

Shire *of* Capel

AGENDA

ORDINARY COUNCIL MEETING

Wednesday 18 December 2013

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

REMINDER:

1.30pm CEO/Councillor Quarterly meeting

3.00pm Records Briefing

3.30pm Round the Table Discussion



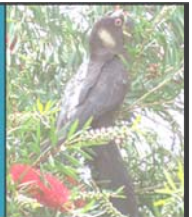
Experience the
Shire of Capel



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FINANCIAL INTEREST

(Effective 1 July 1996)

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

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

Councillors should declare an interest:

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

A member who has declared an interest must not:

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

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

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

DISCLAIMER

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

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

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

SHIRE OF CAPEL

NOTICE OF AN ORDINARY COUNCIL MEETING

THE NEXT ORDINARY MEETING OF COUNCIL WILL BE HELD IN THE COUNCIL CHAMBERS ON WEDNESDAY, 18TH DECEMBER 2013 COMMENCING AT 4.30PM.

PF Sheedy.

PF Sheedy
CHIEF EXECUTIVE OFFICER

13 December, 2013

AGENDA

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IMPORTANT NOTE:

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

1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

2 RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4 PUBLIC QUESTION TIME

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

5 APPLICATIONS FOR LEAVE OF ABSENCE

6 DECLARATION OF INTEREST

7 NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS

8 CONFIRMATION OF MINUTES

8.1 Ordinary Council Meeting – 20.11.13

9 ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION

10 PETITIONS/DEPUTATIONS/PRESENTATIONS

Mrs Elizabeth Prater will give a presentation regarding her Planning Application for 2 Fishermans Road, Stratham.

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

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

11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

12 QUESTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

13 CHIEF EXECUTIVE OFFICER REPORTS**13.1 Regional Saleyards – Management of Facilities**

Location:	Boyanup
Applicant:	Shire of Capel
File Reference:	
Disclosure of Interest:	Nil
Date:	03.12.13
Author:	Chief Executive Officer, PF Sheedy
Senior Officer:	Chief Executive Officer, PF Sheedy
Attachments:	Nil

MATTER FOR CONSIDERATION

Agreement to accept management control of the land (reserve) and regional saleyards with the power to lease should the State Government provide funding to, undertake a feasibility study to identify a suitable site, purchase of the land and construction of regional saleyards.

BACKGROUND / PROPOSAL**Background**

2002 refers: The Shire (through a deputation by the President and Chief Executive Officer (CEO) sought support from the WA Minister for Agriculture for the State Government to provide funding for a feasibility study into suitable sites in the south west for the establishment of regional saleyards.

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

November 2004 refers: President and CEO attending a meeting with South West Development Commission and representatives from Shires of Harvey and Dardanup and Department of Agriculture to discuss regional saleyards.

February 2009 refers: The President and CEO met with Steve Thomas, Ministerial Liaison Officer for the Minister for Agriculture to seek clarification on the progressing of regional saleyards. Steve Thomas advised that the Government was committed to finalising regional saleyards in Muchea, Katanning, Mount Barker and the south west.

September 2009 refers: CEO attended a Minister for Agriculture briefing in Perth on the proposed regional saleyards.

January 2010 refers: President and CEO participated in an online interview with Department of Agriculture and Food (DAFWA) and WA Treasury representatives to respond to a series of questions (see attachment) on behalf of the Shire of Capel.

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

That Council advises the Department of Agriculture that:

1. *Its preferred delivery options for the regional saleyards facility in priority order would be:*
 - *A State Government owned and operated facility through a statutory body, such as WAMIA.*
 - *State Government owned with management and operations outsourced.*
 - *Public /Private Partnership Model.*

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

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

April 2012 refers: The West Australian Livestock Salesmen Association (WALSA) sought State Government assistance to address new animal welfare and occupational safety and health (OSH) issues at Boyanup, which DAFWA estimated would cost \$1.56 million to resolve. The Minister for Agriculture, in a letter to Council, indicated:

"I have agreed in principle that the State Government may contribute funding to improve animal welfare and OSH at Boyanup but any grant to WALSA will be conditional on their co-investment; and other livestock agents who are currently excluded from using Boyanup having access to the upgraded facility."

June 2012 refers: Council at its meeting on 20 June (Minute OC0605) resolved:

'That Council resolves:

1. *To form the opinion that the land contained within Reserves 27193 (Lot 202) and 27194 (Lot 203) and the area of land coloured black (see attachment) that adjoins Crown Reserve 27193, Knott Street Boyanup currently leased to Elders Limited and Landmark Operations Limited, having regard for the improvements of the current Lessee and the limited purposes for which this land may be used under the vesting order, is not of significant benefit to anyone other than Elders Limited and Landmark Operations Limited and as such is an exempt disposition for the purposes of Regulation 30(2)(ii) of the Local Government (Functions and General) Regulations 1996.*
2. *Subject to the approval of the Hon. Minister for Lands, to lease Crown Reserves 27193 (Lot 202) and 27194 (Lot 203) 'Demised Premises' and the area of land coloured black (see attachment) that adjoins Crown Reserve 27193, Knott Street Boyanup to Elders Limited and Landmark Operations Limited for a period of five (5) years with a further five (5) years option, commencing on 1 July 2012 on similar conditions to the current lease.*
3. *That the President, Chief Executive Officer be authorised to affix the Common Seal of the Council to the lease documents.*

4. *That the President, Chief Executive Officer and Industry Body representatives request a meeting with the Minister for Agriculture and Food to highlight the need for new regional cattle saleyards in the South West and that funds for the construction should be provided by the State Government.*
5. *To lobby the State Government and State Labor Party to commit funds to the development of new regional cattle saleyards in the South West on their return to government (Liberal/National Party Coalition) or first term of government (Labor Party), as an election commitment prior to the State government election in March 2013.*
6. *To insure all building structures etc. on the property for their replacement value and have public risk insurance of \$10 million.'*

July 2012 refers: The Minister for Agriculture and Food in a letter to Council indicated:

"As part of the Regional Livestock Saleyard Strategy, Cabinet approved up to \$2.2 million to stimulate a private/government response to replace the existing Boyanup cattle saleyards. Market soundings by the Department of Agriculture and Food (DAFWA) in 2011 revealed no commercial interest in replacing Boyanup.

October 2012 refers: The Minister for Agriculture and Food in a letter to Council indicated:

"I was also pleased to learn that the Shire of Capel has granted WALSA a new lease on the saleyard site that provides security of tenure for five years from 1 July 2012, plus an option for a further five years at WALSA's discretion.

With the future of Boyanup saleyards now secure for 10 years, and the objectives of the Regional Livestock Saleyards Strategy achieved, I have decided that no further State Government funding is required for sale yard improvements."

November 2012 refers: The President, Chief Executive Officer and WA Livestock Salesmen Association representatives met with the Minister for Agriculture and Food to discuss regional saleyards in the South West.

Proposal

In order to provide a strong indication to the State Government of the importance that the Shire of Capel places on the establishment of new regional saleyards in the South West it is proposed that the Council reconsider its previous position not to have any involvement in the future management of a regional saleyards facility.

It is suggested that assuming that the establishment of a new regional saleyards facility does happen in the Shire of Capel in the future and that they are established on Crown land, which the Council agrees to accept the management control of the reserve and facilities, subject to council be given the power to lease by the State Government.

This would then allow the Council to lease out the facilities by a public tender process and receive an additional income stream similar to what happens with the current Boyanup saleyards

STATUTORY ENVIRONMENT

Local Government Act 1995, Section 3.58

3.58 Disposing of Property

(1) In this section -

Dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not.

- (2) Except as stated in this section, a local government can only dispose of property to:
- (a) the highest bidder at public auction; or
 - (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.
- (3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property:
- 1. it gives local public notice of the proposed Disposition:
 - (i) describing the property concerned; and
 - (ii) giving details of the proposed disposition; and
 - (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given; and
 - 2. it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.

POLICY IMPLICATIONS

There are no current policies relevant to this matter.

FINANCIAL IMPLICATIONS

Budget

There will be no impact on the current budget as it is expected that the construction of regional saleyards is a long term proposal.

Long Term

Similar to the current reserve at Boyanup the management control of future saleyards and land would provide the opportunity for the Shire to generate additional income under a lease arrangement.

Whole of Life

It is expected that the operators of the saleyards would be responsible for the ongoing maintenance of the facilities, via a lease, and therefore it is not expected that the Shire of Capel would have any whole of life costs.

SUSTAINABILITY IMPLICATIONS

The development of a lease will provide economic benefits through an income source to the Shire and cost savings as the lessee will be responsible for the ongoing annual management of the facility.

STRATEGIC IMPLICATIONS

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

Shire of Capel Strategic Community Plan 2013 – 2031 strategic objective under 'The Economic Experience 'Foster and support responsible and progressive economic development opportunities within the Shire' and outcome 4.6 'Support and promote the agricultural economy' are relevant to this item.

In addition Action 4.6C1 'Lobby for the establishment of regional saleyards in the south west' in the Corporate Business Plan 2013 – 2017 is also relevant.

CONSULTATION

Consultation with the State Government, Department of Agriculture and Food and the South West Development Commission is expected to be required to progress the proposal to completion.

COMMENT

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

It is the view of the Chief Executive Officer that given the previous understanding by all parties that the lease at Boyanup did not expire until 2023 (lease renewed until 2022) and despite the State Government starting the investigation process they felt no compulsion to proceed with any urgency to commence this project and that it could be left until closer to the lease expiry time and leave it for the State Government at that time to sort out.

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

Council staff indicated to the Department for Agriculture and Food representatives, in 2010, that it would be very doubtful that a private operator would be prepared to invest the required regional saleyards construction cost of \$12-\$15 million dollars as it would be very difficult for them to obtain a profit on their investment given the limited ability to substantially increase the income from yarding fees. It was suggested that the most viable option would be the State government to fund the construction and then either run it themselves or allow a private or industry operator to manage the facility.

Following the Market Sounding exercise, in 2010, in which a number of private operators both within and outside of the State visited the area and had discussions with Department of Agriculture, it was then determined that there was no interest from private operators to fund the total construction cost of new regional saleyards the State Government determined that the development of regional saleyards could not proceed in the near future.

The clear indication from the meeting with the Minister in late 2012 was concerns about the State Government being seen to be providing a subsidy to private enterprise, that development of regional saleyards would be viewed as the State Government getting into completion with private enterprise (now that the lease to WALSA for the Boyanup saleyards has been renewed) and what appeared to be the unwillingness by the State Government to become involved and provide funds directly for the construction of regional saleyards and the ongoing management of them.

The management of regional saleyards (Katanning and Mount Barker) is undertaken by local government, with State Government funding being provided directly to the local governments for recent upgrades, and in order to progress the regional saleyards relocation in the south west the Council may have to reconsider its previous position not to undertake any

involvement in the ongoing management of the regional saleyards should they eventually be constructed in the Shire of Capel.

In the early part of 2014 it is hoped to arrange a meeting with the new Minister for Agriculture and Food to progress the development of new modern regional saleyards in the South West and to seek his support for the undertaking of a feasibility study into suitable locations.

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATIONS – 13.1

That Council:

- 1. Agrees to accept future management control of the land (reserve) and regional saleyards, with the power to lease, should the State Government provide funding to, undertake a feasibility study to identify a suitable site, purchase the land and undertake construction of regional saleyards; and**
- 2. The Chief Executive Officer be authorised to convey this position to relevant Ministers in the State Government and Department of Agriculture and Food.**

13.2 Annual Electors Meeting - Minutes

Location: Capel
Applicant: Shire of Capel
File Reference: Nil
Disclosure of Interest: Nil
Date: 05.12.13
Author: Chief Executive Officer, PF Sheedy
Senior Officer: Chief Executive Officer, PF Sheedy
Attachments: Minutes of Annual Electors meeting held 4 December 2013

MATTER FOR CONSIDERATION

Council to receive the minutes of the Annual Elector's Meeting held on 4 December 2013 and note the questions raised by the electors.

BACKGROUND / PROPOSAL**Background**

The minutes of the annual electors meeting are included in the next meeting of the Council so that any actions proposed can be endorsed by Council prior to staff progress the matters further.

Proposal

The minutes of the annual electors meeting are being tabled for the Councillors information so that they are aware of matters that were raised by the community members who attended.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

There are no current policies relevant to this item.

FINANCIAL IMPLICATIONS**Budget**

As no actions are proposed from any of the matters raised at the meeting there is no implications on the current budget.

Long Term

The questions raised in relation to the Capel Cemetery may require an increase in the annual operating budget to address the concerns.

Whole of Life

Whilst there were no motions passed at the meeting requiring new infrastructure and therefore there are no whole of life costs to consider, the possible co-location of the Boyanup

St John Ambulance and Lions Club on the Boyanup Bushfire Brigade site may result in some additional whole of life costs to Council depending on arrangements agreed to at that time.

SUSTAINABILITY IMPLICATIONS

There are no sustainability implications at this time as no direct actions are proposed from the matters raised at the meeting.

STRATEGIC IMPLICATIONS

Shire of Capel Strategic Community Plan 2013 – 2031 Strategic objective 'Ensure open, transparent, effective good governance and communication within the organisation and community' and outcome 2.2 under 'The community experience 'Encourage community engagement and participation' are relevant to this item.

CONSULTATION

None of the questions raised at the meeting require any further consultation at this time.

COMMENT

The Annual Elector's Meeting was held on 4 December 2013 in Council Chambers at 6.00pm. It was attended by three members of the public as well as Councillors and senior staff. A number of questions were raised and answered at the meeting as detailed in the minutes. There were no resolutions moved by the meeting which require action from Council.

As indicated in the minutes of the Annual Electors meeting the CEO and staff responded to the matters raised by the electors requiring no further actions.

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATIONS – 13.2

That Council receive the minutes of the Annual Elector's Meeting held on 4 December 2013 and note the questions raised by the electors attending.

14 HEALTH SERVICES REPORTS**14.1 Memorandum of Understanding & Terms of Reference Geographe Mosquito Management Contiguous Local Authority Group**

Location:	Capel
Applicant:	Shire of Capel, City of Busselton, Department of Health and University of Western Australia
File Reference:	Geographe CLAG
Disclosure of Interest:	Nil
Date:	27.11.13
Author:	Manager Health Services, C Dent
Senior Officer:	Chief Executive Officer, P Sheedy
Attachments:	1. Memorandum of Understanding 2. Terms of Reference

MATTER FOR CONSIDERATION

The current Memorandum of Understanding (MoU) between all parties for the operation of the Geographe Contiguous Local Authority Group (CLAG) expires next year, therefore a new MoU is required. All the parties, the City of Busselton, Department of Health and the University of Western Australia have agreed to the Terms of Reference (ToR) and are happy to sign the MoU for the continuation of the Geographe Contiguous Local Authority Group for a further five year term.

BACKGROUND / PROPOSAL**Background**

Mosquitoes are known to present serious health risks to humans by acting as transmitters or vectors of pathogenic arbovirus. Factors important for mosquito survival are an aquatic environment to breed during their larval stage, vegetation to live in, a food source, temperature, wind and humidity. These factors influence the ability of adult mosquitoes to act as vectors of disease and to disperse away from breeding sites. Mosquitoes can also create severe nuisance problems which may severely impact on the amenity for the residents of affected areas.

Many residential areas in south west WA are located in close proximity to major natural mosquito breeding habitat and many more are being developed due to both the aesthetic values of living near water and a shortage of suitable land close to major centres. It is therefore intuitive that those living closer to potential breeding habitats are at greater risk of mosquito-borne diseases. This has been supported by recent studies in both the Capel and Leschenault region.

Following pressure from the Department of Health over high numbers of Ross River virus cases in the mid to late 1990's, Council decided to employ a consultant to map the mosquito breeding areas within the Shire. This work started in 2000/01 and was carried out over a number of years due to budgetary constraints and the fact that there were several years of below average rainfall which impacted on the overall area of the wetlands.

DECEMBER 2005. A petition with 115 signatures was received requesting Council to call a special meeting of electors to the issue of mosquito control.

JANUARY 2006. A Special Electors meeting was held on 18 January 2006 in the Gelorup Community Centre. The recommendations from that meeting were considered at a Council

meeting held on 8 February 2006 and the following recommendations were adopted (OCO204/06):

- To allocate funds in the 2006/07 budget for a mosquito control program and the application of a larvicide program, be subject to the provisions of funding by the Department of Health;
- That the Shire of Capel be requested to write to the Health Department voicing its concerns that funding for mosquito control is only provided on the basis of prevalence of notifiable disease and it be requested to provide funding for larvicide applications in areas where lifestyle behaviour encourages exposure to mosquito borne viruses.

APRIL 2006. A draft Mosquito Management Strategy was presented to Council at the April Council meeting (OC0404/06) and was advertised for public comment.

JUNE 2006. Contiguous Local Authority Group Shire of Capel, Shire of Busselton.

Council agreed to form a Contiguous Local Authority Group (CLAG) with the Shire of Busselton for the purpose of mosquito control in the mosquito breeding habitats within the two Shires and that an application be made to the Mosquito Control Advisory Committee (MCAC) of the Department of Health for the formation of a CLAG (OCO619/06).

The current larviciding program started in 2007/08 as the low rainfall in 2006 meant that there were very little areas to treat.

Proposal

That the Shire of Capel join with the City of Busselton, Department of Health and the University of Western Australia in signing the Memorandum of Understanding for the continuation of the Geographe Contiguous Local Authority Group for a five year term.

STATUTORY ENVIRONMENT

Health Act 1911

Under the provisions of Section 40 of the Health Act 1911 Council has the power to levy a general health rate should it wish to do so, such a rate could help fund the operation of the Integrated Mosquito Management Plan.

Part 1X of the Health Act 1911, there is an obligation under this part for local governments to control the spread of infectious diseases within its boundaries. Amongst other things this section allows local governments to make local laws to prevent the spread of infectious disease. The Act also allows officers "to enter on lands and do works" to prevent the spread of disease.

Shire of Capel Health Local Laws 2000, Part 6- Pest Control, Division 2 Mosquitoes

The local law requires landowners to prevent mosquito breeding and where the owner does not control such breeding allows the local government to enter the property and carry out the work at the expense of the owner.

Environment Protection and Biodiversity Conservation Act 1999

The Federal Department of Environment and Heritage has to approve of any action that may affect Ramsar protected wetlands (Vasse-Wonnerup estuary). Staff made an application to the Department to carry out a mosquito larvicide program on the mosquito breeding habitat south of the Capel River as water from this area flows into the Vasse-Wonnerup estuary. Approval was received on 14 March 2006.

Environmental Protection Authority Guidance for the Assessment of Environmental Factors: Guidance Statement for Management of Mosquitoes by Land Developers (No 40)

Proposals subject to assessment by the Environmental Protection Authority (EPA) often involve development which is either adjacent to existing wetlands or involves the creation of an artificial water body. Where there is water, there is the potential for mosquitoes to breed. Mosquitoes are known to present serious health risks to humans by acting as transmitters or vectors of pathogenic arboviruses. They are known to be carriers of a number of diseases in Western Australia including Ross River virus, Barmah Forest virus and Australian Encephalitis. The only way humans can catch these diseases is by being bitten by a mosquito carrying the virus. Mosquitoes can also create severe nuisance problems which may severely impact on the amenity for residents of affected areas.

While it is not possible to eliminate all mosquitoes, it is important to take measures to reduce the risk of people being bitten by infected mosquitoes.

The objective of the Guidance Statement is, therefore, to ensure that:

- Mosquito numbers on-site and off-site should not adversely affect health, welfare and amenity of future residents; and
- The breeding of mosquitoes is controlled to the satisfaction of the Department of Health without adversely affecting other flora or fauna.

When assessing proposals which are likely to present a mosquito nuisance problem, the EPA will assess 'mosquitoes' as an environmental factor which will need to be addressed within the proponent's documentation. In undertaking this assessment, the EPA will liaise closely with the HDWA. It is the expectation of the EPA that the proponent will develop measures to manage this factor in the following manner:

- Undertake adequate surveys in consultation with DoH to establish the presence and extent and likely impact on or adjacent to development sites;
- Where, as a direct result of a proposal being implemented, mosquitoes are likely to be a problem "on site" (for example, through the construction of artificial water bodies such as wetlands) it is the EPA's expectation that the proponent will develop and implement measures to manage mosquitoes in consultation with the DoH and Local Government. The EPA recognises that this will have funding implications for the proponent;
- Where a potential mosquito problem exists off site" (for example, in areas prone to tidal inundation) and is likely to affect a proposed development because it is within the flight range of adult mosquitoes (up to 5 kilometres) it is the EPA's expectation that the proponent will take joint responsibility with the relevant LGA for the implementation and monitoring measures to manage mosquito problems. Again this will have some funding implications. DoH will assess proposed measures and provide advice as appropriate.

POLICY IMPLICATIONS

There are no policies relevant to this matter.

FINANCIAL IMPLICATIONS

Budget

The 2013/14 budget includes the cost of operating the Integrated Mosquito Management Plan. In addition to this year's budget, the Department of Health has called for applications for grant funding for this financial year in two areas. The first is:

- Competitive Research Grants

The Funding Initiative for Mosquito Management in Western Australia (FIMMWA) provides grants for research to promote the long-term management of mosquitoes in WA, for the benefit of public health. A total of \$200,000 will be available in the form of competitive research grant(s) in 2013-2014.

An application has been made on behalf of the Geographe Group for a project:

To establish if mosquitoes breed in residential water tanks on properties in Stratham and Gelorup and if so, what percentage of the overall adult mosquito population in Stratham and Gelorup originates from water tanks.

- Additional funding to local government

The Funding Initiative for Mosquito Management in Western Australia (FIMMWA) provides additional funding to Local Governments (LGs) to enhance mosquito management and control in WA, for the benefit of public health. Grants of up to \$50,000 will be made available on a competitive basis for the period of 2013-2014 to LGs within the Contiguous Local Authorities Group (CLAG) funding scheme or those looking to form a CLAG with the Department of Health (DOH). The current CLAG funding scheme will remain unchanged. FIMMWA aims to provide additional funds for the purchase of goods/services outside the scope of the existing CLAG scheme. Please note, only one application per CLAG may be submitted in any one grant year. This document contains the guidelines and application form for those wishing to apply for funding under the Initiative.

A grant for \$50,000 has been applied for, the main grant request is for an audit of the group's activities, a secondary grant of \$37,000 has also been applied for, this covers the purchase and erection of a shed for Capel and further investigation of wetlands for Busselton. The outcome of the grant funding should be known in January 2014, should we be successful an item for unbudgeted expenditure will be brought back to Council in February.

Long Term

Being part of the Geographe Mosquito Management Group Council receives part funding from the Mosquito Control Advisory Committee (MCAC) each year, the funding covers 50% of the costs of larvicide used by the group. The MCAC covers the other 50% cost of the larvicide plus the cost of the helicopter used in the aerial treatments. The funding does not cover the cost of adulticide.

Whole of Life

As no assets are being created there are no whole of life costs.

SUSTAINABILITY IMPLICATIONS

Mosquito management involves health, environmental and socio-economic values and whilst disease control is the primary focus, reduction of mosquitoes is a legitimate aspect of improved community wellbeing. Effective mosquito management requires a holistic approach and the cooperation and coordination of all stakeholders. Integrated mosquito management, which includes mosquito reduction, personal protection, community education, land use planning, coordinated programs and ongoing monitoring, is necessary for effective mosquito management in the long term.

Mosquito control measures should maintain health wetland ecosystems, minimise the physical alteration of foreshore areas or wetlands and encourage the appropriate management of urban stormwater run-off.

STRATEGIC IMPLICATIONS

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

- Develop, support and implement innovative solutions;
- Provide efficient and effective financial management to ensure the long term financial sustainability of the organisation;
- Effectively manage the Shire’s assets and resources;
- Enhance community safety through community awareness and participation programs.

CONSULTATION

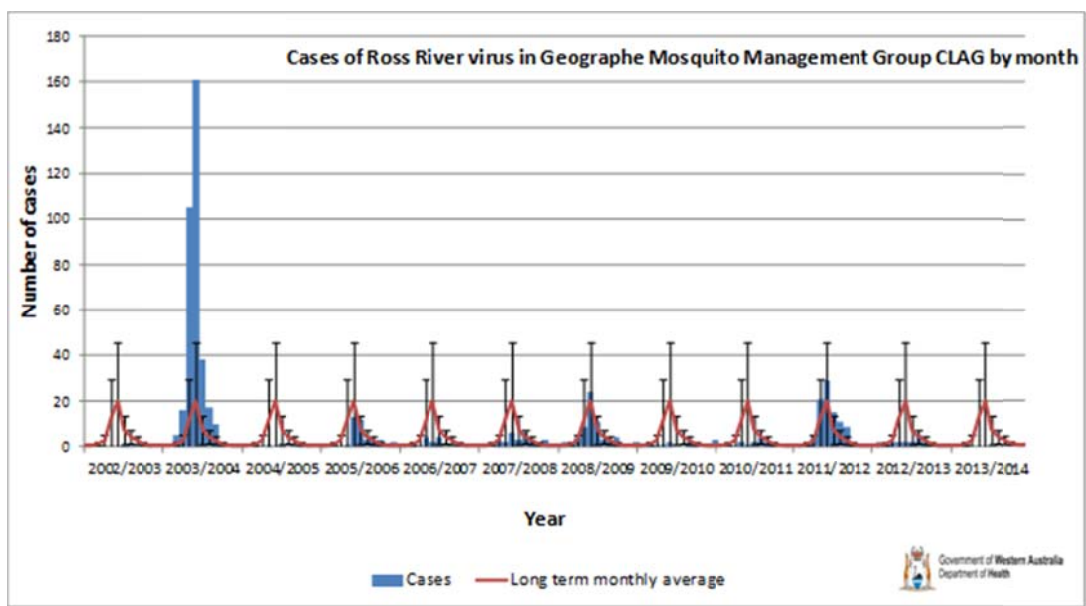
Health Services staff have had lengthy consultations with staff from the Department of Health, the City of Busselton and other CLAG groups.

COMMENT

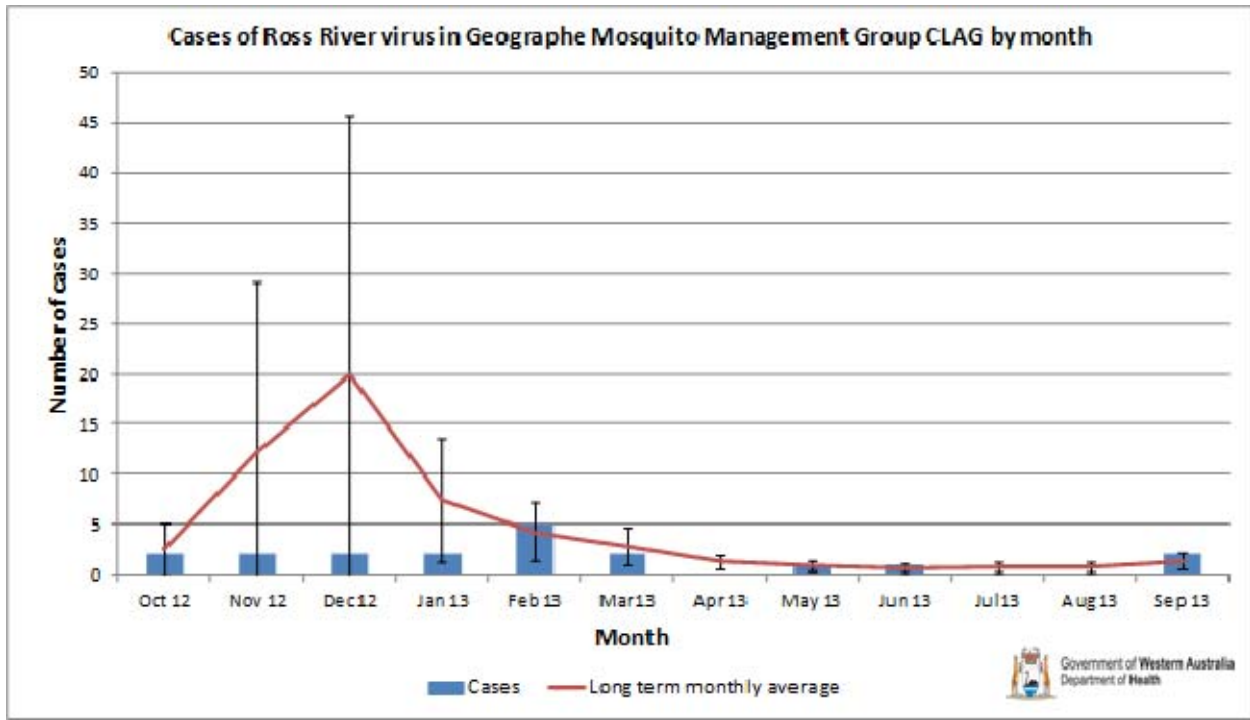
Mosquitoes are a concern for the community not only due to their potential to carry debilitating diseases but also due to their nuisance value which can impact on the ability of residents to enjoy the amenities and natural beauty of the area. In contradiction to this, while they may be pests, mosquitoes are an important component of the local ecosystem, providing food for birds, bats, amphibians, fish and insects. The challenge is creating a balance between these factors and implementing a program that has little impact on the environment but reduces the risk of the community obtaining a mosquito borne disease.

This challenge can be met through integrated mosquito management. Such an approach needs to consider the statutory obligations, policies, guidelines, current practices, the community and the environment. By having such an approach to mosquito management, it creates an effective and environmentally sensitive solution that is sustainable. It also provides for avenues sometimes less allocated for, these being health promotion and chemical resistance management.

Capel is a high risk area for mosquito borne viruses, Ross River virus and Barmah Forest virus, and is currently ranked the 3rd highest risk council in the State and Busselton is rated 21st. The following chart details cases of Ross River virus since the last major outbreak in 2004. Both of the following charts are for the Geographe Mosquito Management Group which comprises of the City of Busselton and the Shire of Capel.



The following chart details cases of Ross River virus by month



The continued expansion of residential areas into areas affected by mosquitoes is expected to continue for many years placing more of the population in areas prone to mosquitoes which will lead to increased management costs.

As part of the evolution of mosquito management, Health Services staff has developed an Integrated Mosquito Management Plan (IMMP) which replaces the original Mosquito Management Plan adopted in 2010. As part of the Plan a Risk Assessment of the identified mosquito breeding areas has been carried out, this helps Health Services staff with the operation of the plan.

In the final equation, Council needs to be confident it can manage the risks from mosquitoes and has the necessary resources available to maintain and expand the mosquito plan into the future once any development has finished.

VOTING REQUIREMENTS

Simple majority

OFFICER’S RECOMMENDATIONS – 14.1

That Council agrees to sign the Memorandum of Understanding between the Shire of Capel, City of Busselton, Department of Health and the University of Western Australia for the operation of the Geographe Mosquito Management Contiguous Local Authority Group for a five year term.

14.2 Removal of Boyanup Pony Club Building – Unbudgeted Expenditure

Location:	Boyanup Recreation Ground
Applicant:	Shire of Capel
File Reference:	A3169
Disclosure of Interest:	Nil
Date:	10.12.13
Author:	Manager Health Services, C Dent
Senior Officer:	Chief Executive Officer, P Sheedy
Attachments:	Photos of building

MATTER FOR CONSIDERATION

Removal of the vandalised disused Boyanup Pony Club Building and the broken asbestos sheeting, the building is situated on the eastern side of the Boyanup Recreation Ground.

BACKGROUND / PROPOSAL

Background

The Boyanup Pony Club building has been vacant for several years following the closure of the club. The club did not have the resources to remove the building so it was left insitu. A recent inspection found that the building had been vandalised with a number of the asbestos sheets on the building being broken. This has led to asbestos fibres being exposed which can have long term health effects.

Proposal

To engage a licenced asbestos removal company to remove the timber framed asbestos clad building and the brick toilet block and leave the site clear.

STATUTORY ENVIRONMENT

Local Government Act 1995

Section 6.8 – Expenditure from municipal fund not included in annual budget

(1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure:

- (a) Is incurred in a financial year before adoption of the annual budget by the local government;
- (b) Is authorised in advance by resolution*; or
- (c) Is authorised in advance by the mayor or president in an emergency

*Absolute majority required.

(1a) In subsection (1) – additional purpose means a budget for which no expenditure estimate is included in the local government's annual budget.

(2) Where expenditure has been incurred by a local government:

- (a) Pursuant to subsection (1) (a), it is to be included in the annual budget for that financial year; and
- (b) Pursuant to subsection (1) (c), it is to be reported to the next ordinary meeting of Council

Health (Asbestos) Regulations 1992

The regulations declare asbestos to be a hazardous substance and control the selling of material containing asbestos and allowing:

An authorised person may, by a written notice served on —

- (a) the owner of material containing asbestos; or
- (b) the owner or occupier of premises on which material containing asbestos is present; or
- (c) a person handling material containing asbestos, direct that person to maintain, repair, remove, move, dispose of, or handle the material containing asbestos in such manner and within such time as is specified in the direction.

Occupational Safety and Health Regulations 1996 Division 4 – Further Requirements in relation to certain hazardous substances

5.43 Identification and assessment of asbestos hazards at workplaces

The person having control of a workplace must ensure that:

- (a) The presence and location of asbestos at the workplace is identified; and
- (b) The process of identification referred to in paragraph (a) and the assessment of risks arising from hazards in relation to asbestos at the workplace are conducted in accordance with *Code of Practise for the Management and Control of Asbestos in Workplaces [NOHSC:2018 (2005)]*

Shire of Capel Asbestos Management Plan

This plan is developed to assist the Shire of Capel comply with government policy and legislative requirements in the management of asbestos containing material (ACM) in the workplace.

The Shire of Capel as an employer has responsibility to maintain a safe environment for both its staff and members of the public who use council facilities.

The regulation of asbestos falls into three main categories:

1. Occupational Safety and Health;
2. Environment and Health; and
3. Asset Management.

POLICY IMPLICATIONS

There are no policies relevant to this matter.

FINANCIAL IMPLICATIONS

Budget

The 2013/14 Budget does not include provision for the removal of the disused building and as such requires an allocation of \$4,000 to carry out the task. There are sufficient funds available in Account 2662, Boyanup Memorial Park Surrounds to meet the costs of the removal of the building and clean-up of the asbestos

Long Term

There are no additional long term financial implications other than those already budgeted for in relation to the maintenance of the reserve.

Whole of Life

There are not expected to be any whole of life implications for future budgets.

SUSTAINABILITY IMPLICATIONS

Maintaining reserves is conducive to community enjoyment, leisure activities and supportive of a healthy lifestyle is of prime importance in maintaining expected standards with regards to health and wellbeing. In addition, knowingly retaining defective buildings and potentially lethal material is an unacceptable risk from financial, litigation, and human welfare perspectives.

STRATEGIC IMPLICATIONS

The Strategic Community Plan 2013 – 2031 vision is to “establish a community of diverse lifestyle experiences accommodation progressive growth, sharing in prosperity and using the unique environment “ and includes the following strategic objectives which have relevance:

Infrastructure Experience:

- 5.2 – Maintain and enhance the quality of our built environment;
- 5.6 – Effectively manage the Shires assets and resources.

CONSULTATION

Consultation was undertaken with Councils Engineering and Operations staff regarding the removal of both the asbestos and building.

COMMENT

The building is situated on the Preston River foreshore and is not visible from the oval and has become a meeting place for the youth of the area but unfortunately, the vandalism that has occurred means that the building now poses a significant health threat due to the presence of broken asbestos sheeting.

VOTING REQUIREMENTS

Absolute majority

OFFICER'S RECOMMENDATIONS – 14.2

That Council approves the unbudgeted expenditure of \$4,000, in account 2662, Boyanup Recreation Grounds for the removal of the timber frames asbestos clad building, known as the Boyanup Pony Club on Lot 40 Thomas Street, Boyanup.

15 PLANNING AND DEVELOPMENT SERVICES REPORTS**15.1 Adoption of South East Capel Local Structure Plan**

Location:	Capel
Applicant:	Thompson McRobert Edgeloe Pty Ltd (TME)
File Reference:	C5.81.1
Disclosure of Interest:	Nil
Date:	11.11.13
Author:	Project Planner, T Shingles
Senior Officer:	Director, Planning and Development Services, C Burwood
Attachments:	1. Draft South East Capel Local Structure Plan (as advertised) 2. Schedule of Submissions

MATTER FOR CONSIDERATION

Adoption of the South East Capel Local Structure Plan (*'the Structure Plan'*) for the purpose of final approval following community consultation.

The intent of the Structure Plan is to provide the basis for future residential subdivision and development of land to the south of Barlee Road in Capel. The Structure Plan anticipates the development of approximately 650 dwellings, aged persons accommodation, public open space (POS) and foreshore reserve, consistent with the endorsed Capel Townsite Strategy.

BACKGROUND/PROPOSAL**Background**

Council Minute OC0302 of 2006 refers – Council adopted Scheme Amendment No 25 to include Lots 1, 300, 301 and Pt Location 2426 Goodwood/Barlee Roads in the 'Urban Development' zone.

Council Minute OC0714 of 2008 refers – Council adopted the Capel Townsite Strategy following an extensive community consultation process.

Council Minute OC1202 of 2011 refers – Council adopted the draft South East Capel Local Structure Plan for the purpose of community consultation.

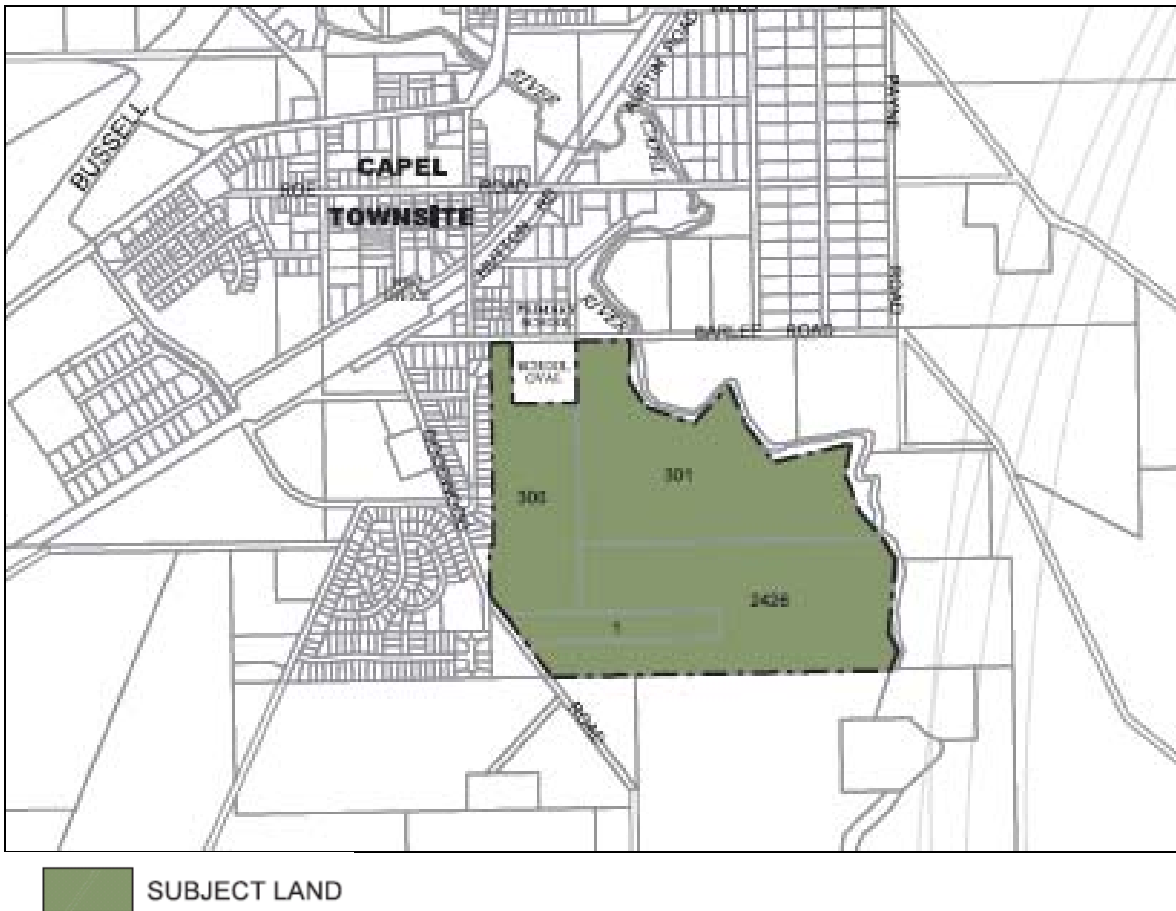
Proposal

The subject land comprises Lots 1, 300, 301 and Pt Location 2426 Barlee/Goodwood Roads, Capel - an area of 77.8ha. The location of the site is indicated in the Location Plan below.

Road access to the future development is to be achieved via Barlee and Goodwood Roads. The development outcomes promoted in the Structure Plan primarily relate to the subdivision of the land for residential purposes, including aged persons accommodation. The density of development is proposed to range from 12 to 40 dwellings per hectare generally, yielding 656 dwellings (with an average lot size of 550m²). A 3.65ha aged care site is also shown on the draft Structure Plan and this will accommodate over 100 aged persons units. Some medium density development (approximately 70 lots) is proposed adjacent to POS and two large residential/conservation lots are included to protect remnant vegetation.

The draft Structure Plan also indicates 10.4ha of POS including informal active open space areas, 5ha of foreshore reserve and a 1.4ha addition to the Capel Primary School oval. The majority of POS (including a community park) is located adjacent to the foreshore reserve and a local park is located more centrally within the site.

Location Plan



STATUTORY ENVIRONMENT

Greater Bunbury Region Scheme

Zoning

The land is zoned 'Urban Deferred' pursuant to the Greater Bunbury Region Scheme (GBRS). This zone identifies land suitable for future urban development subject to various planning, servicing and environmental requirements. A rezoning will be required to include the land in the 'Urban' zone and the 'Regional Open Space' reserve pursuant to the GBRS in order to provide for subdivision and development.

Town Planning Scheme No 7

Zoning

The land is zoned 'Urban Development' pursuant to the Scheme. It is intended that land in this zone be progressively developed for residential purposes and community uses normally associated with urban development in the Shire. The immediately surrounding land is zoned 'Rural' and 'Residential R10/15', and the adjacent school site is reserved for 'Public Purposes'.

Clause 5.10

Clause 5.10 establishes objectives for urban design in the Urban Development zone and the requirements for local structure planning. Clause 5.10.13 identifies the land within 'Development Precinct 2' which applies additional specific standards relating to the subdivision and development of the land as set out in Appendix 16 of the Scheme.

Appendix 16

Appendix 16 requires that subdivision shall be generally in accordance with a Local Structure Plan prepared for Development Precinct 2 and identifies subdivision conditions and development requirements. In terms of co-ordination between landowners, development proponents are to:

- prepare an urban drainage plan, a dual use and pedestrian path plan, and a water balance and open space reticulation master plan for the Precinct;
- ensure that management of mosquito breeding is incorporated into the design and ongoing management and maintenance of wetlands and drainage systems;
- contribute to the upgrading of Barlee and Goodwood Roads;
- be responsible for the full cost of any traffic management measures required at the intersection of new subdivision roads with the existing road network;
- provide dual use pathways within the subdivision and contribute to the provision of dual use path links to community facilities;
- prepare and implement a landscape plan for cleared land, open space areas and vegetation buffer areas;
- fence along river foreshore reserves, POS, drainage reserves, adjoining farmland, Goodwood Road and adjoining residential lots;
- ensure all prospective purchasers of lots acknowledge in writing that the adjoining land to the south is used for farming purposes which may result in some nuisance, and that such activities have the right to continue;
- prepare and implement a Foreshore Management Plan;
- contribute such funds as are reasonably assessed to be an equitable share of meeting the cost of implementing a community infrastructure plan; and
- prepare a Declared Rare Flora Survey and a Significant Fauna Survey.

POLICY IMPLICATIONS

Liveable Neighbourhoods Policy 2007

Liveable Neighbourhoods (LN) has been adopted by the WAPC as an operational policy and is to be followed in the design and approval of structure plans and subdivision for new urban areas.

The Policy requires urban areas to be comprehensively planned as sustainable communities which provide local facilities, services, public transport and job opportunities within easy reach by walking or cycling, reducing dependence on the private car for travel. In addition to meeting day to day needs, neighbourhoods are to be designed to build a strong sense of place and community by providing for a mix of housing types, creating the opportunity for social interaction and designing at a human scale so that streets are attractive, convenient and safe.

LN promotes a range of site responsive parks which have clear sightlines from nearby streets and buildings, are safe to use, and are conveniently located to enable easy access for residents.

Capel Townsite Strategy 2008

The subject land is identified within 'Precinct 3 – South East' pursuant to the Capel Townsite Strategy which has been adopted as Planning Policy 15.17. Precinct 3 accommodates a range of community uses including the Capel Primary School, churches, child care, residential development and urban expansion areas.

The key land use directions for the Precinct comprise:

- Future expansion of the Capel Primary School site to the south of Barlee Road.
- Foreshore protection along the Capel River valley to protect the river environs, continue the ecological linkage and avoid development on the flood plain.
- An urban expansion area comprising the land subject to the South East Capel Local Structure Plan, which requires detailed structure planning.
- Increase in residential density to R20.
- An 'Urban Deferred – Long Term' designation over land in the south of the Precinct representing a rounding off of the town.

The Capel Townsite Structure Plan includes a number of Planning Policy Statements which need to be considered in formulating detailed Local Structure Plans for the development precincts. Among other things, Structure Plans are required to:

- be prepared in accordance with the provisions of the Scheme applicable to the 'Urban Development' zone and the 'Liveable Neighbourhoods' design policy.
- identify vegetated buffers at the interface of residential expansion and rural areas, inclusive of roads and screen vegetation.
- identify infrastructure upgrades to be undertaken by the subdivider, which as a minimum will be inclusive of the road and drainage upgrades identified in the Strategy and subsequent more detailed studies.
- be accompanied by a Fire Management Plan; a Local Water Management Strategy; a community needs analysis; and a Sustainability Outcomes and Implementation Plan.
- include a requirement for the preparation of design guidelines prior to subdivision.

Capel Public Open Space Strategy 2011

The POS Strategy for Capel was adopted as Planning Policy 15.18 in February 2011. It includes recommendations in relation to the provision, design, function and sustainability of POS in Capel. These include the protection of existing native vegetation; implementation of revegetation with endemic species along the foreshore; adherence to the '*Criteria for the planning, design and function of POS*' in structure planning; and the development of a programme for the introduction of best practice sustainable development and maintenance of POS.

Age-Friendly Communities 2010

In response to its ageing population, the Shire sought to identify how age-friendly it is, what barriers to ageing exist and how these can be addressed. The project was conducted using an internationally tested model developed by the World Health Organisation which used focus group workshops to look at several features of an age-friendly community.

The Age-Friendly Communities report was published in 2010 and a number of strategies were adopted by Council to improve facilities and outcomes for older people in the community including to obtain developer contributions to upgrade and/or install new infrastructure; work with community groups to determine the extent of aged accommodation needed in each town; and encourage developers to consider aged care accommodation options which offer a range of affordable housing choices across all towns.

Urban Landscape Strategy 2011

The Urban Landscape Strategy was adopted by Council as Planning Policy 15.21 in October 2011. The Strategy requires the submission of a Landscape Master Plan for the Shire's

approval as part of the structure planning for 'green-field' subdivision of urban land. The Master Plan should provide a clear indication of proposed landscaping outcomes for the development, particularly proposals for POS and road reserves. A more detailed landscape plan will be required at the subdivision stage and guidelines are provided in relation to the preparation of landscape plans.

FINANCIAL IMPLICATIONS

Budget

There are no immediate financial implications in relation to adoption of the Structure Plan. The applicant has paid fees to reflect the costs for the Shire's assessment of the draft Structure Plan pursuant to the Planning and Development Regulations.

Long Term

Implementation of the proposed subdivision by the developer/s is likely to be staged over many years and will require the provision of additional servicing infrastructure and community facilities.

The Scheme currently requires the developer to contribute such funds as are reasonably assessed to be an equitable share of meeting the costs of implementing a community infrastructure plan, and the Townsite Strategy requires the developer to determine the necessary community facilities and infrastructure and the subdivider's responsibility for their provision, including monetary contributions.

The Scheme requires the Shire to prepare a 'community facilities development plan' for Capel to identify estimated costs equitably apportioned to the development precinct based on population increase generated by the development. The Shire has recently adopted a 'Community Facilities and Services Plan' as a guide to the future provision and funding of community facilities and services in the Shire; and as the substantial basis for the formulation of Development Contribution Plans (DCPs). This Plan indicates that the development contribution rate for Capel is calculated at \$4,625 per lot in 2013.

It is anticipated that the outcomes of the Plan will be incorporated into a DCP, which is likely to be adopted by Council prior to the developer seeking clearance of the first stage of subdivision. In the event a DCP has not been adopted at the time of subdivision, the developer will be asked to commit to a voluntary agreement to make a per lot contribution in accordance with the Plan.

Whole of Life

The Shire will be responsible for the ongoing management and maintenance of subdivisional roads, drainage infrastructure, community facilities and POS when completed by the developer/s and handed over. The maintenance and replacement costs of this infrastructure are unknown at this time however the costs will be balanced by the receipt of additional rate revenue as lots are created.

The extensive areas of POS and foreshore reserve which are proposed adjacent to the Capel River (approximately 15ha) will require ongoing management by the Shire. A Foreshore Management Plan will be prepared by the developer to address remnant vegetation, mosquito habitat management, maintenance, fire management and other relevant issues. While the developer will be responsible for initial implementation of the outcomes, the ongoing implementation of the Plan will be the responsibility of the Shire.

SUSTAINABILITY IMPLICATIONS

The subject land is situated immediately adjacent to the Capel River and comprises significant areas of remnant vegetation. In accordance with the requirements of the current planning

framework these environmental assets need to be considered and protected while enabling development of the land for urban purposes in accordance with the Townsite Strategy.

The Structure Plan identifies a 5ha foreshore reserve and around 10ha of POS, most of which is located adjacent to the foreshore and comprises a remnant vegetation conservation area. The Capel River is therefore buffered from proposed development by a reserve varying from 50-150 metres in width which will retain significant areas of remnant vegetation. The provision of two large residential lots adjacent to the foreshore will also result in the retention of an additional 3ha of woodland.

A Sustainability Outcomes and Implementation Plan has been prepared to address improved outcomes related to water efficiency and housing etc. In addition, an LN audit estimates that approximately 74% of lots will be oriented east-west to maximise solar access. Urban water management is anticipated to include mechanisms for the harvesting and re-use of water via swale drains and detention basins.

The Townsite Structure Plan requires a community needs analysis and Clause 5.10 of the Scheme requires an Implementation Statement addressing staging, community facilities and proposals for cost sharing to be prepared at the structure planning stage. The Community Facilities and Services Plan has now been adopted as a guide to the future provision and funding of community facilities and an Implementation Statement is also required to outline subdivider/s responsibilities in that regard as well as likely staging outcomes.

The successful implementation of the subdivision in accordance with the local planning framework and the Community Facilities and Services Plan will ensure that social and other outcomes are considered and that the community is provided with adequate facilities and services.

The Structure Plan represents a significant residential development in the town which is supported by the endorsed Capel Townsite Strategy. Construction of the development, and the ongoing construction of dwellings, will create employment and benefit business outcomes in the Shire. When fully developed the proposed subdivision could accommodate around 1,900 additional residents, including aged persons, which will provide substantial additional stimulus for business in the town.

STRATEGIC IMPLICATIONS

The draft Structure Plan is a requirement of the Scheme in relation to the Urban Development zone i.e. prior to making recommendations to the WA Planning Commission on subdivision applications, the Council shall have approved a local structure plan for the land.

The Urban Development zone is considered to be an interim zoning pending the progressive development of the land for residential and community purposes. The Structure Plan identifies the land use and spatial characteristics of the proposed development and subsequent subdivision and development of the land will reflect the Structure Plan outcomes and lead to specific zones being applied to the various land uses in due course. Accordingly, the Structure Plan comprises an important strategic link between the zoning of land and the development of land, including subdivision.

The Structure Plan provides integration of land ownership, land use, spatial design outcomes and staging which would otherwise be difficult to achieve via the subdivision process alone.

CONSULTATION

The consultation process in relation to the advertising of the draft Structure Plan included:

- referral to relevant government agencies for comment.
- referral to community stakeholders e.g. Capel Primary School.
- mail-out to adjacent and nearby land owners/residents.

- notification in local print media.
- notice in Capel Snippets.
- notice on Shire web page with link to a copy of the draft structure plan.
- an advertising period from 22 August to 11 October 2013 (50 days).

Fifteen submissions were received from government agencies, including one from the Capel Primary School and six from members of the local community. There does not appear to be any specific objection to the Structure Plan or the proposed development itself, however many submissions raise matters that require consideration prior to Council's adoption.

The submissions are summarised in the attached Schedule of Submissions and the issues raised are addressed in the 'Comment' section below and in the Staff Recommendation, including recommendations for modification of the Structure Plan.

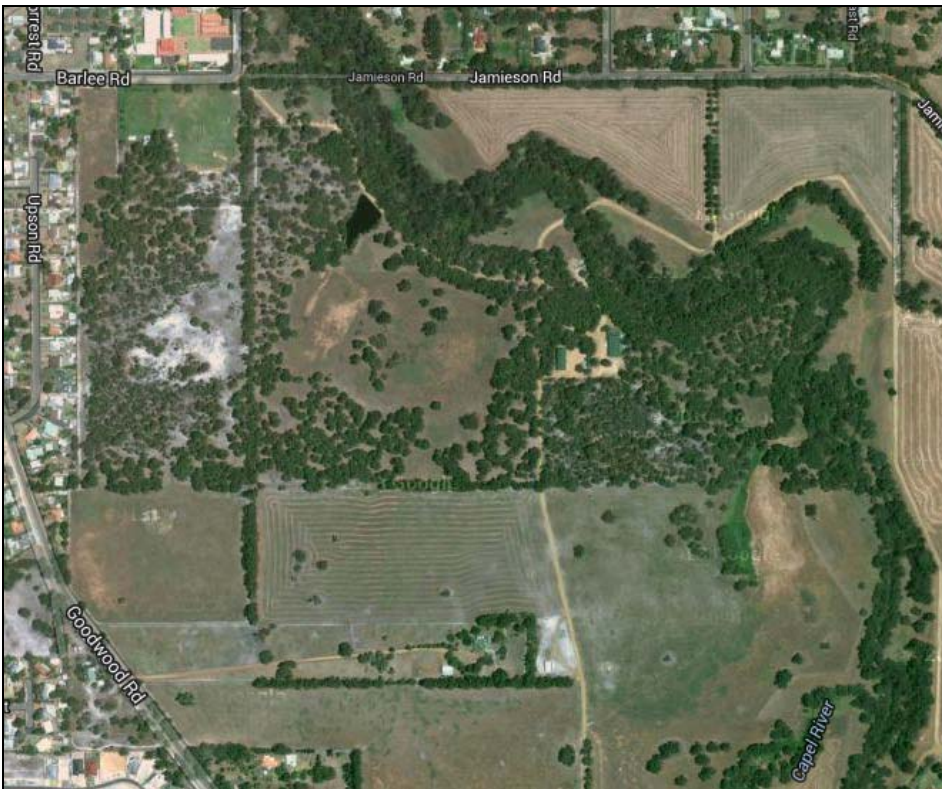
COMMENT

Context

The site comprises an area of 77.8ha and is situated immediately south of the Capel Primary School in Barlee Road between the Capel River and Goodwood/Upson Roads. Existing residential development is located to the west and the Capel River comprises the eastern boundary. Cleared rural land to the south of the site is anticipated to be developed for residential purposes in the longer term but this land will be the subject of future structure planning.

The site varies in elevation from less than 10 metres adjacent to the Capel River to 22 metres, however the majority of the land to be developed is quite level at around 18-22 metres elevation. The land is generally cleared however significant remnant vegetation remains in the northern half of the site comprising Eucalypt and Agonis Flexuosa woodland as indicated in the aerial photo below. There are dwellings and sheds on Lots 1 and 300 and the site is traversed by a 66kV transmission line.

Aerial Photo



The proposed subdivision outcomes promoted in the Structure Plan could realise an ultimate population of around 1,900 at full development assuming an occupancy rate of 2.7 persons per dwelling for low density residential development and lower rates for medium density areas. In view of the current population of Capel (approximately 2,150) the draft Structure Plan represents a significant development proposal for the town. The potential development outcomes are summarised in the table below.

Development Outcomes pursuant to draft Structure Plan

Use/Density	Area (ha)	Lot Yield	Dwelling Yield	Persons/dwelling	Ultimate Population	
Residential	R1	4.6	2	2	3.0	6
	R12.5	3.0	37	37	2.8	104
	R20	27.2	544	544	2.7	1,469
	R30	0.7	23	23	2.5	57
	R40	1.1	50	50	2.4	120
Aged Care site	3.6	1	(120-180)	1.2	144-204	
Primary School	1.4	-	-	-	-	
POS	10.4	-	-	-	-	
Foreshore	5.1	-	-	-	-	
Balance/roads	20.7	-	-	-	-	
TOTAL	77.8	657	656 + aged accommodation units	-	1,900-1,960	

Around 10ha of POS (14.5% of the net site area) is shown on the Structure Plan, the majority of which is proposed to be located adjacent to the 5ha foreshore reserve and to the south of the school oval. It should be noted that a significant proportion of this POS is located to achieve the conservation of remnant vegetation rather than more conventional active or passive recreation spaces. These conservation outcomes are important and it is anticipated that adequate parkland and informal active open space areas can be established in suitable areas to address the recreation needs of the community.

Assessment

The issues raised in the submissions and other matters arising from more detailed assessment of the draft Structure Plan are addressed as follows.

Traffic

Two new roads are proposed to access the proposed subdivision from Barlee and Goodwood Roads which means that all traffic generated will be serviced by two intersections. The Traffic Impact Assessment and Traffic Report submitted by the applicant demonstrate that the road layout of the proposed subdivision will function in accordance with the required levels of service and that Barlee Road as constructed can accommodate an additional 92 dwellings in the first stage of development before an alternative access will be required to Goodwood Road.

Main Roads WA (MRWA) has no objection to the proposals subject to the subdivider providing 10m road widening of Goodwood Road free of cost to accommodate new road access/intersection, and inclusion of an additional policy statement requiring the subdivider to upgrade Goodwood Rd to the specification and satisfaction of MRWA, including road widening and turn lanes.

Staff comment: The staff recommendation includes the requests from MRWA. It is further recommended that no more than 90 lots with access from Barlee Road are given subdivision clearance prior to construction of the access to Goodwood Road. While some dual use paths are indicated on the Structure Plan, additional paths should be indicated in accordance with the Shire's requirements e.g. to the town centre and around the central POS.

Strategic Mineral Resources

The Department of Mines and Petroleum (DMP) indicates that the proposal is located within 1,000 metres of a Strategic Mineral Resource Protection Area for titanium-zircon which is likely to be mined in the future, and requests that each lot within 1,000 metres of the Protection Area has a notification on its title alerting potential purchasers to the potential for mining.

Staff comment: It is recommended that the applicant liaise with the DMP prior to subdivision in relation to the potential mining issue and, if necessary, place a memorial on relevant titles at the time of subdivision alerting purchasers of lots within 1,000 metres of a *Strategic Mineral Resource Protection Area* to the potential for future mining.

Capel Primary School

The Department of Education anticipates that the Structure Plan area will ultimately yield approximately 125 students over the long term which will increase the need for additional facilities at Capel Primary School. As there is little room for expansion of facilities north of Barlee Road, the Department will need to investigate options for future school buildings and the interface of the school with the oval and new development.

The Capel Primary School indicates that the land identified for school site expansion on the draft Structure Plan is not necessarily appropriate to assist with the expansion of the school. The school acknowledges that the school site is likely to remain severed by Barlee Road and that future buildings would not be located south of Barlee Road however indicates that land to the west of the oval could facilitate additional parking capacity. The school would prefer a contribution towards upgrading Barlee Road parking and traffic calming.

The school strongly supports the provision of dual use paths and requests that appropriate management plans are prepared to ensure that construction activity and vehicles do not place students at risk.

Staff Comment: While the Townsite Strategy indicatively identifies school expansion areas south of Barlee Road (to be ceded free of cost), it was not intended that the entire area indicated would be surrendered (as road access and other matters influence this outcome). This was to be resolved during structure planning and the draft Structure Plan provides for 1.4ha of land to be added to the school site adjacent to the east of the school oval.

The applicant, Education staff and Shire staff met in November to discuss issues related to traffic, parking and school expansion – the outcome was that no modification to the structural outcomes will be required at this time and that the matters would be canvassed further by the Education Department. It is recommended that the Structure Plan indicate dual use path connections from the school to the existing and proposed path network; and that the necessary management plans are prepared to ensure that construction impacts are managed.

Water and sewerage reticulation

The Water Corporation has no objection however indicates that the Corporation's previous comments have not been reflected by updated comments in Clause 2.10 of the Structure Plan report relating to servicing and infrastructure. The indicative layout shown on Figure 9 reflects the likely minimum offsite connection and larger internal water reticulation mains - additional linkages offsite will be required to satisfy network requirements, adequate water supply and reliability of supply; and the sewerage information in clause 2.10 is out of date.

Staff comment: These matters will need to be updated in the Structure Plan report but will be substantially addressed and managed during subdivision. It is recommended that the applicant be requested to update the Structure Plan report in relation to the comments received from the Water Corporation regarding water supply reticulation and sewerage infrastructure requirements.

Aboriginal sites

The Department of Aboriginal Affairs indicates that one registered Aboriginal heritage site is identified i.e. 'Capel River'. It is possible that unidentified Aboriginal heritage values may be located within the subject land, therefore the Department's 'Cultural Heritage Due Diligence Guidelines' will assist in determining whether the proposals may impact Aboriginal sites. Any cultural material or new sites are to be reported to the Registrar of Aboriginal sites pursuant to the Aboriginal Heritage Act 1972

Staff comment: The Capel River is already included in a substantial foreshore reserve pursuant to the Structure Plan and buffered from development by additional recreation reserves. It is recommended that the applicant/landowners refer to the Cultural Heritage Due Diligence Guidelines prior to and during development of the subject land, and be advised that they have obligations pursuant to section 15 of the Aboriginal Heritage Act 1972.

Adjacent rural land

The Department of Agriculture and Food has no objection, but seeks consideration of appropriate buffers in the rezoned area adjacent to the southern boundary to minimise the potential for land use conflict with the agricultural land to the south; and management of drainage to avoid impacts on the adjacent agricultural land.

Staff comment: While the land to the south of the subject land is likely to remain rural for some time, it is identified as a future residential area (medium term urban deferred). Nevertheless, the Structure Plan should indicate an interim buffer mechanism to minimise land use conflict between the proposed residential subdivision and the adjacent rural land pursuant to the requirements of the Townsite Structure Plan. The development will incorporate a water management strategy which will ensure that drainage is managed in accordance with the relevant requirements.

It is recommended that the Structure Plan be modified to address the requirement for vegetated buffers to the rural land immediately to the south of the subject land, to be provided in accordance with the relevant guidelines.

Environmental impact

A number of submissions from nearby residents highlight concerns regarding impacts on vegetation and fauna habitat. They do not oppose development but object to the proposal in its current form as the extensive bush areas and habitat for endangered Western Ringtail Possum and Black Cockatoo would be totally cleared. The submitters indicate that the proposal is not consistent with the POS Strategy and they would like to see larger lot sizes within vegetated areas to balance urban development with natural factors; additional internal POS to soften the effect of mass housing; EPA assessment of impacts; and assessment of impact on Western Ringtail Possum habitat. The submissions indicate that the Shire should learn from recent development in Capel regarding lack of trees and balance between natural spaces and housing.

The Department of Parks and Wildlife (DPaW) has indicated a number of matters of concern relating to the protection of habitat for Black Cockatoos and Western Ringtailed Possums and recommends that, where possible, the remnant vegetation on the subject land should be protected from development impacts. DPaW further recommends a number of modifications to enhance conservation outcomes, and these are summarised in the Schedule of submissions.

Staff comment: It is acknowledged that some areas of remnant vegetation and habitat will be cleared for development however investigations have found that much of this is considered degraded. The Structure Plan report indicates that 12.2ha of vegetation will be cleared (largely considered in poor condition), 14.7ha retained and 6.3ha replanted. Management

reports have already been prepared for the endangered Possum and Black Cockatoo (as appendices to the Structure Plan report) in order to ensure minimal impact to these fauna.

The earlier rezoning of the land to 'Urban Development' has already been assessed by the environmental agencies, and the draft Structure Plan was referred to the relevant Government authorities. As the endorsed Capel Townsite Strategy identifies the subject land for urban development and the rezoning was approved by the WAPC and the Minister, there would not appear to be any major concerns in relation to environmental issues. Nevertheless, detailed design of the outcomes should reflect best practice in terms of vegetation and habitat retention.

It is evident that the plan is consistent with the policy framework in terms of the provision of and accessibility to POS as all proposed lots are within 300-400m of a local or community (neighbourhood) park. The Structure Plan report includes a landscape master plan which seeks to enhance the already cleared areas during development via the planting of trees and other landscaping along subdivisional roads and in POS.

It should also be noted that it is the responsibility of the developer to refer the proposal to the Federal Department of the Environment pursuant to the Environment Protection and Biodiversity Conservation Act in the event the impact on the possums or cockatoos is considered significant.

The provision of larger lot sizes in vegetated areas may not improve habitat outcomes substantially but this is supported by the Scheme at clause 5.10 which requires '*an appropriate mixture of lot sizes...*' and the Capel Townsite Strategy which indicates generally R20 with '*mixed residential density subject to environmental review...*' on the Strategy Structure Plan. It is therefore recommended that the applicant be requested to consider some larger residential lot sizes e.g. R12.5 where the better quality vegetation occurs in Stage 1 in the west of the site.

A number of modifications are recommended to address matters raised by DPaW including the inclusion of clearly marked building exclusion areas on the two large conservation lots to better reflect site conditions and remnant vegetation outcomes.

Upton Road residents

Some Upton Road residents are concerned about impacts of proposed development in relation to management of air and noise pollution and visual impact. Questions raised include '*will a fence be erected along the boundary with existing houses prior to development beginning*', and '*will machines be permitted to operate from daylight to dark or have restrictions applied*'?

Staff comment: The proposed lots along the western boundary of the site (adjacent to existing Upton Road properties) are already identified to be larger than conventional development as they are coded R12.5 instead of R20 (12.5 dwellings per hectare). This will provide some transition between existing and future development to reflect existing density.

It is recommended that the proposed side boundaries align with the boundaries of the existing lots fronting Upton Road, that traffic and noise management be addressed during construction; and that uniform fencing be provided along the western boundary of the land adjoining residential lots in Upton Road. Some minor loss of lot yield may occur however the anticipated outcome is consistent with the Townsite Strategy; and the benefits to existing residents will be significant in terms of enhanced residential amenity for both existing and future residents.

Structures in proposed foreshore POS

An existing dwelling and sheds are located in the central north of the site near the Capel River and the dwelling appears to be located within the proposed POS/foreshore. The future use of any buildings within POS or foreshore reserves should be addressed in some detail in the documentation.

Planning Policy Statements

The Structure Plan will provide a framework for the detailed planning, subdivision and development of the subject land and needs to ensure that a range of subdivision and development matters are adequately addressed at the appropriate time. Accordingly, a number of planning policy statements are required to be modified or included to reflect the outcomes of consultation and to ensure that the requirements of the current policy framework are met.

It is recommended that planning policy statements be included or modified where necessary to address relevant matters including the following:

- mosquito management
- potential implementation impacts
- development contributions
- dual use paths and footpaths
- existing structures in POS
- adjacent rural land.

Community Facilities and Development Contributions

A community needs analysis and mechanisms for the provision of community facilities consistent with the anticipated population increase at SE Capel need to be addressed pursuant to the Scheme, the Townsite Strategy and POS Strategy. It is considered the developer's responsibility to ensure that the subdivision is implemented in a manner that does not create an unfair burden on the existing community for the provision of additional services and amenities.

The Shire has already prepared the Community Facilities and Services Plan which was considered by Council in September 2013 and adopted as a guide to the future provision and funding of community facilities and services in the Shire; and as the substantial basis for the formulation of DCPs for Boyanup, Capel and Dalyellup pursuant to Town Planning Scheme No 7. This Plan indicates that the development contribution rate for Capel is calculated at \$4,625 per lot in 2013, which will be indexed annually.

The applicant has submitted a draft Community Contribution Strategy which indicates that, where a DCP for Capel has not been finalised, the developer would enter into a voluntary agreement to provide a per lot contribution at subdivision. In this arrangement the Shire would be responsible for calculating a per lot contribution rate and providing a rationale for the rate consistent with the current policy framework.

The applicant also indicates that the developer is prepared to contribute to traffic assessments in relation to the school and the wider traffic implications of the development. The developer would also need to contribute to the actual provision and/or upgrading of roads and intersections, and dual use paths, related to traffic generation from the development pursuant to the outcomes of traffic management plans/assessments.

Following Council's recent adoption of the Community Facilities and Services Plan the Shire will prepare a DCP for Capel using the Plan as the substantial basis for the DCP. It is anticipated that this will be finalised prior to the developer seeking clearance of the first stage of subdivision. The applicant indicates that it is likely to be in the order of three years before the first clearances are sought.

Conclusion

The Structure Plan proposes a significant residential development with possibly 650 residential lots; a 3.65ha aged persons accommodation site and extensive POS/foreshore/conservation areas. When fully implemented the development could accommodate around 1,900 residents

which is a significant increase on the current population of the town. Prior to adopting a plan of this scale the potential outcomes need to be considered to ensure that mechanisms are in place to ensure the development occurs in a sustainable manner and that the new residents are provided with adequate services and amenities which enable them to successfully integrate with the existing community.

A rezoning will be required to include the land in the 'Urban' zone pursuant to the GBRS in order to provide for residential development and associated recreation, schools and other community facilities. This rezoning will be carried out by the Department of Planning in conjunction with the applicant. It is anticipated that the structure planning process will ultimately address the relevant planning and environmental issues and enable rezoning to occur.

It is considered that the Structure Plan is generally consistent with the objectives of the Scheme and the Capel Townsite Strategy however additional information and some modification of the documentation will be required to meet the more detailed requirements of the current planning framework.

When the modifications to the Structure Plan required by Council are completed by the applicant, the final Plan will be referred to the WA Planning Commission with a request for endorsement.

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATIONS – 15.1

1. That Council adopt the draft South East Capel Local Structure Plan for the purpose of final approval pursuant to Clause 5.10 of the Shire of Capel Town Planning Scheme No 7 subject to the provision of additional information and modifications being carried out to the Local Structure Plan and associated documentation to the satisfaction of the Director, Planning and Development Services in accordance with the following:
 - a. modification of the planning policy statements (PPSs) on the Local Structure Plan to include reference to the subdivider providing 10m road widening of Goodwood Road (eastern side) free of cost to accommodate new road access/intersection; inclusion of "to the specification and satisfaction of MRWA" in PPS2; and a requirement for the subdivider to upgrade Goodwood Road with design and construction to the specification and satisfaction of the Shire and MRWA, including road widening and turn lanes.
 - b. inclusion of a PPS requiring that no more than 90 lots with access from Barlee Road shall be given subdivision clearance prior to construction of a road access to Goodwood Road.
 - c. modification of PPS 3 to include mechanisms for traffic and noise management (in addition to dust and drainage management) during construction in order to address potential construction activity impacts on the adjacent primary school and nearby residents.
 - d. inclusion of a PPS requiring uniform fencing along the river foreshore reserves, POS reserves, drainage reserves, adjoining farmland, Goodwood Road and the western boundary of the land adjoining residential lots in Upson Road in accordance with Scheme requirements.
 - e. inclusion of a PPS to require the proposed side boundaries of the proposed lots on the western boundary to align with the existing boundaries of the residential lots fronting Upson Road.
 - f. inclusion of a PPS requiring the subdivider/s to contribute to the provision of community facilities, infrastructure and services in accordance with a

- development contribution plan or, in the absence of a development contribution plan, in accordance with a voluntary agreement to be prepared by the Shire in conjunction with the subdivider/s, and in accordance with the Shire's Community Facilities and Services Plan, prior to subdivision.
- g. preparation/modification of an 'Implementation Statement' pursuant to Clause 5.10 of the Scheme addressing staging, commitments to the provision of community facilities and proposals for cost sharing.
 - h. inclusion of clear reference to the future use of buildings within POS or foreshore reserves, including an additional PPS if necessary.
 - i. provision of some larger residential lot sizes e.g. R12.5 where better quality vegetation occurs in Stage 1 in the west of the subject land.
 - j. modification of the Structure Plan to indicate more clearly the dual use path connections from the land to the existing and proposed path network in accordance with the Shire's requirements, including to Capel Sports Ground, the town centre, around the central POS and along the Capel River foreshore.
 - k. inclusion of a PPS requiring the preparation of a dual use path and pedestrian path plan prior to subdivision (to include dual use path connections from the subject land to the existing and proposed path network and pedestrian paths on all streets in accordance with Liveable Neighbourhoods).
 - l. modification of the Structure Plan to address the Townsite Strategy requirement for an interim vegetated buffer to the rural land immediately to the south of the subject land in accordance with the relevant guidelines e.g. additional PPS or notation on the structure plan.
 - m. inclusion of a PPS requiring preparation of a 'Mosquito Management Plan' prior to subdivision addressing the following:
 - the need for Water Sensitive Urban Design to use the Department of Health's risk assessment guide re: mosquito breeding and prevention of mosquito breeding areas;
 - the need to inform prospective purchasers of measures to prevent mosquito breeding;
 - ensuring that proposed infrastructure and site works, and constructed water bodies do not create mosquito breeding habitat; and
 - reference to the *Chironomid midge and mosquito risk assessment guide for constructed water bodies* during the early stages of planning to minimise mosquito breeding.
 - n. inclusion of a PPS to require the preparation of a detailed Foreshore Management Plan to the satisfaction of the Shire and the Department of Water to be submitted with the relevant subdivision application.
 - o. inclusion of a PPS indicating that the subdivider is to refer to the Department of Aboriginal Affairs' Cultural Heritage Due Diligence Guidelines prior to and during development of the subject land, and referencing the developer's obligations pursuant to section 15 of the Aboriginal Heritage Act 1972.
 - p. modification of the Structure Plan report to include comments received from the Water Corporation regarding water supply reticulation and sewerage infrastructure requirements.
 - q. modification of the structure plan to include clearly marked building envelopes or building exclusion areas on the two large conservation lots, located to minimise clearing for access and fire protection in cleared or degraded areas, in close proximity to the fronting roads; and that the alignment of the adjoining road reserves be adjusted if necessary to better reflect site conditions and remnant vegetation outcomes.
 - r. modification of PPS 4 to ensure that the Landscape Plan is prepared to the satisfaction of Council in consultation with DPaW; and to include the requirement for a Rehabilitation/Revegetation Management Plan as a component of the Landscape Plan.

2. That the applicant/development proponent be requested to:

- a. liaise with the Department of Mines and Petroleum prior to subdivision in relation to the potential mining issue and, if necessary, place a memorial on relevant titles at the time of subdivision alerting purchasers of lots within 1,000 metres of a *Strategic Mineral Resource Protection Area* to the potential for future mining; and
- b. prepare a compliance schedule to demonstrate how the requirements of Town Planning Scheme No. 7 and the Capel Townsite Strategy have been addressed (including provisions relating to Clause 5.10 and Appendix 16 of the Scheme, and the planning policy statements on the Townsite Structure Plan) – to be submitted with the revised Structure Plan and associated documentation.

16 ENGINEERING AND OPERATIONS REPORTS**17 CORPORATE SERVICES REPORTS****17.1 Tender 13/06 Architectural Project Services**

Location:	Various locations within the Shire of Capel
Applicant:	Shire of Capel
File Reference:	
Disclosure of Interest:	Nil
Date:	18.12.13
Author:	Senior Finance Officer, S Maunder
Senior Officer:	Director Corporate Services, P Anastasakis
Attachments:	Confidential Tender Assessment

MATTER FOR CONSIDERATION

Consideration of tender submissions for the Provision of Architectural Project Services for five years commencing 1 February 2014, with an optional 3 year extension.

BACKGROUND / PROPOSAL**Background**

Several projects in the long term financial plan which are expected to be built in the coming eight years. Such projects require architectural and drafting services from the commencement of community consultation to completion of the projects.

Proposal

To recommend a shortlist of architects to interview with a recommendation to be provided to the January 2014 Council meeting.

STATUTORY ENVIRONMENT

Local Government Act 1995 s3.57(11)(1) of the Local Government Regulations requires all goods and services with a value in excess of \$100,000 to be subject to a public tender process.

POLICY IMPLICATIONS

Policy 10.1 Tender Procedures.

Policy 10.13 Purchasing states that purchases must be made in consideration of (amongst other things) the best value for money.

To promote economic activity and employment opportunities within the Shire of Capel, Council has a local purchasing preference. A 5% price preference is applicable to locally based suppliers on all purchases where the purchase consideration exceeds \$1,000.

None of the tenderers qualified for consideration under this provision of this policy.

FINANCIAL IMPLICATIONS**Budget**

The forward budget estimates provide detail of expected costs of proposed projects. An amount is included for the design of these buildings.

Long Term

This tender provides for the provision of architectural services for an initial period of 5 years, with an option to extend for a further three years. It is expected that a further tender process will be carried out as projects are added to the long term plan.

Whole of Life

Proficient architectural services are a necessary part of the construction of shire buildings. Employing the right business will ensure that Shire assets are built to a high standard with the proposed use taken into account.

STRATEGIC IMPLICATIONS

The Strategic Community Plan 2013 – 2031 vision is to “establish a community of diverse lifestyle experiences accommodation progressive growth, sharing in prosperity and using the unique environment “ and includes the following strategic objectives which have relevance:

Infrastructure Experience:

5.2 – Maintain and enhance the quality of our built environment.

CONSULTATION

Consultation took place between appropriate officers in the areas of Planning and Development Services and Corporate Services.

COMMENT**PREFERRED TENDERER**

There were twelve tender submissions which have been assessed for their ability to meet the criteria and experience in the area of community infrastructure. Of these, the following have been shortlisted for interview.

- a. Bollig Design Group
- b. Hodge Collard Preston Architects
- c. Gresley Abas
- d. Paterson Group Architects.

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATIONS – 17.1

- 1. That Council accepts the shortlist of applicants for interview.**
 - a. Bollig Design Group
 - b. Hodge Collard Preston Architects
 - c. Gresley Abas
 - d. Paterson Group Architects.
- 2. That Council appoints the President and the Deputy President to the interviewing panel.**

17.2 Write Off Sundry Debtors

Location: Capel
Applicant: Shire of Capel
File Reference:
Disclosure of Interest: Nil
Date: 18.12.13
Author: Customer Service Officer, J Riedmann
Senior Officer: Director Corporate Services, P Anastasakis
Attachments: Nil

MATTER FOR CONSIDERATION

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

PROPOSAL / BACKGROUND**Background**

Requests to write off bad debts are normally provided to Council every six months. The last write off approved by Council was on 26 June 2013 (minute reference OC0618) when five debtors to the value of \$75.95 were approved for write off.

Proposal

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

STATUTORY ENVIRONMENT

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

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

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

* Absolute majority required.

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

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

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

POLICY IMPLICATIONS

There are no Policies applying to the matter.

FINANCIAL IMPLICATIONS

Budget

The total of outstanding debts proposed to be written off is \$300.75 including GST. The amount of the write off to be expensed within the financial report excludes GST and is \$273.41.

Long Term

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

Whole of Life

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

SUSTAINABILITY IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

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

CONSULTATION

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

COMMENT

The fees and charges as detailed below cannot be recovered and the reasons for their non-recovery are detailed. Each debt has been followed up with statements and final letters of demand and visits from a Community Ranger where appropriate. Some of the debtors have now moved and their forwarding address is unknown. The outstanding debt could be followed up through Debt Recovery at an estimated cost, per Debtor, of a minimum of \$75.00 for initial lodgment plus costs for a civil summons, bailiff service fee and travel. These costs are added to the outstanding debt and would be recoverable from the debtor. However, it is essential a current address for the debtor is available so the summons can be served.

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

In the case of debts associated with library books and fees, the member and all members of their immediate family living at the same address have been banned from being able to use the library facilities in the Shire. Should these library users attempt to borrow books in the

future they will need to pay any outstanding fees before their borrowing privileges are reinstated.

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

Debtor	Amount	Description of Debt	Write Off Reason
B361	\$22.00	Charge for lost library item plus account fee	Outstanding since 25/6/13. Amount is minor compared to any further effort required to follow up debt. Borrowing privileges revoked.
B360	\$12.00	Library account fee	Outstanding since 25/6/13. Amount is minor compared to any further effort required to follow up debt. Borrowing privileges revoked.
C261	\$44.00	Charge for lost library items plus two account fees	Outstanding since 9/10/12 and 21/11/12. Amount is minor compared to any further effort required to follow up debt. Borrowing privileges revoked.
G151	\$47.00	Charge for lost library items plus account fee	Outstanding since 9/1/13. Amount is minor compared to any further effort required to follow up debt. Borrowing privileges revoked.
F073	\$46.75	Charge for lost library items plus account fee	Outstanding since 25/6/13. Amount is minor compared to any further effort required to follow up debt. Borrowing privileges revoked.
J081	\$58.05	Charge for lost library items plus account fee	Outstanding since 29/8/12. Amount is minor compared to any further effort required to follow up debt. Borrowing privileges revoked.
P146	\$12.00	Library Account Fee	Outstanding since 11/6/13. Amount is minor compared to any further effort required to follow up debt. Borrowing privileges revoked.
R121	\$58.95	Charge for lost library items plus account fee	Outstanding since 21/3/13. Amount is minor compared to any further effort required to follow up debt. Borrowing privileges revoked.

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

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATION – 17.2

That Council write off the following amounts of outstanding Sundry Debtor accounts that total \$300.75:

B361	Lost items and Library Account Fee	\$22.00
B360	Library Account Fee	\$12.00
C261	Lost items and Library Account Fee	\$44.00
F073	Lost items and Library Account Fee	\$46.75
G151	Lost items and Library Account Fee	\$47.00
J081	Lost items and Library Account Fee	\$58.05
P146	Library Account Fee	\$12.00
R121	Lost item and Library Account Fee	\$58.95

17.3 Financial Statements for 30 November 2013

Location: Capel
Applicant: Shire of Capel
File Reference:
Disclosure of Interest: Nil
Date: 12.12.13
Author: Manager Finance, A Mattaboni
Senior Officer: Director Corporate Services, P Anastasakis
Attachments: Financial Statements for November 2013

MATTER FOR CONSIDERATION

Council to consider adopting the monthly financial statements for November 2013.

BACKGROUND / PROPOSAL**Background**

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

Proposal

The financial statements provided to Council satisfy the requirements.

STATUTORY ENVIRONMENT

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

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

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

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

POLICY IMPLICATIONS

Policy 11.3 – Financial Reports.

FINANCIAL IMPLICATIONS

Budget

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

Long Term

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

Whole of Life

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

SUSTAINABILITY IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

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

CONSULTATION

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

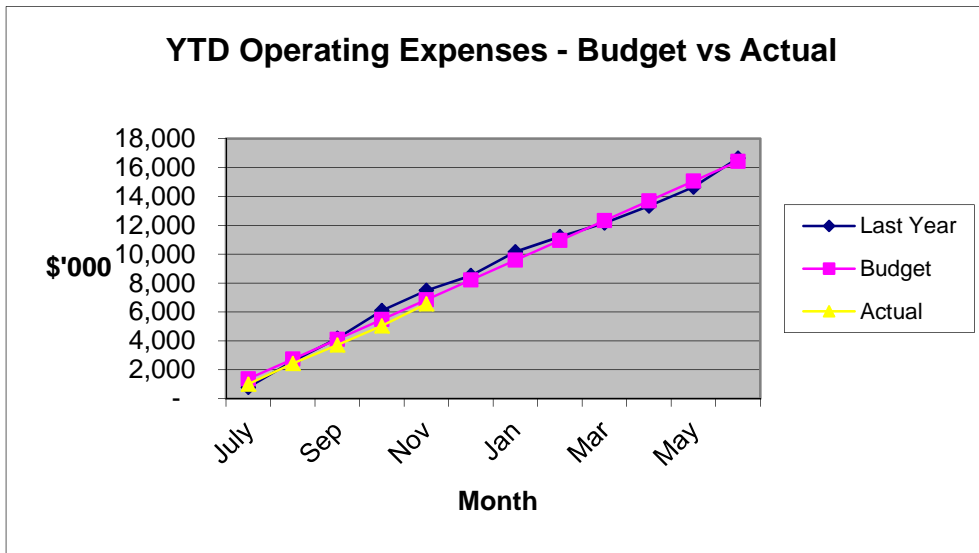
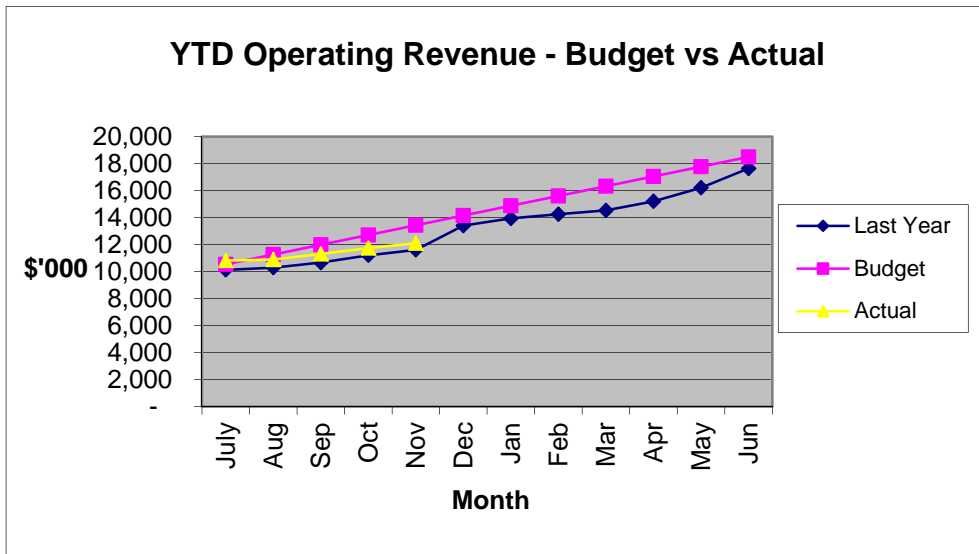
COMMENT

At 30th November 2013, Council's net current assets position was a surplus of \$6,033,609. The surplus brought forward from the 2012/13 financial year is \$5,457. The forecast year end net current asset position is a small surplus of \$3,900. This amount may vary each month as the forecast is updated. The Statement of Comprehensive Income and Rate Setting Statement now include an extra column showing the total 2014 Amended Budget figures. The year to date budget now reflects the amended budget figures.

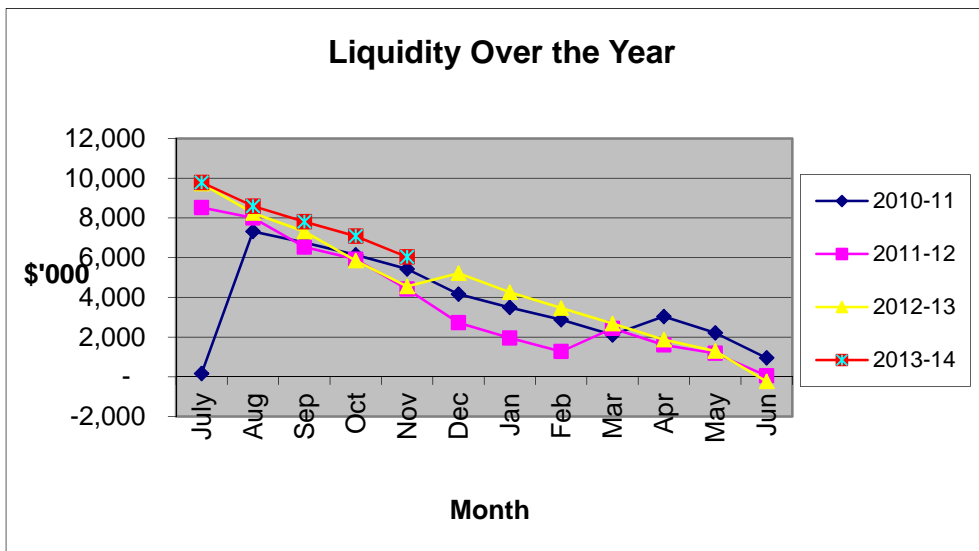
Compared to the amended annual budget, 68% of Operating Revenue has been invoiced and 40% of the Operating Expenditure has been spent. The revenue percentage amount is still high due to the generation of rates debtors in July.

A comparison of employee costs shows that 38% of the amended budget has been spent. This means that actual employee costs are below the amended year to date budget. The forecast year end employee costs amount of \$7,217,816 is just below the amended employee cost annual budget amount of \$7,244,580. The employee costs figure now includes the leave provisions expenses.

The following graphs compare actual Operating Revenue and Operating Expenditure against the approved budget on a year to date basis. Last year’s actual is also included for comparative purposes.

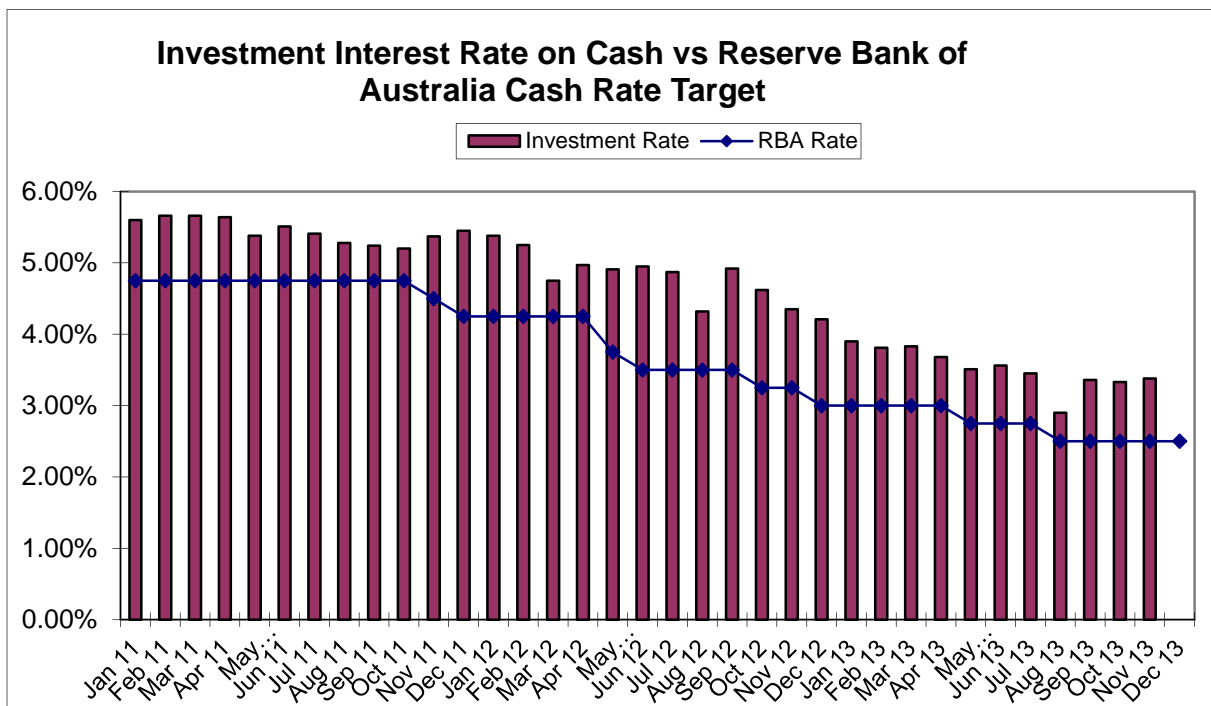


The liquidity graph compares the current year’s net current assets position against that of the three previous years. Liquidity is continuing to move down in line with previous years.



Council's municipal cash and investments position has decreased by \$273,999 compared to October 2013. The Municipal cash position is an amount of \$13,625,707 of which \$8,950,392 is restricted for specific purposes as shown at Note 3. Cash revenue came from the collection of rates income and grant funding. Major cash expenses were for loans, storm clean-up costs and salaries.

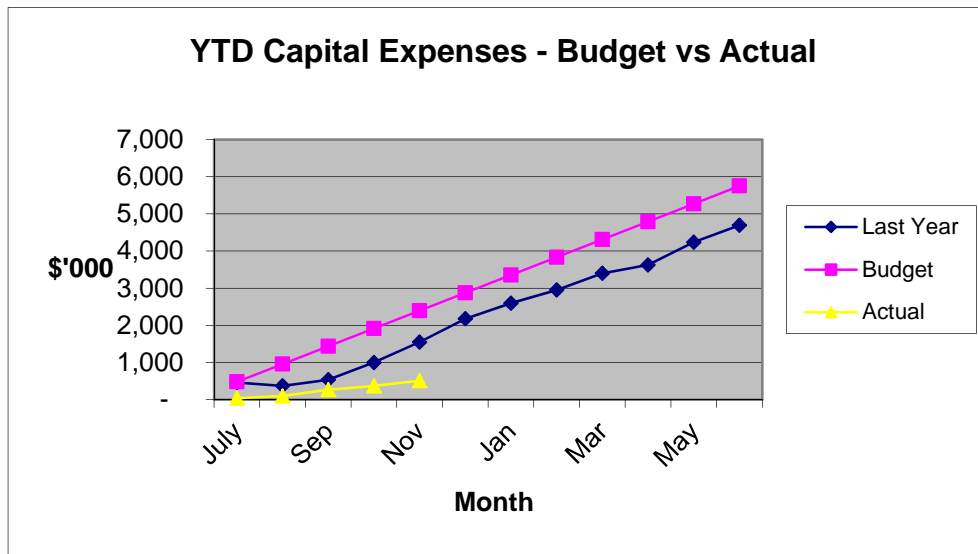
Total interest earned for the year is \$155,866 which is 29% of the annual budget. The average investment rate of return of 3.38% exceeds the Reserve Bank's cash reference rate of 2.50%. Two term deposits were reinvested during the month on the 12th November 2013. The Shire has term deposits maturing each month to April 2014 with the investment terms ranging from 84 days to 182 days. The current term deposits are within the guidelines set out by the Shire's investment of funds policy with the ability to seek higher returns with other higher risk rated institutions as these term deposits mature. A review of the interest earnings accounts forecasts is being undertaken. The following graph compares the Shire's interest rate earned on investments against the Reserve Bank's reference rate.



Capital works expenditure of \$114,982 was incurred during the month of which:

- \$79,191 Gravel resheets,
- \$11,565 Capel townsite drainage infrastructure,
- \$3,616 Playground Softfall replacement,
- \$11,362 PC Replacement programme,
- \$6,731 computer hardware and equipment and
- \$2,118 Shelving for Depot.

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



Council’s financial ratios are disclosed in Note 14.

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 30th November 2013.

VOTING REQUIREMENTS

Simple majority

OFFICER’S RECOMMENDATION – 17.3

That Council adopts the financial statements for the period ending 30 November 2013 as attached.

17.4 Application To Keep 4 Dogs

Location: 28 Maitland Road, Capel
Applicant: Duncan Anderson
File Reference: 235582
Disclosure of Interest: Nil
Date: 22.11.13
Author: Customer Service Officer, M Blandford
Senior Officer: Director Corporate Services, P Anastasakis
Attachments: Location Map

MATTER FOR CONSIDERATION

An application has been received to keep 4 dogs at 28 Maitland Road, Capel.

BACKGROUND / PROPOSAL**Background**

There are no previous decisions or history relevant to this matter.

Proposal

The applicant seeks Council's approval to keep four dogs at 28 Maitland Road, Capel.

STATUTORY ENVIRONMENT

Dog Act 1976, Section 26

26. Limitations as to numbers

The provisions of Section 26 of the Dog Act 1976 however, allow Council to grant permission to keep additional dogs without the requirement of having a licensed kennel establishment.

Specifically, Section 26 (3) states:

- (3) *Where by a local law under this Act a local government has placed a limit on the keeping of dogs in any specified area but the local government is satisfied in relation to any particular premises that the provisions of this Act relating to approved kennel establishments need not be applied in the circumstances, the local government may grant an exemption in respect of those premises but any such exemption —*
- (a) may be made subject to conditions, including a condition that it applies only to the dogs specified in the exemption; and*
 - (b) cannot authorise the keeping in or at those premises of —*
 - (i) more than 6 dogs that have reached 3 months of age; or*
 - (ii) a dog under that age unless it is a pup of a dog whose keeping is authorised by the exemption;*
- and;*
- (c) may be revoked or varied at any time.*

Pursuant to Section 26 (5) a person who is aggrieved by the conditions imposed by an exemption or the refusal of a local government to grant an exemption, then that person may appeal to the State Administrative Tribunal. The Tribunal has shown in previous dealings that it is prepared to give the benefit of the doubt to the applicants unless there are specific examples of nuisance behaviour.

Council's Local Laws Relating to Dogs require a person wishing to keep more than two dogs on a property to apply for an approved kennel licence.

POLICY IMPLICATIONS

There are no current policies applicable to this matter.

FINANCIAL IMPLICATIONS

Budget

The approval of a third and fourth dog will see a minor increase in the annual budget income.

Long Term

No long term financial implications with this application.

Whole of Life

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

SUSTAINABILITY IMPLICATIONS

Social – There is the possibility of barking dog complaints in the future from the number of dogs at the property.

STRATEGIC IMPLICATIONS

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

- Key Focus Area 2 – The Community Experience: Strategic Objective - Provide facilities and services which recognise the diverse needs of the community and strive to make the Shire a safe place to live, work and visit.

CONSULTATION

A letter was sent to the owners of all adjoining land advising of the application and asking whether or not they had any objections to the proposal. A total of 11 letters were sent out with 3 replies received. Of the 3 replies received the responses are as follows:

- 1) Do Not Object
- 2) Do Not Object
- 3) Do Not Object.

COMMENT

The application is to keep the following dogs on the property:

Winston	10 Years Old	Sterilised Male	Border Collie
Jasper	8 Years Old	Sterilised Male	Border Collie
Whisky	3 Years Old	Unsterilised Male	Border Collie
Bouncer	1 Year Old	Unsterilised Female	Border Collie

Community Rangers have inspected the property and have advised that two of the dogs are family pets and two are used for sheep work in the way of trials. The two dogs used for trial work are kept in two separate dog compounds and are only out when the owners are home or when they are being worked with the sheep.

Staff have not had cause to visit the applicant’s property to deal with any claims of nuisance behaviour caused by the dogs.

In the application Mr Anderson states his reason for having more than 2 dogs at the property as being that the two older dogs are family pets and the two younger dogs are being used as working dogs.

As there is no evidence to the effect of nuisance behaviour or complaints with the animals referred to in this application, it is recommended that Council grant approval. It is considered that the provisions contained in the recommendation will be sufficient to control any nuisance behaviour caused by the dogs.

The four dogs are all registered with Council.

VOTING REQUIREMENTS

Simple majority

OFFICER’S RECOMMENDATIONS – 17.4

That Council grants an exemption, in accordance with the provisions of Section 26 (3) of the Dog Act 1976, allowing Mr Duncan Anderson to keep four dogs at 28 Maitland Road, Capel, subject to the following conditions:

That the exemption applies only to the following dogs:

Winston	10 Years Old	Sterilised Male	Border Collie
Jasper	8 Years Old	Sterilised Male	Border Collie
Whisky	3 Years Old	Unsterilised Male	Border Collie
Bouncer	1 Year Old	Unsterilised Female	Border Collie

The exemption only applies to 28 Maitland Road, Capel.

The exemption may be revoked or varied at any time if the animals, the subject of this exemption, contravene the Dog Act 1976;

The exemption is not transferable;

Should any of the dogs die or be given away, the exemption no longer applies to the property.

17.5 Application To Keep 3 Dogs

Location: 59 Roselands Road, Stratham
Applicant: Sean Fox-Slater
File Reference: 235802
Disclosure of Interest: Nil
Date: 22.11.13
Author: Customer Service Officer, M Blandford
Senior Officer: Director Corporate Services, P Anastasakis
Attachments: Location Map

MATTER FOR CONSIDERATION

An application has been received to keep 3 dogs at 59 Roselands Road, Stratham.

BACKGROUND / PROPOSAL**Background**

There are no previous decisions or history relevant to this matter.

Proposal

The applicant seeks Council's approval to keep three dogs at 59 Roselands Road, Stratham.

STATUTORY ENVIRONMENT

Dog Act 1976, Section 26

26. Limitations as to numbers

The provisions of Section 26 of the Dog Act 1976 however, allow Council to grant permission to keep additional dogs without the requirement of having a licensed kennel establishment.

Specifically, Section 26 (3) states:

(3) Where by a local law under this Act a local government has placed a limit on the keeping of dogs in any specified area but the local government is satisfied in relation to any particular premises that the provisions of this Act relating to approved kennel establishments need not be applied in the circumstances, the local government may grant an exemption in respect of those premises but any such exemption —

- (a) may be made subject to conditions, including a condition that it applies only to the dogs specified in the exemption; and
 - (b) cannot authorise the keeping in or at those premises of —
 - (i) more than 6 dogs that have reached 3 months of age; or
 - (ii) a dog under that age unless it is a pup of a dog whose keeping is authorised by the exemption;
- and;
- (c) may be revoked or varied at any time.

Pursuant to Section 26 (5) a person who is aggrieved by the conditions imposed by an exemption or the refusal of a local government to grant an exemption, then that person may appeal to the State Administrative Tribunal. The Tribunal has shown in previous dealings that it is prepared to give the benefit of the doubt to the applicants unless there are specific examples of nuisance behaviour.

Council's Local Laws Relating to Dogs require a person wishing to keep more than two dogs on a property to apply for an approved kennel licence.

POLICY IMPLICATIONS

There are no current policies applicable to this matter.

FINANCIAL IMPLICATIONS

Budget

The approval of a third dog will see a minor increase in the annual budget income.

Long Term

No long term financial implications with this application.

Whole of Life

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

SUSTAINABILITY IMPLICATIONS

Social – There is the possibility of barking dog complaints in the future from the number of dogs at the property.

STRATEGIC IMPLICATIONS

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

- Key Focus Area 2 – The Community Experience: Strategic Objective - Provide facilities and services which recognise the diverse needs of the community and strive to make the Shire a safe place to live, work and visit.

CONSULTATION

A letter was sent to the owners of all adjoining land advising of the application and asking whether or not they had any objections to the proposal. A total of 4 letters were sent out with 3 replies received. Of the 3 replies received the responses are as follows:

- 1) Do Not Object – This is a waste of resources. 3 small dogs, nearest neighbour is 500 metres away – we are zoned rural!
- 2) Do Not Object.
- 3) Do Not Object.

COMMENT

The application is to keep the following dogs on the property:

Towser	7 Years Old	Sterilised Male	Shih Tzu Cross
Jock	3 Years Old	Sterilised Male	Shih Tzu Cross
Daisy	1 Year Old	Sterilised Female	Shih Tzu Cross

Community Rangers have inspected the property and have advised that the dogs appear to be in good health, and are used to round up the stock on the property – this has been witnessed by two of Council's Community Rangers. There are no other houses close by to the area where the dogs will be kept.

Staff have not had cause to visit the applicant’s property to deal with any claims of nuisance behaviour caused by the dogs.

In the application Mr Fox-Slater states his reason for having more than 2 dogs at the property as being that he is using the dogs for droving stock, and stock related activities.

As there is no evidence to the effect of nuisance behaviour or complaints with the animals referred to in this application, it is recommended that Council grant approval. It is considered that the provisions contained in the recommendation will be sufficient to control any nuisance behaviour caused by the dogs.

The three dogs are all registered with Council.

VOTING REQUIREMENTS

Simple majority

OFFICER’S RECOMMENDATIONS – 17.5

That Council grants an exemption, in accordance with the provisions of Section 26 (3) of the Dog Act 1976, allowing Mr Sean Fox-Slater to keep three dogs at 59 Roselands Road, Stratham, subject to the following conditions:

That the exemption applies only to the following dogs:

Towser	7 Years Old	Sterilised Male	Shih Tzu Cross
Jock	3 Years Old	Sterilised Male	Shih Tzu Cross
Daisy	1 Year Old	Sterilised Female	Shih Tzu Cross

The exemption only applies to 59 Roselands Road, Stratham.

The exemption may be revoked or varied at any time if the animals, the subject of this exemption, contravene the Dog Act 1976;

The exemption is not transferable;

Should any of the dogs die or be given away, the exemption no longer applies to the property.

17.6 Accounts Due and Submitted for Authorisation

Location: Capel
Applicant: Shire of Capel
File Reference:
Disclosure of Interest: Nil
Date: 10.12.13
Author: Finance & Accounts Payable Officer, H Tu
Senior Officer: Director Corporate Services, P Anastasakis
Attachments: Nil

MATTER FOR CONSIDERATION

Adoption of accounts to be paid.

BACKGROUND / PROPOSAL**Background**

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

Proposal

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

STATUTORY ENVIRONMENT

Local Government Act 1995, section 6.10

6.10. Financial management regulations

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

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

13. List of accounts

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

- (iii) sufficient information to identify the transactions;
and
(b) the date of the meeting of the council to which the list is to be presented.

POLICY IMPLICATIONS

There are no current policies relevant to this matter.

FINANCIAL IMPLICATIONS

Budget

Payment from Council's Municipal Fund.

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

Long Term

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

Whole of Life

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

SUSTAINABILITY IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

CONSULTATION

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

COMMENT

Accounts due and submitted for authorisation are as follows:

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT15096	18/12/2013	AMITY SIGNS	40X VARIOUS SIGNS	1962.40
EFT15097	18/12/2013	ARROW BRONZE	2 X OMEGA VASES (M120) PLUS DELIVERY	160.98
EFT15098	18/12/2013	BUNBURY MOWER SERVICE	SERVICE BRUSHCUTTER-\$135.50 & 6X WHIPPER SNIPPER EYELET - \$15	150.50

EFT15099	18/12/2013	BELL FIRE EQUIPMENT COMPANY	SERVICE FIRE INDICATOR PANEL AT CAPEL LIBRARY –OCT 13- \$148.50 & EXTINGUISHER ROUTINE SERVICE FOR THE FIRE BRIDGADE BUILDINGS AND FIRE TRUCKS -\$968.90	1117.40
EFT15100	18/12/2013	BUNBURY AUTO ONE	2X LIGHT BULBS & TYRE GAUGE FOR HEALTH TRAILER	20.85
EFT15101	18/12/2013	BUNNINGS BUILDING SUPPLIES PTY LTD	NOV 13 VARIOUS HARDWARE PURCHASES	244.14
EFT15102	18/12/2013	STAPLES AUSTRALIA PTY LTD	2013/14 STATIONERY	1162.77
EFT15103	18/12/2013	COATES HIRE SERVICE	ROLLER HIRE 31/10/13 TO 11/11/13 FOR FOWLER RD RESHEET	2400.75
EFT15104	18/12/2013	CASTLEDEX BUSINESS SYSTEMS	64X JK LETTERS PLUS FREIGHT	88.31
EFT15105	18/12/2013	CARBONE BROS PTY LTD	36M3 LIMESTONE TO BETWENN GUTMANN & KILLERBY DIRVE DALYELLUP -\$1011.60 & 410M3 GRAVEL TO BROOKDALE ROAD - \$12402.50	13414.10
EFT15106	18/12/2013	CURTIN UNIVERSITY OF TECHNOLOGY	100 ABC GUIDES TO KEEPING MENTALLY HEALTHY FOR VOLUNTEER BREAKFAST, 90X ABC COOLER BAGS, 100X PLEDGE WALL STICKERS- VOLUNTEER'S BREAKFAST	2395.00
EFT15107	18/12/2013	TJ DEPIAZZI & SONS	PLAYGROUND SOFTFALL MULCH (25M3), 6-12MM TO PROWSE ROAD CAPEL	1420.38
EFT15108	18/12/2013	DYMOCKS BUSSELTON	33X LOCAL STOCK BOOK PURCHASE	727.90
EFT15109	18/12/2013	DEPARTMENT OF TRANSPORT	VEHICLE SEARCH 1X@3.20	3.20
EFT15110	18/12/2013	DEPT OF FIRE AND EMERGENCY SERVICES (DFES).	13/14 ESL QTR 2 CONTRIBUTION	123570.00
EFT15111	18/12/2013	BRIAN FISHER FABRICATION	SUPPLY AND INSTALL GATE AT HARD COURT ENTRANCE TO ELINIMATE TRIP HAZZARD	100.00
EFT15112	18/12/2013	FENNESSY'S	10,000 KM SERVICE NISSAN NAVARA 4X4 - CP5186	234.01
EFT15113	18/12/2013	GCS HIRE PTY LTD - BUNBURY	HIRE CORING MACHINE FOR SOIL TESTING SUB BASE ON CAPEL SERVICE RD & WIDDESONS RD	163.35
EFT15114	18/12/2013	GREENLINE	REPAIR OIL LEAK ON TRACTOR AND FIX REVERSING BEEPER- CP4912	1315.42
EFT15115	18/12/2013	GARRARDS PTY LTD	167X VECTOBAC G 18KG @\$126.50EA	21125.50
EFT15116	18/12/2013	HARRADINE & ASSOCIATES	13/14 DESEXING SUBSIDY: OCT 13	400.00
EFT15117	18/12/2013	INTEGRAL DEVELOPMENT	COACHING 3X 1HR DIRECTOR OF ENGINEERING	385.00

EFT15118	18/12/2013	STATE LIBRARY OF WESTERN AUSTRALIA	RECOVERIES OF LOST & DAMAGED BOOKS: 6X	107.80
EFT15119	18/12/2013	OFFICEWORKS SUPERSTORES PTY LTD	HACC-OFFICE STATIONERY	284.59
EFT15120	18/12/2013	ORANA HOLDINGS	CLAG 8 WEEK CINEMA ADVERTISING @ ORANA BUSSELTON	704.00
EFT15121	18/12/2013	PROTECTOR ALSAFE	1X PAIR FIRE BOOTS	207.90
EFT15122	18/12/2013	FULTON HOGAN INDUSTRIES PTY LTD	550L OF EMULSION TO LUDLOW NORTH ROAD - 19/11/13	641.30
EFT15123	18/12/2013	PRESTIGE PRODUCTS-BUSSELTON	HACC - SUPPLIES NOV 13	249.05
EFT15124	18/12/2013	PICTON TYRE CENTRE PTY LTD	4 X NEW TYRES TO BE FITTED ON CP2250 TRAILER	637.90
EFT15125	18/12/2013	ROBERT'S TILT-TRAY & HIAB SERVICE	2X TRANSPORT E-WASTE CONTAINER FROM CAPEL TO PERTH AND RETURN \$869EACH MONTH	1738.00
EFT15126	18/12/2013	RTW STEEL FABRICATION	REPAIR RAIL ON SLASHER P9914	99.00
EFT15127	18/12/2013	RED11 PTY LTD	5X BACKUP TAPE & POSTAGE,- \$256.95 & TOSHIBA LAPTOP,TOSHIBA 128GB SSD & LABTOP BAG - FOR PLANNER	1687.26
EFT15128	18/12/2013	RAECO	BOOK COVERING, GENRE LABELS, BARCODE LABELS	403.75
EFT15129	18/12/2013	SOUTHERNS WATER TECHNOLOGY	VARIOUS RETICULATION ITEMS	873.79
EFT15130	18/12/2013	CAPEL FRESH IGA	REFRESHMENT FOR PEPPERMINT CENTRE ON 9/11/13 & REFRESHMENT FOR MORNING TEA ON 21/11/13	150.62
EFT15131	18/12/2013	SOUTHERN LOCK & SECURITY	SUPPLY 6 PADLOCKS KEYED TO L1 ON SHIRE SYSTEM AND 5 KEYS	476.24
EFT15132	18/12/2013	TOTALLY WORKWEAR	HACC-2X STAFF SHIRTS	41.80
EFT15133	18/12/2013	IT VISION	PURCHASE ATO DIY PROGRAM PATCH	550.00
EFT15134	18/12/2013	WORK CLOBBER BUNBURY	5X STAFF UNIFORM	1248.57
EFT15135	18/12/2013	WESTRAC EQUIPMENT	250 HR SERVICE TO CP1804 & CP1025	1714.05
				\$184,377.58

OUTSTANDING CREDITORS AS AT 30th November 2013: \$41,614.96

CERTIFICATE OF CHIEF EXECUTIVE OFFICER

This schedule of accounts to be passed for payment, covering vouchers as detailed above which was submitted to each member of Council on 18th December 2013 have been checked and are fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and services and as to prices, computations, and costings and the amounts shown are due for payment.

P.F. Sheedy.

CHIEF EXECUTIVE OFFICER

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATIONS – 17.6

That Council authorises the Schedule of Accounts covering vouchers EFT15096 to EFT15135, a total of \$184,377.58 for payment.

17.7 Accounts Paid During the Month of November 2013

Location: Capel
Applicant: Shire of Capel
File Reference:
Disclosure of Interest: Nil
Date: 10.12.13
Author: Finance & Accounts Payable Officer, H Tu
Senior Officer: Director Corporate Services, P Anastasakis
Attachments: Nil

MATTER FOR CONSIDERATION

Authorisation of accounts paid during the month.

BACKGROUND / PROPOSAL**Background**

Accounts paid are required to be submitted each month.

Proposal

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

STATUTORY ENVIRONMENT

Local Government Act 1995, section 6.10

6.10. Financial management regulations

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

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

13. List of accounts

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

- and
 (b) the date of the meeting of the council to which the list is to be presented.

POLICY IMPLICATIONS

There are no current policies relevant to this matter.

FINANCIAL IMPLICATIONS

Budget

Payment from Council's Municipal Fund.

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

Long Term

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

Whole of Life

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

SUSTAINABILITY IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

CONSULTATION

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

COMMENT

Payments made during the month of November 2013 are as follows:
 Relevant staff have been consulted and authorised the payments. Documented reviewed by Manager Finance, A Mattaboni.

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
312	13/11/2013	BUILDING & CONSTRUCTION IND TRAINING FUND	BCITF LEVY COLLECTED-OCT 13	13606.94
313	13/11/2013	DEPARTMENT OF COMMERCE - BUILDING COMMISSION	BSL COLLECTED -OCT 13	6142.92
314	13/11/2013	SHIRE OF CAPEL	BSL COMMISSION COLLECTED -OCT 13	664.38

315	28/11/2013	BOYANUP CWA	HALL BOND REFUND	150.00
316	13/11/2013	ST. JOHNS AMBULANCE ASSOCIATION	HALL BOND REFUND- CAPEL HALL 2 & 3 NOV 13	125.00
317	28/11/2013	DR P RAMESH	CANCELLED INCORRECT NAME-HALL BOND REFUND GCC 23/11/13	
EFT14844	05/11/2013	ALL WEST BUILDING APPROVALS PTY LTD	ASSISTING WITH THE ASSESSMENT OF BUILDING LICENCE @\$65 PER HR PLUS GST JUL 13- JUN14:OCT 13	2452.81
EFT14845	05/11/2013	BOYANUP LIONS CLUB	BOYANUP CEMETERY MAINTENANCE DONATION FOR 6 MONTH	1250.00
EFT14846	05/11/2013	BUNBURY DISTRICTS LITTLE ATHLETICS	KIDSPORT VOUCHER 2X-\$155, 1X \$80	390.00
EFT14847	05/11/2013	BP AUSTRALIA	DISTILLATE-7850L	11795.23
EFT14848	05/11/2013	CAPEL HOCKEY CLUB	KIDSPORT VOUCHER 1X-\$200	200.00
EFT14849	05/11/2013	CAPELBERRY	CATERING FOR SPECIAL COUNCIL MEETING 23/10/13 &CLAD MEETING ON 29/10/13	273.10
EFT14850	05/11/2013	DELRON CLEANING	CONTRACTED CLEANING FOR THE MONTH: OCT 13 (\$7762.82(HALLS, PUBLIC TOILETS, BBQ), \$1166.85 (DALY SPORT PAVILLION), \$1378.74)(CAPEL LIBRARY & PAVILION)	10308.41
EFT14851	05/11/2013	DIRT DESIGN	NOV 13 ADDITONAL SPRAYING-\$3190 & 9 DAYS STORM CLEAN UP	69520.00
EFT14852	05/11/2013	GOLDEN WEST PEST & WEED CONTROL	TREAT SHIRE BUILDING AND TOILETS FOR SPIDERS AND PLAYGROUND FOR ANTS	550.00
EFT14853	05/11/2013	HI-TECH AG SOLUTIONS	SUPPLY LIQUID FERTILISER TO BOYANUP OVAL AND CAPEL OVAL (AREA 5.2HA)	5154.60
EFT14854	05/11/2013	A INGRAM	REIMBURSE 17X LIBRARY BOOKSTOCK PURCHASE	258.48
EFT14855	05/11/2013	IVC COMPUTER SERVICES IVC	LOGITECH CAMERA	45.00
EFT14856	05/11/2013	LD TOTAL	ADDITIONAL MAINTENCE FOR OCT 13	4478.84
EFT14857	05/11/2013	LINDA'S LAWNMOWING	MOWING OF BOYANUP MUSEUM 4X & BOYANUP HALL 2X	280.00
EFT14858	05/11/2013	MANPOWER	LABOUR HIRER: 4X STAFF- JH-\$1463.36,SG- \$1834.66,JH-\$1856.50,HK- \$1485.20	6639.72

EFT14859	05/11/2013	SOUTH WEST TREE SAFE	REMOVE DEAD TUART AND STUMP GRIND FROM CORNER OF SAMROSE AND HORNIBROOK, DALYELLUP.	1210.00
EFT14860	05/11/2013	SOUTH WEST ZONE WA LOCAL GOVERNMENT ASSOCIATION	13/14 MEMBERSHIP FEE FOR SOUTHWEST ZONE	500.00
EFT14861	05/11/2013	T & P DESIGN	SURVEY WORK FOR TUTENUP RD-31 HRS	3069.00
EFT14862	05/11/2013	TARVIA	REPAIRS TO TIMBER STAIRCASE AT DALYELLUP DUE TO STORM	12998.70
EFT14863	05/11/2013	TOTALITY BUSINESS SOLUTIONS	2X300GB DISKS - \$528,ANTI VIRUS SOFTWARE FOR A YEAR-\$512.33	1040.33
EFT14864	05/11/2013	WESTERN AUSTRALIAN TREASURY CORPORATION	INTEREST AND LOAN REPAYMENT: LOAN 63-PGB COMMUNITY CENTRE	6714.93
EFT14865		-EFT14907	REFER TO AGENDA 20.11.2013	
EFT14908	05/11/2013	BADGERS EMBROIDERY	HACC-20X EMBROID STAFF SHIRTS \$22EA	132.00
EFT14909	05/11/2013	KORONG VENDING (BCM VENDING)	HACC- COFFEE SUPPLIES	281.00
EFT14910	05/11/2013	COUNTRY SMART BUSINESS SOLUTIONS	CARRY OUT 1 FERTILISER APPLICATIONS AS PER FERTILISER PROGRAMME OVER BOYANUP FOOTBALL AND HOCKEY GROUND & CAPEL OVAL	550.00
EFT14911	05/11/2013	COLROYS COUNTRY KITCHEN	HACC- ANNUAL VOLUNTEER'S FUEL-SEP 13	120.00
EFT14912	05/11/2013	COLES	HACC- DAY CENTRE SUPPLIES	500.56
EFT14913	05/11/2013	EP DRAFFIN MANUFACTURING PTY LTD	SUPPLY 10 SINGLE BIN STANDS -\$2365 & 2 DOUBLE HEADED BINS STANDS-\$847 PLUS FREIGHT \$198	3410.00
EFT14914	05/11/2013	DAPCO	HACC-FITED 2 TYRES & WHEEL BALANCE FOR: CP5446-\$531,CP9069-\$366	897.00
EFT14915	05/11/2013	DEPARTMENT OF TRANSPORT	VEHICLES SEARCH FEE SEPT 13-4@\$3.2	12.80
EFT14916	05/11/2013	ELLIOTT'S SMALL ENGINES	HACC-SERVICE RIDE ON MOWER	264.75
EFT14917	05/11/2013	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION WALGA	3X VARIOUS ADVERTISING FOR SEP 13	2189.21
EFT14918	05/11/2013	LIVE WIRE	HACC- PROJECTOR MOUNTED ON DAY CENTRE CEILING	686.00

EFT14919	05/11/2013	NEWTON MOORE EDUCATION SUPPORT CENTRE	HACC-CLIENT'S GARDENING COMMUNITY WORK CREW-SEP13	175.00
EFT14920	05/11/2013	RECORDS MAINTENANCE & STORAGE	ORDER FOR RECORDS STORAGE AND DESTRUCTION: OCT 13	455.65
EFT14921	05/11/2013	WOOLWORTHS LIMITED (WA)	HACC-DAY CENTRE SUPPLIES	99.32
EFT14922	06/11/2013	RICOH FINANCE	PHOTOCOPYING LEASE REPAYMENT :NOV 13	1076.07
EFT14923	08/11/2013	THE BULL AND BUSH TAVERN	ANNUAL DINNER ON 1/11/13	4947.00
EFT14924	13/11/2013	ALL WEST BUILDING APPROVALS PTY LTD	ASSISTING WITH THE ASSESSMENT OF BUILDING LICENCE @\$65 PER HR :OCT & NOV 13	2706.00
EFT14925	13/11/2013	AMD CHARTERED ACCOUNTANTS	ROADS TO RECOVERY ACQUITTAL AUDIT 30/6/13 & AUDIT OF FINANCIAL STATEMENT FOR 30/6/13	1694.00
EFT14926	13/11/2013	B & B STREET SWEEPING	HIRE STREET SWEEPER- DAL-\$5890.50, GELORUP- \$1870 & CAPEL-\$187	7947.50
EFT14927	13/11/2013	BENDIGO BANK BUSINESS CREDIT CARD	4X CREDIT CARD USE FOR THE MONTH OF OCT 13 PLUS CARD FEE	4062.80
EFT14928	13/11/2013	BUNBURY HIFI & CAR STEREO	HACC PROJECTOR CEILING MOUNT FRAME	120.00
EFT14929	13/11/2013	CAPEL TRANSPORT	DELIVERY OF 4X PALLET & 2 BASKETS LARVICIDE	204.77
EFT14930	13/11/2013	CRANEY'S LUNCHBAR	HACC -20X VOLUNTEER LUNCHESES-SEP 13- \$185.70,& CATERING ON 29/9/13-\$188	373.70
EFT14931	13/11/2013	GEORGINIA CARTER	REIMBURSE 3X BOOKSTOCK PURCHASES FOR LIBRARY	24.00
EFT14933	13/11/2013	DIRT DESIGN	SEAL 2X TIMBER GAZEBOS ON BEACH FRONT AT DALYELLUP & 1 AT WENTWORTH ST	1672.00
EFT14934	13/11/2013	DELL AUSTRALIA PTY LTD	3X COMPUTERS	9504.00
EFT14935	13/11/2013	EASIFLEET MANAGEMENT	LEASE REPAYMENT OF SUZUKI SWIFT-CEO & MAZDA -HR: NOV 13	1557.47
EFT14936	13/11/2013	ALISON EVANS	REIMBURSE 3X CERTIFICATE FRAMES A4	45.00
EFT14937	13/11/2013	GOLDEN WEST PLUMBING & DRAINAGE	3X TOILET REPAIRS: 1X AT BOYANUP HALL, 2X DALYELLUP COMMUNITY CENTRE	1227.60

EFT14938	13/11/2013	GLEN'S ENGINEERING	REPAIR RAILS ON FENCE LINE AT JULIAN SANDERS PARK BOYANUP & REPAIR BOLLARDS AT CAPEL SPORTS PAVILION	264.00
EFT14939	13/11/2013	GANNAWAYS CHARTER SERVICE	3X BUS CHARTERS FOR INZONE OCTOBER ACTIVITIES AND EXCURSIONS	1487.00
EFT14940	13/11/2013	GRESLEYABAS	CAPEL ADMIN REFURBISHMENT PROJECT NO 0811-B	586.85
EFT14941	13/11/2013	MGM GROUP PTY LTD	2 LIMESTONE BLOCKS	26.95
EFT14942	13/11/2013	MANPOWER	LABOUR HIRER-JL: 21/10/13-24/10/13	1463.36
EFT14943	13/11/2013	SOS OFFICE EQUIPMENT	13/14 METERBILLING - FOR 5X SHIRE PHOTOCOPIER	2242.70
EFT14944	13/11/2013	SHADE WEST	REMOVE, STORE AND REFIT SHADE SAILS FOR BOYANUP, DALYELLUP, CAPEL PLAYGROUNDS	1132.00
EFT14945	13/11/2013	SUSSEX TURF CONTROL	3X MOW OPEN SPACE BELOW PEPPERMINT GROVE COMMUNITY CENTRE	780.00
EFT14946	13/11/2013	WIN SAVAGE	REIMBURSE REPLACING EQUIPMENTS FOR THE EMERGENCY FOOD BOXES	239.47
EFT14947	13/11/2013	T & P DESIGN	16HR OF SURVEY FOR FOWLER ROAD	1584.00
EFT14948	13/11/2013	TOTALITY BUSINESS SOLUTIONS	TRAVEL CHARGES FOR IT SERVICE	58.08
EFT14949	13/11/2013	RAY TINK ROOFING	MATERIALS AND LABOUR FOR REPAIRS TO ROOF AT BOYANUP HALL	1210.00
EFT14950	13/11/2013	VACUUM WORLD SALES & SERVICE	4X PACKS VAC BAGS & A GULPER FLOOR TOOL	125.00
EFT14951	13/11/2013	WA COUNTRY BUILDERS	REFUND PLANNING APPLICATION FEE	130.00
EFT14952	13/11/2013	WARREN BLACKWOOD WASTE	WASTE CONTRACT FOR HOUSEHOLD WASTE, RECYCLING AND ORGANIC: OCT 13	61286.39
EFT14953	13/11/2013	SHAUN BREADEN	REIMBURSEMENT FOR AIBS CONFERENCE: ACCOMMODATIONS, MEALS, COURSE REGISTRATIONS AND AIBS MEMBERSHIP (AS PER EMPLOYMENT CONTRACT)	984.35
EFT14954	13/11/2013	CIVIC LEGAL	LEGAL ADVICE REGARDING FENCING LOCAL LAW	3114.98
EFT14955	13/11/2013	LESLEY JACKES	RATES REFUND	200.00
EFT14956	04/11/2013	WESTNET PTY LTD	13/14 INTERNET FOR THE SHIRE OFFICE, CAPEL, BOYANUP & DALYELLUP	369.78

			LIBRARY-NOV 13	
EFT14957	15/11/2013	DIRT DESIGN	CREATED DRAINAGE IN CAPEL PAVILION GARDENS-\$1104.40,2X LANO GUARD WOODEN STAIR AT DALYELLUP BEACH-\$7700, CONSTRUCT LIMESTONE TRACK TO GAIN ACCESS TO DRAINS-\$4950, & REPAIR WASHED OUT FOOTPATH AT RAMSAY RD -\$2821.50	16575.90
EFT14958	20/11/2013	AECOM AUSTRALIA PTY LTD	CRISTAL CLOSURE PLAN - DALYELLUP	16500.00
EFT14959	20/11/2013	BUNBURY PLUMBING SERVICES BPS	PUMP OUT GREASE TRAP AT BOYANUP MEMORIAL HALL: 30/10/13-0.5KL	198.70
EFT14960	20/11/2013	BUNBURY HOLDEN	HACC-30,000K SERVICE TO CP5446	302.15
EFT14961	20/11/2013	BUNBURY TELECOM SERVICE PTY LTD	LOCATE CABLE ON LUDLOW NORTH ROAD	132.00
EFT14962	20/11/2013	DAVID BROCKMAN MECHANICAL REPAIRS & SERVICING	SERVICE 4X SHIRE FIRE TRUCKS	1844.97
EFT14963	20/11/2013	BUNBURY HARVEY REGIONAL COUNCIL	ORGANICS TIPPING OCT 13-\$6373.84, REGIONAL WASTE EDUCATION PROGRAM -OCT 13-\$1870.36	8244.20
EFT14964	20/11/2013	BP AUSTRALIA	DISTILLATE-8000L	11940.98
EFT14965	20/11/2013	CAPEL CRICKET CLUB	KIDSPORT VOUCHER 4X \$60	240.00
EFT14966	20/11/2013	CRANEY'S LUNCHBAR	HACC-SANDWICHES FOR COMMUNITY WEST TRAINING 25/10/13	36.00
EFT14967	20/11/2013	DIRT DESIGN	CONTRACTED WORKS DALYELLUP -5/11/13-4/12/13	10671.00
EFT14968	20/11/2013	ELLIOTT'S SMALL ENGINES	HACC-REPAIR BLOWER	179.90
EFT14969	20/11/2013	ERG ELECTRICS PTY LTD	REPLACED 4X POLES-NORTON PROMENADE FORESHORE STREET LIGHTING, DALYELLUP	13964.50
EFT14970	20/11/2013	FIT 2 WORK.COM.AU	JOINING & AUDIT FEE	315.59
EFT14971	20/11/2013	A INGRAM	REIMBURSE 9X BOOK STOCK PURCHASED	140.00
EFT14972	20/11/2013	JUMOR WASTEWATER SERVICE & REPAIRS	SERVICE ANAEROBIC TREATMENT UNIT AT PEPPY COMMUNITY CENTRE	146.40
EFT14973	20/11/2013	FAT BIRDIE CAFE	CATERING FOR 9 PEOPLE ON 25/10/13 (PERON NATURALISTE PARTNERSHIP) & BUSINESS SUNDOWNER ON 22/10/13	140.50

EFT14974	20/11/2013	MODERN TEACHING AIDS PTY LTD	6X CHRISTMAS CRAFT ITEMS INCLUDES FREIGHT	79.53
EFT14975	20/11/2013	MANPOWER	LABOUR HIRER-JL: 28/10/13-1/11/13	1856.50
EFT14976	20/11/2013	PALMERSTON WORK INJURY & GP CLINIC	PRE-EMPLOYMENT MEDICAL - 4/11/2013	195.80
EFT14977	20/11/2013	SOS OFFICE EQUIPMENT	FOLDING MACHINE	1320.00
EFT14978	20/11/2013	SOURCE SEPARATION SYSTEMS PTY LTD	6000XCOMPOST-A-PAK 8L ROLL OF 50 STANDARD ARTWORK, CARTON OF 20 ROLLS	20922.00
EFT14979	20/11/2013	SUMMERS CONSULTING	9.5 HR OF MOSQUITO IDENTIFICATION	783.75
EFT14980	20/11/2013	TOTAL GREEN RECYCLING PTY LTD	TRANSFER E-WASTE :281 ITEMS, TOTAL 2455KG	386.01
EFT14981	20/11/2013	WOOLWORTHS LIMITED (WA)	WISH GIFT CARDS:32X \$25 & 87X \$50	5164.99
EFT14982	20/11/2013	SIMON BEST	RETIGHTEN BOLTS ON BOARDWALK OVER CAPEL RIVER, OIL HAND RAILS AND POSTS	2700.00
EFT14983	20/11/2013	DM & S CURTIN	SUPPLY AND INSTALL DAIKIN AIR CONDITIONER TO CAPEL SHIRE OFFICES	2690.00
EFT14984	20/11/2013	BUSINESS FUEL CARDS PTY LTD	13/14-HACC FLEET FUEL-NOV 13	3758.70
EFT14985	20/11/2013	ELLIOTT'S SMALL ENGINES	HACC-MOWER PARTS ETC	425.15
EFT14986	20/11/2013	BRIAN FISHER FABRICATION	EXCHANGE ONE GAS BOTTLE	115.00
EFT14987	20/11/2013	AUSTRALIAN TAXATION OFFICE	OCT13 BAS	65003.00
EFT14988	20/11/2013	RURAL CINEMA	20 HAND PRINTED BAGS FOR AUSTRALIA DAY AWARDS 2014	280.00
EFT14989	20/11/2013	SOUTH WEST TREE SAFE	REMOVE AND STUMP GRIND 6 TREES FROM ERLE SCOTT RESERVE (BEHIND SHIRE OFFICES), PRUNE TREE AT 37 TRIGWELL ROAD & AT CNR TIRGWELL & SW HIGHWAY	3575.00
EFT14990	20/11/2013	T & P DESIGN	15.5HR TO AMEND, FIX SABOTAGE OF WORKS AND CONTINUE TO PEG AT LUDLOW RD	1534.50
EFT14991	20/11/2013	CLEANAWAY	WASTE TO LANDFILL-OCT 13	12256.82
EFT14992	20/11/2013	TRANSPACIFIC WASTE MANAGEMENT	WASTE BINS AT TIP TO LANDFILL: OCT 13	16406.37
EFT14993	21/11/2013	CALTEX AUSTRALIA	FLEET FUEL FOR 11 SHIRE VEHICLES OCT 13	3473.35
EFT14994	28/11/2013	AUSTRALIA POST	POSTAGE FOR 10/9/13-31/10/13	7373.44

EFT14995	28/11/2013	ALL WEST BUILDING APPROVALS PTY LTD	ASSISTING WITH THE ASSESSMENT OF BUILDING LICENCE @\$65 PER HR : NOV 13	1452.00
EFT14996	28/11/2013	AUSTRALASIAN PERFORMING RIGHT ASSOC LTD	LICENCE FEES FOR COPYRIGHT OF MUSIC FOR BOYANUP, CAPEL, GELORUP HALL AND ADMIN BUILDING	541.23
EFT14997	28/11/2013	BUNBURY TAXIS CO-OPERATIVE LTD	HACC-TRANSPORT WHEEL CHAIR CLIENT OCT 13	39.40
EFT14998	28/11/2013	BOC LIMITED	51KG DRY ICE FOR MOSQUITO TRAPS	98.73
EFT14999	28/11/2013	CAPELBERRY	CATERING FOR 12 ORDINARY COUNCIL MEETING DINNERS: NOV 2013	400.00
EFT15000	28/11/2013	COLROYS COUNTRY KITCHEN	HACC- ANNUAL VOLUNTEER'S FUEL OCT 13	80.00
EFT15001	28/11/2013	DELRON CLEANING	GENERAL CLEANING FOR NOV 13-PUBLIC BUILDING, TOILETS & BBQ-\$7762.82, DALYELLUP SPORTS PAVILION-\$1166.85, CAPEL LIBRARY & PAVILION-\$1166.63	10096.30
EFT15002	28/11/2013	DIRT DESIGN	CARRY OUT 3 DAYS STORM CLEANUP	22110.00
EFT15003	28/11/2013	DAPCO	HACC- CHANGE TYRE AND WHEEL BALANCE ON TRAILER ITMY 197	87.34
EFT15004	28/11/2013	SUSAN DALGLEISH	REIMBURSE PURCHASE OF VOLUNTEER ACKNOWLEDGMENT GIFTS	165.00
EFT15005	28/11/2013	DOME BUNBURY	VOLUNTEER DOME VOUCHERS 50X \$12.00	600.00
EFT15006	28/11/2013	S & S ELECTRICAL	HACC-POWER POINT FOR DAY CENTRE PROJECTOR	220.00
EFT15007	28/11/2013	GOLDEN WEST PLUMBING & DRAINAGE	INVESTIGATE & REMEDY LACK OF HOT WATER TO VISITOR CHANGEROOM SHOWERS DALYELLUP PAVILION AND REPLACE TAPS AT FEMALE TOILET-\$2327.60. REPLACE AND SERVICE UV TREATMENT UNIT AT CAPEL HALL-\$206.80	2534.40
EFT15008	28/11/2013	GREENLINE	3,000 HR SERVICE ON CP4912 ON FRIDAY 08/11/2013	2248.20
EFT15009	28/11/2013	GBC NEOPOST AUSTRALIA	CANON IPF760 36'PRINTER	5247.00

EFT15010	28/11/2013	JUMOR WASTEWATER SERVICE & REPAIRS	SERVICE ANAEROBIC TREATMENT UNIT AT DALYELLUP BEACH TOILET BLOCK	466.00
EFT15011	28/11/2013	LD TOTAL	13/14 MAINTENCE OF POS-DALYELLUP @\$23456.63PER MONTH: NOV 13	24258.52
EFT15012	28/11/2013	MANPOWER	2X LABOUR HIRER-PG-6/11/13-8/11/13 & JL: 4/11/13-6/11/13	1834.66
EFT15013	28/11/2013	NATIONAL PEN LTD	100 VANITY PENS (BURGUNDY) WITH LASER ENGRAVED IMPRINT (PLUS 100 FREE)	257.24
EFT15014	28/11/2013	PEERLESS JAL PTY LTD	SUPPLY 20L OF FLOOR POLISH	201.09
EFT15015	28/11/2013	PERTH MANAGEMENT SERVICES	RENT AND OUTGOING FOR DEC 13	1522.75
EFT15016	28/11/2013	PJ & EV PAGE	13/14 WAXING AND BUFFERING OF BOYANUP HALL \$70 EACH MONTH : OCT 13	70.00
EFT15017	28/11/2013	PRIME EARTHMOVING BUSSELTON	1ST CLAIM HARRISON ROAD AND 12TON BLUE MENTAL	12721.50
EFT15018	28/11/2013	PRIME INDUSTRIAL PRODUCTS PTY LTD	1 X BOX BLUE FLAGGING TAPE	38.00
EFT15019	28/11/2013	SOUTH WEST TREE SAFE	PRUNE 3 TREES & VEGETATIONS , REMOVE 3 TREES & STUMPS	6380.00
EFT15020	28/11/2013	ST JOHN AMBULANCE	PAYMENT FOR FOUR FIRST AID COURSES - FIRST AID FOR BABES PROJECT FUNDED BY THE PUBLIC HEALTH ADVOCACY INSTITUTE OF WA CARING FOR KIDS	5680.00
EFT15021	28/11/2013	SCOPE BUSINESS IMAGING	TONER (BLACK) FOR PRINTER	211.20
EFT15022	28/11/2013	WA POLICE SERVICE	HACC VOLUNTEER POLICE CHECKS AUG 13	13.15
EFT15023	28/11/2013	AUSTRALIANSUPER	SUPERANNUATION CONTRIBUTIONS	298.98
EFT15024	28/11/2013	SHIRE OF CAPEL SOCIAL CLUB	PAYROLL DEDUCTIONS	232.00
EFT15025	28/11/2013	THE COXALL SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	142.46
EFT15026	28/11/2013	CHAMPAGNE LIFESTYLE SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	321.88
EFT15027	28/11/2013	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	614.58

EFT15028	28/11/2013	EVANS FAMILY SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	457.44
EFT15029	28/11/2013	PORTFOLIOFOCUS	SUPERANNUATION CONTRIBUTIONS	297.88
EFT15030	28/11/2013	TWUSUPER	SUPERANNUATION CONTRIBUTIONS	324.76
EFT15031	28/11/2013	WALGS PLAN	SUPERANNUATION CONTRIBUTIONS	59080.66
EFT15032	28/11/2013	A & L PRINTERS	7000X DL FIREBREAK FRIDGET MAGNETS-\$2198, 4000X DOGS & CATS REGISTRATION FORM-\$854, 15000X ENVELOPES-\$1018	4070.00
EFT15033	28/11/2013	AMITY SIGNS	32X VARIUOS SIGNS	199.10
EFT15034	28/11/2013	AUSLEC	60X VARIUOS FLURO LIGHTS	285.78
EFT15035	28/11/2013	ALBOX AUSTRALIA	20XA4 & 5XFOOLSCAP ARCHIVAL HOUSING INCL FREIGHT	309.89
EFT15036	28/11/2013	SOUTHWEST TYRE SERVICE	CARRY OUT WHEEL ALIGNMENT AND ROTATE TYRES NISSAN NAVARA 46CP & REPAIR KUBOTA MOWER CP9516	172.00
EFT15037	28/11/2013	BUNBURY MOWER SERVICE	SERVICE EDGER, HEDGETRIMMER,MOWER-\$402.75, REPAIR CYLINDER MOWER-\$194.75, 4X COILS FOR WHIPPER SNIPPER AND 2X GREASE TUBES-\$412	1009.50
EFT15038	28/11/2013	BUNBURY TOYOTA	HACC-SERVICE BUS AND CHECK BRAKES	335.73
EFT15039	28/11/2013	BOYANUP FOUNDATION INC	13/14 MEMBERSHIP FEES	66.00
EFT15040	28/11/2013	BUNNINGS BUILDING SUPPLIES PTY LTD	HARDWARE SUPPLIES OCT 13	93.48
EFT15041	28/11/2013	BLACKWOODS	24XWHITE SPRAY PAINT	148.10
EFT15042	28/11/2013	STAPLES AUSTRALIA PTY LTD	2013/14 STATIONERY: OCT 13	341.07
EFT15043	28/11/2013	CAPEL HARDWARE & FARM SUPPLIES	HARDWARE SUPPLIES OCT 13	2502.39
EFT15044	28/11/2013	COATES HIRE SERVICE	ROLLER HIRE - FOWLER ROAD - 16/10/13 TO31/10/13	2483.25
EFT15045	28/11/2013	CAPEL NEWSAGENCY	SUPPLIES FOR SHIRE-\$188.97 & LIBRARY-\$61.60 FOR OCT 13	250.57
EFT15046	28/11/2013	COASTAL HIRE T/AS GCS SECURITY SCAFFOLD	HIRE OF OFFICE AND TOILET AT CAPEL TIP: OCT 13	470.08
EFT15047	28/11/2013	COUNTRY SMART BUSINESS SOLUTIONS	CARRY OUT 2ND FERTILISER APPLICATIONS OVER BOYANUP FOOTBALL AND CAPEL GROUND	550.00

EFT15048	28/11/2013	CARBONE BROS PTY LTD	1356M3 GRAVEL- FOWLER ROAD & 57M3 OF LIMESTONE	42620.70
EFT15049	28/11/2013	DOWN TO EARTH TRAINING & ASSESSING	CERT III CIVIL CONSTRUCTION TRAINING - FOR ONE INCL TRAVEL COSTS	2195.00
EFT15050	28/11/2013	FENNESSY'S	60,000 KM SERVICE CP9132	1168.92
EFT15051	28/11/2013	JETLINE KERBING CONTRACTORS	REPAIR FOTTPATH ON PARAGON LOOP & DALYELLUP BOULEVARDE	4015.00
EFT15052	28/11/2013	GREEN RECYCLING	DISPOSAL OF KERBSIDE RECYCLABLES: OCT 13	5330.12
EFT15053	28/11/2013	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION WALGA	1X REGISTRATION FOR EARNING PROGRAM UNDERSTANDING LOCAL GOVERNMENT FOR ELECTED MEMBERS	214.50
EFT15054	28/11/2013	LANDGATE	9X MINING TENEMENTS	63.90
EFT15055	28/11/2013	MALATESTA ROAD PAVING & HOT MIX	650X 1.4 LITRES EMULSION, 544.5T ASPHALT	1454.50
EFT15056	28/11/2013	MAINSPRAY	13X SPRAYING OF RURAL AND TOWNSITE VERGES AND RESERVES FOR OCT 13	15923.46
EFT15057	28/11/2013	MJB INDUSTRIES	4 X PIPES,10X RUBBERS RINGS	509.08
EFT15058	28/11/2013	NIGHTGUARD SECURITY SERVICE PTY LTD	ALARM RESPONSE & SECURITY FOR SHIRE BUILDINGS FOR OCT 13	1529.29
EFT15059	28/11/2013	PRESTIGE PRODUCTS-BUSSELTON	OCT 13 SUPPLIES-SHIRE BUILDING	260.92
EFT15060	28/11/2013	PICTON TYRE CENTRE PTY LTD	PUNCTURE REPAIR TO CP4991	627.50
EFT15061	28/11/2013	RAECO	3X TABLE RECTANGULAR PLUS FREIGHT	416.67
EFT15062	28/11/2013	SOUTHERNS WATER TECHNOLOGY	REPAIR/REPLACE 50MM SOLENOID STATION 10 AT CAPEL RECREATION GROUND	663.21
EFT15063	28/11/2013	SOUTHERN LOCK & SECURITY	ALARM MONITORING SERVICE FEE SHIRE BUILDINGS FOR NOV 13	840.98
EFT15064	28/11/2013	WEST OZ LINEMARKING	LINE MARKING 4 BAYS - 19 PROPERJOHN ROAD, CAPEL	330.00
EFT15065	28/11/2013	BP AUSTRALIA	DISTILLATE-8140L	12864.47
46692	05/11/2013	COURIER AUSTRALIA INTERNATIONAL	COURIER FEE-HEALTH	18.40
46693	05/11/2013	COLLIE MINERS CREDIT UNION	RATES REFUND FOR ASSESSMENT A8193	76.48
46694	05/11/2013	RED INK HOMES	REUND OF PLANNING FEE LOT 2853	190.00

46695	05/11/2013	SOUTH WEST WORKING LIFE ASSOCIATION INC	13/14 MEMBERSHIP FEE	200.00
46696	05/11/2013	BRIAN LATCH & DIANE P FRANCE	CROSSOVER CONTRIBUTION-CAPEL	300.00
46697	05/11/2013	SYNERGY	ELECTRICITY	819.65
46698	05/11/2013	ALISION COLLINS THOMPSON & GARY THOMPSON	CROSSOVER CONTRIBUTION-DALYELLUP	300.00
46699	13/11/2013	COURIER AUSTRALIA INTERNATIONAL	COURIER FEE-HEALTH & DALYELLUP LIBRARY	86.30
46700	13/11/2013	SHIRE OF CAPEL	PETTY CASH REIMBURSEMENT-DALYELLUP LIBRARY	18.50
46701	13/11/2013	DALYELLUP BEACH PTY LTD	RATES REFUND FOR ASSESSMENT A8200	1723.69
46702	13/11/2013	MILTON PENNY	REIMBURESEMENT OF PRESCRIPTION SAFTEY GLASSES	250.00
46703	13/11/2013	MR J PARKER	RATES REFUND FOR ASSESSMENT A154	162.91
46704	13/11/2013	SYNERGY	ELECTRICITY-1658X STREET LIGHTS	24982.10
46705	13/11/2013	TELSTRA CORPORATION LTD	RENT & CALLS	2029.67
46706	13/11/2013	HAYLEY POWELL	REFUND DOG STERILISED 11/11/13	50.00
46707	20/11/2013	COURIER AUSTRALIA INTERNATIONAL	COURIER FEE-HEALTH	17.41
46708	20/11/2013	SHIRE OF CAPEL	PETTY CASH REIMBURSEMENT-DAL LIBRARY & HACC	206.85
46709	20/11/2013	CITY OF GOSNELLS	LOST ITEM "I KEEP CLEAN""	14.30
46710	20/11/2013	SYNERGY	ELECTRICITY	595.70
46711	20/11/2013	TELSTRA CORPORATION LTD	HACC-TELEPHONE	1016.35
46712	20/11/2013	MRS VJ TUFFIN	RATES REFUND FOR ASSESSMENT A469	157.26
46713	20/11/2013	SYNERGY	ELECTRICITY	2502.25
46714	20/11/2013	C WIDMER	RATES REFUND FOR ASSESSMENT A468	410.19
46715	20/11/2013	ALINTA GAS	HACC-GAS	702.75
46716	28/11/2013	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	87.30
46717	28/11/2013	AMP	SUPERANNUATION CONTRIBUTIONS	407.92
46718	28/11/2013	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	48.88
46719	28/11/2013	THE AUSTRALIAN WORKERS UNION	PAYROLL DEDUCTIONS	220.00
46720	28/11/2013	SHIRE OF CAPEL	PAYROLL DEDUCTIONS	2342.00
46721	28/11/2013	CBUS	SUPERANNUATION CONTRIBUTIONS	156.52

46722	28/11/2013	SHIRE OF DONNYBROOK/BALINGUP	PAYROLL DEDUCTIONS	196.00
46723	28/11/2013	HESTA	SUPERANNUATION CONTRIBUTIONS	883.55
46724	28/11/2013	LGRCEU	PAYROLL DEDUCTIONS	194.00
46725	28/11/2013	MLC MASTERKEY SUPER	SUPERANNUATION CONTRIBUTIONS	93.36
46726	28/11/2013	ONEPATH MASTER FUND	SUPERANNUATION CONTRIBUTIONS	482.25
46727	28/11/2013	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	356.08
46728	28/11/2013	SPECTRUM SUPER	SUPERANNUATION CONTRIBUTIONS	507.48
46729	28/11/2013	MR D ANDERSON	RATES REFUND FOR ASSESSMENT A1914	250.75
46730	28/11/2013	CITY OF BUNBURY	2014 AUSTRALIA DAY SPONSORSHIP	5500.00
46731	28/11/2013	COUNTRY FRAMERS	REPLACE GLASS AND FRAME AS SELECTED FOR "LEST WE FORGET" PICTURE FROM J & M KITCHEN COMMUNITY CENTRE"	120.00
46732	28/11/2013	COURIER AUSTRALIA INTERNATIONAL	COURIER FEE-BOYANUP LIBRARY	29.33
46733	28/11/2013	SHIRE OF CAPEL	PETTY CASH REIMBURSEMENT-CAPEL LIBRARY	84.00
46734	28/11/2013	SHIRE OF DONNYBROOK/BALINGUP	PAYMENT OF LEGAL FEES PERTHWASTE	3673.67
46735	28/11/2013	ELGIN HALL COMMITTEE	REIMBURSE ELECTRICTY CONSUMPTION-\$154.91	154.91
46736	28/11/2013	GERT HOPPE	REIMBURSE FOR EXCESS ON BROKEN WINSCREEN CAUSED BY SHIRE STAFF	100.00
46737	28/11/2013	SYNERGY	ELECTRICITY	3605.70
46738	28/11/2013	LIANE & LEE SHIPPIN	CROSSOVER CONTRIBUTION-DALYELLUP	300.00
46739	28/11/2013	TELSTRA CORPORATION LTD	MOBILE RENT & CALLS	1493.87
46740	28/11/2013	TUART FOREST PRIMARY SCHOOL	BUS CHARTER FOR COMMUNITY ANTI-GRAFFITI PROJECT	660.00
46741	28/11/2013	WATER CORPORATION	WATER USAGE	1263.56
				\$ 841,612.60

05.11.13	SHIRE OF CAPEL PAYROLL PAYMENTS	\$168,721.99
19.11.13	SHIRE OF CAPEL PAYROLL PAYMENTS	\$173,848.35
		<u>\$342,570.34</u>

CERTIFICATE OF CHIEF EXECUTIVE OFFICER

This schedule of accounts to be passed for payment, covering vouchers as detailed above which was submitted to each member of Council on 18th December 2013 have been checked and are fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and services and as to prices, computations, and costings and the amounts shown are due for payment.

P. F. Heedy.

CHIEF EXECUTIVE OFFICER

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATIONS – 17.7

That Council receives:

- 1 The Schedule of Accounts covering vouchers 312 to 317, EFT14844 to EFT14864, EFT14908 to EFT15065, CHQ46692 to CHQ46741 totalling \$841,612.60 during the month of November 2013;**
- 2 Payroll payments for the month of November 2013, totalling \$342,570.34; and**
- 3 Transfers to and from investments as listed.**

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