



NOTICE OF COUNCIL MEETING

The next Ordinary Council Meeting of the Shire of Capel will be held on Wednesday 22 May 2019 in the Council Chambers, Forrest Road, Capel commencing at 4.30pm.

A handwritten signature in black ink, appearing to read "Ian McCabe".

Ian McCabe
CHIEF EXECUTIVE OFFICER

GENERAL INFORMATION ON COUNCIL MEETINGS

COUNCIL MEETINGS

All Ordinary Council meetings are held in the Council Chambers at 4.30pm on the fourth Wednesday (except for the month of December when it is held on the third Wednesday).

No action should be taken on any item discussed at a Council meeting prior to written advice on the resolution of Council being received.

AGENDAS

The agenda for the upcoming Council meeting is available in PDF format on the Council's website www.capel.wa.gov.au from the Friday prior to the Council meeting. A hard copy of the agenda can be obtained from the front counter of the Shire Administration building.

MINUTES

Minutes of the latest Council meeting will be made available on the website within ten days of the meeting being held. Hard copy versions of Council Minutes are also available at the front counter at the Shire Administration building and for perusal online in the Shire's Public Libraries.

MEETING GUIDELINES

All speakers should be clear and to the point, and speak through the Presiding Member at all times. Members of the public are not permitted to enter into debate with elected members or staff. Any correspondence received after the agenda is finalised will not be reflected in the staff report and will not be distributed to elected members by administration.

To minimise disruption during meetings, please ensure your mobile phone is turned off before entering the Chambers. You may enter and leave the Chamber at any point during the meeting.

QUESTIONS, PRESENTATIONS, PETITIONS AND DEPUTATIONS

ASKING A QUESTION AT A COUNCIL MEETING

If you want to ask a question, here is what to do:

1. You may ask up to two (2) questions with a total time limit of two (2) minutes per speaker. Additional questions will be permitted if time allows at the discretion of the Presiding Member.
2. Please state your name, address and the agenda item number you are referring to, and then ask your question.
3. Please submit your question in writing to the Chief Executive Officer by 12.00noon on the day before the meeting. This allows for an informed response to be given at the meeting.
4. Questions that have not been submitted in writing by 12.00noon on the day before the meeting will be responded to if they are straightforward. Otherwise they will be taken on notice and will be answered in writing after the Council meeting.
5. A question may relate to any subject that is within the Council's jurisdiction but should be a matter of general community concern. Please give staff the opportunity to try to answer your questions before a Council meeting.
6. Where a question raises a significant issue about an agenda item that might not have been addressed in the staff report or prior discussions with elected members and cannot be adequately responded to, Council will need to consider whether the item should be held over or referred back for further consideration, taking into account statutory deadlines and other implications of deferring the item.
7. A person who has asked a question will not be permitted to make a presentation on the same topic at the same meeting – this is unfair to the other members of the public who wish to communicate with Council.

PLEASE NOTE:

Members of the public should note that no action should be taken on any item discussed at a Council meeting prior to written advice on the final resolution being received.

Questions on any matter that is on the Council agenda are required to be asked prior to the matter/s being discussed by the Council in the first 'Public Question Time' session of Council meeting. Questions on Council agenda items that have been dealt with at the same Council meeting will not be permitted during the second 'Public Question Time' session. [LG (Administration) Regulations 1996, regulation 7(2)].

If you wish to ask a question of Council, please complete the attached form (page 4).

PRESENTATIONS

1. Any member of the public may during the Presentations segment of the ordinary meeting, with the consent of the Presiding Member, speak on any matter on the agenda paper provided that –
 - (a) the person has requested the right to do so in writing addressed to the CEO by noon on the day of the meeting;
 - (b) the person's speaking right is to be exercised before Council debates the particular agenda paper item;
 - (c) the person speaking will be limited to a maximum of five (5) minutes; and
 - (d) persons addressing Council on an agenda item are not entitled to table documents as part of the meeting proceedings.
2. Any member of the public making a presentation shall not also be afforded a deputation during that meeting or an adjourned meeting on the same matter.

PETITIONS

1. A petition received by a member or the CEO is to be presented to the next Ordinary Council meeting.
2. A petition to the Council is –
 - (a) as far as practicable to be prepared in the form prescribed in the Schedule (*of the Shire of Capel Standing Orders Local Law*);
 - (b) to be addressed to the Council and forwarded to a member or the CEO;
 - (c) to state the name and address of the person to whom correspondence in respect of the petition may be served; and
 - (d) to be respectful and temperate in its language.
3. The presentation of a petition is to be confined to the reading of the petition.
4. The only motions in respect of a petition that are in order are that –
 - (a) the petition be received;
 - (b) a report on the petition be prepared; or
 - (c) that the petition be acknowledged and be dealt with by the Council in conjunction with a similar item on the same agenda paper.

Where a petition does not relate to or conform to the above it may be treated as an 'informal' petition and the CEO may at their discretion forward the petition to Council accompanied by an officer report.

DEPUTATIONS

- (1) A person or person wishing to be received as a deputation by the Council or a Committee is to apply, in writing, to the CEO, not less than seven (7) working days prior to the meeting at which the deputation wishes to be received, setting out in concise terms the matter to be raised. The CEO, is to forward the written request to the President, or the presiding member as the case may be.
- (2) The President, if the request is to attend a Council meeting, or the Presiding Member of the Committee, if the request is to attend a meeting of a Committee, may either approve the request, in which event the CEO is to invite the deputation to attend a meeting of the Council or Committee as the case may be, or may instruct the CEO to refer the request to the Council or Committee to decide by simple majority whether or not to receive the deputation.
- (3) A deputation invited to attend a Council or Committee meeting is not to exceed three persons, only two of which are at liberty to address the Council, for a maximum of five (5) minutes each or a collective maximum of ten (10) minutes, except in reply to questions from Councillors, and the matter shall not be further considered by the Council, until all other business of the meeting has been finalised.

Any matter which is the subject of a deputation to the Council or a Committee is not to be decided by the Council or that Committee until the deputation has completed its presentation.



COUNCIL MEETING PUBLIC QUESTION FORM

This form must be submitted by 12.00noon on the day before the Council meeting. Please either:

- Fax this form to the Chief Executive Officer on 9727 0223
- Email it to info@capel.wa.gov.au
- Hand deliver it to the Chief Executive Officer at the Shire Administration building, Forrest Road, Capel.

Questions received after that time may be taken on notice and answered in writing after the meeting.

Name _____

Date/...../.....

Address _____

QUESTION 1

QUESTION 2

Author's Signature _____

A G E N D A

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- 1 **DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**
- 2 **RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED)**
Cr M Southwell - Leave of Absence (Minute No. 38/2019)
- 3 **RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**
- 4 **PUBLIC QUESTION TIME**
- 5 **APPLICATION FOR LEAVE OF ABSENCE**
- 6 **DECLARATIONS OF INTEREST**

Members should fill in Disclosure of Interest forms for items in which they have a financial, proximity or impartiality interest and forward these to the Presiding Member before the meeting commences.

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

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

A person has a **proximity interest** in a matter if the matter concerns a proposed change to a planning scheme affecting land that adjoins the person's land; or a proposed change to the zoning or use of land that adjoins the person's land; or a proposed development (as defined in section 5.63(5)) of land that adjoins the person's land.

An **impartiality interest** means an interest that could, or could reasonably be perceived to, adversely affect the **impartiality** of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

- 7 **NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS**
- 8 **CONFIRMATION OF MINUTES**
8.1 Ordinary Council Meeting – 24 April 2019
- 9 **ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION**
- 10 **PETITIONS/DEPUTATIONS/PRESENTATIONS**
- 11 **MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**
- 12 **QUESTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

13 CHIEF EXECUTIVE OFFICER REPORTS

13.1 Chief Executive Officer's Report

Location:	Whole of Shire
Applicant:	Not Applicable
File Reference:	CM.IU.1
Disclosure of Interest:	Not Applicable
Date:	09.05.19
Author:	Chief Executive Officer, I McCabe
Senior Officer:	Not Applicable
Attachments:	Nil

IN BRIEF

This report is prepared by the Chief Executive Officer (CEO) to provide Council and the Community with information about CEO activities and the operations of the Shire in meeting the Mission of the local government.

Mission

Facilitating our Community's Choice by bringing the community together and creating opportunities; enhancing local places and helping the community enjoy positive lifestyles.

RECOMMENDATION

That Council receives the Chief Executive Officer's report as presented.

COMMENT

Section 5.41 of the Local Government Act 1995 defines the functions of the Chief Executive Officer as:

- Advise Council as to written laws;
- Provide advice and information to Council to enable informed Decisions;
- Implement Council Decisions;
- Manage the day to day operations of the local government;
- Liaise with the President about the local government's affairs and performance;
- Speak on behalf of the local government if the President agrees;
- Be responsible for recruitment and other management of staff;
- Ensure records and documents are properly kept; and,
- Perform any other function as required by any written law.

Performance Indicators of the Chief Executive Officer

At the November 2018 meeting of Council, a Decision was made to endorse a range of Key Result Areas. These are listed in detail at the foot of this item, including Strategic Directions of the local government; Sustainable Economic Development; Service Delivery; Financial; Organisational; and Personal indicators.

The Key Result Areas provide the CEO with areas of priority for assessment and action. Some of these priorities may require delegation to other officers or the support of other local governments, entities or Government. Actions, assessments and Decisions will feed in to Council's budget and planning process through 2019. Assessment by Council of the CEO's performance against those Key Result Areas will also enable the annual performance review of the CEO as required by s. 5.38 of the Local Government Act.

Interim Report on Key Result Areas:

Council will complete a performance review for the CEO in the coming months in meeting the requirements of the Local Government Act and the employment contract. A component of this will be assessment against Key Result Areas. Updated Key Result Areas may then be agreed.

The following is a statement against current criteria and a more complete report will be prepared for Council as part of the Review process.

Key Result Area 1.1 – 1.6: Report to Council delivered 23 April 2019 for consideration, discussion and workshop; with Council and staff input there will be subsequent community consultations that will provide lead-in to the 2020 community survey and revision of the Strategic Community Plan;

Key Result Area 2: including engagement events with Capel Chamber of Commerce and others; sponsorship of Business SW small business award; participation in Bunbury-Geographe tourism partnership; engagement with local governments and government; advocacy and validation of further sewerage infill to Capel is continuing; engagement with Government on the Boyanup Saleyards; engagement with Government and developers in respect of Dalyellup;

Key Result Area 3 Service Delivery: business re-structure first half of 2019 to address barriers to service delivery and improve performance, including internal and external communications, governance, internal culture and management effectiveness; this process is close to completion and is delivering improved results and internal engagement;

Key Result Area 4 Financial: a number of business improvement projects are underway, including utilising technology to improve productivity and information sharing; these form a key part of short and medium term planning and the 2019/20 budget;

4.3 Review of the rates model will commence shortly; the State Governments' Valuer-General's data on property values has recently been received – this will form the basis of the rates modelling for 2019/20 and Council's Decisions that flow into the budget – the local government will share as much information with the community in the coming months about how the current model works and seek your input into how to make our rating system appropriate for the needs demanded by the community. The review is due to be completed by March 2020.

Key Result Area 5 Organisational:

5.1 Human Resources is a key success factor for the Shire with Training and Development investment being centralised from 1 July 2019 to maximise benefit to the Shire while ensuring all team members have access to appropriate development; there is ongoing business improvement efforts across the Shire focussed on service performance and value delivery, such as more informed asset management; all staff participated in a performance review discussion with their line manager by 30 April; development plans that align with Shire business objectives will be developed from these discussions and form an organisational development plan and component of Workforce Plan;

5.4 Dedicated Communications Officer appointed April 2019; there is significant work being undertaken to improve information to and from the community, as well as across the business;

5.5 Several Councillors have taken advantage of increased development for elected members; current discussions around priorities for the district and local government will assist in identifying development needs; a Governance and Risk Officer commencing 2019/20 will assist in this process, as well as working with Communications and Compliance officers to identify and mitigate risk across the local government;

5.6 This and other communications form part of the CEO's efforts to communicate regularly with Council and Community; it is intended to widen this access in the coming months by delivering

face to face forums between community members and the Shire's executive team and where possible, elected members;

Key Result Area 6 Personal

6.1 The CEO is a Fellow of CPA Australia; graduate of the Australian Institute of Company Directors; member of Planning Institute of Australia and Local Government Professionals WA. The CEO has completed appropriate continuing professional development and maintained all qualifications in 2018/19.

6.2 and 6.3 I self-report a good working relationship with my colleagues, Council and the community but welcome any comment that will assist in our service performance. Council may do this in workshop, by meeting the CEO, or by email; staff may meet the CEO or make suggestions by email; the community is encouraged to provide feedback to the Shire at any time and take advantage of a number of channels (email to info@capel.wa.gov.au is the preferred method). The CEO meets regularly with individual residents and community groups and will accept invitations to meet, observe or provide an address where this is possible.

Council:

Council workshop was held on 15 April with discussion of communications; the long term financial plan; how design consultation for major projects is conducted; operational updates.

The Council meeting programme on 24 April included:

- Briefing from J. O'Neill, Manager Community Services, about the proposed skate park at Dalyellup – discussion of possible sites, support services required, timeline and costs; a Council Decision is expected in September 2019 to approve funding and preliminary planning;
- Briefing from Mr B. Ozanne, Department of Communities, about the State Government election commitment for a family centre at Dalyellup; there has been significant public consultation and option development with the Shire of Capel; the Department is currently assessing what services could be delivered and by whom (such as a not for profit) and it is hoped a decision will be made in 2019;
- These were followed by a roundtable discussion between Council and officers; and
- Ordinary Meeting of Council, with Decisions about planning matters, including bed and breakfast accommodation; an illuminated sign; and the Dalyellup District Centre Town Square; pool safety inspection fees and charges; footpath tender; policies; regional strategy; a road closure; and the transfer of land to WA Police for the proposed Capel police station; in addition, there were several budget related items, including community grants, as well as financial reports and procedural matters as required by statute.

There will be a strategic planning workshop with Council and senior officers on Monday 13 May.

Calendar:

Public Holidays, Easter and ANZAC Day, 19, 22 and 25 April.

I'd like to acknowledge the success of the Capel Makers' Trail held 26-28 April and congratulate the organisers and participants of local artisans, craftsperson and artists across all of our communities. Ms Tracie Walsh will present a review of the event to Council prior to the meeting on 22 May 2019.

The CEO represented the local government in the following key meetings and events:

- 12 April, with President Cr M. Scott, meeting with parliamentary Member for Bunbury, Don Punch MLA; Mr Punch represents Dalyellup as part of his electorate; this exchange of information included sporting facilities; tourism; planning for future services;
- 12 April, at Capel, receive the Member for Collie-Preston and Minister for Seniors and Ageing; Volunteering; Sport and Recreation; Hon. Mick Murray MLA, to accept Lotterywest funding of Shire of Capel community events;
- 15 April Council workshop (refer above section);
- 16 April with Department of Communities about Dalyellup community services;
- 18 April business meeting with representative of business group Go.Geo;
- 24 April, meeting with ratepayers;
- 25 April ANZAC Day ceremony, with elected members and staff, Peppermint Grove Beach;
- 29 April, with executive colleague J. Gick, business meeting with recycling supplier Suez Australia; meeting with SW Development Commission, R. Ball to discuss Regional Blueprint and Shire of Capel;
- 30 April, with Director of Infrastructure and Development, J. Gick, meeting with Department of Fire and Emergency Services Regional Superintendent, Peter Norman to discuss emergency risk planning;
- 1 May, the executive team (S. Stevenson, J. Gick and CEO) was provided with an update and tour of the sports facility upgrades at Boyanup by Community Services Manager, J. O'Neill – residents and club members will shortly have access to upgraded toilets, change rooms, kitchens and hardcourts at Boyanup in what is a major facelift to existing facilities; with President Cr M. Scott, meeting with Minister Murray and the Minister for Police and Road Safety, Hon. Michelle Roberts, as well as counterparts at the Shire of Donnybrook-Balingup, to discuss road safety issues;
- 3 May, with President Cr M. Scott, attend the SW Zone of WALGA (West Australian Local Government Association); at this meeting decisions were made about state level local government issues, including the review of the Local Government Act; to promote appropriate tourism use of land in bush fire prone areas; to lobby Government on rate exemptions for charitable organisations; discussion of the SW Sporting Hall of Fame; discussion of Landgate valuations; as well as presentations from the Department of Planning, Lands and Heritage (review of the Heritage Act); Department of Local Government, Sports and Cultural Industries (Royal Commission on Institutional Child Sexual Abuse); and hosts Shire of Dardanup (future planning);
- 7 May, with President Cr M. Scott, at Bunbury, as representatives of the SW local government sector, at the District Emergency Management Committee, addressing emergency services issues affecting 12 local government districts;
- 8 May, audit entrance meeting, with Audit Committee Chair and Deputy President Cr B. Hearne; executive colleague S. Stevenson and members of the finance team; auditor Tim Partridge of AMD Chartered Accountants; and a representative of the oversight agency to the local government sector, Office of the Auditor-General (OAG) – all audit agreements for the local government sector are now commissioned by the OAG following the passage of the Local Government Amendment (Auditing) Act 2017; the interim audit for 2018/19 has commenced and is expected to be concluded in October 2019.

Management:

Key management activities this month included the completion of annual performance reviews for all staff; activation of the 2018/19 audit; preparation of budget inputs; preparation of reports for Council; development of communications and planning as these apply to strategic planning of the Shire and in response to findings from the staff survey of 2018.

Various matters related to staff, facilities and community relations, regular operational work and meetings with staff.

Strategic:

All key documents of the local government are available via the Shire website at (go to Council / Publications).

Public comment on any strategic document is welcome at any time by emailing info@capel.wa.gov.au, by mail or by hand delivery to Shire administration. Please address your submission to the Chief Executive Officer.

In this month: key strategic activities of the CEO included Key Result Areas (KRA); commencement of budget process 2019/20; commencement of workforce planning; tourism and business engagement; and, a significant body of work related to Dalyellup government services delivery which will feed into planning for Council services at a district and local level.

STRATEGIC IMPLICATIONS

All key indicators of the Strategic Community Plan 2018 – 2028

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATION – 13.1
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That Council receives the Chief Executive Officer's report as presented.

Key Result Areas

CEO must use every reasonable endeavour to achieve the agreed Key Result Areas ('KRA's').

Council commit to providing the necessary resources to achieve the agreed standard in Key Result Areas.

KRA 1 Strategic Directions

- 1.1 Complete a desktop review of the Strategic Community Plan by April 2019;
- 1.2 Conduct any necessary community consultation to assist with this review;
- 1.3 Prepare a report for Council advising on the findings of the consultation and review for inclusion in Plans and budgets;
- 1.4 Conduct a review of the Corporate Business Plan by April 2019;
- 1.5 Prepare a report for Council advising on the findings of the review for inclusion in Plans and budgets;
- 1.6 Compile and present key objectives for 2019/20 by April 2019;
- 1.7 Consult with Council and others in preparing key objectives for the short / medium and long term planning.
- 1.8 CEO to adopt a leadership role in regional partnering for the long term benefit of the Shire of Capel

KRA 2 Sustainable Economic Development

- 2.1 CEO to maintain active communication with business and pursue commercial, tourism and cultural opportunities – ongoing;
- 2.2 CEO to lobby and advocate entities, regulators and Ministers in seeking the improved provision of services – ongoing;
- 2.3 Lobby state agencies for the provision of infill sewerage to northern Capel town site – ongoing

KRA 3 Service Delivery

- 3.1 Develop and implement initiatives that improve the business and governance performance of the Shire of Capel.
- 3.2 CEO to work with entities and the community to promote the beneficial aspects of living, visiting and doing business in the Shire of Capel and integrate this with Council's strategic planning;
- 3.3 Engage with stakeholders to promote and support events in accordance with regional tourism strategy.

KRA 4 Financial

- 4.1 Initiate and promote financial awareness across the business;
- 4.2 Identify and implement initiatives for improved financial performance (as measured by key financial ratios)
- 4.3 Initiate a review of the Shire rating model. This will be concluded by January 2020 and allow for public consultation; education of the public; advice to Council and preparation of scenario modelling for inclusion in a report to Council for their Decision.

KRA 5 Organisational

- 5.1 Promote positive relationships across the business with improved performance in HR metrics as identified by the CEO (retention, recruitment, development) that positively impact on delivery of the objectives of the Strategic Community Plan and Corporate Business Plan;
- 5.2 Cascade KRA's and other key planning outcomes to all relevant areas of the business;
- 5.3 Validate participatory memberships and partnerships for relevance and value;
- 5.4 Improve Communications Performance including the timely promotion of the local government's plans and achievements;
- 5.5 Improve Governance Performance including support for Council professional development;

- 5.6 Provide regular reports to Council and the Community on the performance of the local government.

KRA 6 Personal

- 6.1 Maintain professional credentials and development;
- 6.2 Maintain good relations with all councillors and a productive relationship with Council for the benefit of the Community;
- 6.3 Develop and maintain professional and beneficial relations with the diverse community of the Shire of Capel and represent the local government in a professional manner that reflects positively on the local government.

Endorsed by Council Decision 28 November 2018

Reports, outcomes and review no later than 24 April 2019

13.2 WALGA Local Government Convention 2019 and Annual General Meeting

Location:	Perth
Applicant:	Western Australian Local Government Association (WALGA)
File Reference:	ICR61766/CM.ME.1
Disclosure of Interest:	Nil
Date:	09.05.19
Author:	Chief Executive Officer, Ian McCabe
Senior Officer:	Not Applicable
Attachments:	1. Convention Information and Registration Document 2. Policy 1.3 Travel Expenses 3. Policy 1.6 Conference and Training Expenses

IN BRIEF

The WALGA 2019 WA Local Government Convention and Annual General Meeting will be held in Perth from 7 to 9 August 2019 and Council is asked to consider the following:

1. Approval for Elected Members to attend the Local Government Convention from 7 to 9 August 2019 at the Perth Convention and Exhibition Centre; and
2. Appointment of voting delegates and proxies for the WALGA Annual General Meeting on Wednesday 7 August 2019 at the Perth Convention and Exhibition Centre.

RECOMMENDATION

STAFF RECOMMENDATION 1

That Council nominates _____ as its (2) voting delegates and (2) proxies to attend the WALGA Annual General Meeting on Wednesday 7 August 2019 and meet all conference registration, accommodation, travel and other costs as per Policies 1.3 and 1.6.

STAFF RECOMMENDATION 2

That Council approves the attendance of _____ at the Local Government Convention between 6 and 9 August 2019 and meet all conference registration, accommodation, travel and other costs as per Policies 1.3 and 1.6.

BACKGROUND / PROPOSAL

Background

The annual WALGA Local Government Convention is held each year in Perth at the beginning of August and will include:

- Tuesday 6 August - The Mayors and Presidents Forum and Reception (separate invitation) on Tuesday;
- Wednesday 7 August - State and Local Government Forum (separate registration), Honour Recipients Luncheon (invite only), WALGA AGM and Convention Opening Welcome Reception;
- Thursday 8 August – ALGWA AGM and Breakfast (separate invitation), Convention Sessions and Convention Gala Dinner (previously on Friday); and

- Friday 9 August – Convention Breakfast and Convention Sessions;
- Wednesday to Friday - Partner Activities;
- WALGA Professional Development Opportunities; and,
- Banners in the Terrace.

Council is entitled to have a maximum of two voting delegates (excluding observers) at the WALGA Annual General Meeting (AGM) held during Local Government Convention. This may be elected member(s) and may include the Chief Executive Officer (CEO). Two proxies can also be nominated in the event delegates cannot attend.

Proposal

Council may nominate as many Councillors as it determines is useful in attending the Local Government Convention. In 2018/19 this was three Councillors (plus the CEO).

As with previous years, and in line with Council policy, attending Councillors who wish to attend any of the Convention sessions can have these costs paid for by Council but any attendance at partner programs is at the Councillor's cost.

STATUTORY ENVIRONMENT

There are no statutory environment provisions relevant to this item.

POLICY IMPLICATIONS

Policy 1.3 Travel Expenses and 1.6 – Conferences and Training Expenses are relevant. See attached.

RISK IMPLICATIONS

The annual budget generally includes provision for attendance and protocols around representation of Council will apply; accordingly, the Risk Implications are considered to be Low.

FINANCIAL IMPLICATIONS

Budget

The following details relate to attendance at the Local Government Convention sessions on Wednesday to Friday (7 August – 9 August 2019) and provide approximate costs to be met by Council for a delegate and partner if they attend all functions (excluding GST). Single day attendance registration ranges from \$720 - \$845. For example, per attendee costs (to be confirmed at registration):

	\$
Full Registration (Delegate only)	1,475
Accommodation, meals, refreshments (2 nights)	560
Welcome Reception (partner)	70
Convention Breakfast	88
Sundry expenses allowance	75
	<hr/>
	2,268

The 2018/19 budget included an allocation of \$9,000 (ex GST) for Conferences and Training, which includes the Local Government Convention and any Professional Development opportunities for councillors in the financial year. The allocation of funds in the 2019/20 budget

for elected member professional development undertaken during the financial year may be impacted by the number of Councillors attending the 2019 Local Government Convention and any of the professional development opportunities.

Should the delegates wish to attend the Australian Local Government Women's Association WA AGM and breakfast (8 August), an additional \$60 per attendee will be incurred and needs to be added to the above costs.

Travel reimbursement costs of approximately \$310 (420klms @ 74.0 cents/klm) per Councillor may also be incurred if claimed. This is funded under a separate budget allocation (Members Allowances - Account 101120).

Professional Development Opportunities for Elected members are being offered pre and post - convention. This would be an additional cost if Elected Members decide to attend any of these sessions which range from \$468 to \$615 (excludes GST).

Approximate elected member costs for the convention in 2018 were \$5,517.

The CEO will include a post-convention report in the monthly agenda.

Long Term

There are no long term financial implications with the item as it is considered on an annual basis.

SUSTAINABILITY IMPLICATIONS

Travel to Perth is required. Attendance by Elected Members and officers allows for interaction with Elected Members from other local governments and convention speakers to discuss a range of issues relevant to local government in Western Australia.

STRATEGIC IMPLICATIONS

Shire of Capel Strategic Community Plan 2018 - 2028

The Leadership Experience, *'Open, transparent and effective good governance.'*

Community Objective:

1.5 Council keeps in regular communication with residents, workers and stakeholders.

CONSULTATION

No consultation with the community or other agencies has been conducted. This event is a professional development activity.

COMMENT

Full details of the Convention program for delegates, partner activities are outlined in the separate attachment and additional information in relation to some relevant parts of the Local Government Convention 2019 are outlined in the following section of the report.

Councillor Attendance

Council may choose to not to send any delegates to the Convention.

Annual General Meeting – 7 August 2019

State and Local Government Forum

As part of this forum local governments have the opportunity to nominate up to three State Government Departments that they may wish to have a rotational dialogue (speed dating of 9 minutes) with on a nominated matter/s. However given that this session was considered not to be worthwhile by the President and CEO when attending in 2016, Council did not participate in this session in 2017 or 2018. No decision has been made for the forthcoming convention at this time.

Accommodation and additional costs

Accommodation in 2018 was four rooms (three elected members and the CEO), based on mid-level hotel accommodation close to the Convention Centre at the Mounts Bay Waters Apartments.

Finally, attendance of partners at any of the partners' programs, other than conference sessions (Welcome Reception, Gala Dinner and Convention Breakfast) will be at the Elected Member's cost and similarly any expenses incurred for alcohol or use of the mini bar (above the allocation of \$30) will be charged to the Elected Member after the Convention.

Elected Member Professional Development

As mentioned in the Financial Implications above, as part of the Convention, professional development training courses are being provided at the venue, Perth Convention and Exhibition Centre, for Elected Members from Monday 5 August until Friday 9 August 2019 (details to be advised). Councillors are able to attend these on an individual course basis and are encouraged to consider attending.

The one day training sessions are \$515 to \$677 (including GST and to be confirmed) for registration only; there will be additional costs for accommodation and travel (if not attending the Convention).

Details for Professional Development opportunities will be made available when published. A separate Council motion may be required if any Elected members wish to attend any of these training sessions.

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATION – 13.2
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STAFF RECOMMENDATION 1

That Council nominates _____ as its (2) voting delegates and (2) proxies to attend the WALGA Annual General Meeting on Wednesday 7 August 2019 and meet all conference registration, accommodation, travel and other costs as per Policies 1.3 and 1.6.

STAFF RECOMMENDATION 2

That Council approves the attendance of _____ at the Local Government Convention on 6 to 9 August 2019 and meet all conference registration, accommodation, travel and other costs as per Policies 1.3 and 1.6.

14 INFRASTRUCTURE AND DEVELOPMENT REPORTS

14.1 Receival of request for quotation's for disposal and processing of kerbside general and FOGO waste

Location:	Whole of Shire
Applicant:	Shire of Capel
File Reference:	WA.CO.1
Disclosure of Interest:	Nil
Date:	02.04.19
Author:	Waste and Sustainability Officer, J Kain
Senior Officer:	Director Infrastructure and Development, J Gick
Attachment:	Prices provided for RFQ (CONFIDENTIAL)

IN BRIEF

The Shire does not have a contract in place for the disposal of general and Food Organics and Garden Organics (FOGO) waste streams and a contract for waste disposal is a requirement of the Waste Avoidance and Resource Recovery (WARR) Act.

Requests for Quotation "RFQ's" have been issued and two suppliers are recommended for contract.

RECOMMENDATION

That Council:

1. Enters into a contract with Cleanaway for the processing of kerbside general waste and allocates funds in the draft 2019/20 budget; and
2. Enters into a contract with Bunbury Harvey Regional Council (BHRC) for the processing of kerbside FOGO waste and allocates funds in the draft 2019/20 budget.

BACKGROUND / PROPOSAL

Background

26 June 2013 (OC0628) Council decided to enter into a contract with Transpacific Industries Group Ltd for the disposal of municipal solid waste to their Banksia Road facility for a period of five years commencing 1 July 2013.

There is no documentation that indicates that this decision was acted on.

In 2016 Transpacific changed its name to Cleanaway, the name of its largest brand.

In 2018 the Shire of Capel waste services was reconfigured under Operations. During this time, the lack of a contract was discovered. An RFQ seeking submissions from local suppliers was issued for the disposal of the Shire's kerbside general and FOGO waste streams.

This will bring Council in line with Purchasing Policy and other statutory obligations.

On 1 February 2019, invitations were sent to Cleanaway and BHRC for receival and processing of kerbside general and FOGO waste streams. Cleanaway is a WALGA preferred supplier and BHRC is a Statutory Local Government Authority; they are tender exempt and can provide the service provision in line with the LG Act.

Cleanaway and BHRC present the only local practical alternatives for receipt and processing of the Shire of Capel's kerbside general and FOGO waste streams. Recycling processing is contracted to Suez until 30 June 2023.

Proposal

After appraisal of the RFQ's it is proposed that a contract for General Waste Receipt and processing be awarded to Cleanaway, and that a separate contract for FOGO Receipt and processing be awarded to Bunbury Harvey Regional Council.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Functions and General) Regulations 1996, Part 4 – Provision of goods and services.

Division 2 – Tenders for providing goods or service (s.3.57)

11. When tenders have to be publicly invited

Waste and Resources Recovery Act (WARR Act)

Part 6 of the Section 50 **Provision of waste services**

- 1) Subject to this Act and the EP Act, a local government may provide, or enter into a contract for the provision on its behalf of, waste services.

POLICY IMPLICATIONS

The following Council policies are applicable:

- Policy 2.8 – Purchasing;
- Policy 2.25 – Climate Change Adaptation and Sustainability; and
- Policy 2.28 – Risk Management Framework.

RISK IMPLICATIONS

The current arrangements expose the Council to a "high" level of risk, based on the Policy framework, which states: 'Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring.'

The Council is currently exposed to the following risks:

- Not being compliant with the WARR Act;
- Missed opportunity to secure competitive service rates;
- Criticism for operating outside of a contract from competitors;
- Lack of ongoing security and tenure of service provider;
- Possible poor audit findings; and
- Operating outside purchasing policy.

FINANCIAL IMPLICATIONS

Budget

Account #120420 provided \$313,833 in the 2018/19 budget for waste disposal, made up of three disposal types:

- Organic waste processed by the Bunbury Harvey Regional Council;

- Recyclable waste processed by Suez; and
- General waste processed by Cleanaway.

TABLE 1: Projected total cost of waste processing for 2018/19 financial year

		COST PER ANNUM (\$)
GENERAL	<i>CLEANAWAY</i>	159,016
FOGO	<i>BHRC</i>	54,489
RECYCLING	<i>SUEZ</i>	55,505
TOTAL		269,010

Table 1 showing the projected annual cost for disposal and processing of general and FOGO and recycling waste streams in 2018/19 Financial year.

TABLE 2: Estimated cost of kerbside general and FOGO waste processing per year using prices presented in RFQ and projected tonnes of waste collected in the 2018/19 financial year

Waste stream	Cleanaway (\$)	BHRC (\$)
FOGO waste stream	N/A	63,482
General waste stream	160,658	180,700

Using the 2018/19 projected tonnage for general and FOGO to calculate cost from the lowest rates of disposal per tonne provided in Cleanaway's and BHRC's submissions, the annual cost for disposal and processing of these two streams would be \$276,057. Using the projected recycling cost of \$55,505 cost falls within the current allocation for waste disposal.

Long Term

Longer term, the Shire will need to review its waste management arrangements to satisfy community expectations and regulation compliance. The Long Term Financial Plan (LTFP) includes provision for future disposal of general and FOGO streams, thus:

TABLE 3: Projected costs detailed in LTFP

Waste disposal stream	2019/20 (\$)	2020/21 (\$)	2021/22 (\$)	2022/23 (\$)
Organics (BHRC OR new contract)	ca. 60,800	ca. 75,000	ca. 62,340	ca. 65,498
Recyclables (Suez contract to 2023)	ca. 73,610	ca. 62,500	ca. 75,468	ca. 79,286
General (New contract)	ca. 185,700	ca. 190,500	ca. 191,305	ca. 199,940
Total	320,110	328,113	336,316	344,724

The predicted costs of waste processing after accepting the best offers from the RFQ will be within the allowable allocations provided in the LTFP.

Establishing a service contract for a term period of four years, with possible extensions of time, will give the Council security of service provision, confidence in future budget costings and mitigate the compliance and governance risks of operating outside of a contract arrangement.

The four year period will allow new contracts to line up with the existing service contracts that terminate on 30 June 2023.

The LTFP will need to be reviewed in the future to reflect probable costs for managing these waste streams based on future financial parameters, statutory constraints and community expectations.

SUSTAINABILITY IMPLICATIONS

Social: Residents need to be secure in the knowledge that the Shire of Capel is providing for the need the community has to dispose of general waste and FOGO waste.

Environment: The Shire's waste is disposed of legally by companies that are operating compliantly within the correct statutory framework, and in the case of FOGO composting, closing the loop.

Economic: By running this process we are making sure that the Shire of Capel residents will be getting value for money from legally appointed contractors.

STRATEGIC IMPLICATIONS

Shire of Capel Strategic Community Plan 2018 – 2028

The Leadership Experience - *Open, transparent and effective good governance.*

Community Objectives:

- 1.2 Respond to key challenges, global factors and local impacts together.
- 1.6 Council is effective and efficient in the financial management stewardship of community assets.

The Community Experience – *Facilities and services that accommodate the diverse needs of the community and provide a safe place to live, work and visit.*

Community Objective:

- 2.1 Council works in partnership with the community in providing appropriate services and facilities.

The Environmental Experience – *preserve and enhance the natural and built environment.*

Community Objectives:

- 4.1 The Shire of Capel becomes known as a clean and green place to live and do business.
- 4.3 As a community we come together to respond to environmental challenges and risks.

The Infrastructure Experience – *To ensure safe, sustainable and efficient infrastructure and transport networks.*

Community Objective:

- 5.2 As a community, we work to ensure our ongoing enjoyment of our quality of life.

CONSULTATION

Internal consultation has occurred with finance considering the LTFP and budget implications. Further consultation has occurred with Health staff and Operations staff. Externally, WALGA was consulted regarding contract preparation and procurement and Cleanaway and BHRC were invited to respond to the RFQ.

COMMENT

The responses to the RFQ received from Cleanaway and BHRC were assessed. Whereas both Cleanaway and BHRC provided a price for general waste disposal and processing, only BHRC provided a price for FOGO disposal and processing. By accepting the below recommendations the Council will mitigate the risk that operating waste disposal management from month to month billing poses and have contracts in place that provide security and uniformity looking ahead. It is recommended that Council enters into two contracts with two suppliers, one for each waste stream. Cleanaway requested some changes to clauses within the General Conditions of contract. Upon seeking legal advice from McLeod’s Barristers & Solicitors regarding the requested changes, a meeting and negotiation via email with Cleanaway’s representative, Cleanaway agreed to McLeod’s amendments to the proposed changes. These changes while they have some legal nuance don’t change the intent of the contract and are deemed acceptable.

VOTING REQUIREMENTS

Simple majority

OFFICER’S RECOMMENDATION – 14.1
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That Council:

- 1. Enters into a contract with Cleanaway for the processing of kerbside general waste and allocates funds in the draft 2019/20 budget; and**
- 2. Enters into a contract with Bunbury Harvey Regional Council (BHRC) for the processing of kerbside FOGO waste and allocates funds in the draft 2019/20 budget.**

14.2 Temporary Road Closure - Section of Range Road

Location:	Capel
Applicant:	Shire of Capel
File Reference:	NCR59877
Disclosure of Interest:	Nil
Date:	23.05.19
Author:	Natural Resource Management Officer, R McPherson
Senior Officer:	Director Infrastructure and Development, J Gick
Attachments:	Location Plan

IN BRIEF

To consider a proposal to temporarily close a section of Range Road from 54 metres south west of the Capel Waste Transfer Station gate for 900 metres to Lot 500 (Capel Wastewater Treatment Plant) to unauthorised vehicles. The purpose of this closure is to prevent illegal vehicular access to the bushland reserve behind the Waste Transfer Station.

RECOMMENDATION

That Council approves the temporary closure of a section of Range Road, between 54 metres south west of the Capel Waste Transfer Station gate for 900 metres to Lot 500 (Capel Wastewater Treatment Plant) to unauthorised vehicles.

BACKGROUND / PROPOSAL

Background

On 25 August 2010 Council resolved to order the temporary closure of that portion of Range Road from 30 metres west of the western boundary of 60 Range Road to the western boundary of the refuse site as advertised in accordance with Section 3.50 of the Local Government Act 1995, to all vehicle classes, for a period of four years, commencing 25 August 2010.

A standard (lightweight) rural gate and padlock was installed across the road to allow Water Corporation to access the waste water treatment plant.

This road closure has now expired.

Multiple cases of vandalism over time by way of vehicles ramming the lightweight gate across the road have left it so damaged that it is no longer able to stop unauthorised vehicle access. This has allowed illegal dumping of rubbish and motorbike and 4WD access to Reserves R16144, R22293 and R24529 (immediately to the west and south of the Capel Waste Transfer Station) to restart.

Proposal

To consider reinstatement of the temporarily closure of a section of road from 54 metres south west of the Capel Waste Transfer Station gate for 900 metres to Lot 500 (Capel Wastewater Treatment Plant) to unauthorised vehicles. The purpose of this closure is to prevent illegal vehicular access to the bushland reserve behind the Waste Transfer Station.

Amendment No. 49 s. 26 (2004) to the Local Government Act 1995 deleted Clause 3 of Section 3.50. The effect of this amendment was to remove the requirement for a fixed term of a temporary road closure. Previously a road could be temporarily closed by Council for no more than 4 years. Under the amended legislation, no fixed term is required.

It is proposed that Council avails itself of the intent of the amended legislation by not placing a fixed term upon the temporary closure of the nominated section of Range Road. This will allow Council to maintain the road in a closed state indefinitely, without the need for renewed Decisions to keep the road closed, while at the same time enabling reopening of the road at any time in the future should that become necessary.

In order to facilitate access to the closed portion of Range Road by recognised stakeholders and service providers (e.g. Water Corporation, ARC Infrastructure etc.), it is proposed that specific exemption to the closure is provided for "authorised vehicles". Recognised stakeholders will be provided with either their own padlocks for the proposed gate, or access to Shire keys on loan upon request.

STATUTORY ENVIRONMENT

Local Government Act 1995 Section 3.50 closing certain thoroughfares to vehicles

Before a Local Government makes an order by public notice to close a thoroughfare that it manages to vehicles for a period exceeding 4 weeks, the local government is to:

- (a) give public notice of the proposed closure giving details of the proposal, including the location of the thoroughfare and where, when and why it would be closed, and inviting submissions from any person who wishes to make a submission;
- (b) give written notice to
 - (i) any person providing a service by means of pipes, cables, or anything else under, on, or above the land used for the thoroughfare whose access for purposes connected with the provision of that service would be impeded by the proposed closure;
 - (ii) the person having principle responsibility in the locality for ambulance services;
 - (iii) the person having principle responsibility in the locality for fire services; and
 - (iv) the occupier of the land that will lose its access; and
- (c) allow a reasonable time for submissions to be made and consider any submissions made.

Council Delegation 111 – Road Closure – more than 4 weeks

"Where an application is received for the closure of any road in the district, the Chief Executive Officer is delegated authority to initiate the process by seeking comment from affected landowners, service authorities, etc. and advertising the proposal for public comment. All notices and advertisements are to clearly demonstrate Council is not committed to the closure proposal but is simply wanting comment to assist in determining whether to proceed further with the closure, or not.

When all responses are received and the advertising period has expired, the Chief Executive Officer is to submit details to Council for formal consideration."

Section 58 Land Administration Act 1997 – Closing Roads

POLICY IMPLICATIONS

There are no current Shire policies relevant to this matter.

RISK IMPLICATIONS

The risk implications are Low. This road has been closed previously and there have been no identified issues with the previous road closure.

FINANCIAL IMPLICATIONS

Budget

There will be no financial implications to the current 2018/2019 budget.

Long Term

If the road is closed, the existing lightweight gate will need to be replaced with a more substantial gate. The cost of this gate will be approximately \$5,000 installed. This cost may be shared by other agencies who use the road due to the protection it would offer to their assets.

There will be on-going maintenance costs of the gate, but these should be minimal due to the sturdier gate structure that deters vehicular ramming.

This proposal will result in long term savings to the Shire by way of reduced cost of having to remove rubbish dumped in the reserve behind the Waste Transfer Station.

SUSTAINABILITY IMPLICATIONS

Social - Capel residents that live near the Waste Transfer Station report unregistered motorbikes riding around the bushland reserve behind the Waste Transfer Station. Blocking the access to unauthorised vehicles to this area will reduce the noise and nuisance created by the uncontrolled access.

Environmental - Preventing vehicular access to the bushland reserves adjacent to the Waste Transfer station will decrease the risk of dieback and weeds spreading in these high-quality remnant bushland areas.

Economic –Closure of the proposed section of Range Road will promote the long term economic sustainability of the Shire through reduced maintenance costs.

Asset – Collectively Reserves R16144, R22293 and R24529 represent an area of high environmental value. Only one of these areas (Reserve R24529) is vested in the Shire of Capel.

Historical dumping of rubbish and damage to the land due to illegal vehicle access have increased the level of effort required to manage this land.

At the time of writing, a Reserve Management Plan has not been prepared for this site. Initial investigations to date have indicated that promotion of pedestrian access to the site should be encouraged to engage the community in the enjoyment of the natural heritage values of the area. Improved control of vehicular access to the land should be part of this long term strategy.

STRATEGIC IMPLICATIONS

Shire of Capel Strategic Community Plan 2018 - 2028

The Leadership Experience '*Open, transparent, and effective good governance.*'

Community Objective:

1.6 Council is effective and efficient in the financial management stewardship of community assets.

The Environmental Experience '*Preserve and enhance the natural and built environment.*'

Community Objective:

4.2 Our unique bush, forests, rivers and beaches are valued and protected to preserve the natural environment.

The Infrastructure Experience *‘Ensure safe, sustainable and efficient infrastructure and transport networks.’*

Community Objective:

5.3 As a community we work to ensure our ongoing enjoyment of our quality of life.

CONSULTATION

The proposal was advertised in the *South Western Times* newspaper on 14 March 2019, and posted on the Shire of Capel website and front desk of the Administration office. Comment was sought from all service authorities and adjacent landholders who were notified by mail. Comments were requested by 9 April 2019.

The following is a summary of comments received:

- **ATCO Gas** – No objections
- **Department of Fire and Emergency Services** – No objections
- **Main Roads Western Australia** - No objections
- **Water Corporation** – No objections
- **Western Power** – No objections
- **Department of Biodiversity Conservation and Attractions** – No objections
- **Department of Planning, Lands and Heritage** – No objections
- **Telstra** – No objections
- **ARC Infrastructure** – No objections
- **Iuka Resources** – No objections
- **Capel Land Conservation District Committee** – No response
- **St John Ambulance** - No response

COMMENT

The Shire has not received any objections to the proposed closure, which will facilitate improved long term management of the site.

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATION – 14.2
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That Council approves the temporary closure of a section of Range Road, between 54 metres south west of the Capel Waste Transfer Station gate for 900 metres to Lot 500 (Capel Wastewater Treatment Plant) to unauthorised vehicles.

14.3 Memorandum of Understanding – Cancer Council WA

Location:	Whole of Shire
Applicant:	Shire of Capel
File Reference:	PH.PO.1
Disclosure of Interest:	Nil
Date:	29.04.19
Author:	Principal Environmental Health Officer, M Chadwick
Senior Officer:	Director Infrastructure and Development, J Gick
Attachments:	Draft – Memorandum of Understanding – Cancer Council WA

IN BRIEF

Council to receive a Draft Memorandum of Understanding (MoU) between the Cancer Council Western Australia and the Shire of Capel. It follows Council's previous decision to receive the Shire of Capel Draft Policy 5.9 - Public Health Priorities. The draft policy incorporates commitments towards addressing the public health status and requirements of the Public Health Act (2016), including setting policy priorities. This includes entering collaborative partnerships through a MoU with organisation/s that address issues identified in the Shire of Capel Local Public Health Status Report (2018).

RECOMMENDATION

That Council:

- 1. Receives the Draft Memorandum of Understanding between the Cancer Council Western Australia and the Shire of Capel (the MoU); and**
- 2. Delegates the Shire President and Chief Executive Officer to sign the Draft Memorandum of Understanding between the Cancer Council Western Australia and the Shire of Capel on behalf of Council (the MoU).**

BACKGROUND / PROPOSAL

Background

24 October 2018 (52/2018)

That Council:

1. Receives the Draft Shire of Capel Local Public Health Status Report (2018); and
2. Allocates \$5,000 for preparation of a Shire of Capel Local Public Health Plan in the draft 2019/20 budget.

27 February 2019

Council received information at a Council briefing session presented by Ms Shenae Norris, Health Promotion Educator, Cancer Council WA on opportunities to partner the Cancer Council with respect to the Live Lighter campaign and others that may align with the Shire's plans or policy priorities in the future.

24 April 2019 (50/2019)

That Council:

Receives the Draft Policy 5.9 - Public Health Priorities to be advertised for 28 days to receive community input in accordance with the Shire of Capel - Community Engagement Framework.

The draft policy includes a statement relating to establishing external stakeholder partnerships and/or collaboration to deliver its objectives.

Proposal

It is proposed that Council receives the Draft Memorandum of Understanding between the Cancer Council WA and the Shire of Capel and delegates the Chief Executive Officer to sign on behalf of Council.

STATUTORY ENVIRONMENT

Local Government Act 1995 s2.7

2.7 Role of council

- (1) The council –
 - (a) governs the local government's affairs; and
 - (b) is responsible for the performance of the local government's functions
- (2) Without limiting subsection (1), the council is to –
 - (a) oversee the allocation of the local government's finances and resources; and
 - (b) determine the local government's policies.

Public Health Act (2016) s 45

45. Local public health plans

- (1) A local government must prepare a public health plan (a ***local public health plan***) that applies to its local government district.
- (2) A local public health plan must be consistent with the State public health plan.
- (3) A local public health plan may be prepared in conjunction with a plan for the future of the local government district prepared under the *Local Government Act 1995* section 5.56.
- (4) A local public health plan must –
 - (a) identify the public health needs of the local government district; and
 - (b) include an examination of data relating to health status and health determinants in the local government district; and
 - (c) establish objectives and policy priorities for –
 - (i) the promotion, improvement and protection of public health in the local government district; and
 - (ii) the development and delivery of public health services in the local government district; and
 - (d) identify how, based on available evidence, the objectives and policy priorities referred to in paragraph (c) are proposed to be achieved; and
 - (e) describe how the local government proposes to work with the Chief Health Officer and other bodies undertaking public health initiatives, projects and programmes to achieve the objectives and policy priorities referred to in paragraph (c); and
 - (f) include a strategic framework for the identification, evaluation and management of public health risks in the local government district and any other matters relating to public health risks in the local government district –
 - (i) that the local government considers appropriate to include in the plan; or
 - (ii) that are required to be included in the plan by the Chief Health Officer or the regulations; and
 - (g) include a report, in accordance with the regulations, on the performance by the local government of its functions under this Act.

- (5) A local government must review its local public health plan each year and may amend or replace it at any time.
- (6) Unless it is sooner replaced, a local public health plan must be replaced at the end of the period of 5 years after it was prepared.
- (7) A local government must prepare its first local public health plan not later than 2 years after this section comes into operation.

POLICY IMPLICATIONS

The MoU sets the future direction for the Shire in line with the requirements of the Public Health Act (2016). It commits the Shire to establish partnerships internally to the organisation and with external stakeholders for collaborating on activities that meet the Shire's objectives towards improving health status of the community.

The MoU also affirms the actions recommended by the Shire of Capel Local Public Health Status Report (2018), specifically to:

- 1. Continue to liaise with the WA Country Health Service Southwest and other related stakeholders regarding information and collaboration opportunities associated with the development of a future local public health plan.

RISK IMPLICATIONS

The risk of adopting this policy is low as it does not commit the Shire to expenditure outside that of current budgets. There is a medium risk that not having the MoU diminishes the potential benefits of the Shire utilising Cancer Council WA resources and/or failure in the Shire towards improving the community's health status.

FINANCIAL IMPLICATIONS

Budget

There are no identified financial implications relevant to this matter.

Long Term

There are no new costs relevant to the Policy outside the Shire's annual budget.

SUSTAINABILITY IMPLICATIONS

This agenda item has positive sustainability implications within the social domain, as the Shire MoU, strengthens the Shire's ability to address specific risks associated with the social determinants of health using a partnership approach.

Healthy communities also contribute to the economy.

STRATEGIC IMPLICATIONS

Shire of Capel Strategic Community Plan (2018-2028)

The Leadership Experience, *'Open, transparent, and effective good governance.'*

Community Objective:

- 1.4 Building a culture of collaboration and a stronger, safer and happier community.

The Community Experience, *'Facilities and services that accommodate the diverse needs of the community and providing a safe place to live, work and visit.'*

Community Objectives:

- 2.1 Council works in partnership with the community in providing appropriate services and facilities.
- 2.4 Community safety is recognised as paramount.

The Infrastructure Experience, *'To ensure safe, sustainable and efficient infrastructure and transport networks.'*

Community Objectives:

- 5.2 As a community, we work to ensure our ongoing enjoyment of our quality of life.
- 5.4 Community needs a safe and efficient transport network including public transport.
- 5.5 Locals are able to 'age in place'.

Corporate Business Plan (2018 – 2022)

- 1.4 Undertake measures to ensure the protection of public health.
- 2.1 Develop and maintain a Shire with pedestrian/cycling access.
- 2.1 Create and maintain parks and open spaces that create opportunities for people to come together, socialise and enjoy a range of activity.
- 2.1 Foster participation in cultural events and activities that encourage a sense of identity and belonging.
- 2.4 Develop and implement various Health Plans that address major health risks in community.
- 5.2 Quality parks, gardens and green open spaces.
- 5.4 Working with public transport service providers to support improvements to public bus services within the District.
- 5.5 Age Friendly program initiatives.

CONSULTATION

Ms Shenae Norris, Cancer Council WA presented to Council on 27 February 2019 and recommended that a formal partnership be established between Cancer Council WA and the Shire to participate in the Live Lighter Campaign. She also have provided wording for the MoU connecting it to the Shire of Capel Draft Policy 5.6 Public Health Priorities.

The MoU was discussed with the Director Infrastructure and Development, Manager Building and Health Services and Health Services staff in March 2019. It was further presented at the Managers meeting held on 9 April 2019.

COMMENT

This proposal is in line with progression towards a Local Public Health Plan, mandated by the Public Health Act (2016). The Shire has progressed significantly towards this objective.

The MoU enables the Shire to continue making progress towards achieving the milestones set in the local public health planning guidelines and towards developing a Local Public Health Plan, which is expected to be completed by 2023.

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATION – 14.3
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That Council:

- 1. Receives the Draft Memorandum of Understanding between the Cancer Council Western Australia and the Shire of Capel (the MoU); and**
- 2. Delegates the Shire President and Chief Executive Officer to sign the Draft Memorandum of Understanding between the Cancer Council Western Australia and the Shire of Capel on behalf of Council (the MoU).**

15 COMMUNITY AND CORPORATE REPORTS**15.1 Annual Budget – Differential Rates for 2019-20**

Location: Capel
 Applicant: Shire of Capel
 File Reference: Nil
 Disclosure of Interest: Nil
 Date: 10.05.19
 Author: Director Community and Corporate, S Stevenson
 Senior Officer: Chief Executive Officer, I McCabe
 Attachment: 2019-20 Objects and Reasons

IN BRIEF

Council to determine the rates in the dollar, minimum rate and the specified area rate for the 2019-20 financial year.

RECOMMENDATION

That Council endorses:

- In accordance with Section 6.36 of the Local Government Act 1995, based on a 4% increase in pre growth rates yield, its intention to adopt for advertising purposes the following rates in the dollar and minimum rate for differential and specified area rating categories for the 2019-20 financial year; and**

Zone	Rate Category	Basis	2019-20 Proposed rate in the dollar	Minimum Rate
1	Residential	GRV	9.2952	\$1,399.00
2	Residential Vacant	GRV	13.8350	\$1,399.00
3	Urban Development	GRV	9.2952	\$1,399.00
4	Urban Development Vacant	GRV	13.8350	\$1,399.00
5	Town Centre	GRV	7.7480	\$1,399.00
6	Town Centre/Special Use/Light Industry Vacant	GRV	7.7480	\$1,399.00
7	Light Industry	GRV	7.7480	\$1,399.00
8	Commercial Use Urban Development	GRV	7.7480	\$1,399.00
9	Special Use	GRV	7.7480	\$1,399.00
10	Rural & land Use (Rural Commercial)	UV	0.5125	\$1,399.00
11	Rural & land Use (Rural)	UV	0.5125	\$1,399.00
12	Special Rural	GRV	8.0914	\$1,399.00
	Specified Area rating			
	- Dalyellup Parks, Reserves Maintenance (GRV)	GRV	5.0086 cents	Nil
	Purpose: Maintenance of Parks and Reserves in Dalyellup		(to a maximum of \$194.36 per assessment)	

- The 2019-20 – “Objects and Reasons” as attached.**

BACKGROUND / PROPOSAL**Background**

As part of the annual budget process, Council must adopt its rating level for the coming year.

For the 2018-19 financial year, Council adopted a rating strategy, which allowed for a 6% increase in the rate in the dollar for both differential and minimum rates, while retaining the Dalyellup Specified Area rate at the 2017-18 level.

As part of the Integrated Planning Process, Council reviews its long term financial plan on an annual basis. Through this review process, Council reviews its strategic projects, any major adjustments to operating expenses (such as asset management requirements) and assesses the level of rates revenue required for future years.

Reference should be made to the Shire's fifteen-year Long Term Financial Plan 2019-34 which was adopted by Council on 24 April 2019 (56/2019). This plan has assumed an annual increase in rate yield (excluding growth) of 4% for the 2019-20, 4% increase in yield for years 2020-21 to 2028-29 with 3% thereafter. Growth rates are undergoing review and will form part of any revised Long Term Financial Plan.

The long-term financial plan is reviewed on a rolling annual basis with amendments being made as required.

Council has previously adopted the following Differential Rating in the following categories (OC1106).

- Residential (rate group 1 GRV)
- Dalyellup Residential (rate group 3 GRV)
- Vacant Residential (rate group 2 GRV)
- Vacant Dalyellup Residential (rate group 4 GRV)
- Commercial Developed (rate group 5 GRV – only commercial)
- Dalyellup Commercial Developed (rate group 8 GRV)
- Industrial Developed (rate group 7 GRV – only industrial)
- Vacant Commercial & Industrial (rate group 6 GRV)
- Special Use (rate group 9 GRV)
- Land Use Commercial (rate group 10 – UV)
- Rural (rate group 11 – UV)
- Special Rural (rate group 12 – GRV)

Shire officers had received advice from The Department of Local Government, Sport and Cultural Industries (DLGSCI) regarding the "Objects and Reasons" for differential rates. Should Council wish to continue to adopt differential rates, the DLGSCI recommended consolidating the "Objects and Reasons" as follows:

- Residential & Urban Development (rate groups 1 & 3 GRV)
- Residential & Urban Development Vacant (rate groups 2 & 4 GRV)
- Town Centre, Light Industry, Commercial & Special Use (rate groups 5, 7, 8 & 9 GRV)
- Town Centre, Light Industry, Commercial & Special Use Vacant (rate group 6 GRV)
- Rural and Land Use (rate groups 10 & 11 UV)
- Special Rural (rate group 12 – GRV)

In line with the "Objects and Reasons" previously adopted by Council, rating groups attracting the same rate in the dollar are grouped both for the purpose of analysis and for Ministerial purposes.

This revision was made in the process of adopting the 2018-19 Annual Budget.

Gross Rental Value (GRV) Revaluations Effective 1 July 2019

A General revaluation, set by State Government legislation, has been undertaken by the Office of the Valuer general for all properties located within the Shire of Capel and is effective from 1 July 2019.

In April 2019, the Shire received scheduled revaluations for properties valued under Gross Rental Value (GRV) and Unimproved Values (UV). These revaluations will be reflected in rates notices issued for the 2019-20 financial year.

The Shire has 7,589 rateable properties spread across 12 rating zones. The Office of the Valuer General values properties on an individual assessment resulting in all properties receiving its own valuation every revaluation cycle.

The Office of the Valuer General is responsible for the calculating the Gross Rental Values (GRV) and the Unimproved Values (UV) which form the base on which rates are charged. GRV's are revalued every three years with UV's being assessed annually. These values determine the distribution of total rate burden between ratepayers. Whilst Council can control the total amount of rates to be collected, it is unable to determine what property will contribute which amount.

Council has adopted a Long Term Financial Plan which has aimed at a total 4% increase in rates income for the 2019-20 financial year. Where individual ratepayers receive a higher than average increase to their property valuation a resultant higher than 4% increase in rates payable will arise. Where individual ratepayers receive a lower than average increase to their property valuation, a resultant lower than 4% increase in rates payable will arise.

For the Shire as a whole Gross Rental Values (GRV's) reduced by 11.09% however this will vary on a property to property level with some properties receiving an increased valuation and others receiving a reduced valuation. The range of GRV property revaluations are detailed in the tables below.

Table 1 GRV Revaluation Changes by Classification

Rating Zones	No of Properties	Classification	Overall % Change	Largest % Decrease	Largest % Increase
1 & 3	5,639	Residential & Urban Development	(12.59)%	(31.78)%	122.02%
2 & 4	519	Residential & Urban Development Vacant	0.52%	(39.42)%	75.00%
5, 6, 7, 8 & 9	120	Commercial Town Centre, Light Industry and Special Use (including Vacant)	8.95%	(29.52)%	121.05%
12	472	Special Rural	(15.30)%	(29.87)%	1.15%

Table 2 GRV Revaluation Changes by Locality

Locality	No of Properties	% Overall Change per Locality	Largest % Decrease	Largest % Increase
BOYANUP	533	(6.59)%	(27.03)%	85.19%
CAPEL	1100	(3.67)%	(31.78)%	121.05%
DALYELLUP	3566	(12.58)%	(27.27)%	122.22%
GELORUP	806	(14.47)%	(28.95)%	17.48%
PEPPERMINT GROVE BEACH	473	(9.63)%	(39.42)%	4.76%
STRATHAM	272	(14.98)%	(29.87)%	24.36%

Unimproved Value (UV) Revaluations Effective 1 July 2019

Properties valued on a UV basis are valued annually and are therefore subject to less marked changes in values. These properties have been subject to a reduction of (0.69) % for the group as a whole. These updates will be reflected in rates notices for the 2019-20 financial year.

Rates revenue in context

Council generates revenue from a number of sources with federal and state grant income, fees and charges, developer contributions and rates income being the main elements. When considering the amount of rates to be raised, Council needs to make the decision in the context of:

- Community service level expectations;
- The range of services provided by the Shire;
- Current and future asset renewal requirements;
- Capital additions and non-cash capital contributions requiring Shire funding;
- Funding of current and future community projects;
- Other funding levels and sources available to the local government;
- Long term revenue impacts;
- Property growth rates;
- Levels of funds available from developer contributions; and
- Operational efficiencies available.

When setting rates, Council must consider the needs and expectations of the Shire community as a whole and the cumulative long-term impacts of a given the rates decision. Rates is a critical source of funding for the Shire and rates decisions will dictate which projects are delivered and operational service levels provided to the community.

Planned Future Projects

As a result of previous community consultation, a number of infrastructure projects have been planned in the next few years. These project timelines have been reflected in the Long-term Financial plan 2019-34 adopted by Council on 24 April 2019 (56/2019). An extract of projects, up to and including the 2028-29 financial year, is shown below. This is not an exhaustive list however it indicates the major projects.

	Project Start	Project Completion	Project Capital Cost	Grant Funding	Shire Funds
Boyanup POS - New Market Site and Open Air Entertainment	2023-24	2027-28	1,567,273	-	1,567,273
Boyanup POS - Fettle's Park	2019-20	2022-23	405,800	-	405,800
South West Highway Streetscape Project	2023-24	2023-24	80,000	-	80,000
Relocate Shire Depot	2027-28	2027-28	1,882,188	-	1,882,188
Capel Recreation Ground - Remediation	2021-22	2021-22	500,000	-	500,000
Maslin Street Playground	2023-24	2023-24	82,000	-	82,000
Dalyellup Surf Life Saving Clubroom	2023-24	2026-27	2,998,408	708,352	2,290,056
Dalyellup Community Centre Civic Precinct, Library and Multipurpose Centre	2019-20	2024-25	8,976,304	2,955,570	6,020,734

	Project Start	Project Completion	Project Capital Cost	Grant Funding	Shire Funds
Dalyellup Skate Park	2020-21	2020-21	1,000,000	700,000	300,000
Dalyellup Sports Fields	2028-29	2028-29	128,000	-	128,000
PGB Gazebo and Beach Play Area	2019-20	2019-20	70,000	-	70,000
Playground Shade Sail Program	2019-20	2028-29	409,742	-	409,742
			18,099,715	4,363,922	13,735,793

In summary, within the next ten financial years, major projects (excluding roads, drainage and path works) with a capital value of \$18.10M are planned across the Shire with:

- \$2.05M proposed for Boyanup;
- \$2.46M proposed for Capel;
- \$13.11M proposed for Dalyellup;
- \$0.07M proposed for Peppermint Grove Beach; and
- \$0.41M planned for whole of Shire.

The Shire will continue to work to maximise grant funding potential for these projects. However, while accepting that portions of many of the above projects will attract grant funding, Council must still fund a significant portion from municipal funds, reserves and developer contributions.

Previous Council endorsed Programs scheduled for 2019-20

As part of the Annual Budget process the following programs have already been endorsed by Council for inclusion in the Draft Budget 2019-20. These items will either be partly or wholly funded from rates revenue. These programs are: -

- 10 Year Program of Works – Roads 2019-2029 (Minute 53/2018);
- 7 Year Program of Works – Paths and Trails 2019-2026 (Minute 75/2018); and
- 10 Year Plant Renewal Program 2019-29 (27/2019).

Additional Expenditure Endorsed by Council for 2019-20

A number of new programs of works have been endorsed by Council for inclusion in the Draft Budget 2019-20. These programs have been tabled at Council due to increased asset management requirements. These programs include:

- 3 Year Program of Works – Building and Structures 2019-2022 (06/2019) – February 2019;
- Program of Works – Bushland reserves 2019 -29 (Minute 04/2019) – February 2019;
- 10 Year Drainage Strategy (Minute 43/2018) – September 2018; and
- 10 Year Shade Sail Strategy (Minute OC0320).

Expenditure resulting from these programs equates to approximately 2.5% of the rates revenue outlined in the Annual Budget 2018-19. This expenditure is required to maintain assets at a sustainable and serviceable standard.

Asset Renewal

In recent years, the Shire has been improving and refining its asset renewal and asset management processes.

Through the development of asset management strategy, plans and programs of works, the Shire is continuing to discover the true condition of its assets. This includes increased awareness of the asset base, the deteriorated condition of assets and the increased demand for assets from the community. Although there is an improved understanding of the asset portfolio, there is still

more to be done. As asset knowledge grows, the true effort required to maintain these assets becomes apparent.

Through the integrated planning process, funding is required to be allocated to ensure that assets are maintained at the appropriate standard. These costings feed through the long term planning, annual budgeting and rate setting process.

In addition, Western Australian State Government guidance recommends an Asset Sustainability Ratio of 90% to meet the required standard. The Asset Sustainability Ratio effectively measures the level at which asset renewal is being undertaken compared to the rate of deterioration of the asset base. A ratio of less than the required standard indicates that the asset base is wearing out at a faster rate than it is being renewed. This is unsustainable for the Shire in the long term and will result in the deterioration of the asset base and ultimately, if additional funds are not allocated to asset renewal, assets will start to fail and become unusable. These funds primarily come from rates revenue. Council must ensure sufficient funds to provide for future renewal or replacement funding.

Developer Contributions

Council, at its April 2018 meeting (OC0406), adopted the revised Developer Contribution Plan (DCP) for referral to the Western Australian Planning Commission (WAPC) for approval. This plan remains in progress with the WAPC.

The DCP adopted for referral is the latest revision of the plan. In the revised Long Term Financial Plan 2019-34, lot growth has been revised downwards which has a consequential reduction in income. This will now be reflected in the Annual Budget 2019-20. Council will therefore have a reduced level of income for allocation to its financial reserves and consequentially will be drawing an increased level of funds from its financial reserves. Should Council wish to continue with its proposed infrastructure projects and asset management remediation expenses, revenue would need to be raised from other sources. Should additional grant funding not be available then any shortfall would need to come from municipal funds which is predominantly rates income.

Table 3 Developer Contribution Variations

Assumed Developer Contributions LTFP 2017-32 (\$) (Adopted June 2018)									
DCP	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
Boyanup	14,320	57,280	214,800	429,600	465,400	393,800	393,800	823,400	286,400
Capel	25,720	25,720	25,720	51,440	25,720	10,288	10,288	10,288	5,144
Dalyellup	408,450	953,050	980,280	1,034,740	1,225,350	1,225,350	1,361,500	1,307,040	1,688,260
	448,490	1,036,050	1,220,800	1,515,780	1,716,470	1,629,438	1,765,588	2,140,728	1,979,804

Assumed Developer Contributions LTFP 2019-34 (\$) (Adopted April 2019)									
DCP	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
Boyanup	-	16,400	32,800	32,800	32,800	49,200	98,400	147,600	164,000
Capel	-	10,850	21,700	32,550	43,400	48,825	59,675	65,100	65,100
Dalyellup	-	23,460	87,975	185,334	241,638	290,904	340,170	346,035	375,360
	-	\$50,750	142,475	250,684	317,838	388,929	498,245	558,735	604,460

Reduction in assumed Developer Contributions (\$)									
DCP	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
Boyanup	14,320	40,880	182,000	396,800	432,600	344,600	295,400	675,800	122,400
Capel	25,720	14,870	4,020	18,890	17,680	38,537	49,387	54,812	59,956
Dalyellup	408,450	929,590	892,505	849,406	983,712	934,446	1,021,330	961,005	1,312,00
	448,490	985,340	1,078,325	1,265,096	1,398,632	1,240,509	1,267,343	1,581,993	1,375,344

Non-cash infrastructure

Once new developer constructed infrastructure is complete, the Shire must take ownership of this infrastructure and it subsequently becomes a Shire asset. The Shire therefore assumes responsibility for the maintenance and renewal of these assets resulting in on-going operating and capital expenditure. As a rule of thumb, annual on-going operating expenditure for these assets is around 2% of the asset value. In the past 8 years, as part of the land subdivision process governed by the Planning and Development Act, the Shire has taken on responsibility for in excess of \$19M in non-cash capital assets which must be maintained annually. Assets transferring to the Shire from various developers has resulted in approximately \$380,000 of additional operating expense per annum. This is funded from a combination of financial reserves and rates income.

Operational Efficiencies

As part on the annual budget process, Shire officers review all variable expenditure and revenue lines. Any resultant changes will be incorporated into the Annual Budget 2019-20. As this approach has been taken for a number of years now, the scope for further reductions in expenditure is now limited.

Types of Expenditure and Services provided by local governments

The table below provides a useful reminder of the types of activities, which a local government provides for its community as a whole. While some ratepayers may not access all services, they must still be funded.

Program	Types of Expenditure
Governance	Members of Council and other governance expenditure. Includes fees, expenses and allowances paid to elected members, Council chamber expenses, election costs and other Council committee expenses.
General Purpose Funding	Rates and other general purpose funding. Includes rating valuation costs and costs of rates levying.
Law, Order, Public Safety	Fire prevention, animal control and other law, order & public safety.
Health	Maternal and infant health, health inspection, pest control (including mosquito management).
Education & Welfare	Care of families and children, senior citizens expenditure, other aged and disabled services and other welfare.
Community Amenities	Sanitation, refuse collection, transfer station operations, waste management education, sewerage costs, stormwater drainage, protection of environment and climate change, land conservation activities, town planning and regional development and cemeteries.
Recreation and Culture	Public halls and civic centres (including community centres), beaches, other recreation and sport, public parks, gardens and reserves, recreation grounds and sports pavilions, public toilets and BBQ cleaning, recreation and sport master plans and studies, libraries and heritage expenditure.
Transport	Roads, bridges, verge, path and drainage maintenance, road and path infrastructure, weed control, road sweeping, street lighting and depot maintenance.
Economic Services	Tourism and area promotion, building control and permits, saleyards and markets, swimming pool inspections, economic development, community development, public utility services and extractive industries.
Other property and Services	Private works, general administrative overheads, public works overheads, plant operations and town planning schemes.

Shire of Capel rates in comparison to neighbouring local governments

In recent years there has been significant focus on the annual percentage increase in the 'rate in the dollar' applied to house valuations provided by the Office of the Valuer General. While this is an important measure in terms of year on year costs to households, another vital measure is the Shire's 'rate in the dollar', rating income and average rates compared to neighbouring local governments. The table below shows rates data from the 2018-19 Annual Budget cycle.

While recognising that the local governments shown below do not have the same rating categories as the Shire of Capel, there is enough information held within their budget documentation to allocate the rates in the dollar on a 'best fit' basis.

Table 4 Local Government Comparisons

Budget 2018-19	Dardanup	Capel	Harvey	Donnybrook	Bunbury	Busselton	Augusta/MR
Rates % Increase	4.5%	6.0%	2.5%	6.0%	2.9%	3.95%	3.00%
Rates income (ex Interims/concessions)	\$12,656,546	\$12,388,823	\$20,163,804	\$4,874,669	\$38,337,322	\$47,384,635	\$21,230,660
No of GRV Properties	5,296	6,737	10,787	1,965	16,403	19,321	8,466
GRV Revenue	\$10,790,485	\$10,523,106	\$16,802,634	\$2,536,806	\$38,337,322	\$39,141,256	\$17,676,939
GRV Revenue per property	\$2,037	\$1,562	\$1,558	\$1,291	\$2,337	\$2,026	\$ 2,088
No of UV Properties	633	834	1,648	1,343	-	3,850	1,217
UV Revenue	\$1,866,061	\$1,865,717	\$3,361,170	\$2,337,863	\$-	\$8,243,379	\$3,553,721
UV Revenue per property	\$2,948	\$2,237	\$2,040	\$1,741	\$-	\$2,141	\$2,920
Total Properties	5,929	7,571	12,435	3,308	16,403	23,171	9,683
Average Revenue per property	\$2,135	\$1,636	\$1,622	\$1,474	\$2,337	\$2,045	\$2,193
Minimum Rate (Residential)	\$1,488	\$1,345	\$1,043	\$827	\$1,164	\$1,300	\$1,585
Rates Revenue 2017-18	\$12,066,722	\$11,608,091	\$19,621,551	\$4,548,345	\$35,682,301	\$44,462,276	\$20,524,977
Increase in rates revenue YOY	\$589,824	\$780,732	\$542,253	\$326,324	\$2,655,021	\$2,922,359	\$705,683
1% of rates revenue	\$126,565	\$123,888	\$201,638	\$48,747	\$383,373	\$473,846	\$212,307
Differential Rates	No	Yes	No	No	No	Yes	Yes
Single Rate in the \$	Yes	No	Yes	Yes	Yes	No	No
GRV Rate in The \$	9.6790		8.2642	8.017	9.351		
UV Rate in The \$	0.6019		0.5013	0.5274	0		
GRV Residential		7.7815				9.4747/9.6682	10.0541/10.4957
GRV Residential Vacant		13.3987				9.4747	19.5707/20.1062
GRV Commercial		8.1473				10.9410	12.4319
UV Primary Production/Rural		0.4876				0.4090/0.4237	0.4486/0.4590
						0.7732	0.5737/0.6885
							0.8032

There are a few important things to note: -

- None of the Shire's neighbouring local governments increased its rate in the dollar in line with the Consumer Price Index (CPI). The increases varied from 2.5% to 4.5%.

- The average GRV rate per property in the Shire of Capel is on a par with the Shire of Harvey, higher than the Shire of Donnybrook and significantly lower than the Shire of Dardanup, the Shire of Augusta/Margaret River, the City of Busselton and the City of Bunbury.
- The average UV rate per property in the Shire of Capel is higher than Shire of Harvey, the Shire of Donnybrook and the City of Busselton. The average UV rate per property is lower than the Shire of Donnybrook and the Shire of Augusta/Margaret River.
- Many of the Shire's neighbouring local governments have moved away from differential rates to a single rate in the dollar as it is considered to be a more equitable way to distribute the rates burden across the local government area

Modelling for the 2019-20 financial year

The current adopted Long Term Financial Plan 2019-34 has assumed a rates income increase (excluding growth) of 4% on the 2018-19 financial year.

Target rates revenue for 2019-20 has been based on the latest rates forecast for 2018-19 plus a 4% increase. The revenue from rating zones have been grouped according to the 2018-19 rate in the dollar and uplifted by 4% to calculate the revenue for 2019-20.

As each property within the Shire has been subject to a property revaluation, a revised rate in the dollar has been calculated by rating zone to attain this revenue. The following table summarises the revenue and the rates in the dollar proposed for the 2019-20 financial year.

Table 5 Rates in the dollar and revenue for 2019-20

Rating Zones	2018-19 Forecast (\$)	2019-20 Target (\$)	2019-20 Rates Modelling Results (\$)	Increase in Yield YOY (%)	Rate in the dollar Required
1,3	8,470,709	8,809,537	8,809,764	4.00%	9.2952
2,4	803,189	835,316	835,323	4.00%	13.8350
5,6,7,8,9	640,796	666,428	666,444	4.00%	7.7480
12	695,938	723,776	723,778	4.00%	8.0914
	10,610,632	11,035,057	11,035,309		
10,11	1,867,165	1,941,852	1,941,887	4.00%	0.5125
Total	12,477,797	12,976,909	12,977,196		

Rates income (including interim rates) adopted in the Annual Budget for 2018-19 is \$12,455,956 which is \$21,841 lower than the current forecast.

Minimum Rates

When calculating rates, legislation allows a minimum rate amount to be applied if the result of calculating the property value and the rate in the dollar is too low. This minimum rate amount represents the minimum charge for ratepayers provided local government services.

There have been consistent increases in the minimum rate and for residential ratepayers this minimum rate has increased from \$465 in 2004/05 to \$1,345 in 2018-19. A minimum rate of \$1,399 is proposed for 2019-20.

This will mean that all properties, regardless of their rating valuation method (GRV or UV) or development status will be charged a minimum rate of \$1,399. This minimum rate is considered to represent a fair minimum burden upon ratepayers for the local government services they are provided.

Proposal

That Council, for the 2019-20 financial year, endorses: -

- Rates in the dollar as detailed in table 5 above; and
- A minimum rate of \$1,399.

STATUTORY ENVIRONMENT

Local Government Act 1995, Section 6.2

6.2 Local Government to prepare Annual Budget

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

**Absolute Majority required*

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

Local Government (Financial Management) Regulations 1996, regulation 26

26. Discount, incentive, concession, waiver and write-off information

- (1) The annual budget is to include for each discount or other incentive to be granted for early payment of any money and in respect of each waiver or concession proposed in relation to any money –
 - a) in respect of a discount -
 - (i) the amount of the discount, or the percentage discount, to be allowed; and
 - (ii) the circumstances in which the discount will be granted;and
 - c) in relation to a waiver or concession -
 - (i) a brief description of the waiver or concession;
 - (ii) a statement of the circumstances in which it will be granted;
 - (iii) details of the persons or class of persons to whom it is available; and
 - (iv) the objects of, and reasons for, the waiver or concession.

Local Government Act 1995, Section 6.12

6.12 Power to defer, grant discounts, waive or write off debts

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

** Absolute majority required*
- (2) Subsection 1(a) and (b) do not apply to an amount of money owing in respect of rates and services charges.

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

Local Government Act 1995, Section 6.28

6.28 Basis of Rates

- (2) In determining the method of valuation of land to be used by a local government the Minister is to have regard to the general principle that the basis for a rate on any land is to be –
- a) where the land is used predominantly for rural purposes, the unimproved value of the land; and
 - b) where the land is used predominantly for non-rural purposes, the gross rental value of the land.
- (4) Subject to subsection (5), for the purposes of this section the valuation to be used by a local government is to be the valuation in force under the *Valuation of Land Act 1978* as at 1 July in each financial year.

Local Government Act 1995, Section 6.32

6.32 Rates and Service Charges

- (1) When adopting the annual budget, a local government –
- (a) in order to make up the budget deficiency, is to impose* a general rate on rateable land within its district, which rate may be imposed either –
 - i. uniformly; or
 - ii. differentially;
 - and
 - (b) may impose* on rateable land within its district –
 - i. a specified area rate; or
 - ii. a minimum payment;
 - and
 - (c) may impose* a service charge on land within its district.

**Absolute Majority required*

Local Government Act 1995, Section 6.33

6.33 Differential General Rates

- (1) A local government may impose differential general rates according to any, or a combination, of the following characteristics –
- (a) the purpose for which the land is zoned, whether or not under a local planning scheme or improvement scheme in force under the *Planning and Development Act 2005*; or
 - (b) a purpose for which the land is held or used as determined by the local government; or
 - (c) whether or not the land is vacant land; or
 - (d) any other characteristic or combination of characteristics prescribed.
- (2) ...
- (3) In imposing a differential general rate a local government is not to, without the approval of the Minister, impose a differential general rate which is more than twice the lowest differential general rate imposed by it.

Local Government (Financial Management) Regulations 1996, regulation 52A

52A. Characteristics prescribed for differential general rates

- (1) In this regulation
- commencement day** means the day on which the *Local Government (Financial Management) Amendment Regulations (No.2) 2012* regulation 5 comes into operation;
 - relevant district** means a district that –

- (a) is declared to be a district by an order made under section 2.1(1)(a) on or after commencement day; or
 - (b) has its boundaries changed by an order made under section 2.1(1)(b) on or after commencement day.
- (2) For the purposes of section 6.33(1)(d), the following characteristics are prescribed in relation to land in a relevant district, where not more than 5 years has elapsed since the district last became a relevant district –
- (a) whether or not the land is situated in a townsite as defined in the *Land Administration Act 1997* section 3(1);
 - (b) whether or not the land is situated in a particular part of the district of the local government.

Local Government Act 1995, Section 6.34

6.34 Limit on Revenue or Income from General Rates

Unless the Minister otherwise approves, the amount shown in the annual budget as being the amount it is estimated will be yielded by the general rate is not to –

- (a) be more than 110% of the amount of the budget deficiency; or
- (b) be less than 90% of the amount of the budget deficiency.

Local Government Act 1995, Section 6.35

6.35 Minimum Payment

- (1) Subject to this section, a local government may impose on any rateable land in its district a minimum payment which is greater than the general rate which would otherwise be payable on that land.
- (2) A minimum payment is to be a general minimum but, subject to subsection (3), a lesser minimum may be imposed in respect of any portion of the district.
- (3) In applying subsection (2) the local government is to ensure the general minimum is imposed on not less than –
 - (a) 50% of the total number of separately rated properties in the district; or
 - (b) 50% of the number of properties in each category referred to in subsection (6), on which a minimum payment is imposed.
- (4) A minimum payment is not to be imposed on more than the prescribed percentage (50%) of –
 - (a) the number of separately rated properties in the district; or
 - (b) the number of properties in each category referred to in subsection (6), unless a general minimum does not exceed the prescribed amount (\$200).
- (5) If a local government imposes a differential general rate on any land on the basis that the land is vacant land it may, with the approval of the Minister, impose a minimum payment in a manner that does not comply with subsection (2), (3) and (4) for that land.
- (6) For the purposes of this section a minimum payment is to be applied separately, in accordance with the principles set forth in subsection (2), (3) and (4) in respect of each of the following categories –
 - (a) to land rated on gross rental value; and
 - (b) to land rated on unimproved value; and
 - (c) to each differential rating category where a differential general rate is imposed.

Local Government Act 1995, Section 6.36

6.36 Local Government to give Notice of Certain Rates

- (1) Before imposing any differential general rates or a minimum payment applying to a differential rate category under section 6.35(6)(c) a local government is to give local public notice of its intention to do so. (21 days – may be 2 months before financial year)

Local Government Act 1995, Section 6.47

6.47 Concessions

Subject to the *Rates and Charges (Rebates and Deferments) Act 1992*, a local government may at the time of imposing a rate or service charge or at a later date resolve to waive* a rate or service charge or resolve to grant other concessions in relation to a rate or service charge.

* *Absolute majority required*

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.

RISK IMPLICATIONS

When considering this item, Council must consider the financial risk to the community of raising insufficient revenue to meet their expectations in terms of service delivery and infrastructure. Council must consider the impact to the community as a whole of reduced service levels, lower than required asset renewal and the consequences of not delivering desired infrastructure and community facilities

FINANCIAL IMPLICATIONS

Budget

After taking into consideration all other sources of income, Council is required to raise sufficient rates to meet its total expenditure. While Council it is permitted to adopt a budget that has a surplus or deficit that does not exceed 10% of its rate revenue, it is not a sustainable long-term strategy.

The adopted long-term financial plan 2019-34 assumes annual growth for the 2019-20 year of 0.70%. This has been reduced from the previous plan, which has assumed 3.24% for the same period. This will have an impact on additional revenue in rateable assessment derived from growth. Growth rates will continue to be reviewed as part of on-going planning.

The officer recommendation incorporates a 4% increase in the minimum rate and a 4% increase in income on 2018-19 across categories with the same differential rate in the dollar.

Together with other sources of revenue and funding (including the Dalyellup Specified Area Rate), the expected increase in rate revenue for 2019-20 will need to be sufficient to fund expected increases in employee costs, debt servicing costs, various Service Strategies and Plans, and the capital works program.

For the 2019-20 Draft Budget it is proposed that a total of \$12,977,196 be raised from general and minimum property rates, which includes 0% as the payment on time discount rate adjustments and excludes interim rates. \$671,834 is proposed to be raised from specified area rates. Excluding budgeted interim rates for 2019-20, there is an increase in property rates of \$515,064 compared to the 2018-19 forecast rates revenue.

Long Term

The rating strategy deployed by Council in the 2019-20 financial year will affect future Long-term Financial Plans. The long-term cumulative impact of a given rating decision can have significant impacts on Council's ability to maintain sustainable operations. If Council is not able to adequately fund operations in the 2019-20 financial year, then the financial position of Council will potentially deteriorate in future years as assets age further and demand for services increase with projected population growth.

Through the development of the Integrated Planning Framework, Council has the ability to evaluate the long term financial implications of all of its strategies, plans and works programs. This provides sound guidance to Council on the amount of rates required to fund all of these

services and facilities, and/or in turn adjust expenditure and service levels to match the rate income projected for the future.

Long term financial sustainability is a key focus for the Shire. Resources have to be made available to ensure that assets are adequately funded and renewed to a level consistent with expectations. Asset renewal is a key area to which funding needs to be allocated.

SUSTAINABILITY IMPLICATIONS

The levying of property rates has an environmental impact in that around 7,589 rate notices will be distributed in a paper based medium.

Increased property rates have the potential to have a social impact in terms of their affordability by reducing the amount of disposal income available to households. Limiting the extent of the increase should minimise this impact.

Bearing in mind the anticipated increases in utility charges imposed by the State Government, prevailing economic conditions and that property rates also create a financial burden on customers, every effort has been made to minimise the size of the rate increase.

Property rates are the Shire's main area of "own source" revenue and it is therefore essential rate revenue be raised in a timely manner and to such an extent they allow the continued financial operation of the Shire in a sustainable manner.

STRATEGIC IMPLICATIONS

Shire of Capel Strategic Community Plan 2018 – 2028

The Leadership Experience, *'Open, transparent, and effective good governance.'*

Community Objectives:

- 1.3 Creating a more connected community.
- 1.6 Council is effective and efficient in the financial management stewardship of community assets.

The Community Experience, *'Facilities and services that accommodate the diverse needs of the community and providing a safe place to live, work and visit.'*

Community Objective:

- 2.1 Council works in partnership with the community in providing appropriate services and facilities.

The Infrastructure Experience, *'To ensure safe, sustainable and efficient infrastructure and transport networks.'*

Community Objective:

- 5.3 Working together to meet the needs of changing infrastructure requirements.

CONSULTATION

Should Council endorse the officer's recommendation for Differential Rates for the 2019-20 financial year then Council must:

- Give public notice of proposed rates for 2019-20;
- Write to ratepayers who are part of any rating group with less than 30 ratepayers;
- Hold an Ordinary or Special Meeting to consider any submissions received; and
- Apply to the Minister for differential rates, minimum rates and '2019-20 Objects and Reasons' approval.

In addition to the requirements prescribed the Act, Ministerial guidelines require that a local government provide a copy of:

- Minutes that reflect that Council reviewed and considered budget efficiency measures;
- Objects and reasons;
- Minutes where Council adopted these objects and reasons;
- Letters to ratepayers where there are less than 30 in a category;
- Submissions received;
- Response to submissions;
- Council minutes that reflect the reason for any deviation from the rating strategy in the Corporate Business Plan and Long Term Financial Plan;
- Public Notice;
- Council agenda and minutes where submissions were considered; and
- Minutes where Council resolved to make an application to the Minister.

In addition to legislative requirements laid out in the Local Government Act 1995, Council must give regard to key values set out in the Rating Policy published by the Department in March 2016.

The key values set out in the Rating Policy are:

- Objectivity;
- Fairness and Equity;
- Consistency; and
- Transparency and administrative efficiency.

COMMENT

Rates are an intrinsic part of the Shire's ability to raise enough revenue to fund Shire expenditure and deliver services and infrastructure the community as a whole. When considering the amount of rates to be raised, Council needs to make the decision in the context of:

- Community service level expectations;
- The range of services provided by the Shire;
- Current and future asset renewal requirements;
- Capital additions and non-cash capital contributions requiring Shire funding;
- Funding of current and future community projects;
- Other funding levels and sources available to the local government;
- Long term revenue impacts;
- Property growth rates;
- Levels of funds available from developer contributions; and
- Operational efficiencies available.

Growth in Properties

At the time rates were billed for 2018-19, there were a total of 7,820 properties including 246 non-rateable properties. There are now 7,837 properties of which 248 are non-rateable. The growth in the number of rateable properties for the year was marginal.

Table 6 Comparison of Property numbers 2019-20 Draft Budget to 2018-19 Adopted Budget

Zone	Rate Category	Basis	2019-20 Draft Budget	2018-19 Adopted Budget	Variance YOY
1, 3	Residential & Urban Development	GRV	5639	5565	74
2, 4	Residential & Urban Development Vacant	GRV	519	588	(69)
5, 6, 7, 8, 9	Commercial Town Centre, Light Industry and Special Use including Vacant	GRV	120	119	1
12	Special Rural	GRV	472	465	7
10, 11	Rural & Land Use	UV	839	834	5
			7589	7571	18

- The largest increase in the number of rate assessments has occurred for the residential and urban developed rating category with assessments increasing from 5,565 to 5,639 a growth rate of 1.3%. This movement is compensated by a reduction in the residential and urban development vacant.

Table 7 Comparison of the average rate (including minimum rates) 2019-20 Draft Budget to 2018-19 Budget Forecast

Rating Zones	2018-19 Forecast (\$)	2019-20 Rates Proposal (\$)	2018-19 Forecast Average Rate (\$)	2019-20 Rates Proposal Average Rate (\$)	Increase YOY (\$)
1, 3	8,470,709	8,809,537	1,504.30	1,562.25	57.95
2, 4	803,189	835,316	1,524.08	1,609.47	85.40
5, 6, 7, 8, 9	640,796	666,428	5,339.97	5,553.57	213.60
12	695,938	723,776	1,477.58	1,533.42	55.85
	10,610,632	11,035,057			
10, 11	1,867,165	1,941,852	2,220.17	2,314.48	94.31
Total	12,477,797	12,976,909			

Specified Area Rates

Council has the one specified area rate for Dalyellup Parks and Reserves Maintenance. This rate has the objective of recovering 50% of the cost of maintaining these facilities in the Dalyellup subdivision as per Council resolution OC0727, 24/7/02 when the 2002-03 Budget was adopted.

A large number of parks and reserve areas have been handed over to the Shire to maintain, increasing substantially the ongoing maintenance costs. The aim has been to gradually increase the Specified Area Rate, rather than applying a sharp increase in any one year, while also preserving the extra funds generated in a dedicated reserve fund, which will be used in future years. Funds collected from this Specified Area Rate are held in the Specified Area Rate – Dalyellup Reserve.

The cost of maintaining parks, gardens and reserves in Dalyellup is provisionally budgeted to be \$1,593,372 for the 2019-20 financial year. Half of this cost is funded by the specified area rate

raised during the year, and equates to \$796,686. The 2019-20 expenditure of \$1,593,372 has increased from 2018-19 budgeted expenditure of \$1,525,241.

For the 2018-19 Annual Budget the specified area rate was retained at the 2017-18 level and therefore had no indexation applied. It is proposed that for the 2019-20 Annual Budget that this rate be increased from the 2018-19 level of 4.8160 cents in the dollar to 5.0086 cents with the maximum rate charged has been increased from \$186.88 to \$194.36. Rate modelling has identified that with these parameters 3,549 properties would yield rate income of \$671,834. This is an increase in income of \$15,665 compared to a budgeted amount of \$671,834 for the 2018-19 financial year excluding interims.

Council should note that when the Budget is adopted, a concession to Dalyellup specified area ratepayers will be requested so that the maximum specified area rate charged will be \$194.36.

Refuse Collection charges

For the 2019-20 financial year, it is proposed to retain the annual refuse collection charges at 2018-19 levels.

Annual Refuse Site Charge

Currently, properties with a two or three bin refuse collection charge are also charged an \$80.00 annual refuse site charge. It is proposed that this charge remain unchanged for 2019-20.

Annual Percentage Rate Increases

Factors such as the growth of the Shire, need for additional resources to meet growth demands, the cost of labour and materials, previous rate increases approved and a perception of the affordability of a reasonable rate increase are some of the factors taken into account when considering the percentage by which rates in the dollar and minimum rates have to be increased.

It has also been widely recognised in the local government sector that increasing rates by a factor equivalent to the increase in the Consumer Price Index (CPI) is not the most prudent financial management approach. While the CPI provides a good estimate of a household's expectation of the price changes (increases) to the goods and services they consume, it does not provide a good estimate of the cost or growth pressures faced by local government.

In the past indices such as the Local Government Cost Index (LGCI) have also been used as a guide for rate increases as the use of this index has been advocated by the Western Australian Local Government Association (WALGA). Reference can also be made to the WA State Budget papers.

Whilst attempts can be made to justify the quantum of rate increases in terms of the increase being comparable to various indices, the reality is that the quantum to be agreed is that required to provide sufficient funds to meet expenditure demands of the budget and also funding requirements within the Long Term Financial Plan. Council has already taken the opportunity to consider and review the timing, need and scope of projects in this context.

In its last report received by the Shire, the WA Local Government Grants Commission have also assessed that the Shire is under raising rates revenue by \$1,794,887 in comparison to the State average. This illustrates that the Shire is under raising revenue. Any increased rates revenue is of direct benefit to the Shire's and would not reduce the level of grants received from this body.

Long-term financial sustainability is a key focus for the Shire. Resources have to be made available to ensure that assets are adequately funded and renewed to a level consistent with community expectations. Asset renewal is a key area to which funding needs to be allocated.

In its last report received by the Shire, the WA Local Government Grants Commission have also assessed that the Shire is under raising rates revenue by \$1,794,887 in comparison to the State average. Any increased rates revenue is of direct benefit to the Shire's and would not reduce the level of grants received from this body.

Concluding Comments

For 2019-20 the proposed rate increase, will result in residential ratepayers on the minimum rate being charged \$54.00 more than last year while increases for other ratepayers will vary depending upon their property valuation, but the overall increase in rates revenue is proposed to be 4% higher than 2018-19.

VOTING REQUIREMENTS

Absolute majority

OFFICER'S RECOMMENDATION – 15.1
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That Council endorses:

- In accordance with Section 6.36 of the Local Government Act 1995, based on a 4% increase in pre growth rates yield, its intention to adopt for advertising purposes the following rates in the dollar and minimum rate for differential and specified area rating categories for the 2019-20 financial year; and**

Zone	Rate Category	Basis	2019-20	
			Proposed rate in the dollar	Minimum Rate
1	Residential	GRV	9.2952	\$1,399.00
2	Residential Vacant	GRV	13.8350	\$1,399.00
3	Urban Development	GRV	9.2952	\$1,399.00
4	Urban Development Vacant	GRV	13.8350	\$1,399.00
5	Town Centre	GRV	7.7480	\$1,399.00
6	Town Centre/Special Use/Light Industry Vacant	GRV	7.7480	\$1,399.00
7	Light Industry	GRV	7.7480	\$1,399.00
8	Commercial Use Urban Development	GRV	7.7480	\$1,399.00
9	Special Use	GRV	7.7480	\$1,399.00
10	Rural & land Use (Rural Commercial)	UV	0.5125	\$1,399.00
11	Rural & land Use (Rural)	UV	0.5125	\$1,399.00
12	Special Rural	GRV	8.0914	\$1,399.00
	Specified Area rating			
	- Dalyellup Parks, Reserves Maintenance (GRV)	GRV	5.0086 cents	Nil
	Purpose: Maintenance of Parks and Reserves in Dalyellup		(to a maximum of \$194.36 per assessment)	

- The 2019-20 – "Objects and Reasons" as attached.**

15.2 Greater Bunbury Early Years Strategy and Action Plan

Location:	Whole of Shire
Applicant:	Shire of Capel
File Reference:	N/A
Disclosure of Interest:	Nil
Date:	06.05.19
Author:	Community Development Officer, D Sims
Senior Officer:	Director Community and Corporate, S Stevenson
Attachments:	Draft Greater Bunbury Early Years Strategy and Action Plan

IN BRIEF

Council is requested to endorse the Draft Greater Bunbury Early Years Strategy (GBEYS). This strategy is a joint initiative of three Local Government Authorities (LGA), including the City of Bunbury and the Shires of Capel and Dardanup; along with other state government and not-for-profit agencies with a presence in the Greater Bunbury Region.

RECOMMENDATION

That Council endorses the Draft Greater Bunbury Early Years Strategy and Action Plan.

PROPOSAL / BACKGROUND

Background

The project to develop a GBEYS followed on from an earlier research project in 2013-2014, whereby an Early Years Officer funded by the Department of Education was hosted by the City of Bunbury. This initial research project engaged with local early years agencies to examine the benefits of engagement to build community capacity and wellbeing. Since the completion of that project, City of Bunbury officers and officers from the other local governments have continued to engage with the Early Years Networks and Schools of the Future group, attending meetings and supporting community driven initiatives and outcomes.

The Australian Early Development Census (AEDC) is a measure of the development of Australian children at school entry age, and is widely used by communities and agencies to track the progress of early childhood population and to shape decision making with regards to targeted service delivery. The AEDC report is compiled every three years, with the most recent in 2015, and measures children across five domains and identifies the percentage of children who are developmentally vulnerable in one or more of these domains. Data from the 2015 AEDC Report shows that there are children in the Shire of Capel whom are vulnerable in one or many of the social, emotional and physical domains.

In October 2017, the City of Bunbury approached the Shires of Capel and Dardanup to partner in the development of a Greater Bunbury Early Years Strategy. A need for a collaborative strategy to ensure common goals and collective action towards meeting those goals was seen as vital, and funding was available through the Department of Local Government, Sport and Cultural Industries that would provide a strategic approach to the delivery of Early Years services and facilities across the region. This funding scheme was seen as a good opportunity to develop and formalise a Greater Bunbury Early Years Strategy, enabling a collaboration of in-kind and financial resources from the three participating LGA.

Proposal

That Council endorses the Draft Greater Bunbury Early Years Strategy and Action Plan.

STATUTORY ENVIRONMENT

There is no relevant legislation applicable to this matter.

POLICY IMPLICATIONS

There are no policy implications applicable to this matter.

RISK IMPLICATIONS

The proposal to adopt the Greater Bunbury Early Years Strategy is considered as low risk.

FINANCIAL IMPLICATIONS

Budget

There are no financial implications for the 2019/2020 financial year.

Long Term

Whilst there are no specific long-term financial implications with adopting this Strategy, it is recommended that Council consider an annual contribution (commencing in 2020/21 to be partially offset by potential grant funding) to address strategy outcomes 1 to 4 identified in the GBEYS. The value of the contribution is yet to be determined.

SUSTAINABILITY IMPLICATIONS

The adoption of the GBEYS provides strong social sustainability outcomes. It solidifies existing partnerships at both a local government and community level and a recognition that many of the issues faced in this sector are regional and not confined to local government geographical boundaries.

STRATEGIC IMPLICATIONS

Shire of Capel Strategic Community Plan 2018-2028

The Community Experience, *'Facilities and services that accommodate the diverse needs of the community and providing a safe place to live, work and visit.'*

Community Objective:

2.1 Council works in partnership with the community in providing appropriate services and facilities.

CONSULTATION

This Strategy was formulated through a series of workshops and collaborations between the following key stakeholders:

- Dardanup Primary School;
- Eaton Day Care;
- Eaton Family Centre;
- Eaton Primary School;
- Glen Huon Primary School;
- Investing in our Youth;
- Kingston Primary School;
- Playgroup WA;
- South West Aboriginal Medical Service;
- Relationships Australia;
- River Valley Primary School;

- WA Country Health Service;
- City of Bunbury;
- Shire of Capel;
- Shire of Dardanup;
- Edith Cowan University (South West);
- Parenting Connection; and
- Good Start Early Learning.

Agencies working within the Greater Bunbury area service families from a number of LGA. As such, collaboration is seen as vital in ensuring all families have the necessary support and access to services, whilst avoiding duplication.

COMMENT

Whilst early childhood might not immediately be seen as a local government responsibility, it is known that building a productive, safe and successful community relies on healthy child development. A strong start in life leads to increased social, economic and crime reduction outcomes for individuals and communities.

Furthermore, local governments play an essential role across a range of areas that can improve the health and wellbeing of young children including Early Childhood Education and Care services; being the largest provider of venues for parent-led playgroups; supported playgroups; children's health and safety; children's recreation and public spaces; library services and planning.

In recent years, the Shire of Capel has created informal partnerships with local non-government agencies in the delivery of early years services. In collaboration with the Carey Park Child and Parent Centre and Investing In Our Youth (IIOY) the Shire of Capel received \$17,600 funding in early 2017 from the (then) Department of Communities to deliver a number of programs, including:

- The highly successful 'Lego Challenge' in the Dalyellup Community Centre;
- 'Fresh Food Workshops' delivered by Anglicare WA;
- 'Terrific Tuesday' at Dalyellup Primary School;
- 'Stay & Play' at Tuart Forest Primary School;
- 'Positive Parenting' Workshops;
- First Aid for Parents;
- Play in the Park Holiday Fun; and
- Protective Behaviours Parent Workshop.

The Shire of Capel and neighbouring local governments of the City of Bunbury and the Shire of Dardanup have formed informal relationships with early years providers on the provision of programs and services in their communities. The development of a combined Early Years Strategy solidifies an integrated Early Years network, maps existing services across the Greater Bunbury region and avoids duplication of services. It also enables the Shire of Capel to plan for future early years facilities with greater certainty.

The GBEYS focuses on actions that are continuously developed and reviewed by stakeholders, identifying improvements and working together strategically. Each action in the GBEYS aims to build capacity, develop, improve and retain services and resources available in the LGA. Thus ensuring viable and sustainable options for support are available and suitable to the identified needs of children and families in the Greater Bunbury Region.

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATIONS – 15.2

That Council adopts the Draft Greater Bunbury Early Years Strategy and Action Plan.

15.3 Reconciliation Action Plan

Location:	Whole of Shire
Applicant:	Shire of Capel
File Reference:	CD.AC.3
Disclosure of Interest:	Nil
Date:	06.05.19
Author:	Community Development Officer, D Sims
Senior Officer:	Director Community and Corporate, S Stevenson
Attachments:	Reconciliation Action Plan 2019

IN BRIEF

The final draft of the 2019 Reconciliation Action Plan (RAP) is presented to Council for endorsement, allowing submission to Reconciliation Australia.

RECOMMENDATION

That Council endorses the Draft Reconciliation Action Plan (RAP) 2019.

PROPOSAL / BACKGROUND

Background

In May 2017, the Bunbury Geographe Growth Plan Partnership Steering Committee (BGGPPSC) approved the development of a RAP for the four constituent Local Government Authorities (LGA). The four LGA are the City of Bunbury and Shires of Capel, Dardanup and Harvey. A letter of invitation to join the project was sent from the Chair of the BGGPPSC to the Chief Executive Officers of the constituent LGA in July 2017. All LGA subsequently committed to the project, with the South West Development Commission also contributing funds to facilitate the process.

A RAP is essentially a plan that documents what an organisation commits to do to contribute to Aboriginal Reconciliation in Australia. Under Reconciliation Australia's framework there are four subsequent levels to the development and implementation of RAPs:

1. Reflect;
2. Innovate;
3. Stretch; and
4. Elevate.

At each level there is a prescribed list of Actions and Deliverables which must be completed in order to be formally endorsed by Reconciliation Australia and allow the organisation to progress to the next level.

A scope of work from Edith Cowan University, Bunbury (ECU) was developed and tabled for the Steering Committee's consideration at its meeting in August 2017. At that meeting, the Committee resolved to support the commissioning of ECU to deliver a combined RAP on behalf of the City of Bunbury and Shires of Capel, Dardanup and Harvey. An initial leadership forum was held in September 2017 and attended by representatives (Chief Executive Officers, Shire Presidents or Vice-Presidents and relevant staff members) from each of the four LGA. The outcome of the forum was agreement by all parties to progress with a Level 1 (Reflect) RAP according to Reconciliation Australia requirements.

Each LGA nominated a staff member to the Working Group who operates at an appropriate level with delegated authority to represent their LGA during the process. The Working Group's role is

to progress the development of the RAP, liaise with internal stakeholders around actions and provide internal communication updates.

The RAP has now reached the final stages of development and a final draft version has been distributed directly to the RAP Aboriginal Reference Group and participating LGA for review. Once endorsed, it will be forwarded on to Reconciliation Australia for their input. After the RAP has been reviewed and endorsed by Reconciliation Australia, it will be sent to print and distributed to participating LGA and key stakeholders for implementation.

Proposal

Council to endorse the Draft 2019 RAP, thereby allowing submission to Reconciliation Australia.

STATUTORY ENVIRONMENT

There is no relevant legislation applicable to this matter.

POLICY IMPLICATIONS

Council Policy 8.4 Arts, Culture & Heritage.

The endorsement of the 2019 RAP seeks to assist in meeting the policy objective of interpreting our history by including stories, places, people and objects.

RISK IMPLICATIONS

The proposal to endorse the RAP is considered as a low risk. Reconciliation Australia set the reporting template with actions for the LGA to complete. Reconciliation Australia promotes and facilitates respect, trust and positive relationships between the wider Australian community and Aboriginal and Torres Strait Islander peoples. The time frame for completion of the actions is 12 months from endorsement.

FINANCIAL IMPLICATIONS

Budget

There is currently \$5,000 allocated in the draft 2019/2020 Events Budget (148420.10) for RAP event initiatives, including but not limited to promoting, developing and conducting a NAIDOC week event.

Long Term

The implementation of the RAP 2019 (Reflect) will be completed by 31 May 2020. Therefore, there are no long term financial implications. If future stages of the RAP are developed and endorsed they may have future long term financial implications.

SUSTAINABILITY IMPLICATIONS

Whilst there are no environmental or economic implications, socially, reconciliation plays an important role in enabling all Australians to learn more about how we can better recognise the contributions made by Australia's First Peoples. Recognising and valuing our Indigenous peoples will help build a Shire that is more understanding of its Aboriginal and Torres Strait Islander roots.

STRATEGIC IMPLICATIONS

Shire of Capel Strategic Community Plan 2018-2028

The Leadership Experience, *'Open, transparent, and effective good governance.'*

Community Objectives:

- 1.1 Community works collaboratively to strengthen its 'network of networks'.
- 1.3 Creating a more connected community.
- 1.4 Building a culture of collaboration and a stronger, safer and happier community.

The Community Experience, *'Facilities and services that accommodate the diverse needs of the community and providing a safe place to live, work and visit.'*

Community Objective:

- 2.2 Celebrates the community's diversity of residents and visitors including their contribution to cultural and economic sustainability.

CONSULTATION

The RAP has been developed as a truly collaborative approach between officers from the City of Bunbury, the Shires of Capel, Dardanup and Harvey, the South West Development Commission, Edith Cowan University and representatives from the South West Boojarah native title areas.

COMMENT

The RAP provides a framework for the Shire of Capel to support the national reconciliation movement. Once the RAP has been endorsed by each LGA, it will be sent to Reconciliation Australia for their final approval and be published on their website. Provisional approval has been given by Reconciliation Australia for the attached plan. Some of the actions contained in the draft plan have already been completed by the Working Group and if Council is supportive of this proposal, it will allow staff to continue with the implementation of the RAP in 2019/20. If endorsed, it is recommended that a Shire of Capel specific implementation plan be developed to meet local needs and objectives and identify the officers responsible for implementing each action.

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATIONS – 15.3

That Council endorses the Draft Reconciliation Action Plan (RAP) 2019.

15.4 Financial Statements for 30 April 2019

Location:	Capel
Applicant:	Shire of Capel
File Reference:	N/A
Disclosure of Interest:	Nil
Date:	07.05.19
Author:	Manager Finance, A Mattaboni
Senior Officer:	Director Community and Corporate, S Stevenson
Attachments:	Financial Statements for April 2019

IN BRIEF

Council to consider adopting the monthly financial statements for 30 April 2019.

RECOMMENDATION

That Council adopts the financial statements for the period ending 30 April 2019 as attached.

BACKGROUND / PROPOSAL

Background

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

Proposal

The financial statements provided to Council satisfy the requirements.

STATUTORY ENVIRONMENT

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

6.4 Financial Report

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

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

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

Financial Activity Statement Report

- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail:
 - (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);

- (b) budget estimates to the end of month to which the statement relates;
- (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
- (d) material variances between the comparable amounts referred to in paragraphs (b) and (c);
- (e) the net current assets at the end of the month to which the statement relates.

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

POLICY IMPLICATIONS

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

RISK IMPLICATIONS

There are no risk implications related to this item.

FINANCIAL IMPLICATIONS

Budget

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

Long Term

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

SUSTAINABILITY IMPLICATIONS

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

STRATEGIC IMPLICATIONS

Shire of Capel Strategic Community Plan 2018-2028

The Leadership Experience *‘Open, transparent, and effective good governance’*.

Strategic Objective:

- 1.6 Council is effective and efficient in the financial management stewardship of community assets.

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

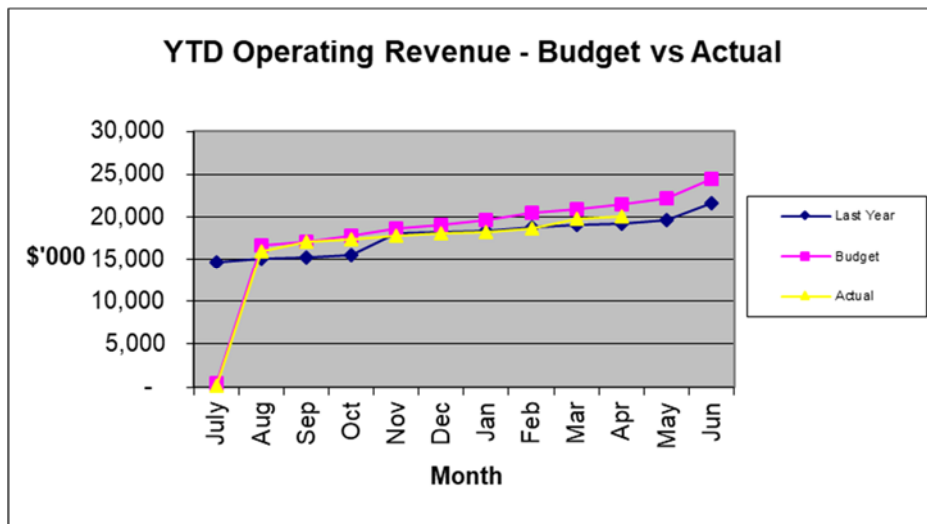
At 30 April 2019, Council’s net current asset position is a surplus of \$3,274,260. The forecast 2018/19 year end net current asset position is a surplus of \$6,039. This is a reduction from the budgeted amount of \$31,771. The forecast year end net current asset position may change as the forecast year end position is updated.

Compared to the annual budget approximately 98% of Operating Revenue has been recognised and 76% of the Operating Expenditure budget has been spent. The monthly budget of income and expenditure has been adjusted to reflect the expected timing of actual income and expenditure throughout the financial year.

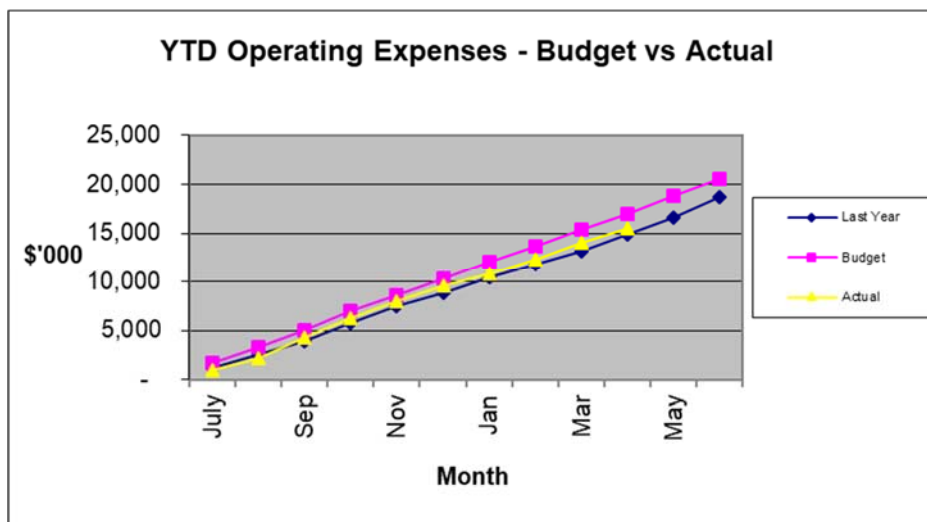
Rates have been assessed for the 2018/19 financial year with income raised in August 2018. The Statement of Comprehensive Income by Nature and Type shows more than 100% of rates income has been received year to date compared to the annual budget. Fees and Charges income includes \$2,346,626 for household refuse fees, which is included in the rates billing process. Approximately 97% of Fees and Charges income has been received year to date compared to the annual budget.

Fixed asset depreciation has been calculated for the months up to and including April 2019 using the updated fair value of all infrastructure assets as at 30 June 2018.

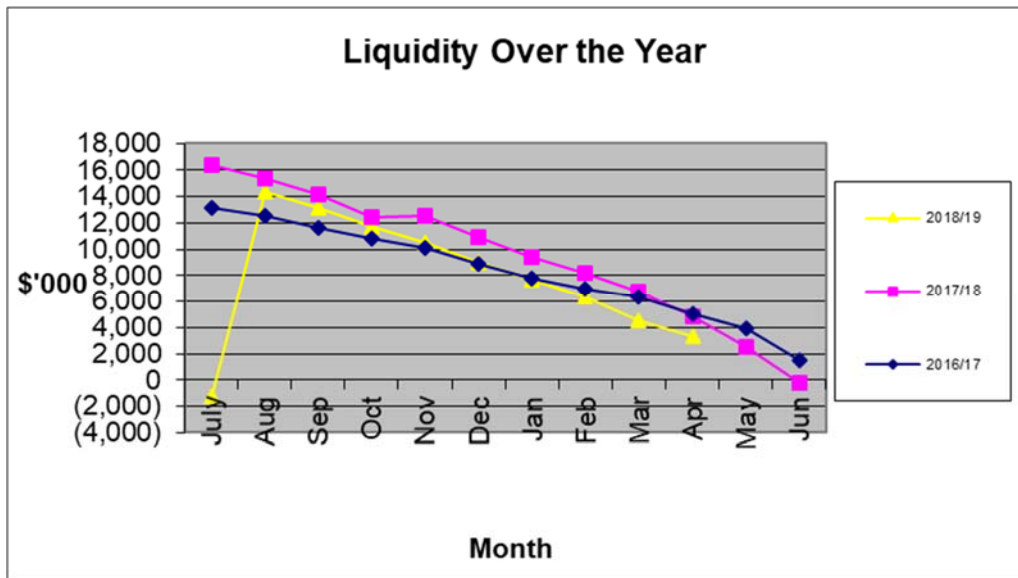
The following graphs compare actual Operating Revenue and Operating Expenditure against the 2018/19 budget on a year to date basis.



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

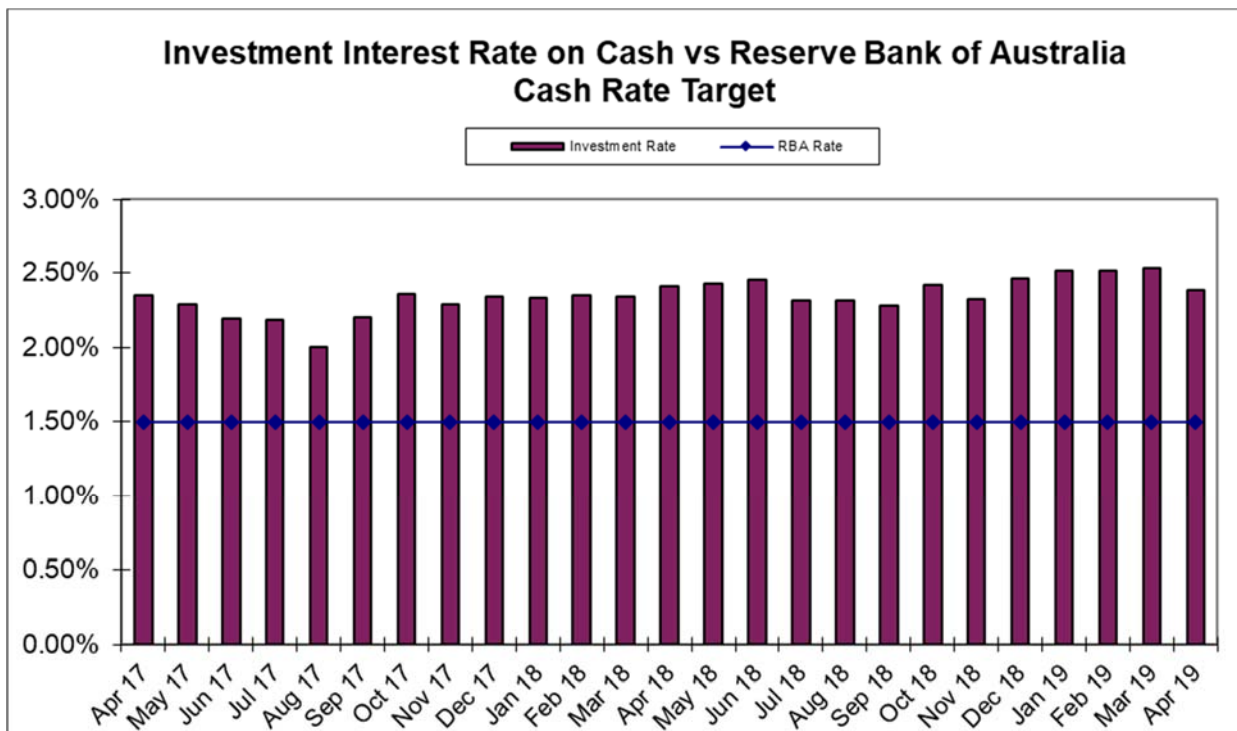


The liquidity graph compares the current year’s net current assets position against that of the two previous years.



Council’s municipal cash and investments position has increased by \$78,362 compared to March 2018. The Municipal cash position is an amount of \$17,717,439 of which \$14,530,385 is restricted for specific purposes as shown at Note 3. Cash revenue is due to rates receipts, interest earned, grant funding and the Business Activity Statement refund from the Australian Taxation Office. Major cash expenses are a result of payroll, contractor and loan payments.

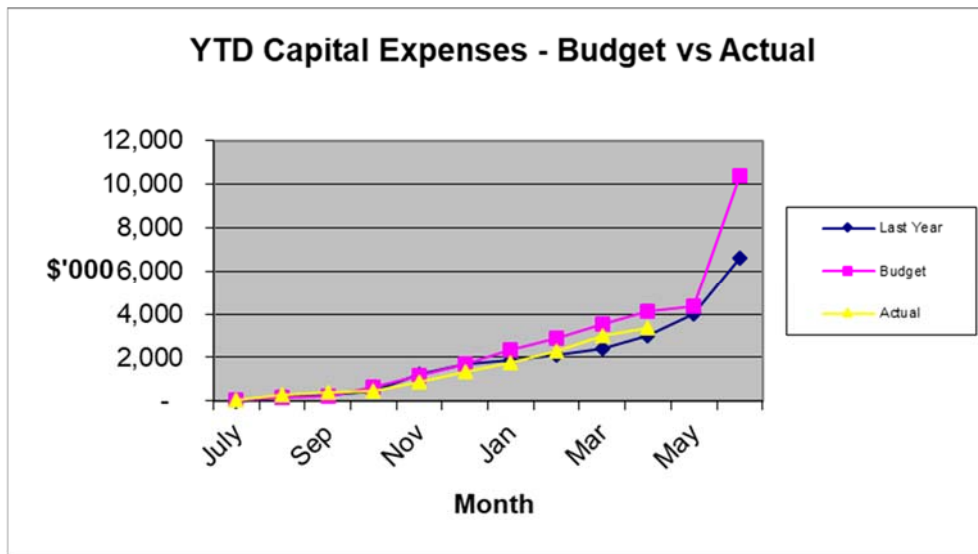
Total interest earned year to date is \$352,381 which is below the current year to date budget of \$368,783. The average investment rate of return has decreased to 2.38%, which exceeds the Reserve Bank’s cash reference rate of 1.50%. The Reserve Bank Board on 7 May 2019 made no change to their target cash rate of 1.50%. The Shire has term deposits maturing from May 2019 to September 2019, investment terms ranging from 91 days to 279 days and interest rates from 2.35% to 2.75%.



Capital works expenditure of \$367,002 occurred during the month on:

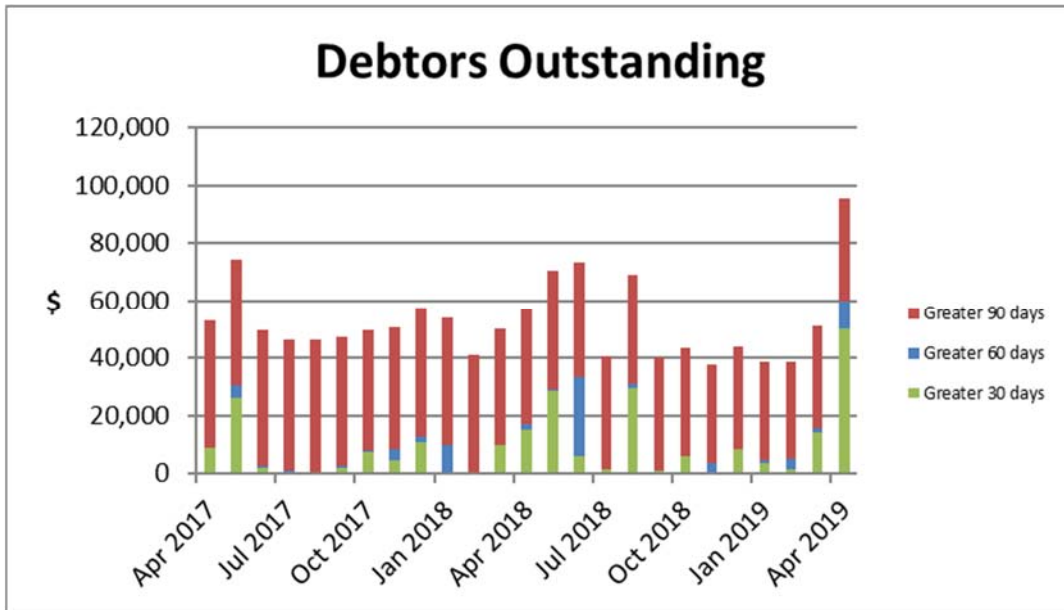
\$95,751	Passenger Vehicles
\$86,752	Road Reconstruction
\$64,816	Capel Civic Precinct – Car Park
\$37,510	Boyanup Recreation Facilities
\$31,653	Whole of Shire POS - signage
\$20,796	Information Technology Equipment
\$13,780	Elgin Fire Brigade
\$10,577	Drainage Infrastructure
\$3,746	Boyanup Lions Park
\$700	Dalyellup Timber Structures
\$595	Dual Use Paths
\$220	Age Friendly Community Plan
\$106	Entry Statements

The following graph compares actual capital expenditure against the 2018/19 budget on a year to date basis and includes the prior year actual for comparative purposes. The monthly budget of capital expenditure has been adjusted to reflect the expected timing of actual expenditure throughout the financial year, with the Budget for the Capel Civil Precinct Youth and Community Facility pushed out to June 2019 to reflect Council’s decision to not proceed with the project. The forecast has been adjusted in the mid-year budget review, along with the corresponding income associated with grant funding.

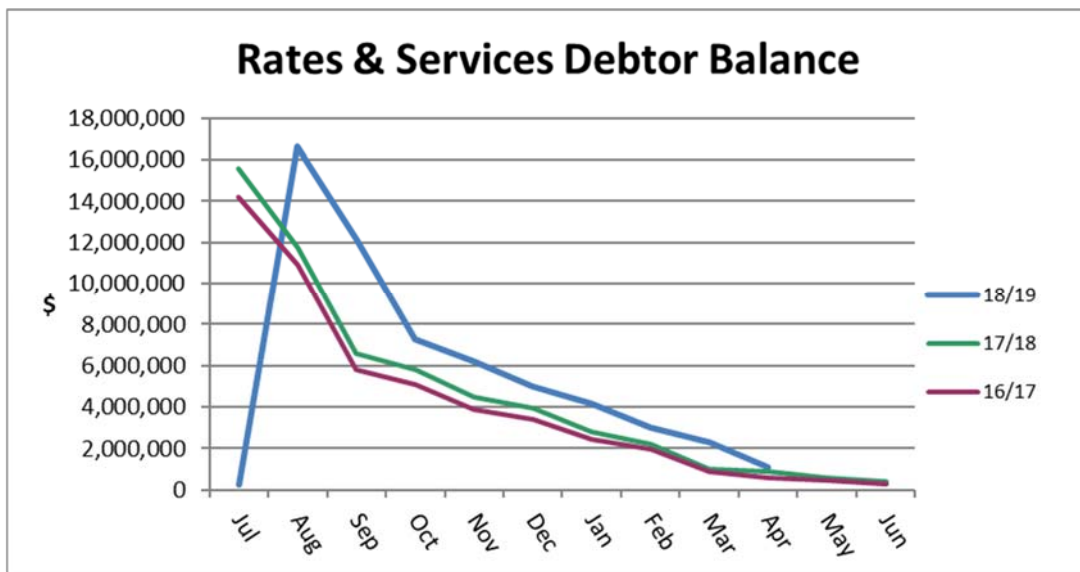


Council’s financial ratios are disclosed in Note 14. The Debt Service Coverage Ratio is at a high level due to the recognition of rating income. The increase in operating expenditure during the financial year will see this ratio move in line with previous years.

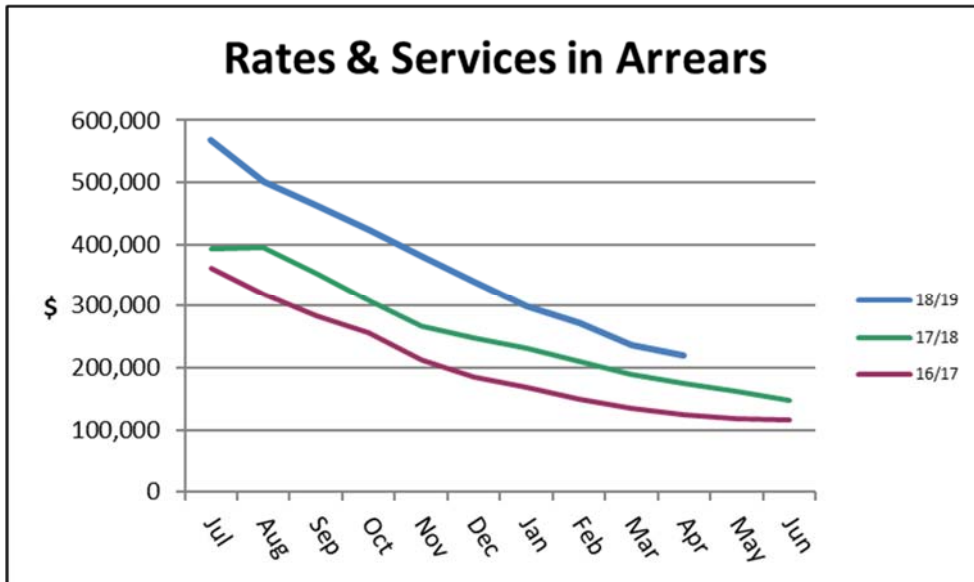
The following graph illustrates Council’s current level of general Debt recovery for 31-60 days, 61-90 days and greater than 90 days.



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 for 2018/19 shows rates have been raised for this financial years billing cycle in the month of August 2018.



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: 2018/19 3.00%, 2017/18 2.51% and 2016/17 2.54%.



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 30 April 2019.

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATION – 15.4

That Council adopts the financial statements for the period ending 30 April 2019 as attached.

15.5 Accounts Paid During the Month of April 2019

Location: Capel
Applicant: Shire of Capel
File Reference: N/A
Disclosure of Interest: Nil
Date: 08.05.19
Author: Finance & Accounts Payable Officer, S Searle
Senior Officer: Director Community and Corporate, S Stevenson
Attachments: Nil

IN BRIEF

Authorisation of accounts paid during the month.

RECOMMENDATION

That Council receives:

- 1 The Schedule of Accounts covering vouchers 1057-1071, EFT29804 to EFT30000, CHQ49107 to CHQ49120 totalling \$1,079,823.14 during the month of April 2019;**
- 2 Payroll payments for the month April 2019, totalling \$371,703.76; and**
- 3 Transfers to and from investments as listed.**

BACKGROUND / PROPOSAL

Background

Accounts paid are required to be submitted each month.

Proposal

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

STATUTORY ENVIRONMENT

Local Government Act 1995, section 6.10

6.10 Financial management regulations

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

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

13. List of accounts

- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared-

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

POLICY IMPLICATIONS

There are no current policies relevant to this matter.

RISK IMPLICATIONS

Risk is medium. The schedule of accounts is a list available to the public of Council creditors, the amounts paid to these creditors and a description of the transaction.

FINANCIAL IMPLICATIONS

Budget

Payment from Council's Municipal Fund.

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

Long Term

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

SUSTAINABILITY IMPLICATIONS

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

STRATEGIC IMPLICATIONS

Shire of Capel Strategic Community Plan 2018 - 2028

The Leadership Experience, *'open, transparent and effective good governance.*

Strategic Objective:

1.6: Council is effective and efficient in the financial management stewardship of community assets.

CONSULTATION

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

COMMENT

Payments made during the month of April 2019 are as follows:

EFT29804	01/04/2019	IINET	DALYELLUP LIBRARY NBN	119.94
EFT29805	01/04/2019	WESTNET PTY LTD	CAPEL ADMIN BUILDING NBN	219.98
EFT29806	03/04/2019	AMITY SIGNS	ROAD SIGN	6,963.00
EFT29807	03/04/2019	AUSQ TRAINING	TRAFFIC MANAGEMENT TRAINING	1,017.00
EFT29808	03/04/2019	AW ROADWORKS PTY LTD	HIRE OF MESSAGE BOARDS	2,541.00
EFT29809	03/04/2019	ADAM DAVEY CONSULTING	PRODUCT AND APPLICATION BOYANUP AND CAPEL OVALS	2,248.40
EFT29810	03/04/2019	BOYANUP HALL ADVISORY COMMITTEE	CARETAKING OF BOYANUP HALL	224.25
EFT29811	03/04/2019	BUNBURY AUTO ELECTRICS	SHIRE VEHICLE REPAIRS	757.80
EFT29812	03/04/2019	B & B STREET SWEEPING	ROAD SWEEPING	166.65
EFT29813	03/04/2019	BULLIVANTS PTY LTD	ROADWORKS	52.67
EFT29814	03/04/2019	BLACKWOODS	BFB PPE	213.65
EFT29815	03/04/2019	BUNBURY HIAB & TILT TRAY	DELIVERY OF PICNIC TABLE	242.00
EFT29816	03/04/2019	BRANDICOOT	WEBSITE SUBSCRIPTIONS FOR LIBRARIES AND SHIRE	604.99
EFT29817	03/04/2019	BUILT RIGHT APPROVALS	POOL CONTRACTOR	2,753.57
EFT29818	03/04/2019	WINC AUSTRALIA PTY LTD	STATIONERY SUPPLIES	287.33
EFT29819	03/04/2019	CAPEL CELLAR BRATIONS	REFRESHMENTS	125.96
EFT29820	03/04/2019	CAPEL BUTCHERS	CATERING	58.98
EFT29821	03/04/2019	CAPEL MUNCH BAR	CATERING	383.50
EFT29822	03/04/2019	COLROYS COUNTRY KITCHEN	BFB FIRE REFRESHMENTS	599.90
EFT29823	03/04/2019	GELORUP COMMUNITY MANAGEMENT COMMITTEE	CARETAKING OF GELORUP COMMUNITY CENTRE	112.25
EFT29824	03/04/2019	DIRT DESIGN	SUPPLY AND INSTALL MULCH AND TRAFFIC MANAGEMENT	9,735.00
EFT29825	03/04/2019	ELLIOTTS IRRIGATION PTY LTD	FILTRATION SERVICES	524.70
EFT29826	03/04/2019	G EXELBY & D CEDERMAN	RATES REFUND	110.00
EFT29827	03/04/2019	GOLDEN WEST PLUMBING & DRAINAGE	UNBLOCKING TOILETS AND INSTALL NEW TAP AND BATTERY	618.75
EFT29828	03/04/2019	IRIS CONSULTING	RECORDS MANAGEMENT TRAINING	1,235.00

EFT29829	03/04/2019	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION WALGA	SALARY & REMUNERATION SURVEY SUBSCRIPTION	1,485.00
EFT29830	03/04/2019	BUSINESS SOUTH WEST	SPONSORSHIP OF SOUTH WEST BUSINESS EXCELLENCE AWARDS 2019	5,500.00
EFT29831	03/04/2019	LEASE EQUITY TRUST ACCOUNT	ANNUAL RENT AND OUTGOINGS DALYELLUP PUBLIC LIBRARY	7,056.40
EFT29832	03/04/2019	METAL ARTWORK CREATIONS	NAME BADGES	141.90
EFT29833	03/04/2019	MUIR'S MANJIMUP	SHIRE VEHICLE SERVICE	458.80
EFT29834	03/04/2019	MICHELLE MCGOVERN	REIMBURSEMENT OF COURSE FEES	2,397.60
EFT29835	03/04/2019	MJB INDUSTRIES	GRATE ON LEGS	572.33
EFT29836	03/04/2019	KELVIN OLIVER	EXPERT WITNESS STATEMENT FOR SAT CASE - PLANNING	2,875.00
EFT29837	03/04/2019	PRESTIGE PRODUCTS-BUSSELTON	CLEANING AND BATHROOM PRODUCTS	370.48
EFT29838	03/04/2019	SPENCER SIGNS	INSTALL SIGNAGE AND STICKERS INCLUDING TRAFFIC MANAGEMENT	814.50
EFT29839	03/04/2019	SOUTH WEST TREE SAFE	TREE PRUNING AND REMOVAL	1,650.00
EFT29840	03/04/2019	SOUTHERN ATU SERVICES	AEROBIC TREATMENT UNIT MAINTENANCE	466.60
EFT29841	03/04/2019	SYNERGY	ELECTRICITY	8,618.40
EFT29842	03/04/2019	CIVIL PROJECTS SOUTHWEST	EARTHWORKS MACHINERY HIRE	4,548.50
EFT29843	03/04/2019	SKATE SCULPTURE	DETAILED DESIGN AND COST ESTIMATE FOR A NEW PUMP TRACK IN CAPEL CIVIC PRECINCT	3,267.00
EFT29844	03/04/2019	TOTALLY WORKWEAR	STAFF UNIFORMS	339.90
EFT29845	03/04/2019	TRADE HIRE	MACHINERY HIRE	356.48
EFT29846	03/04/2019	WORK CLOBBER BUNBURY	PPE	325.49
EFT29847	04/04/2019	DE LAGE LANDEN PTY LIMITED	MONTHLY PHOTOCOPIER RENTAL AND SERVICE	1,549.90
EFT29848	09/04/2019	AUSTRALIAN COMMUNICATIONS & MEDIA AUTHORITY ACMA	RENEWAL LAND MOBILE SYSTEM	111.00
EFT29849	10/04/2019	AUSTRALIA POST	MARCH POSTAGE AND FREIGHT	3,785.88
EFT29850	10/04/2019	ASTRAL SIGNS	WARNING SIGNS	935.00
EFT29851	10/04/2019	AMPAC DEBT RECOVERY	DEBT RECOVERY	25.36
EFT29852	10/04/2019	AW ROADWORKS PTY LTD	MESSAGE BOARD HIRE AND TRAFFIC CONTROL	5,864.10

EFT29853	10/04/2019	BELL FIRE EQUIPMENT COMPANY	MAINTENANCE TO BFB VEHICLE	2,690.60
EFT29854	10/04/2019	BUNNINGS BUILDING SUPPLIES PTY LTD	HARDWARE	123.25
EFT29855	10/04/2019	BE SAFE BUILDING INSPECTIONS	SWIMMING POOL INSPECTIONS	2,079.00
EFT29856	10/04/2019	BENDIGO BANK BUSINESS CREDIT CARD	MARCH CREDIT CARD TRANSACTIONS: 8.3.2019 - AIBS - (\$150.00) REFUND 14.3.2019 - CITY OF PERTH - \$11.21 - PARKING 16.3.2019 - SAGE PERTH - \$393.90 - TRAINING EXPENSES 27.3.2019 - CASEFACTORY - \$149.95 - PHONE CASES 30.03.2019 - \$4.00 - CARD FEE	409.06
EFT29857	10/04/2019	BERT'S HOME MAINTENANCE SERVICES	SUPPLY AND INSTALL SEAT AND LATTICE TO GAZEBO AND INSTALL GATE TO TOILET	2,948.99
EFT29858	10/04/2019	BENDIGO BANK EMERGENCY SERVICES DEBIT CARD	BFB VEHICLE PLATE CHANGE	26.85
EFT29859	10/04/2019	WINC AUSTRALIA PTY LTD	MARCH STATIONERY	283.56
EFT29860	10/04/2019	COATES HIRE SERVICE	DISABLED TOILET HIRE	1,141.77
EFT29861	10/04/2019	CROSS SECURITY SERVICES	INVESTIGATE AND FALSE ALARM	126.50
EFT29862	10/04/2019	CRANEFORD PLUMBING	REFUND FOR CANCELLED SEPTIC APPLICATION	236.00
EFT29863	10/04/2019	C.E.M ALLIANCE PTY LTD CEM	REPAIR AIR CONDITIONER IN SHIRE OFFICE	316.25
EFT29864	10/04/2019	CAPEL FRESH IGA	REFRESHMENTS AND CATERING	393.34
EFT29865	10/04/2019	CAPEL NEWSAGENCY	STATIONERY AND NEWSPAPERS	176.77
EFT29866	10/04/2019	CARBONE BROS PTY LTD	370 TONNE OF GRAVEL AND 283 TONNE OF LIMESTONE	10,789.67
EFT29867	10/04/2019	DMC CLEANING	CLEANING OF SHIRE TOILETS AND BARBEQUES	10,655.50
EFT29868	10/04/2019	EASIFLEET MANAGEMENT	VEHICLE LEASE	1,785.59
EFT29869	10/04/2019	ELITE FABRICATION BUNBURY WA	SHIRE ENTRY STATEMENT	9,121.20
EFT29870	10/04/2019	FENNESSY'S	NEW SHIRE VEHICLE INCLUDING TRADE-IN	9,473.99

EFT29871	10/04/2019	MCG FIRE SERVICES	MONTHLY SERVICE OF FIRE PANEL AT CAPEL AND BOYANUP COMMUNITY CENTRES	209.00
EFT29872	10/04/2019	FAGAN R & C	RATES REFUND	640.45
EFT29873	10/04/2019	GOLDEN WEST PEST & WEED CONTROL	INSTALL TERMITE ACTIVE BAIT STATIONS	395.00
EFT29874	10/04/2019	GANNAWAYS	BUS CHARTER FOR BREMER BAY TRIP	4,020.00
EFT29875	10/04/2019	GRACE RECORDS MANAGEMENT	RECORDS STORAGE AND DESTRUCTION	655.59
EFT29876	10/04/2019	BUNBURY HYUNDAI & VOLKSWAGEN	SHIRE VEHICLE SERVICE	385.00
EFT29877	10/04/2019	HOANG LT & MS	RATES REFUND	848.90
EFT29878	10/04/2019	MOORE STEPHENS (WA) PTY LTD	FINANCIAL REPORTING WORKSHOP	4,096.40
EFT29879	10/04/2019	A INGRAM	BOOK STOCK PURCHASES	290.50
EFT29880	10/04/2019	INSTANT RACKING & STEEL SHELVING	TOOLBOX LOCK	120.00
EFT29881	10/04/2019	JULIES LAWN MOWING	MOWING OF BOYANUP MUSEUM GROUND AND BOYANUP HALL GROUND	255.00
EFT29882	10/04/2019	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	PROFESSIONAL DEVELOPMENT CONFERENCE	890.00
EFT29883	10/04/2019	BRONTE MACMILLAN	ORG DEVELOPMENT DAY EXPENSES AND CUSTOMER SERVICE DURESS DOORBELL	91.85
EFT29885	10/04/2019	PALMA MILETO	TRAINING ACCOMMODATION EXPENSE	963.90
EFT29886	10/04/2019	OFFICEWORKS SUPERSTORES PTY LTD	WATER SUPPLY FOR OFFICE	658.75
EFT29887	10/04/2019	OPTUS BILLING SERVICES PTY LTD	OPTUS MARCH MOBILE ACCOUNT	907.52
EFT29888	10/04/2019	PICTON TYRE CENTRE PTY LTD	SHIRE VEHICLE TYRE REPAIR	613.00
EFT29889	10/04/2019	AUSTRALIA TAXATION OFFICE	PAYG WITHHOLDING	53,503.00
EFT29890	10/04/2019	SOUTH WEST TREE SAFE	PRUNING AND REMOVAL OF TREES	2,200.00
EFT29891	10/04/2019	STEWART & HEATON CLOTHING CO PTY LTD	PPE	123.84
EFT29892	10/04/2019	SOUTHERN LOCK & SECURITY	REPLACEMENT OF LOCK	284.31
EFT29893	10/04/2019	SOS OFFICE EQUIPMENT	METERBILLING OF SHIRE PHOTOCOPIERS	2,564.38
EFT29894	10/04/2019	SYNERGY	ELECTRICITY	936.30
EFT29895	10/04/2019	CIVIL PROJECTS SOUTHWEST	BOBCAT AND DIGGER HIRE FOR EARTHWORKS	4,391.75
EFT29896	10/04/2019	STAY MARGARET RIVER	PROFESSIONAL DEVELOPMENT CONFERENCE	205.00

EFT29897	10/04/2019	THOMPSON SURVEYING CONSULTANTS	PREPARE A SURVEY PLAN/DIAGRAM OF PROPOSED RESERVE AREA	5,566.83
EFT29898	10/04/2019	WORK CLOBBER BUNBURY	PPE	1,109.87
EFT29899	10/04/2019	WML CONSULTANTS	DESIGN FOR BRIDGE AND BANK STABILISATION	21,787.43
EFT29900	10/04/2019	WESTERN AUSTRALIAN TREASURY CORPORATION	PAYMENT OF LOAN 68 AND 70	82,447.67
EFT29901	10/04/2019	WREN OIL	COLLECTION AND DISPOSAL OF WASTE OIL	16.50
EFT29902	10/04/2019	WIZARD PROPERTY MAINTENANCE	CLEAN UP RESERVES AND ESTABLISH FIRE BREAKS	1,945.00
EFT29903	10/04/2019	ZARBELLIKA	GIS SUPPORT	1,940.13
EFT29904	10/04/2019	TAMMY RICHARDS	CERT IV PLANNING FEES	1,000.00
EFT29905	15/04/2019	TELSTRA CORPORATION LTD	INTERNET CONNECTION - DALYELLUP SPORTS PAVILION FERNDAL AV - JUNE 2018 TO JULY 2019	80.00
EFT29906	17/04/2019	AMITY SIGNS	ROAD SIGNS	986.10
EFT29907	17/04/2019	AUSTRALIAN INSTITUTE OF BUILDING SURVEYORS - WA AIBS	TRAINING	612.00
EFT29908	17/04/2019	ARBORCARBON PTY LTD	LOT 1 SOUTH WESTERN SAT CASE REPORT	4,510.00
EFT29909	17/04/2019	AMPAC DEBT RECOVERY	DEBT RECOVERY FEES	154.00
EFT29910	17/04/2019	AW ROADWORKS PTY LTD	TRAFFIC CONTROL	12,936.00
EFT29911	17/04/2019	AUSTRALIND PRE MIX	INSTALL GRAVEL BIN HARDSTANDS	4,950.00
EFT29912	17/04/2019	ARBORGUY	TREE PRUNING BOYANUP TOWNSITE	26,488.00
EFT29913	17/04/2019	BUNBURY MACHINERY	REPAIR OIL LEAK ON HYDRAULIC LINE	1,545.73
EFT29914	17/04/2019	BUNBURY MOWER SERVICE	POLE SAW CHAINS	398.25
EFT29915	17/04/2019	BUSSELTON TOYOTA	NEW SHIRE VEHICLE INCLUDING TRADE-IN	19,197.10
EFT29916	17/04/2019	CARDNO (WA) PTY LTD	SITE VISIT FEE FOR CAPEL CIVIC PRECINCT STAGE 3A CAR PARK INSPECTION	5,214.00
EFT29917	17/04/2019	BUNNINGS BUILDING SUPPLIES PTY LTD	REPLACEMENT DRAIN GRID	811.36
EFT29918	17/04/2019	HEATLEYS SAFETY & INDUSTRIAL	LANOTEC TIMBER SEAL	369.05
EFT29919	17/04/2019	BULLIVANTS PTY LTD	TWO CRANE HOOKS	121.00

EFT29920	17/04/2019	BLACKWOODS	TWO CONVEX MIRRORS.	684.89
EFT29921	17/04/2019	BUSSELTON CIVIL PTY LTD	ASBESTOS REMOVAL	3,410.00
EFT29922	17/04/2019	BE SAFE BUILDING INSPECTIONS	BUILDING CONTRACTOR	1,485.00
EFT29923	17/04/2019	BUNBURY HARVEY REGIONAL COUNCIL	RECEIVAL AND DISPOSAL/COMPOSTING OF WASTE FROM ORGANICS BIN AND WASTE EDUCATION OFFICER	8,500.24
EFT29924	17/04/2019	BOYLES PLUMBING & GAS	PIPE REPAIR	296.45
EFT29925	17/04/2019	BUILT RIGHT APPROVALS	BUILDING CONTRACTOR POOL INSPECTIONS	3,451.25
EFT29926	17/04/2019	BOYANUP PROGRESS ASSOCIATION	SHIRE CONTRIBUTION FOR THREE BOYANUP ENTRY STATEMENTS	30,055.00
EFT29927	17/04/2019	BENDIGO BANK EMERGENCY SERVICES DEBIT CARD	NEW VEHICLE REGISTRATION	130.50
EFT29928	17/04/2019	BP AUSTRALIA	DISTILLATE - MARCH	13,194.18
EFT29929	17/04/2019	WINC AUSTRALIA PTY LTD	STATIONERY	237.36
EFT29930	17/04/2019	COURIER AUSTRALIA INTERNATIONAL	COURIER SERVICES	38.02
EFT29931	17/04/2019	CLEANAWAY	WASTE, RECYCLING AND ORGANICS, STREET BIN AND GARDEN RESERVE COLLECTION, BIN MAINTENANCE, TRANSFER OF WASTE FROM WTS AND DISPOSAL OF HOUSEHOLD RUBBISH	86,816.80
EFT29932	17/04/2019	FAST FINISHING SERVICES	BOOK BINDING OF COUNCIL MINUTES	342.38
EFT29933	17/04/2019	CLEVERPATCH	SCHOOL HOLIDAY SUPPLIES FOR HOLIDAY EVENTS FOR THREE LIBRARIES	245.15
EFT29934	17/04/2019	SOUTH WEST COMPRESSORS	REPAIR COMPRESSOR	1,951.53
EFT29935	17/04/2019	C.E.M ALLIANCE PTY LTD CEM	TENDER- BOYANUP FOOTBALL, BASKETBALL AND BOWLS UPGRADE AND REPAIR OF AIRCON UNIT	41,893.62
EFT29936	17/04/2019	CAPEL HARDWARE & FARM SUPPLIES	MISCELLANEOUS HARDWARE	677.44
EFT29937	17/04/2019	CB TRAFFIC SOLUTIONS PTY LTD	TRAFFIC MANAGEMENT	5,122.21
EFT29938	17/04/2019	CARBONE BROS PTY LTD	CAPEL CIVIC PRECINCT STAGE 3A AND 200 TONNE OF GRAVEL	69,715.96

EFT29939	17/04/2019	DALYELLUP SENIORS ASSOCIATION INC	MINOR COMMUNITY GRANT	500.00
EFT29940	17/04/2019	DATA #3	EMAIL ARCHIVING SOFTWARE	639.49
EFT29941	17/04/2019	DIESEL FORCE	SERVICE GRADER	5,814.30
EFT29942	17/04/2019	DELL AUSTRALIA PTY LTD	COMPUTERS	12,772.10
EFT29943	17/04/2019	ERG ELECTRICS PTY LTD	MAINTENANCE OF SHIRE OF CAPEL STREET LIGHTING	5,355.90
EFT29944	17/04/2019	PAGODA RESORT AND SPA	TRAINING ACCOMMODATION EXPENSE	200.00
EFT29945	17/04/2019	EARTH 2 OCEAN COMMUNICATIONS	UHF RADIOS	674.73
EFT29946	17/04/2019	O'NEILL EVENTS	EVENT COORDINATION FEES DALYELLUP CHRISTMAS FESTIVAL	1,000.00
EFT29947	17/04/2019	GOLDEN WEST PLUMBING & DRAINAGE	REPLACE GAS CONNECTION ELGIN HALL	272.25
EFT29948	17/04/2019	FENNESSY'S	NEW SHIRE VEHICLE INCLUDING TRADE-IN	16,259.82
EFT29949	17/04/2019	FLORIST GUMP	GET WELL SOON GIFT	60.00
EFT29950	17/04/2019	FIT 2 WORK.COM.AU	EMPLOYEE POLICE CHECKS	81.18
EFT29951	17/04/2019	A INGRAM	REIMBURSEMENT BOOKSTOCK PURCHASES	1,059.20
EFT29952	17/04/2019	JETLINE KERBING CONTRACTORS	KERBING AT CAPEL CEMETERY	1,980.00
EFT29953	17/04/2019	SUEZ RECYCLING & RECOVERY (PERTH) PTY LTD	PROCESSING OF RECYCLABLES AS PER CONTRACT DATED 1 JULY 2013	5,444.51
EFT29954	17/04/2019	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION WALGA	WALGA TRAINING	950.00
EFT29955	17/04/2019	LD TOTAL	IRRIGATION MAINTENANCE - CARETAKER ROLE MARCH, COUCH MITE TREATMENT	128,933.61
EFT29956	17/04/2019	LANDGATE	MULCHING, REPAIR EXERCISE EQUIPMENT AND HOOP, IRRIGATION REPAIRS, PAVING AND ROAD BOLLARDS FOR PORTABELLO RD, SWALE WORKS AND MONTHLY POS MAINTENANCE	866.93
EFT29957	17/04/2019	DAVE LANFEAR CONSULTING	CONSULTANT FOR SHIRE OF CAPEL SPORTS SPACES PLAN	16,335.00

EFT29958	17/04/2019	MALATESTA ROAD PAVING & HOT MIX	EMULSION	584.00
EFT29959	17/04/2019	MAINSPRAY	TREE PRUNING	1,067.00
EFT29960	17/04/2019	MCLEODS BARRISTERS AND SOLICITORS	JOYHNSON V SHIRE OF CAPEL SAT REVIEW, EASEMENT AGREEMENT AND PREPARATION OF NUISANCE NOTICE	14,699.08
EFT29961	17/04/2019	MODERN TEACHING AIDS PTY LTD	BOOK STAND FOR BOYANUP LIBRARY	168.14
EFT29962	17/04/2019	MANTRAC PTY LTD	CONSTRUCT FIREBREAK	3,520.00
EFT29963	17/04/2019	MARKETFORCE	ADVERTISING OF TENDERS, COUNCIL MEETINGS, ROAD CLOSURES AND AMENDMENTS	2,460.30
EFT29964	17/04/2019	MCDONALD FENCING	FENCING	4,120.60
EFT29965	17/04/2019	POLLEN NATION	ANZAC DAY WREATHS	210.00
EFT29966	17/04/2019	DOJOH PTY LTD	COMMUNITY DEVELOPMENT EVENT	250.00
EFT29967	17/04/2019	NIGHTGUARD SECURITY SERVICE PTY LTD	ALARM MONITORING AND RESPONSES	2,828.02
EFT29968	17/04/2019	VODAFONE HUTCHISON AUSTRALIA PTY LTD	MESSAGING FOR BUSH FIRE BRIGADES	331.06
EFT29969	17/04/2019	PRESTIGE PRODUCTS-BUSSELTON	TOILETRIES AND CLEANING PRODUCTS	126.94
EFT29970	17/04/2019	PIPPIN CIVIL ENGINEERING PTY LTD	BOYANUP HARDCOURTS REDEVELOPMENT ADDITIONAL DESIGN AND REVISED DRAWINGS	424.88
EFT29971	17/04/2019	PHOENIX PETROLEUM	BFB FUEL	463.78
EFT29972	17/04/2019	PRIME INDUSTRIAL PRODUCTS	PPE INCLUDING SUNSCREEN, EARPLUGS AND SAFETY GLASSES	309.76
EFT29973	17/04/2019	REDWAVE MEDIA PTY LTD	RADIO ADVERTISING	660.00
EFT29974	17/04/2019	RURAL CINEMA	OUTDOOR CINEMA SCREENING	1,700.00
EFT29975	17/04/2019	RTW STEEL FABRICATION	INSTALL CRANE TO SHIRE TRUCK	5,825.05
EFT29976	17/04/2019	RAECO	BOOK COVERING & LABEL PROTECTORS	294.58
EFT29977	17/04/2019	SOUTH WEST TREE SAFE	STREET TREE PRUNING - CAPEL	25,300.00
EFT29978	17/04/2019	SOUTHERN LOCK & SECURITY	ALARM MONITORING	841.68
EFT29979	17/04/2019	SYNERGY	ELECTRICITY	29,406.60
EFT29980	17/04/2019	CIVIL PROJECTS SOUTHWEST	EARTHWORKS MACHINERY HIRE	4,444.00
EFT29981	17/04/2019	ST JOHN AMUBULANCE WESTERN AUSTRALIA LTD	FIRST AID COURSE	160.00

EFT29982	17/04/2019	SONIC HEALTHPLUS PTY LTD	PRE EMPLOYMENT MEDICALS	583.00
EFT29983	17/04/2019	D & K THOMAS ELECTRICAL	INSTALL REPLACEMENT LED HI-BAY LIGHTS	4,828.65
EFT29984	17/04/2019	THOMPSON SURVEYING CONSULTANTS	SURVEYING CONSULTANCY	583.65
EFT29985	17/04/2019	JASON'S HANDYMAN SERVICES	REPAYMENT OF FUNDS RECALLED	7,365.00
EFT29986	17/04/2019	THINK WATER BUNBURY	MISC RETIC PARTS	85.75
EFT29987	17/04/2019	TENDERLINK	TENDERS	785.40
EFT29988	17/04/2019	VASSE CIVIL & DRAINAGE	EXTENSION OF CULVERT AND INSTALLATION OF PIT	11,634.15
EFT29989	17/04/2019	WORK CLOBBER BUNBURY	PPE	917.18
EFT29990	17/04/2019	WESTRAC EQUIPMENT	REPAIRS TO GRADER	4,947.42
EFT29991	17/04/2019	THE DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION	ANNUAL LICENCE FEE WTS	324.89
EFT29992	17/04/2019	WARREN ELECTRICAL SERVICE	PROVIDE ELECTRICAL INSTALLATIONS FOR ELGIN BUSH FIRE BRIGADE SHED	455.00
EFT29993	17/04/2019	WYE ELECTRICAL	REPAIR LIGHTS	1,801.22
EFT29994	17/04/2019	WORKPAC GROUP	WORK HIRE	1,717.21
EFT29995	17/04/2019	FORESITE CARPENTRY	BUILD DISABLED ACCESS TOILET AND KITCHENETTE - ELGIN BFB	6,028.00
EFT29996	17/04/2019	PICTON CIVIL PTY	ASBESTOS REMOVAL	2,585.00
EFT29997	17/04/2019	PROGRAMMED PROPERTY SERVICES	LIBRARY FURNITURE RELOCATION	682.00
EFT29998	17/04/2019	ACCOLADE CATERING WA	CATERING FOR POINT WALTER YOUTH CAMP	1,002.40
EFT29999	18/04/2019	JASON'S HANDYMAN SERVICES	REPAYMENT OF FUNDS RECALLED – FIRE PREVENTION	900.00
EFT30000	23/04/2019	CALTEX AUSTRALIA	CALTEX FLEET FUEL	4,827.54
49107	03/04/2019	CITY OF BUNBURY	SURVEY PICK UP OF URBAN DRAINAGE COMPONENTS	5,549.25
49108	03/04/2019	WATER CORPORATION	WATER USAGE	603.14
49109	10/04/2019	CITY OF BUNBURY	BUNBURY POUND FEES	374.00
49110	10/04/2019	STUART BARR	OVERCHARGE OF WATER FROM STANDPIPE	71.60
49111	10/04/2019	SHIRE OF CAPEL	REIMBURSEMENT PETTY CASH	78.50
49112	10/04/2019	CRESCENT CONVEYANCERS	RATES REFUND	367.95

49113	10/04/2019	SHIRE OF DARDANUP	ANNUAL SUBSCRIPTION SIRSIDYNX SOFTWARE	13,487.41
49114	10/04/2019	TELSTRA CORPORATION LTD	TELSTRA MARCH MOBILE CHARGES	732.46
49115	17/04/2019	SHIRE OF CAPEL	PETTY CASH RECOUP X 3	438.60
49116	17/04/2019	NOLA GARDNER	REFUND DOG REGISTRATION	42.50
49117	17/04/2019	AMILA UDARA JAYARATNE	EVENT CANCELLATION	80.50
49118	17/04/2019	CARL SMITH	REFUND	150.00
49119	17/04/2019	TELSTRA CORPORATION LTD	TELSTRA LANDLINE MARCH - INCLUDES DIRECTORY CHARGES	4,034.46
49120	17/04/2019	WATER CORPORATION	WATER USAGE	8,836.08
1057	03/04/2019	BUILDING & CONSTRUCTION IND TRAINING FUND	MARCH 2019 BCITF LEVY COLLECTED	2,883.67
1058	03/04/2019	DEPARTMENT OF COMMERCE - BUILDING COMMISSION	MARCH 2019 BSL LEVY COLLECTED	5,060.85
1059	03/04/2019	SHIRE OF CAPEL	MARCH 2019 BSL COMMISSION COLLECTED	191.00
1060	03/04/2019	DALYELLUP BEACH CRICKET CLUB	T2403 HALL BOND REFUND	500.00
1061	03/04/2019	DALYELLUP DOCKERS FOOTBALL CLUB	T2006 HALL BOND REFUND	100.00
1062	03/04/2019	ESTILL & ASSOCIATES PTY LTD	T2360 HALL BOND REFUND	150.00
1063	03/04/2019	DIANA GOMES	T2389 HALL BOND REFUND	500.00
1064	03/04/2019	DENNIS MOORE	T2397 HALL BOND REFUND	500.00
1065	03/04/2019	EVELIN ROHRMOSER	T2384 HALL BOND REFUND	1,000.00
1066	03/04/2019	SHIRE OF CAPEL	T2182 - HALL BOND	150.00
1067	10/04/2019	BUSINESS SOUTH WEST	T2401 HALL BOND REFUND	150.00
1068	17/04/2019	JULIE BARRETT	T2408 HALL BOND REFUND	150.00
1069	17/04/2019	AMILA UDARA JAYARATNE	T2409 HALL BOND REFUND	150.00
1070	17/04/2019	THEO IVAN KOMEN	HALL HIRE BOND REFUND	150.00
1071	17/04/2019	HEATHER KOWALD	T2398 HALL HIRE BOND REFUND	1,000.00
				1,079,823.14

02.04.2019	SHIRE OF CAPEL PAYROLL PAYMENTS	\$185,930.46
16.04.2019	SHIRE OF CAPEL PAYROLL PAYMENTS	\$180,143.83
23.04.2019	SHIRE OF CAPEL PAYROLL PAYMENTS	5,629.47
		\$371,703.76
17.04.2019	TRANSFER to MUNICIPAL ACCOUNT	-\$440,000.00
		-\$440,000.00

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 22 May 2019 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.



CHIEF EXECUTIVE OFFICER

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATIONS – 15.5

That Council receives:

- 1 The Schedule of Accounts covering vouchers 1057-1071, EFT29804 to EFT30000, CHO49107 to CHO49120 totalling \$1,079,823.14 during the month of April 2019;**
- 2 Payroll payments for the month of April 2019, totalling \$371,703.76; and**
- 3 Transfers to and from investments as listed.**

15.6 Policy 3.27 Public Service Holidays in Lieu

Location: Capel
 Applicant: Shire of Capel
 File Reference: Nil
 Disclosure of Interest: Author will benefit from leave days
 Date: 07.05.19
 Author: Governance Officer, A Handley
 Senior Officer: Director Community and Corporate, S Stevenson
 Attachments: Policy 3.27 Public Service Holidays in Lieu

IN BRIEF

- The *Public Service Regulations 1988* previously prescribed Public Service Holidays on Easter Tuesday and 2 January.
- The Regulations were amended and references to these two Public Services Holidays were deleted.
- A number of organisations in the public sector, including many local governments continue to observe the two days of leave.
- This item requests Council endorsement via Policy of the continued observance of the two days by employees of the Shire of Capel.

RECOMMENDATION

That Council endorses draft *Policy 3.27 Public Service Holidays in Lieu* for inclusion in the Shire of Capel Policy Manual.

BACKGROUND / PROPOSAL**Background**

The *Local Government Act 1995* requires Council to determine a local government's policies. Whilst operational matters are the responsibility of the Chief Executive Officer (CEO), Council is responsible for setting the framework for operations via adopted Council policies, which represent an overarching framework relevant to good business and governance practice.

Two former local government sector public holidays that followed New Year (2 January) and Easter (Tuesday) are no longer officially observed due to changes in legislation. Many local governments continue however to observe the two days, usually at the discretion of the CEO.

Proposal

This item proposes that Council endorse the provision of two days in lieu for employees of the Shire of Capel via adoption of the attached draft *Policy 3.27 Public Service Holidays in Lieu* for inclusion in the Shire of Capel Policy Manual.

STATUTORY ENVIRONMENT

Local Government Act 1995

2.7 Role of council

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

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

POLICY IMPLICATIONS

There will be changes to the Shire of Capel Policy Manual resulting from this item.

RISK IMPLICATIONS

There are no risk implications for this item.

FINANCIAL IMPLICATIONS

Budget

There are no financial implications relevant to this matter as the two days are already observed.

Long Term

There are no long term financial implications with this matter.

SUSTAINABILITY IMPLICATIONS

Policies facilitate sound management of Council’s financial resources, governance procedures and financial systems. This facilitates the creation of positive social and environmental impacts in the community.

STRATEGIC IMPLICATIONS

Shire of Capel Strategic Community Plan 2018-2028

The Leadership Experience – *‘Open, transparent and effective good governance.’*

CONSULTATION

There was consultation between the Chief Executive Officer (CEO), Manager Human Resources and the Governance Officer on this matter.

COMMENT

Whilst operational matters are the responsibility of the CEO, Council is responsible for setting the framework for operations via adopted Council policies, which represent an overarching framework relevant to good business and governance practice.

Two former local government sector public holidays that followed New Year (2 January) and Easter (Tuesday) are no longer officially observed due to changes in legislation.

Some local governments however continue the practice of observing these informal leave days by way of a ‘day in lieu’ so that staff are able to take these days as holiday. Where staff work the day, they are able to take a replacement day of leave at a later time in the year.

The Shire of Capel continues to observe that practice and annual approval of the days in lieu is currently at the discretion of the CEO.

This item recommends that Council endorse via a policy decision that two days in lieu shall be observed annually, one on 2 January and one on Easter Tuesday.

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATION – 15.6
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That Council endorses draft *Policy 3.27 Public Service Holidays in Lieu* for inclusion in the Shire of Capel Policy Manual.

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