

Shire *of* Capel

AGENDA

ORDINARY COUNCIL MEETING

Wednesday 24th February 2016

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

REMINDER:

11.00am Audit Committee Meeting

11.30am Briefing – Local Laws

**12.00pm Lunch and Long Term Financial
Plan Workshop**

3.00pm Briefing – Wal Muir, Bunbury Energy

3.30pm Round the Table Discussion



Experience the
Shire of Capel



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FINANCIAL INTEREST

(Effective 1 July 1996)

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

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

Councillors should declare an interest:

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

A member who has declared an interest must not:

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

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

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

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Capel for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff. The Shire of Capel disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council/Committee meetings or discussions.

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

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

SHIRE OF CAPEL

NOTICE OF AN ORDINARY COUNCIL MEETING

THE NEXT ORDINARY MEETING OF COUNCIL WILL BE HELD IN THE COUNCIL CHAMBERS, FORREST ROAD, CAPEL ON WEDNESDAY, 24 FEBRUARY 2016 COMMENCING AT 4.30PM.

PF Sheedy.

PF Sheedy
CHIEF EXECUTIVE OFFICER

19 February, 2016

AGENDA

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IMPORTANT NOTE:

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

- 1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**
- 2 RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED)**
- 3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**
- 4 PUBLIC QUESTION TIME**

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

- 5 APPLICATIONS FOR LEAVE OF ABSENCE**
- 6 DECLARATION OF INTEREST**
- 7 NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS**
- 8 CONFIRMATION OF MINUTES**

8.1 Ordinary Council Meeting – 27.01.16

- 9 ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION**

- 10 PETITIONS/DEPUTATIONS/PRESENTATIONS**

Any person or group wishing to make a 5 minute presentation to Council regarding any matter on this agenda for consideration must request the right to do so in writing to the Chief Executive Officer prior to 12 noon on the day of this Council meeting. For more information about presentations please contact the Executive Assistant on 9727 0222 or email info@capel.wa.gov.au.

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

- 11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**
- 12 QUESTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

13 CHIEF EXECUTIVE OFFICER REPORTS

13.1 Annual Electors' Meeting - Minutes

Location: Capel
Applicant: Shire of Capel
File Reference: Nil
Disclosure of Interest: Nil
Date: 03.02.16
Author: Chief Executive Officer, PF Sheedy
Senior Officer: Chief Executive Officer, P Sheedy
Attachments: Minutes of Annual Electors' Meeting held on 27 January 2016

MATTER FOR CONSIDERATION

Council to receive the Minutes of the Annual Electors' Meeting held on 27 January 2016 and note the questions raised by the electors.

BACKGROUND / PROPOSAL

Background

The Annual Electors' Meeting was held at the Council Chambers in January 2016 following the ordinary Council meeting and was attended by fourteen community members and was attended as well as by Councillors and senior staff.

The minutes of the Annual Electors' Meeting are included in the next meeting of the Council so that any actions proposed can be endorsed by Council prior to staff progressing the matters further.

Proposal

The minutes of the Annual Electors' Meeting are being tabled for the Councillors' information so that they are aware of matters that were raised by the community members who attended.

STATUTORY ENVIRONMENT

Section 5.33 of the Local Government Act 1995 (as amended) requires that all decisions made at an elector's meeting are to be considered at the next Ordinary Council meeting or if that is not practicable, at the first Ordinary Meeting after that.

POLICY IMPLICATIONS

There are no current policies relevant to this item.

FINANCIAL IMPLICATIONS

Budget

Actions that are of an operational nature arising from questions at the meeting can be accommodated within the existing operating budget.

Long Term

Actions that require further investigation and require signification allocation of funds (i.e. road or lighting upgrades) will be considered as part of the Long Term Financial Plan in future years and an allocation for future maintenance costs will also be required.

Whole of Life

Additional infrastructure, like street lighting, footpaths etc. if installed, will incur additional whole of life costs including future replacement of the assets. These costs are not known at this time and will be determined at the time of making the decision to construct the asset/s.

SUSTAINABILITY IMPLICATIONS

The maintenance of roads, installation of street lighting and replacement of seating at the community centre would be seen to improve the social environment of the community members.

STRATEGIC IMPLICATIONS

Shire of Capel Strategic Community Plan 2013 – 2031

Under 'The Leadership Experience' the strategic objective 'Ensure open, transparent, effective good governance and communication within the organisation and community' and outcome 2.2 under 'The Community Experience' 'Encourage community engagement and participation' are considered relevant to this item.

CONSULTATION

None of the questions raised at the meeting require any further consultation at this time, however a written response will be provided to the person/s that raised the various matters at the meeting, once staff have undertaken an investigation.

COMMENT

Questions raised that were determined to warrant recording and/or require further investigation by staff are recorded in the attached minutes of the meeting, with the relevant response from the President and/or staff members. In addition there were a number of minor matters raised at the meeting that were satisfactorily answered at that time and these have not been recorded in the minutes.

There were no formal resolutions moved by the electors at the meeting which require action from Council, however there was one question that has requested Council give consideration to holding a community survey now to seek the views of the community on gas drilling in the Shire of Capel and a Council determination and direction to the Chief Executive Officer on this request is required.

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATIONS – 13.1

That Council receive the minutes of the Annual Elector's Meeting held on 27 January 2016 and note the questions raised by the electors who attended.

13.2 Rules of Conduct Regulations Review

Location:	Shire of Capel
Applicant:	Department of Local Government and Communities (DLGC)
File Reference:	ICR 2669
Disclosure of Interest:	Nil
Date:	27.01.16
Author:	Chief Executive Officer, PF Sheedy
Senior Officer:	Chief Executive Officer, PF Sheedy
Attachments:	1. Shire of Capel Submission 2. DLGC Summary of Proposals and Issues for Comment (previously distributed to Councillors)

MATTER FOR CONSIDERATION

The endorsement with or without modification of the Shire of Capel Draft Submission prepared by the Chief Executive Officer on the Rules of Conduct Regulations Review.

BACKGROUND / PROPOSAL

Background

Since 2007, the *Local Government Act 1995* (the Act) has provided for a disciplinary framework to deal with minor, recurrent and serious breaches of conduct by individual council members. This review considers only the minor breach element. The minor breach system is separate to and different from the minor and serious misconduct reporting framework that operates under the *Corruption, Crime and Misconduct Act 2003* (CCM Act).

The minor breach system is intended to provide a mechanism to deter inappropriate conduct by individual council members that may lead to council dysfunction, loss of trust between council and administration, impairment of the local government's integrity and operational performance, and consequent reduction in public confidence. The minor breach system complements local government codes of conduct with enforceable standards for specified conduct focused on governance and integrity.

The foundation of the minor breach system is the *Local Government (Rules of Conduct) Regulations 2007* (regulations), enforced through the complaints process set out in Part 5 Division 9 of the Act which provides for the reporting of contraventions of the regulations to the Local Government Standards Panel (the Panel) appointed by the Minister.

Proposal

The Department of Local Government and Communities has commenced a review of the *Local Government (Rules of Conduct) Regulations 2007* with the release of a consultation paper.

The Regulations, which provide a disciplinary framework to deal with minor breaches by local government councillors, are being reviewed in response to a range of concerns that have been raised by the sector.

A consultation paper has been prepared which sets out findings from the review of the current process and proposes a number of regulatory and process amendments in response to those findings.

The proposals encompass four key elements:

1. Amending the regulations to improve clarity and alignment with policy intent.

2. Improving guidance material and complaint documentation.
3. Encouraging mediation and conciliation as an alternative to complaints about interpersonal disputes.
4. Codifying Standards Panel procedures and practice, and simplifying reporting.

The department encourages local governments to provide comments on the consultation paper. The feedback form for submissions and the consultation paper are online at www.dlc.wa.gov.au. Submissions close Friday, 4 March 2016.

STATUTORY ENVIRONMENT

Local Government (Rules of Conduct) Regulations 2007.

POLICY IMPLICATIONS

Councillors Code of Conduct (Policy 1.4) contains a number of provisions that are in the Rules of Conduct, such as gift declarations, use of confidential information, interests affecting impartiality, access to information etc. so any regulatory changes to the Rules of Conduct will require an amendment to Policy 1.4.

FINANCIAL IMPLICATIONS

Budget

There are no financial impacts or implications on the current (2015/16) budget, as any changes to the Regulations are not expected to happen until the 2016/17 financial year at the earliest.

Long Term

Any changes to increase the existing reporting requirements by Councillors to the Administration and subsequent community could require some additional resources, but it is expected to only be minor.

Whole of Life

It is not expected that any assets or infrastructure will be created as the result of any changes to the Regulations so there will be no additional whole of life costs.

SUSTAINABILITY IMPLICATIONS

Changes to the Regulations, to ensure that Councillors behave to an acceptable standard at public forums/meetings and don't criticise fellow Councillors or staff, would improve the social interaction between Councillors, staff and the community.

STRATEGIC IMPLICATIONS

Shire of Capel Strategic Community Plan 2013-2031

The Leadership Experience strategic objective 'Ensure open, transparent, effective and good governance and communication within the organisation and the community.' And strategic outcomes:

- 1.1 Ensure continuous improvement of the organisation
- 1.2 Maintain a safe and rewarding environment.

Shire of Capel Corporate Business Plan 2014-2018

Strategy 1.1A 'Attract and retain a diverse and skilled body of elected members.'

Action: 1.1A1 'Provide for professional development of Councillors.'

Strategy 1.2A 'Provide a professional and contemporary work environment' and 1.2B 'Provide a safe work place.'

Action: 1.2B1 'Maintain and implement OSH and risk management plan strategies.'

CONSULTATION

Consultation will be undertaken by WALGA at the South West Zone WALGA's next meeting in February 2016 with Zone Council members and a draft copy of the proposed submission has been sent to WALGA staff for inclusion in their report to State Council.

No further consultation is required or recommended.

COMMENT

As the Rules of Conduct have a direct impact on Councillors and there are sanctions that can be imposed for breaches of the Regulations it is important that Council takes the opportunity to make comment on any areas of the current regulations that they consider need changing, adding to or strengthening. Changes to specific areas like the declaration of gifts, notification of public statements and disclosure of impartiality interests have the potential to either provide increased freedom to allow Councillors to get on with the business of representing their community or making more difficult with increased reporting etc.

The draft submission is quite detailed and provides comment, with a proposed Council position (recommendation) on nearly all of the matters raised in the Consultation Paper. In some instances because this Council and the Chief Executive Officer have not had to deal with the Standards Panel or breaches by Councillors the comments are based on discussion and feedback received by the Chief Executive Officer from other Local Governments who have dealt with these issues. The following is a brief summary of some of the key issues from the Shire's proposed submission.

Council supports the retention of the current minor breach system and considers that with some changes to the current Rules of Conduct regulations as suggested in the Consultation Paper and the comment provided in this submission, the general interests of the local government sector will be addressed.

Like many other local governments Council considers that the length of time taken to deal with complaints is too long with imposition of any penalty (i.e. public apology etc.) taking place long after the action to the point where the reason for the original complaint has long been forgotten about or rectified in some other manner.

The sanctions imposed need to directly impact on the offending council member and it is unreasonable that the local government of which the council member belongs is required to bear the costs of any additional training imposed or public censure notices issued. These costs should be the sole responsibility of the offending council member and the Rules of Conduct regulations or Local Government Act (Act) should be amended to provide the ability for the local government to recoup these costs from the council member either by issuing an invoice or being permitted to deduct from the council members allowances (i.e. meeting/annual attendance fees).

Council supports the Rules of Conduct regulations dealing with significant dysfunctional, disruptive or deceptive conduct, by a council member, that poses an organisational risk to local government and not get bogged down in dealing with minor and trivial complaints that only clog up the process, which hopefully can be dealt with in other ways. The following is a brief summary of some of the key issues from the Shire's proposed submission.

Unauthorised disclosure of information (7.4)

Professional legal advice and information provided to a local government that is subject to a confidentiality or non-disclosure agreement or considered to be commercially sensitive information should not be provided to other parties regardless of whether it has been marked by the CEO as confidential or not. Council therefore supports the Rules of Conduct being amended to specifically include these matters being identified as ones that a council member must not disclose.

Relations with local government employees (7.8)

Local government employees and council members need to appreciate that when they speak to other persons outside of the organisation on any matter relating to the local government, be it about persons (employees or council members) or the local government as an organisation, their views/comments will be taken as them representing the local government (employee or council member) and not their personal view, even if they were intending it to be taken as them speaking as an individual.

Council members have a key role to play in setting the strategic direction and allocating resources to allow the CEO to ensure that the local government performs at a level that is required by the council/council members. For a local government to perform at the highest level it is vital that there is an ongoing strategic discussion between the CEO and council (elected members) and therefore it is reasonable and critical that council members (as a collective group) be permitted to raise questions with the CEO in regards to strategic direction, allocation of resources, performance of, and concerns about the performance of the organisation.

The current Rules of Conduct have a very narrow focus on when it is not acceptable to make offensive or objectionable comments about local government employees. With the advent of social media, public website, newsletters and the ability to send correspondence to multiple recipients at the same time the Rules of Conduct should be amended to clearly indicate that council members must refrain from denigrating employees in these medians also.

Public Statements (7.9)

The inclusion of a new regulation into the Rules of Conduct to increase the administrative requirements on council members and the local government is not going to address the issue of council members making negative public statements about their local government.

The requirement for the CEO to maintain a register of media notices is just another administrative procedure that is not required and it is unclear what benefit or interest it will be to the community to be able to access this register once the statement has been made to the press, on social media etc. by which time the damage has been done if it is criticising the local government, CEO or individual council member or employee.

Under the Act the Mayor or President is designated as the official spokesperson on behalf of the local government. Where a matter has been considered by the council at a meeting the only person that should be permitted to speak officially on this matter is the Mayor or President or CEO if designated that authority.

Disclosure of Interest (7.11)

The disclosure of interests 'affecting the impartiality' of council members does not achieve any worthwhile outcome as part of the meeting process. The council member still considers the matter on its merits, participates fully in any debate and votes accordingly, with the council member having some sense of exoneration if there is a question raised later on because they have declared an 'impartiality interest' in the matter.

It would be a lot clearer for all concerned (council members, CEO and community) and easier to administer if Regulation 11 was amended to indicate that the only time that a council member is required to declare an 'impartiality interest' is in instances where they are a member of a community organisation that is likely to receive a significant direct benefit from the council by way of financial contribution (grant, donation, waiving of fees etc. exceeding \$1,000), lease or authorisation of an activity that may provide a financial benefit exceeding \$1,000.

Gifts (7.12)

The first priority should be to increase the dollar amounts for the declaration of gifts, both minimum and maximum, as they have not been amended since the Rules came into force in 2007. It is suggested that a 'notifiable gift' be a gift worth between \$100 and \$500 and that a process be put in place to have it reviewed and increase every three (3) years.

Travel contributions should not be excluded from the definition of a 'notifiable gift'. The 'notifiable gift' amounts should apply to all gifts including travel.

Currently there is a lot confusion and 'grey area' around whether meals and refreshments provided as part of attending business meetings on behalf of local government, gifts received at forums and seminars or events where a council member is invited to speak, social events and other functions attended by council members etc. and council supports the exclusion of a new definition that will define what is a 'nominal gift'.

Improving processing times (8.1)

The current average time to deal with complaints as indicated in the Consultation Paper (6 months) is far too long especially if dealing with minor breaches, as firstly, the impact of the penalty imposed become irrelevant or meaningless due to the time elapsed since the offence occurred and secondly, the behaviour that led to the breach may have continued during this period exacerbating the problem in the local government.

Improving Effectiveness (8.4)

The current restrictions on what actions the Panel can take when finding that a council member has committed a minor breach are too restrictive and in some cases the action does not serve any real purpose. An expansion of the types of actions the Panel can take in line with other State agencies is supported by Council.

Council questions the value of censure notices being published as a future deterrent to a council member, as firstly very few people will see or even read the notice and secondly under the current process the notice is generally not published for at least six months or more after the event. As the council member does not bear the cost of the publication, the lack of public scrutiny involved and the length of time after the event that the publication is made there is generally no adverse impact on the council member that will encourage them to cease this particular behaviour.

Rather than consider amending the current Regulations to allow a local government to determine how to publish the censure notice, Council would suggest that this action be removed from the actions taken by the Panel and other more relevant sanctions/action be allowed (mediation, counselling, coaching, suspension etc.).

This would also allow the Panel to require the council member to bear the cost of the action imposed rather than the local government and or allow the council to recoup these costs from the council member on whom a sanction has been imposed.

Independent conduct review panels (9.1)

The proposal to consider independent conduct review panels that could be used by local governments has merit and is worthy of consideration, as it would firstly, potentially speed up the process that currently takes too long to reach a conclusion and secondly, would allow for breaches to be handled at the local level, reducing the workload of the Panel and SAT. As indicated in the Consultation Paper the Panel and/or SAT would only then deal with matters where the local government is unable to make a decision on the independent conduct reviewer's report.

Confidentiality (10.2)

If the process of confidentiality currently works in regards to election campaign periods one would question as to why it would not work in dealing with complaints of breaches of the Rules of Conduct. Confidentiality is a key part of the CCC process and it does not appear to be a hindrance to that process.

Improper use of information (10.4)

Seeking to amend section 5.93 of the Local Government Act so that its application will apply to former council members and employees raises the question as to what length of time would one legally be able to apply this provision.

Either adding a new clause to the Act or amending the State Records Act to make it an offence for former council members or employees to retain any material that is the property of the local government would seem a far simpler way of dealing with the issue.

Records of meetings (10.6)

Section 7.3 of the Consultation Paper has proposed that Regulation 4 (indicates some behaviour of council members at council or committee meetings, that are a breach of a local law, is a minor breach) be deleted and dealt with by the presiding member. Only persistent and inappropriate conduct with significant dysfunctional potential will be retained as being a minor breach.

Council supports this position and expects that this will significantly reduce the amount of complaints of a minor breach of a local law (Standing Orders on Meetings) and therefore does not see the need to record meetings. Council does support the initiative of some councils, to live-streaming of meetings through the internet, and sees this as increasing in the future.

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATIONS – 13.2

That Council endorses the Shire of Capel Submission on 'A Review of the Local Government (Rules of Conduct) Regulations 2007 and Minor Breach Disciplinary Framework' Consultation Paper as detailed in Attachment 1.

13.3 Review of Policies - Council Staff

Location:	Capel
Applicant:	Shire of Capel
File Reference:	N/A
Disclosure of Interest:	Nil
Date:	10.02.16
Author:	Manager Human Resources, C Anderson
Senior Officer:	Chief Executive Officer, P Sheedy
Attachments:	Policy Section 3 Council Staff - Review

MATTER FOR CONSIDERATION

Council to consider adopting the recommended changes to the Council Staff Policies.

BACKGROUND / PROPOSAL**Background**

The Local Government Act 1995 states that one of the roles of Council is to determine the local government's policies.

Proposal

The Council Staff Policies have recently been reviewed. Officers now propose Council consider adopting the proposed changes.

STATUTORY ENVIRONMENT

Local Government Act 1995, Section 2.7(2)(b).

2.7 Role of Council

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

- (2) Without limiting subsection (1), the council is to –
 - (a) Oversee the allocation of the local government's finances and resources; and
 - (b) Determine the local government's policies.

POLICY IMPLICATIONS

There are some potential implications if the governance of overriding Staff Policy within the Shire of Capel is not controlled.

FINANCIAL IMPLICATIONS**Budget**

The proposed changes may have direct costs implications in Policy 3.9, 3.11 and 3.25.

Long Term

There could be minor increase to long term cost implications associated with these policy changes. Cost implications identified through Policy 3.9, 3.11 and 3.25 will be addressed in

annual budget requests and considerations. The uniform allowance and education assistance have been adjusted to better reflect the actual cost of these goods and services.

Whole of Life

There could be minor cost increases associated with these policy changes.

SUSTAINABILITY IMPLICATIONS

These policies assist in the effective management of Council Staff and maintain a workplace that adheres to legislation as a minimum standard but strives towards best practice. These policies also enable Council to delegate some authorities to the Chief Executive Officer.

STRATEGIC IMPLICATIONS

The Strategic Plan 2013 to 2031 includes the following strategies which have relevance:

1: The Leadership Experience

Ensure open, transparent, effective good governance and communication within the organisation and the community.

- 1.1 Ensure continuous improvement of the organisation
- 1.2 Maintain a safe and rewarding working environment
- 1.3 Develop, support and implement innovative solutions
- 1.5 Ensure the effective management of Council's resources

5: The Infrastructure Experience

Plan and facilitate safe, sustainable and efficient infrastructure and transport networks to meet the needs of the community.

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

CONSULTATION

This policy review has received comment and review by relevant staff, the Management Team and through the Executive Management Team.

COMMENT

The changes proposed to Council Staff Policies as a result of this review are relatively minor for some policies that have been more recently reviewed however some of the policies have not undergone a major review for some time so there are significant amendments, alterations and deletions to bring in line with current legislation and best practice.

Some policies that have the same, similar or complimentary content have been revoked and incorporated into one new document.

Proposed changes are detailed below (with the exception of minor typographical and spelling corrections). Every Policy has had the review date altered to 2017 or if the policy has been revoked then a revoked box has been added. The attachment contains these policies with the proposed changes. Suggested deletions are ~~struck through~~ and proposed amendments and insertions are shown in **bold**.

Policy 3.1 Annual Leave – Chief Executive Officer

Addition of the delegated authority to the CEO to appoint an Executive Manager as Acting CEO during periods of leave.

Policy 3.2 EEO, Discrimination, Bullying & Harassment

Changes to bring the policy in line with current legislation and WALGA Best Practice approach. Changes include equal opportunity and diversity within the policy.

Policy 3.3 Jury & Witness Duty

Policy revoked and superseded by Policy 3.24 Community Service Leave.

Policy 3.4 Medical Examination

Revoking and superseded by Policy 3.25 Recruitment and Selection.

Policy 3.5 Redundancy

Changes include reference to current legislation and removal of reference to legislation that no longer applies. Redefine consultation and redeployment to reflect current legislation. Minor changes to wording.

Policy 3.6 Severance Pay

Inclusion of delegated authority to the CEO to negotiate and settle matters in order to avoid expensive litigation.

Policy 3.7 Staff Training

No change.

Policy 3.8 Staff – Vehicle Use

Include expectations of cleanliness, no smoking and safe driving behaviour for council vehicles. Policy changes provide more clarification around use of vehicle during periods of leave and for work related travel.

Policy 3.9 Employee Uniform and Allowance

Changes include the new uniform provider and ATO registration for the Shire of Capel uniform. Changes were proposed through a working group that considered the feedback from employees regarding sourcing a local supplier and consultation on the style of the Shire uniform. Changes include how and when a new employee is entitled to the Uniform Allowance. Additional clause added to address the requirement of protective clothing.

Policy 3.10 Conference, Training and Travel Expenses

Removal of the 'Employee Travel/Conference Reimbursement' form and inclusion of reference to the 'Request to Raise a Payment' form to reflect the current process used.

Policy 3.11 Education & Study Assistance

Minor change to form referenced. Change to the maximum amount the Shire will contribute, proposed amount based on research into the current cost of vocational training (certificates, diplomas etc.), requests will need to be considered through budget requests.

Policy 3.12 Clearances for Staff in Risk Areas

Revoking and superseded by Policy 3.25 Recruitment and Selection.

Policy 3.13 Smoking in the Workplace

Change to overall purpose statement and removal of specific health effects. Policy changed to include contractors, volunteers and elected members. Specific reference to distance from building and vehicle has been included.

Policy 3.14 Occupation Safety, Health & Wellbeing

Change Policy title and scope to include wellbeing of employees. Statement includes requirement for employees to present fit for work and potential for breaches to receive disciplinary action.

Policy 3.15 Employee Assistance Program

No change.

Policy 3.16 Grievances, Investigations & Resolutions

Change to title. Policy to include employees, contractors and volunteers. Changes throughout the policy proposed to reflect best practice approach.

Policy 3.17 Performance Management & Disciplinary Action

Change to title. Refine policy objective. Change to distinguish between Performance and Discipline.

Policy 3.18 Defence Reservist Leave

Revoking and superseded by Policy 3.24 Community Service Leave.

Policy 3.19 Emergency Service Leave

Revoking and superseded by Policy 3.24 Community Service Leave.

Policy 3.20 Code of Conduct

The application of the code of conduct has been changes to include consultants and labour hire contractors who are performing work on behalf of the Shire of Capel. Change to expectation of personal behaviours including discrimination, safety and presenting fit for work. Change to Communication and Public Relations to include reference to the relevant policies.

Policy 3.21 Staff Relocation Expenses

No change.

Policy 3.22 Termination Presentations

Amend error to Policy Application.

Policy 3.23 Social Media

No change.

Policy 3.24 Community Service Leave

New Policy. One policy to cover all community service leave types, remove double up of information.

Policy 3.25 Recruitment and Selection

New Policy. One policy to ensure a consistent and transparent approach to the recruitment and selection process.

VOTING REQUIREMENTS

Absolute majority

OFFICER'S RECOMMENDATION – 13.3

That Council:

- 1. endorses the following unaltered policies:**
 - **Policy 3.7 Staff Training; and**
 - **Policy 3.15 Employee Assistance Program;**
 - **Policy 3.21 Staff Relocation Expenses; and**

- 2. endorses all recommended changes to the following Policies -**
 - **Policy 3.1 Annual Leave – Chief Executive Officer;**
 - **Policy 3.2 EEO, Discrimination, Bullying & Harassment;**
 - **Policy 3.5 Redundancy;**
 - **Policy 3.6 Severance Pay;**
 - **Policy 3.8 Staff – Vehicle Use;**
 - **Policy 3.9 Employee Uniform and Allowance;**
 - **Policy 3.10 Conference, Training and Travel Expenses;**
 - **Policy 3.11 Education & Study Assistance;**
 - **Policy 3.13 Smoking in the Workplace;**
 - **Policy 3.14 Occupation Safety, Health & Wellbeing;**
 - **Policy 3.16 Grievances, Investigations & Resolutions;**
 - **Policy 3.17 Performance Management & Disciplinary Action;**
 - **Policy 3.20 Code of Conduct;**
 - **Policy 3.22 Termination Presentations; and**

- 3. endorses the revoking of the following Policies -**
 - **Policy 3.3 Jury & Witness Duty;**
 - **Policy 3.4 Medical Examination;**
 - **Policy 3.12 Clearances for Staff in Risk Areas;**
 - **Policy 3.18 Defence Reservist Leave;**
 - **Policy 3.19 Emergency Service Leave; and**

- 4. endorses the following new Policies:**
 - **Policy 3.23 Social Media;**
 - **Policy 3.24 Community Service Leave; and**
 - **Policy 3.25 Recruitment and Selection**

as detailed in the attachment to this report.

14 ENGINEERING AND DEVELOPMENT SERVICES REPORTS**14.1 Asset Management Strategy - Review**

Location:	Capel
Applicant:	Shire of Capel
File Reference:	CP.AS.1
Disclosure of Interest:	Nil
Date:	27.01.16
Author:	Asset Management Coordinator, K McKeachie
Senior Officer:	Executive Manager Engineering & Development Services, J Gick
Attachments:	Asset Management Strategy – Revision 1 (December 2015)

MATTER FOR CONSIDERATION

Council to consider adopting the revised Asset Management Strategy - Revision 1 – December 2015, as attached.

BACKGROUND / PROPOSAL**Background**

A review of strategic direction for asset management at the Shire of Capel has been conducted in line with an update of the overarching Policy for this function. The previous Asset Management Improvement Strategy was adopted in 2011 and has reached the end of its projected period of application.

The review has shown that there is a need for further improvement in the awareness, understanding and application of Asset Management principles and practice across the organisation in order for the Shire to gain benefit from its investment in this activity. The previous Strategy had a strong focus on data collection based on the past need to meet minimum legislative requirements. While this Strategy has delivered a good basis of information upon which to operate, it is clear that this information is not uniformly utilised across all Shire operations, nor are the outcomes of the prior Strategy incorporated into the long and short term planning systems in place, (e.g. expenditure projections were not incorporated into the previous LTFP, currently under review).

A revised Strategy has been developed to address this need, with the specific aim of establishing strong inter-departmental linkages and communications mechanisms. The revised Strategy will help ensure consistency of approach, access to information and commonality of goals among all Shire of Capel functions. Adopting this new approach to 'Business as Usual' will strengthen the focus on achievable, cost-effective, deliverables and provide a strong basis for future informed decision making.

Proposal

Council to adopt revised Asset Management Strategy – Revision 1 – December 2015.

STATUTORY ENVIRONMENT

Local Government Act 1995 applies:

Section 5.56

That Council is to effectively plan for the future.

POLICY IMPLICATIONS

Policy 7.1 – Asset Management applies:

Establishing and routinely updating an Asset Management Strategy (minimum 10 year period) as the primary framework to provide and maintain asset services to current and future generations.

FINANCIAL IMPLICATIONS

Budget

There are no immediate budget implications in the adoption of this Strategy. However, implementation of recommended Actions under this Strategy is likely to require long term adjustments to the way the Council manages (and therefore funds) assets.

Long Term

The long term financial implications of the Strategy are not yet quantified, however the intent of the Strategy is to ensure that the Shire's future expenditure is managed in such a way as to support the sustainable acquisition, operation, maintenance and disposal of the Shire's assets and should therefore work to enhance the financial sustainability of the Shire.

For example, continued growth of Dalyellup green spaces may require adoption of strategic approaches to Levels of Service in order to operate within the Shire's water level allocation caps.

Whole of Life

Whole of life financial implications are not yet quantified, but changes to current operational practices are likely to be required in order to fully implement the revised Strategy. In particular asset development, operation and renewal are likely to be affected by virtue of the decision making around assets affected by the Strategy.

For example, budget developments for new constructions, (such as the Capel Multi-use Building) must fully account for the long term financial implications of these developments. In the case of the Multi-use Building, Net Present Value cost estimates in the order of \$148,750 per annum, (in the order of \$105,000 for Operations and \$43,750 for Depreciation) over an estimated 80 year economic life will be required.

Review of budget development policies for existing assets will also be undertaken under the revised Strategy. Provisional analysis to date indicates deterioration, (consumption), of the older assets of the Shire. Arresting and reversing this deterioration will require greater investment in rehabilitation, (renewals), to at least match the provision for Depreciation in the Long Term Financial Plan.

SUSTAINABILITY IMPLICATIONS

The Strategy review process has been undertaken employing the principles of sustainability, with a view to the future. The strategy review process considers the economic, social, environmental and governance framework of each policy, aligned with the strategic objectives of the Council.

STRATEGIC IMPLICATIONS

This strategy review is consistent with the following strategic objectives of the Community Strategic Plan 2013 -2031:

- 1.1 Ensure continuous improvement of the organisation.
- 1.2 Maintain a safe and rewarding working environment.

- 1.4 Provide efficient and effective financial management to ensure the long term financial sustainability of the organisation.
- 1.5 Ensure the effective management of Council's resources.
- 3.3 Preserve and protect the character of the towns as they expand.
- 5.1 Provide and maintain a safe and efficient transport, cycle and pedestrian network throughout the Shire.
- 5.2 Maintain and enhance the quality of our built environment.
- 5.3 Improve connectivity throughout our communities and to the region; and (most importantly)
- 5.6 Effectively manage the Shire assets and resources.

CONSULTATION

This strategy review was undertaken as a collaborative exercise with input from various Engineering, Operations, Financial and Executive staff.

COMMENT

This revised strategy elevates aspects of the Shire's service areas to contemporary standards and practices. The updated Strategy is designed to improve strategic direction and give clarity for decision makers.

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATIONS – 14.1

That Council endorses the Shire of Capel Asset Management Strategy as detailed in the attachment.

14.2 Review of Policies - Planning Services

Location:	Capel
Applicant:	Shire of Capel
File Reference:	C5.9
Disclosure of Interest:	Nil
Date:	08.02.16
Author:	Manager Planning Services, C Muller
Senior Officer:	Executive Manager Engineering and Development Services, J Gick
Attachments:	Policy Section 6 – Town Planning & Building

MATTER FOR CONSIDERATION

Council is requested to consider amendments to a number of Town Planning policies, and revoke a number of policies relating to Planning and Building Services.

BACKGROUND / PROPOSAL

Background

Local Planning Policies assist Council in making decisions under Town Planning Scheme No.7. Policies must be consistent with and cannot vary the intent of the Scheme provisions including the Residential Design Codes 2015. A full review of Council's policies was last undertaken and referred to Council on 20.02.2013.

The purpose of the 2015/2016 local planning policy review is to provide clear and relevant guidance to landowners, developers and Council of the policy issues under Town Planning No. 7. Review of the Shires local planning policies (LPP's) is timely in view of recent legislative changes and Council's commitment to prepare the Shire of Capel Local Planning Strategy and review The Shire of Capel Town Planning Scheme No 7.

Town Planning and Building policies affected are:

Policy 6.1	Car Parking Requirements for Light Industrial Land Uses
Policy 6.2	Clearance of Subdivision Conditions
Policy 6.3	Home Occupations
Policy 6.4	More Than One Dwelling on a Rural Lot
Policy 6.5	Subdivision of Rural Land
Policy 6.6	Land Use Strategy
Policy 6.7	Carports & Outbuildings
Policy 6.8	Dalyellup Common Interest Area
Policy 6.9	Ancillary Accommodation
Policy 6.10	Rural Tourist Accommodation
Policy 6.11	Road & Reserve Names
Policy 6.12	Visual Truncations
Policy 6.13	Capel Town site Strategy
Policy 6.14	Capel Town Public Open Space Strategy
Policy 6.15	Boyanup Town site Strategy
Policy 6.16	Boyanup Public Open Space Strategy
Policy 6.17	Urban Landscape Strategy
Policy 6.18	Capel Town site Transport Study
Policy 6.19	Highway Signage for Rural Tourism Activities & Services
Policy 6.20	Capel Town site District Water Management Strategy
Policy 6.21	Peppermint Grove Beach Land Use Strategy
Policy 6.22	Bed and Breakfast Accommodation
Policy 6.23	Boyanup Transport Infrastructure Study

Policy 6.24	Fencing Guidelines
Policy 6.25	Second Hand Dwellings
Policy 6.26	Earthworks
Policy 6.27	Peppermint Grove Terrace Detailed Area Plan

Proposal

Council to consider amendments to the following policies:

Policy 6.3	Home Occupations
Policy 6.9	Ancillary Accommodation
Policy 6.12	Visual Truncations

Council to consider revoking the following policies:

Policy 6.2	Clearance of Subdivision Conditions
Policy 6.7	Carports & Outbuildings
Policy 6.24	Fencing Guidelines
Policy 6.25	Second Hand Dwellings
Policy 6.26	Earthworks

STATUTORY ENVIRONMENT

The Planning and Development Regulations 2015 (the Regulations)

The Regulations were gazetted on 25 August 2015 and have been in effect since 19 October 2015, replacing the *Town Planning Regulations 1967*. The Regulations are a major part of Western Australia's planning reform agenda, affecting arrangements for local planning strategies, schemes and amendments. In addition to a Model Scheme Text, the Regulations introduced a set of deemed provisions that, following the gazettal of the regulations, now form part of every local planning scheme in the State. If there is any inconsistency between a deemed provision and a scheme, the deemed provision prevails.

Part 2 (Local Planning Framework, Division 2 – Local Planning Policies) of the Regulations replaces ***Town Planning Scheme No. 7 Clause 8.9 Power to make Policies***. The key differences of the deemed provisions under the Regulations from the previously applicable Clause 8.9 Power to make policies under Town Planning Scheme No. 7 are:

- Inclusion of a process for a minor amendment to the local planning policy, which does not require advertising.
- A local planning policy may now address strategic or operational considerations rather than "one or more matters of the aspects of the control of development".

The deemed provisions for Local Planning policies specifically include:

'3. Local planning policies

- (1) The local government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area.*
- (2) A local planning policy —*
 - (a) may apply generally or in respect of a particular class or classes of matters specified in the policy; and*
 - (b) may apply to the whole of the Scheme area or to part or parts of the Scheme area specified in the policy.*
- (3) A local planning policy must be based on sound town planning principles and may address either strategic or operational considerations in relation to the matters to which the policy applies.*
- (4) The local government may amend or repeal a local planning policy.*

- (5) *In making a determination under this Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with this Scheme.*

4. Procedure for making local planning policy

- (1) *If the local government resolves to prepare a local planning policy the local government must, unless the Commission otherwise agrees, advertise the proposed policy as follows —*
- (a) *publish a notice of the proposed policy in a newspaper circulating in the Scheme area, giving details of —*
 - (i) *the subject and nature of the proposed policy; and (ii) the objectives of the proposed policy; and*
 - (iii) *where the proposed policy may be inspected; and*
 - (iv) *to whom, in what form and during what period submissions in relation to the proposed policy may be made;*
 - (b) *if, in the opinion of the local government, the policy is inconsistent with any State planning policy, give notice of the proposed policy to the Commission;*
 - (c) *give notice of the proposed policy in any other way and carry out any other consultation the local government considers appropriate.*
- (2) *The period for making submissions in relation to a local planning policy must not be less than a period of 21 days commencing on the day on which the notice of the policy is published under subclause (1)(a).*
- (3) *After the expiry of the period within which submissions may be made, the local government must —*
- (a) *review the proposed policy in the light of any submissions made; and*
 - (b) *resolve to —*
 - (i) *proceed with the policy without modification; or*
 - (ii) *proceed with the policy with modification; or*
 - (iii) *not to proceed with the policy.*
- (4) *If the local government resolves to proceed with the policy, the local government must publish notice of the policy in a newspaper circulating in the Scheme area.*
- (5) *A policy has effect on publication of a notice under subclause (4).*
- (6) *The local government —*
- (a) *must ensure that an up-to-date copy of each local planning policy made under this Scheme is kept and made available for public inspection during business hours at the offices of the local government; and*
 - (b) *may publish a copy of each of those local planning policies on the website of the local government.*

5. Procedure for amending local planning policy

- (1) *Clause 4, with any necessary changes, applies to the amendment to a local planning policy.*
- (2) *Despite subclause (1), the local government may make an amendment to a local planning policy without advertising the amendment if, in the opinion of the local government, the amendment is a minor amendment.*

6. Revocation of local planning policy

A local planning policy may be revoked —

- (a) *by a subsequent local planning policy that —*
 - (i) *is prepared in accordance with this Part; and*
 - (ii) *expressly revokes the local planning policy;*
- or
- (b) *by a notice of revocation —*
 - (i) *prepared by the local government; and*
 - (ii) *published in a newspaper circulating in the Scheme area.'*

The Residential Design Codes

This is the first Local Planning Policy review since introduction of “The Residential Design Codes 2015”. The Residential Design Codes are introduced by reference into a Scheme and it is the requirement for all residential development to comply with the R-Codes. The Residential Design Codes 2015 triggers review of several Local Planning Policies.

POLICY IMPLICATIONS

There are currently twenty seven local planning policies which have been adopted at various times by Council under the Shire of Capel Town Planning Scheme No. 7 and they include:

- Policy 6.1 Car Parking Requirements for Light Industrial Land Uses
- Policy 6.2 Clearance of Subdivision Conditions
- Policy 6.3 Home Occupations
- Policy 6.4 More Than One Dwelling on a Rural Lot
- Policy 6.5 Subdivision of Rural Land
- Policy 6.6 Land Use Strategy
- Policy 6.7 Carports & Outbuildings
- Policy 6.8 Dalyellup Common Interest Area
- Policy 6.9 Ancillary Accommodation
- Policy 6.10 Rural Tourist Accommodation
- Policy 6.11 Road & Reserve Names
- Policy 6.12 Visual Truncations
- Policy 6.13 Capel Town site Strategy
- Policy 6.14 Capel Town Public Open Space Strategy
- Policy 6.15 Boyanup Town site Strategy
- Policy 6.16 Boyanup Public Open Space Strategy
- Policy 6.17 Urban Landscape Strategy
- Policy 6.18 Capel Town site Transport Study
- Policy 6.19 Highway Signage for Rural Tourism Activities & Services
- Policy 6.20 Capel Town site District Water Management Strategy
- Policy 6.21 Peppermint Grove Beach Land Use Strategy
- Policy 6.22 Bed and Breakfast Accommodation
- Policy 6.23 Boyanup Transport Infrastructure Study
- Policy 6.24 Fencing Guidelines
- Policy 6.25 Second Hand Dwellings
- Policy 6.26 Earthworks
- Policy 6.27 Peppermint Grove Terrace Detailed Area Plan

FINANCIAL IMPLICATIONS**Budget**

There are no budget implications relating to the recommendations of this report.

Long Term

There are no long term financial implications.

Whole of Life

There are no whole of life implications.

SUSTAINABILITY IMPLICATIONS

The policy review process has been undertaken employing the principles of sustainability, with a view to the future. The policy review process considered the economic, social,

environmental and governance framework of each policy, aligned with strategic objectives of the Council.

STRATEGIC IMPLICATIONS

This policy review is consistent with the following strategic objectives of the Community Strategic Plan 2013 – 2031:

- 1.1 Ensure continuous improvement of the organisation.
- 3.1 Promote the diverse lifestyle opportunities in the Shire.
- 3.2 Maintain and enhance the quality of our unique natural environments.
- 3.3 Preserve and protect the character of the towns as they expand.
- 4.1 Provide opportunities to take advantage of the Shire's location.
- 4.2 Pursue diversity and vitality in the local economy.
- 5.2 Maintain and enhance the quality of our built environment.

CONSULTATION

Consultation was undertaken with Shire officers and the Executive.

COMMENT

This report is aimed at providing clarification to Council on amendments made to Local Planning Policies and provides explanatory comment where policies are recommended to be revoked. Policies have been amended where the efficient and consistent management of some development control issues have been identified requiring clarification and alignment with the Regulations, Model Scheme Text and Residential Design Codes 2015.

The review/recommendation may consider one of the following for each policy:

- Full review with advertising
- Revoke policy
- Consolidate with another policy
- Minor amendment.

Policies amended requiring advertising:

Policy 6.3 Home Occupations

The Shire of Capel Town Planning Scheme No. 7 includes Home Occupations as an "AA" use in the Special Rural, Residential and Rural zones generally supporting the use subject to obtaining a development approval. Clause 7.5 of the Scheme includes provisions which restrict the size and operation of home occupations. The Local Planning Policy reiterates the scheme provisions, and requires notification of the application to adjoining landowners.

The Shire of Capel Town Planning Scheme No. 7 is under review and a new scheme is being prepared in accordance with the Model Scheme Text (MST) which now includes a range of home based business definitions. The MST has been prepared to reflect current employment and home based business trends with the advent of increasing technologies enabling more flexible working locations. The MST introduces "home office" and "home occupation" as "permitted" uses in most zones. Review of the Home Occupation policy provides an opportunity to remove the 21 day comment period where a Home Occupation complies with the Policy provisions and also provide information on the current MST definition for home office and how it applies to the Scheme.

Policy 6.9 Ancillary Accommodation

Since gazettal of the Planning and Development Regulations 2015 (with deemed provisions requiring automatic inclusion into local planning schemes) the R-codes and its definitions now

form part of the Shire of Capel Town Planning Scheme No.7. This policy has been amended to explain the difference between an ancillary accommodation and an ancillary dwelling. Ancillary Accommodation may be considered in the Residential, Special Rural and Rural zones of the Shire of Capel and is intended to accommodate a family member of the occupier of the main dwelling whereas the Ancillary Dwelling is a permitted use in the Residential zone and Urban Development zone such as Dalyellup where the Residential Design Codes apply and is not limited to family members. This current policy requires compliance with Council's standard legal agreement where a caveat is to be lodged against the Certificate of title. It is recommended to replace this requirement with a Section 70A notification.

Policy 6.12 Visual Truncations

Where lots are created in a subdivision, street corners require to be truncated in accordance with the Western Australian Planning Commission's Liveable Neighbourhoods policy. As per Appendix 7 of the Shire of Capel Town Planning Scheme No. 7 the visual truncation relates to an area of land within the boundaries of a corner lot where a road intersects with another road (refer Appendix attached to this report). This Policy has been reviewed to update the measurements for visual truncations to align with the 2015 Residential Planning Codes where small residential lots are affected by the current Scheme requirement for a 15m visual truncation which is in excess of current standards and effects development potential. It is also recommended that the requirement for a 3m by 1.5m vehicle access truncation as depicted in Appendix 7 is relaxed to align with the 1.5m by 1.5m requirement of the Residential Design Codes.

Policies recommended to be revoked:

Policy 6.2 Clearance of Subdivision Conditions

This policy is not a relevant local planning policy under the Scheme for the reason that the Western Australian Planning Commission has control of Subdivision under the *Planning and Development Act 2005*. Local Government do not have control of subdivision through a Local Planning Scheme. The Shire of Capel is a statutory referral agency to the WAPC in the process of Subdivision, and provides advice and conditions to the WAPC and is involved in clearance of relevant subdivision conditions. For this reason it is recommended that the Shires policy be revoked and in its place provide subdividers with an information sheet relating to the Shires preferred practices.

Delegated Authority 207 to the Chief Executive Officer (97 from the CEO) relates to the Clearance of Subdivision. Although reference is made to 'Council Policies' in general terms under 'Matters to be considered in assessing applications' revoking the policy will not impact on the internal processes of Council.

Policy 6.7 Carports & Outbuildings

The majority of this current Policy is inconsistent with the Residential Design Codes. Future consideration will be given to a new Policy for 'Minor Structures', which will address the location, size, height and amenity issues associated with all minor structures and clearly differentiate between rural areas, and residential areas where the Residential Design Codes generally apply. This developed Policy will then be subject to further review in conjunction with the review of the Town Planning Scheme No. 7.

Policy 6.24 Fencing Guidelines

This Policy is recommended to be revoked as it is inconsistent with the draft Fencing Local Law which largely replaces this Policy.

Policy 6.25 Second Hand Dwellings

This Policy is recommended to be revoked as it is inconsistent with current Building legislation and unable to be enforced. Current Building legislation allows for the proper assessment of structures prior to relocation, request for certification prior to relocation, and 'making good' to the required standard. Internal procedures will be developed by the Building Manager to ensure that the necessary permits are requested and assessed, and that construction works are monitored to achieve compliance with the required standards and timeframes for remediation.

Policy 6.26 Earthworks

This Policy is recommended to be revoked as it is inconsistent with current Building legislation and incorrectly references criteria which are in direct conflict with the *Building Act* and *Building Regulations*. An Information Sheet will be developed by the Building Manager to outline the applicable thresholds for a Building Permit and to simplify both building and planning requirements for applicants.

Advertising requirements:

The procedure for amending or revoking planning policies may require formal advertising for submissions and/or publishing a notice in the newspaper as described in the deemed provisions outlined in the "Statutory Environment" section above. Council may make an amendment to a local planning policy without advertising the amendment if, in the opinion of the local government, the amendment is a minor amendment.

The recommended changes to Policies 6.3, 6.9 and 6.12 reflect legislative amendments since the previous policy review with no alterations to the strategic intent given the Shire of Capel Local Planning Strategy and Scheme review process has not been completed. Council is therefore requested to consider the amendments as minor amendments that will not require advertising.

This report recommends revocation of Policy 6.2 Clearance of Subdivision Conditions, Policy 6.7 Carports and Outbuildings, 6.24 Fencing Guidelines, Policy 6.25 Second Hand Dwellings and 6.26 Earthworks which if supported, will require a notice of revocation to be prepared by the Shire of Capel and published in a newspaper circulating in the Scheme area.

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATIONS – 14.2

That Council resolves to:

1. revoke the following policies:

- Policy 6.2 Clearance of Subdivision Conditions;
- Policy 6.7 Carports & Outbuildings;
- Policy 6.24 Fencing Guidelines;
- Policy 6.25 Second Hand Dwellings;
- Policy 6.26 Earthworks; and

2. adopt for advertising the following policies:

- Policy 6.3 Home Occupations;
- Policy 6.9 Ancillary Accommodation;
- Policy 6.12 Visual Truncations; and

3. endorse the following policies which remain unchanged:

- Policy 6.1 Car Parking Requirements for Light Industrial Land Uses;
- Policy 6.4 More Than One Dwelling on a Rural Lot;
- Policy 6.5 Subdivision of Rural Land;
- Policy 6.6 Land Use Strategy;
- Policy 6.8 Dalyellup Common Interest Area;
- Policy 6.10 Rural Tourist Accommodation;
- Policy 6.11 Road & Reserve Names;
- Policy 6.13 Capel Town site Strategy;
- Policy 6.14 Capel Town Public Open Space Strategy;
- Policy 6.15 Boyanup Town site Strategy;
- Policy 6.16 Boyanup Public Open Space Strategy;
- Policy 6.17 Urban Landscape Strategy;
- Policy 6.18 Capel Town site Transport Study;
- Policy 6.19 Highway Signage for Rural Tourism Activities & Services;
- Policy 6.20 Capel Town site District Water Management Strategy;
- Policy 6.21 Peppermint Grove Beach Land Use Strategy;
- Policy 6.22 Bed and Breakfast Accommodation;
- Policy 6.23 Boyanup Transport Infrastructure Study; and
- Policy 6.27 Peppermint Grove Terrace Detailed Area Plan.

15 CORPORATE SERVICES REPORTS

15.1 Local Law Review

Location:	Capel
Applicant:	Shire of Capel
File Reference:	LE.LL.1
Disclosure of Interest:	Nil
Date:	02.02.16
Author:	Governance Officer, A Handley
Senior Officer:	Executive Manager Corporate Services, S Stevenson
Attachments:	1 Report – Eight year Local Law Review 2 Draft Proposed Local Laws

MATTER FOR CONSIDERATION

Council to make the following proposed draft local laws –

- Bush Fire Brigades Amendment Local Law;
- Shire of Capel Cemeteries Local Law;
- Shire of Capel Fencing Local Law;
- Shire of Capel Parking and Parking Facilities Local Law;
- Shire of Capel Signs Repeal Local Law;
- Shire of Capel Standing Orders Local Law; and
- Shire of Capel Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law.

for the purpose of public advertising and commencement of the local law making process.

BACKGROUND / PROPOSAL

Background

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

Section 3.16(1) of the Act requires that a local government must, within a period of eight years after the adoption of a Local Law, conduct a review to ensure that it still retains currency. If after that process of review, a local law is found to require repeal, replacement or amendment, the process for doing so is the same as if that local law were first being made.

The following Shire of Capel Local Laws require review by the end of 2016:

- Bush Fire Brigades Local Law;
- Local Laws Relating to the Capel and Boyanup Cemeteries;
- Extractive Industries Local Law;
- Local Laws Relating to Fencing;
- Parking and Parking Facilities Local Law;
- Signs Local Law;
- Standing Orders Local Law; and
- Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law.

The need for comprehensive changes to the Extractive Industries Local Law has delayed its review. It will be considered in a separate assessment by the middle of 2016.

A six week period of public and local advertising is required locally and statewide stating that local laws are to be reviewed, and calling for submissions. In accordance with s3.16(2) and 3.16(2a) of the Act, this took place in mid-2015. No submissions were received from the public.

Officers however identified a number of required and desired changes, necessary to improve the relevance and currency of the local laws in question. Accordingly, seven draft proposed Local Laws and an explanatory Report are attached to this agenda item.

Proposal

Council to consider making the proposed draft Local Laws for the purpose of public advertising and the commencement of the law making process.

STATUTORY ENVIRONMENT

Local Government Act 1995

3.5 Legislative power of local governments

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

3.16 Periodic review of local laws

- (1) Within a period of 8 years from the day when a local law commenced or report of a review of the local law was accepted under this section, as the case required, a local government is to carry out a review of the local law to determine whether or not it considers that it should be repealed or amended.
- (3) After the last day for submissions, the local government is to consider any submissions made and cause a report of the review to be prepared and submitted to its council.
- (4) When the council has considered the report, the local government may determine* whether or not it considers that the local law should be repealed or amended.
*Absolute majority required

Local Government (Functions and General) Regulations 1996

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

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

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

POLICY IMPLICATIONS

Local Laws have been reviewed in tandem with the concurrent Policy review to ensure consistency.

FINANCIAL IMPLICATIONS

Budget

There will be an advertising cost associated with providing state wide and local notice of Council's intent to amend local laws. Funds are allocated in the budget for statutory advertising.

Long Term

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

Whole of Life

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

SUSTAINABILITY IMPLICATIONS

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

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

STRATEGIC IMPLICATIONS

The local law review is consistent with Strategic Objective 1 in the Shire of Capel Strategic Community Plan (2013 – 2031) – The Leadership Experience, to ensure open, transparent effective good governance and communication within the organisation and community. It is also consistent with Strategic Objective 2 in the Shire of Capel Strategic Community Plan (2013 – 2031) – The Community Experience, to provide facilities and services which recognise the diverse needs of the community and strive to make the Shire a safe place to live, work and visit.

CONSULTATION

In accordance with the requirements of the Act, statewide and local public notice was given stating that Council was proposing to review local laws, specifying where copies could be obtained and stating the time period during which submissions would be received.

Copies of the notice were also placed on the shire website, noticeboards at offices and libraries and in community newspapers.

Hard copies of the local laws were available to inspect at the office and libraries, and electronically on the shire website.

There was consultation between officers throughout the review process, and during the drafting process for proposed amendments. Bush Fire Brigade members were also given the opportunity to comment on the Bush Fire Brigades Local Law. The Executive Management Team reviewed both the proposed draft local laws and the explanatory report.

COMMENT

The *Local Government Act 1995* (the Act) empowers Council to make local laws. These pieces of delegated legislation allow a local government to control and regulate activities within

district boundaries to ensure good governance over matters of municipal concern. Additional legislation such as the *Cat Act 2011*, *Dog Act 1976* and *Cemeteries Act 1986* provide specific powers to allow Council to regulate particular issues.

Section 3.16(1) of the Act requires that a local government must, within a period of eight years after the adoption of a Local Law, conduct a review to ensure that it still retains currency.

A six week period of public and local advertising is required locally and statewide stating that local laws are to be reviewed, and calling for submissions. In accordance with s3.16(2) and 3.16(2a) of the Act, this took place in mid-2015. No submissions were received from the public.

The aim of the review process was to determine whether each local law was still relevant, and reflected current legislation, standards, operational requirements, community expectations and best practice. At the end of the review, each local law was assessed as to whether it should be:

- retained unchanged;
- retained but amended;
- repealed; or
- repealed and replaced.

Officers identified a number of required and desired changes necessary to improve the relevance and currency of the local laws in question. Accordingly, seven draft proposed Local Laws and an explanatory Report are attached to this agenda item.

These changes are described in detail in Attachment 1, and a summary is provided below.

Local Law	In brief	Suggested action
Bush Fire Brigades	Minor changes required	Amend
Cemeteries	Major revision required	Repeal and make new law
Extractive Industries	Major revision required	Further review required
Fencing	Major revision required	Repeal and make new law
Parking & Parking Facilities	Major revision required	Repeal and make new law
Signs	Has no legislative backing	Repeal
Standing Orders	Major revision required	Repeal and make new law
Thoroughfares	Major revision required	Repeal and make new law

If after a process of review, a local law is found to require repeal, replacement or amendment, the process for doing so is the same as if that local law were first being made.

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

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

1. Presiding person is to give notice to the Council meeting of the purpose and effect of the proposed local laws in the prescribed manner;
2. State wide and local public notice to be given for a period of not less than 6 weeks inviting submissions on the proposed local law;
3. Copies of the proposed law and public notices sent to relevant Ministers;

4. Consideration of submissions, Council to make the local law if no significant changes result from submissions;
5. New local law published in the *Government Gazette*, supporting information sent to Joint Standing Committee on Delegated Legislation; and
6. Statewide notice provided that the local law has been made.

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

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

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

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

Purpose	Effect
Bush Fire Brigades Amendment Local Law	
To make provisions about the organisation, establishment, maintenance and equipment of bush fire brigades.	To align the existing local law with changes in the law and operational practice.
Shire of Capel Cemeteries Local Law	
To provide for the orderly management of the Capel, Boyanup and Carmelite Cemeteries in accordance with established plans and to create offences for inappropriate behaviour within the cemetery grounds.	All persons engaged in the administration of the cemeteries, burying deceased in the cemeteries, or otherwise providing services to or making use of the cemeteries, are to comply with the provisions of this Local Law.
Shire of Capel Fencing Local Law	
To prescribe a sufficient fence and the standard for the construction of fences throughout the district.	To establish the minimum requirements for fencing throughout the district.
Parking and Parking Facilities Local Law	
To constitute a parking region, enable the local government to regulate the parking of vehicles within the parking region and provide for the management and operation of parking facilities occupied by the local government.	A person parking a vehicle within the parking region is to comply with the provisions of this Local Law.
Signs Repeal Local Law	
To repeal the Shire of Capel Signs Local Law.	The Shire of Capel Signs Local Law is repealed.

Standing Orders Local Law	
To provide for the orderly conduct of the proceedings and business of the Council, and for the safe custody and use of the Council's common seal.	All Council meetings, committee meetings and other meetings as described in the Act, and the use of Council's common seal, shall be governed by these standing orders unless otherwise provided in the Act, regulations or other written laws.
Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law	
To amend, extend and update certain provisions within the Shire of Capel Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law.	Some activities are prohibited and some activities are permitted only under permit on thoroughfares and public places. The local law also enables the local government to alter house numbers and require fences to be erected in certain circumstances.

The Western Australian Local Government Association (WALGA) provides assistance to local governments in the implementation of local laws by creating 'model' local laws. These model local laws provide a starting point from which to develop local laws suitable for an individual locality and are used widely throughout the state.

An examination of recent local laws made by contemporary regional local governments showed that all recently made local laws have been based on WALGA models, with minor changes inserted that reflect particular local issues. This process has also been followed with the proposed draft local laws attached to this report.

The attached proposed local laws have been developed from WALGA models without substantial deviation. This means that in accordance with the *National Competition Local Law Review Guidelines* Council is not required to assess the laws against National Competition Policy guidelines.

VOTING REQUIREMENTS

Absolute majority

OFFICER'S RECOMMENDATIONS – 15.1

That Council:

1. **Makes the proposed laws as listed below and as detailed in Attachment 1 for the purposes of public advertising:**
 - **Bush Fire Brigades Amendment Local Law;**
 - **Shire of Capel Cemeteries Local Law;**
 - **Shire of Capel Fencing Local Law;**
 - **Shire of Capel Parking and Parking Facilities Local Law;**
 - **Shire of Capel Signs Repeal Local Law;**
 - **Shire of Capel Standing Orders Local Law; and**
 - **Shire of Capel Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law;**
2. **Advertises the proposed laws in accordance with section 3.12(3)(a) of the *Local Government Act 1995*;**
3. **Forwards copies of the proposed laws to the relevant Ministers in accordance with s 3.12(3)(b) of the *Local Government Act 1995*; and**
4. **Requests the Chief Executive Officer prepare a further report at the conclusion of the public advertising period to enable Council to further consider any submissions made.**

15.2 Boyanup and Districts Farmers Market Inc – Agreement Renewal – Shelter

Location:	Boyanup
Applicant:	Shire of Capel
File Reference:	LI.LD.12
Disclosure of Interest:	Nil
Date:	08.02.16
Author:	Governance Officer, A Handley
Senior Officer:	Executive Manager Corporate Services, S Stevenson
Attachments:	1. Previous Minutes 2. Draft "Agreement to Use"

MATTER FOR CONSIDERATION

Renewal of the Agreement between the Shire of Capel and the Boyanup and Districts Farmers Market Inc (BDFM) for a shade and shelter structure erected on Lot 40 Thomas Street, Boyanup, being the location of the monthly Farmer's Market.

BACKGROUND / PROPOSAL

Background

In 2011 Council resolved (OC11.03, 10.11.10 and OC0307, 09.03.11 – Attachment 1) that the Boyanup and Districts Farmers Market Inc were permitted to erect a shade/shelter structure on Lot 40, Thomas Street, Boyanup. The purpose of the structure was to provide shade in summer and shelter in winter for patrons of the Farmers Market.

A five year 'Agreement to Use' was drawn up that ran from 1 June 2011 to 31 May 2016. This is now due for renewal.

Proposal

Council approve a new 'Agreement to Use' for a period of two years with the option of three further one year terms.

STATUTORY ENVIRONMENT

Local Government Act 1995

3.58 Disposing of property

(1) In this section —

dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not;
property includes the whole or any part of the interest of a local government in property, but does not include money.

(5) This section does not apply to —

- (a) a disposition of an interest in land under the *Land Administration Act 1997* section 189 or 190; or
- (b) a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or
- (c) anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or
- (d) any other disposition that is excluded by regulations from the application of this section.

Local Government (Functions and General) Regulations 1996

30. Dispositions of property excluded from Act s. 3.58

- (1) A disposition that is described in this regulation as an exempt disposition is excluded from the application of section 3.58 of the Act.
- (2) A disposition of land is an exempt disposition if —
 - (a) the land is disposed of to an owner of adjoining land (in this paragraph called the transferee) and —
 - (i) its market value is less than \$5 000; and
 - (ii) the local government does not consider that ownership of the land would be of significant benefit to anyone other than the transferee;
 - or
 - (b) the land is disposed of to a body, whether incorporated or not —
 - (i) the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and
 - (ii) the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions;

POLICY IMPLICATIONS

There are no policy implications relevant to this matter.

FINANCIAL IMPLICATIONS

Budget

The BDFM Inc is invoiced annually for a portion of the insurance fee covering the structure.

Long Term

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

Whole of Life

As there are no assets being created that are owned by Council, there are no whole of life financial implications associated with this matter.

SUSTAINABILITY IMPLICATIONS

The market activities at the Memorial Park serve to create a community meeting and interaction space which has obvious social and financial benefits to both the Boyanup residents, local businesses and residents of the region.

The market activities provide opportunities for regional employment and contribute to the economic viability of local and regional businesses.

STRATEGIC IMPLICATIONS

The renewal of the Agreement with the Boyanup and District Farmers Market Inc is consistent with Strategic Direction 2 of the Shire of Capel Strategic Community Plan – The Community Experience. In particular, Items 2.1 – Provide social, recreational and cultural opportunities for our communities and 2.2 – Encourage community engagement and participation.

CONSULTATION

The Manager of the Farmers Market has indicated that the BDFM Inc wish to renew the Agreement with Council. Internal consultation with officers has not revealed any objection to renewal, or any history of structural or other problems with the construction.

COMMENT

There were concerns when construction of the shade structure was first proposed that included visual obstruction, potential loss of parking spaces, possible limitations on future development of the adjacent bowling greens and drainage issues.

There is no record of any complaint on any issue concerning the structure since construction.

The current agreement requires the BDFM Inc to:

- Remove the structure and all footings if requested to do so by Council (in accordance with Boyanup Memorial Park Master Plan;
- Relocate the structure if required;
- Make good the area if the structure is removed or relocated;
- Ensure the structure is in good repair and well maintained at all times;
- Ensure the structure is appropriately insured;
- Allow the community to use the structure; and
- Make no alterations or additions without first obtaining approval.

Inclusion of these obligations in the attached draft renewal agreement provide Council with the flexibility to manage future requirements emerging from population changes, the needs of sporting and other community groups, the Boyanup Memorial Park Master Plan and the Boyanup Townsite Strategy.

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATIONS – 15.2

That Council approve the renewal of the Agreement between the Shire of Capel and the Boyanup & Districts Farmers Market Inc for a shade structure erected on Lot 40 Thomas Street, Boyanup, being the location of the monthly Farmer's Market, for a period of two (2) years with the option of three (3) further one (1) year extensions.

15.3 Mid Year Budget Review

Location:	Capel
Applicant:	Shire of Capel
File Reference:	N/A
Disclosure of Interest:	Nil
Date:	10.02.16
Author:	Executive Manager Corporate Services, S Stevenson
Senior Officer:	Chief Executive Officer, P Sheedy
Attachments:	Financial Statement Variance Report (see pages 26 to 43 of the Monthly Financial Report to 31 January 2016 – Item 15.6

MATTER FOR CONSIDERATION

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

BACKGROUND / PROPOSAL

Background

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

Proposal

A Mid Year Budget Review has been conducted with staff reviewing actual expenditure at 31 January 2016, compared to the budget for the year and assessing whether the remaining budget for the year needs to be amended. This review has resulted in forecasts for the end of the financial year being prepared and the monthly financial statements being updated with these forecasts.

Council needs to consider and adopt the Budget Review as presented in the Financial Statement Variance Reports, Monthly Financial Report for January 2016, and Capital Works Program for the period 1 July 2015 to 31 January 2016.

STATUTORY ENVIRONMENT

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

33A Review of Budget

- (1) Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.
- (2) The review of an annual budget for a financial year must –
 - (a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
 - (b) consider the local government's financial position as at the date of the review; and
 - (c) review the outcomes for the end of that financial year that are forecast in the budget.
- (2A) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the Council.
- (3) A Council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.

- (4) Within 30 days after a Council has made a determination, a copy of the review and determination is to be provided to the Department.

* Absolute majority

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Budget

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

Long Term

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

Whole of Life

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

SUSTAINABILITY IMPLICATIONS

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

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

STRATEGIC IMPLICATIONS

The Budget Review has been developed based on existing strategic planning documents adopted by Council. The Strategic Community Plan 2013 to 2031 includes the following strategic objectives which have relevance:

- Provide efficient and effective financial management to ensure the long term financial sustainability of the organisation.
- Ensure the effective management of Council's resources.

CONSULTATION

The budget review was conducted with the assistance and input of Finance staff and Executive Managers who determined expenditure needs and revenue expectations for the remainder of the financial year based upon actual performance compared against budget.

COMMENT

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

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

The results of the Mid Year Budget Review are included within the format of the monthly financial report for January 2016. The report provided to Council shows forward estimates for each general ledger account, which are included in the column "Forecast EOY Balance". This can be compared against the original "Annual Budget" and "Amended Budget" columns, with variance percentages highlighted in the "Variances Budget to Actual YTD %" column. Variances of greater than 10% have been highlighted and comments provided by the relevant Manager or Officer in the "Variances Explanation" column.

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

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

Adjusted Budgets and Forecasts

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

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

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

General Purpose Funding

The End of Year Forecast Budget for General Purpose Funding income is \$10,854,487 which is \$41,938 or 0.4% more than the Budget for General Purpose Funding income of \$10,812,549.

- The primary reason for the forecast total General Purpose Funding being more than the budget is due to an additional \$24,566 of back rates levied on the Dalyellup District Centre

and additional general rates of \$17,094. The forecast total rate income of \$9,723,561 remains in line with the budget estimate.

- Interest on investments is expected to be in line with budget at \$321,860.
- The End of Year Forecast Budget for General Purpose Funding expenditure is at budget of \$418,246.

Governance

The End of Year Forecast Budget for Governance income is \$84,349 which is \$42,525 or 102% higher than the amended Budget for Governance income of \$41,824.

- Reimbursements Income is forecast to be \$43,880 higher than budgeted. The main elements are workers compensation insurance rebate of \$32,037 due to the final reconciliation of HACC wages and a \$912 LGIS Good Driver rebate.
- This has been offset with a reduction in forecast income from Fees and Charges of \$1,355.

The End of Year Forecast Budget for Governance expenditure is \$736,804 which is \$145,586 or 25% higher than the Budget for Governance expenditure of \$591,218.

- Donations are forecast over budget by \$5,000. This is due to payment to the Lord Mayor's Distress Relief Fund and WA Farmers' Federation Waroona/Harvey Fires Appeal of \$2,500 each as endorsed by Council.
- Annual audit fees will be above budget by \$4,680 due to an additional site visit.
- Consultant's Fees will be above budget by \$35,000 due to the requirement for additional external asset revaluation. This was a recommendation from the 2014/15 auditor's report.
- As a result of asset revaluation in the 2014/15 financial year, depreciation is forecast to be \$124,807 higher than budget.
- Insurance costs are above budget by \$1,816 with the workers compensation allocation above budget.

By way of offset to the cost increases above, there have been a number of cost reductions:

- Human Resources salary costs are below budget by an amount of \$10,961 due to staff leave.
- Council election expenses are \$5,254 below budget.
- Refreshment and reception expenses are below budget by \$2,218.
- Resource sharing and Regional Partnerships expenditure is forecast to be \$4,000 below budget. This is due to the Regional Waste Study cost being reduced.
- Reimbursement will be \$1,000 lower than budgeted as relocation expenses are not expected to be incurred at the budgeted level.
- Gratuities are also expected to be \$1,000 lower than budget.

Capital costs associated with the Shire administration budget will be \$64,699 higher than budget due to a number of variations in the project including Reception and photocopier room modifications.

Law, Order & Public Safety

The End of Year Forecast Budget for Law, Order & Public Safety income is \$444,318 which is \$46,244 lower than the Budget for Law, Order & Public Safety income of \$490,562.

- Budget for 2015/16 assumed \$65,000 of Community Emergency Services Manager (CESM) income as reimbursement for employee costs. This variance should be a permanent variance as it is unlikely this employee will be hired through this channel. The overall increase in this account will be as \$63,267 as there has been a slight offset in other income.
- Cat and dog registration fees have generated \$12,880 and \$2,146 of additional income respectively due to higher than budgeted registrations. This has partly offset the reduction in CESM.
- Other fees and charges are forecast to be \$1,493 higher than budget.

The End of Year Forecast Budget for Law, Order & Public Safety expenditure is \$864,295 which is \$8,585 or 1% higher than the Budget for Law, Order & Public Safety expenditure of \$855,710.

- Maintenance of Bush Fire Brigade (BFB) vehicles will be \$5,570 higher than budget due to major servicing.
- Purchases of BFB plant and equipment will be \$12,785 higher than budget due to the purchase of defibrillators and vehicle chargers.
- Depreciation for fire prevention will be \$8,842 higher than budget.
- The salary expenditure for Fire Prevention is forecast to be \$13,706 or 27% below budget due to the CESM position being vacant. This has been offset with additional Community Services Administration and Rangers hours over the fire season.
- Maintenance of BFB plant and equipment will be \$3,577 below budget.
- Fire Control expenses are \$8,942 lower than budget at \$10,220 for the year. This is due to the clearing of Council reserves being under budget.
- Community Safety and crime prevention is \$9,987 over budget due to the installation of CCTV equipment which should have been identified as a carried forward project from 2014/15 and has been unbudgeted expenditure for 2015/16.

Capital expenditure within Animal Control is \$23,000 higher than budget. This is due to additional planning and building requirements needed to allow the relocation and building of the dog pound.

Health

The End of Year Forecast Budget for Health income is \$78,467, which is \$70,332 lower than the Budget for Health income of \$148,799.

- Mosquito Control projected income is \$70,073 lower than budget. This is as a result of the level of carry forward in the CLAG reserve. The deficit will be funded from the CLAG reserve in 2015/16.

The End of Year Forecast Budget for Health expenditure is \$556,483, which is only a marginal increase of \$628 on the Budget for Health expenditure of \$555,855.

Education and Welfare

The End of Year Forecast Budget for Education & Welfare income is \$36,303 which is \$10,554 higher than the Budget for Education & Welfare income of \$25,749.

- \$7,104 of the increase in income is as a result of funding from the Lighthouse Grants Program to widen the administration office door between reception and the back office to facilitate wheelchair access.
- Youth Grants income will also increase by \$3,000 due to grants from Bendigo Bank and Satterley Property Group.

The End of Year Forecast Budget for Education & Welfare expenditure is \$325,634, which is \$184,568 or 36% lower than the Budget for Education & Welfare of \$510,202.

- The primary variance is an adjustment in leave entitlement relating to HACC employees. A budgeted amount of \$193,000 was shown as operating expense for 2015/16. An actual amount of \$183,394 has been paid directly from the employees leave reserve.

Community Amenities

The End of Year Forecast Budget for Community Amenities income is \$2,462,409, which is \$53,922 higher than the Budget for Community Amenities income of \$2,408,487.

- Grants and Contributions income is \$48,000 higher than budget at \$123,000 due to an increased DER grant for 360L recycling bins. There is a corresponding increase in Sanitation (household refuse) capital expenditure.
- The refuse site levy is also forecast to be \$3,720 higher than budgeted income at \$493,000.

The End of Year Forecast Budget for Community Amenities expenditure is \$3,671,702 which is \$171,807 or 4.5% less than the Budget for Community Amenities expenditure of \$3,843,509.

- Refuse collection costs are forecast to be \$41,227 below budget due to reduced contractor costs. It is projected to be at \$850,000 which is 5% below budget of \$891,227.
- Capel rubbish site rehabilitation is \$97,110 under budget at \$47,000. This is due to a new proposal being required for the Landfill Gas Monitoring Assessment. These funds will be deferred and carried forward into 2016/17.
- Capel transfer station costs are \$31,073 over budget due to increased staffing presence and change in routines. Costs are projected to be \$398,000 which is 8% over the budget of \$366,927.
- Boyanup rubbish site rehabilitation costs are over budget by \$11,600 which relates to onsite mulching costs.
- Rubbish disposal costs are forecast to be \$44,265 below budget due to reduced contractor costs. It is projected to be at \$250,000 which is 15% below budget of \$294,265.
- Legal expenses are forecast to be \$16,000 over the budget of \$10,000 at \$26,000. This is due to legal costs associated with 4 State Administrative Tribunal (SAT) appeals.
- Town Planning Plans and Reviews costs will be \$71,226 under the budget of \$91,226 at \$20,000. This is a result of reduced scope. The forecast allows for various TPS Plans and studies and Boyanup Fettle's Park Study. Both studies are funded from the TPS reserve.

- Community grants expenditure will be \$3,330 over the budget of \$25,000 at \$28,330 due to Council's decision at its November meeting to fund grants over the budget allocation.

Recreation and Culture

The End of Year Forecast Budget for Recreation & Culture income is \$1,187,678 which is \$6,129 less than the Budget for Recreation & Culture income of \$1,193,807.

- Capel Community Centre – forecast for reduced hire income due to previous users not returning. Projected income of \$200 compared to a budget of \$4,500 which is a 96% reduction.
- Boyanup Hugh Kilpatrick Hall - forecast for reduced hire income due to reduced usage. Projected income of \$2,000 compared to a budget of \$4,096 which is a 51% reduction.
- Dalyellup Community Centre Hire - forecast for reduced hire income due to the introduction of annual fee. There are many organisations now under the umbrella of the Dalyellup Beach Community Association. Projected income of \$33,211 compared to a budget of \$37,211 which is a 11% reduction.
- Gelorup Community Centre - forecast for reduced hire. Projected income of \$10,000 compared to a budget of \$13,333 which is a 25% reduction.
- There has been additional grants and contributions income of \$51,545 which relates to developer contributions for Capel residential lots. This was unbudgeted and has been transferred to the Capel Community Facilities Reserve.
- Specified Area rates for Dalyellup parks and gardens are projected to be \$590,000 which is \$6,448 above the budget of \$583,552.
- Capital grants and contributions have reduced by \$52,337 from a budget of \$384,689 to a forecast of \$264,689. A \$120,000 budgeted grant towards the Capel Civic Precinct toilets has been removed but has been partially offset with a \$50,000 WALGA Disability Services Commission Community Infrastructure grant for accessible playground equipment and a \$17,663 Tourism WA grant for the Capel Civic Precinct dump point.

The End of Year Forecast Budget for Recreation & Culture expenditure is \$4,420,232, which is \$21,970 or 0.4% less than the Budget for Recreation & Culture expenditure of \$4,398,262.

- Expenditure on Boyanup public parks, gardens and reserves has reduced by \$12,244 from a budgeted amount of \$62,244 to a forecast of \$50,000. This is a result of reduced vandalism.
- Expenditure on Peppermint Grove Beach (PGB) parks, gardens and reserves has reduced by \$5,292 from a budgeted amount of \$25,292 to a forecast of \$20,000. This is a 57% reduction.

Transport

The End of Year Forecast Budget for Transport income is \$3,646,503 which is \$323,674 or 10% more than the Budget for Transport income of \$3,322,829.

- Additional grants of \$138,000 and \$69,000 have been received from Commonwealth Funds and State Funds respectively. This has allowed bridge work to be carried out on Dardanup West Road at Preston River.
- Additional grants of \$56,000 and \$28,000 have been received from Commonwealth Funds and State Funds respectively. This has allowed bridge work to be carried out on Mallokup Road at Capel River.

- The roadworks contributions account has a forecast of \$33,874 which is \$32,674 more than the budgeted amount. This is due to insurance reimbursement for damage to Jamieson Bridge.

The End of Year Forecast Budget for Transport expenditure is \$7,803,100, which is \$1,594,971 or 26% more than the amended Budget for Transport expenditure of \$6,207,129.

- As a result of additional subdivision infrastructure taken on in the 2014/15 financial year, depreciation is forecast to be \$4,015,122 which is \$1,393,762 more than the budget of \$2,621,360.
- Depot maintenance costs are forecast to be \$31,073 or 1.7% under budget. This is offset by the transfer station operation cost increase.
- Consultants' costs are forecast to be \$40,230 under budget at \$145,000. This compares to the budget of \$185,230. \$40,000 of the saving in this year will be used to fund consultants to assess the contamination at the Capel Recreation Ground which will appear as an unbudgeted item in account 126520.
- An additional \$207,000 has been spent on Dardanup West Road Bridge at Preston River.
- An additional \$84,000 has been spent on Mallokup Road Bridge at Capel River.

Economic Services

The End of Year Forecast Budget for Economic Services income is \$421,080 which is \$9,961 or 2% more than the Budget for Economic Services income of \$411,119. This is made up of a few minor sundry variances.

The End of Year Forecast Budget for Economic Services expenditure is \$1,127,885, which is \$48,332 or 4% more than the Budget for Economic Services expenditure of \$1,079,553.

- \$16,909 of the variance relates to increased accrual for leave liability.
- Loan interest is projected to be \$71,177 which is \$46,765 more than the budget of \$24,412. This is partly due to the early draw down of loan 89 which relates to the Capel Civic Precinct project. The variance of \$46,765 is made up of a WATC loan fee of \$13,693 and \$33,072 of interest.

Other Property and Services

The End of Year Forecast Budget for Other Property & Services income is \$150,276, which is \$1,925 or 1% less than the Budget for Other Property & Services income of \$152,201.

- Workers Compensation wages reimbursed to Council is forecast to be \$33,770 compared to the budget of \$1,000. This is associated with insurance claims through LGIS insurance. A corresponding increase in Workers Compensation payments has occurred in GL#146120.
- TPS3 income has increased \$38,800 from budget of \$31,200 to a forecast of \$70,000 as a result of a developer contribution.
- Profit on sale of Light Industrial Area (LIA) assets has been reduced to zero from budgeted proceeds of \$66,558.

The End of Year Forecast Budget for Other Property & Services expenditure is \$231,135, which is \$108,994 or 89% more than the Budget for Other Property & Services expenditure of \$122,141.

- Depreciation allocated to works has increased by \$120,419 from a budget of \$302,252 to a current forecast of \$422,671.
- Insurance costs allocated for public works are forecast to be \$34,487 or 34% below the budgeted amount of \$52,081 for the year.
- Fuel and oil expenditure for plant operation is down \$16,779 from a budgeted allocation of \$216,779 to a forecast of \$112,756.

Capital Works Program

The End of Year Forecast Budget for Capital Works expenditure is \$8,814,492, which is \$199,369 or 2.2% less than the Budget for Capital Works expenditure of \$9,013,861.

- The Capital Works Program has a small variation between the total forecast and total budgeted expenditure. There are some higher percentage variations at the individual asset expenditure level. Most of the major projects continue to remain in line with or close to the original budget, except where noted in this report or previously approved by Council.
- Road works program – The Total Roads work program shows a forecast increase of \$143,855 below the budgeted amount of \$1,618,408. There are a number of variances within this area.
 - Gravel resheets:
 - Joshua Creek Road. This has been completed at a cost of \$41,247 which is \$43,803 under the budget of \$85,050.
 - Ken Bells Road. This has been completed at a cost of \$13,066 which is \$12,134 under the budget of \$25,200.
 - Road Widening:
 - Boundary Road. This is forecast to be completed at a cost of \$167,000 which is \$37,000 over the budget of \$130,000. This is due to an increase in the contract price plus the reallocation of drainage costs.
 - Mallokup Road. This has been completed at a cost of \$127,610 which is \$30,860 over the budget of \$96,750. The project is now complete.
 - Elgin Road. This is forecast to be completed at a cost of \$374,000 which is \$36,562 under the budget of \$410,562.
 - Stirling Street road widening has a budget allocation of \$82,500. This will no longer be carried out in 2015/16 but will be carried forward in surplus until 2016/17. The proposed allocation will increase to \$250,000 in 2016/17.
 - Asphalt:
 - These projects will be below budget by \$40,639 at a total level. Kookaburra Way is forecast to be \$29,617 under budget at \$36,133 while Connel Court is forecast to be \$5,918 under budget at \$24,082. Rosemore Way is forecast to be \$3,670 under budget at \$5,930.

Budgeted roads grant funding totalled \$950,399. This was made up of \$84,000 from main Roads WA, \$119,900 as a direct grant and Roads to Recovery (RTR) grants of \$746,489. The forecast has been retained as budget.

- There was \$67,000 of emergency expenditure to drainage at Jamieson Road which was unbudgeted.
- The dual use path program is projected to be \$28,575 over the budget of \$385,000 at \$414,075. There are a few offsetting variances within the program.

- \$44,388 of expenditure for PGB lookout is forecast for 2015/16. This was unbudgeted expenditure as a result of not being identified as a project to be carried over from 2014/15.
- Thomas Street (Boyanup) works were completed in 2014/15 and therefore the \$17,000 of funds allocated are not required for 2015/16.
- Path Re-instatements are \$5,000 over the budget of \$15,000 at \$20,000 due to repairs to paths damaged by developers.
- Other Infrastructure is projected to have below budget expenditure of \$229,125. Expenditure of \$2,963,673 is forecast versus a budget of \$3,192,798. The main variances are below:
 - The playground replacement program is forecast to be \$10,000 under budget due to reduced scope of works.
 - The capital cost for the Capel Public Toilets of \$120,000 has been removed from 2015/16.
 - Tuart Forest Primary School Facilities will be \$156,000 underspent in the year as this will be carried forward into 2016/17.
 - Capel Civic Precinct (Stage 1 & 2 combined) is forecast to be over the budget of \$2,000,000 by \$62,815.
- Administration building refurbishment is projected to be \$64,699 above the budgeted provision of \$631,301 for the 2015/16 financial year. This is due to sundry variations relating to Reception modifications, the photocopy room ventilation, air conditioning modifications and commissioning costs.
- Budgeted sale proceeds of \$236,000 relating to the sale of LIA land have been removed from the forecast. This is unlikely to occur in 2015/16. The Capel LIA land reserve has been adjusted accordingly.
- The cost to relocate and build the Capel Dog Pound was \$23,000 over the \$40,000 budget due to planning and building requirements.
- Furniture and Equipment Capital Purchases are \$577 over budget at a total level at \$152,316.

Salaries & Wages

Total budgeted "Salaries and Wages" was \$5,549,488; the forecast has been reduced to \$5,526,782. This is a reduction in expenditure of \$22,706 or 0.4%. The current reduction in the forecast salaries expenditure is a result of not employing a Community Emergency Services Manager. The current changes due to the Organisational Structure Review have not been incorporated into the current forecast figures. When the review changes have been finalised the salary forecast for individual accounts will be adjusted and reported on. The changes are expected to have a cost neutral effect on total Salaries and Wages.

"Employee Costs" as summarised in the Statement of Comprehensive Income by Nature & Type. "Employee Costs" consist of all expenditure related to the employment of staff and include salaries and wages, superannuation, leave provisions, staff allowances and benefits, workers compensation insurance, training and professional development, Fringe Benefits Tax, and uniforms. The total budgeted employee costs were \$6,728,266, while the forecast expenditure is \$6,696,024. A more detailed forecast will be made on salaries and superannuation on the finalisation of the Organisational Structure Review. The year to date leave liability expense is \$30,795 or 5.9% below the forecast year end budget amount.

Ongoing changes to the use of Shire vehicles by employees are expected to see a reduction in fringe benefits taxation expenditure. The timing of the FBT year means the effects will not be reflected in the accounts until 2015/16.

The leave liability provision is forecast to increase by \$58,181 from a budgeted closing balance of \$589,298 to a forecast balance of \$647,480. The last calculation was made at the end of December 2015. The forecast leave liability expenditure has not been adjusted. A recalculation of the expected provision will be completed in March 2016.

Interest Earnings

The year end forecast for interest revenue is \$394,771 which is above the budgeted amount of \$379,519. The reason for the increase has been the early drawdown of loan 89 which has added to the cash available to invest in term deposits. The actual interest earned in 2014/15 was \$463,818 and the 2015/16 forecast interest is \$394,771 with this reduction due to investment interest rates remaining low and as term deposits mature they are being invested at a lower rate. The average interest rate on municipal funds for December 2014 was 3.24% compared to the December 2015 rate of 2.58%.

Transfers to and from Reserves

The forecast for transfers to and from reserves shows a net transfer from reserves of \$1,899,466 this compares to the net budget transfer from reserves of \$2,244,199. The forecast to and from transfers for reserves should reflect the forecast changes to operating and capital income and expenditure. The major transfer changes in budget compared to forecast reserves are:

- Light Industrial Area Land Reserve \$236,000 reduction in transfer to this reserve because there is not expected to be a sale of a light industrial area block this financial year. There has been a corresponding reduction in sale income forecast.
- Waste Management Reserve \$125,437 net increase in transfer to reserve. Above budget income of \$48,000 grant funding for the 3 bin project and a reduction of 2015/16 rehabilitation costs to be carried over.
- Plant Reserve has a net increase in transfer to reserve of \$44,291 above the budgeted amount due to an increase in the depreciation of plant. The increase in depreciation has been due to a reduction in the future expected trade in values of some major plant.
- Building Reserve has an increase in the transfer from reserve of \$24,699 due to administration building costs.
- Employee Leave Reserve has a decrease in transfer from reserve of \$337,311 although this may change with movement of leave entitlements.
- Dalyellup Community Facilities Reserve has a reduction in transfer from reserve of \$156,000 due to a forecast reduction in 2015/16 capital expenditure on East Dalyellup Sports Pavilion. Expenditure to be carried forward to 2016/17.
- Infrastructure Asset Preservation Reserve has a reduction in transfer from reserve of \$82,500 due to a carryover of Stirling Street capital works to 2016/17.
- Town Planning Scheme Reserve has a reduction in transfer from reserve of \$61,226 due to a reduction of forecast expenditure on plans and reviews.
- Geographe Mosquito Management Group Reserve has a net increase in transfer from reserve of \$63,969 due to a reduction in the amount of Health Department funding to the program.

- Capel Community Facilities Reserve has a forecast increase of \$51,545 above budget due to developer contributions.
- Town Planning Scheme No. 3 Reserve has a decrease in the forecast transfer to reserve due to the budget including the funds from the light industrial area land sale.

The budget adopted in August 2015 was based on a brought forward surplus of \$293,000 and a carried forward surplus of \$21,756. The actual 2014/15 carried forward surplus is an amount of \$441,947 with the Mid Year Budget Review showing a 2015/16 year end surplus of \$137,838.

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

VOTING REQUIREMENTS

Absolute majority

OFFICER'S RECOMMENDATION – 15.3
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That Council adopts the Mid Year Budget Review of actual financial performance compared to the 2015/16 Budget and the anticipated end of year financial result.

15.4 Accounts Due and Submitted for Authorisation

Location:	Capel
Applicant:	Shire of Capel
File Reference:	N/A
Disclosure of Interest:	Nil
Date:	24.02.16
Author:	Finance & Accounts Payable Officer, S Searle
Senior Officer:	Executive Manager Corporate Services, S Stevenson
Attachments:	Nil

MATTER FOR CONSIDERATION

Adoption of accounts to be paid.

BACKGROUND / PROPOSAL**Background**

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

Proposal

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

STATUTORY ENVIRONMENT

Local Government Act 1995, section 6.10

6.10. Financial management regulations

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

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

13. List of accounts

- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared-
 - (a) the payee's name;
 - (b) the amount of the payment;
 - (c) the date of the payment; and
 - (d) sufficient information to identify the transactions.

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

POLICY IMPLICATIONS

There are no current policies relevant to this matter.

FINANCIAL IMPLICATIONS**Budget**

Payment from Council's Municipal Fund.

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

Long Term

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

Whole of Life

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

SUSTAINABILITY IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

COMMENT

Accounts due and submitted for authorisation are as follows:

EFT20898	24/02/2016	AMITY SIGNS	TERMITE INSPECTION ALUMINIUM PLATES AND STREETBLADE GAVINS ROAD	332.75
EFT20899	24/02/2016	ADVANCED SECURITY PERSONNEL	SECURITY GUARDS FOR MOVIE AT THE CAPEL OVAL	422.40
EFT20900	24/02/2016	SANDRO AGRIZZI FARM MACHINERY PTY LTD	REPLACE BROOM BUSHES	1067.00
EFT20901	24/02/2016	BUNBURY MOWER SERVICE	SUPPLY AND FIT TYRES ON HONDA BUFFALO, COMBI HEDGE ATTACHMENT AND REPAIR TO STIHL CHAINSAW	867.55
EFT20902	24/02/2016	BUNBURY TYREPOWER	SUPPLY AND FIT TYRE TO TRAILER	99.00
EFT20903	24/02/2016	BUSSELTON TOYOTA	47CP SERVICE 10,000 KMS	253.10

EFT20904	24/02/2016	BOYANUP FOUNDATION INC	BOYANUP FOUNDATION INC. PICNIC TABLES PROJECT	1655.50
EFT20905	24/02/2016	BUNNINGS BUILDING SUPPLIES PTY LTD	BOSCH BLUE BATTERIES 6 AMP, SOCKET SETS, 5KG RAPID SET MORTAR, JARRAH PUTTY, FORMWORK SHEETS AND HINGES FOR CUPBOARDS	504.34
EFT20906	24/02/2016	BP AUSTRALIA	DISTILLATE JAN	8224.44
EFT20907	24/02/2016	STAPLES AUSTRALIA PTY LTD	2015/16 STATIONERY	639.13
EFT20908	24/02/2016	CJD EQUIPMENT PTY LTD	SERVICE, REPAIRS AND HYDRAULIC OIL FOR VOLVO	1948.84
EFT20909	24/02/2016	DISCOUNT AUTO PARTS	2 X 4 LITRES ENGINE OIL	107.90
EFT20910	24/02/2016	DATA #3	GFI ARCHIVER FOR EXCHANGE 67 MAILBOXES SMA RENEWAL FOR 1 YEAR AND ANNUAL OFFICE 365 SUBSCRIPTION RENEWAL	986.79
EFT20911	24/02/2016	FENNESSY'S	66,000KM SERVICE OF CAPTIVA 80CP AND 75,000 SERVICE ON COLARADO 46CP	833.01
EFT20912	24/02/2016	HARVEY NORMAN AV/IT SUPERSTORE BUNBURY	OSH : IPAD AIR 2	798.00
EFT20913	24/02/2016	HANSON CONSTRUCTION MATERIALS PTY LTD	11.88 TONNE 7 GRADED STONE	539.06
EFT20914	24/02/2016	SOUTHERN HYDRAULIC SERVICES	PURCHASE AND PLUMB-UP OF METER TO WATER TANK	483.82
EFT20915	24/02/2016	SMALL BUSINESS CENTRE	CONTRIBUTION	6600.00
EFT20916	24/02/2016	MJB INDUSTRIES	UNIVERSAL SURROUND AND UNIVERSAL INSERT PAYNE ST	411.02
EFT20917	24/02/2016	PROTECTOR ALSAFE	2 X PAIRS OF FIREFIGHTING BOOTS	397.90
EFT20918	24/02/2016	FULTON HOGAN INDUSTRIES PTY LTD	ASPHALT RESEAL VARIOUS ROADS	111389.96
EFT20919	24/02/2016	PRESTIGE PRODUCTS-BUSSELTON	2 ROLLS CHUX, HAND TOWELS, BLEACH	179.96
EFT20920	24/02/2016	PROTECTOR FIRE SERVICES	SUPPLY OF WATER FIRE EXTINGUISHER AND INSTALLATION TO AGRIZZI SLASHER	407.39
EFT20921	24/02/2016	RTW STEEL FABRICATION	WATER TANK - WELDING & REFITTING NOZZLES & PARTS	2156.00
EFT20922	24/02/2016	RADIOWEST BROADCASTER PTY LTD	MOSQUITO AWARENESS CAMPAIGN	1100.00
EFT20923	24/02/2016	SOUTHERN'S WATER TECHNOLOGY	SUPPLY 24 X I-25 SPRINKLERS FOR CAPEL RECREATION GROUND	1254.00
EFT20924	24/02/2016	SOUTHERN LOCK & SECURITY	SUPPLY 5 KEYS CUT TO I2 ON SHIRE SYSTEM	64.00

EFT20925	24/02/2016	SURVEYING SOUTH	DESIGN AND SURVEY SETOUT ILMENITE RD EXTENSION TO FUTURE WORKS DEPOT	825.00
EFT20926	24/02/2016	TOTALLY WORKWEAR	WORK UNIFORMS	221.10
EFT20927	24/02/2016	TOTAL EDEN	SUPPLY AND INSTALLATION OF IRRIGATION TO CAPEL SHIRE ADMINISTRATION BUILDING	7700.00
EFT20928	24/02/2016	WORK CLOBBER BUNBURY	2 PAIRS OF BOOTS AND PPE GEAR	477.59
				152946.55

OUTSTANDING CREDITORS AS AT 31 January 2016: \$56,081.70

CERTIFICATE OF CHIEF EXECUTIVE OFFICER

This schedule of accounts to be passed for payment, covering vouchers as detailed above which was submitted to each member of Council on 24 February 2016 have been checked and are fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and services and as to prices, computations, and costings and the amounts shown are due for payment.

P.F. Sheedy.

CHIEF EXECUTIVE OFFICER

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATIONS – 15.4

That Council authorises the Schedule of Accounts covering vouchers EFT20898 to EFT20928, a total of \$152,946.55 for payment.

15.5 Accounts Paid During the Month of January 2016

Location: Capel
Applicant: Shire of Capel
File Reference: N/A
Disclosure of Interest: Nil
Date: 24.02.16
Author: Finance & Accounts Payable Officer, S Searle
Senior Officer: Executive Manager Corporate Services, S Stevenson
Attachments: Nil

MATTER FOR CONSIDERATION

Authorisation of accounts paid during the month.

BACKGROUND / PROPOSAL**Background**

Accounts paid are required to be submitted each month.

Proposal

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

STATUTORY ENVIRONMENT

Local Government Act 1995, section 6.10

6.10. Financial management regulations

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

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

13. List of accounts

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

POLICY IMPLICATIONS

There are no current policies relevant to this matter.

FINANCIAL IMPLICATIONS**Budget**

Payment from Council's Municipal Fund.

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

Long Term

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

Whole of Life

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

SUSTAINABILITY IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

COMMENT

Payments made during the month of January 2016 are as follows:

EFT20690	04/01/2016	WESTNET PTY LTD	DALYELLUP LIBRARY INTERNET - 12 MONTHS	94.94
EFT20691	04/01/2016	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	1353.54
EFT20692	04/01/2016	SELECTUS	PAYROLL DEDUCTIONS	3471.81
EFT20693	04/01/2016	WESTNET PTY LTD	SHIRE OF CAPEL INTERNET ADMINISTRATION – 12 MONTHS	274.84
EFT20694	06/01/2016	AMITY SIGNS	WELCOME TO SHIRE OF CAPEL 1800 X 1200 SIGNS WITH IRONMAN LOGO	1144.00
EFT20695	06/01/2016	BOYANUP HALL ADVISORY COMMITTEE	CARETAKING OF BOYANUP HALL- JAN - MAR (3 X 71.50 = \$214.50)	214.50

EFT20696	06/01/2016	BUNBURY PLASTICS	REPLACEMENT OF PLASTIC SIGN	393.80
EFT20697	06/01/2016	BELL FIRE EQUIPMENT COMPANY	FIRE INDICATOR PANEL ANNUAL, 6 MONTHLY & MONTHLY SERVICE - CAPEL LIBRARY - CURRENT & CONTINUES	229.16
EFT20698	06/01/2016	BUNBURY TOYOTA	CP 9081 70,000KM SERVICE	594.64
EFT20699	06/01/2016	BUSSELTON REFRIGERATION & AIR CONDITIONING	186X DEGAS REFRIGERATORS AND AIR CONDITIONERS	2250.60
EFT20700	06/01/2016	BUNNINGS BUILDING SUPPLIES PTY LTD	2 SIGNS FOR TRANSFER STATION	18.86
EFT20701	06/01/2016	BESAFE BUILDING INSPECTIONS	2015 SWIMMING POOL INSPECTIONS @\$65.00 PLUS GST FOR EACH PROPERTY WITH BARRIER DUE FOR ASSESSMENT	3575.00
EFT20702	06/01/2016	BRUSH HAIR	REFUND FOR PAYMENT RECEIVED 29/12/15	684.47
EFT20703	06/01/2016	COATES HIRE SERVICE	PUMPOUT OF HIRE TOILET, MOBILISATION OFFHIRE	204.60
EFT20704	06/01/2016	CAPEL NEWSAGENCY	PRINTING AND STATIONERY ADMINISTRATION	2438.43
EFT20705	06/01/2016	CAPEL CELLARBRATIONS	SUNDOWNER - BUSINESS SOUTH WEST	85.98
EFT20706	06/01/2016	GELORUP COMMUNITY MANAGEMENT COMMITTEE	MANAGEMENT FEES JAN-MAR (\$35X 3=\$105)	105.00
EFT20707	06/01/2016	CAPEL VALE WINES	LUNCHEON AND CONSULTATION WITH PEOPLE WITH DISABILITY	450.00
EFT20708	06/01/2016	FENNESSY'S	SERVICE CP1125 - 8 DEC 2015	363.85
EFT20709	06/01/2016	GEOVET BUSSELTON	2015/2016 ANNUAL ORDER, POUND CONTRACT - NOV 15	595.00
EFT20710	06/01/2016	HANSON CONSTRUCTION MATERIALS PTY LTD	TONNE 5/7MM GRADED AGGREGATE	781.90
EFT20711	06/01/2016	LD TOTAL	SUPPLY AND INSTALLATION OF LANDSCAPING TO ADMINISTRATION BUILDING ON FORREST ROAD	18895.57
EFT20712	06/01/2016	LAND INSIGHTS	20.75 HR PLANNING SERVICES	1986.88
EFT20713	06/01/2016	LAND INSIGHTS	GENERAL PLANNING SERVICES	2150.50
EFT20714	06/01/2016	LAKESIDE WHOLESALE NURSERY	ORNAMENTAL PEAR FOR 2015 TREE GIVEAWAY PROJECT	27.50
EFT20715	06/01/2016	FAT BIRDIE CAFE	20 X DRAGONFLY COFFEE MUGS – COMMUNITY AWARDS	455.50
EFT20716	06/01/2016	KN MARTIN & KA FRIER	CROSSOVER CONTRIBUTION	300.00

EFT20717	06/01/2016	BYRNES BREAKERS AND FARRIERS	FIRE MANAGEMENT WORKS RESERVE - RESERVE 36502 GELORUP + INSTALLATION OF LIMESTONE ACCESS WAY (GREENDALE PLACE)	3129.00
EFT20718	06/01/2016	PIACENTINI & SON PTY LTD	LIMESTONE 61.600 TON / 15/12/15 PICKED UP BY SHIRE TRUCK	1078.96
EFT20719	06/01/2016	AUSTRALIA TAXATION OFFICE	PAYG WITHHOLDING-29/12/15 GROSS \$198300.74, TAX \$43252	43252.00
EFT20720	06/01/2016	REFACE INDUSTRIES	CONSUMABLE PACKS 500 MINS X 2	297.28
EFT20721	06/01/2016	RTW STEEL FABRICATION	FUEL TANK REPAIR	2112.00
EFT20722	06/01/2016	R T CONTRACTING	REPLACEMENT OF CONCRETE TO PATH	577.00
EFT20723	06/01/2016	SOUTH WEST FIRE UNITS	DFES B SERVICE AND ADDITIONAL REPAIRS	10019.94
EFT20724	06/01/2016	SOILS AINT SOILS	BRICKIES SAND	36.00
EFT20725	06/01/2016	SUSSEX TURF CONTROL	TURF RENOVATIONS ON LUTHERAN OVALS AS QUOTED	13380.00
EFT20726	06/01/2016	SONIC HEALTHPLUS PTY LTD	PRE EMPLOYMENT MEDICAL COMMUNITY RANGER	280.50
EFT20727	06/01/2016	SKYLINE LANDSCAPE SERVICES PTY LTD	NORTHERN LAKE PER MONTH	37301.93
EFT20728	06/01/2016	TOTALLY WORKWEAR	UNIFORM ALLOWANCE	1132.30
EFT20729	06/01/2016	WORK CLOBBER BUNBURY	HIGH VIS LONG SLEEVE SHIRTS (NORMAL NOT LIGHTWEIGHT) WITH REFLECTIVE TAPE - SIZE M - NAME: DAVE AND SHIRE LOGO	226.68
EFT20730	06/01/2016	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN 76 FEE AND INTEREST	21482.26
EFT20746	13/01/2016	BENDIGO BANK BUSINESS CREDIT CARD	SURVEY MONKEY ACCOUNT FEE	807.77
EFT20747	13/01/2016	BRANDICOOT	MONTHLY WEBSITE SUBSCRIPTION	238.00
EFT20748	13/01/2016	BUILT RIGHT APPROVALS	BUILDING SURVEYING CONTRACTOR SERVICE	1012.00
EFT20749	13/01/2016	BRUSH HAIR	RETURN OF INCORRECT DEPOSIT	684.47
EFT20750	13/01/2016	STAPLES AUSTRALIA PTY LTD	ITEM CODE 18886383 DELTA PLUS COMFORT DUO SPLIT ST MEDIUM BLACK 3 LEVER RATCHET HD MECH CORPORATE BLACK	779.97
EFT20751	13/01/2016	COATES HIRE SERVICE	MINI DIGGER HIRE FROM 1/12/15 & 2/12/15	749.76

EFT20752	13/01/2016	CR MURRAY SCOTT	REIMBURSEMENT OF DIESEL SUPPLIED TO ELGIN BUSHFIRE VEHICLES 9/1/16	157.50
EFT20753	13/01/2016	CLEANAWAY	COLLECTION AND DISPOSAL OF MOST WASTES FROM CAPEL WASTE TRANSFER STATION AS PER TENDER 15/02- DEC 15	32273.22
EFT20754	13/01/2016	CAPEL BUTCHERS	BBQ SAUSAGES	50.00
EFT20755	13/01/2016	CARBONE BROS PTY LTD	25 TON GRAVEL	2450.88
EFT20756	13/01/2016	DATA #3	ACROBAT PROFESSIONAL - MULTI PLTFM - MAINTENANCE RENEWAL - 1 USR	882.11
EFT20757	13/01/2016	LGIS RISK MANAGEMENT	OSH : SAFETY REP COURSE	1286.67
EFT20758	13/01/2016	GOLDEN WEST PLUMBING & DRAINAGE	TO UNBLOCK SHOWERS AND REPAIR TAPS, REPLACE CISTERN INLETS, REPLACE MISSING DRAIN PIPE AT DALYELLUP BOULEVARD BEACH TOILETS	2938.10
EFT20759	13/01/2016	FLEXI STAFF	FLEXI STAFF 21/12/15	3193.26
EFT20760	13/01/2016	GRACE RECORDS MANAGEMENT	15/16 RECORD STORAGE & DESTRUCTION	731.59
EFT20761	13/01/2016	LESCHENAULT COMMUNITY NURSERY INC	PLANTS FOR UNDER THE NEW STAIRCASE AT PGB	92.00
EFT20762	13/01/2016	MICHELLE PLUME	REIMBURSEMENT FUNDS FOR STAFF RECOGNITION	116.00
EFT20763	13/01/2016	PJ & EV PAGE	WAXING AND BUFFING FLOOR BOYANUP HALL MONTHLY 2015/16	70.00
EFT20764	13/01/2016	PREMIER TARPS	TARP AS PER QUOTE 1326 - TRUCK CP4821	8470.00
EFT20765	13/01/2016	GAIL PARKER	15 X HANDPAINTED GIFT BAGS FOR COMMUNITY AWARDS BEING HELD ON 21.01.2016	210.00
EFT20766	13/01/2016	PRIME INDUSTRIAL PRODUCTS PTY LTD	WATER TANK PARTS AND VARIOUS PARTS AS ORDERED AND COLLECTED 24/12/15	183.20
EFT20767	13/01/2016	RISK ID	WORKSHOP - STRATEGIC COMMUNITY PLAN	2156.00
EFT20768	13/01/2016	SOUTH WEST TREE SAFE	CLEAR ALL STREET TREES BACK TO EDGE OF ROAD SO THEY ARE NO LONGER HANGING OVER ROAD. FULL LENGTH OF ROAD	1320.00
EFT20769	13/01/2016	SOUTHERN LOCK & SECURITY	ONE DOOR HANDLE WITH NO LOCK	271.00

EFT20770	13/01/2016	SQUIRE PATTON BOGGS AU	NATIVE TITLE UPDATES	86.49
EFT20771	13/01/2016	T & V FENCING CONTRACTORS	AS PER QUOTE - 22816 (GATE AND FENCE REPAIRS	1196.80
EFT20772	13/01/2016	TARVIA	RE OIL TIMBER STAIRCASE AND REPAIR HANDRAIL.	1636.80
EFT20773	13/01/2016	THINKWATER BUNBURY	HUNTER 120'S, CTN	982.60
EFT20774	13/01/2016	WESTRAC EQUIPMENT	MINI EXCAVATOR - AS PER QUOTE 42837 WITH TRAILER	52558.00
EFT20775	13/01/2016	WARREN BLACKWOOD WASTE	15/16 STREET BIN- PARKS WASTE COLLECTION	68959.09
EFT20776	20/01/2016	BUNBURY MACHINERY	HIRE OF SLUDGE PUMP	94.10
EFT20777	20/01/2016	BUNNINGS BUILDING SUPPLIES PTY LTD	CAR CLEANING ITEMS	11.85
EFT20778	20/01/2016	BUNBURY HIAB & TILT TRAY	PICK-UP 6 PALLETS (CREAM AND CHARCOAL PAVERS) WITH HIAB/FORKS TO LIFT PALLETS - FROM THE FENCED COMPOUND IN PORTABELLO RD - DALYELLUP AND DELIVER TO THE CAPEL SHIRE DEPOT - PROWSE RD, CAPEL	363.00
EFT20779	20/01/2016	BOYLES PLUMBING & GAS	UNBLOCK TOILETS AT THE DALYELLUP LAKES TOILET BLOCK ON MAIDMENT PARADE DALYELLUP, SOUTH OF NORTON PROM AND MAIDMENT INTERSECTION	148.50
EFT20780	20/01/2016	STAPLES AUSTRALIA PTY LTD	2015/16 STATIONERY	461.90
EFT20781	20/01/2016	ELGIN COMMUNITY HALL INC	CATERING FOR VOLUNTEER BREAKFAST 2015	2000.00
EFT20782	20/01/2016	ERG ELECTRICS PTY LTD	DALYELLUP LIGHTING QUARTERLY MAINTENANCE - OCT 15 TO DEC 15	9276.30
EFT20783	20/01/2016	EASIFLEET MANAGEMENT	NOVATED LEASE CEO	753.86
EFT20784	20/01/2016	FLEXI STAFF	FLEXI STAFF	1218.80
EFT20785	20/01/2016	MOORE STEPHENS (WA) PTY LTD	MOORE STEPHENS BUDGETING WORKSHOP 25 FEBRUARY 2016 SHIRE OF AUGUSTA-MARGARET RIVER	1540.00
EFT20786	20/01/2016	STATE LIBRARY OF WESTERN AUSTRALIA	2015/16 RECOVERY OF LOST AND DAMAGED ITEMS	5.50
EFT20787	20/01/2016	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION WALGA	WALGA ONSITE TRAINING - SHIRE OF CAPEL ADMINISTRATION BUILDING PLANNING PRACTICES IN LOCAL GOVERNMENT	4345.00
EFT20788	20/01/2016	LANDGATE	GRV INTERIM VALS COUNTRY SHARED 12001-100,000	461.04

EFT20789	20/01/2016	LOCAL GOVERNMENT MANAGERS AUSTRALIA LGMA	2016 LOCAL GOVERNMENT FINANCE PROFESSIONALS CONFERENCE 17-18 MARCH 2016	1110.00
EFT20790	20/01/2016	CAPEL MENS SHEDS INC	SHELVING FOR CHILDREN'S AREA	1100.00
EFT20791	20/01/2016	MARKETFORCE	ADJUSTMENT NOTICE JOB ADVERT WEST AUSTRALIAN	14.31
EFT20792	20/01/2016	NIGHTGUARD SECURITY SERVICE PTY LTD	ALARM RESPONSES	1841.69
EFT20793	20/01/2016	VODAFONE PTY LTD	EMERGENCY MESSAGES	205.48
EFT20794	20/01/2016	FULTON HOGAN INDUSTRIES PTY LTD	LITRES EMULSION	558.80
EFT20795	20/01/2016	PRIME EARTHMOVING BUSSELTON	DRAINAGE WORKS ON LOWRIE ROAD, START DATE 11/01/16, GRAVEL AND BLUESTONE WILL BE ON SITE, SURVEY SET OUT DONE TRAFFIC MANAGEMENT BOOKED	6985.00
EFT20796	20/01/2016	ST. JOHNS AMBULANCE ASSOCIATION	WORKPLACE KIT MEDIUM RISK WALL MOUNTABLE	440.00
EFT20797	20/01/2016	SPENCER SIGNS	SIGN 1 - SIDE OFFICE ENTRY DOOR - COUNCIL CHAMBERS ENTRY (AS PER QUOTE) SIGN 2 - COUNCIL CHAMBERS ENTRY DOOR - COUNCIL CHAMBERS (AS PER QUOTE)	321.75
EFT20798	20/01/2016	SOUTH WEST TREE SAFE	REMOVE TREE OFF VERGE - AT 9 MCTAGGART ROAD	660.00
EFT20799	20/01/2016	SOS OFFICE EQUIPMENT	METERBILLING - DC5C5580E - SERIAL NO 785381 & DC5C5580E, AND 785373 X 2 ADMIN COPIER	7706.39
EFT20800	20/01/2016	SUSSEX TURF CONTROL	MOWING OPEN SPACE AT PEPPERMINT GROVE BEACH COMMUNITY CENTRE	830.00
EFT20801	20/01/2016	SONIC HEALTHPLUS PTY LTD	PRE EMPLOYMENT MEDICALS, D&A, AUDIOMETRY	665.50
EFT20802	20/01/2016	TOTAL BUSINESS TECHNOLOGY-TOTALITY	20 HOURS PRE-PAID SUPPORT	2420.00
EFT20803	08/01/2016	FUJI XEROX AUSTRALIA PTY LTD	LEASE OF PHOTOCOPIER PER MONTH - CAPEL LIBRARY	132.00
EFT20804	21/01/2016	CALTEX AUSTRALIA	CALTEX FUEL CARD DECEMBER 2015	3536.22
				0.00
EFT20805	27/01/2016	APH CONTRACTORS PTY LTD	CIVIL WORK CONTRACT FOR CAPEL CIVIC PRECINCT STAGES 1 AND 2	207736.24
EFT20806	27/01/2016	AUSTRALIA POST	15/16 POSTAGE-DEC 15	3052.17

EFT20807	27/01/2016	ADVENTURE WORLD	INZONE JANUARY 2016 EXCURSION ADVENTURE WORLD (SECOND PAYMENT)	1124.00
EFT20808	27/01/2016	BUNBURY HARVEY REGIONAL COUNCIL	PROCESSING OF ORGANIC WASTE COLLECTION AND JOINT SHARE OF REGIONAL WASTE EDUCATION OFFICER	7419.37
EFT20809	27/01/2016	BUILT RIGHT APPROVALS	BUILDING SURVEYING CONTRACTOR SERVICE	1496.00
EFT20810	27/01/2016	BRUSH HAIR	RETURN OF PAYMENT IN ERROR	684.47
EFT20811	27/01/2016	CAPEL CHAMBER OF COMMERCE INC	YEARLY MEMBERSHIP FEES	66.00
EFT20812	27/01/2016	DM & S CURTIN	QUARTERLY AIR CON MAINTENANCE SHIRE BUILDINGS	2164.00
EFT20813	27/01/2016	CAPEL CLEANING	CLEANING OF CAPEL PLAYGROUPO / HEALTH NURSE BUILDING	135.00
EFT20814	27/01/2016	DEPARTMENT OF TRANSPORT	2015/2016 MONTHLY ORDER FOR VEHICLE SEARCH FEES	10.05
EFT20815	27/01/2016	FLEXI STAFF	FLEXISTAFF	2730.12
EFT20816	27/01/2016	GIRL GUIDES WA INC	KIDSPORT REGISTRATION	200.00
EFT20817	27/01/2016	INSTITUTE OF PUBLIC WORKS ENGINEERING AUSTRALIA	SOUTH WEST BRANCH PROFESSIONAL DEVELOPMENT FORUM - FRIDAY 26 FEBRUARY 2016	195.00
EFT20818	27/01/2016	INSIGHT CCS PTY LTD	CALL CENTRE CHARGES FOR DECEMBER 2015	461.90
EFT20819	27/01/2016	IATA (AUST) PTY LTD	CONDUCT A BUILDING ACCESS AUDIT COURSE, PERTH 2016	1300.00
EFT20820	27/01/2016	INTERFIRE AGENCIES PTY LTD	HAZARD BAR LIGHT FOR RANGER VEHICLE AS PER QUOTE - QU00837	2170.91
EFT20821	27/01/2016	PERTHWASTE GREEN RECYCLING	MONTHLY PROCESSING OF DOMESTIC RECYCLING	5016.48
EFT20822	27/01/2016	LD TOTAL	SUPPLY AND INSTALLATION OF LANDSCAPING TO ADMINISTRATION BUILDING ON FORREST ROAD	1078.00
EFT20823	27/01/2016	LOCAL GOVERNMENT MANAGERS AUSTRALIA LGMA	NON-MEMBER REGISTRATION FOR SW PROFESSIONAL DEVELOPMENT DAY 20 NOVEMBER 2015	100.00
EFT20824	27/01/2016	MCLEODS BARRISTERS AND SOLICITORS	SAT REVIEW DR 371/2015: PRESTON GREEN PTY LTD V SHIRE OF CAPEL: LOT 201 (NO. 33) TURNER STREET, BOYANUP	5548.14
EFT20825	27/01/2016	PRESTIGE PRODUCTS- BUSSELTON	SUPPLY 2 BOXES 82L BIN BAGS, HAND WASH AND RAPID CLEAN	143.11
EFT20826	27/01/2016	PERTH MANAGEMENT SERVICES	FEB RENT AND OUTGOINGS - UNIT 5/135 NORTON PMDE	1522.75

EFT20827	27/01/2016	JOHN PAPAS TRAILERS	TRAILER	1880.00
EFT20828	27/01/2016	PRIME MEDIA GROUP	REGIONAL TV ADVERTS	272.80
EFT20829	27/01/2016	AUSTRALIA TAXATION OFFICE	PAYG WITHHOLDING 12/1/16-GROSS-\$200858.33, TAX \$43622	43622.00
EFT20830	27/01/2016	QUICK ERECTION GYPROCKING	REPAIR DAMAGE TO WALLS IN MAIN ROOM AT DALYELLUP PAVILION	385.00
EFT20831	27/01/2016	SOUTH WEST TREE SAFE	PRUNE LIMBS FROM TWO PEPPERMINT TREES AT BOYANUP RECREATION AND REMOVED SIGN FROM BOYANUP LIONS PARK AND SET UP ONSITE	1100.00
EFT20832	27/01/2016	CAPEL FRESH IGA	PERSONAL 110ML SUNBLOCKS, ONIONS FOR XMAS PARTY, FIRE FIGHTING TRAINING REFRESHMENTS, CATERING FOR YOUTH ACTIVITIES WORKSHOP, WRAPPING PAPER, COFFEE FOR DEPOT	199.50
EFT20833	27/01/2016	SOUTHERN LOCK & SECURITY	TESTING OF ALARM SYSTEM, SUPPLY AND INSTALL REPLACEMENT CONTROL PANEL FOR DALYELLUP COMMUNITY CENTRE	915.00
EFT20834	27/01/2016	LEZIA SANDON	REIMBURSEMENT RELOCATION EXPENSES	360.90
EFT20835	27/01/2016	DONNA SIMS	REIMBURSEMENT FOR PRIZES AT MOVIE AT THE CAPEL OVAL	250.88
EFT20836	27/01/2016	SKYLINE LANDSCAPE SERVICES PTY LTD	MONTHLY PARKS AND GARDENS DALYELLUP PUBLIC OPEN SPACES	46631.57
EFT20837	27/01/2016	TOTALLY WORKWEAR	UNIFORMS	181.50
EFT20838	27/01/2016	T & P DESIGN	LOWRIE RD - INSTALL & MOVED STATIONS; DRAINAGE SET-OUT; CENTRE LINES SET-OUT; PEGS; ASCONS	1780.63
EFT20839	27/01/2016	THINKWATER BUNBURY	NEW 13MM PIPING AND CONNECTORS AND MISC RETIC FOR CAPEL OVAL	424.25
EFT20840	27/01/2016	WORK CLOBBER BUNBURY	1X PAIR OF STEEL CAPPED BOOTS. 1X HAT.	177.30
EFT20841	27/01/2016	WEST AUSTRALIAN NEWSPAPERS LIMITED	PRINT ADVERTISING OF INZONE JANUARY SCHOOL HOLIDAY PROGRAM	245.00
EFT20842	27/01/2016	WA BUILDING CODES CONSULTANCY	ASSISTANCE WITH BUILDING SERVICES 1 DECEMBER 2015 - 5 FEBRUARY 2016	6435.00
EFT20843	28/01/2016	AMITY SIGNS	SUPPLY OF MICHAEL TICHBON PARK SIGNAGE	75.90
EFT20844	28/01/2016	AMPAC DEBT RECOVERY	GPC LEGAL COSTS 2015/2016	9122.10

EFT20845	28/01/2016	CAPEL COUNTRY CLUB	TWO TICKETS TO 40TH ANNIVERSARY EVENING FOR SHIRE PRESIDENT	40.00
EFT20846	28/01/2016	PAUL SHEEDY	STAFF BIRTHDAY CARDS	35.00
EFT20847	28/01/2016	GREG MILLER	REIMBURSEMENT FOR CATERING FOR INZONE PROGRAM SKATE EVENT	132.40
EFT20848	28/01/2016	MARKETFORCE	ADVERTISE NOTICE OF ANNUAL ELECTORS MEETING IN PUBLIC NOTICES OF SOUTH WESTERN TIMES ON THURSDAY 17 DECEMBER 2015	196.66
EFT20849	28/01/2016	PRIME EARTHMOVING BUSSELTON	SEMI SIDED TIPPER HIRE 18/1/16 MONDAY CART LIMESTONE FROM HAREWOODS PIT TO EDWARDS ROAD	1237.50
EFT20850	28/01/2016	SUSSEX TURF CONTROL	TURF RENOVATIONS AT LAKES POS	12000.00
47900	06/01/2016	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	77.40
47901	06/01/2016	THE AUSTRALIAN WORKERS UNION	PAYROLL DEDUCTIONS	264.00
47902	06/01/2016	SHIRE OF CAPEL	PAYROLL DEDUCTIONS	3843.00
47903	06/01/2016	LGRCEU	PAYROLL DEDUCTIONS	246.00
47904	06/01/2016	INVALID	INCORRECT DESCRIPTION	0.00
47905	06/01/2016	GELORUP BUSHFIRE BRIGADE	REIMBURSEMENT OF HAZARD REDUCTION BURN INCOME	454.55
47906	06/01/2016	CAPEL PRIMARY SCHOOL	REFUND HALL DEPOSIT	150.00
47907	06/01/2016	CORNERSTONE LEGAL PTY LTD	LEASE RENTAL FOR FORREST BEACH LOT 15/16	1.10
47908	06/01/2016	AUSTRALIAN COMMUNICATIONS & MEDIA AUTHORITY ACMA	INVOICE 5001019271 - CUSTOMER IDENTIFIER 193054 (LAND MOBILE SYSTEM)	106.00
47909	06/01/2016	ELGIN BUSHFIRE BRIGADE	REIMBURSEMENT OF HAZARD REDUCTION BURN INCOME	2550.00
47910	06/01/2016	HARVEY HEALTH & COMMUNITY SERVICES GROUP	FORWARDING DOMESTIC ASSISTANCE FEE	96.00
47911	06/01/2016	SYNERGY	ELECTRICITY	1287.40
47912	06/01/2016	TELSTRA CORPORATION LTD	MOBILE RENT AND CALLS	1852.91
47913	06/01/2016	TECON AUSTRALIA	INCORRECT FEE CHARGED	200.00
47914	06/01/2016	WATER CORPORATION	WATER USAGE	19.31
47915	13/01/2016	COURIER AUSTRALIA INTERNATIONAL	COURIER COSTS	122.38
47916	13/01/2016	SHIRE OF CAPEL	PETTY CASH RECOUP 14/12/2015 - 04/01/2016	206.20
47917	13/01/2016	PETER & MEGAN IRELAND	CROSSOVER CONTRIBUTION	300.00
47918	13/01/2016	ANITA MAYER	CANCELLATION OF BOOKING	42.00
47919	13/01/2016	D & B J SKILTON	RATES REFUND	284.25

47920	13/01/2016	SYNERGY	ELECTRICITY	29728.35
47921	13/01/2016	TELSTRA CORPORATION LTD	LANDLINE	2241.81
47922	20/01/2016	COURIER AUSTRALIA INTERNATIONAL	COURIER COSTS	15.84
47923	20/01/2016	C & C CONVEYANCING	RATES REFUND	324.92
47924	20/01/2016	DORAL MINERAL SANDS	RATES REFUND	296.84
47925	20/01/2016	GILLIAN PEARSE	REFUND DUE TO EVENT BEING CANCELLED	103.28
47926	20/01/2016	DEPARTMENT OF TRANSPORT	PEPPI GROVE JETTY LICENCE	38.15
47927	27/01/2016	COURIER AUSTRALIA INTERNATIONAL	POSTAGE AND FREIGHT - CAPEL, DALYELLUP, BOYANUP LIBRARIES	93.57
47928	27/01/2016	JULIE AND MORRIS FOGARTY	CROSSOVER CONTRIBUTION	300.00
47929	27/01/2016	GRAEME & LEESA HOLMES	CROSSOVER CONTRIBUTION	300.00
47930	27/01/2016	SYNERGY	ELECTRICITY	1773.00
47931	27/01/2016	TELSTRA CORPORATION LTD	MOBILE RENT AND CALLS	1575.30
47932	27/01/2016	JOSHUA AND TATIANE HOGG	CROSSOVER CONTRIBUTION	300.00
47933	27/01/2016	WENDY R HALES	CROSSOVER CONTRIBUTION	300.00
610	05/01/2016	TIMOTHY JOHN GARE	BOND REFUND	1000.00
611	06/01/2016	BUILDING & CONSTRUCTION IND TRAINING FUND	DEC 15 BCITF LEVY COLLECTED	6396.84
612	06/01/2016	DEPARTMENT OF COMMERCE - BUILDING COMMISSION	BSL LEVY COLLECTED DEC 15	8323.04
613	06/01/2016	SHIRE OF CAPEL	BSL COMMISSION COLLECTED DEC 15	374.00
614	13/01/2016	ADRIAN & KYLIE CREAM	BCITF NOT APPLICATBLE	40.00
615	20/01/2016	GILLIAN PEARSE	BOND REFUND-EVENT CANCELLED	500.00
616	27/01/2016	SENARATH WERAPITIYA	BOND REFUND	500.00
				851879.03

12.01.16 SHIRE OF CAPEL PAYROLL PAYMENTS \$146,442.98
26.01.16 SHIRE OF CAPEL PAYROLL PAYMENTS \$155,257.47

\$301,700.45

08.01.16 TRANSFER from MUNICIPAL ACCOUNT \$2,000,000.00
12.01.16 TRANSFER to MUNICIPAL ACCOUNT \$-360,000.00

\$1,640,000.00

CERTIFICATE OF CHIEF EXECUTIVE OFFICER

This schedule of accounts to be passed for payment, covering vouchers as detailed above which was submitted to each member of Council on 24 February 2016 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. J. Heedy.

CHIEF EXECUTIVE OFFICER

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATIONS – 15.5

That Council receives:

- 1 The Schedule of Accounts covering vouchers 610-616, EFT20690 to EFT20850, CHQ47900 to CHQ47933 totalling \$851,879.03 during the month of January 2016;**
- 2 Payroll payments for the month of January 2016, totalling \$301,700.45; and**
- 3 Transfers to and from investments as listed.**

15.6 Financial Statements for 31 January 2016

Location:	Capel
Applicant:	Shire of Capel
File Reference:	N/A
Disclosure of Interest:	Nil
Date:	15.02.16
Author:	Manager Finance, A Mattaboni
Senior Officer:	Executive Manager Corporate Services, S Stevenson
Attachments:	Financial Statements for January 2016

MATTER FOR CONSIDERATION

Council to consider adopting the monthly financial statements for January 2016.

BACKGROUND / PROPOSAL

Background

Local Government (Financial Management) Regulations 1996 prescribe the requirement to prepare financial reports on a monthly basis and also prescribe their format and content.

Proposal

The financial statements provided to Council satisfy the requirements.

STATUTORY ENVIRONMENT

Local Government Act 1995, Section 6.4 (1) & (2).

6.4 Financial Report

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

- (1) A local government is to prepare an annual financial report for the preceding financial year and such other financial reports as prescribed.
- (2) The financial report is to –
 - (a) be prepared and presented in the manner and form prescribed; and
 - (b) contain the prescribed information.

Local Government (Financial Management) Regulations 1996, Regulation 34 (1).

Financial Activity Statement Report

- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail:
 - (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);
 - (b) budget estimates to the end of month to which the statement relates;
 - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
 - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c);
 - (e) the net current assets at the end of the month to which the statement relates.

Sections 2, 3, 4, 5 and 6 prescribe further details of information to be included in the monthly statement of financial activity.

POLICY IMPLICATIONS

Policy 2.6 – Financial Reports, Policy 2.8 – Purchasing, Policy 2.9 – Budget Management – Capital Acquisition & Works, 2.10 – Fixed Asset Accounting, Policy 2.11 – Fair Value of Assets, Policy 2.12 – Investment of Funds.

FINANCIAL IMPLICATIONS

Budget

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

Long Term

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

Whole of Life

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

SUSTAINABILITY IMPLICATIONS

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

STRATEGIC IMPLICATIONS

The Strategic Community Plan 2013 to 2031 includes the following strategic objectives which have relevance:

- Provide efficient and effective financial management to ensure the long term financial sustainability of the organisation.
- Ensure the effective management of Council's resources.

CONSULTATION

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

COMMENT

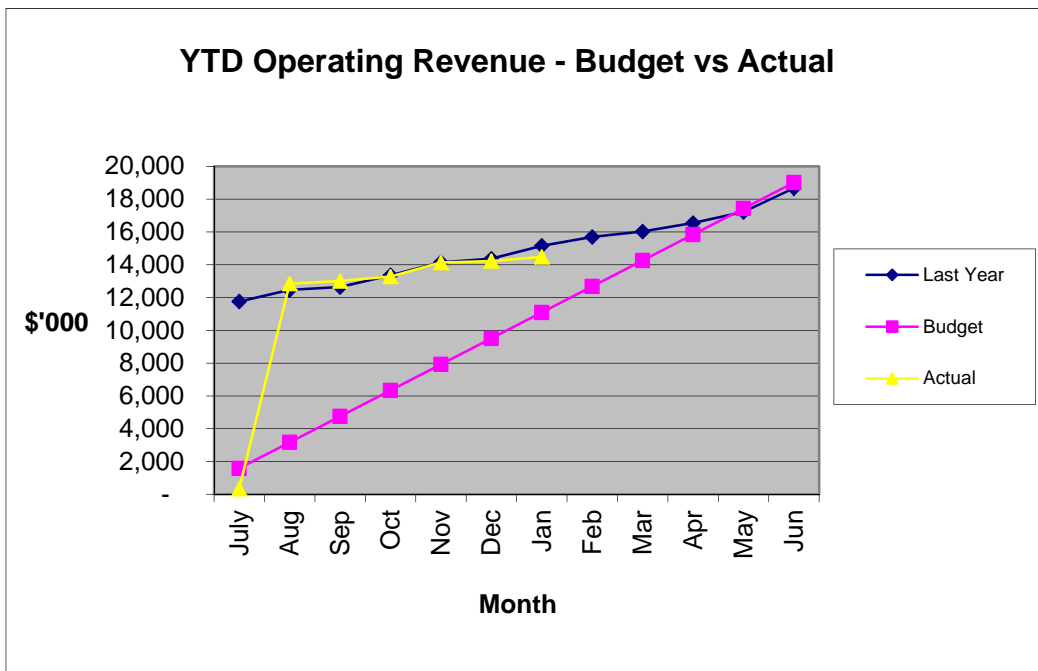
At 31 January 2016, Council's net current assets position was a surplus of \$8,421,889. The forecast year end net current asset position is a surplus of \$137,438. The forecast year end net current asset position may change as further updates are made to the accounts. A detailed Mid Year review of the financial report has been presented to Council as a separate agenda item.

Compared to the annual budget, 93% of Operating Revenue has been invoiced and 57% of the Operating Expenditure budget has been spent. On a year to date comparison, actual operating revenue is above budget and actual operating expenditure is below the year to date budget. The monthly budget of income and expenditure has been adjusted to reflect the expected timing of actual income and expenditure.

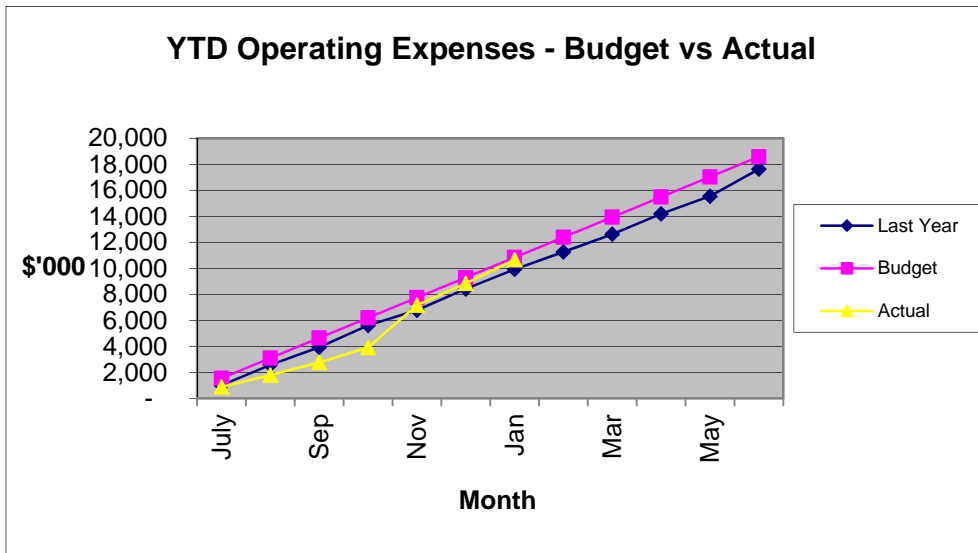
A comparison of employee costs shows that 58% of the annual budget has been spent. The employee costs year to date actual amount is below the year to date budget amount by \$226,916 or 5.5%. The leave liability expense has been calculated to 31 December 2015. The current provision for leave entitlements is an amount of \$1,260,433 as shown at Note 11 of the financial report. The calculation makes assumptions about; leave patterns, probability of employment terms and future salary costs. The current expense calculation is \$30,795 or 5.9% below the year end budgeted leave liability expense. The year end forecast for leave liability expense has been left as budgeted. The leave liability will be recalculated in March 2016.

The rate setting statement is required to balance with Note 24 Net Current Assets composition of estimated net current asset position. The year to date net current asset at Note 24 is a surplus of \$8,421,436. The Rate Setting Statement has an adjustment to the Non-cash expenditure and revenue section of \$193,394 which has the net current asset position balancing with Note 24 at a surplus of \$8,421,436. The adjustment is in line with the recommendation from the 2014/15 Audit management report.

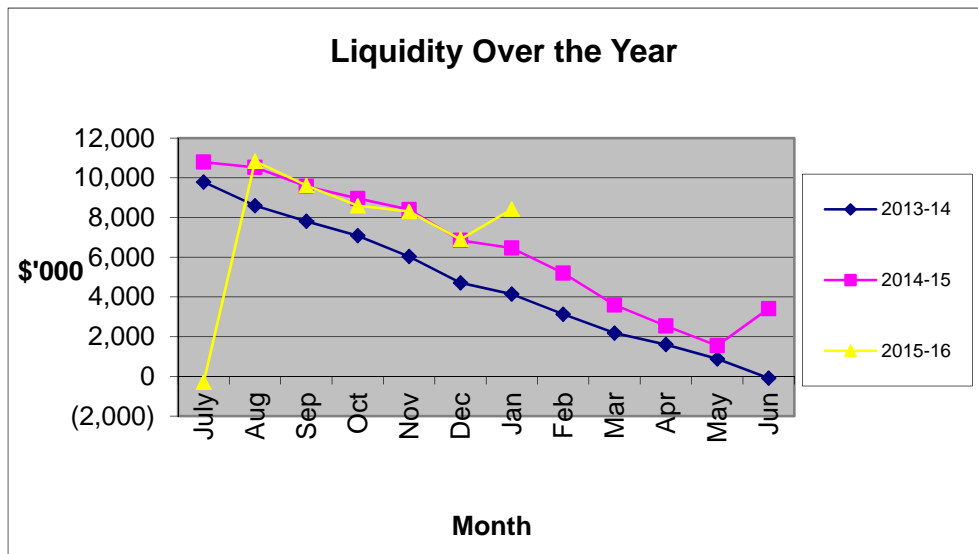
The following graphs compare actual Operating Revenue and Operating Expenditure against the approved budget on a year to date basis. Last year’s actual is also included for comparative purposes. The skew in August reflects the raising of rates in August 2015. This revenue is now trending as per previous years. The non-cash operating revenue for 2015/16 has yet to be posted.



Year to date actual expenditure continues to compare favourably with the budget.

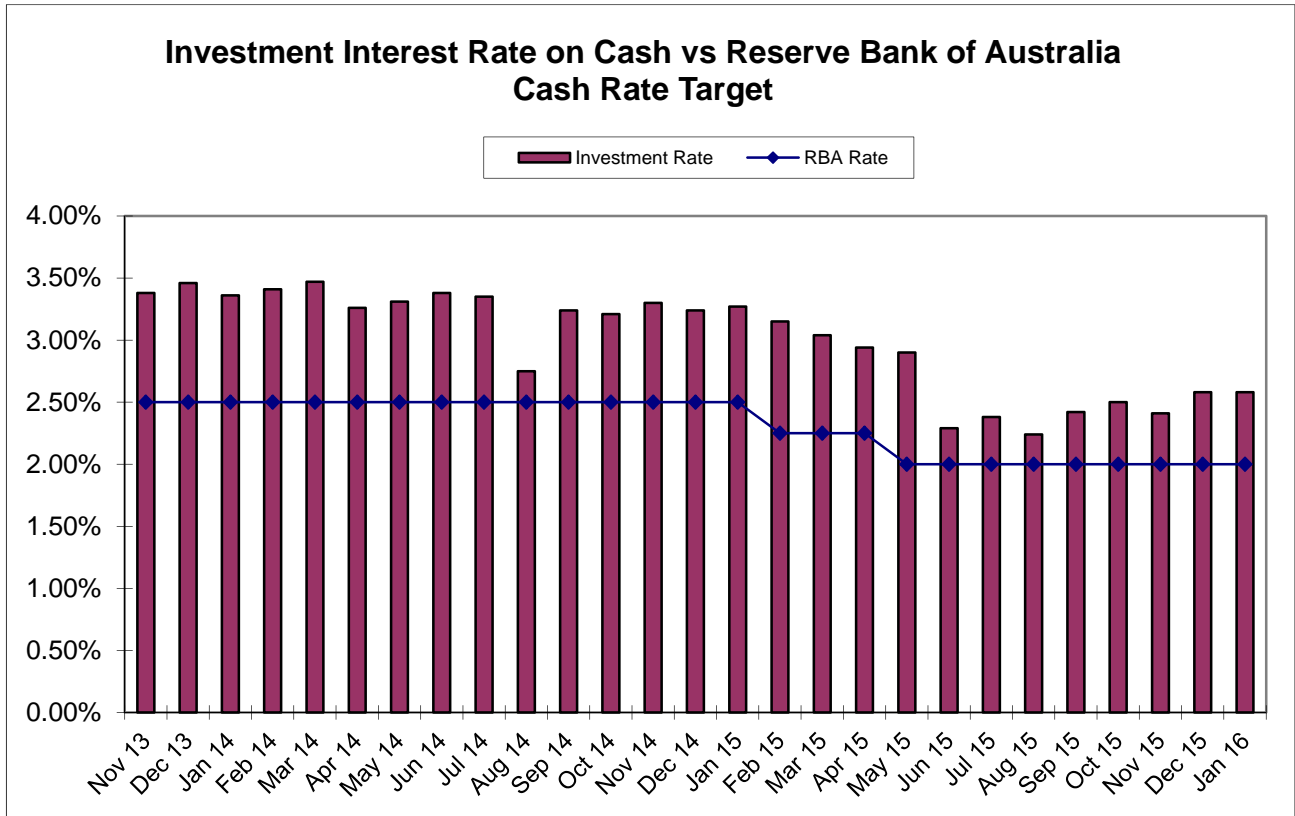


The liquidity graph compares the current year’s net current assets position against that of the two previous years. During the month loan 89 which will be used to fund the Capel Civic Precinct was drawn down for an amount of \$2,000,000. This is the reason for the increase in the liquidity position from \$6,898,421 at 31 December 2015 to \$8,421,436 at 31 January 2016, as shown in the graph below. Loan 89 has an interest rate of 4.54% which is made up of loan interest figure of 3.84% plus 0.7% which equates to the State Government Guarantee Fee payment amount which is attached to Western Australian Treasury Corporation loans. The budgeted interest rate was 4.69%. The term of the loan is twenty years as budgeted. The loan details are shown at note 17(b).



Council’s municipal cash and investments position has increased by \$1,917,878 compared to December 2015. The Municipal cash position is an amount of \$17,359,266 of which \$10,074,602 is restricted for specific purposes as shown at Note 3. Cash revenue came from Rates receipts and loan funds for the Capel Civic Precinct project. Major cash expenses were for payroll, contractor payments and plant purchases.

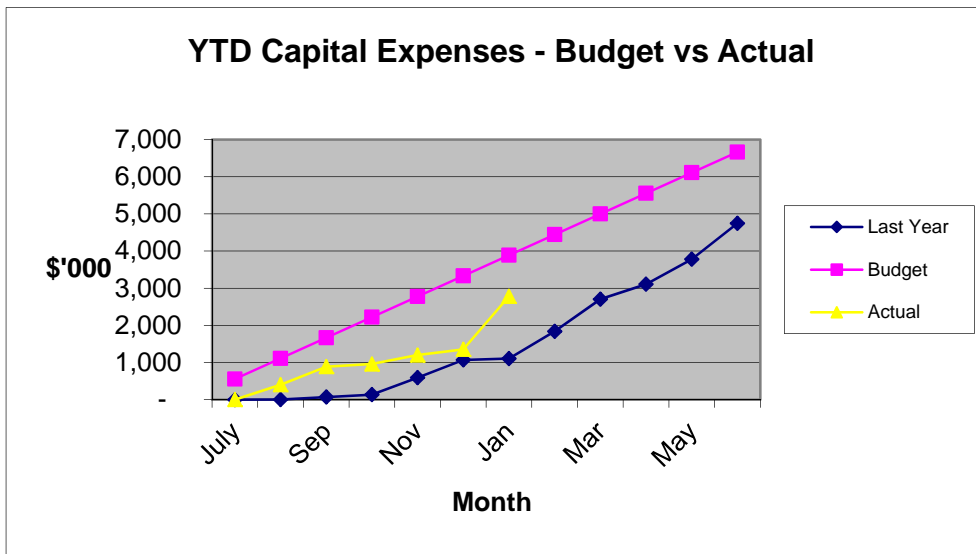
Total interest earned for the year is \$159,359 which is above the year to date budget of \$159,337. Following the mid-year budget review, the forecast year end Statement of Comprehensive Income interest earnings amount has been increased by \$15,252 to \$394,771 due to the extra cash invested because of the early drawdown of loan 89. The average investment rate of return has remained at 2.58% which exceeds the Reserve Bank’s cash reference rate of 2.00%. The Reserve Bank Board on 3 February 2016 kept their target cash rate at 2.00%. The Shire has term deposits maturing from February 2016 to June 2016, investment terms ranging from 91 days to 273 days and interest rates from 2.50% to 3.07%.



Capital works expenditure of \$278,992 was incurred during the month on:

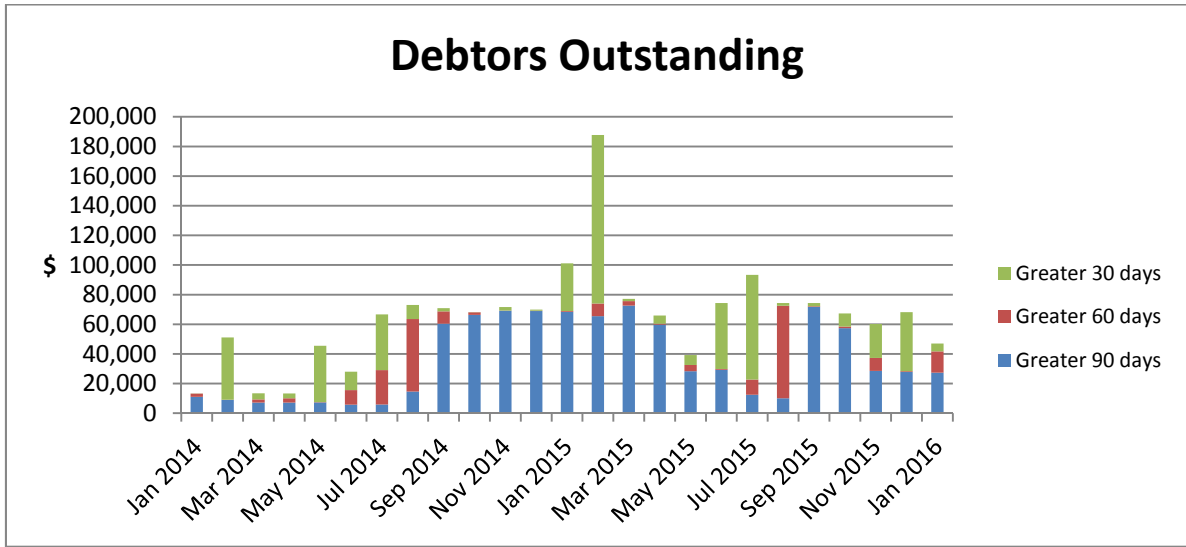
- \$ 34,223 Road widening,
- \$189,831 Capel Civic Precinct,
- \$ 54,576 Plant & Machinery.

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

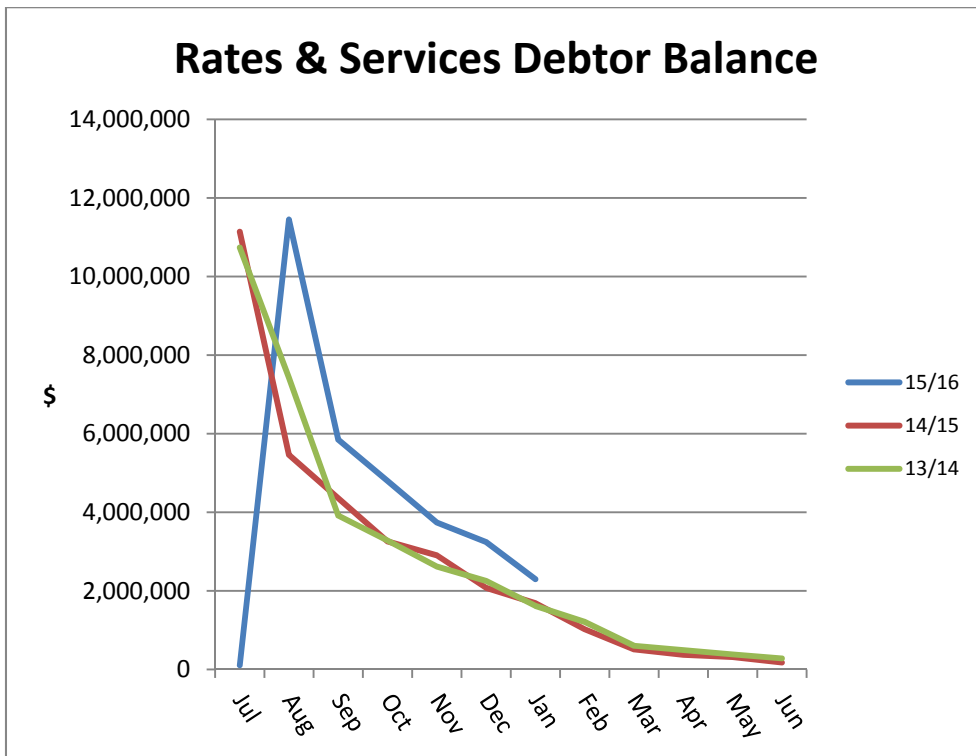


Council's financial ratios are disclosed in Note 14. The current ratio continues to move down to historical levels as cash current assets decrease towards the end of the financial year.

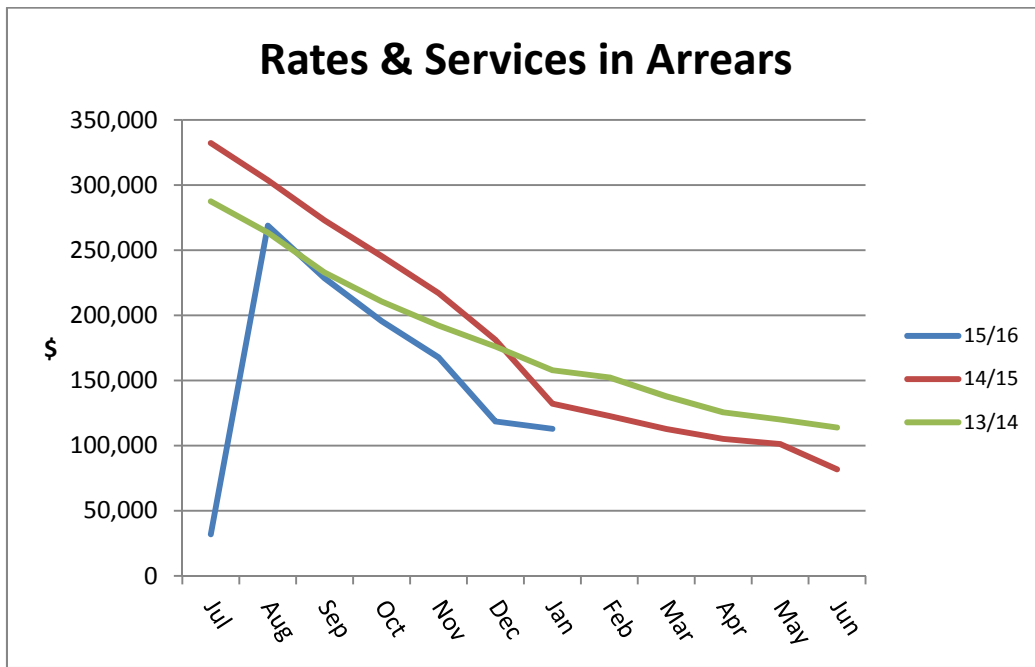
The following graph illustrates Council's current level of general Debt recovery for 31-60 days, 61-90 days and greater than 90 days.



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



The following graph shows the level of rates and services in arrears for the last three years. The arrears figure is calculated at the end of the financial year meaning the arrears figure for rates and services raised in 2014/15 will be calculated when rates are raised in 2015/16. Rates have been raised for 2015/16. Rates and Services in Arrears at the start of each financial year as a percentage of the Rates and Services Debtor Balance has been: 2015/16 2.35%, 2014/15 2.98% and 2013/14 2.68%.



A review of the Statement of Financial Position and the attendant notes indicates there are no adverse trends evident in the year to date financial statements as at 31 January 2016.

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATION – 15.6

That Council adopts the financial statements for the period ending 31 January 2016 as attached.

15.7 Write Off Sundry Debtors

Location:	Capel
Applicant:	Shire of Capel
File Reference:	N/A
Disclosure of Interest:	Nil
Date:	01.02.16
Author:	Customer Service Officer, J Riedmann
Senior Officer:	Executive Manager Corporate Services, S Stevenson
Attachments:	Nil

MATTER FOR CONSIDERATION

Council to consider writing off a number of sundry debtors that are considered to be unrecoverable.

PROPOSAL / BACKGROUND**Background**

Requests to write off bad debts are normally provided to Council every six months. The last write off of general Debtors was approved by Council on 25 November 2015 (minute reference OC1105) when 4 debtors to the value of \$368.00 were approved for write off.

Proposal

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

STATUTORY ENVIRONMENT

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

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

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

* Absolute majority required.

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

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

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

POLICY IMPLICATIONS

There are no Policies applying to the matter.

FINANCIAL IMPLICATIONS**Budget**

The total of outstanding debts proposed to be written off is \$675.15 including GST. The amount of the write off to be expensed within the financial report excludes GST and is \$613.77.

Long Term

There are not considered to be any long term financial implications.

Whole of Life

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

SUSTAINABILITY IMPLICATIONS

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

STRATEGIC IMPLICATIONS

The Strategic Community Plan 2013 to 2031 includes the following strategic objectives which have relevance:

- 1.4 Provide efficient and effective financial management to ensure the long term financial sustainability of the organisation.
- 1.5 Ensure the effective management of Council's resources.

CONSULTATION

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

COMMENT

The fees and charges as detailed below cannot be recovered and the reasons for their non-recovery are detailed. Each debt has been followed up with statements.

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

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

Debtor	Amount	Description of Debt	Write Off Reason
B331	\$13.00	Account Fee for lost library items	Outstanding since 8/4/15. Amount is minor compared to any further effort required to follow up debt. Borrowing privileges revoked.

C276	\$33.00	Charge for lost library item plus account fee	Outstanding since 18/3/15. Amount is minor compared to any further effort required to follow up debt. Borrowing privileges revoked.
D145	\$52.65	Charge for lost library items plus account fee	Outstanding since 30/6/15. Amount is minor compared to any further effort required to follow up debt. Borrowing privileges revoked.
F106	\$234.05	Charge for lost library items plus account fee	Outstanding since 22/7/15. Borrowing privileges revoked. Debtor lives in Bunbury.
H180	\$220.75	Charge for lost library items plus account fee	Outstanding since 8/4/15. Borrowing privileges revoked. Debtor experiencing financial hardship.
K062	\$39.55	Charge for lost library item plus account fee	Outstanding since 20/1/15. Amount is minor compared to any further effort required to follow up debt. Borrowing privileges revoked.
P150	\$13.00	Account Fee for lost library items	Outstanding since 20/1/15. Amount is minor compared to any further effort required to follow up debt. Borrowing privileges revoked.
S180	\$69.15	Charge for lost library items plus account fee	Outstanding since 20/1/15. Borrowing privileges revoked. Items lost.

In total 8 debtors are recommended to be written off and all of the debtors are or were library customers.

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATION – 15.7

That Council writes off the following amounts of outstanding Sundry Debtor accounts that total \$675.15:

B331	Account Fee for lost library item	\$ 13.00
C276	Lost library item plus account fee	\$ 33.00
D145	Lost library items plus account fee	\$ 52.65
F106	Lost library items plus account fee	\$234.05
H180	Lost library items plus account fee	\$220.75
K062	Lost library item plus account fee	\$ 39.55
P150	Account Fee for lost library item	\$ 13.00
S180	Lost library items plus account fee	\$ 69.15.

16 COMMUNITY SERVICES REPORTS**16.1 Bush Fire Advisory Committee Minutes**

Location:	N/A
Applicant:	Shire of Capel
File Reference:	ES.ME.2
Disclosure of Interest:	Nil
Date:	15.02.16
Author:	Community Services Administration Officer, M Blandford
Senior Officer:	Executive Manager Community Services, M Plume
Attachments:	Minutes of the meeting of the Shire of Capel Bush Fire Advisory Committee held on 1 February 2016.

MATTER FOR CONSIDERATION

To consider the minutes of the meeting of the Shire of Capel Bush Fire Advisory Committee (BFAC) held on 1 February 2016.

BACKGROUND / PROPOSAL**Background**

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

Proposal

The minutes of the meeting of the Shire of Capel Bush Fire Advisory Committee held on 1 February 2016 be received and the recommendations therein be adopted.

STATUTORY ENVIRONMENT

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

Policy 4.1 – BFAC Meetings provides that the Committee shall meet a minimum of twice each year to advise Council on matters relating to its responsibilities under the Bush Fires Act 1954.

FINANCIAL IMPLICATIONS**Budget**

The Local Government Manual for Capital and Operating Grants 2016/17 issued by the Department of Fire and Emergency Services (DFES) in relation to the Emergency Services Levy (ESL) allocations includes lists of items which are eligible and ineligible for funding under the ESL. Items not eligible for ESL funding will need to be submitted to Council for consideration as part of the Shire's budget deliberations. As per the attached minutes these items include

an increase in budgeted funds for Standpipe Servicing, funding for site works for the additions to the Elgin Fire Shed, and funding for a third appliance bay at the Elgin Fire Shed.

Long Term

There are no long term financial implications associated with the recommendations at this stage.

Whole of Life

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

SUSTAINABILITY IMPLICATIONS

The provision of emergency services is essential to the safety of our community. For those communities that do not have sufficient population or sources of risk to justify professional emergency services, they are reliant on the good will of community members to take on those roles in a volunteer capacity.

There are no economic implications associated with this matter.

STRATEGIC IMPLICATIONS

The Strategic Community Plan 2013 to 2031 includes the following strategic objective which has relevance:

- Strategic Outcome 3.4 – promote emergency risk awareness.

CONSULTATION

Nil, however membership of the BFAC comprises representatives of all bush fire brigades within the Shire of Capel, a Council delegate and representatives from DFES and Department of Parks and Wildlife (DPAW).

COMMENT

The minutes of the meeting are generally self-explanatory.

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATIONS – 16.1

That Council receives the minutes of the Bush Fire Advisory Committee held on 1 February 2016, and adopts the Committee's recommendations:

BF0202

It be recommended to Council that:

- 1. The Report of the Chief Bush Fire Control Officer be received and the comments therein noted; and**
- 2. The Report of the Shire's Bush Fire Training Co-ordinator be received and the comments therein noted; and**
- 3. It be noted that Introduction to Firefighting will not be available between mid-November and early March each year.**

BF0203

It be recommended to Council that the Report of the DPAW Officer be received and the comments therein noted.

BF0204

It be recommended to Council that the Report of the Emergency Services Coordinator be received and the comments therein noted, specifically that AIIMS 4 whilst staying in the Policy as a requirement to hold the position of Brigade Lieutenant (or higher), it is understood that this cannot be fulfilled until such time as suitable trainers are available, and that if all other training requirements for that position have been met it is not to prevent a member holding that position. This is on the understanding that they nominate to undertake the training when it becomes available.

BF0205

It be recommended to Council that the Shire of Capel Bush Fire Advisory Committee agrees to the following items being put forward in the 2016/17 ESL allocation funding application to DFES subject to meeting the eligibility criteria:

Brigade/Item	Total Cost Estimate
Boyanup	
Replacement of Landcruiser	Due for replacement in 2017/18 – Cost Unknown
4 x LED Helmet Torches & Mounts	\$340.00
Capel	
Nil	N/A
Elgin	
Additions to Fire Station	(Quotes still being sourced)
10 x LED Helmet Torches & Mounts	\$850.00
Gelorup	
Multifunction Printer/Scanner	\$500.00
Portable 3" Diesel Transfer Pump	\$1,500.00
Stirling	
Veranda	\$3,800.00
Vinyl Flooring	\$2,800.00
Toolbox & Toolkit	\$300.00
CBFCO	
2 x Reversing Cameras + Install	\$2,000.00
EM Officer/All Brigades	
14 x Collapsible Reflector Cones (2 for each Light Tanker, 2 for the Stirling 2.4, 2 for CBFCO and 2 for DBFCO)	\$450.00
Motor Vehicle Class Changes x 4	\$2,400.00
Replacement Water Tank for Gelorup	\$10,000.00
Security Camera System (one for each brigade)	\$5,000.00
Additional Cabling for Security Camera Installation	\$1,800.00
UPS System (Uninterrupted Power Supply) (one for each brigade for Security System)	\$1,250.00
Alarm System (one for each brigade)	\$750.00
TV & Laptop (shared use between brigades for training purposes and for use with the Security Camera System)	\$1,500.00
DFES B Service for ALL appliances	\$6,000.00 per 3.4/2.4 Tanker \$4,000.00 per 1.4 Tanker \$3,000.00 per Light Tanker (Landcruiser)

and

Other items be put forward for consideration during the Shire's 2016/17 budget process, such as:

Item	Cost
Increased budget for Standpipe Servicing	\$5,000.00
Site works for the addition to the Elgin Fire Shed	Quotes currently being sourced
Extra Bay for third appliance at Elgin Fire Shed	Quotes currently being sourced

BF0206

It be recommended to Council that they endorse the DFES 'B' Level Service as a minimum requirement for each firefighting vehicle, to be performed annual prior to the commencement of fire season, and subject to the funds being approved in the annual ESL funding application.

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