

Shire *of* Capel

MINUTES

ORDINARY COUNCIL MEETING
Wednesday, 27th April 2016



Experience the
Shire of Capel



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SHIRE OF CAPEL

ORDINARY COUNCIL MEETING – 27.04.16

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MEETING CLOSURE 104

SHIRE OF CAPEL

MINUTES OF THE ORDINARY COUNCIL MEETING HELD IN THE COUNCIL CHAMBERS, FORREST ROAD, CAPEL ON WEDNESDAY, 27TH APRIL 2016 COMMENCING AT 4.38PM.

PRESENT:	President	MT Scott
	Councillor	SH Baxi
		BW Bell
		BW Hearne
		PK McCleery
		GJ Norton
		SV Schiano
		JA Scott
		BH Smith
	Chief Executive Officer	PF Sheedy
	Executive Manager Engineering & Development Services	JM Gick
	Executive Manager Community Services	MI Plume
	Executive Manager Corporate Services	S Stevenson
	Minute Secretary	A Evans
APOLOGIES:		Nil
VISITOR:	Journalist, South Western Times	C Eadie
MEMBERS OF PUBLIC:		2

RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

PUBLIC QUESTION TIME

Mrs Christine Terrantroy, 13 Eclipse Bend, Dalyellup: Did all Councillors attend today's round table meeting where Piers Verstegen (CCWA) did a briefing on unconventional gas mining? Any feedback?

President Murray Scott (President): Yes. Not for debate at this stage.

Mrs Terrantroy: When will Councillors consider and discuss doing a community survey on whether Capel Shire residents want gas exploration and/or gas fields in their Shire?

President: Council, in conjunction with the Department of Mines and Petroleum South West, is proposed to host a community information day in June or July 2016, involving all interested parties, to allow the community to obtain information on oil and gas mining in the South West.

Once this information day is completed Council will then consider whether it wishes to undertake a community survey on the matter.

Mrs Terrantroy: Are Councillors considering developing a Shire Policy on gas mining like the examples I emailed them in February?

President: There is no intention at this time for Council to consider developing and adopting a policy on gas mining. Consideration will be given after the community information day has been completed and if a community survey is undertaken, after the results of this are known.

Mrs Terrantroy: Who can attend the community information day? Can any agency attend? Is there any specific criteria you have to meet?

Chief Executive Officer, Mr Paul Sheedy (CEO): From my discussion with the Department of Mines and Petroleum it will be like the one they ran in the Mid West. It will be open to any agency or organisation that wants to have a booth and provide information to the community, such as government agencies, people for, people against, there will be no restriction and anybody that wants to provide information can participate. Considering holding it in June/July but we have not started that process.

Mrs Terrantroy: May I request an email when that is happening so that I can advise the Conservation Council WA to have a stall at the community information day?

CEO: Yes.

OC0401 APPLICATIONS FOR LEAVE OF ABSENCE

Moved Cr Bell, Seconded Cr J Scott

That Councillors P McCleery and B Hearne be granted a Leave of Absence for the Ordinary Council meeting to be held on 25 May 2016.

Carried 9/0

VOTING REQUIREMENTS

Simple majority

DECLARATIONS OF INTEREST

Councillors Bell, Norton, Schiano, M Scott and Smith declared a proximity interest in Item 14.2 Program of Works – Roads (2016 – 2020). The nature of Cr Bell's interest is that he owns land beside Gavins Road. Cr Bell requested permission to be present and participate in any discussion or debate on this item and stated that the full extent of his interest is that he is 100% owner of that land.

The nature and extent of Cr Norton's interest is that he owns property adjoining the road works on Hansen Road. The nature and extent of Cr Schiano's interest is that he will be living on Properjohn Road as of May 2016. The nature and extent of Cr Smith's interest is that he lives on Hurst Road.

Cr M Scott declared an impartiality interest in Item 14.2 Program of Works – Roads (2016 – 2020). The nature and extent of Cr M Scott's interest is that his son owns land on Elgin Road.

Mr J Gick, Executive Manager Engineering and Development Services, declared a financial interest in Item 14.3 10 Year Plant Renewal Program (2016 – 2026). The nature and extent of his interest is that the Program includes the replacement of 70CP Ford Kuga in 2016/17. This vehicle is included as a component of his remuneration package.

Councillors J Scott and Hearne declared an impartiality interest in Item 15.2 Fees and Charges 2016/17. The nature and extent of Cr J Scott's interest is that she is a member of the Peppermint Grove Beach Community Association (PGBCA) and Committee member. The nature and extent of Cr Hearne's interest is that he is a member of the PGBCA, and Deputy President and Honorary Auditor of the PGBCA and is also the Shire's representative on the Committee.

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

Nil

OC0402 CONFIRMATION OF MINUTES**Moved Cr Hearne, Seconded Cr J Scott****That the Minutes of the Ordinary Council meeting held on 23 March 2016 be confirmed.**

Carried 9/0

VOTING REQUIREMENTS

Simple majority

ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION

The Chairperson welcomed Ms Chloerissa Eadie, Journalist with the *South Western Times* to her first Shire of Capel Council meeting.

The Chairperson advised Members that the Greater Bunbury: Partnerships in Prosperity for WA's Second City committee are holding pop-up Motivated Contributors meetings in several locations including within the Shire of Capel. A Workshop and presentation will be held on Tuesday 3 May 2016 at the Capel Tavern commencing at 5.30pm and he encouraged those interested to attend.

PETITIONS/DEPUTATIONS/PRESENTATIONS Nil**MOTIONS OF WHICH PREVIOUS NOTICE HAS
BEEN GIVEN** Nil**QUESTIONS OF WHICH PREVIOUS NOTICE HAS
BEEN GIVEN** Nil**CHIEF EXECUTIVE OFFICER REPORTS**

OC0403 (13.1) Budget Allocation - Events

Location:	Whole of Shire
Applicant:	Shire of Capel
File Reference:	N/A
Disclosure of Interest:	Nil
Date:	30.03.16
Author:	Chief Executive Officer, PF Sheedy
Senior Officer:	Chief Executive Officer, PF Sheedy
Attachments:	Nil

MATTER FOR CONSIDERATION

The re-allocation of a portion of the annual \$50,000 Councillors discretionary fund currently included in the Long Term Financial Plan (LTFP) to an annual 'Events' budget.

BACKGROUND / PROPOSAL**Background**

At the Councillors/CEO Quarterly Liaison meeting held on 23rd March 2016 the Chief Executive Officer raised for consideration the possibility of the reallocation of the current annual Councillors discretionary fund of \$50,000 to a designated annual Events budget allocation to be utilised to fund various events throughout the Shire during the year.

Proposal

Council currently funds some community events through the allocation of funds from the annual Minor Community Grants program (Dalyellup 'Movies in the Park') and the Community Development budget (Australia Day, Volunteers breakfast, other community events).

An annual increased allocation will allow for the development of a calendar of planned events throughout the Shire of Capel that would also increase the opportunities to successfully seek funding from other external sources (South West Development Commission (SWDC), Lotterywest etc.) and assist in raising the profile of the Council and Shire.

STATUTORY ENVIRONMENT

Local Government Act 1995 Section 6.2 (2), (3) & (4)

6.2. Local government to prepare annual budget

- (2) In the preparation of the annual budget the local government is to have regard to the contents of the plan for the future of the district made in accordance with section 5.56 and to prepare a detailed estimate for the current year of:
 - (a) the expenditure by the local government; and
 - (b) the revenue and income, independent of general rates, of the local government; and
 - (c) the amount required to make up the deficiency, if any, shown by comparing the estimated expenditure with the estimated revenue and income.
- (3) For the purposes of subsections (2)(a) and (b) all expenditure, revenue and income of the local government is to be taken into account unless otherwise prescribed.
- (4) The annual budget is to incorporate:
 - (a) particulars of the estimated expenditure proposed to be incurred by the local government.

POLICY IMPLICATIONS

Council Policy 8.4 Arts, Culture & Heritage is relevant to this item and in particular:

OBJECTIVE

Council will work with the community to provide residents with opportunities to express their culture and identity through:

- participation in the arts;
- conserving and interpreting history and heritage; and
- **encouraging community events.**

POLICY STATEMENT

The Shire of Capel shall seek to foster the Arts, Culture & Heritage by undertaking the following actions:

Arts and Culture

1. Ensuring community participation in projects and events from inception to evaluation.

FINANCIAL IMPLICATIONS

Budget

The annual budget includes the allocation of the Councillors Discretionary fund of \$50,000 to various projects approved from 'Councillor Requests' received prior to the 2015/16 budget adoption.

The current budget under Community Development (Schedule 13 – Economic Services) includes an amount of \$32,600 (Australia Day Function, Volunteers Breakfast & Community Events and Workshops) within the Community Development Programme (account 4842).

An amount of \$3,333 has been allocated to the Dalyellup Lions Club from the Minor Community Grants budget allocation of \$25,000 within the Community Grants Scheme (Schedule 10, Account 2342) budget.

Long Term

The LTFP includes an annual Councillors Discretionary Fund allocation of \$52,000 in addition to the Community Development Program and Minor Grants Scheme allocations, which depending on the decision of Council when considering this matter will be retained or included in a new annual 'Events' allocation.

Whole of Life

There are no Whole of Life costs associated with the agenda item as it is anticipated that no assets will be created from the proposal.

SUSTAINABILITY IMPLICATIONS

There will be no additional financial implications from this proposal as it is proposed to utilise existing budget allocations.

The creation of an 'Events' budget allocation provides the opportunity for greater social participation and interaction by members of the community throughout the Shire of Capel within both members of the Shire (Councillors and staff) and other community members in general.

If some of the events are held at current businesses (i.e. wineries etc.) it could provide increased economic benefits to those businesses and could also benefit other organisations that may set up such activities as food and drink stalls.

STRATEGIC IMPLICATIONS

Shire of Capel Strategic Community Plan 2013-2031

The Community Experience 'Provide facilities and services which recognise the diverse needs of the community and strive to make the Shire a safe place to live, work and visit.'

Strategic Outcomes:

2.1 Provide social, recreational and cultural opportunities and facilities for our communities

2.2 Encourage community engagement and participation

Shire of Capel Corporate Business Plan 2014-2018

Strategy 2.1B 'Enhanced cultural awareness, diversity and understanding.'

Action 2.1B1 'Promote and encourage festivals, events, arts and celebrate cultural diversity.'

CONSULTATION

There is no requirement for any external consultation at this time but if the events program was to proceed and be held at various localities and businesses around the Shire then consultation with other organisations and businesses would be required when planning events.

COMMENT

As can be seen from the information in the 'Financial Implications' part of this report, Council currently allocates approximately \$36,000 to various events or activities throughout the Shire through several different programmes. The intention is to bring all these funds under one funding allocation in one area of the budget and add \$32,000 of the current 'Councillors Discretionary' fund of \$52,000.

This would provide a total allocation of approximately \$88,000 which may be excessive (Shire of Dardanup contributed \$60,000 to its newly created 'Looking Glass' events program). If one is to consider that the Australia Day and Volunteers Breakfast events are separate to the intention of this proposal, then taking the \$20,000 general allocation in the existing budget for 'Community Events and Workshops' and adding \$32,000 from the Councillors fund would provide a starting fund of \$52,000 for such events as movies in the park, multi-cultural events, shire organised 'themed' events at local businesses (i.e. wineries).

Sourcing additional funds from such organisations as Lotterywest and SWDC (annual community events funding program) would allow for an increase in the number of events to be held. It should be noted that the first opportunity to source SWDC funding would be in early 2017.

This would then allow for a smaller 'Councillor Discretionary' fund of \$20,000 to be retained which could then be utilised for very small projects that are raised as one-off items by the community and agreed to by all Councillors as part of the annual draft budget process.

The allocation of these funds could be based on providing some funding to community organised events (say one third of project cost), as happens now with the 'Dalyellup Movies in the Park' and/or Council staff (and Councillors) organising Shire run events (movies, themed events at various locations around the Shire or music events at the new amphitheatre to be created in the Civic Precinct or elsewhere).

Should the funding be endorsed then further consideration can be given as to whether existing Community Development staff will be responsible for arranging suitable events, allocating funding to various community groups (policy 8.4 could be expanded to deal with financial contributions) and/or assisting community groups with the events and external funding applications and/or the establishment of a Councillor/Staff Community Events Committee to be responsible for Shire run events.

VOTING REQUIREMENTS

Simple majority

OC0403 OFFICER'S RECOMMENDATIONS – 13.1/COUNCIL DECISION

Moved Cr Hearne, Seconded Cr McCleery

That Council supports:

- 1. Increasing the existing 'Community Events and Workshops' budget allocation (account 4852) to \$52,000 commencing in 2016/17, with the additional \$32,000 be reallocated from the 'Councillors Discretionary Fund' allocation of \$52,000.**
- 2. The funding being utilised to fund Community and Shire of Capel organised community events, throughout the Shire, and adjoining local government events, where Shire of Capel community members attend in sufficient numbers to warrant a funding contribution.**
- 3. The retention of \$20,000 in the 2016/17 budget and thereafter, with annual CPI increases, for the 'Councillors Discretionary Fund', to be allocated to specific minor projects as part of the draft budget process.**

Carried 9/0

OC0404 (13.2) Budget Allocation – Australia Day Community Awards

Location: Boyanup
Applicant: Shire of Capel
File Reference: N/A
Disclosure of Interest: Nil
Date: 07.04.16
Author: Chief Executive Officer, PF Sheedy
Senior Officer: Chief Executive Officer, PF Sheedy
Attachments: Nil

MATTER FOR CONSIDERATION

A proposal to hold the Australia Day Community Awards event biennially (every 2 years), to encourage an increased level of nominations for the four categories (citizen of the year, young citizen of the year, young sportsperson of the year and community event of the year).

BACKGROUND / PROPOSAL**Background**

At the Councillors/CEO Quarterly Liaison meeting held on 23rd March 2016 the Chief Executive Officer raised for consideration the possibility of holding the Australia Day Community Awards event every 2 years to encourage an increased level of nominations for the four categories and as part of the current review of all annual budget allocations.

Proposal

In past years there has been an ongoing low level of nominations for some of the categories, especially the young citizens of the year and young sportsperson of the year and in some instances only one or no nominations in these categories.

Due to a lack of nominations in all categories in 2015 the event was not held and 2016 saw an increased level of interest and increased number of nominations across all categories.

As a result of past events it is worth now considering holding the event only every two years rather than annually and this will reduce the budget costs to zero every second year and assist in maintaining a high level of interest in nominating individuals for the various categories, creating an improved atmosphere at the event.

The citizenship ceremony that is currently undertaken as part of the annual event could either be held at the various community organisation Australia Day breakfast events every second year on a rotational basis or they could be accommodated at other times of the year in the revamped Council Chambers, which is now more conducive to having these activities.

STATUTORY ENVIRONMENT

Local Government Act 1995 Section 6.2 (2), (3) & (4)

6.2. Local government to prepare annual budget

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

- (b) the revenue and income, independent of general rates, of the local government; and
 - (c) the amount required to make up the deficiency, if any, shown by comparing the estimated expenditure with the estimated revenue and income.
- (3) For the purposes of subsections (2)(a) and (b) all expenditure, revenue and income of the local government is to be taken into account unless otherwise prescribed.
- (4) The annual budget is to incorporate:
- (a) particulars of the estimated expenditure proposed to be incurred by the local government.

POLICY IMPLICATIONS

There are no current Council Policies relevant to this matter.

FINANCIAL IMPLICATIONS

Budget

The 2015/16 budget includes an allocation of \$9,600 towards the 'Community Service/Australia Day Function (account 4842).

Long Term

The LTFP includes an annual allocation for the event that is indexed each year resulting in a small annual increase (i.e. 2017/18 \$9,840).

If the citizenship ceremonies were to be continued each year at an Australia Day breakfast event, some minor additional costs to the Citizenship Ceremony expenses (account 0152) would be required as a contribution to the local organisation.

Whole of Life

There are no Whole of Life costs associated with the agenda item as it is anticipated that no assets will be created from the proposal.

SUSTAINABILITY IMPLICATIONS

The removal of the event to every two years would have a positive impact on the LTFP resulting in a saving of approximately \$9,000 to \$10,000 every second year.

The removal of the event every second year would reduce the annual level of social participation and interaction by members of the community throughout the Shire of Capel with both members of the Shire (Councillors and staff) and other community members in general.

Undertaking citizenship ceremonies at the various community Australia Day breakfast events would provide some economic benefits in increased revenue for those organisations.

STRATEGIC IMPLICATIONS

Shire of Capel Strategic Community Plan 2013-2031

The Community Experience 'Provide facilities and services which recognise the diverse needs of the community and strive to make the Shire a safe place to live, work and visit.'

Strategic Outcomes:

2.2 Encourage community engagement and participation

Shire of Capel Corporate Business Plan 2014-2018

Strategies 2.2A 'Support participation by all sectors of the community.' And 2.2B 'Develop links with and support community volunteers.'

Action: 2.2B1 'Provide continued recognition and support of Volunteers.'

CONSULTATION

Consultation with those organisations that currently organise Australia Day breakfast events would be required, seeking their support, if Council was to consider holding the citizenship ceremonies at these events annually.

COMMENT

The main reasons for requesting Councillors give consideration to holding this event every second year are outlined under the 'Proposal' heading above.

VOTING REQUIREMENTS

Simple majority

OC0404 OFFICER'S RECOMMENDATIONS – 13.2/COUNCIL DECISION

Moved Cr J Scott, Seconded Cr McCleery

That Council supports moving the 'Community Awards/Australia Day Function' to a biennial (every two years) event with the next one being held in January 2018.

Carried 9/0

OC0405 (13.3) Capel Townsite Working Group

Location:	Capel
Applicant:	Shire of Capel
File Reference:	N/A
Disclosure of Interest:	Nil
Date:	13.04.16
Author:	Chief Executive Officer, PF Sheedy
Senior Officer:	Chief Executive Officer, PF Sheedy
Attachments:	A – Entry Statement Designs B – Northern Roundabout Design C – Diversity Banner

MATTER FOR CONSIDERATION

The following proposals are put forward for Council consideration:

1. An increase in the number of Capel Townsite Working Group (Working Group) members from nine (9) to ten (10) to allow for a community member, Erin Rafferty, to become an official member of the Group.
2. Endorsement of the three (3) entry statement designs (Attachment A) to be installed at the northern and southern entries of Capel Drive and Goodwood Road.
3. Endorsement of the Northern Roundabout design (Attachment B), subject to Main Roads WA approval.

BACKGROUND / PROPOSAL**Background**

June 2015 refers: Council at its meeting on 24 June 2015 (Minute OC0603) endorsed the following:

That:

1. *Council supports the formation of a working group with representatives from businesses, community and Council of up to 9 members to investigate and canvass a theme including art works and slogan for Capel Town; and*
2. *Councillors J Scott, M Scott and Norton be nominated as Council's representatives.*

The Working Group has been meeting on a monthly basis since September 2015 with the membership being, three (3) Councillors, two (2) representatives each from the Capel Chamber and Commerce and Capel Community Promotions and two (2) Shire Staff.

A number of recommendations/decisions, in relation to the entry statements in Capel, have been supported by the Working Group during the last six (6) months, that now require Council endorsement and these are detailed in the 'Matter For Consideration' and Proposal' sections of this report with further details provided in the 'Comment' section of this report of other matters endorsed by the Working Group.

Erin Rafferty was attending as a member of Capel Community Promotions but resigned from that group in February 2016.

Proposal

Given Erin Rafferty has provided all the designs, which she would own, is very enthusiastic about the whole 'Promotion of Capel' concept and has other art ideas to be considered in the future, it is vital that the Working Group retain her as a key member and therefore an expansion of the Working Group numbers is the only opportunity to retain her as an active member of the Working Group.

As part of the proposal to improve the entry and attraction into Capel, new signage and artworks have been identified as a key first project by the Working Group. Concept designs have been considered by the Working Group and it was decided early on in the process that using the word 'Experience' in all future signage, as part of total wording on various signage on roads and verges could be a point of difference for the Shire, rather than the traditional 'Welcome to' signage that is used largely everywhere else.

Rusted steel has been chosen as it will require very little maintenance and complement a heritage theme for other artworks and signage that may be introduced into Capel in the future.

The Working Group has seen merit in utilising three different designs for the entry statements as they incorporate a number of images that are relevant to Capel and the whole Shire and will also provide a point of difference when entering Capel from the three different directions.

The northern roundabout was seen as a key focal point that should have a different and iconic artwork and whilst having similar images to the entry statements, the steel tubes together with coloured lighting, will provide a unique entry point and attraction.

In order to ensure that the entry statements and artwork stand out as a feature when entering Capel it is proposed to have white Perspex behind the signs to enhance the images, solar lighting so that they can be seen at night, and some landscaping around them to improve their appearance. In addition, the existing 'Town Centre' signs in the northern roundabout will be replaced with Tuart timber.

STATUTORY ENVIRONMENT

Greater Bunbury Regional Scheme approval will be required as the signage and artworks will be abutting a Regional Road Reservation.

POLICY IMPLICATIONS

There are no current policies relevant to this matter.

FINANCIAL IMPLICATIONS**Budget**

The 2015/16 Budget has an allocation of \$25,000 for 'Capel Theme Promotion' under 'Tourism and Area Promotion (schedule 13, account J3912). It is proposed that these funds be carried over into the 2016/17 financial year.

Long Term

The Long Term Financial Plan includes an allocation of \$100,000 (\$20,000 in 2016/17, \$40,000 in 2017/18, \$20,000 in 2018/19 and \$20,000 in 2019/20) over the next four financial years for 'Entry Statement – non - specific.'

Whole of Life

The steel signage will require minimal ongoing maintenance, whilst some regular maintenance costs will be incurred in maintaining the landscaping and replacement of solar lights as required.

SUSTAINABILITY IMPLICATIONS

Once installed, the signage and artworks should require very little ongoing maintenance, reducing the financial implications and the use of solar lighting will be both a financial and environmental win to the Council and the community.

It is envisaged that this new signage and artworks together with future proposed signage and artworks in the townsite, will enhance the attraction for tourists and visitors to stop in Capel on their journey north and south bringing economic benefits to the local businesses.

STRATEGIC IMPLICATIONS

Shire of Capel Strategic Community Plan 2013-2031

'The Community Experience' and strategic outcome 2.2 'Encourage community engagement and participation.'

'The Economic Experience' and strategic outcomes 4.1 'Support opportunities to take advantage of the Shire's location.' and 4.7 'Promote tourist interests and provision of tourist accommodation.'

CONSULTATION

Consultation will be required with Main Roads WA, South West Branch in Bunbury in regards to the location of the signage and artworks in the road reserves.

No further community consultation is required as businesses (Capel Chamber of Commerce) and community (Capel Community Promotions) have provided input via the Working Group.

COMMENT

As a graphic artist Erin Rafferty has spent numerous hours putting together a number of proposals for consideration by the Working Group in relation to the entry statements, roundabout, Capel Bridge and art works in Forrest Road and possibly the Civic Precinct. This includes designs as can be seen in the attachments and estimate costs for the entry statements in discussions with steel fabricators.

These were initially presented by Erin as a member of Capel Community Promotions and she was attending meetings as a representative of that Group. As she is no longer a member of that Group she is not permitted to attend the Working Group meetings as an active member. But given she has provided all the designs, which she would own, is very enthusiastic about the whole 'Promotion of Capel' concept and has other art ideas to be considered in the future, it is vital that the Working Group retain her as a key member and so Council is encouraged to agree to the expansion of the Working Group numbers to ten (10).

If other community members indicate an interest in being involved in 'Promoting Capel' they will be encouraged to become members of either the Capel Chamber of Commerce (if a business) or Capel Community Promotions and feed their ideas through those groups to the Working Group.

As indicated the Working Group has been meeting for several months and has endorsed a number of actions that relate to the promotion of Capel, Capel theme/slogan and artworks. The key ones that require endorsement at this time to allow staff to progress footing designs, Engineers' certification, additional quotations and landscaping around them are included in the Staff Recommendation.

However there has been a number of other endorsed actions made by the Working Group, which are listed below for Councillors' information, some of which will be brought back to Council at the appropriate time (i.e. when there are budget allocations) for endorsement.

- The name of the Working Group is 'Capel Townsite Working Group' with the objective being 'Enhancing and promoting Capel Townsite to increase visitors to town'
- Agreed that this project is more about entry statements and public art than themes and slogans. It was agreed that a Slogan for each locality/town is something that could be developed later and possibly with community input.
- A three (3) part signage process be undertaken to promote Capel to visitors:
 - Shire boundary signage on Bussell Highway (north and south). It is envisaged that this signage will have 'Experience the Shire of Capel' in large print, with additional wording at the bottom of all localities in the Shire. Consideration would be given to utilising the 'Diversity Banner' images (Attachment C).
 - Bussell Highway signage for Capel (500m -1.0 km north and south of the existing 'Green Capel' signs). Wording to be such as 'Welcome to Capel' with pictures and imagery to be decided later (based on what is decided in Capel in regards to artworks etc.).
 - Entry signage/artworks on Capel Drive (north and south), Goodwood Road and northern roundabout.
- Entry statements at key points such as the roundabout and entries into Capel may incorporate horse or tuart or related imagery.
- The entry signage/artworks on Capel Drive and Goodwood Road have 'Experience Capel' on it.
- Consideration be given to broadening imagery or theming in Forrest Road and other town areas.
- That 'Experience' be included in signage in the different localities within the Shire to reflect that it is used already in a number of Shire documents (i.e. strategic community plan).
- Capel Community Promotions will consider signage designs for the Capel Bridge and promotion of the 'Troll under the Bridge' artwork.

In regards to the matters included in this report for a Council decision the following additional information is provided.

Entry Statements (Attachment A – C1, C2 & C3)

- The signage will be rusted Corten steel sheeting 5mm, either 3000 x 1500 or 3000 x 2000 (Working Group preference is 3000 x 2000).
- They will replace the existing signs on Capel Drive (north and south) with a third one placed on Goodwood Road on the western side some 200/250 metres south of Upson Road.
- Then signs will be backed with white Perspex to provide a contrast to the cut outs.
- Additional landscaping and solar lighting will be provided around the signs.
- The estimated cost for the three signs, including Perspex and installation by the supplier is \$11,000. Additional costs will be required for an Engineer's footing design and Certificate (approximately \$5,000), footings, landscaping and lighting.

- Main Roads WA approval will be required.

Northern Roundabout (Attachment B)

- The artworks will be rusted Corten steel 3mm tubes.
- Some of the existing trees and landscaping will be retained.
- The estimated cost of the tubes, Perspex and installation by supplier is \$8,000. Additional costs will be required for an Engineer's footing design and Certificate (approximately \$5,000), footings, landscaping and lighting.
- Consideration will be given to having coloured lighting to enhance the artworks at night.
- New 'Town Centre' signage (2) will be installed in the roundabout utilising some of the tuart currently stored at the Shire depot.
- Main Roads WA approval will be required.

VOTING REQUIREMENTS

Simple majority

OC0405 OFFICER'S RECOMMENDATIONS – 13.3/COUNCIL DECISION

Moved Cr J Scott, Seconded Cr Bell

That Council approves:

- 1. The installation of entry statement signage, C1, C2 and C3 in Attachment A, on Capel Drive (north and southern entrances) and Goodwood Road, including landscaping and lighting, subject to Main Roads WA and Greater Bunbury Regional Scheme approval ;**
- 2. The installation of artworks, 'Roundabout Display A' in Attachment B, in the northern roundabout on Capel Drive, including new signage, landscaping and lighting, subject to Main Roads WA and Greater Bunbury Regional Scheme approval; and**
- 3. The increase in membership of the Capel Townsite Working Group to allow for community member Erin Rafferty to become an official member of the Group.**

Carried 9/0

Mrs Terrantroy left the meeting at 4.53pm and did not return.

ENGINEERING AND DEVELOPMENT SERVICES REPORTS

OC0406 (14.1) William Street – Petition Request for Road Upgrade

Location:	Boyanup
Applicant:	Shire of Capel
File Reference:	RO.CO.1
Disclosure of Interest:	Nil
Date:	13.04.16
Author:	Executive Manager Engineering & Development Services, J Gick
Senior Officer:	Chief Executive Officer, P Sheedy
Attachments:	Copy of Petition dated 3 November 2014

MATTER FOR CONSIDERATION

Consideration of a request for upgrade of William Street, Boyanup.

BACKGROUND / PROPOSAL

At its 17 December 2014, Cr B Smith tabled a petition from the residents of William Street, Boyanup regarding the state of the gravel road. The residents are asking for William Street to be included in the 10 Year Road Program, that the road is maintained to a standard including re-sheeting and that Shire staff attend to the trees on the verges as necessary.

The Council decided (Minute OC1202):

That Council acknowledges the petition from the residents of William Street, Boyanup and refers it to the Chief Executive Officer for a report to come to Council for consideration.

STATUTORY ENVIRONMENT

Local Government Act 1995 Section 3.5

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.
- (2) A local law made under this Act does not apply outside the local government's district unless it is made to apply outside the district under section 3.6.
- (3) The power conferred on a local government by subsection (1) is in addition to any power to make local laws conferred on it by any other Act.
- (4A) Nothing in the Building Act 2011 prevents a local government from making local laws under this Act about building work, demolition work, a standard for the construction or demolition of buildings or incidental structures, or the use and maintenance of, and requirements in relation to, existing buildings or incidental structures, as those terms are defined in section 3 of that Act.
- (4) Regulations may set out —
 - (a) matters about which, or purposes for which, local laws are not to be made; or
 - (b) kinds of local laws that are not to be made, and a local government cannot make a local law about such a matter, or for such a purpose or of such a kind.
- (5) Regulations may set out such transitional arrangements as are necessary or convenient to deal with a local law ceasing to have effect because the power to make it has been removed by regulations under subsection (4). Legislative power of local governments, of the Local Government Act 1995 provides for local governments to make local laws.

Shire of Capel Standing Orders Local Law 2007 Section 3.8

3.8 Petitions

- (1) A petition, in order to be effective, is to: -
- (a) be addressed to the Council and be in the form "We, the undersigned, all being Electors of the Shire of Capel, do humbly pray that...";
 - (b) be made by electors of the district;
 - (c) state the request on each page of the petition;
 - (d) contain the names, addresses and signatures of the electors making the request;
 - (e) contain a summary of the reasons for the request;
 - (f) state the name of the person upon whom, and an address at which, notice to the petitioners can be given; and
 - (g) not contain any language that is disrespectful to the Council or likely to be defamatory to any person.
- (2) A Petition must be in the form prescribed by the Act and *Local Government (Constitution) Regulations 1996* if it is: -
- (a) a proposal to change the method of filling the office of President;
 - (b) a proposal to create a new district or the boundaries of the Shire of Capel;
 - (c) a request for a poll on a recommended amalgamation; or
 - (d) a submission about changes towards the name of a district or ward or the number of Councillors for a district or ward.
- (3) A member presenting a petition shall be limited to a statement of the parties from whom it comes, the number of the signatures attached to it, the material issues contained in it, and to the reading of the preamble to the petition. It shall be incumbent on the member presenting the petition to be familiar with the nature and contents of the petition, and to ascertain that it is in the form prescribed by this clause.
- (4) The only question that shall be considered by the Council on the presentation of any petition shall be: -
- (a) that the petition shall be acknowledged; or
 - (b) that the petition be acknowledged and referred to the CEO for a report; or
 - (c) that the petition be acknowledged and be dealt with by the Council in conjunction with an item on the same agenda paper.

POLICY IMPLICATIONS

The following Council policies apply:

- Council Policy 7.3: Engineering Specifications (Subdivision Land Development);
 Council Policy 7.6: Roads (seal width); and
 Council Policy 7.7: Roads (verges).

FINANCIAL IMPLICATIONS**Budget**

There are no budget implications for this recommendation.

Long Term

Should the Council see fit to upgrade William Street to the contemporary design standards, there will be a significant project cost.

Upgrading the road to a 6.2m bituminous seal, with 0.9m shoulders, open drainage and cleared verges will cost in the order of \$45.00 to \$50.00 per square metre. The unsealed portion of William Street is 700m long and is vegetated with mature trees. The project, subject to a properly defined scope and design could cost in the order of \$200,000.

Typically road construction projects attract an annual increase in maintenance expenditure in the order of 2-3% of the capital cost of the project component. In this case, the annual cost to maintain the seal formation would cost in the order of \$5,000 per annum.

Currently, the road receives periodic maintenance grading, periodic tree pruning and periodic verge mowing. William Street incurred maintenance costs of \$2,900 in 2014/14 and \$3,100 in 2014/15. Based on the typical maintenance costs of new roads and the current trends, the development of the new project would cost the capital outlay plus about \$2,000 additional maintenance costs per annum.

Whole of Life

The proposal to upgrade William Street to contemporary standards would incur significant whole of life costs. The following table outlines a brief example of whole of life costs for this asset:

Year	Activity	Cost	Indexed cost (2%)
0	Widen formation, construct new 6.2m seal	200,000	200,000
1	2 nd coat seal	28,000	28,560
22	Reseal to 6.2	28,000	43,290
44	Reseal to 6.2m	28,000	70,000
65	Reconstruction to 6.2m seal	200,000	724,500
Annual	Maintenance x 65	325,000	668,740
Annual	Depreciation (80% Original capital)	160,000	160,000
	WHOLE OF LIFE COST	926,000	1,895,090

It should be noted these cost estimates are based on idealised asset management outcomes, which are unlikely to be realised.

SUSTAINABILITY IMPLICATIONS

The proposal to upgrade William Street, Boyanup addresses sustainability criteria in the following way:

Community expectations are met by improving the condition of the road, improved road safety outcomes, and improved access to residents.

The economy benefits through procurement of local goods and services.

The proposal requires the removal of a number of significant trees, but will suppress traffic generated dust.

STRATEGIC IMPLICATIONS

Shire of Capel Strategic Community Plan 2013 – 2031

The requested proposal is consistent with:

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

Strategic Outcomes:

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

5.3 Improve connectivity throughout our communities and to the region; and

The requested proposal is **inconsistent** with:

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

Strategic Outcomes:

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

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

Strategic Outcomes:

5.6 Effectively manage the Shires assets and resources.

CONSULTATION

Mr John and Mrs Roslyn Piggot have sought advice from officers from time to time to discuss their approved subdivision. One condition of the subdivision requires the contribution of funds towards the future upgrade of the portion of William Street fronting their property (54 William Street). Staff have negotiated a reduced contribution to undertake works at the corner of William Street and Lincoln Street. The purpose of the negotiation was to allow the Piggots to progress their subdivision and meet the statutory conditions, and to ensure any monies collected are physically used to upgrade the road network, rather than sit in reserve until the road is included in a future road program.

The scale of the project has been discussed with Technical Services staff and Operations staff to consider the project impacts.

Mr and Mrs Piggot recently met with the Executive Manager Engineering & Development Services to discuss their options with respect to the subdivision should they sell the property.

There are no records of any of the other petitioners requesting works, since the time of the petition.

COMMENT

At the time of the petition request, Council Policy 7.6 – Roads (seal width) required reference to Procedure E7.6 – Road Seal Criteria. Procedure E7.6 establishes an assessment protocol to allow the Council to consider a request for road sealing, summarised as:

- An application must come from a community of people and not an individual request. A minimum of ten persons shall be called a community. The community must be serviced by the road.
- A vehicle count should be conducted over a twelve month period on at least three occasions over one week period during that year. One count should include a weekend period.
- The vehicle count must record at least a minimum of 40 vehicles per day (v.p.d.) on each occasion to be considered for bitumen.
The vehicle counts will determine the road seal width as follows:
 - 0-40 v.p.d. Gravel only
 - 40-80 v.p.d. Bitumen 4.0m wide
 - 80+ v.p.d. Bitumen 6.0m wide minimum
- Where the count falls in the category of 0-40 v.p.d. Council will consider the improvement of the road geometry and surface.

Four separate traffic counts have been undertaken for William Street since the petition was lodged. The counts are tabled below:

Road No.	SLK (m)	End Date of the Count	Location	ADT (vpd)	Light Class 1 & 2 %	Heavy Class 2 – 12 %	Speed 85% Per
97	760	3/02/2015	Between Scott St and Lincoln St SLK 760	24.6	88.7	11.3	49
97	1080	3/06/2015	200m East of Scott St	10.1	79.7	20.3	52.6
97	460	3/06/2015	200m West of Lincoln St	30.6	94.1	5.9	51.1
97	760	2/09/2015	Between Scott St and Lincoln St SLK 760	37.2	92.0	8.0	51.8

The traffic counts show that traffic volumes do not exceed the previous 40vpd required for consideration.

At its 27 January 2016 meeting the Council adopted an updated version of Policy 7.6 – Roads (seal width). Council Decision OC0113 applies. The criteria for consideration for road geometry and surface upgrades has been increased to 150vpd.

This agenda item will be considered at the same time that a separate agenda item will be presented requesting adoption of a Program of Works – Roads (2016 – 2020). The program of works does not include William Street in the period 2016/17 to 2019/2020.

VOTING REQUIREMENTS

Simple majority

OC0406 OFFICER'S RECOMMENDATIONS – 14.1/COUNCIL DECISION

Moved Cr Smith, Seconded Cr McCleery

That Council:

- 1. Notifies the residents of William Street, Boyanup that it has considered the petition of 3 November 2014 and that it has not included requests to seal or to gravel sheet the unsealed portion of William Street in its Program of Works – Roads (2016 – 2020), due to low traffic volumes, high costs and low priority compared to other projects in the Program; and**
- 2. Continues to maintain the gravel portion of William Street including routine maintenance grading, tree pruning and verge mowing within its maintenance programs.**

Carried 7/2

Councillors Bell, Norton, Schiano and Smith declared a proximity interest in Item 14.2 Program of Works – Roads (2016 – 2020). The nature of Cr Bell's interest is that he owns land beside Gavins Road. Cr Bell requested permission to be present and participate in any discussion or debate on this item and stated that the full extent of his interest is that he is 100% owner of that land.

The nature and extent of Cr Norton's interest is that he owns property adjoining the road works on Hansen Road. The nature and extent of Cr Schiano's interest is that he will be living on Properjohn Road as of May 2016. The nature and extent of Cr Smith's interest is that he lives on Hurst Road.

Cr M Scott declared an impartiality interest in Item 14.2 Program of Works – Roads (2016 – 2020). The nature and extent of Cr M Scott's interest is that his son owns land on Elgin Road.

Councillors Bell, Norton, Schiano and Smith left the Chambers at 5.14pm.

OC0407 COUNCIL DECISION

Moved Cr Hearne, Seconded Cr Baxi

That Cr Bell be permitted to remain in the Chambers during discussion of Item 14.2 Program of Works – Roads (2016 – 2020) in light of the fact that his proximity interest could be deemed to be insignificant.

Carried 3/2

VOTING REQUIREMENTS

Simple majority

Cr Bell returned to the Chambers at 5.18pm.

OC0408 (14.2) Program of Works – Roads (2016 - 2020)

Location:	Capel
Applicant:	Shire of Capel
File Reference:	RO.PL.1
Disclosure of Interest:	Nil
Date:	13.04.16
Author:	Executive Manager Engineering & Development Services, J Gick
Senior Officer:	Chief Executive Officer, P Sheedy
Attachments:	<ol style="list-style-type: none"> 1. Program of Works - Roads (2016 – 2020) 2. Program of Works – Roads (2016 – 2020) – Summary Table & Charts 3. Locality Maps (<i>distributed separately to Councillors and EMT</i>)

MATTER FOR CONSIDERATION

Formal adoption of a four year Program of Works – Roads (2016 – 2020) and allocation of funds to the 2016/17 Budget.

BACKGROUND / PROPOSAL

Background

Minute OC0507: At its 21 May 2014 meeting, the Council endorsed a 10 Year Road Management Plan (2014/15 - 2023/24), and allocated funds to the 2014/15 budget to

implement the first year of that program. The Council has adopted similar 10 year programs since 2009/10.

Minute OC0405: At its 22 April 2015 meeting, the Council considered a review of the 10 Year Road Management Plan (2014/15 - 2023/24), which identified several anomalies in proposed project scope, funding arrangements and project sequencing.

Consequently, the Council decided to:

1. Discontinue the 10 Year Road Management Plan (2014/15 - 2023/24);
2. Endorse the Program of Works – Roads (2015/16), with these changes:
 - (a) Delete Capel Tutunup Road from the 2015/16 program;
 - (b) Include additional works to Elgin Road north from Railway Road to Nicholls Road where works are already scheduled, approximately 1km;
 - (c) Include Boundary Road from Clarke Road south to Lowrie Road, approximately 1km.
 - (d) To find savings to facilitate these additional works from the program of works 2015/16.
3. Allocate \$1,312,646.40 in the draft 2015/16 Budget for roads; and
4. Request staff to prepare a draft 4 Year Program of Works – Roads (2016/17 - 2019/20) for consideration in early 2016 with an additional budget allocation to bring program of works up to a minimum of \$1.5million annually.

This report is prepared in response to point 4 of Council Decision OC0405.

Proposal

The draft 4 Year Program of Works - Roads (2016 - 2020) is presented to Council for consideration and adoption as required under the Local Government Act 1995 s5.56.

STATUTORY ENVIRONMENT

Local Government Act 1995 Section 5.56

S 5.56. Planning for the future

- (1) A local government is to plan for the future of the district.
- (2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

POLICY IMPLICATIONS

The following Council policies apply:

- Council Policy 2.7: Preparation of Integrated Financial Plan and Budget;
- Council Policy 2.9: Budget Management – Capital Acquisitions and Works;
- Council Policy 6.18: Capel Townsite Traffic Strategy;
- Council Policy 6.23: Boyanup Transport Infrastructure Strategy;
- Council Policy 7.1: Asset Management;
- Council Policy 7.3: Engineering Specifications (Subdivision Land Development);
- Council Policy 7.6: Roads (seal width); and
- Council Policy 7.7: Roads (verges).

FINANCIAL IMPLICATIONS**Budget**

The following table provides a summary of the 2016/17 budget arrangements proposed for the Program of Works – Roads (2016 – 2020):

Item	Description	\$
2016/17 Expenditure		
Network Expansion	Asset upgrades	688,262
Network Preservation	Asset renewals	862,121
Proposed 2016/17 Program of Works	Total expenditure	1,550,383
2016/17 Funding		
Direct Grant	Preliminary approved through RRG	(129,751)
Regional Road Group (RRG)	Project 21112209 Boundary Road Reconstruct SLK 3.47 to 4.70	(212,000)
	Project 21112210 Gavins Road Reseal SLK 0.00 to 0.51	(16,000)
	State Blackspot Project (RRG)	Project 21112211 Capel Tutunup Road Widen road to 6.2m SLK 2.20 to 3.40
Roads to Recovery	2016/17 allocation	(862,418)
	Total funding	1,447,502
2016/17 Budget Arrangements		
Proposed 2016/17 Program of Works	Total expenditure	1,550,383
Anticipated funding	Total revenue	(1,447,502)
General purpose revenue	Required to achieve proposed program	(102,881)

The Program of Works – Roads (2016 – 2020) benefits significantly in 2016/17 from external funding. The Federal Governments Roads to Recovery program has allocated a significant increase in 2015/16 and 2016/17 compared to the base line allocation of \$261,221 for subsequent years.

The Shire has been successful in securing additional funding for 2016/17 through Regional Road Group (RRG) and the State Blackspot program. Two projects are required to repair damage caused by the rubbish truck when turning in cul-de-sacs and can legitimately be funded from the Waste Management Reserve.

Due to the heavy external funding of the 2016/17 program, the burden on Council General Revenue is reduced. This presents an opportunity to top up the Infrastructure Asset Preservation Reserve in readiness for future draw down for lesser funded years.

Long Term

This report has been structured to deliver a sensible and balanced four year Program of Works – Roads (2016 – 2020). The program includes number of projects that require on-going funding in future years. However, several projects require further analysis and scoping to more accurately estimate their costs. Further work will be required to prepare a more accurate future Program of Works – Roads (2017 – 2021).

A summary of the financial implications for the life of this program is tabled below:

Budget Year	RRG (\$)	Blackspot (\$)	RTR (\$)	Direct Grant (\$)	General Revenue/Reserves (\$)	Estimate (\$)
2016/17	228,000	227,333	862,418	129,751	102,881	1,50,383
2017/18	90,000	140,000	261,221	138,420	977,122	1,606,762
2018/19	160,000	136,000	261,221	150,120	955,204	1,662,545
2019/20	743,000	12,000	261,221 ⁽¹⁾	159,480	562,496	1,738,197
TOTAL	1,221,000⁽²⁾	515,333⁽³⁾	1,646,081	577,771⁽⁴⁾	2,597,703⁽⁵⁾	6,577,177⁽⁶⁾

- (1) The current Federal Roads to Recovery Program is projected to 2018/19 only. Any subsequent funding in 2019/20 and beyond is subject to a new funding arrangement.
- (2) Regional Road Group funding is approved annually, subject to the State Roads Funds to Local Government agreement. Future funding is not secured and will be subject to competitive application.
- (3) Federal Government and State Blackspot funding are approved annually, subject to crash criteria, Road Safety Audit recommendations and funding availability.
- (4) The Direct Grant is preliminary approved for 2016/17, and will be available in subsequent years. The quantum of the Direct Grant will be subject to further adjustments through the Western Australian Grants Commission, but has typically increased over the last few years, by a nominal \$8,000 to \$10,000 per year.
- (5) At the time of writing the draft four year budget had not been finalised. The balance between General Revenue and Reserve drawdown has not been finalised.
- (6) The total program value may vary pending confirmation of notes (1) to (5).

The cost of this proposal does not go beyond 2019/20, however, a subsequent 4 Year Program of Works – Roads (2017 - 2021) will require more information for the Council to consider. Beyond an adopted 4 Year Program of Works, a future 10 Year Program of Works will require yet more financial and asset analysis, and scenario testing to inform a subsequent Long Term Financial Plan.

Whole of Life

The projects identified in this Program of Works are a combination of asset upgrade and asset renewal projects. No detailed analysis of the whole of life costs has been undertaken for this exercise.

In order to properly achieve whole of life costs, the total cost of delivering assets needs to be better understood, including initial capital, ongoing maintenance costs, renewal components over the life of the asset, financing costs (depreciation and interest on borrowings) and administrative costs.

Typically road construction projects attract an annual increase in maintenance expenditure in the order of 2-3% of the capital cost of the project component. That is, for every \$1,000,000 spent on capitalisation, a corresponding \$20,000 to \$30,000 should be assigned to ongoing maintenance. This idealised arrangement is based on good industry practice, but has been very difficult to achieve in most road authority organisations.

The Shire of Capel budgeted \$1.6M for road maintenance in 2014/15 and increased this allocation to \$1.8M in 2015/16. This increase is made up predominantly by wages and overheads. More work needs to be done to drive down overhead costs and increase service delivery to the road asset.

The road asset was valued under fair valuation rules in March 2016, and the total value of the asset was determined at \$99.3M. Depreciation of this asset is costed at \$1.6M per annum. Council Decision OC0405 required the road program to be increased to a minimum of \$1.5M.

This demonstrates that there remains a gap between the projected spend and the required spend to overcome the consumption of the asset.

SUSTAINABILITY IMPLICATIONS

The proposed Program of Works – Roads (2016 - 2020) addresses sustainability criteria in the following way:

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

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

Environment: A neutral environmental outcome is expected, with vegetation clearing offset by improved drainage management.

Asset: The asset sustainability ratios are lower than indicated in the Asset Management Strategy (Dec, 2015), due to the ongoing demand to upgrade the network to contemporary standards and community expectations.

STRATEGIC IMPLICATIONS

Shire of Capel Strategic Community Plan 2013 – 2031

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

Strategic Outcomes:

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

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

Strategic Outcomes:

4.6 Support and promote the agricultural economy;

4.7 Promote tourist interests and provision of tourist accommodation;

4.8 Support the retention of the mining industry.

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

Strategic Outcomes:

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

5.3 Improve connectivity throughout our communities and to the region; and

5.6 Effectively manage the Shires assets and resources.

CONSULTATION

There has been ongoing consultation with a variety of interested stakeholders including:

- Councillors and Executive
- Management and staff
- Grader drivers and operators
- Main Roads WA – South West Region
- Residents at the January 2016 Annual Electors Meeting
- Consultants and contractors

- Customer requests for road works
- Developers
- WA Police.

The draft program was scrutinised by Technical Services staff at a dedicated meeting on 7 April 2016, where project scope, scheduling, costings, funding, priority and delivery methods were discussed.

COMMENT

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

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

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

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

This was completed as part of Council Decision OC0405. The 2015/16 Program of Works has largely been delivered, except for one project. The scope for Stirling Street, Capel was incomplete at the time of the Council Decision. The initial cost estimate of \$82,500 did not include drainage and underestimated the overall project costs. A subsequent industry based estimate places the project at about \$250,000 and this project was deferred through the mid-year review, which is reflected in Council Decision OC0209.

The rationale behind the formulation of the Program of Works (2015/16) was based on a number of road network management principles and road project delivery strategies, including:

1. Detailed review of the 2015/16 projects in the existing 10 Year Plan, with a view on scheduled works in 2016/17;
2. Deferring any RRG eligible projects to future years subject to formal grant applications;
3. Removing references to duplicate or completed works;
4. Meeting obligations;
5. Asset preservation on new works;
6. Salvaging and / or re-scoping projects that have merit;
7. Bringing forward known poor sections of urban road;
8. Addressing road safety and bringing forward known network hazards;
9. Prioritising and itemising gravel resheet work;
10. Completing road network reseals and widenings;
11. Asset preservation to reduce risk of critical failures; and
12. Balancing the program to reflect a balance between asset preservation / asset renewal / asset expansion.

These principles and strategies remain a valid as a set of informal selection criteria for the preparation of the Program of Works – Roads (2016 - 2020).

The development Program of Works – Roads (2015/16) identified several projects which have merit based on one or more criteria. Unfortunately, the volume of roadworks required to preserve the asset and expand the asset to a set of uniform design criteria exceeded, and still exceeds current road funding allocations.

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

This report addresses point 4 of Council Decision OC0405.

The methodology platform to prepare a 4 year Program of Works, was outlined in the 22 April 2015 agenda item. The methodology is based on catching up on a back log of outstanding works, preserving the asset for future use and upgrading the network for the future demand. The methodology outlined in 2015 remains valid and includes:

- Review of the previously adopted 10 Year Program of Works to identify projects of merit;
- Review of internal and external customer request for works to identify projects of merit;
- Asset condition data to determine a priority of asset need (mainly focusing on surface condition);
- Inclusion and consideration of known project backlogs;
- Identification of external funding opportunities including Regional Road Group, Roads to Recovery, Direct Grants, State Initiatives on Local Roads, State Blackspot projects, Australian Government Blackspot projects, developer funded works, private works etc;
- Introduction of road project assessment criteria to assist with road programming prioritisation (e.g. traffic volumes, heavy haulage routes, school bus routes, seasonal campaign cartage routes, pedestrian traffic, adjacent land use zoning etc.); and
- Identification of road safety and Blackspot projects.

Unfortunately, the methodology has not been formalised as a structured protocol. This work is developing as part of the Asset Management Strategy, adopted by Council at its 24 February 2016 meeting (Council Decision OC0205). However, the methodology and selection criteria outlined above fit with the objectives of the Councils Strategic Community Plan (2013-2031), the objectives of the Asset Management Strategy (Dec, 2015) and the objectives of the Councils 22 April 2015 decisions.

The following table gives a summary of the reasoning for projects identified in the 4 year Program of Works – Roads (2016 - 2020):

Road	Description	Project Justification
ASSET UPGRADE		
Capel Tutunup Road	Widen formation and seal	Blackspot site (approved) The works address a Blackspot and extend works undertaken in 2014/15. Potential future extension south.
Stirling Street (Capel)	Widen formation and seal. Introduce stormwater drainage.	This is a narrow seal urban road that frequently experiences localised flooding. The seal and adjoining pavement is in poor condition. The project will bring the road up to standard commensurate with an urban road environment.
Boyanup West Road	Realign and widen intersection (Elgin Road)	Blackspot site (potential) The works address a potential Blackspot and link into works on Elgin Road and Boyanup West Road.
Jules Road North	Widen formation	This project, coupled with a new path, will address movement conflict between pedestrians, cyclists, light vehicles and heavy vehicles leading to the quarry.
Hansen Road	Clearing, realign and gravel sheet	This project will raise improve the alignment and formation of the road, and improve road safety.

Payne Road, Boyanup	Widen formation and seal	The works will complete the road to a uniform width, and enhance the strategic link between SWH and Boyanup West Road.
Brookdale Road	Widen formation, improve drainage	The works will improve safety over a crest
Ludlow North Road	Clearing, widen formation and improve intersection (Stirling Road)	Blackspot site (potential) The works address a potential Blackspot and improves the intersection configuration.
ASSET RENEWAL		
Boundary Road	Widen formation and seal	The works continue works undertaken in 2015/16 and will complete the road to a uniform width.
Elgin Road	Reconstruct formation and seal	The works continue works undertaken in 2015/16 and will complete the road to a uniform width.
Gavins Road	Reseal	Asset preservation works
Boyanup West Road	Reconstruct formation and seal	Repair damaged pavement and establish on-going project for the future.
Boyanup West Road	Reseal	Asset preservation and establish on-going project for the future.
Cheriton Court Hilduna Drive Stratham Close Kent Road Child Place Mewett Drive Tatton Place Craig Court	Repair pavement, install edge kerb and asphalt overlay	Asset preservation to repair damage caused by turning rubbish truck.
Bridge Street	Install drainage, kerbing and asphalt overlay	Address drainage problem and asset preservation.
King Road	Gravel re-sheet	Asset preservation works linking to Hansen Road upgrade.
Norman Road Brookdale Road Fowler Road Weld Road Kilpatrick Road	Gravel re-sheet	Asset preservation works
Capel Tutunup Road	2 nd coat seal	Asset preservation works
Lowrie Road	2 nd coat seal	Asset preservation works
Parade Road	Renew roundabout surface	Asset preservation works
Mallokup Road	2 nd coat seal	Asset preservation works
Heathridge Road Korella Drive Dalyellup Boulevard Norton Promenade Christopher Way	Asphalt overlay and kerb repairs	Asset preservation works
James Road Armstrong Street Frances Road Clarke Road Properjohn Road Ducane Road	Reseal	Asset preservation works

Lowrie Road		
Simmons Street Hurst Road	Profile plain and asphalt overlay	Asset preservation works

The rolling nature of a periodic program of works requires consideration of the ongoing nature of projects. There are some projects identified in 2019/2020, which in the last year of the program, are 'on-going'. That being the case, they will need to be included in a subsequent program for further work. This work will need to be developed as the program matures, project selection is formalised and future funding constraints are realised.

The outcomes of a suitable 4 Year Program of Works was documented at the 22 April 2015 agenda as:

- Increased external funding opportunities;
- Prioritisation of asset preservation projects;
- Bring urgent works forward;
- Establish a basis for future road project assessments; and
- Alignment with Corporate Business planning.

The proposed Program of Works (2016 - 2020) achieves these outcomes.

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

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

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

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

- Aligning road network development with urban growth to address foreseeable future need.

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

Concluding Comment

The Program of Works – Roads (2016 - 2020) continues work in accordance with Council Decision OC0405 and builds on a successful 2015/16 capital works campaign.

The program establishes a platform for preserving the asset now, and development of the road network for the future. Unfortunately, the program is constrained by funding and internal resource capacity; however, it is better aligned to external funding opportunities.

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

VOTING REQUIREMENTS

Simple majority

OC0408 OFFICER’S RECOMMENDATIONS – 14.2/COUNCIL MOTION

Moved Cr J Scott, Seconded Cr Baxi

That Council:

- 1. Endorses the Program of Works – Roads (2016 – 2020); and**
- 2. Allocates \$1,550,383 in the draft 2016/17 Budget for the roads capital program.**

OC0409 AMENDMENT

Moved Cr J Scott, Seconded Cr Hearne

That Council:

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

Cr Bell left the Chambers at 5.31pm.

The Amendment was Carried 4/1
The Amendment became the Motion and was Carried 4/1

REASON: Addressing road safety and bringing forward known network hazards and prioritising gravel resheet works because of more recent customer requests.

Councillors Bell, Norton, Smith and Schiano returned to the Chambers at 5.33pm.

OC0410 COUNCIL DECISION

Moved Cr J Scott, Seconded Cr Bell

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

Carried 5/4

VOTING REQUIREMENTS

Simple majority

Mr J Gick, Executive Manager Engineering and Development Services, declared a financial interest in Item 14.3 10 Year Plant Renewal Program (2016 – 2026). The nature and extent of his interest is that the Program includes the replacement of 70CP Ford Kuga in 2016/17. This vehicle is included as a component of his remuneration package.

OC0411 (14.3) 10 Year Plant Renewal Program (2016 - 2026)

Location: Capel
 Applicant: Shire of Capel
 File Reference: FL.AC.1
 Disclosure of Interest: The author has a financial interest as he benefits from private use of a vehicle scheduled for renewal in 2016/17
 Date: 12.04.16
 Author: Executive Manager Engineering & Development Services, J Gick
 Senior Officer: Chief Executive Officer, P Sheedy
 Attachments: 10 Year Plant Renewal Program (2016/17 - 2025/16)

MATTER FOR CONSIDERATION

Formal adoption of the proposed 10 Year Plant Renewal Program (2016/17 - 2025/26).

BACKGROUND / PROPOSAL

Background

At its 22 April 2015 meeting, the Council endorsed a recommended 10 Year Plant Replacement Program (2015/16 - 2024/25) and allocated funds in the 2015/16 budget to implement the first year of that program.

The 10 Year Plant Replacement Program (2015/16 - 2024/25) adopted by Council in 2015 has been built upon and modified, to reflect the current renewal demand of the plant and vehicle fleet. The program has been subject to some internal review and assessment of funds to deliver the program.

Proposal

The draft 10 Year Plant Renewal Program (2016 - 2026) is presented to Council for consideration and adoption as required under the Local Government Act 1995 s5.56.

STATUTORY ENVIRONMENT

Local Government Act 1995

Section 5.56. Planning for the future

- (1) A local government is to plan for the future of the district.
- (2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

POLICY IMPLICATIONS

Council Policy 7.4: Fleet and Plant, applies.

Council Policy 2.8: Purchasing, applies.

Council Policy 2.9: Budget Management – Capital Acquisition and Works, applies.

FINANCIAL IMPLICATIONS**Budget**

The following table provides a summary of the budget and funding arrangements proposed for the 2016/17 Plant Renewal Program:

Item	Description	\$
<i>2016/17 Expenditure</i>		
Plant & Machinery	Asset renewal	364,000
Passenger Vehicles	Asset renewal	83,200
Light Commercials	Asset renewal	86,630
Proposed 2016/17 Program	Total expenditure	533,830
<i>2016/17 Proceeds from Sales</i>		
Plant & Machinery	Assumed sale value	110,000
Passenger Vehicles	Assumed sale value	39,112
Light Commercials	Assumed sale value	35,540
Proposed 2016/17 Program	Total sales	184,652
<i>2016/17 Budget Arrangements</i>		
Proposed 2016/17 Program of Works	Total expenditure	533,830
Anticipated 2016/17 sale proceeds	Total sales	(184,652)
Plant Reserve transfer	Maintain existing LTFP allocation	(308,776)
General purpose revenue	Required to balance proposed program	(40,402)

The draft 2016/17 budget arrangements, as tabled above, indicates a \$40,000 burden on the 2016/17 General Purpose Revenue contribution required.

Long Term

The 10 Year Plant Renewal Plan (2016/17 - 2025/26) identifies a total expenditure of \$7,037,000 over 10 years, and assumes an income of \$2,478,000 in disposal of plant and vehicles. The forward projections are based on current cost rates and currency, so do not provide any assumptions about changes in plant and vehicle acquisition and disposal costs. These need to be reviewed annually to inform and update the Plan to reflect contemporary plant and vehicle costs.

The 10 Year Plant Renewal Program no longer makes provision for plant and vehicles required to support Home and Community Care (HACC), as its function has been transferred from the Shire of Capel.

Plant and vehicle renewal frequencies have been considered based on current utilisation and projected turn-over targets.

Whole of Life

The whole of life costs of owning, operating and disposing plant and vehicles are captured in Councils annual budgets. The acquisition and disposal of plant and vehicles is noted in the 10 Year Plant Renewal Plan, which is translated to the Long Term Financial Plan and subsequent annual budgets.

Operating costs, maintenance and repairs are captured in various areas of the Councils annual Budget, including employee on-costs, plant consumables and parts, and allocation directly to projects and jobs. Plant hire rates are determined on a cost recovery basis to ensure the plant costs are properly assigned to projects and jobs.

SUSTAINABILITY IMPLICATIONS

Council Policy 7:4 Fleet & Plant requires all vehicles to have an ANCAP rating of four stars or better, and to have a fuel consumption rating of less than 10 litres per 100km.

Purchasing suitable plant introduces project work efficiencies that benefit the Shire and the community. A modern plant and vehicle fleet also improves driver and operator safety.

STRATEGIC IMPLICATIONS

Shire of Capel Strategic Community Plan 2013 – 2031

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

Strategic Outcomes:

- 1.2 Maintain a safe and rewarding working environment;
- 1.4 Provide efficient and effective financial management to ensure the long term sustainability of the organisation; and
- 1.5 Ensure the effective management of Councils resources.

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

Strategic Outcomes:

- 5.6 Effectively manage the Shires assets and resources.

CONSULTATION

The 10 Year Plant Renewal Plan (2015/16 to 2024/25) was prepared by the Manager Operations, who consulted with Supervisors, Plant Operators, vehicle operators and Executive to ensure the Plan catered for known demands and plant utilisation trends.

The Manager Operations consulted with Finance to ensure the financial parameters around the proposed plan are generally consistent with the draft 2016/17 Budget, the Long Term Financial Plan and the previously adopted 10 Year Plant Replacement Plan (2015/16 to 2024/25).

COMMENT

There are two plant swaps that have been introduced into the program, but these have little effect on the overall budget.

80CP is an All Wheel Drive vehicle that will be allocated to the future Manager Emergency and Ranger Services (MERS). The vehicle is scheduled to be renewed in 2015/16, but may need to be carried over to 2016/17 to align with the appointment of that position.

CP5186 was scheduled to be renewed in 2015/16, but has not accumulated as many kilometres as expected. 46CP was scheduled to be replaced in 2016/17, but has accumulated high kilometres in 2015/16. These vehicle purchases will be swapped, with CP46 being renewed in 2015/16, and CP5186 being renewed in 2016/17.

The 10 Year Plant Renewal Program (2016/17 - 2025/26) introduces no new fleet in 2016/17. It is a balanced plan, designed to maintain a modern and efficient vehicle fleet and to equip the Shire with contemporary and safe plant for works.

Mr Sheedy left the Chambers at 5.55pm.

VOTING REQUIREMENTS

Simple majority

OC0411 OFFICER'S RECOMMENDATIONS – 14.3/COUNCIL DECISION

Moved Cr Hearne, Seconded Cr J Scott

That Council:

- 1. Endorse the 10 Year Plant Renewal Plan (2016/17 - 2025/26) as attached; and**
- 2. Allocate \$533,830 in the draft 2016/17 Budget for renewal of Council's plant and vehicle fleet.**

Carried 9/0

OC0412 (14.4) Unbudgeted Expenditure – Traffic Classifiers

Location: Capel
Applicant: Shire of Capel
File Reference: TF.MO.1
Disclosure of Interest: Nil
Date: 14.04.16
Author: Asset Information Officer, T Gould
Senior Officer: Executive Manager, Engineering and Development Services, J Gick
Attachments: Nil

MATTER FOR CONSIDERATION

The additional purchase of traffic classifiers and installation equipment.

BACKGROUND / PROPOSAL**Background**

Additional funds are available for gravel roads providing that traffic counting data is attached. Traffic Classifier inventory is limited and unable to cover for the additional gravel roads.

Proposal

In order to increase funding based on improved traffic counting data, it is recommended that the Shire purchase two additional traffic classifiers and installation equipment.

STATUTORY ENVIRONMENT

Local Government Act section 3.1

3.1. General function

- (1) The general function of a local government is to provide for the good government of persons in its district.
- (2) The scope of the general function of a local government.

Local Government Act 1995 section 6.8

6.8. Expenditure from municipal fund not included in annual Budget

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

* Absolute majority required

POLICY IMPLICATIONS

Policy 2.8 Works and Purchasing

Policy 2.9 Budget Management - Capital Acquisitions & Works

FINANCIAL IMPLICATIONS**Budget**

Quotes have been obtained from MetroCount, the sole supplier of the preferred classifier. The total proposed budget for two traffic classifiers is \$9,000.

Whole of Life

Previous maintenance expenditure records indicate the annual cost of \$500 per year per counter is required for regular maintenance of classifier hoses, screws and brackets.

The traffic classifier boxes have a useful life of 10 years before recommended replacement. The total maintenance cost of the traffic classifier will equate to \$5,000 per counter per 10 years.

Depreciation will amount to \$450 per counter per annum.

SUSTAINABILITY IMPLICATIONS

Adoption of this proposal will improve the Shire's prospect for increased grant allocations, enabling additional expenditure on gravel roads for maintenance. This will have a positive impact on the sustainability of the Roads Program.

STRATEGIC IMPLICATIONS

Shire of Capel Strategic Community Plan 2013 – 2031

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

Strategic Outcomes:

- 1.1 Ensure continuous improvement of the organisation
- 1.3 Develop, support and implement innovative solutions
- 1.4 Provide efficient and effective financial management to ensure the long term sustainability of the organisation;
- 1.5 Ensure the effective management of Councils resources.

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

Strategic Outcomes:

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

CONSULTATION

This matter has been discussed with the Technical Services area and Executive Manager Engineering and Development Services. It is supported as a good outcome for the Shire.

COMMENT

The WA Local Government Grants Commission (The Commission) provides additional allowance for heavy traffic on gravel roads. The funding conditions require two traffic classifiers to be taken at each location, one in peak period and the other in off peak period.

The Commission allocates amounts ranging from \$3,380 km/year, for gravel roads with a weighted count of 75 vehicles per day up to \$8,500 km/year for gravel roads with over 200 vehicles per day.

The Shire's traffic counting program is resource constrained. The Shire has insufficient evidence to support claims for grants for the majority of the affected gravel road network. In order to take greater advantage of the grants funding the Shire needs to provide additional traffic counts.

A conservative estimate of potential additional grant achievable can be calculated as follows:

- The Shire has 154.5km of gravel roads in total of which we are currently receiving the Allowance for Heavy Vehicles on Gravel Roads amounting to \$63,414.
- These funds are received in respect of 13.26km of the network, being the only areas for which valid Traffic Counts have been conducted to date.
- Assuming that increased valid Traffic Counts are conducted in future it may be possible to expand the funded area of the network.
- Assuming further, that we are able to gain funding for 10% (14.1km) of the currently unfunded roads at the minimum funding level (\$3,380 per km per annum), there may be a potential increase in funding to the Shire in the order of \$48,000 per annum.

Mr Sheedy returned to the Chambers at 5.55pm.
Mrs Stevenson left the Chambers at 5.56pm.

VOTING REQUIREMENTS

Absolute majority

OC0412 OFFICER'S RECOMMENDATIONS – 14.4/COUNCIL DECISION

Moved Cr Smith, Seconded Cr McCleery

That Council approves unbudgeted expenditure of \$9,000 in account 146540 Purchase of Plant and Equipment for the purchase of two MetroCount Traffic Classifiers.

Carried with an Absolute majority 9/0

OC0413 (14.5) Nine Grouped Dwellings – Lot 10 (20) Thomas Street, Boyanup

Location:	Boyanup
Applicant:	Calibre Consulting
Owners:	Access Housing
File Reference:	THOM.10
Disclosure of Interest:	Nil
Date:	20.04.16
Author:	Planning Officer, M Young
Senior Officer:	Executive Manager Engineering & Development Services, J Gick
Attachments:	1 Location Plan 2 Development Plans 3 Guide Development Plan

MATTER FOR CONSIDERATION

Planning Approval is sought for the development of nine (9) Grouped Dwellings and associated car parking located at Lot 10 Thomas Street, Boyanup pursuant to Clauses 60 and 61 of the Deemed Provisions of the Planning and Development (Local Planning Schemes) Regulations 2015. The adoption of a Guide Development Plan shall form part of this Development Approval as per the requirements of TPS7 Appendix 4.

BACKGROUND / PROPOSAL**Background**

Previous Council decisions that are relevant to this proposal to develop seniors housing in Boyanup includes:

December 2003 – With an ageing population within the Shire, Council established that there is an opportunity to look at providing for additional accommodation. Council resolved to establish a Senior Housing Advisory Committee to investigate the construction of additional seniors units in Boyanup and Capel.

April 2007 – The Seniors Housing Committee (SHC) endorsed a proposal for Council to instigate action to construct six units on the subject site and strata title the development inclusive of the existing units.

August 2007 – the SHC resolved to rescind the previous decision and resolved to investigate initiating a scheme amendment for Lot 10 Thomas Street Boyanup to change the current zoning and R Code density to allow for a maximum of twelve units to be constructed on the site, including the current units (an additional nine).

December 2007 – Council resolved to adopt the following recommendation:

- (a) Amending the Scheme Maps by rezoning lot 10 Thomas Street, Boyanup from “Residential Zone” with a Density Code R10/R15 to “Special Use Zone”.
- (b) Modifying the Scheme text by introducing at Appendix 4 Permitted Uses and Development Standards/Conditions.

January 2009 – Minister for Planning approved the Shire of Capel Local Planning Scheme Amendment for the rezoning of Lot 10 Thomas Street, Boyanup from ‘Residential R10/15’ to ‘Special Use’. Development Standards were introduced into Appendix 4.

June 2011 – Council agreed to sell Lot 10 Thomas Street, Boyanup (Riverside Villas) including the existing units to Access Housing Australia.

Proposal

The proposal consists of the following:

- 9 grouped dwellings of which three units will be three bedroom and six will comprise two bedrooms. The three existing units would be retained on site making an overall total of 12 units.
- The existing shared driveway off Thomas Street will be reconfigured and extended to the rear of the site.
- Onsite parking for the units is provided at a rate of 2 bays/three bedroom unit and 1 bay/one and two bedroom units. An additional three visitor bays are provided within the site.
- A landscaped open space is provided at the rear of the site.
- Adopt a Guide Development Plan in the form of a detailed Site Layout plan that illustrates the layout of the development.

STATUTORY ENVIRONMENT

Town Planning Scheme No. 7 (TPS7)

Lot 10 Thomas Street is 3558 m² in area zoned Special Use 'Aged Persons Unit Accommodation' pursuant to the TPS7.

Clause 3.4 sets out the requirements for the Special Use Zone and states:

'No person shall use land or any building or structure thereon in a Special Use Zone, except for the purpose set against that land in Appendix 4 and subject to compliance with any conditions specified in the Appendix with respect to the land'.

Appendix 4 of TPS7 sets out the special provisions that apply to the subject site. These are discussed in more detail in the Comment section of this report.

Planning and Development (Local Planning Schemes) Regulations 2015

The *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations) has been Gazetted and took effect on 19 October 2015, replacing the *Town Planning Regulations 1967*. The following Clauses are applicable to this current Development Application.

Clause 27 (1) of the Deemed Provisions state that Local Government must give due regard to Structure Plans.

Clause 67 lists 25 matters (a – y) to be considered by Local Government in considering an application for development approval. Relevant to this application include:

- (a) *the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;*
- (b) *the requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that has been advertised under the Planning and Development (Local Planning Schemes) Regulations 2015*
- (c) *any approved State planning policy;*
- (d) *any environmental protection policy approved under the Environmental Protection Act 1986 section 31(d);*
- (e) *any policy of the Commission;*
- (f) *any policy of the State;*
- (g) *any local planning policy for the Scheme area;*
- (h) *any structure plan, activity centre plan or local development plan that relates to the development.*

Clause 5.3.3.3: Unless otherwise provided for in the Scheme the development of land for any of the residential purposes dealt with by the Residential Planning Codes shall conform to the provisions of those codes and the Schedules to those Codes.

Greater Bunbury Region Scheme

The site is zoned Urban under the Greater Bunbury Region Scheme (GBRS). The purpose of the 'Urban' zone as defined in the GBRS is:

'to provide for residential development and associated local employment, recreation and open space, shopping, schools and other community facilities'.

The proposal would accord with the broad aims of the GBRS.

POLICY IMPLICATIONS

The proposal has been considered in the context of State Planning Policy 3.1 Residential Design Codes, The Greater Bunbury Strategy 2013 and Shire of Capel Policy 6.15 Boyanup Townsite Strategy.

FINANCIAL IMPLICATIONS

Budget

The applicant has paid the relevant planning application fee.

Long Term

Increased development resulting from the development proposal may result in some additional demand on infrastructure and services and will contribute additional rate revenue as development occurs.

Whole of Life

There are no whole of life costs to consider as there are no capital works proposed.

SUSTAINABILITY IMPLICATIONS

The proposed development will enable a more efficient use of existing urban zoned land within a 400m walkable catchment of the Boyanup Town Centre that may have benefits of reducing dependency on private vehicle use. The proximity of the development to the facilities and services of the town centre has important social and economic benefits for the town resulting in additional residents seeking local goods and services. The development will in part implement a key objective of the Boyanup Townsite Strategy to enhance the built environment to ensure that areas are liveable, sustainable and adapt to the community needs and expectations.

STRATEGIC IMPLICATIONS

Shire of Capel Strategic Community Plan 2013 – 2031

The Environmental Experience 'To preserve and enhance the natural and built environment to ensure it is liveable, sustainable and adapts to our communities needs and experiences.'

Strategic Outcomes:

- 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

The Economic Experience 'Foster and support responsible and progressive economic development opportunities within the Shire.'

Strategic Outcomes:

4.4 Improve the attraction of the towns as retirement destinations.

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

Strategic Outcomes:

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

5.2 Maintain and enhance the quality of our built environment.

CONSULTATION

The development application was advertised for public comment to two adjoining landowners (2 residents) and following the close of advertising, no submissions were received.

COMMENT

In regards to this development application there are two key issues that require consideration:

1. Does the proposal meet the development requirements of TPS7 in regard to the Special Use zone and Appendix 4?
2. Does the proposal comply with the Residential Design Codes?

Town Planning Scheme No. 7 Appendix 4

The site is zoned Special Use - *Aged Persons Unit Accommodation*. "Aged Persons" shall have the same meaning as prescribed under the Residential Design Codes.

Appendix 4 lists the Development Standards for the site which include the following and are discussed below:

1. *Development to be generally in accordance with a Guide Development Plan adopted by Council.*
2. *Council may approve minor variations to the adopted Guide Development Plan.*
3. *The development shall include a range of two and three bedroom units.*
4. *All development shall be in accordance with the Residential Design Codes with the application of the R25 density code.*
5. *The density bonus for Aged Persons dwellings under the Residential Design Codes may be applied to the development however, is limited to a maximum of 12 units (inclusive of the existing three units).*
6. *An Acid Sulfate Soil Management plan is to be prepared and implemented at the time of development if the proposed works are likely to disturb Acid Sulfate Soils, to the satisfaction of the Shire and the Department of Environment and Conservation.*

Guide Development Plan

There is no adopted Development Guide Plan (DGP) for this site. In order to meet the Scheme requirements the applicants have submitted a detailed Site Layout Plan that reflects the proposed development and would satisfy the Scheme requirements.

Housing variety

Overall the development would provide a range of units with both two and three bedrooms. Out of the total 12 units, 8 would be 2 bedroom; 3 units would be 3 bedroom and one unit has one bedroom (this is already on site). This satisfies the intent of the Scheme requirements.

Acid Sulfate Soil Management

Development Standard 6 Appendix 4 of the Scheme states that an acid sulfate soil management plan be prepared and implemented at the time of development. The applicant submitted an acid sulfate soil assessment as part of the Development Application. The report states:

“The results of the investigation indicate that all net acidity values conform to the action criterion of 0.06%S and as such, all soils at the site are classified as non-acid sulfate soils (NASS). Based on these results, no further investigation and/or management of soils during site works will be required.”

On the basis of the information received this addresses the Scheme provisions. An advice note is recommended to inform the applicant of the requirements of the Department of Environmental Regulations in regards to acid sulfate soil management.

Residential Design Codes – Assessment

A detailed assessment has been undertaken against the requirements of the Residential Design Codes, (attached to this report). It should be noted that for the purposes of this assessment, Thomas Street has been treated as the Primary Street for the subject site.

Clause 2.5.1 of the R Codes states: *Subject to clauses 2.5.2 and 2.5.3, the **decision-maker** is to exercise its judgement to consider the merits of proposals having regard to objectives and balancing these with the consideration of **design principles** provided in the R-Codes.*

Part 2.5.2 of the R Codes allows the Shire to exercise discretion in the R Code requirements subject to having regard to the following:

- (a) any relevant purpose, objectives and provisions of the **scheme**;
- (b) any relevant objectives and provisions of the R-Codes;
- (c) a provision of a **local planning policy** adopted by the decision-maker consistent with and pursuant to the R-Codes; and
- (d) orderly and proper planning.

Element 1 – Site Requirements

TPS7 states that *‘All development shall be in accordance with the Residential Design Codes with the application of the R25 density code’.*

The R Codes allow a density bonus in regards to Aged Persons dwellings. R25 requires a minimum site area of 300 m² – this may be reduced by a third to 200m². The R Codes allow for a further 5% variation that would require a minimum site area of 190m². The lot size and the corresponding proposed strata lots as indicate on the submitted plans meet this minimum site area and comply with the R Codes.

The exception to this is Unit 2 which is an existing dwelling with a site area of 137m². Clause 5.1.1 P 1.3 of the R Codes makes provisions for undersized lots, survey strata lots and strata lots. It states that:

‘P 1.3 The WAPC, in consultation with the local government, may approve the creation of a survey strata lot or strata lot for an existing authorized grouped dwelling or multiple dwelling development of a lesser minimum and average site area than that specified in Table 1, where,

in the opinion of the WAPC or the local government, the development on the resulting survey strata or strata lots is consistent with the objectives of the relevant design elements of the R-Codes, and the orderly and proper planning of the locality.'

Given that unit 2 is part of an existing block of three units already on the site it is not possible to amend the site area for this unit. The reduced size of the site area would not compromise the orderly or proper planning of the remainder of this grouped dwelling proposal. When the applicant applies to the WAPC for the subdivision of the Lot to create survey strata Lots the WAPC is able to consider variations to minimum site areas where a development approval has been issued for grouped dwellings in accordance with the R Codes and into survey strata.

Therefore, the lot size and the corresponding proposed strata lots comply with the R Codes.

Part 5 – Design Principles

The proposal complies with the R Code Design Elements in regard to open space within the site, building height, streetscape, parking and utility provisions.

Design Elements that require variation

Those Elements of the R Codes that require variation include: site area, setbacks and access.

Clause C 2.1 Table 1 - Setbacks

Table 1 states that the Primary Street setback is 6 metres and assessment indicates that the setback to the new Unit 12 is 2 metres. The R Codes allow for the primary street setback to be reduced by up to 50% where an open space area provides for an adequate setback to the street.

The main purpose of the street setbacks is to assess the visual impact of the building on the streetscape. The setback of Unit 12 to Thomas Street is 2 metres and the R Codes allow for 3 metres. The site is at the top end of Thomas Street and is adjacent to another grouped dwelling development even though it is a different built form. Thomas Street has a fairly mixed streetscape that includes some modern infill, vacant disused dairy site and the school. A variation of 1m is considered reasonable in the context of the whole lot frontage. The proposed setback, built form and relationship to the existing units is considered acceptable for this part of Thomas Street and the continuity in the streetscape is maintained.

Clause C3.1 – Lot Boundary Setbacks

The purpose of Lot Boundary setbacks is to provide for space, ventilation between buildings and to minimise the extent of overlooking. The majority of the units comply with the minimum side and rear setbacks of 1.5m. The exceptions are the side setbacks for Units 4 – 6 and 10, 11 and the rear setback for Unit 4.

The reduced side setbacks are considered acceptable as the variation is relatively minor and consideration has been given to the design of the units in relation to the orientation of windows between neighbouring properties. The reduced rear setback to Unit 4 is not out of character with the existing built form in the area. The neighbouring property immediately to the south is setback close to the boundary with an existing 1.8 m high fence on the boundary. This neighbouring property owner was notified of the application and no objection has been received.

Clause 5.2.6 Appearance of Retained Dwelling

The R Codes state that *'Where an existing dwelling is retained as part of a grouped dwelling development, the appearance of the retained dwelling is upgraded externally to an equivalent maintenance standard of the new (or the rest of) the development'*.

The submitted plans indicate that the proposed units would have weatherboard paint finish elevations with corrugated roof sheeting in a range of blues and greys. The existing units have a red tile and cream brick finish and would be retained as existing. The applicants were invited to provide comment in regards to the R Code requirements and submitted the following:

“The existing dwellings are in good repair and do not require any additional work to bring them up to an equivalent maintenance standard of the new development, as is required by the R codes. In relation to appearance, the new dwellings have matched the roof pitch and feature gables with the existing development.

The existing dwellings are a cream face brick while the new dwellings are a combination of materials. External landscaping features such as the bin stores, entry fence and entry feature combine the colours and materials used on both the existing and proposed dwellings to tie the various elements together.

Each block of units, while consistently themed and styled, are deliberately distinguished by different colours and materials to assist with way finding within the village. This is particularly important with aged developments where elderly can become confused if all units have exactly the same appearance.”

The applicant’s submission is reasonable in terms of the matching design details between the two sets of units. In a wider context, there are a variety of materials and design features for many units along Thomas Street. Those units immediately to the south have a combination of zincalume, colourbond roofs and red and cream bricks. In this context the proposed development is considered to complement the built form of the area and a variation under the R Codes is acceptable. The materials and finishes shown on the submitted plans for the units are considered acceptable.

Fencing

The plans show along the front boundary in front of Unit 2 a new visually permeable fence design that includes rendered piers and slatted infill. On the other side of the development in front of existing Unit 1 a coloured rendered brick wall is proposed to screen the bin enclosure and the existing cream brick fence detail would be retained.

From a design point of view it does not appear consistent in the streetscape in terms of the colours and finishes for this grouped dwelling development. The designs are acceptable, but where there is a blend between the old and new units some consistency on the materials and colour finish of the front fencing is desirable.

As noted there are many different styles of fences and materials along Thomas Street although the fence design is consistently the same for the whole Lot frontage with no mixed finishes or colours.

It is recommended that a condition be imposed that recommends that an amended plan be submitted to ensure that the external finish of the front wall is a consistent finish in terms of materials and colours.

Clause 5.6 Vehicular Access

This Clause allows for driveways to be reduced to 3m to retain an existing house. The submitted plans indicate that the existing driveway into the site would be retained to accommodate the existing units. The driveway is 3.5m wide and there is also a 1.5m wide trafficable footpath with flush mount curb the full length of the driveway to allow for passing room if required. In addition the driveway widens at the mid-way point near the visitors parking area which also functions as a passing bay.

Engineering officers have provided comments that raise no objection to the proposal subject to conditions.

Clause 5.3.6 Pedestrian Access

This Clause requires the distance from walls with major openings from a communal access way to be 3m unless screened. The purpose of the Clause is to ensure that pedestrian and vehicular access points are adequately separated. Four of the nine new units comply with the minimum requirements. Those that do not comply include: Unit 4 – 2.9m, Unit 5 – 2.8m, Unit 7 – 2.7m, Unit 8 – 2.7m and Unit 9 – 2.7m.

Units 7, 8 and 9 only have one major window facing the access way with all other bedroom, dining and living room windows orientated towards the rear of the site. Units 4 and 5 are setback 2.9m, 2.8m (only 0.1/0.2m off the front access) and the plans show plenty of landscaping within this front setback. The reduced setbacks to the communal access are considered acceptable as the variation is relatively minor for each unit.

Clause 5.5.2 C2.1 Aged and dependent persons dwellings

Part 5.5.2 C2.1 of the R Codes sets out the Deemed to Comply requirements in regards to 'Aged or dependent persons dwellings'. An assessment has been undertaken against the requirements of the Residential Design Codes, refer to Table 1 below.

Table 1

5.5.2	Deemed to Comply Requirements	Comments
C2.1 i	There is a maximum plot ratio area of 100 m ² .	All the units conform with the minimum plot ratio requirements except for units 4, 5 and 6. This relates to the 3 bedroom units that are listed as a development standard in Appendix 4 of TPS7. Sufficient open space is still provided for each of these units both in terms of building footprint and outdoor living areas. Complies with the plot ratio requirement.
C2.ii	A minimum number of five dwellings within any single development;	Complies.
C2.iii	Visitors car parking spaces at the rate of one per four dwellings, with a minimum of one space;	Complies with the visitor's parking space requirement.
C2.1 iv	The first visitors car space being a wheelchair accessible car parking space and a minimum width of 3.8m in accordance with AS4299, clause 3.7.1 (as amended);	Complies.

C2. v	An outdoor living area in accordance with the requirements of clause 5.3.1 but reducing the area required by Table 1 by one-third;	<p>In accordance with Table 1 for R25 coded land a minimum 30m² of outdoor living area is required. This is reduced to 20m² for Aged Persons dwellings of which 13 m² must be without cover.</p> <p>The requirements of Clause 5.3.1 state:</p> <p><i>An outdoor living area to be provided:</i></p> <ul style="list-style-type: none"> • in accordance with Table 1; • behind the street setback area; • directly accessible from a habitable room of the dwelling; • with a minimum length and width dimension of 4m; and • to have at least two-thirds of the required area without permanent roof cover. <p>Comment</p> <p>The proposal provides for significantly more outdoor living area than the minimum 13m² as per the R codes. The proposed outdoor living area arrangement that effectively provides for half open and half covered garden space is considered an acceptable area that allows for winter sun and a private amenity area for the residents.</p> <p>The proposed Outdoor Living areas Complies with the R Code requirements.</p>
C2.2 i, ii and C2.3	All ground floor units, with a preference for all dwellings , to incorporate, as a minimum, the following: an accessible path of travel from the street frontage, car parking area, level entry to the front entry door, minimum widths for all external and internal doors, internal corridors, a visitable toilet, toilet and toilet approach doors shall have a minimum 250mm nib wall on the door handle side of the door and provision.	<p>The applicant was invited to provide comment in regards to the R Codes and the internal layout of the units. The applicant confirmed that an accessible path of travel would be provided and that all the Australian standards would be complied with in regards to doors, passage widths and bathroom accessibility.</p> <p>Complies.</p>

CONCLUSION

The site is already zoned Special Use 'Aged Persons Unit Accommodation' so the principle of aged persons development in this area is not under consideration. There are several aspects of the development that comply with the requirements of both Appendix 4 of TPS7 and the R Codes.

It is considered the proposed development has attempted to achieve a balance between meeting the requirements of the Scheme and R Codes whilst maximising the development potential of the site.

The proposed development is recommended for approval subject to conditions.

Mrs Stevenson returned to the Chambers at 5.58pm.

VOTING REQUIREMENTS

Simple majority

OC0413 OFFICER'S RECOMMENDATIONS – 14.5/COUNCIL DECISION

Moved Cr J Scott, Seconded Cr Smith

That Council:

- A Pursuant to Clause 8.10 of Town Planning Scheme No.7 (“the scheme”) grants Planning Consent to the following relaxation of standards under the Residential Design Codes for the proposed development of nine (9) Aged Persons Dwellings on Lot 10 Thomas Street, Boyanup:**
- (a) the variation of the minimum site areas for the purposes of ‘aged or dependent persons’ dwellings by allowing the minimum site area to be reduced by up to one third, in accordance with part 5.1.1. P1.3 of the R Codes.**
 - (b) the variation from the Deemed to Comply Requirements of Design Element 5.1.2 ‘Street Setback’ requirements for the proposed Unit 12, having a minimum setback of 2m in lieu of the required 3m primary street setback to Thomas Street.**
 - (c) the variation from the Deemed to Comply Requirements of Design Element 5.1.3 ‘Lot Boundary Setback’ requirements for the proposed Units 4, 5, 6, 10, and 11 in lieu of the required 1.5m.**
 - (d) the variation from the Deemed to Comply Requirements of Design Element 5.3.6 ‘Pedestrian Access’ requirements for the proposed units 4, 5, 7, 8 and 9 in lieu of the required 3m.**
- B. Pursuant to Clause 68 (2) (c) of that Deemed Provisions of the Planning And Development (Local Planning Schemes) Regulations 2015 grants Planning Consent for:**
- a) the development of nine (9) Grouped Dwellings and associated car parking on Lot 10 Thomas Street; and**
 - b) adopt Guide Development Plan A001 Rev 5 Feb 2016 in accordance with the Special Use zone Development Standards as listed in Appendix 4 of TPS7;**

subject to compliance with the following conditions:

- 1. All development being in accordance with the Approved Development Plan dated 27 April 2016;**
- 2. At least one permanent occupant of the Aged or Dependent persons’ dwellings is to be either a person over the age of 55 or dependent person as defined by the Residential Design Codes, or the surviving spouse of such an aged or dependent person.**
- 3. The building(s) being set out by a Licenced Surveyor. The set out is not to occur unless the boundary of the lot has been re-established by a Licenced Surveyor who confirms that the survey pegs determining the lot boundaries are correctly positioned;**

4. Prior to Occupation, any cracked or damaged crossovers, footpaths and kerbs shall be removed and reinstated at the full expense of the applicant and to the satisfaction of the Shire of Capel. Inspection shall be carried out Prior and Post development and shall be recorded; this will form the basis of any claims for reinstatement.
5. Prior to the lodgement of the building permit application, a detailed Engineering design plan of the stormwater disposal system shall be submitted for approval by the Shire of Capel, and thereafter implemented in accordance with the approved plan to the satisfaction of the Shire of Capel.
6. Prior to the lodgement of the building permit application, a detailed Engineering design for the car parking, manoeuvring areas and drainage thereof being submitted for approval of the Shire of Capel, and thereafter implemented in accordance with the approved design to the satisfaction of the Shire of Capel.
7. Prior to Occupation, vehicle parking, manoeuvring and circulation areas shall be suitably constructed, sealed, drained, kerbed, marked and signed (including loading and parking provided for the exclusive use of people with a disability) and thereafter maintained to the specification and satisfaction of the Shire of Capel.
8. Prior to Occupation, a Landscape Plan (showing soft and hard features) for the lot and the street verge including the location of the bin set out area shall be submitted for approval by the Shire of Capel and implemented thereafter as per the approved plan to the specification and satisfaction of the Shire of Capel.
9. Prior to Occupation, the external finish of the boundary retaining walls along the eastern and northern boundary of the Lot, shall be submitted for approval by the Shire of Capel, and the development must be finished and maintained thereafter in accordance with approved details.
10. Prior to the commencement of works, the applicant shall submit an amended plan to indicate the proposed colour and external finish of the proposed front boundary fence, letterboxes and bin screen wall facing Thomas Street to the satisfaction of the Shire of Capel. The development must be finished and maintained thereafter in accordance with approved details.
11. All dividing and common boundary screen fences (except the front setback feature fencing facing Thomas Street) being a height of 1.8 metre and constructed of the same and or uniform material throughout Lot 10.

Advises the applicant of the need to comply with the following requirements of other legislation:

- a) The proposal requires a Building Permit for Class 1A dwellings and compliance with the Building Act, Building Regulations 2012 and Building Code of Australia. If the proposed building work will adversely affect other land, all consents and court orders must be obtained. A copy of each consent (Form BA20) must be attached to the BA1 form. Retaining walls 500mm or greater will require a building permit application.

- b) The applicant is advised that the units, paths, entry doors, corridors and toilets hall be designed to meet the Australian Standards as specified in Clause 5.5.2, C2.2 and C2.3 of the Residential Design Codes.
- c) That the site and the adjacent foreshore is identified as high to moderate risk of acid sulfate soils. The owner is advised to contact the Department of Environmental Regulation before commencing any site works to determine the implications of this and whether there is an obligation to prepare an acid sulfate soil assessment report and implement an acid sulfate soils management plan. Further information can be obtained from the Department of Regulations Acid Sulfate Soils Branch on (08) 6467 5000 or at www.der.wa.gov.au.
- d) Plans and specifications are required to be submitted to the Water Corporation for their approval.
- e) Environmental Health requirements: A design specifying the location of bin pads for the placement of bins is to be submitted for approval and thereafter implemented and maintained to the satisfaction of the Shire of Capel.
- f) The Shire promotes the principles and benefits of incorporating sustainability features into housing and landscaping design and whilst the following items are not mandatory the landowner is encouraged to incorporate these recommendations in the Group Dwelling design:
- Buildings to include use of solar hot water systems.
 - Buildings to include water efficient appliances and fixtures (such as 4 star rated taps) in accordance with the Water Corporation's Waterwise Guidelines.
- g) In regards to condition 8 the Landscaping Plan shall comply with Shire of Capel Policy 6.17 Urban Landscape Strategy. The landscaping plan shall include the retention of the existing street trees along Thomas Street.
- h) In regards to conditions 5, 6 and 7, the applicant is advised that any construction drawings are in accordance with engineering drawings: 15145-101A; 15145-102B; 15145-311C; 15145-401A; 15145-801A; 15145-802B and 15145-803A.
- i) In regards to condition 10, the applicant is advised that the external finish of the front boundary wall shall be consistent with the finish of the building facades and be either standard cream face brickwork as existing or a render finish. The intent is to provide one consistent material or finish to the front boundary fence/wall detail to be consistent with streetscape along Thomas Street.

Carried 9/0

The member of the public left the meeting at 5.59pm and did not return.

CORPORATE SERVICES REPORTS

OC0414 (15.1) 2016/17 Budget – Donations to Charitable Organisations

Location:	Capel
Applicant:	Shire of Capel
File Reference:	N/A
Disclosure of Interest:	Nil
Date:	01.04.16
Author:	Executive Manager Corporate Services, S Stevenson
Senior Officer:	Chief Executive Officer, P Sheedy
Attachments:	Nil

MATTER FOR CONSIDERATION

Council to review donations to charitable organisations for inclusion in the 2016/17 draft Budget.

BACKGROUND / PROPOSAL

Background

As part of the budget development process, Elected Members are to consider donations to charitable organisations for the forthcoming budget.

Council Policy 2.7 (former Policy 11.1) was amended and approved by Council at its meeting on 19 February 2014 (refer Council minute OC0211). The policy specifies that donations be limited to charitable organisations operating within the Shire of Capel or neighbouring local governments with priority given to those that operate within the Shire. Donations are to be reviewed in April each year and paid after the Budget has been adopted and prior to December.

Proposal

That Council reviews the proposed list of donations to charitable organisations to be included in the 2016/17 Budget.

STATUTORY ENVIRONMENT

Local Government Act 1995, Section 6.2

6.2 Local Government to prepare Annual Budget

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

**Absolute Majority required*

- (2) In the preparation of the annual budget the local government is to have regard to the contents of the plan for the future of the district made in accordance with section 5.56 and to prepare a detailed estimate for the current year of –
 - (a) The expenditure by the local government; and
 - (b) The revenue and income, independent of general rates, of the local government; and
 - (c) The amount required to make up the deficiency, if any, shown by comparing the estimated expenditure with the estimated revenue and income.

POLICY IMPLICATIONS

The budget is based on the principles contained in the Strategic Community Plan and Corporate Business Plan.

Policy 2.7 – Preparation of Integrated Financial Plan and Annual budget applies.

Policy 2.5 Donations applies.

FINANCIAL IMPLICATIONS**Budget**

Any donations approved by Council will be included in the 2016/17 draft Budget.

It is proposed total donations be increased slightly to \$19,480 from \$18,810 in 2015/16.

Council in its 2015/16 Budget has included \$7,500 of donations in Account 0222 broken down into discretionary donations of \$1,500, donations to representatives in State/National sports of \$5,000, \$500 for the Lord Mayor's Distress Relief Fund and \$500 for minor donations of \$400 or lower. It is proposed that this be increased to \$8,000 to allow for an increase in the annual donation to the Lord Mayor's Distress Relief Fund from \$500 to \$1,000 (OC0105).

\$5,000 was allocated as part of a donation of \$25,000 over 5 years towards St John of God Hospital Chemotherapy Chair. This is a Council commitment and \$5,000 is included in the 2016/17 draft budget.

A further \$6,480 was included in Account 1602 as donations to community groups and St John's Ambulance. This has increased from \$6,310 in 2015/2016 based on a Perth CPI of 2% for the December quarter (rounded up to the nearest \$10).

Long Term

Approved expenditure is covered in the budget allocation. 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

Many of the recipients of Council's donations provide a social role within the community and the provision of a donation recognises this largely voluntary role.

Whilst not financially significant, the individual donations provided by Council do provide some of the recipients with a degree of economic sustainability.

STRATEGIC IMPLICATIONS

Shire of Capel Strategic Community Plan 2013 – 2031

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

Strategic Outcomes:

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

CONSULTATION

No dedicated consultation has been undertaken other than reference to earlier donations provided by Council.

COMMENT

The donations to external organisations suggested for 2016/17 compared to the amounts provided in 2015/16, are shown in the following table, and are based on a forecast 2% increase in the WA Treasury CPI (December 2015 actual), rounded to the nearest \$10 :

Organisation	2016/17 Donation \$	2015/16 Donation \$	Difference \$	Comment
St John's Ambulance Fund	1,710	1,680	30	Increase of 2% - CPI
Capel RSL	810	790	20	Increase of 2% - CPI
Boyanup CWA	330	320	10	Increase of 2% - CPI
Boyanup Lions Club	330	320	10	Increase of 2% - CPI
Boyanup Senior Citizens	330	320	10	Increase of 2% - CPI
Capel Senior Citizens	330	320	10	Increase of 2% - CPI
Capel CWA	330	320	10	Increase of 2% - CPI
Capel Girl Guides	330	320	10	Increase of 2% - CPI
Capel Tuart Girl Guides	330	320	10	Increase of 2% - CPI
Capel Lions Club	330	320	10	Increase of 2% - CPI
Dalyellup Lions Club	330	320	10	Increase of 2% - CPI
Dalyellup Over 50s	330	320	10	Increase of 2% - CPI
Salvation Army	330	320	10	Increase of 2% - CPI. Not a local organisation but due to their role, donation is appropriate.
Royal Flying Doctors Service	330	320	10	Increase of 2% - CPI. Not a local organisation but due to their role, donation is appropriate.
Donation of \$25,000 over 5 years towards St John of God Hospital Chemotherapy Chair (OC1002 17/10/12)	5,000	5,000	0	5 year commitment starting in 2013/14. Final year of payment is 2017/18.
Total	11,480	11,310	170	(forecast WA Treasury CPI increase for 2016/17 is 2% - rounding up to nearest \$10 used)

The total value of the proposed donations is \$11,480, which is an increase of \$170 compared to the amount included in the 2016/17 Budget. This is based on an increase to other donations equivalent to the December quarter WA Treasury CPI increase of 2%.

In addition to the above, \$8,000 will be allocated in Governance account 0222 in 2016/17 for donations to be allocated at Council’s discretion. This is \$500 more than the amount included in the 2015/16 Budget and is proposed to be allocated as follows:

- \$1,000 will be available to be allocated for the Lord Mayor’s Distress Relief Fund. This donation has been increased by \$500 from the 2015/16 budget.
- \$1,500 will be available for donations at Council’s discretion.
- \$5,000 will be available for donations to representatives in State/National Sport.
- \$500 will be available for minor donations less than \$400 each.

The total amount proposed to be included in the 2016/17 draft Budget as donations is \$19,480 and is a marginal increase of \$670 compared to the 2015/16 budget amount of \$18,810.

VOTING REQUIREMENTS

Simple majority

OC0414 OFFICER’S RECOMMENDATION – 15.1/COUNCIL MOTION

Moved Cr McCleery, Seconded Cr Smith

That Council approves donations totalling \$19,480 in the 2016/17 draft Budget and that the donations to specific organisations be those detailed in this report.

OC0415 AMENDMENT

Moved Cr McCleery, Seconded Cr Smith

That Council approves donations totalling \$19,480 in the 2016/17 draft Budget and that the donations to specific organisations be those detailed in this report with the following amendment:

To decrease the amount of donation for the representatives in State/National sport to \$4,300 and increase the amount for the Royal Flying Doctor Service to \$1,030.

The Amendment was Carried 6/3
The Amendment became the Motion and was Carried 9/0

Councillors J Scott and Hearne declared an impartiality interest in Item 15.2 Fees and Charges 2016/17. The nature and extent of Cr J Scott's interest is that she is a member of the Peppermint Grove Beach Community Association (PGBCA) and Committee member. The nature and extent of Cr Hearne's interest is that he is a member of the PGBCA, and Deputy President and Honorary Auditor of the PGBCA and is also the Shire's representative on the Committee.

OC0416 (15.2) Fees and Charges 2016/17

Location:	Capel
Applicant:	Shire of Capel
File Reference:	Nil
Disclosure of Interest:	Nil
Date:	14.04.16
Author:	Executive Manager Corporate Services, S Stevenson
Senior Officer:	Chief Executive Officer, P Sheedy
Attachments:	2016/17 Schedule of Fees and Charges

MATTER FOR CONSIDERATION

Council to consider the proposed Schedule of Fees and Charges for the 2016/17 financial year.

BACKGROUND / PROPOSAL

Background

Council's "Preparation of Integrated Financial Plan & Budget" timetable (Policy 2.7) provides for the review, preparation and approval of the draft schedule of Fees and Charges prior to the budget meeting. Once this schedule has been approved Council must adopt it, however this will not occur until the annual budget is adopted.

Proposal

Council consider the Schedule of Fees and Charges to be included in the forthcoming 2016/17 draft budget.

STATUTORY ENVIRONMENT

Local Government Act 1995, Section 6.2

6.2 Local Government to prepare Annual Budget

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

**Absolute Majority required*

- (4) In the preparation of the annual budget the local government is to have regard to the contents of the plan for the future of the district made in accordance with section 5.56 and to prepare a detailed estimate for the current year of –
- (a) The expenditure by the local government; and
 - (b) The revenue and income, independent of general rates, of the local government; and

the amount required to make up the deficiency, if any, shown by comparing the estimated expenditure with the estimated revenue and income.

Local Government Act 1995, Section 6.16

6.16 Imposition of Fees and Charges

- (1) A local government may impose* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

**Absolute Majority required*

- (2) A fee may be imposed for the following –
- (a) Providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;
 - (b) Supplying a service or carrying out work at the request of a person;
 - (c) Subject to section 5.94, providing information from local government records;
 - (d) Receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;
 - (e) Supplying goods;
 - (f) Such other service as may be prescribed.
- (3) Fees and charges are to be imposed when adopting the annual budget but may be –
- (a) Imposed* during a financial year; and
 - (b) Amended* from time to time during a financial year.

**Absolute Majority required*

Local Government Act 1995, Section 6.17

6.17 Setting Level of Fees and Charges

- (1) In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors –
- (a) The cost to the local government of providing the service or goods; and
 - (b) The importance of the service or goods to the community; and
 - (c) The price at which the service or goods could be provided by an alternate provider.

Local Government Act 1995, Section 6.19

6.19 Local Government to give Notice of Fees and Charges

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of –

- (a) Its intention to do so; and
- (b) The date from which it is proposed the fees and charges will be imposed.

Other legislation (i.e.: Freedom of Information Act 1992, Emergency Service Levy Act 2002, Caravan Park & camping Ground Regulations 1997, Health Act 1911, Waste Avoidance & Resource Recovery Act 2007, Planning & Development Act 2005, Building Services Act 2011) specifies certain fees and charges that may be adopted by Council, and the fee threshold.

POLICY IMPLICATIONS

Policy 2.7 – Preparation of Integrated Financial Plan & Budget.

FINANCIAL IMPLICATIONS

Budget

The fees and charges when adopted will determine the amount of revenue to be received during the 2016/17 financial year for certain areas. This income has been forecast in the draft budget income projections.

Long Term

There will be minimal long term financial implications associated with adopting the fees and charges, other than the longer term affordability of certain services that incur a fee.

Whole of Life

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

SUSTAINABILITY IMPLICATIONS

There are no environmental impacts expected from the adoption of fees and charges, other than the potential for dumping of waste in areas other than designated rubbish disposal sites. The increased fees and charges are not expected to have any social impact on the use of Shire services.

Increases to fees and charges will result in increased economic benefit to the Shire and whilst the increases will need to be paid by the users of the services, the extent of the increases are not expected to cause any undue economic hardship.

STRATEGIC IMPLICATIONS

Shire of Capel Strategic Community Plan 2013 – 2031

The Leadership Experience ‘Ensure open, transparent, effective good governance and communication within the organisation and the community.’

Strategic Outcomes:

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

CONSULTATION

The Shire departments involved with the administration of the various services involved were consulted and provided their input to the proposed schedule of fees and charges.

COMMENT

The schedule attached shows the total fees including GST that was agreed for 2015/16. The proposed fee for 2016/17 is shown on the left hand side. Comments have been made in green and changes have been indicated in red. Strikethroughs are used to indicate the proposed deletion of fees or wording.

Fees and charges that are set by other Government regulations are noted as such and the relevant legislation is also identified. These fees are only changed if it has been directed by the Government organisation.

If a fee or charge is to be increased it is proposed that in general the starting point for the increase be in accordance with the Western Australian Treasury (WAT) estimated Consumer Price Index (CPI) for the 2016/17 financial year. This is consistent with State forward estimates and the Shire of Capel Long Term Financial Plan (LTFP). The assumption being that the cost of the service has increased by CPI and therefore to recover this cost, income must increase by at least the equivalent amount. The estimated CPI increase to be applied is 2.0% and represents the percentage change in the major cost areas including wages and salaries, road and bridge construction, non-residential building, consumer prices, machinery and equipment, and electricity and street lighting.

To simplify the reporting and charging of fees, fee increases in many cases have been rounded up to the nearest dollar.

A general Consumer Price Index (CPI) increase of 2.0% has been applied across all fee categories, other than those areas regulated by other legislation, or where comments to the contrary appear. This is to ensure that at a minimum, the cost increases forecast for 2016/17 and reflected across the board in all services are offset by an equivalent increase in service fee.

For some lease categories an increase has been based on the CPI for 2016/17 of 1.1% which relates to Perth CPI for the period December 2014 to December 2015. This will be amended where necessary to reflect the actual Perth CPI for the period March 2015 to March 2016 when it becomes available.

There have been various changes to allocated income general ledger accounts.

The following details are some of the more significant changes made to the Schedule of Fees and Charges.

Law, Order & Public Safety

- At this stage, no notifications have been received for any changes to the statutory fees. 2016/2017 statutory fees have therefore been maintained as per 2015/2016. All areas not covered by regulation have been uplifted for CPI of 2.0%.

Governance

- Fees have been retained at 2015/16 financial year levels with the exception of the fees for Electoral Rolls, Sale of Documents and Property searches which have been increased by CPI of 2.0%.

Health

- The Health Department has not yet prescribed the fee for offensive trades such as piggeries and the current fee of \$285.00 will continue to apply at this stage.
- The food vendor's licence, lodging house licence and fees for keeping of birds have all been increased by the CPI and rounded up to the nearest \$1.00.
- All fees associated with administration of the Food Act, including notification, registration, inspection, assessment and report fees, have been increased by the CPI and rounded up to the nearest \$1.00.
- A number of new fees have been introduced in 2016/17 relating to caravan parks and camping grounds licensing and renewal. The new fees are as follows:
 - Long stay site fee of \$6.00 per site
 - Short stay site fee of \$6.00 per site
 - Camp site fee of \$3.00 per site
 - Overflow site fee of \$1.50 per site
 - Fee by way of penalty for licence renewal after expiry of \$20.00
 - Temporary licence fee of \$100.00
 - Transfer of licence fee of \$100.00
 - Appeal to the Minister fee of \$100.00
 - Approval of park homes and other structures on CP's fee of \$150.00.

Education & Welfare

- Rents for Aged Homes have been removed for 2016/17 as the Shire no longer operates this service.
- All other fees have been increased by CPI of 2.0% with Refundable Bonds being retained at 2015/16 levels.

Community Amenities

- The annual refuse site levy is currently \$80. This has been retained at 2015/2016 levels. This charge is based on recovering budgeted costs for the transportation and disposal of waste from the Waste Transfer Site as well as the site's net operating cost, rubbish site rehabilitation and the collection of rubbish from street and park bins. Any excess in funds raised are transferred to reserves for future waste management initiatives. Similarly, any shortfall in funds results in a drawdown from the reserve.
- The cost per organic bag has reduced from \$6.60 in 2015/2016 to \$5.50 in 2016/2017 to reflect the reduction in purchase cost.
- A new fee of \$15.00 for the disposal of inner spring mattresses has been introduced to reflect the cost of the separate collection required by the contractor.
- For the Capel Waste Transfer Station, all fees have been retained at 2015/16 levels with the exception of the following which have been increased by the CPI of 2.0%.
 - Refuse bags (less than 0.06m)
 - Wheelie bins (0.24m)
 - Cars (0.52m)
- Statutory Town Planning Fees are set by the Department of Planning and the maximum fees that are applicable are currently included within the Schedule.
- Cemetery Fees have been increased by the CPI of 2.0% and rounded up to the nearest \$1.00.

Recreation & Culture

- Fees for the hire of halls and community centres in Boyanup, Gelorup and Dalyellup will increase by the CPI and have been rounded up to the nearest \$1.00. The hourly hire rate, prior to any concessions, will increase by \$1.30 from \$64.20 to \$65.50 and the daily hire rate will increase by \$13.00 to \$655.00.
- For the hire of the Capel Hall it is proposed to retain this fee at 2015/16 levels to attempt to stimulate demand
- The fees introduced for the Gelorup Community Association to allow the group to use the centre on a regular basis for meetings, coffee mornings, markets and fundraising events have been increased by CPI of 2.0%. The fee will now be \$577.00 which is an annual increase of \$12.00. Based on a review of the historical usage of this hall by the Gelorup Community Association, this is a representative fee for usage. The Gelorup Management Committee would pay \$417.30 allowing for the permitted 50% fee discount. The \$577.00 fee is included in the table of Fees and Charges.
- Based on the same review of historical usage of the Peppermint Grove Beach Community Centre by groups affiliated with the Peppermint Grove Beach Community Association (PGBCA), it is proposed that the annual fee be increased to reflect the ongoing usage from \$565.00 in 2015/16 to \$2,000.00 in 2016/17.

A summary of the potential revenue (based on bookings between July 2015 and July 2016) is below.

User Group	100% Fee	50% Fee
PGB Community Association	\$ 3,281.86	\$1,640.93
PGB Art Group	\$ 8,784.00	\$4,392.00
PGB Book Club*	\$ 210.00	\$ 105.00
Total Potential Revenue	\$12,275.86	\$6,137.93

*PGB Book Club has only recently been affiliated with the PGBCA.

The annual fee was designed to cover the PGBCA as a standalone organisation. This would permit the Association the use of the hall for coffee mornings, Association meetings, social gatherings and four fundraising events per annum. All other community use would be charged at a 50% discount on the total hire cost for individual events. As a result of the PGB Art Group and the PGB Book Club now being affiliated under the PGBCA, the Shire is losing significant revenue as a result shown in the table above. The annual fee of \$2,000.00 is included in the table of Fees and Charges and represents a fair and reasonable charge for the hall usage.

- The fee for use of lighting at the Capel, Boyanup and Dalyellup Recreation Grounds has been increased by the CPI and will now be \$11.00 per tower per hour (was \$10.00). This fee takes into account electricity usage and replacement of light bulbs.
- Hire of grounds for Dog Obedience Classes have been referred to Other Law Order A/C 0963.
- Recreation facilities and ground usage have been increased by the CPI.
- In libraries, all fees have been retained at 2015/16 levels with the exception of the Administration Fee which has been increased by CPI of 2.0%.
- The lease charge for various reserves has been amended as per their lease agreements.

Transport

- The rural property numbering fee has been increased by the CPI and rounded up to the nearest \$1.00.
- The sale of Number Plates – Police Licensing Fee has been retained at the 2015/2016 rate of \$200.00. This was increased in 2014/2015.

Economic Services

- The various building control fees have been amended as per the schedule notes. In the main, they are either governed by regulation or increased by CPI.
- Extractive Industry fees and Rehabilitation Bonds have been increased by the CPI and rounded up to the nearest \$1.00.
- The Saleyards and Markets fee has been amended to reflect the 2016/2017 lease.

Other Property & Services

- Standpipe, Private Works, Supervision and Other Fees have been increased by the CPI and rounded up to the nearest \$1.00.

Overall, the changes to fees and charges proposed for 2016/17 will result in forecast increased revenue of approximately \$27,096 when compared to the 2015/16 budget forecast.

VOTING REQUIREMENTS

Simple majority

OC0416 OFFICER'S RECOMMENDATION – 15.2/COUNCIL MOTION

Moved Cr McCleery, Seconded Cr Baxi

That Council approves the proposed Fees and Charges as outlined in the Attachment for inclusion in the 2016/17 Budget.

OC0417 AMENDMENT

Moved Cr Smith, Seconded Cr Bell

That Council approves the proposed Fees and Charges as outlined in the Attachment for inclusion in the 2016/17 Budget with the following amendment that the fees charged to Peppermint Grove Beach Community Association for 2016-17 be \$577 plus GST.

The Amendment was Carried 6/3
The Amendment became the Motion and was Carried 6/3

OC0418 (15.3) 2016/17 Budget - Councillor and Community Requests

Location:	Capel
Applicant:	Shire of Capel
File Reference:	N/A
Disclosure of Interest:	Nil
Date:	07.04.16
Author:	Executive Manager Corporate Services, S Stevenson
Senior Officer:	Chief Executive Officer, P Sheedy
Attachments:	Nil

MATTER FOR CONSIDERATION

Council to review requests from Councillors and the community for inclusion in the draft 2016/17 budget.

BACKGROUND / PROPOSAL**Background**

As part of the budget development process, Councillors and the Community are invited to submit budget requests for the forthcoming budget. It has been Council's previous practice and Policy to include requests from Councillors and the community as an agenda item for an Ordinary Meeting, rather than convene a special Council meeting.

Proposal

Council consider the requests received from Councillors and the Community to determine which items are to be included in the forthcoming 2016/17 draft budget or Corporate Business Plan.

STATUTORY ENVIRONMENT

Local Government Act 1995, Section 6.2

6.2 Local Government to prepare Annual Budget

- (1) During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt*, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.
**Absolute Majority required*
- (2) In the preparation of the annual budget the local government is to have regard to the contents of the plan for the future of the district made in accordance with section 5.56 and to prepare a detailed estimate for the current year of –
 - a. The expenditure by the local government; and
 - b. The revenue and income, independent of general rates, of the local government; and
 - c. The amount required to make up the deficiency, if any, shown by comparing the estimated expenditure with the estimated revenue and income.

POLICY IMPLICATIONS

The budget is based on the principles contained in the Strategic Community Plan and Corporate Business Plan. Policy 2.7 – Preparation of Integrated Financial Plan and Annual budget applies.

FINANCIAL IMPLICATIONS**Budget**

Any requests approved by Council will be included in the 2016/17 draft Budget. Whether the item is included in the final budget depends upon the magnitude of the financial expenditure of the individual items and their impact in the context of the overall draft budget.

Currently the draft 2016/17 budget has allowed for:

- \$20,000 allocated as a provision sum for Councillor and Community requests (per LTFP);
- \$44,090 for continued contribution requests to groups or organisations.

Total requests are \$63,496 and are made up as follows:

- Community Requests	\$19,906
- Councillor Requests	\$ 500
- New contribution requests	\$ 0
- Existing prior year supported contribution requests	\$43,090
	\$63,496

Council needs to determine whether it wishes to endorse the requests supported by the Executive Management Team so that the total expenditure does not exceed \$64,090 and allocate additional funds in the 2016/17 Draft budget.

Council officers are currently predicting a very tight budget. At this time Council Executive are continuing to review operating and capital expenditure requirements to identify cost savings to avoid the possibility of a budget deficit.

There would be a financial impact if Council wishes to allocate more than the provision allocation of \$64,090. Other expenditure areas would need to be reduced or additional rates would need to be raised.

Long Term

Approved expenditure is covered in the budget allocation. The nature of the individual expenditure item will determine whether there are any long term financial implications.

Where possible, the budget consideration items have been categorised to identify whether it is an Asset Renewal, Upgrade or New Asset, or if there is an ongoing cost implications.

This is the principle established when considering items in the Long Term Financial Plan and guides Council in determining the priority of expenditure.

Within the Long Term Financial Plan, an annual provision of \$20,000 has been made to fund Councillor and Community Requests, with \$44,090 allocated as current ongoing contributions to various organisations and events.

Whole of Life

A number of the budget requests would be classified as assets/infrastructure, and would therefore have a whole of life costs relevant to these specific items.

SUSTAINABILITY IMPLICATIONS

A number of the requests received may have some minor environmental sustainability implications. The majority of the requests received will have a positive social impact. The

requests received will in some cases result in an economic benefit for residents and businesses within the Shire of Capel.

STRATEGIC IMPLICATIONS

Shire of Capel Strategic Community Plan 2013 – 2031

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

Strategic Outcomes:

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

1.5: Ensure the effective management of Council's resources.

CONSULTATION

An article inviting budget requests from the community was posted on the Shire of Capel website and Facebook page in January 2016. An advert was also placed with the local community newsletters in Boyanup, Capel, Dalyellup, Gelorup, Peppermint Grove Beach and Stratham.

All of the Community and Councillor requests have been reviewed by the Executive Management Team to recommend support for or against the request being considered in the draft 2016/17 budget. The Executive Management Team's recommendation is noted on the attached Budget Consideration table.

COMMENT

Community Requests

Submissions from the community were invited to be received until Monday 14 March 2016 and thirty three requests were received or considered. Details of these requests are included in the attached table, and are summarised below. As noted on this table, a number of these requests have been supported and will be included in the draft budget once endorsed.

Group/Individual	Details	Amount	EMT Recommendation
George Armstrong	Repair of the broken kerb at the corner of Forrest Road and Properjohn Road junction		To be part of the existing on-going budget for repairs and maintenance
George Armstrong	Drainage along Roe Road after the West Road, Roe Road junction		Further drainage analysis required. Study in 2016/17
George Armstrong	Improvement to general state of pedestrian pathways between the Shire office and RSL Club building		This forms part of Stage 2 of the Capel Townsite Strategy which is in 2025-26 in the draft 2016-26 LTFP
Elgin Fire Brigade	Elgin Brigade site works	\$3,000	Included in draft budget as already endorsed by Council in adopting the February BFAC minutes
Renee Wharton	Pedestrian path for Fishermans Road		EMT not supported. Not part of dual use path program

Renee Wharton	Larger facility for Dalyellup Library and more resources on hand		Included in draft LTFP with the Dalyellup district centre works commencing in 2020-2021
Shirley Worthington	Requests path opening close or near Killerby Drive. To be wheelchair accessible		To be completed in 2015/16
Kathleen Thomson	Improvements to Brookdale Road. Widening of the road crest		To be considered as part of 4 year road program
Kathleen Thomson	Brookdale Road. Request for 1.5km to be sealed with a 6 metre surface		Not considered to be a priority. Sealing cannot be justified due to low traffic volumes
Kylie Witten	Commercial generator for PGB residents in case of emergencies		The Shire has an emergency generator which can be used for the PGB Community Centre. The request for a generator to pump water needs to be addressed through the Water Corporation
Clive Overton	Requests 4 electric hand dryers at Dalyellup Community Centre (kitchen, ladies toilet, gents toilet, disabled toilet)		EMT not supported as budget request. Building maintenance to investigate and follow up with community centre cleaners
Lisa O'Neill	Shade sails for Murtin Park, Dalyellup	\$6,203	A request for funding for a number of shade sails across the Shire has been submitted. Murtin Park is included in the application. The proposed Shire contribution is \$6,202.55 out of a cost of \$24,543 for the park. The proposal would provide shade sails for 6 parks over 2 years (2016/17 and 2017/18). Funding dependent
Marisa Blandford	Picnic tables with shade (roof) at Murtin Park Dalyellup		Not supported in 2016/17. To be considered as part of a future parks program.
Bree Edwards	Outside park fitness equipment		Supported but to be considered as part of the 2017/18 budget. Explore funding options with the Department of Health and Lotterywest

Liz Watkins	Request for shade sails (Capel Recreation Ground)	\$6,203	A request for funding for a number of shade sails across the Shire has been submitted. Capel Recreation Ground Park is included in the application. The proposed Shire contribution is \$6,202.55 out of a cost of \$32,484 for the park. The proposal would provide shade sails for 6 parks over 2 years (2016/17 and 2017/18). This playground is ranked 5 out of the 6 parks in terms of priority. Funding dependent
Liz Watkins	Shade sails in Capel (Erle Scott Reserve)		This park is due to be relocated as part of Stage 3 of the Capel Civic Precinct.
Liz Watkins	Shaded seating close the park and drinking fountains for Capel (Erle Scott Reserve)		This forms part of Stage 3 of the Capel Civic Precinct and will be considered as part of the overall project.
Liz Watkins	Shaded seating close the park and drinking fountains for Capel Recreation Ground		Not supported. There are two seats at the Capel Recreation Ground with one being immediately under a tree. There is a drink fountain at the Recreation Ground Pavilion about 100 metres away.
Michael Tichbon – Capel LCDC	Increase in budget for weed management on road verges and reserves		No increase required as current budget remains under spent. Request higher focus on completing the budgeted works.
Michael Tichbon – Capel LCDC	Burn reserves as per the original Fire Management Plan to reduce fire risk		Covered by Fire Management Plan
Liz Chambers	Continuation of the footpath for the bus stop at the corner of Loretta Avenue and Jules Road, Gelorup		Not supported for 2016/17 budget but to be considered as part of the on-going dual use program
Liz Chambers	Traffic control to help prevent honing - Gelorup		Not supported. Not recommended for this location
Julian Sanders	Repair of the footpath sections between Bridge Street and		To be considered as part of the on-going

	Charlotte Street on South West Highway, Boyanup		dual use path program
Julian Sanders	Indented bus parking bay for south bound Perth Transport Authority(PTA) and school buses on the East side of South West Highway between Bridge Street and Charlotte Street		To be considered as part of the overall Boyanup Townsite Strategy. Needs Liaison with the PTA and Main Roads
Julian Sanders	Signs for Diggers Reserve		There is already a significant amount of signage at the park. There is the option to incorporate Diggers Reserve signage into the existing signs
Helen Williams	Upgrade of the path between the Boyanup Hotel and Boyanup Bridge. Often used by walkers, cyclists and those living alongside the river		To be considered as part of the on-going dual use path program
Ocean Forest Lutheran College	Bus shelter at Wake Drive in Dalyellup		Not supported
Capel Regional Equestrian Park Inc (Katherine Smith and Lynda Klein)	Request for one third of the cost of a replacement ablution block and meeting room at the Capel Equestrian Centre. Will benefit people including Riding For the Disabled and Capel Horse and Pony Club		Request contribution of \$546,533.46 (inc GST). Contribution is not supported however Council could consider a self-supporting loan for one third of the cost if the two third balance of funding was secured
Capel RSL	Request for on-going funding for the Anzac Day PGB dawn service and Capel March	\$4,500	Total request was \$9,000 on an-going basis. EMT support a 50% contribution to be reviewed after 3 years.

TOTAL \$19,906

Councillor Requests

A memorandum inviting budget requests from Councillors was sent on 7th January 2016 and requested responses by 26th February 2016. The requests received have been detailed on the attached table.

All of the Community and Councillor requests have been reviewed by the Executive Management Team. Comments relevant to each request and a recommendation for funds to be allocated within the 2016/17 budget are also included within this table based on this review. Only additional requests not included elsewhere have a value noted below.

Councillor	Details	Amount	EMT Recommendation
Cr J Scott	Trail survey from Sheoak Park – Lot 61 Hasties Road Gelorup		Can be funded from the generic \$20,000 allocation in the draft 2016-2026 LTFP. Estimated cost is \$3,000

Cr J Scott	Replacement of woodchips in high use playgrounds with soft fall matting		Initial costing carried out for all parks. More analysis and planning is required. Not supported for 2016/17. Need to review once analysis has been completed.
Cr J Scott	Consideration to be given to give archivist and volunteers in the RM Maidment Archives Room a voucher to spend on a shared lunch or similar	\$500	EMT supported.
Cr B Smith	Repair and refurbish netball and basketball courts and building in Boyanup		To be considered as part of the draft LTFP allocations in 2017/18 and 2018/19 (\$250,000 allocated for each year). Pending project scoping around Boyanup Bowling Club.
Cr B Smith	Plan a cycle way from Minninup Road to Mangles Road		Project recognised by the GBBMPWG and is eligible for future external funding. Not included in draft 2016/17 budget.
Cr B Smith	Lighting at the corner of Trigwell Road and South West Highway		EMT not supported as this is a low priority for resources.
Cr B Smith	Dalyellup Surf Life Saving Club concept development plans		EMT not supported in 2016/2017 budget as in draft LTFP for 2021/2022
Cr B Smith	Additional Bus shelter Parade Road		EMT not supported in 2016/2017. To be considered as part of the generic bus shelter allocation already included in the draft 2016/17 budget. Allocation is based on priorities.
Cr B Smith	Replace plaque at the Jack and Mary Kitchen Community Centre		Not supported as a replacement as the plaque has been removed for cleaning therefore not requiring replacement.
Cr B Smith	Continue Movies in the Park for Capel and Dalyellup		To be considered as part of a Shire wide Events budget of \$50,000
Cr B Smith	Trim trees in Diggers Reserve Boyanup		To be completed in 2015/16
Cr B Smith	William Street, Boyanup sealing		EMT not supported. Deemed not to be a priority and this is not included in the 4 year road program
Cr B Smith	Refurbish toilets at Boyanup Lions Park. Work with Boyanup Lions Club on applying for a grant to build new toilets at Fettle's Park		Lions Park toilet refurbishment completed in 2015/16. Fettle's Park toilet site is not prepared and scope is still to be finalised.
Cr B Smith	Fence off area in Dalyellup as a dog exercise area		EMT not supported as this is not deemed a priority. To consider water station and additional bin for dog waste.

TOTAL \$500

New Contribution Requests

Group	Details	Amount	EMT Recommendation
Bunbury Community Radio	Requesting one third of the cost for the purchase of technical equipment for broadcast plus promotion and logistics support. Request is for \$11,600.		EMT not supported for 2016/17 as the balance of the funding has not been secured. The group has applied to the SWDC for 1/3 of the total cost.
Andrew Brien – City of Bunbury	Requests annual contribution of \$5000 for 3 years towards the cost of Bunbury Skyfest Australia Day celebrations		This is being considered as part of the Events Budget.
Dalyellup College School Council	Contribution towards new school lockers at Dalyellup College. Request \$5,000		EMT not supported

TOTAL \$0Continued Contribution Requests

The items below reflect those community requests which have previously been included in the budget and are assumed to continue, however these can be changed by Council.

Group	Details	Amount	EMT Recommendation
Bunbury Sea Rescue	Seeking annual contribution towards marine rescue services	\$330	Supported for 2016/2017 – \$330 included in budget
South West Group of Affiliated Agricultural Associations	Annual support Perth Royal Show display	\$260	Supported for 2016/2017 – \$260 included in budget
Business South West (previously Bunbury Wellington Small Business Centre)	Support to service Capel businesses	\$6,000	Supported for 2016/2017 – \$6,000 included in budget
South West Academy of Sport	Annual support	\$6,000	Supported for 2016/2017 – \$6,000 included in budget
Regional Tourism Strategy	Annual support	\$5,000	Supported for 2016/2017 – \$5,000 included in budget
Bunbury Regional Entertainment Centre	Annual support	\$7,500	Supported for 2016/2017 – \$7,500 included in budget
Bunbury Regional Youthcare	Annual support for school chaplaincy	\$18,000	Supported for 2016/2017 – \$18,000 included in budget

TOTAL \$43,090

In addition to the requests detailed in the tables above, a single request listing multiple requests was received. These requests have not been included in the Draft Budget for 2016/17. The request details and comments are as follows:

Request	Comments
Extension of Capel skate park	Any proposed changes to the skate park would need to be considered in the context of the overall Capel Civic Precinct project
Better lighting to Capel skate park	Any proposed changes to the skate park would need to be considered in the context of the overall Capel Civic Precinct project
Foam pit at Capel skate park	Any proposed changes to the skate park would need to be considered in the context of the overall Capel Civic Precinct project
Cover over Capel skate park	Any proposed changes to the skate park would need to be considered in the context of the overall Capel Civic Precinct project
BMX track upgraded to cater for different abilities	As part of the Capel Civic Precinct project, the skate park is proposed to be relocated to an area close to Weld Road in Capel
Improved access (e.g. stairs) to the river near the railway bridge	This area is owned by the Perth Transport Authority (PTA). Any requests would require PTA approval
Swimming hole developed near the railway bridge	This area is owned by the Perth Transport Authority (PTA). Any requests would require PTA approval. This would have significant public safety concerns.
Jetty or deck and seating at the water hole	This area is owned by the Perth Transport Authority (PTA). Any requests would require PTA approval. This would have significant public safety concerns.
Swimming pool	This would require significant infrastructure investment and is not currently in the 10 year Long Term Financial Plan. Swimming pools generally run at an operating loss and would need to be considered with a view to on-going financial sustainability.
Bush walking track	This would need to be a recommendation from the Trails Working Group. This group is currently looking at priority trails. More definition around the path locations would be required
Flying Fox	More specific project and location details would be required to make an assessment. Public safety and Shire public liability would need to be considered.
Water slides	More specific project and location details would be required to make an assessment. Public safety and Shire public liability would need to be considered.
Dirt bike lessons	More specific project and location details would be required to make an assessment. Public safety and Shire public liability would need to be considered.
Motor bike track or designated area to ride	More specific project and location details would be required to make an assessment. Public safety and Shire public liability would need to be considered.
Cooking classes	Could be considered as part of on-going youth activity program.
Return of Capel Fest	This event was run by community members and not the Shire
Jetty at Peppermint Grove Beach	This would require significant infrastructure investment and is not currently in the 10 year Long Term Financial Plan.
Community bus or transport to Dalyellup	There are currently no plans for the Shire to purchase a community bus. There is currently a scheme in place which allows a Shire contribution to be made

A request was also put forward for the Shire to discount rates for all current and active emergency volunteers. This would require annual information from the emergency agencies to be compiled and provided to the Shire. The proposal would apply to those ratepayers who have been members of their respective organisation for 12 months and who have been active for 12 months. One rating discount would apply per household. The value of rates discount which would be allocated to the draft budget in 2016/17 is unable to be quantified at this stage as the Shire does not hold this data. It is recommended that this is not supported for the 2016/17 financial year.

VOTING REQUIREMENTS

Simple majority

OC0418 OFFICER'S RECOMMENDATION – 15.3/COUNCIL MOTION
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Moved Cr Smith, Seconded Cr Bell

1. **That the following Councillor and Community budget requests not already incorporated into the draft budget as existing operating expenditure, or carried over projects, be included in the 2016/17 draft budget:**
 - **\$3,000 to carry out Elgin Fire Brigade site works;**
 - **\$6,203 as Shire contribution to fund shade sails for Murtin Park, Dalyellup;**
 - **\$6,203 as Shire contribution to fund shade sails for Capel Recreation Ground;**
 - **\$4,500 as a contribution to the Capel RSL for 3 years towards the Anzac Day dawn service and Capel march;**
 - **\$5,000 contribution towards the Bunbury Skyfest Australia Day celebrations;**
 - **\$500 as a gratuity for the archivist and volunteers in the RM Maidment Archives Room.**
2. **That Council support those other requests listed and supported in the attached table of 'Councillor and Community Requests for 2016/17', requiring further investigation or reports to Council in the future.**
3. **That Council does not endorse the rating discount for Emergency Services members as the financial impact is unquantifiable at this stage for the 2016/17 budget.**

Mr Gick left the Chambers at 6.26pm.

OC0419 AMENDMENT

Moved Cr Hearne, Seconded Cr Bell

- 1. That the following Councillor and Community budget requests not already incorporated into the draft budget as existing operating expenditure, or carried over projects, be included in the 2016/17 draft budget:**
 - \$3,000 to carry out Elgin Fire Brigade site works;
 - \$6,203 as Shire contribution to fund shade sails for Murtin Park, Dalyellup;
 - \$6,203 as Shire contribution to fund shade sails for Capel Recreation Ground;
 - \$4,500 as a contribution to the Capel RSL for 3 years towards the Anzac Day dawn service and Capel march;
 - \$500 as a gratuity for the archivist and volunteers in the RM Maidment Archives Room.

- 2. That Council support those other requests listed and supported in the attached table of 'Councillor and Community Requests for 2016/17', requiring further investigation or reports to Council in the future.**

- 3. That Council does not endorse the rating discount for Emergency Services members as the financial impact is unquantifiable at this stage for the 2016/17 budget.**

The Amendment was Carried 7/2
The Amendment became the Motion and was Carried 9/0

Ms Eadie left the Chambers at 6.30pm.
Mr Gick returned to the Chambers at 6.30pm.

OC0420 (15.4) Accounts Due and Submitted for Authorisation

Location: Capel
Applicant: Shire of Capel
File Reference: N/A
Disclosure of Interest: Nil
Date: 11.04.16
Author: Finance & Accounts Payable Officer, H Tu
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

Shire of Capel Strategic Community Plan 2013 – 2031

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

Strategic Outcomes:

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

CONSULTATION

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

COMMENT

Accounts due and submitted for authorisation are as follows:

CHQ/EFT	DATE	NAME	DESCRIPTION	Amount
EFT21328	27/04/2016	BUNBURY MOWER SERVICE	SHARPEN AND SERVICE HEDGER	105.00
EFT21329	27/04/2016	BUSSELTON TOYOTA	20,000 KM SERVICE CP9378	284.20
EFT21330	27/04/2016	BUNNINGS BUILDING SUPPLIES PTY LTD	HARDWARE SUPPLIES FOR MAR 16	195.21

EFT21331	27/04/2016	BUSSELTON-DUNSBOROUGH ENVIRONMENT CENTRE	40 X "JOURNEY INTO LUDLOW TUART FOREST" BOOKS FOR CITIZENSHIP GIFTS"	400.00
EFT21332	27/04/2016	BRAD BROOKSBY	COMPLETE 3RD PARTY ASSET VALUATION FOR ALL ROADS IN THE SHIRE OF CAPEL AND VISUAL CONDITION RATING FOR ALL SEALED ROADS	12903.00
EFT21333	27/04/2016	STAPLES AUSTRALIA PTY LTD	STATIONERY 15/16	2330.32
EFT21334	27/04/2016	COATES HIRE SERVICE	HIRE CONCRETE GRINDER 21/3/16 & TRANSPORT CHARGE FOR HIRE FOR LOWRIE RD 19/1/16	675.84
EFT21335	27/04/2016	FAST FINISHING SERVICES	BOOK BINDING OF COUNCIL MINUTES (25/02/15 TO 16/12/15)	363.00
EFT21336	27/04/2016	CLEVERPATCH	LIBRARY CRAFT SUPPLIES	421.30
EFT21337	27/04/2016	CASTROL AUSTRALIA P/L	2 BOXES OF TUBE GREASE	165.79
EFT21338	27/04/2016	CARBON NEUTRAL	CARBON OFFSETS TO HELP OFFSET SHIRE GREENHOUSE EMISSIONS FROM ELECTRICITY & FUEL USE IN 2015-16 - ANNUAL	4180.00
EFT21339	27/04/2016	CARBONE BROS PTY LTD	CLAIM 1-RECONSTRUCTION OF PORTION OF ELGIN ROAD AS PER TENDER 15/06	33042.88
EFT21340	27/04/2016	DISCOUNT AUTO PARTS	LED FLASHING LIGHTS	192.85
EFT21341	27/04/2016	FENNESSY'S	30,000KM SERVICE 44CP, 20,000KM SERVICE CP81, 80,000 KM SERVICE - CP1125	1484.36
EFT21342	27/04/2016	HIGGINS COATINGS P/L	YEAR 2 PAINTING CONTRACT OF SHIRE OFFICES AND SHIRE BUILDING (26 X) AS PER TENDER 7	49167.98
EFT21343	27/04/2016	SOUTH WEST ISUZU	15,000 KM SERVICE CP9112, REPAIRS TO & 100,000KM SERVICE CP4821	2884.82
EFT21344	27/04/2016	LOCAL GOVERNMENT MANAGERS AUSTRALIA LGMA	REGISTRATION FOR 2016 MENTORS AND ASPIRING LEADERS CONFERENCE (19-20 MAY 2016)	865.00
EFT21345	27/04/2016	MALATESTA ROAD PAVING & HOT MIX	1X TONNE HOTMIX	400.00
EFT21346	27/04/2016	NIGHTGUARD SECURITY SERVICE PTY LTD	ALARM RESPONSE FOR SHIRE BUILDINGS MAR 16	2485.19
EFT21347	27/04/2016	PROTECTOR ALSAFE	1 X PAIR OF FIREFIGHTING BOOTS & 5X GLOVES	453.66

EFT21348	27/04/2016	FULTON HOGAN INDUSTRIES PTY LTD	800L EMULSION, 3TON HOTMIX, 1 TON EZSTRET BULK BAG MIX	2324.81
EFT21349	27/04/2016	PRESTIGE PRODUCTS-BUSSELTON	SUPPLIES MAR 16	556.38
EFT21350	27/04/2016	PICTON TYRE CENTRE PTY LTD	REPAIR FRONT TYRE OF GRADER 14/3/16 IN SHIRE YARD MONDAY CP1025	285.00
EFT21351	27/04/2016	REFACE INDUSTRIES	CLEANING CLOTH. DONUT STICKERS 2X CONSUMABLE PACK	403.36
EFT21352	27/04/2016	ROWE SCIENTIFIC P/L	PH ELECTRODE	132.10
EFT21353	27/04/2016	RTW STEEL FABRICATION	EXTEND EXPLORATION PROBE AT CAPEL CEMETERY, HANDRAILS AT BOYANUP OVAL, SUPPLY, 6X TENNIS POLE LIDS FOR BOYANUP BASKETBALL PAVILION, REPAIR GRAVE BOX AT CEMETERY, REPAIR TRUCK TAILGATE CP9112	5424.65
EFT21354	27/04/2016	CAPEL FRESH IGA	SUPPLIES & REFRESHMENT FOR MAR 16	201.95
EFT21355	27/04/2016	SOUTHERN LOCK & SECURITY	SUPPLY AND INSTALL REPLACEMENT DIRECT TRANSMITTING UNIT AT DALYELLUP SPORTS PAVILION, 6X SERVICE & TEST ALARM SYSTEM AT VARIOUS BUILDING, INSTALL DOOR HANDLE AT BOYANUP MEMORIAL PARK, REPLACE ALARM SYSTEM AT DALYELLUP SPORT PAVILION	1709.91
EFT21356	27/04/2016	TOTALLY WORKWEAR	5X STAFF UNIFORM ORDERS	1620.30
EFT21357	27/04/2016	TRAFFIC FORCE	TRAFFIC MANAGEMENT PLAN FOR TREE WORKS (TRAFFIC LIGHT SCHEME)	72.60
EFT21358	27/04/2016	WORK CLOBBER BUNBURY	3X STAFF UNIFORM ORDERS	693.14
EFT21359	27/04/2016	WESTSIDE EQUIPMENT	REPAIR BATTERY GELORUP FIRE TRUCK	176.28
				\$126,600.88

OUTSTANDING CREDITORS AS AT 31 March 2016: \$21,785.21

CERTIFICATE OF CHIEF EXECUTIVE OFFICER

This schedule of accounts to be passed for 27th April 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

OC0420 OFFICER'S RECOMMENDATIONS – 15.4/COUNCIL DECISION

Moved Cr Hearne, Seconded Cr J Scott

That Council authorises the Schedule of Accounts covering vouchers EFT21328 to EFT21359, a total of \$126,600.88 for payment.

Carried 9/0

OC0421 (15.5) Accounts Paid During the Month of March 2016

Location: Capel
Applicant: Shire of Capel
File Reference: N/A
Disclosure of Interest: Nil
Date: 11.04.16
Author: Finance & Accounts Payable Officer, H Tu
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

Shire of Capel Strategic Community Plan 2013 – 2031

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

Strategic Outcomes:

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

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 March 2016 are as follows:

Chq/EFT	Date	Name	Description	Amount
630	09/03/2016	DEPARTMENT OF COMMERCE - BUILDING COMMISSION	BSL LEVY COLLECTED FEB 16	7363.53
631	09/03/2016	SHIRE OF CAPEL	RECEIPTING ERROR 26/6/15	752.15
632	09/03/2016	DALYELLUP FOOTBALL CLUB INC	BOND REFUND GELORUP HALL HIRE	1000.00
633	09/03/2016	JOAN JENKINS	REFUND BOND GELORUP COMM CENTRE HALL HIRE	150.00

634	09/03/2016	KAROLINE MATTINGLEY	BOND REFUND DALYELLUP HALL HIRE	150.00
635	09/03/2016	SATTERLEY PROPERTY GROUP	REFUND BOND AFTER INSPECTION	58916.00
636	17/03/2016	BUILDING & CONSTRUCTION IND TRAINING FUND	BCITF LEVY COLLECTED FEB 16	7819.98
637	17/03/2016	SHIRE OF CAPEL	BCITF COMMISSION FEB 16	148.50
638	23/03/2016	CAPEL RSL	BOND RETURN - CAPEL FUZION MONEY DONATED TO CAPEL RSL	75.00
639	23/03/2016	ST JOHN AMBULANCE ASSOCIATION - CAPEL	BOND REFUND CAPEL FUZION MONEY DONATED TO ST JOHN'S AMBULANCE CAPEL	75.00
EFT21047	01/03/2016	WESTNET PTY LTD	MAR 16 SHIRE OF CAPEL INTERNET	369.78
EFT21048	02/03/2016	AMITY SIGNS	8X VARIOUS SIGNS	1049.40
EFT21049	02/03/2016	AUSTRALIA POST	JAN 16 POSTAGE	1339.45
EFT21050	02/03/2016	ASPIRED ALUMINIUM & GLASS	REPLACE WINDOWS ON THE NORTH SIDE OF THE ELGIN COMMUNITY HALL	6625.00
EFT21051	02/03/2016	ASSOCIATES HOCKEY CLUB	KIDSPORT	200.00
EFT21052	02/03/2016	CR BARRY BELL	15/16 COUNCILLOR ALLOWANCE MAR 16	2829.00
EFT21053	02/03/2016	BUNBURY REGIONAL ENTERTAINMENT CENTRE	2015/16 CONTRIBUTION TO BUNBURY REGIONAL ENTERTAINMENT CENTRE ENTREPRENEURIAL FUND OC0731/98	8250.00
EFT21054	02/03/2016	BUNNINGS BUILDING SUPPLIES PTY LTD	FEB 16 HARDWARE SUPPLIES	632.86
EFT21055	02/03/2016	BLACKWOODS	10KG TUB OF ULRTRAFIX CONCREMATE	123.00
EFT21056	02/03/2016	BUNBURY POTHoles & ASPHALT REPAIRS	CARRY OUT REPAIRS TO CRACKS IN ASPHALT SURFACE, RESURFACE SQUARES AROUND TENNIS POST SOCKETS AS DISCUSSED AT BOYANUP BASKETBALL COURTS	1320.00
EFT21057	02/03/2016	BUNBURY TRUCKS	90000KM SERVICE FOR CP9477	977.05
EFT21058	02/03/2016	BUNBURY BASKETBALL ASSOCIATION	KIDSPORT	1242.50
EFT21059	02/03/2016	BUNBURY & DISTRICTS SOFTBALL	KIDSPORT	60.00
EFT21060	02/03/2016	SIDDHARTHA BAXI	15/16 COUNCILLOR ALLOWANCE - MAR 16	2829.00
EFT21061	02/03/2016	BERT'S HOME MAINTENANCE SERVICES	REPLACE BACKBOARDS AT PEPPERMINT GROVE BEACH BASKETBALL COURT	3058.00

EFT21062	02/03/2016	BUILT RIGHT APPROVALS	BUILDING SURVEYING CONTRACTOR SERVICE	1496.00
EFT21063	02/03/2016	BLUE WATER TANKS	INDEPENDENT ASSESSMENT OF CONDITION OF GELORUP BUSH FIRE BRIGADE WATER TANK	150.00
EFT21064	02/03/2016	BUNBURY & BUSSELTON TOWING	TOW ABANDONED SILVER FORD FALCON FROM DUCANE RD TO DEPOT	220.00
EFT21065	02/03/2016	STAPLES AUSTRALIA PTY LTD	2015/16 STATIONERY	741.03
EFT21066	02/03/2016	COATES HIRE SERVICE	ROLLER HIRE + MOBILISATION - FOR LOWRIE ROAD FROM 19/1/16	3557.13
EFT21067	02/03/2016	CR MURRAY SCOTT	PRESIDENT ALLOWANCE MAR 16	10091.00
EFT21068	02/03/2016	CAPEL HARDWARE & FARM SUPPLIES	JAN 16 HARDWARE SUPPLIES	1282.76
EFT21069	02/03/2016	CASTLEDEX PTY LTD	CASTLEDEX STICKERS FOR RECORDS	66.14
EFT21070	02/03/2016	CAPEL CLEANING	2X CLEANING OF SHIRE OFFICE AT \$67.50EA	135.00
EFT21071	02/03/2016	CARBONE BROS PTY LTD	96.52 TON OF GRAVEL	1785.62
EFT21072	02/03/2016	CBCA WA BRANCH	2016 MEMBERSHIP SUBSCRIPTION	60.00
EFT21073	02/03/2016	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	902.36
EFT21074	02/03/2016	DELRON CLEANING	CLEANING – VARIOUS COMMUNITY CENTRE-AS PER TENDER 14/03	10113.55
EFT21075	02/03/2016	DORMA AUTOMATICS P/L	SERVICE AUTO DOORS AT CAPEL LIBRARY 15/16	132.00
EFT21076	02/03/2016	DIRT DESIGN	110M ³ MULCHING SUPPLIED AND INSTALLED AT RESERVE ON DALYELLUP BLVD	7865.00
EFT21077	02/03/2016	EARTHMAC	TRAFFIC MANAGEMENT - LOWRIE RD - 1/2/16 TO 17/2/16 (120HR \$150P/H)	18000.00
EFT21078	02/03/2016	GOLDEN WEST PLUMBING & DRAINAGE	INSTALL HOT WATER UNIT IN CAPEL LIBRARY KITCHEN & INSTALL NEW WASHER AT DALYELLUP LAKE TOILETS	2120.25
EFT21079	02/03/2016	GRESLEY ABAS PTY LTD	EAST DALYELLUP SPORTS PAVILION CONCEPT DESIGN, DETAILED DESIGN & CONTRACT ADMINISTRATION	1611.38
EFT21080	02/03/2016	GHD PTY LTD	DETAILED SITE INSPECTION BOYANUP LANDFILL & LANDFILL GAS MONITORING AT RANGE RD	28173.20

EFT21081	02/03/2016	GARAGE DOORS SOUTH WEST	SERVICING OF ALL GARAGE DOORS AT EACH BUSHFIRE BRIGADE SHED (5 BRIGADE SHEDS TOTAL)	715.00
EFT21082	02/03/2016	GCS INTEGRATED SERVICES PTY LTD	HIRE OF UNISEX TOILET - DELIVER TO CAPEL CEMETERY	352.00
EFT21083	02/03/2016	CR BRIAN HEARNE	15/16 DEPUTY PRESIDENT ALLOWANCE MAR 16	3981.00
EFT21084	02/03/2016	INSIGHT CCS PTY LTD	CALL CENTRE CHARGES FOR MONTH OF JANUARY	376.09
EFT21085	02/03/2016	JUMOR WASTEWATER SERVICE & REPAIRS	SERVICE ANAEROBIC TREATMENT UNIT	299.50
EFT21086	02/03/2016	PERTHWASTE GREEN RECYCLING	JAN 16 PROCESSING OF DOMESTIC RECYCLING	5371.39
EFT21087	02/03/2016	STATE LIBRARY OF WESTERN AUSTRALIA	1/1/16-30/6/16 RECOVERY OF LOST AND DAMAGED ITEMS	330.00
EFT21088	02/03/2016	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION WALGA	3X TRAINING COURSE & WALGA 2016 LOCAL GOVERNMENT DIRECTORY PLUS POSTAGE	1485.90
EFT21089	02/03/2016	LD TOTAL	LANDSCAPE MAINTENANCE IN CAPS GARDENS ALONG MAIDMENT PDE AND DALYELLUP BLVD FOR FEB16	3272.49
EFT21090	02/03/2016	LANDGATE	RURAL & GRV VALUATION	1822.65
EFT21091	02/03/2016	MCLEODS BARRISTERS AND SOLICITORS	LEGAL FEES	1161.87
EFT21092	02/03/2016	CR PETER MCCLEERY	15/16 COUNCILLOR ALLOWANCE MAR 16	2829.00
EFT21093	02/03/2016	MARKETFORCE	3X VARIOUS ADVERTISEMENTS	750.05
EFT21094	02/03/2016	CR GREG NORTON	15/16 COUNCILLOR ALLOWANCE MAR 16	2829.00
EFT21095	02/03/2016	NIGHTGUARD SECURITY SERVICE PTY LTD	ALARM RESPONSE FOR JAN 16	934.19
EFT21096	02/03/2016	PROTECTOR ALSAFE	FIREFIGHTING BOOTS	263.47
EFT21097	02/03/2016	PRESTIGE PRODUCTS-BUSSELTON	JAN 16 SUPPLIES	74.47
EFT21098	02/03/2016	PROTECTOR FIRE SERVICES	CONDUCT 6 MONTHLY SERVICE TO FIRE SAFETY EQUIPMENT TO VARIOUS SITE	3071.05

EFT21099	02/03/2016	PRIME MEDIA GROUP	MOSQUITO AWARENESS TV ADVERTISEMENT	837.10
EFT21100	02/03/2016	AUSTRALIA TAXATION OFFICE	PAYG WITHHOLDING	56759.09
EFT21101	02/03/2016	CAPEL FRESH IGA	JAN 16 SUPPLIES	167.44
EFT21102	02/03/2016	SOUTHERN LOCK & SECURITY	SUPPLY 4 PADLOCKS KEYED TO SHIRE SYSTEM	402.67
EFT21103	02/03/2016	SELECTUS	PAYROLL DEDUCTIONS	1916.00
EFT21104	02/03/2016	CR JENNIFER SCOTT	15/16 COUNCILLOR ALLOWANCE-MAR 16	2829.00
EFT21105	02/03/2016	CR BRIAN SMITH	15/16 COUNCILLOR ALLOWANCE-MAR 16	2829.00
EFT21106	02/03/2016	SOUTH WEST INSTITUTE OF TECHNOLOGY	4X COURSE FEES FOR CERTIFICATE 3 IN HORTICULTURE	4506.20
EFT21107	02/03/2016	SONIC HEALTHPLUS PTY LTD	PRE-EMPLOYMENT MEDICAL	280.50
EFT21108	02/03/2016	SKYLINE LANDSCAPE SERVICES PTY LTD	REPAIRS TO RETICULATION AT MURTIN PARK & LUTHERAN OVALS	1012.00
EFT21109	02/03/2016	D & K THOMAS ELECTRICAL	WIRE ELECTRICAL AT DEPOT TRANSPORTABLE OFFICE, RUN DRAW STRING THROUGH PITS AT DOG POUND, REPAIR PUMP SWITCH AT GELORUP BRIGADE WATER TANK, REPAIR LIGHTS AT CAPEL & BOYANUP OVAL	6761.08
EFT21110	02/03/2016	TOTAL BUSINESS TECHNOLOGY-TOTALITY	GFI MAILESENTIALS UNIFIED PROTECTION EDITION 125 USERS COVERAGE 22ND FEB 2016 - 21ST FEB 2017	5998.44
EFT21111	02/03/2016	TOTALLY WORKWEAR	STEEL CAP BOOTS	198.00
EFT21112	02/03/2016	TRADELINK PLUMBING SUPPLIES	SUPPLY LENGTH OF 150MM PVC PIPE	36.37
EFT21113	02/03/2016	TROPHIES WEST	PLAQUES FOR ARTWORKS	39.60
EFT21114	02/03/2016	TOTAL GREEN RECYCLING PTY LTD	RECYCLING OF E-WASTE COLLECTED AT CAPEL WASTE TRANSFER STATION INCLUDING TRANSPORT	1490.50
EFT21115	02/03/2016	WORK CLOBBER BUNBURY	2X STAFF UNIFORM: 10X PANTS, 10X SHIRT, WITH SHIRE LOGO	1316.68
EFT21116	02/03/2016	WOOD & GRIEVE ENGINEERS	PROVISION OF STRUCTURAL, MECHANICAL, ELECTRICAL AND HYDRAULIC SERVICES FOR EAST DALYELLUP SPORTS PAVILION	214.50
EFT21117	02/03/2016	THE PRINT SHOP	1000 BUSINESS CARDS	322.00

EFT21118	02/03/2016	CR SEBASTIAN SCHIANO	15/16 COUNCILLOR ALLOWANCE-MAR 16	2829.00
EFT21119	02/03/2016	NAOMI MILNER	REIMBURSEMENT FOR FOOD & FUEL FOR HEALTH OFFICER TRAINING COURSE	131.05
EFT21120	02/03/2016	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO. 65 FIXED COMPONENT – CAPEL HALL	16593.81
EFT21121	08/03/2016	FIT 2 WORK.COM.AU	2 NATIONAL POLICE CHECKS	81.18
EFT21122	-	EFT21155	PAYMENT ALREADY APPROVED BY COUNCIL PLEASE REFER TO AGENDA ON 23.03.16	
EFT21156	09/03/2016	FUJI XEROX AUSTRALIA PTY LTD	MAR 16 LEASE OF PHOTOCOPIER	132.00
EFT21157	09/03/2016	APH CONTRACTORS PTY LTD	CIVIL WORK CONTRACT FOR CAPEL CIVIC PRECINCT STAGES 1 AND 2	520811.27
EFT21158	09/03/2016	BUNBURY CITY GLASS	REPLACE WINDOW AT BOYANUP BASKETBALL PAVILION, SUPPLY RUBBER STRIPS FOR SHOWERS, CURTIN ROD AND SHOWER CURTAINS AT ADMIN OFFICE	375.42
EFT21159	09/03/2016	BANKSIA GARDENS	2X NIGHT ACCOMMODATION FOR MOSQUITO MANAGEMENT SEMINAR	280.00
EFT21160	09/03/2016	BUNBURY & BUSSELTON TOWING	TOW ABANDONED WHITE FORD FALCON TO DEPOT	185.00
EFT21161	09/03/2016	CAPELBERRY	LUNCH FOR EMT & COUNCILLORS (LTFP WORKSHOP) ON WEDNESDAY 24 FEBRUARY 2016 FOR 13 PEOPLE	145.60
EFT21162	09/03/2016	CJD EQUIPMENT PTY LTD	SUPPLY & FIT NEW BATTERY	697.71
EFT21163	09/03/2016	EARTHMAC	TRAFFIC MANAGEMENT – LOWRIE RD 19/2 & 25/2/16	1950.00
EFT21164	09/03/2016	FLEXI STAFF	2X STAFF HIRE FOR WEEK ENDING 20/2/16	4361.36
EFT21165	09/03/2016	GRACE RECORDS MANAGEMENT	15/16 RECORD STORAGE & DESTRUCTION-FEB 16	652.07
EFT21166	09/03/2016	JUST PROPERTY MANAGEMENT	RATES REFUND FOR ASSESSMENT	477.95
EFT21167	09/03/2016	LD TOTAL	NAROONA PUBLIC OPEN SPACE RE-ESTABLISH GARDENS AND IRRIGATION STAGE 1	3121.25
EFT21168	09/03/2016	MARAS CONSTRUCTIONS	45HR OF BOBCAT & TIPPER HIRE AT \$110P/H	4950.00

EFT21169	09/03/2016	PIACENTINI & SON PTY LTD	12TON LIMESTONE	175.56
EFT21170	09/03/2016	PERFORMANCE WITH PEOPLE PTY LTD	OUTPLACEMENT SERVICES	1100.00
EFT21171	09/03/2016	PRIME INDUSTRIAL PRODUCTS PTY LTD	MILWAUKEE CORDLESS DRILL KIT	298.00
EFT21172	09/03/2016	SOS OFFICE EQUIPMENT	METERBILLING 7X	2322.78
EFT21173	09/03/2016	SW PRECISION PRINT	5500X GREENWASTE FLYERS	884.00
EFT21174	09/03/2016	WA BUILDING CODES CONSULTANCY	ASSISTANCE WITH BUILDING SERVICES 1 DECEMBER 2015 - 5 DAYS, 6.5HR AT \$99P/H	3217.50
EFT21175	09/03/2016	WARREN BLACKWOOD WASTE	FEB 16 WASTE, RECYCLING & ORGANIC COLLECTION	64267.96
EFT21176	10/03/2016	BENDIGO BANK BUSINESS CREDIT CARD	TRYBOOKING.COM- COUNTRY MUSIC FESTIVAL- ACTIVITIES FOR SENIOR	5054.50
EFT21177	10/03/2016	CAPEL HARDWARE & FARM SUPPLIES	FEB 16 HARDWARE SUPPLIES	1945.23
EFT21178	10/03/2016	LD TOTAL	EXTRA DALYELLUP MAINTENANCE WORKS FOR FEB 16	22939.35
EFT21179	16/03/2016	AMITY SIGNS	40X VARIOUS SIGNS AND 137X METAL GUIDE POSTS	9455.60
EFT21180	16/03/2016	JOHN ANDERSON ELECTRICIAN	CARRY OUT RELOCATION OF LIGHTS AT BOYANUP ROTARY PARK PUBLIC TOILETS	885.00
EFT21181	16/03/2016	ARROW BRONZE	1 X OMEGA VASE M120	93.88
EFT21182	16/03/2016	ANDIMAPS	ADVERTISING IN THE FIGHT THE BITE BUSSELTON STREET GUIDE	657.00
EFT21183	16/03/2016	BUNBURY MOWER SERVICE	SPARK PLUGS FOR WATER CART	70.50
EFT21184	16/03/2016	TRISSET BOSS PTY LIMITED	500X INSTALMENT NOTICES	539.00
EFT21185	16/03/2016	BESAFE BUILDING INSPECTIONS	2015 SWIMMING POOL INSPECTIONS @\$71.5P/P	3575.00
EFT21186	16/03/2016	BUNBURY CITY GLASS	REPLACE GLASS IN WINDOW AT DALYELLUP SPORTS PAVILION	345.47
EFT21187	16/03/2016	BUNBURY POTHoles & ASPHALT REPAIRS	REPAIR TO HAYCLIF RD & CORRECTION WORKS ON STIRLING ROAD	9350.00
EFT21188	16/03/2016	BUNBURY HARVEY REGIONAL COUNCIL	FEB 16 PROCESSING OF ORGANIC WASTE COLLECTION	4919.70
EFT21189	16/03/2016	BUILT RIGHT APPROVALS	BUILDING SURVEYING CONTRACTOR SERVICE	1408.00
EFT21190	16/03/2016	BUSSELTON FLORIST	3X SYMPATHY FLOWERS AND CARD	240.00

EFT21191	16/03/2016	BANKSIA GARDENS	4X NIGHT ACCOMMODATION FOR CONFERENCE	560.00
EFT21192	16/03/2016	BUNBURY & BUSSELTON TOWING	TOW CAR FROM EAST ROAD/GAVINS ROAD TO DEPOT	190.00
EFT21193	16/03/2016	BP AUSTRALIA	14230L FUEL	13724.64
EFT21194	16/03/2016	DM & S CURTIN	SUPPLY AND INSTALL 2 REVERSE CYCLE AIR-CONDITIONERS AT CAPEL PLAYGROUP BUILDING	6410.00
EFT21195	16/03/2016	CAPEL GARAGE	BATTERY FOR CP 9503	180.40
EFT21196	16/03/2016	CAPEL CLEANING	2XCLEANING OF CAPEL PLAYGROUP	135.00
EFT21197	16/03/2016	DELRON CLEANING	CLEANING OF SHIRE OFFICES 8/2/16-21/2/16 & 22/2/16-6/3/16	313.50
EFT21198	16/03/2016	EASIFLEET MANAGEMENT	LEASE REPAYMENT OF TOYOTA COROLLA MARCH 16	753.86
EFT21199	16/03/2016	GOLDEN WEST PLUMBING & DRAINAGE	UNBLOCK URINAL AT DALYELLUP TOILETS, UNBLOCK TOILETS CENTRAL LAKES REMOVE WATER PIPES AT BOYANUP FOOTBALL CLUB	1620.30
EFT21200	16/03/2016	DEPT OF FIRE AND EMERGENCY SERVICES (DFES)	15/16 ESL Q3 CONTRIBUTION	146635.20
EFT21201	16/03/2016	FLEXI STAFF	2X STAFF HIRE WEEK ENDING 27/2/16	3266.38
EFT21202	16/03/2016	GANNAWAYS	BUS CHARTER TO BOYANUP BROOK COUNTRY MUSIC FESTIVAL - ACTIVE AGEING PROGRAM	1095.00
EFT21203	16/03/2016	GEOGRAPHE FORD	30,000 KM SERVICE 43CP	575.00
EFT21204	16/03/2016	HANSON CONSTRUCTION MATERIALS PTY LTD	12.38 TON CRACKER DUST & 12.08 TON GRADED STONE	772.83
EFT21205	16/03/2016	JULIES LAWNMOWING	6X MOWING OF BOYANUP MUSEUM GROUNDS & 3X MOW OF BOYANUP HALL LAWNS	420.00
EFT21206	16/03/2016	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	9X VARIOUS COURSES BOOKED FOR COUNCILLORS	1608.00
EFT21207	16/03/2016	MCLEODS BARRISTERS AND SOLICITORS	2X LEGAL FEES	506.61
EFT21208	16/03/2016	MPM DEVELOPMENT CONSULTANTS	CIVIL DESIGN WORKS FOR STAGE 1 & 2 CAPEL CIVIC PRECINCT	589.88
EFT21209	16/03/2016	PROTECTOR ALSAFE	1 X PAIR OF FIREFIGHTING BOOTS	198.95

EFT21210	16/03/2016	PRESTIGE PRODUCTS-BUSSELTON	FEB 16 SUPPLIES	229.35
EFT21211	16/03/2016	AUSTRALIA TAXATION OFFICE	PAYG WITHHOLDING TAX	46682.00
EFT21212	16/03/2016	RADIOWEST BROADCASTER PTY LTD	MOSQUITO AWARENESS CAMPAIGN-FEB16	1100.00
EFT21213	16/03/2016	SOUTH WEST TREE SAFE	CLEARED TREES IN GELORUP AND DALYELLUP, PRUNING OF TREES AT ILMENITE CR & RIVERVIEW PLACE CAPEL, CARRY OUT ROAD VERGE CLEARANCE PRUNING IN ROSECLIF ESTATE	7889.00
EFT21214	16/03/2016	SOUTH WEST INSTITUTE OF TECHNOLOGY	4X COURSE FEES FOR CERTIFICATE 3 HORTICULTURE	585.00
EFT21215	16/03/2016	D & K THOMAS ELECTRICAL	REPAIR/REPLACE CEILING FAN AT CAPEL INFANT HEALTH CENTRE, CAPEL	49.50
EFT21216	16/03/2016	TINT-A-CAR	SUPPLY AND APPLY TINT TO SHIRE OFFICE CAFETERIA WINDOWS	1567.50
EFT21217	16/03/2016	TUCK JC & HD	RATES REFUND	495.58
EFT21218	16/03/2016	WA BUILDING CODES CONSULTANCY	ASSISTANCE WITH BUILDING SERVICES 13 DAYS X 6.5HRS X\$99 & 1 DAY X 4.25HR X \$99	8786.25
EFT21219	16/03/2016	R MOEKE	RATES REFUND	353.24
EFT21220	21/03/2016	CALTEX AUSTRALIA	FLEET FUEL FEB16	2300.31
EFT21221	23/03/2016	BUSSELTON MELAMINE	SUPPLY AND INSTALL BENCH IN ARCHIVE ROOM AT CAPEL LIBRARY	1450.00
EFT21222	23/03/2016	BUNNINGS BUILDING SUPPLIES PTY LTD	FEB16 HARDWARE SUPPLIES	116.19
EFT21223	23/03/2016	BIN BOMB PTY LTD	2 X10KG BIN BOMBS	329.89
EFT21224	23/03/2016	STAPLES AUSTRALIA PTY LTD	METRO TASK CHAIR WITH ADJUSTABLE ARMS (ERGONOMIC) AND LUMBAR	349.00
EFT21225	23/03/2016	CAPEL NEWSAGENCY	STATIONERY, NEWSPAPER FEB 16	657.90
EFT21226	23/03/2016	COVS PARTS	2X 12 VOLT FLASHING BEACONS	425.24
EFT21227	23/03/2016	CAPEL CLEANING	CLEANING OF CAPEL PLAYGROUP	67.50
EFT21228	23/03/2016	DORMA AUTOMATICS PTY LTD	REPAIR AUTO DOORS AT SHIRE OFFICE	500.50

EFT21229	23/03/2016	DEPARTMENT OF TRANSPORT	FEB 16 VEHICLE SEARCH FEES 11X SUCCESSFUL, 2X UNSUCCESSFUL	54.15
EFT21230	23/03/2016	DIRT DESIGN	REPAIRS TO GELORUP BMX TRACK	2200.00
EFT21231	23/03/2016	GOLDEN WEST PLUMBING & DRAINAGE	SUPPLY AND INSTALLATION OF SEWERAGE TREATMENT SYSTEM FOR THE DOG POUND	6688.00
EFT21232	23/03/2016	FENNESSY'S	NEW VEHICLE -41CP	6985.64
EFT21233	23/03/2016	GRESLEY ABAS PTY LTD	EAST DALYELLUP SPORTS PAVILION CONCEPT DESIGN, DETAILED DESIGN & CONTRACT ADMINISTRATION	1347.89
EFT21234	23/03/2016	GRANTS EMPIRE	DEVELOPMENT OF NATIONAL STRONGER REGIONS FUNDING APPLICATION PAYMENT 2	1402.50
EFT21235	23/03/2016	HANSON CONSTRUCTION MATERIALS PTY LTD	24.48 TON GRADED AGGREGATE	1110.78
EFT21236	23/03/2016	JUMOR WASTEWATER SERVICE & REPAIRS	SERVICE ANAEROBIC TREATMENT UNIT	155.20
EFT21237	23/03/2016	WA LOCAL GOVERNMENT ASSOCIATION	WALGA ONSITE TRAINING - MANAGING CONTRACTS	6600.00
EFT21238	23/03/2016	JUST YOUNGER CATERING	CATERING FOR TRAINING ON 22/1/16 & FOR THE PLANNING PRACTICES IN LOCAL GOVERNMENT	367.00
EFT21239	23/03/2016	VODAFONE PTY LTD	BRIGADE MESSAGING SERVICE 1/3/16-31/3/16	264.92
EFT21240	23/03/2016	PROTECTOR ALSAFE	12XGLOVE AND 15M OF REFLECTIVE TAPE	483.60
EFT21241	23/03/2016	LINDSAY RAABE	REIMBURSE CHANGE OVER OF LICENCE FROM C TO MR FOR BUSHFIRE PURPOSE	93.00
EFT21242	23/03/2016	SOUTH WEST TREE SAFE	VARIOUS HAZARDOUS TREES TO BE CLEARED PLUS TRAFFIC CONTROL	15587.00
EFT21243	23/03/2016	SOS OFFICE EQUIPMENT	REPAIRS TO BROTHER MFC - ARCHIVES	78.27
EFT21244	23/03/2016	SKYLINE LANDSCAPE SERVICES PTY LTD	LANDSCAPE MAINTENANCE FOR PARADE ROAD MEDIAN STRIP FEB 16, AS PER TENDER 1503 & IRRIGATION AT MURTIN & PARADE RD	49475.99

EFT21245	23/03/2016	T & P DESIGN	LOWRIE RD - INSTALL & MOVED STATIONS; DRAINAGE SET-OUT; CENTRE LINES SET-OUT;	3561.25
EFT21246	23/03/2016	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO. 74 FIXED COMPONENT - XL12 DALYELLUP SPORTS PAVILION	73309.77
EFT21247	23/03/2016	SUSAN STEVENSON	REIMBURSE 2X STAFF ACCOMMODATION & MEALS FOR LGMA FINANCE CONFERENCE 2016	1042.00
EFT21248	30/03/2016	AMITY SIGNS	38X VARIOUS SIGNS	2521.20
EFT21249	30/03/2016	AUSQ TRAINING	ADVANCED WORKSITE TRAFFIC MANAGEMENT COURSE	490.00
EFT21250	30/03/2016	ABNOTE	5000X ITEMS BARCODES	385.00
EFT21251	30/03/2016	BUNBURY RETRAVISION	SUPPLY ONE ELECTRIC KETTLE	45.00
EFT21252	30/03/2016	BUNBURY 2ND SEA SCOUTS	KIDSPORT	200.00
EFT21253	30/03/2016	BUNBURY MOWER SERVICE	VARIOUS PARTS & SERVICE HEDGE CLIPPER	881.50
EFT21254	30/03/2016	BELL FIRE EQUIPMENT COMPANY	FIRE INDICATOR PANEL MONTHLY SERVICE - CAPEL LIBRARY & BOYANUP COMMUNITY CENTRE	229.16
EFT21255	30/03/2016	BUNNINGS BUILDING SUPPLIES PTY LTD	FEB 16 HARDWARE SUPPLIES	335.05
EFT21256	30/03/2016	BP AUSTRALIA	DISTILLATE 7200L	7175.92
EFT21257	30/03/2016	DM & S CURTIN	CHECK/REPAIR AIRCON TO MEETING ROOM AT DALYELLUP SPORTS PAVILION, WAKE DR DALYELLUP	264.00
EFT21258	30/03/2016	CAPELBERRY	CATERING SOUTH WEST INFORMATION MANAGERS MEETING 22/03/2016	250.00
EFT21259	30/03/2016	CIVILCON (WA) PTY LTD	CONTRACT TO BUILD EAST DALYELLUP SPORTS PAVILION	64825.99
EFT21260	30/03/2016	CAPEL CLEANING	CLEANING OF CAPEL PLAYGROUP	67.50
EFT21261	30/03/2016	DIGITAL MAPPING SOLUTIONS	INTRAMAPS SUBSCRIPTION PLAN YEAR 2 OF 3(1/12/15-30/11/16)	13695.00
EFT21262	30/03/2016	GOLDEN WEST PLUMBING & DRAINAGE	REPAIR/REPLACE BUBBLER AT CAPEL TOWN PARK DRINK FOUNTAIN	500.50
EFT21263	30/03/2016	FLEXI STAFF	2X STAFF HIRE FOR WEEK ENDING 4/3/16 & 12/3/16	1938.87
EFT21264	30/03/2016	GRESLEY ABAS PTY LTD	CANCELLED INVOICE ALREADY PAID	0.00
EFT21265	30/03/2016	GEOGREEN	2L OF WASHROOM DETERGENT, 8X SERVICING OF WATERLESS URINALS	2170.70

EFT21266	30/03/2016	MICHAEL GRIFFITHS	REFUND FEE CHARGED IN ERROR	195.00
EFT21267	30/03/2016	INSIGHT CCS PTY LTD	CALL CENTRE CHARGE FEB 16	255.26
EFT21268	30/03/2016	CHARLES JONES	SENT CHQ 47984 NAME INCORRECT ON CHQ, REISSUE PAYMENT VIA EFT 24/3/16	1700.00
EFT21269	30/03/2016	METAL ARTWORK CREATIONS	2 WHITE FIBREGLASS STAFF BADGES	25.30
EFT21270	30/03/2016	MUIR'S MANJIMUP	NEW VEHICLE- 40CP	29465.44
EFT21271	30/03/2016	MARAS CONSTRUCTIONS	10X HR BOBCAT HIRE FOR LOWRIE ROAD	1100.00
EFT21272	30/03/2016	NIGHTGUARD SECURITY SERVICE PTY LTD	FEB 16 ALARM RESPONSES	1539.19
EFT21273	30/03/2016	PERTH MANAGEMENT SERVICES	RENT AND OUTGOINGS - UNIT 5/135 NORTON PMDE 1/4/16-30/4/16	1522.75
EFT21274	30/03/2016	PRIME INDUSTRIAL PRODUCTS PTY LTD	3X SLING CHAINS	751.20
EFT21275	30/03/2016	AUSTRALIA TAXATION OFFICE	PAYG WITHHOLDING TAX	44099.00
EFT21276	30/03/2016	RIDING FOR THE DISABLED SOUTH WEST	KIDSPORT	195.00
EFT21277	30/03/2016	SOUTH WEST TREE SAFE	REMOVAL OF VARIOUS TREES	2970.00
EFT21278	30/03/2016	CAPEL FRESH IGA	FEB 16 SUPPLIES	96.38
EFT21279	30/03/2016	CHERYL SMITH	REIMBURSEMENT OF PRE EMPLOYMENT MEDICAL FEES	319.00
EFT21280	30/03/2016	TOTALLY WORKWEAR	5XSTAFF UNIFORM ORDERS	1190.20
EFT21281	30/03/2016	TRUCK & MACHINE	INSTALLATION OF REVERSING CAMERA TO BOYANUP LIGHT TANKER	1597.88
EFT21282	30/03/2016	LANDMARK OPERATIONS LIMITED	WIRE STRAINERS, CUTTERS AND TOOL	193.30
EFT21283	30/03/2016	WORLEYPARSONS SERVICES PTY LTD	149 PREPARE DEMOLITION PROTOCOL REPORT FOR BENTLEY ROAD BRIDGE, (MRWA # 237). SUBMIT TO BEDS AND BANKS FOR APPROVAL ON BEHALF OF SHIRE OF CAPEL	9900.00
EFT21284	30/03/2016	AUSTRALIA POST	POSTAGE FEB 16	1833.90
EFT21285	30/03/2016	ACTION KERBING	SEMI MOUNTABLE KERBING - LOWRIE ROAD	3190.00
EFT21286	30/03/2016	BUNBURY MOWER SERVICE	6X CHAIN SAW CHAINS	240.00

EFT21287	30/03/2016	DAVID BROCKMAN MECHANICAL REPAIRS & SERVICING	PRESEASON SERVICE ON 6X FIRE TRUCKS	3485.50
EFT21288	30/03/2016	STAPLES AUSTRALIA PTY LTD	SUPPLIES FOR PRINTING OF LOCAL NEWSPAPERS	272.50
EFT21289	30/03/2016	COATES HIRE SERVICE	ROLLER HIRE - LOWRIE RD - 31/3/16 TO 18/2/16	3749.63
EFT21290	30/03/2016	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	902.36
EFT21291	30/03/2016	FLEXI STAFF	2X STAFF HIRE FOR WEEK ENDING 4/3/16 & 27/2/16	3277.60
EFT21292	30/03/2016	GEOVET BUSSELTON	FEB 16 POUND BOARDING	315.00
EFT21293	30/03/2016	HARRADINE & ASSOCIATES	FEB 16 DESEXING SUBSIDY FOR DOMESTIC PETS	50.00
EFT21294	30/03/2016	SOUTH WEST ISUZU	60,000KM SERVICE - CP9574	2091.31
EFT21295	30/03/2016	PERTHWASTE GREEN RECYCLING	DOMESTIC RECYCLING FEB 16	5295.71
EFT21296	30/03/2016	SELECTUS	PAYROLL DEDUCTIONS	1517.46
EFT21297	30/03/2016	STATE LIBRARY QUEENSLAND	SUMMER READING CHALLENGE MERCHANDISE	200.87
EFT21298	30/03/2016	EARTH 2 OCEAN COMMUNICATIONS	INSTALL RADIO FROM OLD VEHICLE INTO NEW 40CP, INSTALL RADIO IN 45CP, UPDATE SOFTWARE OF APRE WAERN RADIO	1326.54
EFT21299	31/03/2016	SAI GLOBAL LIMITED	BCA ONLINE SUBSCRIPTION RENEWAL	2479.40
EFT21300	31/03/2016	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO. 71 FIXED COMPONENT - CAPEL SPORTS PAVILION	33592.32
EFT21301	31/03/2016	FUJI XEROX AUSTRALIA PTY LTD	PHOTOCOPIER RENTAL & SERVICE ADMIN- MAR 16	1369.61
47990	02/03/2016	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	51.60
47991	02/03/2016	THE AUSTRALIAN WORKERS UNION	PAYROLL DEDUCTIONS	176.00
47992	02/03/2016	COURIER AUSTRALIA INTERNATIONAL	COURIER COSTS	62.89
47993	02/03/2016	SHIRE OF CAPEL	PAYROLL DEDUCTIONS	2507.00
47994	02/03/2016	LGRCEU	PAYROLL DEDUCTIONS	164.00
47995	02/03/2016	SYNERGY	ELECTRICITY	2085.05
47996	02/03/2016	THE AUSTRALIAN WORKERS UNION	PAYROLL DEDUCTIONS	176.00
47997	02/03/2016	SHIRE OF CAPEL	SHIRE PETTY CASH 24/2/16	166.30
47998	02/03/2016	A K HOMES	CANCELLATION OF APPLICATION	764.30
47999	08/03/2016	THE GOOD GUYS DISCOUNT WAREHOUSES	REPLACEMENT OF STOVE	643.00

48000	09/03/2016	SHIRE OF CAPEL	CUSTOMER PAID INTO MUNI BANK, NEEDS TO BE TRANSFERRED TRUST A/C	150.00
48001	09/03/2016	SYNERGY	ELECTRICITY	34.40
48002	10/03/2016	SHIRE OF CAPEL	WASTE TRANSFER STATION FLOAT	140.00
48003	10/03/2016	SHIRE OF CAPEL	OCCUPANCY PERMIT FOR A COMPLETED BUILDING. OFFICE/TRAINING ROOM AT SHIRE DEPOT 225(19) PROWSE ROAD CAPEL.	95.00
48004	16/03/2016	AQWEST	13349KL WATER USAGE AT PARADE RD DALYELLUP	32838.54
48005	16/03/2016	COURIER AUSTRALIA INTERNATIONAL	COURIER COSTS	126.48
48006	16/03/2016	DORAL MINERAL SANDS	RATES REFUND	218.35
48007	16/03/2016	MEYNELL PTY LTD	RATES REFUND	281.25
48008	16/03/2016	DEPARTMENT OF TRANSPORT - VEHICLE LICENSING	ORDER SPECIAL SERIES PLATES 387CP	200.00
48009	16/03/2016	SYNERGY	ELECTRICITY 1666X STREETLIGHTS	30719.20
48010	16/03/2016	ESTATE OF KP SCOTT	RATES REFUND	381.82
48011	16/03/2016	TELSTRA CORPORATION LTD	FEB 16 LANDLINE	2290.72
48012	21/03/2016	TELSTRA CORPORATION LTD	FEB 16 MOBILE	1902.75
48013	23/03/2016	DORAL MINERAL SANDS	RATES REFUND	295.70
48014	23/03/2016	MR MY & MRS SJ ST GUILLAUME	CROSSOVER CONTRIBUTION DALYELLUP	300.00
48015	23/03/2016	SYNERGY	ELECTRICITY	134.65
48016	30/03/2016	COURIER AUSTRALIA INTERNATIONAL	DELIVERY OF PH PROBE	8.29
48017	30/03/2016	SHIRE OF CAPEL	DALYELLUP PETTY CASH 17/3/16	72.15
48018	30/03/2016	SYNERGY	ELECTRICITY	8405.20
48019	30/03/2016	TELSTRA CORPORATION LTD	MARCH 16 MOBILE ACCOUNT	1640.43
48020	30/03/2016	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	51.60
48021	30/03/2016	THE AUSTRALIAN WORKERS UNION	PAYROLL DEDUCTIONS	176.00
48022	30/03/2016	SHIRE OF CAPEL	PAYROLL DEDUCTIONS	2362.00
48023	30/03/2016	LGRCEU	PAYROLL DEDUCTIONS	184.50
DD18453.1	08/03/2016	WALGS PLAN	PAYROLL DEDUCTIONS	26280.73
DD18453.2	08/03/2016	SPECTRUM SUPER	SUPERANNUATION CONTRIBUTIONS	275.12
DD18453.3	08/03/2016	HESTA	SUPERANNUATION CONTRIBUTIONS	238.82
DD18453.4	08/03/2016	CBUS	SUPERANNUATION CONTRIBUTIONS	200.55

DD18453.5	08/03/2016	GENERATIONS PERSONAL SUPER PLAN	SUPERANNUATION CONTRIBUTIONS	193.04
DD18453.6	08/03/2016	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	319.72
DD18453.7	08/03/2016	NORTH PERSONAL SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	170.71
DD18453.8	08/03/2016	ASTERON LIFE	SUPERANNUATION CONTRIBUTIONS	180.18
DD18453.9	08/03/2016	CHAMPAGNE LIFESTYLE SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	173.11
DD18494.1	22/03/2016	WALGS PLAN	PAYROLL DEDUCTIONS	26550.56
DD18494.2	22/03/2016	SPECTRUM SUPER	SUPERANNUATION CONTRIBUTIONS	275.12
DD18494.3	22/03/2016	HESTA	SUPERANNUATION CONTRIBUTIONS	238.82
DD18494.4	22/03/2016	CBUS	SUPERANNUATION CONTRIBUTIONS	200.55
DD18494.5	22/03/2016	GENERATIONS PERSONAL SUPER PLAN	SUPERANNUATION CONTRIBUTIONS	193.04
DD18494.6	22/03/2016	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	319.72
DD18494.7	22/03/2016	NORTH PERSONAL SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	135.28
DD18494.8	22/03/2016	ASTERON LIFE	SUPERANNUATION CONTRIBUTIONS	180.18
DD18494.9	22/03/2016	CHAMPAGNE LIFESTYLE SUPER'N FUND	SUPERANNUATION CONTRIBUTIONS	173.11
DD18453.10	08/03/2016	AUSTRALIAN ETHICAL SUPER	SUPERANNUATION CONTRIBUTIONS	146.61
DD18453.11	08/03/2016	EVANS FAMILY SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	248.01
DD18453.12	08/03/2016	AMP RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	190.52
DD18453.13	08/03/2016	AUSTRALIANSUPER	SUPERANNUATION CONTRIBUTIONS	639.35
DD18453.14	08/03/2016	ANZ SMART CHOICE SUPER ACCOUNT	SUPERANNUATION CONTRIBUTIONS	101.60
DD18453.15	08/03/2016	ONEPATH MASTER FUND	SUPERANNUATION CONTRIBUTIONS	146.20
DD18453.16	08/03/2016	TWUSUPER	SUPERANNUATION CONTRIBUTIONS	184.23
DD18494.10	22/03/2016	AUSTRALIAN ETHICAL SUPER	SUPERANNUATION CONTRIBUTIONS	146.61
DD18494.11	22/03/2016	EVANS FAMILY SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	248.01
DD18494.12	22/03/2016	AMP RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	190.52
DD18494.13	22/03/2016	AUSTRALIANSUPER	SUPERANNUATION CONTRIBUTIONS	639.35

DD18494.14	22/03/2016	ANZ SMART CHOICE SUPER ACCOUNT	SUPERANNUATION CONTRIBUTIONS	121.92
DD18494.15	22/03/2016	ONEPATH MASTER FUND	SUPERANNUATION CONTRIBUTIONS	146.20
DD18494.16	22/03/2016	TWUSUPER	SUPERANNUATION CONTRIBUTIONS	184.30
				\$ 1,837,225.03

08.03.16	SHIRE OF CAPEL PAYROLL PAYMENTS	\$152,949.64
22.03.16	SHIRE OF CAPEL PAYROLL PAYMENTS	\$148,818.69

\$301,768.33

10.03.16	TRANSFER to MUNICIPAL ACCOUNT	\$1,145,000.00
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\$1,145,000.00

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 27th April 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. Heedy.

CHIEF EXECUTIVE OFFICER

VOTING REQUIREMENTS

Simple majority

OC0421 OFFICER’S RECOMMENDATIONS – 15.5/COUNCIL DECISION

Moved Cr McCleery, Seconded Cr Hearne

That Council receives:

- 1 The Schedule of Accounts covering vouchers 630-639, EFT21047 to EFT21121, EFT21156 to EFT21301, CHQ47990 to CHQ48023 totalling \$1,837,225.03 during the month of March 2016;
- 2 Payroll payments for the month of March 2016, totalling \$301,768.33; and
- 3 Transfers to and from investments as listed.

Carried 9/0

OC0422 (15.6) Financial Statements for 31 March 2016

Location: Capel
Applicant: Shire of Capel
File Reference: N/A
Disclosure of Interest: Nil
Date: 12.04.16
Author: Manager Finance, A Mattaboni
Senior Officer: Executive Manager Corporate Services, S Stevenson
Attachments: Financial Statements for March 2016

MATTER FOR CONSIDERATION

Council to consider adopting the monthly financial statements for March 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

Shire of Capel Strategic Community Plan 2013 – 2031

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

Strategic Outcomes:

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

CONSULTATION

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

COMMENT

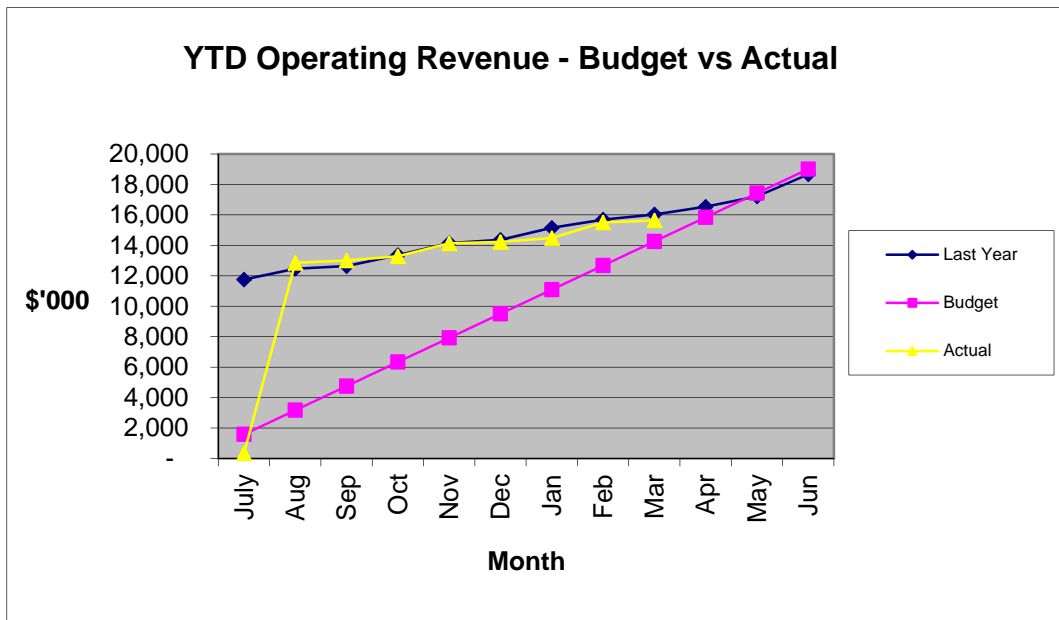
At 31st March 2016, Council's net current assets position was a surplus of \$6,075,900. The forecast year end net current asset position is a surplus of \$122,192 which is an increase from last month's surplus of \$117,570. This amount may vary each month as the forecast is updated with revised figures.

Compared to the annual budget, 96% of Operating Revenue has been invoiced and 73% 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.

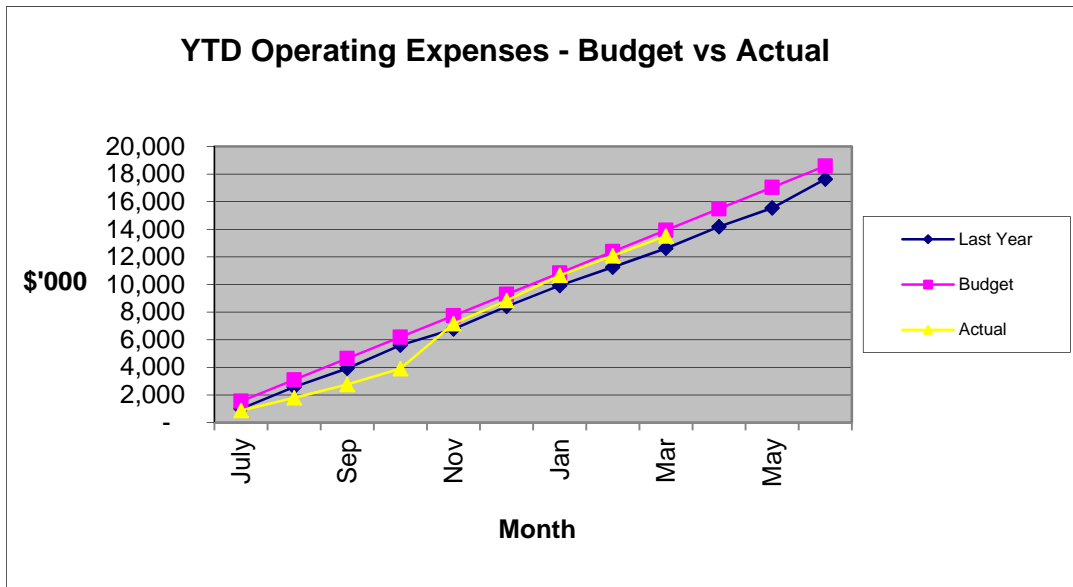
Note 23a has been added to the financial reports. It contains details of grants and contributions budgeted to be received, who from and the purpose of the funds.

A comparison of employee costs shows that 71% of the annual budget has been spent. The employee costs year to date actual amount is below the year to date budget amount by \$287,552 or 6%. Year end employee costs are forecast to be \$58,195 below budget. Adjustments have been made to forecast salary figures for organisational restructure. The actual employee costs figure includes the leave provisions expenses.

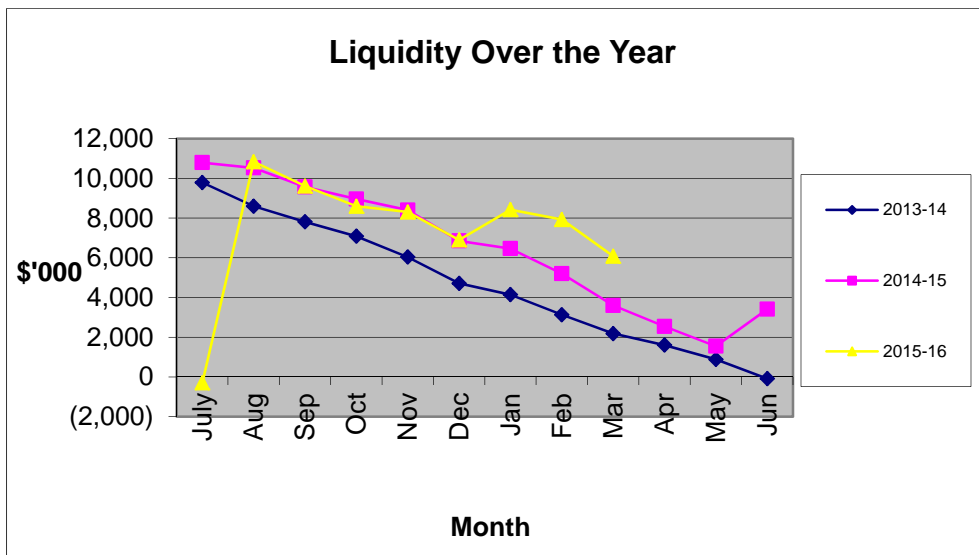
The following graphs compare actual Operating Revenue and Operating Expenditure against the approved budget on a year to date basis. Last year's actual is also included for comparative purposes. The skew in August 2015 reflects the raising of rates in that month. This revenue is now trending as per previous 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.

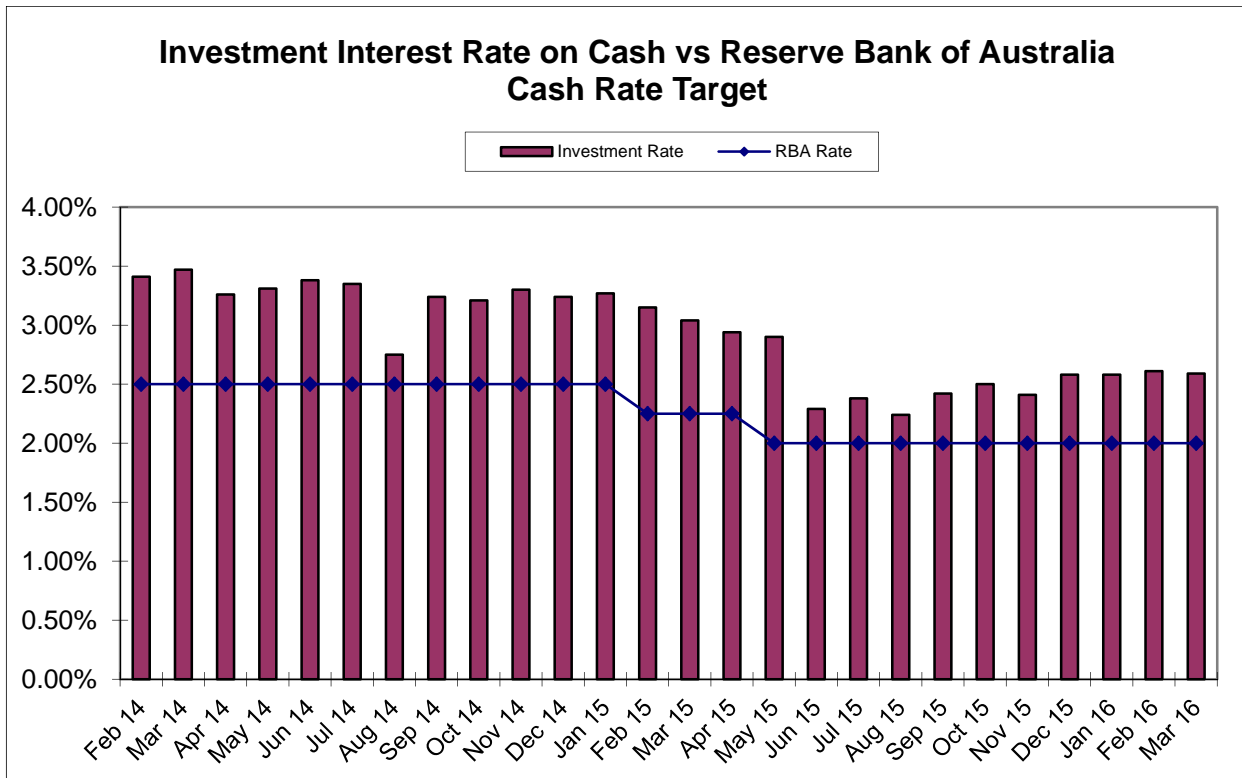


The liquidity graph compares the current year’s net current assets position against that of the two previous years. The January loan draw down is still affecting the graph though the results from operating continue to stay close to budget.



Council’s municipal cash and investments position has decreased by \$1,198,657 compared to February 2016. The Municipal cash position is an amount of \$16,074,358 of which \$10,132,965 is restricted for specific purposes as shown at Note 3. Cash revenue mostly came from final instalment Rates receipts. Major cash expenses were for payroll and contractor payments.

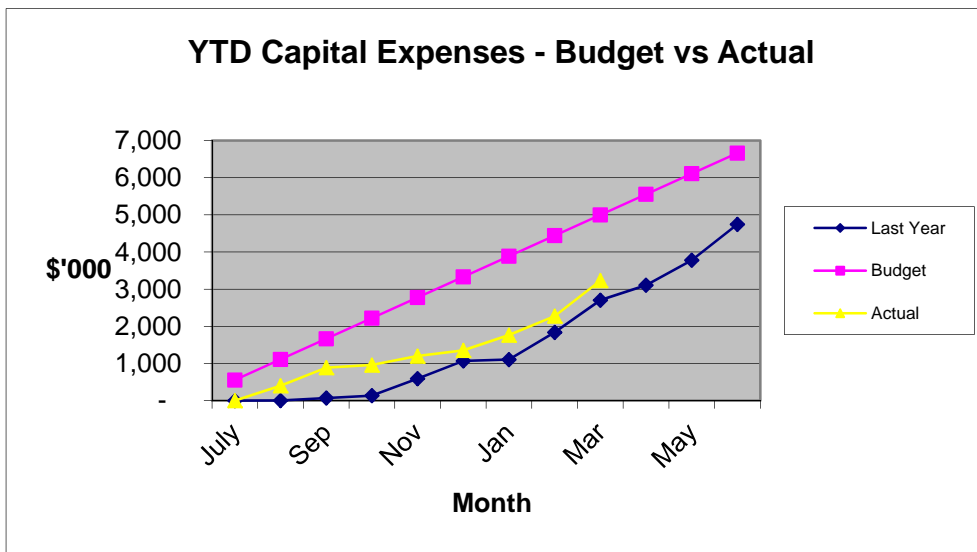
Total interest earned for the year is \$250,768 which is above the year to date budget of \$233,282. The average investment rate of return has decreased from 2.62% to 2.60% which exceeds the Reserve Bank’s cash reference rate of 2.00%. The Reserve Bank Board on 5th April 2016 kept their target cash rate at 2.00%. The Shire has term deposits maturing from April 2016 to August 2016, investment terms ranging from 91 days to 273 days and interest rates from 2.50% to 3.07%.



Capital works expenditure of \$944,109 was incurred during the month on:

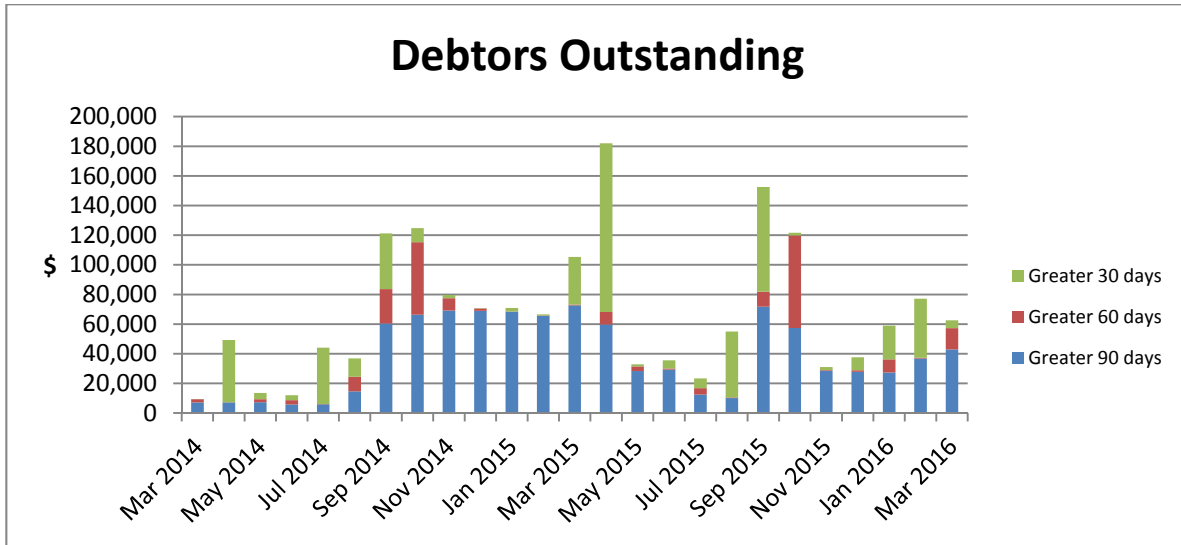
- \$155,519 Bitumen Reseal Program,
- \$69,344 Road Widening,
- \$474,001 Capel Civic Precinct,
- \$62,078 Tuart Forest Oval Facilities,
- \$109,096 Playgrounds
- \$1,390 PGB Basketball Facility
- \$6,800 Dog Pound
- \$5,827 Capel Playgroup and
- \$66,853 Plant & Machinery.

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.

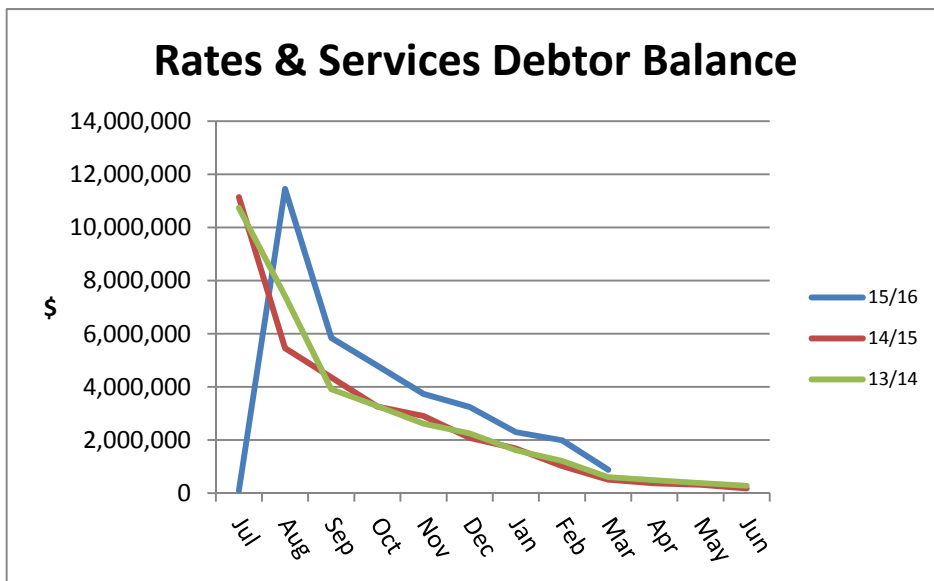


Council's financial ratios are disclosed in Note 14. Ratios show no adverse trends.

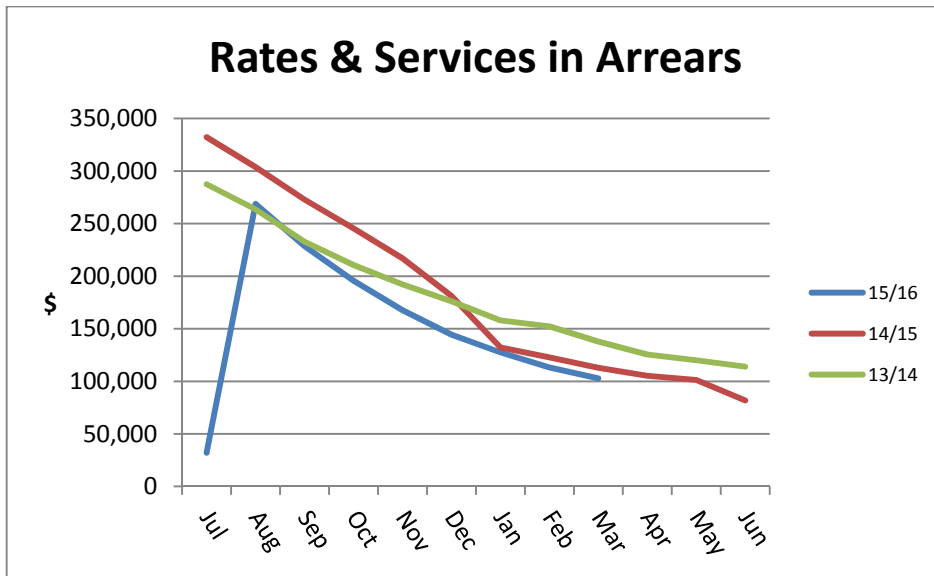
The following graph illustrates Council's current level of general Debt recovery for 31-60 days, 61-90 days and greater than 90 days.



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



The following graph shows the level of rates and services in arrears for the last three years. Rates and Services in Arrears at the start of each financial year as a percentage of the Rates and Services Debtor Balance has been: 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 31st March 2016.

VOTING REQUIREMENTS

Simple majority

OC0422 OFFICER’S RECOMMENDATION – 15.6/COUNCIL DECISION

Moved Cr Schiano, Seconded Cr J Scott

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

Carried 9/0

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

The meeting closed at 6.31pm.

These minutes were confirmed at an Ordinary Council meeting on 25th May 2016.

Signed

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

Date