

Shire of Capel

AGENDA

ORDINARY COUNCIL MEETING

Wednesday 28th October 2015

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

REMINDER:

2.00pm Briefing –
Catalyse – Community Perceptions Survey Report

3.00pm Briefing –
Busselton Water Growth Strategy
Vasse Wonnerup Task Force

3.30pm Round the Table Discussion



Experience the
Shire of Capel



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FINANCIAL INTEREST

(Effective 1 July 1996)

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

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

Councillors should declare an interest:

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

A member who has declared an interest must not:

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

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

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

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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, 28TH OCTOBER 2015 COMMENCING AT 4.30PM.

PF Sheedy.

PF Sheedy
CHIEF EXECUTIVE OFFICER

23 October, 2015

AGENDA

Table of Contents

1	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS	3
2	RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED)	3
3	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....	3
4	PUBLIC QUESTION TIME.....	3
5	APPLICATIONS FOR LEAVE OF ABSENCE.....	3
6	DECLARATIONS OF INTEREST.....	3
7	NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS.....	3
8	CONFIRMATION OF MINUTES	3
9	ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION	3
10	PETITIONS/DEPUTATIONS/PRESENTATIONS	3
11	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	3
12	QUESTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	3
13	CHIEF EXECUTIVE OFFICER REPORTS.....	4
13.1	Elected Member Training – Policy Options	4
13.2	Annual Leave – Chief Executive Officer	12
14	ENGINEERING AND DEVELOPMENT SERVICES REPORTS.....	14
14.1	Extractive Industry Licence - Lot 102 Goodwood Road, Capel River.....	14
15	CORPORATE SERVICES REPORTS	27

15.1	Delegations – Council to Officers.....	27
15.2	Accounts Due and Submitted for Authorisation	34
15.3	Accounts Paid During the Month September 2015	38
15.4	Financial Statements for 30 September 2015	55
16	COMMUNITY SERVICES REPORTS	61
16.1	Capel Community Centre and Youth Space.....	61
16.2	Local Emergency Management Committee (LEMC) - Appointment of Members.....	69
17	NEW BUSINESS OF AN URGENT NATURE	73
18	PUBLIC QUESTION TIME.....	73
19	MOTIONS WITHOUT NOTICE (ABSOLUTE MAJORITY BY COUNCIL)	73
20	NOTICES OF MOTION FOR CONSIDERATION AT THE NEXT ORDINARY MEETING OF THE COUNCIL	73
21	ITEMS FOR CONSIDERATION BEHIND CLOSED DOORS	73
22	MEETING CLOSURE	73

IMPORTANT NOTE:

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

1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

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

3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4 PUBLIC QUESTION TIME

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

5 APPLICATIONS FOR LEAVE OF ABSENCE

6 DECLARATIONS OF INTEREST

7 NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS

8 CONFIRMATION OF MINUTES

8.1 Ordinary Council Meeting – 23.09.15

8.2 Special Council Meeting – 21.10.15

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

13.1 Elected Member Training – Policy Options

Location:	Capel
Applicant:	Western Australian Local Government Association (WALGA)
File Reference:	410497
Disclosure of Interest:	Nil
Date:	02.10.15
Author:	Chief Executive Officer, PF Sheedy
Senior Officer:	Chief Executive Officer, PF Sheedy
Attachments:	1 WALGA Discussion Paper 2 Shire of Capel Submission

MATTER FOR CONSIDERATION

Endorsement of the attached submission that outlines Council's position on the five areas outlined in the WALGA 'Policy Options to Increase Elected Member Training Participation' Discussion Paper (page 30/31), namely:

1. Best Practice Induction Programs;
2. Training and Development Policy;
3. Candidate Requirements;
4. Incentivised Training; and
5. Mandatory Training.

BACKGROUND / PROPOSAL

Background

July 2015 refers: The Minister for Local Government and Communities at his address to the Local Government Convention delegates indicated that the State Government will be requiring compulsory training by Elected Members to improve compliance with legal requirements. He also indicated that the Department would be engaging with WALGA and elected officials to determine an appropriate framework for this training.

The attached WALGA Discussion Paper aims to facilitate a discussion about policy options to increase Elected Member training participation. In particular, policy options for mandating or incentivising training through the fees and allowances framework will be explored.

The Local Government sector consultation process accompanying this paper represents an opportunity for the sector to proactively explore options for increasing Elected Member participation in training. In the context of increasing calls from the State Government for policy or legislative changes to increase Elected Member participation in training, not developing a sector-led policy framework risks future Government intervention.

The Discussion Paper comprises four sections:

- I. **Section One** discusses the role of WALGA, outlines the importance and benefits of training, and explores the policy context in Western Australia and interstate;

- II. **Section Two** outlines the existing training framework for Local Government Elected Members, including Council induction programs and accessibility features of the formal training framework;
- III. **Section Three** explores policy options to increase Elected Member participation in training including options to compel or incentivise training; and,
- IV. **Section Four** summarises the policy options and outlines a process for Local Government and stakeholder feedback.

Proposal

In the context of calls for increased participation in Elected Member training in Western Australia and in other Australian jurisdictions, WALGA is undertaking a thorough consultation process with the Local Government sector to explore policy options relevant to this contemporary and important discussion.

The Discussion Paper, and its associated consultation and policy development process, represents a proactive opportunity for the Local Government sector to shape the debate and develop a policy framework that will increase Elected Member participation in training and professional development, prior to Government imposed policy or legislative change.

Increasing participation in Elected Member training is considered a desirable policy goal for individual Elected Members, for Councils and for the Local Government sector due to the competing demands on Elected Members, the complexity of the Local Government regulatory regime, and importance of Local Government to communities across Western Australia.

To facilitate exploration of policy options to increase Elected Member participation in training, three tiers of currently available training, based on the nationally recognised Local Government Training Package and designed specifically for Elected Members, are discussed:

- i. Introductory training, which aims to provide a fundamental understanding of the role of Local Government;
- ii. Foundation training, which addresses the introductory skills required to operate effectively in a Local Government environment; and,
- iii. Advanced Training, which further enhances the skills required of Elected Members.

Council induction programs, which are often the first point of learning for newly elected Elected Members, are also discussed as complementary to the formal Elected Member training framework.

In addition, three mechanisms which increase accessibility to formal training are discussed: recognition of prior learning, the ability for assessments to be modified to suit individual needs and modes of content delivery.

Utilising the existing training framework for Elected Members, the following six policy options, which are not exhaustive, nor mutually exclusive, are explored in this paper:

1. Enhance the desirability of training offerings;
2. Delivery of best practice Council induction programs;
3. Require Councils to adopt a training policy;
4. Require candidates to attend training prior to nominating for election;
5. Incentivise training through the remuneration framework; and,
6. Mandate training for newly elected Elected Members.

STATUTORY ENVIRONMENT

There is no statutory requirement currently in place, in relation to Elected Member training, but this is an option being considered by the State Government.

POLICY IMPLICATIONS

Council Policy 1.6 'Conference and Training Expenses' is to ensure that Elected Members are given the opportunity to participate in professional development and are not financially disadvantaged.

FINANCIAL IMPLICATIONS

Budget

The 2015/16 budget has a provision of \$9,000 for Elected Member conference and Training expenses.

Long Term

If legislation is introduced/passed in the future to make training of elected members compulsory then there may be a requirement to increase the annual budget, unless the State Government provides either funding or the training at a substantially reduce cost, as has happened in recent times utilising Royalties for Regions (R4R) funding.

Whole of Life

No assets are being created so there is no whole of life cost applicable to this matter.

SUSTAINABILITY IMPLICATIONS

The attendance of Elected Members at relevant training, professional development courses and conferences does provide the opportunity for social networking which should be seen as an important part of the training and development process.

The increased level of training that may be required for all Elected Members does have the potential to increase pressure of the financial resources of the organisation.

STRATEGIC IMPLICATIONS

Shire of Capel Strategic Community Plan 2013 – 2031

The Leadership Experience and specifically outcome:

- 1.1 Ensure continuous improvement in the organisation

Shire of Capel Corporate Business Plan 2014-2018

Strategy1.1A Attract and retain a diverse and skilled body of elected members.

Action 1.1A1 Provide for professional development of Councillors.

CONSULTATION

Consultation is being undertaken with Elected Members and WALGA who will then undertake discussion with the Minister for Local Government and Communities, based on the comments provided by local government throughout the State to the Discussion Paper.

COMMENT

Feedback from the local government sector in relation to the policy options listed above, or any other relevant matter, is sought by Friday, 30 October 2015 (amended recently to that indicated in the Discussion Paper).

Traditionally there has been strong opposition to mandatory training for Elected Members in Western Australia and generally throughout Australia. Whilst it is accepted that this opposition still remains in Western Australia there has been a clear message conveyed by the current State Government in recent times that they are looking to introduce legislation requiring mandatory training for Elected Members and wish to enter into discussion with WALGA on what that should look like.

The options for local government in this state are to continue to oppose the introduction of mandatory training for Elected Members and not participate in any discussion on the matter with the State Government and then just accept/deal with the outcome and requirements if legislation is passed. Alternatively Local Governments can accept that there are benefits to be gained with training for Elected Members, accept that there is a likelihood that legislation will be passed and therefore get involved in the process to develop a model that suits local government industry and is workable and reasonable going forward.

The submission attached to the agenda item has adopted the approach that it is likely that legislation will in time be passed and therefore the submission seeks to raise concerns around issues like the current availability of training in regional and remote areas, the cost of attending, not just registration but travel accommodation, loss of salary etc. and seeks to put some realistic timeframes in place to allow Elected Members to complete some minimum training requirements.

The submission also deals with the issues of rewarding those Elected Members who undertake additional training and also the unsavoury issue of penalising those Elected Members who refuse to undertake any level of training on the basis that the whole issue around Elected Member training should be tackled around a 'carrot and stick' approach.

In the following paragraphs the five questions raised by WALGA in the discussion paper are listed together with a precis of the Council comments and finally Council's response to these questions, which has formed the basis of the staff recommendation below.

1. Best Practice Induction Programs – does Council support Local Governments adopting and delivering a structured and thorough Council induction program?

- a. If so, should legislation be changed for this to be a requirement, or should it remain voluntary?

Council Comment

A structured induction program would ensure that all newly elected Elected Members receive a similar base level of training/information in regards to such matters as meeting process, declarations of interest, voting and debating at Council meetings, role of Elected Member versus role of Administration/CEO.

Council would support the introduction of a structured voluntary induction program model that could be developed by the DLGC and/or WALGA and delivered by either party with the inclusion of local content if required. In order for the program to be effective, it must be delivered immediately after the biennial Local Government elections, and needs to be provided in multiple areas of the State, to reduce the level of travel and time required by Elected Members to ensure maximum attendance.

The opportunity for individual local governments to provide the induction, especially in remote areas or where the Elected Member is unable to attend the training dates provided in the

region should be permitted using the induction program developed by the DLGC and /or WALGA.

Response: Council supports a structured induction program delivered by DLGC, WALGA or other Registered Training Organisation but does not support the introduction of legislation to make attendance by Elected Members compulsory.

2. Training and Development Policy – does Council support legislative amendments to require all Councils to review and adopt an Elected Member Training and Development Policy following every biennial election?

Council Comment

Most local governments undertake a review of their policies on a regular basis so a statutory requirement to review and adopt an Elected Member Training and Personal Development Policy following each biennial election is not required or supported.

Like all other areas of a Local Government's annual budget, Members of Council expenses as a priority are considered in line with all other areas of expenditure and historically elected members will always give priority to community needs over their own. So unless legislation is going to be introduced to require a set level of funding (depending on a local governments size/elected member numbers etc.), which this Council does not support, the amount of funding that Elected Members can undertake each year will be very much dependent on the annual budget allocation and the cost of the training programs.

Response: Council does not support legislation but DLGC and/or WALGA should develop a model policy and guidelines for training and development, including a suggested annual budget allocation that could be considered by Local Governments, when next reviewing their existing policies and when developing their annual budgets.

3. Candidate Requirements – does Council support legislative amendment to require candidates to attend an information session or complete an equivalent online information session prior to nominating for election?

Council Comment

The attendance by local government candidates at an information session prior to nominating for election, whilst beneficial and does provide the candidates with a good understanding of what is required in regards to time commitments etc. is not considered by Council to be an essential requirement.

Surely the responsibility should lie with the person wishing to nominate to ensure that they have a thorough understanding of what is required to be an Elected Member and whilst it is agreed information sessions will general assist in clarifying some of these issues for them, making it compulsory to attend is not the answer.

Response: Council does not support legislation making it compulsory for candidates to attend an information session prior to nominating for election.

4. Incentivised Training – does Council support legislative amendments to enable Elected Members to be paid additional allowances commensurate with the level of training undertaken?

- a) If so, how should the fees and allowances framework be structured (i.e. should Elected Members be paid a specified annual amount, a percentage bonus or using some other method)?

Council Comment

The introduction of additional allowances for elected members who wish to undertake additional training above foundation training is supported as it would encourage a high level of professionalism for Elected Members and local governments both individually and as an industry.

The following two options are provided for consideration:

1. Similar to the current Elected Member allowances set by the Salaries and Allowances Tribunal (SAT), these additional fees could be set by SAT within a range to allow individual Local Governments some flexibility, or;
2. The level of any additional allowance could be included by each Local Government in its Training and Personal Development Policy and the additional percentage provided above the Council's standard annual meetings allowance could be based on a points system (i.e. 2 points 10%, 5 points 20%, and 10 points 30%).

Response: Council supports legislation to allow for Elected Members to be paid an additional allowance, based on an annual percentage of the Council's annual meeting allowance, for additional training undertaken above the mandatory training requirements. The DLGC and/or WALGA are required to develop a points system to be allocated to various training programs.

5. Mandatory Training – does Council support legislative amendment to require Elected Members to be required to undertake foundation training (such as the Elected Member Skill Set or equivalent)?

- a) Should mandatory training be applied to all Elected Members or only to newly elected Elected Members?
- b) For newly elected Elected Members, what is the appropriate timeframe within which training should be completed?
- c) What is the appropriate penalty for non-completion of the required training?

Council Comment

In order to ensure that all Elected Members each receive a similar level of training and therefore hopefully reach a similar skill level, all elected members should be required to complete the agreed modules

It is proposed that a staggered process be introduced in the initial stages, in that:

1. Newly Elected Members and those elected in the two years, prior to the legislation being passed, be required to complete the required training modules (4) within one year, of the legislation for compulsory training, being passed; and
2. Elected Members first elected more than two (2) years prior to the legislation being passed, be required to complete the training modules (4) within two (2) years from when legislation is passed.

Where Elected Members have completed equivalent training modules to the mandatory requirements consideration is given to providing a credit for the relevant module required.

On the non-compliance issue, it is suggested that consideration be given to reducing the Elected Member annual allowances (meeting fees) by a set percentage when they have not completed the required minimum agreed modules within the legislative time frame and a penalty of up to 25% would be considered to be reasonable.

Response: Council supports the introduction of mandatory Elected Member training in Western Australia for all elected members based on the following:

1. Newly elected members and those elected in the two years, prior to the legislation being passed, be required to complete the prescribed training modules (4) within one (1) year, of the legislation for compulsory training, being passed; and
2. Elected Members first elected more than two (2) years prior to the legislation being passed, be required to complete the prescribed training modules (4) within two (2) years from when legislation is passed.

Response: Council supports the reduction of Elected Member annual allowances (meeting fees) by a set percentage when they have not completed the required minimum agreed modules within the legislative time frame with a penalty of up to 25%.

Response: Council supports that the minimum mandatory training requirements that elected members in Western Australia should be required to complete would be the following four modules (or current WALGA equivalent):

1. Introduction to Local Government;
2. Legal Responsibilities;
3. Council and Committee Meetings; and,
4. Financial Management and Reporting.

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATIONS – 13.1

That Council endorses the attached submission which indicates that Council:

1. Supports a structured induction program delivered by DLGC, WALGA or other Registered Training Organisation but does not support the introduction of legislation to make attendance by elected members compulsory.
2. Does not support legislation to require all Councils to review and adopt an Elected Member Training and Development Policy following every biennial election.
3. Does not support legislation making it compulsory for candidates to attend an information session prior to nominating for election.
4. Supports legislation to allow for elected members to be paid an additional allowance, based on an annual percentage of the Council's annual meeting allowance, for additional training undertaken above the mandatory training requirements.
5. Supports the introduction of mandatory Elected Member training in Western Australia for all elected members based on the following:
 - a) Newly elected members and those elected in the two years, prior to the legislation being passed, be required to complete the required training modules (4) within one year, of the legislation for compulsory training, being passed; and
 - b) Elected Members first elected more than two (2) years prior to the legislation being passed, be required to complete the training modules (4) within two (2) years from when legislation is passed.
6. Supports the reduction of Elected Member annual allowances (meeting fees and telecommunication allowances) by a set percentage when they have not completed the required minimum agreed modules within the legislative time frame with a penalty of up to 25%.
7. Supports that the minimum mandatory training requirements that elected members in Western Australia should be required to complete would be the following four modules (or current WALGA equivalent):
 - a) Introduction to Local Government;
 - b) Legal Responsibilities;
 - c) Council and Committee Meetings; and,
 - d) Financial Management and Reporting.

13.2 Annual Leave – Chief Executive Officer

Location: Capel
Applicant: Chief Executive Officer
File Reference: N/A
Disclosure of Interest: As I am the applicant who will benefit from the approval I wish to declare a financial interest in this matter.
Date: 09.10.15
Author: Chief Executive Officer, PF Sheedy
Senior Officer: Chief Executive Officer, PF Sheedy
Attachments: Nil

MATTER FOR CONSIDERATION

A request by the Chief Executive Officer (CEO) to take six days annual leave from 21 December 2015.

BACKGROUND / PROPOSAL**Background**

Council amended Policy 13.1 at its 14 April 2004 (Minute OC0413) on the basis that any periods of leave taken by the CEO that exceeds five working days have to be approved by Council.

The President can approve periods of leave of five days or less.

Proposal

To take six days annual leave in December 2015 over the Christmas New Year closure.

STATUTORY ENVIRONMENT

Local Government Industry Award 2010

POLICY IMPLICATIONS

Policy 3.1 Annual Leave – Chief Executive Officer indicates that:

1. The Chief Executive Officer be required to submit annual leave applications to Council for approval where the period of leave to be taken exceeds five working days.
2. Where the Chief Executive Officer wishes to take periods of leave that is five working days or less, the President is to be advised of the proposal.
3. The details of all Chief Executive Officer annual leave periods shall be included in the weekly Friday Flyer.
4. During periods of annual leave by the Chief Executive Officer, the Chief Executive Officer be delegated authority to appoint an Executive Manager to the position of Acting Chief Executive Officer.

FINANCIAL IMPLICATIONS**Budget**

There are no additional financial implications as the provisions for leave are included in the annual budget provisions and where it is accrued leave funds are available in the Employee Leave Reserve to cover any additional costs.

There are some additional costs for higher duties for the person appointed as Acting CEO during this period.

Long Term

The taking of annual leave will reduce the amount required to be transferred to the Employee Leave Reserve Fund.

Whole of Life

As no assets will be created there is no whole of life costs relevant to this item.

SUSTAINABILITY IMPLICATIONS

The effective management of staff taking annual leave is seen as a sustainable social outcome for the employee and the organisation.

STRATEGIC IMPLICATIONS

Strategic Community Plan 2013-2031

The proposal meets the strategic outcome 1.5 ‘Ensure the effective management of Council’s resources’ under ‘The Leadership Experience’ of Council’s Strategic Community Plan.

Corporate Business Plan 2013 -2017

Strategy 1.5A ‘Effective and efficient management of Council’s resources’ is relevant to this proposal.

CONSULTATION

Consultation has been undertaken with Executive Manager Engineering and Development Services to ensure his availability to be Acting CEO during this period of absence.

COMMENT

Given the Administration Office is closed over the Christmas New Year period from 25 December 2015 to 4 January 2016 the opportunity is being taken to use up some additional leave and travel overseas. The additional days’ leave will be public holidays.

VOTING REQUIREMENTS

Simple majority

OFFICER’S RECOMMENDATIONS – 13.2

That Council approves the Chief Executive Officer taking six days annual leave from 21 December 2015.

14 ENGINEERING AND DEVELOPMENT SERVICES REPORTS**14.1 Extractive Industry Licence - Lot 102 Goodwood Road, Capel River**

Location:	Lot 102 Goodwood Road, Capel River
Applicant:	B & J Catalano
File Reference:	C5.2.S.63
Disclosure of Interest:	Nil
Date:	09.10.15
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 – Proposed Operations – Figure 3 4 – Rehabilitation Management Plan – Figure 4A

MATTER FOR CONSIDERATION

To extend the current Planning approval and Extractive Industry Licence to extract gravel for a further five years with the current approvals lapsing 25 August 2015.

BACKGROUND / PROPOSAL**Background**

September 1993 – Harris Crushing and Transport were issued with an Extractive Industry Licence to extract gravel for a period of five years on what was a portion of Location 1012 (now part of Lot 102) Goodwood Road. At this time Loc 1012 extended to both sides of Goodwood Road. The Extractive Industry Licence was issued for that portion of Loc 1012 on the southern side of Goodwood Road.

October 1998 – Extractive Industry Licence was extended for a further five years.

2000 – Extraction works on the lot ceased as the operator was experiencing financial difficulties. The rehabilitation of the site was not carried out. The Shire did not have a bond over the operation to ensure that the rehabilitation was carried out as proposed under the Extractive Industry Licence.

June 2007 – WAPC endorsed a Deposited Plan of Survey amalgamating the southern portion of Location 1012 with the adjoining Location 2499 to create Lot 102. The Shire supported the amalgamation. It was the applicant's intention to use the area of the gravel pit to plant wine grapes as he had done on the adjoining location.

July 2010 – B & J Catalano Pty Ltd submitted an Excavation-Environmental Management Plan, Laterite Gravel Quarry for Lot 102 Goodwood Road, Capel River.

August 2010 – Council resolved to grant Planning Consent subject to conditions and agreed to issue a five year Extractive Industry Licence for the extraction of gravel from the site.

August 2015 – The final application to renew the licence for a further five years was lodged with the Shire.

Proposal

The property is used for farming and viticulture and adjoins State Forest on the east, west and south sides with Goodwood Road to the north. Properties in the area are predominately broad acre rural properties with some intensive land uses such as orchards in the valleys.

The applicant has submitted plans indicating the continuation of the existing extractive industry and a summary of the proposal is as follows:

- The current Extractive Industry Licence (EIL) covers 17 hectares on the northern resource area (Stages 1-3) and Stage 4 covers 6.9 hectares in the southern portion.
- Processing of the gravel has been completed in Stages 1, 2 and 3 with the resulting stockpile of gravel and haulage roads taking up 2ha of area in the middle of Stage 1. The remaining area of stage 1 as well as all of Stage 2 and 3 have had the rehabilitation earthworks completed and pasture is growing on Stage 1 and 2. Native vegetation has been planted during the 2015 winter in a section of Stage 1 with the native planting in Stage 2 and 3 proposed for the winter of 2016.
- The removal of stockpiles from Stage 1 is scheduled to take place over 2015 and 2016.
- The last stage (4) lies on a bare slope close to the owner's residence and will be commenced near the completion of Stage 1 stockpile removal.
- Between 2 and 4 hectares of land will be required each year based on the average thickness of the resource of up to 1 metre.
- Excavation is conducted in "cells" to ensure that precipitation falling in the pit will be contained within the pit. The typical cell is not normally larger than 2 hectares.
- Topsoil and overburden will be removed from the extraction areas in stages with only the areas targeted for immediate extraction being open, and will be stockpiled separately along the edges of the extraction area, with stockpiles being no higher than 2 metres.
- The gravel will be ripped with a bulldozer and crushed using a portable crushing plant. The crushed gravel will then be screened and stockpiled. This process will occur over a 4-8 week period per year and will be based at the bottom of the active pit.
- After this initial processing the only activity will be trucks removing the gravel until the stockpile is exhausted and the process starts again.
- Rehabilitation will be progressive; as each stage is finished rehabilitation commences.
- The final land surface will be contoured to match the existing landform of the area. The elevation will be some 1 to 2 metres below the current surface and slopes will be retained as previous; that is almost horizontal to 1:12 at the steepest point.
- The extraction site will be rehabilitated to pasture with deep ripping along the contour. 3.7 ha of endemic species will be planted in 3 triangular areas within Stages 1, 2 and 3.
- The rehabilitation works will be monitored and maintained for a period of three growing seasons and any trees or pasture that has failed to establish will be replaced during the rehabilitation period.
- The annual gravel removal will be approximately 22,000m³ over the five year licence period, subject to demand.
- There are no dwellings outside the landholding within 500 metres of the stockpile area. There will be a period where works will be seen from the local road, but as materials are removed, site rehabilitation will vastly improve the landscape.
- On average there are likely to be 6-7 loaded truck movements per day.
- Site access shall be from the north of the site to Goodwood Road.

- Groundwater is 5 metres below the resource area and the finished surface will be well above the minimum 2 metres from the groundwater level.
- Dust generated from the extraction activities will be addressed with water spraying where necessary from an onsite water tanker.
- The hours of operation are to be between 7.00am to 6.00pm Monday to Saturday, excluding public holidays.

STATUTORY ENVIRONMENT

Planning and Development (Local Planning Schemes) Regulations 2015

Deemed Provisions for local planning schemes

Clause 68, Determination of applications

- (1) The local government must not determine an application for development approval until the later of —
- (a) if the application is advertised under clause 64 — the end of each period for making submissions to the local government specified in a notice referred to in clause 64(3); and
 - (b) if a copy of the application has been provided to a statutory, public or planning authority under clause 66 — the end of each period for providing a memorandum to the local government referred to in clause 66(3).
- (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.

Clause 71, Commencement of development under development approval

If development approval is granted under clause 68 —

- (a) the development must be substantially commenced —
 - (i) if no period is specified in the approval — within the period of 2 years commencing on the date on which the determination is made; or
 - (ii) if a period is specified in the approval — within that period; or
 - (iii) in either case — within a longer period approved by the local government on an application made under clause 77(1)(a);and
- (b) the approval lapses if the development has not substantially commenced within the period determined under paragraph (a).

Clause 72, Temporary development approval

The local government may impose conditions limiting the period of time for which development approval is granted.

Note: A temporary development approval is where the local government grants approval for a limited period. It does not have any effect on the period within which the development must commence.

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

Lot 102 is zoned Rural and has an area of 101.95 hectares.

An Extractive Industry is not permitted unless Council grants Planning Consent (AA use). Public advertising of the matter may be undertaken prior to making a determination of the

application pursuant to clause 8.2.2 of the Scheme. Public and government consultation has been undertaken and comments are made in respect to this matter under the Consultation Section of this report.

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.

1.6.4 To provide standards to secure and maintain the orderly and properly planned development of land with the Scheme Area.

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.

5.7.2 Council's policy in assessing applications for Planning Consent is in part to have regard to:

- (d) The adequacy of roads, existing or proposed in the area, which may be needed to support the amount of road traffic expected to be generated by the development;
- (e) The need to impose such conditions as Council deems appropriate in order to minimise any adverse effect the development may have on the environment of the area.

Extractive Industry Local Laws

Under the Shire of Capel Extractive Industry Local Laws (clause 5):

'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.'

Under the Shire of Capel Extractive Industry Local Laws (clause 6):

Limits On Excavation Near Boundary

6.1 Subject to any licence conditions imposed by the local government, a person shall not, without the written approval of the local government, excavate within –

- (a) 20 metres of the boundary of any land on which the excavation site is located;
- (b) 20 metres of any land affected by a registered grant of easement;
- (c) 40 metres of any thoroughfare;
- (d) 50 metres of any watercourse, wetland, swamp or other water reserve; or
- (e) 2 metres of the estimated water table level as determined from time to time by the Waters and Rivers Commission or otherwise as adopted by the local government.

POLICY IMPLICATIONS

There are no current Policies relevant to this item.

FINANCIAL IMPLICATIONS

Budget

There are no financial implications to the Council budget.

Long Term

Road Deterioration

The proposed access to the site is via Goodwood Road which is under the care and control of Main Roads WA and therefore does not necessitate a Road Deterioration Agreement.

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 2015/16* lists the minimum bond per hectare for gravel extraction sites as \$26,646. A rehabilitation bond for the value of \$170,680 is currently held for this site. The required bond is discussed further in the Comments section of this report.

Whole of Life

There are no whole of life financial implications.

SUSTAINABILITY IMPLICATIONS

The extractive industry will have an environmental impact as it required removal of vegetation in the stage 3 extraction area. This area will be rehabilitated with native trees to a similar density to that of before clearing. The area of the existing gravel pit will be rehabilitated and returned to pasture progressively as the stockpiled material is removed. This rehabilitation will be a great improvement to the land in comparison to the situation prior to this licence commencing after the previous gravel pit was abandoned many years ago.

Extractive industries can have impacts on the community by way of noise, dust and traffic.

The current EPA buffer distance guidance notes now consider that an acceptable buffer distance between a gravel quarry of this nature with a crusher and screen, and a residence should be determined on a case by case basis. Previous guidance notes set the buffer distance at 500 metres. The closest residence is approximately 1000 metres from the proposed location of the crusher in Stage 4.

The traffic impacts for Goodwood Road should not adversely affect the area as the estimated average number of trucks is only 6 or 7 loaded trucks out per weekday.

Gravel is an essential material in the construction of roads, both public and private. Having a good distribution of sites from which gravel may be obtained assists in reducing the cost of the material principally by reducing transport distances and associated costs.

STRATEGIC IMPLICATIONS

State Planning Strategy 2050

This strategy identifies the Greater Bunbury Area progressing toward becoming a continuous urban area with the Perth and Peel regions. The strategy highlights the importance of mining in the region, noting that 'mining and downstream processing continues to be a key economic driver for the South West sector'.

The Strategy references a number of strategic documents that underpin the State Planning Strategy such as the Greater Bunbury Strategy, Greater Bunbury Region Scheme and the South West Framework, all of which are discussed in further detail below.

The State Planning Strategy identifies six key principles to guide land use planning and development. Of these principles, the following relate generally to the proposed development:

- Economy: Facilitate trade, investment, innovation, employment and community betterment;
- Environment: Conserve the State's natural assets through sustainable development; and
- Regional Development: Build the competitive and collaborative advantages of the regions.

It is important to note that these principles are broad, and are provided at a macro level to be used to guide the preparation of the planning policy framework used in decision making. In this regard the proposal has been considered in accordance with the policy framework prepared under the guidance of these principles.

Greater Bunbury Strategy 2013

The Greater Bunbury Strategy is the primary strategic document prepared by the Department of Planning to guide the urban, industrial and regional land use within the City of Bunbury and Shires of Capel, Dardanup and Harvey. The strategy sets the guiding principles which underpin the Greater Bunbury Region Scheme and guide any subsequent amendments. The strategy also broadly identifies future urban and industrial areas as well as rural areas generally not subjected to any change in land use.

The subject site is located within this rural area, and no changes from the existing Rural zoning are anticipated as a part of this Strategy.

In regard to Rural land, the strategy states that rural land is to be "retained for primary production, natural resource management and its landscape characteristics that define the rural character of the Greater Bunbury sub-region".

Greater Bunbury Region Scheme 2008 (GBRS)

The GBRS identifies Lot 102 as rural.

The purpose of the Rural zone is to provide for the sustainable use of land for agriculture, assist in the conservation and wise use of natural resources including water, flora, fauna and minerals, provide a distinctive rural landscape setting for the urban areas and accommodate carefully planned rural living developments.

The subject site is located adjacent to a State Forest, and therefore requires planning approval pursuant to Schedule 1 of the resolution made under Clause 27 the GBRS. The Shire is provided delegation under the GRBS where it accepts the advice and recommendation of the agency responsible for the reserve, which in this case is the Department of Parks and Wildlife DPaW).

Comment provided from DPaW will be discussed further in the Consultation section of this report.

Shire of Capel Land Use Strategy (1999)

The subject land is contained within Planning Unit CA5 of the Shire of Capel Land Use Strategy.

The objective for the CA5 Planning Unit is to allow for the continued mining deposits, protect the regional water resource recharge zone, conserve foresting land and protect good quality

horticultural land. The Strategy notes the characteristics of the unit, specifically the presence of mineral sands mining and the presence of the 'gravel basic raw material, additionally mining is included as a desirable use for this unit. On this basis the proposal is considered to be consistent with the relevant provisions of the Shire's Land Use Strategy.

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*".

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.

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 contributes to business development. Outcomes also include supporting the retention of the mining industry.

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.

CONSULTATION

The proposal was referred to the Department of Environment Regulation, Department of Parks and Wildlife, Department of Planning, Department of Water, Department of Mines and Petroleum and Main Roads WA. A public notice was also placed in the *South Western Times* on 27 August 2015 as well as appearing on the Shire of Capel website.

Eight (8) letters were sent to surrounding property owners located within a 1500m radius of the proposed site.

The following comments were received:

Department of Water (DoW)

DoW has identified the primary risk from the proposed extractive industry operations as being the management of stormwater and surface water runoff, particularly turbidity.

Given the sensitivity of the Ironstone Gully tributary and Capel River downstream environments, and the interests of licensed water users downstream, DoW seeks assurance that stormwater / surface water runoff from the proposed Stage 4 project area is managed to the highest standard.

The applications water management plan outlines management procedures and protective measures (infrastructure), e.g. cut-off bunding, contour bunds and detention ponds, designed to prevent water quality impacts from the proposed new gravel extraction area.

DoW supports the stated intent of this infrastructure and specifically requests that any detention pond structure(s) include overflow spillways to manage discharge of excess water, in the case of high rainfall events.

Where a potentially polluting land use or activity is proposed near a waterway, DoW supports a sufficient separation distance to help protect the water quality and manage the condition of the waterway.

DoW recommends that any EIL includes a condition that there be a separation distance of at least 50 metres between the western base of the cut off bunding and detention pond and the vegetation line of the Ironstone Gully tributary.

DoW further recommends that:

- any EIL includes a condition whereby, following the occurrence of a rainfall event greater than the 10 year / 2 hour Average Recurrence Interval, the proponent shall inspect the site and within 72 hours provide a report to the Local Government, including details of impacts and remediation actions, if required,
- any EIL includes a condition requiring annual reports to be provided to the local government.

Department of Parks and Wildlife - advised that they were satisfied with the applicant's proposal.

Department of Planning – Whilst the Department of Planning (DoP) does not have any objections to the development on principle, they noted that under paragraph 4, a GBRS application is triggered due to the property's location adjacent to a 'State Forest' reservation.

Department of Mines and Petroleum – No objection.

Main Roads WA – No objection.

Residents - 1 individual email was received from a resident directly opposite the site on the other side of the Capel River valley.

The submission raised the following concerns with the applicant's response shown in *italics*:

1. We would appreciate some reassurance that no mining activities that generate noise will occur outside the specified times in the application (Monday-Sat 7am-6pm). In the application, Catalano's state that crushing and screening will take place for no longer than 4-8 weeks per year. This however has not been the case this year, the hammering noise (presumably the rock crusher) has been occurring for many months now, although we cannot pinpoint dates the neighbours and I agree that is definitely longer than 8 weeks.

B & J Catalano operators were given strict instructions to work within the prescribed hours of 7am to 6pm, monitoring of timesheet records and site supervision indicate these times were adhered to. Mobile equipment arrived on site at the beginning of August to prepare the area ready for processing of gravel, during this time a bulldozer was used to remove and push up topsoil and loose over burden into stockpiles, this preparation was not considered to be part of the crushing or screening operation. The crushing and screening operation will be completed by the last week in October approximately 8 weeks since the commencement. No further screening or crushing will be required in this area.

2. The rock-breaker (the equipment that makes the hammering noise?) is the most irritating and currently appears to be operating on the Goodwood Rd side of the large gravel piles. This means that the noise is bouncing off these piles and straight across the valley towards our residences. We request that the operation of this particular piece of equipment (whichever is making the loud hammering noise - presumably a rock breaker/crusher) be kept enclosed within some type of large bund so as to deflect the noise away from any residences. Please note that this equipment is located in front of the large mounds of gravel in relation to the surrounding residences.

The rock breaker activity has ceased, this equipment was utilised for a period of 8 days due to a very hard section of material that could not be removed by using standard equipment. This activity was unforeseen and measures were taken to reduce the duration of time and reduce the impact on the surrounding areas during operation including reduced working time of rock breaker. This equipment will not be required to be used again in this area.

3. Catalano's claim that there is a significant buffer of roadside vegetation along Goodwood Rd, however the neighbours inform me that some of this vegetation has been destroyed over the last year and that the noise is worse as a result.

Noted: At no time has Catalano's impacted the roadside vegetation buffer.

4. I am currently studying to become a massage therapist and am planning to open a small clinic here when I am qualified (later this year). I am concerned that the noise from Catalano's proposed mining activities will impact upon my ability to provide quiet and solitude to my clients that being a necessary requirement in the provision of relaxation massage. My proposed massage clinic is sited directly opposite Catalano's proposed crusher position on a similar RL so that unbundled equipment noise will travel directly across the valley. I would appreciate some contribution from Catalano's to the extra costs associated with soundproofing this clinic from the noise of their activities. Please note that the clinic site is a specially built room we attached to our shed in anticipation of this proposed business activity.

B & J Catalano can confirm that all the crushing and screening (noise activities) for the operational area (Stages 1,2 and 3) adjacent Goodwood road will be completed by the end of October, no further screening or crushing will be required for this area. Only front end loader and truck activities will occur. B & J Catalano believe these future activities will not impact on the proposed massage clinic.

B & J Catalano has spent a considerable amount of time and money to rehabilitate the old gravel pit site to ensure it is returned to farmland as quickly as possible and apologise for any inconvenience caused as a result of this recent activity.

COMMENT

Environmental

Shire officers agree with DoW in respect to the following:

- That the primary risk from the proposed extractive industry operations as being the management of stormwater and surface water runoff, particularly turbidity.
- The application outlines management procedures and protective measures such as cut-off bunds, contour bunds and detention ponds, designed to prevent water quality impacts from the proposed new gravel extraction area in stage 4 which is supported by DoW and Shire officers with the addition that detention pond structures must include overflow spillways to manage discharge of excess water, in the case of high rainfall events.
- Recommendation that prior to gravel extraction activities commencing, construction of stormwater / surface water runoff infrastructure be completed and inspected, to the satisfaction of the Shire of Capel.
- The importance of reporting mechanisms associated with activities that have the potential to impact upon water resources, particularly where there are licensed users downstream and environmental values, such as the Capel River.

Proposed EIL conditions are as follows;

- *Prior to extraction commencing on Stage 4, detention pond structures including overflow spillways to be completed and approved by the Executive Manager Engineering and Development Services*
- *Following the occurrence of a rainfall event greater than the 10 year / 2 hour Average Recurrence Interval, the proponent shall inspect the site and within 72 hours provide a report to the Shire of Capel, including details of impacts and remediation actions, if required,*
- *Annual Water Management reports to be provided to the Shire of Capel, by the 30 November of each year.*

Setback from watercourse

As mentioned above in the Statutory Environment, the Extractive Industries Local Law sets a setback of 50 metres for any water course, wetland, swamp or other water reserve.

There is a separation distance of approximately 40 metres between the Ironstone Gully water course and the proposed Stage 4 extraction area. Shire officers consider that due to the existing contours and potential for turbid water within the extraction cell the setback in accordance with the local law of 50 metres should be maintained to help protect the water quality and manage the condition of the waterway. This will be reflected in the licence conditions.

Amenity

The proposed extraction of gravel is to be performed in 2 distinct phases within each stage. The processing stage which includes ripping, crushing and screening of the gravel will utilise a bulldozer, portable crusher, screening plant, genset and loader to process the gravel and store it in stockpiles. This phase is expected to take between 4 and 8 weeks per year.

The licensee has confirmed that this year the processing stage has extended beyond the 8 weeks partly due to encountering a very hard section of rock which required a rock breaker to help process and also in an attempt to finish processing the remaining resource in the northern area of the site while the crusher was onsite. The processing period has extended out to approximately 12 weeks which included a period of additional noise from the rock breaker, but the benefit is that no more processing will be required in the northern area of the site in the future. The remaining resource in Stage 4 is located on the other side of the hill and when processing starts the noise will be directed out towards the forest and away from any residences.

The transportation phase will involve loading the gravel onto trucks and trucks delivering to various destinations using a loader and truck trailer combinations. This phase shall be ongoing 12 months of the year. The applicant's proposal includes management plans for the control of dust, noise, water, dieback and weeds. Environmental impacts should be addressed with the implementation of these management plans if approved.

The licensee has acknowledged that the location of the crusher this year was less than ideal as there was insufficient topsoil to act as a noise bund between the crusher and the direction of the residences. The slope of the land onsite also worked against trying to hide the crusher and it appeared quite prominent from Goodwood Road due to the elevation.

In an attempt to attenuate the noise of the crusher from the residences, a stockpile of rock was placed between the crusher and Goodwood Road, but as the stockpile was reduced by processing, the attenuation was reduced.

Shire officers consider that if more thought was put into the location of the crusher and stockpiles at the time, with more emphasis on the residences rather than the operational setup, the noise levels may have been reduced. It is proposed that future licence approvals

contain a condition that requires approval of the location of the crusher and noise bunds by the Executive Manager Engineering and Development Services prior to the arrival onsite of the crusher. This will ensure that Shire officers are involved on the ground with the noise controls for the benefit of the surrounding residences.

The impact on nearby properties is expected to be low in the future due to the limited duration of the processing phase, the protected location of the crusher central to Stage 4, and the relatively low impact of truck movements throughout the year.

Strategic Considerations

Private contractors will continue to acquire private land for gravel extraction and the development industry and government will continue to be dependent on these resources particularly given the days of accessing the resource from Crown land are long gone.

It is noted that the Shire's Land Use Strategy has acknowledged the importance of basic raw materials in a developing region and promotes that it is important that the Council avoid sterilisation of these known resources by locating incompatible land uses near to them. The Strategy also acknowledges that basic raw material extraction is a desirable land use in this locality, provided all external impacts are adequately managed.

Rehabilitation

Stages 1, 2 and 3 will be completed in terms of extraction and processing by the end of October 2015. The remaining stockpiles will cover an area of approximately 2 hectares in Stage 1. To date, the native rehabilitation area in Stage 1 of 1.8ha has been planted last winter with seedlings and also native seeds. The seedlings are mostly growing and there is some germination of the seeds. Follow up planting will be conducted next winter.

The remainder of Stage 1 apart from the stockpile area has been sown with pasture and is growing well. The pasture area of Stage 2 has also been sown with pasture and is growing well.

The native planting areas of Stage 2 (0.27ha) and Stage 3 (1.7ha) have been prepared for planting which will take place next winter (2016).

The remaining area of the stockpiles will be planted with pasture progressively as the stockpiles diminish in size. Shire officers are satisfied with the rehabilitation effort to date and will ensure progress is made each winter until completion criteria are met.

Recent investigations into rehabilitation costs have identified that gravel pit rehabilitation costs are made up of earthworks (\$13,000/ha), reveg to pasture (\$6,000/ha) and reveg to native (\$13,000/ha). Based on these breakdowns, the remaining value of rehabilitation for Stages 1, 2 and 3 is:

Earthworks –	2ha x \$13,000 =	\$26,000
Reveg to pasture –	2ha x \$6,000=	\$12,000
Reveg to native –	2ha x \$13,000 =	<u>\$26,000</u>
		\$64,000

The Shire currently holds a \$170,680 rehabilitation bond for this site which exceeds the above requirement. Stage 4 will require a bond of 6ha x \$26,646 = \$159,876 before commencement at which time the remaining rehabilitation works in Stages 1, 2 and 3 will be reassessed to determine if additional bonds will be required.

Continuation of operation beyond licence expiry

The previous licence expiry for this site was 25 August 2015. The Shire advised the licensee of the impending expiry in the annual review letter in January 2015.

The Shire of Capel Extractive Industries Local Law states that a licensee who wishes to renew a licence must apply in writing to the local government at least 45 days before the date of expiry of the licence. The Shire did not receive an application for licence renewal until 20 July 2015 which was 37 days before the date of licence expiry, being 8 days late.

After receipt of the application, it was considered appropriate to advertise the proposal to the government agencies and the public, in order to ensure continuous improvement measures by Government agencies are applied to the proposal and any adverse impacts experienced by surrounding residents could be assessed.

The licensee had previously arranged for the relocation of the crushing plant to the site in early August 2015 as a Main Roads WA (MRWA) contract had to be filled from this site. As the expiry date neared and it was apparent that, due to the consultation decision made by the Shire that a renewal would not be finalised before expiry of the licence, the Shire decided that it would be reasonable to allow the processing of the gravel to continue to make the most of the in situ crusher and to allow the licensee to deliver the MRWA contract.

The Shire was confident that the renewal would be approved as there had been no complaints received or issues noted by the Shire officers. As a result, the processing will be complete for Stages 1, 2 and 3 by the end of October 2015 resulting in no further disturbing noise from the northern end of the site which has the most impact on the surrounding residences.

As a result of the advertising, the Department of Water (DoW) inspected the site and requested additional measures be taken to address stormwater impacts on the site and downstream environment. These additional measures had to be prepared by the applicant's consultant to a standard acceptable to the DoW and the Shire which took further time.

The thorough assessment of the renewal and preparation of the Council report has taken a period of 14 weeks which is indicative of the average time taken for applications of this type to be assessed. Shire officers consider that the 45 day (6 week) assessment period for renewals to be inadequate and will in future be suggesting that applications be forwarded at least 3 months (13 weeks) prior to expiry to ensure that licences can be renewed before the expiry date.

Conclusion

The extraction of gravel from this site has been conducted in a professional manner with limited impacts to the neighbouring environment. The additional controls which have been developed as a result of this assessment should further improve the management of this site for the benefit of the environment and community.

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATIONS – 14.1

That Council resolves the following regarding the application from B & J Catalano Pty Ltd to extract gravel from Lot 102 Goodwood Road, Capel River:

- 1. Pursuant to Clause 68(2)(b) of the Deemed provisions for local planning schemes, Planning and Development (Local Planning Schemes) Regulations 2015, grant development approval with the following conditions:**
 - (a) Development being limited to that detailed in the approved Extractive Industries Licence Application and Environmental Management Plan (EMP) Lot 102 Goodwood Road, Capel River Shire of Capel dated July 2015.**
 - (b) The approval being limited to 25 August 2020.**
 - (c) The issue of an Extractive Industry Licence in accordance with the Shire of Capel Extractive Industry Local Laws – February 2001 and compliance with the conditions of that licence.**
 - (d) Rehabilitation being undertaken in accordance with the detail contained in the Extractive Industries Licence Application and Environmental Management Plan (EMP) Lot 102 Goodwood Road, Capel River Shire of Capel dated July 2015 to the satisfaction of Executive Manager Engineering and Development Services.**
 - (e) Prior to extraction commencing on Stage 4, detention pond structures including overflow spillways to be completed and approved by the Executive Manager Engineering and Development Services.**
 - (f) Prior to extraction commencing on Stage 4, the location of the crusher and noise bunds is to be approved by the Executive Manager Engineering and Development Services.**
 - (g) Prior to extraction commencing on Stage 4, the rehabilitation bonds are to be reviewed and increased if required as determined by Executive Manager Engineering and Development Services.**
- 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 the pages 1 to 5 of the attachments to this item report.**
- 3 To advise the applicant that Council's approvals do not negate the need to obtain any other relevant approvals required under State or Federal Government Legislation and associated Regulations or any requirement to comply with such regulatory control during the operation of the activity.**
- 4 That Council note that conditional approval will be issued to the proposal under the Greater Bunbury Regional Scheme generally in accordance with the conditions of Council's Planning Consent granted under Town Planning Scheme No. 7.**
- 5 To advise all submitters of the above decisions.**

15 CORPORATE SERVICES REPORTS

15.1 Delegations – Council to Officers

Location:	Capel
Applicant:	Shire of Capel
File Reference:	Nil
Disclosure of Interest:	Nil
Date:	14.10.15
Author:	Governance Officer, A Handley
Senior Officer:	Executive Manager Corporate Services, S Stevenson
Attachment:	Delegations Register Section 2 – Marked up

MATTER FOR CONSIDERATION

The reaffirmation of Council delegations to the Chief Executive Officer (CEO), officers other than the CEO; amendment of delegations previously made to officers under Town Planning Scheme 7; deletion of unnecessary delegations and endorsement of new delegations.

BACKGROUND / PROPOSAL

Background

Council recently conducted the required annual review of delegations in accordance with Local Government Act requirements.

There are currently a total of fifty six delegations in place with the breakup being:

1. Forty two (42) direct to the Chief Executive Officer (Delegations 100-141), who in turn further delegates a number of these to other Officers – Section 1 of the Delegations Manual.
2. Thirteen (13) direct to Other Officers (Delegations 200 – 213) – Section 2 of the Delegations Manual; and
3. One (1) direct to a Council Committee (Delegation 400, Audit Committee) – Section 4 of the Delegations Manual.

Although delegations made under the Local Government Act (Sections 1 and 4 of the Delegations Manual) must be reviewed annually, there is no such requirement for delegations made under other Acts. It is good practice however, to review these on a regular basis to ensure they are still relevant and appropriate.

Section 2 of the Delegations Manual contains Delegations 200 – 213 made from Council to other officers under the Shire of Capel Town Planning Scheme No 7; Health Act 2011; Strata Titles Act 1985; Bush Fires Act 1954 and Liquor Control Act 1988. Recent changes in legislation have driven a significant review of delegations in this section.

Attachment 1 is a copy of the Delegations Register (Section 2) with replaced text ~~struck through~~ and newly inserted text in red. The table below summarises those delegations that have been the subject of a change, deleted, and those that are new. One delegation to the Chief Executive Officer from Section 1 (Delegation 130) has been included as it too must be amended.

Delegation	Change
130	Appointment of Authorised Officers – TPS 7 – Minor amendment
200	Building Envelopes – Minor amendment
201	Approval of Home Business Activities - Delete
202	Capel Light Industrial Area – Delete
203	Health Act, Deputy - Reaffirm
204	Processing Applications for Planning Consent - Amended
205	Subdivision Appeals - Amended
206	Strata Subdivisions – Minor amendment
207	Subdivision Clearances – Minor Amendment
208	Minor Modifications to ODPs and Development Guide Plans - Amended
209	Bush Fires Act – Variation of Burning Times - Reaffirm
210	Delete – replaced with Delegation 215
211	Delete – replaced with Delegation 215
212	Delete – replaced with Delegation 215
213	Approval of Licences – Minor Amendment
214	New – Noise Management on Construction sites
215	New - Subdivision & Amalgamation Applications
216	New – Structure Plans & Local Development Plans
217	New – Greater Bunbury Region Scheme

Proposal

That Council review, reaffirm, delete and amend delegations to the Chief Executive Officer (CEO), and other Officers/Persons under various Acts as detailed in Attachment 1 and discussed within this report.

STATUTORY ENVIRONMENT

Local Government Act 1995

s5.16 Delegation of some powers and duties to certain committees

(1) Under and subject to section 5.17, a local government may delegate* to a committee any of its powers and duties other than this power of delegation.

* *Absolute majority required*

(3b) any decision to amend or revoke a delegation under this section is to be by an absolute majority.

s5.42. Delegation of some powers and duties to CEO

(1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —

(a) this Act other than those referred to in section 5.43; or

(b) the Planning and Development Act 2005 section 214(2), (3) or (5).

s5.45 Other matters relevant to delegations under this Division

(1b) any decision to amend or revoke a delegation by a local government under this Division is to be by an absolute majority.

s5.46 Register of, and records relevant to, delegations to CEO & employees

- (1) The CEO is to keep a register of delegations made under this division to the CEO and to employees.
- (2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.

Bush Fires Act 1954

48. Delegation by local governments

- (1) A local government may, in writing, delegate to its chief executive officer the performance of any of its functions under this Act.

Environmental Protection Act 1986

20. Delegation by CEO

- (1) The CEO may by notice published in the Gazette, with the approval of the Minister, delegate either generally or as otherwise provided in the notice, to —
 - (a) an officer or other person referred to in section 22; or
 - (b) a public authority or officer or employee of a public authority; or
 - (c) any other person, specified in the notice (in this section called the delegate) all or any of the powers and duties of the CEO under this Act, other than this power of delegation.

Health Act 1911

26. Powers of local government

Every local government is hereby authorised and directed to carry out within its district the provisions of this Act and the regulations, local laws, and orders made thereunder:

Provided that a local government may appoint and authorise any person to be its deputy, and in that capacity to exercise and discharge all or any of the powers and functions of the local government for such time and subject to such conditions and limitations (if any) as the local government shall see fit from time to time to prescribe, but so that such appointment shall not affect the exercise or discharge by the local government itself of any power or function.

Liquor Control Act 1988

40. Certificate of planning authority as to whether use of premises complies with planning laws

- (1) An application made to the licensing authority for the grant or removal of a licence, or for a change in the use or condition of any premises shall be accompanied by a certificate from the authority responsible for planning matters in the district in which the premises to which the application relates are situated, or are to be situated, unless the licensing authority otherwise determines.

Planning and Development Act 2005

16. Delegation by Commission

- (1) The Commission may, by resolution, delegate to a person or body referred to in subsection (3) any function of the Commission under this Act or any other written law, except this power of delegation.
- (3) A delegation under subsection (1) may be made to —
 - (e) a local government, a committee established under the Local Government Act 1995 or an employee of a local government.

Planning and Development (Local Planning Schemes) Regulations 2015

82. Delegations by local government

- (1) The local government may, by resolution, delegate to a committee or to the local government CEO the exercise of any of the local government's powers or the discharge of any of the local government's duties under this Scheme other than this power of delegation.
- (2) A resolution referred to in subclause (1) must be by absolute majority of the council of the local government.
- (3) The delegation must be in writing and may be general or as otherwise provided in the instrument of delegation.

83. Local government CEO may delegate powers

- (1) The local government CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's functions under this Scheme other than this power of delegation.

Shire of Capel Town Planning Scheme No 7

8.11 Delegation

Clauses 8.11.1 – 8.11.6 are relevant.

Strata Titles Act 1985

25. Certificate of Commission

- (1) Subject to this section, every strata plan and every plan of re subdivision or consolidation for a strata scheme lodged for registration under this Act shall be accompanied by a certificate of approval given by the Commission unless the proposed subdivision, re subdivision or consolidation is exempt from the requirement of such a certificate by reason of regulations made under this section.

POLICY IMPLICATIONS

There are no direct implications on any current policies however a number of the delegations are linked to Council policies.

FINANCIAL IMPLICATIONS

Budget

The delegations allow staff to assess and approve various planning and development applications, enforce the requirements of the Health Act, vary prohibited and restricted burning times and issue licences. These actions are accommodated within the current annual budget.

Long Term

In the long term the annual budgets include allocations in the operating expenditure to allow for these decisions to be made, many of which are daily operational matters.

Whole of Life

No assets are being created and therefore no whole of life costs are being incurred.

SUSTAINABILITY IMPLICATIONS

A number of the delegations allow staff to make decisions based on possible environmental impacts both positive and negative. When staff are able to make decisions without referral to Council there is also a positive economic benefit in that they provide faster approvals to businesses and thus the potential of improved cash flow.

STRATEGIC IMPLICATIONS

Key Strategic Direction 1 'The Leadership Experience' of the Shire of Capel Corporate Business Plan 2013 – 2017' is relevant to this item. Objective 1.1 'Ensure continuous improvement of the organisation' and Strategy 1.1C 'Achieve best practice outcomes' have a direction relationship to this item.

CONSULTATION

No public consultation is required on this matter. Appropriate staff have been consulted as to the relevance and/or amendment of existing delegations.

COMMENT

Gazettal of the Planning and Development (Local Planning Schemes) Regulations 2015 has had a significant impact on the use and interpretation of the Shire of Capel Town Planning Scheme 7. Of particular import is Schedule 2 containing the 'Deemed Provisions'. These now form part of every Town Planning Scheme in the State and provide consistency between different local governments. Many of the clauses in TPS 7 must now be interpreted in the light of the deemed provisions. Where there is inconsistency between a deemed provision and an existing scheme provision, the deemed provision will prevail.

The Deemed Provisions, among other things, allow a local government to delegate powers and duties under the Scheme (r82) to the Chief Executive Officer, who may in turn further delegate some or all powers and duties to other officers. Thus, in Delegations 200, 204 -208, and 213, text describing delegations to senior staff and various other planning officers has been removed. The only delegation referred to is that from Council to the Chief Executive Officer. Some sections of wording have also been removed to reflect the Deemed Provisions in the Planning and Development (Local Planning Schemes) Regulations 2015.

Delegations 203 (Health Act) and 209 (Bush Fires Act) are unchanged and should be reaffirmed. New Delegation 214 is to Environmental Health Officers (noise management, direct from the Department of Environmental Regulation) and Delegations 215, 216 and 217 are new. Delegation 215 is an amalgamation of previous delegations 210, 211 and 212. All three dealt with management of various aspects of subdivisions and were better managed as a single delegation. Delegation 216 is new, and required in order to address new planning regulations that require Council to process minor amendments to Structure Plans and Local Development Plans, and also decide whether advertising of the modification is required. Delegation 117 is direct to officers from the WA Planning Commission giving them the authority to make some decisions concerning the Greater Bunbury Region Scheme.

A further change resulting from the gazettal of the Town Planning Scheme Regulations is in Delegation 130 to the Chief Executive Officer from Council. In this Delegation, Council delegates the authority to approve Authorised Officers for the purposes of entering buildings and land to ensure the provisions of Town Planning Scheme 7 are being observed. The head of power for this delegation will become the new Regulations rather than TPS 7.

The table following summarises the proposed changes.

Delegation	Changes
130	Authorised Officers will now be appointed under the Planning and Development (Local Planning Schemes) Regulations 2015 instead of Town Planning Scheme No 7.
200	Building Envelopes - No major changes
201	Approval of Home Business Activities – Delete . TPS 7 does not have an interpretation for a Home Office as defined by the new Regulations.
202	Capel Light Industry Zone – Delete - originally established to support development of LIA in Capel. Area now largely occupied / developed, any future development applications can be managed under delegation 204.
203	Health Act – Appointment of Deputy - Reaffirm
204	Processing Applications for Planning Consent - Amended due to impact of Deemed Provisions
205	Subdivisions Appeals - Amended due to impact of Deemed Provisions
206	Strata Subdivisions - Amended to reflect changes in Strata Titles Act and Deemed Provisions
207	Subdivision Clearances - No major changes
208	Minor modifications to ODPs adopted made pursuant to the Dalyellup Development Zone, Development Guide Plans made pursuant to Special Use & Additional Use Zones – Originally developed for Dalyellup, amended to reflect all of Shire rather than limited area.
209	Variations of Burning Times - Reaffirm
210	Subdivision Applications that Comply with Adopted Subdivision Guide Plans – Delete – amalgamate 210, 211, 212 into 215.
211	Residential Subdivision and Residential Amalgamation Applications – Delete – amalgamate 210, 211, 212 into 215.
212	Rural Subdivision and Amalgamation Applications – Delete – amalgamate 210, 211, 212 into 215.
213	Licence Approvals – No major changes
214	Noise Management – Construction Sites – New – Delegation from CEO of the Environmental Protection Authority, gazetted May 2014.
215	Subdivision and Amalgamation Applications – New – amalgamated and updated version of 210, 211 & 212.
216	Amendment and advertising of Structure Plans and Local Development Plans – New – Separated from Delegation 208 due to requirements of the new Planning and Development (Local Planning Schemes) Regulations 2015.
217	Greater Bunbury Region Scheme - New

VOTING REQUIREMENTS

Absolute majority

OFFICER'S RECOMMENDATIONS – 15.1

That Council:

- 1. Reaffirms Delegations 203 and 209;**
- 2. Affirms amended Delegations 130, 200, 204 – 208 and 213 with the changes listed above and detailed in Attachment 1;**
- 3. Endorses Delegation 214 from the CEO of the Environmental Protection Agency to Shire of Capel Environmental Health Officers;**
- 4. Endorses Delegations 215 and 216 to the Chief Executive Officer;**
- 5. Endorses Delegation 217 to Planning Services Officers; and**
- 6. Endorses the deletion of Delegations 201, 202, 210 – 212.**

15.2 Accounts Due and Submitted for Authorisation

Location:	Capel
Applicant:	Shire of Capel
File Reference:	
Disclosure of Interest:	Nil
Date:	28.10.15
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:

EFT20014	28/10/2015	AMITY SIGNS	DUMPING OF ANY HOUSEHOLD RUBBISH IS PROHIBITED - SIGNS	231.00
EFT20015	28/10/2015	JOHN ANDERSON ELECTRICIAN	SUPPLY LABOUR, MATERIAL AND EQUIPMENT TO DISCONNECT AND REMOVE THE TEMPORARY LIGHTING AND RECONNECT THE EXISTING HALL LIGHTING IN CAPEL COMMUNITY HALL	925.00
EFT20016	28/10/2015	BUNBURY MOWER SERVICE	REPAIR AND SERVICE HUSKI CHAINSAW	124.00
EFT20017	28/10/2015	BUNBURY TYREPOWER	2 FRONT TYRES 205R16C CP 9081	498.00
EFT20018	28/10/2015	BUNBURY HOLDEN	HOLDEN BADGE TO REPLACE STOLEN BADGE FROM CPO	115.18

EFT20019	28/10/2015	BUNNINGS BUILDING SUPPLIES PTY LTD	SHELVING UNIT AND BOOTSCRAPERS, PICTURE RAIL, GRILL FOR FLOOR	304.46
EFT20020	28/10/2015	STAPLES AUSTRALIA PTY LTD	2015/16 STATIONERY	870.29
EFT20021	28/10/2015	DARDANUP REMOVALS	PICK-UP AND DELIVERY OF CHAMBERS TABLES FROM MILLWOOD FOREST PRODUCTS TO COUNCIL CHAMBERS	281.25
EFT20022	28/10/2015	FENNESSY'S	70000KM SERVICE FOR 45CP.	232.69
EFT20023	28/10/2015	HBF HEALTH LTD	SEDENTARY LIFESTYLE AND BASIC OFFICE & VEHICLE ERGONOMICS WORKSHOPS	272.25
EFT20024	28/10/2015	STATE LIBRARY OF WESTERN AUSTRALIA	2015/16 RECOVERY OF LOST AND DAMAGED ITEMS	20.90
EFT20025	28/10/2015	MJB INDUSTRIES	2X GC1200 BUP LIDS	1261.26
EFT20026	28/10/2015	NIGHTGUARD SECURITY SERVICE PTY LTD	SEPT ALARM RESPONSES, DALYELLUP TOILETS X 3, DALYELLUP PAVILION, LIBRARY, ADMINISTRATION BUILDING, DALYELLUP SPORTS PAVILION, DALYELLUP COMMUNITY CENTRE X 2, SHIRE DEPOT	1412.69
EFT20027	28/10/2015	OFFICEWORKS SUPERSTORES PTY LTD	CASH DRAWER	304.95
EFT20028	28/10/2015	FULTON HOGAN INDUSTRIES PTY LTD	5.25 TONNE HOTMIX AND 1200 LITRES EMULSION	2317.62
EFT20029	28/10/2015	PRESTIGE PRODUCTS-BUSSELTON	SUPPLY 5CTNS TOILET ROLLS AND STAINLESS STEEL CLEANERS	268.84
EFT20030	28/10/2015	RTW STEEL FABRICATION	RE-WELD BRACKETS AND INSTALL 4 NEW WHEELS ON GELORUP TROLLEY	289.30
EFT20031	28/10/2015	SOUTHERN'S WATER TECHNOLOGY	CARRY OUT REPAIRS AND INSTALLING PARTS AT THE BOYANUP OVAL RETICULATION PUMP	1964.00
EFT20032	28/10/2015	SOUTHERN LOCK & SECURITY	RE-ACTIVATE SECURITY ALARM SYSTEM AT DALYELLUP COMMUNITY CENTRE TO INCLUDE MOTION SENSORS (CURRENTLY ONLY SMOKE DETECTION IS ACTIVE) AND SUPPLY LOCK FOR ZIRCON ROOM AND DRAWER LOCKS X 10 ALL KEYED SAME	442.90
EFT20033	28/10/2015	IT VISION	SYNERGY TRAINING FOR EIGHT STAFF	2219.80
EFT20034	28/10/2015	WORK CLOBBER BUNBURY	SUPPLY WORK PPE	456.21

EFT20035	28/10/2015	THE PRINT SHOP	7500 BUSH FIRE PREVENTION GLOSS BROCHURES - COST INCLUDES PRINTING & DELIVERY	1210.00
				16022.59

OUTSTANDING CREDITORS AS AT 30 September 2015: \$126,861.70

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 28th October 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. Sheedy.

CHIEF EXECUTIVE OFFICER

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATIONS – 15.2

That Council authorises the Schedule of Accounts covering vouchers EFT20014 to EFT20035, a total of \$16,022.59, for payment.

15.3 Accounts Paid During the Month September 2015

Location: Capel
 Applicant: Shire of Capel
 File Reference:
 Disclosure of Interest: Nil
 Date: 28.10.15
 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 September 2015 are as follows:

EFT19725	02/09/2015	CLAIRE ANDERSON	TRAVEL CLAIM - TRAINING AND CATERING STAFF BBQ	278.57
EFT19726	02/09/2015	BUNBURY RETRAVISION	PANASONIC STAINLESS STEEL FLAT BED MICROWAVE, GRILL AND PRESS AND TOASTER	1066.00
EFT19727	02/09/2015	BAREFOOT BOOKS	LOCAL BOOK STOCK PURCHASES	472.34
EFT19728	02/09/2015	CR MURRAY SCOTT	TRAVEL CLAIM FOR LOCAL GOVERNMENT WEEK	305.76
EFT19729	02/09/2015	CAPEL HOCKEY CLUB	KIDSPORT REGISTRATION	340.00
EFT19730	02/09/2015	CAREY PARK SCOUT GROUP	KIDSPORT REGISTRATION	200.00
EFT19731	02/09/2015	CAPEL GARAGE	CONTROL FOR HOIST AND REPAIR HEATER CONTROLS ON FUSO CANTER	220.00

EFT19732	02/09/2015	CAPEL HARDWARE & FARM SUPPLIES	MONTHLY STATEMENT FOR VARIOUS HARDWARE SUPPLIES	1852.13
EFT19733	02/09/2015	DARDANUP BASKETBALL ASSOCIATION	KIDSPORT REGISTRATIONS	150.00
EFT19734	02/09/2015	DELRON CLEANING	MONTHLY CLEANING AS PER TENDER	9766.78
EFT19735	02/09/2015	SUSAN DALGLEISH	REIMBURSEMENT FOR ACCOMMODATION CBW AUTHOR WENDY BINKS AND MORNING TEA	634.00
EFT19736	02/09/2015	GOLDEN WEST PLUMBING & DRAINAGE	UNBLOCK TOILET AT DALYELLUP LAKES PARK 12/6/15 AND 10/8/15 AND INVESTIGATE SEWER CONNECTION LINE, RECONNECT WATER LINE AT SHIRE T1, REPAIR VANDALISED TOILET CAPEL COMMUNITY HALL	1160.50
EFT19737	02/09/2015	FLOWER BAZAAR	LARGE WREATH FOR VIETNAM VETERANS DAY CEREMONY ON 16/8/15	100.00
EFT19738	02/09/2015	HOSPITALITY HOUSE	KITCHEN UTENSILS & TRAYS FOR CHAMBERS AND MEETING ROOMS	379.20
EFT19739	02/09/2015	ISUBSCRIBE	PERIODICALS UPDATING OF SUBSCRIPTIONS FOR CAPEL LIBRARY	1141.00
EFT19740	02/09/2015	JULIES LAWNMOWING	MOWING OF BOYANUP MUSEUM GROUNDS AND BOYANUP HALL - JUNE AND JULY	305.00
EFT19741	02/09/2015	LD TOTAL	DALYELLUP POS GARDENS & MAINTENANCE	8345.50
EFT19742	02/09/2015	MANPOWER	MANPOWER P GARRATT 27/7 - /15 - 5/8/15	2997.42
EFT19743	02/09/2015	MARISA MOORE	CUTLERY & CROCKERY ADMIN BUILDING AND PILLOWS FOR FIRST AID ROOM	257.65
EFT19744	02/09/2015	MICHAEL SHERRY PAINTING AND DECORATING PTY LTD ATF THE SHERRY F/T	MAINTENANCE PAINTING OF OFFICE WALLS IN SHIRE ADMINISTRATION OFFICE	5500.00
EFT19745	02/09/2015	MARGARET RIVER HOCKEY CLUB INC	KIDSPORT REGISTRATION	200.00
EFT19746	02/09/2015	NATIONAL PEN LTD	240 X PARAGON PENS FOR COUNCIL PRESENTATIONS	500.89
EFT19747	02/09/2015	OFFICEWORKS SUPERSTORES PTY LTD	4 X BROTHER QL-570 LABEL MACHINES AND VARIOUS STATIONERY	251.58
EFT19748	02/09/2015	VODAFONE MESSAGING	1516 ANNUAL ORDER VODAFONE MESSAGING	131.23

EFT19749	02/09/2015	OUTBACK IMAGING PTY LTD	EZESCAN PRO - NAMED WORKSTATION LICENCE PROFESSIONAL WORKSTATION BATCH SCANNING SOFTWARE. INCLUDES, OCR, PUBLISH WITH FOI/REDACTION FEATURES. EZESCAN BCR - BARCODE RECOGNITION MODULE.	5544.00
EFT19750	02/09/2015	FULTON HOGAN INDUSTRIES PTY LTD	7 TONNE BULK BAG EZI STREET ASPHALT AND 1200 LTRS EMULSION	5196.40
EFT19751	02/09/2015	PERTH MANAGEMENT SERVICES	RENT AND OUTGOINGS - UNIT 5/135 NORTON PMDE - SEPTEMBER	1522.75
EFT19752	02/09/2015	PROFESSIONAL CABLING	SUPPLY LABOUR, MATERIALS AND EQUIPMENT TO REMOVE 4X EXISTING RJ45 UTP CATEGORY 6 DATA BACKBONE CABLES AND 1X 30PR TELEPHONE BACKBONE CABLE CONNECTED TO TRANSPORTABLES FROM THE ADMIN BUILDING AND COMMUNICATIONS CABINET AND REMOVE OLD EXISTING TELEPHONE PATCH PANELS INCLUDING UPDATING TELEPHONE RECORD BOOKS ON COMPLETION.	572.00
EFT19753	02/09/2015	AUSTRALIA TAXATION OFFICE	11.08.15 - GROSS \$221,391.97, TAX \$48898.00; 25.08.15 – GROSS \$210,284.30, TAX 45541.00	94439.00
EFT19754	02/09/2015	PLANNING INSTITUTE AUSTRALIA	STAFF MEMBERSHIP - PLANNING INSTITUTE	590.00
EFT19755	02/09/2015	REDS PRODUCTIONS PTY LTD	RANGER RED ROVING WILDLIFE DISPLAY - SCHOOL HOLIDAY SESSION	880.00
EFT19756	02/09/2015	SOUTH WEST TREE SAFE	PRUNE EUCALYPTS OVERHANGING KERB AT MCCOURT PL PEPPERMINT GROVE	495.00
EFT19757	02/09/2015	SOS OFFICE EQUIPMENT	RELOCATE PHOTOCOPIERS	220.84
EFT19758	02/09/2015	D & K THOMAS ELECTRICAL	REPAIR LIGHTS AT CAPEL SPORTS PAVILION AND REPAIR POWER TO AIRCON IN MEETING ROOM FRONT RECEPTION	247.50
EFT19760	03/09/2015	DIRT DESIGN	JULY AND AUGUST POS DALYELLUP	41285.30

EFT19761	31/08/2015	FUJI XEROX AUSTRALIA PTY LTD	ANNUAL PHOTOCOPIER RENTAL AND SERVICE AGREEMENT FOR ADMIN, ENGINEERING AND LIBRARY COPIERS	1369.61
EFT19762	04/09/2015	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO. 65	16593.81
EFT19763	08/09/2015	WESTNET PTY LTD	MONTHLY DALYELLUP LIBRARY INTERNET	94.94
EFT19764	08/09/2015	TARVIA	REPAIRS TO JAMIESON ROAD FOOTBRIDGE (FORWARDED TO INSURANCE)	10312.50
EFT19765		- EFT19801	PAYMENT ALREADY APPROVED BY COUNCIL PLEASE REFER TO AGENDA ON 23.09.2015	0.00
EFT19802	09/09/2015	JOHN ANDERSON ELECTRICIAN	SUPPLY LABOUR, MATERIAL AND EQUIPMENT TO DISCONNECT AND REMOVE THE POWER SUPPLY CABLES AND SWITCH BOX FROM THE TWO TRANSPORTABLE OFFICE LOCATED AT NORTH OF MAIN SHIRE OFFICE AND REPAIR WALL LIGHTS IN GELORUP HALL	1927.72
EFT19803	09/09/2015	ALBOX AUSTRALIA	ARCHIVAL HOUSINGS	488.14
EFT19804	09/09/2015	ALL WEST BUILDING APPROVALS PTY LTD	CCC, CERTIFICATE OF CONSTRUCTION COMPLIANCE FOR CAPEL ADMIN BUILDING	1320.00
EFT19805	09/09/2015	CR BARRY BELL	COUNCILLOR ALLOWANCE SEP15	2829.00
EFT19806	09/09/2015	BUNBURY PLUMBING SERVICES BPS	PUMP OUT GREASE TRAP AT BOYANUP MEMORIAL HALL	202.30
EFT19807	09/09/2015	BOC LIMITED	12KG DRY ICE - MOSQUITO CONTROL	24.55
EFT19808	09/09/2015	SIDDHARTHA BAXI	COUNCILLOR ALLOWANCE SEP15	2829.00
EFT19809	09/09/2015	BP AUSTRALIA	DISTILLATE AUGUST	9738.87
EFT19810	09/09/2015	CR MURRAY SCOTT	PRESIDENT ALLOWANCE PAYMENT SEP 15	10091.00
EFT19811	09/09/2015	CLEANAWAY	DISPOSAL OF HOUSEHOLD WASTE FROM THE DOMESTIC PICKUP	12591.08
EFT19812	09/09/2015	CLAW ENVIRONMENTAL	INSPECTION AND PROCESSING OF DRUM MUSTER FARM CHEMICAL DRUMS COLLECTED AT TRANSFER STATION	1877.28
EFT19813	09/09/2015	CARBONE BROS PTY LTD	184 TONNE OF GRAVEL AND 76 TONNE OF LIMESTONE TO DEPOT	5536.65

EFT19814	09/09/2015	SUSAN DALGLEISH	REIMBURSE FOR PURCHASES IT CABLE HOUSING, TOYS, USB'S AND BEAN BAG BEANS	223.40
EFT19815	09/09/2015	EXPRESS PRINT	PRINT 6500 COPIES OF TIP PASS COVER LETTER COLOUR SINGLE SIDED FOLDED TO DL SIZE	1100.00
EFT19816	09/09/2015	FIRE PROTECTION ASSOCIATION AUSTRALIA	BUILDING & PLANNING AWARENESS COURSE 2 DAYS, 2 STAFF	1320.00
EFT19817	09/09/2015	GRACE RECORDS MANAGEMENT	15/16 RECORD STORAGE & DESTRUCTION AUG15	527.07
EFT19818	09/09/2015	CR BRIAN HEARNE	DEPUTY PRESIDENT ALLOWANCE SEP 15	3981.00
EFT19819	09/09/2015	A INGRAM	REIMBURSEMENT FOR BOOK STOCK PURCHASES	308.21
EFT19820	09/09/2015	JUMOR WASTEWATER SERVICE & REPAIRS	ATU MAINTENANCE FOR PEPPERMINT GROVE COMM CENTRE AND CAPEL SPORTS GROUND	496.25
EFT19821	09/09/2015	STATE LIBRARY OF WESTERN AUSTRALIA	2015/16 RECOVERY OF LOST AND DAMAGED ITEMS	59.40
EFT19822	09/09/2015	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION WALGA	2015 WA LOCAL GOVT CONVENTION REGISTRATION 5 TO 7 AUGUST 2015 FOR 2 STAFF, HR SEMINAR 7/8/15 FOR 3 STAFF	3875.10
EFT19823	09/09/2015	LD TOTAL	DALYELLUP POS MAINTENANCE FOR THE MONTH OF AUGUST 2015	24882.32
EFT19824	09/09/2015	LOCAL GOVERNMENT MANAGERS AUSTRALIA LGMA	TWO STAFF TO ATTEND LGMA FINANCE PROFESSIONALS NETWORK DAY AND ONE STAFF TO ATTEND INTEGRATED PLANNERS NETWORK PD	245.00
EFT19825	09/09/2015	MERCURE HOTEL	ACCOMMODATION FOR 2015 WALGA CONVENTION FOR 2 NIGHTS (5TH & 6TH AUGUST) FOR 5 STAFF	2099.85
EFT19826	09/09/2015	CR SANDRA MANLEY	COUNCILLOR ALLOWANCE SEP15	2829.00
EFT19827	09/09/2015	MANPOWER	MANPOWER 10.08.15 - 14.08.15	1264.58
EFT19828	09/09/2015	CR P McCLEERY	COUNCILLOR ALLOWANCE SEP15	2829.00
EFT19829	09/09/2015	CR GREG NORTON	COUNCILLOR ALLOWANCE SEP15	2829.00
EFT19830	09/09/2015	NIGHTGUARD SECURITY SERVICE PTY LTD	ALARM RESPONSE X 3 SECURITY PATROL	1187.19
EFT19831	09/09/2015	OFFICEWORKS SUPERSTORES PTY LTD	DOUBLE SIDED TAPE - BACKORDER	18.96

EFT19832	09/09/2015	THE OLDE SHED CAFE	SENIORS' OUTING TO BOYUP BROOK	412.50
EFT19833	09/09/2015	CIAN PARSONS	DONATION TO REPRESENTATIVE IN STATE NATIONAL SPORTS PARTICIPATION SCHEME	300.00
EFT19834	09/09/2015	PROTECTOR FIRE SERVICES	6 MONTHLY FIRE SAFETY EQUIPMENT SERVICES PLUS SITE VISIT FOR ALL SHIRE FIRE EQUIPMENT	7488.36
EFT19835	09/09/2015	SJ ROADWORKS	DAYS ROLLER HIRE FROM 26/8/15 TO 4/9/15	1980.00
EFT19836	09/09/2015	RAY GLEN	CARRY OUT REPAIRS TO BEACH ACCESS FOOTPATH RAILING PEPPERMINT BEACH	2224.75
EFT19837	09/09/2015	R T CONTRACTING	REPAIR FOOTPATH AND PORCH AT CAPEL SENIOR CITIZENS CENTRE	2041.32
EFT19838	09/09/2015	SOS OFFICE EQUIPMENT	METERBILLING FOR ALL ADMIN, ENGINEERING AND LIBRARY PHOTOCOPIERS	2769.88
EFT19839	09/09/2015	CR JENNIFER SCOTT	COUNCILLOR ALLOWANCE SEP15	2829.00
EFT19840	09/09/2015	CR BRIAN SMITH	COUNCILLOR ALLOWANCE SEP15	2829.00
EFT19841	09/09/2015	SUSAN STEVENSON	BUSSELTON REGIONAL AIRPORT BRIEFING	71.19
EFT19842	09/09/2015	TELSTRA	DAMAGE TO TELSTRA INFRASTRUCTURE	834.35
EFT19843	09/09/2015	D & K THOMAS ELECTRICAL	REPAIR POWER AT THE CAPEL TRANSFER STATION	209.00
EFT19844	09/09/2015	TARVIA	DESIGN, SUPPLY AND INSTALL TIMBER STAIRCASE ABUTTING CONCRETE PATH. DESIGN, SUPPLY AND INSTALL VIEWING DECK (COPY FORWARDED TO INSURANCE)	48826.25
EFT19845	09/09/2015	WML CONSULTANTS	JAMIESON ROAD FOOTBRIDGE - ENGINEERS SURVEY	3652.00
EFT19846	07/09/2015	WESTNET PTY LTD	SHIRE OF CAPEL INTERNET ADMINISTRATION - 12 MONTHS	454.34
EFT19847	08/09/2015	FUJI XEROX AUSTRALIA PTY LTD	ANNUAL ALLOCATION FOR LEASE OF PHOTOCOPIER - CAPEL LIBRARY	132.00
EFT19848	16/09/2015	CLAIRE ANDERSON	REIMBURSEMENT FOR TRAINING CATERING EXPENSES	93.49
EFT19849	16/09/2015	ACCESS OFFICE INDUSTRIES	MOBILE SHELVING FOR LIBRARIES	5791.39

EFT19850	16/09/2015	BUSSELTON MELAMINE	SUPPLY AND INSTALL ONE DESK 4800MM IN CAPEL LIBRARY	1360.00
EFT19851	16/09/2015	BUNBURY RETRAVISION	BOSCH DISHWASHER SCE53M05AU	2598.00
EFT19852	16/09/2015	CITY OF BUSSELTON	ADVANCED LOCAL GOVT ACT TRAINING FOR 3 STAFF	3892.00
EFT19853	16/09/2015	BUNBURY TOYOTA	CP 9081 60,000KM SERVICE	489.81
EFT19854	16/09/2015	B & B STREET SWEEPING	SWEEP AND CLEAN PITS AND SUMPS 3/8/15	6506.50
EFT19855	16/09/2015	BUNBURY AERO CLUB	PLANE HIRE FOR AERIAL PHOTOGRAPHY AND SURVEY - MOSQUITO CONTROL	277.50
EFT19856	16/09/2015	BUNBURY CITY GLASS	PROVIDE AND INSTALL REPLACEMENT GLASS TO REAR DOOR CAPEL SHIRE OFFICE, REPLACE RUBBER SEALS TO 8 WINDOWS IN PRESIDENT'S OFFICE AND REPLACE CRACKED WINDOW AT CAPEL SPORTS PAVILION	734.68
EFT19857	16/09/2015	BENDIGO BANK BUSINESS CREDIT CARD	VARIOUS CREDIT CARD EXPENSES INCLUDING 2 KITCHEN BENCHES AND COFFEE TABLE FOR BREAK-OUT ROOM - SAME FOR ADMIN BUILDING SPOT GPS, TRAINING EXPENSES, ENTRANCE MATS FOR SHIRE BUILDING	7147.22
EFT19858	16/09/2015	CLARE BONNIE	REIMBURSEMENT FOR TRAVEL - PIA CONFERENCE PERTH	100.00
EFT19859	16/09/2015	BRECKEN HEALTH CARE	DRUG & ALCOHOL ASSESSMENT	49.50
EFT19860	16/09/2015	BUNBURY HARVEY REGIONAL COUNCIL	PROCESSING OF ORGANIC WASTE COLLECTION AND JOINT SHARE OF REGIONAL WASTE EDUCATION OFFICER	6609.03
EFT19861	16/09/2015	BRANDICOOT	MONTHLY WEBSITE SUBSCRIPTION	238.00
EFT19862	16/09/2015	BEYOND IQ	ORGANISATIONAL DEVELOPMENT - COMMUNICATION WORKSHOP	5287.70
EFT19863	16/09/2015	BAREFOOT BOOKS	LOCAL BOOK STOCK PURCHASES	500.97
EFT19864	16/09/2015	BUILT RIGHT APPROVALS	BUILDING SURVEYING CONTRACTOR SERVICE	1408.00
EFT19865	16/09/2015	CAPEL TRANSPORT	CAPEL TRANSPORT CARTAGE OF LARVICIDE	144.54

EFT19866	16/09/2015	CLEANAWAY	COLLECTION AND DISPOSAL OF MOST WASTES FROM CAPEL WASTE TRANSFER STATION AS PER TENDER 15/02	9728.28
EFT19867	16/09/2015	CAPELBERRY	CATERING - COMMUNICATION WORKSHOP	95.20
EFT19868	16/09/2015	COLIN DENT	ACCOMMODATION FOR GHA CONFERENCE	264.29
EFT19869	16/09/2015	SUSAN DALGLEISH	REIMBURSEMENT FOR BATTERIES AND ELECTRICAL EQUIPMENT	66.37
EFT19870	16/09/2015	EASIFLEET MANAGEMENT	NOVATED LEASE CEO	753.86
EFT19871	16/09/2015	EARTHMAC	DAY TRAFFIC CONTROL -2 X TRAFFIC CONTROLLERS - PAYNE RD - 7/9/15	1000.00
EFT19872	16/09/2015	GOLDEN WEST PLUMBING & DRAINAGE	REPAIR DOWNPIPE AT CAPEL SPORTS PAVILION, UNBLOCK TOILET AT DALYELLUP LAKES, CHECK/REPAIR SENSOR TAP DALYELLUP COMMUNITY CENTRE HANDICAPPED TOILET, REPLACE HOT & COLD TAPS BOYANUP COMMUNITY CENTRE KITCHEN, REMOVE WATER & SEWER LINES AT SHIRE ADMIN BUILDING & UNBLOCK TOILETS TWICE AT DALYELLUP PARKS	1802.90
EFT19873	16/09/2015	FLEXI STAFF	FLEXISTAFF 17/8/15 - 21/8/15 AND 24/8 TO 27/8/15	3813.87
EFT19874	16/09/2015	GRESLEY ABAS	EAST DALYELLUP SPORTS PAVILION CONCEPT DESIGN, DETAILED DESIGN & CONTRACT ADMINISTRATION AND CAPEL ADMIN REFURBISHMENTS PROJECT	13614.43
EFT19875	16/09/2015	INSTANT RACKING & STEEL SHELVING	SHELVING FOR ADMIN STORAGE ROOM	1743.50
EFT19876	16/09/2015	IVC COMPUTER SERVICES IVC	BELKIN HDMI TO VGA CONVERTER	49.00
EFT19877	16/09/2015	JTAGZ PTY LTD	3,000 WRAP AROUND TAGS, NUMBERED 0001 - 3000 YELLOW EXP 31 OCTOBER 2016 - ANIMAL CONTROL	1199.00
EFT19878	16/09/2015	LOCAL GOVERNMENT MANAGERS AUSTRALIA LGMA	LGMA INTEGRATED PLANNERS NETWORK WORKSHOP X 2 STAFF	125.00
EFT19879	16/09/2015	MCGARRY ASSOCIATES PTY LTD	EAST DALYELLUP SPORTS PAVILION - ENGAGEMENT OF Q.S SERVICES	1980.00

EFT19880	16/09/2015	MCLEODS BARRISTERS & SOLICITORS	MEADOWBROOKE LIFESTYLE ESTATE - INDEMNITY AGAINST POTENTIAL FLOODING	2243.89
EFT19881	16/09/2015	MANPOWER	MANPOWER 24/8 - 28/8/15	2054.09
EFT19882	16/09/2015	OFFICEWORKS SUPERSTORES P/L	ASSORTED STATIONERY LIBRARIES	209.24
EFT19883	16/09/2015	PERKINS (WA) PTY LTD	ALTERATIONS AND ADDITIONS TO SHIRE ADMIN BUILDING PROGRESS CLAIM #10	204506.12
EFT19884	16/09/2015	CHANTEL PARSONS	SPORTS PARTICIPATION SCHEME DONATION	300.00
EFT19885	16/09/2015	PJ & EV PAGE	WAXING AND BUFFING FLOOR BOYANUP HALL MONTHLY 2015/16	70.00
EFT19886	16/09/2015	AUSTRALIA TAXATION OFFICE	8/9/15 GROSS \$209,770.91, TAX \$45,395.00	45395.00
EFT19887	16/09/2015	RAY GLEN	INSTALL 8 X GATES AT TIP	3635.50
EFT19888	16/09/2015	SLEE ANDERSON & PIDGEON	HACC TRANSFER OF BUSINESS - LEGAL ADVICE	1977.80
EFT19889	16/09/2015	SOUTHERN'S WATER TECHNOLOGY	4 X BAGS OF 10MMX13MM TAKE OFF JOINERS.	10.33
EFT19890	16/09/2015	SOUTH WEST TREE SAFE	EMERGENCY TREE PRUNING DUE TO STORM - ROSELANDS ROAD AND BROOKDALE AVE	11000.00
EFT19891	16/09/2015	CAPEL FRESH IGA	VARIOUS REFRESHMENTS STAFF AND COUNCIL	231.89
EFT19892	16/09/2015	SOUTHERN LOCK & SECURITY	3X PADLOCKS KEYED TO DMB, 2X KEYS CUT TO SUIT DMB PADLOCKS, 6 KEYS CUT TO L1 ON SHIRE SYSTEM AND 3 KEYS CUT TO IMK	326.39
EFT19893	16/09/2015	SW PRECISION PRINT	6000 X GREENWASTE FLYERS AND 5000 X YACOUSTIC FLYERS AND 30 POSTERS	1532.50
EFT19894	16/09/2015	SPRAYMOW SERVICES	CARRY OUT ROAD VERGE SPRAYING PROGRAMME BOYANUP, GELORUP AND RURAL ROADS EAST OF BUSSELL HWY, SPRAY MURTYN PARK AND KAMBANY RD TURF AND WETLAND AND SPRAY LUTHERAN COLLEGE OVAL FOR WEEDS	9084.90
EFT19895	16/09/2015	D & K THOMAS ELECTRICAL	REPLACE BLOWN FLUOROS AT GELORUP COMMUNITY CENTRE	312.62
EFT19896	16/09/2015	TINT CITY	TWO MAGNETIC SIGNS FOR COMMUNITY BUS INITIATIVE	88.00

EFT19897	16/09/2015	WARREN BLACKWOOD WASTE	15/16 WASTE, RECYCLING & ORGANIC COLLECTION	60275.44
EFT19898	21/09/2015	CALTEX AUSTRALIA	AUGUST FUEL CARD	3050.72
EFT19899	23/09/2015	AUSQ TRAINING	BASIC WORKSITE TRAFFIC MANAGEMENT & TRAFFIC CONTROLLER COURSE - 21/9 & 22/9/15	579.00
EFT19900	23/09/2015	BOLLIG DESIGN GROUP	CAPEL CIVIC PRECINCT MULTI PURPOSE COMMUNITY CENTRE & YOUTH SPACE - CONCEPT PLANS	20900.00
EFT19901	23/09/2015	EBONY BILCICH	SPORTS PARTICIPATION DONATION	200.00
EFT19902	23/09/2015	CAPELBERRY	CATERING FOR YOUTH MEETING (YAC)	118.20
EFT19903	23/09/2015	COATES CIVIL CONSULTING PTY LTD	PROVIDE SURVEY WORK, PAVEMENT RECTIFICATION DESIGN AND DESIGN WORKS FOR ELGIN AND LOWRIE ROADS AND STIRLING STREET	14751.00
EFT19904	23/09/2015	DEPARTMENT OF TRANSPORT	VEHICLE SEARCHES FOR AUGUST	24.00
EFT19905	23/09/2015	ALISON EVANS	REIMBURSE EXPENSE FOR PURCHASE OF PLACEMATS FOR COUNCIL CHAMBERS	69.95
EFT19906	23/09/2015	EARTHMAC	TRAFFIC MANAGEMENT - 2 DAYS, 2 CONTROLLERS - REID AVE	1575.00
EFT19907	23/09/2015	FENNESSY'S	15,000KM SERVICE 42CP	229.20
EFT19908	23/09/2015	GIRL GUIDES WA INC	KIDSPORT REGISTRATION PAYMENT	120.00
EFT19909	23/09/2015	HI-TECH AG SOLUTIONS	CARRY OUT SOIL TESTING AT BOYANUP OVAL	334.40
EFT19910	23/09/2015	A INGRAM	BOOK STOCK PURCHASES	514.88
EFT19911	23/09/2015	LD TOTAL	REPAIR DAMAGED FOOTPATH AND TREE REMOVAL - DALYELLUP	4950.00
EFT19912	23/09/2015	FAT BIRDIE CAFE	VARIOUS CATERING INCLUDING CITIZENSHIP CEREMONY, LEMC MEETING, WORKFORCE PLANNING WORKSHOP, SPECIAL BUDGET COUNCIL MEETING AUGUST	1224.50
EFT19913	23/09/2015	MPM DEVELOPMENT CONSULTANTS	CIVIL DESIGN WORKS FOR STAGE 1 & 2 CAPEL CIVIC PRECINCT	12717.10
EFT19914	23/09/2015	MARIST JUNIOR HOCKEY CLUB	KIDSPORT REGISTRATION PAYMENT	155.00
EFT19915	23/09/2015	OASIS PARTY CENTRAL	PHOTO BOOTH HIRE FOR YACOUSTIC 2015 YOUTH EVENT	750.00
EFT19916	23/09/2015	PERTH MANAGEMENT SERVICES	RENT AND OUTGOINGS - UNIT 5/135 NORTON PMDE	1522.75

EFT19917	23/09/2015	SOUTH WEST TREE SAFE	REMOVE THREE TREES AT JAMIESON ROAD BRIDGE EARTH SLIP	1540.00
EFT19918	23/09/2015	SOUTHERN LOCK & SECURITY	CHANGE 13 DOOR LOCKS AT NEW EXTENSION OF THE SHIRE OFFICES TO ACCEPT AMK KEYS ON SHIRE SYSTEM	698.90
EFT19920	23/09/2015	TOTAL GREEN RECYCLING PTY LTD	RECYCLING OF E-WASTE COLLECTED AT CAPEL WASTE TRANSFER STATION INCLUDING TRANSPORT	1422.52
EFT19921	23/09/2015	WML CONSULTANTS	FOLLOW UP ENGINEERS SITE INSPECTION - JAMIESON ROAD FOOTBRIDGE	321.75
EFT19922	23/09/2015	STUNNED EMU DESIGN	CBW 2015 - AUTHOR FEES AND ASSOCIATED COSTS	4349.79
EFT19923	24/09/2015	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN 71 - CAPEL SPORTS PAVILION, LOAN 72 - INTEREST PAYMENT - XL110, LOAN 73 - CAPEL FOOTBRIDGE, LOAN NO. 74 - XL12 DALYELLUP SPORTS PAVILION	106902.09
EFT19924	30/09/2015	HARVEY HEALTH & COMMUNITY SERVICES GROUP	BALANCE OF CAPEL DARDANUP HACC LEAVE LIABILITY	88293.71
EFT19925	30/09/2015	AUSTRALIA POST	POSTAGE - SEPT	6293.88
EFT19926	30/09/2015	BUNBURY BEARINGS	2 X DRIVE BELTS FOR ISEKI MOWER	240.00
EFT19927	30/09/2015	BUNBURY MOWER SERVICE	REPAIR BLOWERS AND W/SNIPPER	310.25
EFT19928	30/09/2015	B & B STREET SWEEPING	JET OUT CULVERTS ON WELD RD AND CLEANUP OF LILYDALE ROAD AFTER TRUCK ACCIDENT	1072.50
EFT19929	30/09/2015	BUNNINGS BUILDING SUPPLIES	DOOR AND HINGES FOR BOYANUP MALE TOILET	38.88
EFT19930	30/09/2015	BLACKWOODS	ROLLS OF BUNTING ROAD MAINTENANCE	262.58
EFT 19931	30/09/2015	BOYANUP BOTANICAL	VARIOUS NATIVE PLANTS TO FILL GARDENS IN DALYELLUP	132.00
EFT19932	30/09/2015	BRIDGESTONE BUNBURY	REPAIR TYRE ON 44CP	27.50
EFT19933	30/09/2015	BAREFOOT BOOKS	BOOK STOCK PURCHASES	962.34
EFT19934	30/09/2015	BUSINESS DESKING & SEATING SYSTEMS	ADMIN BUILDING OFFICE FURNITURE	11178.13
EFT19935	30/09/2015	BUILT RIGHT APPROVALS	BUILDING SURVEYING CONTRACTOR SERVICE	1408.00
EFT19936	30/09/2015	STAPLES AUSTRALIA	VARIOUS STATIONERY	326.52
EFT19937	30/09/2015	COATES HIRE SERVICE	INSTALLATION /DISMANTLING AND TRANSPORTATION CHARGES FOR DEMOUNTABLE	4852.29

EFT19938	30/09/2015	DM & S CURTIN	QUARTERLY SERVICE OF AIRCONDITIONERS	2344.00
EFT19939	30/09/2015	CAPEL HARDWARE & FARM SUPPLIES	VARIOUS HARDWARE ITEMS	2341.68
EFT19940	30/09/2015	DDI ASIA PACIFIC INTERNATIONAL LTD	DDI RECRUITMENT TRAINING - HR MANAGER	4290.00
EFT19941	30/09/2015	DINDINDI DRUMS	CHILDREN'S SAFETY DAY CAPEL	277.50
EFT19942	30/09/2015	SUSAN DALGLEISH	SCHOOL HOLIDAY PROMO MATERIALS REIMBURSEMENT	40.00
EFT19943	30/09/2015	ELGIN HALL COMMITTEE	REIMBURSEMENT TO ELGIN HALL COMMITTEE	50.28
EFT19944	30/09/2015	FENNESSEY'S	10000 SERVICE CP81	230.02
EFT19445	30/09/2015	FLOWER BAZAAR	FLOWERS FOR FIONA PALMER AUTHOR TALK	40.00
EFT19446	30/09/2015	GRESLEY ABAS	CAPEL ADMIN REFURB PROJECT AND EAST DALYELLUP SPORTS PAVILION	10402.43
EFT19947	30/09/2015	GEOVET BUSSELTON	POUND CONTRACT	315.00
EFT19948	30/09/2015	GRIFFEN VALUATION ADVISORY	REVIEW VALUATION REPORT FOR CHANGE OF VALUATION DATE	660.00
EFT19949	30/09/2015	DEFIBTECH AUSTRALIA	4 X DEFIB PACKS	10775.92
EFT19950	30/09/2015	PERTHWASTE GREEN RECYCLING	ANNUAL PROCESSING OF DOMESTIC RECYCLING	4656.43
EFT19951	30/09/2015	LOCAL GOVERNMENT MANAGERS AUSTRALIA LGMA	LGMA INTEGRATED PLANNERS NETWORK PD WORKSHOP	75.00
EFT19952	30/09/2015	MAINSPRAY	VERGE SPRAYING CAPEL, STRATHAM AND RURAL ROADS WEST OF BUSSELL HWY	5959.80
EFT19953	30/09/2015	MARKETFORCE	SOUTH WEST TIMES ADVERTISEMENT PLANNING OFFICER & RECORDS OFFICER	379.35
EFT19954	30/09/2015	MILLWOOD FOREST PRODUCTS	BALANCE OF PAYMENT FOR 7 COUNCIL TABLES	7986.00
EFT19955	30/09/2015	NIGHTGUARD SECURITY SERVICE PTY LTD	SEPT SECURITY PATROLS	1212.49
EFT19956	30/09/2015	VODAFONE MESSAGING	BFB VODAFONE MESSAGING	96.23
EFT19957	30/09/2015	PRESTIGE PRODUCTS	ADMIN BUILDING CLEANING PRODUCTS	136.84
EFT19958	30/09/2015	PRIME EARTHMOVING	DRAINAGE WORKS REID AVE, DIGGER HIRE JAMIESON RD 21/22 SEPT, MINI DIGGER HIRE CULVERT WORKS GYNUDUP RD	6776.00
EFT19959	30/09/2015	AUSTRALIAN TAXATION OFFICE	22.9.15 PAYG	48558.00

EFT19960	30/09/2015	JODIE RIEDMANN	PLASTIC COVER FOR FRONT COUNTER	118.93
EFT19961	30/09/2015	SOUTH WEST TREE SAFE	PRUNE TREES MCCOURT PLACE	440.00
EFT19962	30/09/2015	SOUTH WEST AUDIO VISUAL	REINSTALL PROJECT SCREEN & CEILING MOUNT SPEAKERS IN CHAMBERS	2255.70
EFT19963	30/09/2015	TOTALLY WORKWEAR	SAFETY BOOTS	169.75
EFT19964	30/09/2015	TARVIA	REPAIRS TO TIMBER GAZEBO BEACH PARK	2663.10
EFT19965	30/09/2015	TOTAL BUSINESS TECHNOLOGY	SUPPLY INSTALLATION AND TRAINING FOR SHORETEL TELEPHONE SYSTEM	75669.00
EFT19966	30/09/2015	VACUUM WORLD	1 KARCHER CV38/2 VACUUM CLEANER	1024.00
EFT19967	30/09/2015	WOOD & GRIEVE ENGINEERS	CONSULTING ENGINEERING SERVICES FOR ADMIN BUILDING AND EAST DALYELLUP SPORTS PAVILION	13724.43
EFT19968	30/09/2015	WESTERN AG PTY LTD	4 SETS OF BLADES FOR ISEKI MOWERS	679.93
EFT19969	30/0/2015	FUJI XEROX AUSTRALIA	ANNUAL PHOTOCOPIER RENTALS	1369.61
47744	01/09/2015	BOYUP BROOK DISTRICT PIONEER'S MUSEUM	SENIORS' OUTING	280.00
47745	01/09/2015	BOYUP BROOK TOURISM ASSOCIATION INC	SENIORS' OUTING	55.00
47747	02/09/2015	CITY OF BUNBURY	REMOVE GRAFFITI FROM TWO TOILET STRUCTURES AT MINNINUP BEACH	857.17
47748	02/09/2015	BLUESTONE CAFE	SENIORS OUTING	550.00
47749	02/09/2015	COURIER AUSTRALIA INTERNATIONAL	POSTAGE AND FREIGHT - CAPEL, DALYELLUP, BOYANUP LIBRARIES	21.78
47750	02/09/2015	SHIRE OF CAPEL	PERTH MEETINGS EXPENSES	83.75
47751	02/09/2015	SYNERGY	ELECTRICITY	7342.45
47752	02/09/2015	YOUNG DAIRY NETWORK	BOND REFUND	500.00
47753	09/09/2015	COURIER AUSTRALIA INTERNATIONAL	FREIGHT CAPEL LIBRARY	29.92
47754	09/09/2015	SHIRE OF CAPEL	PETTY CASH RECOUP 24/7 - REFRESHMENTS	158.10
47755	09/09/2015	POLICE LICENSING	ORDER SPECIAL SERIES PLATES	200.00
47756	09/09/2015	TELSTRA CORPORATION LTD	LANDLINE	1973.98
47757	16/09/2015	CITY OF BUNBURY	REMOVE GRAFFITI FROM SHIRE OF CAPEL ENTRY SIGN ON BUSSELTON/CAPEL BOUNDARY BUSSELL HWY	357.50
47758	16/09/2015	MR JAXON BELL	CROSSOVER CONTRIBUTION	300.00

47759	16/09/2015	COURIER AUSTRALIA INTERNATIONAL	COURIER COSTS	43.71
47760	16/09/2015	SHIRE OF CAPEL	PETTY CASH RECOUP 17/08/2015 - 04/09/2015 DALYELLUP LIBRARY	28.95
47761	16/09/2015	CAPEL BASKETBALL ASSOCIATION	ADJUSTABLE BACKBOARD SYSTEMS PURCHASED FOR RETRO FITTING AT CAPEL HARDCOURTS AND INSTALL LOGISTICS.	1610.00
47762	16/09/2015	CITY OF MANDURAH	PERON NATURALISTE PARTNERSHIP 2015/2016 LOCAL GOVERNMENT CONTRIBUTION	10474.68
47763	16/09/2015	ANN MEAD	BOND REFUND	150.00
47764	16/09/2015	JOHN & JEAN MOORE	RATES REFUND	284.25
47765	16/09/2015	PICKS EM	RATES REFUND	289.77
47766	16/09/2015	SYNERGY	ELECTRICITY AUG15	29608.60
47767	16/09/2015	SHAUN & JENNIFER STONE	CROSSOVER CONTRIBUTION	300.00
47768	16/09/2015	WATER CORPORATION	WATER USAGE	38.61
47769	18/09/2015	SHIRE OF CAPEL	FLOAT FOR SURPLUS FURNITURE SALE	400.00
47770	23/09/2015	COURIER AUSTRALIA INTERNATIONAL	FREIGHT FOR MOBILE SHELVING - ACCESS OFFICE	299.68
47771	23/09/2015	DOLORES LAMB	GIFT OF PAINTING FOR CR SANDY MANLEY	400.00
47772	23/09/2015	SYNERGY	ELECTRICITY	1868.80
47773	23/09/2015	Vicki Roberts	SENIOR OUTING	560.00
47774	23/09/2015	WESTERN POWER	EAST DALYELLUP SPORTS PAVILION DESIGN/ACCESS APPLICATION FEE	3941.00
47775	30/09/2015	COURIER AUSTRALIA INTERNATIONAL	SEPT FREIGHT	34.80
47776	30/09/2015	PAUL SHEEDY	REIMBURSEMENT	50.00
47777	30/09/2015	1ST DONNYBROOK SCOUT GROUP	KIDSPORT APPLICATION	140.00
47778	30/09/2015	MR M GOLDEN	PENSIONER REBATE 15/16	568.50
47779	30/09/2015	SYNERGY	ELECTRICITY SEPT	7192.15
555	02/09/2015	S BASKERVILLE	HALL BOND REFUND	150.00
556	02/09/2015	FAY BAUDAINS	BOND REFUND	150.00
557	09/09/2015	JOSEPHINE FITZPATRICK	BOND REFUND	150.00
558	09/09/2015	BC & JL VIDALLON	BOND REFUND	1000.00
559	16/09/2015	BUILDING & CONSTRUCTION IND TRAINING FUND	AUGUST BCITF LEVY COLLECTED	8936.93
560	16/09/2015	DEPARTMENT OF COMMERCE - BUILDING COMMISSION	15/16 BSL LEVY COLLECTED AUG15	8238.00
561	16/09/2015	SHIRE OF CAPEL	BSL AND BCITF COMMISSION COLLECTED AUG15	443.25

562	16/09/2015	MRS MARY KENT	BOND REFUND	150.00
563	23/09/2015	DALYELLUP BEACH SURF LIFE SAVING CLUB INC.	BOND REFUND	150.00
564	23/09/2015	SATTERLEY PROPERTY GROUP PTY LTD	UNCOMPLETED WORKS BOND REFUND	114400.00
566	23/09/2015	SATTERLEY PROPERTY GROUP PTY LTD	UNCOMPLETED WORKS BOND REFUND DISABLE DROP OFF SHELTER DALYELLUP	106720.00
567	23/09/2015	SATTERLEY PROPERTY GROUP PTY LTD	UNCOMPLETED WORKS BOND REFUND - DALYELLUP STAGE 18 POS 4 (19B)	564261.48
				2191101.36

08.09.15	SHIRE OF CAPEL PAYROLL PAYMENTS	\$153,831.35
22.09.15	SHIRE OF CAPEL PAYROLL PAYMENTS	\$159,910.55

\$313,741.90

02.09.15	TRANSFER FROM MUNICIPAL ACCOUNT	-\$250,000.00
18.09.15	TRANSFER FROM MUNICIPAL ACCOUNT	-\$459,000.00
25.09.2015	TRANSFER TO ANZ TD2	-\$1,000,000.00
30.09.2015	TRANSFER FROM MUNICIPAL ACCOUNT	-\$1,800,000.00

-\$3,509,000.00

CERTIFICATE OF CHIEF EXECUTIVE OFFICER

This schedule of accounts to be passed for payment, covering vouchers as detailed above which was submitted to each member of Council on 28th October 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. Shedy.

CHIEF EXECUTIVE OFFICER

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATIONS – 15.3

That Council receives:

- 1 The Schedule of Accounts covering vouchers 555-567, EFT19725 to EFT19967, CHQ47744 to CHQ47779 totalling \$2,191,101.36 during the month of September 2015;**
- 2 Payroll payments for the month of September 2015, totalling \$313,741.90; and**
- 3 Transfers to and from investments as listed.**

15.4 Financial Statements for 30 September 2015

Location:	Capel
Applicant:	Shire of Capel
File Reference:	
Disclosure of Interest:	Nil
Date:	07.10.15
Author:	Manager Finance, A Mattaboni
Senior Officer:	Executive Manager Corporate Services, S Stevenson
Attachments:	Financial Statements for September 2015

MATTER FOR CONSIDERATION

Council to consider adopting the monthly financial statements for September 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.

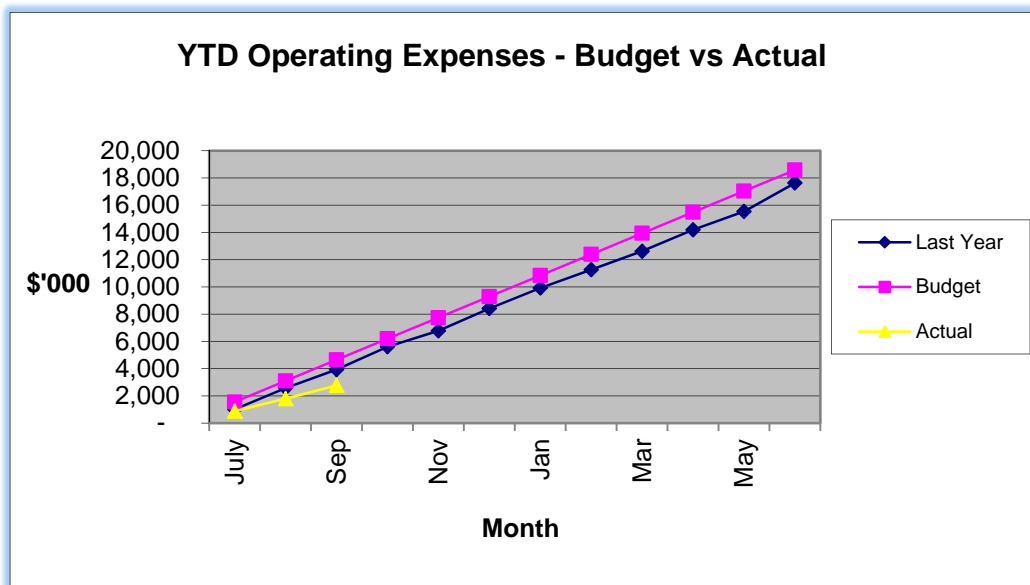
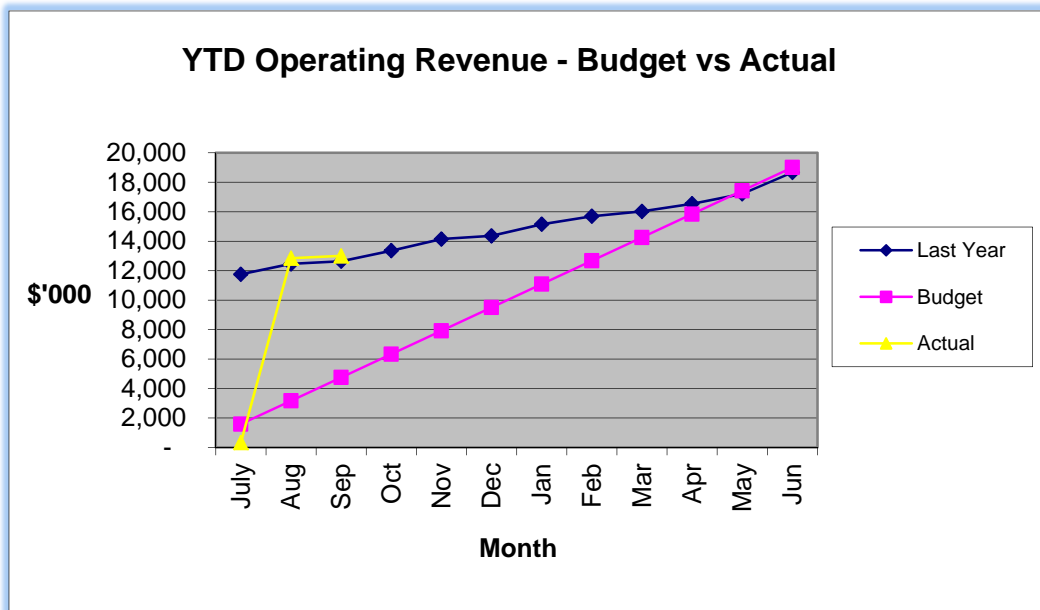
COMMENT

At 30 September 2015, Council's net current assets position was a surplus of \$9,608,025. 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

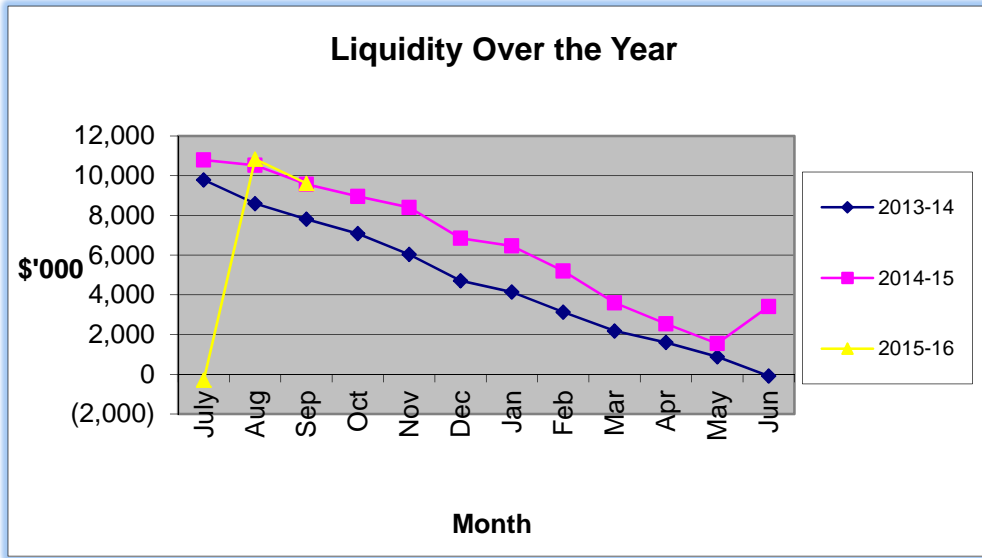
expenditure for the month to be presented at an ordinary meeting within two months of the period end date.

A comparison of employee costs shows that 21% of the annual budget has been spent. The employee costs year to date actual amount is \$277,469 or 16% below the budget amount.

This is partly due to timing with 25% of the annual amount budgeted for September YTD but only 23% costed in actual. This 2% of budget accounts for \$134,326 of the variance. The balance is a combination of leave accruals still to be booked and less expenditure due to staff turnover. 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.

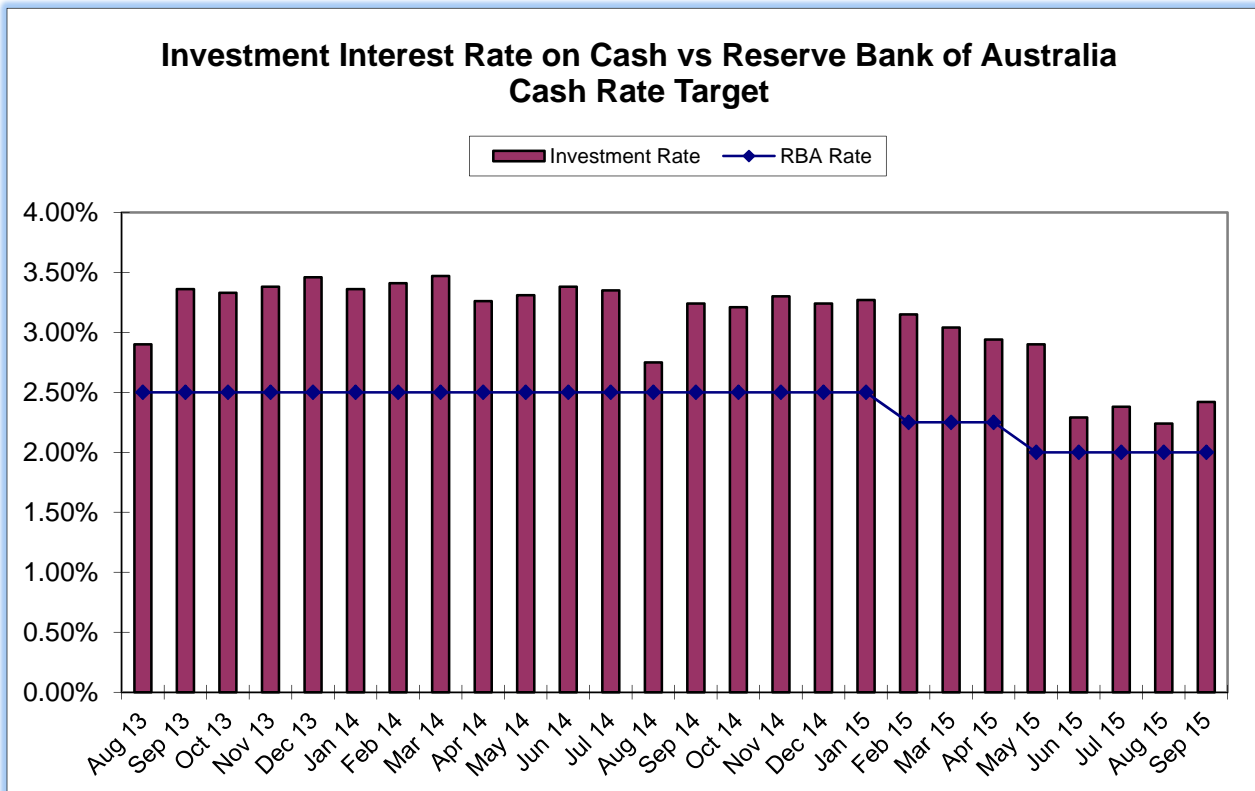


The liquidity graph compares the current year’s net current assets position against that of the two previous years. This graph should only change marginally for any 2014/15 entries resulting from final audit.



Council’s municipal cash and investments position has increased by \$3,443,190 compared to August 2015 due to rates revenue being received. The Municipal cash position is an amount of \$15,426,264 of which \$11,109,062 is restricted for specific purposes as shown at Note 3.

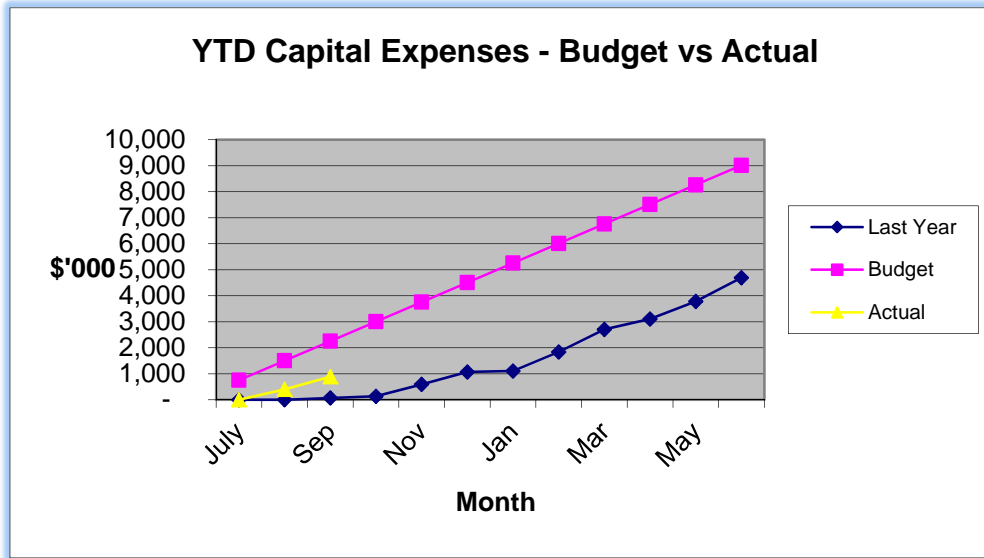
Total interest earned for the year is \$56,021. The average investment rate of return has decreased from last month’s amount of 2.42% to 2.35% which exceeds the Reserve Bank’s cash reference rate of 2.00%. The Reserve Bank Board on 2 September 2015 kept their target cash rate at 2.00%. The Shire has term deposits maturing from October 2015 to June 2016, investment terms ranging from 91 days to 273 days and interest rates from 2.25% to 3.21%.



Capital works expenditure of \$888,566 has been incurred YTD. The main elements have been:

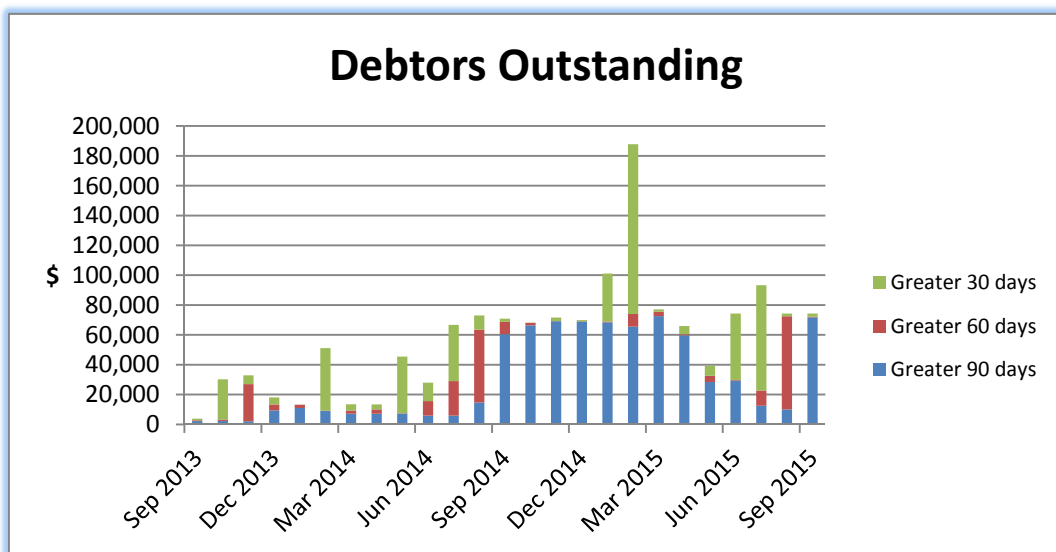
- \$634,953 Administration Building Refurbishment;
- \$44,388 PGB Lookout (budgeted in 2014/15 but not flagged as a carry-over project);
- \$31,258 Capel Civic Precinct Stage 2 and 4;
- \$37,455 Tuart Forest Primary School Oval facilities;
- \$76,162 Administration Building phone system; and
- \$41,652 PC replacement as part of the on-going rolling program.

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

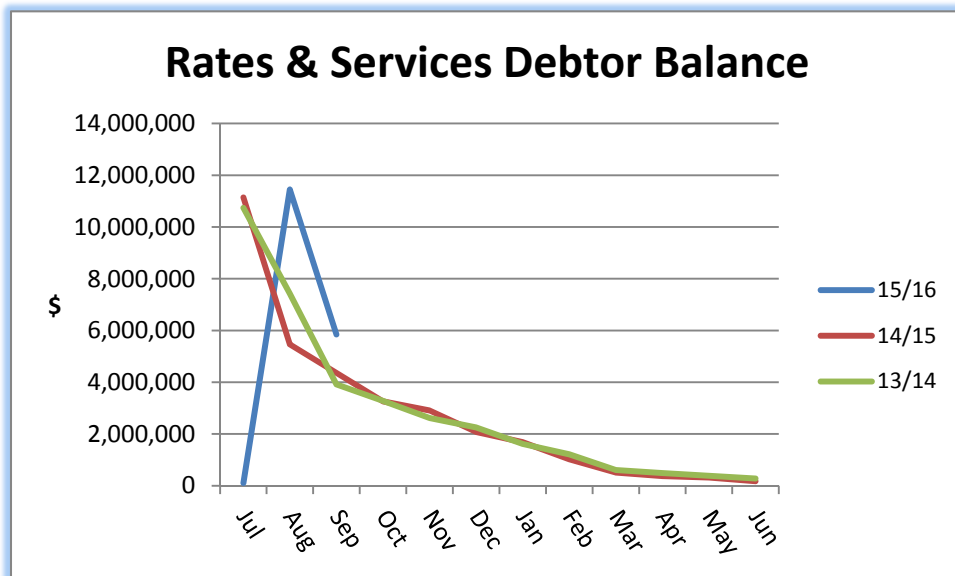


Council’s financial ratios are disclosed in Note 14.

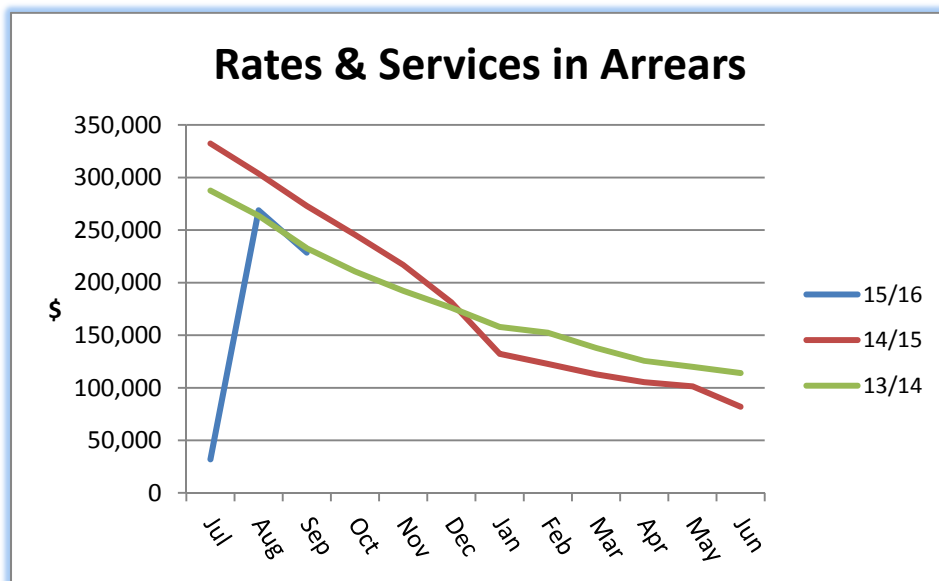
The following graph illustrates Council’s current level of general Debt recovery for 31-60 days, 61-90 days and greater than 90 days. There has been an increase in debts greater than 90 days. This relates to disputed development contributions owed.



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 30 September 2015.

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATION – 15.4

That Council adopts the financial statements for the period ending 30 September 2015 as attached.

16 COMMUNITY SERVICES REPORTS

16.1 Capel Community Centre and Youth Space

Location:	Lot 276 (Reserve 7574) Roe Road, Capel
Applicant:	Nil
File Reference:	C5.81.6
Disclosure of Interest:	Nil
Date:	12.10.15
Author:	Executive Manager Community Services, M Plume
Senior Officer:	Chief Executive Officer, P Sheedy
Attachments:	Concept plans of proposed multi use community centre and youth space including: <ol style="list-style-type: none"> 1. Site Plan 2. Ground Floor Plan 3. South & North elevations 4. East & West elevations 5. Artist's impression

MATTER FOR CONSIDERATION

Consideration of a concept plan (floor plan and elevations) for the proposed multi-purpose community centre and youth space in the Capel Civic Precinct.

BACKGROUND/PROPOSAL

Background

July 2008 (OC0714) – Council resolved to adopt the Capel Townsite Strategy as a Town Planning Policy. This includes an Action to accommodate long term civic and community needs in Capel.

November 2011 (OC1112) – Council resolved to adopt the Capel Civic Precinct Master Plan as a guide to the more detailed planning, development and use of the Precinct. This includes reference to a multi-purpose community centre and youth facilities building in the southern portion of the Civic Precinct adjacent to Roe Road.

April 2013 (OC0410) – Council adopted the Capel Civic Precinct Detailed Landscape Design and Development Plan as a more detailed guide to the improvement and landscaping of the Precinct. This identifies a staged approach to the development of the Precinct including a multi-purpose community centre and youth centre in Stage 4.

September 2013 (OC0905) – Council adopted the Community Facilities and Services Plan as a guide to the future provision and funding of community facilities and services in the Shire. This includes provision of a multi-purpose community centre and youth centre in Capel.

Location and Description

The proposed multi-purpose community centre and youth space are proposed to be located within Reserve 7574 in the Capel Civic Precinct adjacent to Roe Road. The Civic Precinct comprises the land between Forrest Road, Capel Drive, Buchanan Road and Roe Road in Capel.

Reserve 7574 comprises Erle Scott Reserve, an 'A' class reserve 1.62ha in area vested with the Shire for the purpose of Recreation and with power to lease for 21 years subject to the Minister's consent. It is largely developed as a park and recreation reserve. A condition has been placed on the management order stipulating that the management body will provide an appropriate area for the construction of a Police station.

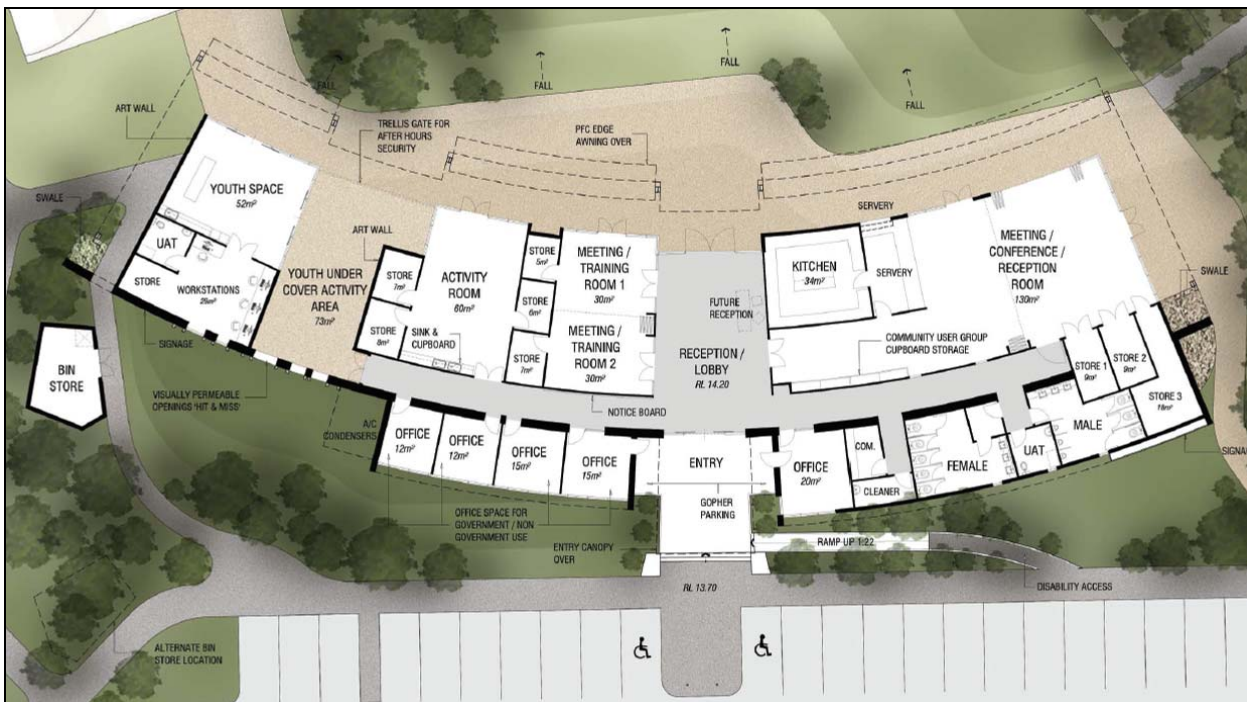
The reserve purpose is in the process of being changed to recreation and community centre.

Proposal

A concept plan has been prepared by Council's Architect (Bollig Design Group) for the proposed building. The concept plan reflects guidelines provided in the 2013 Community Facilities and Services Plan and includes:

- 100 person meeting/conference/reception room with kitchen;
- two 30-40 person meeting/training rooms;
- 30 person activity room and store rooms;
- five offices for community/business/government use;
- separate youth spaces;
- ablutions/toilets; and
- vehicle parking.

Multi-purpose community centre and youth space concept plan (extract)



Copies of the complete set of plans and elevations are included in the Agenda Attachments.

STATUTORY ENVIRONMENT

Shire of Capel Town Planning Scheme No. 7

The Scheme is a statutory planning instrument for the implementation of land use and development control in the Shire via various zoning and development provisions. Reserve 7574 is reserved for 'Recreation' pursuant to Town Planning Scheme No. 7 (*the Scheme*).

The land is in the process of being amended to reservation and the zoning of Recreation and Town Centre Zone.

POLICY IMPLICATIONS

Policy 6.13 - Capel Townsite Strategy 2008

The Townsite Strategy was adopted in 2008 and subsequently endorsed by the WA Planning Commission in October 2009. It forms the primary policy framework for land use and development in Capel town over a 25 year strategic time frame.

A range of actions are designed to support and reinforce the land use and development strategies. One of the most significant actions from a community and administrative perspective is Action (iv) of the 'Community Facilities and Recreation' section of the Strategy (which is identified as a 'High' priority):

"Prepare a Master Plan for the Civic/Town Centre Precinct incorporating the existing Shire Administration and Community Centre Site, Erle Scott Reserve and vacant Lot 243 (former Reserve for Police Station). This Master Plan should investigate the future use of the Precinct and aim to accommodate long term civic and community needs of the Shire including administration, town centre car parking and potential government uses (including a community policing facility)."

Policy 6.14 – Capel Public Open Space (POS) Strategy 2011

The POS Strategy recommends investigation of the future use and management of Reserve 7574 in conjunction with the preparation of a Master Plan for the Civic Precinct.

FINANCIAL IMPLICATIONS

Budget

An allocation of \$25,000 is provided in the 2015/16 budget to engage an architect to provide the concept plans and indicative costings. This allocation has been fully utilised.

Long Term

The current Long Term Financial Plan provides for the concept planning of the building in 2021-22 and commencement of construction in 2023-24.

Recent events and opportunities have provided the need to bring forward the concept planning, to assist in the sourcing of grant funding from LotteryWest, South West Development Commission and Regional Development Australia to fully fund the development.

RBB Construction Cost Consultants engaged by the Architect, have prepared preliminary estimates of construction costs based on 2015 construction indices amounting to \$4,800,000 inclusive of landscaping, car parking, servicing, and professional fees etc.

It is to be noted that the Long Term Financial Plan is to be reviewed in the coming months and successful funding will assist in the review and the intent for this facility to be brought forward.

In the event that funding is unsuccessful for the project, the review of the Long Term Financial Plan would need to consider its development via loan programs and development contributions with the likelihood that the facility would not be viable to develop for a much longer period.

It should also be noted that in developing a Business Case for funding submissions, the proposed building was considered to be comparable to the Dalyellup Community Centre which has an annual operating expenditure budget allocation of \$71,945. Consultation with potential user groups has identified that there would be the potential to receive income from the hire and use of spaces of approximately \$34,977 which would offset the ongoing costs associated with the maintenance and management of the facility.

It should be noted that no income is expected for the youth space, other than grants received for organised programs.

Whole of Life

Whilst there will be ongoing costs associated with the maintenance and management of the facilities, new buildings are considered to have a life span of 30 years and associated costs for this period will need to be accounted for in the Shire's Asset Management Plans – Buildings.

SUSTAINABILITY IMPLICATIONS

Plans for the proposed building and surrounds incorporate the following sustainability characteristics.

Environmental outcomes:

- incorporation of a photo-voltaic system, water tank, sustainably sourced timber and good solar orientation.
- provision of drainage and native vegetation areas, including rain gardens.

Economic attributes:

- attraction of more people to the town centre benefiting business.
- accommodation of community events and community groups/meetings.
- opportunities for additional government agency services to locate in the town e.g. WA Police
- provides a business incubator through office space being available for new businesses.

Social benefits:

- community centre which will be designed to address the broad long-term user needs of the town and will be large enough to have the flexibility to accommodate a range of uses;
- the youth components will provide much needed space for youth to gather socially and encourage positive participation in the community.

The identified outcomes will ultimately create an important civic building that is a focal point for the community and where a range of recreation and community activities can be undertaken with significant social and cultural benefits.

STRATEGIC IMPLICATIONS**Capel Civic Precinct Master Plan 2011**

This Master Plan comprises an organisational position which establishes strategies and objectives for improvement and development of the Precinct. This includes reference to a multi-purpose community centre and youth facilities building in the southern portion of the Civic Precinct adjacent to Roe Road.

Shire of Capel 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"*.

Relevant strategic objectives pursuant to the Plan include:

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. Community Experience Objective 2.1: *"Provide social, recreational and cultural opportunities and facilities for our communities."*

Economic Experience - foster and support responsible and progressive economic development opportunities within the Shire.

Community Facilities and Services Plan 2013

In 2013 the Shire engaged CCS Strategic to prepare a Community Facilities and Services Plan (CFSP) as a strategic document to guide the provision of community facilities and services to the year 2031. The strategy involved community consultation in respect to determining where a shortage of facilities and services existed (gap analysis) and estimating the size of and cost of providing these facilities.

Community consultation in preparing the strategy revealed that the following services / facilities are required in the Capel town site.

- 65% of respondents expressed the need for Medicare and Centrelink Offices;
- 80% of respondents felt an Optometrist was needed;
- 60% of respondents showed concern for Financial and Legal Services. The CFSP states: *"It may be possible for the Shire to build or assign an office for a mobile accountant, lawyer and financial advisor servicing Capel on a part-time basis"*;
- There is a distinct lack of cultural and art venues and this could be an area of attention to promote the town as a tourist destination, such as Cultural centre / music venue / performance theatre / gallery;
- 75% of respondents were concerned about youth services and a lack of things for youth to do.

The CFSP further researched the provision and nature of existing facilities in the town to assist in identifying and addressing the shortage of facilities and services raised by the community. This resulted in the proposal to develop a Multi-purpose Community Centre and Youth Space that included an indicative combination of spaces of appropriate sizes not currently available.

The CFSP undertook a broad cost assessment for the building concept with estimates in the order of \$2,590,300 for the Multi-purpose Community Centre and \$421,000 for the Youth Space, excluding parking and landscaping.

Capel Civic Precinct Detailed Landscape Design and Development Plan 2013

This Plan refines the Master Plan, establishes more detailed landscaping and development outcomes, and identifies a staged approach to the development of the Precinct including a multi-purpose community centre and youth centre in Stage 4. It is anticipated that the multi-purpose community resource centre will provide opportunities for community and government agencies to locate in Capel and will increase opportunities for additional services to locate in the town.

Detailed Landscape Design and Development Plan (extract)

Shire of Capel Youth Strategic Plan 2013 – 2023

Within the Shire's Youth Strategic Plan, there are many references and strategies listed that relate to youth spaces, external agencies and community facilities.

Theme 1. Leisure, Recreation & Social Life

A strategy states "Provide facilities and spaces which are multi-functional and do not become the exclusive domain of any one group of young people"

Theme 2. Health, Safety & Wellbeing

A strategy states "Encourage services/agencies to operate from localities within the shire"

Theme 5. Youth Participation

A challenge identified is "Facilities and services provision are not geared to the needs of young people"

Theme 7. Public Spaces

The objective states "To encourage equity of access for young people to public spaces and places and to enhance shire facilities to maximise usage by young people"

CONSULTATION**A. Master Planning of the Capel Civic Precinct**

The community centre/youth space project is an outcome of the Civic Precinct Master Plan which was prepared in consultation with the community and Council. Considerable consultation was undertaken during 2011 in relation to the formulation of the Master Plan.

Further community consultation in respect to the CFSP in 2013 identified the following services as lacking:

- Police presence
- Centrelink and Medicare
- Disability Services Commission office
- Department of Communities office
- Veteran Affairs office
- Accountant, legal advice, financial services
- Dentist, optometrist, podiatrist, day surgery
- Youth services and facilities
- Health and well-being activities
- Cultural activities
- Local Gallery

B. Concept Planning Multi-Purpose Community Centre & Youth Space building

Project Working Group

A project steering group was established with relevant skilled staff for the purposes of community consultation, community networks, building and parks maintenance advice, sustainability directions, project developments.

Youth Consultation

Youth specific workshops were held during the consultation period for the development of the precinct master plan. Youth specific workshops were also held in the development of the CFSP and the Shire's Community Strategic Plan. Most recently the Shire's Youth Advisory Council (YAC) has provided feedback in regard to the detailed concept plan for both the open space areas and the proposed youth space building.

User Group Consultation

In developing the concept plan for the multi-use community centre building, staff have undertaken consultation with potential users such as:

- Lawyer
- Podiatrist
- Disability Services Commission
- Department of Child Protection & Family Services
- SW Women's Health & Information
- Capel St John Ambulance
- Department Fire & Emergency Services
- Capel Community Promotions
- Capel Girl Guides
- Capel Karate
- Capel CWA
- Capel Seniors
- Capel Art Group

An evening presentation of concept drawings was also provided to community groups.

COMMENT

The Civic Precinct accommodates a range of community and civic uses, the most notable being the Shire's administration centre, Library, Hall, car-parks and the various recreation facilities in Erle Scott Reserve. Although there has been progressive development of the Precinct over a number of years, a review during 2011 sought to ensure long-term sustainable design outcomes and the provision of integrated spaces and facilities to accommodate the future needs of the community, culminating in the adoption of the Master Plan in 2011.

The more detailed use and development of the Precinct is addressed in the detailed planning and design processes undertaken during 2012/13 culminating in the adoption of the Detailed Landscape Design and Development Plan. This Plan is intended to provide more detailed guidance on the spatial layout, integration and form of the Precinct in a manner that meets the needs of the growing population including provision of a multi-purpose community centre and youth spaces.

The concept plan for the community centre and youth centre has been prepared in accordance with the recommendations of adopted planning policy and other development plans prepared for the Capel Civic Precinct. In particular, the outcomes of the CFSP in relation to the provision of these facilities have been reflected in the Bollig Design Group concept plan.

The concept plan and its associated costings are now achieving the next level of detail for stage 4 of the precinct and providing valuable direction in pursuing funding support with LotteryWest, SWDC and RDA.

It is important that Council acknowledge and accept the concept plan for the Capel Multi-Purpose Community Centre and Youth Space for the purpose of progressing its strategic planning, grant funding applications and long term financial plan directions resulting in the subsequent implementation of the project.

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATION – 16.1
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That Council accepts the concept plan titled 'Capel Multi-purpose Community Centre & Youth Space' prepared by Bollig Design Group as depicted in drawings SK00, SK01, SK02, SK03, SK04 SK00-SK04 (August/September 2015) for the purpose of progressing Strategic Planning and grant funding applications towards the subsequent implementation of the project.

16.2 Local Emergency Management Committee (LEMC) - Appointment of Members

Location:	Shire of Capel
Applicant:	Nil
File Reference:	Nil
Disclosure of Interest:	Nil
Date:	21.10.15
Author:	Executive Manager, Community Services, M Plume
Senior Officer:	Chief Executive Officer, P Sheedy
Attachments:	Nil

MATTER FOR CONSIDERATION

Council to appoint a Chairman, Council representatives and member organisations of the Local Emergency Management Committee.

BACKGROUND/PROPOSAL

Background

The Local Emergency Management Committee (LEMC) is not a Committee of Council as it is governed by the Emergency Management ACT 2005 under the terms and references as determined by the State Emergency Management Committee (SEMC).

Proposal

Council to appoint the Chairman and Council representatives of the following agencies / organisations to the Capel LEMC:

Local Emergency Coordinator (OIC Bunbury Police or their delegate)
 DFES South West Region
 DFES SW District
 Bunbury State Emergency Service
 Chief Bush Fire Control Officer – Shire of Capel Bush Fire Services
 Capel Sub Branch, St John Ambulance
 Western Power
 Water Corporation
 Telstra
 Main Roads WA
 Department of Child Protection
 Department of Agriculture and Food WA
 Dalyellup Beach Surf Life Saving Club
 Department of Parks and Wildlife
 Alinta Gas
 Iluka Resources Ltd
 Department of Health
 Department of Education
 Public Transport Authority

STATUTORY ENVIRONMENT

Emergency Management Act 2005

36. Functions of local government
 It is a function of a local government –
 (a) Subject to this Act, to ensure that effective local emergency management arrangements are prepared and maintained for its district;

- (b) To manage recovery following an emergency affecting the community in its district; and
- (c) To perform other functions given to the local government under this Act.

38. Local Emergency Management Committees

- (1) A local government is to establish one or more local emergency management committees for the local government's district.
- (2) If more than one local emergency management committee is established, the local government is to specify the area in respect of which the committee is to exercise its functions.
- (3) A local emergency management committee consists of –
 - a. a chairman and other members appointed by the relevant local government in accordance with subsection (4); and
 - b. if the local emergency coordinator is not appointed as chairman of the committee, the local emergency coordinator for the local government district.
- (4) Subject to this section, the constitution and procedures of a local emergency management committee, and the terms and conditions of appointment of members, are to be determined by the SEMC

39. Functions of local emergency management committees

The functions of a local emergency management committee are, in relation to its district or the area for which it is established –

- (a) To advise and assist the local government in ensuring that local emergency management arrangements are established for its district;
- (b) To liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and
- (c) To carry out other emergency management activities as directed by the SEMC or prescribed by the regulations

POLICY IMPLICATIONS

There are no Policy implications in regards to this matter.

FINANCIAL IMPLICATIONS

Budget

There are no current budget implications associated with this matter

Long Term

There are no long term implications associated with this matter

Whole of Life

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

SUSTAINABILITY IMPLICATIONS

Elected members are permitted to claim travel costs for attending meetings specific activities of Council but this has not occurred to date.

A cohesive and functional LEMC ensures that its community is prepared for emergency response and recovery, through advising and assisting local governments to establish, test and review emergency management arrangements.

STRATEGIC IMPLICATIONS

Shire of Capel 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"*.

Relevant strategic objectives pursuant to the LEMC include:

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. Community Experience Objective 2.2: *"Encourage community engagement and participation"*. Objective 2.4 *"Enhance community safety through community awareness and participation programs"*

Environmental Experience – to preserve and enhance the natural and built environment to ensure it is livable sustainable and adapts to our communities needs and expectations. Objective 3.4 *"Promote emergency risk awareness"*.

CONSULTATION

Discussions have taken place with neighbouring local governments and with some members of the committee, on the preferred option for appointing committee members.

COMMENT

Given the changes in recent elections, Council needs to agree to the representation on the committee as per clause 38 (3) of the Emergency Management Act 2005.

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATIONS – 16.2

That Council:

1. **appoints Cr.....as Chairman of the Capel Local Emergency Management Committee and Crs and..... as Shire of Capel representatives; and**
2. **agrees to the appointment of representatives from the following agencies / organisations as members of the Capel Local Emergency Management Committee:**
 - **Local Emergency Coordinator (OIC Bunbury Police or their delegate)**
 - **DFES South West Region**
 - **DFES SW District**
 - **Bunbury State Emergency Service**
 - **Chief Bush Fire Control Officer – Shire of Capel Bush Fire Service**
 - **Capel Sub Branch – St John Ambulance**
 - **Western Power**
 - **Water Corporation**
 - **Telstra**
 - **Main Roads WA**
 - **Department of Child Protection**
 - **Department of Agriculture and Food WA**
 - **Public Transport Authority**
 - **Dalyellup Beach Surf Life Saving Club**
 - **Department of Parks and Wildlife**
 - **Alinta Gas**
 - **Iluka Resources Ltd**
 - **Department of Health**
 - **Department of Education.**

- 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**