

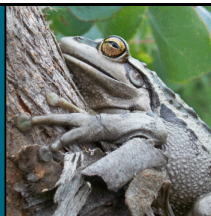
Shire *of* Capel

MINUTES

ORDINARY COUNCIL MEETING
Wednesday, 21 November 2012



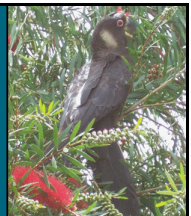
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SHIRE OF CAPEL
ORDINARY COUNCIL MEETING – 21.11.12
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SHIRE OF CAPEL

MINUTES OF THE ORDINARY COUNCIL MEETING HELD IN THE COUNCIL CHAMBERS ON WEDNESDAY, 21 NOVEMBER 2012 COMMENCING AT 4.35PM.

PRESENT:	President	MT Scott
	Deputy President	GJ Norton
	Councillors	BW Bell
		KD Gibson
		BW Hearne
		SC Manley
		PK McCleery
		JA Scott
		BH Smith
	Chief Executive Officer	PF Sheedy
	Director Corporate Services	PJ Anastasakis
	Director Engineering & Operations	W Butler
	Director Planning & Development Services	C Burwood
	Manager Health Services	CR Dent
	Senior Planning Officer – Strategic	G Bishop
	Minute Secretary	AD Evans
VISITOR:	Local Area Chaplain, Youth Care	D Cunniffe
	Project Officer, Peron Naturaliste Partnership	C Perry
	Climate Change Adaptation Coordinator, PNP	J Ludbrook
PUBLIC GALLERY:		2 members of public

RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

The President advised of a change to the order of business following the opening of the meeting in accordance with Clause 3.7(1) of the Standing Orders to allow the planned Presentation by Mr David Cunniffe of Youth Care to be brought forward as he had another meeting in Busselton to attend after this Council meeting.

PETITIONS/DEPUTATIONS/PRESENTATIONS

Mr David Cunniffe, Local Area Chaplain with Youth Care presented Council with a thank you certificate in recognition of Council's continuing support for the School Chaplains program. Mr Cunniffe said Council's donation of \$9,000 was used to provide Chaplaincy services at Capel Primary School and Dalyellup College.

The President thanked Mr Cunniffe for the certificate and assured him that Council would continue to support the work of the Chaplaincy program in the future.

Mr Cunniffe left the meeting with Mr Dent at 4.41pm. Mr Dent returned to Chambers at 4.42pm.

PUBLIC QUESTION TIME

Mr Rick Nelli, 38 Prowse Road, Capel: Will you please advise when the extremely important section of footpath will be installed on Prowse Road, between Korella Drive and Brockman Street? Documentation has previously been submitted to the Shire and all Councillors.

Mr Wayne Butler, Director Engineering and Operations (DEO): It has been included in the Works Programme for next year. It was proposed to undertake it this year but unfortunately our funding did not enable us to do that but it is certainly on the Programme for next year providing it gets through tonight.

Mr Nelli: Any timing on that?

DEO: Probably after Christmas next year.

Mr Nelli and the other visitor left the meeting with Mr Dent at 4.43pm. Mr Dent returned to Chambers at 4.44pm.

APPLICATIONS FOR LEAVE OF ABSENCE Nil

DECLARATIONS OF INTEREST

Mr Sheedy declared a financial interest in Item 13.4 Annual Leave – Chief Executive Officer and the nature of his interest is that he is the Applicant who will benefit from the approval of the leave.

Cr Manley declared a proximity interest in Item 16.1 Capital Works Budget – Roads (2013/14) and the nature of her interest is that she is the owner of 28 Mangles Road that adjoins proposed resealing works in 2013/14.

NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS Nil

OC1101 CONFIRMATION OF MINUTES – 17.10.12

Moved Cr J Scott, Seconded Cr Hearne

That the minutes of the Ordinary Council meeting held on 17th October 2012 be confirmed with the correction in Item 18.1 on page 98, under the heading of "Peppermint Grove Beach Community Association – Community Art Display", dot point three, reference to "functions held in December 2013 and May 2013" should read "functions held in December 2012 and May 2013".

Carried 9/0

VOTING REQUIREMENTS

Simple majority

ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION Nil

PETITIONS/DEPUTATIONS/PRESENTATIONS

Ms Joanne Ludbrook, Climate Change Adaptation Coordinator and Mr Craig Perry, Project Officer for the Peron Naturaliste Partnership provided a comprehensive presentation on the results of assessments undertaken on behalf of the Peron Naturaliste Partnership. Mr Glen Bishop, Senior Planning Officer - Strategic also provided some background information about the significance of the results relating to the Shire of Capel.

Mr Dent left the Chambers at 5.07pm and returned at 5.12pm.

The President thanked Ms Ludbrook and Mr Perry for keeping Council up-to-date with the work of the Partnership.

Ms Ludbrook, Mr Perry and Mr Bishop left the meeting at 5.22pm and did not return.

Mr Burwood left the Chambers at 5.22pm.

MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

QUESTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

CHIEF EXECUTIVE OFFICER REPORTS

OC1102 (13.1) Boyanup Transport Museum - Railway Carriage Ownership

Location:	Boyanup
Applicant:	Rail Heritage WA
File Reference:	A4041
Disclosure of Interest:	Nil
Date:	30.10.12
Author:	Chief Executive Officer, P Sheedy
Senior Officer:	Chief Executive Officer, P Sheedy
Attachments:	Nil

MATTER FOR CONSIDERATION

The vesting of ownership of Diesel locomotives (Jardee and TA 1807) and suburban carriage AYE 714 to Rail Heritage WA.

BACKGROUND / PROPOSAL

Background

As part of the next stage of the redevelopment of the South West Rail and Heritage Centre (formerly Boyanup Museum) Rail Heritage WA (RHWA) is endeavouring to develop new local partnerships to assist in the care of the former Boyanup Museum collection. RHWA's primary area of interest is the railway history of this state and so they are seeking others to be involved in the other non-rail aspects of the collection. From these partnerships it is hoped that a new Management group can be formed and the final obstacles to re-opening are overcome. Rail Heritage WA will continue to hold the lease for the land and will ensure that insurances are maintained for the site.

Proposal

As part of this process RHWA would like to resolve the issue of the railway assets to ensure that they are cared for in the future. Whilst there was some earlier confusion about a number of the railway wagons that RHWA believed had been included to the transfer of ownership following the winding-up of the Leschenault Railway Preservation Society Inc, which has been resolved, there are a further three railway vehicles that were given to the Boyanup Museum / Foundation i.e. diesel locomotives Jardee (ex Bunnings) and TA 1807 as well as a former suburban carriage AYE 714.

As the Shire of Capel and Rail Heritage WA are the only remaining current members of the Boyanup Foundation, who would have received these items in the 1990s, the Shire of Capel is requested to support the ownership of these vehicles being vested in Rail Heritage WA to

enable us to maintain and potentially operate these items. Without clarity of ownership the ability to clearly delineate areas of responsibility and to have these items operate under the Rail Safety Act in the future is lost.

STATUTORY ENVIRONMENT

There is no current legislation within the Local Government Act or other Acts that is relevant to this matter.

POLICY IMPLICATIONS

There are no current Council policies relevant to this matter.

FINANCIAL IMPLICATIONS

Budget

Council does not currently contribute any funds to the maintenance of historical items at the Museum.

The 2012/13 budget includes an allocation of \$2,342 to cover the maintenance of lawns, verges and gardens at the Museum and the rubbish collection charge for the house located in the Museum grounds.

Long Term

There are no plans in the long term to contribute towards the cost of maintaining the historical items but it is expected that the annual minor allocation for lawns, verges etc will remain.

Whole of Life

At this time no assets are being created so there is no whole of life cost to Council.

SUSTAINABILITY IMPLICATIONS

The retention of the historical items at the Boyanup Museum and their upgrade by RHWA provides the opportunity for them to compliment the intention to reopen the Museum to the public and create a social benefit to the Boyanup and south west community.

STRATEGIC IMPLICATIONS

Shire of Capel Strategic Plan 'Towards 2020 – A Vision for the Shire of Capel' Key Focus area 2 'The Community Experience' and Objectives:

- 2.1 Provide social, recreational and cultural opportunities for our communities
- 2.3 Encourage, facilitate and support local community spirit, networks and cohesiveness.

CONSULTATION

As the Australian Railway Historical Society (WA), of which RHWA is an affiliate, are now the owners of the former Boyanup Museum and its contents no further consultation with other parties is required.

COMMENT

The Boyanup Foundation as such no longer exists and Council other than contributing minor funds each year no longer has a role as a member of the Museum.

In past years the Shire of Capel was a member of the Boyanup Foundation on the basis that it had a councillor representative on the Management Committee and it had to be a member to participate.

In the early 2000s I was the Secretary of the group formed in an endeavour to progress the restoration of the historical items and the possible re-opening of the museum building. However this did not prove to be successful and the vesting of the property and ownership of the items was transferred to the Australian Railway Historical Society.

Given that the Council no longer plays a role in the Museum and it appears never had any ownership of these items and the fact that RHWA and its dedicated band of workers are making steady progress in restoring historical items at the Museum (focusing on railway items) and upgrading the facilities at the Museum, there does not appear to be any valid justification for Council not to agree to this request for the transfer of ownership of these locomotives and carriage.

The request appears to be more technical in nature to just clear up any confusion on ownership of these items.

VOTING REQUIREMENTS

Simple majority

OC1102 OFFICER'S RECOMMENDATIONS – 13.1/COUNCIL DECISION

Moved Cr McCleery, Seconded Cr J Scott

That Council advises Rail Heritage WA that it has no objections to the ownership of Diesel locomotives (Jardee and TA 1807) and suburban carriage AYE 714, currently located at the Boyanup Museum being vested in Rail Heritage WA.

Carried 9/0

Mr Dent left the Chambers at 5.23pm and returned at 5.23pm.

Mr Burwood returned to Chambers at 5.24pm.

OC1103 (13.2) Annual Report for 2011/12

Location: Capel
Applicant: Shire of Capel
File Reference:
Disclosure of Interest: Nil
Date: 06.11.12
Author: Executive Assistant, A Evans
Senior Officer: Chief Executive Officer, P Sheedy
Attachments: Draft Annual Report 2011/12 (under separate cover)

MATTER FOR CONSIDERATION

To accept the Annual Report for 2011/12.

BACKGROUND / PROPOSAL**Background**

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

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

In addition to the above, department reports outlining achievements of the past financial year are also included in the Annual Report.

Proposal

The draft Annual Report for 2011/12 be accepted by Council.

STATUTORY ENVIRONMENT

The Local Government Act 1995:

- Section 5.53 states a local government must prepare an annual report and details the items that should be included.
- Section 5.54 specifies that the Annual Report must be accepted by the local government no later than 31 December after the financial year or if the Auditor's report is not available by this date no later than 2 months after the Auditor's report becomes available.
- Section 5.55 requires the CEO to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted.

POLICY IMPLICATIONS

There are no policy implications related to this matter.

FINANCIAL IMPLICATIONS**Budget**

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

Long Term

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

Whole of Life

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

SUSTAINABILITY IMPLICATIONS

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

STRATEGIC IMPLICATIONS

The Strategic Plan 2009 to 2020 has no specific strategy or action concerning the preparation of the Annual Report as this activity is a statutory requirement.

CONSULTATION

There has been no consultation undertaken at this time.

COMMENT

The Independent Audit Report and Management Letter were received on 11 October 2012. Both reports were provided to the Audit Committee at their meeting on 17 October 2012 and the committee reviewed and accepted the reports and recommended them to Council. The minutes of the Audit Committee are to be provided to Council at its meeting on 21 November 2012. The Audit Report offered an unqualified opinion and there was one recommendation attached to the management letter. The Audit Report has been included within the Annual Report.

The Audit Committee was also provided with a copy of the Annual Financial Report for 2011/12 and an explanation of the Shire's financial performance was included in the report to the Committee. This explanation has been included in the Finance section of the Annual Report.

In summary the Shire recorded a net operating result of \$2,295,379 although this amount was inflated by \$254,501 of non-cash developer contributions. The adjusted net result of \$2,040,878 was higher than the budget but lower than last year's result of \$2,343,569. The Shire's Balance Sheet continues to improve and net assets have increased by \$2.0 million to over \$130.5 million. The Cash Flow Statement shows that cash and cash equivalents have reduced compared to the previous financial year. This decrease is largely due to the receipt of less grant income.

In addition to the financial report the Annual Report includes commentary on the past year's activities and performance for each of the Shire's divisions as well as statements from the President and Chief Executive Officer and other information to comply with various statutory requirements.

It is proposed that Council hold its Annual Elector's meeting at the Council Chambers on 5 December 2012 commencing at 6.00pm. The availability of the Annual Report will be advertised so it is available for people attending this meeting.

VOTING REQUIREMENTS

Absolute majority

OC1103 OFFICER'S RECOMMENDATION – ITEM 13.2/COUNCIL DECISION

Moved Cr Smith, Seconded Cr J Scott

That Council accepts the Annual Report for the 2011/12 financial year.

Carried with an Absolute majority 9/0

The President advised members that the Annual Electors Meeting was scheduled for Wednesday 5th December 2012 at 6.00pm in the Council Chambers.

OC1104 (13.3) Councillor/Staff Contact – Internal Procedure

Location: Capel
Applicant: Shire of Capel
File Reference:
Disclosure of Interest: I wish to declare an interest in this matter as the author of the report and person responsible for its administration and implementation.
Date: 12.11.12
Author: Chief Executive Officer, PF Sheedy
Senior Officer: Chief Executive Officer, PF Sheedy
Attachments: Internal Procedure – Councillor/Staff Contact

MATTER FOR CONSIDERATION

Council to consider and endorse the Councillor/Staff Contact protocol.

BACKGROUND / PROPOSAL**Background**

As part of the induction process for newly elected members the Chief Executive Officer outlines the acceptable practices for Councillors wishing to make contact with staff on various matters.

Proposal

As indicated in the Background section of this report there has in the past been an informal verbal understanding on what are the acceptable practices are in regards to Councillors making contact with staff.

This internal procedure merely seeks to clarify what these protocols are and to outline them in writing so that all parties, Councillors and staff have a clear understanding on what their responsibilities are in regards to seeking information and works request to be undertaken and responding to requests for information and dealing with works requests.

STATUTORY ENVIRONMENT

Local Government Act 1995, section 2.10 'Role of councillors' in part indicates that a councillor:

- a) represents the interests of electors, ratepayers and residents of the district;
- b) facilitates communication between the community and the council.

Local Government Act 1995, section 5.41 'Functions of CEO' in part indicates that the CEO's functions are to:

- a) ensure that the advice and information is available to the council so that informed decisions can be made;
- b) manage the day to day operations of the local government.

POLICY IMPLICATIONS

There is currently no policy relevant to this item.

FINANCIAL IMPLICATIONS

Budget

As this is purely an administrative matter there is no requirement for the allocation of annual budget funds or impact on the current annual budget.

Long Term

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

Whole of Life

As no assets are being created there is no whole of life cost applicable to this item.

SUSTAINABILITY IMPLICATIONS

The development of an internal procedure should assist in maintaining a strong positive social relationship between Councillors and staff.

STRATEGIC IMPLICATIONS

Shire of Capel Strategic Community Plan 'Towards 2020 – A Vision for the Shire of Capel', Key Focus Area 1 The Leadership Experience and objectives:

- 1.1 Ensure open, transparent, effective and good governance for the community; and
- 1.2 Achieve effective communication within the organisation and the community.

are relevant to this item.

CONSULTATION

The internal procedure has been discussed by the Executive Management Team (EMT) and no further consultation with other parties is required.

COMMENT

In many local governments in Western Australia the accepted protocol when Councillors wish to make contact with staff is via the Chief Executive Officer. In order to streamline the process and to provide Councillors with direct access to senior officers on matters relevant to their expertise, on my appointment as Chief Executive Officer I instigated the process to allow Councillors direct access to staff other than the CEO.

This process to date has worked very well with very few if any instances of this process being abused, however I now consider it important to detail this informal process in a written format so that going forward all parties are clear on what is the accepted protocol in regards to Councillor/staff contacts.

In addition the opportunity has been taken to bring current practices in line with the organisation's current method of operation, such as all customer requests being sent to Dataworks, Council's current Records system. This will allow for requests to be tasked to the relevant staff member to ensure action is undertaken and a response given back to the customer (in this case a Councillor). A process has also been added requiring staff to ensure that all Councillors and the Chief Executive Officer are included in any email responses to a Councillor's query, which will ensure that all Councillors receive a similar level of information on matters at the same time.

A new addition to the current practice is the inclusion of a section on allowing Councillors to submit project requests as a result of community contact for consideration in future budgets as part of the new Integrated Planning Framework introduced by the State Government.

Finally as I have previously indicated, there has been very little if any reason for concern about Councillors contacting staff on matters in the past and the method for allowing Councillor/Staff contact is at the discretion of the Chief Executive Officer. Given that it is important that Councillors and senior staff maintain a healthy and respectful working relationship, as the Chief Executive Officer I consider it is important that this procedure is endorsed by the Council. It also adds weight to its importance if there is an issue arising in the future in regards to Councillor/staff contact. For this reason I would encourage the Council to endorse the attached Internal Procedure for Councillor/Staff Contact.

VOTING REQUIREMENTS

Simple majority

OC1104 OFFICER’S RECOMMENDATIONS – 13.3/COUNCIL DECISION

Moved Cr Hearne, Seconded Cr Gibson

That Council endorses the ‘Councillor/Staff Contact’ Internal Procedure outlined in the attachment.

Carried 9/0

Mr Sheedy declared a financial interest in Item 13.4 Annual Leave – Chief Executive Officer and the nature of his interest is that he is the Applicant who will benefit from the approval of the leave.

OC1105 (13.4) Annual Leave – Chief Executive Officer

Location: Capel
Applicant: Chief Executive Officer
File Reference:
Disclosure of Interest: As I am the applicant who will benefit from the approval I wish to declare a financial interest in this matter
Date: 13.11.12
Author: Chief Executive Officer, PF Sheedy
Senior Officer: Chief Executive Officer, Pf Sheedy
Attachments: Nil

MATTER FOR CONSIDERATION

Approval for the Chief Executive Officer to take long service and annual leave from 24 December 2012 to 4 January 2013 and 3 May to 24 May 2013.

BACKGROUND / PROPOSAL

Background

Council amended Policy 13.1 at its 14 April 2004 (Minute OC0413) on the basis that any periods of leave exceeding five working days have to be approved by Council.

The President can approve periods of leave of five days or less.

Proposal

In general I endeavour to take my periods of leave during October and December to avoid the busy parts of the financial year, which has happened in 2012. However as I will be travelling overseas I am seeking additional periods of leave to accommodate this trip.

STATUTORY ENVIRONMENT

Local Government Industry Award 2010

POLICY IMPLICATIONS

Policy 13.1 indicates that:

1. The Chief Executive Officer be required to submit annual leave applications to Council for approval where the period of leave to be taken exceeds five working days
2. Where the Chief Executive Officer wishes to take periods of leave that is five working days or less, the President is to be advised of the proposal
3. The details of all Chief Executive Officer annual leave periods, where time permits, shall be included in the monthly Information Brochure
4. During periods of annual leave by the Chief Executive Officer, the Director Corporate Services shall be appointed to the position of Acting Chief Executive Officer.

FINANCIAL IMPLICATIONS

Budget

There are no additional financial implications as the provisions for leave is included in the annual budget provisions and where it is accrued leave funds are available in the Employees Leave Reserve to cover any additional costs.

Long Term

The taking of annual leave will reduce the amount required to be transferred to the Employee Leave Reserve Fund.

Whole of Life

As no assets will be created there is no whole of life costs relevant to this item.

SUSTAINABILITY IMPLICATIONS

There are no sustainability implications relevant to this item.

STRATEGIC IMPLICATIONS

There are no strategic implications relevant to this item.

CONSULTATION

No consultation other than with Council is required.

COMMENT

Whilst this period is getting close the completion of the annual budget process it should be substantially completed and the finalisation of the Integrated Strategic Planning Framework documents should be well advanced towards finalisation also.

I have a fair amount of accrued annual leave and this will assist in reducing this accrued amount.

During my periods of annual leave the Director Corporate Services is appointed as the Acting Chief Executive Officer as per Policy 13.1.

VOTING REQUIREMENTS

Simple majority

OC1105 OFFICER'S RECOMMENDATIONS – 13.4/COUNCIL DECISION

Moved Cr Gibson, Seconded Cr Hearne

That Council approves the Chief Executive Officer's leave for the period 24 December 2012 to 4 January 2013 and 3 May to 24 May 2013 and appoint the Director Corporate Services as Acting Chief Executive Officer during these periods.

Carried 9/0

HEALTH SERVICES REPORTS Nil

PLANNING AND DEVELOPMENT SERVICES REPORTS Nil

ENGINEERING AND OPERATIONS REPORTS

Cr Manley declared a proximity interest in Item 16.1 Capital Works Budget – Roads (2013/14) and the nature of her interest is that she is the owner of 28 Mangles Road that adjoins proposed resealing works in 2013/14.

Cr Manley requested permission to be present and participate in any discussion or debate on this item. The full extent of her interest in the matter is that Mangles Road is already bituminised so road works will not increase the value of her property.

Cr Manley left the Chambers at 5.26pm.

OC1106 COUNCIL DECISION

Moved Cr Norton, Seconded Cr McCleery

That Cr Manley be allowed to return to Chambers to participate in discussion and debate on the Capital Works Budget – Roads (2013/2014) as it is considered that her interest is so trivial or insignificant as to be unlikely to influence her conduct in relation to the matter.

Carried 8/0

VOTING REQUIREMENTS

Simple majority

Mr Dent collected Cr Manley and they returned to Chambers at 5.29pm.

OC1107 (16.1) Capital Works Budget – Roads (2013/2014)

Location:	Capel
Applicant:	Engineering & Operations
File Reference:	
Disclosure of Interest:	Nil
Date:	17.11.12
Author:	Director Engineering & Operations, W Butler
Senior Officer:	Chief Executive Officer, P Sheedy
Attachments:	1. Capital Works Programme (2013/14) 2. Programme Funding (2013/14)

MATTER FOR CONSIDERATION

Adoption of the 2013/2014 Capital Works Budget – Roads.

BACKGROUND / PROPOSAL

Background

Every year the Shire sets out a Capital Works Programme that it aims to follow throughout the budget year. The programme is formed using the 10 Year Financial Plan; the Shire's Strategic Plan and the 25 Year Road Preservation Plan (RPP). The 25 year RPP, compiled in 2010, covers the reseal/renewal of 4% of the road network each year over a 25 year period. Roads

are chosen for renewal based on factors such as, type, condition, age and location. The plan has been broken down for the next five years and each year is split into separate categories depending on the surface and project type. Each of the Shire's roads is split into sections known as straight line kilometres (SLKs) and each of these sections are maintained and renewed at different times depending on the factors that have previously been listed in the Shire of Capel 5 Year Capital Works Plan spreadsheet.

Council has previously endorsed the 5 year Capital Works Programme, a document which was prepared by the previous Director Technical Services, and which is the basis for all Country Local Government Fund (CLGF) funding. This document provides direction based on sound engineering principles and roads inspections for prioritising works on the road network. It splits Council's road network into a number of different categories and allocates funding, based on surface condition, traffic volumes, vehicle types, age of road, etc, which forms the foundation for Council's 2013/14 Capital Works Programme.

Proposal

The Director Engineering & Operations (DEO) is seeking Council endorsement of the 2013/14 Capital Works Programme for Roads, Paths and Drainage.

STATUTORY ENVIRONMENT

Local Government Act 1995
Land Administration Act 1997

POLICY IMPLICATIONS

The RPP was prepared using principles of reducing risk to road users and financial risk to the Shire. It recognises that poor road condition can lead to increased risk of accidents, also deteriorating roads can cost more to rehabilitate than if they were treated earlier in the road's life cycle.

FINANCIAL IMPLICATIONS

Budget

The Capital Works programme for 2013/14 proposes a total budget of \$1,182,205.60. Of the proposed \$1,182,205.60 expenditure, \$454,870.00 will be funded externally with the balance of \$730,335.60 being sourced from Council funds.

Long Term

The RPP recognised that Council needed to spend in the region of \$1.5M per year for ten years, increasing to \$2.5M thereafter. Failure to spend this amount of money each year would likely lead to even greater expenditure in later years due to the increased cost of remedial works and the overall need for more extensive treatment to Council's roads.

Whole of Life

Each asset has a whole of life cost (WoLC), which is based upon the costs incurred during its life cycle. The WoLC is calculated on a m² basis, due to the varying ages and conditions of the SLK seals and was a prime factor in the compilation of the RPP.

SUSTAINABILITY IMPLICATIONS

Materials used in road construction are generally naturally occurring, although asphalt/bitumen production requires some chemical processing. There are significant transportation costs and emissions production due to road construction and maintenance activities. Maintenance of an efficient road network consistently rates highly in community satisfaction surveys. The

community expects an improving, functional road system and no longer accepts lower standards of road condition. Preventative maintenance such as repair and renewal of the road network is integral to the efficient use of available resources.

STRATEGIC IMPLICATIONS

Key Focus Area 5 (Infrastructure): Strategy 1 (Plan the provision and maintenance of safe and efficient transportation systems): Action plan 1.1 – Review and implement the five year Road Preservation Programme.

CONSULTATION

DEO has consulted with Director Corporate Services to ensure that the budget is within agreed financial constraints.

COMMENT

Capital works for roads are allocated based on road condition, safety, vehicle usage and deterioration. This budget would keep the Shire’s roads in an acceptable condition using sound engineering principles to determine the priority for road reconstruction and improvements.

VOTING REQUIREMENTS

Simple majority

Cr Manley left the Chambers for the vote at 5.58pm.

OC1107 OFFICER’S RECOMMENDATIONS – 16.1/COUNCIL DECISION

Moved Cr McCleery, Seconded Cr J Scott

That Council allocates a sum of \$1,182,205.60 to be included in the draft 2013/14 budget for Capital Works on roads, paths and drainage.

Carried 8/0

Mr Dent collected Cr Manley and they returned to Chambers at 5.59pm.

CORPORATE SERVICES REPORTS

OC1108 (17.1) Financial Statements for 31 October 2012

Location: Capel
Applicant: Shire of Capel
File Reference:
Disclosure of Interest: Nil
Date: 05.10.12
Author: Senior Finance Officer, N Thomson
Senior Officer: Director Corporate Services, P Anastasakis
Attachments: Financial Statements for October 2012

MATTER FOR CONSIDERATION

Council to consider adopting the monthly financial statements for October 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.

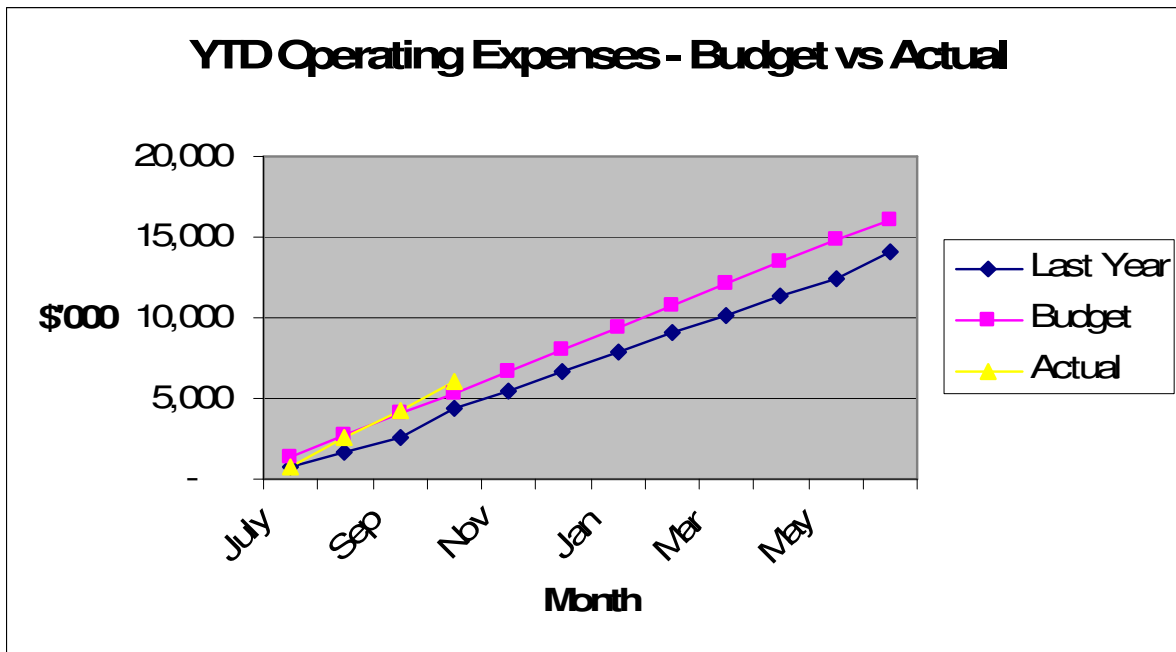
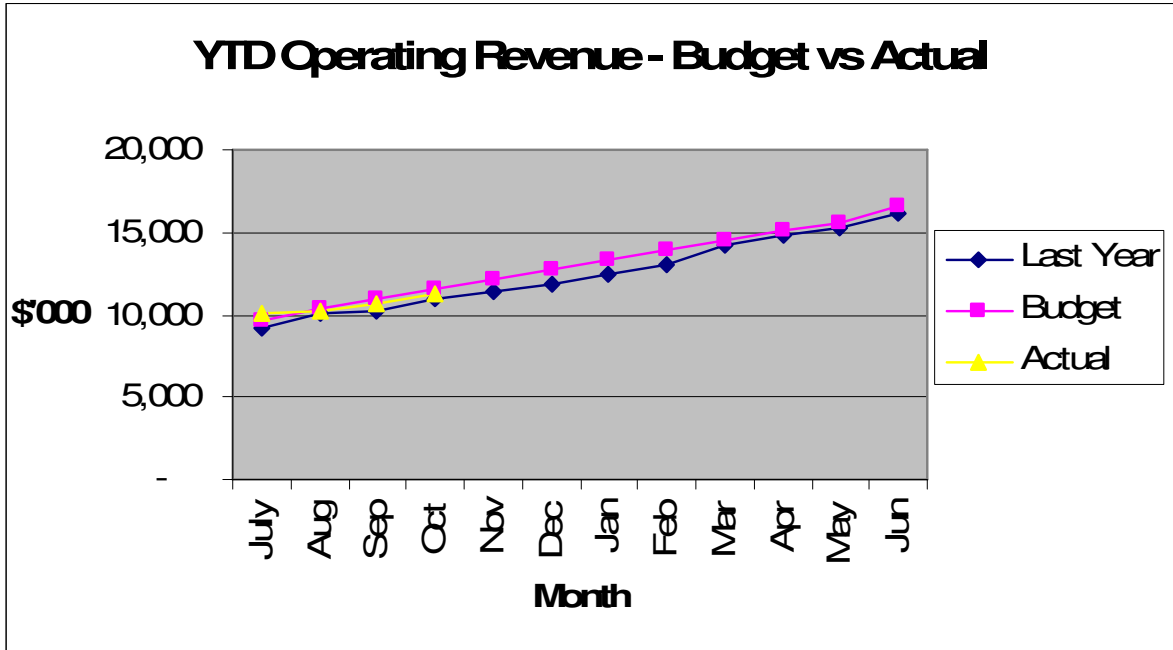
COMMENT

At 31 October 2012, Council's net current assets position was a surplus of \$5,849,523. This is a reduction of \$1,399,077 from the previous month. The actual surplus brought forward from the 2011/12 financial year has been calculated at \$2,559. The forecast end of year net current asset position is currently shown as a deficit of \$125,773. This amount should vary monthly as the forecast is updated, but at this time is primarily due to the Commonwealth Financial Assistance Grants received being \$32,182 less than expected, the capital works funded through the Commonwealth Roads to Recovery grant being \$161,979 lower than forecast and a reduced rate income forecast due to the Bethanie Homes rates exemption of \$65,918.

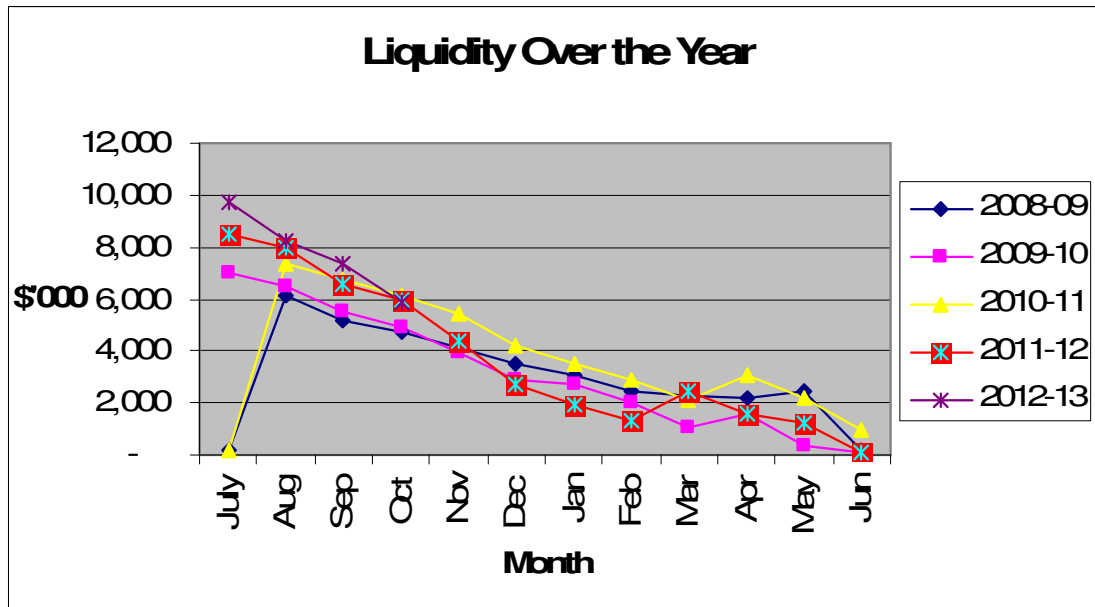
Compared to the annual budget, 68% of Operating Revenue has been invoiced and 38% of the Operating Expenditure budget has been spent. On a year to date basis, total operating revenue is above budget and total operating expenditure is just below budget.

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 marginally below budget and

just above last year’s actual amount. The revenue graph excludes non-cash infrastructure revenue. The year to date operating expenditure is marginally above budget and above last year’s actual amount.



The liquidity graph compares the current year’s net current assets position against that of the four previous years. Liquidity should be at its highest point to coincide with the levying of rates.



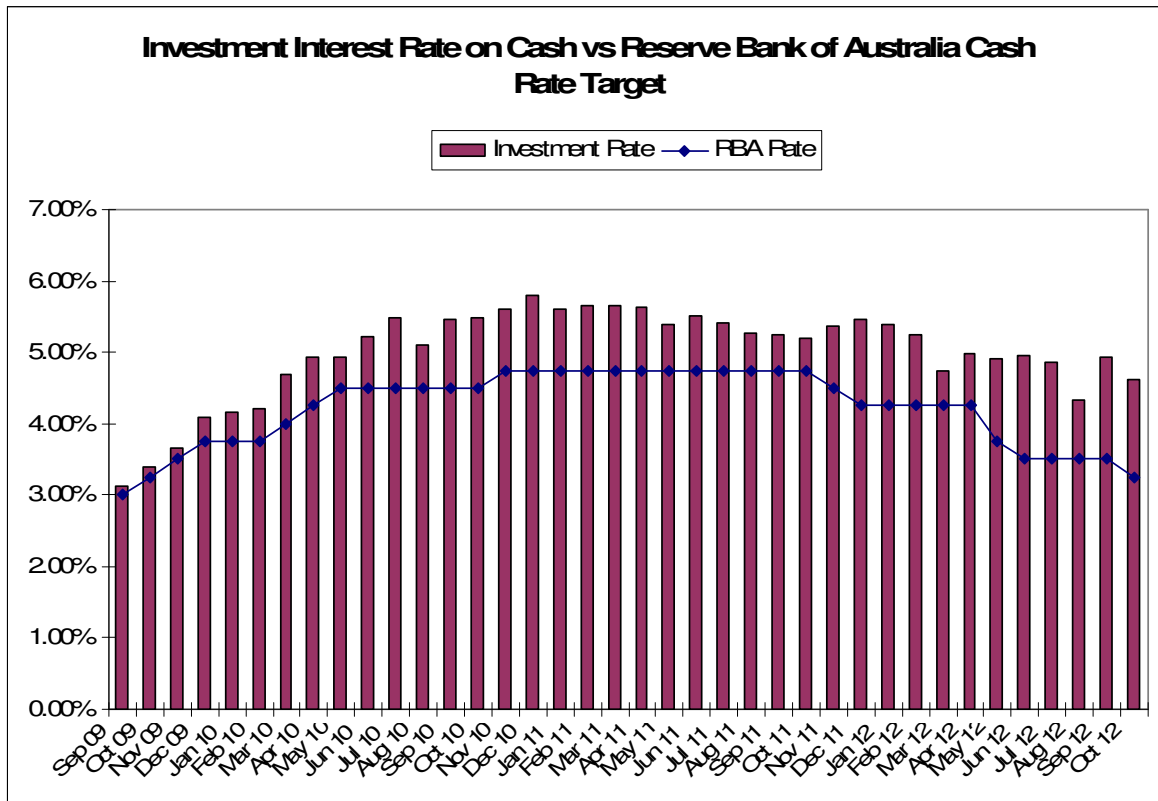
Council’s municipal cash and investments position has decreased by \$605,174 compared to last month. The Municipal cash position is an amount of \$11,460,945 of which \$7,395,870 is restricted for specific purposes as shown at Note 3.

Total interest earned for the year is \$122,407 which is below the year to date budget. This will change as existing term deposits mature. The average investment rate of return of 4.62% exceeds the Reserve Bank’s cash reference rate of 3.25%. The Reserve Bank on 3 October 2012 reduced its cash rate target from 3.50% to 3.25%. It is expected that the deposit rates for the Shire’s term deposits will move down in line with the Reserve Bank reduction. The forecast year end Statement of Comprehensive Income interest earnings amount is \$489,134. This is a reduction of \$11,107 to the budgeted amount of \$500,241.

The budgeted interest earnings amount of \$500,241 is derived from several sources. \$39,590 is budgeted rate installment interest with the interest rate being fixed at 5.50%. \$11,000 is budgeted interest on unpaid rates with the interest rate being fixed at 11%. \$535 is budgeted interest charged on unpaid Emergency Services Levy and \$278 is budgeted interest from deferred rates. \$448,838 of budgeted interest earnings will be subject to the market interest rate for deposits.

The 2012/13 budgeted amount for interest earnings is \$500,241 in comparison to the 2011/12 budgeted amount of \$597,556 and \$542,700 for 2010/11. The actual interest earnings for 2011/12 are \$641,188 and \$725,442 for 2010/11. The 2011/12 year end saw \$1,684,594 of restricted assets cash moved to the Trust fund and none of this trust interest is shown in the municipal accounts. The current Trust balances are shown at the end of Note 3 in the Monthly financial report.

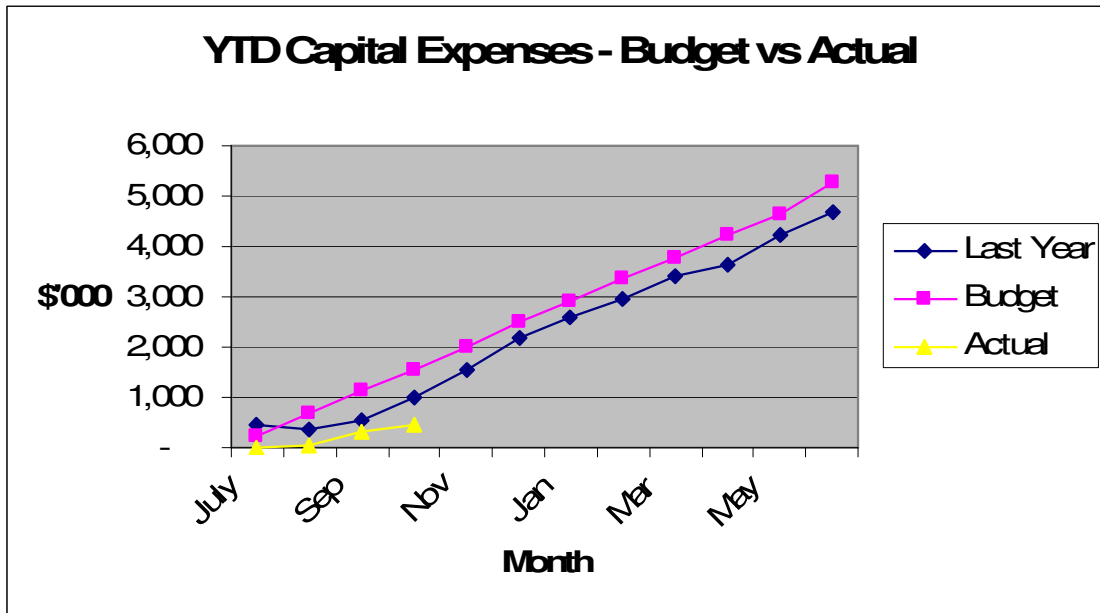
The following graph compares the Shire’s interest rate earned on investments against the Reserve Bank’s reference rate.



Capital works expenditure of \$142,956 was incurred during the month of which:

- \$60,897 for gravel resheeting works on Warnes Road, Gavins Road and Fowler Road,
- \$4,298 for remedial drainage works and road survey design,
- \$4,408 for depot washdown bay remedial works,
- \$20,913 for the Elgin Hall water tank,
- \$5,232 for the East Dalyellup Primary School design works,
- \$4,945 for the Capel Recreation Ground Hardcourt design costs,
- \$1,101 for the Works depot universal access toilet,
- \$5,197 for the Dalyellup Sports Pavilion architect project management costs,
- \$34,886 for HACC vehicle,
- \$1,079 for computer equipment.

The following graph compares actual capital expenditure against budget on a year to date basis. Last year’s actual is included for comparative purposes.



Council’s financial ratios as disclosed in Note 14 have decreased as the year to date expenditure has been incurred since the property rates were raised in July. The Current ratio has fallen slightly from 6.03 to 5.28. This ratio should continue to decline for the year inline with the declining current asset amount. The Untied cash to trade creditors has decreased from 14.09 to 8.81 due to the untied cash reducing and unpaid trade creditors increasing. The Outstanding rates ratio has fallen from 0.42 to 0.33 because of a decrease in rates receivable.

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 31st October 2012.

VOTING REQUIREMENTS

Simple majority

OC1108 OFFICER’S RECOMMENDATION – 17.1/COUNCIL DECISION

Moved Cr Hearne, Seconded Cr Bell

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

Carried 9/0

OC1109 (17.2) Appointment as Authorised Officer

Location:	Capel
Applicant:	Shire of Capel
File Reference:	Nil
Disclosure of Interest:	Nil
Date:	05.11.12
Author:	Senior Community Ranger, C Howes
Senior Officer:	Director Corporate Services, P Anastasakis
Attachment	Nil

MATTER FOR CONSIDERATION

Appointment of Edwin James Moore as an Authorised Officer under various items of legislation so he is able to undertake the role of a Community Ranger.

BACKGROUND / PROPOSAL**Background**

The Shire currently has three full-time Community Rangers which provides for the rostering of two Community Rangers to be on duty during weekends, one of whom will be responsible for patrolling beaches.

Mr John Mattaboni is retiring on 30 November 2012 which means that his position needs to be filled to maintain the Community Ranger services provided to the community seven days a week.

Proposal

To appoint Edwin James Moore as an Authorised Officer for the Shire of Capel.

STATUTORY ENVIRONMENT

The relevant legislation under which Mr Moore is required to be appointed as an authorised officer are:

1. Bush Fires Act 1954
2. Caravan Parks and Camping Grounds Act 1995
3. Control of Vehicles (Off-Road area) Act 1978
4. Dog Act 1976
5. Cat Act 2011
6. Local Government Act 1995
7. Local Government (Miscellaneous Provisions) Act 1960
8. Litter Act 1979.

POLICY IMPLICATIONS

There are no policy implications relevant to this matter.

FINANCIAL IMPLICATIONS

There will be some costs associated with the requirement to advertise the appointment in the government gazette; however these costs can be covered within the Law, Order and Public Safety budget.

STRATEGIC IMPLICATIONS

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

- Community strategy of planning for the health and safety of the community.

This strategy has relevance as Community Rangers are a visible presence in the community and are responsible for ensuring compliance with local laws as well as providing an educational role.

CONSULTATION

There has been no consultation required in this matter.

COMMENT

Mr Moore has been appointed as a Community Ranger to replace Ranger John Mattaboni who will retire on the 30 November 2012.

Without this authorisation the Community Ranger would not be in a position to be able to carryout his duties properly, especially in the areas of issuing infringement notices, enforcing the various legislations, carrying out prosecutions, etc.

VOTING REQUIREMENTS

Simple majority

OC1109 OFFICER'S RECOMMENDATION – 17.2/COUNCIL DECISION
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Moved Cr J Scott, Seconded Cr McCleery

That Council appoints Edwin James Moore, effective from Monday, 19 November 2012, as:

1 An Authorised Officer to administer the following legislation:

- **Bush Fires Act 1954**
- **Caravan Parks and Camping Grounds Act 1995**
- **Control of Vehicles (Off-road Areas) Act 1978**
- **Dog Act 1976**
- **Cat Act 2011**
- **Local Government Act 1995– Section 3.39 &Part 9 Division 2**
- **Local Government (Miscellaneous Provisions) Act 1960**
- **Litter Act 1979.**

2 A Pound Keeper and Ranger to exercise powers under Part XX of Local Government (Miscellaneous Provisions) Act 1960.

3 A 'Prosecutor' (to instigate and carry on proceedings against persons committing offences) under section 59(3) of Bush Fires Act 1954 and section 44(2)(b) of Dog Act 1976.

Carried 9/0

Mr Dent left the Chambers at 6.02pm.

OC1110 (17.3) Bush Fire Advisory Committee Minutes

Location: Capel
Applicant: Shire of Capel
File Reference: Nil
Disclosure of Interest: Nil
Date: 06.11.12
Author: Governance Officer, D Freeman
Senior Officer: Director Corporate Services, P Anastasakis
Attachments: Minutes of the meeting of the Shire of Capel Bush Fire Advisory Committee held on 5 November 2012

MATTER FOR CONSIDERATION

To consider the minutes of the meeting of the Shire of Capel Bush Fire Advisory Committee held on 5 November 2012

BACKGROUND / PROPOSAL**Background**

The Bush Fire Advisory Committee meets a minimum of twice each year to advise Council on matters relating to its responsibilities under the Bush Fires Act 1954.

Proposal

The minutes of the meeting of the Shire of Capel Bush Fire Advisory Committee held on 5 November 2012 be received and the recommendations therein be adopted.

STATUTORY ENVIRONMENT

Bush Fires Act 1954 – Section 38. Local government may appoint bush fire control officer – provides that a local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act.

Section 67 of the Bush Fires Act 1954 provides that a local government may at any time appoint such persons as it thinks fit as a bush fire advisory committee for the purpose of advising the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires and any related matters.

Section 5.22 of the Local Government Act 1995 specifies that the minutes of a committee are to be submitted to the next Ordinary Meeting of the Council for confirmation

POLICY IMPLICATIONS

Recommendation BF1108 provides for a minor amendment to Policy 19.17 – Fire Fighter meals to ensure that the correct processes are followed prior to refreshments being obtained for fire fighters in order that the cost of the refreshments may be recouped from the Department of Fire and Emergency Services.

In relation to recommendation BF1105, Council Policy 19.3 – Bush Fire Control Officer Appointments provides, in part that Nominations from Brigades shall be submitted to the first meeting of the Bush Fire Advisory Committee each year for recommendation to Council by May 30, where applicable.

(The date of May 30 is provided to facilitate the name and contact details of the Bush Fire Control Officer to be included in the Annual Bush Fire order circulated to all landowners in the district.)

FINANCIAL IMPLICATIONS

Budget

There are some minor advertising costs associated with the appointment of a Bush Fire Control Officer as contained in recommendation BF1105 however this will be met from Council's existing budget allocation for Fire Prevention – Office Expenses (107520).

Recommendation BF1104 proposes listing as a 2013/14 budget consideration item \$7,000 towards standpipe repairs to provide for the completion of the upgrade of the Ryelands Drive North Boyanup standpipe and minor repairs to other standpipes within the district

Long Term

There are long term financial implications associated with recommendation BF1104 as there is a need to provide an increased level of funding of maintenance for fire fighting stand pipes and related facilities.

Whole of Life

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

SUSTAINABILITY IMPLICATIONS

The activities of Bush Fire Brigades, including hazard reduction burning, are an essential safeguard against potentially disastrous fire events and their related impact on the natural environment. The community gains comfort from the knowledge that fire safety is important to the Council and is being appropriately addressed. It is considered there are no economic implications associated with this matter.

STRATEGIC IMPLICATIONS

Consideration of this matter is consistent with the Objective 2.4 – Strive to make the Shire a safe place to work, live and visit of Key Focus Area 2 – The Community Experience - of the Shire of Capel Strategic Plan 2009 – 2020.

CONSULTATION

No formal consultation has been undertaken however membership of the Bush Fire Advisory Committee comprises representatives of all bush fire brigades within the Shire of Capel, a Council delegate and representatives from FESA and the Department of Environment and Conservation. Council staff are also present at the meetings to provide advice.

COMMENT

The minutes of the meeting are generally self explanatory however Council's attention is drawn to the following item of significance:

Bush Fire Threat Analysis (BF1102) relates to a series of maps provided by FESA (now Department of Fire & Emergency Services) as an outcome of recommendations made in the Keilty Report to the 2011 Roleystone/Kelmscott fires as follows:

Recommendation 23

The Interagency Bushfire Management committee develop and oversee a work programme to:

- *conduct site specific assessments to assess current fuel loads*
- *assess, analyse and prioritise bushfire risk on land within and adjacent to communities.*

Recommendation 38

Local governments institute a comprehensive programme to assess fuel loads and bushfire preparedness on private properties. The programme should give reference to the creation and maintenance of a Building Protection Zone, in line with FESA guidelines.

This programme should be implemented and managed under the Bush Fires Act 1954 in a manner similar to the fire break inspection program.

The Bush Fire Threat Analysis, as presented to Council is a series of five maps which cover:

1. Ignition Risk – calculates the risk of a fire igniting. This can be utilised to show how susceptible an area is to a fire igniting.
2. Suppression Response – indicates the time it would take for the nearest responding unit to arrive.
3. Fire Behaviour – shows the fire intensity if a fire occurred.
4. Values at Risk – indicates the consequence if a fire occurs.
5. Bushfire Threat – shows the likelihood and consequence of a fire.

While the Bush Fire Threat Analysis does not in reality provide any new information on fire risk and consequence to Council, it does document that risk and transfers the knowledge, and therefore responsibility for the risk, of potential fire consequence to the Shire of Capel.

Mr Dent returned to Chambers at 6.03pm.

VOTING REQUIREMENTS

Simple majority

OC1110 OFFICER’S RECOMMENDATIONS – 17.3/COUNCIL DECISION

Moved Cr Bell, Seconded Cr Hearne

That Council receives the minutes of the meeting of the Shire of Capel Bush Fire Advisory Committee held on 5 November 2012 and adopts the recommendations contained in item numbers BF1102 to BF1108.

Carried 9/0

OC1111 (17.4) Emergency Risk Survey – Unbudgeted Expenditure

Location: Capel
Applicant: Shire of Capel
File Reference: Nil
Disclosure of Interest: Nil
Date: 06.11.12
Author: Governance Officer, D Freeman
Senior Officer: Director Corporate Services, P Anastasakis
Attachments: Nil

MATTER FOR CONSIDERATION

Council to consider unbudgeted expenditure estimated at \$19,140 plus GST for the establishment of a local emergency risk register as part of the Shire's Local Emergency Management Arrangements. Payment will be offset by a grant allocation received for this purpose.

BACKGROUND / PROPOSAL**Background**

The development of an emergency risk register, as the basis for determining sources of risk, values at risk and priorities for mitigation works is an integral part of a Council's Local Emergency Management Arrangements as required to be maintained by a local government under the Emergency Management Act 2005.

The development of the Shire of Capel Local Emergency Management Arrangements has not progressed at the rate hoped for due to the many competing priorities and roles of the Governance Officer. An opportunity arose to apply for a grant to develop the local risk register and as such, help speed up the process of developing the Local Emergency Management Arrangements.

Proposal

It is proposed that Council approve unbudgeted expenditure \$19,140 plus GST to develop an emergency risk register as part of the Shire of Capel Local Emergency Management Arrangements with payment to be offset by grant funds received from the State Government's Agencies Working At Reducing Emergencies program.

STATUTORY ENVIRONMENT

Section 6.8 of the Local Government Act 1995 requires a local government not to incur any expenditure that is not included in its budget.

Section 36 - Functions of Local Government - of the Emergency Management Act 2005 provides that it is a function of a local government to ensure that effective local emergency management arrangements are prepared and maintained for its district.

POLICY IMPLICATIONS

There are no Council policy implications relevant to this matter.

State Emergency Management Committee Policy 2.5 (28) provides that local emergency management arrangements are to set out:

- (d) a description of emergencies that are likely to occur in the local government district,
- (e) strategies and priorities for emergency management in the local government district.

FINANCIAL IMPLICATIONS

Budget

There are no overall impacts on the net position of the Council's 2012/13 budget as the expenditure incurred in undertaking the risk assessment process will be offset by grant funds.

The costs of advertising and facilitating the community forums will be provided for within current budget allocations for these purposes.

Long Term

State Emergency Management Committee Policy 2.5 (32)(d) requires an entire review of local emergency management arrangements to be undertaken every five years as risks might vary due to climatic, environment and population changes. Accordingly Council will need to be mindful that this process will need to be undertaken in a further five years but there is no guarantee that there will be grant funds available at that time to offset the costs.

Whole of Life

As no asset is being created, there are no Whole of Life costs associated with this matter.

SUSTAINABILITY IMPLICATIONS

There are no sustainability implications associated with this matter.

STRATEGIC IMPLICATIONS

Consideration of this matter is consistent with the Objectives of Key Focus Area 2 – objective 2.4 - Strive to make the Shire a safe place to live, work and visit, and Key Focus Area 3 – Objective 3.1 Protect and promote the natural and built environment, of the Shire of Capel Strategic Plan 2009 - 2020.

CONSULTATION

There has been no public consultation at this stage, however extensive community consultation is planned as part of the risk assessment process. This will include public meetings, advertisements in libraries, Council Snippets and Council's website.

COMMENT

Now that Council has been successful in obtaining the grant, it is intended that the services of the Local Government Insurance Services risk team to undertake the risk assessment process and provide a written report on their findings for the Shire.

VOTING REQUIREMENTS

Absolute majority

OC1111 OFFICER'S RECOMMENDATIONS – 17.4/COUNCIL DECISION

Moved Cr Gibson, Seconded Cr Hearne

That Council approves unbudgeted expenditure \$19,140 plus GST to develop an emergency risk register as part of the Shire of Capel Local Emergency Management Arrangements with payment to be offset by grant funds received from the State Government's Agencies Working At Reducing Emergencies programme.

Carried with an Absolute majority 9/0

Mr Dent left the Chambers at 6.16pm and returned at 6.17pm.

OC1112 (17.5) 2012/13 Budgeted Capital Works Programme – Funding Update

Location:	Capel
Applicant:	Shire of Capel
File Reference:	
Disclosure of Interest:	Nil
Date:	04.11.12
Author:	Director Corporate Services, P Anastasakis
Senior Officer:	Chief Executive Officer, P Sheedy
Attachments:	1. 2012/13 original Capital Works Programme summary 2. 2012/13 revised Capital Works Programme

MATTER FOR CONSIDERATION

Council to consider approving a revised 2012/13 Capital Works Programme.

BACKGROUND / PROPOSAL**Background**

As part of the adoption of the Shire of Capel 2012/13 budget, a Capital Works Programme was developed which identified all of the capital expenditure for the 2012/13 financial year. The programme also identified all of the funding sources required to fund the proposed expenditure.

Since the adoption of the 2012/13 budget in July 2012, Council has approved a number of capital works project cost reallocations (i.e. transfer of footpath funds to the Capel Hardcourts, drainage). In addition to these changes, it has been identified that a number of capital works grants funding sources may not become eligible in 2012/13 based on their budgeted funding mix.

Proposal

Council to consider approving a revised 2012/13 Capital Works Programme which incorporates the previously approved capital works reallocations, and includes a revised mix of funding sources.

STATUTORY ENVIRONMENT

Local Government Act 1995, Section 6.2 requires a local government to prepare an annual budget by 31 August (absolute majority required).

Local Government (Financial Management) Regulations 1996, Regulation 33A requires a local government to review the budget between 1 January and 31 March.

Reg 33A(3) A Council is to consider a review submitted to it and is to determine whether or not to adopt the review, any parts of the review or an recommendations made in the review – absolute majority required.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS**Budget**

The Budget outlines planned expenditure and revenue and determines the financial parameters for the Shire to operate within for the 2012/13 financial year.

The adopted budget for the year was balanced with all revenue to be received during the year and the estimated brought forward surplus being expended on meeting operating expenditure demands, the capital works programme and transfers to reserves for future year's expenditure.

The 2012/13 Capital Works Programme adopted within the budget totaled \$5,651,741 (refer to Attachment).

The revised 2012/13 Capital Works Programme proposed for the budget totals \$5,656,269 (refer to Attachment). There is a very small difference in the total expenditure, however the scope of the works programme has not changed under this revised programme (other than those changes previously approved by Council). The revised programme is highlighted to identify the changes made from the programme previously adopted.

The primary change in the revised Capital Works Programme is the Funding Sources. The changes proposed enable Council to fully claim back the budgeted grant funding from the Commonwealth Roads to Recovery programme, and the State Regional Road Group and Country Local Government Fund.

Long Term

As all expenditure is covered in the current annual budget allocation, there are no long term financial implications in relation to expenditure. There are financial implications if the grant funding sources are not received as budgeted, which would result in a deficit position for the year.

The changes proposed will enable the full budgeted grant funds to be received in 2012/13, providing a break even position for Council.

Whole of Life

While the 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.

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 revised Capital Works Programme has been 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

The funding sources identified in the 2012/13 Capital Works Programme include a mix of grants, contributions, reserve funds, loans, carried over projects, sale proceeds and Council funds.

A number of grant programs have become available to Council in recent years, all of them having their own funding criteria. These criteria often stipulate what other funding sources can or cannot be used to match up with the grant to fund capital expenditure, in addition to requirements for forward planning and programme approval.

A full assessment of all of the funding criteria has been performed which has been the catalyst for this review of the Capital Expenditure programme.

The proposed revised Programme provides Council with the opportunity to claim all of the 2012/13 grant funding available, as well as utilising unspent grant allocations from 2011/12.

VOTING REQUIREMENTS

Absolute majority

OFFICER'S RECOMMENDATION – 17.5

That Council approve the revised 2012/13 Capital Works Programme totalling \$5,656,269, which will form part of the mid year budget review.

The following amended Officer's Recommendation was provided prior to the commencement of the meeting.

OC1112 OFFICER'S RECOMMENDATION – 17.5/COUNCIL DECISION

Moved Cr Smith, Seconded Cr J Scott

That Council approve the revised 2012/13 Capital Works Programme totalling \$5,656,269, which will form part of the mid year budget review inclusive of the following additional changes:

- 1. Removal of Weld Road and funding of \$18,762 (Bitumen Reseal Programme) to be allocated to Ludlow Road North;**
- 2. Reallocation of \$33,180 from Higgins Road to Ludlow Road North, with \$1,008 remaining for minor works on Higgins Road;**
- 3. Reallocation of funding from Ilmenite Crescent reseal to Ilmenite Crescent asphalt seal totalling \$13,226; and**
- 4. Ludlow Road North (Bitumen Reseal Programme) being increased to \$68,002.**

Carried with an Absolute majority 9/0

OC1113 (17.6) Royalties for Regions Country Local Government Fund - 2012/13 Application

Location:	Capel
Applicant:	Shire of Capel
File Reference:	
Disclosure of Interest:	Nil
Date:	04.11.12
Author:	Director Corporate Services, P Anastasakis
Senior Officer:	Chief Executive Officer, P Sheedy
Attachments:	1. Financial Assistance Agreement between the Department of Regional Development and Lands and the Shire of Capel for a Royalties for Regions Project funded by the Country Local Government Fund 2012/13 2. Draft 2013/14 Forward Capital Works Plan

MATTER FOR CONSIDERATION

Council to consider approving an application for funding from the 2012/13 Royalties for Regions Country Local Government Fund, and to approve the signing of the associated Financial Assistance Agreement (FAA).

BACKGROUND / PROPOSAL**Background**

In December 2008 the State Government announced the establishment of the Country Local Government Fund (CLGF) as part of the Royalties for Regions program. When it was announced the CLGF would provide \$400 Million to local governments over the four financial years from 2008/09 to 2011/12.

The first \$100 Million was allocated in 2008/09 with \$97.5 Million shared between 110 regional local governments and \$2.5 Million allocated to the Department of Local Government and Regional Development for capacity building and standardise asset management practices. In the following years the amount directly allocated to local governments reduced so that in the final two years, 50% of the amount was allocated to a regional grouping of Councils that would then be responsible for allocating funding to projects based on regional priorities.

2008/09:

\$1,163,948 was allocated to the Shire of Capel for 2008/09. These funds were allocated to a number of projects including the sealing of Anderson Road, the refurbishment of the Capel Infant Health Clinic and Playgroup building, construction of dual use paths, fencing at Peppermint Grove Beach, various road works and improvements to the Peppermint Grove Beach Community Centre. All works were completed by 30 June 2010 and the Shire's audited grant acquittal was approved by the Department of Regional Development and Lands in January 2011.

2009/10:

In February 2010 the State Government announced that the 2009-10 allocation of the CLGF will be used for capacity building and improved planning by providing each country local government \$35,000 to access expertise to prepare a forward capital works plan consistent with strategic plans and asset management plans. An application for this funding was duly lodged and the grant received in May 2010. This grant became the Shire's 2009/10 CLGF allocation. All works were completed by 30 June 2011 and the Shire's audited grant acquittal was approved by the Department of Regional Development and Lands in December 2011.

Updated guidelines for accessing CLGF grants were released by the Department in July 2010 and required local governments to prepare and have approved a Forward Capital Works Plan as well as successfully acquit their 2008/09 CLGF allocation, before they were eligible to apply for the 2010/11 CLGF allocation.

The Shire's Forward Capital Works Plan was forwarded to the Department in September 2010. Following some amendments and clarification to the contents of the plan, the Department advised in late February 2011 that the plan had been assessed and met the requirements of the CLGF guidelines.

2010/11:

Having successfully met its funding requirements the Shire was able to apply for its 2010/11 CLGF allocation of \$733,753. To facilitate this process a Financial Assistance Agreement was submitted and approved by the Department. These funds were allocated to two main areas: \$500,000 towards various road works and \$233,753 towards the Capel Townscape Project.

All works were completed by January 2012 and the Shire's audited grant acquittal was approved by the Department of Regional Development and Lands in September 2012.

Further updated guidelines for accessing CLGF grants were released by the Department in October 2011 and required local governments to revise and have approved the previously endorsed Forward Capital Works Plan. Successful acquittal of the 2010/11 CLGF allocation was also required, before they were eligible to apply for the 2011/12 CLGF allocation.

2011/12:

\$645,006 was allocated to the Shire for 2011/12, representing 50% of the allocation to the individual local government. A revised Forward Capital Works Plan was submitted to the Department in March 2011 with the Financial Assistance Agreement submitted in January 2012. The Department advised in February 2012 that the 2011/12 Financial Assistance Agreement had been approved.

These funds were allocated to two main areas: \$500,006 towards various road works and \$145,000 towards the Stirling Road culvert upgrade. A 2011/12 annual report was provided on expenditure up to the 30 June 2012, reporting that \$526,641 had been expended at that time.

2012/13:

In May 2012 Council was advised that \$645,006 was allocated to the Shire for 2012/13, again representing 50% of the allocation to the individual local government.

A revised Forward Capital Works Plan has been prepared and the changes will need to be submitted to the Department by the 31 December 2012 together with the Financial Assistance Agreement.

In the original 2012/13 Capital Works Programme adopted with the budget, all of these funds were allocated towards various road works. A revised 2012/13 Capital Works Programme has been prepared and presented to Council for adoption, which allocated the Country Local Government Funding across the following areas :

- \$375,528 towards various road works
- \$28,000 towards footpath works
- \$50,000 towards drainage works along Forrest Street – Capel River
- \$71,478 towards the toilet facility at the Dalyellup Lakes
- \$120,000 towards the construction of the transfer station recycling shed.

2013/14:

Local Governments have been advised that the CLGF grant programme will continue to be allocated on a 50/50 basis for one more year. This provides individual local governments with 50% of the allocation, with the other 50% being allocated towards regional projects. It is anticipated that from 2014/15, 100% of the individual CLGF grant allocation will be allocated to regional projects.

For the purpose of forward planning, it is forecast that Council will be allocated \$645,006 for 2013/14, again representing 50% of the allocation to the individual local government.

Within the Forward Capital Works Plan, it is recommended that this funding be allocated towards the following projects:

- \$454,667 representing 2/3 of the funding required to construct the East Dalyellup Oval Sports Pavilion. The remaining 1/3 is forecast to be sourced from CSRFF as a grant. A total project cost of \$682,000 has been forecast in 2014/15. Planning and detailed design will be finalised during 2013/14.
- \$93,500 representing 50% of the project cost, be allocated towards the construction of a new ablution facility in 2014/15. Planning and detailed design will commence during 2013/14,
- \$96,833 allocated towards the construction of dual use pathways to improve the pedestrian network. A total of \$104,000 is allocated in the draft 2013/14 works programme.

To facilitate this process a Financial Assistance Agreement needs to be completed and submitted to the Department for their assessment and approval.

Proposal

Council consider the adoption of the 2012/13 Royalties for Regions Country Local Government Fund Financial Assistance Agreement, and the 2012/13 and 2013/14 Forward Capital Works Plan incorporating the allocation of the CLGF across various capital works projects.

STATUTORY ENVIRONMENT

Local Government Act 1995, Section 6.2 requires a local government to prepare an annual budget by 31 August (absolute majority required).

Local Government (Financial Management) Regulations 1996, Regulation 33A requires a local government to review the budget between 1 January and 31 March.

Reg 33A(3) A Council is to consider a review submitted to it and is to determine whether or not to adopt the review, any parts of the review or an recommendations made in the review – absolute majority required.

POLICY IMPLICATIONS

Policy 10.3 Common Seal Affixing; Policy 11.8 – Preparation of Budget.

FINANCIAL IMPLICATIONS**Budget**

The 2012/13 Budget has assumed that the CLGF grant will fund various road works. A revised Capital Works Programme has been presented to the November 2012 Council meeting for adoption, which proposes the following allocation of the \$645,006 grant funds :

- \$375,528 towards various road works
- \$28,000 towards footpath works
- \$50,000 towards drainage works along Forrest Street – Capel river
- \$71,478 towards the toilet facility at the Dalyellup Lakes
- \$120,000 towards the construction of the transfer station recycling shed.

A total of \$863,784 was included in the budget for these projects.

Long Term

As all expenditure is covered in the current annual budget allocation, there are no long term financial implications in relation to expenditure. There are financial implications if the grant funding sources are not received as budgeted, which would result in a deficit position for the year.

The adoption of the CLGF Forward Capital Works Plan for 2012/13 and 2013/14 will enable these projects to be incorporated into the long term financial plan.

Whole of Life

As no assets/infrastructure is being created through the adoption of this plan and agreement, there are no whole of life costs relevant to this item. Consideration of the whole of life costs relevant to those items forms part of the individual project or asset evaluation and justification.

SUSTAINABILITY IMPLICATIONS

The Forward Capital Works Plan includes a number of projects that will have a positive environmental impact.

Many of the projects proposed in the Forward Capital Works Plan will provide a direct social benefit for the community.

The projects in the Forward Capital Works Plan will generate an economic benefit for some businesses within the Shire of Capel.

STRATEGIC IMPLICATIONS

The Strategic Plan 2009 to 2020 includes the following strategies which have relevance:

- Economic strategy of reviewing financial management practices to ensure best practice;
- Infrastructure strategy 4 to provide and maintain a safe and efficient road system.

CONSULTATION

The CLGF Forward Capital Works Plan has been 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

The Financial Assistance Agreement provided by the Department of Regional Development and Lands is a generic agreement that outlines the scope of the agreement and the obligations of the parties as well as standard clauses for insurance, GST, Freedom of Information, default, waiver, dispute resolution, etc. The Schedules describe specific reporting requirements and also contain the project details. The agreement imposes strict reporting and auditing requirements to ensure the grant is used appropriately and also to ensure accountability. For example, Clause 5 allows the Department to audit the projects funded under this agreement and this clause survives the end of this agreement by 3 years.

A copy of the completed draft agreement is attached for reference. The schedules to this agreement have been completed with details of the projects to be funded by the CLGF. For 2012/13 these projects are various road works to the value of \$375,528, \$28,000 towards footpath works, \$50,000 towards drainage works, \$71,478 towards the toilet facility at the Dalzellup Lakes, and \$120,000 towards the construction of the transfer station recycling shed.

The request to Council to provide approval for the Shire President and CEO to sign the agreement and apply the common seal is an administrative need arising from Policy 10.3, Common Seal Affixing. As this is a new agreement rather than a continuing agreement, Council approval is required.

Once the agreement has been signed and sealed it will need to be forwarded to the Department of Regional Development and Lands who will execute the agreement and within 20 business days of the execution date, authorise payment of the full amount of funding.

VOTING REQUIREMENTS

Simple majority

Mr Dent left the Chambers and returned to Chambers at 6.28pm.

OC1113 OFFICER'S RECOMMENDATION – 17.6/COUNCIL DECISION

Moved Cr Smith, Seconded Cr Gibson

That Council:

- **approves the Financial Assistance Agreement to be submitted for the 2012/13 allocation of the Country Local Government Fund totaling \$645,006 and authorises the Shire President and the Chief Executive Officer to sign and apply the common seal to this agreement, and**
- **approves the revised Forward Capital Works Plan to be submitted for the 2012/13 and 2013/14 allocation of the Country Local Government Fund, incorporating the allocation of the CLGF across identified capital works projects.**

Carried 9/0

OC1114 (17.7) Audit Committee Minutes

Location:	Capel
Applicant:	Shire of Capel
File Reference:	Nil
Disclosure of Interest:	Nil
Date:	13.11.12
Author:	Governance Officer, D Freeman
Senior Officer:	Director Corporate Services, P Anastasakis
Attachments:	Minutes of the meeting of the Shire of Capel Audit Committee held on 17 October 2012

MATTER FOR CONSIDERATION

Council to receive the minutes of the Audit Committee meeting held on 17 October 2012, and endorse the Committee Recommendations.

PROPOSAL / BACKGROUND**Background**

Changes to the Local Government Act 1995 that were enacted in 2005 required that Council establish an audit committee. The delegation of powers and duties to the audit committee were agreed to by Council at their meeting on 28 September 2005.

The major roles of this committee are to review the auditor's report and ensure action is taken where necessary and to meet with the Auditor every year.

Whilst the review of the annual Financial Report is not included within the Committee's terms of reference, the report is the main outcome of the annual audit and was provided for the Committee's reference.

Proposal

Council to receive the minutes of the Audit Committee held on 17 October 2012, and adopt the recommendations therein.

STATUTORY ENVIRONMENT

Local Government Act 1995

Section 7.1 refers to the need to establish an Audit Committee, its membership and decision making processes.

Section 7.12A (2) states a local government is to meet with the auditor of the local government at least once in every year.

Local Government (Audit Regulations) 1996

Section 16 outlines the functions of the Audit Committee.

Section 5.22 of the Local Government Act 1995 specifies that the minutes of a Committee are to be submitted to the next Ordinary Meeting of Council for confirmation.

POLICY IMPLICATIONS

There are no policy implications associated with this item.

FINANCIAL IMPLICATIONS

Budget

The cost of annual Financial Management System Review and Annual Audit are included as part of AMD Chartered Accountants' response to Tender 08/08. Funds to meet this expense are provided for in Council's annual budget.

Long Term

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

Whole of Life

There are no whole of life financial implications associated with this item.

SUSTAINABILITY IMPLICATIONS

There are no sustainability implications associated with this item.

STRATEGIC IMPLICATIONS

A high level of compliance in this audit is consistent with the following Measurements of Success - The Leadership Experience in the Shire of Capel 2009 Strategic Plan:

- Rigorous compliance with statutory requirements
- Full compliance with the Department of Local Government Annual Compliance Audit Report.

CONSULTATION

No consultation has been undertaken at this time.

COMMENT

The minutes of the Audit Committee Meeting held on 17 October 2012 attached are self explanatory.

The Audit Committee was requested to consider the Independent Audit Report for 30 June 2012, Management Report for 30 June 2012 and the Annual Financial Report for 2011/12. In accordance with the requirements of the Local Government Act 1995, the Committee members also met with Council's auditor, Mr T Partridge of AMD Chartered Accountants.

VOTING REQUIREMENTS

Simple majority

OC1114 OFFICER'S RECOMMENDATIONS – 17.7/COUNCIL DECISION

Moved Cr Gibson, Seconded Cr Bell

That Council receives the minutes of the Audit Committee held on 17 October 2012, and that recommendations AC1002 to AC1005 be endorsed.

Carried 9/0

OC1115 (17.8) Accounts Due and Submitted for Authorisation

Location: Capel
Applicant: Shire of Capel
File Reference:
Disclosure of Interest: Nil
Date: 08.11.12
Author: Finance & Accounts Payable Officer, H Tu
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
Eft12285	21/11/2012	A & L Printers	Letterheads X 5000 & Business Cards X1250	1545.00
Eft12286	21/11/2012	Amity Signs	Parking Prohibited Sign, Various Road Signs, TDI, Keys, Straps, Bolts, Cup Head Bolts, Galv Caps, Brackets & Washers	3687.20
Eft12287	21/11/2012	SAI Global Limited	SAI Global Membership	448.00
Eft12288	21/11/2012	Ausq Training	Basic Worksite Traffic Management & Traffic Control - Refreshers – S Faber, G Daniels, R Johns	1480.00
Eft12289	21/11/2012	Bunbury Machinery	Kubota Mower P0034 & P0033-250 Hour Service, Repairs Balde Shaft To Kubota Mower (P033)	1757.59
Eft12290	21/11/2012	Bunbury Mower Service	Wts - Generator - Oil Leak Investigation & Service	525.30
Eft12291	21/11/2012	Bell Fire Equipment Company	Mnthly (Sep) Fire Serving Of Fire Panel At Capel Library, Replace Primer Pump And Repair Swivel Valve On Elgin 1.4 As Discussed	962.50
Eft12292	21/11/2012	Bunbury Toyota	130,000 Km Service-Cp167 (Wayne Butler-P167), 90000km Service - Cp5676-HACC,60000km Service Cp5685-HACC	1028.78
Eft12293	21/11/2012	Benson's Chainsaw Centre	Repair Hedge Trimmer.	68.50
Eft12294	21/11/2012	Bunnings Building Supplies Pty Ltd	Rake, Timber Seal And Brushes, Bucket, Broom, Mop & Herbs & Veg For HACC	338.91
Eft12295	21/11/2012	Boyanup Botanical	2x Bottle Brush Trees For 212 Goodwin Rd Capel	66.00
Eft12296	21/11/2012	Baileys Fertilisers	Supply 20 Kg Energy Turf Fertiliser	1567.50
Eft12297	21/11/2012	Corporate Express Bunbury	Stationery 2012/13 For Capel Library, Dalyellup Library & Shire Of Capel Office	2214.00

Eft12298	21/11/2012	Coates Hire Service	Hire Multi Roller 31/08- 19/09 & Hire Of Mini Excavator 18/10/12-23/10/12	7007.58
Eft12299	21/11/2012	Castledex Business Systems	12mm Side Tabs #1 X 10 Sheets	29.25
Eft12300	21/11/2012	Cellarbrations At Capel	1 Carton Hahn Super Dry 3.5 Beer & 1 Carton Cascade Premium Light Beer For Annual Dinner	78.98
Eft12301	21/11/2012	Carbone Bros Pty Ltd	Gravel Supplies -Lillydale Road (448 M3 @ \$30.2),Gravel Supplies - Lillydale Road (385 M3 @ \$30.2), Gravel Supplies -Fowler Road (634 M3 @ \$30.2),Gravel Supplies - Gavins Road (817 M3 @ \$30.2),	62936.80
Eft12302	21/11/2012	Curtin University Of Technology	Act Belong Commit Merchandise For Grandparents Day Funded By Department For Communities.	385.00
Eft12303	21/11/2012	Delron Cleaning	General Cleaning For The Oct Month-Community Centres, Public Toilets, Public Areas And Parks	9711.91
Eft12304	21/11/2012	Department Of Premier & Cabinet	Government Gazette Advertising- Property Amend Local Law 19 Oct 2012 No.188	280.00
Eft12305	21/11/2012	FESA	Esl 12/13-Quarter 4	10708.00
Eft12306	21/11/2012	Fennessy's	45,000 Km Service For Chris Burwood (80cp), 50,000 Km Service For Clive (40cp), 15,000km Service For Paul Sheedy (Cp0) 60,000 Km Service For Vic's Ute	1766.03
Eft12307	21/11/2012	Gannaways Charter Service	Bus Charter To Dolphin Centre And Grand Cinemas For October Inzone	585.00
Eft12308	21/11/2012	Geographe Civil	Clean Up Of Trees 2/10/12-17/10/12	98208.00
Eft12309	21/11/2012	Greenline	2500 Hr Service On Tractor	1003.73
Eft12310	21/11/2012	Garrards Pty Ltd	42 X 18kg Bags Vectobac G	6375.60
Eft12311	21/11/2012	Higgins Coatings P/L	Painting Of Interior Dalyellup Library (Extra To Current Contract)	3124.00
Eft12313	21/11/2012	State Library Of Western Australia	Recoveries Of Lost And Damaged Books	39.60
Eft12314	21/11/2012	Western Australian Local Government Association	Ads For:Tender12/06-Wake Drive Carpark, HACC Administration Officer, Finance & Accounts Payable Officer, Council Meeting Timetable For 2013, Seek 10 Job Ad Pack	3911.29
Eft12315	21/11/2012	Landgate	2x Grv Intrim Val Country Full Value, 3x Grv Int Vals Country Shared & 3x Rural UV Interim Valuation Shared	363.35
Eft12316	21/11/2012	Loop Close Enterprise	Regional Council Business Plan (22/10/12-31/10-12) 10hr @ \$53	583.00

Eft12317	21/11/2012	Malatesta Road Paving & Hot Mix	4 X 181.5 Tonne Hotmix And 250 X 1.4 L Emulsion	1076.00
Eft12318	21/11/2012	Mainspray	Annual Road Verge Weed Spraying Rural Roads -Sep For Gelorup Area, Capel Townsite, Boyanup Townsite And Peppermint Grove	14662.45
Eft12319	21/11/2012	Protector Alsafe	2x Hardhat & Mesh For Hardhat, Aerogard Repellent, Gloves, 8x Bush Fireman's Helmet, 2x Fire Fighter Boot	1380.46
Eft12320	21/11/2012	Pepperwood Estate	Contribution To Prizes For Winners Of The Waterwise Garden Competition - Dalyellup & One Carton Pepperwood 2011 Rose	420.00
Eft12321	21/11/2012	Prestige Products-Busselton	2 Ctn Of 82l Bin Liner, 2 Ctns Toilet Rolls, 2 Ctns Towels, 3 Mop Heads	267.85
Eft12322	21/11/2012	Perth Management Services	Annual Order For Rent & Outgoings Dalyellup Library	2682.04
Eft12323	21/11/2012	Pacific Biologics	1 Tonne Prolink Prosand For Capel Depot	10231.43
Eft12324	21/11/2012	Picton Tyre Centre Pty Ltd	Puncture Repair For Cp4821,Fix Ripped Tyre On Grader, New Tyre For 120h Grader	2197.50
Eft12325	21/11/2012	Capel Fresh IGA	12 X Bushman's, 3 X Off Insect Repellent, Refreshments For Sustainable Gardens Workshop Oct12	183.37
Eft12326	21/11/2012	Southern Lock & Security	Supply And Cut 24 Keys For Sporting Clubs For Access To Dalyellup Sports Pavilion, Alarm Monitoring Service Fee For Shire District, 6x Key Cut For Shire System, 5 Lock & 2key	1733.45
Eft12327	21/11/2012	State Law Publisher - Use Premier & Cabinet	Government Gazette Advertising-Final Approval Amendment No. 48 & 49	1275.17
Eft12328	21/11/2012	South West Area Consultative Committee Inc	Employers In Control - Workshop - 8 November 2012 - Lord Forrest Hotel - Wayne Butler - Director Engineering & Operations	55.00
Eft12329	21/11/2012	Tyrepower Busselton	Replace 4 Tyres On Mazda 3 - Rego 42CP	636.00
Eft12330	21/11/2012	Totally Workwear	1xhats @ \$22, 7x Hat @\$7 And 10x Fly Nets @\$8	299.60
Eft12331	21/11/2012	Trophies West	Laser Etched Stainless Steel Plaque A4 Size With Theft Resistant Bolts For 20th Anniversary Of Capel LCDC (Including \$30 To Provide Artwork For LCDC Logo)	390.00
Eft12332	21/11/2012	Traffic Force	Traffic Management For Lillydale Rd	14494.00
Eft12333	21/11/2012	TCS Instruments	30m Traffic Counter Hose With Delivery	234.30

Eft12334	21/11/2012	Vogue Furniture	One Table Trolley	1176.00
Eft12335	21/11/2012	Visimax	Bush Fire Infringement Books	101.70
Eft12336	21/11/2012	Work Clobber Bunbury	Annual Uniform Supply - Amanda Goodall - 3 Pants, 3 Shirts, Boots - As Selected Including Embroidery & Dave Doig -3 Pants, 3 Shirts, 2x Shirts And 2x Pants, Carole Connors-3x Shorts, 2x Pants	1220.28
Eft12337	21/11/2012	Wood & Grieve Engineers	Professional Consulting Engineering Services Provided For The Mechanical, Electrical, Hydraulic & Structural Services For 7 Sept 2012	2090.00
Eft12338	21/11/2012	Wren Oil	Waste Disposal Capel Tip	320.65
Eft12339	21/11/2012	Wishing Well Clinic	Pre-Employment Medical Dalyellup 24/10/12 @ 10am - Edwin Moore	99.00
Eft12340	21/11/2012	Weathersafe WA	20x Catchbags	3660.00
Eft12341	21/11/2012	Woodlands Distributors & Agencies	Supply Fertilizers As Per Quote For 2 Applications At Boyanup Oval And Hockey Ground And Capel Oval	1167.10
Eft12342	21/11/2012	Work Clobber Busselton	Hats X3 @\$12	36.00
				<u>284,875.75</u>

OUTSTANDING CREDITORS AS AT 31st October 2012 \$265278.33

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 21st November 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

OC1115 OFFICER'S RECOMMENDATIONS – 17.8/COUNCIL DECISION

Moved Cr Hearne, Seconded Cr J Scott

That Council authorises the Schedule of Accounts covering vouchers EFT12285 to EFT12311 and EFT12313 to EFT12342, a total of \$284,875.75 for payment.

Carried 9/0

OC1116 (17.9) Accounts Paid During the Month of September 2012

Location: Capel
Applicant: Shire of Capel
File Reference:
Disclosure of Interest: Nil
Date: 08.11.12
Author: Finance & Accounts Payable Officer, H Tu
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 October 2012 are as follows:

Chq/EFT	Date	Name	Description	Amount
161	12/10/2012	Archer & Sons	Hall Bond Refund-Gelorup Community Centre	1000.00
162	12/10/2012	Building & Construction Ind Training Fund	BCITF Levy Collected Sept 12	6732.93
163	12/10/2012	Boyanup Collectors Group	Hall Bond Refund-7-9 Sept Boyanup Hall Hire For Antique Fair	150.00
164	12/10/2012	Department Of Commerce - Building Commission	BSL Collected Sept 12	4191.05
165	12/10/2012	Boyanup Hockey Club	Hall Bond Refund	1000.00
166	12/10/2012	Shire Of Capel	BSL Commission Collected Sept 12 & App No 12207 & 12206 Dale Alcock Homes	375.49
167	12/10/2012	Dalyellup Football Club Inc	Hall Bond Refund-GCC 5/10/10	1000.00
168	18/10/2012	Kate Bond	Hall Bond Refund- Boy Hall 13/10/12	1000.00
169	18/10/2012	Satterley Property Group Pty Ltd	Hall Bond Refund-DCC 26/9/12	150.00
170	18/10/2012	Bee Winfield	Hall Bond Refund-CCC 16/10/12	150.00
EFT12029		-Eft 12059	Refer To Agenda 17.10.12	
EFT12060	12/10/2012	Amity Signs	900 X 600 Slippery Road Sign & Leg For Temp Sign	2164.80
EFT12061	12/10/2012	Australia Post	Postage For The Month & Postage For The Month International	6813.97
EFT12062	12/10/2012	All West Building Approvals Pty Ltd	Certificate Of Building Compliance For Dalyellup Sports Pavilion	5175.06
EFT12063	12/10/2012	Australind Cleaning Service	HACC Office Cleaning	537.08
EFT12064	12/10/2012	AMD Chartered Accountants	Initial Fee For Audit Of The Financial Statements For The Year Ended 30.06.12	9724.00

EFT12065	12/10/2012	Boyanup Hall Advisory Committee	Hall Cleaning/Polishing Floor	210.00
EFT12066	12/10/2012	Bunbury Taxis Co-Operative Ltd	Transport Wheelchair Clients - HACC	41.70
EFT12067	12/10/2012	Busselton Refrigeration & Airconditioning	Repair Air Conditioner In The Senior Citizens Centre Capel, No Heat Was Coming Out	198.00
EFT12068	12/10/2012	Shaun Breaden	Assisting With The Assessment Of Building Licence Applications And Planning Consent Approvals @ \$55.00/Hour (Plus Gst)	220.00
EFT12069	12/10/2012	Korong Vending (BCM Vending)	Vending Machine Rental - HACC	239.00
EFT12070	12/10/2012	David Brockman Mechanical Repairs & Servicing	Servicing Of All Fire Appliances On An Annual Basis - Stirling 2.4u Service	2745.47
EFT12071	12/10/2012	Bunbury HiFi & Car Stereo	Speakers for projector - HACC	149.00
EFT12072	12/10/2012	Cr Murray Scott	Ex Gratia Payment DBFCO	730.00
EFT12073	12/10/2012	Custom Service Leasing Ltd	Fleet Fuel - CP5685, CP1160, CP5172, CP5446, CP5676, CP5704, CP9069, CP154	2895.45
EFT12074	12/10/2012	Capelberry	Catering - Mosquito Management Course	1826.00
EFT12075	12/10/2012	Colroys Country Kitchen	Catering For Citizenship Ceremony On Monday 17th September 2012 At Capel Community Centre For 100 People (E.g. Sandwiches, Etc) & Volunteer Fuel Account- HACC & SW Academy Of Sport Board & Meet & Greet Lunch-12 People & Soup For Community Info Session	2334.00
EFT12076	12/10/2012	Collins Music	Tune Piano At Boyanup Hall	275.00
EFT12077	12/10/2012	Gelorup Community Management Committee	Management Fee	105.00
EFT12078	12/10/2012	Dirt Design	Carry Out Emergency Cleanup Works & Dalyellup Public Open Space Maintenance Mthly Maintenance Fee	166464.02
EFT12079	12/10/2012	Lisa Dent	Reimbursement Of OSH Seminar Fees	120.00
EFT12080	12/10/2012	Elliott's Small Engines	Service Husqvarna Brushcutter - HACC	188.40
EFT12081	12/10/2012	Easifleet Management	Annual Order For Lease Suzuki Swift Hatchback - CEO & Mazda 3 Hatchback Manager HR	1557.47
EFT12082	12/10/2012	Alison Evans	Reimburse For Invitation Stationery & Glue Tape For Annual Dinner	39.30

EFT12083	12/10/2012	Golden West Plumbing & Drainage	Replace 4 Cisterns In The Toilet Block At Dalyellup Beach Road	2231.90
EFT12084	12/10/2012	GHD Pty Ltd	Preliminary Site Inspection Depot	4368.10
EFT12085	12/10/2012	Zettanet Pty Ltd (Formerly Highway 1 (Aust) Pty Ltd)	HACC ADSL Quarterly Account - 1/11/12 - 31/1/13	312.90
EFT12086	12/10/2012	Horticulture Australia Limited	Stable Fly Working Group	1105.29
EFT12087	12/10/2012	Institute Of Public Works Engineering Aust Lt	Ipwea Plant & Vehicle Management Manual 2012 - Edition 3 - Plus \$20 Delivery	451.00
EFT12088	12/10/2012	Innovest Construction	Temporary Fencing 29/8/12-17/9/12	547.80
EFT12089	12/10/2012	Lesley Jackes	Reimburse Cost Of Purchasing Cups	193.75
EFT12090	12/10/2012	LD Total	Contracts Works - Dalyellup - 6 Months @ \$22,893.68 As Per Tender 1201	27434.37
EFT12091	12/10/2012	Linda's Lawnmowing	Mowing 7/8/2012-13/09/2012	265.00
EFT12092	12/10/2012	Local Government Managers Australia	LGMA Information Proficiency Record Keeping Seminar - Anna Handley - 5 October 2012	977.00
EFT12093	12/10/2012	Metal Artwork Creations	9X Name Badges And Postage	108.02
EFT12094	12/10/2012	LGIS Workcare Scheme	Workers Compensation Instalment 2	88060.06
EFT12095	12/10/2012	Georgia Mollington	Reimburse Working With Children Check	51.50
EFT12096	12/10/2012	Neat N Trim Uniforms Pty Ltd	Uniform Order - Alex Mackenzie	246.00
EFT12097	12/10/2012	Promote You	Full Colour Sublimation Printed Can Mugs 40x For Mosquito Course	391.60
EFT12098	12/10/2012	Planning Institute Australia	Job Advertisement - Senior Planning Officer	456.50
EFT12099	12/10/2012	James Reilly	Reimburse Costs For Meals On Training Course	43.05
EFT12100	12/10/2012	South West Tree Safe	Remove Hanging Branches Along Lincoln St Boyanup (1 At Intersection Of Penn, Others On Rh Side Travelling From Penn To William)	2860.00
EFT12101	12/10/2012	SOS Office Equipment	Metrebilling Photocopiers 2012/13 - Lanier 2	2828.82
EFT12102	12/10/2012	CL Scott	Ex Gratia Payment CBFCO	2160.00
EFT12103	12/10/2012	South West Floor Sanding	Sand And Re-Seal Floor Elgin Hall - Water Damage From Storm	7500.00
EFT12104	12/10/2012	Steann Pty Ltd	Greenwaste Collection	19044.49
EFT12105	12/10/2012	Shaddicks Lawyers	Legal Fees For Prosecutions For The 2012/13 Financial Year	330.00
EFT12106	12/10/2012	T & P Design	Survey And Design For North Section Boundary Rd	1028.50

EFT12107	12/10/2012	Ultimate Paint & Panel	Repair Rear Bumper Cp1160 - HACC	454.30
EFT12108	12/10/2012	Vacuum World Sales & Service	2 Bags Of Vacuum Cleaning Bags For The Office.	40.00
EFT12109	12/10/2012	Western Australian Treasury Corporation	Loan Repayment For The Following: Loan No.74-XI12 Dalyellup Sports Pavilion, Loan No.73-Capel Footbridge, Loan No.72-Capel Underground Power/Townscape, Loan No 71 & 70-Capel Sports Pavilion, Loan No.68-Drainage	190559.41
EFT12110	12/10/2012	West Coast Property Developments P/L	Rent 15 Albatross Cr 1/10/12 - 31/12/12 - HACC	25542.48
EFT12111	22/07/2012	Caltex Australia	8200L Diesel Fuels	11918.4
EFT12112	23/07/2012	Caltex Australia	Fleet Fuels	3018.49
EFT12113	6/07/2012	Ricoh Finance	Photocopier Lease	1076.7
EFT12114	4/07/2012	Westnet Pty Ltd	ADSL	254.95
EFT12115	5/07/2012	Westnet Pty Ltd	Dalyellup Library ADSL	74.94
EFT12116	21/08/2012	Caltex Australia	8200 L Diesel	11212.1
EFT12117	21/08/2012	Caltex Australia	Fleet Fuels	2150.39
EFT12118	6/08/2012	Ricoh Finance	Photocopier Lease	1076.7
EFT12119	21/09/2012	Caltex Australia	Fleet Fuels 15250L Diesel & 700L Unleaded	3201.65
EFT12120	21/09/2012	Caltex Australia	Unleaded	22524.9
EFT12121	6/09/2012	Ricoh Finance	Photocopier Lease	1076.7
EFT12122	4/09/2012	Westnet Pty Ltd	ADSL & Email hosting	373.79
EFT12123	4/09/2012	Westnet Pty Ltd	Dalyellup Library ADSL	74.94
EFT12124	17/10/2012	Adventure World	46 Students To Adventure World For October Inzone	924.00
EFT12125	17/10/2012	All West Building Approvals Pty Ltd	Assisting With The Assessment Of Building Licence Applications @65./Hour (Plus Gst)	2486.00
EFT12126	17/10/2012	BOC Limited	15kg Dry Ice For Mosquito Management Course	38.06
EFT12127	17/10/2012	B & B Street Sweeping	Street Sweeping For Gelorup 07/08 14/08 21/08 28/08	12529.00
EFT12128	17/10/2012	Busselton Refrigeration & Airconditioning	Repair Air Conditioner At Dalyellup Library. The Unit Is Not Producing Cold Or Hot Air	264.00
EFT12129	17/10/2012	Busselton Process Servers & Investigations	Subscription Fee Debt Collection	550.00
EFT12130	17/10/2012	Shaun Breaden	Assisting With The Assessment Of Building Licence Applications And Planning Consent Approvals @ \$55.00/Hour (Plus GST)	110.00
EFT12131	17/10/2012	Dm & S Curtin	Quarterly Air Conditioning Service At Dalyellup Library	165.00
EFT12132	17/10/2012	Capelberry	Dec Lunch 11 October	301.60

EFT12133	17/10/2012	Dick Smith Electronics	Digital Camera	157.96
EFT12134	17/10/2012	Delron Cleaning	Cleaning Dalyellup Community Centre 1 July 2012 - 30 June 2013	6980.31
EFT12135	17/10/2012	Dirt Design	Carry Out Emergency Cleanup Works	114470.47
EFT12136	17/10/2012	Esplanade Hotel Fremantle	LGMA Conference Twin Room - 19 September 2012 Plume & Jackes Confirmation Order - 7267402	627.00
EFT12137	17/10/2012	Golden West Plumbing & Drainage	Connect Toilet Block At Depot	1211.10
EFT12138	17/10/2012	Folios & Fibre	15 Participants For Stay On Your Feet Week Workshop	470.00
EFT12139	17/10/2012	A Ingram	Reimburse For Purchase Of 3 X Sony Readers	644.67
EFT12140	17/10/2012	South West Isuzu (Formerly Jem Trucks)	Quotation 13733 - Repair To Drivers Side Door As Per Quotation Including Painting & 2x Tail Light Back Covers	2972.55
EFT12141	17/10/2012	State Library Of Western Australia	Lost Item Happiness Lessons From A New Science Ref No 6191	45.10
EFT12142	17/10/2012	LGIS Property Scheme	Property Insurance 12/13 Instalment 2	47208.82
EFT12143	17/10/2012	LGIS Liability Scheme	2012/13 Liability Insurance	18281.63
EFT12144	17/10/2012	MPM Development Consultants	Capel Hardcourts Design & Capel Hardcourts Amendments	5439.50
EFT12145	17/10/2012	Mounsey RP & EA	Undertake Storm Damage Cleanup Post 10 June 2012 On Council Reserves As Arranged With Senior Ranger C Howes	7645.00
EFT12146	17/10/2012	Richard Stone	Reimburse Police Clearance Fee	62.75
EFT12147	17/10/2012	Total Green Recycling	E Waste Removal From Capel Tip	2213.13
EFT12148	17/10/2012	Westbooks	Purchase Of 12 Books For Library	286.12
EFT12149	18/10/2012	Bendigo Bank Business Credit Card	The New Esplanade - Accommodation 12-14 September - Senior Planning Officer & Planning Officers X 2 For PIA Conference	2920.24
EFT12150	18/10/2012	Capel Landcare Conservation District Committee	Capel LCDC Expenses Incurred For 2011 - Paid From LCDC Reserve	6600.00
EFT12151	18/10/2012	Bruce Mcdonald	Carry Out Repairs To Capel Country Club Building As Per Quote	800.00
EFT12152	03/10/2012	Bunbury Dolphin Discovery	Trip To Dolphin Centre For October InZone	130.00
EFT12153	26/10/2012	All West Building Approvals Pty Ltd	Assisting With The Assessment Of Building Licence Applications @65./Hour (Plus Gst)	290.40
EFT12154	26/10/2012	Acrod (WA Division)	Parking Permits	146.00

ORDINARY COUNCIL MINUTES – 21.11.12.....55

EFT12155	26/10/2012	Bunbury Retravision	One Urn For Capel Hall Kitchen	378.95
EFT12156	26/10/2012	Boyanup Lions Club	Hall Bond-Hugh Kilpatrick Hall	150.00
EFT12157	26/10/2012	Bunbury 2nd Sea Scouts	Kidsport Voucher - R Bridges	200.00
EFT12158	26/10/2012	Dm & S Curtin	Quarterly Air Conditioning Service At Shire Offices (Boyanup, Capel, Dalyellup, Gelorup , Shire Depot)	3269.00
EFT12159	26/10/2012	Chubb Fire	Routine Servicing Of Fire Detection System-Annual Fee	2044.90
EFT12160	26/10/2012	Capelberry	Catering For Ordinary Council Meeting On Wednesday 14 December 2011 For 16 People - 2 Course Council Dinner	375.00
EFT12161	26/10/2012	Gresleyabas	Additional Work Associated With Dalyellup Sports Pavilion Since Practical Completion	4414.30
EFT12162	26/10/2012	Geovet Busselton	Annual Order For Sterilisation Subsidy	137.00
EFT12163	26/10/2012	Richard Giroud	Reimburse Medical Certificate	160.00
EFT12164	26/10/2012	Harradine & Associates	Annual Order For Desexing Subsidy	350.00
EFT12165	26/10/2012	Hi-Tech Ag Solutions	2 Soil Sample Test For Boyanup Memorial Park Playing Fields	346.50
EFT12166	26/10/2012	Hidden Gem Cafe	Catering For Event Assist Full Day Workshop - 15th October 2012 - Morning Tea, Lunch, Afternoon Tea	367.00
EFT12167	26/10/2012	Insight Ccs Pty Ltd	Call Centre Charge	216.21
EFT12168	26/10/2012	Jumor Wastewater Service & Repairs	Service Atu	123.30
EFT12169	26/10/2012	Lesley Jackes	Grandparents Day-Seniors Activity	656.75
EFT12170	26/10/2012	Udaya Kharel	Reimburse Meals - Training	62.00
EFT12171	26/10/2012	Ld Total	Contracts Works - Dalyellup - 6 Months @ \$22,893.68 As Per Tender 1201	22893.68
EFT12172	26/10/2012	Fat Birdie Cafe	Regional Clag Meeting Catering 17 October 2012	60.00
EFT12173	26/10/2012	Officeworks Superstores Pty Ltd	Stationery-HACC	196.40
EFT12174	26/10/2012	PJ & EV Page	4.5hrs Waxing & Repairing Floor After Hall Hire	230.00
EFT12175	26/10/2012	South West Tree Safe	Remove Hanging Branches From Trees George St Side Of 24 Payne St Boyanup	1925.00
EFT12176	26/10/2012	Shaddicks Lawyers	Legal Fees For Prosecutions For 2012/13 Financial Year	4950.00
EFT12177	26/10/2012	Huong Tu	Reimburse Police Certificate	62.75
EFT12178	26/10/2012	Village Carpet Care	Clean Carpets And Buff Vinyl Shire Offices, Dalyellup & Gelorup Community Centre	6292.00

ORDINARY COUNCIL MINUTES – 21.11.12.....56

EFT12179	31/10/2012	A & L Printers	10000x Dlx Env For Rates Instal & Finals	1045.00
EFT12180	31/10/2012	Amity Signs	Two Signs 300x450 Motor Bikes Prohibited (White Background Red Letters)	135.30
EFT12181	31/10/2012	Anstat Pty Ltd	Anstat Registration	396.00
EFT12182	31/10/2012	ACTIV Business Services	Fold And Enclose Bush Fire Order And Letter Into Envelopes	1582.06
EFT12183	31/10/2012	Arl (Analytical Reference Laboratory)	Chemical Water Sample - 262 Minninup Road	104.50
EFT12184	31/10/2012	Bunbury Retravision	Hd Set Top Box - HACC	59.95
EFT12185	31/10/2012	Bunbury Machinery	Goods As Selected - Initial Purchase Of Concreting Gear - Floats, Screeds Etc	572.78
EFT12186	31/10/2012	Bunbury Mower Service	4X Chains For PSaw & As Per Quote 281 Request Replacement Of 2 Stihl FS 130z @ \$829per Unit Less Combined Trade In Value Of \$450 (\$200 & \$250), 2X Cans Of Bar Oil For Hedgeclippers, 1X (5L) Bar Oil For Chainsaws	1397.50
EFT12187	31/10/2012	Bell Fire Equipment Company	Routine Monthly Servicing Of Fire Indicator Panel At Capel Library	236.50
EFT12188	31/10/2012	Bunbury Tyrepower	Supply And Fit 2 X Tyres For Boyanup 3.4 Fire Appliance	1319.00
EFT12189	31/10/2012	Bunbury Plumbing Services	Pump Out Grease Trap	172.87
EFT12190	31/10/2012	Busselton Refrigeration & Airconditioning	Repair Airconditioner At Dalyellup Library As Quoted 11/10/12	1576.00
EFT12191	31/10/2012	Bunnings Building Supplies Pty Ltd	Material Storage Bins And Miscellaneous Items	210.64
EFT12192	31/10/2012	Boyanup Botanical	Replacement Plants For Boyanup Tourist Bay	45.87
EFT12193	31/10/2012	Bush Business	Inspect Trees For Fauna Habitation Layman Rd, Hastie Rd, Boyanup Cemetery	500.00
EFT12194	31/10/2012	Battery World	6 X New Batteries For 2 Way Radios	687.00
EFT12195	31/10/2012	Corporate Express Bunbury	Supply 45 Marco 4 Leg Charcoal Visitor Chairs, Kitchen Supplies, Stationery	6449.19
EFT12196	31/10/2012	Capel Hardware & Farm Supplies	Cement, Padlock, Ladder, Aerogard, Gloves, Flask, Sprayer Pressure, Gas, Paint Brush, Nut & Bolts, Etc	2933.17
EFT12197	31/10/2012	Cleanaway	Clear Street & Park Bin	40808.42
EFT12198	31/10/2012	Paul Sheedy	Indoor Plants-Admin Building	23.90
EFT12199	31/10/2012	Coastal Hire T/As Gcs Security Scaffold	12 Monthly Hire Of Site Office	454.92
EFT12200	31/10/2012	Centrecare Corporate	EAP Provision Of Service	330.00
EFT12201	31/10/2012	Shire Of Capel Social Club	Payroll Deductions	196.00

EFT12202	31/10/2012	The Coxall Superannuation Fund	Superannuation Contributions	119.57
EFT12203	31/10/2012	Carbone Bros Pty Ltd	Gravel For Warnes Rd Resheeting, Paplock, Ladder Etc, 18c/M Limestone For Depot, Limestone For Bryce Road.	22949.40
EFT12204	31/10/2012	CJD Equipment Pty Ltd	Repair Windscreen Wipers On Volvo Loader Cp4991	247.78
EFT12205	31/10/2012	Child Support Agency	Payroll Deductions	885.42
EFT12206	31/10/2012	Delron Cleaning	General Cleaning - Contract	278.61
EFT12207	31/10/2012	Dirt Design	Carry Out Emergency Cleanup Works	110110.00
EFT12208	31/10/2012	Department Of Premier & Cabinet	Vehicle Searches - Sept	24.80
EFT12209	31/10/2012	Down To Earth Training & Assessing	Cert III Civil Construction Training - Resource Manuals	4160.00
EFT12210	31/10/2012	Dalcon Environmental	Algal Testing Rainwater - 262 Minninup Road	236.50
EFT12211	31/10/2012	Elliott's Small Engines	Replacement Parts - HACC	22.50
EFT12212	31/10/2012	Alison Evans	Chocolate For Annual Dinner	76.70
EFT12213	31/10/2012	Evans Family Superannuation Fund	Superannuation Contributions	427.38
EFT12214	31/10/2012	Fennessy's	40,000km Service 60CP	1628.27
EFT12215	31/10/2012	Glen's Engineering	Fir Bracket To Lakes Road Fire Stand Pipe	93.50
EFT12216	31/10/2012	Golden West Pest & Weed Control	Treat External Of Gelorup, Boyanup, Elgin, Capel And Peppermint Grove Fire Sheds For Spiders	660.00
EFT12217	31/10/2012	GHD Pty Ltd	Environmental Assessment Capel Transfer Station	15537.77
EFT12218	31/10/2012	Geographe Civil	Day Rate For Cleanup.	204600.00
EFT12219	31/10/2012	Hot Oil Hydraulics	Repair Hyd Hose On Site For Loader Cp4991	416.30
EFT12220	31/10/2012	Green Recycling	Kerbside Recycling Collection Service	31546.26
EFT12221	31/10/2012	State Library Of Western Australia	Recoveries Of Lost And Damaged Books	31.90
EFT12222	31/10/2012	Western Australian Local Government Association	1220-1223 Combined Advert To Be Placed In South Western Times" On Thursday 23rd August 2012 - IS Coordinator	2530.88
EFT12223	31/10/2012	LD Total	Maintenance Additional Works By Request.	17073.57
EFT12224	31/10/2012	Landgate	GRV Interim Vals	1424.35
EFT12225	31/10/2012	Malatesta Road Paving & Hot Mix	Potholing Weld, Zircon Ludlow North	363.00
EFT12226	31/10/2012	Macro Irrigation	New Tank Elgin Hall	23004.00
EFT12227	31/10/2012	Mcgarry Associates Pty Ltd	QS Report For East Dalyellup Sports Pavilion	2024.00
EFT12228	31/10/2012	Fat Birdie Cafe	Refreshments For Sustainable Gardens Workshop In October 2012	60.00
EFT12229	31/10/2012	Marks Window Cleaning & Maintenance	Window Cleaning For October Dalyellup Community Centre	2730.00

EFT12230	31/10/2012	Mascot Engineering	Wasa3c - 1000 Litre Silt Arrestor & Surr Class C Cover + Freight To Capel	4848.80
EFT12231	31/10/2012	Mantra Bunbury	Accommodation And Meals For Doh - Mosquito Management Training	1104.00
EFT12232	31/10/2012	Nightguard Security Service Pty Ltd	3 X Security Patrols Each Night Dalyellup Public Toilets	832.66
EFT12233	31/10/2012	Prestige Products-Busselton	Gloves, Show Bags For Mosquito Course, Toilet Rolls Etc & Various Supplies For HACC	780.89
EFT12234	31/10/2012	Portfolio focus	Superannuation Contributions	232.73
EFT12235	31/10/2012	Roberts Tilt Tray Service	E Waste Transfer From Capel To Welshpool	869.00
EFT12236	31/10/2012	Redwave Media	Radio Advertising - 2012/13 Redwave Media For Spirit fm Advertising Campaign	650.89
EFT12237	31/10/2012	RTW Steel Fabrication	Formwork For Footpath Maint	433.07
EFT12238	31/10/2012	Records Maintenance & Storage	Annual Order For Records Storage & Destruction	169.62
EFT12239	31/10/2012	Southern Lock & Security	4x S1 Padlocks For Shire Of Capel & Dalyellup Sport Pavilion, 3x IMK Padlocks, 4x L1 Padlocks, 1x L1 Padlock Vandal Proof & Service & Labour To Change No In Programming On Alarm	824.61
EFT12240	31/10/2012	South West Academy Of Sport	2012/13 Contribution To SWAS	5500.00
EFT12241	31/10/2012	Tyrepower Busselton	Replace 4 Tyres On Holden Captiva - 80cp Wheel Alignment	1215.00
EFT12242	31/10/2012	Transpacific Waste Management	Waste Bins At Tip	14394.41
EFT12243	31/10/2012	Traffic Force	Traffic Management For Lillydale Rd From 20/09/2012	2048.14
EFT12244	31/10/2012	West Country Office Machines	Repairs To Photocopier Model Rz200 Gestetner	165.01
EFT12245	31/10/2012	WA Mens Shed Association	Membership WA Mens Shed Association - HACC	30.00
45939	02/10/2012	Grand Cinemas	October 2012 Inzone - Movie Tickets	151.00
45940		-45941	REFER TO AGENDA 17.10.12	
45942	12/10/2012	Arundels Boutique Accommodation	2 Rooms Booked For Wed 3 October 2012, Plus Breakfast For Jeana Valastro And George Todoross	360.00
45943	12/10/2012	Bunbury Harvey Regional Council	Regional Waste Education Officer & Greenwaste	2071.26
45944	12/10/2012	M & P Beatson	Rates Refund For Assessment A1714 21 Rosemore Way Stratham	166.09

45945	12/10/2012	Courier Australia International	Courier Fees - Mercury Fire Safety Bush Fire Fighting Foam	377.46
45946	12/10/2012	Shire Of Capel	Newspapers	21.00
45947	12/10/2012	Shire Of Collie	Rates Refund For Assessment A2118 Lot 149 Ramsay Road Stratham	544.00
45948	12/10/2012	Crescent Conveyances	Rates Refund For Assessment A7705 48 Moorilup Turn Dalyellup 6230	230.50
45949	12/10/2012	Josh Davies	5 Thetis Link Dalyellup - Crossover	300.00
45950	12/10/2012	Department Of Environment & Conservation	Clearing Permit	200.00
45951	12/10/2012	National Heart Foundation	Health Promotion - 10 X Pedometers	450.00
45952	12/10/2012	Hesta	Superannuation Contributions	227.65
45953	12/10/2012	Commissioner Of Police	Registration Of Firearm	109.70
45954	12/10/2012	Peter & Kaye White	Rates Refund For Assessment A3584 1 Tea Tree Place Gelorup	351.41
45955	12/10/2012	Mr A Pitts	Rates Refund For Assessment A1184 6 Barlee Road Capel	258.48
45956	12/10/2012	Mr Dw Porter	Rates Refund For Assessment A1267 60 Weld Road Capel	177.60
45957	12/10/2012	Synergy	Electricity	4888.20
45958	12/10/2012	South West Working Life Association Inc	Working Life Trail - Annual Fee On Behalf Of South West Rail & Heritage Centre	180.00
45959	12/10/2012	Ms Sackmat & Mr Taylor	12 Stockton Way Dalyellup - Crossover	300.00
45960	12/10/2012	Solomon Brothers	Rates Refund For Assessment A7946 74 Gutmann Parkway Dalyellup 6230	230.50
45961	12/10/2012	Telstra Corporation Ltd	Rent & Calls	2161.37
45962	12/10/2012	Robert Williams	8 Jacinth Road Dalyellup - Crossover	300.00
45963	17/10/2012	Boyanup Building And Earthworks Contractors	Clear Fallen Trees From Preston River Walkway	4840.00
45964	17/10/2012	Courier Australia International	Courier Fees - Library	24.34
45965	17/10/2012	Shire Of Capel	Food Samples	123.20
45966	17/10/2012	Synergy	Electricity	425.80
45967	18/10/2012	Shire Of Capel	Bsl Levy Charges For 239 Goodwood Road Building Licence 12241	40.50
45968	22/10/2012	Australian Taxation Office	PAYG Withholding	10152.00
45969	24/10/2012	Children's Leukaemia & Cancer	Donation South West Bike Trek	250.00
45970	26/10/2012	City Of Bunbury	SWLGEMA Administration Annual Fee 12/13	1179.10

45971	26/10/2012	Bunbury Districts Little Athletics	Kidsport Vouchers: I Connor, S Connor, A Connor	230.00
45972	26/10/2012	Courier Australia International	Courier Fees-Health (Garrards)	376.21
45973	26/10/2012	City Of Mandurah	Peron Naturaliste Partnership 2012/2013 Climate Change - Glen Bishop	4237.20
45974	26/10/2012	3 Australia	Brigade Messaging Service	106.30
45975	26/10/2012	Synergy	Electricity	5395.05
45976	26/10/2012	Telstra Corporation Ltd	HACC Rent & Calls	2643.21
45977	30/10/2012	Shire Of Capel	Bby Farmers Market	476.10
45978	31/10/2012	Gelorup Bushfire Brigade	Contribution Towards Cos Of Community Information Display 7/10/12	100.00
45979	31/10/2012	City Of Bunbury	SWLGMA Administration Annual Fee 12/13	385.00
45980	31/10/2012	Mr R Blythe	Rates Refund For Assessment A2644 96 Brockway Drive Gelorup	163.02
45981	31/10/2012	Courier Australia International	Courier Fees - Health	23.93
45982	31/10/2012	Charterhouse Nominees Pty Ltd	Rates Refund For Assessment A368 54 Peppermint Grove Tce Peppermint Grove Beach	302.20
45983	31/10/2012	Paula Dobbs	Sports Participation Scheme-Callum	300.00
45984	31/10/2012	Girl Guides WA Inc	Kidsport Vouchers A Halliday, L M Crofts	240.00
45985	31/10/2012	Mr Tw Gilcrist	Rates Refund For Assessment A863 12 Thomas Street Boyanup	310.62
45986	31/10/2012	J Joynson	Rates Refund For Assessment A914 7 Turner Street Boyanup	157.13
45987	31/10/2012	Mr K Lloyd	Rates Refund For Assessment A3491 129 Peppermint Grove Terr Peppermint Grove Beach	174.45
45988	31/10/2012	K Davison	Rates Refund For Assessment A7125 8 Bass Fairway Dalyellup 6230	378.53
45989	31/10/2012	Peter & Paul	Service Mosquito Motors	335.50
45990	31/10/2012	S Tarbottom & M Weaver	Rates Refund For Assessment A7269 8 Stockton Way Dalyellup 6230	75.00
45991	31/10/2012	Amp Life Limited	Superannuation Contributions	128.00
45992	31/10/2012	Australiansuper	Superannuation Contributions	164.79
45993	31/10/2012	Australian Services Union	Payroll Deductions	45.80
45994	31/10/2012	The Australian Workers Union	Payroll Deductions	280.00
45995	31/10/2012	Shire Of Capel	Payroll Deductions	2348.00
45996	31/10/2012	Shire Of Donnybrook/Balingup	Payroll Deductions	160.00

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45997	31/10/2012	Hesta	Superannuation Contributions	182.12
45998	31/10/2012	Rest Superannuation	Superannuation Contributions	33.50
45999	31/10/2012	Unisuper	Superannuation Contributions	179.48
46000	31/10/2012	Walgs Plan	Superannuation Contributions	61170.02
46001	31/10/2012	Shire Of Capel	Storage & Grovery	81.30
46002	31/10/2012	Fran Turner	Sports Participation Scheme-Dylan	300.00
46003	31/10/2012	Busselton Motor Sales	90,000km Service For Mazda 3 Diesel - 42cp	299.25
46004	31/10/2012	Mining & Pastoral Communication Services	Set Up Back Up Battery Power For The Two Way System Authorised By Andrew Mataboni /Shane Faber signing In His Behalf	936.16
46005	31/10/2012	WA Police Service	Volunteer National Police Checks HACC	52.00

1,597,418.72

09.10.12	SHIRE OF CAPEL PAYROLL PAYMENTS	\$162,687.12
23.10.12	SHIRE OF CAPEL PAYROLL PAYMENTS	\$165,684.99
		\$328,372.11
02.10.12	TRANSFER TO MUNICIPAL ACCOUNT	\$489,681.94
11.10.12	TRANSFER TO MUNICIPAL ACCOUNT	\$750,000.00
12.10.12	TRANSFER FROM MUNICIPAL ACCOUNT	\$500,000.00
		\$1,739,681.94

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 21st November 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. Steady.

CHIEF EXECUTIVE OFFICER

VOTING REQUIREMENTS

Simple majority

OC1116 OFFICER'S RECOMMENDATIONS – 17.9/COUNCIL DECISION

Moved Cr Hearne, Seconded Cr Smith

That Council receives:

- 1 The Schedule of Accounts covering vouchers 161-170, EFT12060 to EFT12245, 45939-45939, 45942 to 46005 totalling \$1,597,418.72 during the month of October 2012;**
- 2 Payroll payments for the month of October 2012, totalling \$328,372.11; and**
- 3 Transfers to and from investments as listed.**

Carried 9/0

COMMUNITY SERVICES REPORTS	Nil
NEW BUSINESS OF AN URGENT NATURE	Nil
PUBLIC QUESTION TIME	Nil
MOTIONS WITHOUT NOTICE (ABSOLUTE MAJORITY BY COUNCIL)	Nil
NOTICES OF MOTION FOR CONSIDERATION AT THE NEXT ORDINARY MEETING OF THE COUNCIL	Nil
ITEMS FOR CONSIDERATION BEHIND CLOSED DOORS	Nil
MEETING CLOSURE	

The meeting closed at 6.33pm.

These minutes were confirmed at an Ordinary Council meeting on 19 December 2012.

Signed

Presiding Person at the meeting at which time the minutes were confirmed.

Date