

Shire *of* Capel

AGENDA

ORDINARY COUNCIL MEETING

Wednesday 25th November 2015

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

REMINDER:

1.30pm Audit Committee meeting

**2.30pm Briefing –
Leschenault Catchment Biosecurity Group**

3.00pm Briefing – Main Roads Western Australia

3.30pm Round the Table Discussion



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Shire of Capel



Forrest Road, Capel
PO Box 369, Capel

T 9727 0222
F 9727 0223

info@capel.wa.gov.au
www.capel.wa.gov.au



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.

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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, 25 NOVEMBER 2015 COMMENCING AT 4.30PM.

PF Sheedy.

PF Sheedy
CHIEF EXECUTIVE OFFICER

20 November, 2015

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)

Leave of Absence: Cr S Baxi (Minute OC1001)

3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4 PUBLIC QUESTION TIME

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

5 APPLICATIONS FOR LEAVE OF ABSENCE

6 DECLARATION OF INTEREST

7 NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS

8 CONFIRMATION OF MINUTES

8.1 Ordinary Council Meeting – 28 October 2015

9 ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION

10 PETITIONS/DEPUTATIONS/PRESENTATIONS

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

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

11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

12 QUESTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

13 CHIEF EXECUTIVE OFFICER REPORTS**14 ENGINEERING AND DEVELOPMENT SERVICES REPORTS****14.1 State Administration Tribunal Order - Extractive Industry – Lot 828 Yates Road, Capel River**

Location:	Lot 828 Yates Road, Capel River
Applicant:	Carbone Bros
File Reference:	C5.2.S.130
Disclosure of Interest:	Nil
Date:	04.11.15
Author:	Coordinator Engineering Development, A Coulson
Senior Officer:	Executive Manager Engineering and Development Services, J Gick
Attachments:	1 Location Plan 2 Draft Licence Conditions 3 Draft Extractive Industry Rehabilitation Agreement 4 Lot 828 Rehabilitation Plan

MATTER FOR CONSIDERATION

1. Response to invitation by the State Administrative Tribunal (SAT) to reconsider Condition 6 of the Planning Consent for an Extractive Industry at Lot 828 Yates Road, Capel River granted by Council on 24 June 20 (Minute No OC0611).
2. Rescinding previous Resolution 2 to agree to issue an Extractive Industry Licence pursuant to the Shire of Capel Extractive Industry Local Laws – February 2001 subject to, but not necessarily limited to, the conditions as detailed in pages 1 to 5 of the attachments to this item report for an Extractive Industry at Lot 828 Yates Road, Capel River granted by Council on 24 June 2015 (Minute No OC0611) and consideration of issue of Extractive Industry Licence with modified conditions.

BACKGROUND / PROPOSAL**Background**

Application for Planning Consent and an Extractive Industry Licence to extract gravel from Lot 828 Yates Road was considered at the Ordinary Council meeting on 24 June 2015. Council gave due consideration to the proposal, submissions received during the advertising of the application and the applicant's response to submissions, whereby it resolved to:

1. Grant Conditional Planning Consent
2. Issue a Conditional Extractive Industry Licence.

On the 14 July 2015, a letter of Planning Consent was issued with conditions. The letter made reference to Conditions 5, 6, 7 and 8 of the Planning Consent Approval as they require implementation prior to the issuing of an Extractive Industry Licence. Condition 6 being: *The applicant to provide a Rehabilitation Bond for not less than \$114,492.00 and such bond or bank guarantee to be unconditional (no expiry date)*

On 24 July 2015, an application was made to the State Administrative Tribunal (SAT) to review Condition 6 of the Planning Consent.

The applicant has appealed Condition 6 of the approval letter, requesting that the Shire's rehabilitation bond be "lowered significantly to a quantity in line with other Shires and previous Rehabilitation Bond requirements" and that the bond "not be unconditional...".

The SAT held a Directions Hearing on 19 August 2015, which was attended by the applicant and Shire officer, Jason Gick. After hearing the differences of opinion which indicated that a resolution was possible, the presiding Member for SAT advised both parties that he would be issuing Orders to attend mediation.

On the 1 October 2015 mediation was held between Shire officer, Andrew Coulson and the Applicant in the presence of a member of the State Administration Tribunal at the SAT mediation rooms in Perth. After a robust discussion about the function and value of rehabilitation bonds, the applicant agreed to present an independent rehabilitation costing based on the scope of works supplied by the Shire, and the Shire officer agreed to consider the rehabilitation costing as a basis for the bond and prepare a Draft Extractive Industry Rehabilitation Agreement, which would stipulate the applicants rehabilitation requirements, and how the bond is to be managed.

On 13 October 2015, The Applicant and the Shire reached agreement to a suitable bond amount and the draft Extractive Industry Rehabilitation Agreement and subsequently informed the SAT.

On the 9 November 2015 the State Administrative Tribunal issued the following Order:

1. Pursuant to s31 of the State Administration Tribunal Act 2004 the respondent is invited to reconsider its decision on or before 25 November 2015.
2. The mediation listed on 30 November 2015 is vacated.
3. The matter is listed for directions hearing at 2.30 pm on 4 December 2015.

Proposal

The applicant has appealed Condition 6 of the Planning Consent in the approval letter requesting that the Shire's rehabilitation bond be "lowered significantly to a quantity in line with other Shires and previous Rehabilitation Bond requirements" and that the bond "not be unconditional...".

The Shire has accepted a bond estimate from the applicant that, with GST and the normal 30% contingency loading, equates to \$79,898. This reflects the rehabilitation of the 4.2 ha site back to pasture. The applicant has also agreed to split the operation into two (2) stages of 2.1 ha each to further reduce the initial bond requirement to \$39,949.

The Shire has developed an Extractive Industry Rehabilitation Agreement, which once signed by the applicant and the CEO, binds the applicant to the agreed rehabilitation requirements and binds the Shire to the agreed use of the bond.

The applicant has advised that should Council accept the above changes and opt to vary Condition 6, the appeal will be withdrawn.

STATUTORY ENVIRONMENT

State Administrative Tribunal Act 2004

Section 31. Tribunal may invite decision-maker to reconsider decision

- (1) At any stage of a proceeding for the review of a reviewable decision, the Tribunal may invite the decision-maker to reconsider the decision.
- (2) Upon being invited by the Tribunal to reconsider the reviewable decision, the decision-maker may —
 - a. affirm the decision; or
 - b. vary the decision; or
 - c. set aside the decision and substitute its new decision.

- (3) If the decision-maker varies the decision or sets it aside and substitutes a new decision, unless the proceeding for a review is withdrawn it is taken to be for the review of the decision as varied or the substituted decision.

Town Planning Scheme No. 7 (TPS No. 7)

Lot 828 is zoned Rural and has an area of 40.515 hectares.

An Extractive Industry is not permitted unless Council grants Planning Consent (AA use).

The following clauses of the Scheme apply to the consideration of this application:

1.6 Scheme Objectives

1.6.1 To direct and control the development of the Scheme area in such a way as shall promote and safeguard the health, safety, economic and general welfare of its inhabitants and shall conserve the natural values of the District.

5.7 Rural Zone

5.7.1 Council's objective in the management of land uses in the Rural Zone is to preserve the character of the rural area, discourage the removal of prime agricultural land from agricultural production and prevent adverse effects on the continuation of established or potential agricultural industries.

Extractive Industry Local Laws

Under the Shire of Capel Extractive Industry Local Laws:

Clause 2.1

'A person shall not carry out an extractive industry –

- a) Unless the person is the holder of a valid and current licence; and
- b) Otherwise than in accordance with any terms and conditions set out in, or applying in respect of the licence'.

Clause 2.3

- 1) 'Subject to subclause (3), a person seeking the issue of a licence in respect of any land shall apply in the form determined by the local government from time to time and shall forward the application duly completed and signed by both the applicant and the owner of the land to the CEO together with:
 - (j) consent in writing to the application from the owner of the excavation site.'

Clause 5.1

- 1) For the purpose of ensuring that an extraction site is properly restored or reinstated, the local government may require that –
 - a) as a condition of a licence; or
 - b) before the issue of a licence,
the licensee shall give to the local government a bond, bank guarantee or other security, of a kind and in a form acceptable to the local government, for a sum determined by the local government from time to time.
- 2) A bond required under subclause (1) is to be paid into a fund established by the local government for the purposes of this clause.

Clause 5.2

- 1) If a licensee fails to carry out or complete the restoration and reinstatement works required by the licence conditions either –
 - a) Within the time specified in those conditions; or
 - b) Where no such time has been specified, within 60 days of the completion of the excavation or portion of the excavation specified in the licence conditions, then;

subject to local government giving the licensee 14 days' notice of its intention to do so –

- c) The local government may carry out or cause to be carried out the required restoration and reinstatement work or so much of the work that remains undone; and
 - d) The licensee shall pay to the local government on demand all costs incurred by the local government or which the local government may be required to pay under this clause.
- 2) The local government may apply the proceeds of any bond, bank guarantee or other security provided by the licensee under clause 5.1 towards its costs under this clause.
 - 3) The liability of a licensee to pay the local government's costs under this clause is not limited to the amount, if any, secured under clause 5.1.

POLICY IMPLICATIONS

There are no current Policies relevant to this item.

FINANCIAL IMPLICATIONS

Budget

The applicants' proposal will have no implications to Council's budget.

Long Term

Rehabilitation

Extraction industries are required to lodge a rehabilitation bond. The intent being that the retention bond is an incentive to rehabilitation performance or should the licensee fail to rehabilitate, the bond may be used by the Shire to undertake the required works. The Shire's *Schedule of Fees and Charges 2014/15* lists the minimum bond for gravel extraction sites as \$26,021/ha.

It is to be noted that the Shire's Schedule of Fees and Charges does not make any distinction between sites to be revegetated to pasture or sites revegetated to native vegetation.

In the Comments section an estimation of the rehabilitation bond proposed for this site is calculated at \$19,023 per hectare which reflects the cost of revegetation to pasture, which is substantially cheaper than native vegetation.

Any reduction from the Shire's Schedule of Fees and Charges will have no long term financial implications to Council as the bond is designed to encourage performance and will be returned after successful completion of the rehabilitation. In the event that the Licensee fails in its rehabilitation of the site, the licensee is required to pay any additional sums above and beyond the bond amount, which are incurred by Council in the undertaking of the rehabilitation works.

Officers consider the next review of the Shire's Fees and Charges should include a separation in rehabilitation bond requirements between native rehabilitation and pasture rehabilitation as the effort and costs associated with each type of rehabilitation is quite different.

Whole of Life

There are no whole of life financial implications relevant to this matter.

SUSTAINABILITY IMPLICATIONS

The creation of another tier of rehabilitation bond types in the fees and charges schedule will help to reduce the upfront cost of establishing an extractive industry within the Shire which will aid in the sustainability of establishing extraction sites within the Shire.

STRATEGIC IMPLICATIONS**Strategic Community Plan 2013 – 2031**

The Strategic Community Plan establishes the long-term directions for the Shire in terms of administration and development, focusing on matters which are important to the community. The Strategic Plan 'Vision' is to establish "*a community of diverse lifestyle experiences accommodating progressive growth, sharing in prosperity, and valuing the unique environment*".

3. Environmental Experience – preserve and enhance the natural and built environment to ensure it is liveable, sustainable and adapts to our communities' needs and expectations. One of the intended outcomes is to maintain and enhance the quality of our unique natural environments.

4. Economic Experience – foster and support responsible and progressive economic development opportunities within the Shire. The intended outcomes for this strategic objective include encouraging business development and whilst this may not be the intent in this case, the provision of gravel resource supplies contributes to business development. Outcomes also include supporting the retention of the mining industry.

Strategy 4.2 Pursue diversity and vitality in the local economy
 Strategy 4.3 Enhance the local economy by promoting local produce
 Strategy 4.8 Support the retention of the mining industry
 Strategy 4.9 Encourage business development.

5. Infrastructure Experience – plan and facilitate safe, sustainable and efficient infrastructure and transport networks to meet the needs of the community. The intended outcomes for this include ensuring safe and efficient transport routes.

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

CONSULTATION

Throughout the mediation process, Shire engaged directly with the Applicant, Mr Carbone, the applicant's consultant, Mike Lundstrom and the presiding member for SAT, Mr Patric De Villiers.

COMMENT**State Administration Tribunal Mediation**

In reference to Council's decision to grant conditional approval to commence development at the above site and the applicant's subsequent application for review of Condition 6, a hearing was scheduled for representatives of each party to meet and discuss possible solutions to the applicant's grievances.

Three items were identified at the Hearing that were to become the subject of mediation:

Issue 1. Condition 6 of the Planning Consent and approval letter requires a bank Guarantee of \$114,492 to be unconditional. It was discovered in the Hearing that there is some confusion over the use of the term 'unconditional'. The Shire's use of this term refers to the bank guarantee not being time bound, as there have been cases in the past where a bank guarantee has lapsed, requiring the Shire to undertake incomplete rehabilitation. At the Directions Hearing it was suggested that the Shire would be comfortable providing a more relaxed terminology, without losing the intent of the Condition.

Issue 2. Condition 4 of the Planning Approval requires the rehabilitation of the site post extraction. In an effort to explore ways of reducing the financial impact of the bond, it was suggested that the bond could be partially released as certain aspects of the rehabilitation was undertaken. This would then continue to give the Shire some comfort that the remaining bond value could be utilised for the outstanding rehabilitation works if necessary.

Issue 3. The value of the bond, at \$26,021 per ha was questioned. No concessions were offered in this regard as the value has been derived from the Councils adopted Fees & Charges Schedule in its 2014/15 budget. The Shire argued that it has sound reasoning for the value, based on previous experience and actual cases where rehabilitation has been required as part of ownership transfers.

At mediation, the three items were discussed at length and in detail. The outcome of the mediation is:

Solution to Issue 1. The Shire agrees that there is no issue in replacing the words “to be unconditional” with the words “with no expiry date” on Condition 6. The Shire officers also suggested that the preparation of a rehabilitation agreement which clearly identified under what conditions the bond could be used by the Shire, and under what conditions the bond would be returned, would give clarity and confidence to both parties as to the rehabilitation expectation and use of the bond.

Solution to Issue 2. The ability to partially return portions of the rehabilitation bond as rehabilitation progresses is currently indicated in the Shire’s Fees and Charges Schedule as shown in Note 2 of Table 1 below.

Table 1

2014/15 Schedule of Fees and Charges

Extractive Industry Rehabilitation Bond	
Fine grained material – sand (minimum bond per hectare)	\$15,629.00
Gravel and Limestone (minimum bond per hectare)	\$26,021.00
Basalt – amount to be determined by negotiation	
Note 1: Minimum bond amounts are provided as the amount of each bond will be negotiated depending upon individual circumstances for each property including, but not limited to factors such as topography of the land, the depth of excavation, etc.	
Note 2: Bonds will be reimbursed in stages depending upon the achievement of targets towards the agreed rehabilitation state of the site.	

With gravel extraction sites, a major portion of the rehabilitation effort is in earthworks to rip the floor, reinstate overburden and spreading topsoil to match proposed contours. Note 2 above allows the return of a proportion of the bond upon satisfactory completion of the earthworks. The portion that would be eligible for return should be proportional to the estimated cost of the required works.

To determine costs, the applicant was asked to provide independent quotations for the rehabilitation works at the subject site. One quotation was considered too low and presented unacceptable risks in using it to determine future bonding values. The quotation below in Table 2 was considered reflective of costs involved in outsourcing the rehabilitation works for the subject site and is accepted as the *rehabilitation schedule costings*.

Table 2

DESCRIPTION	Area/time	Rate	Total*	Source
Dozer Mobilisation		1 off	\$6000	Quote ABA Civil
Pushing topsoil, ripping and blading flat with dozer (20 000m ³)	4.2ha	\$0.7 /m ²	\$28000	Quote ABA Civil
Dust Control (water cart hire)	8 hrs	\$110/hr	\$880	Quote BCP Contractors
Grading and final surface preparation	4.2ha	\$3.86/ha	\$1620	Quote BCP Contractors
Planting pastures and fertilising	4.2ha	\$400/ha	\$1680	D. Pinzone (Contractor)
Planting 150 native trees			\$875	Quote Australind Contracting
Weed Management (3 times/year)	4.2ha		\$4818	Quote Mainspray
Annual monitoring (6 monitoring events)	1 day per yr	\$1000/trip	\$6000	Independent Environmental Consultant
Annual repair costs		\$1000/yr	\$6000	Estimate based on resident farmer undertaking repairs with own tractor
TOTAL			\$55873	*All prices exclusive of GST

The portion being earthworks costs are shown:

Table 3

Dozer Mobilisation		1 off	\$6000	Quote ABA Civil
Pushing topsoil, ripping and blading flat with dozer (20 000m ³)	4.2ha	\$0.7 /m ²	\$28000	Quote ABA Civil
Dust Control (water cart hire)	8 hrs	\$110/hr	\$880	Quote BCP Contractors
Grading and final surface preparation	4.2ha	\$3.86/ha	\$1620	Quote BCP Contractors
			\$36500	

In view of Table 2 and Table 3, it can be seen that the proportion earthworks (\$36,500) to the total cost of the rehabilitation (\$55,873) is as follows:

$$(\text{Earthworks cost} - \$36,500) / (\text{Total Cost} - \$55,873) = 65\%$$

Once the earth working is complete, there is little risk that further earthworks will have to be completed.

The remainder of the rehabilitation such as planting, monitoring, weed control etc has a much higher risk of having to be redone if environmental conditions are not favourable, and that portion of the bond would not be returned until the completion criteria is met.

Therefore, upon the completion of the earthworks portion of the rehabilitation, the Shire would be willing to return 65% of the bond and hold 35% until the completion criteria is met.

The Draft Extractive Industry Rehabilitation Agreement specifies that the Shire will consider reducing the required bond to the value of the outstanding rehabilitation works in accordance with the *rehabilitation schedule costings*.

Solution to Issue 3. It has been determined and acknowledged that the cost of rehabilitating a site back to pasture is considerably cheaper and less risky than rehabilitating the site back to native vegetation. In order to determine a more realistic bond amount for a pasture rehabilitation of the site, the applicant was asked to provide independent quotations for the rehabilitation works of the subject site. The quote which was accepted by the Shire as the *rehabilitation schedule costings* is shown in Table 2.

In accordance with normal Shire practice, the amount of a bond for uncompleted works will be the contract price plus 30%.

The calculated bond amount for 4.2ha of this site is:

Contract price	\$55,873
GST	\$5,587
30% contingency	<u>\$18,438</u>
	<u>\$79,898</u>

The calculated bond per hectare for this gravel site rehabilitating back to pasture is \$79,898/4.2ha= \$19,023/ha.

The Shire considers the above estimation is consistent with the true cost of rehabilitation of any gravel pit back to pasture within the Shire and should therefore be used as the basis for separation in rehabilitation bond requirements between native rehabilitation and pasture rehabilitation. The bond required for native rehabilitation should remain as \$26,646 and pasture rehabilitation should be introduced as \$19,023.

The applicant has accepted the proposed bond value and in an effort to further reduce the bond liability, has decided to split the extraction into 2 stages of 2.1ha each. Therefore the required bond for stage 1 of the works would be 2.1 x \$19,023 = \$39,948.

Any change to Condition 6 of the Planning Consent regarding bond amounts will also require a change to the draft Extractive Industry Licence clause 5.1(1)(b) which is yet to be issued.

As the Extractive Industry Licence has not yet been issued, Resolution 2 of 24 June 2015 (OC0611) should be rescinded and an Extractive Industry Licence with modified conditions should be issued. The modification to clause 5.1(1)(b) would read **“The lodgement of a secured amount of \$19,023/ha of operating area is required prior to the issue of a licence. The operating area is defined as all areas previously mined where rehabilitation has not been accepted as finalised plus the area to be mined in the current year. The total area for which a bond is required before the issue of a licence is 2.1 ha x \$19,023 = \$39,948. This secured amount is to be reviewed annually in terms of part 5 of the EIL Local Laws. The bond is to be accompanied by a signed Extractive Industry Rehabilitation Agreement”.**

Conclusion

Shire officers have long considered that there are risks in accepting bonds without clear agreement between the parties to determine exactly what the bond is guaranteeing and under what circumstances the bond could be utilised. The development of the Draft Extractive Industry Rehabilitation Agreement during the course of the mediation will ensure better management of the rehabilitation of this gravel pit and all future extraction sites if it is introduced as a planning consent and licence condition in future approvals.

Council acceptance of the recommendations will result in a fairer consideration of bond requirements for gravel sites rehabilitating back to pasture, which can be adopted as a new bond level into the future. The bond agreement is a step forward in our continuous improvement and the applicant's decision to extract in smaller stages is also a positive step in this extraction development.

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATION – 14.1

That Council:

- 1. pursuant to Section 31 of the State Administrative Tribunal Act 2004, varies Condition (f) of the Planning Consent granted 24 June 2015 (OC0611) to read "The applicant to provide a rehabilitation cash bond or bank guarantee for not less than \$19,023/ha and where a bank guarantee is provided it is to have no expiry date and in either option be accompanied by a signed Extractive Industry Rehabilitation Agreement to the satisfaction of the Executive Manager Engineering and Development Services. The full extent of the security to be established in accordance with the condition of the Extractive Industry Licence and Rehabilitation Agreement"; and**
- 2. agrees to issue an Extractive Industry Licence pursuant to the Shire of Capel Extractive Industry Local Laws – February 2001 subject to, but not necessarily limited to, the conditions as detailed in pages 1 to 5 of the attachments to this item report including a variation to Licence Clause 5.1(1(b) to reflect the security for restoration and reinstatement, the subject of this Council decision.**

14.2 State Administrative Tribunal Order – Holiday Accommodation Development – Lot 50 Mallokup Road, Stirling Estate

Location:	Lot 50 Mallokup Road, Stirling Estate
Applicant:	Greg Norton
Owner:	Greg Norton
File Reference:	C5.2.N.170
Disclosure of Interest:	Nil
Date:	16.10.15
Author:	Manager Planning Services, C Muller
Senior Officer:	Executive Manager Engineering & Development Services, J Gick
Attachments:	1. Location plan 2. Development Plans - refused 26 August 2015 3. Revised plans - received 12 October 2015 4. Wetland and Environmentally Sensitive Area Map

MATTER FOR CONSIDERATION

Council has been invited pursuant to s 31(1) of the State Administrative Tribunal Act 2004 (WA) to reconsider its decision of 26 August 2015 (Minute No. OC0811) in response to the revised plans for Lot 50 Mallokup Road, Stirling Estate received on 12 October 2015.

BACKGROUND/PROPOSAL

Background

Minute No. OC0811 of 2015 refers. Council gave due consideration to the proposal at its Ordinary Council meeting held on 26 August 2015, where it resolved that Council does not approve the Holiday Accommodation comprising a total of five Chalets and one Manager's Residence on Lot 50 Mallokup Road, Stirling Estate pursuant to Clause 8.3.3 of Town Planning Scheme No. 7 and Clause 41 of the Greater Bunbury Region Scheme as it considers that the Manager's Residence is too close to the adjoining property, and the applicant be requested to reconsider the layout plan.

Reason: As Council considers that the Manager's residence is part of the tourist accommodation proposal and as such a 100 metre setback from the south boundary is considered desirable.

Proposal

As stated under the 'Background' section of the report the proposal (Attachment 2) was not acceptable to Council. The applicant appealed against Council's decision and following a directions hearing at SAT the applicant submitted a revised proposal and additional information in response to orders issued by SAT (Attachment 3).

The applicant describes the changes made to the proposal, now reflected on the revised plans, as follows:

- *Manager's residence to be shifted to fifty metres from southern boundary.*
- *Entry road to be shifted from southern boundary to be further north as per plan SK001.*
- *Entry road to enter from northern end.*
- *Manager's residence design to be changed so car parking will be on the northern side of residence.*

With regard to the intended landscape buffer (condition 1(h) of the officer recommendation Item 14.2 of 26 August 2015) the applicant is requesting Council to consider to reduce the

buffer requirement to the boundary abutting Lot 2 (approx. 200 metres long) in lieu of the full length of the southern boundary and provided the following reasoning:

- *As the road has been shifted there will be minimal issues from dust and noise.*
- *From a visual point there are sufficient trees to reduce vision from road.*
- *There are already substantial trees along the remainder of this boundary.*

The revised plans and proposals contained in Attachment 3 will be discussed further in the 'Comment' section of the report.

STATUTORY ENVIRONMENT

Planning and Development (Local Planning Schemes) Regulations 2015, Deemed Provisions for local planning schemes

Clause 68, Determination of applications

- (2) The local government may determine an application for development approval by —
- (a) granting development approval without conditions; or
 - (b) granting development approval with conditions; or
 - (c) refusing to grant development approval.

Town Planning Scheme No. 7

The Site is zoned 'Rural' under the Scheme and is 15.0723ha in area.

1.6 Scheme Objectives

Clause 1.6.1 – The objects of the Scheme are in part to direct and control the development of the Scheme area in such a way as shall promote and safeguard the health, safety, economic and general welfare of its inhabitants and shall conserve the natural values of the District.

Chalet Development can be defined within the Scheme as 'Holiday Accommodation', which pursuant to the Zoning Table is an 'SA' use requiring the approval of the Council.

Clause 5.7 provides Council's objective in the management of land uses in the Rural Zone, which is to preserve the character of the rural area, discourage removal of prime agricultural land from agricultural production and prevent adverse effects on the continuation of established or potential agricultural pursuits. Clause 5.7 also lists general matters to be considered in assessing applications for Planning Consent.

Greater Bunbury Region Scheme

The Site is zoned 'Rural' and is located within the Strategic Agricultural Resource Policy Area under the Greater Bunbury Region Scheme. Accordingly the proposal was referred to the Department of Agriculture and Food for comment. The Department initially advised that it did not support the proposal for a number of reasons and primarily that the accommodation was too close to an intensive agricultural operation.

Advice received from DAFWA, following the submission of a proposal to plant a buffer within the property adjoining the Capel River, supports the proposal provided this is implemented. This advice is acceptable to the Shire and consequently pursuant to the GBRS the application can be delegated to the local authority.

POLICY IMPLICATIONS

Town Planning Policy 6.10 refers – Rural Tourist Accommodation. The development falls under the category "Holiday Accommodation" being individual short stay units such as chalets and being self-contained in nature. In considering applications for Rural Tourist Accommodation a number of matters need to be considered including compatibility with surrounding area,

buffers to existing rural land uses, visual amenity of surrounding properties, environmental considerations and general development criteria.

FINANCIAL IMPLICATIONS

Budget

The site is currently rated in Zone 11 "Rural". Should approval be issued and the development proceed the rating will change to "Land Use – Commercial", rate zone 10 and have a significant increase in the annual rates levied.

The applicant has paid the planning application fee; since the refusal legal fees have been incurred as Denis McLeod was requested to represent Council at the SAT directions hearing on 30 September 2015.

Long Term

There are no long term costs to consider.

Whole of Life

There are no whole of life costs to consider.

SUSTAINABILITY IMPLICATIONS

In providing a tourist opportunity the proposal would potentially promote local goods and service providers. There would also be economic benefits to the landowner as a consequence of the tourist accommodation business.

The site contains large remnant trees, is parkland cleared and used for grazing. The proposed development is sited to preserve native vegetation; some vegetation would however need to be removed to accommodate the access driveway which has been relocated further to the north. The applicant has advised the sewer system will be an on-site ATU and located south of the development away from the river and wetland areas. All potable water will be collected from roofed areas thus, the environmental impact on groundwater and drainage would be minimal.

Social implications of the development will provide an opportunity for tourists and visitors to experience the countryside of the rural area.

STRATEGIC IMPLICATIONS

Shire of Capel Strategic Community Plan

The Shire of Capel Strategic Community Plan sets out the overarching vision for the Shire, which is a 'community of diverse lifestyles experiences accommodating progressive growth, sharing in prosperity, and valuing the environment. The following strategic directions are considered to be relevant to the proposal:

- 2.1 Provide social, recreational and cultural opportunities and facilities for our communities;
- 2.3 Preserve and protect the character of the communities;
- 3.1 Promote the diverse lifestyle opportunities in the Shire;
- 4.1 Provide opportunities to take advantage of the Shire's location;
- 4.7 Promote tourist interests and provision of tourist accommodation;
- 4.9 Encourage business development; and
- 5.2 Maintain and enhance the quality of our built environment.

CONSULTATION

The Holiday Accommodation development was advertised for public comment in accordance with the Shire of Capel Town Planning Scheme No 7 requirements prior to Council's determination of the application on 26 August 2015.

In summary, the key matters raised within the submissions included:

- Separation distance from horticulture activities.
- DPaW requirement for a 50m buffer to the Multiple Use Wetland (MUW).
- The proposal to be designed and located to ensure protection of the EPP wetlands.
- Flood levels - In advice received from the Department of Water (DoW), it was noted a portion of the lot is affected by flooding during major river flows and any filling or buildings should be located outside of the 100year floodplain. A minimum habitable floor level of 3.55m AHD was recommended.
- Amenity of Surrounding Properties - Adjoining and nearby landowners raised concerns in regards to additional noise, views, safety and dust related impacts from the development.

COMMENT

As described in the Background section of this report, Council resolved during August 2015 to not approve the Holiday Accommodation comprising a total of five Chalets and one Manager's Residence on Lot 50 Mallokup Road, Stirling Estate as it considered the Manager's Residence too close to the adjoining property. The reason for the refusal was that Council considered the Manager's residence as part of the tourist accommodation proposal and as such a 100 metre setback from the south boundary was considered desirable.

The land owner appealed to the State Administrative Tribunal (SAT). Mr McLeod of McLeods Barristers and Solicitors attended as legal counsel on behalf of the Shire of Capel at the 30 September directions hearing where the following orders were made by the presiding SAT member:

1. By the close of business on 14 October 2015 the applicant must file with the Tribunal and give to the respondent revised plans for the development.
2. Pursuant to s31(1) of the State Administrative Tribunal Act 2004 (WA) the respondent is invited to reconsider its decision in response to the revised plans on 25 November 2015.
3. The matter is referred to a subsequent directions hearing at the Tribunal on Friday 4 December 2015.

Following the initial directions hearing the applicant submitted a revised proposal and additional information in support thereof (Attachment 3). Council is therefore required by a SAT direction to determine whether it is prepared to approve the revised proposal.

The revised plans reflect the following changes:

- Manager's residence setback 50m from the southern boundary.
- The entry road is moved to the north further away from the southern boundary.
- The car parking is on the northern side of residence.

With regard to the intended landscape buffer the applicant wishes to reduce this buffer along the southern boundary to the section abutting Lot 2 only and not the full length of the southern boundary. He provided the following reasons:

- As the road has been shifted there will be minimal issues from dust and noise.
- From a visual point of view there are sufficient trees to reduce vision from road.
- There are already substantial trees along the remainder of this boundary.

The revised plan has been assessed in accordance with the comments previously received from DAFWA, DPaW and DoW and the following has been noted:

- The plan meets the 30m setback from the Multiple Use Wetland as required by DPaW.
- The deck and barbeque is to be constructed outside the MUW;
- The nearest chalet is approximately 80m to the EPP wetland to the north west, which complies with the 50m minimum buffer distance requirement specified by DPaW and outside of those areas identified as 'Environmentally Sensitive Areas' by DPaW (Attachment 4);
- The harvesting of rainwater into a large tank system south of the development and minimal landscaping around the buildings will ensure limited impact on surface water. Combined with the use of an appropriate on-site effluent disposal treatment unit located in excess of 100m from the river frontage the development can be sustainably accommodated in the proposed location.
- Flood levels - In advice received from the Department of Water (DoW), it was noted a portion of the lot is affected by flooding during major river flows and any filling or buildings should be located outside of the 100year floodplain. A minimum habitable floor level of 3.55m AHD was recommended. The applicant is to demonstrate the finished floor levels of the buildings with the Building Permit application.

During advertising adjoining and nearby landowners raised concerns in regards to additional noise, views, safety and dust related impacts from the development. Consequently, Council refused the application on the basis that the applicant is to reconsider the layout plan to achieve a 100m setback from the south boundary.

The applicant has made the following changes to the proposal which demonstrate willingness to bring the proposal in line with Councils request to achieve greater setbacks and lesson the concerns raised by nearby landowners:

Visitor's car parking at the Manager's Residence – relocated:

It was previously recommended the crossover and the carpark area adjoining the Manager's Residence be sealed to reduce vehicle tyre noise when parking. The applicant has now removed the parking area originally proposed between the Manager's Residence and the southern boundary and indicated that parking will be allocated in front of the Manager's garage. Therefore, visitors' vehicles will not be visible from Lot 2 and any potential noise will be reduced having the garage as a buffer.

Manager's residence - setback increased to 50m:

The revised layout reflects the Manager's residence being setback 50m from the southern property boundary in lieu of the 20m setback previously proposed. Although the 50m setback does not comply with the Shire of Capel Policy 6.10 relating to Rural Tourist Accommodation, a relaxation can be considered if it can be demonstrated that a vegetated buffer of a minimum of 30m is achieved to the boundary of the subject land. In this case the applicant is proposing an 8m landscaping buffer along the length of the boundary of Lot 2.

Access driveway - relocated 100m to the north:

The revised proposal Attachment 3 has the access driveway now 100m to the north of the southern property boundary which achieves the development setback as per the policy requirements. If clearing of native vegetation is required for the access way, a clearing permit may be required from the Department of Environment Regulation.

All other concerns raised by nearby landowners during advertising of the original proposal can be addressed with conditions and advice to the applicant:

Noise - In regard to noise this could be experienced mainly from vehicles and from guests within their individual chalets. To help alleviate vehicle noise it is recommended the crossover be sealed and the carpark area adjoining the Manager's Residence in front of the garage be sealed to reduce vehicle tyre noise when parking. In terms of noise from guests it should be noted the closest chalet to the nearest adjoining landowner is approximately 100m and the Manager's Residence is now 50m. Having a permanent manager on site allows undue noise to be managed appropriately.

Amenity and views to the river - Concerns from adjoining landowners regarding views are acknowledged, however, it should be noted that a single residence up to two storeys high technically could be approved on the site only 20m from the side boundary and without the need for Planning Consent or neighbour consultation. The Manager's Residence is located 50m from the side boundary, which will have less impact on views than a single dwelling. A landscape buffer is required to be planted along the southern boundary of the lot abutting Lot 2. This is supported near the boundary provided the required fire breaks are still maintained adjacent to the adjoining properties. The landscaping plan requires planting around all buildings to address amenity and visual impacts.

Access driveway - The relocated access is more desirable. Adequate sight lines can be achieved. The crossover would need to be constructed to the specification and satisfaction of the Shire of Capel. A permit is to be obtained from the Department of Environmental Regulation should any clearing of native vegetation be proposed.

Ensuring short stay holiday accommodation - A Section 70A notification under the transfer of Land Act will be required to be placed on the Title advising of a maximum of three months stay in any 12 month period in accordance with the Shire Policy 6.10.

CONCLUSION

Modifications as per the revised plan have included an increased setback, relocation of the access driveway and relocation of the intended visitors parking which demonstrate the applicant's willingness to achieve compliance with Council requirements and lessen the impacts envisaged by nearby landowners.

Upon being invited by SAT to reconsider the decision under Section 31, the Council may –

- Affirm the decision made on 26 August 2015.
- Vary the decision made on 26 August.
- Set aside the decision made on 26 August and substitute a new decision.

If Council sets aside the decision dated 26 August 2015 where Council refused the application it may substitute it with a new decision. If the applicant is happy with the substituted decision, and withdraws the appeal proceedings before SAT, the substituted decision has legal effect.

If Council proceeds with a recommendation for refusal, it may affirm its decision dated 26 August 2015 pursuant to s31(1) of the State Administrative Tribunal Act 2004.

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATION – 14.2

That Council resolves to:

1. Approve the development of Holiday Accommodation on Lot 50 Mallokup Road, Stirling Estate consisting of a total of five Chalets and one Manager's Residence pursuant to Clause 68(2)(b) in Schedule 2, Part 9 of the Deemed Provisions for local planning schemes, Planning and Development (Local Planning Schemes) Regulations 2015, and Clause 41 of the Greater Bunbury Region Scheme, subject to the following conditions:
 - (a) All development being in accordance with the approved Development Plan(s) dated and any amendments marked in red;
 - (b) The Manager's Residence being located no closer than 50m from the southern boundary;
 - (c) All buildings shall be located and set back no closer than 30m from the line defined by Department of Parks and Wildlife as the "Multiple Use Wetland". Details shall be submitted with the application for a Building Permit.
 - (d) The Deck and BBQ area are to be located outside the Multiple Use Wetland as advised by the Department of Parks and Wildlife.
 - (e) Prior to occupation, the crossover to Mallokup Road and the car parking area adjacent to the Managers' Residence are to be designed, bitumen sealed, line marked and drained to the specification and satisfaction of the Shire of Capel (Shire). All other parking areas are to be suitably constructed, drained, marked out and thereafter maintained to the satisfaction of the Shire.
 - (f) The occupancy of the Holiday Accommodation units by any one person shall be limited to no more than 3 months within any 12 month period and this restriction is to be set out in a Notice prepared by the Shire's solicitors and noted on the title to the subject land pursuant to section 70A of the *Transfer of Land Act 1893 (WA)*, at the cost of the applicant.
 - (g) Prior to the lodgement of a Building Permit, application details are to be submitted regarding the provision for onsite storage and collection of garbage and other solid waste. A waste storage and collection area must be graded, drained and screened from public view, and the garbage collected regularly, to the satisfaction of the Shire.
 - (h) Signage being erected along the neighbouring fence lines discouraging patrons from trespassing on adjoining properties and advisory notices being placed in the holiday units to the satisfaction of the Shire.
 - (i) Plans submitted for a Building Permit are to show finished floor and finished ground levels and details of stormwater and roof run-off disposal.

(j) Prior to the lodgement of a Building Permit Application, a Landscaping and Revegetation Plan must be submitted to and approved by the Shire. The landscape plan must address the following:

- A site plan of proposed development with natural and finished ground levels.
- A landscaped buffer along the ~~full~~ southern boundary of Lot 50 abutting Lot 2.
- A landscaped 'revegetation' buffer adjoining the Capel River boundary being 490m long, 8m wide commencing at the south eastern corner of the site.
- The Revegetation Buffer to provide for a multi layered buffer providing local native species with varying heights.
- Landscaping around the proposed chalets in order to soften the built structures.
- Exact species, location and number of proposed plants to be planted.
- A key or legend detailing proposed species type grouped under the subheadings of tree, shrub and ground cover.
- Mulching or similar treatments of garden beds including edges.
- Details of reticulation of landscaped areas including the source of the water supply and proposed responsibility for maintenance.
- Treatment of paved areas (parking and pedestrian areas).
- Fence material, height and treatment.

Before the development is occupied, the landscaped area(s) must be planted, established and reticulated in accordance with the endorsed landscape plan(s). These areas must be maintained as landscaped areas at all times to the satisfaction of the Shire.

A bond to the value of the work is to be lodged prior to the issuing of a Building Permit, and is refundable when and to the extent that the landscape works is carried out in accordance with the endorsed landscape plan(s).

- (k) Prior to lodgement of a Building permit application, a Fire Management Plan is to be prepared, approved and implemented to the satisfaction of the Shire.**
- (l) Prior to occupation, a mosquito management plan is to be prepared for approval of the Shire and implemented thereafter to the satisfaction and specification of the Shire.**
- (m) Prior to the lodgement of a building permit application, a detailed schedule of colours and materials shall be submitted for approval by the Shire, and the development must be finished and maintained thereafter in accordance with approved plan/schedule. The preference is for colours that will blend in with the rural and natural character of the area as intended by Council's Rural Tourist Accommodation Policy.**
- (n) Prior to the commencement of the use necessary pruning of roadside vegetation is to be undertaken to the satisfaction of the Shire of Capel to ensure adequate sightlines are achieved in accordance with the standards outlined in the Austroads Guide to Road Design 2009.**
- (o) Within 12 months of the date of the Building Permit issue, the external finishes of the sea containers being completed including the outside walls, colourbond roofing and any required painting.**

Advice Notes

- (i) In relation to condition (g) the applicant is advised that the minimum finished floor level of buildings shall be 3.55m AHD.
- (ii) In relation to condition (h) the respective bond payable is a total of the contract price of the works plus 30%. Evidence of a contract price to be provided that includes site works, cost of plant species, any infrastructure and implementation.
2. Advise the applicant of the need to comply with the following requirements of other legislation:
- (a) The issue of a Building Permit and compliance with the Building Act 2011, Building Regulations 2012 and the Building Code of Australia;
- (b) Environmental Health requirements:
- An application to construct or install an apparatus for the treatment of sewage and the disposal of effluent and liquid wastes must be submitted for the approval of the Shire of Capel, in accordance with the Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974.
- Site specific testing will be required to determine the applicable type of effluent disposal and treatment device needed. The testing shall include soil permeability, soil absorption and depth of clay material, depth of sand and soil phosphorus retention index (PRI). An application to Construct or Install an Apparatus for the Treatment of Sewerage shall be included with all Building Permit applications. The Geotechnical Report should qualify the use if onsite effluent disposal in accordance with AS 1547.
- Aerobic treatment or alternative effluent disposal systems are likely to be required for the treatment and disposal of wastewater, unless in a particular instance the use of a conventional effluent disposal system can be demonstrated as appropriate to the satisfaction of the Shire of Capel.
 - The property is not connected to scheme water. This will require a water supply service to the satisfaction of the Shire of Capel and will require regular water monitoring to ensure compliance with the Australian Drinking Water Guidelines No 6.
- (c) Obligations under the Rights in Water and Irrigation Act 1914 in regard to taking any groundwater;
- (d) Necessary approvals from the Department of Parks and Wildlife, the Department of Lands and the Department of Aboriginal Affairs for any works to be carried out within the river banks or the adjacent foreshore area (Multiple Use Wetland and EPP Wetland).
- (e) A permit to be obtained from the Department of Environmental Regulation should any clearing of native vegetation be proposed.
- (f) A separate application is required to be made for all advertising signs in accordance with Council's Signs Local Laws and Town Planning Scheme.

15 CORPORATE SERVICES REPORTS**15.1 Financial Statements for 31 October 2015**

Location:	Capel
Applicant:	Shire of Capel
File Reference:	N/A
Disclosure of Interest:	Nil
Date:	11.11.15
Author:	Executive Manager Corporate Services, S Stevenson
Senior Officer:	Chief Executive Officer, P Sheedy
Attachments:	Financial Statements for October 2015

MATTER FOR CONSIDERATION

Council to consider adopting the monthly financial statements for October 2015.

BACKGROUND / PROPOSAL**Background**

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

Proposal

The financial statements provided to Council satisfy the requirements.

STATUTORY ENVIRONMENT

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

6.4 Financial Report

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

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

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

Financial Activity Statement Report

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

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

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Budget

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

Long Term

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

Whole of Life

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

SUSTAINABILITY IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

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

CONSULTATION

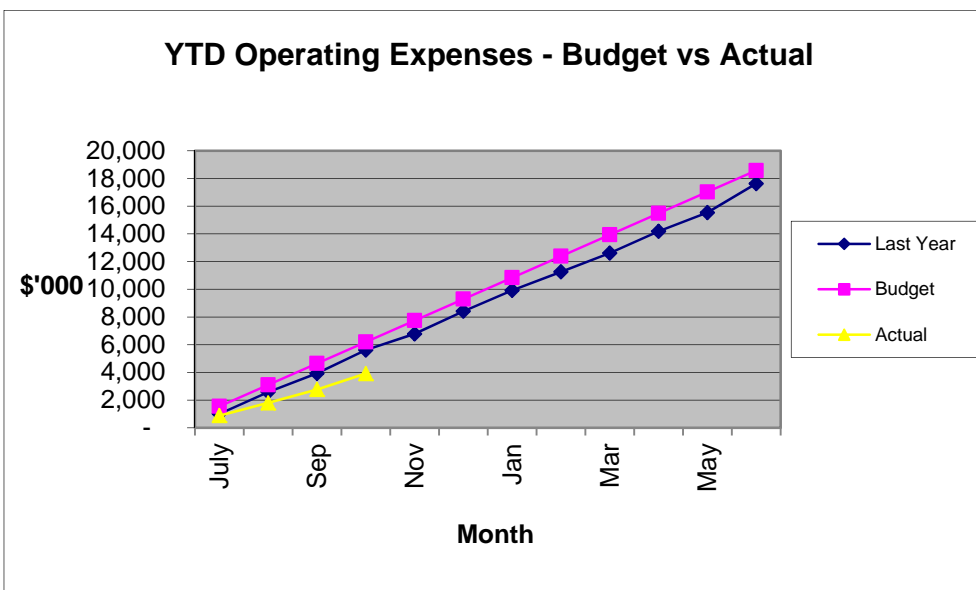
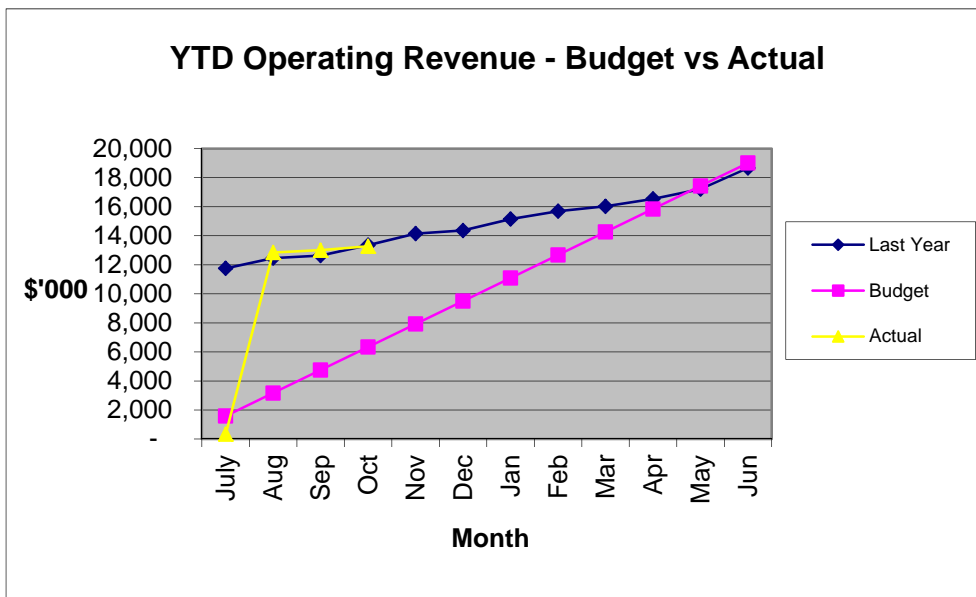
The monthly Financial Statement was developed with the assistance and input of staff who determined expenditure needs and revenue expectations for the remainder of the financial year based upon actual performance compared against budget.

COMMENT

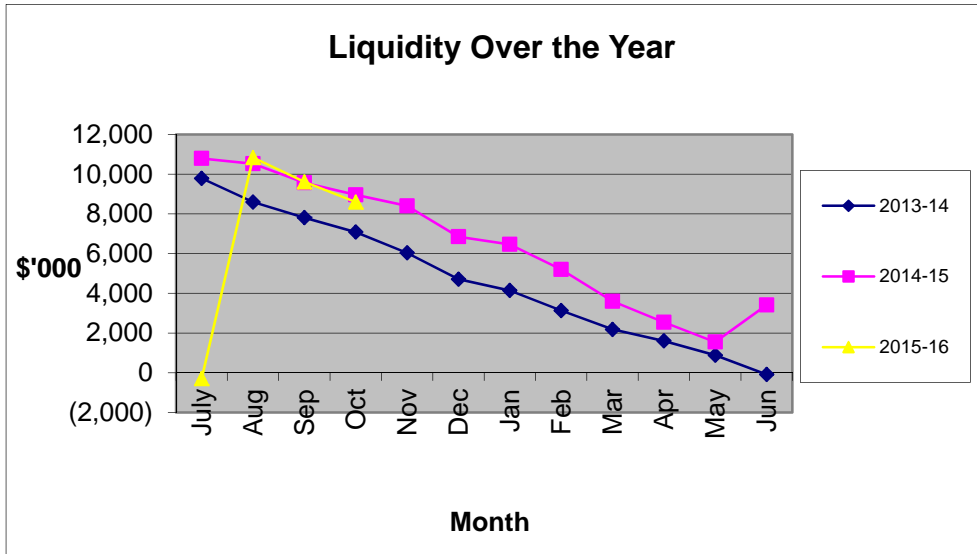
At 31 October 2015, Council's net current assets position was a surplus of \$8,593,179. The year to date surplus exists because rates have been raised in August 2015 for 2015/16. The forecast year end net current asset position is a surplus of \$21,755. This is the current projected surplus and this amount may change as the accounts are still being updated for the

2014/15 and 2015/16 financial year. Depreciation will not be calculated for 2015/16 until final audit sign off for 2014/15. Reserve transfers have been processed for 2014/15. The 2014/15 Financial Report will give the final year end result. Local Government (Financial Management) Regulation 34(4)(a) requires a statement of financial activity reporting on the revenue and expenditure for the month to be presented at an ordinary meeting within two months of the period end date.

A comparison of employee costs shows that 29% of the annual budget has been spent. The employee costs year to date actual amount is \$314,987 or 14% below the budget amount. This is partly due to timing with 33% of the annual amount budgeted for October YTD but only 29% costed in actual. This variance is a result of a combination of leave accruals still to be booked and less expenditure due to staff turnover. This will level out as the year progresses. The following graphs compare actual Operating Revenue and Operating Expenditure against the approved budget on a year to date basis. Last year's actual is also included for comparative purposes. The skew in August reflects the raising of rates in August 2015. This revenue is now trending as per previous years. The non-cash operating revenue for 2015/16 has yet to be posted.

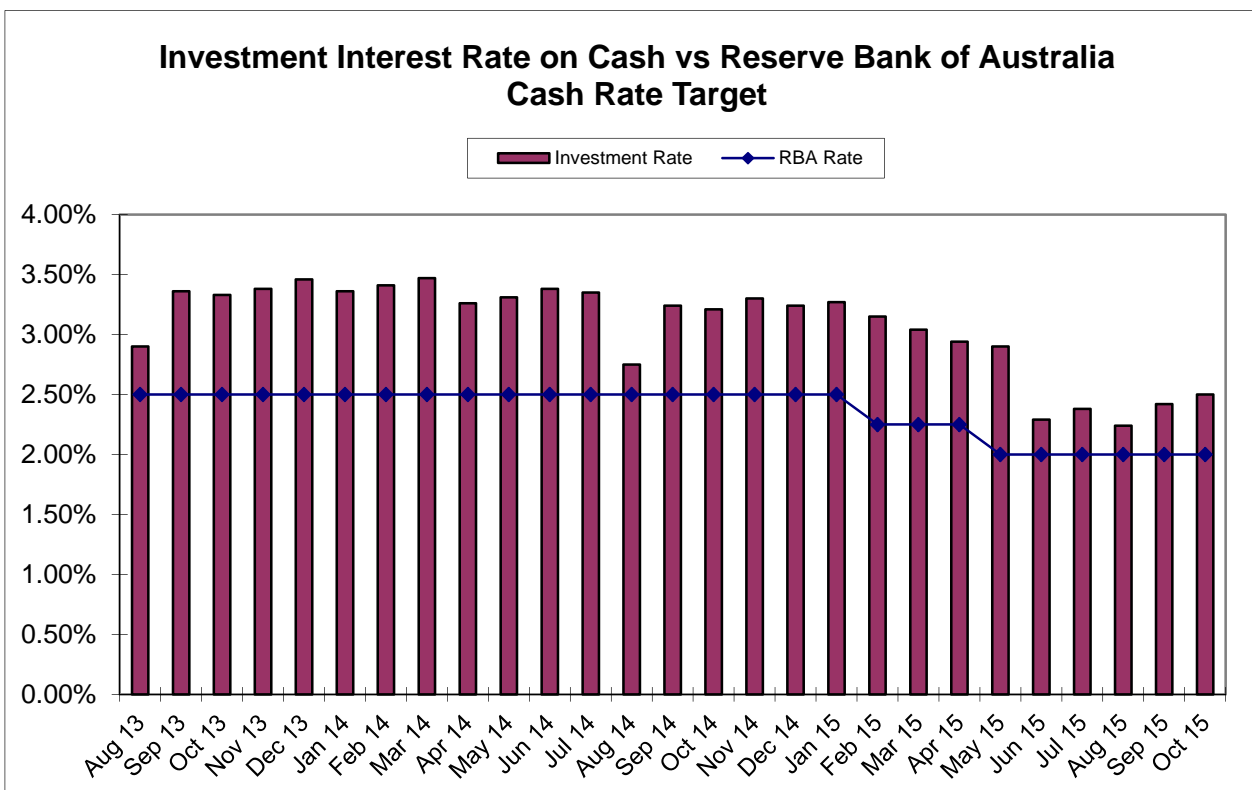


The liquidity graph compares the current year’s net current assets position against that of the two previous years. This graph should only change marginally for any 2014/15 entries resulting from final audit.



Council’s municipal cash and investments position has increased by \$366,064 compared to September 2015 due to rates revenue being received. The Municipal cash position is an amount of \$15,792,328 of which \$11,131,439 is restricted for specific purposes as shown at Note 3.

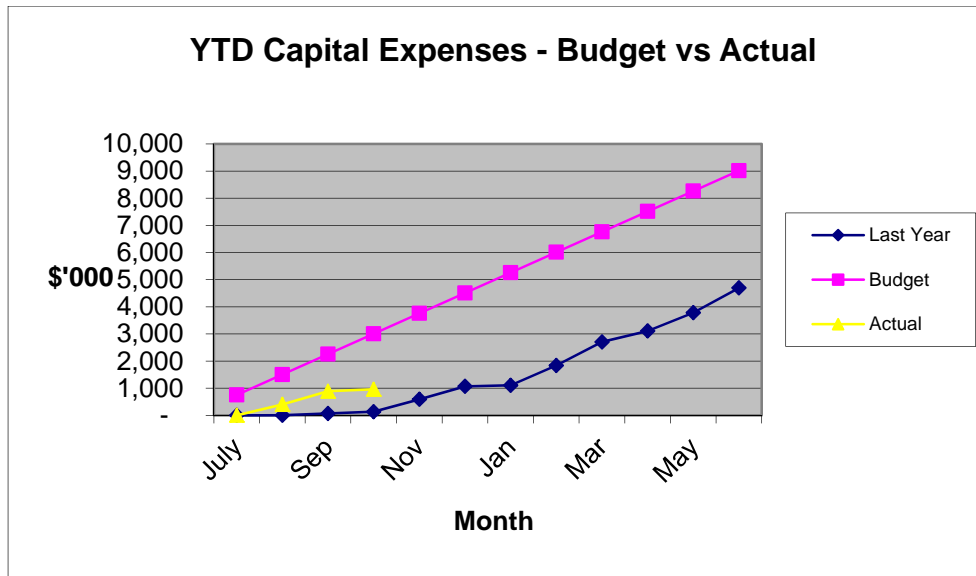
Total interest earned for the year is \$101,920. The average investment rate of return has increased from last month’s amount of 2.42% to 2.50% which exceeds the Reserve Bank’s cash reference rate of 2.00%. The Reserve Bank Board on 3 November 2015 kept their target cash rate at 2.00%. The Shire has term deposits maturing from November 2015 to June 2016, investment terms ranging from 91 days to 273 days and interest rates from 2.30% to 3.01%.



Capital works expenditure of \$959,529 has been incurred YTD. The main elements have been:

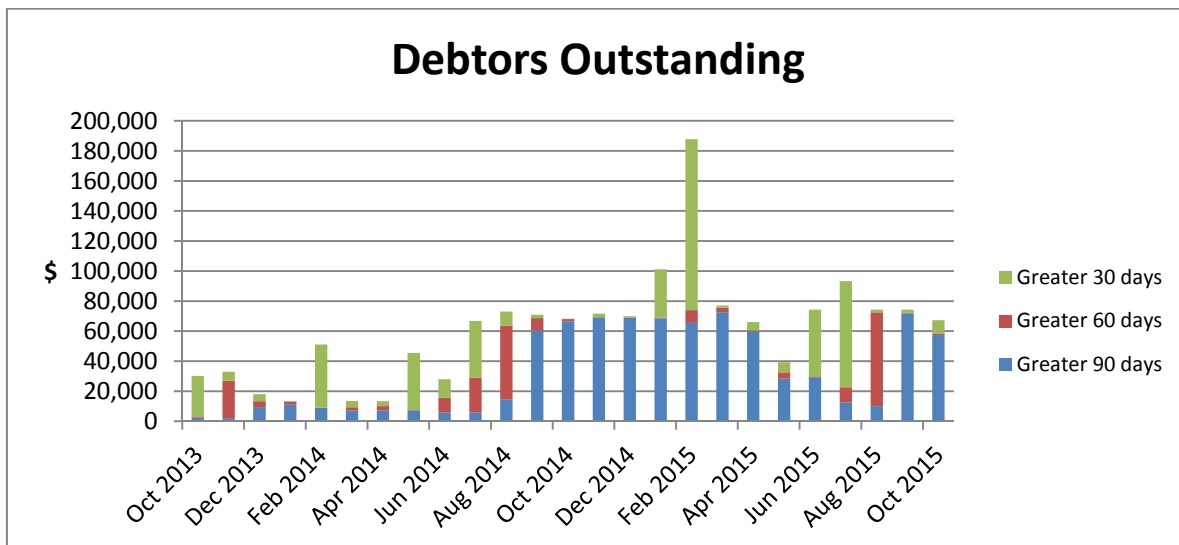
- \$652,599 Administration Building Refurbishment,
- \$44,388 PGB Lookout (budgeted in 2014/15 but not flagged as a carry-over project)
- \$31,258 Capel Civic Precinct Stage 2 and 4
- \$45,080 Tuart Forest Primary Oval facilities
- \$76,162 Administration Building phone system
- \$41,652 PC replacement as part of the on-going rolling program; and
- \$37,475 Shire passenger vehicles.

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

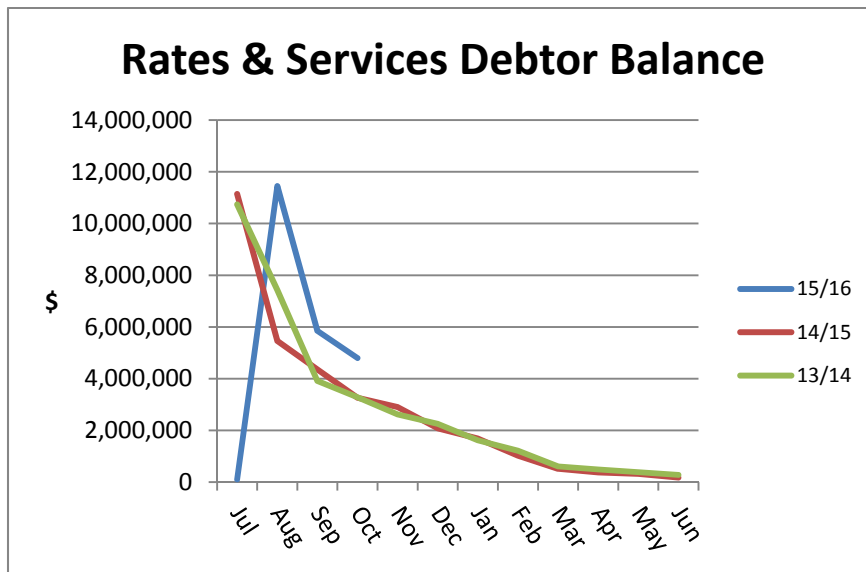


Council’s financial ratios are disclosed in Note 14.

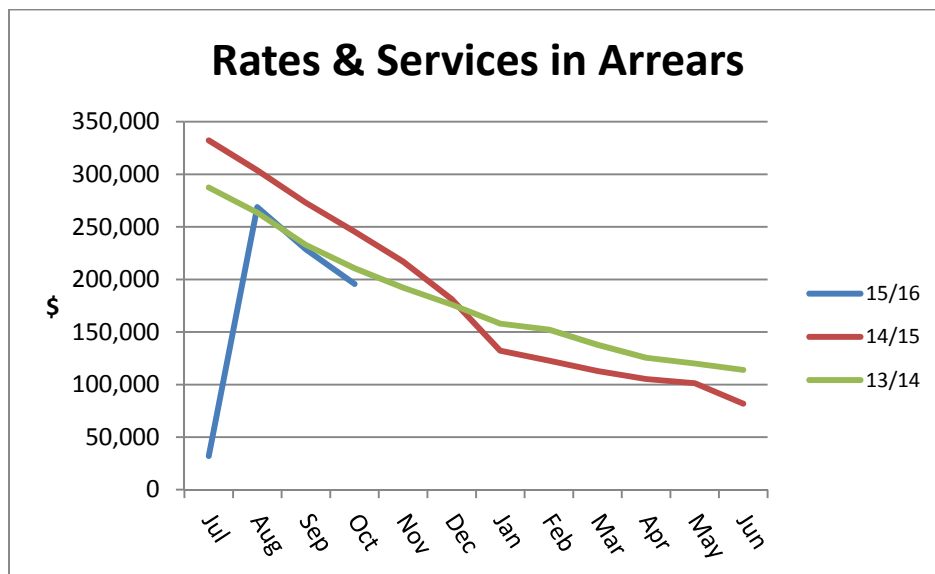
The following graph illustrates Council’s current level of general Debt recovery for 31-60 days, 61-90 days and greater than 90 days. There has been an increase in debts greater than 90 days. This relates to disputed development contributions owed.



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



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



A review of the Statement of Financial Position and the attendant notes indicates there are no adverse trends evident in the year to date financial statements as at 31 October 2015.

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATION – 15.1

That Council adopts the financial statements for the period ending 31 October 2015 as attached.

15.2 Write Off Sundry Debtors

Location: Capel
Applicant: Shire of Capel
File Reference: N/A
Disclosure of Interest: Nil
Date: 11.11.15
Author: Customer Service Officer, J Riedmann
Senior Officer: Executive Manager Corporate Services, S Stevenson
Attachments: Nil

MATTER FOR CONSIDERATION

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

PROPOSAL / BACKGROUND**Background**

Requests to write off bad debts are normally provided to Council every six months. However with the handover of the Home and Community Care Service on 1 July 2015, there are several Debtors still outstanding.

Proposal

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

STATUTORY ENVIRONMENT

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

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

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

* Absolute majority required.

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

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

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

POLICY IMPLICATIONS

There are no Policies applying to the matter.

FINANCIAL IMPLICATIONS**Budget**

The total of outstanding debts proposed to be written off is \$368.00 excluding GST. There is no GST applied to HACC Services.

Long Term

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

Whole of Life

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

SUSTAINABILITY IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

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

CONSULTATION

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

COMMENT

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

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

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

Debtor	Amount	Description of Debt	Write Off Reason
B375	\$164.00	Home and Community Care fees	Outstanding since 09/06/2015. HACC Clients are not required to pay for services although if they can then it is accepted. There have been numerous attempts to follow up payment with this client to no avail.

B370	\$88.00	Home and Community Care fees	Outstanding since 30/06/2015. HACC Clients are not required to pay for services although if they can then it is accepted. There have been numerous attempts to follow up payment with this client to no avail.
B224	\$30.00	Home and Community Care fees	Outstanding since 30/06/2015. HACC Clients are not required to pay for services although if they can then it is accepted. There have been numerous attempts to follow up payment with this client to no avail.
R132	\$86.00	Home and Community Care fees	Outstanding since 09/06/2015. HACC Clients are not required to pay for services although if they can then it is accepted. There have been numerous attempts to follow up payment with this client to no avail.

In total 4 debtors are recommended to be written off.

VOTING REQUIREMENTS

Simple majority

OFFICER’S RECOMMENDATION – 15.2

That Council writes off the following outstanding Sundry Debtor accounts that total \$368.00:

B375	Home and Community Care fees	\$164.00
B370	Home and Community Care fees	\$ 88.00
B203	Home and Community Care fees	\$ 30.00
M157	Home and Community Care fees	\$ 86.00

15.3 Accounts Due and Submitted for Authorisation

Location:	Capel
Applicant:	Shire of Capel
File Reference:	N/A
Disclosure of Interest:	Nil
Date:	09.11.15
Author:	Finance & Accounts Payable Officer, S Searle
Senior Officer:	Executive Manager Corporate Services, S Stevenson
Attachments:	Nil

MATTER FOR CONSIDERATION

Adoption of accounts to be paid.

BACKGROUND / PROPOSAL

Background

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

Proposal

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

STATUTORY ENVIRONMENT

Local Government Act 1995, section 6.10

6.10. Financial management regulations

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

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

13. List of accounts

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

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

POLICY IMPLICATIONS

There are no current policies relevant to this matter.

FINANCIAL IMPLICATIONS

Budget

Payment from Council's Municipal Fund.

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

Long Term

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

Whole of Life

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

SUSTAINABILITY IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

CONSULTATION

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

COMMENT

Accounts due and submitted for authorisation are as follows:

EFT20226	25/11/2015	SANDRO AGRIZZI FARM MACHINERY PTY LTD	REPAIRS TO SLASHER - 28/10/15	188.00
EFT20227	25/11/2015	BELL FIRE EQUIPMENT COMPANY	REPAIRS TO GELORUP 2.4 LITRE TANKER FIRE FIGHTING EQUIPMENT	1562.00
EFT20228	25/11/2015	BUSSELTON TOYOTA	10,000KM SERVICE CP9378 TOYOTA HILUX	239.45
EFT20229	25/11/2015	BUNNINGS BUILDING SUPPLIES PTY LTD	VARIOUS MATERIALS	302.77
EFT20230	25/11/2015	HEATLEY SALES PTY LTD	GRINDING STONE FOR BENCH GRINDER	18.55
EFT20231	25/11/2015	BLACKWOODS	5X SAFETY GLASSES	170.26
EFT20232	25/11/2015	STAPLES AUSTRALIA P/L	2015/16 STATIONERY MISC	750.26
EFT20233	25/11/2015	COATES HIRE SERVICE	MINI EXCAVATOR HIRE 26/10/15 - 1/2DAY	454.06

EFT20234	25/11/2015	COVS PARTS	SUPPLY LED FLASHING BEACONS FOR ISEKI CP9456	181.90
EFT20235	25/11/2015	FENNESSY'S	CARRY OUT 60,000KM SERVICE COLORADO 4X4 - 46 CP	406.69
EFT20236	25/11/2015	GARRARDS PTY LTD	55 X 18KG BAG LARVICIDE	7865.00
EFT20237	25/11/2015	GEO SPREAD	MULCHING AT BOYANUP TIP	12760.00
EFT20238	25/11/2015	GLOBE AUSTRALIA PTY LTD	LARVICIDE 1 TONNE BTI & 1 TONNE METHOPRENE	26474.80
EFT20239	25/11/2015	STATE LIBRARY OF WESTERN AUSTRALIA	2015/16 RECOVERY OF LOST AND DAMAGED ITEMS	56.10
EFT20240	25/11/2015	LANDGATE	ADDITIONS TO GRV AREA	247.50
EFT20241	25/11/2015	MAINSPRAY	CARRY OUT VERGE SPRAYING PEPPERMENT GROVE TOWNSITE	6211.85
EFT20242	25/11/2015	MARKETFORCE	WESTERN AUSTRALIAN ADVERTISEMENT REF 1520 SENIOR PLANNING OFFICER AND JOB ADVERT IN BUNBURY & BUSSELTON MAIL	1940.48
EFT20243	25/11/2015	FULTON HOGAN INDUSTRIES PTY LTD	400LT OF EMULSION AND 2.25 TONNE OF HOTMIX	1008.81
EFT20244	25/11/2015	PRESTIGE PRODUCTS-BUSSELTON	SUPPLY 1 CTN 82L BIN LINERS	75.57
EFT20245	25/11/2015	RTW STEEL FABRICATION	6 STEEL TOILET ROLL HOLDERS LABOUR & MATERIALS	462.00
EFT20246	25/11/2015	CAPEL FRESH IGA	BISCUITS, CAKES, MILK & CUPS FOR SHIRE OFFICE OPEN DAY AND VARIOUS SUPPLIES	194.81
EFT20247	25/11/2015	SOUTHERN LOCK & SECURITY	SUPPLY TWO MORTICE LOCKS AND CHECK AND RE-SET ALARM PAD AT DALYELLUP CC	299.15
EFT20248	25/11/2015	STRATHAM RURAL SERVICES	PRE-SEASON SERVICING OF ALL SHIRE OF CAPEL STANDPIPES FOR 2015/2016	1494.79
EFT20249	25/11/2015	TOTALLY WORKWEAR	UNIFORMS	643.50
EFT20250	25/11/2015	TRADELINK PLUMBING SUPPLIES	SUPPLY CISTERN FEMALE TOILET – CAPEL COMMUNITY HALL	158.40
EFT20251	25/11/2015	TROPHIES WEST	NAME PLATES	44.00
EFT20252	25/11/2015	TCS INSTRUMENTS	ROAD TUBE FLAP QTY 30 AND METROCOUNT HEX BALL DRIVER	68.75
EFT20253	25/11/2015	TOTAL EDEN	MISC RETIC	150.35
EFT20254	25/11/2015	WORK CLOBBER BUNBURY	SUPPLY PROTECTIVE CLOTHING	272.31
EFT20255	25/11/2015	WREN OIL	COLLECTION AND DISPOSAL OF OILY WATER FROM CAPEL WASTE TRANSFER STATION FOR 2015/16	353.10
				65055.21

OUTSTANDING CREDITORS AS AT 31 October 2015: \$129,488.18

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 25th November 2015 have been checked and are fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and services and as to prices, computations, and costings and the amounts shown are due for payment.

P.F. Steady.

CHIEF EXECUTIVE OFFICER

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATIONS – 15.3

That Council authorises the Schedule of Accounts covering vouchers EFT20226 to EFT20255, a total of \$65,055.21, for payment.

15.4 Accounts Paid During the Month October 2015

Location: Capel
Applicant: Shire of Capel
File Reference: N/A
Disclosure of Interest: Nil
Date: 09.11.15
Author: Finance & Accounts Payable Officer, S Searle
Senior Officer: Executive Manager Corporate Services, S Stevenson
Attachments: Nil

MATTER FOR CONSIDERATION

Authorisation of accounts paid during the month.

BACKGROUND / PROPOSAL**Background**

Accounts paid are required to be submitted each month.

Proposal

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

STATUTORY ENVIRONMENT

Local Government Act 1995, section 6.10

6.10. Financial management regulations

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

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

13. List of accounts

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

POLICY IMPLICATIONS

There are no current policies relevant to this matter.

FINANCIAL IMPLICATIONS**Budget**

Payment from Council's Municipal Fund.

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

Long Term

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

Whole of Life

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

SUSTAINABILITY IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

CONSULTATION

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

COMMENT

Payments made during the month of October 2015 are as follows:

EFT19970	02/10/2015	CW COOPER	BOND REFUND	6334.50
EFT19971	02/10/2015	LINETTE KENDLE	BOND REFUND	6334.50
EFT19972	05/10/2015	WESTNET PTY LTD	DALYELLUP LIBRARY INTERNET - 12 MONTHS	94.94
EFT19973	05/10/2015	WESTNET PTY LTD	SHIRE OF CAPEL INTERNET ADMINISTRATION - 12 MONTHS	274.84
EFT19974	07/10/2015	JOHN ANDERSON ELECTRICIAN	SUPPLY 15M EXTENSION CORD FOR THE AUXILIARY POWER GENERATOR, CHECK POWER USAGE IN SHIRE OFFICE AND SUPPLY LABOUR MATERIAL AND EQUIPMENT TO INSTALL PROJECTOR AND SCREEN IN COUNCIL CHAMBERS	2443.30

EFT19975	07/10/2015	AUSTRAL MERCANTILE COLLECTIONS P/L	LEGAL CHARGES A326 POUNDAGE BAYCORP AND A1130 SKIP TRACE & A7884 PSSO COSTS	713.21
EFT19976	07/10/2015	CLAIRE ANDERSON	PROFESSIONAL MEMBERSHIP	434.05
EFT19977	07/10/2015	BUNBURY TYREPOWER	NEW TUBE FOR ISEKI MOWER	30.00
EFT19978	07/10/2015	B & B STREET SWEEPING	MONTHLY GENERAL SWEEPING OF SHIRE TOWNSITES AND JET OUT PIPES REID AVE, CULVER CLEAN AT FISHERMANS RD AND MASLIN ST	20911.00
EFT19979	07/10/2015	BUNNINGS BUILDING SUPPLIES PTY LTD	VARIOUS MAINTENANCE TOOLS	527.47
EFT19980	07/10/2015	BENDIGO BANK BUSINESS CREDIT CARD	CREDIT CARD TRANSACTIONS INCLUDING STATIONERY, LGMA REGISTRATIONS, CROCKERY FOR CHAMBERS AND MEETING ROOMS AND MISC. TRANSACTIONS	3246.65
EFT19981	07/10/2015	STAPLES AUSTRALIA PTY LTD	2015/16 MISC. STATIONERY	1494.01
EFT19982	07/10/2015	CR MURRAY SCOTT	TRAVEL ALLOWANCE	159.12
EFT19983	07/10/2015	CAPELBERRY	DINNERS FOR COUNCIL MEETINGS	375.00
EFT19984	07/10/2015	DISCOUNT AUTO PARTS	KINCHROME NUT RIVET SET FOR PLAYGROUND MAINTENANCE, K4900	168.90
EFT19985	07/10/2015	DELRON CLEANING	MONTHLY CLEANING AS PER TENDER	9213.57
EFT19986	07/10/2015	DIRT DESIGN	SUPPLY AND INSTALL 130M ³ MULCH IN DALYELLUP RESERVE.	10725.00
EFT19987	07/10/2015	EARTHMAC	THREE TRAFFIC CONTROLLERS FOR NORTON PROMENADE FOR WEDNESDAY 23/9/15	1575.00
EFT19988	07/10/2015	GOLDEN WEST PLUMBING & DRAINAGE	UNBLOCK TOILETS AT DALYELLUP LAKES 1/9/15, REPAIR OPERATION OF PRESSURE PUMP AT CAPEL HALL AND RESET AND PRIME PUMP AND REPAIR MALE TOILETS AT CAPEL SPORTS PAVILION	478.50
EFT19989	07/10/2015	FENNESSY'S	40,000KM SERVICE NAVARA CP 5186	783.07
EFT19990	07/10/2015	GREG MILLER	REIMBURSEMENT YOUTH EXPENDITURE INZONE	131.00
EFT19991	07/10/2015	GRANTS EMPIRE	GRANT WRITING FOR CAPEL CIVIC PRECINCT	2200.00
EFT19992	07/10/2015	SOUTHWEST HYGIENE	SUPPLY ONE EXTRA SANITARY BIN TO SHIRE OFFICE	99.00
EFT19993	07/10/2015	INSIGHT CCS PTY LTD	AFTER HOURS CALL FEES AUGUST 2015	345.35
EFT19994	07/10/2015	ISUBSCRIBE	MAGAZINE RENEWAL - LIBRARIES	511.27

EFT19995	07/10/2015	IVC COMPUTER SERVICES IVC	MS WIRELESS KEYBOARD AND MOUSE	45.00
EFT19996	07/10/2015	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION WALGA	WALGA TRAINING - LG EMERGENCY MANAGEMENT PREPARATIONS AND MANAGE RECOVERY ACTIVITIES FOR LOCAL GOVT	1210.00
EFT19997	07/10/2015	FAT BIRDIE CAFE	REFRESHMENTS DAFWA WORKSHOP AND LUNCH FOR MINISTER FOR LOCAL GOVT 16 APRIL X 10 PEOPLE	305.00
EFT19998	07/10/2015	MANPOWER	MANPOWER LABOUR HIRE - 17/8 - 21/8, 1/9 - 4/9, 7/9 - 11/9, 15/9 - 18/9	6830.09
EFT19999	07/10/2015	CECILIA MULLER	REIMBURSEMENT TRAINING EXPENSES	439.00
EFT20000	07/10/2015	PRESTIGE PRODUCTS-BUSSELTON	CTN 82 LITRE BIN BAGS	125.29
EFT20001	07/10/2015	GEOFF PITT	REIMBURSEMENT FOR INZONE REGISTRATION	100.00
EFT20002	07/10/2015	RETHINK MARKETING	WEBSITE DEVELOPMENT FOR MOSQUITO MANAGEMENT	528.00
EFT20003	07/10/2015	SLEE ANDERSON & PIDGEON	HACC TRANSFER OF BUSINESS - LEGAL ADVICE	854.00
EFT20004	07/10/2015	SOS OFFICE EQUIPMENT	METERBILLING FOR PHOTOCOPIERS MONTH OF SEPT	3037.45
EFT20005	07/10/2015	SUSSEX TURF CONTROL	MOW OPEN AREA BELOW PEPPERMINT GROVE COMMUNITY CENTRE	830.00
EFT20006	07/10/2015	TOTALLY WORKWEAR	PPE EQUIPMENT	455.75
EFT20007	07/10/2015	TRAFFIC FORCE	EMERGENCY CALLOUT - LILYDALE ROAD (CRASH) - AFTERCARE SIGNAGE 3/9/15 AND TRAFFIC CONTROL 4/9/15 TO ASSIST WITH CLEANUP AND GENERIC GUIDE POST INSTALLATION	1200.64
EFT20008	07/10/2015	TARVIA	REPAIRS TO DANGEROUS SEAT DALYELLUP PARK	2200.00
EFT20009	07/10/2015	VISIMAX	INFRINGEMENT NOTICE BOOK LOCAL GOVERNMENT (FUNCTIONS AND GENERAL) REGULATIONS	25.30
EFT20010	07/10/2015	WA LIBRARY SUPPLIES	THREE VERSA TILE NOTICE BOARDS AND FIVE BROCHURE HOLDERS AND 3 PAPERBACK HOLDERS	869.25
EFT20011	07/10/2015	WESTRAC EQUIPMENT	TWO BATTERIES FOR CP1025 (SHIRES OLDER GRADER)	365.93
EFT20012	07/10/2015	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO. 68 - \$40,984.76 AND 70 - \$41,462.91	82447.67
EFT20013	07/10/2015	WARREN BLACKWOOD WASTE	SEPT WASTE, RECYCLING & ORGANIC COLLECTION	61495.46

EFT20014		-EFT20035	PAYMENT ALREADY APPROVED BY COUNCIL, PLEASE REFER TO AGENDA ON 28.10.2015	0.00
EFT20036	07/10/2015	LD TOTAL	REPAIRS TO RETICULATION THROUGHOUT DALYELLUP RESERVES	2003.21
EFT20037	08/10/2015	FUJI XEROX AUSTRALIA PTY LTD	MONTHLY LEASE OF PHOTOCOPIER - CAPEL LIBRARY	132.00
EFT20038	14/10/2015	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	893.04
EFT20039	14/10/2015	SELECTUS	PAYROLL DEDUCTIONS	1517.46
EFT20040	14/10/2015	ANSTAT PTY LTD	SAI GLOBAL ANNUAL FOOD STANDARDS CODE SUBSCRIPTION	437.71
EFT20041	14/10/2015	ACTIV BUSINESS SERVICES	COLLATION OF THE 2015-2016 BUSH FIRE PREVENTION ORDER	1501.50
EFT20042	14/10/2015	ATA CONNECTIONS	RE-PROGRAMMING AND SERVICE OF CASH REGISTER USED AT WASTE TRANSFER STATION	132.80
EFT20043	14/10/2015	AAA LOGOS	GIFTS FOR 2015 VOLUNTEERS' BREAKFAST	939.40
EFT20044	14/10/2015	AMD CHARTERED ACCOUNTANTS	AUDIT FOR 2014/15 FINANCIAL YEAR	11088.00
EFT20045	14/10/2015	AUSTRALASIAN PERFORMING RIGHT ASSOC LTD	APRA LICENCE FEE-CAPEL	141.15
EFT20046	14/10/2015	BOYANUP HALL ADVISORY COMMITTEE	CARETAKING OF BOYANUP HALL OCT-DEC	214.50
EFT20047	14/10/2015	BUNBURY MOWER SERVICE	REPAIR VERTICAL RAMMER & SPARE CHAINS	303.70
EFT20048	14/10/2015	BUNNINGS BUILDING SUPPLIES PTY LTD	EAR MUFFS, HEAVY DUTY LEAD, 8 TOILET BRUSHES 4 WHEELS FOR TABLE TROLLEY AND ASSORTED DRILL BITS	300.16
EFT20049	14/10/2015	BLACKWOODS	7 ORANGE SAFETY HELMETS BIN SPILL DRUM AND OIL	200.76
EFT20050	14/10/2015	BUSSELTON CIVIL PTY LTD	4 X LOADS OF ROCK FOR JAMIESON ROAD DRAINAGE SLIP	440.00
EFT20051	14/10/2015	BUNBURY HARVEY REGIONAL COUNCIL	PROCESSING OF ORGANIC WASTE COLLECTION, JOINT SHARE OF REGIONAL WASTE EDUCATION OFFICER AND DISPOSAL OF CONTAMINATED WASTE	8416.70
EFT20052	14/10/2015	BUNBURY TRUCKS	SERVICE CP 9477.	954.95
EFT20053	14/10/2015	BOYLES PLUMBING & GAS	INSTALLATION OF DISHWASHERS IN ADMINISTRATION BUILDING	99.00
EFT20054	14/10/2015	BDSS PTY LTD	SUPPLY, INSTALL AND DELIVER 39 OFFICE PEDESTALS AND GOULBURN MEETING TABLE FOR ADMINISTRATION BUILDING	13592.75

EFT20055	14/10/2015	BP AUSTRALIA	10200 LTRS DISTILLATE FOR SEPT	12274.34
EFT20056	14/10/2015	CAPEL TRANSPORT	TRANSPORT PALLETS OF LARVICIDE	144.54
EFT20057	14/10/2015	COATES HIRE SERVICE	HIRE MINI EXCAVATOR - 7/9/15 AND 8/9/15	747.01
EFT20058	14/10/2015	CR MURRAY SCOTT	PAYMENT OF VOLUNTEER DEPUTY BUSHFIRE CONTROL OFFICIER (POLICY 19.20)	793.00
EFT20059	14/10/2015	CLEANAWAY	DISPOSAL OF HOUSEHOLD WASTE FROM THE DOMESTIC PICKUP AND COLLECTION AND DISPOSAL OF MOST WASTES FROM TRANSFER STATION	23993.63
EFT20060	14/10/2015	CAREERSPOT PTY LTD	CAREER SPORT 10 JOB AD PACK	1672.00
EFT20061	14/10/2015	CARBONE BROS PTY LTD	19M3 LIMESTONE AND 118 TONNE GRAVEL	2729.85
EFT20062	14/10/2015	GELORUP COMMUNITY CENTRE MANAGEMENT COMMITTEE	MANAGEMENT FEES OCT-DEC	105.00
EFT20063	14/10/2015	DELL AUSTRALIA PTY LTD	36 X DELL OPTIPLEX 9030 AIO WORKSTATIONS WITH WIRELESS KEYBOARD AND MICE	45817.20
EFT20064	14/10/2015	EASIFLEET MANAGEMENT	NOVATED LEASE CEO	753.86
EFT20065	14/10/2015	EARTH 2 OCEAN COMMUNICATIONS	CP060 – SUPPLY AND INSTALLATION OF COMMUNICATIONS RADIO BFB	2176.91
EFT20066	14/10/2015	DEPT OF FIRE AND EMERGENCY SERVICES (DFES)	2015/16 ESL PAYABLE ON SHIRE OWNED PROPERTIES	1224.00
EFT20067	14/10/2015	FENNESSY'S	30,000 KMS SERVICE CP9132	223.82
EFT20068	14/10/2015	FIT 2 WORK.COM.AU	1 X NATIONAL POLICE CHECK	40.59
EFT20069	14/10/2015	GRACE RECORDS MANAGEMENT	SEPT RECORD STORAGE & DESTRUCTION	212.80
EFT20070	14/10/2015	GLOBAL SYNTHETICS PTY LTD	2 ROLLS OF GEOTEXTILE FOR BRIDGES AND CULVERTS DRAINAGE	1848.00
EFT20071	14/10/2015	AUSTRAL MERCANTILE COLLECTIONS P/L	ADDITIONAL COSTS A3900	34.62
EFT20072	14/10/2015	PERTHWASTE GREEN RECYCLING	MONTHLY PROCESSING OF DOMESTIC RECYCLING	4967.25
EFT20073	14/10/2015	STATE LIBRARY OF WESTERN AUSTRALIA	2015/16 RECOVERY OF LOST AND DAMAGED ITEMS	42.90
EFT20074	14/10/2015	LD TOTAL	BASS FAIRWAY LANDSCAPING, REPLACEMENT OF VANDALISED SPRINKLERS DALYELLUP, WEEDING OF ROAD RESERVES DALYELLUP	29879.58

EFT20075	14/10/2015	LANDGATE	LANDGATE SLIP LICENCE AGREEMENT, RURAL INTERIM FEES AND GRV INTERIM VALS FULL VALUE	6030.22
EFT20076	14/10/2015	MJB INDUSTRIES	GRATED COVERS FOR REID AVENUE	880.00
EFT20077	14/10/2015	MARAS CONSTRUCTIONS	EMERGENCY CALL OUT - CLEAN-UP ON LILYDALE ROAD - MOBILISATION AND HIRE OF DIGGER, BOBCAT AND EXCAVATOR - 3/9/15. EXCAVATOR AND ROCK BREAKER AT RESERVE 21/8/15	1991.00
EFT20078	14/10/2015	NUDGE PSYCHOLOGICAL ASSESSMENT & CONSULTING PTY LTD	PROTECTIVE BEHAVIOURS WORKSHOP FUNDED BY MENTAL HEALTH WEEK GRANT	258.50
EFT20079	14/10/2015	AUSTRALIA TAXATION OFFICE	6.10.15 GROSS \$226,443.29, TAX \$ 51875.00	51875.00
EFT20080	14/10/2015	RURAL PRESS REGIONAL MEDIA (WA) PTY LTD	PRINT PROMOTION FOR INZONE / YACOUSTIC YOUTH EVENT	220.00
EFT20081	14/10/2015	SJ ROADWORKS	5 DAYS ROLLER HIRE AND CHARGE FOR DAMAGED ROLLER (\$252.92)	1909.52
EFT20082	14/10/2015	CHRIS SCOTT	PAYMENT TO VOLUNTEER CHIEF BFCO (POLICY 19.20)	2347.00
EFT20083	14/10/2015	STEANN PTY LTD	BULK GREENWASTE KERBSIDE COLLECTION	22297.68
EFT20084	14/10/2015	SOUTH WEST ACADEMY OF SPORT	SOUTH WEST ACADEMY OF SPORT 2015/16 CONTRIBUTION	6600.00
EFT20085	14/10/2015	TOTALLY WORKWEAR	OSH - EMBROIDERY OF PPE	13.20
EFT20086	14/10/2015	TARVIA	REPAIRS TO TIMBER GAZEBO AT CENTRAL LAKES POS.	919.27
EFT20087	14/10/2015	TRADE HIRE	HIRE OF 5 TON DIGGER FOR ROCK PITCHING WEDNESDAY 30/9/15 TO 2/10/15 JAMIESON ROAD, AND FLEX DRIVE PUMP	2205.80
EFT20088	14/10/2015	WORK CLOBBER BUNBURY	PAIR OF STEEL CAP WORK BOOTS - HAYDEN DAVIS	154.80
EFT20089	14/10/2015	WESTRAC EQUIPMENT	OUTER AIR FILTER FOR THE ROLLER - CP4833	101.85
EFT20090	14/10/2015	BUNBURY MOWER SERVICE	AUTO CUT REPLACEMENT HEADS, SPOOLS, WEAR PLATES BLADES, WHIP CORD AND OIL FOR VARIOUS PLANT	1161.00
EFT20091	14/10/2015	BUNBURY CITY GLASS	REPLACE DAMAGED GLASS IN WINDOW IN NORTHWEST WALL OF DALYELLUP COMMUNITY CENTRE	141.97
EFT20092	14/10/2015	LAKESIDE WHOLESAL NURSERY	4 X CORYMBIA FICOFOLIA FOR GEORGE STREET BOYANUP	80.00

EFT20093	14/10/2015	PJ & EV PAGE	WAXING AND BUFFING FLOOR BOYANUP HALL MONTHLY 2015/16	70.00
EFT20094	14/10/2015	SOUTH WEST TREE SAFE	CARRY OUT POWER LINE CLEARANCE PRUNING	3080.00
EFT20095	14/10/2015	CAPEL FRESH IGA	COUNCIL REFRESHMENTS, BATTERIES, MEETING REFRESHMENTS, CATERING FOR AUTHOR FIONA PALMER	129.87
EFT20096	14/10/2015	THINKWATER BUNBURY	MISC RETIC PARTS FOR SYSTEM	523.40
EFT20097	14/10/2015	RAY TINK ROOFING	REPLACEMENT OF GUTTERS AND ROOF FLASHING, REPAIR WATER LEAK AT BOYANUP HALL	1870.00
EFT20098	14/10/2015	WESTERN AG PTY LTD	SUPPLY 2 MOWER DECK DRIVE BELTS FOR ISEKI SF370	222.77
EFT20099	21/10/2015	AMITY SIGNS	GENERAL WASTE & SCRAP METAL SIGNS 450X450	343.20
EFT20100	21/10/2015	ALICE ALDER	LOCAL BOOK STOCK PURCHASE FROM AUTHOR	90.00
EFT20101	21/10/2015	BUSSELTON TOYOTA	KLUGER AWD V6 WAGON AT GX LESS TRADE-IN, 47CP- NEW PLANT NUMBER P0093	16311.60
EFT20102	21/10/2015	BUNBURY PLUMBING SERVICES BPS	PUMP OUT GREASE TRAP CAPEL HALL	244.60
EFT20103	21/10/2015	BUNBURY DISTRICTS LITTLE ATHLETICS	KIDSPORT REGISTRATION	160.00
EFT20104	21/10/2015	BRANDICOOT	MONTHLY WEBSITE SUBSCRIPTION	238.00
EFT20105	21/10/2015	BUNBURY PCYC	KIDSPORT REGISTRATIONS X5	670.00
EFT20106	21/10/2015	BAREFOOT BOOKS	LOCAL BOOK STOCK PURCHASE	822.69
EFT20107	21/10/2015	BUILT RIGHT APPROVALS	BUILDING SURVEYING CONTRACTOR SERVICE	1276.00
EFT20108	21/10/2015	COATES HIRE SERVICE	ROAD REPAIR TO KOOKABURRA WAY	488.84
EFT20109	21/10/2015	CARDINALS BCD FOOTBALL CLUB	KIDSPORT REGISTRATIONS X 11	1248.00
EFT20110	21/10/2015	CAMERA HOUSE BUNBURY	PRIZES FOR YOUTH PHOTOGRAPHY COMPETITION - YACOUSTIC YOUTH EVENT	400.00
EFT20111	21/10/2015	DEPARTMENT OF TRANSPORT	2015/2016 ANNUAL ORDER FOR VEHICLE SEARCH FEES	6.70
EFT20112	21/10/2015	SUSAN DALGLEISH	REIMBURSEMENT FOR AUTHOR TALK CATERING AND PARKING AND MEAL TRAINING EXPENSES	153.93
EFT20113	21/10/2015	ELGIN HALL COMMITTEE	ELECTRICITY CONSUMPTION REIMBURSED TO ELGIN HALL - AUG - OCT	102.79
EFT20114	21/10/2015	EXIES JUNIOR HOCKEY CLUB	KIDSPORT REGISTRATION	90.00

EFT20115	21/10/2015	ENVIRONMENTAL HEALTH AUSTRALIA	REGISTRATION FEE FOR SEMINAR X 2	125.00
EFT20116	21/10/2015	FLEXI STAFF	FLEXI STAFF - 5/10 - 9/10/15	2140.23
EFT20117	21/10/2015	GOLDEN WEST PEST & WEED CONTROL	SPRAY BOYANUP SCHOOL OVAL FOR BINDI	390.00
EFT20118	21/10/2015	GIRL GUIDES WA INC	KIDSPORT REGISTRATION	140.00
EFT20119	21/10/2015	GOVJOB'S	GOVJOB'S 5 AD PACK UNLIMITED EXPIRY	935.00
EFT20120	21/10/2015	GREENSKAPE B & B	ACCOMMODATIN FOR AUTHOR	85.00
EFT20121	21/10/2015	HARVEY FARM SERVICE	500 HR SERVICE ON JOHN DEERE 6200 AND SENSOR WIRING HARNESS AND AIR BAG FOR P4912	1100.41
EFT20122	21/10/2015	SOUTHERN HYDRAULIC SERVICES	REPAIRS TO VOLVO LOADER INCLUDING HOSES	483.79
EFT20123	21/10/2015	JULIES LAWNMOWING	MOWING OF BOYANUP MUSEUM GROUNDS AND BOYANUP HALL - AUG AND SEPT	280.00
EFT20124	21/10/2015	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION WALGA	TRAINING COURSES - MANAGE RECOVERY ACTIVITIES FOR LOCAL GOV., PARTICIPATE IN LOCAL GOV. EMERGENCY MANAGEMENT AND BETTER PLANNING DECISIONS X 2,	865.80
EFT20125	21/10/2015	LGIS LIABILITY SCHEME	LAST INSTALMENT FOR 1516 LIABILITY INSURANCE	20281.25
EFT20126	21/10/2015	LGIS WORKCARE SCHEME	LAST INSTALMENT FOR 1516 WORKCARE INSURANCE	83776.00
EFT20127	21/10/2015	LGIS INSURANCE BROKING	LAST INSTALMENT 15/16 PROPERTY INSURANCE	36682.24
EFT20128	21/10/2015	FAT BIRDIE CAFE	CATERING FOR VISIT BY HON M MCGOWAN MLA AND AUTHOR TALK BOYANUP	145.00
EFT20129	21/10/2015	MANPOWER	MANPOWER LABOUR HIRE - 22/9/15	413.74
EFT20130	21/10/2015	SKATEBOARDING WA	SKATEBOARDING WA SCHEDULE OF EVENTS - SKATE WORKSHOPS WITHIN SHIRE OF CAPEL	4272.40
EFT20131	21/10/2015	SOUTH WEST TREE SAFE	REMOVE LARGE BRANCH TIMPERLEY RD, STAG REDGUM AND REMOVE X 2 REDGUMS AND STUMP GRIND HOOKER/HURST RDS, REMOVE 2 X PALMS AND GRIND STUMPS ILMENITE CRES AND PRUNE TREES FROM ROAD EDGE AUSTIN RD	2970.00
EFT20132	21/10/2015	SUSSEX TURF CONTROL	PEPPERMINT GROVE COMM CENTRE OPEN SPACE AND CARRY OUT CORING AND VERTI MOWING AT CAPEL OVAL	4710.00

EFT20133	21/10/2015	SKYLINE LANDSCAPE SERVICES PTY LTD	DALYELLUP PUBLIC OPEN SPACE MAINTENANCE FOR SEPTEMBER	51296.43
EFT20134	21/10/2015	THINKWATER BUNBURY	GALCON CONTROLLERS AND RETIC PARTS FOR HANNABY PARK, CAPEL SPORTS PAVILION AND SHIRE BUILDING	996.75
EFT20135	21/10/2015	WEST AUSTRALIAN NEWSPAPERS LIMITED	PROMOTIONAL PRINT FOR YACOUSTIC 2015 YOUTH MUSIC AND ENGAGEMENT EVENT	330.00
EFT20136	21/10/2015	ANITA SCOTT	RECIPIENT OF SHIRE'S SPORTS PARTICIPATION SCHEME FOR STATE SPORTING REPRESENTATION	200.00
EFT20137	21/10/2015	WESTERN AG PTY LTD	PTO COVER AND ADJUSTMENT PINS FOR ISEKI MOWER	727.61
EFT20138	21/10/2015	CALTEX AUSTRALIA	SEPT FUEL CARD CHARGE	2886.48
EFT20139	28/10/2015	BUNBURY MACHINERY	CONCRETE RAKES X 3	149.69
EFT20140	28/10/2015	BUSSELTON REFRIGERATION & AIR CONDITIONING	DISCONNECT AND REINSTALL AIRCONDITIONING UNIT TO SHIRE PRESIDENTS ROOM	550.00
EFT20141	28/10/2015	BUNBURY HARVEY REGIONAL COUNCIL	3 TONNES OF COMPOST FROM 3RD BIN	137.28
EFT20142	28/10/2015	BUNBURY PCYC	KIDSPORT REGISTRATION OF INVOICE # 6398	200.00
EFT20143	28/10/2015	CAREY PARK SCOUT GROUP	REGISTRATIONS FOR INVOICE # 15-10	400.00
EFT20144	28/10/2015	CAPEL HARDWARE & FARM SUPPLIES	KWIKSET CEMENT	2707.69
EFT20145	28/10/2015	DDI ASIA PACIFIC INTERNATIONAL LTD	DDI - TRAINING MATERIALS	522.50
EFT20146	28/10/2015	NICOLE DOORMAN	SHIRE SPORTS PARTICIPATION SCHEME	300.00
EFT20147	28/10/2015	LGIS RISK MANAGEMENT	OSH - 1800 X 1500 SAFETY BOARD (ADMIN)	1149.50
EFT20148	28/10/2015	ERG ELECTRICS PTY LTD	DALYELLUP ESTAE STREET LIGHTING - QUARTER JULY 15 TO SEPTEMBER 15	3500.20
EFT20149	28/10/2015	GOLDEN WEST PLUMBING & DRAINAGE	INSTALL REPLACEMENT DOWN PIPES AND DIG IN REPLACEMENT WATER PIPE TO TANK AT GELORUP COMMUNITY CENTRE	4837.80
EFT20150	28/10/2015	FLEXI STAFF	FLEXISTAFF - C DUNKERLEY	3838.25
EFT20151	28/10/2015	GOLDEN WEST PEST & WEED CONTROL	TREAT EXTERNAL OF GELORUP, BOYANUP, ELGIN, CAPEL AND PEPPERMINT GROVE FIRE SHEDS FOR SPIDERS	600.00
EFT20152	28/10/2015	GANNAWAYS	SENIORS' OUTING TO BOYUP BROOK	995.00

EFT20153	28/10/2015	GRESLEY ABAS PTY LTD	EAST DALYELLUP SPORTS PAVILION CONCEPT DESIGN, DETAILED DESIGN & CONTRACT ADMINISTRATION NOTE: PROJECT SERVICES 2014/15 AND 2015/16	4818.00
EFT20154	28/10/2015	GEOVET BUSSELTON	2015/2016 ANNUAL ORDER, POUND CONTRACT	700.00
EFT20155	28/10/2015	KELLIE GRANT	SPORTS PARTICIPATION SCHEME DONTATION	300.00
EFT20156	28/10/2015	INSIGHT CCS PTY LTD	CALL CENTRE CHARGES SEPTEMBER 2015	283.86
EFT20157	28/10/2015	TAJ KEMPE	DJ SERVICES FOR YACOUSTIC YOUTH MUSIC EVENT	350.00
EFT20158	28/10/2015	LD TOTAL	REPAIR BROKEN SPRINKLERS AT LINEAR 3 BASIN LAWN	797.50
EFT20159	28/10/2015	LAKESIDE WHOLESALE NURSERY	BAG UP 100 X 25-30L BAGS OF COMPOST FROM 3RD BIN - SHIRE TO DELIVER COMPOST & PICK UP BAGS	440.00
EFT20160	28/10/2015	MCGARRY ASSOCIATES	EAST DALYELLUP SPORTS PAVILLION - ENGAGEMENT OF Q.S SERVICES. DD COST PLAN - \$1,800 PLUS GST PTE COST PLAN - \$2,880 PLUS GST NOTE: PROJECT SERVICES 2014/15 AND 2015/16	3168.00
EFT20161	28/10/2015	FAT BIRDIE CAFE	CATERING FOR VOTE COUNT SATURDAY 17 OCTOBER 2015	276.00
EFT20162	28/10/2015	MARKETFORCE	EOI SALE OF TRANSPORTABLE OFFICE BUILDING IN SW TIMES (17 & 24 SEPT) & BUNBURY DUNSBOROUGH TIMES (18 SEPT), AND SEEK EMPLOYMENT ADVERTS	3349.92
EFT20163	28/10/2015	N M H PRODUCTIONS	REFURBISH 12 X GALLERY CHAIRS AS PER QUOTATION #57	1196.80
EFT20164	28/10/2015	PRIME EARTHMOVING BUSSELTON	STONE PITCH WORKS FOR JAMIESON ROAD SLIP 30/915, 1/10/15,2/10/15	10808.88
EFT20165	28/10/2015	PAUL SHEEDY	STAFF RECOGNITION A MATTABONI	200.00
EFT20166	28/10/2015	VODAFONE PTY LTD	1516 ANNUAL ORDER VODAFONE MESSAGING	238.79
EFT20167	28/10/2015	PERTH MANAGEMENT SERVICES	RENT AND OUTGOINGS - UNIT 5/135 NORTON PMDE	1522.75
EFT20168	28/10/2015	PRIME INDUSTRIAL PRODUCTS PTY LTD	100059483 HANDLE ALUMINIUM EXTENDABLE T/S STOP/SLOW SIGN	101.56
EFT20169	28/10/2015	PADBURY A	RATES REFUND FOR ASSESSMENT A8319 68 FERNDAL AVE DALYELLUP WA 6230	1831.37

EFT20170	28/10/2015	PROFESSIONALS CAPEL & DISTRICTS REALTY	RATES REFUND FOR ASSESSMENT A1019 28 BROCKMAN STREET CAPEL	395.85
EFT20171	28/10/2015	ST. JOHNS AMBULANCE ASSOCIATION	FIRST AID KIT FOR THE ROLLER CP4833	65.00
EFT20172	28/10/2015	SOUTHERN'S WATER TECHNOLOGY	CARTON HUNTER 125'S PLASTIC	1277.10
EFT20173	28/10/2015	SOUTH WEST TREE SAFE	QUOTE 21059 REMOVE 2X LARGE TUARTS	6050.00
EFT20174	28/10/2015	SOUTHERN LOCK & SECURITY	WEEKLY ALARM MONITORING FEE DALYELLUP PAVILLION (CHARGED QUARTERLY)	740.88
EFT20175	28/10/2015	SOUTH WEST RUBBER STAMPS	INK PADS FOR RECORDS X 4 PLUS POSTAGE	41.10
EFT20176	28/10/2015	SUSSEX TURF CONTROL	SUPPLY AND APPLY DIMENSION HERBICIDE TO CAPEL OVAL AS QUOTED	1252.00
EFT20177	28/10/2015	SONIC HEALTHPLUS PTY LTD	PRE-EMPLOYMENT MEDICALS X 4	214.50
EFT20178	28/10/2015	THE STUDY GROUP	PART J ENERGY CERTIFICATION - EAST DALYELLUP SPORTS PAVILLION	220.00
EFT20179	28/10/2015	SKYLINE LANDSCAPE SERVICES PTY LTD	MONTHLY DALYELLUP PUBLIC OPEN SPACE MAINTENANCE - 1 SEPTEMBER 2015 TO 31 AUGUST 2016 (TENDER 15/03)	51296.39
EFT20180	28/10/2015	D & K THOMAS ELECTRICAL	TEST AND TAG ELECTRICAL EQUIPMENT. TEST, REPAIR AND LOG EMERGENCY LIGHTING DEPOT MAINTENANCE	15242.59
EFT20181	28/10/2015	TOTAL BUSINESS TECHNOLOGY- TOTALITY	20 HOURS PRE-PAID SUPPORT	3589.88
EFT20182	28/10/2015	THIRD TIME ROUND	MUSIC ENTERTAINMENT FOR YACOUSTIC 2015	350.00
EFT20183	28/10/2015	CAROL WILSON	SPORTS PARTICIPATION SCHEME AWARD	300.00
DD18038.1	30/10/2015	FUJI XEROX AUSTRALIA PTY LTD	ANNUAL PHOTOCOPIER RENTAL AND SERVICE AGREEMENT FOR ADMINISTRATION COPIER (DCC5580 - \$433.00 MONTHLY. SERVICE CHARGE BASED ON \$0.09 PER COLOUR COPY AND \$0.008 PER MONO COPY.	882.20
47780	07/10/2015	AQWEST	SUPPLY AND WATER MURTIN PARK	12858.42
47781	07/10/2015	COURIER AUSTRALIA INTERNATIONAL	FREIGHT FOR ROLLS OF AS1071 FROM GLOBAL SYNTHETICS	146.25
47782	07/10/2015	SHIRE OF CAPEL	YOUTH ADVISORY COMMITTEE EXPENSES	248.40

47783	07/10/2015	FILTREX WASTEWATER SOLUTIONS	REFUND OF SEPTIC FEE	236.00
47784	07/10/2015	E MICHELMORE	RATES REFUND FOR ASSESSMENT A3348 19 MANEA DRIVE GELORUP WA 6230	237.41
47785	07/10/2015	T MALONE	RATES REFUND FOR ASSESSMENT A4071 5 SAMROSE ROAD DALYELLUP WA 6230	271.41
47786	07/10/2015	COMMISSIONER OF POLICE	FIREARMS LICENCE RENEWAL FOR .22 RIFLES SERIALS 095004809396 AND B063024	122.00
47787	07/10/2015	SATTERLEY PROPERTY GROUP PTY LTD	RATES REFUND FOR ASSESSMENT A8745 43 NORTON PROMENADE DALYELLUP WA 6230	4358.90
47788	07/10/2015	SYNERGY	ELECTRICITY	98.30
47789	07/10/2015	SONIC HEALTHPLUS PERTH CBD	PRE EMPLOYMENT MEDICAL - RECORDS OFFICER BASELINE HEARING - RECORDS OFFICER	214.50
47790	07/10/2015	MR D SMITH	RATES REFUND FOR ASSESSMENT A885 16 PAYNE STREET BOYANUP 6237	228.34
47791	07/10/2015	MR R SIMPSON	RATES REFUND FOR ASSESSMENT A4311 108 MANGLES ROAD STIRLING ESTATE 6271	217.46
47792	07/10/2015	TELSTRA CORPORATION LTD	LANDLINE	3691.40
47793	07/10/2015	WATER CORPORATION	WATER USAGE	497.78
47794	07/10/2015	DE & PJ YATES	RATES REFUND FOR ASSESSMENT A3686 1773 GOODWOOD ROAD CAPEL RIVER 6271	3120.68
47795	12/10/2015	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	51.60
47796	12/10/2015	THE AUSTRALIAN WORKERS UNION	PAYROLL DEDUCTIONS	176.00
47797	12/10/2015	SHIRE OF CAPEL	PAYROLL DEDUCTIONS	2804.00
47798	12/10/2015	LGRCEU	PAYROLL DEDUCTIONS	205.00
47799	14/10/2015	COURIER AUSTRALIA INTERNATIONAL	FREIGHT CAPEL LIBRARIES	21.78
47800	14/10/2015	SHIRE OF CAPEL	PETTY CASH RECOUP - CAPEL LIBRARY 01/09/2015 - 30/09/2015	78.95
47801	14/10/2015	CAPEL PHARMACY	SUNSCREEN & RID	72.80
47802	14/10/2015	BUNBURY CATHEDRAL GRAMMAR SCHOOL	2015 SPONSORSHIP AWARD - PRIMARY SCHOOL	80.00
47803	14/10/2015	ILUKA RESOURCES LTD	RATES REFUND FOR ASSESSMENT A6427 E70/2414 NONE CAPEL WA 6271	49.34

47804	14/10/2015	OCEAN FOREST LUTHERAN COLLEGE INC	DONATION FOR SCHOOL AWARD YEARS 3-10	100.00
47805	14/10/2015	OUTDOOR WORLD BUNBURY	REFUND FOR APPLICATION 14162	95.00
47806	14/10/2015	SYNERGY	ELECTRICITY-1644 STREETLIGHTS	31686.50
47807	14/10/2015	TUART FOREST PRIMARY SCHOOL	SPONSORSHIP AWARD 20125	100.00
47808	14/10/2015	WATER CORPORATION	WATER USAGE	752.91
47809	14/10/2015	BUNBURY CATHEDRAL GRAMMAR SCHOOL	2015 SCHOOL AWARD - SECONDARY SCHOOL	80.00
47810	21/10/2015	COURIER AUSTRALIA INTERNATIONAL	FREIGHT ON POOL ENCLOSURE ASSESSMENTS BOOKS ORDERED BY SHAUN BREADEN	34.12
47811	21/10/2015	SHIRE OF CAPEL	TRANSPORTABLE BUILDING PERMIT APPLICATION 14209	156.65
47812	21/10/2015	DALYELLUP PRIMARY SCHOOL	SPONSORSHIP FOR SHCOOL AWARDS	100.00
47813	21/10/2015	MS JM FAED	PENSIONER REFUND	50.00
47814	21/10/2015	LIANE MOLEWYK	BOND REFUND LIANE MOLEWYK	150.00
47815	21/10/2015	MARIST NETBALL CLUB BCC	KIDSPORT REGISTRATIONS FOR C & R PARSONS	345.00
47816	21/10/2015	SYNERGY	ELECTRICITY	3404.60
47817	21/10/2015	WATER CORPORATION	WATER USAGE	34.54
47818	28/10/2015	SHIRE OF CAPEL	REIMBURSEMENT FOR CONFERENCE EXPENSES	115.45
47819	28/10/2015	MR M GOLDEN	RATES REFUND FOR ASSESSMENT A1068 42 ROE ROAD CAPEL WA 6271	568.50
47820	28/10/2015	LAWRENCE-BROWN MMD & ME	RATES REFUND FOR ASSESSMENT A7190 25 MILES BEND DALYELLUP 6230	1139.83
568	07/10/2015	BUILDING & CONSTRUCTION IND TRAINING FUND	BCITF LEVY COLLECTED SEP 15	12339.09
569	07/10/2015	SHIRE OF CAPEL	BCITF COMMISSION COLLECTED SEP 15	173.25
570	07/10/2015	R & N CONDELLO FAMILY TRUST	CONDELLO SUBDIVISION STAGE 1 DEFECT MAINTENANCE BOND	13519.00
571	07/10/2015	RHONDA SWENSEN	BOND	500.00
572	14/10/2015	DEPARTMENT OF COMMERCE - BUILDING COMMISSION	BSL LEVY COLLECTED SEPT 15	12034.45
573	14/10/2015	SHIRE OF CAPEL	BSL COMMISSION COLLECTED SEPT 15	291.50
574	14/10/2015	OUTDOOR WORLD BUNBURY	REFUND APPLICATION 14162	61.65
575	14/10/2015	BIANCA LEA RANSOME	BOND REFUND	150.00
576	21/10/2015	NATALYA DESAI	BOND REFUND	150.00
577	21/10/2015	MICHAEL NELSON	BOND REFUND	150.00

578	21/10/2015	CR BARRY BELL	RETURN OF DEPOSIT - 2015 SHIRE OF CAPEL ELECTIONS	80.00
579	21/10/2015	CR BRIAN HEARNE	RETURN OF DEPOSIT - 2015 SHIRE OF CAPEL ELECTIONS	80.00
580	21/10/2015	NORM HOSKIN	RETURN OF DEPOSIT - 2015 SHIRE OF CAPEL ELECTIONS	80.00
581	21/10/2015	CHARLES JENKINSON	RETURN OF DEPOSIT - 2015 SHIRE OF CAPEL ELECTIONS	80.00
582	21/10/2015	PETER MCCLEERY	RETURN OF DEPOSIT - 2015 SHIRE OF CAPEL ELECTIONS	80.00
583	21/10/2015	BERNIE MASTERS	RETURN OF DEPOSIT - 2015 SHIRE OF CAPEL ELECTIONS	80.00
584	21/10/2015	CR JENNIFER SCOTT	RETURN OF DEPOSIT - 2015 SHIRE OF CAPEL ELECTIONS	80.00
585	21/10/2015	GARRY SALAMON	RETURN OF DEPOSIT - 2015 SHIRE OF CAPEL ELECTIONS	80.00
586	21/10/2015	CR SEBASTIAN SCHIANO	RETURN OF DEPOSIT - 2015 SHIRE OF CAPEL ELECTIONS	80.00
587	28/10/2015	NARELLE TAYLOR	BOND REFUND	150.00
588	28/10/2015	TIMOTHY WATSON	BOND REFUND	500.00
589	28/10/2015	SHIRE OF CAPEL	PAYOUT MELB CUP CONTRIBUTIONS	1092.00
				992938.69

06.10.15 SHIRE OF CAPEL PAYROLL PAYMENTS
 20.10.15 SHIRE OF CAPEL PAYROLL PAYMENTS

\$166,271.79
 \$145,831.86

\$312,103.65

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 25th November 2015 have been checked and are fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and services and as to prices, computations, and costings and the amounts shown are due for payment.

P.F. Steady.

 CHIEF EXECUTIVE OFFICER

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATIONS – 15.4

That Council receives:

- 1 The Schedule of Accounts covering vouchers 568-589, EFT19970 to EF20183, DD 18038, CHQ47780 to CHQ47820 totalling \$992,938.69 during the month of October 2015;**
- 2 Payroll payments for the month of October 2015, totalling \$312,103.65; and**
- 3 Transfers to and from investments as listed.**

16 COMMUNITY SERVICES REPORTS**16.1 Minor Community Grants Scheme Applications**

Location:	Capel
Applicant:	Various
File Reference:	N/A
Disclosure of Interest:	Nil
Date:	10.11.15
Author:	Community Development Officer, G Miller
Senior Officer:	Executive Manager Community Services, M Plume
Attachments:	List of Applications

MATTER FOR CONSIDERATION

Consideration of funding projects under the Shire's Minor Community Grants Scheme.

PROPOSAL / BACKGROUND**Background**

Council's Community Grants Policy 8.3 indicates that Council will consider requests for grants from local sporting clubs and community organisations for the purpose of supporting projects, activities, events, purchase of equipment, and / or improved facilities or services which benefit the community.

Proposal

The Shire Minor Community Grants Scheme 2015/2016 was promoted to local community groups and sporting clubs through the Shire newsletters and website. Applications closed on 23rd October 2015 with 14 applications received for minor grants from across the Shire. Each application has been reviewed and recommendations for funding are outlined for Council's approval.

STATUTORY ENVIRONMENT

There is no relevant legislation applicable to this matter.

POLICY IMPLICATIONS

Council Policy 8.3 Community Grants.
The Minor Community Grants Scheme is a funding program under this policy.

FINANCIAL IMPLICATIONS**Budget**

The 2015/16 budget has an allocation of \$25,000 for the Minor Community Grants Scheme.

Requests for the Minor Community Grants Scheme totalled \$35,740.06. The amount recommended for funding is \$25,000.

Long Term

The minor community grants are required to be acquitted by end of June 2016. Therefore there are no long term financial implications.

Whole of Life

Infrastructure and equipment purchased as a result of a minor community grant becomes the responsibility of the applicant to maintain, repair or replace. Therefore there are no whole of life costs to Council associated with the Grants Scheme.

SUSTAINABILITY IMPLICATIONS

Although there are no Environmental impacts, socially, community groups play an important role in the wellbeing of a community. They provide the chance for people to socialise with like-minded members, develop skills, assist to integrate members of the community and are mostly intergenerational. Community groups however, do face difficulties accessing funds for development and projects and without assistance are less likely to remain sustainable. It should also be noted that the various events run by community groups do have the ability to increase visitor numbers to the region, thereby having some positive economic impact.

STRATEGIC IMPLICATIONS

Shire of Capel Strategic Community Plan 2013 – 2031 Strategic Objective 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".

Shire of Capel Corporate Business Plan 2013 – 2017 Strategic Outcome 2.2 - "Encourage community engagement and participation" and Strategy 2.2B – "Develop links with and support community volunteers".

CONSULTATION

The Minor Community Grants Scheme was advertised in the Shires e-newsletter and on the Shire website. The Scheme was also advertised on the Shire of Capel Libraries Social Media page and emailed to existing community and sporting database contacts.

All potential applicants were strongly encouraged to make contact with the Community Development team prior to submitting their application to ensure the guidelines were followed and that the applicant provided the required information. If required, the applicants were also directed to contact staff in the Planning & Development Services, Health Services and Operations and Engineering areas to ensure adequate information would be provided with their application.

COMMENT

The Community Grants Program offers Council the opportunity to further contribute to community projects within the Shire. Such funding can provide Council with significant promotion, as well as enabling smaller community organisations to achieve their goals. This in turn assists in the sustainability of these vital groups within the Shire.

Minor Community Grants Scheme

Fourteen Minor Community Grant applications were received and are listed in the following table with each application being summarised below. Council's Minor Community grants Scheme allows for a grant of a maximum of one third (to a maximum grant amount of \$3,333) of the total project cost to be allocated to the applicant, or where the total cost of the project is less than \$2,000 a maximum of half (i.e., \$1,000) of the project cost can be allocated.

The total amount of funding requested from the 14 applications received is \$35,740.06. As indicated in the application spreadsheet (attached) it is recommended that 10 projects be funded at a total cost of \$25,000.

Comment on each application:

1. Boyanup Hall Advisory Committee – Chair Purchase for Hugh Kilpatrick Memorial Hall

- Amount requested \$1,050
- No previous Shire Community Grant funding
- Have not sought other funding
- Project: Purchase new chairs for Hugh Kilpatrick Hall
- Benefits: More comfortable and lighter. Current chairs are 30+ years old and need replacing. New equipment for Hall

Approved subject to the applicant meeting the following conditions:

- **No conditions apply**

2. Gelorup Community Management Committee – Gelorup Skate Park Protecting Wall

- Amount requested \$2,276.47
- Previous Shire Community Grant funding: \$3,000 in 12/13 and \$1,000 in 11/12
- Confirmed other funding of \$2,338 Friends of the South West Community
- Project: Erecting pine post cable fence to prevent vehicles gaining access onto skate park
- Benefits: Prevent damage, improve user safety, reduce maintenance costs and control parking and access issues

Approved subject to meeting the following conditions:

- **No conditions apply**

3. Gelorup Community Management Committee – Purchase of Printer/Copier

- Amount requested \$3,231.33
- Previous Shire Community Grant funding: \$3,000 in 12/13 and \$1,000 in 11/12
- Unconfirmed other funding of \$3,231.33 Satterley Property Group
- Project: Purchase new printer to print monthly local newsletter "Gazette"
- Benefits: Keep community informed. Encourages and supports community volunteers. Income from newsletter sales goes towards community initiatives

Not Approved due to the following condition and requirement of application:

- **Only one application per group will be funded each financial year**

4. Lions Club of Dalyellup – Dalyellup Movie in the Park 2016

- Amount requested \$3,333
- Previous Shire Community Grant funding: \$3,133 in 13/14 and \$3,333 in 12/13
- Confirmed other funding of \$5,000 from Satterley Property Group
- Project: Hosting this annual event in Dalyellup. Is a free screening of a family movie for all Shire residents to enjoy
- Benefits: Opportunity for residents to socialise and network. It also provides many fundraising opportunities for local community groups who are all invited to be involved

Approved subject to meeting the following conditions:

- **Shire of Capel Event Application Form submitted and approved**

5. Capel Cricket Club – Cricket ball purchase

- Amount requested \$643
- No previous Shire Community Grant funding
- Have not sought other funding
- Project: Purchase cricket balls for club training and matches
- Benefits: Club / personal development. Good quality equipment

Not Approved due to the following conditions:

- **Funds can be sourced through DSR small equipment grants.**

6. Bunbury Horse & Pony Club – Measuring Bay

- Amount requested \$2,637.38
- Previous Shire Community Grant funding: \$3,285 in 13/14 and \$3,278.68 in 11/12
- Unconfirmed other funding of \$5,000 Friends of the South West Community

- Project: Install measuring bay at club premises - required for competing horses
- Benefits: Reduce travel and cost for club members. Ongoing training and upskilling for club volunteers

Approved subject to meeting the following conditions:

- **Confirmation of Friends of the SW Funding**

7. Capel Playgroup – Playgroup equipment

- Amount requested \$2,891.55
- No Previous Shire Community Grant funding
- Confirmed other funding of \$2,000 Friends of the South West Community
- Project: Purchase outdoor play equipment for playgroup
- Benefits: Additional play options for children and parents. Learning problem solving and social skills

Approved subject to meeting the following conditions:

- **No conditions apply**

8. Peppermint Grove Beach Community Association – PGB Recreation Upgrade

- Amount requested \$3,333
- Previous Shire Community Grant funding: \$1,000 in 13/14, \$500 in 2012 and \$1,000 in 11/12
- Unconfirmed other funding of \$6,278 from Stronger Communities program
- Project: Additional hardcourt fencing and development of a Master Plan for the area
- Benefits: Encourage residents and community to use improved recreation facilities

Not Approved due to the following condition and requirement of application:

- **Only one application per group will be funded each financial year**

9. Peppermint Grove Beach Community Association – PGB Hardcourt re-seal and re-mark

- Amount requested \$3,130.47
- Previous Shire Community Grant funding: \$1,000 in 13/14, \$500 in 2012 and \$1,000 in 11/12
- Unconfirmed other funding of \$5,642 Stronger Communities program
- Project: Re-seal and re-marking of PGB hardcourts
- Benefits: Encourage residents and community to use improved recreation facilities

Approved subject to meeting the following conditions:

- **Confirmation of Stronger Communities Program funding**

10. Capel Horse and Pony Club – Equipment Storage

- Amount requested \$2,000
- No previous Shire Community Grant funding
- Have not sought other funding
- Project: Install 4-5 bay 'lean-to' storage shed for club equipment storage
- Benefits: Improved club equipment will provide safer and easier access for club members and volunteers.

Approved subject to meeting the following conditions:

- **Shire of Capel Building Approvals**

11. Boyanup Primary School P&C Association – Playground shade sails

- Amount requested \$3,333
- No previous Shire Community Grant funding
- Unconfirmed other funding from Boyanup CWA and from BHP
- Project: Install shade sails over playground equipment at Boyanup Primary School
- Benefits: Health benefits (sun protection), for students and parents/teachers. Improved school facilities

Approved subject to meeting the following conditions:

- **State Government Department of Works approvals**
- **Confirmation of Boyanup CWA funding and BHP funding**

12. Dalyellup Beach Cricket Club – Cricket nets extension Stage 1

- Amount requested \$3,330
- No previous Shire Community Grant funding
- Unconfirmed other funding of \$14,972 Stronger Communities fund and \$500 from Department of Sport & Recreation (DSR)
- Project: Extension of cricket nets and improvements to netting/fencing
- Benefits: Accommodate growth of club numbers. Improved safety of club facilities

Not Approved due to the following conditions:

- **Not funded as infrastructure is located on private property (Ocean Forest Lutheran College).**

13. Gelorup Playgroup – Cast Away (Playground equipment)

- Amount requested \$ 2,843.13
- No Previous Shire Community Grant funding
- Confirmed other funding of \$2,843.13 Gelorup Management Committee
- Project: Purchase outdoor play equipment for playgroup
- Benefits: Additional play options for children and parents. Learning problem solving and social skills

Approved subject to meeting the following conditions:

- **No conditions apply**

14. Boyanup Foundation Inc. – Picnic Tables

- Amount requested \$1,505
- Previous Shire Community Grant funding \$935 in 13/14, \$750 in 2010, \$995 in 2009, \$3,125 in 2008 and \$1,400 in 2007.
- Confirmed other funding of \$ \$200 Bankwest
- Project: Purchase and install picnic tables at SW Rail & Heritage Centre
- Benefits: Enhance comfort and amenities at centre. Increase visitor numbers and improve visitor experiences.

Approved subject to meeting the following conditions:

- **No conditions apply**

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATIONS – 16.1

That Council approves funding from Account 123420 (Community Grants Scheme) for 10 of the 14 Minor Community Grant applications as detailed in the report, and totalling \$25,000 to the community groups listed for their projects as submitted, subject to the community groups meeting the conditions outlined in the report.

16.2 Bush Fire Advisory Committee Minutes

Location:	N/A
Applicant:	Shire of Capel
File Reference:	Nil
Disclosure of Interest:	Nil
Date:	18.11.15
Author:	Community Services Administration Officer, M Blandford
Senior Officer:	Executive Manager Community Services, M Plume
Attachment:	Minutes of the meeting of the Shire of Capel Bush Fire Advisory Committee held on 16 November 2015 and attachments

MATTER FOR CONSIDERATION

To consider the minutes of the meeting of the Shire of Capel Bush Fire Advisory Committee held on 16 November 2015.

BACKGROUND / PROPOSAL**Background**

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

Proposal

The minutes of the meeting of the Shire of Capel Bush Fire Advisory Committee held on 16 November 2015 be received and the recommendations therein be adopted.

STATUTORY ENVIRONMENT

Bush Fires Act 1954 Section 67

67. Advisory Committees

Provides that a local government may at any time appoint such persons as it thinks fit as a bush fire advisory committee for the purpose of advising the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires and any related matters.

Local Government Act 1995 Section 5.22

5.22 Minutes of Council & Committee Meetings.

That the minutes of a council or committee are to be submitted to the next ordinary meeting of the council for confirmation.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS**Budget**

There are no financial implications associated with this matter at this stage as any items to be purchased will be funded out of the Shire's 2015/16 Emergency Services Levy allocation from Department of Fire and Emergency Services (DFES), or from allocation within the Shire's current 2015/16 budget.

Long Term

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

Whole of Life

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

SUSTAINABILITY IMPLICATIONS

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

There are no economic implications associated with this matter.

STRATEGIC IMPLICATIONS

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

- Strategic Outcome 3.4 – promote emergency risk awareness.

CONSULTATION

Nil, however membership of the Bush Fire Advisory Committee comprises representatives of all bush fire brigades within the Shire of Capel, a Council delegate and representatives from Department of Fire and Emergency Services and Department of Parks and Wildlife.

COMMENT

The minutes of the meeting are generally self-explanatory.

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATIONS – 16.2

That Council receives the minutes of the Bush Fire Advisory Committee held on 16 November 2015, and adopts the Committee's recommendations:

BF1102

That it be recommended to Council that:

- 1. The Report of the Chief Bush Fire Control Officer be received and the comments therein noted; and**

2. **The Report of the Shires' Bush Fire Training Coordinator be received and the comments therein noted.**

BF1103

That it be recommended to Council that:

1. **The Report of the DPAW Officer be received and the comments therein noted; and**
2. **The Report of the DFES officer be received and the comments therein noted.**

BF1104

That it be recommended to Council that the Report of the Emergency Services Coordinator be received and the comments therein noted along with the following committee decisions:

- **Communications – all communications to be sent to both the Brigade Secretary and BFAC Delegate. All items delivered to Brigades by the Rangers are to be placed on the table inside the main entry door of each Brigade shed;**
- **Support for Shire Staff out in the Field – confirmed by the Committee that a Fast Attack unit remains with Shire Staff at all times, and does not leave unless another unit is there to replace it/or BFB direct Shire Staff to leave the fire field.**
- **Standpipe Servicing – maintenance that has been identified during the service is to be placed on hold until July 2016, with the exception of any urgent repair items which are to be actioned immediately.**
- **New Members – only to complete the DFES Membership form, the Committee has voted to stop using the Shire of Capel's Brigade Membership Form.**
- **Probation Period for new members – new members are kept on probation by the brigade, until such time as the Brigade Captain deems them to be competent or declines their application to join. During this time new members are not allowed to attend Wildfires, they may attend a Controlled Burn with a Senior Brigade Member and observe the fire.**
- **Vehicle Servicing Requirements – vehicles are to have a pre-season DFES B service conducted in July/August each year. There is funding in the ESL specifically for vehicle servicing which will need to be increased for the 2016/2017 period.**
- **Defibrillator Training – Brigades are to organise their own training for the Defibrillator devices.**
- **First Aid Training – Phil Allen to liaise with St John Ambulance to discuss the possibility of providing a Basic First Aid course with additional information on burns, bites and eye debris. 2 to 3 members from each brigade are to be given the opportunity to attend.**
- **That changes to the following Bush Fire Policies be made and that Council adopts these at the same time as the review of Shire Policies is undertaken:**
 - **Policy 4.1 Bush Fire Advisory Committee Meetings**
 - **Policy 4.7 Personal Protective Equipment**
 - **Policy 4.8 Fire Appliances – Repairs, Servicing & Modifications.**

BF1105

That it be recommended to Council that this item is deferred to the February 2016 BFAC meeting to allow for further discussion in regards to budget items and opportunities to source quotes for both the ESL and Shire budget process.

BF1106

It be recommended to Council that it supports the Chief Executive Officer of the Shire of Dardanup:

1. To seek feedback from Local Government Chief Executive Officers within the State regarding the current dissatisfaction with the Pathways Training Program; and
2. To facilitate a meeting with the Superintendent of the South West Office of the Department of Fire and Emergency services and invite regional Local Government Chief Executive Officers to the meeting to detail how the current Pathways Training Program is not suitable for local government Volunteer Bush Fire Brigade fire-fighters.

BF1107

It be recommended that Council endorses the following updated Shire Policies as detailed in the attachment:

- Policy 4.1 – Bush Fire Advisory Committee Meetings
- Policy 4.7 – Personal Protective Equipment
- Policy 4.8 – Fire Appliances – Repairs, Servicing & Modifications.

- 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**