

# Shire *of* Capel

## AGENDA

### ORDINARY COUNCIL MEETING

Wednesday 24 May 2017

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

#### **REMINDERS:**

**2.00pm** Briefing: Kim Muste re Dalyellup Greenpatch  
Structure Plan

**3.00pm** Briefing: Cameron Baldock, Coffey  
Environmental re Radiological Readings

**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, 24 MAY 2017 COMMENCING AT 4.30PM.



S Stevenson  
ACTING CHIEF EXECUTIVE OFFICER

17 May, 2017

# 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](http://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 – 26 April 2017

- 9 ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION**

- 10 PETITIONS/DEPUTATIONS/PRESENTATIONS**

*Any person or group wishing to make a 5 minute presentation to Council regarding any matter on this agenda for consideration must request the right to do so in writing to the Chief Executive Officer prior to 12 noon on the day of this Council meeting. For more information about presentations please contact the Executive Assistant on 9727 0222 or email [info@capel.wa.gov.au](mailto: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](mailto: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 2017 WA Local Government Convention**


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Location:	Perth
Applicant:	Western Australian Local Government Association (WALGA)
File Reference:	CM.CI.1
Disclosure of Interest:	Nil
Date:	01.05.17
Author:	Chief Executive Officer, PF Sheedy
Senior Officer:	Chief Executive Officer, PF Sheedy
Attachments:	2017 WA Local Government Convention program brochure provided to Councillors <b>under separate cover</b>

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**MATTER FOR CONSIDERATION**

1. Appointment of voting delegates for the WALGA Annual General Meeting on Wednesday 2 August 2017 at the Perth Convention and Exhibition Centre; and
2. Approval for Elected Members to attend the WA Local Government Convention from 2 to 4 August 2017 at the Perth Convention and Exhibition Centre.

**BACKGROUND / PROPOSAL****Background**

Council is entitled to have a maximum of two voting delegates (excluding observers) at the WALGA Annual General Meeting held during Local Government Convention. This has in the past been the President and Deputy President, unless they do not attend the WA Local Government Convention, then other Elected Members have been nominated as voting delegates. The Chief Executive Officer (CEO) can also be nominated as a voting delegate if insufficient Elected Members are attending.

The President and Deputy President have generally been automatic nominations for attendance at the convention, if they choose to attend, and then preference has been given to recently elected Councillors and/or Elected Members who have not previously attended and then other interested Councillors who may wish to attend.

**Proposal**

*“Elected Members, CEOs and Senior Managers are invited to attend the 2017 WA Local Government Convention, scheduled for Wednesday, 2 to Friday, 4 August 2017 at the Perth Convention and Exhibition Centre.*

*Themed Members First, the program reflects WALGA’s fresh perspective on how to better understand and respond to the needs of Local Government by focusing on improving Member engagement and service. We have a renewed emphasis on practical sessions and this year’s program incorporates three concurrent sessions covering topics such as Emergency Management, Community Engagement, Waste and Recycling and implications of the new NDIS, to name a few. There is also an opportunity to participate in field trips to view the new Perth Stadium and visit the Cockburn ARC, the City of Cockburn’s new major recreation and aquatic centre, as well as the City of Stirling’s Balcatta Recycling Centre.*

*WALGA’s annual Convention provides an outstanding opportunity to explore Local Government issues, share experiences, and exchange views and ideas to take back to your Council. The event gets underway with WALGA’s AGM, followed by two days of plenary and concurrent*

*sessions. Known as a community iron man and one of the world's leading authorities on local economic development, Ernesto Sirolli will open the conference and also lead one of our many concurrent sessions. Other keynote speakers include Stephen Yarwood, former Lord Mayor of the City of Adelaide and Urban Futurist at city2050, and Idris Mootee, a highly acclaimed strategic innovation expert who provides counsel to CEOs and management boards on critical matters in strategy and innovation. The conference will close with the annual Gala Dinner and I'm thrilled to announce Australian comedian Dave Hughes as the After-Dinner Entertainment."*

## **STATUTORY ENVIRONMENT**

There are no statutory environment provisions relevant to this item.

## **POLICY IMPLICATIONS**

Policy 1.3 - Travelling Expenses (the following parts are relevant).

1. Council will reimburse travel expenses where Councillors attend:
  - Conferences approved by Council, through a resolution duly passed at a Council meeting;
  - Seminars, workshops and training courses approved by the Chief Executive Officer;
3. Where acting as a Council representative, that requires travel outside of the Shire, and travel by motor vehicle is appropriate, travel should be undertaken by Council vehicle where available and appropriate, otherwise private vehicle use is allowed.
5. Councillors using private vehicles in accordance with this policy, may claim for reimbursement of expenses at the rate contained in the Local Government Industry Award 2010 applicable at the date of travel, but subject to such cost not exceeding the normal full economy class air fare, to and from the particular destination.
6. Costs of vehicle hire, taxi fares and parking which are reasonably required and incurred in attending conferences, seminars, training courses, meetings and functions, will be reimbursed by the Council.
7. Reimbursement of travel expenses are to be paid only on receipt of a formal claim from a Councillor and is to be calculated on the number of kilometres between the Councillor's principal place of residence or work within the Shire to the venue and return.

Policy 1.6 – Conferences and Training Expenses (the following parts are relevant).

### 1. Approval

Subject to the clause for overseas travel, Councillors may attend conferences and training following:

- (a) approval by the Council through a resolution passed at a Council meeting for attendance at conferences and all other events outside of Western Australia.

### 3. Payment of Conference and Training Costs

Conference and training expenses will only be paid or reimbursed when:

- The attendance is authorised, by Council, through a resolution passed at a Council meeting or by the Chief Executive Officer.
- The attendance and expenses incurred comply with the requirements of this policy.

- Due to exceptional circumstances, Council approves a reimbursement though a resolution passed at a Council meeting, of conference and training expenses incurred that have not been approved by Council prior to attendance.

#### 4. Conference and Training Expenses

Costs of vehicle hire, taxi fares, parking and meal expenses which are reasonably required and incurred in attending conferences, will be reimbursed by the Council.

Council will generally not meet the costs of meals or refreshments for other persons (other than partners). The main exception is where it is indicated that the meal or refreshments provided to another person is in response to a meal or refreshments previously received.

##### 4.1 Booking Arrangements

Registration, travel and accommodation for Councillors will be arranged through the Office of the Chief Executive Officer. In general all costs including airfares, registration fees and accommodation will be paid direct by the Shire.

##### 4.2 Registration

The Council will pay all normal registration costs for Councillors/delegates which are charged by organisers, including those relating to official luncheons, dinners and tours/inspections which are relevant to the interests of the Council.

The Council will normally pay registration fees, accommodation costs and airline/train tickets direct to conference organisers/travel agent in advance. Where this is not appropriate or possible, a cash allowance or cheque equivalent thereto may be paid in advance to the attendee for payment to the appropriate party.

##### 4.3 Accommodation

The Council will pay reasonable double room or twin share accommodation costs for Councillors including the night before and/or after the conference where this is necessary because of travel and/or conference timetables which make it impossible to arrive at or return home in normal working hours.

Where available, accommodation shall be normally booked at the venue.

##### 4.4 Travel

All reasonable travel costs for Councillors/delegates to and from the conference location and venue will be met by the Council. Where appropriate, travel will be provided by air and will normally be at economy rates but may be upgraded to business class in recognition of any physical disability of the attendee or if the distance and/or travelling time involved warrants such an upgrade.

Councillors using private vehicles in accordance with this Policy may claim 'kilometre' allowance at the date of travel as per Clause 5 of Policy 1.3 but subject to such cost not exceeding the normal full economy class air fares to and from the particular destination.

Costs of vehicle hire, taxi fares, parking and meal expenses which are reasonably required and incurred in attending conferences, will be reimbursed by the Council.

##### 4.5 Councillor/Delegate Accompanying Person

The partners of Councillors are entitled to attend authorised conferences (as outlined in Clause 2 of this Policy) as an accompanying person with Council meeting conference programs and meal expenses, where the conference is within Western Australia. Expenses in relation to



partners' tours, sporting activities and other such activities, shall be the responsibility of the elected member.

Where a Councillor is accompanied at a conference outside Western Australia, all costs for or incurred by the accompanying person, including travel, meals, registration and/or participation in any conference program, are to be borne by the elected member and not by the Council. Accompanying person's registration or accompanying person's program fees will be paid by the Shire at the time of registration with the Councillor reimbursing the Shire when requested.

#### 4.6 Reimbursement of Expenses

Councillors attending conference and training events are entitled to be reimbursed for 'normally accepted' living costs while travelling, such living costs would include but are not limited to:

- (a) Taxi fares to and from the airport and to and from the venue if the accommodation used is a substantial distance from the venue;
- (b) Meals for the Councillor;
- (c) Refreshments for the Councillor (maximum of \$30); and
- (d) Vehicle hire, petrol and parking.

Expenses will generally be reimbursed from the time a Councillor leaves home to attend a conference or training to the time the Councillor returns home.

Should the Councillor extend a visit by leaving prior to the time necessary to arrive at the conference or training or return after the time at which the Councillor could have returned following the conference or training, reimbursements will be paid:

- (a) For the days of the conference and training; and
- (b) For the cost of travel from the airport directly to the accommodation to be used for the conference and training and also, vice versa, from accommodation to the airport.

Where a Councillor attending an approved conference or training program requiring overnight accommodation, elects to stay with relatives or friends at private accommodation, Council will pay an allowance of \$100 per night, to offset meals and other expenses.

Councillors wishing to claim this allowance shall complete the 'Elected Member Conference Reimbursement' form.

Where a Councillor attending an approved conference, training or development program, incurs child care expenses, Council will reimburse these expenses to a maximum of \$80 per day.

Where Councillors attend conferences, seminars, fact finding tours, training and development, they shall be entitled to a daily allowance of \$25 for sundry expenses in addition to other expenses allowed under this policy. The daily allowance can be paid either prior to, or at the conclusion of attending conferences etc.

### **FINANCIAL IMPLICATIONS**

#### **Budget**

The following details relate to attendance at the Local Government Convention sessions on Wednesday to Friday (2 August – 4 August 2017) and provide approximate costs to be met by

Council for a delegate and partner if they attend all functions (including GST). Single day attendance registration ranges from \$725 to \$780 (including sundowner) for a full day.

	\$
Full Registration (Delegate only)	1,475
Accommodation, meals, refreshments (3 nights)	700
Welcome Reception (partner)	60
Sundowner (partner)	60
Sundry expenses allowance	75
	2,370

Note: As the Wednesday session does not commence until 12.00pm (lunch, followed by AGM) and concludes at approximately 3.30pm on the Friday, costs have been included for accommodation for two nights and evening meals on the assumption that those attending will not be staying for the gala dinner on the Friday night. Should any delegates choose to stay for the gala dinner on the Friday night then costs of \$450 (gala dinner \$120 for delegate and partner and accommodation and meals \$330) will need to be added to the above costs.

The 2017/18 draft budget includes an allocation of \$9,000 (ex GST) for Conferences and Training, which includes the Local Government Convention and Professional Development opportunities and is sufficient for four Councillors to attend but further funds would then have to be added for any future professional development undertaken during the 2017/18 financial year.

Should the delegates wish to attend the Australian Local Government Women's Association WA AGM and breakfast (3 August) and/or breakfast with Special Guest Mr Matthew Pavlich (4 August), additional costs of \$55 and \$88 (inc GST) respectively will be incurred.

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

Professional Development Opportunities for Elected members are being offered pre and post - convention (31 July, 1 August and 4 August). This would be an additional cost if Elected Members decide to attend any of these sessions which range from \$515 to \$677 (includes GST).

### **Long Term**

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

### **Whole of Life**

As there are no assets being created, Whole of Life costs are not relevant to this item.

### **SUSTAINABILITY IMPLICATIONS**

Attendance at the Convention does require attendees to travel by motor vehicle or train to Perth and return.

Attendance by Elected Members allows them to interact with Elected Members from other local governments and the various convention speakers to discuss a range of issues relevant to local government in Western Australia.

## **STRATEGIC IMPLICATIONS**

Shire of Capel Strategic Plan 2013-2031

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

Strategic Outcome:

1.1 Ensure continuous improvement of the organisation.

## **CONSULTATION**

No consultation with the community or other agencies is required on the matter.

## **COMMENT**

Full details of the Convention program for delegates and partner activities are outlined in the separate attachment however in summary the relevant parts of Local Government Convention 2017 are:

- Tuesday 1 August – Mayors and Presidents Forum (3.30-5.30pm) and Mayors and Presidents Reception (5.30–7.00pm). Note this has previously been on the Thursday night.
- Wednesday 2 August – Luncheon for 2017 WALGA Honours Recipients, State and Local Government Forum, WALGA AGM (1.30-5.30pm), Convention Welcome Reception.
- Thursday 3 August – ALGWA (WA) AGM and breakfast, Convention sessions, Field Trips (Cockburn ARC in morning and Perth Stadium in afternoon limited numbers) and sundowner.
- Friday 4 August – Convention Breakfast with Matthew Pavlich, Convention sessions and Gala Dinner.
- Partner's tours and sessions Wednesday to Friday 2 to 4 August.
- Saturday 8 August - Delegates and partners coach trip to the Ferguson Valley.

## **Councillor Attendance**

The attendance of two Elected Members and partners at the Local Government Convention sessions (2 to 4 August), including opening reception and sundowner would incur costs of approximately \$4,740 (incl. GST), with additional costs for attendance at the breakfast sessions, Saturday all day tour and travel. If there is any interest from further Elected Members then additional budget allocations will be required in 2017/18 budget.

Finally if Council so chooses and there is no interest from Councillors to attend, Council can decide not to send any delegates at all to the Convention and by default the CEO would also not attend.

## **Annual General Meeting – 2 August 2017**

The President and Deputy President, if attending, have in the past been Council's nominated voting delegates and, if not attending, other Elected Members and/or the Chief Executive Officer have been nominated.

**State and Local Government Forum**

A registration of interest has been submitted to attend the above forum that will be held on Wednesday 2 August 2017 in the morning.

As part of this forum local governments have the opportunity to nominate up to three State Government Departments that they may wish to have a rotational dialogue (speed dating of 9 minutes) with on a nominated matter/s. However given that this session was considered not to be worthwhile by the President and CEO in 2016 it is not proposed to participate in this session in 2017.

**Accommodation and additional costs**

Accommodation of three rooms (2 elected members and the CEO), based on midlevel hotel accommodation close to the Convention Centre has been booked at the Mounts Bay Apartments, Perth at this time.

Whilst it is not mentioned in the report the Chief Executive Officer will be attending the Local Government Convention also and a separate budget allocation is made for his attendance under the 'Governance General-Conference, Training and Other' section of the budget.

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

**Elected Member Professional Development**

As mentioned in the Financial Implications above, as part of the Convention, professional development training courses are being provided at the venue, Perth Convention and Exhibition Centre, for Elected Members from Monday 31 July, Tuesday 1 August and Friday 4 August 2017. Councillors are able to attend these on an individual course basis and are encouraged to consider attending.

The one day training sessions are \$515 to \$677 (including GST) for registration, with additional costs for accommodation and travel (if not attending the Convention).

A copy of the pamphlet on the Professional Development opportunities is included in the separate attachments and a separate Council motion will be required if any Elected members wish to attend any of these training sessions.

**VOTING REQUIREMENTS**

Simple majority

**OFFICER'S RECOMMENDATIONS – 13.1****STAFF RECOMMENDATION 1**

**That Council approves the attendance of the President, Deputy President and Councillors \_\_\_\_\_ at the Local Government Convention on 2 to 4 August 2017 and meet all conference registration, accommodation, travel and other costs as per Policies 1.3 Travelling Expenses and 1.6 Conference and Training Expenses.**

**STAFF RECOMMENDATION 2**

**That Council nominates the President and Deputy President as its voting delegates to attend the WALGA Annual General Meeting on Wednesday 2 August 2017 and meet all conference registration, accommodation, travel and other costs as per Policies 1.3 Travelling Expenses and 1.6 Conference and Training Expenses.**

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**13.2 Climate Change Policy Advisory Committee – Minutes of Meeting**

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Location:	Whole of Shire
Applicant:	Shire of Capel
File Reference:	N/A
Disclosure of Interest:	Nil
Date:	01.05.17
Author:	Chief Executive Officer, PF Sheedy
Senior Officer:	Chief Executive Officer, PF Sheedy
Attachments:	Minutes of meeting held on 26 April 2017

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**MATTER FOR CONSIDERATION**

Receive the minutes of the Climate Change Policy Advisory Committee held on 26 April 2017 and endorsement of Recommendation CC0402.

**BACKGROUND / PROPOSAL****Background**

The Climate Change Policy Advisory Committee met prior to the Council meeting on 26 April 2017, where the Sustainability Officer provided a PowerPoint presentation to the Committee Members on various sustainability measures over recent years (see detail in attached minutes) to consider the proposed sustainability activities for the 2017/18 financial year.

**Proposal**

The proposed sustainability activities are consistent with the *Shire of Capel Sustainability Strategy 2013-2018*. The activities focus on reducing Council's environmental impacts in the areas of energy, water consumption, and carbon reduction and community projects.

**STATUTORY ENVIRONMENT**

As the Climate Change Policy Advisory Committee has not been delegated any power or duty by Council, all recommendations from the Committee are required to be adopted by Council before they can be acted upon.

**POLICY IMPLICATIONS**

Policy 2.25 Corporate Sustainability has relevance to this item.

**FINANCIAL IMPLICATIONS****Budget**

Approximately \$45,000 is estimated to be available in the Climate Change budget for 2017/18 after Sustainability Officer's salary costs (\$48,000) and the Shire's contribution to the Peron Naturaliste Partnership (\$15,000) are taken out.

**Long Term**

Most of the actions proposed for 2017/18 have a one off implementation cost. Some actions will have minor ongoing costs for monitoring and/or maintenance. A number of actions will provide ongoing financial savings to Council through reduced electricity and water costs. All the activities proposed will be funded from the annual budget allocation.

**Whole of Life**

There will be some minor annual costs incurred for monitoring and maintenance. There are some operating savings anticipated through the implementation of the proposed activities.

**SUSTAINABILITY IMPLICATIONS**

Shire of Capel Strategic Community Plan 2013-2031

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

Strategic Outcomes:

- 1.1 Ensure continuous improvement of the organisation.
- 1.3 Develop, support and implement innovative solutions.

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

Strategic Outcome:

- 2.3 Preserve and protect the character of the communities.

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

Strategic Outcome:

- 3.2 Maintain and enhance the quality of our unique natural environments.

The proposed projects for 2016/17 are aimed wholly at improving sustainability outcomes for Council operations and within the local community.

**STRATEGIC IMPLICATIONS**

The proposed projects are consistent with the *Shire of Capel Sustainability Strategy 2013-2018*.

**CONSULTATION**

As the item relates to the adoption of Committee minutes no consultation is required.

**COMMENT**

The estimated implementation costs and annual savings of proposed sustainability projects for 2017/18 are summarised in the following table.

Projects	Estimated implementation costs	Estimated annual savings to Shire *	
Energy saving projects	\$17,000	\$3,500	10 tCO <sub>2</sub> /yr
Water saving projects	\$3,000	\$1,000	500 kL/yr
Carbon reduction projects	\$12,000	\$0	4 tCO <sub>2</sub> / year + 200 tCO <sub>2</sub> one-off
Community projects	\$4,000	\$0	0
<b>Total</b>	<b>\$36,000</b>	\$2,940	11 tCO <sub>2</sub> /yr 200 tCO <sub>2</sub> one-off 170 kL

**VOTING REQUIREMENTS**

Simple majority

<b>OFFICER'S RECOMMENDATIONS – 13.2</b>
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**That Council:**

- 1. Receives the minutes of the Climate Change Policy Advisory Committee (CCPAC) meeting held on 26 April 2017; and**
- 2. Endorses the proposed sustainability activities for 2017/18 as detailed above and as per Recommendation CC0402 in the CCPAC minutes.**



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### **13.3 Regional Waste Facility – Country Local Government Fund (CLGF) Funding**

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Location:	Capel
Applicant:	Bunbury Wellington Group of Councils (BWGC)
File Reference:	GR.LI.3
Disclosure of Interest:	Nil
Date:	08.05.17
Author:	Chief Executive Officer, PF Sheedy
Senior Officer:	Chief Executive Officer, PF Sheedy
Attachments:	<b>Confidential</b> BWGC Report to City of Bunbury

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#### **MATTER FOR CONSIDERATION**

A request to the Department of Regional Development (DRD) to approve the reallocation of the CLGF funds of \$4,561,000, previously allocated to the purchase and development for a Regional Waste Facility, to Option 1 – Two Pronged Approach, being:

1. Progressing the South West Regional Waste Site (Site16), including Project Officer expenses for three (3) years - \$1,461,000; and
2. Development of waste lined cell at the Bunbury Harvey Regional Council waste site at Stanley Road - \$3,100,000.

#### **BACKGROUND / PROPOSAL**

##### **Background**

*There is a lengthy background history in regards to this site dating back to 1999, however only details of relevant decisions are listed here.*

Feb 2011 refers – Representatives from the Bunbury Wellington Group of Councils (BWGC), being Bunbury, Capel, Collie, Dardanup, Donnybrook-Balingup and Harvey, met John Woodhouse, Woodhouse Legal to discuss the formation of a Regional Council Establishment Agreement.

A subsequent meeting was held on 28 February 2011 where it was agreed that one of the key issues going forward for the establishment of a Regional Council was the ownership of a long term waste site. It was agreed that the Chief Executive Officer (CEO), Shire of Dardanup would discuss with his Council their interest in selling the Banksia Road site.

April 2011 refers – Shire of Dardanup at its meeting on 20 April considered its options with its Banksia Road waste site and participation in a Regional Council, focusing on waste, and resolved in part:

1. *Confirm that the Shire of Dardanup is willing to consider participating as a member of a Regional Council created for the purpose of managing waste and will consider selling all or part of Lot 1, Location 3003 Banksia Road.*
2. *Advise the Bunbury Wellington Group that a decision on participating in the formation of a regional council will require a business plan detailing the cost implications to the participants.*

December 2011 refers - The Shire of Dardanup at its meeting on 14 December 2011 resolved, in part, to sell Lot1 Banksia Road, Dardanup to a Regional Council on the following conditions:

1. Subject to the adoption of the Regional Council Business Plan.
2. The Shire of Dardanup retains an equal share of the property.

September 2012 refers - At the meeting of the Bunbury Wellington Group of Councils on 13 September 2012 it was resolved as follows.

*'That the Bunbury Wellington Group of Councils allocate \$4.1m of the 2012/13 CLGF Regional Funding to the purchase and development of Lot 1 Banksia Road, Dardanup as a Regional Waste Facility subject to the completion of relevant business cases and the agreement by BWGC Member Councils to participate in the project.'*

December 2013 refers - At the meeting of the Bunbury Wellington Group of Councils on 9 December 2013 it was resolved as follows:

*'That the Bunbury Wellington Group of Councils endorse the submission of an offer to the Shire of Dardanup of \$2.2 Million to purchase the balance of Part Lot 1 Banksia Road, Dardanup (approx. 90 ha), which excludes the area to be purchased by the Water Corporation and the small 'Conservation Area' in the south west corner of the lot, subject to:*

1. *The Department of Regional Development and State Government approving the allocation of the \$4.1 million from the 2012/13 Country Local Government Fund Regional Funding to the project.*
2. *Clarification on the impact of the mining lease over the site to the satisfaction of the Group.*
3. *Finalisation of additional studies requested from Talis at the previous meeting of the BWGC on 9 September 2013.'*

May 2014 refers - The Shire of Dardanup at its Council meeting on 21 May 2014, resolved as follows:

*'THAT Council:*

1. *Call for expressions of interest for the outright sale of the remaining area of Lot 1, 3003 Banksia Road Dardanup, being 85.8ha.*
2. *Adopt the draft business plan as provided under separate cover and advertise for 6 weeks calling for public comment.*
3. *Adopt the process for selling the land by public tender in compliance with the Local Government Act 1995 Functions and General Regulation 18 (Tenders), 22 (Expressions of Interest), 23 and 24 and s3.58 (2) LGA as described above.'*

At the meeting of the Bunbury Wellington Group of Councils on 23 May 2014 it was resolved as follows:

*'That the Bunbury Wellington Group of Councils:*

1. *Based on the information available to the Bunbury Wellington Group of Council (BWGC) members on 23 May 2014 (Shire of Dardanup to sell Banksia Road land by public tender), not proceed with the submitting of an Expression of Interest to the Shire of Dardanup for the purchase of Lot 1, 3003 Banksia Road Dardanup, being 85.8ha;*
2. *Advise the Department of Regional Development of the decision of the Shire of Dardanup to sell the Banksia Road land by public tender;*
3. *Request the Department of Regional Development to allow the BWGC to retain the R4R Country Local Government Regional funding allocation of \$4.2 million to consider long term regional waste solutions, including alternative 'Waste to Energy' technology; and*
4. *Work with the Department of Environment and Regulation to investigate long term solutions for the disposal of waste in the region including investigation of alternative sites and 'Waste to Energy' technology.'*

July 2014 refers – Council at its meeting on 16 July resolved:

*'That Council resolves:*

2. *Support points 4 and 5 of the City of Bunbury decision from its meeting on 8 May 2014, being:*

- 4) *Arrange a meeting of all interested local government and the South West Development Commission to seek interest in the development of a South West Regional Waste Management Strategy;*
- 5) *Subject to the level of interest in relation to point 4, funding be sought for the appointment of a project officer/consultant to coordinate the development of a strategy, site investigations and alternative solutions.' and direct its delegates (President and CEO) attending the Bunbury Wellington Group of Councils meeting on 21 July 2014 to vote accordingly.'*

2014 -2017 refers:

In 2014 the BWGC engaged Talis Group to commence the process of identifying alternative suitable sites for use as a Regional Waste Facility. A number of sites were subsequently identified and then went through an extensive criteria analysis and assessment process by Talis to the point reached today where Site 16 Goodwood Road was identified and agreed upon by the South West Regional Waste Group as being the most suitable site and Talis have been further engaged to progress detailed assessments and approvals to the development of the site.

March 2017 refers - At the meeting of the BWGC held on 27 March 2017 the following was resolved:

*'That BWGC:*

1. *Continue studies on Goodwood Road;*
2. *Prepare a Report in chronological order of amendments and agreements;*
3. *Seek to allocate funding to the first cell on Stanley Road;*
4. *Arrange a meeting with Mayors and Shire Presidents with the proposal;*
5. *Provide a response back to DRD.'*

## **Proposal**

As DRD will no longer approve any extension of time to allocate the funds to the purchase and construction of a regional waste facility in the South West, consideration is being sought to reallocate the funds to: progressing the South West Regional Waste Site (Site 16 Goodwood Road, Capel) investigation and studies, engagement of a Project Officer for three (3) years to manage the South West Waste Site investigations and a new lined cell at the Bunbury Harvey Regional Council Waste Site at Stanley Road (north of Australind).

The alternative is to return the funds to DRD/State Government which should be avoided if at all possible. Option 1 is considered to be a suitable alternative that will still allow some funds to progress a Regional Waste facility but also allocate the balance to waste management to Local Governments that are part of the BWGC.

## **STATUTORY ENVIRONMENT**

There are no statutory regulations or acts relevant to this matter.

## **POLICY IMPLICATIONS**

There are no current Shire policies relevant to this matter.

## **FINANCIAL IMPLICATIONS**

### **Budget**

There will be no impact on the current, 2017/18 budget as the funds are external to Council.

## **Long Term**

The requirement to return a portion or all of the CLGF funds to DRD will potentially have an impact on the Shire in the long term as it will be required to provide additional funding to meet the costs of establishing a Regional Waste Facility if it proceeds in the future as it was expected that a large proportion of this initial cost would have come from the CLGF funding and contributions from other South West Local governments not part of the BWGC.

Given this likely scenario requiring additional funding for the Regional Waste Facility, the retention of the Annual Refuse Site Charge of \$80 becomes important.

Council's current 'Disposal of waste at Banksia Road' contract expires on 30 June 2018 so there may be some financial opportunity to reduce the current cost by utilising Stanley Road if a lower cost can be negotiated.

## **Whole of Life**

There are no whole of life costs to be incurred by the Shire as any new facility will potentially be managed by a regional group.

## **SUSTAINABILITY IMPLICATIONS**

The establishment of a regional waste facility that will provide increased opportunities for recycling, composting of organics and investigation into waste to energy will assist in reducing waste being dumped, reducing the impact on the environment and also assist in reducing the waste costs to the community.

## **STRATEGIC IMPLICATIONS**

Shire of Capel Strategic Community Plan 2013-2031

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

Strategic outcome:

1.2 'Development, support and implement innovative solutions.'

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

Strategic Outcome:

3.2 'Maintain and enhance the quality of our unique natural environments.'

Shire of Capel Corporate Business Plan 2016-2020

Strategy 3.2A 'Provide leadership in living sustainably' and action 3.2A3 'Encourage the sustainable practices and planning.'

## **CONSULTATION**

There has been ongoing consultation with DRD over several years on this issue and discussion at BWGC meetings on numerous occasions.

A teleconference between the seven (7) BWGC Chief Executive Officers occurred on Wednesday 10 May 2017 to discuss the recommendation from the BWGC meeting held on 27 March 2017.

Further consultation with DRD is to take place pending a decision on this matter by all local governments at a special meeting of the Bunbury Wellington Group of Councils called for Thursday 25 May 2017 at which the Mayor and Presidents of the seven (7) BWGC will vote on this matter as DRD require a written response by 31 May 2017.

It is also proposed that as a last resort a deputation of Mayors, Presidents and Chief Executive Officers will seek a meeting with the Minister for Regional Development to see if a further extension of time to expend the funds can be agreed to.

## **COMMENT**

As can be seen from the information in the Background section of this report there have been a number of ongoing issues in progressing the acquisition and development of a regional waste facility which has resulted in numerous requests to the (DRD) for approval to amend the Financial Assistance Agreement scope and timeframe to expend the CLGF funds. Following another request for an extension of time to expend the funds late last year a letter was received from DRD in March 2017 which in part advised as follows:

*'As you may be aware that in delivering the CLGF program, DRD is required to fulfil certain compliance requirements. To meet this compliance, recipients of CLGF are required to provide quarterly and annual project reports over the life time of the project until the audited Final Report is accepted by DRD.*

*Hence DRD has adopted the policy to conclude the CLGF program by 31 December 2017, by which time all CLGF initiatives must be acquitted.*

*DRD is concerned that very little expenditure on the project has occurred. It would be most appreciated if you could please provide DRD with an update on the progress of the project and advise if the project is scheduled to be completed by June 2017.*

*Given that it may take some time to acquire a new site, I would encourage the Group to find an alternative proposal to optimise this funding opportunity for the benefit of the community, and to ensure the funds are spent within the required timeframe. DRD may consider an alternative approach to use the project funding, provided that it aligns with the scope of the project as approved by State Cabinet and that the Group confirms that it would be completed by 31 December 2017.'*

Given the above advice from DRD the BWGC local governments have three (3) options:

1. Expend all the funds on developing a Regional Waste Facility by 31 December 2017 (not achievable);
2. Resolve that the current DRD requirements to expend the funds by 31 December 2017 and resolve to return all the funds to DRD/State Government (not a preferred option); and
3. As a final resort seek approval of DRD to the reallocation of the funds, partly to the development of a Regional Waste Facility and an allocation to other projects that can be linked to the original intent being development of Regional Waste Facilities (the allocation to Stanley Road is seen as problematic but it is better than returning funds).

Whilst not part of the Officer's Recommendation, during the Chief Executive Officers' teleconference on 10 May 2017, it was agreed that as a last resort a deputation of South West Mayors, Presidents and Chief Executive Officers (5-6), should seek a deputation meeting with the Minister for Regional Development to see if an approval/agreement can be achieved to allow all the funds to be retained for the development of a Regional Waste Facility over the next 3-4 years. The basis of this proposal is that the letter received from DRD in March 2017 was issued during the 'Caretaker Period' of government so it appears that this is not a Ministerial/State Government direction but one taken by DRD staff. If this action is not

successful then the proposed Officer Recommendation would then be put and acted upon without having to come back to Council.

As indicated in the Long Term section of the Financial Implications part of this report Council's current dumping of waste contract expires in June 2018. During the Chief Executive Officers' teleconference I raised the possibility of BWGC local governments receiving a reduced gate fee for disposing of waste at Stanley Road should DRD approve of the allocation of CLGF funds to the development of a new waste cell. There was favourable comment on this idea but an application would have to be made to the Bunbury Harvey Regional Council on this matter. It would be worth pursuing to allow for a comparison of costs provided by the current provider at Banksia Road, Dardanup being Transpacific Cleanaway.

Finally, whilst the reallocation of CLFF funds to other projects other than the development of a Regional Waste Facility is not ideal, if achieved, the outcome is better than returning funds to the State Government as the South West local governments will still benefit from the use of these funds and therefore Council is urged to support the Officer's Recommendation, given the short timeframe available to make a decision (31 May 2017).

### **VOTING REQUIREMENTS**

Simple majority

<b>OFFICER'S RECOMMENDATIONS – 13.3</b>
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**That:**

- 1. Council supports the reallocation of the CLGF Funds of \$4,561,000, previously allocated to the Bunbury Harvey Regional Group of Councils, to purchase and develop a Regional Waste Facility to:**
  - a) Progress the South West Regional Waste Site (including Project Officer cost for three (3) years) - \$1,461,000; and**
  - b) Development of a new lined cell at the Stanley Road Bunbury Harvey Regional Council Waste Site - \$3,100,000.**
- 2. If there is no support at the Bunbury Wellington Group of Councils special meeting on 25 May 2017 for point 1 above (option 1) or it is not approved by the Department of Regional Development, then the President be authorised to consider alternatives provided at the meeting on 25 May 2017 or subsequent BWGC meetings and support a position that will see a positive outcome for Bunbury Wellington Group of Councils Local Governments.**

**14 ENGINEERING AND DEVELOPMENT SERVICES REPORTS****14.1 Lot 9077 Maidment Parade, Dalyellup – Sporting Ground Feasibility**

Location:	Dalyellup
Applicant:	Cristal Pigments Australia
File Reference:	ED.IN.2
Disclosure of Interest:	Impartiality – The author is a social acquaintance of the applicant. Proximity – The author lives within 1.1km of the site.
Date:	10.05.17
Author:	Executive Manager Engineering & Development Services, J Gick
Senior Officer:	Acting Chief Executive Officer, S Stevenson
Attachments:	1. Letter from Cristal Pigments Australia dated 16 February 2017 2. Millennium Sports Ground – Concept Masterplan 3. Dalyellup Beach Estate – Greenpatch Structure Plan

**MATTER FOR CONSIDERATION**

That Council:

1. Offers no objection to Cristal Pigments Australia redeveloping Lot 9077 Maidment Parade, Dalyellup back to endemic native vegetation;
2. Requests the Chief Executive Officer (CEO) to prepare a consultancy brief for a Shire of Capel District Sport Spaces Plan for Dalyellup, Capel and Boyanup;
3. Includes the feasibility of Lot 9077 Maidment Parade, Dalyellup to determine the ability of the site to accommodate the proposed sporting grounds and to determine the capacity of the Shire to develop, service and maintain the site into the long term future; and
4. Includes a provisional sum of \$80,000 in the Long Term Financial Plan in 2018/19 to fund the Shire of Capel District Sport Spaces Plan for Dalyellup, Capel and Boyanup.

**BACKGROUND / PROPOSAL****Background**

10 February 2010 (OC0202) – The Council decided:

*‘That Council endorses:*

1. *The Deed of Covenant between the Shire of Capel and Millennium Inorganic Chemicals Ltd that allows for the disposal of waste material at Dalyellup and community contributions of \$950,000 by Millennium to the Shire with the Deed of Covenant to be altered to note that no further extension beyond 2 March 2013 will be considered by the Shire of Capel and that, if necessary, the Deed be altered to reflect the same; and*
2. *The President and Chief Executive Officer signing the deed and affixing the common seal subject to Millennium agreeing to the changes proposed in Item 1.’*

24 March 2010 – The Deed of Covenant and Extension between the Shire of Capel and Millennium Inorganic Chemicals Ltd is signed and stamped by both parties.

13 October 2010 (OC1009) – The Council considered a report requesting the inclusion of unbudgeted expenditure in its 2010/11 Budget to engage consultants to undertake environmental studies. The need for the Shire to undertake the work was explained due to liability risks around the use of consultant information by third parties. The Council decided:

*'That Council approves unbudgeted expenditure in 2010/11 of up to \$150,000 from Account 128520 to contract consultants to undertake environmental assessment and other related studies for the Millennium waste disposal site in Dalyellup in order to determine its suitability for use as sporting fields. Unbudgeted income obtained from Millennium's reimbursement of the cost of these consultancies is to be posted to Account 127630.'*

25 September 2013 (OC0905) – Council decided:

*'That Council adopts the 'Shire of Capel 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 for Boyanup, Capel and Dalyellup pursuant to Town Planning Scheme No. 7.'*

This included the Millennium Sports Precinct to be delivered in 2015 at a cost of \$22.2M.

25 February 2015 – ERM Consultants prepared the Cristal Solid Residue Disposal Facility – Health Risk Assessment for the Shire of Capel. The Executive Summary of the report gives an overview of the study scope and methods and concludes with:

*'The soil validation investigation results indicated that generally the minimal fill layer thickness requirement has been met. While the cover was intended to be free of contaminants, the low level of metals identified by the investigation undertaken by GHD (mostly chromium VI) ERM concurs with the conclusions of the GHD report that the fill material is unlikely to present unacceptable risks to human health and the environment and that the Site is generally suitable for the intended recreational sports fields land use.'*

*Subject to the implementation of appropriate risk management measures outlined in this risk assessment and the closure plan (ongoing monitoring and completion of set performance criteria), the Site is considered suitable for the development of playing fields. Care should be given to the irrigation aspects of the fields and the type of vegetation (especially trees) contemplated to be used for landscaping.'*

23 March 2015 – AECOM wrote to the Shire of Capel advising that the Western Australian Department of Environment Regulation Accredited Contaminated Sites Auditor (Jason Clay) had undertaken an interim audit review of the *Cristal Solid Residue Disposal Facility, Health Risk Assessment (ERM, 2015)*. The correspondence documented that the "Auditor is satisfied that across the various documents potential health risks have been shown to be not unacceptable under the proposed sports field use."

20 July 2015 – AECOM submitted the Mandatory Auditors Report – Dalyellup Tailings Facility (MAR) to the Department of Environmental Regulation, with a recommendation to classify the contaminated site as "Remediated for restricted use".

29 July 2015 – The DER referred the MAR to the Department of Health who referred the matter to the Radiological Council.

17 August 2015 – The Department of Health responded to the MAR, in conjunction with nine reports preceding the MAR. The Department of Health advised that it has some outstanding concerns with regards to:

- Leachability of metals through the use of irrigation water;
- Long term management of potential metal leachates into the aquifer;
- Potential contamination of the adjoining beach front;
- Potential off-site contamination management has not been addressed;
- The Environmental Management Plan will need to be updated; and



- Suggested that any mobilisation of toxic or radioactive heavy metals will require investigation.

Given these concerns the Department of Health advised that it will “refrain from commenting on the suitability for this site to be used as playing fields until further and sufficient detail has been provided...”.

24 September 2015 – The Radiological Council advised that it supports the “Remediated for restricted use” classification, and added:

- It disagreed with the proposed timing to cease radiation monitoring;
- Clarifying the monitoring regime and conditions under which to relax future monitoring;
- Ensuring no future intrusion of the site after rehabilitation; and
- The capping thickness at one sampling location was noted to be 1.7m thick, but should be 2.0m thick.

3 November 2015 – The Department of Environmental Regulation (DER) wrote to the Accredited Auditor (Jason Clay), who had subsequently moved to Senversa Pty Ltd Consultants, in response to the MAR. The DER (in reference to two Ministerial Notices) notes that the DER, the Department of Health and the Radiological Council have reviewed the MAR and “that further information is required prior to the reclassification of the site”.

The DER then outlined in more detail concerns about potential leachates, ecological risks, water table impacts, chemical impacts on leachates through fertilisers, inadequate assessment of radionuclides in groundwater, improved monitoring requirements and concerns over excavation of the site. The DER reiterated that ground water extraction is not permitted at the site.

18 December 2015 – Senversa (who employs the Accredited Auditor, Jason Clay) wrote to Cristal Pigment Australia to provide advice to the issues raised by the DER, Department of Health and the Radiological Council. Eleven issues were documented to be addressed, predominantly through a proposed updated Environmental Management Plan.

27 June 2016 – Cristal Pigment Australia forwarded a copy of its 2015 Dalyellup Annual Environmental Report. The report was prepared in response to:

- Closure Notice for Licence 6130/1989/12 (Appendix A) issued by the Department of Environment Regulation under Part V of the Environmental Protection Act 1986, which commenced 14 May 2013; and
- Ministerial Conditions (Appendix B) imposed under Part IV of the Environmental Protection Act 1986.

The report found that the post closure requirements were being met, but identified work requested by the DER in relation to its correspondence of 3 November 2017.

18 July 2016 - Report On Geotechnical and Contamination Study Former Waste Residue Disposal Facility, Minninup Road, Dalyellup, WA, prepared by Cardno Consultants. The report was commissioned by the Shire of Capel to determine the level of risk associated with construction and installation of fixed assets over the clay residue. The report suggests that “soils are expected to undergo significant on-going settlement with time” and that “the magnitude of expected on-going settlements is expected to exceed the tolerable settlement limits for the proposed sports/recreation complex”.

The report concluded that “the site in its present form is not considered suitable for the proposed development without ground improvement works to minimise the potential for excessive settlements”.

15 February 2017 – The CEO and Executive Manager Engineering & Development Services (EME&DS) met with Cristal Pigments Australia to discuss options for the site into the future. The meeting explored a number of options based on changes in each party’s financial positions, outstanding completion of the Closure Notice and to discuss site constraints. Cristal Pigments Australia wrote to the Council the following day advising that its preferred position is to redevelop the site back to native vegetation. A copy of this letter is attached.

## **Proposal**

That Council:

1. Offers no objection to Cristal Pigments Australia redeveloping Lot 9077 Maidment Parade, Dalyellup back to endemic native vegetation;
2. Requests the CEO to prepare a consultancy brief for a Shire of Capel District Sport Spaces Plan for Dalyellup, Capel and Boyanup;
3. Includes the feasibility of Lot 9077 Maidment Parade, Dalyellup to determine the ability of the site to accommodate the proposed sporting grounds and to determine the capacity of the Shire to develop, service and maintain the site into the long term future; and
4. Includes a provisional sum of \$80,000 in the Long Term Financial Plan in 2018/19 to fund the Shire of Capel District Sport Spaces Plan for Dalyellup, Capel and Boyanup.

## **STATUTORY ENVIRONMENT**

The Local Government Act 2005 is relevant to this report and recommendation:

*5.56. Planning for the future*

*(1) A local government is to plan for the future of the district.*

The land is zoned Regional Open Space in both the Greater Bunbury Region Scheme and the Shire of Capel Town Planning Scheme No. 7.

## **POLICY IMPLICATIONS**

The following policies apply to this matter:

Policy 2.7 – Preparation of Integrated Financial Plan and Budget

Policy 2.25 – Corporate Sustainability

Policy 2.28 – Risk Framework

Policy 3.14 – Occupational Safety and Wellbeing

Policy 5.3 – Shade and Sunsmart Policy

Policy 7.1 – Asset Management

Policy 7.3 – Engineering Specifications (Subdivision Land Development)

Policy 8.5 – Community Consultation

Policy 8.6 – Disability and Inclusion

## **FINANCIAL IMPLICATIONS**

### **Background**

As per OC0202, the Shire entered into a Deed of Agreement with Millennium Inorganic Chemicals to allow Millennium to continue depositing residue for a three year period and for Millennium to make payments of \$950,000 to the Shire, based on the following breakdown:

- \$450,000 (plus GST) in three annual instalments of \$150,000 (plus GST) with each instalment to be used for discrete capital projects within Dalyellup with recognition given to Millennium at the project.
- \$500,000 (plus GST) broken into three parts thus:
  - \$250,000 (plus GST) towards the establishment of a new sporting facility at the existing sporting fields;
  - \$150,000 (plus GST) for independent consultant costs to obtain approval from the DEC; and
  - \$100,000 to be used for roll-on turf to fast track the development of the new site. Should approval of the sporting field not be obtained, then this donation will be made to the Shire at the end of the Deed to be used on discrete capital projects in Dalyellup with recognition given to Millennium.

All of these payments except the \$100,000 for turf have been received, with the consulting costs exceeding the allocation by \$4,729 (plus GST).

### **Budget**

Account #128520 has \$5,000 allocated in 2016/17. At the time of writing, only \$250 had been spent.

It is proposed to include \$80,000 for the District Sport Spaces Plan in the Long Term Financial Plan (LTFP) for the 2018/19 Budget.

### **Long Term**

This project is included in the Long Term Financial Plan for the capital expenditure, as follows:

• 2020/21	\$ 128,000	Concept plans
• 2025/26	\$ 2,438,000	Site development
• 2026/27	\$ 6,992,000	Sports field development
• 2030/31	\$10,418,000	Sports Pavilion development and balance of works
Total	<b>\$19,976,000</b>	

These figures do not include costs for ongoing maintenance, servicing, renewals or future requests.

The following table demonstrates the expenditure, areas and unit rates for the Dalyellup, Capel and Boyanup sports fields, over the last four years:

Year / Location	<b>Dalyellup</b> (Shared Use Revenue)	<b>Capel</b>	<b>Boyanup</b>
2013/14	\$68,681 (\$28,266)	\$67,191	\$84,630
2014/15	\$45,549 (\$17,765)	\$70,104	\$93,693
2015/16	\$70,443 (\$30,596)	\$72,062	\$106,795
2016/17 (Forecast)	\$72,000 (\$30,000) <sup>(1)</sup>	\$140,000 <sup>(2)</sup>	\$72,000 <sup>(3)</sup>
Ave Annual Cost	\$64,168 (\$26,657)	\$87,339	\$89,280
Area (ha)	5.58	5.05	7.12
Inclusions	Sports fields Cricket nets Carparks Lighting towers Surrounding bushland Exercise equipment Seasonal goals	Sports field Cricket nets Carparks Lighting towers Surrounding bushland Playground Seasonal goals Basketball courts	Sports fields Carparks Hockey field Playground Lighting towers Dugouts & seating Some surrounding bush Ornamental trees
Exclusions	Sports Pavilion & surrounds Tennis courts Drainage basin Dalyellup College	Sports Pavilion & surrounds Bowls Club Capel Country Club	Sports Pavilion & surrounds Skate Park Bowls Club Basketball / netball Pavilion & courts Markets shelter
<b>Ave Annual Unit Rate</b>	<b>\$11,500 / ha</b> (\$4,777 / ha)	<b>\$17,295 / ha</b>	<b>\$12,539 / ha</b>

(1) Final invoices not issued

(2) Includes \$40,000 for radiological study

(3) No significant renovations undertaken in 2016/17

The area available for the proposed Millennium site is 13.7ha. Based on the range of unit rates to service sports fields in the Shire of Capel tabled above, the cost to maintain a facility could range from \$137,000 pa to \$237,000 pa. This cost could be higher given the proposal to develop the site as a District level facility, catering to higher grade sports and more frequent use.

### Whole of Life

An important element of the proposed District Sports Spaces Plan is to determine the financial capability of the Shire to sustainably provide and service sporting facilities into the future. With respect to the Millennium project, it is clear from the Capital costs and potential operating costs that it is a major project that will substantially cost the Shire into the future.

In addition to the capital costs and annual operating costs, there will also need to be consideration of:

- Periodic turf renovation (say every 3-5 years);
- Periodic renewal of park furniture e.g. benches, bins, shelters, fences, signs etc. (say every 5-7 years);

- Upgrades for major sporting or community events (dependent on scale and social profile);
- Periodic renewal of sporting assets e.g. goals, diamonds, wickets etc. (say every 5-7 years);
- Programmed renewal of flood lights and towers (as per recommended specifications);
- Programmed renewal of hard infrastructure including car park, paths, drainage (can range from 15 years to 80 years); and
- Programmed replenishment of gardens and vegetated areas (dependent of wear, but say every 5-7 years).

As a separate exercise, the development of the sports fields also attracts the subsequent development of a sporting pavilion, estimated at \$8.0M to \$9.0M in 2030/31. The scope of this project is not defined, so it is difficult to determine the whole of life costs. Nonetheless, the consideration of the development of this large asset needs to include:

- Annual maintenance and operating at say 3% of project cost (in the order of \$250,000 pa);
- Programmed renewal of the roof (typically 25 years);
- Programmed renewal of doors and windows (typically 15 to 20 years);
- Programmed renewal of mechanical services (air-conditioners, hot water systems, solar panels, pumps etc., dependent on specifications);
- Programmed upgrade and renewal of toilets, showers, change rooms, kitchen, and other wet areas (typically 15 to 20 years);
- Periodic upgrade of décor including carpets, curtains, floor coverings, wall features etc. (dependent on community expectations);
- Programmed upgrade and repairs to electrical systems and plumbing;
- Replacement furniture, kitchenware, equipment, fittings and chattels; and
- Changes to external features to reflect future contemporary design e.g. wall murals, shade features, path designs, public art and back of house service space.

The whole of life costs also include the cost to decommission and dispose of the asset at the end of its useful life. The many elements of the project make it difficult to estimate a disposal cost, but this should be considered in the District Sports Spaces Plan.

### **SUSTAINABILITY IMPLICATIONS**

The essence of this report goes to the question of sustainability. The scale of the project, the environmental risks and the social impacts significantly affect the sustainability and feasibility of the project.

Social – The provision of sporting fields and associated community facility provide the community with social outlets, health benefits, community development opportunities and improved amenity. The isolated nature of the site, however, could present opportunities for anti-social behaviours. On a more local scale, people that live nearby may present opposition to development in their neighbourhood, but this is speculative.

The site is located immediately west of the proposed Dalyellup Beach Estate Greenpatch Structure Plan area, as shown in the attachment. Close proximity of a possible new residential area to a sporting complex can have both positive and negative effects on residents and facility users.

Environmental – Environmental factors for consideration include impact on the adjoining dune system, sustainable water consumption and future water security, leachate and water table contamination, flood lighting and radiological management. Due to the nature of the sites use and post closure rehabilitation requirements, it is expected that future monitoring and reporting will be to a high standard.

Economic – The project was estimated to cost \$13.9M in 2012, as published in the Community Facilities and Services Plan (2013). The Plan recommended its delivery in 2015 at an indexed cost of \$22.2M. The project has been tentatively programmed in the LTFP based on the following re-indexed cost estimates:

• 2025/26	\$2.4M	Site development
• 2026/27	\$7.0M	Sports field development
• 2030/31	\$10.4M	Sports Pavilion development and balance of works
Total	<b>\$19.8M</b>	

This represents the largest single capital spend for the Shire for the forecast period of the LTFP.

Besides the capital development costs, the Shires capacity to economically sustain future maintenance, servicing, renewal and disposal costs need to be considered.

## **STRATEGIC IMPLICATIONS**

### Shire of Capel Strategic Plan 2013 – 2031

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

Strategic Outcomes:

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

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

Strategic Outcomes:

- 2.1 Provide social, recreational and cultural opportunities and facilities for our communities.
- 2.2 Encourage community engagement and participation.

3. The Environmental experience: To preserve and enhance the natural and built environment to ensure it is liveable, sustainable and adapts to our communities needs and expectations.

Strategic Outcomes:

- 3.1 Promote the diverse lifestyle opportunities in the Shire.
- 3.2 Maintain and enhance the quality of our unique natural environments.

5. The Infrastructure experience: Plan and facilitate safe, sustainable and efficient infrastructure and transport networks to meet the needs of the community.

Strategic Outcomes:

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

**CONSULTATION**

The EME&DS attended a multi-agency meeting in late 2015 to discuss the progress of the Mandatory Auditors Report.

The EME&DS has been liaising with Cristal Pigments Australia since 2015 to provide reciprocal advice on agency positions.

The CEO and EME&DS met with Cristal Pigments Australia in February 2017 to discuss options for the site.

The matter has been broadly discussed amongst the Executive Management Team and the Management group. The proposal to undertake a District Sports Space Plan is supported by the Executive Manager Community Services and the Manager Community Development & Library Services.

No specific consultation has taken place in the community; however, this would be a requirement of the proposed District Sports Spaces Plan.

**COMMENT**

The Shire has been working with Cristal Pigments Australia for many years, including its predecessor, Millennium Inorganic Chemicals, to coordinate residue disposal at Lot 9077 Maidment Parade, Dalyellup. During that time, the Shire has been the beneficiary of donations that have allowed it to deliver several important public infrastructure projects including the Dalyellup Sports Pavilion, the Ocean Forest Lutheran School carpark, Dalyellup College Oval floodlights and the playground adjoining the Sports Pavilion.

In the early 2000's, the introduction of the Greater Bunbury Region Scheme affected the provision of land zoned suitable for future sporting fields. This impact resulted in the Shire mooting the concept of the Millennium site for sporting fields upon its closure. The concept has grown and now features in the Shire's Long Term Financial Plan as a deliverable in the future. A concept plan of the project is attached for information.

Through the post closure environmental studies it has become apparent that there are significant concerns by the environmental and health regulators. These concerns have been raised despite the Accredited Auditor signing off on a Mandatory Audit Report, as required by the DER. Cristal has advised that the cost to undertake further studies to address these concerns is likely to cost in the order of \$100,000 and is likely to take over 2 years.

Geotechnical advice obtained by the Shire also presents a significant risk of soil settlement, over a long period of time. Soil settlement is likely to damage assets and result in some level of public liability risk to the Council. The consultant has advised that it may be possible to undertake ground improvement works to mitigate this risk, however, the extent and rate of probable settlement is not known at this time. A broad cost estimate was obtained to undertake further geotechnical studies to address this, which was estimated at about \$100,000.

If ground improvement works are required, there is no cost estimate for these at this time.

Financially, the overall scale of the project, large capital cost and significant operation costs into the future suggest that the Council should adopt a more conservative approach to this project and investigate further the demand and need for community sports facilities.

The Shire of Capel Sport and Recreation Strategic Plan (2005 – 2015) does not include reference to the Millennium site. A District Sports Spaces Plan will allow the Council to explore the community's expectations in terms of facilities provision and servicing.

Without documented and measured community needs, it is difficult to speculate on the necessity of this site, or other facilities. The Shire has provided a number of sports facilities that with some good planning and community buy in, could continue to service the Shire for decades into the future.

**VOTING REQUIREMENTS**

Simple majority

<b>OFFICER'S RECOMMENDATIONS – 14.1</b>
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**That Council:**

- 1. Offers no objection to Cristal Pigments Australia redeveloping Lot 9077 Maidment Parade, Dalyellup back to endemic native vegetation;**
- 2. Requests the Chief Executive Officer to prepare a consultancy brief for a Shire of Capel District Sport Spaces Plan for Dalyellup, Capel and Boyanup;**
- 3. Includes the feasibility of Lot 9077 Maidment Parade, Dalyellup to determine the ability of the site to accommodate the proposed sporting grounds and to determine the capacity of the Shire to develop, service and maintain the site into the long term future; and**
- 4. Includes a provisional sum of \$80,000 in the Long Term Financial Plan in 2018/19 to fund the Shire of Capel District Sport Spaces Plan for Dalyellup, Capel and Boyanup.**



## 15 CORPORATE SERVICES REPORTS

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### 15.1 Delegation – Shire of Capel Health Local Laws 2000

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Location:	Whole of Shire
Applicant:	Shire of Capel
File Reference:	N/A
Disclosure of Interest:	Nil
Date:	08.05.17
Author:	Governance Officer, A Handley
Senior Officer:	Executive Manager Corporate Services, S Stevenson
Attachments:	Nil

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#### **MATTER FOR CONSIDERATION**

Delegation to the Chief Executive Officer and the Executive Manager Engineering and Development Services of the powers and duties conferred by the *Shire of Capel Health Local Laws 2000*.

#### **BACKGROUND / PROPOSAL**

##### **Background**

The Chief Executive Officer is currently delegated authority to administer and enforce a number of the Shire of Capel local laws. Delegation is an efficient and effective mechanism to deal with the general administration and function of the laws, and matters are generally only referred to Council if they involve prosecution, an unusual precedent or a matter of significant community concern.

There is currently no delegation from Council in place for the *Shire of Capel Health Local Laws 2000*. The laws allow authorised officers to approve applications or issue permits in areas ranging from sanitation, maintenance and ventilation of houses, management of waste or nuisances and the keeping of various species of animals and birds. The Health Local Laws 2000 provide for issue of a permit or approval if an application meets certain specified criteria. If those criteria are not met, the application must go to Council for approval.

This has not previously posed a problem in volume or complexity, as in the last four years there has only been one such item presented to Council (OC1103/16 – Application to keep pigeons). Health Services staff, however, are currently processing three separate pending applications that will need to be approved by Council (a request for a rooster, a request to have a sheep in a residential zoned area and a further application for pigeons). It is the belief of Environmental Health Officers that there will continue to be an increase in the number of such requests and a delegation is now a timely proposal.

##### **Proposal**

This item proposes that the Chief Executive Officer and the Executive Manager Engineering and Development Services be delegated the powers and duties of Council for the administration and enforcement of the *Shire of Capel Health Local Laws 2000*.

The delegation would require Council to be informed of any matter concerning prosecution and reserve the right of the delegates to require that matters be referred to Council should that be appropriate.

## **STATUTORY ENVIRONMENT**

Health (Miscellaneous Provisions) Act 1911

### **342. Local laws**

(1) Every local government —

- (a) may, if the Chief Health Officer consents; and
- (b) shall, if the Chief Health Officer so directs,

make local laws in accordance with subdivision 2 of Division 2 of Part 3 of the Local Government Act 1995 for the purposes specified in this Act or generally for carrying into effect the provisions of this Act.

### **344. Penalties, fees etc.**

(2) Any regulation or local law under this Act may be so made as to require a matter affected by it to be in accordance with a specified standard or specified requirement; or as approved by, or to the satisfaction of, a specified person or body or class of person or body, and so as to delegate to or confer upon a specified person or body, or class of person or body, a discretionary authority.

## **POLICY IMPLICATIONS**

There are no policy implications for this matter.

## **FINANCIAL IMPLICATIONS**

### **Budget**

There are no budget implications for this item.

### **Long Term**

There are no long term financial implications for this item.

### **Whole of Life**

As no asset is being created there are no whole of life financial implications for this item.

## **SUSTAINABILITY IMPLICATIONS**

The powers conferred by the *Shire of Capel Health Local Laws 2000* complement the powers conferred by the *Health (Miscellaneous Provisions) Act 1911* and the *Public Health Act 2016* and provide a mechanism for Council to contribute to positive health outcomes for individuals and communities in the Shire of Capel. The local law assists Council, via Environmental Health Officers to address issues as diverse as management of sewerage, provision of clean water, management of lodging houses, disposal of waste and the keeping of birds and animals in residential areas. Delegation of powers and duties to the Chief Executive Officer and Executive Manager Engineering and Development Services facilitates the smooth management of administration of the local law.

**STRATEGIC IMPLICATIONS**

Shire of Capel Strategic Community Plan 2013-31

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

Strategic Outcome:

- 1.1 Ensure continuous improvement of the organisation.

**CONSULTATION**

Internal consultation took place between the Executive and Environmental Health Officers.

**COMMENT**

The staged implementation of the *Public Health Act 2016* over 3 – 5 years has created a limbo situation for local governments. The commencement of the final Stage 5 of implementation will trigger significant changes for local governments; however this stage is thought to still be 3-5 years away. During Stage 5, regulations for the *Public Health Act 2016* will be developed and proclaimed. These regulations are predicted to replace health local laws to a large extent, and it is also proposed that a model health local law be provided for local governments to address any outstanding issues.

Delegation of the powers of the existing *Health Local Laws 2000* to the Chief Executive Officer and Executive Manager Engineering and Development Services will facilitate efficient administration of the existing local law over the interim period prior to gazettal of the new regulations.

**VOTING REQUIREMENTS**

Simple majority

<b>OFFICER'S RECOMMENDATIONS – 15.1</b>
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**That Council delegates the powers and duties conferred by the *Shire of Capel Health Local Laws 2000* to the Chief Executive Officer and the Executive Manager Engineering and Development Services subject to the following:**

- **The Chief Executive Officer and the Executive Manager Engineering and Development Services may, at their discretion, refer any matter to Council for decision; and**
- **The Council is to be provided with details of any prosecution under the local law.**

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## 15.2 Accounts Due and Submitted for Authorisation

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Location:	Capel
Applicant:	Shire of Capel
File Reference:	N/A
Disclosure of Interest:	Nil
Date:	10.05.17
Author:	Finance & Accounts Payable Officer, S Searle
Senior Officer:	Executive Manager Corporate Services, S Stevenson
Attachments:	Nil

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### **MATTER FOR CONSIDERATION**

Adoption of accounts to be paid.

### **BACKGROUND / PROPOSAL**

#### **Background**

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

#### **Proposal**

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

### **STATUTORY ENVIRONMENT**

Local Government Act 1995, section 6.10

#### **6.10. Financial management regulations**

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

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

#### **13. List of accounts**

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

**POLICY IMPLICATIONS**

There are no current policies relevant to this matter.

**FINANCIAL IMPLICATIONS****Budget**

Payment from Council's Municipal Fund.

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

**Long Term**

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

**Whole of Life**

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

**SUSTAINABILITY IMPLICATIONS**

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

**STRATEGIC IMPLICATIONS**

Shire of Capel Strategic Community Plan 2013 – 2031

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

Strategic Outcomes:

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

**CONSULTATION**

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

**COMMENT**

Accounts due and submitted for authorisation are as follows:

EFT24252	25/05/2017	AUSLEC	LED STARTERS AND TUBES	735.90
EFT24253	25/05/2017	BUNBURY MACHINERY	SERVICE AND REPAIR OF GENERATOR	55.00
EFT24254	25/05/2017	BUNBURY MOWER SERVICE	HARNESS, BUMP FEED COVERS, SPARK ARRESTORS	183.00
EFT24255	25/05/2017	B & B STREET SWEEPING	CLEAN OUT DRAIN AT INTERSECTION OF KILLERBY DRIVE & HERALD WAY	396.00

EFT24256	25/05/2017	BLACKWOODS	1 PAIR FIRE FIGHTER BOOTS - GELORUP BFB	201.34
EFT24257	25/05/2017	BLUE'S TOWING	TOW BURNT OUT CAR - COLLINS RD, BOYANUP	88.00
EFT24258	25/05/2017	STAPLES AUSTRALIA PTY LTD	2016/17 STATIONERY	292.03
EFT24259	25/05/2017	CARBONE BROS PTY LTD	3760 TONNE GRAVEL - CAPEL TUTUNUP ROAD	43458.63
EFT24260	25/05/2017	CJD EQUIPMENT PTY LTD	LOADER - CP4991 SERVICE AND REPAIR OF BROKEN CROWD PIN	1962.55
EFT24261	25/05/2017	LD TOTAL	EXTRA MAINTENANCE WORKS FOR DALYELLUP ESTATE - \$9191.60 PROGRESS CLAIM CAPEL CIVIC PRECINCT - \$2376	11567.60
EFT24262	25/05/2017	LANDGATE	GRV INT VALS COUNTRY SHARED, FULL VALUE AND RURAL UV IN VAL SHARED	610.05
EFT24263	25/05/2017	MARKETFORCE	ADVERTISE NOTICE OF PROPOSED LOCAL LAWS - CATS LOCAL LAW 2017 & DOGS LOCAL LAW 2017	1095.27
EFT24264	25/05/2017	NVMS	ATTENDANCE AT LOCAL GOVERNMENT ENVIRONMENT NOISE COURSE	1265.00
EFT24265	25/05/2017	NIGHTGUARD SECURITY SERVICE PTY LTD	SECURITY PATROL ALARM RESPONSES	1536.99
EFT24266	25/05/2017	PRIME INDUSTRIAL PRODUCTS	CORDLESS MILWAUKEE DRILL AND BAG OF RAGS	148.83
EFT24267	25/05/2017	RTW STEEL FABRICATION	REPLACEMENT OF PIN AT CARAVAN DUMP POINT	225.50
EFT24268	25/05/2017	SOUTHERN LOCK & SECURITY	CARRY OUT SERVICE AND MAINTENANCE ON SECURITY SYSTEMS	420.00
EFT24269	25/05/2017	SCS SAND & PLANT HIRE	WATER CART HIRE FOR 11 DAYS IN APRIL	5247.00
EFT24270	25/05/2017	SONIC HEALTHPLUS PTY LTD	PRE-EMPLOYMENT MEDICAL	291.50
				69780.19

OUTSTANDING CREDITORS AS AT 30 April 2017: \$95,266.65

#### CERTIFICATE OF CHIEF EXECUTIVE OFFICER

This schedule of accounts to be passed for 24 May 2017 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.



ACTING CHIEF EXECUTIVE OFFICER

**VOTING REQUIREMENTS**

Simple majority

**OFFICER'S RECOMMENDATIONS – 15.2**

**That Council authorises the Schedule of Accounts covering vouchers EFT24252 to EFT24270, a total of \$69,780.19 for payment.**

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**15.3 Accounts Paid During the Month of April 2017**

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Location: Capel  
Applicant: Shire of Capel  
File Reference: N/A  
Disclosure of Interest: Nil  
Date: 10.05.17  
Author: Finance & Accounts Payable Officer, S Searle  
Senior Officer: Executive Manager Corporate Services, S Stevenson  
Attachments: Nil

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**MATTER FOR CONSIDERATION**

Authorisation of accounts paid during the month.

**BACKGROUND / PROPOSAL****Background**

Accounts paid are required to be submitted each month.

**Proposal**

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

**STATUTORY ENVIRONMENT**

Local Government Act 1995, section 6.10

**6.10. Financial management regulations**

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

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

**13. List of accounts**

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



**POLICY IMPLICATIONS**

There are no current policies relevant to this matter.

**FINANCIAL IMPLICATIONS****Budget**

Payment from Council's Municipal Fund.

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

**Long Term**

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

**Whole of Life**

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

**SUSTAINABILITY IMPLICATIONS**

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

**STRATEGIC IMPLICATIONS**

Shire of Capel Strategic Community Plan 2013 – 2031

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

Strategic Outcomes:

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

**CONSULTATION**

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

**COMMENT**

Payments made during the month of April 2017 are as follows:

EFT23985	03/04/2017	WESTNET PTY LTD	SHIRE OF CAPEL ADMINISTRATION INTERNET - 12 MONTHS	284.84
EFT23986	05/04/2017	BOYANUP HALL ADVISORY COMMITTEE	DONATION FOR CARETAKING	219.25
EFT23987	05/04/2017	BUSSELTON REFRIGERATION & AIR CONDITIONING	CARRY OUT REPAIRS TO AIRCONDITIONER UNIT DALYELLUP LIBRARY	443.10
EFT23988	05/04/2017	BUNNINGS BUILDING SUPPLIES PTY LTD	2 DRUMS OF CONCRETE, WELD ROAD AND DEPOT	202.55

EFT23989	05/04/2017	BLACKWOODS	4X 10KG ULTRA FIX CONCRETE MATE AND PPE	847.57
EFT23990	05/04/2017	BUNBURY PATIO SOLUTIONS	SUPPLY AND INSTALLATION OF VERANDAH TO THE STIRLING BUSH FIRE BRIGADE SHED	3619.00
EFT23991	05/04/2017	BUNBURY BASKETBALL ASSOCIATION	KIDSPORT REGISTRATION	110.00
EFT23992	05/04/2017	BUNBURY & DISTRICTS SOFTBALL	KIDSPORT REGISTRATIONS	380.00
EFT23993	05/04/2017	BRANDICOOT	WEBSITE SUBSCRIPTION	238.00
EFT23994	05/04/2017	STAPLES AUSTRALIA PTY LTD	VARIOUS STATIONERY	795.47
EFT23995	05/04/2017	COATES HIRE SERVICE	HIRE CONCRETE FLOOR GRINDER	366.08
EFT23996	05/04/2017	CRANEFORD PLUMBING	REPLACE UV LIGHT & FILTERS AT DALYELLUP SPORTS PAVILION	1472.19
EFT23997	05/04/2017	CAPEL CLEANING	VACUUMING OF SHIRE OFFICES AND PLAYGROUP	135.00
EFT23998	05/04/2017	CAPEL NEWSAGENCY	CAPEL LIBRARY AND SHIRE NEWSPAPERS AND STATIONERY	80.45
EFT23999	05/04/2017	GELORUP COMMUNITY MANAGEMENT COMMITTEE	DONATION FOR MANAGEMENT FEES	107.25
EFT24000	05/04/2017	COUNTRY WOMENS ASSOCIATION CAPEL	CATERING FOR AGE FRIENDLY COMMUNITIES WORKSHOPS	620.00
EFT24001	05/04/2017	DEPARTMENT OF ENVIRONMENT REGULATION	DER ANNUAL LICENCE FEE	283.73
EFT24002	05/04/2017	DIRT DESIGN	RE-ESTABLISH GARDENS AND IRRIGATION INCLUDING REQUIRED TRAFFIC MANAGEMENT AND WEED SPRAYING , DALYELLUP PARKS AND GARDENS	7535.00
EFT24003	05/04/2017	EDGE TOURISM AND MARKETING	BUNBURY GEOGRAPHE GROWTH PLAN - PROJECT TECHNICAL OFFICER CONSULTANCY FEES	6600.00
EFT24004	05/04/2017	A FRAZER & A D FRAZER	ARTIST FOR CAPTIVATE CAPEL EVENT	825.00
EFT24005	05/04/2017	A INGRAM	REIMBURSEMENT FOR PURCHASE OF APPLE IPAD FOR LIBRARY	469.00
EFT24006	05/04/2017	INSTITUTE OF PUBLIC WORKS ENGINEERING AUST LT	IPWEA PROFESSIONAL CERTIFICATE IN ASSET MANAGEMENT PLANNING	2915.00
EFT24007	05/04/2017	IVC COMPUTER SERVICES IVC	WIRELESS MICROSOFT KEYBOARD AND MOUSE	168.00
EFT24008	05/04/2017	MUIR'S MANJIMUP	45,000 SERVICE FOR 60CP	386.35

EFT24009	05/04/2017	MCLEODS BARRISTERS AND SOLICITORS	LEASE CREATION, CARPARK, CAPEL CIVIC PRECINCT	668.42
EFT24010	05/04/2017	RTW STEEL FABRICATION	SUPPLY AND INSTALL RAILS ON RETAINING WALLS, DALYELLUP SPORTS PAVILION	544.50
EFT24011	05/04/2017	RIFF RAFF ART AND DESIGN	CONTRACTOR & PROJECT MATERIALS FOR WATER TANK ART PROJECT	1200.00
EFT24012	05/04/2017	SPENCER SIGNS	SHIRE RESERVE SIGNS	12043.13
EFT24013	05/04/2017	SOUTH WEST TREE SAFE	REMOVAL OF OVERHANGING LIMBS - CHRISTMAS TREE COURT	880.00
EFT24014	05/04/2017	SOS OFFICE EQUIPMENT	XEROX DS4799 SCANNER WITH EXTRA 2 YEARS WARRANTY AND NETSCAN MODULE AND MONTHLY PHOTOCOPIER METER BILLING	18034.64
EFT24015	05/04/2017	SCOPE TRAINING	PROJECT MANAGEMENT FUNDAMENTALS WORKSHOP - THURSDAY 23 MARCH 2017	1666.78
EFT24016	05/04/2017	D & K THOMAS ELECTRICAL	RELOCATE DEPOT SWITCHBOARD IN WORKSHOP	6446.00
EFT24017	05/04/2017	TOTALLY WORKWEAR	STAFF UNIFORMS	322.30
EFT24018	05/04/2017	WORK CLOBBER BUNBURY	PPE	286.21
EFT24019	05/04/2017	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN 70 CAPEL SPORTS PAVILION AND LOAN 68 DRAINAGE	82447.67
EFT24020	05/04/2017	WORKPAC GROUP	EMPLOYEE HIRE	3253.86
EFT24021	11/04/2017	FUJI XEROX AUSTRALIA PTY LTD	16/17 LEASE OF PHOTOCOPIER PER MONTH-CAPEL LIBRARY	132.00
EFT24022		-EFT24053	PAYMENT ALREADY APPROVED BY COUNCIL, PLEASE REFER TO AGENDA ON 26.04.2017	0.00
EFT24054	12/04/2017	AMITY SIGNS	VARIOUS SIGNS	326.15
EFT24055	12/04/2017	ADLER BUSINESS GIFTS PTY LTD	MELBOURNE STYLUS PENS IN GREY/CHROME FOR ORGANISATIONAL TRAINING	625.35
EFT24056	12/04/2017	BUNBURY TOYOTA	6 MONTH SERVICE - 70CP	259.98
EFT24057	12/04/2017	BUSSELTON REFRIGERATION & AIR CONDITIONING	SERVICE AIR CON UNITS SHIRE OFFICES QUARTERLY AS PER QUOTE FOR 16/17	2706.00
EFT24058	12/04/2017	BUNNINGS BUILDING SUPPLIES PTY LTD	HARDWARE	271.75
EFT24059	12/04/2017	BCF	HANDHELD GPS	369.00

EFT24060	12/04/2017	BENDIGO BANK BUSINESS CREDIT CARD	MARCH CREDIT CARD TRANSACTIONS: 19.3.17 - \$300.00 - WOOLWORTHS DALYELLUP - GIFT VOUCHERS 19.3.17 - \$300 - WOOLWORTHS DALYELLUP - GIFT VOUCHERS 29.3.17 - \$12.28 - SHADMAR PTY LTD - KITCHEN CLEANING PRODUCTS 30.3.17 - \$100.00 - BUNNINGS - GIFT VOUCHER 30.3.17 - \$8.00 - CARD FEE 31.3.17 - \$398.00 - SABINA GRACE - LGMA PROFESSIONAL DEVELOPMENT 31.3.17 - \$318.70 - CAPEL GOLF CLUB - STRATHAM COMMUNITY FORUM VENUE HIRE, SUPPER AND DRINKS	1436.98
EFT24061	12/04/2017	BUNBURY & DISTRICTS SOFTBALL	KIDSPORT REGISTRATIONS	80.00
EFT24062	12/04/2017	BOYLES PLUMBING & GAS	CARRY OUT BACKFLOW DEVICE TEST AT CAPEL COMMUNITY CENTRE AS PER WATER CORP NOTIFICATION	198.00
EFT24063	12/04/2017	BLADE RUNNER GRADER HIRE	MAINTENANCE GRADING VARIOUS ROADS	13398.00
EFT24064	12/04/2017	BRAIN AMBULANCE PTY LTD	BRAIN AMBULANCE MANAGING CHALLENGING BEHAVIOUR OF CLIENTS	3232.50
EFT24065	12/04/2017	BENJAMIN (NSW) PTY LTD	RATES REFUND	414.07
EFT24066	12/04/2017	BP AUSTRALIA	7000 LITRES DISTILLATE	15950.31
EFT24067	12/04/2017	STAPLES AUSTRALIA PTY LTD	2016/17 STATIONERY	578.04
EFT24068	12/04/2017	COATES HIRE SERVICE	PORTABLE TOILET FOR CAPEL CEMETERY	558.14
EFT24069	12/04/2017	PAUL SHEEDY	STAFF BBQ	70.67
EFT24070	12/04/2017	COLIN CAMPBELL	ROTATING BEACON & LEAD EXTENSION	107.95
EFT24071	12/04/2017	CAPEL BOWLING CLUB	COMMUNITY BUS REIMBURSEMENT	116.60
EFT24072	12/04/2017	CAPEL CLEANING	CLEANING OF SHIRE OFFICES AND PLAYGROUP	270.00
EFT24073	12/04/2017	CARBONE BROS PTY LTD	107 TONNE GRAVEL	1886.54
EFT24074	12/04/2017	DELRON CLEANING	GENERAL CLEANING	11432.44

EFT24075	12/04/2017	LGIS RISK MANAGEMENT	2ND INSTALMENT FOR REGIONAL RISK CO-ORDINATOR PROGRAM 16/17	4873.00
EFT24076	12/04/2017	CHLOERISSA EADIE	REIMBURSEMENT FOR CAMERA APPARATUS	944.34
EFT24077	12/04/2017	GOLDEN WEST PLUMBING & DRAINAGE	REPAIR OF DRINKING FOUNTAIN DALYELLUP PARK	347.60
EFT24078	12/04/2017	FENNESSY'S	60,000 SERVICE - CP9132	408.84
EFT24079	12/04/2017	FIT 2 WORK.COM.AU	PAYMENT OF FEES ASSOCIATED WITH POLICE CHECK TO BECOME AUTHORISED OFFICER UNDER THE BAM ACT	162.36
EFT24080	12/04/2017	GALVINS PLUMBING SUPPLIES	SUPPLY OF RUBBER FITTING FOR CHILDREN'S TOILET	24.16
EFT24081	12/04/2017	HANSON CONSTRUCTION MATERIALS PTY LTD	70 TONNE AG	654.90
EFT24082	12/04/2017	MOORE STEPHENS (WA) PTY LTD	STRATEGIC RESOURCE PLANNING SERVICES INCLUDIG REVISED LONG TERM FINANCIAL PLAN	3110.58
EFT24083	12/04/2017	INSTITUTE OF PUBLIC WORKS ENGINEERING AUSTRALIA	SOUTH WEST BRANCH PROFESSIONAL DEVELOPMENT FORUM MARCH 2017	55.00
EFT24084	12/04/2017	ISA TECHNOLOGIES	1 YEAR UTM BUNDLE (8X5 FORTICARE PLUS NGFW, AV, WEB FILTERING, BOTNET IP/DOMAIN AND ANTISPAM SERVICES) FOR FORTIGATE-60D	558.25
EFT24085	12/04/2017	JULIES LAWNMOWING	MOWING OF BOYANUP MUSEUM GROUNDS AND BOYANUP HALL GROUNDS	255.00
EFT24086	12/04/2017	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION WALGA	BUSHFIRE PLANNING & BIODIVERSITY MANAGEMENT AND INTEGRATED STRATEGIC PLANNING TRAINING	188.00
EFT24087	12/04/2017	LD TOTAL	REPLACE VANDALISED SPRINKLERS NAROONA POS	1247.73
EFT24088	12/04/2017	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	ONE DAY SW LG PROFESSIONALS CONFERENCE REGISTRATION - MARGARET RIVER 30 MARCH 2017	595.00
EFT24089	12/04/2017	JUST YOUNGER CATERING	CATERING FOR MONTHLY COUNCIL MEETINGS FEB & MARCH AND LUNCH FOR WORKSHOP 28 FEB	996.50

EFT24090	12/04/2017	PRESTIGE PRODUCTS-BUSSELTON	KITCHEN/BATHROOM CLEANING PRODUCTS	359.26
EFT24091	12/04/2017	PARAMOUNT BUSINESS SUPPLIES	2 X UNFRAMED WRAPPED PIN BOARDS	287.98
EFT24092	12/04/2017	AUSTRALIA TAXATION OFFICE	PAYG WITHHOLDING 4.4.2017	48443.00
EFT24093	12/04/2017	PLANNING INSTITUTE AUSTRALIA	PIA JOB ADVERT SENIOR STRATEGIC PLANNING OFFICER	330.00
EFT24094	12/04/2017	SOUTHERN'S WATER TECHNOLOGY	SERVICE UV UNIT GELORUP COMMUNITY CENTRE	283.05
EFT24095	12/04/2017	SOUTH WEST TREE SAFE	REMOVE 2 X DEAD RED GUMS	880.00
EFT24096	12/04/2017	SHADE WEST	SUPPLY AND INSTALL SHADE SAILS AT LAKES POS	8848.00
EFT24097	12/04/2017	STRATHAM BOBCAT HIRE	DRIVEWAY INSTALLATION - CAPEL TUTUNUP ROAD	2508.00
EFT24098	12/04/2017	SOUTH WEST GROUP OF AFFILIATED AGRICULTURAL ASSOC. INC.	2017 SPONSORSHIP OF THE WALK THROUGH WA SOUTH WEST DISPLAY AT PERTH ROYAL SHOW	250.00
EFT24099	12/04/2017	SONIC HEALTHPLUS PTY LTD	PRE EMPLOYMENT MEDICALS	1039.50
EFT24100	12/04/2017	TOTALLY WORKWEAR	UNIFORM ALLOWANCE	1124.10
EFT24101	12/04/2017	WORK CLOBBER BUNBURY	PPE AND EMBROIDERY	128.39
EFT24102	12/04/2017	KEITH WILLIAMS & CO	REPAIR OF CHANGE TABLE GELORUP COMMUNITY CENTRE	220.00
EFT24103	12/04/2017	THE PRINT SHOP	5000 PLAIN FACE ENVELOPES AND RECEIPT BOOKS	477.00
EFT24104	12/04/2017	WESTSIDE EQUIPMENT	SERVICE LOADER, VOLVO LOADER CP4491	1883.99
EFT24105	13/04/2017	BUSSELTON CIVIL PTY LTD	BRIDGE STREET, BOYANUP UPGRADE	35522.05
EFT24106	13/04/2017	DELRON CLEANING	CLEANING OF SHIRE OFFICES	337.92
EFT24107	13/04/2017	HYDROSMART	SUPPLY HYDROSMART D25E.O UNIT DALYELLUP ROAD BEACH TOILETS	2415.00
EFT24108	13/04/2017	SOUTH WEST TREE SAFE	TRIM REDGUM ON VERGE WELD ROAD INCLUDING FULL TRAFFIC CONTROL, REMOVE TREES AROUND TAPS PUMPS AND BOXES ON RYLAND DRIVE AND REMOVE TREES ON LAKES ROAD	6930.00
EFT24109	13/04/2017	D & K THOMAS ELECTRICAL	INSTALLATION OF GPO FOR EXHAUST FAN AT DOG POUND	113.74

EFT24110	21/04/2017	AVIS RENT A CAR	HIRE 4X4 DUAL CAB UTE - MON10/4/17 & TUES 11/4/17 (WHILE CP1125 BEING REPAIRED)	196.97
EFT24111	21/04/2017	BUNBURY TELECOM SERVICE PTY LTD BTS	PROVISION FOR LOCATING AND IDENTIFYING ANY TELSTRA ASSETS/CABLES IN THE BLUE SHADED AREA OF THE SUPPLIED PLAN AT BRIDGE STREET, BOYANUP AND PROVIDE A MARK UP PLAN ON COMPLETION	462.00
EFT24112	21/04/2017	CAREY PARK SCOUT GROUP	KIDSPORT REGISTRATIONS	600.00
EFT24113	21/04/2017	THE FAT BIRDIE	CATERING FOR MORNING TEA, DEPUTY PREMIER'S VISIT, STRATEGIC COMM PLAN WORKSHOP CATERING, FRUIT PLATTER AND LUNCH, BWEA BOARD MEETING, AND LUNCH FOR COUNCILLORS RATING WORKSHOP	790.10
EFT24114	21/04/2017	IRIS CONSULTING	IRIS TRAINING - DIGITISATION PROGRAM	550.00
EFT24115	21/04/2017	RPS AUSTRALIA EAST PTY LTD	ECONOMIC EVALUATION UPDATE WITH EMPHASIS ON SOCIAL DEVELOPMENT OUTCOMES FOR CAPEL CIVIC PRECINCT STAGE 4	1430.00
EFT24116	21/04/2017	SOUTHERN'S WATER TECHNOLOGY	INSTALL AND CONNECT WATER TANK AT GELORUP BUSH FIRE BRIGADE	8934.55
EFT24117	21/04/2017	SOUTH WEST TREE SAFE	REMOVE DANGEROUS DEAD TREE ON COLLINS RD	2200.00
EFT24118	21/04/2017	STEANN PTY LTD	BULK VERGE SIDE GREENWASTE COLLECTION 3.4.2017 - 7.4.2017	23947.08
EFT24119	21/04/2017	RAY TINK ROOFING	HIGH PRESSURE CLEAN, CAPEL LIBRARY WALLS, CAPEL SENIOR CITIZENS AND SIDE OF COUNCIL CHAMBERS	1100.00
EFT24120	21/04/2017	CALTEX AUSTRALIA	MARCH FLEET FUEL	3653.55
EFT24121	26/04/2017	ARBORGUY	ANNUAL STREET TREE PRUNING AND REMOVAL OF DEAD PINE AND PRUNE TREES ALONG CARAVAN PULL-IN BAY	33552.00
EFT24122	26/04/2017	BUNBURY MOWER SERVICE	REPAIRS AND SERVICE TO CYLINDER MOWER	252.90
EFT24123	26/04/2017	BUNBURY PLUMBING SERVICES BPS	PUMP OUT GREASE TRAP	207.55

EFT24124	26/04/2017	BUNBURY HARVEY REGIONAL COUNCIL	PART COSTS REGIONAL WASTE EDUCATION OFFICER AND BANKSIA ROAD ORGANICS DISPOSAL	8494.41
EFT24125	26/04/2017	BUILT RIGHT APPROVALS	BUILDING SERVICES SUPPORT	450.00
EFT24126	26/04/2017	BLADE RUNNER GRADER HIRE	MAINTENANCE GRADING - VARIOUS ROADS	7321.05
EFT24127	26/04/2017	D-RANGED ART & DESIGN	ARTIST FEES & MATERIALS FOR SKATE PARK WORKSHOPS	5800.00
EFT24128	26/04/2017	CAPEL CLEANING	CLEANING OF CAPEL SPORTS PAVILION, PEPPY GROVE COMM CENTRE, AND SHIRE OFFICES WEDNESDAY AND SATURDAY	405.00
EFT24129	26/04/2017	CAPE SHADES PTY LTD	SUPPLY & INSTALL COLUMNS & CUSTOM SHADE SAILS AT MURTYN PARK, DALYELLUP	10312.50
EFT24130	26/04/2017	CURLY'S REMOVALS	MOVING SIGNS FROM SPENCER SIGNS TO SHIRE DEPOT	220.00
EFT24131	26/04/2017	CJD EQUIPMENT PTY LTD	LH MIRROR - BRACKET PACK - CP4991	441.00
EFT24132	26/04/2017	PHIL DONCON'S PAINT STORM	ENTERTAINMENT FOR CAPTIVATE CAPEL LAUNCH - FUNDED BY HEALTHWAY GRANT	3066.80
EFT24133	26/04/2017	EASIFLEET MANAGEMENT	NOVATED LEASE	753.86
EFT24134	26/04/2017	EVOKE PROFESSIONAL PHOTOGRAPHY	ANZAC DAY WREATHS FOR PEPPERMINT GROVE BEACH DAWN SERVICE, BOYANUP RSL SERVICE AND CAPEL RSL SERVICE	210.00
EFT24135	26/04/2017	GOLDEN WEST PLUMBING & DRAINAGE	REPAIR DRINK FOUNTAIN DALYELLUP LAKES TOILET BLOCK	792.00
EFT24136	26/04/2017	DEAN FREEMAN	REIMBURSEMENT OF CATERING PURCHASED FOR BRIGADE TRAINING	610.90
EFT24137	26/04/2017	THE FAT BIRDIE	CATERING FOR 15 PERSONS FOR BUSH FIRE TRAINING	120.00
EFT24138	26/04/2017	GEOGRAPHE CIVIL	RECONSTRUCTION OF BOUNDARY RD	293870.12
EFT24139	26/04/2017	GRIFFIN VALUATION ADVISORY	VALUATION OF LAND & BUILDING ASSETS 30 JUNE 2017	8470.00
EFT24140	26/04/2017	MOORE STEPHENS (WA) PTY LTD	FINANCIAL AND MANAGEMENT REPORTING WORKSHOPS	1760.00
EFT24141	26/04/2017	A INGRAM	BOOK STOCK PURCHASES - 41 ITEMS	540.00



EFT24142	26/04/2017	IINET	INTERNET NBN HARDWARE	10.00
EFT24143	26/04/2017	VODAFONE HUTCHISON AUSTRALIA PTY LTD	MESSAGING FOR BFB	488.47
EFT24144	26/04/2017	GAIL PARKER	HAND PAINTED GIFT BAGS WITH SHIRE OF CAPEL FLORAL EMBLEM	350.00
EFT24145	26/04/2017	SOUTH WEST TREE SAFE	REMOVE OVERHANGING LIMBS ALONG AUSTIN ROAD CAPEL	1760.00
EFT24146	26/04/2017	SJ TRAFFIC MANAGEMENT PTY LTD	TRAFFIC MANAGEMENT - CAPEL TUTUNUP RD A	15217.95
EFT24147	26/04/2017	KIM STANLEY	COUNCIL CHAMBERS MURAL PART PAYMENT FOR CAPTIVATE CAPEL PROJECT	500.00
EFT24148	26/04/2017	TELSTRA	REPAIR DAMAGE REID AVE, CAPEL	995.49
EFT24149	26/04/2017	VOGUE FURNITURE	SUPPLY 2 CHICAGO TABLES SENIOR CITIZENS CENTRE CAPEL	754.00
EFT24150	26/04/2017	WORK CLOBBER BUNBURY	PPE AND EMBROIDERY	365.30
EFT24151	26/04/2017	WILLOUGHBY CONTRACTING	DRAIN CLEARING - CLARKE RD, NORMAN RD, BOUNDARY RD, GAVINS RD	4180.00
EFT24152	26/04/2017	WIZARD PROPERTY MAINTENANCE	TO CUT AND CLEAR DEAD MATERIAL FROM REAR OF GELORUP COMMUNITY CENTRE AND STACK IN PILES FOR BURNING	495.00
EFT24153	26/04/2017	WA LIBRARY SUPPLIES	RECORDS PROJECT BUILDING & PLANNING ARCHIVING TROLLEY	295.00
EFT24154	26/04/2017	MOORE STEPHENS (WA) PTY LTD	FINANCIAL AND MANAGEMENT REPORTING WORKSHOP	4070.00
EFT24155	26/04/2017	MARIST NETBALL CLUB BCC	KIDSPORT REGISTRATION	190.00
				0.00
				0.00
				0.00
48463	05/04/2017	COURIER AUSTRALIA INTERNATIONAL	COURIER COSTS ANALYTICAL	50.91
48464	05/04/2017	SYNERGY	ELECTRICITY	5126.35
48465	05/04/2017	WATER CORPORATION	WATER USAGE	2923.30
48466	10/04/2017	TELSTRA CORPORATION LTD	VELOCITY INTERNET CONNECTION - DALYELLUP SPORTS PAVILION - FERNDAL AVE	344.00
48467	12/04/2017	COURIER AUSTRALIA INTERNATIONAL	COURIER COSTS ANALYTICAL	11.04
48468	12/04/2017	SHIRE OF CAPEL		410.45
48469	12/04/2017	SYNERGY	ELECTRICITY	26943.30
48470	12/04/2017	TELSTRA CORPORATION LTD	RENT & CALLS	8020.98

48471	12/04/2017	WATER CORPORATION	WATER USAGE	245.90
48472	21/04/2017	SYNERGY	ELECTRICITY	213.60
48473	21/04/2017	WATER CORPORATION	WATER USAGE	4448.13
48474	26/04/2017	COURIER AUSTRALIA INTERNATIONAL	COURIER COSTS ANALYTICAL	10.30
48475	26/04/2017	SHIRE OF CAPEL	NEWSPAPER	34.20
48476	26/04/2017	COMMISSIONER OF STATE REVENUE	PENSIONER REBATE CLAIM REFUND	236.50
48477	26/04/2017	SYNERGY	ELECTRICITY	1765.15
774	05/04/2017	BUILDING & CONSTRUCTION IND TRAINING FUND	MARCH BCITF COLLECTED	2078.88
775	05/04/2017	DEPARTMENT OF COMMERCE - BUILDING COMMISSION	MARCH 2017 BSL LEVY COLLECTED	4598.31
776	05/04/2017	SHIRE OF CAPEL	MAR 2017 BSL COMMISSION COLLECTED	284.00
777		CANCELLED		0.00
778		CANCELLED		0.00
779	12/04/2017	SHIRE OF CAPEL	RETURN OF SUBDIVISION BOND AGAINST O/S ACCOUNTS RECEVABLE (I011)	48436.60
780	12/04/2017	IRONBRIDGE HOLDINGS PTY LTD	RETURN OF SUBDIVISION BOND AGAINST O/S ACCOUNTS RECEVABLE (I011)	20834.94
781	12/04/2017	IRONBRIDGE HOLDINGS PTY LTD	RETURN OF SUBDIVISION BOND	4061.00
782	26/04/2017	ANNE BLUETT	BOND RETURN	500.00
783	26/04/2017	DEANNE CHATT	BOND RETURN	150.00
784	26/04/2017	COMMITTEE FOR COMBINED CHURCHES SERVICE	BOND RETURN	150.00
785	26/04/2017	JOSEPH JOSEPH PUTHUPARAMBIL	BOND RETURN	150.00
786	26/04/2017	KAUATERANGI TAHURA	BOND RETURN	150.00
				921,482.44

04.04.17	SHIRE OF CAPEL PAYROLL PAYMENTS	\$162,077.09
18.04.17	SHIRE OF CAPEL PAYROLL PAYMENTS	\$154,734.10

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**\$316,811.19**

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05.04.17	TRANSFER to MUNICIPAL ACCOUNT	\$350,000.00
26.04.17	TRANSFER to MUNICIPAL ACCOUNT	\$553,000.00


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**\$903,000.00**

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CERTIFICATE OF CHIEF EXECUTIVE OFFICER

This schedule of accounts to be passed for payment, covering vouchers as detailed above which was submitted to each member of Council on 24 May 2017 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.



\_\_\_\_\_  
ACTING CHIEF EXECUTIVE OFFICER

**VOTING REQUIREMENTS**

Simple majority

<b>OFFICER'S RECOMMENDATIONS – 15.3</b>
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**That Council receives:**

- 1 The Schedule of Accounts covering vouchers 774-786, E3985 to EFT24155, CHQ48463 to CHQ48477 totalling \$921,482.44 during the month of April 2017;**
- 2 Payroll payments for the month of April 2017, totalling \$316,811.19; and**
- 3 Transfers to and from investments as listed.**

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**15.4 Financial Statements for 30 April 2017**

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Location:	Capel
Applicant:	Shire of Capel
File Reference:	N/A
Disclosure of Interest:	Nil
Date:	10.05.17
Author:	Manager Finance, A Mattaboni
Senior Officer:	Executive Manager Corporate Services, S Stevenson
Attachments:	Financial Statements for March 2017

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**MATTER FOR CONSIDERATION**

Council to consider adopting the monthly financial statements for April 2017.

**BACKGROUND / PROPOSAL****Background**

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

**Proposal**

The financial statements provided to Council satisfy the requirements.

**STATUTORY ENVIRONMENT**

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

**6.4 Financial Report**

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

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

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

**Financial Activity Statement Report**

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

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

### **POLICY IMPLICATIONS**

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

### **FINANCIAL IMPLICATIONS**

#### **Budget**

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

#### **Long Term**

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

#### **Whole of Life**

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

### **SUSTAINABILITY IMPLICATIONS**

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

### **STRATEGIC IMPLICATIONS**

Strategic Community Plan 2013 -2031

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

Strategic Outcomes:

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

### **CONSULTATION**

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

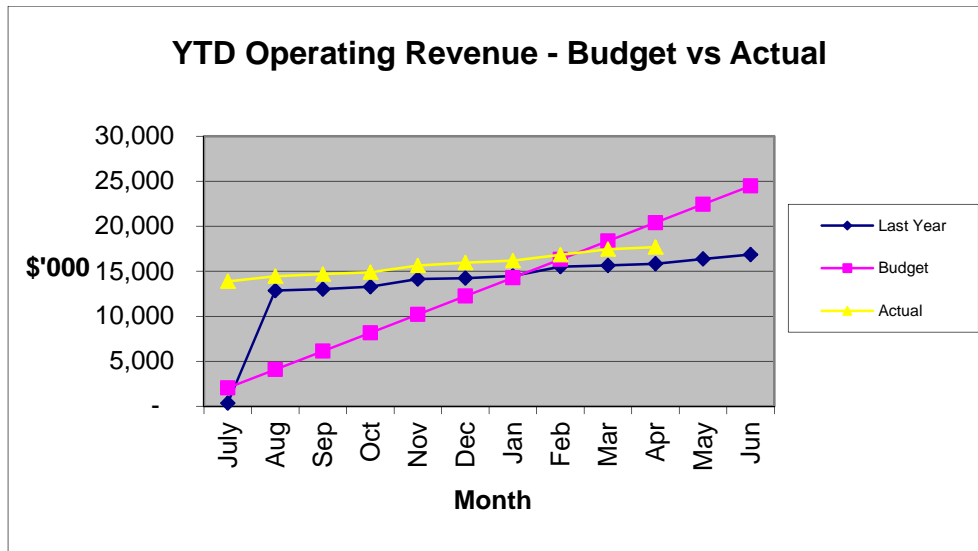
### **COMMENT**

At 30 April 2017, Council's net current assets position was a surplus of \$5,007,678. The forecast year end net current asset position is a surplus of \$128,661. The forecast net current asset position for year end 2016/17 will change with the updating of forecast accounts during the financial year.

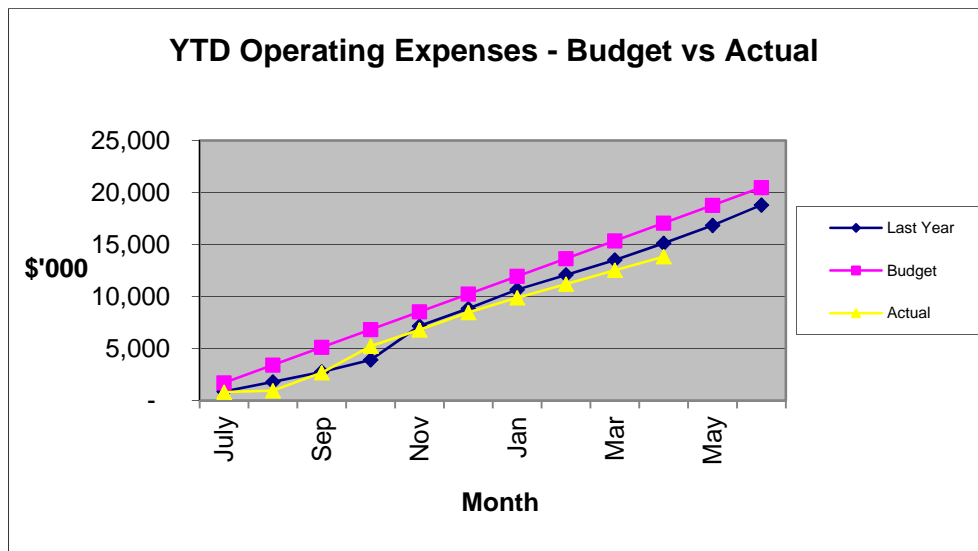
Compared to the annual budget approximately 98% of Operating Revenue has been invoiced and 68% of the Operating Expenditure budget has been spent. The monthly budget of income and expenditure has been adjusted to reflect the expected timing of actual income and expenditure throughout the financial year.

A comparison of employee costs shows that 84% of the annual budget has been spent. On a year to date basis actual employee costs are 3% below budget or \$141,054. Leave liability expenses have been calculated.

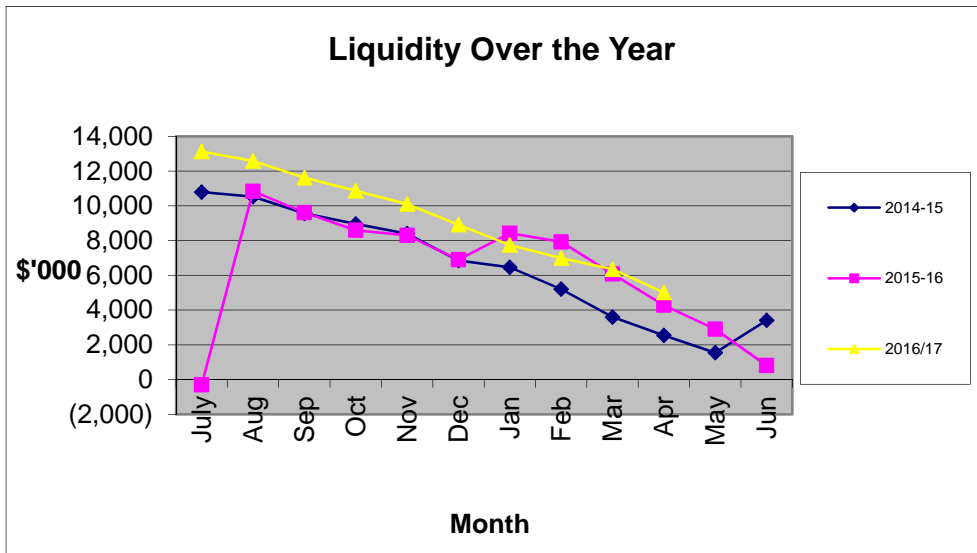
The following graphs compare actual Operating Revenue and Operating Expenditure against the approved budget on a year to date basis. Last year's actual is also included for comparative purposes.



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

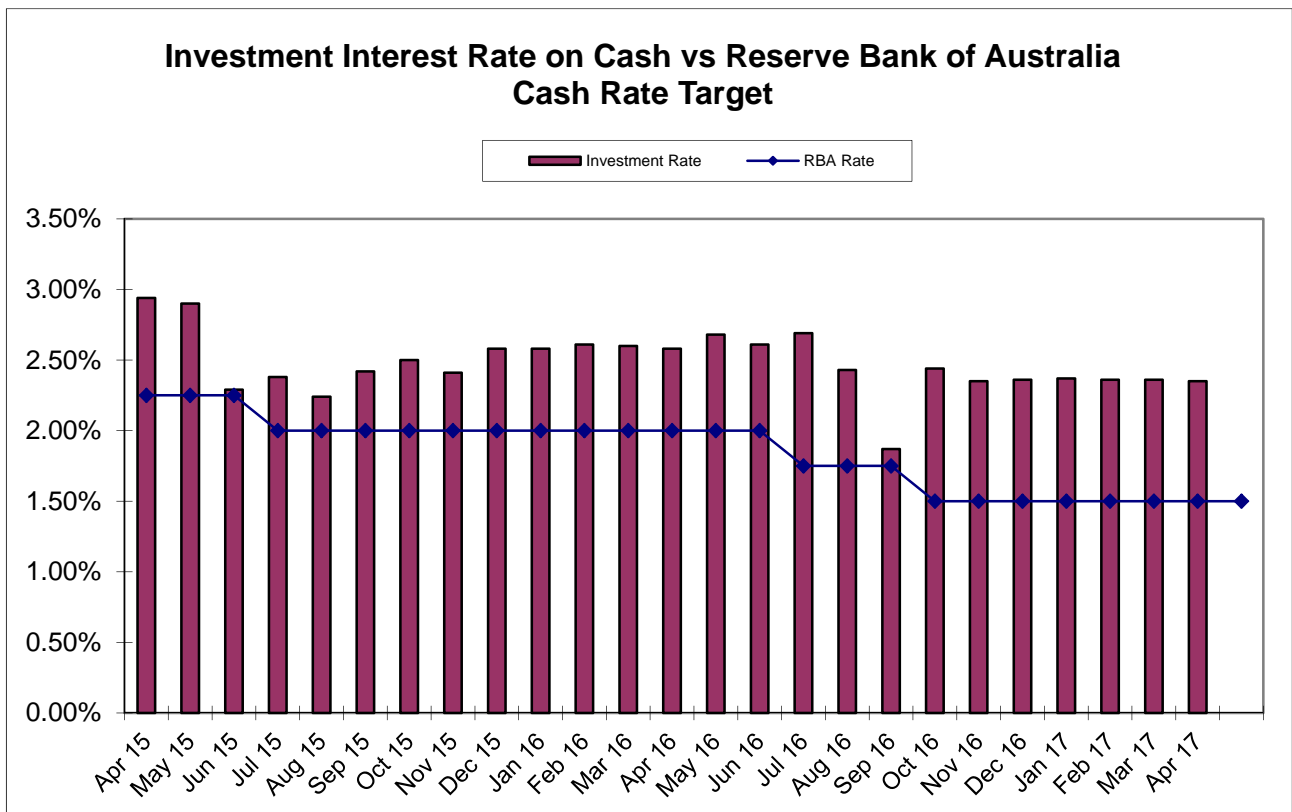


The liquidity graph compares the current year's net current assets position against that of the two previous years.



Council's municipal cash and investments position has decreased by \$837,653 compared to March 2017. The Municipal cash position is an amount of \$15,765,333 of which \$10,451,287 is restricted for specific purposes as shown at Note 3. Cash revenue came from rates receipts and grant funding. Major cash expenses were for payroll, contractor payments, materials and loan payments.

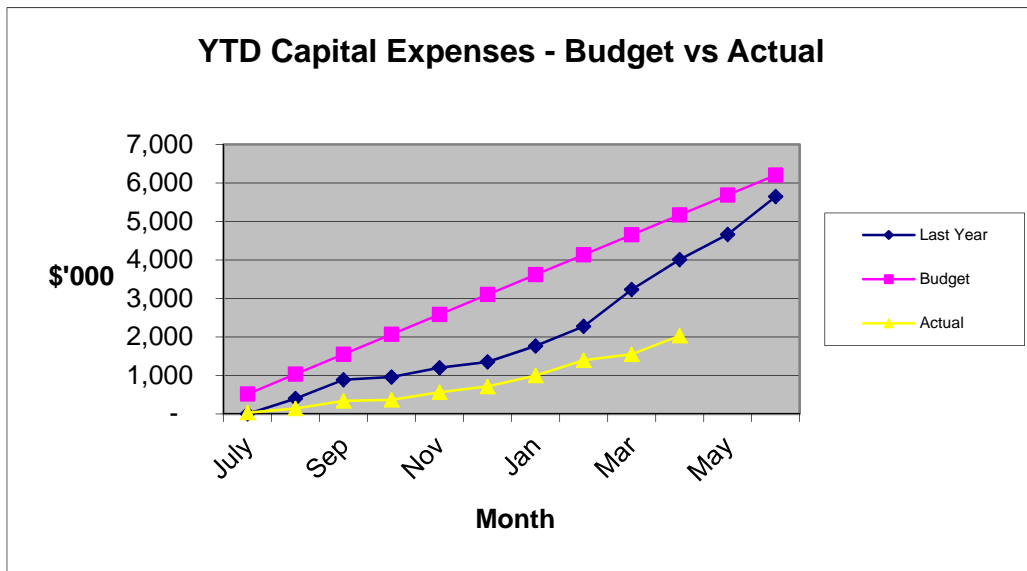
Total interest earned year to date is \$309,313 which is below the year to date budget of \$337,953. The average investment rate of return has decreased to 2.35% which exceeds the Reserve Bank's cash reference rate of 1.50%. The Reserve Bank Board on 2 May 2017 made no change to their target cash rate of 1.50%. The Shire has term deposits maturing from May 2017 to September 2017, investment terms ranging from 91 days to 182 days and interest rates from 2.20% to 2.55%.



Capital works expenditure of \$481,270 was incurred during the month on:

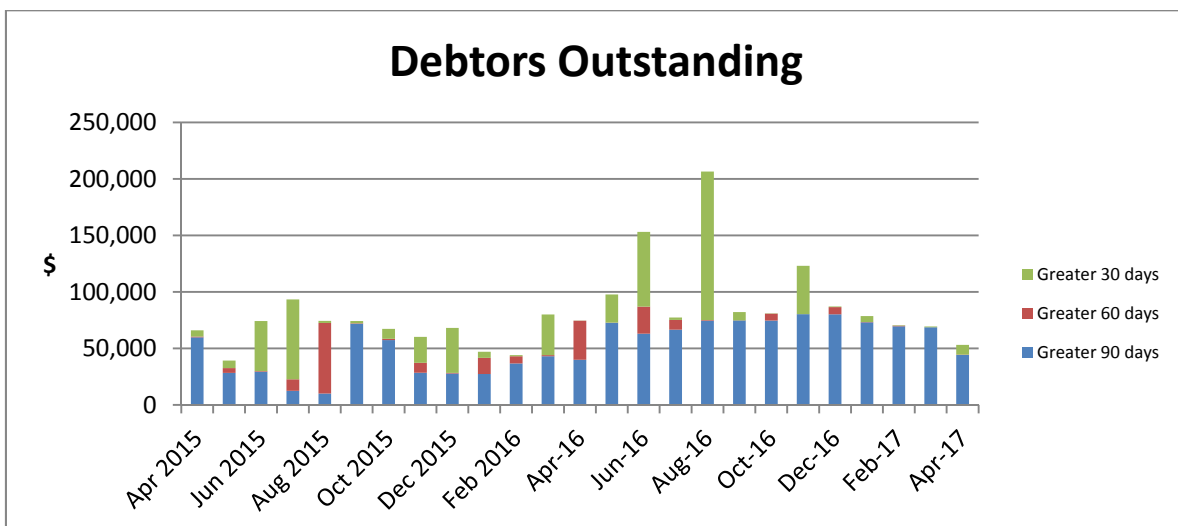
- \$221,437 Road widening,
- \$32,351 Bitumen reseal and Asphalt,
- \$160,579 Road reconstruction,
- \$3,950 Drainage infrastructure,
- \$8,616 PGB Community Hall Upgrade,
- \$1,660 Trails Master Plan - Capel General Allocation,
- \$11,148 Whole of Shire POS – Naming of parks, signage, seats, shelters & bins
- \$17,419 Playground shade sails,
- \$2,978 Bin stands,
- \$1,200 Capel Civic Precinct – Stage 3,
- \$8,122 Water tank for Gelorup Volunteer Bush Fire Brigade,
- \$14,049 Scanner – Records archiving, and
- \$1,560 Trestle tables for Boyanup Hugh Kilpatrick Hall.

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



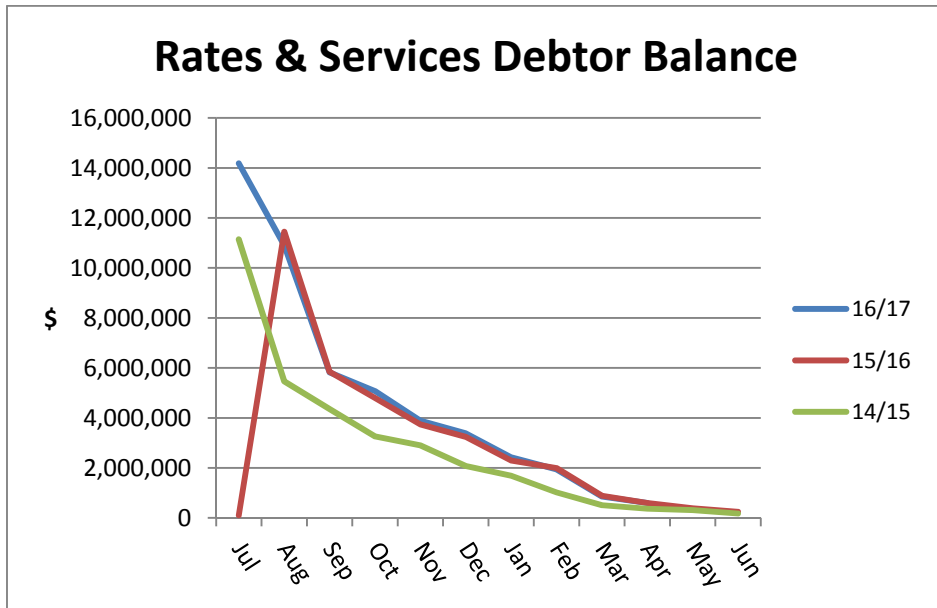
Council’s financial ratios are disclosed in Note 14.

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

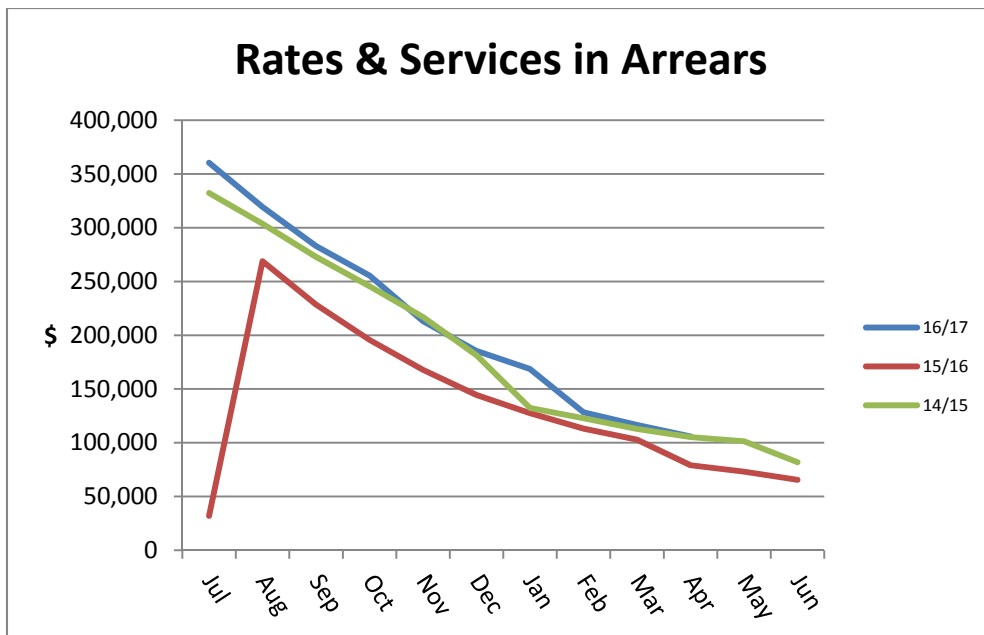




The following illustrates Council’s current level of Rate Debtors recovery and compares this with previous years. The amount includes both current and in arrears rates & services debtor balance. The Rates Debtor balance continues to fall in line with previous years.



The following graph shows the level of rates and services in arrears for the last three years. Rates and Services in Arrears at the start of each financial year as a percentage of the Rates and Services Debtor Balance has been: 2016/17 2.54%, 2015/16 2.35% and 2014/15 2.98%.



A review of the Statement of Financial Position and the attendant notes indicates there are no adverse trends evident in the year to date financial statements as at 30 April 2017.

**VOTING REQUIREMENTS**

Simple majority

**OFFICER'S RECOMMENDATION – 15.4**

**That Council adopts the financial statements for the period ending 30 April 2017 as attached.**

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