. Acknowledges the commitment by the Leader of the Opposition, Mark McGowan MLA to provide a Police station in Capel if elected to government in 2013 and the Chief Executive Officer write to the Leader of the Opposition and Member for Collie-Preston Mick Murray MLA thanking them for this commitment.**
- 2. Write to the Minister for Police; Road Safety, Honourable Rob Johnson JP MLA and Premier, Honourable Colin Barnett MLA raising the concerns of the community about the lack of a regular Police presence in the Shire and the poor response by the Police to calls from the community, due to a lack of Police resources in the South West, attendance of Police at other priorities and the low priority given by Police to anti social behaviour, break-ins, hooning etc that is occurring in townsites within the Shire of Capel.**
- 3. Continue to lobby politicians of all state political parties, in writing and personally by Elected Members and the Chief Executive Officer, whenever the opportunity arises, about the lack of adequate Police resources in the South West to provide a reasonable regular Police presence and response to calls for assistance from community members within the Shire of Capel.**

13.4 Civic Precinct Master Plan – Parking for Administration Office

Location:	Capel
Applicant:	Shire of Capel
File Reference:	
Disclosure of Interest:	Nil
Date:	05.06.12
Author:	Chief Executive Officer, P Sheedy
Senior Officer:	Chief Executive Officer, P Sheedy
Attachments:	Civic Precinct Master Plan Shire Administration Refurbishment Concept Plan

MATTER FOR CONSIDERATION

Provision of parking, including disabled parking, for persons attending Council meetings and functions and Councillor access to the Shire Administration Building following proposed refurbishment.

BACKGROUND / PROPOSAL**Background**

July 2008 refers - Council resolved (Minute OC0714) to adopt the Capel Townsite Strategy as a Town Planning Policy.

April 2009 refers – Concept plans for the proposed Shire Administration Refurbishment completed detailing proposed building extensions and proposed parking layout (see attachment).

July 2011 refers - Council resolved (Minute OC0703) to adopt the draft Capel Civic Precinct Master Plan for the purpose of community consultation.

November 2011 refers – Council resolved (Minute OC1113) to adopt the Capel Civic Precinct Master Plan.

Proposal

With the adoption of the Capel Civic Master Plan by Council in November 2011, the opportunity to allow for parking bays to be constructed on the northern side of the proposed Shire Administration Refurbishment project, as was proposed in the 2009 concept plan, was eliminated. This now has a significant impact on the functionality of the Council chambers, function area and Councillors lounge, the ability to service the kitchen from the northern side of the building and the provision of parking for visitors, including the aged and disabled, in close proximity to the building.

The only proposed close parking is at the rear of the building, which was intended to be occupied by staff during office hours, parking near the Community Centre and future parking adjacent to the Anglican Church and Roe and Buchanan Roads that is not proposed to be constructed in the short term.

The proposal therefore is to designate a majority of the parking at the rear of the office for visitor and Council vehicle only parking and to modify the Capel Civic Precinct Master Plan to allow for a limited amount of disabled and service parking on the northwest end of the proposed refurbishment, requiring the relocation of some trees and garden detailed on the Civic Precinct Master Plan.

STATUTORY ENVIRONMENT**Capel Townsite Strategy 2008**

The Capel Townsite Strategy has a number of strategies and actions relating to various issues within the Capel townsite, with Action (iv) of the 'Community Facilities and Recreation' strategy, detailed below, relevant to this item:

"Prepare a Master Plan for the Civic/Town Centre Precinct incorporating the existing Shire Administration and Community Centre Site, Erle Scott Reserve and vacant Lot 243 (former Reserve for Police Station). This Master Plan should investigate the future use of the Precinct and aim to accommodate long term civic and community needs of the Shire including administration, town centre car parking and potential government uses (including a community policing facility)."

POLICY IMPLICATIONS

Policy 15.17 Capel Townsite Strategy is relevant to this item and in particular the following objectives of the policy:

1. Retain and enhance Capel as a major community, administrative, economic and general activity centre within the Shire of Capel.
2. Promote and safeguard the health, safety, convenience and general welfare of the residents of the townsite and surrounding area.
3. Enhance the character of the town through improved townscape outcomes with a focus on the town centre and a high quality of residential development and design.
4. Improve pedestrian and cycle access within and around the town and ensure safe and convenient movement of people, including for pedestrians, cyclists and motorists.

FINANCIAL IMPLICATIONS**Budget**

The 2011/12 draft budget includes provision for the development of a staging strategy and concept designs for the Capel Civic Precinct Master Plan.

The 2012/13 draft budget includes provision for detailed designs for the Shire Administration Refurbishment and completion of the staging strategy, concept designs and costings for the Capel Civic Precinct Master Plan as these will not be completed in 2011/12.

There will also be some costs incurred in requesting the consultant to amend the existing Capel Civic Precinct Master Plan.

Long Term

Preliminary intentions are for funding to be allocated in the 2013/14 budget to allow for the Shire Administration Refurbishment to be undertaken and for the commencement of the implementation of the Capel Civic Precinct Master Plan endorsed staging strategy and designs.

Whole of Life

The extensions to the Administration Office will increase the annual operating costs of the building including future replacement/refurbishment and the construction of car parking will require ongoing maintenance and future reseals to maintain the asset.

SUSTAINABILITY IMPLICATIONS

The provision of car parking spaces would not be seen as environmentally pleasing as the planting of native vegetation, passive pathways etc as currently detailed on the adopted Civic Precinct Master Plan and economically it could be argued that the cost to install parking and maintain these spaces would be more.

From a social implications perspective the provision of suitable parking within reasonable proximity of the Administration Building would be seen as important to allow community members, especially aged and disabled, to attend functions held in the building. The downside of providing parking in the suggested area is that it may not maximise pedestrian access through the Precinct and to Forrest Road via a network of paths and by the town square which links key uses in the Precinct and provide a strong interface with Forrest Road; and contribute to achieving a 'main street' in the town centre (which are key objectives of the Master Plan).

STRATEGIC IMPLICATIONS

The provision of parking in close proximity to the Administration Building for those attending Council meetings and functions, especially the aged and disabled is seen as a key strategic issue to ensure that the people have safe and well defined access to the building.

CONSULTATION

Consultation has been undertaken with the Executive Management Team (via consideration of agenda items) and the Shire Administration Refurbishment Working Group.

The Capel Civic Precinct Master Plan was advertised for public comment and the provision of parking may require the relocation of the proposed 'Artworks/Possible Town Clock' and possible Community Garden'. However given the nature of the alteration and its overall minor impact on the overall Capel Civic Precinct Master Plan re-advertising for public comment is not considered to be warranted.

COMMENT

Given the Minister for Local Government's announcement of voluntary structural reform in February 2009, Council agreed at that time that it would not be appropriate to undertake the proposed refurbishment works on the Administration Building, given its estimated cost of \$3.5 million, until there was a clearer picture of the Minister's intentions for the South West local governments in the structural reform process.

As the voluntary structural reform process has not progressed to any large degree, there does not appear to be any clear direction and leadership from the State Government to indicate that any major changes will happen in the near future and given the strong opposition by community members in the Council survey conducted in 2009 to any amalgamation with adjoining local governments, Council last year supported proceeding with the Shire Administration Refurbishment.

The 2009 Concept Development plan for the Refurbishment (see attachment) is based on allowing:

1. Councillors to access the Council chambers and the Councillors lounge to attend Council meetings, functions and meet community members and access the building after hours/weekends to collect material left for them from a side door on the north side of the building;
2. The kitchen being serviced via the northern side of the Refurbishment (Councillor access door); and
3. Members of the public who would be attending meetings and functions or meet Councillors to park within close proximity of the building (especially the aged and

disabled) on the northern side and then have good close uninterrupted access to the front entrance of the Administration Building.

The Capel Civic Precinct Master Plan has been designed to maximise pedestrian access through the Precinct and to Forrest Road via a network of paths and by the town square which links key uses in the Precinct and has made provision for future parking as follows:

- Expansion/formalisation of the existing car park behind the Shire office.
- Additional parking along Roe Road and Buchanan Road.
- Future parking in the vacant area of the Anglican Church site.

Whilst the above dot points are good long term strategies to address parking shortages for future staff, the CBD and proposed Multi Purpose Community Centre adjoining Roe Road, it does not address the issue of providing parking with close uninterrupted access for people attending Council meetings and functions and especially the aged and disabled unless they are required to walk a considerable distance, except for the future parking on the southern side of the Anglican Church.

With Council meetings commencing at 4.30 pm and some functions being held during the day there will be limited opportunities, if at all for Councillors or visitors to utilise the expanded parking at the rear of the Administration Office, as staff will be utilising this parking area. The solution to this will be to designate the parking at the rear of the building for Councillors, visitors and Council vehicles only.

This then requires consideration as to where staff will park their own personal vehicles and additional parking will be provided in an overflow area for larger functions. Given that the relocation of the Post Office will create demand on existing parking spaces in Forrest Road opposite the Administration Office and consideration of other businesses' needs for parking, the use of the Forrest Road street parking by visitors to the Council Chambers for meetings and functions should not be encouraged.

As previously mentioned, future parking in the vacant area on the south side of the Anglican Church and along Roe and Buchanan Roads are indicated as medium to long term projects in the Civic Precinct Master Plan Actions. Subject to the approval of the Anglican Church fraternity, consideration will need to be given to bringing forward the construction of this parking to coincide with the completion of the Administration Office Refurbishment. As can be seen on the Attachment (marked "A") it is recommended that 2-3 parking bays be constructed on the northwest end of the Administration Building for disabled and service parking with a pathway leading to the side door and front of building.

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATIONS – 13.4

That Council resolves to modify the Capel Civic Precinct Master Plan to allow for:

- **A minimum of 2-3 parking bays on the north west end of the proposed Administration Office Refurbishment for disabled and service parking (marked "A" on attached plan);**
- **The construction of a pathway from the above parking bays to provide for access to the side door and front of the Administration building; and**
- **The construction of parking bays on the Anglican Church land southern side, subject to their approval, for Council staff and additional visitors in the short term to coincide with the completion of the Administration Office Refurbishment.**

13.5 Councillor Training – Media/Public Speaking

Location: Capel
Applicant: Corporate Dynamics
File Reference:
Disclosure of Interest: Nil
Date: 12.06.12
Author: Chief Executive Officer, PF Sheedy
Senior Officer: Chief Executive Officer, PF Sheedy
Attachments: Nil

MATTER FOR CONSIDERATION

Approval for Councillors to attend the Media/Public Speaking Workshops on 19 and 20 July 2012 in Perth with council meeting all registration, travel, accommodation and sundry expenses.

BACKGROUND / PROPOSAL**Background**

January 2012 refers - Several Councillors, in completing their Councillor Training Survey, indicated an interest in attending training on public speaking and or media presentations.

April 2012 refers - Attempts were made to organise a workshop in the South West for councillors, including an invitation to other local governments to nominate councillors, but due to insufficient numbers showing interest it was not held.

As a result of this initial interest the original workshop presenter Bill Gill, Corporate Dynamics Global has advised of a similar training opportunity in Perth.

June 2012 refers - An email was sent to Councillors Norton, Smith and J. Scott, who previously indicated an interest, seeking their interest in travelling to Perth for the two day workshop.

Proposal

Corporate Dynamics has advised that they will be conducting a two day workshop in Perth on 19 & 20 July 2012 on Media/Public Speaking and Council is invited to nominated interested persons.

The cost for two registrations is \$895 (incl GST) which includes all course materials, workbooks, DVD for each participant of practical exercises, and 3-4 tutors.

There is a maximum of only ten (10) people attending to allow for individual attention and sharing of ideas.

A 10% discount for WALGA members is available off the advertised price.

STATUTORY ENVIRONMENT

There are no statutory requirements for this item.

POLICY IMPLICATIONS

Council Policy 12.3 'Travelling Expenses – Councillors' in part indicates that:

Council will reimburse travel expenses where Councillors attend:

- Conferences, seminars and training courses approved by Council, through a resolution duly passed at a Council meeting

Council Policy 12.6 'Conference, Training & Development Expenses' in parts indicates as follows:

Conference expenses will only be paid or reimbursed when:

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

The conferences to which this policy applies shall generally be confined to:

- Conferences, seminars or training courses which advance the development of Elected Members in their role as Councillors

Registration

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

Accommodation

The Council will pay reasonable double room or twin share accommodation costs for Councillors including the night before and/or after the conference where this is necessary because of travel and/or conference timetables.

Travel

- All reasonable travel costs for Councillors/delegates to and from the conference location and venue will be met by the Council. Where appropriate, travel will be provided by air and will normally be at economy rates but may be upgraded to business class in recognition of any physical disability of the attendee or if the distance and/or travelling time involved warrants such an upgrade.
- Councillors using private vehicles in accordance with this Policy may claim 'kilometre' allowance at the date of travel as per Clause 5 of Policy No. 12.3 but subject to such cost not exceeding the normal full economy class air fares to and from the particular destination.
- Costs of vehicle hire, taxi fares, parking and meal expenses which are reasonably required and incurred in attending conferences, will be reimbursed by the Council.
 - The Council will normally pay registration fees, accommodation costs and airline/train tickets direct to conference organisers/travel agent in advance. Where this is not appropriate or possible, a cash allowance or cheque equivalent thereto may be paid in advance to the attendee for payment to the appropriate party.

- Attendance by a Councillor at any conference, seminar, congress, forum, workshop, course, meeting, deputation, information or training sessions, events, etc. related to the industry of local government which are held overseas, must be authorised prior to departure by specific resolution of the Council and such resolution shall specify and detail the conditions of attendance.
- Where a Councillor attending an approved conference or training program requiring overnight accommodation, elects to stay with relatives or friends at private accommodation, Council will pay an allowance of \$60 per night (CPI adjusted each quarter as from 30 March 2001), to offset meals and other expenses.
- Councillors wishing to claim this allowance shall complete the 'Elected Member Conference Reimbursement' form (attachment).
- Where a Councillor attending an approved conference, training or development program, incurs child care expenses, Council will reimburse these expenses to a maximum of \$50 per day.
- Where Councillors attend conferences, seminars, fact finding tours, training and development, they shall be entitled to a daily allowance of \$25 for sundry expenses in addition to other expenses allowed under this policy. The daily allowance can be paid either prior to, or at the conclusion of attending conferences etc.

FINANCIAL IMPLICATIONS

Budget

The 2011/12 budget and 2012/13 draft budget includes an allocation of \$9,000 (Account 101220) for Conferences, Training, Seminars etc including Local Government Week.

Given the recent training workshops it is expected that the 2011/12 actual expenditure will exceed the budget by approximately \$1,000, but training reimbursement income (from other local governments) will be approximately \$7,000 above budget.

Travel expenses are covered under the Members of Council (Account 101120) budget allocation.

Long Term

Given that the workshops are to be held in July and no additional one are planned for 2012/13 at this time the draft budget allocation will be adequate.

Whole of Life

There are no whole of life costs involved as no assets are being created.

SUSTAINABILITY IMPLICATIONS

No sustainability implications are relevant to this item.

STRATEGIC IMPLICATIONS

Shire of Capel Strategic Plan 'Towards 2020 – A Vision for the Shire of Capel 2009 to 2020', Key Focus Area 1, The Leadership Experience and strategy L1 'Provide for professional development of councillors and staff in respect to governance responsibilities' is relevant to this item.

CONSULTATION

Councillors who have previously indicated an interest in Media/Public Speaking have been contacted.

No further consultation is required.

COMMENT

Media/Public Speaking is considered to be important for the professional development of Elected Members and every opportunity to attend training in these areas should be embraced. However the requirement to travel to Perth for two days, requiring potential time off work does make it difficult for Elected Member attendance.

The workshop flyer indicates that those attending 'will be taught the essentials of stage and lectern performance and understanding the media climate in Western Australia' and the key objectives are:

- to give clients an insight into the world of public speaking and the media
- to develop your own presentation style and media persona
- to develop media strategies
- to become a better interviewee
- how to use the Question, Answer Point principles to your advantage
- how to perform on camera
- how to handle the press interview
- planning a media conference.

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATIONS – 13.5

That Council approves the attendance of Councillor Norton at the Media/Public Speaking two day workshop in Perth on 19 and 20 July 2012 and will meet all registration, travel, accommodation, meals and other costs as per Policies 12.3 and 12.6.

14 HEALTH SERVICES REPORTS**15 PLANNING AND DEVELOPMENT SERVICES REPORTS****16 TECHNICAL SERVICES REPORTS****17 CORPORATE SERVICES REPORTS**

17.1 Draft Budget 2012/13

Location:	Capel
Applicant:	Shire of Capel
File Reference:	
Disclosure of Interest:	Nil
Date:	06.06.12
Author:	Director Corporate Services, P Anastasakis
Senior Officer:	Chief Executive Officer, P Sheedy
Attachments:	Draft Budget for the year ending 30 June 2013

MATTER FOR CONSIDERATION

Council to consider the draft Budget for the 2012/13 financial year.

BACKGROUND / PROPOSAL**Background**

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

Proposal

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

STATUTORY ENVIRONMENT

Section 6.2 of the Local Government Act 1995 requires that each year a local government prepare and adopt an annual budget.

Section 6.32 of the Local Government Act 1995 states that a local government, in order to make up the budget deficiency, is to impose a general rate on rateable land that may be imposed uniformly or differentially.

Section 6.33(1) of the Local Government Act 1995 provides that a local government may impose differential general rates according to a number of characteristics.

Section 6.33(3) of the Local Government Act 1995 states that a local government cannot, without the approval of the Minister, impose a differential general rate that is more than twice the lowest differential general rate imposed.

Section 6.34 of the Local Government Act 1995 states that a local government cannot without the approval of the Minister raise an amount of general rates that exceeds 110% of the budget deficiency or is less than 90% of the budget deficiency.

Section 6.35 of the Local Government Act 1995 states a local government may impose a minimum rate that is greater than the general rate that would be applied for the land and outlines the requirements for this minimum rate.

Section 6.36 of the Local Government Act 1995 requires that a local government before imposing any differential general rates provides at least 21 days local public notice of its intention to do so.

Section 5.56 of the Local Government Act 1995 requires that each local government prepare a Plan for the Future of the District. A Strategic Community Plan and Corporate Business Plan are required to form the Plan for the Future.

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

Division 3 – Planning for the future

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

- (1) A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
 - (2) A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.
 - (3) A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.
 - (4) A local government is to review the current strategic community plan for its district at least once every 4 years.
 - (5) In making or reviewing a strategic community plan, a local government is to have regard to –
 - (a) the capacity of its current resources and the anticipated capacity of its future resources; and
 - (b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and
 - (c) demographic trends.
 - (6) Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.
 - (7) A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.
- *Absolute majority required.
- (8) If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.
 - (9) A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.
 - (10) A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.

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

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

19DB. Planning for the future: transitional arrangements until 30 June 2013

- (1) In this regulation –
 - former regulation 19C** means regulation 19C as in force immediately before 26 August 2011 and continued under subregulation (2);
 - former regulation 19D** means regulation 19D as in force immediately before 26 August 2011;
 - plan for the future** means a plan for the future of its district made by a local government in accordance with former regulation 19C.
- (2) Except as stated in this regulation, former regulation 19C continues to have effect on and after 26 August 2011 until this regulation expires under subregulation (7).
- (3) A local government is to ensure that a plan for the future applies in respect of each financial year before the financial year ending 30 June 2014.
- (4) A local government is not required to review a plan for the future under former regulation 19C(4) on or after 26 August 2011.
- (5) If, for the purposes of complying with subregulation (3), a local government makes a new plan for the future, local public notice of the adoption of the plan is to be given in accordance with former regulation 19D.

- (6) If a local government modifies a plan for the future under former regulation 19C(4), whether for the purposes of complying with subregulation (3) or otherwise –
 - (a) the local government is not required to comply with former regulation 19C(7) or (8) in relation to the modifications of the plan; and
 - (b) local public notice of the adoption of the modifications of the plan is to be given in accordance with former regulation 19D.
- (7) This regulation expires at the end of 30 June 2013.

19D. Notice of plan to be given

- (1) After the adoption of a strategic community plan, or modifications of a strategic community plan, under regulation 19C, the local government is to give local public notice in accordance with subregulation (2).
- (2) The local public notice is to contain –
 - (a) notification that –
 - (i) a strategic community plan for the district has been adopted by the council and is to apply to the district for the period specified in the plan; and
 - (ii) details of where and when the plan may be inspected; or
 - (b) where a strategic community plan for the district has been modified –
 - (i) notification that the modifications to the plan have been adopted by the council and the plan as modified is to apply to the district for the period specified in the plan; and
 - (ii) details of where and when the modified plan may be inspected.

POLICY IMPLICATIONS

Policy 11.8 – Preparation of Budget, outlining the steps and timetable leading to the adoption of the Budget has been followed.

FINANCIAL IMPLICATIONS

Budget

After taking into consideration all other sources of income, Council is required to raise sufficient rates to meet its total expenditure. However, it is allowed to adopt a budget that has a deficit that does not exceed 10% of its rate revenue.

For the 2012/13 draft Budget it is proposed a total of \$7,707,361 be raised from property and specified area rates after application of the 2.5% payment on time discount. The expected yield from rates will be sufficient to balance the 2012/13 draft Budget after some adjustments have been made to increase other sources of revenue, reduce operating expenditure and to reduce the amount transferred to or from reserves.

The draft budget outlines planned expenditure and revenue for the 2012/13 financial year. A balanced (break even) position at 30 June 2013 is shown in the draft budget.

Long Term

The amount of the increase to the rate yield that is proposed is consistent with the forecasts included in the Rating Strategy and the annual rate increase in the Ten Year Financial Plan. However the level of population growth anticipated during 2011/12, 2012/13 and for the next few years is noticeably lower than originally forecast and variable costs will need to be contained where possible. Discretionary expenditure on capital works and other areas service

areas will need to be closely managed to ensure the financial sustainability of the Shire is maintained.

Whole of Life

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

In future years it is anticipated that this will form part of the Strategic Integrated Planning process and link in with Council's Long Term Financial Plan and four year Corporate Plan.

SUSTAINABILITY IMPLICATIONS

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

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

STRATEGIC IMPLICATIONS

The Strategic Plan 2009 to 2020 includes the following strategy which has relevance:

- Economic strategy of reviewing financial management practices to ensure best practice.

CONSULTATION

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

COMMENT

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

- Financial statements including the Statement of Comprehensive Income (Income Statement) by Nature or Type, Statement of Comprehensive Income (Income Statement) by Program and Rate Setting Statement.
- A Funding Statement which is presented in a format similar to the Rate Setting Statement. This will be utilized in the future when considering the 4 year Corporate Plan and Long Term Financial Plan. This Statement provides an assessment of Funding required from General Operations, Strategic Projects and New Asset commitments, existing Asset Renewal obligations and Financing requirements. It enables an assessment of maintenance and sustainability commitments, while providing for Strategic Projects and new assets identified through the Community Strategic Plan and the Long Term Financial Plan.
- Notes to and forming part of the budget including notes on operating expenditure and revenue, loan borrowings, transfers to and from reserves, rating information and grants (to be provided with the final budget document).
- Detailed Financial Information at account level with Explanatory Notes, provide a greater level of detail for each account. This information is formatted with the account number, description and totals for the 2012/13 Budget, 2011/12 Actual (estimated end of year position) and 2011/12 Budget on the left hand page. The

right hand page provides a break down of the major components (expenditure or revenue items) of each account that has been included in the 2012/13 Budget column.

As the budget is still being prepared and the 2011/12 financial year has not yet ended, the draft Budget document presented to Council is incomplete, but represents a current forecast to the 30 June 2012. Further information and adjustments will be included in the final Budget document to be adopted by Council and presently scheduled for Council's Ordinary Meeting on 18 July 2012.

The preparation process for the Budget has been similar to previous years and involved:

- Considering the Ten Year Financial Plan and "Plan for the Future" that was approved by Council after the public comment period (OC0609, 9/6/10). Council considered a Report on the Integrated Planning Framework (OC1211, 14.12.11) where the new requirements leading up to the introduction of Integrated Strategic Planning from the 1st July 2013 were outlined.

Council is not required to update the current "Plan for the Future" due to the transitional provisions under S19DB(4) of the Local Government (Administration) Regulation 1996. The Department of Local Government have been contacted for advice and has confirmed this exemption applies.

- Including requests from Councillors and the community that were approved by Council (OC0407, 18/4/12).
- Incorporating expenditure items previously approved by Council including Donations (OC0514, 16/5/12), Elected Members Allowances (OC0513, 16/5/12), Capital Works Budget (OC0507, 16/5/12) incorporating the Road Preservation Program and Acquisition/Construction of Assets.
- Incorporating revenue items previously approved by Council including Fees and Charges (OC0408, 18/4/12) and the rating strategy (OC0320, 21/3/12).
- Senior staff reviewing the document and adjusting items they consider should be reduced, deleted or deferred in order to achieve an acceptable net current assets position.

Rate Setting Statement

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

The draft Budget for 2012/13 as presented is balanced. However, if grant, revenue and brought forward surplus expectations do not meet expectations or there are requests to increase or add expenditure items this position will not be achievable. The other factor to be taken into account is the value of projects and items that have not been completed in 2011/12 and need to be brought forward to 2012/13 through the Carried Over Projects Reserve.

The draft budget position has been achieved with the benefit of an estimated brought forward surplus from 2011/12 of \$15,022 which compares favourably to the balanced position that was budgeted for this year. This brought forward position will not be impacted by the value of incomplete projects, as funds will be drawn from the Carried Over Projects Reserve in 2012/13.

In order to achieve a balanced draft budget, senior staff met to discuss and review an earlier draft Budget and as a result some items were removed or changed. Although a large number

of changes were made the majority were only relatively minor in value and related primarily to reducing materials, contractor or consultancy expenditure. No changes were made to capital works expenditure, major projects and staff costs as these items were considered to be a high priority for retention in the budget. Changes were made to the amount of funds transferred to and from reserves in order to create a balanced position, in accordance with the purpose of the relevant reserve account.

Brought Forward Position

The draft Budget includes an estimated brought forward position from 30 June 2011 of a surplus of \$15,022. This expected surplus is subject to revision as end of financial year forecasts are reviewed further and items to be carried over are finalised.

The surplus compares favourably with the budgeted position for the year end of a break even result. This is primarily attributed to some revenue items exceeding budget forecasts, some expenditure items being lower than budget and the carrying forward of some capital works projects.

In May 2012 Council endorsed a new Policy on reserve fund transfers and to create a "Carried Over Projects Reserve". This Reserve will have funds transferred into it at the end of the 2011/12 financial year which relate to carried over projects, or expenditure savings greater than \$5,000. Funds will be drawn from this reserve in future financial years to fund carried over projects and other major operating expenditure or works.

The improved end of year position has also been achieved with the benefit of transferring more funds to reserves than originally anticipated.

During the financial year it is also forecast for a number of changes to be made in the allocation of cash backed reserves. This will result in changes in the delineation of funds between Reserve and Trust accounts, and from Restricted to General Reserves. The majority of changes have been recommended as a result of advice from the Department of Local Government, with other reallocations based on industry best practice or departmental needs.

(Profit)/Loss on Asset Disposals

A moderate profit on disposal of assets of \$4,000 has been included. Generally a loss on the disposal of plant and vehicles also occurs each year, with \$50,000 provided for in the budget.

Due to the current stagnant Real Estate market, and the repurchase by Council of 1 LIA block in 2011/12, the possible sale of one block of land in the LIA has been included in the 2013/14 preliminary corporate plan. Proceeds from the sale, net of costs associated with the sale, will be transferred to the LIA reserve in the financial year that the sale occurs.

Capital Works Program

\$4,920,775 is to be spent on the acquisition and construction of office equipment, plant, buildings and infrastructure assets. Council will be required to contribute \$1,033,663 from municipal funds and \$1,180,265 from Reserves to fund this expenditure.

Additionally, loan borrowings of \$900,000 have been budgeted to fund the following capital works project.

- \$900,000 for the Capel Recreation Ground Hard Courts and Car Parking project carried over from 2011/12.

The specific Capital Works Program items include:

- The road works Program of \$1,600,727 agreed to by Council at their meeting on 16 May 2012 (minute reference OC0507). This included drainage works in the Capel townsite of \$75,000, pathways of \$110,000 and roadworks of \$1,415,727.

- Additional Engineering capital works incorporated in the draft budget are:
 - Speed Humps on Murtin Road - \$20,000.
 - Modifications to the Norton Promenade bus stop access - \$6,000.
 - The construction of Stage 2 of the Dalyellup Sports Pavilion car park at the Ocean Forest Lutheran College site in Dalyellup to service the shared use ovals. This project will be funded from reserves and developer contributions - \$140,000.
 - \$10,500 has been allocated to install a community information sign in Dalyellup and will be partly funded by a community contribution of \$2,000. A similar sign is being installed in Boyanup during 2011/12.
 - Bus Shelter in Dalyellup - \$14,500
 - Depot Wash Down Bay remediation works - \$15,000
 - \$7,000 has been allocated towards additional path correction works associated with the Townscape upgrade works completed in 2011.
 - The road works Program is to be partly funded by grants from Roads to Recovery (\$309,329 - \$238,037 for 2012/13 and \$71,292 carried over from 201/12), Main Roads WA 2025 program (\$120,000) and a portion of the 2011/12 and the expected 2012/13 allocation of the Country Local Government Fund (Royalties for Regions) totalling \$649,754. Council's contribution from municipal funds to this Program is \$319,808 or 25% of the total program.
 - The Capital Works Program does include an estimate for the non-cash acquisition of road (\$250,000), path (\$70,000), parks and gardens infrastructure (\$100,000) and drainage assets (\$100,000) from developers. These estimates are preliminary and may be adjusted as further information becomes available.
 - \$96,649 was set aside in reserve for works on bridge 3510, Dardanup West Road. These works will no longer be completed by the Shire of Capel as the bridge is to be transferred into the Shire of Dardanup. These funds will be returned to Main Roads WA. \$99,000 is allocated for works on bridge 3502, Yearly Road. These works will be funded from MRWA (\$51,000) and Iluka (\$48,000).
 - \$200,000 is allocated in the Long Term Financial Plan for the continuation of the next Stage of the Jamieson Road Boardwalks - stage 2. This project will only be undertaken if it is fully funded from external grants and contributions.
- A notional amount of \$100,000 has been allocated for the preparation of plans and related works for the proposed redevelopment of the Administration building. This expenditure is to be funded from the Building reserve and is a Strategic Project within Council's adopted Long Term Financial Plan.
- \$120,000 is the estimated cost of constructing of a recycling shed for the Capel Transfer Station which would include an office and ablution facilities. This expenditure will be funded from the Waste Management reserve and is a Strategic Project within Council's adopted Long Term Financial Plan.
- \$62,300 is allocated in the budget related to Strategic Information Technology Systems. This includes \$27,000 for the PC replacement program (based on a 3 year cycle), \$2,800 for an upgraded PC for the assets officer, \$11,500 for partial GIS systems and \$21,000 for a large digital scanner to Technical Services. Computer hardware typically needs to be replaced every three years and it is intended that one third of the value of the Shire's total hardware be budgeted to be replaced each year and funded from the Furniture and Equipment reserve.

- These purchases have been identified by staff and tie in with the Draft IT Plan, which will be coordinated by the IT Coordinator. The GIS system and digital scanner have been carried over projects from the 2010/11 and 2011/12 budgets. The full introduction of GIS systems will be considered in the future, but at this time partial upgrades and improvements can occur. This expenditure will be funded from the Furniture & Equipment reserve and is a Strategic Project within Council's adopted Long Term Financial Plan.
- The relocation of the animal pound has been a project developed by Council over the last few years. \$10,000 has been allocated in 2012/13 towards an upgrade of the current pound to address OH&S concerns. The existing shed constructed at the transfer station will be utilised as a storage facility for Rangers, Health and Technical Services staff. The Strategic project to relocate the pound has been put on hold pending the outcome of current discussions relating to a regional shared dog and cat pound.
- Vehicles with a net changeover cost of \$48,094 are budgeted to be replaced for Home and Community Care (HACC) in accordance with the 30,000km buyback scheme. This purchasing arrangement may change during the year as it is proposed for all vehicles to be purchased and sold under a single arrangement. Equipment purchases include \$7,000 for automatic open/close doors, additional office equipment costing \$7,947 for the Home Maintenance Coordinator position, \$20,000 for a Men's Shed, \$25,000 for the replacement of home maintenance equipment, and \$10,000 towards the provision of a gated compound to secure vehicles. The total changeover cost and assets purchases are included as part of the recurrent expenditure to be funded by the Health Department as part of the annual HACC grant. These purchases are therefore conditional on the provision of this grant funding.
- \$18,000 has been allocated towards the installation of 4 reverse cycle air conditioners in the Gelorup Community Centre. With increasing usage of this building due to the overflow demand at the Dalyellup Community Centre, improved heating and cooling was requested.
- The continuation of the program to install energy efficient systems at Community Centres and other Shire buildings is planned with a budget of \$35,000 allocated for systems to be installed at yet to be specified buildings. This expenditure will be funded from the commitment to allocate 1% of rates towards climate change initiatives, and is partially funded from carried over funds.
- Funds were allocated in the 2011/12 budget for the construction of the Dalyellup Sports Pavilion. While the building and surrounds are fully constructed, the building remains without permanent water, electricity and sewerage facilities. A temporary solution has been provided for electricity, which has enabled the provision of limited electricity services to the building. The provision of water is the remaining service preventing the occupancy of the building. A variety of options have been considered, but the budget has provided funding for the installation of a modified water supply costing up to \$149,000. The funding for the final works will be provided from the Dalyellup (Millennium) reserve.
- \$7,500 has been allocated towards a skate park water fountain and upgrade. This expenditure will be funded from the Carried Over Projects reserve. \$1,500 is allocated towards the installation of a bench seat in the Penn Street open space.
- The Bunbury Horse & Pony Club have applied for \$30,000 to upgrade the facility reticulation. The Council is auspicing this grant application, with works only proceeding based on the successful receipt of grant funds.
- \$30,000 is allocated towards the installation of Entry Statements and artwork to the Capel townsite. This is a notional budget allocation at this stage pending the

preparation of an item to Council for consideration, with \$10,000 in funds carried forward from 2011/12. This expenditure is a Strategic Project within Council's adopted Long Term Financial Plan.

- \$170,000 is allocated towards the construction of a toilet facility at the Dalyellup Lakes Southern POS. This expenditure will be funded from the Dalyellup Community facilities Reserve and is a Strategic Project within Council's adopted Long Term Financial Plan.
- Funding for the installation of Park Signage (\$5,000) and Locality Signage (\$5,000) have been provided for in the budget. This expenditure items are Strategic Projects within Council's adopted Long Term Financial Plan.
- The East Dalyellup Primary School is opening at the start of 2013. The development of a shared use oval has been discussed for some time, with the provision by Council of toilets/change room facilities anticipated. \$30,000 has been allocated in 2012/13 for the development of detailed plans and designs, with the construction of a building forecast for 2013/14.
- The project to replace the hard courts and parking areas at the Capel Recreation grounds was budgeted in 2011/12 to cost \$1,254,013 with \$333,118 of this amount to be funded from the Department of Sport and Recreation's Community Sport and Recreation Facilities Fund (CSRFF) grant. The balance of the project was budgeted to be funded from a Council loan. This project was commenced in 2011 but has been delayed. \$954,013 of capital expenditure has been carried over into the 2012/13 budget, with the \$333,118 grant funding and \$900,000 loan also to be carried forward.
- \$290,000 is allocated for the replacement of seven passenger vehicles in accordance with the plant replacement program. This relates to five public works utilities and 2 planning vehicles. \$155,000 is expected to be funded from the sale/trade-in of motor vehicles with the balance of \$135,000 having to be funded from rate income.
- \$170,000 is allocated for the replacement of heavy plant and equipment (one Isuzu Tandem Axle Tipper Truck - P4821) in accordance with the plant replacement program. \$35,000 is expected to be funded from the sale/trade-in of plant with the balance of \$135,000 having to be funded from the Plant Replacement Reserve.
- \$240,000 has been included for the replacement of five light commercial vehicles in accordance with the plant replacement program. \$115,000 of this purchase price is expected to be obtained from sale proceeds and the balance of \$125,000 drawn from the Plant Replacement Reserve.

Loan Repayments

The draft budget expects that \$373,548 in loan principal will need to be repaid compared to \$282,941 expected to be paid in 2011/12 and \$197,106 in 2010/11. Outstanding principal at 30 June 2013 is expected to increase to \$4,637,864 from an expected balance of \$4,111,412 at the start of the financial year. The increase is due to the proposed drawdown of the following loan totalling \$900,000.

- \$900,000 to construct hard courts and car parking at the Capel Recreation Ground, borrowed at a fixed rate of interest and to be repaid on a principal and interest basis over a term of 10 years.

It is anticipated the Capel Recreation Ground Hard Courts loan will be drawn in late 2012 and therefore one repayment of principal and interest has been budgeted to be paid in 2012/13.

The interest rate for the new loan is budgeted to be 5% and compares to the interest rate of the last loans drawn down in early 2012. Total interest expense budgeted for 2012/13 is \$303,861 and compares to \$263,282 expected to be expensed in 2011/12.

With the addition of this loan Council will have fourteen outstanding loans in its portfolio at the end of the financial year.

Total loan principal repayments as a percentage of net rate income is expected to increase to 4.8% in 2012/13 from 3.5% in 2011/12 and 3.1% in 2010/11. This ratio shows that an increasing proportion of rates are required to fund the Shire's loan borrowing program to fund new asset construction and asset upgrades.

Reserves

Transfers to reserves are expected to total \$1,498,014. Over \$335,000 interest is forecast to be earned on cash backed reserves during 2012/13. This compares with the forecast interest for 2011/12 of \$401,663. This reduced earning is attributed to lower interest rates and reduced cash reserves.

Transfers from reserves totalling \$2,961,469 are primarily used for capital projects.

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

The 2012/13 Budget expects more to be transferred from reserves than is to be transferred to reserves. If the reserve transfers proceed as budgeted the expected balance of reserves at 30 June 2013 will be \$6,813,414 and is a decrease on the expected balance at the start of the year of \$8,069,369.

Restricted Assets

This item has historically referred to funds received that are reserved for the development of specific assets or projects. These funds have been accounted for separately and invested to ensure they are not absorbed within normal operating requirements.

As noted previously, the Department of Local Government undertook a random audit during 2011 of Council's reserve and trust fund cash backed and internal reserves. This audit was timely as an internal review of these accounts was also being undertaken by Council staff. The Department advised that certain Restricted Fund Reserves should be classified as a trust account and transferred to the Trust fund, and other Restricted Reserves did not need to be treated as such, and could be preserved and managed as a general reserve account.

In the 2012/13 budget the effect of these changes, together with the creation of a number of new reserve funds, have been identified and itemised. The creation of the "Carried Over Projects Reserve" will be effective in the 2011/12 financial year, with the remaining changes having effect from the start of the new 2012/13 financial year and budget. These Restricted Reserve fund balance transfers are currently not included in the draft budget, but will be provided in the final budget document after final account balances have been determined. The transfer of funds to Trust is the only reserve transfer anticipated to have any net impact on Council's budget.

Revenue and Expenditure Explanatory Information

This area of the budget primarily represents the operating expenditure and revenue for the coming year and will be discussed by program.

General Purpose Funding

Total rate revenue has increased to \$7,707,361 after the application of a rates discount of \$106,161.

In accordance with Council's resolution OC0320 (21/3/12) the draft budget has allowed for an increase of 7% to rates in the dollar and a 7% increase to all minimum rates so that minimum rate for all properties will be \$855.00.

The maximum specified area rate has been increased by this same percentage of 7% and is proposed to increase by \$9.70 to \$148.20. \$433,236 is expected to be billed at the start of the year and with the addition of an expected \$29,640 in interim rates will not be sufficient to fund half the expected cost of Public Open Space maintenance in Dalyellup.

The WA Local Government Grants Commission (WALGGC) has not yet finalised the grants for 2012/13. For budget purposes the grant is based on the 2011/12 allocation plus an increase in the order of 5%.

It is expected the amount to be allocated to the Shire from the Country Local Government Fund under the Royalties for Regions program will be about 50% of the amount allocated in 2008/09. The remaining 50% will be retained for regional projects and allocated by a regional grouping of Councils. An amount of \$645,000 has been included for 2012/13 and has been fully allocated to fund the road works Program.

Interest earned on investments is expected to be lower than the 2011/12 budget due to lower interest rates and reduced reserve balances. Investments are placed in accordance with Council's investment policy and are limited to secure and liquid investment options such as term deposits. The budget anticipates that over \$449,000 may be earned during the year. However, about 25% of this amount will be returned to reserves.

Further details will be provided prior to and at the Council meeting on other operational items of note.

Summary

The draft budget for 2012/13 is balanced and Councillors are encouraged to examine the document thoroughly. It would be appreciated if Councillors could:

- highlight areas/items where they consider reductions/savings or changes can be achieved; and/or
- contact senior staff prior to the meeting to discuss relevant issues.

However, it is essential a cautious approach be taken when suggesting any changes, particularly any expenditure increases or items to be included in the Budget. Unknown variables such as the true closing position for 2011/12 and the detail of any other items and projects to be carried over from 2011/12 will have an impact upon the budget for 2012/13.

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATION – 17.1
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That Council approves the draft Budget for 2012/13 as presented.

17.2 Financial Statements for 31 May 2012

Location:	Capel
Applicant:	Shire of Capel
File Reference:	
Disclosure of Interest:	Nil
Date:	6.06.12
Author:	Manager Finance, A Mattaboni
Senior Officer:	Director Corporate Services , P Anastasakis
Attachments:	Financial Statements for May 2012

MATTER FOR CONSIDERATION

Council to consider adopting the monthly financial statements for May 2012.

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

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

Regulation 34 of the Local Government (Financial Management) Regulations 1996 states:

- (1) A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, 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 11.3 – Financial Reports.

FINANCIAL IMPLICATIONS**Budget**

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

Long Term

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

Whole of Life

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

SUSTAINABILITY IMPLICATIONS

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

STRATEGIC IMPLICATIONS

The Strategic Plan 2009 to 2020 includes the following strategy which has relevance:

- Economic strategy of reviewing financial management practices to ensure best practice.

CONSULTATION

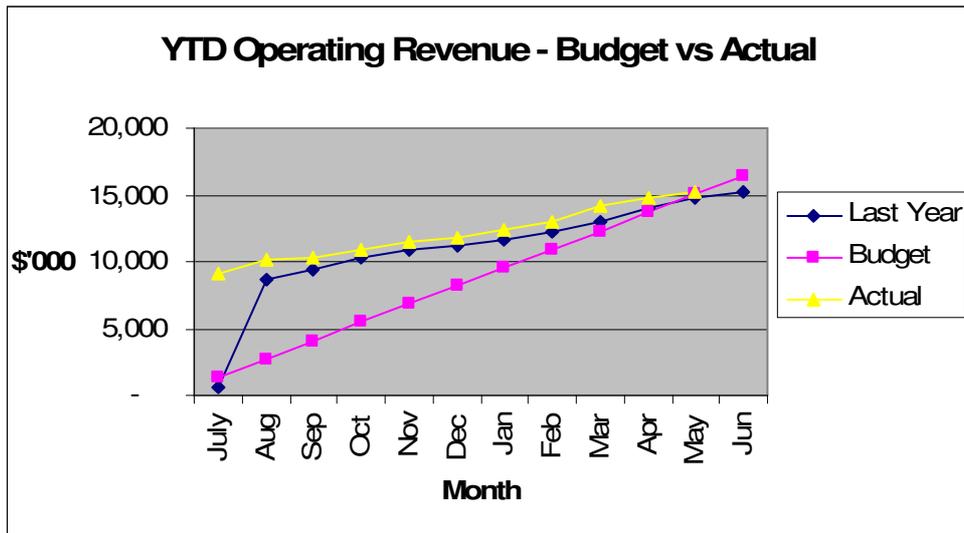
The monthly Financial Statement was developed with the assistance and input of staff who determined expenditure needs and revenue expectations for the remainder of the financial year based upon actual performance compared against budget.

COMMENT

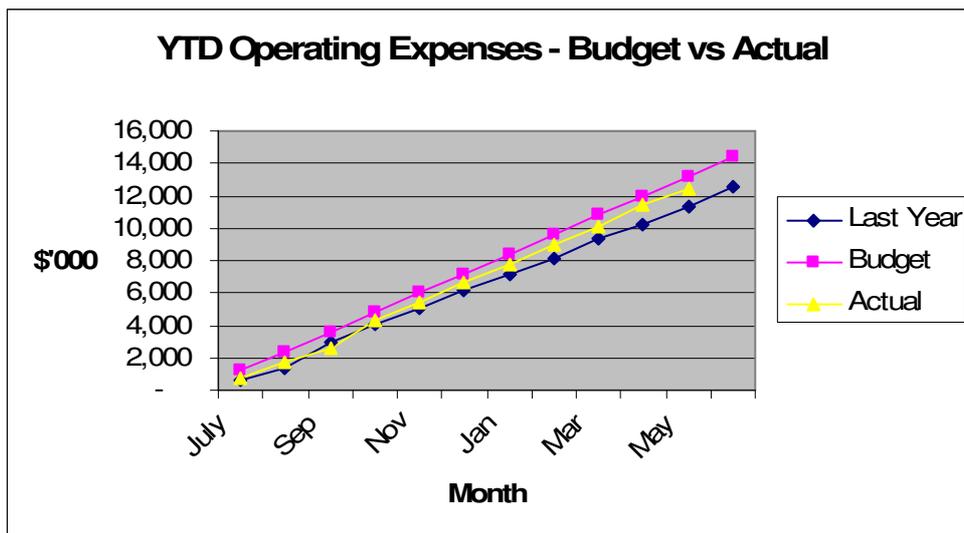
At 31 May 2012, Council's net current assets position was a surplus of \$1,184,253. This is a decrease of \$418,134 from the previous month.

Compared to the annual budget, 88% of Operating Revenue has been invoiced and 86% of the operating expenditure budget has been spent. On a year to date basis total operating revenue is below budget and total operating expenditure is below budget.

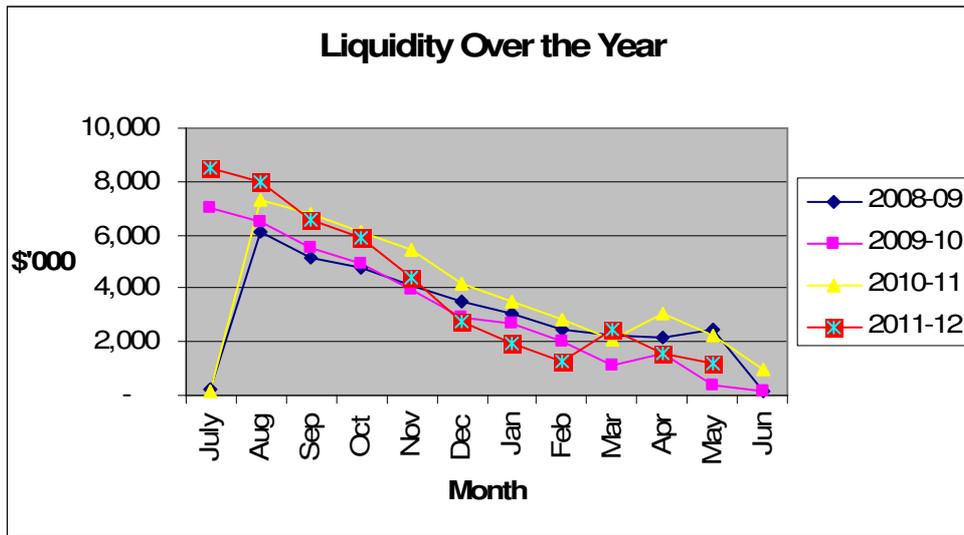
The following graphs compare actual operating revenue and operating expenditure against the approved budget on a year to date basis. Last year's actual is also included for comparative purposes. The year to date operating revenue is below budget and just above last year's actual amount. The revenue graph excludes non-cash infrastructure revenue.



Year to date Operating Expenses are below budget and just above last year’s actual amount. This month’s revised end of year financial position is a deficit of \$95,320 which compares to the April position of a deficit of \$72,361. The financial results at an account level show no significant adverse variances.

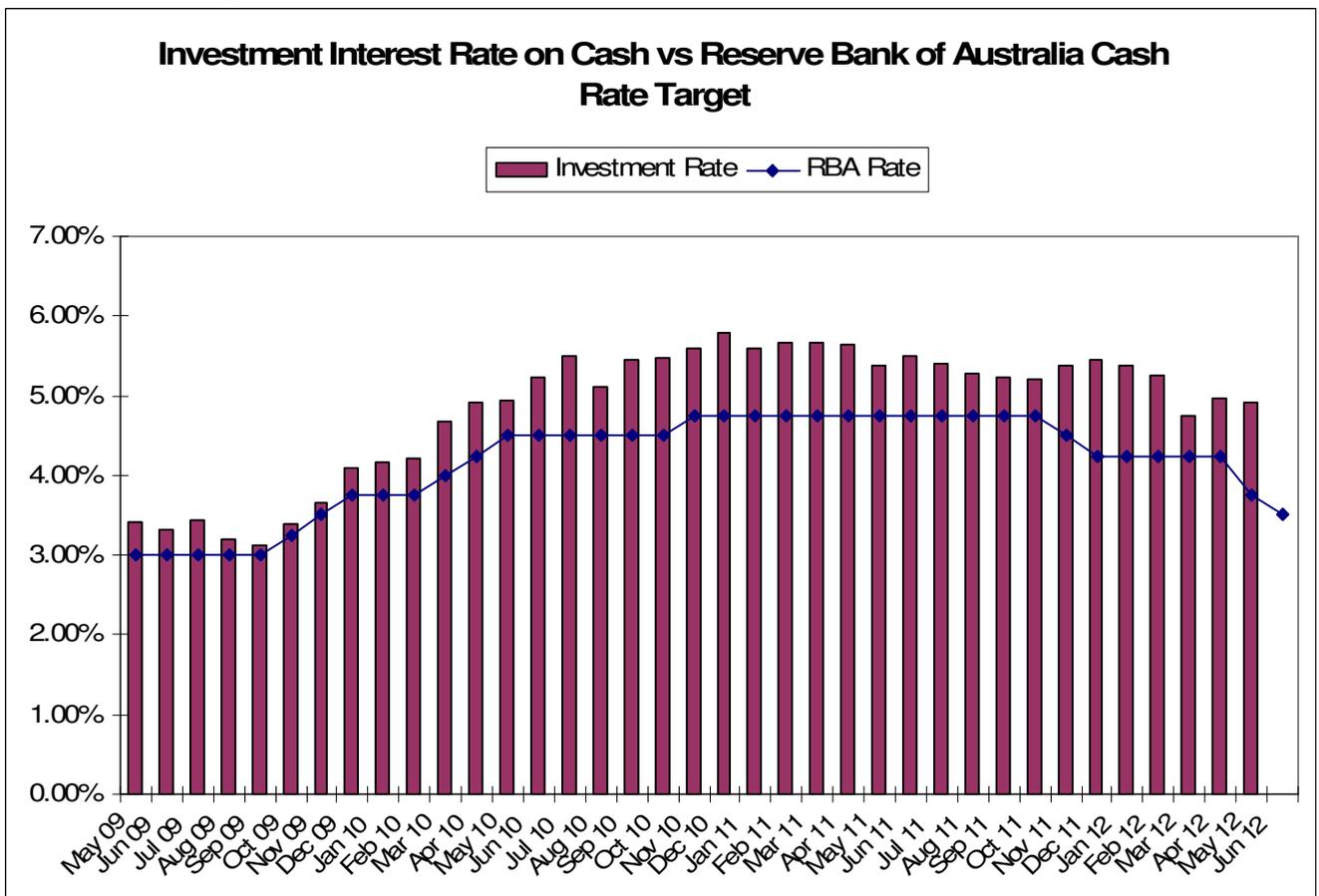


The liquidity graph compares the current year’s net current assets position against that of the three previous years. After the peak that coincides with the levying of rates, the net current assets position steadily declines over the year. The following graph shows the July 2011-12 starting point at its peak as the raising of rates occurred in the month of July 2011. The fall in liquidity is then caused by expenditure on capital projects. Reserve transfers for capital purchases have yet to be completed. A detailed explanation of what makes up the Net Current Asset amount can be found at Note 23.



Council’s cash and investments position has decreased by \$357,142 compared to last month, with \$11,283,786 available of which \$9,566,729 is restricted for specific purposes. Cash payments during the month were made for salaries and construction contracts. These payments were offset by cash grants from the Western Australian Local Government Grants Commission.

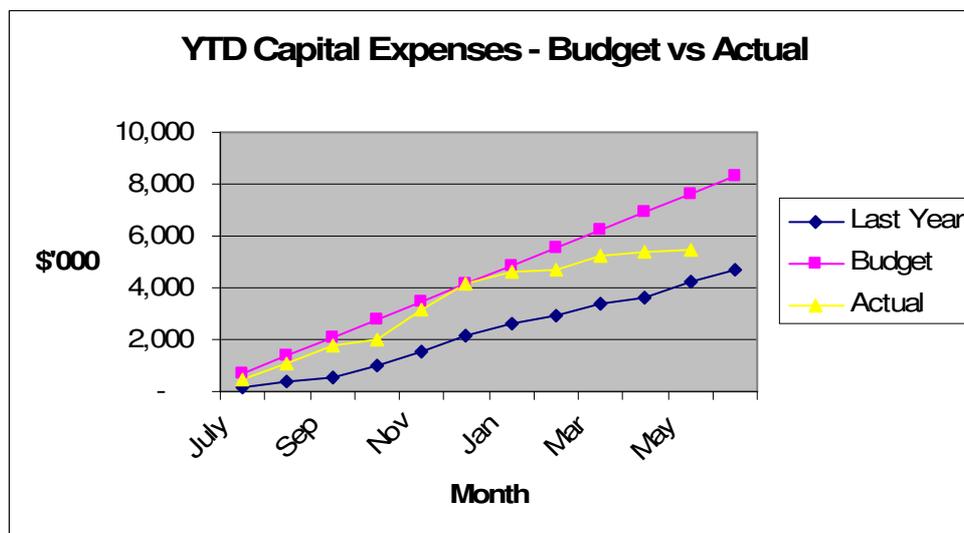
Total interest earned for the year to date of \$518,941 is under the year to date budget of \$547,760. The reason the account is below budget is end of financial year accruals for interest income on investments. The average investment rate of return of 4.91% exceeds the Reserve Bank’s cash reference rate of 3.75%. On 6 June 2012 the Reserve Bank reduced their target cash rate by 0.25% to 3.50%. This rate reduction should see a fall in deposit investment rates offered by financial institutions. The following graph compares the Shire’s interest rate earned on investments against the Reserve Bank’s reference rate.



Capital works expenditure of \$50,931 was incurred during the month of which the major items were:

- \$879 on road construction;
- \$1,573 for dual use paths;
- \$1,295 for Capel recreation ground hardcourts;
- \$1,288 for the emergency power supply;
- \$2,160 for the Capel Transfer Station shed;
- \$4,433 for Dalyellup Sports Pavilion;
- \$5,045 for Works depot toilet and
- \$34,169 for Home and Community Care cars.

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 year to date capital program is at 65% expenditure of the total budget and is below the year to date budget. This is in part due to Capel recreation ground hardcourts forecast to spend \$340,000 of its \$1,254,013 budget.



Council’s financial ratios are disclosed in Note 14. The current ratio has decreased from 2.57 to 2.27 but is still high in relation to previous years’ ratios. This is due to the high balance of current inventories which has been increased by the repurchase of a light industrial area block of land. The untied cash to trade creditor’s ratio has decreased from 1.19 to 0.96 due to a reduction in untied cash.

A review of the Statement of Financial Position and the attendant notes indicates there are no adverse trends evident in the year to date financial statements as at 31 May 2012.

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATION – 17.2

That Council adopts the financial statements for the period ending 31 May 2012 as attached.

17.3 Accounts Due and Submitted for Authorisation

Location: Capel
Applicant: Shire of Capel
File Reference:
Disclosure of Interest: Nil
Date: 12.06.12
Author: Finance Officer, NJ Thomson
Senior Officer: Manager Finance, A Mattaboni
Attachments: Nil

MATTER FOR CONSIDERATION

Adoption of accounts to be paid.

BACKGROUND / PROPOSAL**Background**

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

Proposal

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

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996 (Reg 13(2)).

POLICY IMPLICATIONS

There are no current policies relevant to this matter.

FINANCIAL IMPLICATIONS**Budget**

Payment from Council's Municipal Fund.

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

Long Term

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

Whole of Life

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

SUSTAINABILITY IMPLICATIONS

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

STRATEGIC IMPLICATIONS

Objective 4.1 "Provide efficient and effective financial management to ensure long term financial viability of the organisation" under Key Focus Area 4 "The Economic Experience" in the Shire of Capel Strategic Plan is relevant to this matter.

CONSULTATION

Relevant staff have been consulted and authorised the payments

COMMENT

Accounts due and submitted for authorisation are as follows:

Chq/EFT	Date	Name	Description	Amount
EFT11214	20/06/2012	Amity Signs	Black Spot Signage	2407.90
EFT11215	20/06/2012	Sai Global Limited	Download Australian Standards - AS1319, AS2865, AS4013-1999 & HB89-2012	363.83
EFT11216	20/06/2012	Bunbury Plastics	Three Information Bay Signs At Boyanup And Two Information Bay Signs At Capel	436.70
EFT11217	20/06/2012	Bunbury Machinery	Replacement Belt For Cutting Blades.	256.40
EFT11218	20/06/2012	Bunbury Mower Service	Repair Damaged Line Trimmer, Whipper Snipper & Replacement Parts	499.75
EFT11219	20/06/2012	Bell Fire Equipment Company	4.5kg Dry Chemical Powder Stored Pressure Type Fire Extinguisher Plus Mounting Bracket. Routine Monthly Servicing Of Fire Indicator Panel. Repair Leaking Hydrant - Capel Hall	594.33
EFT11220	20/06/2012	Bunbury Tyrepower	Tyres For Ranger Vehicle 40CP, Repair Puncture CP1804, 4 X New Tyres & Wheel Alignment CP9081	2398.00
EFT11221	20/06/2012	Bunbury Auto One	Metal Jerry Cans 20 Litre Yellow For Diesel	197.85
EFT11222	20/06/2012	Bunnings Building Supplies Pty Ltd	Hardware Supplies	295.51
EFT11223	20/06/2012	Boyanup Auto Repairs	New Battery For Multi Tyre Roller, Truck Tail Lights CP4991 & Repair Flashing Lights CP4821	715.62
EFT11224	20/06/2012	Bunbury Hiab & Tilt Tray	E-Waste Container	770.00
EFT11225	20/06/2012	Bunbury Trucks	Service Truck. CP9477	322.10
EFT11226	20/06/2012	Corporate Express Bunbury	Stationery	2589.74
EFT11227	20/06/2012	Country Smart Business Solutions	Fertiliser Spraying Capel Oval 9th, 25 April & 21 May	660.00
EFT11228	20/06/2012	CJD Equipment Pty Ltd	Service Loader CP4991	1650.17
EFT11229	20/06/2012	Capel Vale Wines	Refreshments	202.92

EFT11230	20/06/2012	Des Air	Airconditioning Quarterly Service - Capel Senior Citizens, Dalyellup Community Centre, Boyanup Community Centre, Dalyellup Library. Repairs To Airconditioning In Rates Office.	1789.15
EFT11231	20/06/2012	Discount Auto Parts	1500mm Metal Tool Box, Gas Struts For Toolbox	655.80
EFT11232	20/06/2012	Delron Cleaning	Cleaning Hall & Library May, Cleaning Public Amenities	7933.51
EFT11233	20/06/2012	Department Of Premier & Cabinet	Advertising Basis Of Rates	104.00
EFT11234	20/06/2012	Department Of Transport	Vehicle Searches - April 2012	12.00
EFT11235	20/06/2012	FESA	ESL Quarter 4	36630.00
EFT11236	20/06/2012	Fennessy's	Vehicle Services - CP1125, 46CP, 44CP, CP747, CP9132	1579.08
EFT11237	20/06/2012	Hot Oil Hydraulics	Repairs To Hydraulic Hose Loader	361.57
EFT11238	20/06/2012	South West Isuzu (Formerly Jem Trucks)	Service Maintenance Truck CP855	1705.67
EFT11239	20/06/2012	State Library Of Western Australia	Recoveries Of Lost And Damaged Books	93.50
EFT11240	20/06/2012	Western Australian Local Government Association	General & Employment Advertising	3254.69
EFT11241	20/06/2012	Landgate	Identification Of Land Parcels	215.00
EFT11242	20/06/2012	Macro Irrigation	Foot Valve For Water Truck	190.96
EFT11243	20/06/2012	Protector Alsafe	Fire Helmets & Boots	472.58
EFT11244	20/06/2012	Prestige Products-Busselton	1 Box Sharps Disposal Containers, Hand Towels, Toilet Paper, Cleaning Products	502.26
EFT11245	20/06/2012	Position Partners	Total Station Calibration & Replacement Of Some Parts	966.45
EFT11246	20/06/2012	RTW Steel Fabrication	Security Camera Stand	1237.50
EFT11247	20/06/2012	Road Signs Australia	T - Top Bollards With 6kg Bases As Per Your Quote 16/4/2012	122.10
EFT11248	20/06/2012	Red11 Pty Ltd	Samsung Monitors X 2	391.80
EFT11249	20/06/2012	Raeco	Duraseal Book Covering 30cm	217.98
EFT11250	20/06/2012	Records Maintenance & Storage	Costs For Storing And Destruction Of Records	290.36
EFT11251	20/06/2012	Southerns Water Technology	Maintenance On Gelorup Community Centre UV Filter	249.37
EFT11252	20/06/2012	Capel Fresh IGA	Refreshments	28.47
EFT11253	20/06/2012	Southern Lock & Security	Replace Lock On Kitchen Fly Screen Door, Key Locks To Shire System, Repairs To Security Touch Pad Capel Library	378.61
EFT11254	20/06/2012	South West RV Centre	Jerry Can Holders	139.50

EFT11255	20/06/2012	D & K Thomas Electrical	Rewire & Rebuild BBQ @ Peppermint Grove Beach, Replace Power Box At Mains Feed - Depot, Repair Light Switch On Power Pole - Gelorup Skate Park & Various Electrical Repairs	5898.20
EFT11256	20/06/2012	Totally Workwear	Staff Uniform	231.00
EFT11257	20/06/2012	Combined Team Services	OSH Rep 5 Day Course - X 2	2550.00
EFT11258	20/06/2012	Veolia Environmental Services	Clear Gross Pollutant Traps In Dalyellup.	2194.50
EFT11259	20/06/2012	Work Clobber Bunbury	Staff Uniforms	2232.17
EFT11260	20/06/2012	Landmark Operations Limited	Fox Baits X 30	64.35
EFT11261	20/06/2012	WA Library Supplies	Scotch Titanium Scissors	87.60
EFT11262	20/06/2012	Westrac Equipment	Service 120h Grader CP804 & CP1025	4551.54
EFT11263	20/06/2012	Woodlands Distributors & Agencies	Supply And Install Drinking Fountain And Concrete Path Including Grey Water Trap And Concrete Foundation.	2190.79
				93882.88

OUTSTANDING CREDITORS AS AT 31st May 2012 \$264,970.41

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 20 June 2012 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 – 17.3

That Council authorises the Schedule of Accounts covering vouchers EFT11214 to EFT11263 a total of \$93,882.88 for payment.

17.4 Accounts Paid During the Month of May 2012

Location: Capel
Applicant: Shire of Capel
File Reference:
Disclosure of Interest: Nil
Date: 12.06.12
Author: Finance Officer, NJ Thomson
Senior Officer: Manager Finance, A Mattaboni
Attachments: Nil

MATTER FOR CONSIDERATION

Authorisation of accounts paid during the month.

BACKGROUND / PROPOSAL**Background**

Accounts paid are required to be submitted each month.

Proposal

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

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996 (Reg 13(1)) requires that where the Chief Executive Officer has delegated power to make payments from the Municipal or Trust funds a list of accounts paid is to be prepared each month.

POLICY IMPLICATIONS

There are no current policies relevant to this matter.

FINANCIAL IMPLICATIONS**Budget**

Payment from Council's Municipal Fund.

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

Long Term

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

Whole of Life

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

SUSTAINABILITY IMPLICATIONS

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

STRATEGIC IMPLICATIONS

Objective 4.1 "Provide efficient and effective financial management to ensure long term financial viability of the organisation" under Key Focus Area 4 "The Economic Experience" in the Shire of Capel Strategic Plan is relevant to this matter.

CONSULTATION

Relevant staff have been consulted and authorised the payments.

COMMENT

Payments made during the month of May 2012 are as follows:

Chq/EFT	Date	Name	Description	Amount
132	04/05/2012	Building & Construction Ind Training Fund	BCITF Levy Collected April 2012	3918.61
133	04/05/2012	Shire Of Capel	BCITF Commission Collected April 2012	66.00
EFT11011	02/05/2012	A Maze N Margaret River	Amazen Maze - 23 Participants X \$10pp 17th April 2012	240.00
EFT11012	02/05/2012	Adventure World	Adventure World Trip - 19th April - 46 Participants	630.00
EFT11013	02/05/2012	Phil Anastasakis	Reimburse Partial Cost Of LGMA Membership	91.00
EFT11014	02/05/2012	Boyanup Lions Club	Boyanup Cemetery Maintenance	1250.00
EFT11015	02/05/2012	B & B Street Sweeping	Street Sweeping Gelorup	2414.50
EFT11016	02/05/2012	David Brockman Mechanical Repairs & Servicing	Repairs To Bush Fire Brigade Vehicles	1582.26
EFT11017	02/05/2012	Paul Sheedy	Reimburse For Purchase Of Trailer Plug Adaptor	28.00
EFT11018	02/05/2012	Dalyellup Beach Soccer Club	Kidsport Voucher - Winter 2012 D.Smith	140.00
EFT11019	02/05/2012	Department Of Environment	Renewal Of WTS Licence	232.70
EFT11020	02/05/2012	Dalyellup Netball Club Inc	Kidsport Vouchers Winter 2012	1705.00
EFT11021	02/05/2012	Farmco Boyanup	Supply Fuel For Out Of District Fire Brigades At Brookdale Road Fire 2 March 2012	453.76
EFT11022	02/05/2012	Forpark Australia	Replacement Of Two Rubber Stoppers For The Flying Fox. Playground At Julian Sanders Park	52.80
EFT11023	02/05/2012	Flower Bazaar	2 X Large Wreaths For Anzac Day 25 April 2012.	140.00

EFT11024	02/05/2012	Glen's Engineering	Repair Gates Repair Fence & Handrail Near Compactor Bin – Waste Transfer Station	3111.08
EFT11025	02/05/2012	GHD Pty Ltd	Water Sampling	3115.25
EFT11026	02/05/2012	Jumor Wastewater Service & Repairs	Service Aerobic Treatment Unit	133.20
EFT11027	02/05/2012	Landscape Development	Dalyellup POS Maintenance Contract - Monthly Invoice	22893.68
EFT11028	02/05/2012	Lotex Filter Cleaning Service	Cleaning Of Grader And Loader Filters	167.97
EFT11029	02/05/2012	Local Government Managers Australia	LGMA Executive Management Program - 16-18 May 2012 - Crawley, Perth	1650.00
EFT11030	02/05/2012	Neat N Trim Uniforms Pty Ltd	Staff Uniforms	831.82
EFT11031	02/05/2012	South West Tree Safe	Tree Pruning To Clear Power Lines - Western Power Cutting List	11220.00
EFT11032	02/05/2012	SOS Office Equipment	Meterbilling	1235.95
EFT11033	02/05/2012	Steann Pty Ltd	Greenwaste Collection	18837.28
EFT11034	02/05/2012	S&J Excavations Civil Contractors	Construction Of Stage 1of Carpark - Ocean Forest Lutheran College	111913.23
EFT11035	02/05/2012	Shaddicks Lawyers	Legal Expenses Dog Act	385.00
EFT11036	02/05/2012	Total Telephone	Admin Maintenance On Switchboard	227.70
EFT11037	02/05/2012	Total Green Recycling	Bin Emptying At Capel Tip	2417.10
EFT11038	02/05/2012	Ray Tink Roofing	Locate And Repair Leak In Roof Skylight U5 Riverside Villas	600.00
EFT11039	02/05/2012	Village Carpet Care	Clean Floors In Capel Library	990.00
EFT11040	02/05/2012	Western Australian Treasury Corporation	Loan No. 63, 64, 66	61062.38
EFT11041	02/05/2012	Westcoast Moorings	Remove Pontoon From Moorings Peppermint Beach	2200.00
EFT11042	02/05/2012	Zap Circus	Zap Circus Workshop To Be Held At Yacoustic Festival	2210.29
EFT11043		- 11085	Refer Agenda 16.05.12	
EFT11086	09/05/2012	Australia Post	Postage For Month	1278.41
EFT11087	09/05/2012	Australind Cleaning Service	HACC Office Cleaning - April 2012	429.66
EFT11088	09/05/2012	BOC Limited	5kg Dry Ice	9.52
EFT11089	09/05/2012	Busselton Refrigeration & Airconditioning	Degassing 175 Fridges - Waste Transfer Station	1750.00
EFT11090	09/05/2012	Bunbury Holden	Holden Sv6 3.6l Sidi V6 Auto Sportwagon For Capel / Dardanup HACC – CP5446	8770.51
EFT11091	09/05/2012	Be Safe Building Inspections	56 Pool Inspections @ \$50.00 (Inc Gst)	2800.00
EFT11092	09/05/2012	Capelberry	Light Supper For Citizenship Ceremony On Thursday 3 May 2012 At Dalyellup Community Centre For 75 People	937.50
EFT11093	09/05/2012	Elliott's Small Engines	HACC Replacement Parts	390.90

EFT11094	09/05/2012	Easifleet Management	Lease For Suzuki Swift – CEO & Mazda 3 Hatchback Manager HR	1523.98
EFT11095	09/05/2012	Golden West Pest & Weed Control	Spray Termite Nest Mahlberg Rest	130.00
EFT11096	09/05/2012	Theresa Gould	Refund Training Fee	70.95
EFT11097	09/05/2012	Highway 1 (Aust) Pty Ltd	HACC ADSL Quarterly Account	312.90
EFT11098	09/05/2012	Landscape Development	Maintenance Additional Work April 2012	6998.20
EFT11099	09/05/2012	Mcleods Barristers & Solicitors	Provide Further Legal Advice Relating To Lease At Forrest Beach	1471.49
EFT11100	09/05/2012	Helen Moulton	Refund Working With Children Check	51.50
EFT11101	09/05/2012	Neat N Trim Uniforms Pty Ltd	Staff Uniforms	390.48
EFT11102	09/05/2012	OCLC	Amlib Software Maintenance	1552.77
EFT11103	09/05/2012	Plunkett Homes	Refund Verge Inspection Fee Not Required BL11962	110.00
EFT11104	09/05/2012	Programmed Integrated Workforce	Permanacy Fee - (Tech Svcs)	2750.00
EFT11105	09/05/2012	SOS Office Equipment	Scanning And Printing Of A1 And A3 Size Plans	4.68
EFT11106	09/05/2012	South West Rubber Stamps	Replacement Rubber And Postage For Boyanup Library Stamp	34.60
EFT11107	09/05/2012	Scope Business Imaging	Toner Box – HACC	148.50
EFT11108	09/05/2012	WA Country Builders	Refund Verge Inspection Fee Not Required BL11571	110.00
EFT11109	16/05/2012	AAPA	AAPA - Sprayed Sealing - Selection & Design - 15-16 May 2012 - Perth WA	1155.00
EFT11110	16/05/2012	All West Building Approvals Pty Ltd	Assisting With The Assessment Of Building Licence Applications	5069.34
EFT11111	16/05/2012	Arborguy	Prune Street Trees In Capel And Boyanup As Per Quote 16/3/12	15520.00
EFT11112	16/05/2012	Bunbury Telecom Service Pty Ltd	Capel Hardcourts Site Cable Location	264.00
EFT11113	16/05/2012	Bendigo Bank Business Credit Card	Meeting Masters - Registration For LGMA National CEO Congress City of Perth Parking, Refreshments YAC Meeting, Australian Property Institute Attendance State Conference Strategic Planning Officer	2803.44
EFT11114	16/05/2012	Custom Service Leasing Ltd	Fleet Fuel – HACC	2698.00
EFT11115	16/05/2012	Paul Sheedy	Sundry Expenses For LGMA Congress As Per Policy 13.15(15)	75.00

EFT11116	16/05/2012	Colroys Country Kitchen	Lunch For 15 People - Safety For Supervisors Course Monday 23.04.12	398.50
EFT11117	16/05/2012	Dirt Design	Dalyellup POS Maintenance Contract - Monthly Invoice	10695.73
EFT11118	16/05/2012	Lisa Dent	Reimbursement Of Conference Expenses - Flights & Accommodation	801.69
EFT11119	16/05/2012	Gresleyabas	Project Architect Services Dalyellup Sports Pavilion	4162.40
EFT11120	16/05/2012	Geovet Busselton	Animal Sterilisation Subsidy	279.50
EFT11121	16/05/2012	Haines Norton	Engage Haines Norton To Undertake Data Gathering And Validation For LTFP Within The Integrated Strategic Plan	660.00
EFT11122	16/05/2012	A Ingram	Reimburse Book Purchases	451.90
EFT11123	16/05/2012	Innovest Construction	Hire Temporary Fencing 15/3/12 - 15/5/12 Dalyellup Sports Pavilion	1643.40
EFT11124	16/05/2012	Jumor Wastewater Service & Repairs	Service Aerobic Treatment Unit	164.00
EFT11125	16/05/2012	Lesley Jackes	Reimburse For BigW Gift Cards For 3 X Demonstrators At Family Fun Day	300.00
EFT11126	16/05/2012	Metal Artwork Creations	Name Badges For Freeman Of The Shire With Gold Background And Magnetic Backed	60.61
EFT11127	16/05/2012	Marks Window Cleaning & Maintenance	Window Cleaning Public Halls & Libraries	2470.00
EFT11128	16/05/2012	Neat N Trim Uniforms Pty Ltd	Staff Uniform	309.00
EFT11129	16/05/2012	PPD Training	Senior First Aid - Technical Services	199.00
EFT11130	16/05/2012	South West Tree Safe	Remove 2 Jarrah Trees And Grind Stumps Cnr Parade And Murtin Rd. Remove 1 Gum Tree And Grind Stump Maidment Parade.	3190.00
EFT11131	16/05/2012	Shaddicks Lawyers	13 Various Prosecutions	1024.40
EFT11132	16/05/2012	Combined Team Services	Safety For Supervisors Training - 23/4/12	3630.00
EFT11133	16/05/2012	Totality Business Solutions	Prepaid Support Hours & Travel Costs	2524.94
EFT11134	16/05/2012	Village Carpet Care	Strip And Seal Playgroup Floor Dalyellup Community Centre Clean Carpets	815.00
EFT11135	16/05/2012	Vacuum World Sales & Service	Vacuum Head For Pacvac Superpro	85.00
EFT11138	23/05/2012	All West Building Approvals Pty Ltd	Assisting With The Assessment Of Building Licence Applications	977.79
EFT11139	23/05/2012	Arborguy	Arboreal Inspection And Report On Peppermint Trees Boyanup Recreation Ground	1100.00

EFT11140	23/05/2012	Bunbury Retravision	520L Fridge – HACC	1277.00
EFT11141	23/05/2012	Bunbury Toyota	Remove And Replace Left Hand Front Backing Plate CP5685	290.77
EFT11142	23/05/2012	Bunbury United Soccer Club	Kidsport Funding 2012	135.00
EFT11143	23/05/2012	Capelberry	Dinners For Monthly Council Meetings For 15 People	742.50
EFT11144	23/05/2012	Colroys Country Kitchen	Youth Focus Group Refreshments For Community Strat Plan	220.00
EFT11145	23/05/2012	Elliott's Small Engines	HACC Replacement Parts	568.00
EFT11146	23/05/2012	Environmental Resources Management Australia	Health Risk Assessment At Dalyellup Waste Disposal Facility	6882.15
EFT11147	23/05/2012	Golden West Plumbing & Drainage	Unblocking Urinal At The Male Public Toilet	313.50
EFT11148	23/05/2012	Gresleyabas	Boyanup Masterplan	1578.50
EFT11149	23/05/2012	Vic Gannon	Reimburse For Expenses Whilst On Course	98.30
EFT11150	23/05/2012	Graphic Signs & Logos	Supply Two Full Colour Printed Signs	862.18
EFT11151	23/05/2012	Heritage Council Of WA	Heritage Seminar 2012 - Thursday 3 - 4 May 2012 Planning Officer	836.00
EFT11152	23/05/2012	Anna Handley	Reimbursement Of Study Fees	500.00
EFT11153	23/05/2012	Insight CCS Pty Ltd	Call Centre Charges	253.28
EFT11154	23/05/2012	Jumor Wastewater Service & Repairs	Service Aerobic Treatment Unit	216.00
EFT11155	23/05/2012	Lesley Jackes	Refund Hall Bond	100.00
EFT11156	23/05/2012	Frances Matthews	Refund Of Monies Paid Melbourne Cup Sweep	18.00
EFT11157	23/05/2012	Margie's Alfresco	Wellington Waste Working Group	282.50
EFT11158	23/05/2012	Officeworks Superstores Pty Ltd	Stationery – HACC	279.49
EFT11159	23/05/2012	Pepperwood Estate	Refreshments	215.00
EFT11160	23/05/2012	PJ & EV Page	Waxing & Polishing Of Boyanup Hall	70.00
EFT11161	23/05/2012	Porta Cabin Sales & Hire	Deposit On - Toilet Block For Depot	5550.00
EFT11162	23/05/2012	Runaway Bus	Runaway Bus - Christmas School Holiday Activity	2750.00
EFT11163	23/05/2012	South West Tree Safe	Remove And Clean Up Dead Trees At Greendale Road And Hampstead Road.	2090.00
EFT11164	23/05/2012	Laura Hill Summerlin	Reimburse Cost Of Police Clearance	55.50
EFT11165	23/05/2012	Total Telephone	Supply & Install New Extension & Program As Required	1089.00
EFT11166	23/05/2012	Westrac Equipment	Repair Ripper Ram On M12 Grader	1635.49
EFT11167	23/05/2012	WA Shade & Play	94 Pool Inspections @ \$50.05	6856.85
45667	02/05/2012	Bunbury United Soccer Club	Bunbury United Kidsport Invoice	840.00

ORDINARY COUNCIL MEETING – 20.06.1254

45668	02/05/2012	Courier Australia International	Courier Fees Health	19.87
45669	02/05/2012	Shire Of Capel	Petty Cash	48.70
45670	02/05/2012	Mr P Van Der Walt	Rates Refund For Assessment A6247 18 Robinhood Road Dalyellup 6230	48.16
45671	02/05/2012	City Of Wanneroo Libraries	Payment For Damaged Book	26.40
45672		- 45672	Refer Agenda 16.05.12	
45673	09/05/2012	Shelley Birch	Bond Return Dalyellup Community Centre	500.00
45674	09/05/2012	Courier Australia International	Courier Fees - Library	17.69
45675	09/05/2012	Capel Newsagency	Newspaper Purchases	39.80
45676	09/05/2012	Shire Of Capel	Food Samples	120.45
45677	09/05/2012	Gurpreet Chahal & Kuldeep Kaur	17 Tiffany Centre - Crossover	300.00
45678	09/05/2012	Peter Green	Rates Refund For Assessment A1190 32 Mctaggart Road Capel	33.87
45679	09/05/2012	Aaron & Amara May	1 Kwenda Loop Capel - Crossover	300.00
45680	09/05/2012	David Moore	Bond Return Dalyellup Community Centre	500.00
45681	09/05/2012	Shire Of Nannup	Freestyle Now BMX Coaching For Inzone - Shared Project With Shire Of Nannup	200.00
45682	09/05/2012	DC Prince	Rates Refund For Assessment A1403 7 Harris Street Capel	63.86
45683	09/05/2012	Pacific Magazines	Subscription For Practical Parenting Magazine	64.00
45684	09/05/2012	Synergy	Electricity	2352.50
45685	09/05/2012	J & K Shepherd	4 Advance Road Dalyellup - Crossover	300.00
45686	09/05/2012	Telstra Corporation Ltd	Rent & Calls & Directory Charges	5011.93
45687	09/05/2012	Christine Terrantroy	Refund Registration For Deceased Dog	12.00
45688	09/05/2012	Water Corporation	Water Usage	9455.35
45689	16/05/2012	Capel Horse & Pony Club	Minor Community Grant - Showjump Wing Trailer	2109.00
45690	16/05/2012	Marsh Outdoor Living Centres	Application For Planning Approval Cancelled For Lot 4119 Maalak Turn Dalyellup	139.00
45691	16/05/2012	3 Australia	Brigade Messaging Service	243.94
45692	16/05/2012	Aaron Offer	Hall Bond Refund	500.00
45693	16/05/2012	Shire Of Harvey	Equal Opportunity Commission Grievance Officer Training 1st, 10th & 11th May 2012	600.00
45694	16/05/2012	Synergy	Electricity	25866.60
45695	16/05/2012	Lee Watson	Sterilised Cat Rebate From Registration	60.00
45696	17/05/2012	Australian Taxation Office	Withholding Tax	60834.00

ORDINARY COUNCIL MEETING – 20.06.1255

45697	23/05/2012	Ms J Bowman	Refund On Registration Fees As Cat Sterilised	20.00
45698	23/05/2012	Elvira Branley	Hall Bond Refund	150.00
45699	23/05/2012	Mr AJ Birch	Rates Refund For Assessment A3348 19 Manea Drive Gelorup	26.65
45700	23/05/2012	Courier Australia International	Courier Fees - Health	27.33
45701	23/05/2012	City Of Cockburn Public Library	Damaged Book Set	27.50
45702	23/05/2012	Mr A Gibson	Rates Refund For Assessment A6719 28 Range Road Capel 6271	28.67
45703	23/05/2012	Mrs P Gadsby	Rates Refund For Assessment A7047 117 Maidment Parade Dalyellup 6230	44.45
45704	23/05/2012	AJ Mckinnon	Rates Refund For Assessment A5048 15 Goyder Way Dalyellup	47.10
45705	23/05/2012	Wayne & Rikki Nettleton	Refund Dog Sterilised	20.00
45706	23/05/2012	Police Licensing	Order Special Series Number Plates 907CP	155.00
45707	23/05/2012	Mr SA Rowe	Rates Refund For Assessment A4372 32 Hornibrook Road Dalyellup	89.38
45708	23/05/2012	Synergy	Electricity	2423.95
45709	23/05/2012	Telstra Corporation Ltd	HACC Rent & Calls	2446.74
45710	23/05/2012	Trinity	Three Nights Accommodation - Director Technical Services - Shire Of Capel - 15, 16 & 17 May 2012 – LGMA Executive Management Program	363.00
45711	23/05/2012	Laurel Tate	Gratuity For Extensive Volunteer Work Done In Archives	2000.00
45712	23/05/2012	Water Corporation	Water Usage	5789.50
				513732.15

08.05.12	SHIRE OF CAPEL PAYROLL PAYMENTS	\$157,339.24
22.05.12	SHIRE OF CAPEL PAYROLL PAYMENTS	\$147,399.79

\$304,739.03

09.05.12	TRANSFER FROM MUNICIPAL ACCOUNT	\$330,000.00
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\$330,000.00

CERTIFICATE OF CHIEF EXECUTIVE OFFICER

This schedule of accounts to be passed for payment, covering vouchers as detailed above which was submitted to each member of Council on 20 June 2012 have been checked and are fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and services and as to prices, computations, and costings and the amounts shown are due for payment.

P. F. Heedy.

CHIEF EXECUTIVE OFFICER

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATIONS – 17.4

That Council receives:

- 1 The Schedule of Accounts covering vouchers 132 to 133, EFT11011 to EFT11042, EFT11086 to EFT11167, 45667 to 45671, 45673 to 45612 totalling \$513,732.15 paid during the month of May 2012;**
- 2 Payroll payments for the month of May 2012, totalling \$304,739.03; and**
- 3 Transfers to and from investments as listed.**

18 COMMUNITY SERVICES REPORTS**18.1 Draft Disability Access and Inclusion Plan 2012 - 2017**

Location:	Capel
Applicant:	Shire of Capel
File Reference:	
Disclosure of Interest:	Nil
Date:	31.05.12
Author:	Community Development Officer, J Whistler
Senior Officer:	Director Community Services, M Plume
Attachments:	<ol style="list-style-type: none"> 1. Minutes of Disability Access and Inclusion Advisory Committee Meeting – 26th April 2012 2. Draft Disability Access and Inclusion Plan 2012 - 2017 3. Draft Disability Access and Inclusion Implementation Plan 2012 - 2017

MATTER FOR CONSIDERATION

Council to receive the minutes of the Disability Access and Inclusion Advisory Committee held on 26th April 2012 and adopt the recommendations contained in the minutes.

BACKGROUND / PROPOSAL**Background**

At the Council meeting held 11 July 2007, Council resolved to adopt the Shire of Capel Disability Access and Inclusion Plan and the Shire of Capel Disability Access and Inclusion Plan Implementation Plan 2007 -2012. This existing plan expires in July 2012 and the Disability Service Commission requires local government to review and adopt a new plan every five years.

In March 2012, Disability Access Consultant, Cindy Evans, was engaged to conduct consultation with a range of stakeholders and community groups to develop the Disability Access and Inclusion Plan 2012 -2017 and the Implementation Plan.

In April 2012 the Disability Access and Inclusion Advisory Committee met and identified key achievements, issues, objectives and tasks relating to access and inclusion in the Shire of Capel. This consultation was considered in the development of the Draft Disability Access and Inclusion Plan 2012 -2017.

Proposal

That Council consider adopting the Draft Disability Access and Inclusion Plan 2012-2017 for public comment.

STATUTORY ENVIRONMENT

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

This section of the Act further provides that not more than 5 years is to elapse —

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

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

Local Government Act 1995 – Section 5.8. Establishment of committees – provides that a local government may establish committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

POLICY IMPLICATIONS

There are no policy implications to this matter.

FINANCIAL IMPLICATIONS

Budget

Costs associated with, consulting, advertising, printing and distributing the Draft Disability Access and Inclusion Plan 2012 -2017 are provided for in the annual budget.

Long Term

Adoption of the Disability Access and Inclusion Implementation Plan will require future expenditure requirements be considered as part of the annual budget deliberations.

Whole of Life

There are no whole of life implications associated with this matter.

SUSTAINABILITY IMPLICATIONS

The draft Disability Access and Inclusion Plan 2012 - 2017 and the corresponding Implementation Plan ensures access and inclusion concerns and issues are addressed resulting in accessible communities which have positive social impacts. Strategies contained in the Plan such as “You’re Welcome” initiatives have economic benefits for the business / tourism industry if premises are accessible.

STRATEGIC IMPLICATIONS

Consideration of this matter is consistent with Key Focus Area 2 – Objective 2.2 - Provide facilities and services which recognise the diverse needs of the community, and 2.5 - To ensure that all Community Plans are diverse, of best practice, innovative and appropriate to demographics. In particular Strategy C4 Plan to meet the needs of the increasing older population, the disabled and youth – which has the action Implement and Review the Disability Access and Inclusion Plan. It is also consistent with Key Focus Area 5 – Objective 5 Maintain and improve safe and sustainable infrastructure to meet the community needs.

CONSULTATION

In developing the draft Disability Access and Inclusion Plan 2012-2017, the consultant Cindy Evans, has consulted with a number of key stakeholders, such as Senior groups, Home and Community Care, Disability Access and Inclusion Advisory Committee and the Shire’s Executive Management Team. The consultant also reviewed a number of Shire Plans such as

the 2007-2012 Disability Access and Inclusion Plan, the Age Friendly Communities Plan, the Sport and Recreation Plan and the Strategic Plan.

Now that the draft plan has been completed, it is ready for review by the wider community. The public comment period has been set for a period of three weeks, during which three public consultation sessions will be held throughout the various communities.

COMMENT

The Draft Plans have been developed to reflect the issues, concerns and objectives of the community and key stakeholders in relation to access and inclusion within the Shire. The consultant has worked closely with Shire Officers and the Disability Access and Inclusion Advisory Committee in the development of these Draft Plans.

CONCLUSION

It is considered that the Draft Disability Access and Inclusion Plan 2012-2017 has comprehensively covered the key issues of access and inclusion in our communities at present and provides strategies to address each of these to create a more socially inclusive Shire for residents and visitors alike.

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATION – 18.1
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That Council receives the minutes of the Disability Access and Inclusion Advisory Committee meeting held on 26th April 2012 and adopts the recommendation DA0402 (adopted for public comment).

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