

# Shire *of* Capel

## MINUTES

ORDINARY COUNCIL MEETING  
Wednesday, 24<sup>th</sup> August 2016



*Experience the*  
Shire *of* Capel



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## SHIRE OF CAPEL

### ORDINARY COUNCIL MEETING – 24.08.16

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SHIRE OF CAPEL

MINUTES OF THE ORDINARY COUNCIL MEETING HELD IN THE COUNCIL CHAMBERS, FORREST ROAD, CAPEL ON WEDNESDAY, 24<sup>TH</sup> AUGUST 2016 COMMENCING AT 4.39PM.

|          |  |             |
|----------|--|-------------|
| PRESENT: | President  | MT Scott    |
|          | Councillors  | SH Baxi     |
|          |  | BW Bell     |
|          |  | BW Hearne   |
|          |  | SV Schiano  |
|          |  | JA Scott    |
|          | Chief Executive Officer                              | PF Sheedy   |
|          | Executive Manager Engineering & Development Services | JM Gick     |
|          | Executive Manager Community Services                 | MI Plume    |
|          | Executive Manager Corporate Services                 | S Stevenson |
|          | Manager Planning Services                            | C Muller    |
|          | Manager Operations                                   | S Faber     |
|          | Manager Human Resources                              | C Anderson  |
|          | IS Coordinator                                       | J Princi    |
|          | Minute Secretary                                     | A Evans     |

|                   |  |                      |
|-------------------|--|----------------------|
| LEAVE OF ABSENCE: |  | PK McCleery (OC0701) |
|                   |  | GJ Norton (OC0701)   |
|                   |  | BH Smith (OC0701)    |

|            |  |     |
|------------|--|-----|
| APOLOGIES: |  | Nil |
|------------|--|-----|

|                    |  |   |
|--------------------|--|---|
| MEMBERS OF PUBLIC: |  | 2 |
|--------------------|--|---|

The President noted that Cr J Scott was in attendance; she had previously been granted Leave of Absence for this Council meeting.

|  |     |
|--|-----|
| <b>RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE</b> | Nil |
|--|-----|

|                             |     |
|-----------------------------|-----|
| <b>PUBLIC QUESTION TIME</b> | Nil |
|-----------------------------|-----|

|  |     |
|--|-----|
| <b>APPLICATIONS FOR LEAVE OF ABSENCE</b> | Nil |
|--|-----|

|                                 |     |
|---------------------------------|-----|
| <b>DECLARATIONS OF INTEREST</b> | Nil |
|---------------------------------|-----|

|  |     |
|--|-----|
| <b>NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS</b> | Nil |
|--|-----|

|  |
|--|
| <b>OC0801 CONFIRMATION OF MINUTES – 27.07.16</b> |
|--|

Moved Cr J Scott, Seconded Cr Hearne

That the Minutes of the Ordinary Council meeting held on 27 July 2016 be confirmed.

Carried 6/0

**VOTING REQUIREMENTS**

Simple majority

**ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION**

The President reminded members that a Regional Centres Development Plan Update and Briefing for Elected Members is being held on Friday 26 August 2016 at the Lord Forrest Hotel at 4.15pm and encouraged them to attend.

**PETITIONS/DEPUTATIONS/PRESENTATIONS**

Mr Mike Norton gave a presentation in support of Item 14.1 Town Planning Scheme No. 7 – Development Application for the Spreading of Whey (Waste Disposal).

The President thanked Mr Norton for his presentation.

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

Nil

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

Nil

**CHIEF EXECUTIVE OFFICER REPORTS**

Nil

**ENGINEERING AND DEVELOPMENT SERVICES REPORTS**


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**OC0802 (14.1) Town Planning Scheme No. 7 – Development Application for the Spreading of Whey (Waste Disposal)**


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|                         |   |
|-------------------------|---|
| Location:               | Lots 23 and 24 Collins Road, Boyanup                                      |
| Applicant:              | Brownes Food Operations   |
| File Reference:         | PA102/2016 and PA103/2016   |
| Disclosure of Interest: | Nil   |
| Date:                   | 02.08.16  |
| Author:                 | Senior Planning Officer, L Hughes   |
| Senior Officer:         | Executive Manager Engineering and Development Services, J Gick            |
| Attachments:            | 1. Location Plan<br>2. Whey Management Plan<br>3. Schedule of Submissions |

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**MATTER FOR CONSIDERATION**

Council is asked to consider a development application for spreading of whey on Lots 23 and 24 Collins Road, Boyanup. The applicant is seeking temporary approval for a twelve month period only.

**Background**

The subject site is zoned rural and comprises approximately 200ha of agricultural land – in this regard Lots 23 and 24 Collins Road, a total 87ha of agricultural land in the Shire of Capel which is currently operating as a commercial dairy producing an average of 8,500 litres of milk per day. The dairy processing facility was constructed in 2015 and commenced operation later that same year. The remaining 112.8ha to the north is located in the Shire of Dardanup.

**Proposal**

The applicant is seeking temporary approval for the spreading of whey generated as a by-product of the cheese making process, which is manufactured at the applicant's milk processing facility in Brunswick. The proposal seeks to spread 5,000kL of whey over the

available 200ha and the applicant has also sought the necessary approvals of the Department of Environment Regulation (DER) under Schedule 1 of *the Environmental Protection Regulations 1987*. The preferred method of whey disposal is for it to be sent to a local piggery to be used as pig feed. However during times of high milk production, there is a need for additional methods of disposal in the form of spreading on land. The applicant is negotiating with a new pig farm for future disposal of whey but the current volume needs disposal until longer term arrangements are finalised.

The development application is supported by a Whey Management Plan to address the environmental component of the proposal. The location has been selected for spreading of whey due to the larger farm size operated by a single proprietor and the ability to achieve buffer distances from adjoining residential properties.

The proposal anticipates spreading will occur between August 2016 and February 2017. The whey will be delivered to the site with an expected maximum of 5 truck movements each day over an 8 to 10 week period; it is anticipated that on average there will be no more than 2-3 truck movements per day. The whey will be spread on the land in a single application of 2.5mm across the site and the importance of applying during the August to February time period is to maximise the nutrient uptake of growing grass during spring; nutrients from the whey will directly substitute the nutrients otherwise applied as inorganic fertiliser. The site has been assessed by the applicant to identify areas prone to waterlogging to ensure whey is not applied in areas where it could 'pond' to minimise the risk of adverse amenity impacts.

### **STATUTORY ENVIRONMENT**

The subject site is zoned rural under the provisions of the Shire's Town Planning Scheme No. 7 (the Scheme). Clause 5.7.1 of the Scheme states:

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

Clause 5.7.2 states:

*Council's policy in assessing applications for Planning Consent, or referrals from the Western Australian Planning Commission of subdivision applications will have regard to:*

- a) The objective set out in Clause 5.7.1 and any policy document adopted pursuant to Clause 8.9 of the Scheme which is directed at achieving that objective;*
- b) The need to provide for land to be held in lots that are suitable for the long term use of the land for Rural Pursuits, and in particular applications for subdivision of Rural land should demonstrate the facilitation of ongoing farming of the land;*
- c) The availability of services required to support the proposed development or subdivision and the economic impact of the provision, extension or upgrading of those services that may be required;*
- d) The adequacy of the roads, existing or proposed in the area, which may be needed to support the amount of road traffic expected to be generated by the development or subdivision; and*
- e) The need to impose such conditions as Council deems appropriate in order to minimise any adverse effect the development or subdivision may have on the environment of the area.*

The Scheme defines 'Waste Disposal' as:

*'Means the use of land for the purpose of storage or the disposal of domestic or industrial rubbish, refuse or waste whether liquid or solid'*

The use of land for waste disposal is identified as an 'AA' use in the zoning table of the Scheme which means that the use is not permitted unless the Council has granted its planning consent.

### **POLICY IMPLICATIONS**

State Planning Policy 2.5 Land Use Planning in Rural Areas (SPP 2.5)

The site is zoned Rural under the provisions of the Greater Bunbury Region Scheme and the objectives of SPP2.5 state:

- a) *To protect rural land from incompatible uses by:
  - i) *Requiring comprehensive planning for rural areas;*
  - ii) *Making land use decisions for rural land that support existing and future primary production and protection of priority agricultural land, particularly for the production of food; and*
  - iii) *Providing investment security for the existing and future primary production sector.**
  
- b) *To promote regional development through provision of ongoing economic opportunities on rural land.*
  
- c) *To promote sustainable settlement in and adjacent to existing urban areas.*
  
- d) *To protect and improve environmental and landscape assets.*
  
- e) *To minimise land use conflicts.*

The site does not fall within the Strategic Agricultural Resource Policy area and is not identified as a strategic mineral resource area. However, the strategic mineral resource area is located approximately 400m to the east of the subject site and any applications for mineral extraction would need to be referred to the Department of Mines and Petroleum in accordance with the requirements of the Greater Bunbury Region Scheme Strategic Minerals and Basic Raw Materials Resource Policy 2005.

### **FINANCIAL IMPLICATIONS**

#### **Budget**

The relevant development application fees have been paid by the applicant.

#### **Long Term**

The cost of the development remains with the applicant and the potential cost implications relating to the maintenance of Collins Road are recommended as a condition of approval.

#### **Whole of Life**

There are no whole of life implications to this matter.

### **SUSTAINABILITY IMPLICATIONS**

There may be considerations regarding the distance involved in transporting the whey from the production site to the subject site, however it is considered that these are generally offset by the benefits of providing a beneficial use for the waste product.

**STRATEGIC IMPLICATIONS**

Shire of Capel Strategic Community Plan 2013 - 2031

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

Strategic Outcome:

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

4. The Economic Experience 'Foster and support responsible and progressive economic development opportunities within the Shire'.

Strategic Outcome:

4.6 Support and promote the agricultural economy.

**CONSULTATION**

The application was referred to nine adjoining landowners and relevant statutory agencies for comment. At the expiry of the referral period, submissions and comments had been received from one adjoining landowner and the Department of Water, Department of Planning, Main Roads WA and the Department of Environment Regulation. The primary concerns raised related to the following:

- Impact on watercourses and species living in the Preston River from run off;
- Odour;
- Dust from truck movements;
- Potential water quality impacts on groundwater;
- Potential water quality impact on surface water; and
- Impacts on the intersection of Collins Road and Boyanup Picton Road.

The Shire of Dardanup is also considering an application for the same proposal on lots abutting the subject site within the Shire of Dardanup. It is understood that the application will be considered at that Shire's Council meeting on 21 September 2016.

**COMMENT**

The proposed development requires approval under the Shire's scheme as it is an AA use in the rural zone. Whey is a bi-product of the process of manufacturing cheese and needs to be disposed of in an appropriate manner. Whilst it is generally used for feeding pigs, when the volumes produced exceed the amount which can be utilised by local piggeries, alternative means of disposal are sought.

It has been established that there are benefits to productive agricultural land through the application of whey as a liquid fertiliser as it increases pasture growth which is beneficial in a rural enterprise context. It is considered that the use is consistent with the objectives of the rural zone and the provisions of SPP2.5 and in assessing the application consideration has been given to the issues set out below.

**Potential odour and ground, surface water and watercourse issues**

The purpose of the planning process is primarily to consider whether the land use is appropriate in the context of the subject site and adjoining land uses, having regard to the relevant statutory planning provisions. The proposed use is considered to be consistent with the rural zone and the rural use of the land. The potential impacts on the environment have been assessed in detail by the relevant statutory agency, the Department of Environment Regulation (DER) who has not raised an objection to the proposal. In addition a separate licence needs to be approved by the in accordance with Schedule 1 of *the Environmental*



*Protection Regulations 1987*, which considers and assesses the environmental impacts in greater detail.

It is considered that in view of the above, the short term nature of the development, the supporting documentation and the relatively small volumes which are proposed to be applied to the ground the potential harm to ground and surface water will be appropriately managed. This also applies to the potential for nutrients to impact on down-stream uses as the amounts are very small and the timing and volumes that the whey is applied is designed to be utilised by the growing grass thereby minimising potential risk.

In relation to odour, it is understood that the spreading of whey may have occurred on nearby farms a number of years ago and that at the time it resulted in odour issues. The current use is proposed in a way which applies a very fine spray in small quantities so that it does not 'puddle' and sit on the land; it is recognised that larger volumes which could not be readily utilised by grass and other vegetation growing on site could cause an odour issue, but the proposal has addressed this through appropriate application rates.

#### Dust from truck movements

The maximum number of truck movements anticipated is 5 per day over an 8 -10 week period between August 2016 and February 2017, although on average the applicant considers that 2-3 truck movements per day is more likely.

It is acknowledged that Collins Road is not a sealed road and therefore vehicle movements have the ability to generate dust. The nearest dwelling to the south is over 250m away from Collins Road and to the east of Lot 24 Collins Road (Lot 401 Twomey Road), setback over 250m from the road and therefore vehicle movements are unlikely to have a significant detrimental impact in terms of dust especially given the relatively small number of movements which are anticipated.

#### Potential impacts on the intersection of Collins Road and Boyanup Picton Road

Comments from Main Roads WA have identified that the current intersection is damaged and concerns have been expressed about the impact of an increase in vehicle movements. The current condition of Collins Road and the intersection with Boyanup-Picton Road is due to existing uses and it is not considered that the current proposal is the nexus for requiring an upgrade to the road or intersection. However, it is considered appropriate to require the applicant to make arrangements with Main Roads WA and the Shire to establish the current condition of both road and intersection and agree to address any deterioration which may arise as a result of the additional vehicle movements. It is considered that this can be addressed through a condition of approval.

#### **VOTING REQUIREMENTS**

Simple majority

**OC0802 OFFICER'S RECOMMENDATIONS – 14.1/COUNCIL DECISION**

Moved Cr Bell, Seconded Cr Hearne

That Council, pursuant to Clause 68 (2) (b) of the Deemed Provisions of the Planning and Development (Local Planning Schemes) Regulations 2015, grants Development Approval for the use of land for Waste Disposal (spreading of whey) on Lots 23 and 24 Collins Road, Boyanup subject to the following conditions:

1. All development being in accordance with the Whey Management Plan dated 24 August 2016;
2. This approval is a temporary planning approval and the development the subject of this temporary approval must cease within twelve months of the date of approval at which time this approval will expire unless a new application for planning approval has been submitted and approved;
3. Satisfactory arrangements being made with the Shire of Capel for the maintenance of Collins Road; and
4. Satisfactory arrangements being made with the Shire of Capel in consultation with Main Roads WA for the maintenance of the intersection of Collins Road and Boyanup Picton Road.

Advice notes:

- i) This planning consent is confined to the authority of the Shire of Capel Town Planning Scheme No. 7 under the Planning and Development Act 2005. This decision does not remove the obligation of the applicant and/or property owner to ensure that all other required local government approvals are obtained, all other applicable state and federal legislation is complied with, and any restrictions, easements and encumbrances are adhered to, nor does it infer that other necessary approvals are forthcoming as an outcome of this planning consent.
- ii) In relation to condition 3 the applicant is required to contact the Shire of Capel to discuss the works required to both Collins Road and the intersection of Collins Road with Boyanup Picton Road to determine the current condition of the road surface and the action required to prevent further damage and repair where necessary.

Carried 6/0

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**OC0803 (14.2) Tender 16/02 Dalyellup Public Open Space (POS) Maintenance**

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|                         |   |
|-------------------------|---|
| Location:               | Various Public Open Space and Streetscape locations within the Dalyellup Estate   |
| Applicant:              | Shire of Capel  |
| File Reference:         | OCO808  |
| Disclosure of Interest: | Nil   |
| Date:                   | 09.08.16  |
| Author:                 | Manager Operations, S Faber   |
| Senior Officer:         | Executive Manager Engineering and Planning Services, J Gick   |
| Attachments:            | 1-9. Pricing Schedule Submitted by the Tenderers – <b>Confidential</b><br>10. Summary Table of Tenderers' Pricing - <b>Confidential</b> |

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**MATTER FOR CONSIDERATION**

Consideration of tender submissions for the maintenance of Public Open Space in Dalyellup.

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

The Dalyellup Estate developers, as part of their development conditions, provide areas of Public Open Space (POS), streetscape landscaping and infrastructure for public usage within the Dalyellup Estate. This provision of POS meets Liveable Neighbourhoods' requirements that developers establish and maintain landscaping for a minimum of two (2) summers. As part of the development of POS, the Shire performs a practical completion inspection of the POS to determine whether it is ready and suitable for use by the community. Upon successful practical completion, initiation of the two (2) summer maintenance period commences for the developer.

At the completion of two (2) summers the developer may request handover of a POS to the Shire. A handover request is assessed by Shire staff against the Shire's handover procedure, and if found to be compliant, handover of the POS can occur. Once approval for handover is established it is then the ongoing responsibility of the Shire to maintain the POS.

To manage POS in Dalyellup the Shire calls Public Tenders seeking suitably qualified contractors to carry out the maintenance function.

The current contract for the maintenance of POS within the Dalyellup Estate expires 1 October 2016.

It is expected that additional portions of POS will be transferred to the Shire during the life of this proposed contract, outside the areas covered in the current contract. This is due to the continual development of POS in the Dalyellup Estate. The new tender conditions allows for additional POS maintenance to be offered to an incumbent contractor or alternatively other landscape maintenance contractor(s) in the pursuit of achieving a best value result. Council should note that the estate's reticulation maintenance and water body handover is being considered at this time. Currently the Shire is only responsible for damaged sprinkler replacement, transfer pumps within the Lakes system and related electrical costs. All other reticulation infrastructure is currently maintained and managed by the developer including the lake water bodies.

The current contractor for the Dalyellup Estate POS is Skyline Landscape Services Pty Ltd (Skyline). Skyline has not been offered the opportunity for additional extensions of the contract at this time due to ongoing concerns over its ability to provide adequate resources to meet service levels required within the contract. There is also a history of ongoing poor

performance, including in the area of public safety, where a Breach of Contract Notice was issued in May, 2016.

In December 2015 staff presented to Council a Review of Business Model for Parks, Gardens and Horticultural Services (OC1206). This review was to assess the business model utilising a simple financial comparison of contract services against a fully developed in house service for Dalyellup. The review found that "at this time, the contract arrangements in place under contract 15/03 appear to be more competitive, subject to compliance with the contractual standards"

Council resolved that: *That Council notes the findings of the review of the business model for parks, gardens and horticultural services in Dalyellup.*

The Shire continues to have an in-house presence within the Dalyellup Estate. With the recent amalgamation of the Parks South and Parks North teams this resource is primarily used to service works that are outside the contract brief including responding to customer requests.

### **Proposal**

Consideration of tender submissions for the supply and delivery of Dalyellup Public Open Space Maintenance.

### **STATUTORY ENVIRONMENT**

Local Government Act 1995 s3.57 (11)(1) of the Local Government Regulations requires all goods and services with a value in excess of \$150,000 to be subject to a public tender process.

Local Government (Functions and General) Regulations 1996

Part 4, Division 2 Tenders for the providing of goods and services (s3.57) outlines processes and conditions for local government tendering.

### **POLICY IMPLICATIONS**

Policy 2.8 Purchasing: States that "purchases must be made in consideration of (amongst other things) the best value for money". This consideration should include the whole of life costs and benefits, the technical merits of the service being offered to comply with contractual specifications, contractual terms and conditions and a contractor's viability and capacity to supply.

To promote economic activity and employment opportunities within the Shire of Capel, Council has a local purchasing preference that can be offered to local qualifying goods and service providers up to a value of \$50,000. The 5% price preference is not applicable to this tender as there are no locally based tenderers.

Policy 3.14 Occupational Safety, Health and Wellbeing

Policy 7.7 Roads – Verges

Policy 5.6 Integrated Pesticide Management

### **FINANCIAL IMPLICATIONS**

#### **Budget**

The 2016/17 Council Budget includes financial provision for this service in Schedule 11 – Recreation and Culture, Other Recreation and Sport – Operating Expenditure.

The 2016/17 Council Budget includes financial provision for this service in Schedule 11 – Recreation and Culture, under account #2672 – Other Recreation and Sport – Operating Expenditure, which has \$1,093,996 allocated for all jobs and functions. The recommended tender will cost \$666,329 (excl GST) in the first year of operation, which will cover most of

2016/17 and some of 2017/18. The following table shows the break-down of the budget allocation and provides comment on some of the sub-accounts that can be utilised to support the recommendation:

| <b>I / E Code</b> | <b>Description</b>  | <b>Budget Allocation (\$)</b> | <b>Comment</b>   | <b>Adjusted Budget (\$)</b> |
|-------------------|---|-------------------------------|--|-----------------------------|
| 10                | Contractor (Maintenance) - for POS previously taken over  | 477,639                       | Utilise for the contract   | 666,328                     |
| 10                | Contractor (Maintenance) - Revised Forecast: POS to be taken over in 2016/17 - East Dalyellup POS | 102,250                       | There are some outstanding defects that are expected to be corrected in early 2017. This frees up approximately \$50,000 to service the contract.  | 52,250                      |
| 10                | Naroona POS- re-establish gardens and irrigation  | 46,013                        | Required outside of the contract to renew the Naroona Open Space.  | 46,013                      |
| 10                | Toilet cleaning, supplies, sanitary disposal, hygiene unit service, etc.                          | 3,332                         | Required.  | 3,332                       |
| 10                | Maintenance - reticulation, equipment, electrical, plumbing, fencing, stairs                      | 11,108                        | Required outside of the contract.  | 11,108                      |
| 10                | Maintenance - Dalyellup Watering Systems - bores, pumps, pipes, etc. (Strategic)                  | 211,565                       | This is allocated in anticipation of a handover of the Dalyellup Irrigation System for ongoing maintenance and servicing. The Handover process is not likely to be completed within 2016/17, which can free up funds for the contract. | 72,876                      |
| 10                | Painting of structures  | 8,608                         | Required.  | 8,608                       |
| 02                | Maintenance - materials   | 9,158                         | Required.  | 9,158                       |
| 02                | Maintenance - turf, plants, trees, mulch, etc.  | 94,347                        | Required to service functions outside of the contract.   | 94,347                      |
| 10                | Security monitoring and patrols   | 7,998                         | Required.  | 7,998                       |
| 07                | Insurance   | 3,351                         | Non-discretionary.   | 3,351                       |
| 05                | Water   | 19,227                        | Required.  | 19,227                      |
| 05                | Electricity   | 25,596                        | Required.  | 25,596                      |
| 01                | Wages - OPS   | 22,546                        | Required.  | 22,546                      |
| 99                | Overheads - OPS   | 43,019                        | Non-discretionary.   | 43,019                      |
|                   |   |                               |  |                             |
|                   |   | 1,093,996                     |  | 1,093,996                   |

Any offers of extension to the Contract in the future are subject to a CPI adjustment based on the March quarter for the Annual Perth Consumer Price Index.

### **Long Term**

Ongoing Council budget considerations will be required to facilitate the provision of this service for the initial 3 year contact period and two further one year options. This consideration will provide the funding mechanism to assist with the ongoing maintenance requirements of POS assets within the contract.

The Contract provides for consideration where the price for the supply and delivery may be increased annually in accordance with the Annual Perth Consumer Price Index at 31 March each year.

### **Whole of Life**

The whole of life financial implications have not been calculated. The assets that will be serviced by the provision of this service will require future ongoing funding to facilitate the maintenance requirements and to ensure the assets are preserved to suitable service levels.

### **SUSTAINABILITY IMPLICATIONS**

POS and streetscapes within the Dalyellup Estate are developed in consultation between the Developers and the Shire. The consultative process evaluates community needs and expectations while assessing the sustainability of the POS. This assessment looks at the use of sound horticultural and infrastructure development practices to gain best value while balancing public needs/expectations and ongoing maintenance requirements.

Development of POS is considered with the aim to minimise the maintenance requirements as much as practical while maintaining the community experience.

POS and streetscapes are an important feature of a well-designed community and add to the wellbeing of people.

### **STRATEGIC IMPLICATIONS**

Shire of Capel Strategic Community Plan 2013-2031

#### 1 The Leadership Experience

Strategic Outcome:

1.5 Ensure the effective management of Council's resources.

#### 2 The Community Experience

Strategic Outcomes:

2.1 Provide social, recreational and cultural opportunities and facilities for our communities.

2.3 Preserve and protect the character of the communities.

#### 3 The Environmental Experience

Strategic Outcome:

3.3 Preserve and protect the character of the towns as they expand.

#### 4 The Economic Experience

Strategic Outcome:

4.4 Improve the attraction of the towns as retirement destinations.

#### 5 The Infrastructure Experience

Strategic Outcome:

5.6 Effectively manage the Shire's assets and resources.

### **CONSULTATION**

Tender 16/02 Dalyellup Public Open Space (POS) Maintenance was advertised in the Local Government Tender sections of the "West Australian" on Wednesday 15 June 2016 and the "South Western Times" on Thursday 16 June 2016. Submissions closed on Wednesday 6 July 2016.

Staff from Operations and Finance and the Executive Manager Engineering & Development Services have been consulted during the tender development and assessment phases.

### **COMMENT**

Tender submissions were received from nine tenderers. All tenderers were assessed against compliance and qualitative criteria by the assessment panel. All tenderers met the compliance criteria.

The following table summarises the qualitative criteria.

| <b>Tenderer</b>                | <b>Relevant Experience (20%)</b> | <b>Key Personnel (10%)</b> | <b>Tenderers Resources (10%)</b> | <b>Demonstrated Understanding (10%)</b> | <b>OH&amp;S (15%)</b> | <b>Qualitative Criteria Total</b> | <b>Price (35%)</b> | <b>Score Total</b> |
|--------------------------------|----------------------------------|----------------------------|----------------------------------|---|-----------------------|-----------------------------------|--------------------|--------------------|
| LD Total                       | 52                               | 20                         | 22                               | 22                                      | 34                    | <b>150</b>                        | 21.7               | <b>171.7</b>       |
| Landscape Maintenance Services | 34                               | 19                         | 18                               | 15                                      | 30                    | <b>116</b>                        | 35                 | <b>151.0</b>       |
| Environmental Industries       | 40                               | 14                         | 16                               | 20                                      | 24                    | <b>114</b>                        | 20.1               | <b>134.1</b>       |
| Skyline Landscape Services     | 36                               | 14                         | 18                               | 18                                      | 21                    | <b>107</b>                        | 24.2               | <b>131.2</b>       |
| Cobey Maintenance Services     | 40                               | 14                         | 16                               | 18                                      | 21                    | <b>109</b>                        | 20.1               | <b>129.1</b>       |
| LLS Australia Pty Ltd          | 36                               | 16                         | 14                               | 11                                      | 24                    | <b>101</b>                        | 18.9               | <b>120.3</b>       |
| MCL Commercial Services        | 28                               | 14                         | 14                               | 18                                      | 24                    | <b>98</b>                         | 21.7               | <b>119.7</b>       |
| Dirt Design                    | 40                               | 14                         | 12                               | 16                                      | 15                    | <b>97</b>                         | 18.9               | <b>115.9</b>       |
| BCP Group                      | 12                               | 8                          | 10                               | 4                                       | 27                    | <b>61</b>                         | 23.4               | <b>84.4</b>        |

1. **LD Total** is the highest scoring tenderer with 171.7. LD Total has a strong and long association with the Dalyellup Estate, including within development works (on behalf of the Satterley Property Group) and maintenance contracts (with the Shire of Capel and the Satterley Property Group). LD Total also has experience with local government contracts in areas similar to Dalyellup within the Perth Metropolitan and the South West areas. The panel has confidence in LD Total's ability to service the contract based on previous experience and resources capacity. LD Total was the preferred POS maintenance contractor for the Shire in the Dalyellup Estate between 2001-2015. Council offered LD Total a small portion of works at the last tender offer in 2015/16; it declined that offer.
2. **Landscape Maintenance Services** score the second highest total with 151. It has experience in local government contract works but, typically to a lower value than Dalyellup. These contracts are with various local governments within the Perth Metropolitan and South West areas. The Panel has concerns with Landscape Maintenance Services ability to provide resources to service the contract requirements based on its pricing point. Its score reflects higher due to the significantly lower price point comparative to all other tenderers.
3. **Environmental Industries** score third with 134.1. It has experience with local government contracts within the Perth Metropolitan area. It is seeking to establish itself within the South West region by securing enough maintenance works to establish and maintain a full time base in the area. Although it appears to be prepared to

establish a base locally it does not have a local base near Dalyellup at this time. Experience has shown that engaging a contractor without a local base close to Dalyellup provides challenges in the servicing of the contract during the initial setup phase and restricts a contractor's ability to access resources including specialists to manage the contract.

4. **Skyline Landscape Services** is fourth with 131.2. It has local government experience nationally across Australia including carrying out the contract for POS maintenance in Dalyellup for the past 11 months. Experience with Skyline Landscape Services has been a consistent trend during the contract that highlights areas of poor performance. This poor performance, amongst other issues, has been related to the contractor not providing adequate resources to service the contract including not being able to consistently meet the service levels required within the contract. This includes the area of public safety where a Breach of Contract Notice was issued to Skyline in May, 2016 for "No action was taken to isolate worn, damaged or faulty elements on playgrounds". This breach by Skyline left Shire infrastructure (3 playgrounds) in an unsafe state, yet still accessible to the community. This was an outcome that left Council and Skyline exposed to risk of public liability. Management of this poor performance has led to significant resources having to be directed by the Manager Operations and Supervisor Parks; conservatively estimated this time may have equated to 50 hours or more.
5. **Cobey Landscape Services** is fifth with 129.1. It has experience with local government contracts within the Perth Metropolitan and City of Rockingham. Although it appears to be prepared to establish a base locally it does not have a local base close to Dalyellup at this time. Similarly to Environment Industries, staff experience has shown that engaging a contractor without a local base close to Dalyellup provides challenges in the servicing of the contract during the initial setup phase and restricts a contractor's ability to access resources including specialists to manage the contract.
6. Positions 6-9 **LLS Australia Pty Ltd, MCL Commercial Services, Dirt Design and BCP Group** have not been addressed individually with additional commentary due to the scores (119.7-84.4) not being in the range of consideration at this time.

The Panel gave additional consideration to Landscape Maintenance Services submission given the substantial price differential compared to the other tenderers' submissions. During this consideration all panel members had concerns with the ability of Landscape Maintenance Services to provide adequate resources to service the contract based on their submitted price.

Landscape Maintenance Services tendered price for this contract is significantly lower by 20% than the current incumbent contractors pricing schedule for the 2015/16 financial year and 43% lower than the next lowest tenderer for this contract consideration. This has raised concerns within the panel concerning their ability to service the contract at such a low tendered price. In contrast Skyline Landscape Services and LD Total who have carried out the POS contract previously have increased their tendered prices comparable to their 2015/16 submissions. Skyline Landscape Services tender submission has increased by 17% and LD Total's increase is 10%. These increases would be seen as consistent and reasonable with the additional areas of POS and playgrounds that have been added to the tender under consideration.

It is staff's belief and experience that running this contract 'lean' to meet possible lower financial constraints has provided the Shire with a contract outcome that does not fulfil the contract requirements to the level of performance required by the Shire.

It is believed by the Panel that the approach of accepting the lowest tender price alone may not provide the best value in the servicing of this contract.

The Panel believes that to provide the best value approach, there should be due consideration of the price (35% of consideration) but in determining the most advantageous Tender the



evaluation requires a tenderer's qualitative criteria submission (65% of consideration) to carry proportional weighting.

Qualitative criteria considers a tenderer's ability to provide the level of performance required by the Shire in the areas of Relevant Experience, Key Personnel Skills and Experience, Tenderer's Resources, Demonstrated Understanding and OHS and Traffic Management Compliance.

It is the Panel's opinion that LD Total provides the best value to the Shire in the provision of services to meet the contract requirements.

**VOTING REQUIREMENTS**

Simple majority

|   |
|---|
| <b>OC0803 OFFICER'S RECOMMENDATIONS – 14.2/COUNCIL DECISION</b> |
|---|

**Moved Cr Bell, Seconded Cr Baxi**

**That Council accepts the tender offer from LD Total to carry out the works and services described in Tender 16/02 Dalyellup Public Open Space (POS) Maintenance for a period of three (3) years from 1 September 2016 to 31 August 2019, with options of 1 year plus 1 year contract extensions subject to satisfactory performance.**

**Note: The Tender is based on a value of \$666,328 (ex GST) for one year commencing 1 September 2016, and may be increased annually based on the March quarter for the Annual Perth Consumer Price Index.**

Carried 6/0

Mrs Muller, Mr Faber and the two members of the public left the meeting at 5.07pm and did not return.

## **CORPORATE SERVICES REPORTS**

### **OC0804 (15.1) Policy 2.28 – Risk Management Framework**

|                         |   |
|-------------------------|---|
| Location:               | Whole of Shire  |
| Applicant:              | Shire of Capel  |
| File Reference:         | N/A   |
| Disclosure of Interest: | Nil   |
| Date:                   | 10.08.16  |
| Author:                 | Governance Officer, A Handley   |
| Senior Officer:         | Executive Manager Corporate Services, S Stevenson   |
| Attachments:            | 1. LGIS Risk Management Governance Framework<br>2. Draft Policy 2.28 Risk Management Framework<br>3. Policies 2.23 & 2.24 proposed to be repealed |

### **MATTER FOR CONSIDERATION**

Council to repeal Policies 2.23 Strategic Risk Management and 2.24 Operational Risk Management and endorse Policy 2.28 Risk Management Framework.

### **BACKGROUND / PROPOSAL**

#### **Background**

There has been an increased focus on risk management in local government over recent years with the aim of managing business systems and processes to achieve an appropriate balance between realising opportunities for gain whilst minimising adverse impacts.

This has been driven in part by a more targeted focus on risk mitigation and liability management in all areas of government, along with legislative changes. In 2013, the *Local Government (Audit) Regulations 1996* were amended by the introduction of Regulation 17, which requires the Chief Executive Officer of a local government to report every two years to the Audit Committee on the effectiveness of the organisation's risk management processes, internal controls and legislative compliance.

An external audit of these three items at the Shire of Capel revealed a number of areas requiring improvement and one of the Auditor's recommendations was that the Shire develops a Risk Management Framework that encompassed Policies, Procedures and a Risk Register.

LGIS (Local Government Insurance Services) was commissioned to conduct a workshop during which a Risk Management Governance Framework was developed (Attachment 1). This incorporated a policy and set of procedures, identified sixteen risk 'themes' and provided the tools to identify, assess, manage and record risks. LGIS also provided a spreadsheet structure preformatted to be used as a Risk Register.

The policy section of the Risk Management Governance Framework document provided by LGIS has been amended slightly to fit within the Shire of Capel policy template structure and is provided as Attachment 2 - Policy 2.28 Risk Management Framework.

#### **Proposal**

Council to repeal Policies 2.23 Strategic Risk Management and 2.24 Operational Risk Management and endorse Policy 2.28 Risk Management Framework.

## **STATUTORY ENVIRONMENT**

Local Government Act 1995

### **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.

Local Government (Audit) Regulations 1996

### **17. CEO to review certain systems and procedures**

- (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to –
  - (a) risk management; and
  - (b) internal control; and
  - (c) legislative compliance.

## **POLICY IMPLICATIONS**

Two Policies will be repealed and replaced by one. This will establish a new, comprehensive framework for managing risk.

## **FINANCIAL IMPLICATIONS**

### **Budget**

There are no direct costs associated with this item.

### **Long Term**

There are no long term financial implications resulting from this policy review.

### **Whole of Life**

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

## **SUSTAINABILITY IMPLICATIONS**

Endorsement of this Policy will facilitate the continued development of Council's risk management framework and provide the context for balancing risk and reward. This will assist Council in creating positive social and environmental impacts in the community.

## **STRATEGIC IMPLICATIONS**

Shire of Capel Strategic Community Plan 2013 - 2031

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

Strategic outcomes:

- 1.1 Ensure continuous improvement of the organisation
- 1.2 Maintain a safe and rewarding working environment
- 1.5 Ensure the effective management of council's resources.

### **CONSULTATION**

The policies have been reviewed by, and comments received from relevant staff and the Executive Management Team.

### **COMMENT**

All public sector bodies should manage the risks associated with the activities performed by their organisation. This requires engaging in risk assessment processes to identify the risks facing the organisation, being able to demonstrate active management of risk and having continuity plans in place to ensure they can respond to and recover from any business disruption.

There has been an increased focus on risk management in local government over recent years with the aim of managing business systems and processes to achieve an appropriate balance between realising opportunities for gain whilst minimising adverse impacts.

This has been driven in part by a more targeted focus on risk mitigation and liability management, along with legislative changes. In 2013, the Local Government (Audit) Regulations 1996 were amended by the introduction of Regulation 17, requiring the CEO of a local government to report every two years to the Audit Committee on the effectiveness of the organisation's risk management processes, internal controls and legislative compliance.

An external audit of these areas revealed a number of areas requiring improvement, and the Auditors recommended the Shire develop a Risk Register, along with a Risk Management Framework that encompassed policies, procedures and the risk register.

Shire Officers commissioned LGIS (Local Government Insurance Services) to conduct a workshop during which a Risk Management Governance Framework was developed. This incorporated a policy and set of procedures, identified sixteen risk 'themes' and provided the tools to identify, assess, manage and record risks. LGIS also provided a spreadsheet structure preformatted to be used as a Risk Register that is built around the 16 identified risk themes.

The policy section of the Risk Management Framework document provided by LGIS has been amended slightly to fit within the Shire of Capel Policy template structure.

Endorsement of the Policy will enable staff to implement the Risk Management Governance Framework, commence incorporating the procedures into workflows and facilitate the construction and completion of the Shire of Capel Risk Register.

### **VOTING REQUIREMENTS**

Simple majority

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|---|
| <b>OC0804 OFFICER'S RECOMMENDATIONS – 15.1/COUNCIL DECISION</b> |
|---|

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

**That Council repeals Policies 2.23 Strategic Risk Management and 2.24 Operational Risk Management and endorses Policy 2.28 Risk Management Framework.**

Carried 6/0

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**OC0805 (15.2) Information Systems Plan 2016 - 2020**

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|                         |   |
|-------------------------|---|
| Location:               | Whole of Shire                                      |
| Applicant:              | Shire of Capel                                      |
| File Reference:         | N/A   |
| Disclosure of Interest: | Nil   |
| Date:                   | 10.08.16  |
| Author:                 | Information Systems Coordinator, J Princi           |
| Senior Officer:         | Executive Manager Corporate Services, S Stevenson   |
| Attachments:            | Shire of Capel Information Systems Plan 2016 - 2020 |

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**MATTER FOR CONSIDERATION**

Council to consider the Shire of Capel Information Systems Plan and the recommendations contained within the Information Systems Plan 2016 - 2020.

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

The Shire of Capel's Information Systems Plan is a supporting document for the Shire's Corporate Business Plan 2016 – 2020. As such it was essential to review the Information Systems Plan to maintain continuity with the Corporate Business Plan.

Over a period of six months the Information System Plan 2014 has been reviewed by Council staff. The review of this plan focuses on providing considerable improvements in customer service delivery and the increase in efficiency and effectiveness of staff resources that can be achieved through the acquisition, and effective use of Information Systems Software, Resources, Applications and technology (Hardware Applications).

Information system and technology proposals identified in this plan have been based on Council's Strategic Plan 2009 – 2020 and Strategic Community Plan 2013 - 2031. Successful implementation of recommendations contained in this plan will ensure the achievement of strategic objectives contained in the Strategic Community Plan, as they relate to information systems.

**Proposal**

It is proposed that Council receives the Shire of Capel Information Systems Plan 2016 - 2020, endorse the recommendations contained within the Plan, and that the Plan be used as a guiding document for information systems planning and the corporate business plan into the future.

**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.

Local Government Act 1995, Section 5.56.

### **5.56 Planning for the Future**

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

### **Local Government (Administration) Regulations 1996, Section 19DA**

#### **19DA. Planning for the future: corporate business plans — s. 5.56**

- (1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.
- (3) A corporate business plan for a district is to —
  - (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
  - (b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
  - (c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.
- (4) A local government is to review the current corporate business plan for its district every year.
- (5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.
- (6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.  
\*Absolute majority required.
- (7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

### **POLICY IMPLICATIONS**

Several policies apply to this plan:

- Policy 2.7 – Preparation of Integrated Financial & Budget,
- Policy 2.21 – Information Technology, and
- Policy 2.22 – Electronic Mail/Internet.

### **FINANCIAL IMPLICATIONS**

#### **Budget**

The operating and capital expenditure requirements outlined in the draft Plan were included in the 2016/17 budget and Corporate Business Plan. \$215,986 is allocated in the 2016/17 budget for Information Systems operating expenses across a number of accounts with \$91,988 allocated for capital expenditure.

#### **Long Term**

The long term operating and capital expenditure commitments outlined in the Information Systems Plan 2016 - 2020 have been included into the current Corporate Business Plan and

Long Term Financial Plan. Updates to both of the corporate documents will occur as a result of the adoption of the final Information Systems Plan 2016 – 2020.

### **Whole of Life**

The Information Systems Plan 2016 – 2020 incorporates as part of Appendix 3 capital expenditure requirements over the next 10 years. These include the scheduled replacement of IT hardware and software systems. The whole of life costs associated with these items are therefore included within the Information Systems Plan.

### **SUSTAINABILITY IMPLICATIONS**

The increased use of electronic information systems will have a positive environmental impact and a direct social benefit for the community through reduced paper use, and reduced cost.

### **STRATEGIC IMPLICATIONS**

Shire of Capel Strategic Community Plan 2013 – 2031

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

Strategic Outcomes:

- 1.1 Ensure continuous improvement of the organisation;
- 1.2 Develop, support and implement innovative solutions;
- 1.4 Provide efficient and effective financial management to ensure the long term financial sustainability of the organisation;
- 1.5 Ensure the effective management of Council’s resources.

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

Strategic Outcomes:

- 5.3 Improve connectivity throughout our communities and to the region;
- 5.6 Effectively manage the Shire’s assets and resources.

### **CONSULTATION**

This Information Systems Plan 2016-2020 has received comment and review by the ICT Working Group, through Managers and through the Executive Management Team meeting.

### **COMMENT**

The adoption of the Information Systems Plan 2016 - 2020 for the Shire of Capel will continue to provide an important resource and forward planning tool for the Council and staff. The information and direction contained within the Plan will provide further guidance and input into the forward planning of the organisation and ensure cost implications are included in long term financial planning. The Plan provides a comprehensive assessment of the current information systems operating within the organisation, while also assessing the future needs of stakeholders. This has culminated in the review of the current Information Systems Plan and series of recommendations that will seek to meet the increasing needs and expectations of staff, Councillors and the community.

### **VOTING REQUIREMENTS**

Simple majority

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|--|
| <b>OC0805 OFFICER'S RECOMMENDATION – 15.2/COUNCIL DECISION</b> |
|--|

**Moved Cr J Scott, Seconded Cr Hearne**

**That Council receives the Shire of Capel Information Systems Plan 2016-2020 as a guiding document for information systems planning and the corporate business planning, and endorses the recommendations within the Plan.**

Carried 6/0

Mr Princi left the meeting at 5.14pm and did not return.



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**OC0806 (15.3) Accounts Due and Submitted for Authorisation**

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Location: Whole of Shire  
Applicant: Shire of Capel  
File Reference: N/A  
Disclosure of Interest: Nil  
Date: 24.08.16  
Author: Finance & Accounts Payable Officer, S Searle  
Senior Officer: Executive Manager Corporate Services, S Stevenson  
Attachments: Nil

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**MATTER FOR CONSIDERATION**

Adoption of accounts to be paid.

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

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

**Proposal**

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

**STATUTORY ENVIRONMENT**

Local Government Act 1995, section 6.10

**6.10. Financial management regulations**

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

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

**13. List of accounts**

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

**POLICY IMPLICATIONS**

There are no current policies relevant to this matter.

**FINANCIAL IMPLICATIONS****Budget**

Payment from Council's Municipal Fund.

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

**Long Term**

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

**Whole of Life**

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

**SUSTAINABILITY IMPLICATIONS**

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

**STRATEGIC IMPLICATIONS**

Shire of Capel Strategic Community Plan 2013 – 2031

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

Strategic Outcome:

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

**CONSULTATION**

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

**COMMENT**

Accounts due and submitted for authorisation are as follows:

|          |            |                                     |   |        |
|----------|------------|-------------------------------------|---|--------|
| EFT22282 | 25/08/2016 | AMPAC DEBT RECOVERY                 | LEGAL COSTS DEBT RECOVERY                   | 76.80  |
| EFT22283 | 25/08/2016 | STAPLES AUSTRALIA PTY LTD           | GREEN PAPER FOR RATES PRINTING              | 101.24 |
| EFT22284 | 25/08/2016 | CEMETERIES & CREMATORIA ASSOC OF WA | ORDINARY MEMBERSHIP RENEWAL 2016/2017       | 115.00 |
| EFT22285 | 25/08/2016 | DELRON CLEANING                     | CLEANING OF SHIRE OFFICES (RELIEF CLEANING) | 337.92 |

|          |            |  |  |          |
|----------|------------|--|--|----------|
| EFT22286 | 25/08/2016 | DEPARTMENT OF PREMIER & CABINET          | ADVERTISEMENT IN THE STATE LAW PUBLISHER'S GAZETTE   | 57.60    |
| EFT22287 | 25/08/2016 | DATA #3                                  | 1 YEAR UTM BUNDLE INCLUDING WEB FILTERING AND ANTISPAM SERVICES, 8X5 PHONE SUPPORT AND HARDWARE REPLACEMENT                  | 474.74   |
| EFT22288 | 25/08/2016 | DIRT DESIGN                              | BOX OUT, SOIL CON, PLANTS AND MULCH CORNER GARDEN BED LENITA AND ATHENA ST, DALYELLUP.                                       | 2960.00  |
| EFT22289 | 25/08/2016 | ERG ELECTRICS PTY LTD                    | SUPPLY ALL MATERIALS, LABOUR AND EQUIPMENT TO FIX THE GENERATOR ISSUE OF CAPEL ADMINISTRATION BUILDING                       | 4756.40  |
| EFT22290 | 25/08/2016 | GLOBE AUSTRALIA PTY LTD                  | 167 X BARMAC 18KG - MOSQUITO MANAGEMENT  | 25534.30 |
| EFT22291 | 25/08/2016 | SOUTH WEST ISUZU                         | TAIL LIGHT LENS FOR CP9112   | 31.06    |
| EFT22292 | 25/08/2016 | LD TOTAL                                 | LANDSCAPE MAINTENANCE IN CAPS GARDENS ALONG MAIDMENT PDE AND DALYELLUP BLVD AND CAPEL CIVIC PRECINCT LANDSCAPING             | 7731.24  |
| EFT22293 | 25/08/2016 | LANDGATE                                 | GRV INT VALS COUNTRY FULL VALUE SHARED AND MINIMUM CHARGES   | 695.45   |
| EFT22294 | 25/08/2016 | LOCAL GOVERNMENT MANAGERS AUSTRALIA LGMA | 2016-17 CORPORATE COUNCIL MEMBERSHIPS  | 2346.00  |
| EFT22295 | 25/08/2016 | MUIR'S MANJIMUP                          | 15000 KM SERVICE FOR 40CP  | 300.61   |
| EFT22296 | 25/08/2016 | MAIN ROADS WESTERN AUSTRALIA             | MALLOKUP ROAD BRIDGE - INFRASTRUCTURE REPAIRS  | 61600.00 |
| EFT22297 | 25/08/2016 | MJB INDUSTRIES                           | 26 - 450MM SINGLE PIPE HEADWALLS 8 - 450MM DOUBLE PIPE HEADWALLS AND FREIGHT FOR CAPEL TOWN SITE DRAINAGE AND INFRASTRUCTURE | 32011.28 |
| EFT22298 | 25/08/2016 | FULTON HOGAN INDUSTRIES PTY LTD          | 400 LITRES EMULSION AND 1 TONNE OF HOT MIX   | 707.52   |
| EFT22299 | 25/08/2016 | PAVING PEOPLE                            | SUPPLY SAND AND PAVERS TO RE-INSTALL BRICK PAVING AT THE DALYELLUP COMMUNITY CENTRE  | 1155.00  |
| EFT22300 | 25/08/2016 | POSITION PARTNERS                        | MAGNET OFFICE PRODUCT MAINTENANCE 12 MONTHS  | 693.00   |

|          |            |                          |   |           |
|----------|------------|--------------------------|---|-----------|
| EFT22301 | 25/08/2016 | PLAY CHECK               | UNDERTAKE A COMPREHENSIVE INSPECTION OF THE EXISTING PLAYGROUND AT CAPEL CIVIC PRECINCT, IDENTIFY ANY AREAS OF NON COMPLIANCE TO THE CURRENT STANDARDS AND PROVIDE A DETAILED REPORT WITH RECOMMENDATION CONSIDERING FUTURE RELOCATION. | 1320.00   |
| EFT22302 | 25/08/2016 | SOUTHERN LOCK & SECURITY | QUARTERLY ALARM MONITORING FEE FOR WEEKLY INSPECTIONS   | 740.88    |
| EFT22303 | 25/08/2016 | TRAFFIC FORCE            | PEDESTRIANS WATCH YOUR STEP - SIGN HIRE   | 22.00     |
| EFT22304 | 25/08/2016 | WORK CLOBBER BUNBURY     | PPE   | 2085.77   |
| EFT22305 | 25/08/2016 | WESTRAC EQUIPMENT        | 250 HOUR SERVICE CP339  | 430.98    |
| EFT22306 | 25/08/2016 | THE PRINT SHOP           | 12000 DLX WINDOW FACE ENVELOPES AND 6000 DL WINDOW ENVELOPES  | 1172.00   |
|          |            |                          |   | 147456.79 |

OUTSTANDING CREDITORS AS AT 31 July 2016: \$400,786.15

#### CERTIFICATE OF CHIEF EXECUTIVE OFFICER

This schedule of accounts to be passed for 24 August 2016 have been checked and are fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and services and as to prices, computations, and costings and the amounts shown are due for payment.

*P.F. Heedy.*

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

#### **VOTING REQUIREMENTS**

Simple majority

|   |
|---|
| <b>OC0806 OFFICER'S RECOMMENDATIONS – 15.3/COUNCIL DECISION</b> |
|---|

**Moved Cr Hearne, Seconded Cr J Scott**

**That Council authorises the Schedule of Accounts covering vouchers EFT22282 to EFT22306, a total of \$147,456.79 for payment.**

Carried 6/0

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**OC0807 (15.4) Accounts Paid During the Month of July 2016**

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Location: Whole of Shire  
Applicant: Shire of Capel  
File Reference: N/A  
Disclosure of Interest: Nil  
Date: 24.08.16  
Author: Finance & Accounts Payable Officer, S Searle  
Senior Officer: Executive Manager Corporate Services, S Stevenson  
Attachments: Nil

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**MATTER FOR CONSIDERATION**

Authorisation of accounts paid during the month.

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

Accounts paid are required to be submitted each month.

**Proposal**

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

**STATUTORY ENVIRONMENT**

Local Government Act 1995, section 6.10

**6.10. Financial management regulations**

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

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

**13. List of accounts**

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

**POLICY IMPLICATIONS**

There are no current policies relevant to this matter.

**FINANCIAL IMPLICATIONS****Budget**

Payment from Council's Municipal Fund.

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

**Long Term**

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

**Whole of Life**

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

**SUSTAINABILITY IMPLICATIONS**

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

**STRATEGIC IMPLICATIONS**

Shire of Capel Strategic Community Plan 2013 – 2031

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

Strategic Outcome:

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

**CONSULTATION**

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

**COMMENT**

Payments made during the month of July 2016 are as follows:

|          |            |                           |   |         |
|----------|------------|---------------------------|---|---------|
| EFT21985 | 01/07/2016 | WESTNET PTY LTD           | SHIRE OF CAPEL INTERNET ADMINISTRATION - 12 MONTHS  | 369.78  |
| EFT21986 | 06/07/2016 | BLACKWOODS                | 3X FUEL STORAGE SIGNS                               | 76.33   |
| EFT21987 | 06/07/2016 | BOYANUP BOTANICAL         | PEPPY TREES TO GO AROUND SHED HOUSING NEW DOG POUND | 100.00  |
| EFT21988 | 06/07/2016 | BRANDICOOT                | WEBSITE SUBSCRIPTION - JUNE16                       | 238.00  |
| EFT21989 | 06/07/2016 | STAPLES AUSTRALIA PTY LTD | BLUE BOARD  | 1007.69 |

|          |            |  |   |           |
|----------|------------|--|---|-----------|
| EFT21990 | 06/07/2016 | CORPORATE FIRST AID AUSTRALIA          | FIRST AID COURSE  | 195.00    |
| EFT21991 | 06/07/2016 | CIVILCON (WA) PTY LTD                  | CONTRACT TO BUILD EAST DALYELLUP SPORTS PAVILION  | 145707.82 |
| EFT21992 | 06/07/2016 | DELRON CLEANING                        | CLEANING - DALYELLUP COMMUNITY CENTRE - AS PER TENDER 14/03   | 10113.55  |
| EFT21993 | 06/07/2016 | D & M AMONINI PTY LTD                  | WASH, BUFF AND APPLY 2 COATS POLYCURE 1045 FINISH TO FLOOR OF CAPEL SENIOR CITIZENS CENTRE AS PER QUOTE NO. 235 | 1650.00   |
| EFT21994 | 06/07/2016 | FENNESSY'S                             | SERVICE CP 9320   | 496.19    |
| EFT21995 | 06/07/2016 | FLEXI STAFF                            | CONTRACT STAFF  | 4143.92   |
| EFT21996 | 06/07/2016 | FIRST CLASS TRAINING                   | INTRODUCTION TO COMPUTERS COURSE  | 325.00    |
| EFT21997 | 06/07/2016 | GEOVET BUSSELTON                       | 15/16 POUND BOARDING MAY 16   | 1548.35   |
| EFT21998 | 06/07/2016 | SOUTHWEST HYGIENE                      | SUPPLY AND SERVICE SANITARY UNITS CAPEL PAVILION 16/17  | 3710.60   |
| EFT21999 | 06/07/2016 | ISA TECHNOLOGIES                       | 30 UNITS - PRE-PAID BLOCK   | 3539.25   |
| EFT22000 | 06/07/2016 | MALATESTA ROAD PAVING & HOT MIX        | 2 TONNE HOTMIX  | 1320.00   |
| EFT22001 | 06/07/2016 | PIACENTINI & SON PTY LTD               | LIMESTONE 72.450 TONNE  | 1592.48   |
| EFT22002 | 06/07/2016 | PERKINS (WA) PTY LTD                   | ALTERATIONS AND ADDITIONS TO SHIRE ADMINISTRATION BUILDING  | 1125.30   |
| EFT22003 | 06/07/2016 | PERFORMANCE WITH PEOPLE PTY LTD        | CUSTOMER SERVICE TEAMBUILDING WORKSHOP  | 1980.00   |
| EFT22004 | 06/07/2016 | AUSTRALIA TAXATION OFFICE              | PAYG TAX  | 43629.00  |
| EFT22005 | 06/07/2016 | SOS OFFICE EQUIPMENT                   | PHOTOCOPIER METERBILLING  | 2213.98   |
| EFT22006 | 06/07/2016 | SUSSEX TURF CONTROL                    | MOW TURF SURROUNDS OF PEPPERMINT GROVE BEACH COMMUNITY CENTRE.  | 830.00    |
| EFT22007 | 06/07/2016 | SITE SAFE TEMPORARY FENCING SOUTH WEST | 30 LINEAR METRES OF TEMPORARY SITE SAFE FENCING FOR PAVING WORKS AND TREE REMOVAL AT DALYELLUP COM CENTRE       | 418.00    |
| EFT22008 | 06/07/2016 | SOURCE SEPARATION SYSTEMS PTY LTD      | ORGANIC COMPOSTABLE BAGS 52 X ROLLS   | 20752.58  |
| EFT22009 | 06/07/2016 | THINKWATER BUNBURY                     | MISC PARTS FOR RELAY OF PIPING TO GARDEN  | 223.40    |
| EFT22010 | 06/07/2016 | VOGUE FURNITURE                        | DAM CHAIR   | 415.00    |
| EFT22011 | 06/07/2016 | VACUUM WORLD SALES & SERVICE           | 2X BOXES OF SANDING FLOOR DISCS FOR THE FLOOR POLISHER  | 177.00    |
| EFT22012 | 06/07/2016 | WESTRAC EQUIPMENT                      | REPLACE AND INSTALL CAB DOOR ON 12M GRADER - CP1025   | 1294.01   |

|          |            |   |  |          |
|----------|------------|---|--|----------|
| EFT22013 | 06/07/2016 | WESTERN AUSTRALIAN TREASURY CORPORATION | LOAN NO. 89 INTEREST PAYMENT - CAPEL CIVIL PRECINCT STAGE 1 & 2  | 72089.62 |
| EFT22014 | 06/07/2016 | ROBYN PAICE                             | NON TARGET INVERTEBRATE ANALYSIS AND REPORTING 2009 TO 2016  | 7680.00  |
| EFT22015 | 06/07/2016 | BESAFE BUILDING INSPECTIONS             | SWIMMING POOL INSPECTIONS  | 4933.50  |
| EFT22016 | 06/07/2016 | BUILT RIGHT APPROVALS                   | BUILDING SURVEYING CONTRACTOR SERVICE  | 1540.00  |
| EFT22018 | 13/07/2016 | AMITY SIGNS                             | SIGNS  | 1028.50  |
| EFT22019 | 13/07/2016 | AMPAC DEBT RECOVERY                     | LEGAL COSTS RATES  | 629.94   |
| EFT22020 | 13/07/2016 | ARBORGUY                                | VERTICAL TREE PRUNING BOYANUP.   | 1980.00  |
| EFT22021 | 13/07/2016 | BELL FIRE EQUIPMENT COMPANY             | MONTHLY SERVICING OF FIRE INDICATOR PANEL  | 229.16   |
| EFT22022 | 13/07/2016 | CITY OF BUSSELTON                       | REIMBURSEMENT OF COST INCURRED FOR INVESTIGATION OF ALTERNATIVE PROSPECTIVE WASTE SITES  | 2232.82  |
| EFT22023 | 13/07/2016 | BUNNINGS BUILDING SUPPLIES PTY LTD      | SUPPLY OF TOOLS FOR SITE INVESTIGATIONS: POST HOLE SHOVEL, 60M MEASURING TAPE, 100L STORAGE TUB, BROOM, 2 X ROAD MARKING PAINT, 4 X FLAGGING ROLLS, 9M MEASURING TAPE. | 183.90   |
| EFT22024 | 13/07/2016 | BP AUSTRALIA                            | DISTILLATE-8860L   | 10259.13 |
| EFT22025 | 13/07/2016 | STAPLES AUSTRALIA PTY LTD               | 2015/16 STATIONERY   | 200.77   |
| EFT22026 | 13/07/2016 | CAPEL CELLARBRATIONS                    | DRINKS FOR TRAINING AND DEVELOPMENT  | 50.00    |
| EFT22027 | 13/07/2016 | COMPLETE RETICULATION & TRENCHING       | SUPPLY AND INSTALL IRRIGATION SYSTEM AND DRAINAGE TO STAGE 2 OF CAPEL CIVIC PRECINCT   | 23779.80 |
| EFT22028 | 13/07/2016 | CHRISTIE PARKSAFE                       | DOUBLE STAINLESS BENCH AND TWO ELECTRIC CC2 BBQ'S, TRANSPORT INCLUDED  | 11247.50 |
| EFT22029 | 13/07/2016 | CARBONE BROS PTY LTD                    | 25.15 TONNE OF GRAVEL  | 465.28   |
| EFT22030 | 13/07/2016 | DELRON CLEANING                         | CLEANING OF SHIRE OFFICES AND ALL SHIRE BUILDINGS FOR MONTH OF MAY   | 10278.55 |
| EFT22031 | 13/07/2016 | DORMA AUTOMATICS PTY LTD                | SERVICE AUTO DOORS AT CAPEL LIBRARY 15/16  | 200.75   |
| EFT22032 | 13/07/2016 | DS AGENCIES PTY LTD                     | CAPEL CIVIC PRECINCT CMG101 CLASSIC GALLERIA SEAT X3 INC FREIGHT   | 4851.00  |
| EFT22033 | 13/07/2016 | ELGIN HALL COMMITTEE                    | REIMBURSED ELECTRICITY CONSUMPTION TO ELGIN HALL   | 104.11   |
| EFT22034 | 13/07/2016 | EXTERIA                                 | CAPEL CIVIC PRECINCT EXTERIOR TABLE SETTING  | 2531.10  |



|          |            |                                       |   |          |
|----------|------------|---------------------------------------|---|----------|
| EFT22035 | 13/07/2016 | GOLDEN WEST<br>PLUMBING &<br>DRAINAGE | REPLACE 2 CISTERNS AND FIT<br>STAINLESS STEEL COVERS TO<br>4 CISTERNS AT DALYELLUP<br>BEACH TOILETS   | 720.50   |
| EFT22036 | 13/07/2016 | FLEXI STAFF                           | CONTRACT STAFF  | 4070.79  |
| EFT22037 | 13/07/2016 | FIT 2 WORK.COM.AU                     | POLICE CHECKS   | 40.59    |
| EFT22038 | 13/07/2016 | GHD PTY LTD                           | LANDFILL GAS MONITORING   | 7148.90  |
| EFT22039 | 13/07/2016 | HIGGINS COATINGS<br>P/L               | 3 YEAR PAINTING<br>MAINTENANCE PROGRAM<br>SHIRE OF CAPEL  | 51134.70 |
| EFT22040 | 13/07/2016 | JUMOR WASTEWATER<br>SERVICE & REPAIRS | REBUILD AIR BLOWER  | 275.00   |
| EFT22041 | 13/07/2016 | LD TOTAL                              | REPAIR DAMAGED POLE AT<br>SOUTH PARK PLAYGROUND.<br>HIGH PRESSURE CLEAN PAINT<br>OFF PATH AND TABLE TENNIS<br>TABLE AND SUPPLY AND<br>INSTALL REPLACEMENT<br>STREET TREES DALYELLUP   | 2277.00  |
| EFT22042 | 13/07/2016 | L.G. BUSINESS<br>SYSTEMS PTY LTD      | PAYSLIPS - 2 X BOXES OF 500<br>PLUS FREIGHT \$15  | 137.50   |
| EFT22043 | 13/07/2016 | JUST YOUNGER<br>CATERING              | CATERING FOR MONTHLY<br>COUNCIL MEETINGS, MAY AND<br>JUNE, LUNCH FOR SW ZONE<br>WALGA MEETING 23 JUNE,<br>LUNCH FOR REGIONAL WASTE<br>SITE INSPECTION JUNE 30,<br>CATERING FOR CUSTOMER<br>SERVICE DEVELOPMENT DAY<br>23 JUNE | 1201.00  |
| EFT22044 | 13/07/2016 | MICHELLE PLUME                        | REIMBURSEMENT FOR 3 X<br>GIFT VOUCHERS ( 1 X \$100,<br>2 X \$50)  | 200.00   |
| EFT22045 | 13/07/2016 | PRIME EARTHMOVING<br>BUSSELTON        | SPILLWAY WORKS ON<br>MALLOKUP ROAD - DIGGER<br>HIRE   | 3300.00  |
| EFT22046 | 13/07/2016 | ST. JOHN AMBULANCE<br>ASSOCIATION     | TWO FIRST AID KITS AND<br>SERVICING FOR 41 FIRST AID<br>KITS  | 1624.05  |
| EFT22047 | 13/07/2016 | SOUTH WEST TREE<br>SAFE               | REMOVE STUMP, GRIND AND<br>REMOVE DEBRIS 2 X GUM<br>TREES IN BOYANUP, LINE SITE<br>CLEARING BOYANUP, REMOVE<br>DEAD BANKSIA AND PRUNE,<br>REMOVE 3 X BANKSIAS AND 1<br>WATTLE   | 3960.00  |
| EFT22048 | 13/07/2016 | SKYLINE LANDSCAPE<br>SERVICES PTY LTD | LANDSCAPE MAINTENANCE OF<br>PARADE ROAD MEDIANS FROM<br>CRYSTAL BEND TO BERAKING<br>LOOP. INCLUDES IRRIGATION   | 1274.16  |
| EFT22049 | 13/07/2016 | TOTALLY WORKWEAR                      | 2015/16 UNIFORMS  | 242.00   |
| EFT22050 | 13/07/2016 | RAY TINK ROOFING                      | REPAIR LEAK AT BOYANUP<br>COMMUNITY CENTRE  | 220.00   |
| EFT22051 | 13/07/2016 | ZARBELLIKA                            | MOSQUITO GIS CONTRACTOR<br>- MAY  | 888.25   |

|          |            |  |   |         |
|----------|------------|--|---|---------|
| EFT22052 |            | -EFT22088                              | PAYMENT ALREADY APPROVED BY COUNCIL, PLEASE REFER TO AGENDA ON 27.07.2016   | 0.00    |
| EFT22089 | 13/07/2016 | CARDNO (WA) PTY LTD                    | BICYCLE NETWORK PLAN PROFESSIONAL SERVICES  | 5115.00 |
| EFT22090 | 20/07/2016 | AUSTRALIA POST                         | 15/16 POSTAGE JUN 16  | 3778.18 |
| EFT22091 | 20/07/2016 | SANDRO AGRIZZI FARM MACHINERY PTY LTD  | NEW BROOM FOR SWEEPER P0038   | 1064.80 |
| EFT22092 | 20/07/2016 | BOYANUP HALL ADVISORY COMMITTEE        | DONATION TO CARETAKING OF BOYANUP HALL  | 219.25  |
| EFT22093 | 20/07/2016 | BUNBURY MOWER SERVICE                  | MISC PARTS INCLUDING CORD, SPARK ARRESTORS, HEADS AND SPOOLS FOR WHIPPER SNIPPERS AND CHAINSAWS   | 521.50  |
| EFT22094 | 20/07/2016 | BOC LIMITED                            | 12KG DRY ICE - MOSQUITO CONTROL   | 19.14   |
| EFT22095 | 20/07/2016 | TRISSET BOSS PTY LIMITED               | 8000 X RATES NOTICES A4   | 3277.00 |
| EFT22096 | 20/07/2016 | BUNNINGS BUILDING SUPPLIES PTY LTD     | 4 LITRES OF PAINT FOR TOILET & 17 PCE MONARCH CAULKING TOOL KIT   | 61.64   |
| EFT22097 | 20/07/2016 | BUSSELTON HOCKEY STADIUM CLUB (INC)    | KIDSPORT REGISTRATIONS  | 460.00  |
| EFT22098 | 20/07/2016 | BOYANUP BOTANICAL                      | PLANTS FOR MAIDMENT GARDENS   | 72.60   |
| EFT22099 | 20/07/2016 | BENDIGO BANK BUSINESS CREDIT CARD      | CREDIT CARD TRANSACTIONS:<br>3.6.17 - LGMA REGISTRATIONS - \$100<br>3.6.17 - ZOOLOGICAL PARKS - SENIORS OUTING TO PERTH ZOO - \$666.00<br>4.6.17 - SAFETY CULTURE - UPGRADE SUBSCRIPTION FOR IAUDITOR - \$158.40<br>12.6.17 - DEPT OF TRANSPORT - VEHICLE TRANSFER P0111 - \$16.75<br>29.6.17 - CARD FEE - \$8.00 | 949.15  |
| EFT22100 | 20/07/2016 | BUILT RIGHT APPROVALS                  | BUILDING SURVEYING CONTRACTOR SERVICE   | 1320.00 |
| EFT22101 | 20/07/2016 | STAPLES AUSTRALIA PTY LTD              | 2015/16 STATIONERY  | 258.90  |
| EFT22102 | 20/07/2016 | CAPEL SOCCER CLUB                      | KIDSPORT REGISTRATIONS  | 150.00  |
| EFT22103 | 20/07/2016 | CJD EQUIPMENT PTY LTD                  | WINDSCREEN FITTED TO VOLVO LOADER CP4991  | 1372.22 |
| EFT22104 | 20/07/2016 | GELORUP COMMUNITY MANAGEMENT COMMITTEE | DONATION TO MANAGEMENT FEES JULY TO SEPT  | 107.25  |
| EFT22105 | 20/07/2016 | BUNBURY DYNAMOS JUNIOR SOCCER CLUB INC | KIDSPORT REGISTRATIONS  | 330.00  |
| EFT22106 | 20/07/2016 | TJ DEPIAZZI & SONS                     | WHITE COARSE SAND FOR BACK FILL OF SUB SOIL DRAINAGE TRENCHES IN CIVIC PRECINCT   | 387.55  |

|          |            |  |   |           |
|----------|------------|--|---|-----------|
| EFT22107 | 20/07/2016 | DIGITAL MAPPING SOLUTIONS                | 10 X PREPAID SUPPORT HOURS  | 2145.00   |
| EFT22108 | 20/07/2016 | DALYELLUP DOCKERS FOOTBALL CLUB          | KIDSPORT REGISTRATIONS  | 380.00    |
| EFT22109 | 20/07/2016 | D'VINCI CONTRACTING                      | REMOVE 80 DAMAGED CONCRETE POSTS AND REPLACE WITH NEW 40MM POSTS & CLAMP TO EXISTING HANDRAIL AT FORESHORE FOOTPATHS PEPPERMINT GROVE BEACH                                 | 5280.00   |
| EFT22110 | 20/07/2016 | DIRT DESIGN                              | BOX OUT, ADD PLANTS AND CONDITIONER AND MULCH CORNER GARDEN BED LENITA AND ATHENA ST DALYELLUP  | 3740.00   |
| EFT22111 | 20/07/2016 | EXPRESS PRINT                            | PRINT 6,500 TIP PASSES  | 1064.80   |
| EFT22112 | 20/07/2016 | FENNESSY'S                               | SERVICE 63,000 KM'S FOR CP747   | 493.29    |
| EFT22113 | 20/07/2016 | FLEXI STAFF                              | CONTRACT STAFF  | 3729.53   |
| EFT22114 | 20/07/2016 | GRESLEY ABAS PTY LTD                     | EAST DALYELLUP SPORTS PAVILION, ARCHITECTURAL CONSULTANCY FEE   | 1347.89   |
| EFT22115 | 20/07/2016 | GUARDIAN TACTILE SYSTEMS PTY LTD         | SUPPLY AND INSTALL TACTILE GROUND SURFACE INDICATOR IN CAPEL DRIVE CAPEL  | 506.70    |
| EFT22116 | 20/07/2016 | RAYCHEL HALLION                          | SPORTS PARTICIPATION SCHEME   | 400.00    |
| EFT22117 | 20/07/2016 | INSPIRED DEVELOPMENT SOLUTIONS           | EXECUTIVE COACHING  | 1760.00   |
| EFT22118 | 20/07/2016 | LD TOTAL                                 | CAPEL CIVIC PRECINCT LANDSCAPING STAGE 1 & 2. SUPPLY AND INSTALL PLANT, TURF, TREES, MULCH AND ASSOCIATED ITEMS AS PROVIDED IN QUOTE DATED 1/2/16.                          | 72497.74  |
| EFT22119 | 20/07/2016 | LANDGATE                                 | GROSS RENTAL VALUES REVALUATION 15/16 COUNTRY TOWNS REGION  | 178144.35 |
| EFT22120 | 20/07/2016 | LOCAL GOVERNMENT MANAGERS AUSTRALIA LGMA | LGMA GOVERNANCE PROFESSIONAL DEVELOPMENT DAY  | 90.00     |
| EFT22121 | 20/07/2016 | MALATESTA ROAD PAVING & HOT MIX          | 200 TONNE HOTMIX  | 800.00    |
| EFT22122 | 20/07/2016 | MUIR'S MANJIMUP                          | 45CP - 30,000 KM SERVICE PLUS ROTATION OF TYRES   | 441.62    |
| EFT22123 | 20/07/2016 | LGIS INSURANCE BROKING                   | 16/17 MANAGEMENT LIABILITY INSURANCES   | 11467.72  |
| EFT22124 | 20/07/2016 | MARINDI FABRICATION                      | FABRICATION, SUPPLY, DELIVERY AND INSTALLATION OF TWO BUS SHELTERS WITH SHIRE TREE EMBLEM AND FABRICATION OF 4 X STAINLESS STEEL CISTERN COVERS FOR DALYELLUP BEACH TOILETS | 16136.78  |

|          |            |  |  |          |
|----------|------------|--|--|----------|
| EFT22125 | 20/07/2016 | MARIST NETBALL CLUB BCC                      | KIDSPORT REGISTRATIONS   | 180.00   |
| EFT22126 | 20/07/2016 | PERTH MANAGEMENT SERVICES                    | RENT & OUTGOING- UNIT 5 /135 NORTON PMDE 1/7/16-31/7/16  | 1522.75  |
| EFT22127 | 20/07/2016 | PEPPERMINT GROVE BEACH COMMUNITY ASSOCIATION | MINOR COMMUNITY GRANT SCHEME 15/16   | 3130.47  |
| EFT22128 | 20/07/2016 | AARON POW                                    | SPORTS PARTICIPATION SCHEME  | 300.00   |
| EFT22129 | 20/07/2016 | AUSTRALIA TAXATION OFFICE                    | 12/7/16 GROSS \$213,742.27, TAX \$46,325.00  | 46325.00 |
| EFT22130 | 20/07/2016 | RAMM SOFTWARE PTY LTD                        | 2016/17 RAMM (A.K.A. ROMAN II) ANNUAL SUPPORT & MAINTENANCE FEE  | 8417.33  |
| EFT22131 | 20/07/2016 | RDA CAPEL INC                                | KIDSPORT REGISTRATIONS   | 400.00   |
| EFT22132 | 20/07/2016 | SOUTH WEST TREE SAFE                         | DROP LONDON PLANE TREE ON NTH EAST CNR OF DALYELLUP COMMUNITY CENTRE THAT IS LIFTING ALL PAVERS AND BLOCKING ROOF DRAINAGE, STUMP GRIND BASE AND ROOTS | 1650.00  |
| EFT22133 | 20/07/2016 | SOUTH WEST RUBBER STAMPS                     | NAME STAMP   | 53.60    |
| EFT22134 | 20/07/2016 | SIGNAL ONE                                   | WORK PANTS   | 944.57   |
| EFT22135 | 20/07/2016 | SOILS AINT SOILS                             | 2 X METRE YELLOW SAND FOR STIRLING ROAD  | 108.00   |
| EFT22136 | 20/07/2016 | SOUTH WEST PRINT GROUP                       | PRINT 6,500 X WASTE SERVICES FLYERS  | 986.00   |
| EFT22137 | 20/07/2016 | SONIC HEALTHPLUS PTY LTD                     | PRE-EMPLOYMENT MEDICAL, D&A SCREEN AND HEARING TEST  | 280.50   |
| EFT22138 | 20/07/2016 | TOTALLY WORKWEAR                             | WORK UNIFORMS  | 67.10    |
| EFT22139 | 20/07/2016 | SOLUTION I.T.                                | REPAIR IPHONE GLASS SUPPLY LIFE COVER  | 449.00   |
| EFT22140 | 20/07/2016 | TOXFREE                                      | DISPOSE OF MERCURY BASED SEED DRESSING DUMPED ON ROAD VERGE OUTSIDE FARM ON BOYANUP WEST ROAD  | 1320.00  |
| EFT22141 | 20/07/2016 | VASSE ROYALS FOOTBALL CLUB                   | KIDSPORT REGISTRATIONS   | 240.00   |
| EFT22142 | 20/07/2016 | WESTERN AUSTRALIAN TREASURY CORPORATION      | LOAN GOVT GUARANTEE FEE  | 27235.05 |
| EFT22143 | 20/07/2016 | WANDERERS JUNIOR FOOTBALL CLUB               | KIDSPORT REGISTRATIONS   | 945.00   |
| EFT22144 | 20/07/2016 | STRATHAM BOBCAT HIRE                         | DAY HIRE OF OPERATOR AND EQUIPMENT FOR REMOVAL OF SOFTFALL AT BOYANUP MEMORIAL PARK  | 1672.00  |
| EFT22145 | 21/07/2016 | CALTEX AUSTRALIA                             | JUNE FLEET FUEL  | 2611.18  |
| EFT22146 | 27/07/2016 | ORANA CINEMAS BUSSELTON                      | JULY INZONE EXCURSION  | 120.00   |
| EFT22147 | 27/07/2016 | AMITY SIGNS                                  | VARIOUS ROAD SIGNS   | 238.04   |

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|----------|------------|--|---|---------|
| EFT22148 | 27/07/2016 | AUSTRALIA DAY COUNCIL OF WA (INC)              | MEMBERSHIP TO AUSTRALIA DAY COUNCIL OF WA FOR 2016-17   | 220.00  |
| EFT22149 | 27/07/2016 | BUNBURY PLUMBING SERVICES BPS                  | PUMP OUT GREASE TRAP BOYANUP HALL   | 207.30  |
| EFT22150 | 27/07/2016 | BUNBURY HARVEY REGIONAL COUNCIL                | ORGANIC WASTE COLLECTION JUN 16   | 4646.90 |
| EFT22151 | 27/07/2016 | BRITEL ENTERPRISES PTY LTD                     | 1 X ADVERTISEMENT TO APPEAR IN THE 2016/17 WA VFRS CALENDAR   | 390.00  |
| EFT22152 | 27/07/2016 | BANKWEST                                       | BANKWEST AUDIT CERTIFICATE FOR 2015/16 FINANCIAL YEAR   | 60.00   |
| EFT22153 | 27/07/2016 | STAPLES AUSTRALIA PTY LTD                      | CAPEL LIBRARY 8 X STORAGE CONTAINERS AND VARIOUS STATIONERY   | 273.59  |
| EFT22154 | 27/07/2016 | CAPEL LANDCARE CONSERVATION DISTRICT COMMITTEE | FUNDING GRANT ALLOCATED TO FENCING ON LAKES ROAD  | 6000.00 |
| EFT22156 | 27/07/2016 | COVS PARTS                                     | BEACONS FOR P0059 AND P0088   | 1029.67 |
| EFT22157 | 27/07/2016 | CAPEL HARDWARE & FARM SUPPLIES                 | VARIOUS HARDWARE  | 1348.80 |
| EFT22158 | 27/07/2016 | CAPEL CLEANING                                 | VACUUMING OF SHIRE OFFICES AND PLAYGROUP  | 135.00  |
| EFT22159 | 27/07/2016 | CARBONE BROS PTY LTD                           | RECONSTRUCTION OF PORTION OF ELGIN ROAD   | 5808.00 |
| EFT22160 | 27/07/2016 | ELLIOTT'S SMALL ENGINES                        | CHAINS FOR CHAINSAWS  | 115.20  |
| EFT22161 | 27/07/2016 | EASIFLEET MANAGEMENT                           | NOVATED LEASE - JUL 16  | 753.86  |
| EFT22162 | 27/07/2016 | ENVIRONMENTAL HEALTH AUSTRALIA                 | PROFESSIONAL MEMBERSHIP   | 315.00  |
| EFT22163 | 27/07/2016 | ECM AUTO ELECTRICAL PTY LTD                    | REPLACEMENT OF TWO HEAVY DUTY TRUCK BATTERIES ON THE ELGIN 1.4 + CALL OUT FEE   | 753.50  |
| EFT22164 | 27/07/2016 | GOLDEN WEST PLUMBING & DRAINAGE                | INSPECT CISTERN AND ORDER PARTS INSTALL NEW INVISI DUAL FLUSH AND HOSES AT CAPEL SPORTS PAVILION, INSTALL NEW INVISI DUCT CISTERN AT BOYANUP COMMUNITY CENTRE AND DALYELLUP LAKES | 1853.50 |
| EFT22165 | 27/07/2016 | FLEXI STAFF                                    | CONTRACT STAFF  | 3705.15 |
| EFT22166 | 27/07/2016 | GEOVET BUSSELTON                               | 2016/2017 ANNUAL ORDER POUND CONTRACT   | 280.00  |
| EFT22167 | 27/07/2016 | JETLINE KERBING CONTRACTORS                    | SUPPLY AND LAY SHELTER PAD, BBQ PAD, BIKE RACK PAD AND BIN PAD FOR CAPEL CIVIL PRECINCT   | 4573.80 |
| EFT22168 | 27/07/2016 | PERTHWASTE GREEN RECYCLING                     | DOMESTIC RECYCLING JUN 16   | 4300.05 |

|          |            |                                      |  |          |
|----------|------------|--------------------------------------|--|----------|
| EFT22169 | 27/07/2016 | KEEN'S TRUCK DRIVING TRAINING        | BFB TRUCK DRIVING TRAINING ESL FUNDED  | 860.00   |
| EFT22170 | 27/07/2016 | LANCALL                              | CARRY OUT TESTING OF 1 SAMPLE OF MATERIAL FOR ASBESTOS   | 110.00   |
| EFT22171 | 27/07/2016 | LGIS FIRE INSURANCE                  | 16/17 BUSHFIRE INSURANCE   | 10164.00 |
| EFT22172 | 27/07/2016 | LGIS LIABILITY SCHEME                | 16/17 LIABILITY INSURANCE  | 21970.77 |
| EFT22173 | 27/07/2016 | LGIS WORKCARE SCHEME                 | 16/17 WORKERS COMPENSATION -1ST INSTALMENT   | 88748.28 |
| EFT22174 | 27/07/2016 | MJB INDUSTRIES                       | 50 - 450MM CLASS 2 CONCRETE PIPES FOR CAPEL TOWNSITE DRAINAGE AND INFRASTRUCTURE   | 9508.62  |
| EFT22175 | 27/07/2016 | VODAFONE HUTCHISON AUSTRALIA PTY LTD | VODAFONE MESSAGING FOR BFB-JUL 16  | 165.66   |
| EFT22176 | 27/07/2016 | OUTBACK IMAGING PTY LTD              | 1 X EZESCAN PRO + BCR ANNUAL SOFTWARE MAINTENANCE VALID FROM 15/08/2016 TO 14/8/2017   | 924.00   |
| EFT22177 | 27/07/2016 | PERTH MANAGEMENT SERVICES            | 16/17 RENT & OUTGOING- UNIT 5/135 NORTON PMDE- JUL 16  | 2270.98  |
| EFT22178 | 27/07/2016 | PENNANT HOUSE                        | BANNER IN THE TERRACE - SHIRE OF CAPEL ENTRY FOR 2016  | 268.40   |
| EFT22179 | 27/07/2016 | PJ & EV PAGE                         | WAXING AND BUFFING FLOOR BOYANUP HALL JUNE 16  | 70.00    |
| EFT22180 | 27/07/2016 | PROTECTOR FIRE SERVICES              | SUPPLY AND INSTALL FIRE EQUIPMENT  | 3000.74  |
| EFT22181 | 27/07/2016 | PLANNING INSTITUTE AUSTRALIA         | PIA CONFERENCE 2 SEPT 2016 PERTH CROWN CASINO - 4 OFFICERS - TO ATTEND FULL DAY  | 2195.00  |
| EFT22182 | 27/07/2016 | RENT A FENCE PTY LTD                 | 2 MONTH HIRE OF WIRE MESH FENCE (INCLUDING DELIVERY, INSTALLATION AND REMOVAL ON COMPLETION) - ERLE SCOTT PARK                           | 812.90   |
| EFT22183 | 27/07/2016 | SOUTH WEST TREE SAFE                 | EMERGENCY CALL OUT, HANGER IN TREE AND REMOVE GREEN WASTE 13/7/16 TIMPERLEY BOYANUP AND STUMP GRIND VERGE CNR PROPERJOHN AND BUCHANAN RD | 605.00   |
| EFT22184 | 27/07/2016 | CAPEL FRESH IGA                      | VARIOUS SHIRE EXPENSES INCLUDING MILK AND CATERING FOODS   | 263.17   |
| EFT22185 | 27/07/2016 | STRATHAM BOBCAT HIRE                 | BOBCAT HIRE FOR REMOVAL OF EXCESS PLAYGROUND MULCH AND REPLACE WITH TOPSOIL  | 418.00   |

|          |            |                                    |  |          |
|----------|------------|------------------------------------|--|----------|
| EFT22186 | 27/07/2016 | SUSSEX TURF CONTROL                | BROADLEAF APPLICATION FOR BOYANUP OVAL   | 1250.00  |
| EFT22187 | 27/07/2016 | SPRAYMOW SERVICES                  | CARRY OUT ROAD VERGE SPRAYING IN TOWNSITES OF CAPEL, BOYANUP AND GELORUP                 | 7210.12  |
| EFT22188 | 27/07/2016 | SKYLINE LANDSCAPE SERVICES PTY LTD | SPRAYING OF ROAD VERGES.   | 528.00   |
| EFT22189 | 27/07/2016 | FREESPIRIT TRAPEZE                 | JULY INZONE EXCURSION - AERIAL AND MINI TRAMPOLINE WORKSHOP                              | 600.00   |
| EFT22190 | 27/07/2016 | TOTALLY WORKWEAR                   | UNIFORMS   | 434.50   |
| EFT22191 | 27/07/2016 | IT VISION                          | SYNERGYSOFT ANNUAL RENEWAL & UNIVERSE DB LICENCE AND FINAL PAYMENT FOR MANAGEMENT MODULE | 74614.54 |
| EFT22192 | 27/07/2016 | IT VISION USER GROUP INC           | IT VISION USER GROUP MEMBERSHIP 2016/2017  | 715.00   |
| EFT22193 | 27/07/2016 | WOODLANDS DISTRIBUTORS & AGENCIES  | CAPEL CIVIC PRECINCT WOODLANDS URBAN A280 DRINK STATION INC BOTTLE FILLER AND DOG BOWL   | 9439.10  |
| EFT22194 | 29/07/2016 | CHILD SUPPORT AGENCY               | PAYROLL DEDUCTIONS   | 902.36   |
| EFT22195 | 29/07/2016 | SELECTUS                           | PAYROLL DEDUCTIONS   | 1517.46  |
| 48136    | 04/07/2016 | LASER CORPS                        | INZONE ACTIVITY - LASERTAG CAPEL OVAL FINAL PAYMENT                                      | 790.00   |
| 48137    | 06/07/2016 | CITY OF BUNBURY                    | REMOVAL OF OFFENSIVE GRAFFITI FROM GELORUP SKATE PARK                                    | 1017.50  |
| 48138    | 06/07/2016 | COURIER AUSTRALIA INTERNATIONAL    | COURIER FEES-HEALTH  | 8.98     |
| 48139    | 06/07/2016 | SHIRE OF CAPEL                     | PETTY CASH   | 45.30    |
| 48140    | 06/07/2016 | DEPARTMENT OF MINES & PETROLEUM    | DANGEROUS GOODS LICENCE - ANNUAL RENEWAL FEE - 16/7/16 TO 15/7/17 - NO. DG009800         | 197.00   |
| 48141    | 06/07/2016 | SYNERGY                            | ELECTRICITY  | 5461.10  |
| 48142    | 13/07/2016 | COURIER AUSTRALIA INTERNATIONAL    | COURIER FEES-HEALTH  | 8.98     |
| 48143    | 13/07/2016 | CAPEL BAKERY                       | OPERATIONS BBQ   | 34.00    |
| 48144    | 13/07/2016 | EUGENE RALL                        | CROSSOVER CONTRIBUTION DALYELLUP   | 300.00   |
| 48145    | 13/07/2016 | SYNERGY                            | ELECTRICITY  | 1312.70  |
| 48146    | 13/07/2016 | TELSTRA CORPORATION LTD            | JUNE 16 LANDLINE   | 2217.07  |
| 48147    | 20/07/2016 | CITY OF BUNBURY                    | SWEMA ADMINISTRATION ANNUAL FEE FOR 2016/2017  | 350.00   |
| 48148    | 20/07/2016 | COURIER AUSTRALIA INTERNATIONAL    | COURIER FEES-HEALTH  | 8.98     |
| 48149    | 20/07/2016 | SHIRE OF CAPEL                     | NEWSPAPER  | 49.95    |
| 48150    | 20/07/2016 | KRISTY ANNE HAYWARD                | DOG STERILISATION  | 30.00    |
| 48151    | 20/07/2016 | SYNERGY                            | ELECTRICITY 1703X STREETLIGHTS   | 31410.80 |

|       |            |  |  |            |
|-------|------------|--|--|------------|
| 48152 | 20/07/2016 | SPECSAVERS<br>OPTOMETRISTS<br>BUNBURY              | PAYMENT OF PRESCRIPTION<br>SAFETY GLASSES                                    | 299.00     |
| 48154 | 27/07/2016 | CITY OF BUNBURY                                    | BUSSELL HIGHWAY SHARED<br>PATH DESIGN CONTRIBUTION                           | 11000.00   |
| 48155 | 27/07/2016 | COURIER AUSTRALIA<br>INTERNATIONAL                 | POSTAGE & FREIGHT - ADMIN  | 24.10      |
| 48156 | 27/07/2016 | SHIRE OF CAPEL                                     | NEWSPAPER  | 27.30      |
| 48157 | 27/07/2016 | JANLUD PTY LTD                                     | REFUND OF APPLICATION FEE<br>PA86/2016 APPLICATION<br>WITHDRAWN BY APPLICANT | 295.00     |
| 48158 | 27/07/2016 | SYNERGY  | ELECTRICITY  | 1572.10    |
| 48159 | 27/07/2016 | TELSTRA<br>CORPORATION LTD                         | MOBILE RENT AND CALLS  | 1925.86    |
| 48160 | 27/07/2016 | WATER CORPORATION                                  | TRADE WASTE PERMIT-<br>ANNUAL CHARGE- GREASE<br>ARRESTOR                     | 559.73     |
| 48161 | 27/07/2016 | PAUL SHEEDY  | LOCAL GOVT CONVENTION<br>DAILY ALLOWANCE                                     | 300.00     |
| 48162 | 29/07/2016 | AUSTRALIAN SERVICES<br>UNION                       | PAYROLL DEDUCTIONS   | 52.70      |
| 48163 | 29/07/2016 | THE AUSTRALIAN<br>WORKERS UNION                    | PAYROLL DEDUCTIONS   | 132.00     |
| 48164 | 29/07/2016 | SHIRE OF CAPEL                                     | PAYROLL DEDUCTIONS   | 2561.00    |
| 48165 | 29/07/2016 | LGRCEU   | PAYROLL DEDUCTIONS   | 205.00     |
| 674   | 06/07/2016 | BUILDING &<br>CONSTRUCTION IND<br>TRAINING FUND    | JUNE 16 BCITF LEVY<br>COLLECTED  | 4193.44    |
| 675   | 06/07/2016 | DEPARTMENT OF<br>COMMERCE - BUILDING<br>COMMISSION | JUNE 16 BSL LEVY COLLECTED   | 5773.51    |
| 676   | 06/07/2016 | SHIRE OF CAPEL                                     | JUNE 16 BSL COLLECT  | 345.75     |
| 677   | 20/07/2016 | KHONDAKER ASHRAF<br>ISLAM                          | HALL BOND REFUND DCC<br>16/7/16  | 150.00     |
| 678   | 20/07/2016 | LISA NEILL   | HALL BOND REFUND BOY HALL<br>17/7/16   | 500.00     |
| 679   | 27/07/2016 | DALYELLUP SING<br>AUSTRALIA                        | HALL BOND REFUND DAL CC<br>23/7/16   | 150.00     |
|       |            |  |  | 1253132.06 |

|          |                                 |              |
|----------|---------------------------------|--------------|
| 12.07.16 | SHIRE OF CAPEL PAYROLL PAYMENTS | \$156,870.79 |
| 26.07.16 | SHIRE OF CAPEL PAYROLL PAYMENTS | \$159,826.18 |

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**\$316,696.97**

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|          |                               |              |
|----------|-------------------------------|--------------|
| 14.07.16 | TRANSFER to MUNICIPAL ACCOUNT | \$765,000.00 |
| 27.07.16 | TRANSFER to MUNICIPAL ACCOUNT | \$730,000.00 |

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**\$1,495,000.00**

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CERTIFICATE OF CHIEF EXECUTIVE OFFICER

This schedule of accounts to be passed for payment, covering vouchers as detailed above which was submitted to each member of Council on 24 August 2016 have been checked and are fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and services and as to prices, computations, and costings and the amounts shown are due for payment.

*P. F. Heedy.*

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

**VOTING REQUIREMENTS**

Simple majority

**OC0807 OFFICER'S RECOMMENDATIONS – 15.4/COUNCIL DECISION**

**Moved Cr Hearne, Seconded Cr J Scott**

**That Council receives:**

- 1 The Schedule of Accounts covering vouchers 674-679, EFT21985 to EFT22195, CHQ48136 to CHQ48165 totalling \$1,253,132.06 during the month of July 2016;**
- 2 Payroll payments for the month of July 2016, totalling \$316,696.97; and**
- 3 Transfers to and from investments as listed.**

Carried 6/0

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**OC0808 (15.5) Financial Statements for 31 July 2016**

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|                         |   |
|-------------------------|---|
| Location:               | Whole of Shire                                    |
| Applicant:              | Shire of Capel                                    |
| File Reference:         | N/A   |
| Disclosure of Interest: | Nil   |
| Date:                   | 10.08.16  |
| Author:                 | Manager Finance, A Mattaboni                      |
| Senior Officer:         | Executive Manager Corporate Services, S Stevenson |
| Attachments:            | Financial Statements for July 2016                |

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**MATTER FOR CONSIDERATION**

Council to consider adopting the monthly financial statements for July 2016.

**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, and 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**

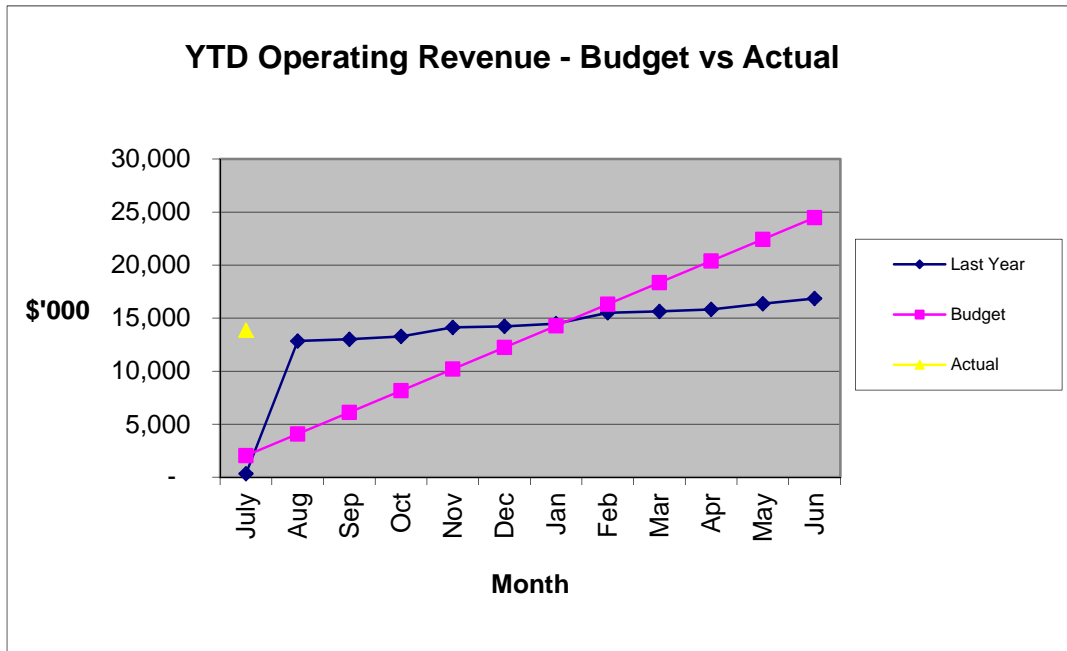
At 31 July 2016, Council's net current assets position was a surplus of \$13,123,466. The forecast year end net current asset position is a surplus of \$4,442.

Compared to the annual budget approximately 80% of Operating Revenue has been invoiced and 4% of the Operating Expenditure budget has been spent. As shown at Note 18, rates have been assessed for the 2016/17 financial year. The monthly budget of income and expenditure has yet to be adjusted to reflect the expected timing of actual income and expenditure throughout the financial year.

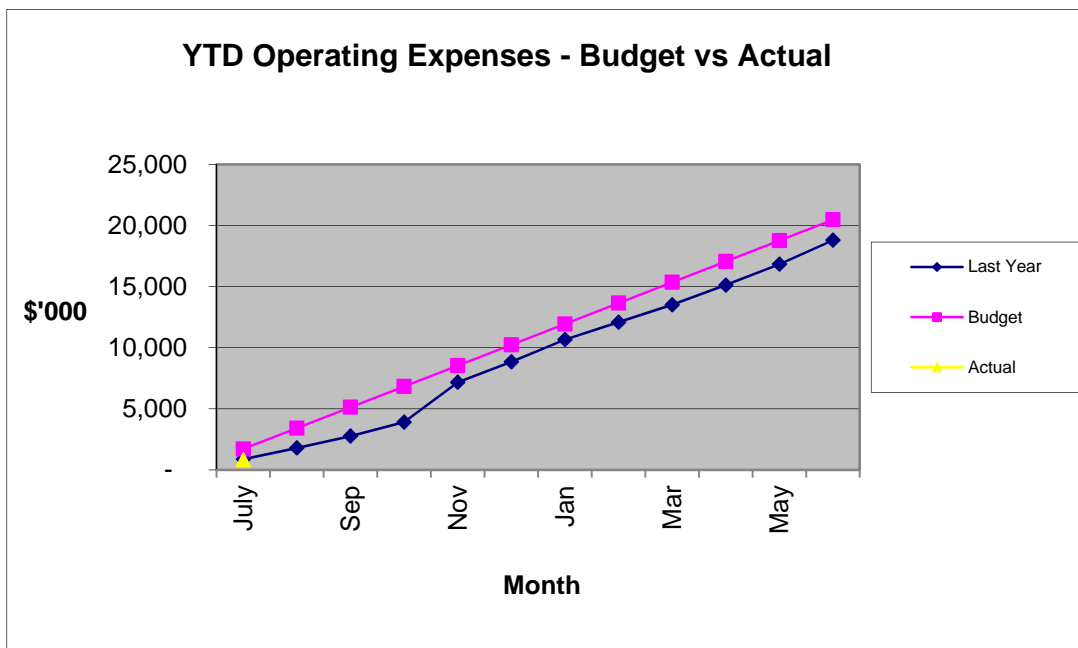
A comparison of employee costs shows that 7% of the annual budget has been spent.

Fixed asset depreciation has not been calculated for the month of July 2016 pending the update of the fair value of all assets as at 30 June 2016.

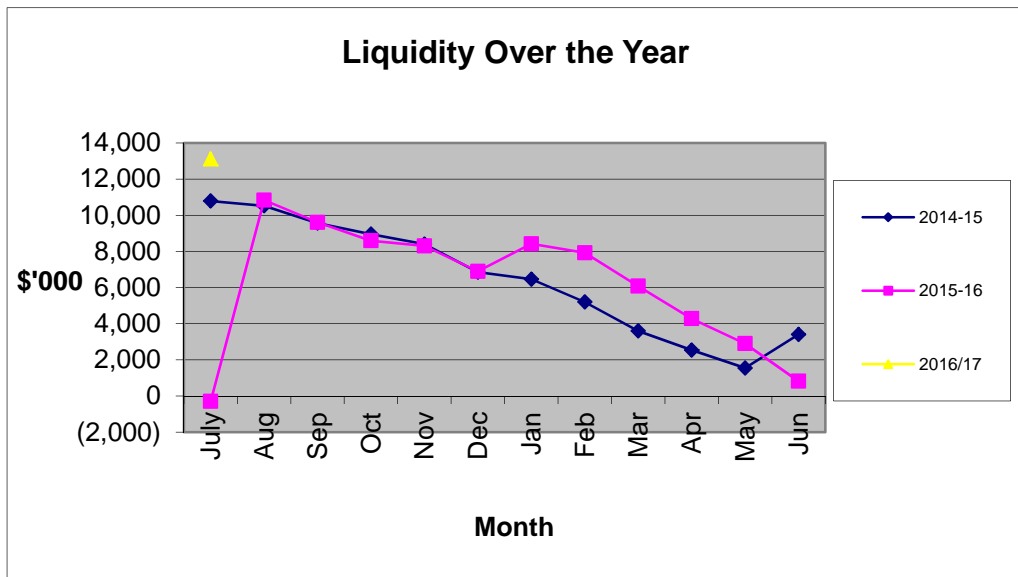
The following graphs compare actual Operating Revenue and Operating Expenditure against the approved budget on a year to date basis. Last year's actual is also included for comparative purposes, although rates have been assessed in July this year, compared to August 2015.



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

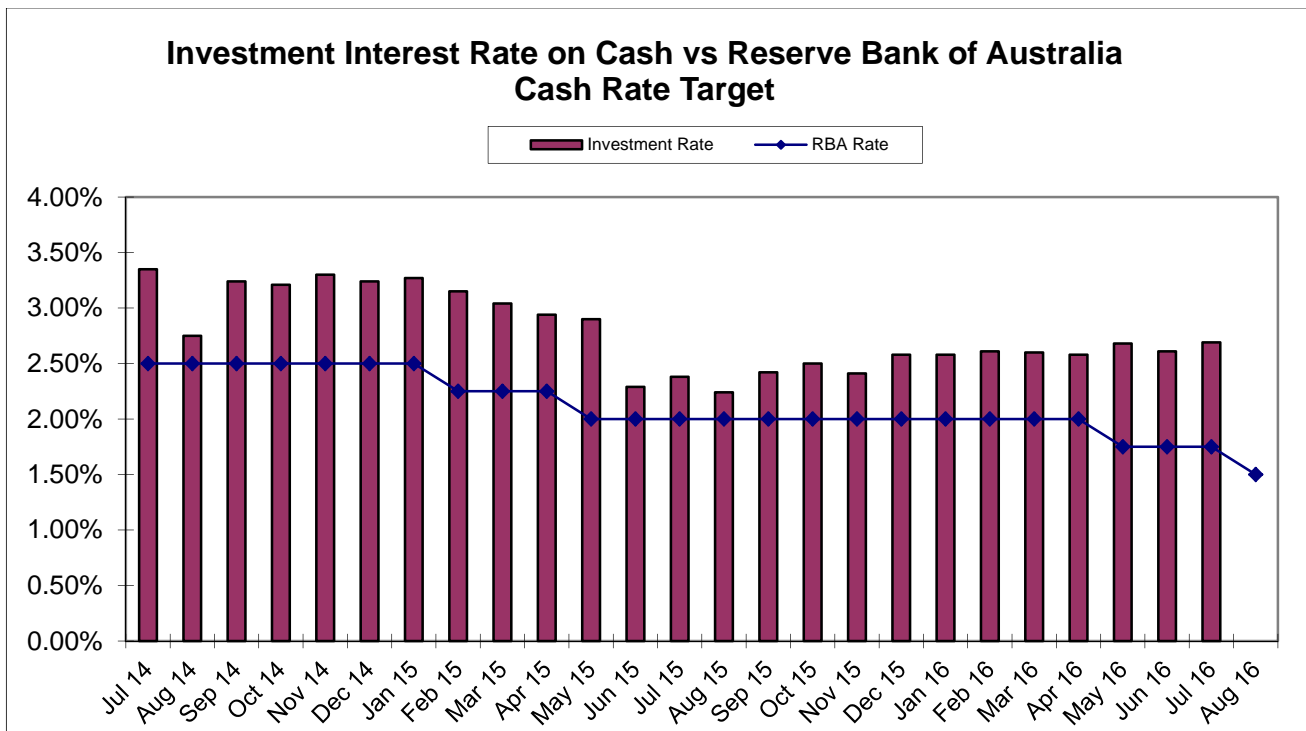


The liquidity graph compares the current year's net current assets position against that of the two previous years.



Council's municipal cash and investments position has decreased by \$1,652,020 compared to June 2016. The Municipal cash position is an amount of \$10,941,289 of which \$10,255,444 is restricted for specific purposes as shown at Note 3. Cash revenue came from Rates receipts and Business Activity Statement refund from the Australian Taxation Office. Major cash expenses were for land revaluation, payroll and contractor payments.

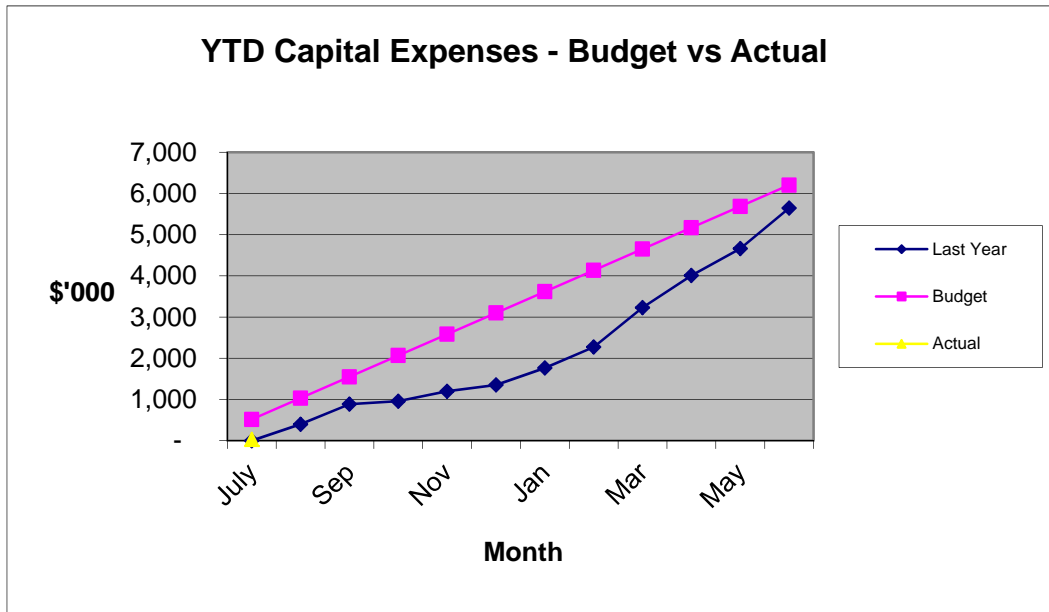
Total interest earned year to date is \$3,344 which is below the year to date budget of \$30,874. This will even itself out as the year goes by and accruals are absorbed by receipts. The average investment rate of return has increased marginally from 2.68% to 2.69% which exceeds the Reserve Bank's cash reference rate of 2.00%. The Reserve Bank Board on 3 August 2016 reduced their target cash rate to 1.50%. The Shire has term deposits maturing from August 2016 to December 2016, investment terms ranging from 91 days to 182 days and interest rates from 2.75% to 3.00%.



Capital works expenditure of \$35,460 was incurred during the month on:

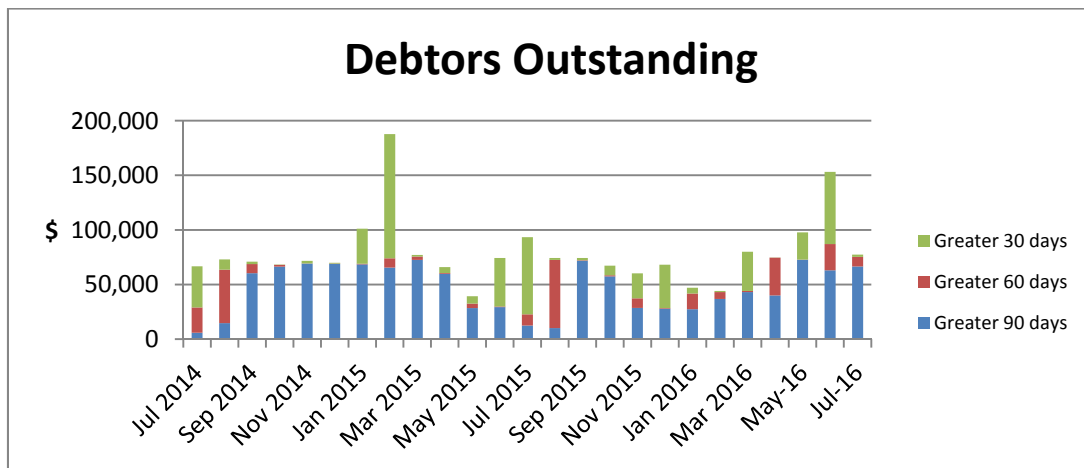
- \$4,125 Dual Use Paths,
- \$1,275 Playground replacement,
- \$8,640 Tuart Forest Oval Facilities and
- \$21,420 Record Management System.

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

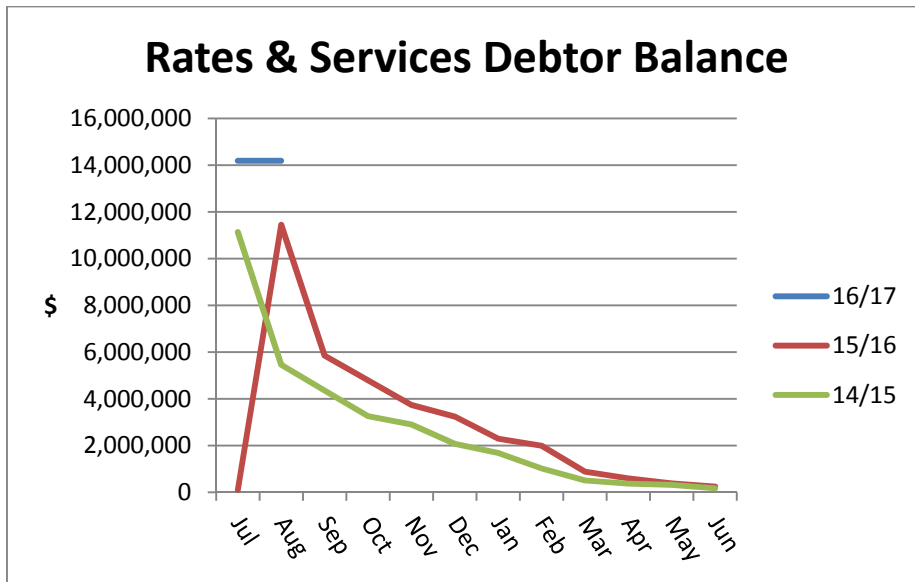


Council’s financial ratios are disclosed in Note 14.

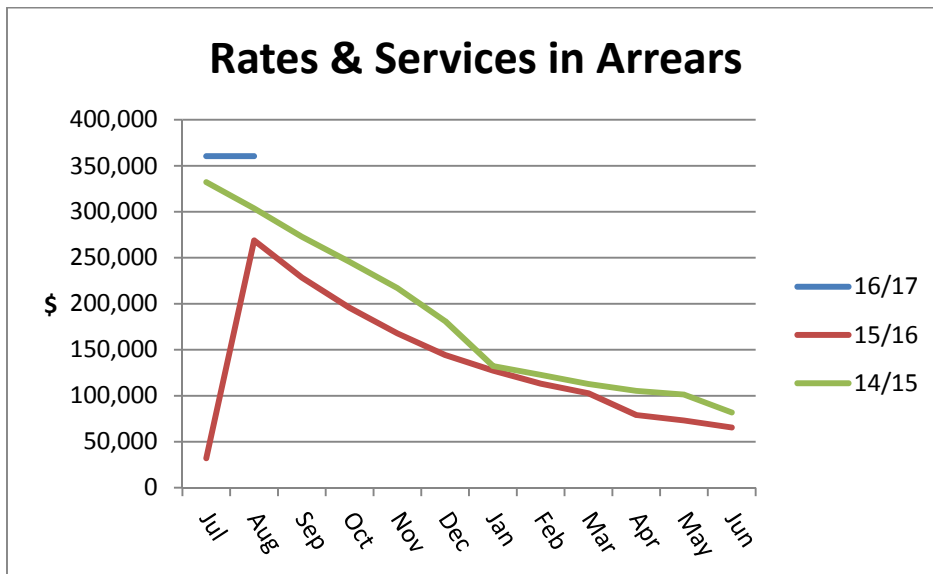
The following graph illustrates Council’s current level of general Debt recovery for 31-60 days, 61-90 days and greater than 90 days.



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



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



A review of the Statement of Financial Position and the attendant notes indicates there are no adverse trends evident in the year to date financial statements as at 31 July 2016.

**VOTING REQUIREMENTS**

Simple majority

**OC0808 OFFICER’S RECOMMENDATION – 15.5/COUNCIL DECISION**

**Moved Cr Bell, Seconded Cr Schiano**

**That Council adopts the financial statements for the period ending 31 July 2016 as attached.**

Carried 6/0

**COMMUNITY SERVICES REPORTS**

Nil

**NEW BUSINESS OF AN URGENT NATURE****OC0809 COUNCIL DECISION****Moved Cr Bell, Seconded Cr Schiano****That Council considers business that was not included in the Agenda for this meeting as the Presiding Member considers that either:**

- (a) the nature of the business is such that the business cannot await inclusion in the agenda for the next meeting; or**
- (b) the delay in referring the business to the next meeting could have adverse legal or financial implications for the local government.**

Carried 6/0

**VOTING REQUIREMENTS**

Simple majority

**OC0810 (17.1) Annual Refuse Site Charge Write-Off**

|                         |   |
|-------------------------|---|
| Locations:              | Boyanup, Capel and Dalyellup                      |
| Applicant:              | Shire of Capel                                    |
| File Reference:         | N/A   |
| Disclosure of Interest: | Nil   |
| Date:                   | 18.08.16  |
| Author:                 | Executive Manager Corporate Services, S Stevenson |
| Senior Officer:         | Chief Executive Officer, P Sheedy                 |
| Attachments:            | Nil   |

**MATTER FOR CONSIDERATION**

Council to write-off Annual Refuse Site Charges for five schools totaling \$8,080 for the 2016/17 financial year.

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

Council received the 'Review of Waste Management Services – Nov 2014' at its meeting on 17 December 2014 and endorsed to *"Revise the structure of waste services charges on rates notices to combine the existing Refuse Removal, Annual Refuse Site Service Charge, Green Waste and Hard Waste Collection into one Annual Waste Service Charge for either the three bin service or the two bin service"* (OC1221).

Previous to this, the Refuse Collection Charge, Annual Refuse Site Charge and any Green Waste or Hard Waste Collection Fees were presented as separate line items on the rates notices issued. This resolution of Council has been applied to the 2016/17 rates notices. The result of this is that the \$80 Annual Refuse Site Charge has been charged for every two or three bin service.

In past years, the schools listed below have been charged the \$80 charge once on the rates notice however due to the change in fee structure this been multiplied by the number of refuse collection services.



The effect is shown in the table below.

| Ratepayer                     | 2 Bin     | 3 Bin     | Total      | 2016/17 Charge  | 2015/16 Charge | Proposed Write-off |
|-------------------------------|-----------|-----------|------------|-----------------|----------------|--------------------|
| Boyanup Primary School        | 6         |           | 6          | \$ 480          | \$ 80          | \$ 400             |
| Dalyellup College             | 25        | 16        | 41         | \$ 3,280        | \$ 80          | \$ 3,200           |
| Dalyellup Primary School      | 32        |           | 32         | \$ 2,560        | \$ 80          | \$ 2,480           |
| Ocean Forest Lutheran College | 21        |           | 21         | \$ 1,680        | \$ 80          | \$ 1,600           |
| Capel Primary School          | 6         |           | 6          | \$ 480          | \$ 80          | \$ 400             |
|                               | <b>90</b> | <b>16</b> | <b>106</b> | <b>\$ 8,480</b> | <b>\$ 400</b>  | <b>\$ 8,080</b>    |

### Proposal

That Council writes-off the Annual Refuse Site Charge for five schools totaling \$8,080 for the 2016/17 financial year.

### STATUTORY ENVIRONMENT

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

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

- (1) Subject to subsection (2) and any other written law, a local government may —
  - (a) when adopting the annual budget, grant\* a discount or other incentive for the early payment of any amount of money; or
  - (b) waive or grant concessions in relation to any amount of money; or
  - (c) write off any amount of money, which is owed to the local government.
 \* Absolute majority required.
- (2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.
- (3) The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.

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

### POLICY IMPLICATIONS

The budget is based on the principles contained in the Strategic Community Plan and Corporate Business Plan. Policy 2.7 – Preparation of Integrated Financial Plan and Annual budget applies.

### FINANCIAL IMPLICATIONS

#### **Budget**

The budget for the 2016/17 financial year assumed income of \$400 and not the higher amount of \$8,480 therefore there will be no negative revenue impacts from the write-off.

#### **Long Term**

The waste collection charges and refuse site charges will be part a broader review of waste services undertaken by staff. There will be minimal impact to the long term financial position of Council as a result of 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**

There are no environmental, social or economic impacts expected from the adoption of charge.

### **STRATEGIC IMPLICATIONS**

Shire of Capel Strategic Community Plan 2013 – 2031

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

Strategic Outcomes:

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

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

Strategic Outcome:

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

### **CONSULTATION**

For the 'Review of Waste Management Services – Nov 2014' a Waste Working Group was formed consisting of representatives from the Executive, Corporate Services, Engineering and Operations and Health. In regards to the refuse site charges write-off being requested, consultation has occurred between staff and five rates notices have not been issued to the ratepayers until Council have considered the waiver.

### **COMMENT**

A further review of waste management services is planned to be completed in the 2016/17 financial year.

### **VOTING REQUIREMENTS**

Absolute majority

|  |
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| <b>OC0810 OFFICER'S RECOMMENDATION – 17.1/COUNCIL DECISION</b> |
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**Moved Cr J Scott, Seconded Cr Schiano**

**That Council writes-off the Annual Refuse Site Charges totaling \$8,080 for Boyanup Primary School, Dalyellup College, Dalyellup Primary School, Ocean Forest Lutheran College and Capel Primary School for the 2016/17 financial year.**

Carried with an Absolute majority 6/0

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**OC0811 (17.2) Write Off Sundry Debtors**

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Location: Capel  
Applicant: Shire of Capel  
File Reference: N/A  
Disclosure of Interest: Nil  
Date: 01.08.16  
Author: Customer Service Officer, J Riedmann  
Senior Officer: Executive Manager Corporate Services, S Stevenson  
Attachments: Nil

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**MATTER FOR CONSIDERATION**

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

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

Requests to write off bad debts are normally provided to Council every six months. The last write off of general Debtors was approved by Council was on 24 February 2016 (minute reference OC0214) when 8 debtors to the value of \$675.15 were approved for write off.

**Proposal**

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

**STATUTORY ENVIRONMENT**

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

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

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

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

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

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

**POLICY IMPLICATIONS**

There are no Policies applying to the matter.

**FINANCIAL IMPLICATIONS****Budget**

The total of outstanding debts proposed to be written off is \$633.12 including GST. The amount of the write off to be expensed within the financial report excludes GST and is \$575.56.

**Long Term**

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

**Whole of Life**

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

**SUSTAINABILITY IMPLICATIONS**

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

**STRATEGIC IMPLICATIONS**

Shire of Capel Strategic Community Plan 2013 to 2031

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

Strategic Outcomes:

1.5 Ensure the effective management of Council's resources.

1.6 Provide efficient and effective financial management to ensure the long term financial sustainability of the organisation.

**CONSULTATION**

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

**COMMENT**

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

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

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

| <b>Debtor</b> | <b>Amount</b> | <b>Description of Debt</b>                     | <b>Write Off Reason</b>  |
|---------------|---------------|--|--|
| D205          | \$24.00       | Charge for lost library items plus account fee | Outstanding since 27/1/16. All avenues of retrieval have been exhausted including visits by Ranger Services. Borrowing privileges revoked. |

| <b>Debtor</b> | <b>Amount</b> | <b>Description of Debt</b>                     | <b>Write Off Reason</b>  |
|---------------|---------------|--|--|
| K113          | \$14.00       | Account Fee for lost library items             | Outstanding since 3/2/16. Debtor has left the Shire. Borrowing privileges revoked.   |
| C292          | \$64.00       | Charge for lost library items plus account fee | Outstanding since 12/1/16. All avenues of retrieval have been exhausted including visits by Ranger Services. Borrowing privileges revoked.   |
| C293          | \$14.00       | Account Fee for lost library                   | Outstanding since 12/1/16. All avenues of retrieval have been exhausted including visits by Ranger Services. All avenues of retrieval have been exhausted including visits by Ranger Services. Borrowing privileges revoked. |
| O048          | \$14.00       | Account Fee for lost library                   | Outstanding since 12/1/16. All avenues of retrieval have been exhausted including visits by Ranger Services. Borrowing privileges revoked.   |
| P165          | \$14.00       | Account Fee for lost library                   | Outstanding since 12/1/16. All avenues of retrieval have been exhausted including visits by Ranger Services. Borrowing privileges revoked.   |
| T116          | \$70.10       | Charge for lost library items plus account fee | Outstanding since 16/12/15. All avenues of retrieval have been exhausted including visits by Ranger Services. Borrowing privileges revoked.  |
| U005          | \$79.60       | Charge for lost library items plus account fee | Outstanding since 12/1/16. All avenues of retrieval have been exhausted including visits by Ranger Services. Borrowing privileges revoked.   |
| W168          | \$18.25       | Charge for lost library items plus account fee | Outstanding since 16/12/15. All avenues of retrieval have been exhausted including visits by Ranger Services. Borrowing privileges revoked.  |
| W169          | \$44.85       | Charge for lost library items plus account fee | Outstanding since 16/12/15. All avenues of retrieval have been exhausted including visits by Ranger Services. Borrowing privileges revoked.  |
| N088          | \$35.95       | Charge for lost library items plus account fee | Outstanding since 16/12/15. All avenues of retrieval have been exhausted including visits by Ranger Services. Borrowing privileges revoked.  |
| C279          | \$35.75       | Charge for lost library items plus account fee | Outstanding since 27/10/15. All avenues of retrieval have been exhausted including visits by Ranger Services. Borrowing privileges revoked.  |
| O040          | \$30.70       | Charge for lost library items plus account fee | Outstanding since 27/10/15. All avenues of retrieval have been exhausted including visits by Ranger Services. Borrowing privileges revoked.  |
| Q008          | \$14.00       | Account Fee for lost library                   | Outstanding since 27/10/15. All avenues of retrieval have been exhausted including visits by Ranger Services. Borrowing privileges revoked.  |
| R136          | \$37.40       | Charge for lost library items plus account fee | Outstanding since 14/10/15. All avenues of retrieval have been exhausted including visits by Ranger Services. Borrowing privileges revoked.  |
| B379          | \$45.32       | Charge for lost library items plus account fee | Outstanding since 6/10/15. All avenues of retrieval have been exhausted including visits by Ranger Services. Borrowing privileges revoked.   |

| <b>Debtor</b> | <b>Amount</b> | <b>Description of Debt</b>                     | <b>Write Off Reason</b>  |
|---------------|---------------|--|--|
| W160          | \$13.00       | Account Fee for lost library                   | Outstanding since 11/8/15. All avenues of retrieval have been exhausted including visits by Ranger Services. Borrowing privileges revoked. |
| S249          | \$30.20       | Charge for lost library items plus account fee | Outstanding since 18/11/15. Borrowing privileges revoked. All mail has been returned.  |
| F107          | \$34.00       | Charge for lost library items plus account fee | Outstanding since 18/11/15. Borrowing privileges revoked. All mail has been returned.  |

In total 19 debtors are recommended to be written off and all of the debtors are or were library customers.

**VOTING REQUIREMENTS**

Simple majority

**OC0811 OFFICER’S RECOMMENDATION – 17.2/COUNCIL DECISION**

Moved Cr J Scott, Seconded Cr Hearne

That Council writes off the following amounts of outstanding Sundry Debtor accounts that total \$633.12:

|      |                                     |          |
|------|-------------------------------------|----------|
| D205 | Lost library item plus account fee  | \$24.00  |
| K113 | Account Fee for lost library items  | \$14.00  |
| C292 | Lost library items plus account fee | \$64.00  |
| C293 | Lost library items plus account fee | \$14.00  |
| O048 | Account Fee for lost library        | \$14.00  |
| P165 | Account Fee for lost library        | \$14.00  |
| T116 | Lost library items plus account fee | \$70.10  |
| U005 | Lost library items plus account fee | \$79.60  |
| W168 | Lost library items plus account fee | \$18.25  |
| W169 | Lost library items plus account fee | \$44.85  |
| N088 | Lost library items plus account fee | \$35.95  |
| C279 | Lost library items plus account fee | \$35.75  |
| O040 | Lost library items plus account fee | \$30.70  |
| Q008 | Account Fee for lost library        | \$14.00  |
| R136 | Lost library items plus account fee | \$37.40  |
| B379 | Lost library items plus account fee | \$45.32  |
| W160 | Account Fee for lost library        | \$13.00  |
| S249 | Lost library items plus account fee | \$30.20  |
| F107 | Lost library items plus account fee | \$34.00. |

Carried 6/0

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**OC0812 (17.3) Bush Fire Advisory Committee Minutes**

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|                         |   |
|-------------------------|---|
| Location:               | Whole of Shire  |
| Applicant:              | Shire of Capel  |
| File Reference:         | Nil   |
| Disclosure of Interest: | Nil   |
| Date:                   | 23.08.16  |
| Author:                 | Community Services Administration Officer, M Blandford  |
| Senior Officer:         | Executive Manager Community Services, M Plume   |
| Attachments:            | 1. Minutes of the meeting of the Shire of Capel Bush Fire Advisory Committee held on 22 August 2016<br>2. Bush Fire Prevention Orders 2016/17 |

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**MATTER FOR CONSIDERATION**

To consider the minutes of the meeting of the Shire of Capel Bush Fire Advisory Committee (BFAC) held on 22 August 2016.

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

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

**Proposal**

The minutes of the meeting of the Shire of Capel Bush Fire Advisory Committee held on 22 August 2016 be received and the recommendations therein be adopted.

**STATUTORY ENVIRONMENT**

Section 67 of the Bush Fires Act 1954 provides that a local government may at any time appoint such persons as it thinks fit as a bush fire advisory committee for the purpose of advising the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires and any related matters.

Section 5.22 of the Local Government Act 1995 specifies that the minutes of a committee are to be submitted to the next Ordinary Meeting of the Council for confirmation.

**POLICY IMPLICATIONS**

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

**FINANCIAL IMPLICATIONS****Budget**

The Local Government Manual for Capital and Operating Grants 2016/17 issued by the Department of Fire and Emergency Services (DFES) in relation to the Emergency Services Levy (ESL) allocations includes lists of items which are eligible and ineligible for funding under the ESL. Items not eligible for ESL funding will need to be submitted to Council for consideration as part of the Shire's budget deliberations. As per the attached minutes these items include an increase in budgeted funds for Standpipe Servicing, funding for site works for the additions to the Elgin Fire Shed, and funding for a third appliance bay at the Elgin Fire Shed.

**Long Term**

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

**Whole of Life**

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

**SUSTAINABILITY IMPLICATIONS**

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

There are no economic implications associated with this matter.

**STRATEGIC IMPLICATIONS**

Strategic Community Plan 2013 to 2031

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

Strategic Outcome:

3.4 – promote emergency risk awareness.

**CONSULTATION**

Consultation has been undertaken with relevant brigade members.

**COMMENT**

The minutes of the meeting are generally self-explanatory.

**VOTING REQUIREMENTS**

Simple majority

**OC0812 OFFICER’S RECOMMENDATIONS – 17.3/COUNCIL MOTION**

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

**That Council receives the minutes of the Bush Fire Advisory Committee held on 22 August 2016, and adopts the Committee’s recommendations:**

**BF0802**

**That it be recommended to Council that:**

- 1. The Report of the Chief Bush Fire Control Officer be received and the comments therein noted;**
- 2. It be noted that contractors entering onto fire grounds within the Shire of Capel district must go through the Incident Control Point and be registered as being on the ground, and be accompanied by a Light Tanker at all times;**



3. It be noted that the purchase of 5 Bush Fire Particle Masks per brigade as a trial was supported with the cost to be covered by each brigade;
4. The report of the Shire's Bush Fire Training Co-ordinator be received and the comments therein noted;
5. It be noted that further First Aid training courses have been offered by Capel Boyanup St John Ambulance WA, subject to interest from brigades; and
6. It be noted that a letter of thanks to Leanne Dale at DFES was supported.

**BF0803**

That it be recommended to Council that the Report of the Department of Parks and Wildlife Officer be received and the comments therein noted.

**BF0804**

That it be recommended to Council that:

1. The Report of the Emergency Services Coordinator be received and the comments therein noted;
2. Policy 4.22, Brigade Officer Qualifications, be adopted with changes; and
3. It be noted that any land currently within a Strategic Fire Management area will be allowed to maintain the requirements of their current Fire Management Plan as set out by the developer of their estate for the 2016/17 fire season only. From the 2017/18 fire season, any land that has been sold by the developer to a business/private individual will have to comply with the relevant Bush Fire Order for their property type.

**BF0805**

That it be recommended to Council that the Shire of Capel's Bush Fire Orders be adopted for use in the 2016/17 fire season in the new format.

|                         |
|-------------------------|
| <b>OC0813 AMENDMENT</b> |
|-------------------------|

Moved Cr Bell, Seconded Cr J Scott

That Council receives the minutes of the Bush Fire Advisory Committee held on 22 August 2016, and adopts the Committee's recommendations:

**BF0802**

That it be recommended to Council that:

1. The Report of the Chief Bush Fire Control Officer be received and the comments therein noted;
2. It be noted that contractors entering onto fire grounds within the Shire of Capel district must go through the Incident Control Point and be registered as being on the ground, and be accompanied by a Light Tanker at all times;
3. It be noted that the purchase of 5 Bush Fire Particle Masks per brigade as a trial was supported with the cost to be covered by each brigade;

4. The report of the Shire's Bush Fire Training Co-ordinator be received and the comments therein noted;
5. It be noted that further First Aid training courses have been offered by Capel Boyanup St John Ambulance WA, subject to interest from brigades; and
6. It be noted that a letter of thanks to Leanne Dale at DFES was supported.

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That it be recommended to Council that the Report of the Department of Parks and Wildlife Officer be received and the comments therein noted.

**BF0804**

That it be recommended to Council that:

1. The Report of the Emergency Services Coordinator be received and the comments therein noted;
2. Policy 4.22, Brigade Officer Qualifications, be adopted with changes; and
3. It be noted that any land currently within a Strategic Fire Management area will be allowed to maintain the requirements of their current Fire Management Plan as set out by the developer of their estate for the 2016/17 fire season only. From the 2017/18 fire season, any land that has been sold by the developer to a business/private individual will have to comply with the relevant Bush Fire Order for their property type.

**BF0805**

That it be recommended to Council that the Shire of Capel's Bush Fire Orders be adopted for use in the 2016/17 fire season in the new format with the exclusion of Points 2, 3, 4 and 7 under the heading "Minimum Fire Hazard Removal Requirements", under the Rural Section of 2016/17 Bush Fire Prevention Order.

The Amendment was Carried 6/0  
The Amendment became the Motion and was Carried 6/0

**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 5.49pm.

These minutes were confirmed at an Ordinary Council meeting on 28<sup>th</sup> September 2016.

Signed

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

Date