

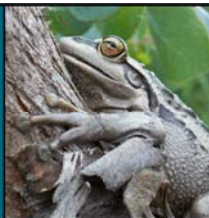
# Shire *of* Capel

## MINUTES

ORDINARY COUNCIL MEETING  
Wednesday, 22<sup>nd</sup> April 2015



*Experience the*  
Shire of Capel



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**SHIRE OF CAPEL**  
**ORDINARY COUNCIL MEETING – 22.04.15**  
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## SHIRE OF CAPEL

MINUTES OF THE ORDINARY COUNCIL MEETING HELD IN THE PEPPERMINT GROVE BEACH COMMUNITY CENTRE, HAYFIELD DRIVE, PEPPERMINT GROVE BEACH ON WEDNESDAY, 22<sup>ND</sup> APRIL 2015 COMMENCING AT 4.33PM.

|                    |   |             |
|--------------------|---|-------------|
| PRESENT:           | President   | MT Scott    |
|                    | Councillor  | SH Baxi     |
|                    |   | BW Bell     |
|                    |   | BW Hearne   |
|                    |   | SC Manley   |
|                    |   | PK McCleery |
|                    |   | GJ Norton   |
|                    |   | JA Scott    |
|                    |   | BH Smith    |
|                    | Acting Chief Executive Officer                    | MI Plume    |
|                    | Executive Manager Corporate Services              | S Stevenson |
|                    | Exec Manager Engineering & Development Services   | JM Gick     |
|                    | Manager Strategic Projects                        | C Burwood   |
|                    | Manager Planning Services                         | C Muller    |
|                    | Manager Human Resources                           | C Anderson  |
|                    | Minute Secretary                                  | AD Evans    |
| APOLOGIES:         |   | Nil         |
| VISITORS:          | Southwest Operations Manager, Iluka Resources Ltd | G Green     |
|                    | Journalist, South Western Times                   | K Fielding  |
| MEMBERS OF PUBLIC: |   | 14 people   |

The President welcomed Kate Fielding, Journalist with the "South Western Times" to the Council meeting.

### **RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

### **PUBLIC QUESTION TIME**

Mr Neil Hilton, representing members of the Capel Action Group, asked the following questions provided by members of the Group in their absence:

Mr Neil Hilton on behalf of Mrs Jacqueline Stenhouse, 3 Huxtable Road, Capel (Capel Action Group): I believe there was a by-pass road planned for Capel townsite – through Properjohn Road? Can Council please provide an update on the proposed by-pass? Or has this now been abandoned in favour of a Spurr Street by-pass road? If yes, has this been included in the town (Shire) planning scheme? And where can we find the planning/infrastructure studies for this?

Mr Jason Gick, Executive Manager Engineering and Development Services (EMEDS): There was a road development plan in the Capel Townsite Strategy which goes from Goodwood Road over the railway line to Spurr Street. The townsite strategy made a recommendation for that road to be developed some time in the future. That has not been included in any financial planning and it needs to be considered in the future. Spurr Street is not being used as a by-pass road.

Mr Neil Hilton on behalf of Mr William Brooker, Unit 1/29 Spurr Street, Capel (Capel Action Group): When was the last time the traffic volume on local roads was measured and did these measurements quantify the amount of particular categories of vehicles (such as buses, trucks, light vehicles) travelling on said roads?

EMEDS: We are constantly doing traffic counts around the Shire. We will have records for that traffic count however I do not have that with me today but I could make that available to you. I am happy to meet with you (Mr Hilton) to discuss this.

Mr Brooker: Which gravel roads in the Shire are scheduled to be sealed over the next two financial years?

EMEDS: There are no gravel roads scheduled to be sealed at this time. We are only looking at road works to be undertaken for the next 12 months at this stage.

Mr Brooker: When are the gravel sections of Plantation Road and Hutton Road due to be sealed? When said sections of roads are sealed, will the shire act to require heavy traffic (trucks, buses etc.) to use this route to limit the volume of heavy traffic travelling through built-up areas?

EMEDS: They are not included in the program which is being considered in this agenda which is a one year program and there is no forecast for them to be sealed at this time.

Mr Brooker: Can you please outline the procedure the shire undertakes to assess the impact of new heavy commercial businesses on local traffic and how the shire communicates this information to ratepayers?

EMEDS: Any land development may be required to provide information on traffic impacts. Large developments need to go through a transport impact analysis, small developments may not need this. There are procedures in place that require the development analysis to be undertaken. The applicant has submitted information as part of the analysis and that information is being considered.

Mr Brooker: School zones need to be extended to chemist and from corner of Goodwood and Upton Roads with crosswalks at both. (At present, school zone is less than 50m from both ends of school) when will it happen?

EMEDS: School zones are regulated by Main Roads. The actual analysis is to go through Main Roads. I will have a look at this request and if appropriate, it can be forwarded through to Main Roads.

Mr Neil Hilton on behalf of Ms Emma Strong, P&C Member, and Mr Stewart Harris, P&C Vice President and Deputy of Capel Action Group: Does the Council have plans in place to establish manned crossings for school students on both Spurr Street and Goodwood Road?

EMEDS: In this case the Council does not. This particular function is regulated by the Western Australian Police and the schools make application to the Police. The WA Police then investigate for need and prioritisation.

Ms Strong and Mr Harris: Has the Council considered the safety of school students walking to and from school outside of the usual 'peak times', e.g. children walking to school late, and whole classes using the tennis/basketball courts in school time?

EMEDS: The Council and the staff consider road safety and pedestrian safety at all times, but there is no particular focus on "out of school times". It is an issue that has been raised as part of this application and we will be paying some attention to

that. Outside school hours as with pedestrians walking on the road, can be considered as part of our normal road safety analysis.

Ms Strong and Mr Harris: Why does the Council rate the profitability/preference of the trucking company over the safety, wellbeing and comfort of the Capel Shire residents, when it is the Council's duty to do its best to provide these things for them?

EMEDS: I think it is a pointed question and the answer is, we don't. Council is really responding to a request for a development. We are looking to get feedback for the development proposal.

Mr Neil Hilton on behalf of Mrs Ann Cannon, Unit 3, 29 Spurr Road (Capel Action Group): Has the Shire taken into account how many children, adults and elderly use footpath to the oval/school bus stop? What safety precautions are going to be put in place to ensure safety of all using this route to the oval/bus stop?

EMEDS: It is a reasonable question, but it does have a generic answer. We are looking at a holistic approach to providing a response to the issue of road and pedestrian safety. Road safety is something we look at on a continuous basis.

Mrs Cannon: What steps are to be taken to prevent noise and fume pollution from heavy haulage in this area?

EMEDS: As far as fume pollution is concerned, Council does not police that, it is regulated by the State Government. If cars are exhibiting high levels of fumes people can call the DEP and report them. Traffic noise is not something we regulate either. In the case of trucks driving down that road, legally licensed vehicles are allowed to do that without any reference to the Council as long as they are doing a legal activity.

Mr Neil Hilton, 7 Barrett Street, Capel (Capel Action Group): Will there be school exclusion times? Will there be traffic control slow points put in place?

EMEDS: That is a possibility. We are working with the proponent. This is part of our discussions (to have school exclusion zones and they are not opposed to that idea. They are just working through the logistics of it.

Mr Neil Hilton on behalf of Mrs Kathleen Hilton, 7 Barrett Street, Capel (Capel Action Group): What are the benefits to council funds? What are the benefits to residents in this area: Where are council representatives standing up for residents in this area?

EMEDS: The Council will receive \$739.00 for the application and is entitled to nominal fees for compliance checking and some road contribution.

Mr Neil Hilton on behalf of Mr and Mrs Bojar, 2 Prowse Road, Capel (Capel Action Group): Their first question was not asked as Mr Hilton felt it had been covered already by previous questions. (Road repair Spurr Street) drains crossing Spurr Street at the corner of French and Sykes need repair, have been in bad condition for the past four years. When do they get repaired?

EMEDS: Staff will go and have a look at the location to see if they are just maintenance works or not.

A question that had been put forward by Mr Stephen Green, 37 Spurr Street (Capel Action Group) was not asked by Mr Hilton as he felt it had been covered already by the previous questions.

Mrs Janet Wells, PO Box 433, Capel: What is the financial cost to the Shire to remove a mature Tuart tree, including felling costs and disposal?

EMEDS: It depends on the nature of the tree. Ball park, it will cost in the vicinity of \$1,500 to \$5,000 depending on the nature of the works.

Ms Kerri Rankin, 1237 Goodwood Road, Capel: Is the Council prepared to reduce the speed limit below the current 110km per hour in the northern section of Mallokup Road, close to the Robert Rd intersection, approximately 200 metres away, in order to save all the Tuart trees in this copse?

EMEDS: The Council itself does not have the regulatory power to control speed zones - that is Main Roads. All that Council can do is invite Main Roads to look at the road and investigate the requirement for that if there is an identified need to look at a speed reduction. Keeping the trees is a separate item.

Mrs Pat Worrell, 13 Payne Road, Capel: Will the Shire agree to explore all avenues of speed reduction in order to keep the Tuart trees which border Mallokup Road?

EMEDS: Council is going through a number of design iterations to try and avoid the trees. In terms of the speed reduction, Council has no problem with supporting the idea to have a speed reduction.

Mrs Bronwyn Mutton, 74 Mangles Road, Capel (on behalf of Capel LCDC): As the 300m northern end of Mallokup Road where bitumen widening is proposed, is on a downhill incline close to the T junction with Roberts Road, for human safety, will the Shire of Capel reduce the speed to 60km/hr and put up signs on Mallokup Road and Roberts Road, and retain ALL the mature Tuart trees on the verge of this road section?

EMEDS: In terms of the intersections, it is not the only intersection that has no speed zoning in a rural environment. We have no problem with initiating a speed zoning review with Main Roads WA.

**APPLICATIONS FOR LEAVE OF ABSENCE** Nil

**DECLARATIONS OF INTEREST**

Councillor S Manley declared an impartiality interest in Item 10 Petitions/ Deputations/Presentations. The nature and extent of her interest is that she represents the Shire on the Land Conservation District Committee (LCDC) and the petition is to be tabled by her on behalf of the Capel LCDC and Capel Garden Club.

Councillors G Norton and P McCleery declared a proximity interest in Item 14.1 Program of Works – Roads (2015/16). The nature and extent of Cr Norton’s interest in Item 14.1 is that overlays to the value of \$11,544.40 will occur on roads that adjoin his property. The nature and extent of Cr McCleery’s interest in Item 14.1 is that re-seals to the value of \$1,380 will occur on roads that adjoin his property.

Councillors M Scott and B Smith declared an impartiality interest in Item 14.1 Program of Works – Roads (2015/16). The nature and extent of Cr Scott’s interest is that his son owns land along Elgin Road. The nature and extent of Cr Smith’s interest is that he is a member of the Capel LCDC mentioned in the Item.

**NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS** Nil

**OC0401 CONFIRMATION OF MINUTES**

**Moved Cr J Scott, Seconded Cr Smith**

**That the Minutes of the Ordinary Council meeting held on 25<sup>th</sup> March 2015 be confirmed.**

Carried 9/0

**VOTING REQUIREMENT**

Simple majority

**ANNOUNCEMENTS BY PERSON PRESIDING  
WITHOUT DISCUSSION**

Nil

**PETITIONS/DEPUTATIONS/PRESENTATIONS**

Mr Garry Green, Southwest Operations Manager of Iluka Resources Limited gave a PowerPoint presentation on Iluka's recent activities including the restart of the kiln and future plans.

The President thanked Mr Green for keeping Council advised on Iluka's activities. Mr Green left the meeting at 5.12pm and did not return.

Mr Les Mutton gave a verbal presentation on the Tuart trees of Mallokup Road.

Mrs Evans left the meeting at 5.13pm and returned at 5.15pm.

The President thanked Mr Mutton for his presentation.

Mrs Evelyn Taylor gave a verbal presentation regarding the widening of Mallokup Road.

The President thanked Mrs Taylor for her presentation.

Cr S Manley tabled a petition from the Capel Land Conservation District Committee and the Capel Garden Club with over 100 signatures. The petitioners request that the Councillors of Shire of Capel will ensure that all healthy mature Tuart trees at the northern end of Mallokup Road, near corner of Roberts Road, be retained during the projected widening of Mallokup Road.

**OC0402 COUNCIL DECISION**

**Moved Cr S Manley, Seconded Cr B Hearne**

**That Council acknowledges the petition organised by the Capel Land Conservation District Committee and Capel Garden Club and refers it to the Chief Executive Officer for a report to come to Council for consideration at the next Council meeting.**

Carried 9/0

**VOTING REQUIREMENT**

Simple majority



**MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN** Nil

**QUESTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN** Nil

## **CHIEF EXECUTIVE OFFICER REPORTS**

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### **OC0403 (13.1) Regional Centres Development Plan Phase Two**

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Location: Greater Bunbury  
 Applicant: South West Development Commission  
 File Reference: N/A  
 Disclosure of Interest: Nil  
 Date: 10.04.15  
 Author: Chief Executive Officer, PF Sheedy  
 Senior Officer: Chief Executive Officer, PF Sheedy  
 Attachments: Nil

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### **MATTER FOR CONSIDERATION**

Council is requested to consider the proposal for the development of a Greater Bunbury Growth Plan, under the Regional Cities Development Plan Phase Two (RCDP2), confirming its interest to support a joint submission (four local governments) to participate in the RCDP, its capability (President and CEO time) and preparedness to develop a Growth Plan for the Greater Bunbury Area.

### **BACKGROUND / PROPOSAL**

#### **Background**

The following 'briefing Q&A's provides the relevant background to the proposal.

#### **1. What is the Regional Centres Development Plan (RCDP)?**

- a. The RCDP is a State Government initiative that establishes a platform to grow the Regional Centres and SuperTowns identified in the State Planning Strategy.
- b. The Regional Centres supported under RCDP2 are Albany, Broome, Greater Bunbury, Busselton, Carnarvon, Geraldton, Kalgoorlie, Kununurra and Mandurah.
- c. The SuperTowns are Boddington, Collie, Esperance, Jurien Bay, Katanning, Manjimup, Margaret River, Morawa, and Northam.

#### **2. What is RCDP2 and what will it deliver?**

- a. RCDP2 is a four year initiative that delivers phase two of RCDP. Phase one provided support to the SuperTowns to plan and prepare for growth, and phase two provides support to the Regional Centres.
- b. RCDP2 will deliver the following:
  - Regional Centres Development Policy
  - Nine Growth Plans (four in Stage 1 and five in Stage 2)
  - Marketing and communications
  - Collaborative governance
- c. RCDP2 does not include funding to implement Growth Plans.

#### **3. How will RCDP2 be rolled out?**

- a. RCDP2 will be rolled out in two two-year stages:
  - Stage 1 – RCDP2 will be mobilised and a Regional Centres Development Policy will be developed in the initial months, followed by four Growth Plans over the remaining 18 months.

Stage 2 – Five Growth Plans will be developed over two years; however Stage 2 is subject to successful progression of Stage 1 and State Government approval.

- b. The Policy will set out the strategic importance of Regional Centres and SuperTowns, a vision for their future growth, core strategies for how the vision will be achieved, and provide a framework for the development of the Growth Plans.

#### **4. What is a Growth Plan and why do we need one?**

- a. A Growth Plan at its heart is an economic development strategy that covers the Regional Centre's catchment area, including surrounding settlements and Local Governments. A Growth Plan Toolkit will be available to guide Growth Plan development.
- b. Growth Plans form part of the framework of regional development strategies that act as tools to identify and prioritise economic development projects, attract investment from public and private sources, and guide the strategic allocation of government effort and investment across WA (including through Royalties for Regions). Together with each Growth Plan, a prospectus will be prepared as a tool to promote opportunities to live, work and invest in the Regional Centre.
- c. Growth Plans are prepared within the context of the State Planning Strategy, Regional Blueprints and Regional Planning and Infrastructure Frameworks, and do not duplicate or replace existing Strategic Community Plans or Local Planning Strategies which should inform the development of Growth Plans.

#### **5. Who develops and owns the Growth Plan?**

- a. The Growth Plan will be developed through a Growth Plan Partnership, which will be established for each Regional Centre through an MOU that sets out partner roles and responsibilities. The Partnership will be led by the relevant Local Government/s, the Regional Development Commission, and include relevant representatives from other government agencies, the private sector and community.
- b. The Growth Plan Partnership will be responsible for developing and implementing the Growth Plan, however it will ultimately be owned by the Local Government.

#### **6. What will be delivered at the end of the Growth Plan development process?**

- a. A Growth Plan document setting out the Regional Centre's social, economic and spatial development strategies and projects.
- b. A Prospectus document setting out opportunities identified in the Growth Plan to live, work and invest in the Regional Centre, to support marketing of the Regional Centre.

#### **7. What support is provided through RCDP2 to develop a Growth Plan?**

- a. Like SuperTowns, funding will be available through the Growth Plan Partnership to develop a Growth Plan. This includes the procurement of specialist consultants to augment the capacity of the Local Government and Regional Development Commission; however in-kind support from participants is also encouraged.
- b. LandCorp is providing project management services to RCDP2 and through the Growth Plan Partnership, will be responsible for procurement and management of specialist consultants.

#### **8. What is the role of the Regional Development Council and the Regional Development Commission?**

- a. The Regional Development Council is responsible for leading RCDP and the preparation of the Regional Centres Development Policy. A member of the Council, Mr Stuart Hicks, is the Executive Chair of the RCDP Steering Committee, which is responsible for overseeing delivery of RCDP2.
- b. At the local level, the Regional Development Commission leads the Government's support of the Regional Centres and SuperTowns, and plays a lead role in the Growth Plan Partnership.
- c. The Commission is responsible for facilitating the engagement of all Local Governments within a Regional Centre's catchment area and establishing the Growth Plan Partnership MOU.

- d. In line with its statutory responsibilities, the Commission is also responsible for leading the economic development component of the Growth Plan.

**9. How does the Local Authority get involved in RCDP2?**

- a. Participation in RCDP2 is voluntary.
- b. To participate, the Local Government and Regional Development Commission will need to provide the Program Coordinator with a joint submission confirming their interest to participate in RCDP, their capability and preparedness to develop a Growth Plan, and how other Local Governments within the Regional Centre's catchment area will be involved.

**10. When can my Local Authority expect to be involved?**

- a. Your Local Government can expect to be involved in:
  - i. The development of the Regional Centres Development Policy; and
  - ii. The development of Growth Plans in either Stage 1 or Stage 2.

**11. How will the Stage 1 and Stage 2 Regional Centres be identified?**

- a. Identifying the Stage 1 and Stage 2 Regional Centres is essentially a project management exercise, and a criteria based assessment will be undertaken to identify the Stage 1 Regional Centres. Criteria will take into account:
  - Need** – preference will be given to Regional Centres that are under the greatest pressure to manage economic and population growth or under the greatest pressure to manage a restructuring or declining economy and population.
  - Preparedness** – preference will be given to Regional Centres that are enthusiastic to take part in RCDP2, willing to engage with surrounding communities, and have the capability to develop and own a Growth Plan.
- b. The RCDP Steering Committee will undertake the assessment and provide its recommendation to the Minister for Regional Development and Minister for Planning.
- c. No correspondence will be entered into following identification of the Stage 1 Regional Centres. Those Regional Centres not selected for Stage 1 will be eligible for Stage 2, and in the meantime may seek to build their preparedness for Stage 2 or make a start on growth planning in line with the Growth Plan Toolkit.

**12. What are the next steps?**

1. A request for joint submissions (with advice on what it should address), will be circulated.
2. The RCDP Steering Committee will provide advice to the Minister for Regional Development and Minister for Planning on the Stage 1 Regional Centres.
3. Regional Centres will be invited to a consultation event to inform the development of the Regional Centres Development Policy.

**Proposal**

The State Government recognises Western Australia's population will continue to grow into the future and regional Western Australia through its major centres has a role to host some of that growth. The Government wishes to enter into a partnership with nine new regional centres building on the initial super towns program. The objective of the partnership is to develop an economic plan for each centre that will set out a path way for economic growth in a manner that compliments local governments existing or proposed town plans and ten year community strategies

Greater Bunbury has been identified as one of the State's growth centres incorporating the urban area from Australind in the north to Dalyellup in the south. While this provides a singular focus for growth planning it is recognised that economic and social links radiate out to adjacent localities and shires. The growth plan would have the capacity to recognise and enhance those linkages

Greater Bunbury is unique in that to proceed, it will require a collaborative partnership between the four local government authorities and the SWDC in order to develop a growth

plan that can embrace the whole area based on a shared vision and values. There is no intent that the growth plan in any shape or form affects the responsibility and autonomy of each local government. It is a guide for local government, state and federal government and the private and not for profit sector that can help inform and maximise the benefits of future investment.

The process if adopted by Councils would be to form a local Greater Bunbury Steering Committee consisting of Shire Presidents and the Mayor of Bunbury, Chief Executive Officers (CEOs) and the CEO of the SWDC or their delegates at sufficiently senior level to participate. It can include other members as agreed and would have strong links to community and business stakeholders. This group would be responsible for the development of a growth plan with a completion date of 1st October 2016.

Funding is available to resource the process and Landcorp are available to assist in the execution of the project. Whilst local governments would be expected to commit time to the process it will be independently funded. Participation is based on a selection process with four of the nominated nine regional growth centres being selected in the first round and the balance of five in the second round. The Selection process will in part focus on the willingness and capacity of the local governments to participate and how the centre is positioned in relation to the economic cycle.

Participation is voluntary and entirely at the decision of the local government

### **STATUTORY ENVIRONMENT**

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

### **POLICY IMPLICATIONS**

There are currently no Council policies that would impact on or are relevant to this matter.

### **FINANCIAL IMPLICATIONS**

#### **Budget**

Other than staff time and some vehicle travelling costs there is no other impact on the current or future budgets.

#### **Long Term**

There will be no long term cost impacts to Council as funding for the development of the Growth Plans and all associated costs are being met by the SWDC and Department of Regional Development through the R4R.

Depending on the final Plan there could potentially be some opportunities for Council to source funding to stimulate economic and residential growth in its communities.

#### **Whole of Life**

Any infrastructure developed from funding received would require Council to commit to maintaining that infrastructure during its whole of useful life and possibly replacement. The financial implications of this would be provided at the time it was proposed to seek funding to build the infrastructure.

### **SUSTAINABILITY IMPLICATIONS**

The development of a Growth Plan for the Greater Bunbury area that will include an economic plan for each centre, which sets out a path way for economic growth, has the potential to dramatically improve the sustainability of the various localities and towns within the Shire.

## **STRATEGIC IMPLICATIONS**

### **Shire of Capel Strategic Community Plan 2013 – 2031**

The Leadership Experience

Strategic Outcome 1.3 'Develop, support and implement innovation solutions'

The Economic Experience

Strategic Objective -'Foster and support responsible and progressive economic development opportunities within the Shire.'

Strategic Outcome - 4.4 'Encourage business development.'

## **CONSULTATION**

The development of the Growth Plan will see the engagement of representatives from the four Greater Bunbury local governments (Bunbury, Capel, Dardanup and Harvey), government agencies, private sector, business and industry organisations and the community.

## **COMMENT**

Funding of \$7.5 million will be provided from R4R to fund the initial Growth Plans for the first four endorsed regional centres. The other five that miss out this year will receive funding in 2016.

As there will be a number of consultants engaged at the same time Landcorp will be responsible to coordinate the engagement, payment and ongoing management of them.

The Growth Plans once completed will be sent to the Western Australian Planning Commission for endorsement to ensure that they are aligned with State strategies.

Whilst the early indication from the SWDC is that the Great Bunbury Growth Plan will be incorporating the urban area from Australind in the north to Dalyellup in the south (includes Bunbury), it is also recognised by them that the social and economic links extend beyond these boundaries.

My early discussion with other local government Presidents and CEOs is that these linkages are very clearly there and must be taken into consideration when developing the Growth Plans. Whether this results in these other communities being given the opportunities to access funding, in the future for key infrastructure to stimulate or drive economic growth will not be known until the Growth Plans have been developed towards their final stages, but it is something that we will have to be conscious of as the Growth Plans are being developed.

The timeframe for all local governments to consider this matter and to provide an indication of support, capacity and willingness to participate in the process, to allow a joint submission to be made for funding this year is very tight.

Following the briefing session by Stewart Hicks, Chairperson SWDC and Don Punch, CEO SWDC on Thursday 8<sup>th</sup> April 2015 a further brief meeting was held on Monday 13<sup>th</sup> April with the local government Mayor/Presidents and Chief Executive Officers of the four Greater Bunbury local governments, to discuss how as a group we could progress a joint application under the Regional Centres program.

So at this time it is very much a steep learning curve for all of us as we learn more as the process progresses and decisions may have to be made by the local government representatives in some instances without reference back to their respective Councils.

Finally, whilst there may be some reservations about the scope of the project and the benefits that may flow to our communities, especially those outside the designated area, the potential opportunities and economic benefits that substantial funding may bring, should not be overlooked and Council should embrace the opportunity and be at the table. Access to substantial future funding under R4R and other state and federal government programs is being targeted at areas that have similar strategic plans as these proposed Growth Plans and it may be the only opportunity for smaller communities to be able to access such funding programs.

Ten members of the public gallery left the meeting at 5.28pm and did not return.  
Mrs Stevenson left the meeting at 5.28pm.  
The remaining four members of public left the meeting at 5.29pm and did not return.  
Mrs Stevenson returned to the meeting at 5.30pm.

### **VOTING REQUIREMENTS**

Simple majority

|   |
|---|
| <b>OC0403 OFFICER'S RECOMMENDATIONS – 13.1/COUNCIL DECISION</b> |
|---|

**Moved Cr J Scott, Seconded Cr McCleery**

**That Council advises the South West Development Commission that it considers that the development of a Greater Bunbury Growth Plan under the Regional Centres Development Plan provides significant opportunities for the Shire of Capel and its communities and :**

- 1. That it fully supports the proposed development of a Greater Bunbury Growth Plan, under the Regional Cities Development Plan Phase Two (RCDP2);**
- 2. Confirms its interest to support the development of a joint funding submission (four local governments ) to participate in the RCDP; and**
- 3. That it has the capability (President & CEO time) and preparedness to develop a Growth Plan for the Greater Bunbury Area.**

Carried 9/0

Mr C Burwood left the meeting at 5.40pm and did not return.

**ENGINEERING AND DEVELOPMENT SERVICES REPORTS**

Councillors G Norton and P McCleery declared a proximity interest in Item 14.1 Program of Works – Roads (2015/16). The nature and extent of Cr Norton's interest in Item 14.1 is that overlays to the value of \$11,544.40 will occur on roads that adjoin his property. The nature and extent of Cr McCleery's interest in Item 14.1 is that re-seals to the value of \$1,380 will occur on roads that adjoin his property.

Councillors M Scott and B Smith declared an impartiality interest in Item 14.1 Program of Works – Roads (2015/16). The nature and extent of Cr Scott's interest is that his son owns land along Elgin Road. The nature and extent of Cr Smith's interest is that he is a member of the Capel LCDC mentioned in the Item.

Councillors Norton and McCleery requested permission to participate in discussion relating to the matter in which they had disclosed their interest. Crs Norton and McCleery left the meeting at 5.42pm.

**OC0404 COUNCIL DECISION**

**Moved Cr Hearne, Seconded Cr Baxi**

**That Councillors G Norton and P McCleery be permitted to return to the meeting during discussion of Item 14.1 in light of the fact that their proximity interest could be deemed to be insignificant in the context of the whole Program of Works – Roads.**

Carried 7/0

**VOTING REQUIREMENTS**

Simple majority

Crs Norton and McCleery returned to the meeting at 5.44pm.

**OC0405 (14.1) Program of Works – Roads (2015/16)**

|                         |  |
|-------------------------|--|
| Location:               | Capel  |
| Applicant:              | Internal   |
| File Reference:         |  |
| Disclosure of Interest: | Nil  |
| Date:                   | 16.03.15   |
| Author:                 | Executive Manager Engineering & Development Services, J Gick |
| Senior Officer:         | Chief Executive Officer, P Sheedy                            |
| Attachments:            | 1. Program of Works – Roads 2015/16<br>2. Locality Maps      |

**MATTER FOR CONSIDERATION**

Formal adoption of an interim one year Program of Works – Roads (2015/16).

**BACKGROUND / PROPOSAL**

At its 21 May 2014 meeting, the Council endorsed a recommended 10 Year Road Management Plan (2014/15 to 2023/24), and allocated funds to the 2014/15 budget to implement the first year of that program. In the years since 2009/10 the Council has adopted similar 10 year programs.

Under normal circumstances the development of a subsequent 10 year road management plan should build on the work identified in the previous plan and add new projects for the new tenth year, being 2024/25. A preliminary review of the 10 Year Road Management Plan (2014/15 to 2023/24) has identified several anomalies in proposed project scope, funding arrangements and project sequencing.

This report seeks to:

- Discontinue the existing 2014/15 to 2023/24 Road Management Plan;
- Develop a one year program of road works for 2015/16;
- Develop a suitable 4 Year Program of Works for consideration in early 2016; and
- Develop a provisional 10 year Program of Works for subsequent consideration.

### **STATUTORY ENVIRONMENT**

Section 5.56 – Planning for the future, of the Local Government Act 1995 applies.

### **POLICY IMPLICATIONS**

Council Policy 7.1: Asset Management, applies.

### **FINANCIAL IMPLICATIONS**

#### **Budget**

The following table provides a summary of the budget and funding arrangements proposed for the Program of Works – Roads (2015/16):

| <b>Item</b>                               | <b>Description</b>                          | <b>\$</b>        |
|---|---|------------------|
| <b><i>Background</i></b>                  |   |                  |
| 10 Year Road Management Plan              | 2015/16 Works expenditure                   | 1,012,374        |
| 10 Year Road Management Plan              | 2015/16 Funding assumptions                 | (380,000)        |
| Long Term Financial Plan (LTFP)           | 2015/16 allocation for road works           | 1,000,894        |
| Long Term Financial Plan (LTFP)           | 2015/16 Funding assumptions                 | (343,616)        |
| Long Term Financial Plan (LTFP)           | 2015/16 Reserve transfer assumptions        | (340,000)        |
| Long Term Financial Plan (LTFP)           | 2015/16 General purpose revenue assumptions | (317,278)        |
| <b><i>2015/16 Expenditure</i></b>         |   |                  |
| Construction                              | Asset expansion & renewal                   | 882,050          |
| Surface Treatments                        | Asset preservation                          | 430,596          |
| Proposed 2015/16 Program of Works         | <b>Total expenditure</b>                    | <b>1,312,646</b> |
| <b><i>2015/16 Funding</i></b>             |   |                  |
| Direct Grant                              | Estimated with increase from 2014/15        | (114,712)        |
| Regional Road Group (RRG)                 | Lowrie Road - approved                      | (84,000)         |
| Roads to Recovery                         | Annual allocation                           | (261,221)        |
| Roads to Recovery                         | One off 2015/16 additional allocation       | (261,221)        |
|   | <b>Total funding</b>                        | <b>721,154</b>   |
| <b><i>2015/16 Budget Arrangements</i></b> |   |                  |
| Proposed 2015/16 Program of Works         | Total expenditure                           | 1,312,646        |
| Anticipated funding                       | Total revenue                               | (721,154)        |
| Reserve transfer                          | Maintain existing LTFP allocation           | (340,000)        |
| General purpose revenue                   | Required to achieve proposed program        | (251,492)        |



The additional one off Roads to Recovery allocation of \$261,221 significantly influences the funding available for road works. The proposed 2015/16 budget arrangements as tables above indicate a reduction of \$65,000 burden on the 2015/16 General Purpose Revenue contribution required to achieve the balanced position indicated in the Long Term Financial Plan.

### **Long Term**

This report has been structured to deliver a sensible and balanced one year Program of Works – Roads (2015/16). The report has identified a number of potential projects that will require funding in future years, but these need further analysis and scoping to determine their relative priority in a future proposed 4 Year Program of Works – Roads (2016/17 to 2019/20).

The cost of this proposal does not go beyond 2015/16, however, clearly a subsequent 4 Year Program of Works – Roads (2016/17 to 2019/20) will require substantially more information for the Council to consider. Beyond an adopted 4 Year Program of Works, a future 10 Year Program of Works will require more financial analysis and scenario testing to inform a subsequent Long Term Financial Plan.

### **Whole of Life**

The projects identified in this Program of Works are a combination of asset expansion, asset renewal and asset preservation projects that each attract different whole of life costs. No detailed analysis of the whole of life costs has been undertaken for this exercise.

Typically, however, road construction projects may attract an annual increase in maintenance expenditure in the order of 2-3% of the capital cost of the project. That is, for every \$1,000,000 spent on capitalisation, a corresponding \$20,000 to \$30,000 should be assigned to ongoing maintenance and future asset renewal. This idealised arrangement is based on good industry practice, but has been very difficult to achieve in most road authority organisations. Industry feedback regularly demonstrates examples where the gap between asset renewal demand and asset maintenance capacity is increasing over time.

### **SUSTAINABILITY IMPLICATIONS**

The proposed Program of Works – Roads (2015/16) addresses community expectations and facilitates improved economic activity in the Shire. All projects are expected to have minimal environmental impacts, except for the Mallokup Road widening and sealing project, which requires the removal of one healthy tree and one ill tree.

### **STRATEGIC IMPLICATIONS**

The proposed Program of Works – Roads (2015/16) addresses the following Strategic Objectives:

- 1.4 Provide efficient and effective financial management to ensure the long term sustainability of the organisation;
- 4.6 Support and promote the agricultural economy;
- 4.7 Promote tourist interests and provision of tourist accommodation;
- 4.8 Support the retention of the mining industry;
- 5.1 Provide and maintain a safe and efficient transport, cycle and pedestrian network throughout the Shire;
- 5.3 Improve connectivity throughout our communities and to the region; and
- 5.6 Effectively manage the Shires assets and resources.

### **CONSULTATION**

Upon appointment, the Executive Manager Engineering & Development Services met with all Councillors to discuss matters affecting the new Engineering and Development Services

Directorate. Several Councillors expressed concern with the existing 10 Year Road Management Plan and identified examples of projects that require attention.

There has been internal consultation to identify road projects that warrant attention, and to inform the proposed Program of Works – Roads (2015/16), including the Manager Engineering & Operations, Engineering Coordinator, Supervisors and operators.

Staff met with Main Roads WA on 20 March 2015 to discuss a number of issues including bridges, state initiated projects, funding opportunities for the future, transport and land use planning and more. The meeting identified some common interests and highlighted the collaborative efforts being undertaken to correct the southern approach on the Mallokup Road bridge.

Internal consultation has taken place to ensure the expenditure, funding and budget impacts are understood and generally fit within the parameters of the Long Term Financial Plan.

### **COMMENT**

The following commentary is structured around four proposed recommendations to progress the road program to a more suitable structure:

#### **PART 1 – Discontinue the existing 10 Year Road Management Plan (2014/15 - 2023/24)**

A preliminary review of the 10 Year Road Management Plan (2014/15 to 2023/24) has identified several anomalies in proposed project scope, funding arrangements and project sequencing. Collaboration with the Manager Engineering & Operations identified several examples of these anomalies that result in low confidence in the Plan.

##### Example 1: Jules Road North

The Plan identifies a widening required for Jules Road North from 6.2m to 7.0m in 2015/16, at \$130,000 funded 100% (presumably from Roads to Recovery (R2R)) and a follow up re-seal of the same section in the same year, at \$12,550 with no external funding.

Jules Road North (Hastie Road to quarry access) is eligible for Regional Road Group (RRG) funding (2/3:1/3). Accessing this funding source would reduce the burden on the R2R funding and increase the overall funding for other road works. If both projects were RRG funded, \$95,033 of R2R funds could be directed elsewhere.

It is typical to let new road works cure for at least one year (preferably two) to ensure the bituminous seal responds to the traffic load. This way, the reseal can be designed to reflect the traffic impact. Resealing road works too soon after the works increases the risk that the road surface will turn 'fatty' and therefore require a third corrective seal after some time.

Adjoining the road project is a new path project that was scheduled to be delivered in 2014/15. The path project should follow the road upgrade to ensure the road formation works do not compromise the path alignment and levels.

##### Example 2: Boundary Road

The Plan identifies a road widening of Boundary Road (SLK 2.60 to 3.50) from 3.7m to 6.0m in 2016/17. The project is costed at \$243,000 with 2/3 identified as external RRG funding (\$162,000).

As part of its annual submission for RRG funding, local governments are required to submit a 5 Year Program of Works to identify future funding requirements. The Shire of Capel 5 Year Program includes Boundary Road (SLK 1.05 to 4.70) showing \$140,000 in 2016/17. There are

inconsistencies between the adopted 10 Year Road Management Plan and the RRG 5 Year Program for the years 2016/17, 2017/18, 2018/19 and 2019/20.

Not all of Boundary Road is eligible for RRG funding, as only the southern section forms part of the Gwindinup – Capel Route. The Gwindinup – Capel route includes Lowrie Road (SLK 0.00 to 4.77), Boundary Road (SLK 3.38 to 5.93) and Gavins Road (SLK 0.00 to 14.63).

The section identified in the program for RRG funding is not eligible and increases the Shires direct spend on this road.

Also, it is more desirable to construct new roads to a wider 6.2m in rural environments to increase the width for passing vehicles, especially trucks.

#### Example 3: Gavins Road

The Plan identifies several projects on Gavins Road within the section eligible for RRG funding (SLK 0.00 to 14.63). Under provisions of the RRG funding arrangements, eligible roads may attract funds for resealing under the asset preservation criteria, also at the 2/3:1/3 funding ratio.

Several reseat projects on Gavins Road are included in the Plan without contributory funding:

|              |                                |          |                        |
|--------------|--------------------------------|----------|------------------------|
| • 2014/15    | Gavins Road (SLK 5.89 to 5.93) | \$16,200 | RRG eligible: \$10,800 |
| • 2015/16    | Gavins Road (SLK 4.96 to 5.39) | \$15,158 | RRG eligible: \$10,105 |
| • 2015/16    | Gavins Road (SLK 3.29 to 4.13) | \$28,938 | RRG eligible: \$19,292 |
| • 2015/16    | Gavins Road (SLK 5.62 to 7.06) | \$45,792 | RRG eligible: \$30,528 |
| • 2016/17    | Gavins Road (SLK 4.95 to 5.39) | \$16,588 | RRG eligible: \$11,059 |
| <b>TOTAL</b> |                                |          | <b>\$81,784</b>        |

There some smaller sections of Gavins Road that require localised pavement repairs or reconstruction. These sections are not identified in the Plan.

#### Example 4: Lowrie Road

Lowrie Road (SLK 0.00 to 4.77) forms part of the Gwindinup – Capel Route and is eligible for RRG funding. The Plan features a reconstruction of Lowrie Road (SLK 0.00 to 0.48) in 2015/16 funded 100% from R2R. The Shire has successfully received \$84,000 RRG funding for a modified scope of this project in 2015/16, which is not reflected in the Plan.

Lowrie Road (SLK 0.48 to 2.12) is programmed to receive a re-seal in 2016/17 at a cost of \$58,023, funded 100% from municipal funds. RRG funding could attract \$36,682 for this project allowing a re-allocation of municipal funds to other projects.

#### Example 5: Selected Gravel Roads

The Plan features an increasing amount of municipal funds for 'Selected Gravel Roads'. The funding allocation commences at \$105,000 in 2014/15 and increases in \$5,000 and \$10,000 increments each year up to an allocation of \$160,000 in 2023/24.

There are no details of the sections of road to be gravel sheeted. Gravel sheeting can be viewed as asset preservation, asset renewal or asset expansion depending on the nature of the project. Replenishing a roads gravel supply for ongoing maintenance work in the future may be considered asset preservation. Replacing a roads gravel formation may be viewed as a renewal exercise to bring the asset back to a previous state. Building up a roads gravel formation depth and/or width may be considered a preparation activity to a subsequent road development project. In each case, there is an argument that the works are of a Capital nature and should be itemised to specific road sections.

Example 6: Dalyellup road network

The Plan extends to 2023/24, but does not feature any works on the Dalyellup road network. The first stages of Dalyellup were constructed in 2000 and the roads in those stages are now approaching 15 years in age. Several roads in Dalyellup were constructed using an atypical red asphalt using a cracked pea gravel stone aggregate. These road surfaces now exhibit disproportionately high seal cracking and may need to be profiled out as a renewal activity.

The Dalyellup Road network has continued and continues to grow in length, and more recently complexity. There is no dedicated renewal strategy in place for the Dalyellup road network and the program needs to make some provision for this asset in the future.

Example 7: Boyanup West Road

Boyanup West Road is included in the Plan in 2023/24 to be re-sealed (SLK 0.06 to 11.09) at a cost of \$615,474 funded entirely from municipal funds. Boyanup West Road is eligible for RRG funding and could attract \$410,316 of the project cost from external sources. This would allow a reallocation of municipal funds to other projects.

Example 8: Hurst Road

The Plan shows Hurst Road (SLK 0.24 to 1.84) receiving a re-seal in 2015/16 at a cost of \$50,880. This work has already occurred and does not need additional attention.

Example 9: Capel Tutunup Road

The Plan shows the same section of Capel Tutunup Road (SLK 0.00 to 1.49) being re-sealed in 2014/15 (\$43,805 featured in the budget) and 2015/16 (\$47,382). The 2014/15 works have been completed.

The Plan also shows several sections of widening, however, there is a 500m overlap that is not clearly understood, as shown:

|           |                                   |                    |           |
|-----------|-----------------------------------|--------------------|-----------|
| • 2016/17 | Widen formation from 3.7m to 6.0m | (SLK 2.05 to 2.70) | \$ 90,000 |
| • 2017/18 | Widen formation from 3.7m to 6.0m | (SLK 4.20 to 5.00) | \$185,000 |
| • 2019/20 | Widen formation from 3.7m to 6.0m | (SLK 2.70 to 3.70) | \$235,000 |
| • 2020/21 | Widen formation from 6.2m to 7.0m | (SLK 3.70 to 4.70) | \$235,000 |
| • 2020/21 | Single coat reseal 7.0m           | (SLK 3.70 to 4.70) | \$ 45,000 |

Between SLK 4.20 and SLK 4.70 the Plan has scheduled widening to 6.0m in 2017/18, and then a further widening to 7.0m in 2020/21. The program also schedules a reseal of the same widened section (SLK 3.70 to 4.70) in the same construction year, which is not recommended.

Example 10: Elgin Road

Elgin Road is an important North South rural road that connects several significant east-west routes (Boyanup West Road – RRG eligible; Railway Road – State road network; Gavins Road – RRG eligible) and then loops back to Capel via Weld Road in the south. Despite Elgin Roads strategic location to service the rural community, it does not feature in the Plan until 2018/19.

The Plan schedules the following works:

|           |                     |                    |           |
|-----------|---------------------|--------------------|-----------|
| • 2018/19 | Widen / reconstruct | (SLK 4.50 to 5.50) | \$245,000 |
| • 2019/20 | Single coat reseal  | (SLK 4.50 to 5.50) | \$ 42,000 |
| • 2019/20 | Single coat reseal  | (SLK 7.70 to 8.12) | \$ 18,900 |
| • 2022/23 | Single coat reseal  | (SLK 4.19 to 7.79) | \$183,600 |
| • 2020/21 | Reconstruct to 6.0m | (SLK 0.20 to 1.00) | \$215,000 |

The Plan shows a duplication of resealing activity between SLK 4.50 and SLK 5.50 between 2019/20 and 2022/23.

The schedule of works shows some widening / reconstruction, but does not reflect the broader requirement to reconstruct the entire section of Elgin Road between Boyanup West Road and Railway Road. The poor condition of Elgin Road was demonstrated recently through a localised pavement and seal failure at SLK 2.76, which required urgent intervention work in December 2014.

The above examples demonstrate that the existing Plan is sufficiently flawed and that it should be discontinued. The works proposed in future years require reconsideration of scope, funding and prioritisation. Applying a more informed approach to funding opportunities may yield a more cost effective Plan and allow the scope of (some) eligible road projects to be broadened.

## **PART 2 – Develop a one year Program of Works – Roads (2015/16)**

Historically, the 10 Year Road Management Plan has been prepared for Council by the Director Engineering & Operations (or equivalent). This practice has taken place since 2009/10 and each subsequent year the 10 Year Road Management Plan has been updated by one year, with new projects introduced into year 10, and earlier years updated to reflect the changing nature of the road program.

The substantive Director Engineering & Operations position has been vacant since June 2014 and the (then) Manager Works (Shane Faber) acted in the role until the commencement of the Executive Manager Engineering & Development Services in early February 2015. The Manager Works has since that date been assigned the role of Manager of Engineering & Operations. The lag in the appointment of the Executive Manager has resulted in insufficient time for a thorough and proper review of the existing 10 Year Plan, nor adequate time to prepare a substantially completed replacement Plan.

The Manager Engineering & Operations and Executive Manager Engineering & Development Services have collaborated to prepare a draft one year Program of Works – Roads (2015/16) Council's consideration. The rationale behind the program formulation is based on a number of road network management principles and road project delivery strategies, including:

1. Detailed review of the 2015/16 projects in the existing 10 Year Plan, with a view on scheduled works in 2016/17;
2. Deferring any RRG eligible projects to future years subject to formal grant applications (e.g. Gavins Road, Jules Road North);
3. Removing references to duplicate or completed works (e.g. Ludlow North Road, Hurst Road);
4. Meeting obligations (e.g. repay City of Busselton for advance work on Ludlow North Road);
5. Asset preservation on new works (e.g. Weld Road, Mallokup Road reseal);
6. Salvaging and / or re-scoping projects from 2015/16 that have merit (e.g. Kookaburra Way, Zircon Way, Gelorup Rise);
7. Bringing forward known poor sections of urban road (e.g. Stirling Street, Capel; Payne Road, Boyanup);
8. Addressing road safety and bringing forward known network hazards (e.g. Mallokup Bridge approach, Capel Tutunup crest widening);

9. Prioritising and itemising gravel resheet work (e.g. Joshua Brook Road and Ken Bells Road);
10. Completing road network reseals and widenings (e.g. Connel Court and View Court in Peppermint Grove Beach, Turner Street in Capel, and Mallokup Road);
11. Asset preservation to reduce risk of critical failures (e.g. Rosemore Way, Elgin Road, Dalyellup roads); and
12. Balancing the program to reflect a balance between asset preservation / asset renewal / asset expansion.

The development of the draft one year Program of Works – Roads (2015/16) prompted many preliminary investigations into other road projects, many of which have merit based on one or more criteria. Unfortunately, the volume of roadworks required to preserve the asset and expand the asset to a set of uniform design criteria exceeds current road funding allocations.

The following table provides a summary of the reasoning for the inclusion of roads in the proposed Program of Works – Roads (2015/16):

| Road                   | Description                                      | Project Justification  |
|------------------------|--|--|
| <b>ASSET EXPANSION</b> |  |  |
| Ludlow Road North      | Widen formation and seal<br>Completed in 2014/15 | The \$65,300 allocation in the program is a cash repayment to the City of Busselton for loan funds advanced in 2014/15.  |
| Capel Tutunup Road     | Widen formation and seal<br>SLK 2.05 to 3.90     | The works are an extension of works undertaken in 2014/15 and address visibility constraints over a crest identified in a Road Safety Audit following a head on crash in early 2013.   |
| Mallokup Road          | Widen formation and seal<br>SLK 7.15 to 7.60     | <p>Project retained from previous 10 Year Road Program.</p> <p>The site is the only remaining section of the Roberts Road / Mallokup Road / Ludlow Road North route with a narrow seal width. The project will complete widening of this network.</p> <p><b>NOTE:</b> This project has attracted objections to the proposed clearing of trees from the Capel LCDC, the Capel Garden Club and Mr Bernie Masters. Mr Les Mutton and Mrs Bronwyn Mutton of the LCDC and Ms Evelyn Taylor of the Capel Garden Club have twice met with Shire staff, and written to the Shire to express an objection to the proposed removal of trees to accommodate road works.</p> <p>Shire staff has met with Main Roads WA on site to discuss design options that address the Shire’s road safety obligations and consider options to retain existing verge trees. The meeting recommended introducing a short reverse curve to effect a lateral shift in the alignment, thereby avoiding three ancient Tuarts, identified by staff as suitable habitat trees. The proposed realignment is likely to require the removal of one healthy tree and one ill tree.</p> |

|                               |   |  |   |
|-------------------------------|---|--|---|
|                               |   |  | Messrs Mutton and Ms Taylor have indicated that they would like to discuss this issue further before the Council.   |
| Stirling Street<br>(Capel)    | Widen formation and seal. Introduce stormwater drainage<br>SLK 0.00 to 0.11 |  | This is a narrow seal urban road that frequently experiences localised flooding. The seal and adjoining pavement is in poor condition. The project will bring the road up to standard commensurate with an urban road environment.  |
| <b>ASSET RENEWAL</b>          |   |  |   |
| Elgin Road                    | Reconstruct, widen and seal failed section<br>SLK 2.55 to 2.90              |  | This section coincides with a failed pavement subject to emergency repairs in late 2014. Anecdotal advice from staff is that this section of road is constructed on an underlying clay sub-base, which has consolidated over many years and resulted in a significant localised pavement failure. The pavement repairs were done under emergency conditions to achieve a moderately serviceable surface finish. The repairs are showing signs of failure and need to be addressed to ensure the future serviceability of the road formation. This project is expected to be an initial activity to bring the length of Elgin Road (Boyanup West Road to Railway Road) to a higher standard. |
| Lowrie Road                   | Reconstruct formation and seal<br>SLK 0.00 to 0.48                          |  | Project retained from previous 10 Year road program.<br>This section of Lowrie Road is exhibiting signs of surface roughness and localised pavement failures. The project has been approved for Regional Road Group funding.  |
| Mallokup Road                 | Lift southern bridge approach and correct surface<br>SLK 4.07 to 4.12       |  | Insufficient pre-loading on the southern approach has resulted in recurring subsidence. Collaborative project with MRWA to correct defect.  |
| <b>ASSET PRESERVATION</b>     |   |  |   |
| Gelorup Rise<br>(Gelorup)     | Single coat seal<br>SLK 0.00 to 1.53  |  | Project retained from previous 10 Year road program.<br>The road surface is exhibiting signs of deterioration.  |
| Stirling Road<br>(Ludlow)     | Single coat seal<br>SLK 3.00 to 4.50  |  | Second coat required to protect first coat seal for works undertaken in 2014/15.  |
| Capel Tutunup Road            | Single coat seal<br>SLK 1.55 to 2.05  |  | Second coat required to protect first coat seal for works undertaken in 2014/15.  |
| Harewoods Road<br>(Dalyellup) | Single coat seal<br>SLK 0.77 to 1.22  |  | Project retained from previous 10 Year road program.<br>The road surface is exhibiting signs of deterioration.  |
| Weld Road                     | Single coat seal<br>SLK 3.79 to 3.95  |  | Second coat required to protect first coat seal for works undertaken in 2013/14.<br>Approach tapers and advanced warning signage required to accommodate change in road surface width.  |
| Mallokup Road                 | Single coat seal<br>SLK 5.82 to 6.20  |  | Second coat required to protect first coat seal for works undertaken in a previous year.  |
| Payne Street<br>(Boyanup)     | Localised pavement repairs and single                                       |  | Project modified from previous 10 Year road program.  |

|   |   |   |
|---|---|---|
|   | coat seal<br>SLK 0.00 to 0.23 &<br>SLK 0.31 to 0.51                                     | There are numerous localised pavement failures that need to be repaired before they become too extensive resulting in a total road reconstruction.  |
| Rosemore Way<br>(Stratham)  | Seal correction,<br>asphalt overlay and<br>flush kerb<br>SLK 0.27 to 0.31               | Project modified from previous 10 Year road program.<br>The cul-de-sac head is exhibiting signs of surface failure. An asphalt overlay and flush kerb will lock in the existing surface and preserve the underlying pavement. |
| Connel Court &<br>View Court<br>(Peppermint Grove<br>Beach)   | Asphalt overlay<br>SLK 0.00 to 0.25 &<br>SLK 0.00 to 0.11                               | These two projects will complete the reseal program for Peppermint Grove Beach townsite. Future reseal focus can shift to other parts of the Shire.   |
| Kookaburra Way<br>(Capel)   | Asphalt overlay<br>SLK 0.00 to 0.50   | Project modified from previous 10 Year road program.<br>The road surface and adjoining kerb is exhibiting signs of failure.   |
| Zircon Way (Capel)  | Asphalt overlay<br>SLK 0.11 to 0.18   | Project modified from previous 10 Year road program.<br>Localised pavement repairs and seal overlay required.   |
| Turner Street<br>(Capel)  | Asphalt overlay<br>SLK 0.00 to 0.19   | Project modified from previous 10 Year road program.<br>Road roughness to be corrected and sealed.  |
| Joshua Brook Road<br>&<br>Ken Bell Road   | Gravel sheeting &<br>drainage<br>improvements<br>SLK 0.83 to 1.88 &<br>SLK 0.00 to 0.35 | Project modified from previous 10 Year road program.<br>Road itemisation included for Council reference.  |
| Maidment Parade<br>Samrose Road<br>Moort Street<br>Koulberry Road<br>Koorden Street<br>Quonday Way<br>Hornibrook Road<br>Kardan Way<br>Wongin Way<br>Kwel Road<br>Piara Way<br>Warut Way<br>(Dalyellup) | Asphalt crack sealing<br>Full length all roads  | Early stages of Dalyellup road network were constructed using a red-aggregate asphalt which is exhibiting signs of brittle deterioration. Asphalt crack sealing will reduce and delay moisture penetration into the pavement. |
|   |   |   |

The draft one year Program of Works – Roads (2015/16) is attached for information and consideration. Locality maps showing the proposed road sections are attached for information.

As a separate budget item, staff has put forward a request to include a separate line item for design work to precede works that require changes to the road formation and/or alignment. The request is for \$42,000 which represents 5% (typical) of the cost of five construction projects that require design.

### **PART 3 – Develop a suitable 4 Year Program of Works for consideration in early 2016**

Following the adoption of the Program of Works – Roads (2015/16), work will commence on preparing a medium term 4 Year Program of Works – Roads (2016/17 to 2019/20). The formulation of a 4 Year Program will include consideration of the following assessment criteria:



- Review of the previously adopted 10 Year Program of Works to identify projects of merit;
- Review of internal and external customer request for works to identify projects of merit;
- Asset condition data to determine a priority of asset need (mainly focusing on surface condition);
- Inclusion and consideration of known project backlogs;
- Identification of external funding opportunities including Regional Road Group, Roads to Recovery, Direct Grants, State Initiatives on Local Roads, State Blackspot projects, Australian Government Blackspot projects, developer funded works, private works etc;
- Introduction of road project assessment criteria to assist with road programming prioritisation (e.g. traffic volumes, heavy haulage routes, school bus routes, seasonal campaign cartage routes, pedestrian traffic, adjacent land use zoning etc.); and
- Identification of road safety and Blackspot projects.

With respect to known backlogs, the formulation of the proposed 2015/16 Program of Works for roads identified numerous projects that can be considered for a subsequent 4 Year Program of Works including, but not limited to:

| <b>Road</b>                      | <b>Description</b>  | <b>Project Justification</b>   |
|----------------------------------|---|--|
| <b><i>ASSET EXPANSION</i></b>    |   |  |
| Elgin Road                       | Widen formation and seal<br>SLK 0.00 to 3.71 &<br>SLK 3.77 to 3.98 &<br>SLK 4.15 to 5.50  | The northern portion of Elgin Road is in poor condition and is likely to continue to fail without intervention.<br>The central portion of Elgin Road is in good condition, but the seal width is narrower than would be built under contemporary design criteria.              |
| Capel Tutunup Road               | Widen formation and seal<br>SLK 3.90 to 4.70  | The works are an extension of works proposed in the 2015/16 Program of Works and concludes the project.  |
| Weld Road                        | Widen formation and seal<br>SLK 1.92 to 3.75 &<br>SLK 3.95 to 4.50 &<br>SLK 4.50 to 8.50  | Various sections of Weld Road are in poor condition and exhibit localised edge failures along the length.<br><br>Upgrading the gravel section of Weld Road has been requested by affected landowners, but more analysis is required to determine the priority of this request. |
| Boundary Road                    | Widen formation and seal.<br>SLK 1.10 to 2.20 &<br>SLK 2.60 to 3.25 &<br>SLK 3.50 to 4.70 | The road formation is in poor condition and the seal width is narrow.<br><br>Some of this road is eligible for RRG funding.  |
| Payne Street,<br>Boyanup         | Widen formation and seal<br>SLK 0.97 to 2.07  | Narrow road formation with significant edge drop off.  |
| <b><i>ASSET PRESERVATION</i></b> |   |  |
| Gavins Road                      | Reconstruct localised failures and re-seal<br>SLK 0.00 to 0.50 &                          | Localised pavement failures and significant surface damage. Road eligible for RRG funding.   |

|                   |  |   |
|-------------------|--|---|
|                   | SLK 3.29 to 4.13 &<br>SLK 5.62 to 7.06 |   |
| Boyanup West Road | Single coat seal<br>SLK 0.00 to 3.95   | Deteriorating surface. Road eligible for RRG funding. |
|                   |  |   |

A suitable 4 Year Program of Works should achieve the following outcomes:

- Increased external funding opportunities;
- Prioritisation of asset preservation projects;
- Bring urgent works forward;
- Establish a basis for future road project assessments; and
- Alignment with Corporate Business planning.

#### **PART 4 - Develop a provisional 10 year Program of Works for subsequent consideration**

The development of a 10 Year Program of Works will rely on an organised approach to project development and will need to be subject to periodic review. A 10 year forecast of works will require a foundation of reliable condition and deterioration data, and needs to identify foreseeable future development requirements.

Developing a 10 Year Program will require a more systemic methodology to project identification, scoping and prioritisation. This work must consider the following assessment criteria:

- Review of the adopted 4 Year Program of Works as an initiation benchmark;
- Further review of the previously adopted 10 Year Program of Works to identify projects of merit;
- Review of more recent customer requests identify future projects of merit;
- Provision of reliable asset condition data to determine asset need, increasing the focus from seals to other features including pavements, drainage and kerbing;
- Projection of external funding opportunities to determine future revenue profiles;
- Identification of internal reserve funds held to address road deterioration impacts from development (e.g. Extractive Industry Licence bonds);
- Introduction of a road network hierarchy to assist with road programming prioritisation
- Refinement of road project assessment criteria to assist with road programming prioritisation
- Trend mapping for prospective road safety and Blackspot projects;
- Align road projects with drainage projects and / or path projects to optimise outcomes
- Reducing repeat maintenance effort at identified sites; and
- Aligning road network development with urban growth to address foreseeable future need.

Developing a well thought out, financially balanced 10 Year Program of Works will take considerable effort to ensure projects are deliverable within an acceptable scope, meet contemporary community expectations and are affordable.

**VOTING REQUIREMENTS**

Simple majority

**OC0405 OFFICER'S RECOMMENDATIONS – 14.1/COUNCIL MOTION**

**Moved Cr Baxi, Seconded Cr Manley**

**That Council:**

- 1. Discontinues the 10 Year Road Management Plan (2014/15 to 2023/24);**
- 2. Endorses the Program of Works – Roads (2015/16), as attached;**
- 3. Allocates \$1,312,646.40 in the draft 2015/16 Budget for roads; and**
- 4. Instructs staff to prepare a draft 4 Year Program of Works – Roads (2016/17 to 2019/20) for consideration in early 2016.**

**OC0406 AMENDMENT**

**Moved Cr Bell, Seconded Cr J Scott**

**That Council:**

- 1. Discontinues the 10 Year Road Management Plan (2014/15 to 2023/24);**
- 2. Endorses the Program of Works – Roads (2015/16), with these changes:**
  - (a) Delete Capel Tutunup Road from the 2015/16 program;**
  - (b) Include additional works to Elgin Road north from Railway Road to Nicholls Road where works are already scheduled, approximately 1 km;**
  - (c) Include Boundary Road from Clarke Road south to Lowrie Road, approximately 1 km.**
  - (d) To find savings to facilitate these additional works from the program of works 2015/16.**
- 3. Allocates \$1,312,646.40 in the draft 2015/16 Budget for roads; and**
- 4. Requests staff to prepare a draft 4 Year Program of Works – Roads (2016/17 to 2019/20) for consideration in early 2016 with an additional budget allocation to bring program of works up to a minimum of \$1.5million annually.**

Crs Norton and McCleery left the meeting at 6.18pm for the vote.

The Amendment was Carried 7/0  
The Amendment became the Motion and was Carried 7/0

Crs Norton and McCleery returned to the meeting at 6.19pm.

**OC0407 (14.2) 10 Year Plant Renewal Program (2015 to 2025)**

Location: Capel  
 Applicant: Internal  
 File Reference:  
 Disclosure of Interest: Nil  
 Date: 08.04.15  
 Author: Executive Manager Engineering & Development Services, J Gick  
 Senior Officer: Chief Executive Officer, P Sheedy  
 Attachments: 10 Year Plant Renewal Program (2015/16 to 2024/25)

**MATTER FOR CONSIDERATION**

Formal adoption of the proposed 10 Year Plant Renewal Program (2015/16 to 2024/25).

**BACKGROUND / PROPOSAL**

At its 21 May 2014 meeting, the Council endorsed a recommended 10 Year Plant Replacement Program (2014/15 to 2023/24) and allocated funds in the 2014/15 budget to implement the first year of that program.

The 10 Year Plant Replacement Program (2014/15 to 2023/24) adopted by Council in 2014 has been built upon and modified to reflect the current renewal demand of the plant and vehicle fleet. The program has been subject to some internal review and assessment of funds to deliver the program.

**STATUTORY ENVIRONMENT**

Section 5.56 – Planning for the future, of the Local Government Act 1995 applies.

**POLICY IMPLICATIONS**

Council Policy 7.4: Fleet and Plant, and Policy 2.8: Purchasing, applies.

**FINANCIAL IMPLICATIONS****Budget**

The following table provides a summary of the budget and funding arrangements proposed for the 2015/16 Plant Renewal Program:

| Item                                  | Description                                 | \$        |
|---------------------------------------|---|-----------|
| <b><i>Background</i></b>              |   |           |
| 10 Year Plant Replacement Plan (2014) | 2015/16 Plant expenditure proposed          | 576,600   |
| 10 Year Plant Replacement Plan (2014) | 2015/16 Turnover assumptions                | (313,000) |
| Long Term Financial Plan (LTFP)       | 2015/16 allocation plant expenditure        | 744,317   |
| Long Term Financial Plan (LTFP)       | 2015/16 Turnover allocation                 | (358,668) |
| Long Term Financial Plan (LTFP)       | 2015/16 Reserve transfer assumptions        | (209,600) |
| Long Term Financial Plan (LTFP)       | 2015/16 General purpose revenue assumptions | (176,050) |
| <b><i>2015/16 Expenditure</i></b>     |   |           |
| Plant & Machinery                     | Asset renewal                               | 150,000   |
| Passenger Vehicles                    | Asset renewal                               | 186,520   |

|                                    |                                      |                |
|------------------------------------|--------------------------------------|----------------|
| Light Commercials                  | Asset renewal                        | 287,000        |
| Proposed 2015/16 Program           | <b>Total expenditure</b>             | <b>623,520</b> |
| <b>2015/16 Proceeds from Sales</b> |                                      |                |
| Plant & Machinery                  | Assumed sale value                   | 17,000         |
| Passenger Vehicles                 | Assumed sale value                   | 86,169         |
| Light Commercials                  | Assumed sale value                   | 120,994        |
| Proposed 2015/16 Program           | <b>Total sales</b>                   | <b>224,163</b> |
| <b>2015/16 Budget Arrangements</b> |                                      |                |
| Proposed 2015/16 Program of Works  | Total expenditure                    | 623,520        |
| Anticipated 2015/16 sale proceeds  | Total sales                          | (224,163)      |
| Plant Reserve transfer             | Maintain existing LTFP allocation    | (209,600)      |
| General purpose revenue            | Required to achieve proposed program | (189,757)      |
|                                    |                                      |                |

Through savings the Shire has been able to bring forward the purchase of a combined four passenger vehicles and light commercial vehicles into the 2014/15 budget period. This has shifted their subsequent replacement out to future years. The 10 Year Plant Renewal Program introduces a new Mini Excavator for 2015/16, which is expected to be traded seven years later in 2022/23.

The proposed 2015/16 budget arrangements, as tabled above, indicates a small increase of \$13,700 burden on the 2015/16 General Purpose Revenue contribution required to achieve the balanced position indicated in the Long Term Financial Plan. Alternatively, this could be offset by increasing the Plant Reserve transfer allocation.

### Long Term

The 10 Year Plant Renewal Plan (2015/16 to 2024/25) identifies a total expenditure of \$6,820,000 over 10 years, and assumes an income of \$2,444,000 in sales of disposed plant and vehicles. The forward projections are based on current cost rates and currency, so do not provide any assumptions about changes in plant and vehicle acquisition and disposal costs. These will need to be reviewed annually to inform and update the Plan to reflect contemporary plant and vehicle costs.

The 10 Year Plant Renewal Program no longer makes provisions for plant and vehicles required to support HACCC, as its function will be transferred from the Shire of Capel.

Plant and vehicle renewal frequencies have been considered based on current utilisation and projected turn-over targets.

### Whole of Life

The whole of life costs of owning, operating and disposing plant and vehicles are captured in Councils annual budgets. The acquisition and disposal of plant and vehicles is noted in the 10 Year Plant Renewal Plan, which is translated to the Long Term Financial Plan and subsequent annual Budgets.

Operating costs, maintenance and repairs are captured in various areas of the Councils annual Budget, including employee on-costs, plant consumables and parts, and allocation directly to projects and jobs. Plant hire rates are determined on a cost recovery basis to ensure the plant costs are properly assigned to projects and jobs.

### **SUSTAINABILITY IMPLICATIONS**

Council Policy 7:4 Fleet & Plant requires all vehicles to have an ANCAP rating of four stars or better, and to have a fuel consumption rating of less than 10 litres per 100km.

Providing suitable plant introduces project work efficiencies that benefit the Shire and the community. A modern plant and vehicle fleet also improves driver and operator safety.

**STRATEGIC IMPLICATIONS**

The proposed 10 Year Plant Renewal Plan (2015/16 to 2024/25) addresses the following Strategic Objectives:

- 1.2 Maintain a safe and rewarding working environment;
- 1.4 Provide efficient and effective financial management to ensure the long term sustainability of the organisation;
- 1.5 Ensure the effective management of Councils resources; and
- 5.6 Effectively manage the Shires assets and resources.

**CONSULTATION**

The 10 Year Plant Renewal Plan (2015/16 to 2024/25) was largely prepared by the Manager Engineering & Operations, who consulted with Supervisors, Plant Operators and vehicle operators to ensure the Plan catered for known demands and plant utilisation trends.

The Manager Engineering & Operations consulted with Finance to ensure the financial parameters around the proposed plan are generally consistent with the 2014/15 Budget, the Long Term Financial Plan and the previously adopted 10 Year Plant Replacement Plan (2014/15 to 2023/24).

**COMMENT**

The 10 Year Plant Renewal Plan is a balanced plan designed to maintain a modern and efficient vehicle fleet and to equip the Shire with contemporary and safe plant for works.

**VOTING REQUIREMENTS**

Simple majority

|   |
|---|
| <b>OC0407 OFFICER’S RECOMMENDATIONS – 14.2/COUNCIL DECISION</b> |
|---|

**Moved Cr Smith, Seconded Cr Hearne**

**That Council:**

- 1. Endorses the 10 Year Plant Renewal Plan (2015/16 to 2024/25) as attached; and**
- 2. Allocates \$623,520.00 in the draft 2015/16 Budget for renewal of Council’s plant and vehicle fleet.**

Carried 9/0

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**OC0408 (14.3) Town Planning Scheme No. 3 – Modification No. 1 to the Gelorup North West Subdivision Guide Plan**

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|                         |  |
|-------------------------|--|
| Location:               | Lot 1 and Lot 10 Bussell Highway Gelorup   |
| Applicant:              | Martin Richards  |
| Owner:                  | J Signorini  |
| File Reference:         | C5.1.G.50  |
| Disclosure of Interest: | Nil  |
| Date:                   | 24.03.2015   |
| Author:                 | Planning Officer, A. Dykstra   |
| Senior Officer:         | Executive Manager Engineering & Development Services, J Gick                                   |
| Attachment:             | A. Subdivision Guide Plan (Modification No. 1)<br>B. Gelorup North West Subdivision Guide Plan |

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**MATTER FOR CONSIDERATION**

Council is requested to adopt the Plan of Modification No. 1 (Modification No. 1) to modify the adopted Gelorup North West Subdivision Guide Plan (the Endorsed Guide Plan) pertaining to Town Planning Scheme No. 3. A copy of the Subdivision Guide Plan (Modification No. 1) and the adopted Gelorup North West Subdivision Guide Plan are attached.

Endorsement of the Modification No. 1 would allow the owner of Lots 1 and 10 to make application to subdivide the land into nine residential lots.

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

November 2003 – The Endorsed Guide Plan appurtenant to Town Planning Scheme No. 3 was endorsed by the Western Australian Planning Commission (WAPC). The Guide Plan sets out the performance criteria for the assessment of subdivision applications and the strategic lot and road layout for the Scheme Area.

November 2012 – Application received from the WAPC (ref 147101) proposing to subdivide Lot 1 into four lots.

May 2014 – The WAPC resolved to refuse the above subdivision application due to inconsistencies with the Endorsed Guide Plan and other matters.

**Proposal**

The applicant requests Council's endorsement of the proposed Subdivision Guide Plan (Modification No. 1) to facilitate the subdivision of Lots 1 and 10 into nine residential lots.

The applicant submitted a report and plans justifying the proposal. In summary the report included the following:

- Details of current land use, location, location of existing structures, hydrology, soils.
- Statutory framework: The applicant noted the various applicable clauses as they relate to the Greater Bunbury Region Scheme (GBRS), the Shire of Capel Town Planning Scheme No. 7 (the Scheme), the Residential Design Codes (R Codes) and the Endorsed Guide Plan.

The applicant highlights that clause 5.1.1 of the R Codes enables a 5% variation of the minimum and/or average site area as specified, subject to certain criteria.

- Proposal: The modification involves the following changes to the Endorsed Guide Plan:
  1. Increasing the subdivision yield from six to nine lots;
  2. Replacing the link road from Loretta Avenue to Duffield Place with a cul-de-sac; and
  3. Introducing an emergency services track linking from the cul-de-sac to Duffield Place.

#### Proposed Road System

The road system is an extension of the existing link from Loretta Avenue forming a cul-de-sac. Extending the road link to Duffield Place as per the current adopted Guide Plan is impractical given there is only potential for a 10m wide reserve at the eastern end. A link to the 10m reserve for fire access is achieved via adjoining battle-axe legs.

#### Proposed Lots

A total of nine residential lots are proposed ranging in size from 3580m<sup>2</sup> to 5695m<sup>2</sup>. The average lot size is 4200m<sup>2</sup>. The applicant submits these lot sizes in accord with the R Codes and the 5% lot size variation that can be applied.

More recently the plan has been adjusted to ensure priority flora is not disturbed and this has resulted in only two lots less than 3800m<sup>2</sup> in area with the smallest 3700m<sup>2</sup>. The battle-axe component of the smaller lots does not exceed 20% of the minimum lot size and the applicant submits that these lot sizes accord with other similar proposals in the area.

#### Configuration and Yield

The road extension has been aligned to provide sufficient clearance to proposed Lot 2 to enable a building envelope outside the 40m setback to Bussell Highway. Proposed Lots 1 and 3 are configured to recognise the existing dwellings and outbuildings.

The existing Lot 1 has the same lot yield as the Guide Plan. The lot yield for both existing lots 1 and 10 has been increased from six to nine lots which is achieved by the reduced land required for the road reserve, using both existing lots to achieve more flexibility in alignments and a more efficient design.

#### Building Envelopes

Each lot has been provided a building envelope at a maximum size of 1000m<sup>2</sup> and located in accordance with the prescribed setbacks under the R Codes and the Scheme. The exception to the setbacks is proposed Lot 1 containing an existing dwelling.

#### Bush Fire Management

The applicant states the subdivision is in an area where the bush fire hazard is manageable, two access routes are available and a permanent reticulated water supply can be provided. Bush fire management is stated by the applicant to be in accordance with the Planning for Bush Fire Protection Guidelines and a Fire Management Plan is to be required as a condition of subdivision.

#### Servicing

Reticulated water supply will not be available as the existing supply at the southern boundary of the site does not have the capacity or head to service the proposed lots. Domestic water supply will be via rain water collection tanks installed at the time of dwelling construction. The applicant states it is possible that infrastructure could be extended to the site to provide a water stand for emergency fire-fighting. The applicant states that reticulated power is



provided and effluent disposal will be contained on site to the specifications of the Shire of Capel.

#### Justification/Conclusion

The increase in lot yield has been achieved by reducing the road land requirements as the road extension to Duffield Place is not practical. The subdivision also maintains the relatively larger lots over the area containing denser vegetation in the southern central portion of the site. The lot yield, sizes and configuration is considered by the applicant to be consistent with the land immediately south of the site and the balance of the Gelorup North West Subdivision Guide Plan.

### **STATUTORY ENVIRONMENT**

#### Town Planning Scheme No. 7

Lots 1 and 10 Bussell Highway are zoned Residential R2.5 under Town Planning Scheme No. 7, are affected by the Highway Protection Area and are 1.9826ha and 2.0265ha in area respectively.

#### *1.6 Scheme Objectives*

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

#### *5.3 Residential Zone*

Clause 5.3.1 of the Scheme states that Council's objectives in controlling development in the Residential Zone are to:

- Provide sufficient zoned land in appropriate locations to meet the needs of the anticipated population without restricting the choice of sites; and
- Promote and safeguard the health, safety, convenience, general welfare and the amenities of residential areas and their inhabitants.

Clause 5.3.2 states that Council's policy in carrying out the objectives of the Residential Zone is as follows:

- Subdivisions shall have regard to any overall structure plan adopted by Council; and
- The Residential Planning Codes shall apply to all residential development.

Clause 5.3.6 relating to areas not connected to a public reticulated water supply requires a dwelling to be connected to a water storage tank of 92,000 litres and limit clearing to an approved building envelope, driveways and fire breaks.

#### *7.11-Highway Protection Area Provisions*

Clause 7.11 – Lots 1 and 10 are contained within the Highway Protection Line defined on the scheme maps and in part this provision states.....*that land contained within this boundary shall be subject to special conditions in order to protect the function, amenity and visual character of the Highway.*

Clause 7.11.2 identifies a number of conditions that apply to the land within the Highway Protection Area. 7.11.2(d) notes a 40m setback to the edge of the Highway Reserve will apply.

#### Town Planning Scheme No. 3

The lots are contained within the Town Planning Scheme No. 3 area. The intent of the Scheme is to guide the subdivision and development of the Gelorup Residential R2.5 area.

The Scheme sets out certain requirements that are to be considered with any subdivision. These include:

- The minimum permitted lot size is 4,000m<sup>2</sup>, unless a lesser area is agreed to by Council and the Western Australian Planning Commission;
- Subdivision proposals should be capable of forming part of an overall plan of subdivision for the Scheme Area;
- Overall plans for subdivision may be required for the locality before subdivisions will be approved; and
- All subdividing landowners are subject to Scheme Costs.

### Greater Bunbury Region Scheme

Lots 1 and 10 are zoned Urban under the Greater Bunbury Region Scheme and adjoin a Primary Regional Road.

### **POLICY IMPLICATIONS**

The only policy implication relates to the Strategic Minerals and Basic Raw Materials Policy under the GBRS. Being within the Basalt Extraction referral area, the proposal was referred to the Department of Mines and Petroleum. The Department advised that at the subdivision stage it will be requested that a notation be placed on the relevant titles advising of nearby quarrying activities.

### **FINANCIAL IMPLICATIONS**

#### **Budget**

Town Planning Scheme No. 3 provides for the collection of contributions to Scheme Works and cash-in-lieu of open space from subdividing land owners. The Scheme is self-funding and is managed to avoid any financial burden on Shire general revenue.

#### **Long Term**

There are no long term costs to consider.

#### **Whole of Life**

Road maintenance and maintenance of the drainage basin will ultimately become the Shire's responsibility.

### **SUSTAINABILITY IMPLICATIONS**

Modification No.1 is proposed in order to ultimately facilitate subdivision of the land. If the modification and subsequent subdivision application is approved then any new development would result in some vegetation removal. The Department of Parks & Wildlife (DPaW) recommended building envelopes be sited and the road alignment changed to minimise clearing. DPaW also requested a flora survey, a Black Cockatoo Habitat and Western Ringtail Possum Habitat assessment be undertaken and addressed prior to finalisation of the Plan of Modification. These surveys have been prepared and agreed to by DPaW.

Eventual subdivision and development of the land will add to the local social network of Gelorup.

### **STRATEGIC IMPLICATIONS**

#### Shire of Capel Strategic Community Plan

Relevant Strategic Directions under the plan include:

### Community Experience

Pursuant to the Scheme, the Modification requires public consultation whereby adjoining landowners and relevant authorities are given the opportunity to comment on the proposal. This is discussed in more detail under 'Consultation'.

### Environmental Experience

The Strategic Objective is to preserve and enhance the natural and built environment to ensure it is liveable, sustainable and adapts to our communities' needs and expectations. One outcome is to promote diverse lifestyle opportunities which can be achieved through land use strategies and plans. Allowing the subdivision to proceed would allow further lifestyle opportunities.

### Economic Experience

In supporting progressive economic opportunities, relevant outcomes are: the provision of opportunities taking advantage of the Shire's location; improve attractiveness of towns as retirement destinations; facilitating retail & commercial precinct; and encouraging business development. The proposal provides for additional residential accommodation options which in turn may help foster business activity.

## **CONSULTATION**

Modification No. 1 has been advertised for public comment to adjoining landowners and relevant government agencies for 28 days in accordance with Scheme requirements. Following close of advertising a total of five submissions were received, all from government agencies. A Schedule of Submissions is attached.

In summary the key matters raised within the submissions included:

- Main Roads WA requires the Guide Plan to be amended to include a 5m road widening to accommodate a dual use path. This has been indicated on the plan. At the subdivision stage the proponent is required to undertake a traffic noise impact assessment for the land and implement appropriate noise amelioration measures as required. This will be imposed as a relevant Condition of any subsequent subdivision approval as directed by Main Roads WA to the WAPC.
- Given the similar vegetation on the adjoining land to the south, DPaW required that a Flora and Fauna survey be undertaken as well as Black Cockatoo and Western Ringtail Possum habitat assessments. Based on DPaW's request, the internal road has been shifted north away from the better vegetated area and the curve in the road has been realigned at a right angle to reduce clearing. DPaW also requested consultation in regard to the final building envelope locations which can be imposed as a requirement at the subdivision stage.
- The Department of Fire and Emergency Services (DFES) has considered the proposal and note support cannot be given at this time until a comprehensive Fire Management Plan is prepared, approved and relevant provisions implemented during subdivision works.

### *Applicants Response to the key matters raised in the Submissions*

The applicant, as a result of the submissions undertook further consultation with the following results:

- The Guide Plan has been modified to include the 5m road widening adjacent to the Highway. The applicant submits that as the widening is only for a dual use path, the

amenity of future residents is not affected therefore the 40m setback to the existing highway boundary is retained.

- Environmental Consultants Eco Edge prepared Level 1 Flora and Fauna Surveys the results of which have been reflected on the Guide Plan. The guide Plan has been amended to ensure protection of the Priority Flora, sites of possum dreys/sightings and potential cockatoo habitat where possible.

The shared battle-axe legs/emergency access corridor has been relocated 3m north to avoid the Priority 3 flora clusters as identified in the reports.

The gradual curve in the cul-de-sac is intended to provide better lot configuration and a safer driving environment. The flora report indicated the cul-de-sac curve is contained within land having vegetation that is "degraded". The reduction in the road length and width together with the replacement of battle-axe legs cumulatively results in less clearing for road construction and access than that required under the current Guide Plan.

- The applicant states the requirement for a Fire Management Plan will be prepared and implemented at the subdivision stage. This was later confirmed by the Department of Fire and Emergency Services.

### **COMMENT**

The previous application to subdivide Lot 1 identified issues with providing the through road from the extension of the road servicing the subdivision to the south through to Duffield Place. These issues included drainage implications given the steep terrain and that only a 10m wide reservation exists to the east of the lot. The Shire has in previous correspondence acknowledged that a cul-de-sac with battle-axe legs servicing the eastern lots and a fire access way through to Duffield Place would be entertained provided matters such as environmental implications, satisfactory disposal of stormwater, and fire implications are considered, whilst maintaining appropriate setbacks and a coordinated development between both Lots 1 and 10.

#### Environmental Comments

DPaW requested that a Flora and Fauna survey be prepared and commented on a number of other matters that involved relocating the road access as well as the battle-axe legs to minimise clearing of vegetation. DPaW had the opportunity to comment on the revised Modification No. 1 and essentially were satisfied with the submitted flora and fauna reports but did not commit to commenting on the modified Plan Layout. DPaW stated they will comment on the modified layout *"...when additional information related to the potential WRP carrying capacity of the lots to the north of the subject site has been provided."*

Although DPaW did not commit to approving the actual revised layout, its final statement implies that only the carrying capacity of adjoining land for displaced animals was pending.

In later correspondence DPAW clarified it would agree to the Plan progressing provided the proponent agrees to a Fauna Management Plan being prepared and implemented at the subdivision stage. The Fauna Management Plan can be included in the Environmental Management Plan which may, as a result, incur some further minor modifications such as boundary adjustments at the subdivision stage.

#### Engineering Considerations

An initial assessment of the original proposal revealed a number of engineering and drainage matters to be considered. The road width has been increased from 13m to 16m, and 20m where it intersects to the south. The location of driveway access points to Lots 5, 6 and 8 have now been located adjacent to the building envelopes to minimise construction and erosion implications. At the subdivision stage easements will be required for the shared battle-axe leg and the emergency access way. The steep grade of the site requires drainage infrastructure within the road reserve and a drainage basin has been indicated on the curve of the road reserve. It will be a requirement of any subsequent subdivision application (and

conditioned accordingly) that a consulting engineer will be required to demonstrate drainage containment in a final design and any necessary modifications will need to be included accordingly.

### Lot Sizes

According to the Residential Design Codes, the minimum allowable lot size is 4000m<sup>2</sup> in areas coded R2.5, and only under certain circumstances a variation of 5% could be considered. The initial Guide Plan submitted demonstrated no lots were less than 3800m<sup>2</sup> in area. As a consequence of the flora and fauna surveys, the layout was adjusted and proposed Lots 4 and 5 have been reduced in size to 3710m<sup>2</sup> and 3700m<sup>2</sup> accordingly.

A reduction in lot sizes below the 3800m<sup>2</sup> threshold has been granted in the past by the WAPC and has been supported by the Shire in cases where the lower lot area results mainly from the provision of land for common Scheme purposes, such as the service road on Bussell Highway for the subdivision of Lot 14 to the north (WAPC 147015 2012). Others included the more recent subdivision of the two lots immediately south, which resulted in lot sizes as small as 3612m<sup>2</sup>, but still managed to average 4000m<sup>2</sup> and which was generally in accordance with the Endorsed Guide Plan.

The subject modification proposes two lots less than 3800m<sup>2</sup> in area and a lot yield of 9 lots in lieu of 6 lots, hence the subject modification. The only favourable justifications are that the average lot size over all nine lots is 4120m<sup>2</sup> and that the subdivision layout has been partially constrained by priority flora, habitat and possum sightings/dreys.

TPS No. 3 sets out certain requirements that are to be considered with any subdivision, which includes that *“The minimum permitted lot size is 4,000m<sup>2</sup> unless a lesser area is agreed to by Council and the Western Australian Planning Commission.”* Council therefore has the ability to consider applications that propose lots with a size less than 4000m<sup>2</sup>.

### Setbacks

The Scheme states under clause 7.11.2 that a 40m setback applies to the Highway reserve boundary. A variation to this requirement is sought in relation to the building envelope for Lot 2. This variation was a result of the 5 metre road widening request from Main Roads WA to accommodate a future dual use path. The applicant contends this variation will not have noise implications as the additional 5m is for a footpath and not a road widening for vehicles. The 40m setback however is not only noise related but also is to maintain visual amenity as viewed from the highway.

The 5m variation is supported as the existing dwelling directly south of proposed Lot 2 and that on Lot 11 to the north are built closer than 40m to the existing road reserve and there will be no visual implications. The WAPC may at its discretion impose at the subdivision stage a Condition either requiring noise amelioration measures applied to any subsequent dwelling proposal or a notification on the Title advising of the highway and noise impacts.

### Conclusion

Following the consultation period and detailed analysis of the proposal it is recommended the proposed Subdivision Guide Plan be adopted as Modification No. 1 to the endorsed Gelorup North West Subdivision Guide Plan pursuant to Town Planning Scheme No. 3 subject to the following adjustments made to the Guide Plan:

1. The Plan to be titled as “Modification No. 1 to the Endorsed Gelorup North West Subdivision Guide Plan – Town Planning Scheme No. 3”
2. Provision (5) of the submitted Modification No. 1 to refer to an “Environmental Management Plan” in lieu of a “Fauna Management Plan”.

Should Modification No.1 be endorsed and a subdivision application submitted accordingly, the WAPC will refer the subdivision proposal to relevant government agencies for comment. Matters raised, such as noise impact assessment by Main Roads WA, Fire Management by

DFES and a notation on the plan with the regard to Basalt mining by the Department of Mines and Petroleum, are likely to be recommended as Conditions by the respective agencies.

Council is now required to make a determination on whether or not to adopt the Plan of Modification No. 1, and if it does adopt the plan it is required to forward it to the WAPC for endorsement.

### **VOTING REQUIREMENTS**

Simple majority

|   |
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| <b>OC0408 OFFICER'S RECOMMENDATION – ITEM 14.3/COUNCIL DECISION</b> |
|---|

**Moved Cr Hearne, Seconded Cr Baxi**

**That Council:**

**1. Approves a modification (Subdivision Guide Plan - Modification No. 1) to the endorsed Gelorup North West Subdivision Guide Plan pursuant to the Shire of Capel Town Planning Scheme No. 3 for the purpose of:**

- a) Modifying the total lot yield of Lots 1 and 10 Bussell Highway from six lots to nine lots;**
- b) Removing the road link from Loretta Avenue to Duffield Place and replacing with a cul-de-sac; and**
- c) Introducing an emergency services track linking the cul-de-sac to Duffield Place;**

**subject to the submission of a modified Subdivision Guide Plan to the satisfaction of the Shire of Capel that incorporates the following changes:**

- i) The Subdivision Guide Plan to be titled as "Modification No. 1 to the Endorsed Gelorup North West Subdivision Guide Plan – Town Planning Scheme No. 3"**
- ii) Provision (5) of the submitted Subdivision Guide Plan (Modification No. 1) to refer to an "Environmental Management Plan" in lieu of a "Fauna Management Plan".**

**2. Refer the modified Subdivision Guide Plan - Modification No. 1 as in (1) above to the Western Australian Planning Commission for endorsement.**

Carried 9/0

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**OC0409 (14.4) Excision of Lot 225 and Amalgamation with Lot 226 – Prowse Road, Capel**

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Location: Prowse Road, Capel  
Applicant: Department of Lands  
File Reference:  
Disclosure of Interest: Nil  
Date: 08.04.15  
Author: Engineering Technical Officer, M Bovell  
Senior Officer: Executive Manager Engineering and Development Services, J Gick  
Attachments: 1 – Location Plan  
2 – Approved Structure Plan - Road Reserve

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**MATTER FOR CONSIDERATION**

Proposed excision of portion reserve 14054 Prowse Road, Capel (Shire Works Depot – Lot 225) for amalgamation with adjoining freehold lot (Lot 226).

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

Lot 226 Prowse Road has been recently rezoned from R10/15 to R20/30 through the Council endorsement of the Town Planning Scheme No. 7 Scheme Amendment No. 53. The Structure Plan for this development (**Attachment 2**) includes a 15.4m wide road reserve, which is located over the boundary between Lots 225 and 226 and indicated that 4.4m of the road reserve would be sourced from Lot 225 once Lot 225 was developed.

The Western Australian Planning Commission (WAPC) have now approved the subdivision of Lot 226 with Conditions, and after more detailed engineering design, the preferred alignment for the underground services is now along the portion of future road reserve contained within Lot 225.

After consultation with the Shire to gain in principle support, the owners of Lot 226 (Realgain Investments Pty Ltd) have now applied to the Department of Lands to purchase the portion of land and amalgamate it into Lot 226 in accordance with S87 of the Land Administration Act (1997).

**Proposal**

Formal correspondence has been received from the Department of Lands which reads as follows.

*“PROPOSED EXCISION OF PORTION RESERVE 14054 PROWSE ROAD, CAPEL FOR AMALGAMATION WITH ADJOINING FREEHOLD LOT*

*The Department of Lands (DoL) is aware that the Shire of Capel is supportive of this proposal and has indicated as such to the landowner’s consultant Harley Dykstra.*

*As part of the referral process that DoL undertakes, the management body is required to give its support by advising it will relinquish its management over the portion of land to be excised. This advice is either in writing by an officer who has delegation to make this decision or via a Council resolution.*

*Could the Shire of Capel please provide either at its earliest convenience? For your information once all the referrals are returned to DoL the following occurs:*

- *Landgate valuation services to provide a valuation to include the excised land into Lot 226*
- *Land sales request sent to DoL Executive Director for approval*
- *Once approved, offer and acceptance sent to the adjoining landowner*
- *Survey undertaken to show the changes*
- *Once the survey (deposited plan) is lodged with Landgate and becomes In Order for Dealings, the relevant documents are prepared to finalise the action (application for new titles, amendment to reserve, new management order etc)”*

## **STATUTORY ENVIRONMENT**

### Land Administration Act

Land Administration Act (1997) Section 87 Sale etc. of Crown land amalgamation with adjoining land;

- (1) In this section — adjoining land means the land referred to in subsection (2)(b) or (3)(b), as the case requires.
- (2) Whenever the Minister considers that a parcel of Crown land is —
  - (a) unsuitable for retention as a separate location or lot, or for subdivision and retention as separate locations or lots, because of its geographical location, potential use, size, shape or any other reason based on good land use planning principles; but
  - (b) suitable for —
    - (i) conveyance in fee simple to the holder of the fee simple; or
    - (ii) disposal by way of lease to the holder of a lease granted by the Minister under this Act, of land adjoining that parcel, the Minister may, with the consent of that holder and on payment to the Minister of the price, or of the initial instalment of rent, as the case requires, agreed with that holder, by order convey that parcel in fee simple or lease that parcel to that holder and amalgamate that parcel with the adjoining land.
- (3) If —
  - (a) a parcel of land comprised in a road that is closed, whether under this Act or the repealed Act, is Crown land; and
  - (b) part of the land through which that closed road passes or which it adjoins is taken under Part 9 for the purpose of a road to replace that closed road; and
  - (c) as a result of that taking, the person holding the fee simple of, or a lease granted by the Minister under this Act in respect of, the adjoining land (the landholder) is entitled to compensation under that Part from the person who took that part (the taker), the Minister may, with the consent of the landholder and the taker and on payment to the Minister of any price, or of any initial instalment of rent, as the case requires, agreed with the landholder, by order —
  - (d) convey to the landholder in fee simple or lease to the landholder, as the case requires, by way of satisfaction or part satisfaction of the compensation payable to the landholder, so much of that parcel as is, in the opinion of the Minister, equivalent in value to the whole or the relevant part of that compensation; and
  - (e) amalgamate the land so conveyed or leased with the adjoining land.
- (4) When land has been conveyed or leased under subsection (3)(d), the taker must, if required by the Minister to do so, pay to the Minister forthwith the amount of the compensation in satisfaction of which that land has been so conveyed or leased.
- (5) On the amalgamation under subsection (2) or (3) of the whole or part of a parcel of Crown land with the adjoining land —
  - (a) that parcel or part becomes, if the adjoining land is —
    - (i) land held in freehold, part of the adjoining land and held in the same freehold; or
    - (ii) Crown land held under lease, part of the adjoining land and held under the same lease, and, if the adjoining land is subject to any encumbrance, that



parcel or part becomes subject to that encumbrance as if it had been part of the adjoining land when that encumbrance was created; and

- (b) the Registrar must alter the certificate of title or the certificate of Crown land title and the Register so as to show that that parcel or part forms part of the adjoining land.
- (6) If the freehold or lease of the adjoining land is, at the time of the amalgamation of the adjoining land with the whole or part of a parcel of Crown land under subsection (2) or (3), in the course of being sold under a contract of sale and the purchaser under that contract consents —
- (a) the purchase price or consideration set out in that contract is to be taken to be increased by an amount equal to the unimproved value of that whole or part; and
  - (b) the conditions of that contract are taken to apply to that whole or part as if that whole or part had been part of the adjoining land when that contract was entered into.
- (7) Despite anything in subsection (6), that subsection does not affect the rights of any person in respect of a claim that has before the amalgamation referred to in that subsection been settled or decided.

#### Contaminated Sites Act (2003)

In accordance with Section 59 of the Contaminated Sites Act (2003), on instruction by the Department of Environment and Conservation (DEC), a memorial has been registered against Lot 225 Prowse Road. The memorial records the site classification as 'Possibly contaminated – investigation required', as at 30 March 2011.

#### **POLICY IMPLICATIONS**

There are no policy implications relative to this matter.

#### **FINANCIAL IMPLICATIONS**

##### **Budget**

There will be no implications to the budget. In-kind contributions will be limited to supervision and coordination of the relocation of items along the southern boundary of the Works Depot.

##### **Long Term**

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

##### **Whole of Life**

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

#### **SUSTAINABILITY IMPLICATIONS**

The proposed inclusion of the 4.4m strip of land within the subdivision will not have any major environmental implications in the long term if appropriately developed. The strip of land in question is cleared of all vegetation.

#### **STRATEGIC IMPLICATIONS**

##### Shire of Capel Strategic Community Plan

Relevant Strategic Directions under the plan include:

Economic Experience - In supporting progressive economic opportunities, relevant outcomes are: the provision of opportunities taking advantage of the Shire's location; improve attractiveness of towns as retirement destinations; facilitating retail and commercial precinct; and encouraging business development. The proposal provides for a more economic alignment

of the underground services to the subdivision on Lot 226 and for ease of future service connections to lots within the future development of Lot 225.

Infrastructure Experience - Engage in high level advocacy with the State Government and liaise with the other infrastructure providers to obtain best possible levels of service for the community.

## **CONSULTATION**

### Works Depot Implications

Shire officers have referred this proposal to the Manager Works, the Manager Health Services and the Coordinator Ranger Services, all of whom are currently using the portion of land in question for various uses to determine under what conditions they would support the proposal.

The Manager Works advised that stored materials would require either disposing of or relocation to another part of the depot at the proponent's expense. The boundary fence would also require relocation by the proponent at no expense to the Shire.

The Coordinator Ranger Services advised that the stock holding yard and loading ramp would need to be relocated from the southern boundary to the western boundary to an area of 6m x 19m by the proponent at no cost to the Shire. If the existing structures cannot be feasibly relocated, reconstruction would be required with minimum standard being 150mm hardwood timber posts, 100mm hardwood timber rails and ringlock wire. The loading ramp to be relocated or reconstructed to north eastern corner of the holding yard with entrance facing north.

The Manager Health Services has no objections.

Harley Dykstra, the proponents' planning consultant, has agreed on the proponents' behalf to the Conditions outlined above, and in turn the Shire officers provided in principle support for the excision and amalgamation of 494m<sup>2</sup>.

### Contaminated Site

Harley Dykstra also forwarded a letter to the Shire, which it received from the Department of Environmental Regulation as follows:

*"LOT 225 AND 226 RANGE ROAD, CAPEL, WESTERN AUSTRALIA*

*The Department of Environmental Regulation (DER) received your email dated 18 September 2014, in regards to the possible excision of a 4.4m strip of land from the southern boundary of lot 225 on Plan 159979, known as Crown Reserve 14054, for road reserve purposes. The 4.4m strip of land is required for the subdivision and development of the adjacent Lot 226.*

*Lot 225 is classified as 'possibly contaminated – investigation required' (PC-IR) under the Contaminated Sites Act 2003 (CS Act) due to its use as a council depot. However, no soil or groundwater investigations have been undertaken at the site. A Preliminary Site Investigation (PSI) undertaken in 2012 identified areas of potential environmental concern at the site. These included:*

- *Underground petroleum storage system (UPSS)*
- *Septic system*
- *Vehicle wash bays*
- *Chemical fuel drum storage*
- *Motor vehicle workshop*
- *Potential buried refuse*
- *Dog pound*

*The majority of the areas of environmental concern are located in the northern half of the site with the exception of the dog pound and the chemical storage shed. Aerial photographs indicate that the 4.4m strip of land has historically been vacant or used for storage of wood and metal. Photographs included in the PSI of the 'dog pound' indicate it to consist of a small shed and therefore is unlikely to have housed significant numbers of dogs. Photographs taken of the chemical shed indicate concrete floors and chemicals on shelves or pallets.*

*Lot 226 was subject to Western Australian Planning Commission (WAPC) application 148311, which DER provided comments to in a letter dated 18 August 2014. DER had no objection to the proposal and advised that a contamination condition was not required.*

*Based on available information, it is unlikely that the dog pound or chemical storage shed has caused significant contamination to soil or groundwater in the 4.4m strip of land. Therefore, DER would not object to partial withdrawal of the PC-IR memorial on the 4.4m strip of land to allow for it to be used for road reserve purposes as part of the development on Lot 226."*

### **COMMENT**

The proposal, although originally intended for action only when Lot 225 was to be developed, holds merit in delivering a more beneficial service alignment for future lots.

The DER has indicated that it has no issues in a partial withdrawal of the Possibly Contamination-Investigation Required Memorial over the portion of land in question which will allow for the division of the land.

The Shire depot site has adequate capacity to absorb the relocation of the stored materials and the stock holding yard, and the proponent has agreed to meet the costs of all relocations and transfer of land fees.

The Shire officers consider that the proposal is in the best interests of the future subdivision and support the excision of the portion of Lot 225 as the proponent will be arranging for all the required works to be conducted at their own expense.

### **VOTING REQUIREMENTS**

Simple majority

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| <b>OC0409 OFFICER'S RECOMMENDATIONS – 14.4/COUNCIL DECISION</b> |
|---|

**Moved Cr Hearne, Seconded Cr Bell**

**That Council:**

- 1. Agrees to the excision of 494m<sup>2</sup> from Lot 225 on DP159979 Prowse Road, Capel and for it to be amalgamated with the adjoining freehold lot, Lot 266 on DP 159979, and;**
- 2. Relinquishes management over the subject portion of Lot 225 on DP159979 Prowse Road, Capel to enable the excision.**

Carried 9/0

## **CORPORATE SERVICES REPORTS**

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### **OC0410 (15.1) Corporate Services Purchasing Policy Review**

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|                         |   |
|-------------------------|---|
| Location:               | Capel   |
| Applicant:              | Shire of Capel                                    |
| File Reference:         |   |
| Disclosure of Interest: | Nil   |
| Date:                   | 15.04.15  |
| Author:                 | Manager Finance, A Mattaboni                      |
| Senior Officer:         | Executive Manager Corporate Services, S Stevenson |
| Attachments:            | Corporate Services Purchasing Policy              |

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### **MATTER FOR CONSIDERATION**

Council to consider the review of Corporate Services Purchasing Policy, and consider adopting a new policy.

### **BACKGROUND / PROPOSAL**

#### **Background**

The Local Government Act 1995 states that one of the roles of Council is to determine the local government's policies.

#### **Proposal**

A review has been conducted of the Corporate Services Purchasing Policy to reflect the changes to the Shire management structure and Financial Management Procedures manual with the Purchasing Policy being updated.

### **STATUTORY ENVIRONMENT**

Local Government Act 1995, Section 2.7(2)(b).

#### **2.7 Role of Council**

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

### **POLICY IMPLICATIONS**

There are broad policy implications through the referenced policy changes, deletions or creations in this report.

### **FINANCIAL IMPLICATIONS**

#### **Budget**

The new policy complements or improves the existing financial management and purchasing policies and procedures of Council. There are no direct costs associated with this new policy; however additional Plans and resources are referenced.

### **Long Term**

Future expenditure requirements would be considered as part of the annual budget deliberations. There may be longer term resourcing requirements related to the implementation of improved internal procedures.

### **Whole of Life**

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

### **SUSTAINABILITY IMPLICATIONS**

These policies assist in the sound management of Council's financial resources, governance procedures and financial systems. This enables Council to have a positive environmental impact and a direct social benefit for the community.

### **STRATEGIC IMPLICATIONS**

The Strategic Plan 2013 to 2031 includes the following strategy which has relevance:

- 1: The Leadership Experience
  - 1.1 Ensure continuous improvement of the organisation.
  - 1.4 Provide efficient and effective financial management to ensure the long term financial sustainability of the organisation.

### **CONSULTATION**

The policy has received comment and review by relevant staff and through the Executive Management Team meeting.

### **COMMENT**

The Purchasing Policy has been changed to reflect the changes made to the Financial Management Procedures manual for purchasing goods or services. The changes to Financial Management Procedures for purchasing have been made to reflect the new organisation structure which gives more responsibility at a manager level. The changes to the Financial Management Procedures include: adjusting the authorisation financial limits for authorised employees for the issuing of purchase orders and adjusting the purchasing thresholds along with purchasing method required. The Purchasing Policy includes the purchasing thresholds from the Financial Management Procedures.

Attached to the Agenda is the proposed new Policy, with wording that has been deleted having a line through it and the new wording appearing in bold.

### **VOTING REQUIREMENTS**

Simple majority

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| <b>OC0410 OFFICER'S RECOMMENDATION – 15.1/COUNCIL DECISION</b> |
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**Moved Cr McCleery, Seconded Cr Hearne**

**That Council endorses the updated Policy 2.8 – Purchasing as detailed in the attachment.**

Carried 9/0

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**OC0411 (15.2) Accounts Due and Submitted for Authorisation**

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Location: Capel  
Applicant: Shire of Capel  
File Reference:  
Disclosure of Interest: Nil  
Date: 22.04.2015  
Author: Finance & Accounts Payable Officer, S Searle  
Senior Officer: Executive Manager Corporate Services, S Stevenson  
Attachments: Nil

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**MATTER FOR CONSIDERATION**

Adoption of accounts to be paid.

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

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

**Proposal**

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

**STATUTORY ENVIRONMENT**

Local Government Act 1995, section 6.10

**6.10. Financial management regulations**

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

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

**13. List of accounts**

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

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

### **POLICY IMPLICATIONS**

There are no current policies relevant to this matter.

### **FINANCIAL IMPLICATIONS**

#### **Budget**

Payment from Council's Municipal Fund.

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

#### **Long Term**

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

#### **Whole of Life**

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

### **SUSTAINABILITY IMPLICATIONS**

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

### **STRATEGIC IMPLICATIONS**

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:

|          |            |                                       |   |         |
|----------|------------|---------------------------------------|---|---------|
| EFT18647 | 23/04/2015 | SANDRO AGRIZZI FARM MACHINERY PTY LTD | REPLACE BUSHES ON ROAD BROOM  | 1075.40 |
| EFT18648 | 23/04/2015 | BUNBURY MOWER SERVICE                 | REPLACE STIHL FS250 Z BAR BRUSHCUTTER   | 790.00  |
| EFT18649 | 23/04/2015 | BELL FIRE EQUIPMENT COMPANY           | REMOVE AND REPLACE FIRE PUMP ON BOYANUP LIGHT TANKER AND SERVICE AGREEMENT 4566 | 2799.81 |
| EFT18650 | 23/04/2015 | BUNBURY HOLDEN                        | CARRY OUT 90,000 SERVICE AND REPLACE FRONT AND BACK BRAKES                      | 1293.89 |
| EFT18651 | 23/04/2015 | BUNNINGS BUILDING SUPPLIES PTY LTD    | 5 SHOWER HEADS  | 303.74  |

|          |            |   |   |          |
|----------|------------|---|---|----------|
| EFT18652 | 23/04/2015 | STAPLES AUSTRALIA PTY LTD                             | 14/15 STATIONERY  | 247.18   |
| EFT18653 | 23/04/2015 | COATES HIRE SERVICE                                   | DAY HIRE - COMPACTOR - MONDAY 23/3/15   | 116.66   |
| EFT18654 | 23/04/2015 | CARBONE BROS PTY LTD                                  | 189 TONNE OF GRAVEL TO SHIRE DEPOT  | 3497.43  |
| EFT18655 | 23/04/2015 | DARREN WRIGHT TOWING & TILT TRAY SERVICE              | TOW MITSUBISHI MAGNA FROM SURF LIFE SAVING CAR PARK DALYELLUP TO DEPOT. IMPOUND NO 180      | 200.00   |
| EFT18656 | 23/04/2015 | SOUTH WEST ISUZU                                      | REPAIR TO TURBO , SERVICE, REPLACED HUB SEALS, FITTED TURBO TIMER, REPLACE FRONT WINDSCREEN | 8471.12  |
| EFT18657 | 23/04/2015 | JOBS SOUTH WEST                                       | EXCEL TRAINING 25.03.15 ADMIN OFFICERS X 5  | 1995.00  |
| EFT18658 | 23/04/2015 | JETLINE KERBING CONTRACTORS                           | REPAIR DANGEROUS/DAMAGED FOOTPATH PANEL AT 52 BLAXLAND.                                     | 1265.00  |
| EFT18659 | 23/04/2015 | KLEENHEAT GAS   | 2 GAS LINES FOR BOTTLES   | 40.00    |
| EFT18660 | 23/04/2015 | WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION WALGA | VARIOUS ADVERTISING   | 4441.51  |
| EFT18661 | 23/04/2015 | LANDGATE  | GRV ITERIM VALS COUNTRY   | 3527.69  |
| EFT18662 | 23/04/2015 | SOUTHERN LOCK & SECURITY                              | REPLACE LOCK AT GELORUP COMM CENTRE AND PADLOCK KEYED TO MKP                                | 209.88   |
| EFT18663 | 23/04/2015 | TRAFFIC FORCE   | TRAFFIC MANAGEMENT - WELD ROAD & JAMIESON ROAD AND LILLYDALE RD                             | 3376.90  |
| EFT18664 | 23/04/2015 | LANDMARK OPERATIONS LIMITED                           | ROUNDUP POWER MAX   | 395.80   |
| EFT18665 | 23/04/2015 | WISHING WELL CLINIC                                   | PRE EMPLOYMENT MEDICAL  | 99.00    |
|          |            |   |   | 34146.01 |

OUTSTANDING CREDITORS AS AT 31<sup>st</sup> MARCH 2015: \$86,310.57

#### 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 22<sup>nd</sup> April 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

**OC0411 OFFICER'S RECOMMENDATIONS – 15.2/COUNCIL DECISION**

**Moved Cr Smith, Seconded Cr J Scott**

**That Council authorises the Schedule of Accounts covering vouchers EFT18647 to EFT18665, a total of \$34,146.01, for payment.**

Carried 9/0

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**OC0412 (15.3) Accounts Paid during the Month of March 2015**

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Location: Capel  
Applicant: Shire of Capel  
File Reference:  
Disclosure of Interest: Nil  
Date: 22.04.15  
Author: Finance & Accounts Payable Officer, S Searle  
Senior Officer: Executive Manager Corporate Services, S Stevenson  
Attachments: Nil

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**MATTER FOR CONSIDERATION**

Authorisation of accounts paid during the month.

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

Accounts paid are required to be submitted each month.

**Proposal**

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

**STATUTORY ENVIRONMENT**

Local Government Act 1995, section 6.10

**6.10. Financial management regulations**

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

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

**13. List of accounts**

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

**POLICY IMPLICATIONS**

There are no current policies relevant to this matter.

**FINANCIAL IMPLICATIONS****Budget**

Payment from Council's Municipal Fund.

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

**Long Term**

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

**Whole of Life**

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

**SUSTAINABILITY IMPLICATIONS**

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

**STRATEGIC IMPLICATIONS**

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 March 2015 are as follows:

|          |            |                       |   |         |
|----------|------------|-----------------------|---|---------|
| EFT18297 | 03/03/2015 | WESTNET PTY LTD       | DALYELLUP LIBRARY BUSINESS-1 SERVICE & STATIC IP'S  | 94.94   |
| EFT18298 | 03/03/2015 | WESTNET PTY LTD       | SHIRE OF CAPEL ADSL SERVICE   | 274.84  |
| EFT18299 | 4/03/2015  | AMITY SIGNS           | WHITE GUIDEPOSTS, WARNING SIGNS, METAL GUIDE POST   | 9120.65 |
| EFT18300 | 4/03/2015  | AUSTRALIA POST        | POSTAGE FOR FEB 15  | 2663.62 |
| EFT18301 | 4/03/2015  | ARBORGUY              | OVERHEAD AND LATERAL PRUNING  | 4950.00 |
| EFT18302 | 4/03/2015  | BUNBURY MOWER SERVICE | REPAIRS TO POLE SAW, SERVICE AND REPAIR OF CHAINSAW, HONDA BUFFALO, HEDGE CLIPPERS AND WHIPPER SNIPPERS | 857.45  |

|          |           |                                       |   |          |
|----------|-----------|---------------------------------------|---|----------|
| EFT18303 | 4/03/2015 | BELL FIRE EQUIPMENT COMPANY           | ANNUAL SERVICING OF FIRE INDICATOR PANEL CAPEL LIBRARY AND REPAIRS TO BOYANUP AND GELORUP FIRE VEHICLE HOSE | 290.40   |
| EFT18304 | 4/03/2015 | BUNBURY PLUMBING SERVICES BPS         | 14/15 PUMP OUT GREASE TRAP- CAPEL AND BOYANUP COMMUNITY HALLS   | 437.75   |
| EFT18305 | 4/03/2015 | BUNBURY HOLDEN                        | 45,000 SERVICE ON CPO AND FRONT BRAKE OVERHAUL CP9069   | 1325.34  |
| EFT18306 | 4/03/2015 | BUNNINGS BUILDING SUPPLIES PTY LTD    | 14 CHEMICAL BOLTS, CURTAIN DOOR AND STORM WATER PIPE & FITTINGS DEPOT WATER TANK PROJECT                    | 182.02   |
| EFT18307 | 4/03/2015 | CLARE BONNIE                          | REIMBURSEMENT OF COURSE FEES UNDER STUDY ASSISTANCE PROGRAM   | 500.00   |
| EFT18308 | 4/03/2015 | BURROWS RP & PJ                       | RATES REFUND FOR ASSESSMENT A6712   | 385.22   |
| EFT18309 | 4/03/2015 | STAPLES AUSTRALIA PTY LTD             | 14/15 STATIONERY  | 134.96   |
| EFT18310 | 4/03/2015 | COATES HIRE SERVICE                   | COMPLEX OFFICE 12X12 AND MINI EXCAVATOR AND TRAILER HIRE  | 3489.49  |
| EFT18311 | 4/03/2015 | CAPEL NEWSAGENCY                      | STATIONERY AND REFRESHMENTS - SHIRE   | 1583.67  |
| EFT18312 | 4/03/2015 | CRANEY'S LUNCHBAR                     | HACC -ANNUAL ORDER FOR VOLUNTEER LUNCHES 14/15  | 190.10   |
| EFT18313 | 4/03/2015 | CRANEFORD PLUMBING                    | REPAIRS TO ATU DALYELLUP PUMP STATION   | 778.80   |
| EFT18314 | 4/03/2015 | DELRON CLEANING                       | CLEANING FEB 15   | 9051.90  |
| EFT18315 | 4/03/2015 | DIRT DESIGN                           | REMOVE LIMESTONE BLOCK PLANTER AND RELOCATE STORMWATER, DALYELLUP POS GARDENS AND CONTRACT WORKS            | 29745.15 |
| EFT18316 | 4/03/2015 | DEPARTMENT OF PREMIER & CABINET       | BASIS OF RATES APPROVAL UV TO GRV LOTS 4612 TO 4630   | 83.40    |
| EFT18317 | 4/03/2015 | GOLDEN WEST PLUMBING & DRAINAGE       | REPAIR NOZZLE ON DRINKING FOUNTAIN AT SHIRE DEPOT   | 308.00   |
| EFT18318 |           | cancelled                             |   | 0.00     |
| EFT18319 | 4/03/2015 | GEOGRAPHE FORD                        | 15,000KMS SERVICE 70CP  | 365.00   |
| EFT18320 | 4/03/2015 | HANSON CONSTRUCTION MATERIALS PTY LTD | 12 TONNE BLUESTONE - 5/7MIX   | 546.32   |
| EFT18321 | 4/03/2015 | HELENE HELLIAR                        | RATES REFUND FOR ASSESSMENT A3980   | 338.38   |
| EFT18322 | 4/03/2015 | UHY HAINES NORTON (WA) PTY LTD        | UHY HAINES NORTON BUDGETING WORKSHOP  | 1540.00  |
| EFT18323 | 4/03/2015 | LONSDALE CATERING & PARTY HIRE        | STAGE FOR CULTURAL FIESTA EVENT ON SAT 21ST MARCH   | 3400.00  |

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|----------|------------|---|--|-----------|
| EFT18324 | 4/03/2015  | LOCAL GOVERNMENT MANAGERS AUSTRALIA LGMA          | ECONOMIC DEVELOPMENT 1 DAY COURSE  | 95.00     |
| EFT18325 | 4/03/2015  | THE WORKWEAR GROUP (NEAT N TRIM UNIFORMS PTY LTD) | UNIFORM ADMIN  | 211.20    |
| EFT18326 | 4/03/2015  | OFFICEWORKS SUPERSTORES PTY LTD                   | 2 X CANON PFI-103MBK MATTE INK TECH SVCS AND VARIOUS STATOINERY                                      | 665.00    |
| EFT18327 | 4/03/2015  | FULTON HOGAN INDUSTRIES PTY LTD                   | HURST ROAD -RESEAL   | 815813.22 |
| EFT18328 | 4/03/2015  | PERROTT DM & SM                                   | RATES REFUND FOR ASSESSMENT A7122  | 339.89    |
| EFT18329 | 4/03/2015  | AUSTRALIA TAXATION OFFICE                         | 24/2/15 GROSS 239,426.91, TAX 44,837.00  | 44837.00  |
| EFT18330 | 4/03/2015  | SJ ROADWORKS                                      | TRAFFIC MANAGEMENT - ELGIN ROAD X 3 DAYS   | 3146.00   |
| EFT18331 | 4/03/2015  | SOUTHERN LOCK & SECURITY                          | CUT 2 KEYS   | 11.00     |
| EFT18332 | 4/03/2015  | SUCCESSFUL PROJECTS                               | MICROSOFT PROJECT - 1 DAY ESSENTIALS - TRAINING  | 699.00    |
| EFT18333 | 4/03/2015  | TARVIA  | DESIGN, SUPPLY AND INSTALL TIMBER STAIRCASE ABUTTING CONCRETE PATH AND VIEWING DECK PROGRESS CLAIM 1 | 24048.75  |
| EFT18334 | 4/03/2015  | WESTRAC EQUIPMENT                                 | EXHAUST MANIFOLD - FITTED  | 3590.26   |
| EFT18335 | 4/03/2015  | WESTERN AUSTRALIAN TREASURY CORPORATION           | LOAN NO. 65 FIXED COMPONENT – CAPEL HALL 181120.04   | 16703.21  |
| EFT18336 | 4/03/2015  | WOOLWORTHS LIMITED (WA)                           | HACC-DAY CENTRE SHOPPING   | 104.18    |
| EFT18337 | 4/03/2015  | CHILD SUPPORT AGENCY                              | PAYROLL DEDUCTIONS   | 881.20    |
| EFT18338 | 4/03/2015  | SELECTUS  | PAYROLL DEDUCTIONS   | 1517.46   |
| EFT18339 | 4/03/2015  | CAPELBERRY  | COUNCIL MEETING DINNERS FOR 15 PEOPLE  | 375.00    |
| EFT18340 | 4/03/2015  | EARTH 2 OCEAN COMMUNICATIONS                      | REPROGRAM WAERN AND CONFIGURE  | 132.00    |
| EFT18341 | 04/03/2015 | FUJI XEROX  | ANNUAL PHOTOCOPIER RENTAL AND SERVICE AGREEMENT FOR ADMINISTRATION COPIERS                           | 1369.61   |
| EFT18342 | 04/03/2015 | OFFSHORE MOORINGS WA                              | MOORING OF PONTOON AT PEPPERMINT GROVE BEACH   | 1980.00   |
| EFT18343 | 04/03/2015 | BAILEYS FERTILISERS                               | SUPPLY 1 TONNE OF BAILEYS BRILLIANCE WITH GROSORB VARIOUS LOCATIONS                                  | 1476.75   |
| EFT18344 | 04/03/2015 | DM & S CURTIN                                     | SUPPLY INSTALL REPLACEMENT AIR CONDITIONER AT BOYANUP LIBRARY AND GELORUP COMM CENTRE                | 10280.00  |
| EFT18345 | 04/03/2015 | FENNESSY'S  | 60,000 SERVICE 43CP AND 30,000 CP5186  | 620.53    |

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| EFT18346 | 04/03/2015 | GAS-IT<br>CONTRACTING                                  | SIGN REPLACEMENT - CNR SW<br>HIGHWAY AND BRIDGE STREET<br>- POT HOLING, LOCATIONS   | 2015.20   |
| EFT18347 | 04/03/2015 | LINDA'S<br>LAWNMOWING                                  | 14/15 MOWING OF BOYANUP<br>MUSEUM AND HALL  | 60.00     |
| EFT18348 | 04/03/2015 | SOUTH WEST TREE<br>SAFE                                | REMOVE AND STUMP GRIND<br>REDGUM, CAPEL AND REMOVE<br>BRANCHES BOYANUP  | 3960.00   |
| EFT18349 | 04/03/2015 | TRADE HIRE   | HIRE ROLLER AND MINI<br>EXCAVATOR 2 HRS   | 1155.00   |
| EFT18350 | 04/03/2015 | VACUUM WORLD<br>SALES & SERVICE                        | SUPPLY 3 PACKS VACUUM BAGS<br>AFPVS   | 60.00     |
|          |            | PRINTING<br>PROBLEMS EFT<br>18351-18394<br>DELETED     |   | 0.00      |
| EFT18395 | 09/03/2015 | PERKINS (WA) PTY<br>LTD                                | ALTERATIONS AND ADDITIONS<br>TO SHIRE ADMINISTRATION<br>BUILDING  | 218082.70 |
|          |            | COUNCIL PAYMENTS<br>FOR 25 MARCH<br>18396-18415        |   | 0.00      |
| EFT18416 | 11/03/2015 | AUSTRAL<br>MERCANTILE<br>COLLECTIONS P/L               | RE-ISSUE GPC 14/15 LEGAL  | 78.10     |
| EFT18417 | 11/03/2015 | ALL WEST BUILDING<br>APPROVALS PTY LTD                 | ASSISTANCE WITH THE<br>ASSESSMENT OF BUILDING<br>PERMITS & CUSTOMER<br>SERVICES PROVISIONS  | 992.75    |
| EFT18418 | 11/03/2015 | B & B STREET<br>SWEEPING                               | CLEAN OUT GPTS THROUGHOUT<br>DALYELLUP POS AND<br>RESERVES.   | 297.00    |
| EFT18419 | 11/03/2015 | BUNNINGS<br>BUILDING SUPPLIES<br>PTY LTD               | SUPPLY RYOBI VACUUM<br>CLEANER  | 74.10     |
| EFT18420 | 11/03/2015 | DAVID BROCKMAN<br>MECHANICAL<br>REPAIRS &<br>SERVICING | SERVICE CAPEL FOAM UNIT,<br>BOYANUP, ELGIN FAST ATTACK,<br>GELORUP 2.4, GELORUP AND<br>BOYANUP LT   | 4870.46   |
| EFT18421 | 11/03/2015 | BENDIGO BANK<br>BUSINESS CREDIT<br>CARD                | MONTHLY CREDIT CARD – GIFT,<br>FANS, TYRE REPAIR, LED LIGHT,<br>LUNCHES, GAZETTE NOTICE,<br>CONFERENCE FEES, TOWER<br>COMM LICENCE, COUNCIL<br>MEETING REFRESHMENTS | 748.60    |
| EFT18422 | 11/03/2015 | STAPLES<br>AUSTRALIA PTY LTD                           | 14/15 ANNUAL SUPPLIES   | 165.62    |
| EFT18423 | 11/03/2015 | CLEANAWAY  | COLLECTION AND DISPOSAL OF<br>WASTES FROM CAPEL WASTE<br>TRANSFER STATION   | 16346.73  |
| EFT18424 | 11/03/2015 | GEORGINIA CARTER                                       | REIMBURSEMENT FOR<br>ACCOMMODATION EXPENSES<br>PLWA CONFERENCE  | 305.00    |
| EFT18425 | 11/03/2015 | CULTURAL<br>INFUSION                                   | FAMILY FUN DAY IN DALYELLUP<br>DURING HARMONY WEEK  | 2432.44   |

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| EFT18426 | 11/03/2015 | GORDON BOETTCHER                                  | REIMBURSEMENT FOR MEALS AND DRINKS 30 X FIREFIGHTERS  | 336.15   |
| EFT18427 | 11/03/2015 | CARBONE BROS PTY LTD                              | 270 TONNE - GRAVEL AND 38 TONNE LIMESTONE -SHIRE  | 6116.46  |
| EFT18428 | 11/03/2015 | CJD EQUIPMENT PTY LTD                             | MIRROR AND ARM REPLACEMENT FOR LOADER   | 138.66   |
| EFT18429 | 11/03/2015 | COLES   | HACC DAY CENTRE SHOPPING  | 1274.01  |
| EFT18430 | 11/03/2015 | DISCOUNT AUTO PARTS                               | CONTAINER SAE 5-30 OIL P0081  | 59.95    |
| EFT18431 | 11/03/2015 | DIRT DESIGN                                       | EXTRA WEED SPRAYING THROUGHOUT DALYELLUP RESERVES   | 3282.50  |
| EFT18432 | 11/03/2015 | DATA #3   | MICROSOFT OFFICE  | 182.39   |
| EFT18433 | 11/03/2015 | DEPARTMENT OF TRANSPORT                           | 14/15 VEHICLES SEARCHES   | 36.85    |
| EFT18434 | 11/03/2015 | SUSAN DALGLEISH                                   | REIMBURSEMENT FOR FUEL GLASS DISPLAY CABINET ANZAC 2015                                       | 270.00   |
| EFT18435 | 11/03/2015 | DARREN WRIGHT TOWING & TILT TRAY SERVICE          | TOW TOYOTA AVALON FROM VERGE ON TRENT WAY TO DEPOT  | 350.00   |
| EFT18436 | 11/03/2015 | EARTH 2 OCEAN COMMUNICATIONS                      | TRANSFER VEHICLE RADIO FOR STIRLING FCO, INCLUDES BULL BAR AND FITTING OF BRACKETS AND CABLES | 917.90   |
| EFT18437 | 11/03/2015 | GOLDEN WEST PLUMBING & DRAINAGE                   | REPAIR LAKES ROAD STAND PIPE AND ELECTRICAL CONTROL BOX                                       | 13686.42 |
| EFT18438 | 11/03/2015 | GRACE RECORDS MANAGEMENT                          | 14/15 RECORD FOR STORAGE & DESTRUCTION  | 227.85   |
| EFT18439 | 11/03/2015 | HARRIS KARLI                                      | RATES REFUND FOR ASSESSMENT A6870   | 1322.01  |
| EFT18440 | 11/03/2015 | A INGRAM  | REFUND BOOKSTOCK PURCHASE   | 164.96   |
| EFT18441 | 11/03/2015 | SOUTH WEST ISUZU                                  | SERVICE ISUZU TRUCK CP 578  | 1161.92  |
| EFT18442 | 11/03/2015 | STATE LIBRARY OF WESTERN AUSTRALIA                | 2014/15 RECOVERY OF LOST/DAMAGED BOOKS  | 16.50    |
| EFT18443 | 11/03/2015 | LD TOTAL  | CONTRACT WORK - AS PER DALYELLUP PUBLIC OPEN SPACES (POS) MAINTENANCE                         | 35717.76 |
| EFT18444 | 11/03/2015 | THE WORKWEAR GROUP (NEAT N TRIM UNIFORMS PTY LTD) | 14/15 UNIFORM ORDER   | 158.40   |
| EFT18445 | 11/03/2015 | OFFICEWORKS SUPERSTORES PTY LTD                   | KEY CABINET   | 147.00   |
| EFT18446 | 11/03/2015 | PROTECTOR ALSAFE                                  | HARD HAT, EAR MUFFS PROTECTIVE HEAD-WEAR  | 43.99    |
| EFT18447 | 11/03/2015 | FULTON HOGAN INDUSTRIES P/L                       | 400 LITRES EMULSION   | 558.80   |
| EFT18448 | 11/03/2015 | RTW STEEL FABRICATION                             | WELD REPAIRS TO MUDGUARD AND FLASHING LIGHT BRACKET CP4991                                    | 100.10   |

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| EFT18449 | 11/03/2015 | ST. JOHNS<br>AMBULANCE<br>ASSOCIATION           | FIRST AID KITS FOR NEW<br>WORKERS   | 195.00   |
| EFT18450 | 11/03/2015 | SOUTH WEST TREE<br>SAFE                         | TREE PRUNING WELD RD AND<br>REMOVE TUART JANTZ RD   | 6600.00  |
| EFT18451 | 11/03/2015 | SOUTHERN LOCK &<br>SECURITY                     | SUPPLY 5 KEYS CUT TO DD2 ON<br>SHIRE SYSTEM   | 64.00    |
| EFT18452 | 11/03/2015 | SOILS AINT SOILS                                | 2M3 BLACK MULCH.  | 384.00   |
| EFT18453 | 11/03/2015 | SOUNDPACK<br>SOLUTIONS                          | AUDIO CASES, DVD CASES  | 132.28   |
| EFT18454 | 11/03/2015 | TOTALLY<br>WORKWEAR                             | TWO D/A SUPPORT WORKER<br>SHIRTS  | 39.60    |
| EFT18455 | 11/03/2015 | TRADELINK<br>PLUMBING<br>SUPPLIES               | NEW PLUNGER AND FLOAT<br>DALYELLUP COMM CENTRE  | 43.98    |
| EFT18456 | 11/03/2015 | TOTAL GREEN<br>RECYCLING PTY LTD                | RECYCLING OF E-WASTE FROM<br>WASTE TRANSFER STATION   | 2423.60  |
| EFT18457 | 11/03/2015 | THE PRINT SHOP                                  | 1000 X BUILDING ENVELOPES<br>AND 250 BUSINESS CARDS   | 484.00   |
| EFT18458 | 11/03/2015 | WARREN<br>BLACKWOOD<br>WASTE                    | COLLECTION OF HOUSEHOLD<br>WASTE, ORGANIC & RECYCLING<br>AND PROVISION OF BINS FEB<br>15                  | 58043.23 |
| EFT18459 | 11/03/2015 | WOOLWORTHS<br>LIMITED (WA)                      | HACC-DAY CENTRE SHOPPING  | 180.61   |
| EFT18460 | 09/03/2015 | FUJI XEROX<br>AUSTRALIA PTY LTD                 | 14/15 RENTAL REPAYMENT FOR<br>FUJI XEROX DCC2263  | 132.00   |
| EFT18461 | 17/03/2015 | COMMUNICATION &<br>WIRELESS<br>SERVICES PTY LTD | FREQUENCY ALLOCATION<br>ANNUAL LICENCE TAX LICENCE<br>CHARGES   | 739.20   |
| EFT18462 | 18/03/2015 | AUSTRALIA POST                                  | POSTAGE FOR MONTH OF FEB<br>15  | 1919.94  |
| EFT18463 | 18/03/2015 | JOHN ANDERSON<br>ELECTRICIAN                    | DATA POINT RELOCATION TO<br>RON MAIDMENT ARCHIVES<br>ROOM AND SWITCHBOARD AT<br>BOYANUP FOOTBALL PAVILION | 575.75   |
| EFT18464 | 18/03/2015 | ALL WEST BUILDING<br>APPROVALS PTY LTD          | ASSISTANCE WITH THE<br>ASSESSMENT OF BUILDING<br>PERMITS & CUSTOMER<br>SERVICES PROVISIONS                | 522.50   |
| EFT18465 | 18/03/2015 | BUNBURY MOWER<br>SERVICE                        | PURCHASE OF 1 X NEW HONDA<br>MOWER, 2 X TELESCOPIC<br>PRUNERS, 1 X BLOWER AND<br>MAINTENANCE TO MACHINES  | 4772.75  |
| EFT18466 | 18/03/2015 | BUNBURY HOLDEN                                  | REPLACE BROKEN EXTERNAL<br>DOOR HANDLE PASSENGER<br>SIDE P0039  | 241.00   |
| EFT18467 | 18/03/2015 | BUNNINGS<br>BUILDING SUPPLIES<br>PTY LTD        | DOORS FOR BOYANUP<br>MEMORIAL PARK, ENTRY DOOR<br>FOR RIVERSIDE VILLAS AND<br>POWER SAW BLADES            | 1371.42  |
| EFT18468 | 18/03/2015 | BUNBURY HARVEY<br>REGIONAL COUNCIL              | RECEIVAL OF ORGANICS<br>COLLECTION  | 5258.59  |
| EFT18469 | 18/03/2015 | BRITEL<br>ENTERPRISES PTY<br>LTD                | 1 X SES DIARY HALF BANNER<br>ADVERT   | 275.00   |



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| EFT18470 | 18/03/2015 | BRANDICOOT  | WEBSITE PACKAGE AS PER 12 MONTH CONTRACT   | 238.00    |
| EFT18471 | 18/03/2015 | BP AUSTRALIA  | DISTILLATE FEB 15  | 12045.30  |
| EFT18472 | 18/03/2015 | STAPLES AUSTRALIA PTY LTD                             | 14/15 STATIONERY   | 200.86    |
| EFT18473 | 18/03/2015 | CAPEL TRANSPORT                                       | 1 TONNE BAGGED FERTILISER  | 60.23     |
| EFT18474 | 18/03/2015 | CLEANAWAY   | BURIAL OF KERBSIDE WASTE PICKUP FEB  | 12420.29  |
| EFT18475 | 18/03/2015 | CASTLEDEX BUSINESS SYSTEMS                            | JK LABELS  | 35.70     |
| EFT18476 | 18/03/2015 | CAPEL RSL   | CONTRIBUTION TO CAPEL RSL FOR PLUMBING AT HALL   | 6418.08   |
| EFT18477 | 18/03/2015 | GEORGINIA CARTER                                      | REIMBURSEMENT FOR PLWA CONFERENCE  | 59.20     |
| EFT18478 | 18/03/2015 | CJD EQUIPMENT PTY LTD                                 | MIRROR AND ARM REPLACEMENT FOR LOADER  | 305.22    |
| EFT18479 | 18/03/2015 | EP DRAFFIN MANUFACTURING PTY LTD                      | SUPPLY 8 BIN STANDS  | 3511.80   |
| EFT18480 | 18/03/2015 | SUSAN DALGLEISH                                       | REIMBURSEMENT OF CONFERENCE EXPENSES   | 84.90     |
| EFT18481 | 18/03/2015 | ELLIOTT'S SMALL ENGINES                               | THROTTLE ON HUSQVARNA LAWNMOWER CHECK  | 74.35     |
| EFT18482 | 18/03/2015 | EASIFLEET MANAGEMENT                                  | 14/15 LEASE REPAYMENT FOR SUZUKI SWIFT   | 773.23    |
| EFT18483 | 18/03/2015 | DEPT OF FIRE AND EMERGENCY SERVICES (DFES)            | 2014/15 ESL QTR 3 CONTRIBUTION   | 133612.80 |
| EFT18484 | 18/03/2015 | FENNESSY'S  | NISSAN XTRAIL - TS 4X4 - 1.6TURBO DIESEL LESS TRADE-IN                                       | 15730.50  |
| EFT18485 | 18/03/2015 | FIT 2 WORK.COM.AU                                     | 3 X NATIONAL POLICE CHECKS   | 121.77    |
| EFT18486 | 18/03/2015 | GRESLEY ABAS  | CAPEL ADMIN REFURBISHMENT PROJECT NO 0811-B  | 2372.43   |
| EFT18487 | 18/03/2015 | GEOGREEN  | CAPEL HALL WATERLESS URINAL SERVICE PLUS PARTS   | 2029.70   |
| EFT18488 | 18/03/2015 | GRANTS EMPIRE   | DEVELOPMENT OF GRANTS MASTER PLAN, DATABASE AND MANAGEMENT PROCEDURE AND QUOTE FOR BIKE PLAN | 792.00    |
| EFT18489 | 18/03/2015 | ZETTANET PTY LTD (FORMERLY HIGHWAY 1 (AUST) PTY LTD)  | HACC-ADSL QUARTERLY  | 237.00    |
| EFT18490 | 18/03/2015 | HOUGH EARTHMOVING PTY LTD                             | CONSTRUCT PAD FOR SHED   | 3740.00   |
| EFT18491 | 18/03/2015 | A INGRAM  | REIMBURSEMENT FOR PLWA CONFERENCE  | 102.30    |
| EFT18492 | 18/03/2015 | IMAGETEC  | 14/15 GESTETNER SUPPLIES   | 160.69    |
| EFT18493 | 18/03/2015 | WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION WALGA | VARIOUS ADVERTISEMENTS   | 1070.27   |

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| EFT18494 | 18/03/2015 | LOCAL GOVERNMENT MANAGERS AUSTRALIA LGMA                | 2015 MENTORS & ASPIRING LEADERS CONFERENCE   | 699.00    |
| EFT18495 | 18/03/2015 | THE WORKWEAR GROUP (NEAT N TRIM UNIFORMS PTY LTD)       | 14/15 UNIFORM ORDERS   | 483.81    |
| EFT18496 | 18/03/2015 | NIGHTGUARD SECURITY SERVICE PTY LTD                     | ALARM RESPONSE 3X SECURITY PATROLS   | 1368.69   |
| EFT18497 | 18/03/2015 | PERKINS (WA) PTY LTD                                    | ALTERATIONS AND ADDITIONS TO SHIRE ADMINISTRATION BUILDING PROGRESS CLAIM # 4  | 284936.85 |
| EFT18498 | 18/03/2015 | PRESTIGE PRODUCTS-BUSSELTON                             | HACC 14/15 AMENITIES-TOWELS TISSUE ETC   | 321.09    |
| EFT18499 | 18/03/2015 | PICTON TYRE CENTRE PTY LTD                              | NEW TYRE FITTED TO CP855 AND REPAIR CP132 TYRE   | 517.90    |
| EFT18500 | 18/03/2015 | PJ & EV PAGE  | WAXING AND BUFFING BOYANUP HALL FLOOR MONTHLY 2014/15  | 70.00     |
| EFT18501 | 18/03/2015 | AUSTRALIA TAXATION OFFICE                               | PAYGW 10/3/15 GROSS \$348,392.66, TAX \$47,904   | 47904.00  |
| EFT18502 | 18/03/2015 | SJ ROADWORKS  | DAYS TRAFFIC MANAGEMENT - CORNER GAVINS ROAD AND BOUNDARY ROAD   | 5427.95   |
| EFT18503 | 18/03/2015 | STEWART & HEATON CLOTHING CO PTY LTD                    | FIRE FIGHTING COATS VARIOUS SIZES  | 3252.15   |
| EFT18504 | 18/03/2015 | SOUTHERN LOCK & SECURITY                                | DOOR HANDLES WITH LOCKS X7, BARRELS KEYED TO MKO, MORTICE LOCKS AT BOYANUP MEMORIAL PARK AND SERVICE KEYS FOR GELORUP COMMUNITY CENTRE | 3092.60   |
| EFT18505 | 18/03/2015 | SOS OFFICE EQUIPMENT                                    | PHOTOCOPIER METERBILLING FEB 15  | 1955.88   |
| EFT18506 | 18/03/2015 | SW PRECISION PRINT                                      | GREENWASTE FLYERS  | 920.00    |
| EFT18507 | 18/03/2015 | DONNA SIMS  | REIMBURSEMENT OF PRIZES FOR DALYELLUP FAMILY FUN DAY   | 130.00    |
| EFT18508 | 18/03/2015 | SOUTH WEST GROUP OF AFFILIATED AGRICULTURAL ASSOC. INC. | 2015 SPONSORSHIP OF SOUTH WEST DISTRICT DISPLAY AT THE PERTH ROYAL SHOW  | 250.00    |
| EFT18509 | 18/03/2015 | SUMMERS CONSULTING                                      | MOSQUITO IDENTIFICATION  | 382.80    |
| EFT18510 | 18/03/2015 | TIMBER INSIGHT PTY LTD                                  | TRAINING - BUILDING IN BUSHFIRE PRONE AREAS  | 190.00    |
| EFT18511 | 18/03/2015 | WORK CLOBBER BUNBURY                                    | PROTECTIVE CLOTHING  | 440.59    |
| EFT18512 | 18/03/2015 | WESTRAC EQUIPMENT                                       | REPAIR TO RIPPER SWITCH ON CATERPILLAR GRADER P1025  | 1117.85   |

|          |            |                                     |  |         |
|----------|------------|-------------------------------------|--|---------|
| EFT18513 | 18/03/2015 | WISHING WELL CLINIC                 | PRE-EMPLOYMENT MEDICAL   | 99.00   |
| EFT18514 | 18/03/2015 | THE PRINT SHOP                      | 5000 X DLX PRESS SEAL ENVELOPES  | 413.00  |
| EFT18515 | 18/03/2015 | KORONG VENDING (BCM VENDING)        | HACC-MACHINE RENTAL \$190X12   | 380.00  |
| EFT18516 | 18/03/2015 | COLROYS COUNTRY KITCHEN             | 14/15 HACC VOLUNTEER'S FUEL  | 80.00   |
| EFT18517 | 18/03/2015 | ELLIOTT'S SMALL ENGINES             | SERVICE TO GARDEN EQUIPMENT, 2 X NEW LAWNMOWERS, 1 X BRUSHCUTTER                                 | 2171.40 |
| EFT18518 | 18/03/2015 | EECW PTY LTD ITF ACSWA CONFERENCE   | ACSWA CONFERENCE REGISTRATIONS   | 1540.00 |
| EFT18519 | 18/03/2015 | PARTIES AND GIFTS                   | DAY CENTRE DECORATIONS   | 94.15   |
| EFT18520 | 18/03/2015 | WA MENS SHED ASSOCIATION            | ANNUAL MEMBERSHIP RENEWAL  | 55.00   |
| EFT18521 | 18/03/2015 | GRIFFIN VALUATION ADVISORY          | VALUATION OF POS INFRASTRUCTURE ASSETS   | 8580.00 |
| EFT18522 | 23/03/2015 | CALTEX AUSTRALIA                    | MARCH FUEL CARDS   | 6992.85 |
| EFT18523 | 25/03/2015 | AMITY SIGNS                         | KEEP LEFT AND VARIETY OF SIGNS AND POSTS   | 6228.20 |
| EFT18524 | 25/03/2015 | JOHN ANDERSON ELECTRICIAN           | UPGRADE SWITCHBOARD AND ASSOCIATED WORK BOYANUP FOOTBALL PAVILION AND CAPEL HALL FLUORO FITTINGS | 4740.29 |
| EFT18525 | 25/03/2015 | ADVANCED BARNES & SHEDS             | CONSTRUCTION OF CHEMICAL SHED  | 4752.00 |
| EFT18526 | 25/03/2015 | ALL WEST BUILDING APPROVALS PTY LTD | ASSISTANCE WITH THE ASSESSMENT OF BUILDING PERMITS & CUSTOMER SERVICES PROVISIONS                | 1045.00 |
| EFT18527 | 25/03/2015 | BUNBURY RETRAVISION                 | SMALL URN  | 169.00  |
| EFT18528 | 25/03/2015 | BUNBURY AUTO ELECTRICS              | VARIOUS ELECTRICAL WORK ON MACHINERY   | 2244.90 |
| EFT18529 | 25/03/2015 | BUNNINGS BUILDING SUPPLIES PTY LTD  | 4 LENGTHS OF BEADING   | 102.44  |
| EFT18530 | 25/03/2015 | BUSSELTON CIVIL PTY LTD             | BOB CAT HIRE TO INSTALL CHEVRON ON WIDDESON RD   | 379.50  |
| EFT18531 | 25/03/2015 | BUNBURY COUNSELLING                 | EAP  | 145.00  |
| EFT18532 | 25/03/2015 | BAREFOOT BOOKS                      | LOCAL BOOKSTOCK  | 74.97   |
| EFT18533 | 25/03/2015 | CENTRECARE CORPORATE                | EMPLOYEE ASSISTANCE PROGRAM  | 176.00  |
| EFT18534 | 25/03/2015 | DICK SMITH BUSSELTON                | UNIDEN UH720SX TRADIES PACK  | 955.99  |
| EFT18535 | 25/03/2015 | DIRT DESIGN                         | CLEAR SAND FROM PATHS AT CAPE VIEW PEPPERMINT GROVE  | 1089.00 |
| EFT18536 | 25/03/2015 | DALYELLUP NETBALL CLUB INC          | REGISTRATIONS KIDSPORT   | 2120.00 |
| EFT18537 | 25/03/2015 | ELLIOTT'S SMALL ENGINES             | BRUSHCUTTER SERVICE  | 59.95   |

|          |            |  |   |          |
|----------|------------|--|---|----------|
| EFT18538 | 25/03/2015 | ENVIRONMENTAL RESOURCES MANAGEMENT AUSTRALIA PTY LTD ERM | MIC DALYELLUP RISK ASSESSMENT   | 11616.00 |
| EFT18539 | 25/03/2015 | GOLDEN WEST PLUMBING & DRAINAGE                          | VARIOUS WORKS DALYELLUP LAKES, BOYANUP BOWLS, CAPEL SHIRE T2, GELORUP SKATEPARK | 1511.95  |
| EFT18540 | 25/03/2015 | GOLDEN WEST PEST & WEED CONTROL                          | TREAT BOYANUP BASKETBALL PAVILION FOR WHITE ANTS AND WASPS                      | 300.00   |
| EFT18541 | 25/03/2015 | GIRL GUIDES WA INC                                       | REGISTRATION  | 166.00   |
| EFT18542 | 25/03/2015 | GRANTS EMPIRE  | CARRY OUT QUOTE GATHERING FOR BIKE PLAN AND SUBMIT GRANT APPLICATION            | 148.50   |
| EFT18543 | 25/03/2015 | HI-TECH AG SOLUTIONS                                     | SUPPLY AND APPLY LIQUID FERTILISER AS QUOTED TO BOYANUP OVAL AND HOCKEY GROUND  | 550.00   |
| EFT18544 | 25/03/2015 | JUMOR WASTEWATER SERVICE & REPAIRS                       | ATU SERVICE   | 250.00   |
| EFT18545 | 25/03/2015 | JETLINE KERBING CONTRACTORS                              | SUPPLY AND INSTALL 355M X 2.1M WIDE CONCRETE FOOTPATH GOODWOOD ROAD, CAPEL      | 42671.20 |
| EFT18546 | 25/03/2015 | PERTHWASTE GREEN RECYCLING                               | PROCESSING OF KERBSIDE RECYCLABLES  | 4721.79  |
| EFT18547 | 25/03/2015 | STATE LIBRARY OF WESTERN AUSTRALIA                       | 2014/15 RECOVERY OF LOST/DAMAGED BOOKS  | 6.60     |
| EFT18548 | 25/03/2015 | FAT BIRDIE CAFE  | CATERING FOR VARIOUS EVENTS   | 676.50   |
| EFT18549 | 25/03/2015 | MPM DEVELOPMENT CONSULTANTS                              | CIVIL DESIGN WORKS FOR STAGE 1 & 2 CAPEL CIVIC PRECINCT                         | 26452.80 |
| EFT18550 | 25/03/2015 | CAPEL MENS SHEDS INC                                     | SHELVING CONSTRUCTION MATERIALS FOR CAPEL MEN IN SHEDS                          | 400.00   |
| EFT18551 | 25/03/2015 | MARISA MOORE   | REIMBURSEMENT OF BREAKFAST ITEMS FOR HEALTH ASSESSMENTS                         | 38.55    |
| EFT18552 | 25/03/2015 | THE WORKWEAR GROUP (NEAT N TRIM UNIFORMS PTY LTD)        | UNIFORM PACK  | 47.71    |
| EFT18553 | 25/03/2015 | PRESTIGE PRODUCTS- BUSSELTON                             | HACC 14/15 AMENITIES- TOWELS TISSUE ETC   | 330.99   |
| EFT18554 | 25/03/2015 | PERTH MANAGEMENT SERVICES                                | 14/15 RENT & OUTGOING   | 1522.75  |
| EFT18555 | 25/03/2015 | PICTON TYRE CENTRE PTY LTD                               | ALIGNMENT ON CP855 TYRE   | 210.00   |
| EFT18556 | 25/03/2015 | PRIME INDUSTRIAL PRODUCTS PTY LTD                        | REPLACE WORK SHOP TOOLS   | 1580.00  |

|          |            |   |   |           |
|----------|------------|---|---|-----------|
| EFT18557 | 25/03/2015 | RAY GLEN                                | SUPPLY LIFTING BAR AND LIFTING LUGS   | 275.00    |
| EFT18558 | 25/03/2015 | RAECO                                   | INDEX BLOCKS SILVER; INDEX BLOCK LABELS FOR LIBRARY   | 311.25    |
| EFT18559 | 25/03/2015 | SOUTH WEST TREE SAFE                    | VARIOUS PRUNING AND TREE REMOVAL MAINTENANCE  | 10450.00  |
| EFT18560 | 25/03/2015 | CAPEL FRESH IGA                         | OFFICE EXPENSES   | 16.60     |
| EFT18561 | 25/03/2015 | SOUTHERN LOCK & SECURITY                | PROVIDE 5 KEYS CUT TO IMK ON SHIRE SYSTEM   | 89.60     |
| EFT18562 | 25/03/2015 | SMITH HIRE                              | SUPPLY AND INSTALLATION OF RECYCLING SHED AT CAPEL WASTE TRANSFER STATION   | 89523.00  |
| EFT18563 | 25/03/2015 | THOMPSON SURVEYING CONSULTANTS          | SURVEYING - LOTS 291,6255 & 290 HAYFIELD DRIVE AND ADJOINING ROAD RESERVES, PEPPERMINT GROVE BEACH - COMMUNITY CENTRE AND POS | 4158.00   |
| EFT18564 | 25/03/2015 | TARVIA                                  | REPAIRS TO BEACH STAIRS. TREATED PINE WITH GALVANISED FITTINGS  | 4724.50   |
| EFT18565 | 25/03/2015 | TOTAL BUSINESS TECHNOLOGY               | LIFEPROOF IPHONE COVER  | 79.95     |
| EFT18566 | 25/03/2015 | WESTRAC EQUIPMENT                       | NEW CAT CW34 ROLLER (PNEUMATIC COMPACTOR)   | 197307.00 |
| EFT18567 | 25/03/2015 | WOOD & GRIEVE ENGINEERS                 | CONSULTING ENGINEERING SERVICES FOR ADMIN BUILDING REDEVELOPMENT  | 3384.70   |
| EFT18568 | 25/03/2015 | WESTERN AUSTRALIAN TREASURY CORPORATION | LOAN NO. 71, 72, 73 AND 74  | 107369.32 |
| EFT18569 | 25/03/2015 | WOOLWORTHS LIMITED (WA)                 | HACC-DAY CENTRE SHOPPING  | 263.77    |
| EFT18570 | 25/03/2015 | DEPARTMENT OF TRANSPORT                 | REGO EXP 30/3/16  | 26.10     |
| EFT18571 | 31/3/2015  | FUJI XEROX AUSTRALIA PTY LTD            | MONTHLY PHOTOCOPY CHARGES   | 1369.61   |
| 47514    | 04/03/2015 | AUSTRALIAN SERVICES UNION               | PAYROLL DEDUCTIONS  | 50.20     |
| 47515    | 04/03/2015 | THE AUSTRALIAN WORKERS UNION            | PAYROLL DEDUCTIONS  | 176.00    |
| 47516    | 04/03/2015 | SHIRE OF CAPEL                          | PAYROLL DEDUCTIONS  | 2847.65   |
| 47517    | 04/03/2015 | J FAWCETT                               | PENSION REBATE A4333  | 126.29    |
| 47518    | 04/03/2015 | MR G HUNTER                             | SENIOR REBATE A8050   | 108.16    |
| 47519    | 04/03/2015 | LGRCEU                                  | PAYROLL DEDUCTIONS  | 155.20    |
| 47520    | 04/03/2015 | SHEDS WEST PTY LTD                      | REFUND OF BUILDING PERMIT FEE OVERPAYMENT 13801   | 200.00    |
| 47521    | 04/03/2015 | SYNERGY                                 | ELECTRICITY FEB 15  | 31503.75  |
| 47522    | 04/03/2015 | TELSTRA CORPORATION LTD                 | 14/15 MOBILE RENT & CALLS TO 13 FEB   | 2036.78   |
| 47523    | 04/03/2015 | WATER CORPORATION                       | WATER USAGE FEB 15  | 862.30    |
| 47524    | 04/03/2015 | WATER CORPORATION                       | WATER USAGE FEB 15  | 100.00    |
| 47525    | 11/03/2015 | CROSSLAND PF                            | REFUND OF PLANNING APPLICATION FEE  | 416.00    |

|       |            |   |  |           |
|-------|------------|---|--|-----------|
| 47526 | 11/03/2015 | CITY OF BUNBURY                                       | CLEAN OIL SPILL 124<br>HORNIBROOK                                | 467.50    |
| 47527 | 11/03/2015 | CITY OF BUSSELTON                                     | LEAVE LIABILITY<br>CONTRIBUTION                                  | 5207.74   |
| 47528 | 11/03/2015 | COURIER<br>AUSTRALIA<br>INTERNATIONAL                 | COURIER FEES-HEALTH AND<br>BOYANUP LIBRARY                       | 44.61     |
| 47529 | 11/03/2015 | SYNERGY   | FEB 15 ELECTRICITY   | 465.05    |
| 47530 | 11/03/2015 | TELSTRA<br>CORPORATION LTD                            | FEB 15 LANDLINE TELEPHONE  | 2131.22   |
| 47531 | 11/03/2015 | AMP RETIREMENT<br>TRUST                               | RETURNED SUPER   | 482.94    |
| 47532 | 18/03/2015 | DANIEL BUSWELL &<br>RICHARD HARVEY                    | CROSSOVER CONTRIBUTION   | 300.00    |
| 47533 | 18/03/2015 | COURIER<br>AUSTRALIA<br>INTERNATIONAL                 | FREIGHT ROLL OF PROFAB PO<br>21525                               | 181.69    |
| 47534 | 18/03/2015 | P & P HARPER  | RATES REFUND FOR<br>ASSESSMENT A4249 11<br>QUONDAY WAY DALYELLUP | 132.33    |
| 47535 | 18/03/2015 | SYNERGY   | ELECTRICITY  | 2224.05   |
| 47537 | 25/03/2015 | COURIER<br>AUSTRALIA<br>INTERNATIONAL                 | FREIGHT LIBRARY AND<br>ANALYTICAL                                | 59.43     |
| 47538 | 25/03/2015 | SHIRE OF CAPEL  | PETTY CASH RECOUP - CAPEL<br>LIBRARY FEB/MARCH 2015              | 242.90    |
| 47539 | 25/03/2015 | FIONA COLLINS   | DOG STERILISED REFUND ON<br>REGO                                 | 30.00     |
| 47540 | 25/03/2015 | GLOBAL<br>SYNTHETICS PTY<br>LTD                       | ROLL - PROFAB AS601 - 4M X<br>175M - PORTION                     | 1039.50   |
| 47541 | 25/03/2015 | ROBERT & HELEN<br>HANDLEY                             | CROSSOVER CONTRIBUTION   | 300.00    |
| 47542 | 25/03/2015 | QUICK & NEAT<br>PANELBEATERS                          | EXCESS PAYMENT FOR<br>INSURANCE WORK                             | 1000.00   |
| 47543 | 25/03/2015 | SYNERGY   | ELECTRICITY  | 7916.75   |
| 47544 | 25/03/2015 | TELSTRA<br>CORPORATION LTD                            | 14/15 MOBILE RENT & CALLS<br>HACC AND SHIRE FEB 15               | 2963.73   |
| 47545 | 25/03/2015 | MARIE & CAMERON<br>WETHERELL                          | REFUND SEPTIC TANK<br>APPLICATION - NOT REQUIRED                 | 236.00    |
| 392   | 04/03/2015 | DEPARTMENT OF<br>COMMERCE -<br>BUILDING<br>COMMISSION | BSL LEVY COLLECTED FEB 15  | 5662.33   |
| 393   | 04/03/2015 | SHIRE OF CAPEL  | BSL LEVY COMMISSION<br>COLLECTED FEB 15                          | 215.22    |
| 394   | 10/03/2015 | DEPARTMENT OF<br>HOUSING                              | BOND REFUND DC1  | 87841.00  |
| 395   | 10/03/2015 | DEPARTMENT OF<br>HOUSING                              | BOND REFUND 15A POS  | 344257.00 |
| 396   | 11/03/2015 | DEBRA HOLTZMAN  | BOND REFUND  | 1000.00   |
| 397   | 12/03/2015 | BUILDING &<br>CONSTRUCTION IND<br>TRAINING FUND       | BCTIF LEVY COLLECTED FEB 15                                      | 8964.71   |
| 398   | 12/03/2015 | SHIRE OF CAPEL  | BCITF LEVY COMMISSION<br>COLLECTED FEB 15                        | 206.25    |

|     |            |                  |                             |                   |
|-----|------------|------------------|-----------------------------|-------------------|
| 399 | 18/03/2015 | KATE DAVIES      | BOND REFUND                 | 150.00            |
| 400 | 18/03/2015 | JESSICA RICKETTS | BOND REFUND                 | 500.00            |
| 501 | 18/03/2015 | NIDA IMAD        | BOND REFUND                 | 150.00            |
| 502 | 18/03/2015 | GEMMA PICKEN     | BOND REFUND                 | 150.00            |
| 503 | 25/03/2015 | PROWSE BJ        | CANCELLED BP RECEIPT 205146 | 40.50             |
| 504 | 25/03/2015 | JODIE ROBERTS    | BOND REFUND                 | 150.00            |
|     |            |                  |                             | <u>3024036.33</u> |

|          |                                 |              |
|----------|---------------------------------|--------------|
| 10.03.15 | SHIRE OF CAPEL PAYROLL PAYMENTS | \$187,507.16 |
| 12.03.15 | SHIRE OF CAPEL PAYROLL PAYMENTS | \$1,635.42   |
| 24.03.15 | SHIRE OF CAPEL PAYROLL PAYMENTS | \$189,199.97 |
| 31.03.15 | SHIRE OF CAPEL PAYROLL PAYMENTS | \$982.39     |

**\$379,324.94**

|          |                               |              |
|----------|-------------------------------|--------------|
| 04.03.15 | TRANSFER TO MUNICIPAL ACCOUNT | \$690,000.00 |
| 09.03.15 | TRANSFER TO MUNICIPAL ACCOUNT | \$285,000.00 |
| 18.03.15 | TRANSFER TO MUNICIPAL ACCOUNT | \$560,000.00 |
| 25.03.15 | TRANSFER TO MUNICIPAL ACCOUNT | \$400,000.00 |

**\$1,935,000.00**

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 22<sup>nd</sup> April 2015 have been checked and are fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and services and as to prices, computations, and costings and the amounts shown are due for payment.

*P.F. Steady.*

CHIEF EXECUTIVE OFFICER

**VOTING REQUIREMENTS**

Simple majority

**OC0412 OFFICER’S RECOMMENDATIONS – 15.3/COUNCIL DECISION**

**Moved Cr J Scott, Seconded Cr Bell**

**That Council receives:**

- 1 The Schedule of Accounts covering vouchers 392-400, 501-504, EFT18297 to EFT18571, CHQ47514 to CHQ47545 totalling \$3024036.33 during the month of March 2015;**
- 2 Payroll payments for the month of March 2015, totalling \$379,324.94; and**
- 3 Transfers to and from investments as listed.**

Carried 9/0

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**OC0413 (15.4) Financial Statements for 31<sup>st</sup> March 2015**

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Location: Capel  
Applicant: Shire of Capel  
File Reference:  
Disclosure of Interest: Nil  
Date: 16.04.15  
Author: Manager Finance, A Mattaboni  
Senior Officer: Executive Manager Corporate Services, S Stevenson  
Attachments: Financial Statements for March 2015

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**MATTER FOR CONSIDERATION**

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

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

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

**Proposal**

The financial statements provided to Council satisfy the requirements.

**STATUTORY ENVIRONMENT**

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

**6.4 Financial Report**

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

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

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

**Financial Activity Statement Report**

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



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

### **POLICY IMPLICATIONS**

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

### **FINANCIAL IMPLICATIONS**

#### **Budget**

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

#### **Long Term**

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

#### **Whole of Life**

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

### **SUSTAINABILITY IMPLICATIONS**

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

### **STRATEGIC IMPLICATIONS**

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

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

### **CONSULTATION**

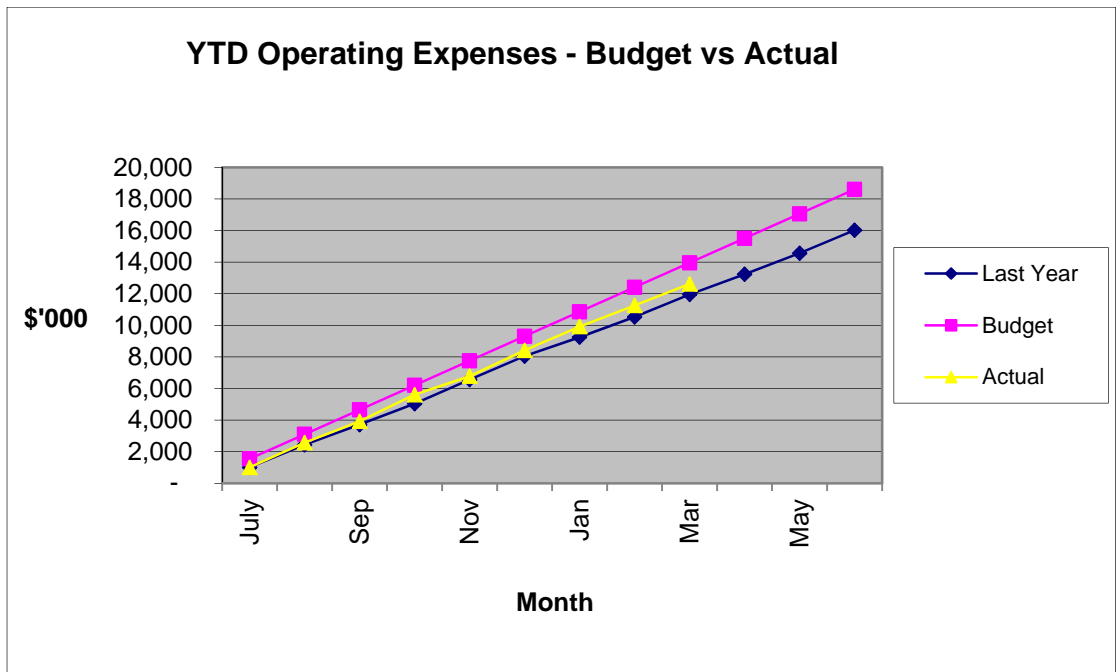
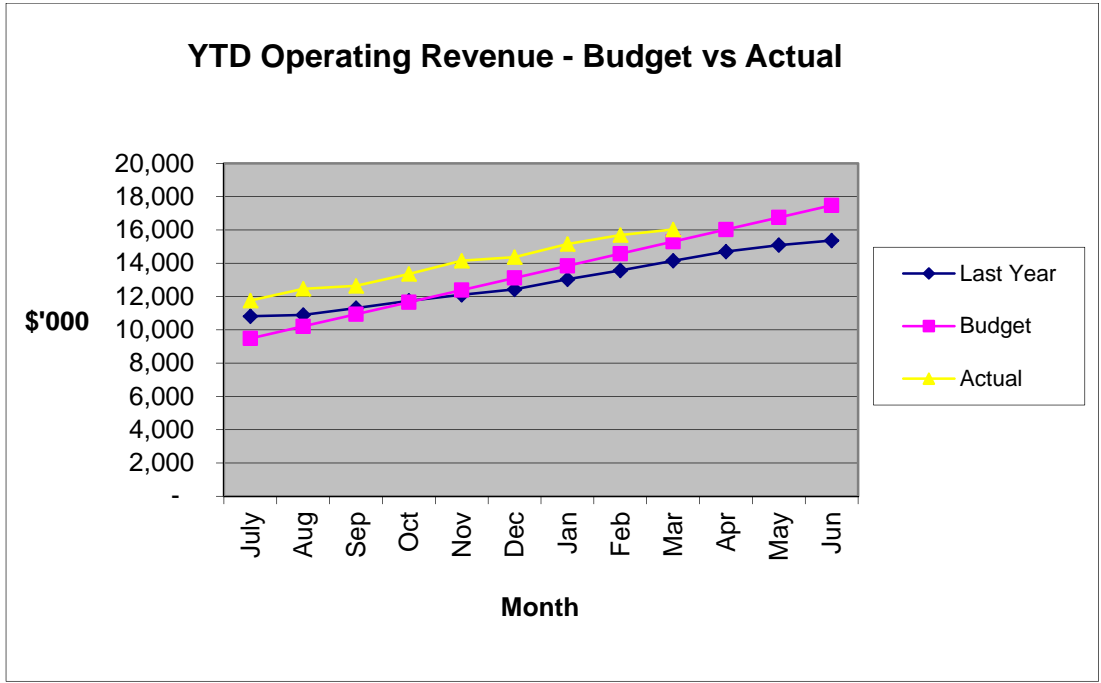
The monthly Financial Statement was developed with the assistance and input of staff who determined expenditure needs and revenue expectations for the remainder of the financial year based upon actual performance compared against budget.

### **COMMENT**

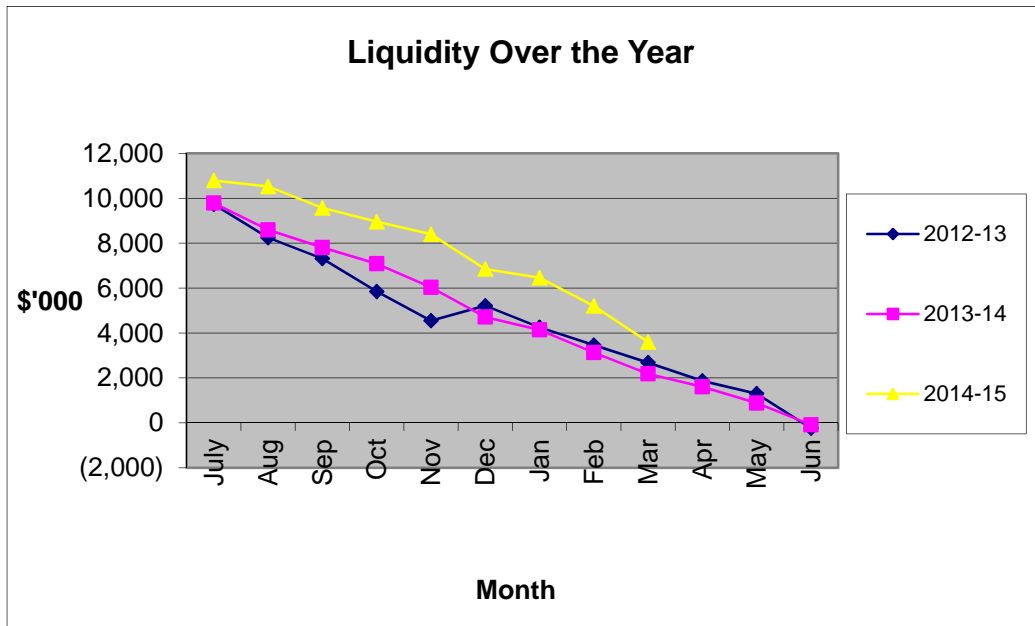
At 31<sup>st</sup> March 2015, Council's net current assets position was a surplus of \$3,598,241. The forecast year end net current asset position is a surplus of \$234,000 which is a decrease compared to last months \$243,335 surplus. This amount will vary as the forecast figures are updated throughout the year. 92% of Operating Revenue has been invoiced and 68% of the Operating Expenditure has been spent.

A comparison of employee costs shows that 70% of the annual budget has been spent. The employee costs year to date actual amount is \$265,792 or 5% below the year to date budget amount. The employee costs figure includes the leave provision expense calculation to December 2014.

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 non-cash operating revenue has yet to be posted.

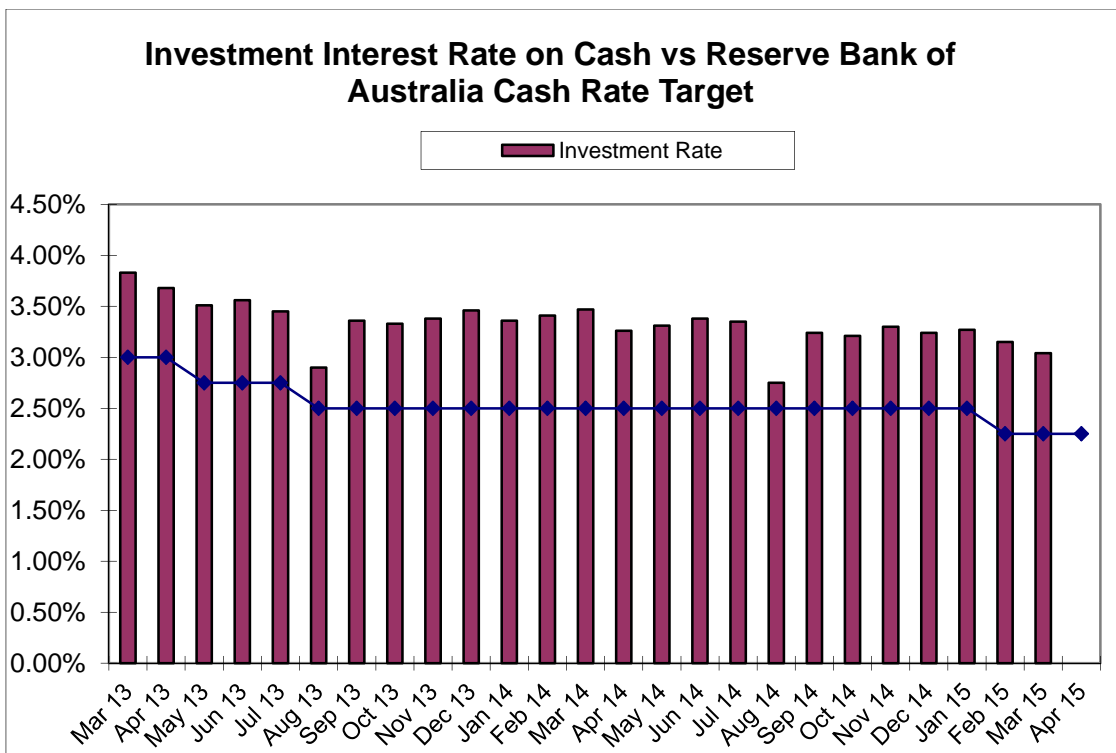


The liquidity graph compares the current year’s net current assets position against that of the two previous years.



Council's municipal cash and investments position has decreased by \$1,896,310 compared to February 2015. The Municipal cash position is an amount of \$12,459,343 of which \$8,678,857 is restricted for specific purposes as shown at Note 3. Cash revenue came from Rates receipts, developer contributions and grant funding. Major cash expenses were for payroll, waste contractor payments, road construction contractor payments and administration building refurbishment contractor payments.

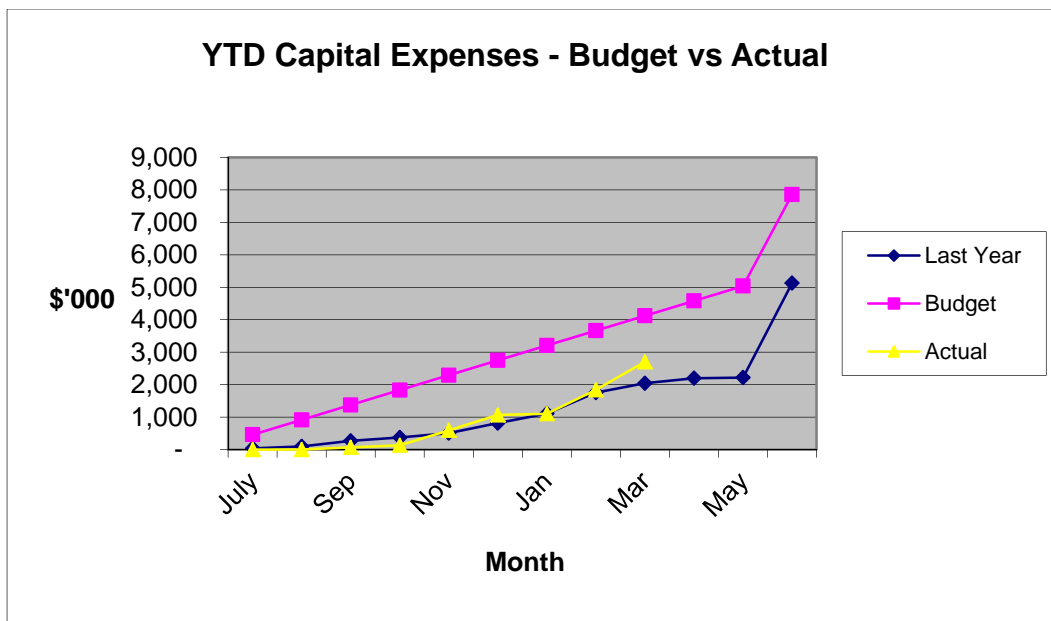
Total interest earned for the year is \$299,644 which is 73% of the annual budget. The average investment rate of return has decreased from last month's amount of 3.15% to 3.04% which exceeds the Reserve Bank's cash reference rate of 2.25%. The decrease in the average investment rate is in line with the target cash rate decrease. The average rate should fall further as existing term deposits mature and are reinvested. The Reserve Bank Board on 8<sup>th</sup> April 2015 kept their target cash rate at 2.25%. The Shire has term deposits maturing from April 2015 to August 2015, investment terms ranging from 93 days to 182 days and interest rates from 2.85% to 3.60%.



Capital works expenditure of \$864,110 was incurred during the month on:

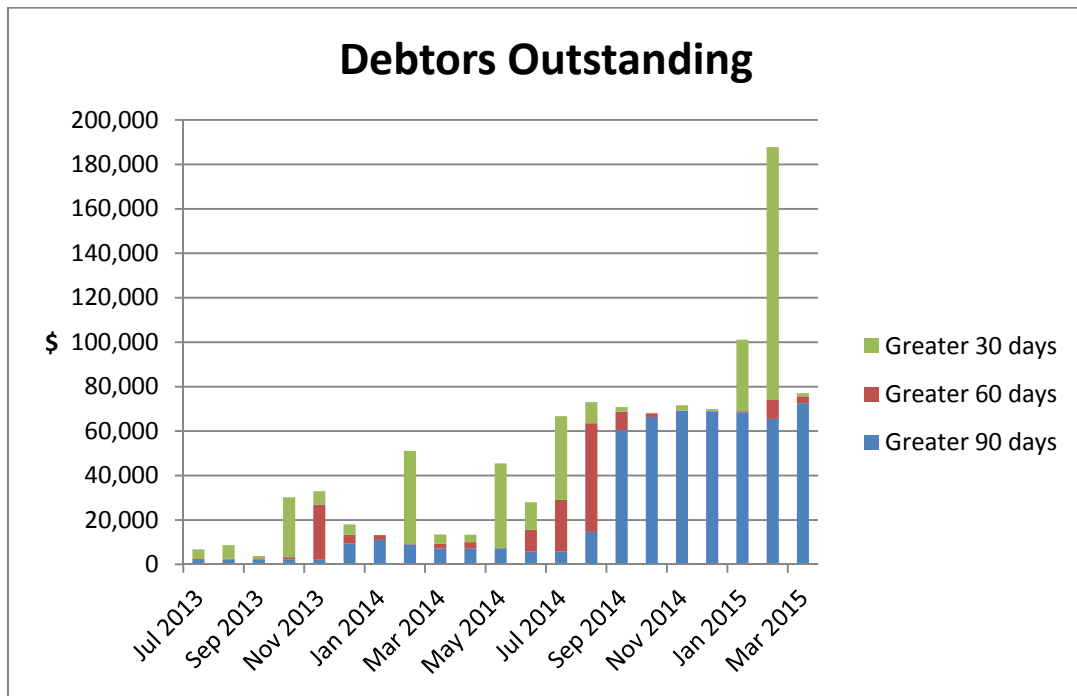
- \$58,065 Path construction,
- \$4,295 Beach stairs and paths,
- \$160 Playground replacement program,
- \$3,228 Bin stands,
- \$8,275 Peppermint Grove Beach Community Centre paving extension,
- \$24,048 Capel Civic Precinct,
- \$465,331 Administration building refurbishment,
- \$672 Depot radio tower extension,
- \$8,440 Air-conditioner replacements,
- \$29,972 Vehicle replacement,
- \$179,370 Roller replacement and
- \$869 Portable radios.

The following graph compares actual capital expenditure against budget on a year to date basis. Last year’s actual is included for comparative purposes. Excluding non-cash infrastructure, 49% of the annual budget has been spent. The major increase for this month’s capital expenditure has been payments for the administration building refurbishment and purchase of plant.

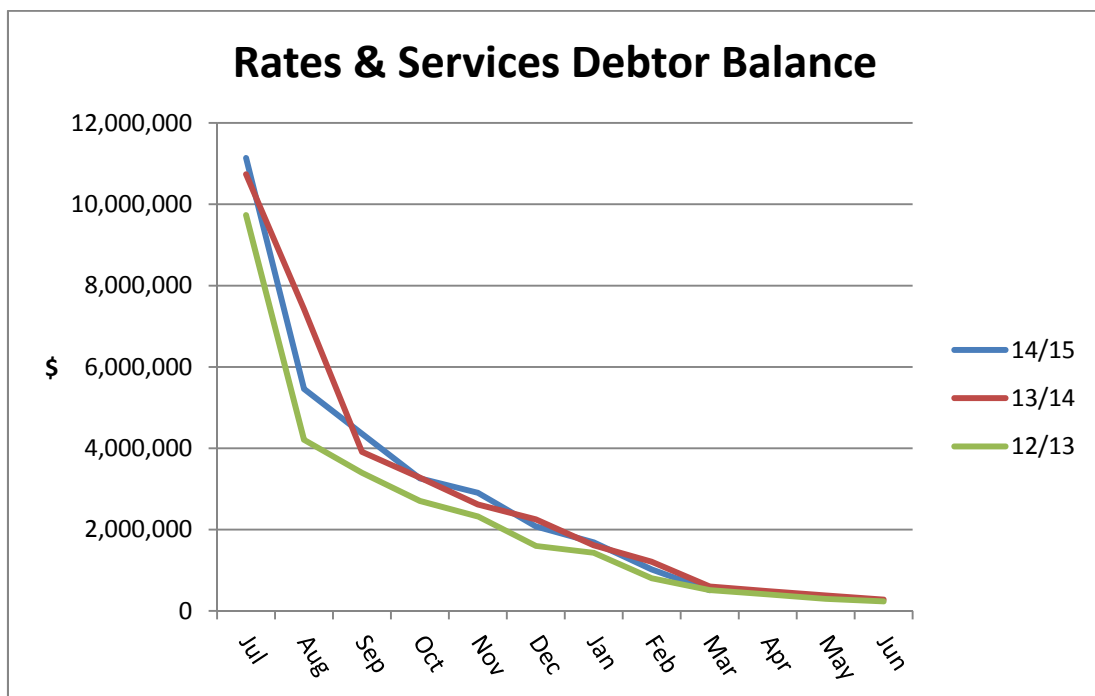


Council’s financial ratios are disclosed in Note 14. The current ratio has increased from 4.15 to 6.61 because of a reduction of current liabilities but should continue to decrease for the financial year with the expected reduction in current assets.

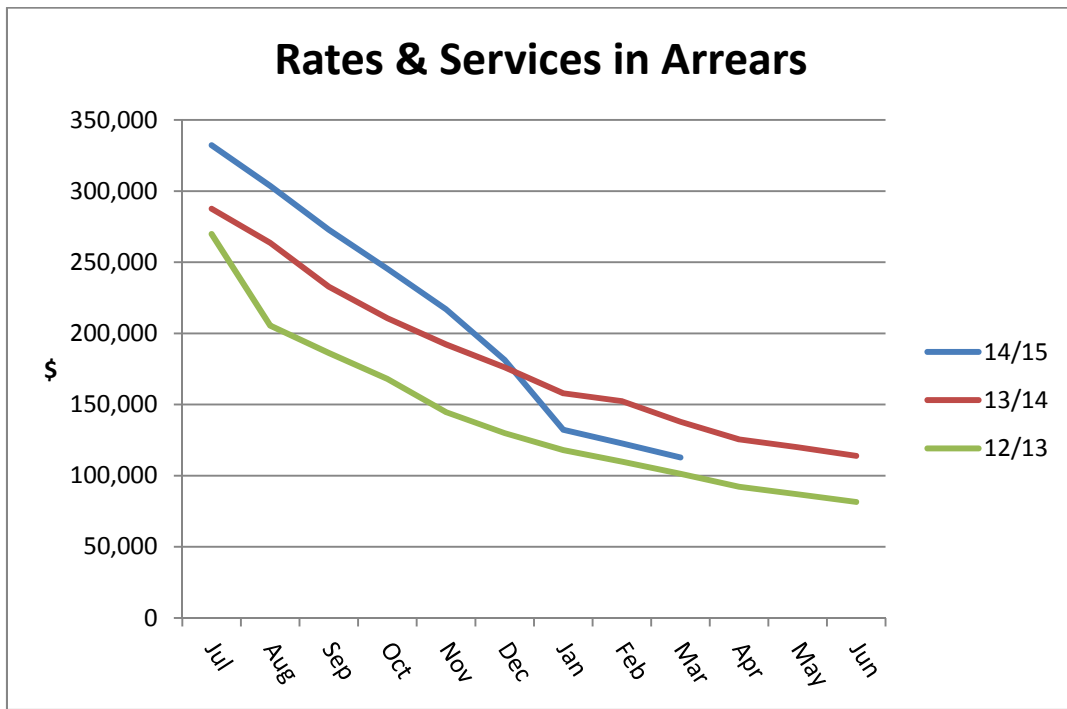
The following graph illustrates Council’s current level of general Debt recovery for 31-60 days, 61-90 days and greater than 90 days. The amount outstanding for greater than 90 days relates to a single debtor for sub division assessment, supervision and community contributions with payment required before clearance of title for the related part of the subdivision.



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 1<sup>st</sup> July 2015. Rates and Services in Arrears at the start of each financial year as a percentage of the Rates and Services Debtor Balance has been: 2014/15 2.98%, 2013/14 2.68%, 2012/13 2.77% and 2011/12 2.35%.



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

**VOTING REQUIREMENTS**

Simple majority

**OC0413 OFFICER’S RECOMMENDATION – 15.4/COUNCIL DECISION**

**Moved Cr McCleery, Seconded Cr Bell**

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

Carried 9/0

**COMMUNITY SERVICES REPORTS****NEW BUSINESS OF AN URGENT NATURE****OC0414 (17.1) Lease – Portion of Lot 42 (25) Turner Street, Boyanup - R2629**


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|                         |   |
|-------------------------|---|
| Location:               | Boyanup   |
| Applicant:              | Shire of Capel  |
| File Reference:         | 279197, R2629 and C52B128   |
| Disclosure of Interest: | Anna Handley is a Volunteer Ambulance Officer with Capel St John Ambulance and is on the Capel Boyanup St John Ambulance Management Committee |
| Date:                   | 10.04.15  |
| Author:                 | Governance Officer, A Handley   |
| Senior Officer:         | Executive Manager Corporate Services, S Stevenson   |
| Attachments:            | 1. Concept Plan showing location of lease area<br>2. Draft Lease  |

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**MATTER FOR CONSIDERATION**

Lease of a 1041m<sup>2</sup> portion of Lot 42 (25) Turner Street, Boyanup - R2629 to St John Ambulance Western Australia Ltd for Ambulance Sub Centre.

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

In 2010 planning consent was granted for a St John Ambulance Sub Centre on Lot 9000, corner Boyanup-Picton and Hurst Roads, Boyanup. This planning approval lapses in September 2015, and the owner of this land has advised St John Ambulance that they will be selling the land in the near future. It is therefore paramount that a new parcel of land be secured in order to build a new sub centre.

Council received a request from the Capel Boyanup sub centre and state office of St John Ambulance to consider a proposal to co-locate with the Bush Fire Brigade on a portion of Lot 42 (25) Turner Street, Boyanup (R2629). Attachment 1 outlines the area proposed to be leased, in the north east corner of R2629. The planned building comprises a 2 vehicle bay garage, meeting and staff rooms, toilets and a 5 bay car park.

Lot 42 was reserved for 'Public Purposes' with a notation for 'Fire Station' under TPS 7, and the Shire of Capel held a Management Order over the lot for the purpose of 'Bush Fire Brigade Station'.

In June 2014, Council resolved (OC0608) to support the proposal for St John Ambulance to co-locate with the Boyanup Bush Fire Brigade on R2629, and authorised the Chief Executive Officer to obtain the relevant approvals from the Department of Lands to change the purpose of the reserve and then enter into a lease agreement with St John Ambulance.

The Management Order for R2629 was amended in September 2014 (the amended Management Order was received in November 2014) to enable use of the land for the purpose of 'Emergency and Community Services'. The Management Order notes the power to lease for a period of not more than 21 years, subject to approval from the Minister for Lands.

**Proposal**

That Council approve the lease (Attachment 2) of a portion of Lot 42 (25) Turner Street, Boyanup (R2629) to St John Ambulance Western Australia Ltd, for a period of not more than 20 years, at a rent of one (\$1) dollar per annum subject to the approval of the Minister for Lands.

## **STATUTORY ENVIRONMENT**

Local Government Act 1995 s3.58

### **3.58 Disposing of Property**

(1) In this section –

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

Local Government (Functions and General) Regulations 1996.

### **Regulation 30 Dispositions of property to which section 3.58 of Act does not apply.**

(1) A disposition that is described in this regulation as an exempt disposition is excluded from the application of section 3.58 of the Act.

(2) A disposition of land is an exempt disposition if –

(b) the land is disposed of to a body, whether incorporated or not –

(i) the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and

(ii) the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions.

Land Administration Act 1997

As the reserve is Crown land it is a requirement that the Minister for Lands approves the lease and is a signatory to the lease agreement.

## **POLICY IMPLICATIONS**

There are no policies relevant to this matter.

## **FINANCIAL IMPLICATIONS**

### **Budget**

There are no significant budget implications associated with this matter. McLeods Barristers & Solicitors will invoice Capel Boyanup St John Ambulance directly for preparation of the lease documents. The rent has been set at \$1 per annum, payable on demand.

The current budget allocates a donation of \$1,650 to the Capel Boyanup St John Ambulance.

### **Long Term**

There is a need to ensure that St John will be responsible for its share of the servicing costs that exist at Lot 42 (power and water). This will be clarified within the lease document.

### **Whole of Life**

The building is to be constructed by the Lessee and maintained by the Lessee thereafter.

## **SUSTAINABILITY IMPLICATIONS**

The proposal will have no environmental implications as the St John building is to be constructed in a cleared area. The concept plan (Attachment 1) shows that the area allocated to St John Ambulance is to the east of an existing row of trees. The existing trees may be removed during construction however St John will be requested to submit a landscape plan demonstrating revegetation to occur post construction of the sub centre.



The proposal will benefit the communities of Boyanup and surrounding areas by ensuring the continuation of ambulance services and improving the ability of ambulance volunteers to provide emergency and community event responses. Construction of the new facility will also provide employment opportunities.

### **STRATEGIC IMPLICATIONS**

The Shire of Capel Strategic Community Plan (2013 – 2031) sets out an overarching vision for the Shire, which is a 'community of diverse lifestyle experiences accommodating progressive growth, sharing in prosperity, and valuing the environment.' This vision is supported through general Shire wide objectives along with specific strategies. Strategic Direction 2, The Community Experience requires the Shire of Capel to "provide facilities and services which recognise the diverse needs of the community and strive to make the community a safe place to live, work and visit".

The lease of a portion of Lot 42 (25) Turner Street, Boyanup to St John Ambulance Association in WA Inc is consistent with three of the objectives of the Community Experience:

- 2.1 Provide social, recreational and cultural opportunities and facilities for our communities;
- 2.2 Encourage community engagement and participation;
- 2.4 Enhance community safety through community awareness and participation programs.

### **CONSULTATION**

Consultation with landowners and the Boyanup Bush Fire Brigade established that there were no objections to the proposal for co-location of the ambulance sub centre on R2629.

The draft Lease was sent to the Project Manager, Property Development St John Ambulance Western Australia Ltd who confirmed in writing that St John wish to proceed under the terms of this arrangement. St John did propose minor changes to the details of the Lessee and the signage page, which have been incorporated by McLeods Barristers & Solicitors.

### **COMMENT**

The current approval for St John Ambulance to operate a sub centre from Lot 9000 Boyanup-Picton Road lapses in September 2015. This fact, combined with the declared intent of the owner to advertise the land for purchase after that date makes it imperative that the Capel Boyanup Sub Centre of St John Ambulance relocate in a timely manner.

The volunteers of Capel Boyanup St John Ambulance already provide an emergency response to local 000 calls and backup to Australind, Bunbury and Busselton when those stations require assistance. Capel Boyanup St John volunteers also play an essential role in supporting a wide range of regional community events by providing volunteers for ambulance and first aid stations.

The 2010 Boyanup Townsite Strategy and associated urban growth strategies predicts a continuing population increase in the Boyanup townsite. The Strategy indicates that future development outcomes could yield 2,800 additional lots in Boyanup, increasing the resident population to 6-7,000 beyond 2031.

In addition, the townsite is situated on a major arterial highway linking a large number of south west towns to Bunbury. The South Western Highway is a strategic freight, tourist and inter-town route, and traffic on the highway will only increase with the expansion of Boyanup.

Co-location of the sub centre to R2629 with the Boyanup Bush Fire Brigade and approval of a lease provides a degree of assurance that the emergency response and community services provided by the Boyanup branch of Capel Boyanup St John Ambulance to Boyanup and surrounding communities will continue into the future.

Council is advised that there are a number of matters still requiring review and finalisation in the details of the lease, however given the urgency of continuing this matter to enable St John to develop an alternative premises it is requested that Council agree to the intent of the principle of entering into the lease but authorise the Chief Executive Officer and staff to finalise the details of the agreement.

For Council's information the matters that need to be finalised in the lease include:

- That the lease term be 20 years and not 21 years. This will avoid the need to seek approval of the Western Australian Planning Commission under the Planning and Development Act.
- That the lease include the required signing clause for the Minister for Lands and that officer of the Department confirm acceptance of the lease terms prior to finalisation. This will facilitate a more timely receipt of the Section 18 approval which is required from the Minister.
- That the wording of the lease clause 9.1 be adjusted to clearly give access rights to use the constructed access way and any other land at the rear of the lease area to provide a connection to lease area B. This will retain the overall planning intent that the volunteer brigade building in future extensions will have access from the rear.

Apart from the matters identified above in respect to the lease, Council needs to acknowledge and accept that:

- The "Ambulance substation and uses reasonably ancillary thereto" as defined in the lease is considered to be consistent with the management order purpose for the Reserve 2629 being for "Emergency and Community Services". Staff accepts the purpose is consistent.
- Council accepts the lease payment of a pepper corn rental (\$1.00 per year) as being acceptable. A pepper corn rental is common with agreements between Council and community activities that are generally not for profit activities. St John Ambulance Ltd is registered under the Corporations Act as an 'Australian Public Company – Limited by Guarantee – Unlisted Public Company – Non Profit Company'. As such, McLeods Barristers & Solicitors advise that Council may be of the mind to treat St John Ambulance as if it were an incorporated association.

### **VOTING REQUIREMENTS**

Simple majority

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|---|
| <b>OC0414 OFFICER'S RECOMMENDATIONS – 17.1/COUNCIL DECISION</b> |
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**Moved Cr Bell, Seconded Cr Smith**

**That Council:**

- 1. Enters into a lease agreement generally in accordance with the attachment 2 to Item 17.1 between St John Ambulance Western Australia Ltd, and the Minister for Lands for the leasing of portion of Lot 42 (25) Turner Street, Boyanup (R2629) for a period of not more than 20 years and a rent of one (\$1) dollar per annum payable on request, subject to the approval of the Minister for Lands.**
- 2. The President and Chief Executive Officer be authorised to endorse the Licence Agreement with final adjustments as agreed to by the Executive Manager Corporate Services.**

Carried 9/0

**PUBLIC QUESTION TIME** Nil

**MOTIONS WITHOUT NOTICE (ABSOLUTE MAJORITY BY COUNCIL)** Nil

**NOTICES OF MOTION FOR CONSIDERATION AT THE NEXT ORDINARY MEETING OF THE COUNCIL** Nil

**ITEMS FOR CONSIDERATION BEHIND CLOSED DOORS** Nil

**MEETING CLOSURE**

The meeting closed at 6.50pm.

These minutes were confirmed at an Ordinary Council meeting on 27<sup>th</sup> May 2015.

Signed

Presiding Person at the meeting at which time the minutes were confirmed.

Date