

Shire *of* Capel

AGENDA

ORDINARY COUNCIL MEETING

Wednesday 22 November 2017

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

REMINDERS:

12noon Presentation: Catalyse on Community Scorecard
Survey 2017 (followed by Light Lunch at 12.45pm)

1.30pm Briefing: MRWA on Bunbury Outer Ring Road

2.30pm Audit Committee Meeting

3.00pm Briefing: Kath Lynch, DWER on Revitalising
Geographe Waterways Community Survey 2017

3.30pm Round the Table Discussion



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Shire of Capel



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This agenda has yet to be dealt with by the Council. The Recommendations shown at the foot of each item have yet to be considered by the Council and are not to be interpreted as being the position of the Council. The minutes of the meeting held to discuss this agenda should be read to ascertain the decision of the Council.

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SHIRE OF CAPEL

NOTICE OF AN ORDINARY COUNCIL MEETING

THE NEXT ORDINARY MEETING OF COUNCIL WILL BE HELD IN THE COUNCIL CHAMBERS ON WEDNESDAY, 22 NOVEMBER 2017 COMMENCING AT 4.30PM.



P F Sheedy
CHIEF EXECUTIVE OFFICER

16 November 2017

AGENDA

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IMPORTANT NOTE:

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

1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

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

Leave of Absence: Cr P McCleery and Cr M Southwell (OC1001)

3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4 PUBLIC QUESTION TIME

In accordance with Standing Order 5.7(1)-(4) Public Question Time provides an opportunity for members of the public to ask a question of Council. For more information regarding Public Question Time, please phone the Shire Office during office hours on 9727 0222 or visit the Shire's website www.capel.wa.gov.au.

5 APPLICATIONS FOR LEAVE OF ABSENCE

6 DECLARATIONS OF INTEREST

Members should fill in Disclosure of Interest forms for items in which they have a financial, proximity or impartiality interest and forward these to the Presiding Member before the meeting commences.

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

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

*A person has a **proximity interest** in a matter if the matter concerns a proposed change to a planning scheme affecting land that adjoins the person's land; or a proposed change to the zoning or use of land that adjoins the person's land; or a proposed development (as defined in section 5.63(5)) of land that adjoins the person's land.*

*An **impartiality interest** means an interest that could, or could reasonably be perceived to, adversely affect the **impartiality** of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.*

7 NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS

8 CONFIRMATION OF MINUTES

8.1 Ordinary Council Meeting – 25 October 2017

9 ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION

10 PETITIONS/DEPUTATIONS/PRESENTATIONS

*Any person or group wishing to lodge a **petition** with Council are required to submit it on the prescribed Petition form available on the Shire website www.capel.wa.gov.au. For more information about petitions please contact the Executive Assistant on 9727 0222 during office hours or email info@capel.wa.gov.au.*

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

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

Mr Jimmy Deale has been granted approval to make a presentation on Item 14.3 Bentley Road Bridge.

11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

12 QUESTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

13 CHIEF EXECUTIVE OFFICER REPORTS

13.1 Policy Review – Section 3 Council Staff

| | |
|-------------------------|--|
| Location: | Capel |
| Applicant: | Shire of Capel |
| File Reference: | N/A |
| Disclosure of Interest: | Nil |
| Date: | 08.11.17 |
| Author: | Manager Human Resources, C Anderson |
| Senior Officer: | Chief Executive Officer, P Sheedy |
| Attachments: | 1 Section 3 Council Staff Policies (with amendments) 2 Delegation 153 (with amendments) |

IN BRIEF

Council to consider adopting the recommended changes to the Council Staff Policies.

RECOMMENDATION

Recommendation 1:

That Council endorses all recommended Policy changes to Section 3 Council Staff Policies as detailed in the attachment.

Recommendation 2:

That Council endorses all recommended changes to Delegation 153 as detailed in the attachment.

BACKGROUND / PROPOSAL

Background

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

Proposal

The Council Staff Policies have recently been reviewed. Officers now propose Council consider adopting the proposed changes.

STATUTORY ENVIRONMENT

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

2.7 Role of Council

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

POLICY IMPLICATIONS

There are some potential implications if the governance of overriding Staff Policy within the Shire of Capel is not controlled.

RISK IMPLICATIONS

Medium. There are potential implications if the governance of overriding Staff Policy within the Shire of Capel is not controlled. There are potential implications if the Local Government Act and other legislation are not complied with.

FINANCIAL IMPLICATIONS

Budget

The proposed changes may have direct costs implications in Policy 3.9 and 3.22.

Long Term

There could be minor increases to long term cost implications associated with these policy changes. Cost implications identified through Policy 3.9 will be addressed in annual budget requests and considerations. Policy 3.22 will have a cost implication when rewarding length of service (up to a maximum cost of \$270 per employee over the life of employment)

SUSTAINABILITY IMPLICATIONS

A number of the policies have financial implications in relation to their implementation such as redundancy and severance payments, staff reward and recognition, employee assistance program, relocations and conference expenses.

Positive social benefits are achieved with allowing staff to attend conferences, Service presentations and Education and Study Assistance.

STRATEGIC IMPLICATIONS

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:

- 1.1 Ensure continuous improvement of the organisation.
- 1.2 Maintain a safe and rewarding working environment.
- 1.3 Develop, support and implement innovative solutions.
- 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

This policy review has received comment and review by relevant staff, the Management Team and the Executive Management Team.

COMMENT

The changes proposed to Council Staff Policies as a result of this review are relatively minor for some policies that have been more recently reviewed however some of the policies have more significant amendments, alterations and deletions to bring in line with current legislation and best practice.

Attachment 1 contains all policies including those with the proposed changes. Suggested deletions are ~~struck through~~ and proposed amendments and insertions are shown in **bold**. Proposed changes are detailed below (with the exception of minor typographical corrections):

- *Policy 3.6 Severance Pay*
Changes according to best practice and compliance with the Local Government Act following recommendations from Department of Local Government and WALGA.
- *Policy 3.8 Staff – Vehicle Use*
Addition of a clause to limit the distance in which an employee can reside for the purpose of commuting and private use.
- Policy 3.9 Employee Uniform and Allowance
Changes to include employees on casual and fixed term arrangements.
- Policy 3.10 Conference, Training & Travel Expenses 23
Provide clarity around intention of allowance for refreshments.
- Policy 3.13 Smoking in the Workplace
Provide clarity around when and where employees can smoke to protect the health and safety of our employees.
- Policy 3.15 Employee Assistance Program
Changes to who is entitled to utilise service and when family members can attend to comply with Australian Tax Office requirements.
- Policy 3.22 Service Presentations
Changes to include rewarding service throughout employment, not just on termination.
- Policy 3.25 Recruitment and Selection
Provide clarity around pre-employment checks and use of consistent wording.

Attachment 2 'Delegation 153' contains the proposed changes to the delegation in relation to the proposed changes in Policy 3.6 Severance Pay. These changes are based on best practice advice from Department of Local Government and WALGA.

VOTING REQUIREMENTS

Recommendation 1: Simple

Recommendation 2: Absolute

| |
|--|
| OFFICER'S RECOMMENDATION – 13.1 |
|--|

Recommendation 1:

That Council endorses all recommended Policy changes to Section 3 Council Staff Policies as detailed in the attachment.

Recommendation 2:

That Council endorses all recommended changes to Delegation 153 as detailed in the attachment.

14 ENGINEERING AND DEVELOPMENT SERVICES REPORTS

14.1 Policy Review – Section 6 Town Planning

| | |
|-------------------------|--|
| Location: | Whole of Shire |
| Applicant: | Shire of Capel |
| File Reference: | C59 |
| Disclosure of Interest: | Nil |
| Date: | 07.11.17 |
| Author: | Manager Planning Services, K Muste |
| Senior Officer: | Executive Manager Engineering and Development Services, J Gick |
| Attachments: | Policy Section 6 – Town Planning |

IN BRIEF

Council is requested to consider a review of Local Planning Policies.

RECOMMENDATION

That Council endorses Local Planning Policies (Section 6 Town Planning) to remain unchanged.

BACKGROUND / PROPOSAL

Background

Local Planning Policies are guidelines to assist the local government in making decisions in accordance with Town Planning Scheme No. 7.

A full review of Local Planning Policies was last undertaken and referred to Council on 24 February 2016 (OC0206).

The current list of adopted Local Planning Policies are:

| | |
|-------------|---|
| Policy 6.1 | Car Parking Requirements for Light Industrial Land Uses |
| Policy 6.3 | Home Occupations |
| Policy 6.4 | More Than One Dwelling on a Rural Lot |
| Policy 6.5 | Subdivision of Rural Land |
| Policy 6.6 | Land Use Strategy |
| Policy 6.8 | Dalyellup Common Interest Area |
| Policy 6.9 | Ancillary Accommodation |
| Policy 6.10 | Rural Tourist Accommodation |
| Policy 6.11 | Road & Reserve Names |
| Policy 6.12 | Visual Truncations |
| Policy 6.13 | Capel Townsite Strategy |
| Policy 6.14 | Capel Town Public Open Space Strategy |
| Policy 6.15 | Boyanup Townsite Strategy |
| Policy 6.16 | Boyanup Public Open Space Strategy |
| Policy 6.17 | Urban Landscape Strategy |
| Policy 6.18 | Capel Townsite Transport Study |
| Policy 6.19 | Highway Signage for Rural Tourism Activities & Services |
| Policy 6.20 | Capel Townsite District Water Management Strategy |
| Policy 6.21 | Peppermint Grove Beach Land Use Strategy |
| Policy 6.22 | Bed and Breakfast Accommodation |
| Policy 6.23 | Boyanup Transport Infrastructure Study |
| Policy 6.27 | Peppermint Grove Terrace Detailed Area Plan |
| Policy 6.28 | Signs |

Proposal

Council to consider retaining the current suite of Local Planning Policies without change.

STATUTORY ENVIRONMENT

The Planning and Development (Local Planning Scheme) Regulations 2015 (Regulations)

Part 2 (Local Planning Framework, Division 2 – Local Planning Policies) of the Regulations replaces Town Planning Scheme No. 7 *Clause 8.9 Power to make Policies*. The key differences of the deemed provisions under the Regulations from the previously applicable Clause 8.9 Power to Make policies under Town Planning Scheme No. 7 are:

- Inclusion of a process for a minor amendment to the local planning policy which does not require advertising.
- A local planning policy may now address strategic or operational considerations rather than “one or more matters of the aspects of the control of development”.

The deemed provisions for Local Planning policies specifically state:

'3. Local planning policies

- (1) The local government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area.*
- (2) A local planning policy —*
 - (a) may apply generally or in respect of a particular class or classes of matters specified in the policy; and*
 - (b) may apply to the whole of the Scheme area or to part or parts of the Scheme area specified in the policy.*
- (3) A local planning policy must be based on sound town planning principles and may address either strategic or operational considerations in relation to the matters to which the policy applies.*
- (4) The local government may amend or repeal a local planning policy.*
- (5) In making a determination under this Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with this Scheme.*

4. Procedure for making local planning policy

- (1) If the local government resolves to prepare a local planning policy the local government must, unless the Commission otherwise agrees, advertise the proposed policy as follows —*
 - (a) publish a notice of the proposed policy in a newspaper circulating in the Scheme area, giving details of —*
 - (i) the subject and nature of the proposed policy; and (ii) the objectives of the proposed policy; and*
 - (iii) where the proposed policy may be inspected; and*
 - (iv) to whom, in what form and during what period submissions in relation to the proposed policy may be made;*
 - (b) if, in the opinion of the local government, the policy is inconsistent with any State planning policy, give notice of the proposed policy to the Commission;*
 - (c) give notice of the proposed policy in any other way and carry out any other consultation the local government considers appropriate.*

- (2) *The period for making submissions in relation to a local planning policy must not be less than a period of 21 days commencing on the day on which the notice of the policy is published under subclause (1)(a).*
- (3) *After the expiry of the period within which submissions may be made, the local government must –*
 - (a) *review the proposed policy in the light of any submissions made; and*
 - (b) *resolve to –*
 - (i) *proceed with the policy without modification; or*
 - (ii) *proceed with the policy with modification; or*
 - (iii) *not to proceed with the policy.*
- (4) *If the local government resolves to proceed with the policy, the local government must publish notice of the policy in a newspaper circulating in the Scheme area.*
- (5) *A policy has effect on publication of a notice under subclause (4).*
- (6) *The local government –*
 - (a) *must ensure that an up-to-date copy of each local planning policy made under this Scheme is kept and made available for public inspection during business hours at the offices of the local government; and*
 - (b) *may publish a copy of each of those local planning policies on the website of the local government.*

5. Procedure for amending local planning policy

- (1) *Clause 4, with any necessary changes, applies to the amendment to a local planning policy.*
- (2) *Despite subclause (1), the local government may make an amendment to a local planning policy without advertising the amendment if, in the opinion of the local government, the amendment is a minor amendment.*

6. Revocation of local planning policy

A local planning policy may be revoked –

- (a) *by a subsequent local planning policy that –*
 - (i) *is prepared in accordance with this Part; and*
 - (ii) *expressly revokes the local planning policy;*
- or*
- (b) *by a notice of revocation –*
 - (i) *prepared by the local government; and*
 - (ii) *published in a newspaper circulating in the Scheme area.'*

In addition to the above Clause 67 of Schedule 2, Part 9 of the Regulations confirms that in considering an application for development approval the local government is to have due regard to a range of matters including any local planning policy for the Scheme area.

POLICY IMPLICATIONS

As listed within the Background section of this report, Council currently has 23 Local Planning Policies, which have been adopted by Council under Town Planning Scheme No. 7.

Current Local Planning Policies remain relevant to guide decision making in accordance with Town Planning Scheme No. 7.

Since the last review there have been no significant local or state changes in legislation or policy that warrant changes to current Local Planning Policies.

RISK IMPLICATIONS

The level of risk applying the Shire Risk Matrix is considered low as current Local Planning Policies recommended to be retained reflect the current local planning framework and provide guidance to assist in decision making in accordance with the requirements of Town Planning Scheme No. 7.

It is recognised that a substantial review and development of new Local Planning Policies will be considered as part of the preparation and introduction of a new Local Planning Strategy and Local Planning Scheme No. 8. The timing for the introduction (gazettal) of Local Planning Scheme No. 8 together with the substantial Local Planning Policy review is projected to be mid-2019.

FINANCIAL IMPLICATIONS

Budget

There are no budget implications relating to the recommendations of this report.

Long Term

There are no long term financial implications relating to the recommendations of this report.

SUSTAINABILITY IMPLICATIONS

Current Local Planning Policies are considered appropriate to implement the social, economic and environmental objectives of Town Planning Scheme No. 7 until a substantial policy review is undertaken as part of Local Planning Scheme No. 8 preparation.

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:

1.1 Ensure continuous improvement of the organisation.

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

Strategic Outcome:

2.3 Preserve and protect the character of the communities.

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

Strategic Outcomes:

3.1 Promote the diverse lifestyle opportunities in the Shire.

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

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

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

Strategic Outcomes:

4.1 Provide opportunities to take advantage of the Shire's location.

4.2 Pursue diversity and vitality in the local economy.

4.6 Support and promote the agricultural economy.

4.7 Promote tourist interests and provision of tourist accommodation.

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

Strategic Outcome:

5.2 Maintain and enhance the quality of our built environment.

CONSULTATION

Consultation was undertaken with Shire officers and the Executive. No public consultation has been undertaken but is expected to be required for the next substantial policy review.

COMMENT

The subject matter and content of Council’s current Local Planning Policies are tailored to guide decision making in accordance with Town Planning Scheme No. 7.

Council is in the process of preparing a new Local Planning Strategy and new Local Planning Scheme No. 8, to replace existing Town Planning Scheme No. 7. It is expected that a substantial review and development of new Local Planning Policies will be required to support a more contemporary new Local Planning Scheme No. 8.

Given the above considerations, retention of current Local Planning Policies without change is recommended for the following key reasons:

- There have been no changes to enabling legislation or state planning policies that warrant revoking or changing existing policies. The last policy review in February 2016 addressed the then introduction of Regulations and Residential Design Codes 2015.
- Risks associated with current policies are considered low.
- The policies meet current needs and expectations, notwithstanding that many of the policies have been developed to guide decision making under Town Planning Scheme No. 7.
- A substantial review of Local Planning policies will be required as part of the preparation of new Local Planning Scheme No. 8. This will provide Council with an opportunity to review and/or update zones and reserves, landuse provisions and development standards including the preparation of a suite of new Local Planning Policies.
- The current policies will remain relevant until the introduction of new Local Planning Scheme No. 8.
- Potential exists for Council at any time to revise or introduce new Local Planning Policies.

Current Local Planning Policies are considered appropriate to be retained without change until a substantial policy review is undertaken as part of the development of new Local Planning Scheme No. 8.

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATION – 14.1

That Council endorses the following Local Planning Policies (Section 6 Town Planning) to remain unchanged:

- Policy 6.1 Car Parking Requirements for Light Industrial Land Uses
- Policy 6.3 Home Occupations
- Policy 6.4 More Than One Dwelling on a Rural Lot
- Policy 6.5 Subdivision of Rural Land
- Policy 6.6 Land Use Strategy
- Policy 6.8 Dalyellup Common Interest Area
- Policy 6.9 Ancillary Accommodation
- Policy 6.10 Rural Tourist Accommodation
- Policy 6.11 Road & Reserve Names
- Policy 6.12 Visual Truncations
- Policy 6.13 Capel Townsite Strategy
- Policy 6.14 Capel Town Public Open Space Strategy
- Policy 6.15 Boyanup Townsite Strategy
- Policy 6.16 Boyanup Public Open Space Strategy
- Policy 6.17 Urban Landscape Strategy
- Policy 6.18 Capel Townsite Transport Study
- Policy 6.19 Highway Signage for Rural Tourism Activities & Services
- Policy 6.20 Capel Townsite District Water Management Strategy
- Policy 6.21 Peppermint Grove Beach Land Use Strategy
- Policy 6.22 Bed and Breakfast Accommodation
- Policy 6.23 Boyanup Transport Infrastructure Study
- Policy 6.27 Peppermint Grove Terrace Detailed Area Plan
- Policy 6.28 Signs.

14.2 Policy 7.5 Roads (Extra Mass Permits) – Inclusion of portion of Lowrie Road for use by Road Trains (Triple Dolly)

| | |
|-------------------------|--|
| Location: | Gwindinup |
| Applicant: | MGM Bulk |
| File Reference: | TF.PE.1 |
| Disclosure of Interest: | Nil |
| Date: | 30.10.17 |
| Author: | Engineering Technical Officer, T van Beem |
| Senior Officer: | Executive Manager Engineering and Development Services, J Gick |
| Attachments: | 1 Location Plan 2 Vehicle Category Sheet 3 Updated Policy 7.5 Roads (Extra Mass Permits) |

IN BRIEF

MM Giacci holds an extractive industry licence for the extraction of sand and gravel from Lot 287 South Western Highway, Gwindinup and accesses the lot via Lot 393 Lowrie Road. The licence is valid from 20 December 2013 and expires 30 March 2018. Shire of Capel Policy 7.5 Roads (Extra Mass Permits) allows vehicle categories up to and including Road Trains with Bogey Dolly (Vehicle Type A.2-2-3 T.2-3) to access Lowrie Road. The Main Roads WA terminology for this configuration is Class 2 Category 3 RAV as indicated on Attachment 2.

MGM Bulk has requested access to Lowrie Road with Class 2 Category 4 Restricted Access Vehicles (RAV) described in the Shires Policy 7.5 as Road Trains with tri-axle dolly (Vehicle Type A.2-2-3 T.3-3) from South Western Highway (SLK 0.00) to the entrance to Lot 393 (SLK 0.535). The proposed truck trailer configuration is approved by Main Roads WA to have a maximum mass of 87.5 tonnes which is 3.5 tonnes higher than existing Shire approval for Lowrie Road.

RECOMMENDATION

That Council:

- 1. Approves Lowrie Road SLK 0.00 – SLK 0.535, Gwindinup for the use of Class 2 Category 4 Restricted Access Vehicles with a maximum gross mass of 87.5 tonnes and a maximum length of 27.5 metres.**
- 2. Amends Shire of Capel Policy 7.5 Roads (Extra Mass Permits) to include Lowrie Road (SLK 0.00-SLK 0.535) in the category ROAD TRAIN (Triple Dolly) Vehicle Type A.2-2-3 T.3-3.**

BACKGROUND / PROPOSAL

Background

Prior to 2004 all over dimension vehicle operators were required to renew their vehicle permits every year. This system had the advantage of documenting all operators and the associated vehicle combinations. It had the obvious disadvantage that it was costly and time consuming for operators and Main Roads WA (MRWA).

In October 2004, Council approved the introduction of Network Notices on roads previously approved for over dimension vehicles, but only for vehicle combinations previously approved whereby specific routes throughout the Shire are nominated as suitable for specific vehicle combinations and any operator can access these routes without reference to MRWA.

On 14 July 2010, Council resolved (OC0703) to approve Hasties, Jules, Allenville and Lillydale Roads, Gelorup for the use of Class2 Category 4 Restricted Access Vehicles with a maximum gross mass of 87.5 tonnes and a maximum length of 27.5 metres. Also approved was an amendment to Policy 16.7 (now Policy 7.5) adding the category of Road train – Vehicle Type A.2-2-3 T.3-3 for Hasties, Jules, Allenville and Lillydale Roads, Gelorup.

Proposal

Main Roads Heavy Vehicle Services (HSV) has received an application from MGM Bulk Pty Ltd to amend roads on the Restricted Access Vehicle (RAV) Network within the Shire of Capel to allow Class 2 Category 4 RAVs on Lowrie Rd from South Western Highway (SLK 0.00) to Lowrie Road (SLK 0.535).

The Council is requested to either provide support to amend the road(s) on the RAV Network or refuse the application.

The applicant has indicated this is for the purpose of transporting materials from the gravel pit to its factory in Picton where it manufactures reconstituted laterite retaining blocks, or to allow back loading of trucks.

STATUTORY ENVIRONMENT

The sole authority to approve the operation of permit vehicles on all roads in Western Australia is vested in the Commissioner of Main Roads WA. Where the road concerned is not under Main Roads WA jurisdiction, approval is also sought from the appropriate local government. Once a route has been designated as suitable for a particular vehicle configuration any transport operator is able to use that route, with the appropriate vehicle combination, without any further reference to the local government.

POLICY IMPLICATIONS

Policy 7.5 - Extra Mass Permits sets out the vehicle configuration and roads within the Shire that are approved for the operation of over dimension vehicles (now referred to as Restricted Access Vehicles). Permits for extraordinary circumstances, which are not covered by this policy, are reported to Council for approval.

RISK IMPLICATIONS

The relatively short distance between the highway and the access road, being 535 metres, will limit the trucks ability to gain any substantial speed. The increase in overall truck mass of 3.5 tonnes is not expected to increase any risk to the road or road users over this distance as speeds will be relatively low.

FINANCIAL IMPLICATIONS

Budget

In 2009, the Shire of Capel developed and implemented the Road Deterioration Preservation Funding for Extractive Industries, which required extractive industries to contribute funds to the Shire to cover the costs of road deterioration attributed to their extractive industry, which was determined in an agreement between the extractive industry and the Shire.

An agreement has been reached and signed with all extractive industries within the Shire of Capel which use local roads, which ensures that the cost of road damage is recovered for each truck movement originating from the extractive industries.

WALGA has recently published a document "Recovering the Cost of Road Wear From Heavy Vehicles" (August 2017). Preliminary consideration of this document indicate that there is no

benefit to the Council in adopting the WALGA model in preference to the established agreements with the extractive industries licensees.

Any Class 2 Category 4 Restricted Access Vehicles using the above roads to access the quarries will be directly contributing towards any increased road damage.

Pavement damage contributions are calculated based on tonnage carted, therefore any increase to the tonnage will correspond to a pro-rata increase in contributions.

Surface damage contributions are based on actual increases to the maintenance costs during the extractive industry operation, therefore any actual increase in surface damage to the road caused by the triple dolly configuration, will be rectified at the cost to the licensee as per the signed agreement.

Lowrie Rd is listed as part of the Regional Road Group and is therefore eligible for funding to assist with reinstatement costs that the council may incur in the future.

Long Term

The relatively small increase in mass proposed may cause an incremental increased surface damage to the pavement, however due to the finite volume of available material at the extractive site an increased capacity could lead to a decrease in truck movements over the life of the quarry.

The increased mass may require maintenance of the road to be completed earlier in the assets life.

Any increase in mass transported and therefore potential increase for surface damage is offset proportionally by the Road Deterioration Preservation Funding.

SUSTAINABILITY IMPLICATIONS

The difference in mass between the traditional bogey dolly and trailer and the triple dolly and trailer is about 1 tonne, which allows for a net increase in material that can be carted of 2.5 tonnes.

The current maximum net tonnage of material that can be transported in the approved truck configuration is 55 tonnes. The addition of a proposed 2.5 tonne per load equates to a 4.5% increase, which due to the finite volume of available material at the extractive site could lead to a 4.5% decrease in truck movements over the life of the quarry.

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:

1.3 Develop, support and implement innovative solutions.

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

Strategic Outcome:

4.9 Encourage business development.

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

Strategic Outcomes:

- 5.1 Provide and maintain a safe and efficient transport, cycle, and pedestrian network throughout the Shire.
- 5.6 Effectively manage the Shire's assets and resources.

CONSULTATION

During the consideration of the previous application for Class 2 Category 4 in Gelorup in 2010, Main Roads WA was contacted to assist in determining the impact on the road from the use of triple dollies. The Shire was advised that no research was available and the best gauge would be from Shires with existing approvals.

Advice from the Kojonup Shire suggested that where the intersection or crossover was of an adequate standard, they had noticed no extra wear or problems with the use of triple dollies.

The Shire of Bridgetown-Greenbushes heavy haulage officer advised that he had not witnessed any negative impacts since approving Class 2 Category 4 vehicles on some of its roads.

A member of the Heavy Haulage Advisory Panel, Ian Tarling, was contacted to see what advice he could offer. His advice was that he was not aware of any trials or tests which had been undertaken to determine whether triple dollies caused more road wear than bogey dollies. He felt that the risk of increased road wear caused by allowing triple dollies on this particular route was low. Mr Tarling also advised that the triple dolly configuration improves the stability of the combination, which makes the combination safer on the roads.

The advice on vehicle stability was also confirmed by the operators of triple dolly configurations, Mr Power from Busselton and Mr Atherton from Boyup Brook. Both operators advised that the triple dollies were far superior in stability compared to the standard bogey dollies and reduced the amount of sideways movement of the second trailer which makes the truck configuration safer on the road.

Both Lot 287 and Lot 393 is owned by MM Giacci. The Shire contacted MGM Bulk to discuss its arrangement with the owners of Lot 287 and Lot 393 and MGM Bulk is owned by the Giacci family, with MM Giacci being one of three directors.

COMMENT

The vehicle combination being considered differs from what is currently approved on Lowrie Road, in that it has a triple axle dolly instead of a dual axle dolly at the front of the rear trailer. This increases the permitted gross weight by 3.5 tonnes to 87.5 tonnes. Although the combination has a higher gross weight, the actual axle load is reduced due to an extra axle. This means that the vertical pavement load is reduced due to the reduced axle load. The maximum length is unchanged at 27.5 metres.

The section of the route which is most likely to be exposed to increased wear is the intersections where trucks are turning. Turning tyres have a big impact on the surface of a road. Bogie drive and Tri-axle trailer units are particularly damaging to the surface whilst turning. The axles have very limited movement about the other axles and as a vehicle turns, only one set of tyres is anchored to the surface of the road causing the remaining tyres to skid across the road. This scuffing is also evident with the dolly and rear trailer tri-axle group, but to a lesser degree because of the wider arc of turning. The difference in road wear between a dual axle dolly and a triple axle dolly is difficult to assess, as no evidence of any such assessment could be located either through internet searches or consultation with Main Roads WA, or other transport industry representatives. The information from the Shires contacted, indicated that although extra wear was expected from the triple dollies, it was believed to be insignificant compared to the wear experienced from all the other components of the vehicle combination.

The intersections along the proposed route have been designed and constructed to cater for road train movements and are considered to be fit for purpose.

The roads leading out from the Gelorup quarries, being Jules, Hasties, Allenville and Lillydale Roads, have had Class 2 Category 4 RAVs operating on them for years without incident and gained approval in 2010. Shire officers advise there has been no significant increase in road damage to the intersections since this time.

VOTING REQUIREMENTS

Simple majority

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| OFFICER'S RECOMMENDATION – 14.2 |
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That Council:

- 1. Approves Lowrie Road SLK 0.00 – SLK 0.535, Gwindinup for the use of Class 2 Category 4 Restricted Access Vehicles with a maximum gross mass of 87.5 tonnes and a maximum length of 27.5 metres.**
- 2. Amends Shire of Capel Policy 7.5 Roads (Extra Mass Permits) to include Lowrie Road (SLK 0.00-SLK 0.535) in the category ROAD TRAIN (Triple Dolly) Vehicle Type A.2-2-3 T.3-3.**

14.3 Bentley Road Bridge, Ludlow (MRWA Bridge No. 237)

| | |
|-------------------------|---|
| Location: | Ludlow |
| Applicant: | Shire of Capel |
| File Reference: | BRIDGE.237.7 |
| Disclosure of Interest: | Nil |
| Date: | 13.10.17 |
| Author: | Manager Technical Services, K McKeachie |
| Senior Officer: | Executive Manager Engineering and Development Services, J Gick |
| Attachments: | <ol style="list-style-type: none"> 1. Imagery: Aerial view of affected land parcel 2. Imagery: Site view looking toward Lot 802 3. Email: J & M Deale dated 3 June 2016 4. Email: M Bott, Worley Parsons dated 23 February 2016 5. Email: F Scibilia, Department of Planning June 2017 6. Copy of Letter: City of Busselton dated 14 March 2007 |

IN BRIEF

Disposal of existing Bridge 237 crossing the Ludlow River and design of a fit-for-purpose replacement.

RECOMMENDATION

That Council:

1. **Refuses the proposal from J & M Deale to assume ownership of the portion of the Bentley Road Reserve, Ludlow that is under the control of the Shire of Capel.**
2. **Supports the preparation of fit-for-purpose replacement design options for the existing Bentley Road Bridge (MRWA Bridge No. 237) at an estimated cost of \$10,000 in the 2018/19 budget.**
3. **Makes provision in the Long Term Financial Plan for costs for demolition of the existing bridge in the order of \$170,000 and for design (in the order of \$25,000) and construction of a fit-for-purpose replacement crossing in the order of \$125,000.**

BACKGROUND / PROPOSAL

Background

This report is in response to an unsolicited proposal from J & M Deale on 3 June 2016 to assume ownership of the portion of the Bentley Road Reserve, Ludlow that is under the control of the Shire of Capel to which Mr Deale's land (Lot 802, Ludlow) adjoins.

1 February 1996:

A Proclamation Plan was issued by Main Roads Western Australia for a newly constructed section of Bussell Highway, bypassing a portion of the former Bunbury Augusta Highway and realigning Tuart Drive to the north. As part of this process the existing Bentley Road northern access was severed.

1 May 2001:

The Shire of Capel was notified by Main Roads Western Australia of the outcome of a Routine and Specific Maintenance Inspection Report on Bridge 237. This report determined that the bridge was in need of significant maintenance works, and that load rating should be undertaken to determine the bridge's structural safety. The load rating of the bridge was subsequently lowered to 2 tonnes.

11 July 2001:

Council considered provision of alternative access for heavy vehicles to Lot 231 through financial support for construction of a new metal road access track from Tuart Drive under the Unmade Road Reserves Policy.

Council resolved (OC0730):

1. *To Contribute an amount of \$12,500 (from Road Preservation funding from the draft 2001/02 budget) toward the cost of a new access road from Tuart Drive to the farm dairy on Location 231; and*
2. *To require Mr Bentley to acknowledge in writing, that the acceptance of this contribution and access arrangement means that no further maintenance or upgrade of Bridge No. 237 will take place and therefore formal access by way of a public road will cease to be available for Locations 231 and 2844 when the bridge is no longer capable of handling the designated 2 tonne limit.*

16 July 2001:

The Shire of Capel received a letter from the Hon Barry House MLC in support of the (then) owner of the surrounding agricultural land (Lot 231) Mr Allan Bentley. A request to reconsider Council's resolution OC0730 and to provide 100% funding for a new metal road access to Tuart Drive was put forward.

22 August 2001:

The Shire of Capel responded to the Hon Barry House MLC reaffirming Council's contribution of 50% of the cost of construction of the new access road, and advising of emergency works to the bridge to sustain it for an additional period of 4 to 5 months in order to provide time for the access road to be constructed without compromising the ability of the landholder to operate their farm.

29 August 2001:

Council received written advice from Mr Bentley acknowledging that no further work would be carried out on Bridge 237 following receipt of 50% funding for construction of the road access.

22 December 2006:

The Shire of Cape was notified by Main Roads Western Australia of the outcome of a Routine and Specific Maintenance Inspection Report. This report determined that certain structural components had deteriorated to such an extent that the load carrying capacity of the bridge had been further affected and the bridge had been referred for structural assessment.

19 January 2007:

The Shire of Capel received follow up advice from Main Roads Western Australia that the bridge was now in such disrepair as to be unserviceable and should be closed with temporary barriers and 'Road Closed' signs pending formal closure of the road.

6 February 2007:

The Shire of Capel initiated consultation with affected landholders regarding a proposed permanent closure of Bentley Road. The following responses were received:

- 12 February 2007 – Water Corporation: No Objection
- 16 February 2007 – Alinta Gas: No Objection (all Alinta Infrastructure is in Railway Reserve)
- 22 February 2007 – Western Power: No Objection
- 5 March 2007 - Mr & Mrs T Plester (Landholders of Lot 231): No Objection
- 9 March 2007 – Main Road Western Australia: No Objection
- 14 March 2007 – City of Busselton: No Objection (*Attachment 6*)

While no objections were raised to a formal road closure at that time, no further action was taken by the Shire of Capel.

3 June 2016:

The Shire of Capel received a proposal from J & M Deale, (present owners of Lot 802, Ludlow), to assume title of the portion of the existing Bentley Road Reserve that is under the control of the Shire of Capel, forming the north-eastern terminus of Bentley Road, Ludlow, (see *Attachment 3, email from J & M Deale dated 3 June 2016*).

The **Yellow** bounded area shown in the aerial site plan (**Attachment 1**) is the portion of the Bentley Road Reserve managed by the Shire of Capel and is the only portion of the Road Reserve discussed in this report. The remainder of the Road Reserve, (**shown in Green in Attachment 1**), is under the control of the City of Busselton and is explicitly not considered in this report. Any consideration of that portion of the Road Reserve is at the discretion of the City of Busselton.

The portion of land that would be affected by the proposal from J & M Deale and which is under the control of the Shire of Capel consists of:

- A timber bridge (MRWA Bridge 237, closed to public access);
- 103m of sealed road;
- 3720m² of land; and
- A section of the Ludlow River (approximately 40m contained within the Road Reserve).

STATUTORY ENVIRONMENT

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

Section 58 – Closing Roads, Land Administration Act 1997 (WA) applies.

- (1) When a local government wishes a road in its district to be closed permanently, the local government may, subject to subsection (3), request the Minister to close the road.
- (2) When a local government resolves to make a request under subsection (1), the local government must in accordance with the regulations prepare and deliver the request to the Minister.
- (3) A local government must not resolve to make a request under subsection (1) until a period of 35 days has elapsed from the publication in a newspaper circulating in its district of notice of motion for that resolution, and the local government has considered any objections made to it within that period concerning the proposals set out in that notice.
- (4) On receiving a request delivered to him or her under subsection (2), the Minister may, if he or she is satisfied that the relevant local government has complied with the requirements of subsections (2) and (3) —
 - (a) by order grant the request; or
 - (b) direct the relevant local government to reconsider the request, having regard to such matters as he or she thinks fit to mention in that direction; or
 - (c) refuse the request.
- (5) If the Minister grants a request under subsection (4) —
 - (a) the road concerned is closed on and from the day on which the relevant order is registered; and
 - (b) any rights suspended under section 55(3)(a) cease to be so suspended.
- (6) When a road is closed under this section, the land comprising the former road —
 - (a) becomes unallocated Crown land; or
 - (b) if a lease continues to subsist in that land by virtue of section 57(2), remains Crown land.

POLICY IMPLICATIONS

Council Policy 7.1: Asset Management (Disposal), applies.

RISK IMPLICATIONS

The Risk Implication of not addressing the existing Bentley Road bridge (Bridge No. 237) is high. In its current state, the bridge is unsuitable for vehicular use by the public, and in time is likely to deteriorate to the point of collapse given that routine maintenance is no longer being carried out.

The Risk Implication attached to the Road Reserve is low. The road services two existing properties, both of which can currently access the road network via alternative means. Lot 802 fronts directly onto Tuart Drive and the occupants of Lot 231 have access to Tuart Drive via an easement across Lot 802. However, complications due to the addressing of these properties does have the potential to cause confusion for occasional users such as emergency services personnel.

FINANCIAL IMPLICATIONS**Budget**

On approval, this matter will incur costs in the order of \$10,000 for preparation of a Waterways Investigation and preliminary concept design for a fit-for-purpose crossing of the Ludlow River in the 2018/19 budget.

Long Term

On approval, this matter will incur future demolition costs in the order of \$170,000.

Future costs for construction of a fit-for-purpose replacement of the existing bridge should be allowed for. Estimates of costs for such a replacement are heavily dependent upon the outcomes of a Waterways Investigation to define the scope and scale of the required design.

A proposed project timeline and budget for the purposes of inclusion in the Long Term Financial Plan follows:

| | | |
|---------|--|-----------|
| 2021/22 | Design of a fit for purpose replacement: | \$ 25,000 |
| 2022/23 | Demolition of the existing Bridge 237: | \$170,000 |
| 2023/24 | Construction of a fit for purpose replacement: | \$125,000 |

SUSTAINABILITY IMPLICATIONS

This proposal would have a positive impact on the sustainability of the Shire of Capel through:

- mitigation of risk through elimination of the deteriorated Bridge 237,
- reduction in operational cost through construction of a crossing to a lower level of service;
- improved road safety through redirection of agricultural machinery away from Tuart Drive; and
- potential increase in economic activity.

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 the long term sustainability of the organisation.

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

Strategic Outcomes:

- 5.1 Provide and maintain a safe and efficient transport, cycle and pedestrian network throughout the Shire; and
- 5.6 Effectively manage the Shire's assets and resources.

CONSULTATION

Extensive consultation with a wide range of potential stakeholders in this matter has taken place.

Consultation in the development of this Report with Internal Stakeholders to date has included:

- Executive Manager Engineering and Development Services
- Executive Manager Corporate Services
- Manager Operations
- Manager Planning Services
- L Hughes (Senior Planner)

Consultation in the development of this Report with External Stakeholders to date has included:

- Mr J Deale
- Mr J Andrew, (Department of Lands), for Land Transfer procedural advice
- Mr F Scibilia, (Department of Planning), for confirmation/denial of potential support for Land Transfer
- City of Busselton
- WestNet Rail
- Main Roads Western Australia (MRWA)
- Local Government Insurance Services (LGIS)
- Public Transport Authority (PTA)
- Affected service providers, (power, telephone, water etc.)

COMMENT

Consideration of the proposal from J & M Deale

Prior to 2006 Lot 802, Ludlow was served by road access from Bentley Road, which connects to Ludlow-Hithergreen Road and from there to both Tuart Drive and Bussell Highway.

Bentley Road crosses the south-western border of the Shire of Capel. The Road Reserve is therefore jointly managed by the Shire of Capel and the City of Busselton. The Shire of Capel responsibility extends from the southern abutment of Bridge 237 to the north-eastern extent of the Road Reserve where it adjoins Lot 802.

As a result of an action by the Shire of Capel to preserve public safety, road access to Shire of Capel Lots 802 and 231 via Bentley Road was removed due to deterioration of Bridge 237 resulting in its closure. At the time of closure access to Lot 802 was provided by the Shire of Capel through direct access to Tuart Drive by way of 50% funding. Through agreement with the former owner of Lot 802 (Mr Bentley), this access was extended to include the adjoining landholders at Lot 231, Ludlow (formerly T & T Plester, now A Johnson) by way of an easement across Lot 802.

Since closure of Bridge 237, Mr Deale has purchased Lot 802, and established a new business in the form of a turf farm. This venture has expanded, driving a requirement for improved access to and from Lot 802, Ludlow. Mr Deale's requirement is primarily driven by a need for greater safety in the movement of farm machinery between Lot 802, Ludlow, and his additional pasture on the north side of Tuart Drive.

Mr Deale's current driveway access to Lot 802 is unsigned and emerges onto Tuart Drive at an angle to a curved section of Tuart Drive some 1.3km north of the exit to Mr Deale's destination (on Ludlow North Road). The combination of the angle of the drive and the curve in the road reduces sightlines to oncoming vehicles. This, combined with the distance of travel to his exit point, makes use of Tuart Drive with farm machinery hazardous for Mr Deale, his staff and other road users.

The exit of Ludlow-Hithergreen Road, (accessible from Bentley Road), onto Tuart Drive is at a much less acute angle. It is delineated with turn pockets, hold-lines and chevrons and is just 150m from the exit from Tuart Drive that Mr Deale uses to access his secondary land holdings (Ludlow North Road). Mr Deale believes that use of this route as a means of access to his secondary property would make the movement of his equipment safer for himself, his staff and the general motoring public.

Mr Deale has therefore proposed to assume ownership of the portion of the Bentley Road Reserve that is under control of the Shire of Capel and to make his own arrangements for provision of a crossing of the Ludlow River in future, (which may or may not involve retention, upgrades or repairs to Bridge 237).

Any such arrangements for a crossing of the Ludlow River by Mr Deale in future would be at his own cost and at his own risk as the crossing would be entirely contained within private land, with no public access provided.

Consideration of adjoining landholders

Investigation of the proposal from J & M Deale to acquire the affected portion of the Bentley Road reserve has included consultation with the principal adjoining landholders who would be directly affected by such an acquisition. These are the City of Busselton (which has management responsibility for the remainder of Bentley Road) and Ms A Johnson (owner of Lot 802, Ludlow.)

The City of Busselton was originally consulted on a potential permanent closure of the affected portion of Bentley Road (including Bridge 237) by the Shire of Capel in 2012. Although the Shire of Capel gave consideration to closure of the affected portion of Bentley Road at that time, no Council decision was requested and no further action was taken.

Follow-up discussions with the City following receipt of the proposal from J & M Deale 2016 have confirmed that the City of Busselton would still have no objection to closure of the affected portion of Bentley Road, with the caveat that they would require the Shire of Capel to indemnify the City of Busselton for any costs associated with such a closure, including any costs associated with disposal of Bridge 237 should that be considered.

Ms A Johnson has verbally indicated that she (in common with Mr Deale) desires reinstatement of access to Bentley Road. The principle cause of concern for Ms Johnson is related to access for emergency services vehicles and emergency egress from her property in event of fire or flood. Examples have been provided where confusion as to the location of the entrance to Ms Johnson's property has caused unnecessary delay for emergency services in the past.

Consideration of Bridge 237

Bridge 237 was closed to public access following load rating by Main Roads Western Australia, (MRWA), in 2006. At this time it was determined that the carrying capacity of the bridge had deteriorated to the point that continued use by the public was no longer considered safe without significant upgrade.

The level of works required to restore the bridge to full capacity indicated the need for a completely new structure. This, compounded by the realignment of the former Bunbury-Augusta Road, (now Tuart Drive), to the north having the effect of reducing the potential traffic volume across the bridge to less than 10 vehicles per day on average, made reopening the bridge to the public economically non-viable.

As a result of the closure of Bridge 237, the portion of the Road Reserve on the north-east bank of the Ludlow River was made inaccessible, and vehicular access to Shire of Capel Lots 802, (Mr Deale), and 231, (A. Johnson), via Bentley Road was cut off.

The Shire of Capel has subsequently given consideration to the options for management of Bridge 237. In its current state, the bridge is considered to present significant risk to the Council in terms of both public safety and potential future cost. Considerations of options for the bridge have therefore focussed on mitigation of these risks through demolition.

Investigations into demolition of the bridge have included preliminary cost estimation and development of a detailed Demolition Protocol for the bridge. Preliminary cost estimates for demolition of the bridge and disposal of demolition materials is in the order of \$170,000, (*see Attachment 4, email from M Bott, WorleyParsons, dated 23 February 2016*).

No formal design investigations have been undertaken to date for potential bridge replacement options. In order to prepare suitable design options for replacing the bridge, the Shire would need to:

1. Commission a Waterways Assessment to determine the minimum design specifications to be met by any replacement design. Costs in the order of \$10,000 would need to be allowed for.
2. Determine the Level of Service required to be delivered by any replacement option
3. Commission a detailed design to meet the proposed Level of Service

Given the low number of potential users of the affected portion of Bentley Road, a fit-for-purpose bridge replacement option at this location may include low level solutions such as a dry-weather culvert crossing which is armoured on its upstream side to accommodate overtopping during heavy rain events.

Such a crossing need not cost as much as a full-height all-weather road bridge such as the existing Bridge 237, however acceptance of the inevitability of occasional closures of a dry-weather crossing due to extreme rain events would be required from both the Shire and the adjoining landholders.

Estimation of the cost for a dry-weather solution is dependent upon many factors such as the eventual length and height of the crossing to be built; the consequent volume of material that would need to be cut from the adjoining land to lower the road to meet the new crossing and the acceptable rate of closure of the crossing due to flooding (which in turn affects both of the previous factors). Without a design for the preferred solution, and solely for the purposes of budget preparation, a conservative cost estimate may be in the order of \$150,000.

Main Roads Western Australia has been consulted with respect to potential replacement options for the existing bridge. As the bridge is now located entirely within the Local Government network, and is not required for the operation of the Main Roads Western Australia network, no financial support for a replacement will be forthcoming. Main Roads Western Australia has, however, provided contact details of suitable consultants to carry out a Waterways Assessment and concept design along with a verbal offer of support by way of design advice for selection of a suitable fit-for-purpose replacement option.

Consideration of the underlying land

The land in the portion of the Road Reserve under Shire of Capel control is a roughly rectangular section running from south-west to north-east. The section is bounded:

- on its Northern side by Shire of Capel Lot 231, (owner A Johnson)
- on its Eastern side by Shire of Capel Lot 802, (owner J & M Deale)
- on its Southern side by a Rail Reserve, (managed by WestNet Rail)

- on its Western side by the remainder of the Bentley Road Reserve, (managed by the City of Busselton).

Despite the difficulty of access due to closure of Bridge 237, the Shire of Capel is still responsible for the ongoing maintenance of the land on the north-eastern bank of the Ludlow River. In particular, maintenance of vegetation for both weed and fire control is required. The inability to utilise machines for this purpose, (due to inadequate bridge loading), adds cost and difficulty to this operation for this Road Reserve.

The current Road Reserve zoning does not excise the portion of the Ludlow River that passes beneath the bridge from the Road Reserve.

Enquiries were made to the Department of Planning as to the likely outcome should an application be made to transfer ownership of the affected portion of the Road Reserve to Mr Deale. The following response was received (see Attachment 5):

Thank you for your enquiry on the proposal for portion of Bentley Road (including the bridge), to be closed and amalgamated with Lot 802.

The Department would not support the proposal as the road closure would result in the loss of public road frontage to Lot 231 and the UCL lot (containing the River) which have frontage to Bentley Rd. The premise of this position is clause 3.7 of WAPC policy DC 1.1.

3.7 Vehicular access

3.7.1 New green title lots will be created only where each lot has, or can be, provided with direct frontage access to a constructed public road, which is connected to the road system of the locality. This is to ensure the provision of public utility and other services as well as to provide vehicular and pedestrian access to the lot.

The Department could only support a small portion of Bentley Road to be closed to ensure Lot 231 is not denied public road frontage. Even though the bridge has closed since 2006 due to safety concerns, the long term position is that the river crossing (site of the bridge) needs to be maintained in public ownership to maintain public access to Lot 231 and Lot 802. The issue of upgrading the bridge to a safe standard is a matter for the Shire to address.

Conclusions

On review of all of the above facts, the following conclusions can be drawn:

- The proposal from J & M Deale (while arguably a desirable outcome for the Shire) is considered impractical due to lack of support from the Department of Planning;
- As per the advice from the Department of Planning, the Shire retains the obligation to maintain public access to the road including provision for a crossing of the Ludlow River;
- The existing bridge structure represents a significant risk to the Shire, both in terms of public safety and potential environmental damage should the bridge deteriorate further;
- There does not appear to be any way that the Shire can legally divest itself of the bridge by way of transfer of ownership. The Shire will therefore be required to demolish the bridge to preempt any possible future collapse of the structure into the Ludlow River. A cost estimate has been prepared for demolition of the bridge in the order of \$170,000;
- Due to the low number of vehicles likely to need access to this crossing of the Ludlow River, the Shire could reasonably discharge its obligation to maintain public access through provision of a structure that delivers a lower Level of Service, (such as a dry-weather culvert); and

- Formal cost estimates for possible replacement structures have not been carried out. A Waterways Assessment and concept design exercise will be required in order to address this need. A preliminary cost estimate for such a project would include in the order of \$10,000 for the Waterways Assessment and in the order of \$150,000 for construction of a fit-for-purpose replacement.

VOTING REQUIREMENTS

Simple majority

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| OFFICER'S RECOMMENDATION – 14.3 |
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That Council:

1. **Refuses the proposal from J & M Deale to assume ownership of the portion of the Bentley Road Reserve, Ludlow that is under the control of the Shire of Capel;**
2. **Supports the preparation of fit-for-purpose replacement design options for the existing Bentley Road Bridge (MRWA Bridge No. 237) at an estimated cost of \$10,000 in the 2018/19 budget; and**
3. **Makes provision in the Long Term Financial Plan for costs for demolition of the existing bridge in the order of \$170,000 and for design (in the order of \$25,000) and construction of a fit-for-purpose replacement crossing in the order of \$125,000.**

15 CORPORATE SERVICES REPORTS

15.1 Delegations Register

| | |
|-------------------------|---|
| Location: | Whole of Shire |
| Applicant: | Shire of Capel |
| File Reference: | Nil |
| Disclosure of Interest: | Nil |
| Date: | 05.11.17 |
| Author: | Governance Officer, A Handley |
| Senior Officer: | Executive Manager Corporate Services, S Stevenson |
| Attachments: | Nil |

IN BRIEF

- An internal restructure and the creation of new positions has resulted in the Delegations Register requiring amendment.
- Other minor amendments are also required to reflect procedural requirements and gazettal of new local laws.

RECOMMENDATIONS

That Council endorses the suggested changes to the Delegations Register listed (Items 1 – 6) and discussed in the Comments section of this Agenda item.

BACKGROUND / PROPOSAL

Background

The process of delegation occurs when a person or body entrusts powers and authority to a deputy. Many of the Acts that guide the conduct of local governments permit the delegation of power and duties of the Council to the Chief Executive Officer. On occasion, the Chief Executive Officer further delegates these powers and duties to other officers.

In general, Council will delegate operational matters that occur regularly in the business of local government to the Chief Executive Officer in order to facilitate efficient management and allow Council to concentrate on matters of greater significance during meetings.

An internal restructure at the Shire of Capel has resulted in a need for minor amendments to the Delegations Register, and the opportunity has also been taken to make other minor, non-related amendments.

Proposal

This item proposes that Council review minor changes to the Delegations Register to be made under the *Local Government Act 1995* and various other Acts as discussed within the 'Comment' section of this report.

STATUTORY ENVIRONMENT

Local Government Act 1995

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

- (1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —
- (a) this Act other than those referred to in section 5.43; or
 - (b) the Planning and Development Act 2005 section 214(2), (3) or (5).

s5.45 Other matters relevant to delegations under this Division

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

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

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

POLICY IMPLICATIONS

There are no policy implications for this item.

RISK IMPLICATIONS

If the proposed changes are not made to the Delegations Register, Council risks being restricted in its ability to undertake the normal business of local government in the areas of Building and Health.

FINANCIAL IMPLICATIONS

Budget

There are no financial implications for this matter.

Long Term

As no asset or infrastructure is being created, there are no long term financial implications relevant to this matter.

SUSTAINABILITY IMPLICATIONS

Delegations to staff assist Council to address sustainability in a number of forums, and increase the efficiency and speed with which decisions are made. A number of Delegations allow staff to make decisions based on possible environmental impacts both positive and negative, such as collection of native seed, timber disposal, notice to owners and local laws.

Delegations in relation to approving events on roads, waiving of fees, swimming pool inspections and enforcing local laws have positive effects on the community.

Delegations allowing for the approval of accounts for payment, timber disposal, extractive industries, determination of mining tenements and exploration licences, without referral to Council can have a positive economic benefit in that they provide faster approvals for businesses residents, and improved cash flow for Council.

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.
- 1.5 Ensure the effective management of Council’s resources.

CONSULTATION

There was consultation between the Governance Officer, Executive Manager Engineering & Development Services and Health staff on this matter.

COMMENT

Six changes to the Delegations register are required, and are detailed below. Items 1 – 3 are a direct result of the creation of new positions in the Health and Building divisions. Items 4 - 6 are procedural, and it is convenient and appropriate to include them in an Agenda item already dealing with the Delegations.

Item 4 is included as Authorised Officers under the *Control of Vehicles (Off-road Areas) Act 1978* must be appointed by Council resolution.

Item 5 inserts text into Delegation 111 to create consistency between the Delegation and the wording of the *Local Government Act 1995* concerning closing thoroughfares.

Item 6 reflects gazettal of the *Shire of Capel Cats Local Law 2017*.

Required changes

1. Replace any reference to the position title '*Manager Building*' with the position '*Manager Building and Health Services*'.
2. Replace any reference to the position title '*Building Surveyor / Officer*' with the position '*Principal Building Surveyor*' and delete all references to '*Building Officer*'.
3. Replace the position title '*Manager Health*' with '*Principal Environmental Health Officer*'.
4. Appoint the Shire of Capel Community Rangers as 'Authorised Officers' under the *Control of Vehicles (Off-road Areas) Act 1978*.
5. In Delegation 111 (Closing a thoroughfare) insert the words 'for a period exceeding 4 weeks' into the first sentence to more clearly reflect the intentions of the Act.
6. Change any reference to the '*Shire of Capel Keeping of Cats Local Law 2004*' to '*Shire of Capel Cats Local Law 2017*'.

VOTING REQUIREMENTS

Absolute majority

| |
|---|
| OFFICER'S RECOMMENDATIONS – 15.1 |
|---|

That Council endorses the suggested changes to the Delegations Register listed (Items 1 – 6) and discussed in the Comments section of this Agenda item.

15.2 Policy Review - Section 2 Corporate Services

| | |
|-------------------------|---|
| Location: | Capel |
| Applicant: | Shire of Capel |
| File Reference: | N/A |
| Disclosure of Interest: | Nil |
| Date: | 31.10.17 |
| Author: | Governance Officer, A Handley |
| Senior Officer: | Executive Manager Corporate Services, S Stevenson |
| Attachments: | Amended Policies, Section 2 Corporate Services |

IN BRIEF

- Shire of Capel Policies are reviewed for currency and content every two years, and the current review is due for completion by December 2017.
- This item examines Section 2 of the Policy Manual, Corporate Services.
- Minor changes have been made to a number of policies, and one is recommended for rescission.

RECOMMENDATION

That Council endorses the proposed changes to Section 2 Corporate Services of the Shire of Capel Policy Manual described in this item and shown in the Attachment.

BACKGROUND / PROPOSAL

Background

The *Local Government Act 1995* requires Council to determine the local government's policies. The Shire of Capel Policy 2.1 (Policy Manual) requires that these policies be reviewed by the end of every second year.

The Corporate Services Policies have been reviewed to assess whether they remain relevant, reflect legislative changes, current trends and follow best practice. This review has examined 30 policies and all but six require some amendment, although in many cases the proposed changes are only minor.

Proposal

Council to consider the biennial review of Corporate Services Policies and adopt the proposed changes.

STATUTORY ENVIRONMENT

Local Government Act 1995 s2.7

2.7 Role of council

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

POLICY IMPLICATIONS

There will be some changes to the Shire of Capel Policy Manual resulting from this item.

RISK IMPLICATIONS

The proposed policy amendments reduce Council risk by clarifying various policy statements and reducing the possibility of misinterpretation.

FINANCIAL IMPLICATIONS

Budget

There are no financial implications relevant to this matter.

Long Term

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

SUSTAINABILITY IMPLICATIONS

These policies assist in the sound management of Council's financial resources, governance procedures and financial systems. This facilitates the creation of 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.
- 1.5 Ensure the effective management of Council's resources.

CONSULTATION

There was consultation between the Executive Manager Corporate Services, Governance Officer and a number of other officers on this matter.

COMMENT

The changes proposed to Corporate Services Policies as a result of this review are relatively minor. All Shire of Capel policies underwent a major review and restructure in 2013 and there were significant amendments, alterations and deletions at that time.

Proposed changes are summarised below, and the Attachment comprises the Policies under review. Suggested deletions are ~~struck through~~ in the Attachment, and proposed amendments and insertions are shown in **bold**.

| # | Policy | Proposed changes |
|------|---|--|
| | Throughout Section 2 of the Policy Manual | <ul style="list-style-type: none"> The term 'Elected member' replaced by the word 'Councillor' The word 'staff' replaced by the word 'employee(s)'. Chief Executive Officer referred to as 'CEO' after the first use of the full title in each Policy. Every Policy has had the review date altered from 2017 to 2019. |
| 2.1 | Policy Manual | Duplicate text removed (Policy Statement 6), text added requiring justification prior to addition of a new policy, and an explanation of the need for the policy. |
| 2.2 | Common Seal Affixing | Minor editorial changes |
| 2.3 | Council Chambers Use | Addition of Policy Statement 4 requiring any use of Chambers to be booked via the Outlook Calendar. |
| 2.4 | Rewards – Payment Conditions | Minor editorial changes to improve clarity |
| 2.5 | Donations | Minor editorial changes to improve clarity, Objective 2 linked to Delegation 159 by inclusion of sum of \$500. |
| 2.6 | Financial Reports | Editorial changes and re-wording to improve clarity. |
| 2.7 | Preparation of Integrated Financial Plan & Budget | Editorial changes to improve clarity, more overt link provided to s6.2 of the Act, changes made to Budget & Integrated Planning timetable. |
| 2.8 | Purchasing | Editorial changes to improve clarity, 'potential' conflict of interest included in Policy Statement 1, Item 1.5, requirement for comparable sustainability and safety added in Policy Statement 4, reference made to Records Management procedures made in Policy Statement 9. |
| 2.9 | Budget Management – Capital Acquisition & Works | Minor editorial changes to improve clarity |
| 2.10 | Fixed Asset Accounting | Text replaced in 'Objective' section, changes made to 'Capitalisation of Assets' and 'Depreciation of Assets' sections to reflect Australian Accounting Standards Board requirements |
| 2.11 | Fair Value of Assets | Editorial and structural changes to improve clarity, linked to development of Asset Management Plans, Policy Statement 3 re amendment of capital expenditure altered. |
| 2.12 | Investment of Funds | Updated to improve clarity, reflect changes in the LG Act and financial regulations and provide consistency with current financial practices. Objective 4 added as required by Act, duplicated text in Policy Statements removed, Policy Statement 18 added. |
| 2.13 | Self Supporting Loans | Minor editorial changes made, Policy Statement 3e added. |
| 2.14 | Corporate Credit Card | Policy Statement 9 added (requirement added re CEO signing the Corporate Credit Card agreement). |
| 2.15 | Authorisation of Payments | No changes |
| 2.16 | Customer Service | Rephrased to refer reader to Customer Service Charter, rather than just repeating the Charter text word for word. Content not appropriate for Policy Manual. |

| | | |
|------|---|--|
| 2.17 | Contributions to School Chaplain Programs | Suggest rescind. Policy is no longer relevant. Money is now provided directly to the auspicing agency rather than individual schools. |
| 2.18 | Volunteers | References to Code of Conduct now included. |
| 2.19 | Use of Shire Logo | Minor editorial changes to improve clarity. |
| 2.20 | Records Management | Various editorial changes to improve clarity, references added to Code of Conduct, references to contractors removed, references to external documents updated. |
| 2.21 | Information Technology | Policy Statement concerning central storage of passwords for locked documents removed. |
| 2.22 | Electronic Mail / Internet | Minor editorial changes to improve readability and flow. |
| 2.23 | Strategic Risk Management | Previously rescinded. |
| 2.24 | Operational Risk Management | Previously rescinded. |
| 2.25 | Corporate Sustainability | Minor editorial changes to improve clarity. |
| 2.26 | Council Facility Hire and Usage | Minor editorial changes to improve clarity. Removal of Policy Statement 4 describing priorities for use (refers to non-existent guidelines and procedures). Incorporation of sentence requiring information on Conditions of Hire and Usage to be provided with Application for Hire Form. |
| 2.27 | Superannuation Contribution | Minor editorial changes, text concerning voluntary contributions clarified and updated. |
| 2.28 | Risk Management Framework | No change |
| 2.29 | State Administrative Tribunal | No change |
| 2.30 | Related Party Disclosures | No change |
| 2.31 | Compliance | No change |
| 2.32 | Fraud and Corruption | No change |

VOTING REQUIREMENTS

Simple majority

| |
|--|
| OFFICER'S RECOMMENDATION – 15.2 |
|--|

That Council endorses the proposed changes to Section 2 Corporate Services of the Shire of Capel Policy Manual described in this item and shown in the Attachment.

15.3 Accounts Due and Submitted for Authorisation

Location: Capel
Applicant: Shire of Capel
File Reference: N/A
Disclosure of Interest: Nil
Date: 22.11.17
Author: Finance & Accounts Payable Officer, S Searle
Senior Officer: Executive Manager Corporate Services, S Stevenson
Attachments: Nil

IN BRIEF

Adoption of accounts to be paid.

RECOMMENDATION

That Council authorises the Schedule of Accounts covering vouchers EFT25566 to EFT25603, a total of \$187,956.26 for payment.

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.

RISK IMPLICATIONS

Risk is medium. The schedule of accounts is a list available to the public of Council creditors, the amounts paid to these creditors and a description of the transaction.

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.

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:

| | | | | |
|----------|------------|----------------------|--|---------|
| EFT25566 | 23/11/2017 | AUSLEC | 12 METRES OF FLEXIBLE CONDUIT AND FIXINGS | 87.95 |
| EFT25567 | 23/11/2017 | AW ROADWORKS PTY LTD | 3 DAYS TRAFFIC MANAGEMENT - JULES ROAD NORTH | 4943.95 |

| | | | | |
|----------|------------|------------------------------------|---|----------|
| EFT25568 | 23/11/2017 | BIG W | BOOK PURCHASES 6 X ITEMS | 144.50 |
| EFT25569 | 23/11/2017 | BUNBURY MACHINERY | BLADES, BOLTS AND COVER FOR KUBOTA OUTFRONT MOWERS | 1244.41 |
| EFT25570 | 23/11/2017 | BUNBURY MOWER SERVICE | VARIOUS PARTS FOR WHIPPER SNIPPER, HEDGER AND BRUSHCUTTER MAINTENANCE | 1001.00 |
| EFT25571 | 23/11/2017 | B & B STREET SWEEPING | GENERAL SWEEP OF ROADS AND CARPARKS NOT INCLUDED IN THE TENDER AND DRAIN CLEANER AND SUMP; SUCKER FOR THOMAS STREET BOYANUP | 3250.50 |
| EFT25572 | 23/11/2017 | BUNNINGS BUILDING SUPPLIES PTY LTD | PLIERS, HAMMERS AND SAFETY VEST | 75.78 |
| EFT25573 | 23/11/2017 | BLACKWOODS | 2 PAIRS OF BFB BOOTS | 431.65 |
| EFT25574 | 23/11/2017 | BUNBURY & BUSSELTON TOWING | TOW VEHICLE TO DEPOT | 132.00 |
| EFT25575 | 23/11/2017 | BP AUSTRALIA | TWO ORDERS OF DISTILLATE OCTOBER | 11461.39 |
| EFT25576 | 23/11/2017 | WINC AUSTRALIA PTY LTD | 2017/2018 STATIONERY | 177.27 |
| EFT25577 | 23/11/2017 | CLEANAWAY | DISPOSAL OF HOUSEHOLD WASTE AND COLLECTION AND DISPOSAL OF WASTE FROM WTS | 28061.10 |
| EFT25578 | 23/11/2017 | CAPEL CELLARBRATIONS | REFRESHMENTS FOR AUTHOR EVENT | 90.00 |
| EFT25579 | 23/11/2017 | CLEANWAYXTRA | CARRY OUT WINDOW CLEANING INTERNAL AND EXTERNAL CAPEL HALL AND LIBRARY 6 MONTHLY 16/17 | 2445.00 |
| EFT25580 | 23/11/2017 | CARBONE BROS PTY LTD | 105 TONNE OF GRAVEL TO THE SHIRE DEPOT | 1862.04 |
| EFT25581 | 23/11/2017 | DISCOUNT AUTO PARTS | 6 X 'D' SHACKLES, SNATCH STRAPS AND TYRE DEFLATORS | 243.63 |
| EFT25582 | 23/11/2017 | DYMOCKS BUSSELTON | PRE-ORDER BOOKS FROM DYMOCKS | 22.99 |
| EFT25583 | 23/11/2017 | DATA #3 | STORAGE CRAFT SOFTWARE MAINTENANCE RENEWAL | 456.82 |
| EFT25584 | 23/11/2017 | ERG ELECTRICS PTY LTD | INSTALL METER AND SUBMIT DOCUMENTATION FOR ENERGISATION TO POLES IN KAMBANY PAR | 3160.30 |
| EFT25585 | 23/11/2017 | GANNAWAYS | SENIORS LOCAL HISTORY TRIP AS PART OF KEEPING IN TOUCH PROJECT FUNDED BY DEPARTMENT OF COMMUNITIES | 920.00 |
| EFT25586 | 23/11/2017 | GAS-IT CONTRACTING | CABLE AND PIPE LOCATION AT FORREST BEACH ROAD | 1597.20 |

| | | | | |
|----------|------------|---|---|-----------|
| EFT25587 | 23/11/2017 | INSTITUTE OF PUBLIC WORKS ENGINEERING AUSTRALIA | SUBDIVISIONAL LAND MANAGEMENT WORKSHOP | 1100.00 |
| EFT25588 | 23/11/2017 | JETLINE KERBING CONTRACTORS | VARIOUS SHIRE KERB REPAIRS | 7722.00 |
| EFT25589 | 23/11/2017 | LD TOTAL | CAPEL CIVIC PRECINCT AND DALYELLUP MAINTENANCE | 99294.76 |
| EFT25590 | 23/11/2017 | MALATESTA ROAD PAVING & HOT MIX | CAPEL TUTUNUP ROAD SEAL | 9050.80 |
| EFT25591 | 23/11/2017 | MUIR'S MANJIMUP | 75,000KM SERVICE - 46CP | 403.35 |
| EFT25592 | 23/11/2017 | NOVUS AUTO GLASS BUNBURY & BUSSELTON | REPLACE DAMAGED WINDSCREEN P0087 | 330.00 |
| EFT25593 | 23/11/2017 | NIGHTGUARD SECURITY SERVICE PTY LTD | OCTOBER ALARM RESPONSES | 2014.39 |
| EFT25594 | 23/11/2017 | PRESTIGE PRODUCTS-BUSSELTON | SUPPLY TOILET AND CLEANING PRODUCTS | 237.05 |
| EFT25595 | 23/11/2017 | PAVING PEOPLE | LIFT, LEVEL AND REPLACE PAVING AT 9 LOCATIONS ALONG GOSSE WAY DALYELLUP | 2494.80 |
| EFT25596 | 23/11/2017 | PUBLIC LIBRARIES WESTERN AUSTRALIA INC | PLWA MEMBERSHIP | 165.00 |
| EFT25597 | 23/11/2017 | REFACE INDUSTRIES | REPAIRS TO VMI DISC REPAIR MACHINE | 307.85 |
| EFT25598 | 23/11/2017 | RTW STEEL FABRICATION | REPAIR SIGN MOUNT ON SLASHER | 101.20 |
| EFT25599 | 23/11/2017 | CAPEL FRESH IGA | PLASTIC PLATES, CHEESE, DIPS & BICKIES ETC. FOR SUNDOWNER 31 OCTOBER 2017 | 78.59 |
| EFT25600 | 23/11/2017 | TOTALLY WORKWEAR | STAFF UNIFORMS | 951.50 |
| EFT25601 | 23/11/2017 | IT VISION | UPDATE MAPPING IN SYNERGY - AFTER HOURS | 687.50 |
| EFT25602 | 23/11/2017 | VISIMAX | RANGER NOTE BOOKS | 132.30 |
| EFT25603 | 23/11/2017 | WESTRAC EQUIPMENT | ROLLER - CP4833 - 500 HOUR SERVICE | 1075.69 |
| | | | | 187956.26 |

OUTSTANDING CREDITORS AS AT 31 October 2017: 392,757.47

CERTIFICATE OF CHIEF EXECUTIVE OFFICER

This schedule of accounts to be passed for 22 November 2017 have been checked and are fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and services and as to prices, computations, and costings and the amounts shown are due for payment.

P.F. Sheedy.

CHIEF EXECUTIVE OFFICER

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATIONS – 15.3

That Council authorises the Schedule of Accounts covering vouchers EFT25566 to EFT25603, a total of \$187,956.26 for payment.

15.4 Accounts Paid During the Month of October 2017

Location: Capel
Applicant: Shire of Capel
File Reference: N/A
Disclosure of Interest: Nil
Date: 22.11.17
Author: Finance & Accounts Payable Officer, S Searle
Senior Officer: Executive Manager Corporate Services, S Stevenson
Attachments: Nil

IN BRIEF

Authorisation of accounts paid during the month.

RECOMMENDATION

That Council receives:

- 1 **The Schedule of Accounts covering vouchers 847-867, EFT25264 to EFT25479, CHQ48628 to CHQ48658 totalling \$1,014,391.62 during the month of October 2017;**
- 2 **Payroll payments for the month of October 2017, totalling 497,732.04; and**
- 3 **Transfers to and from investments as listed.**

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.

RISK IMPLICATIONS

Risk is medium. The schedule of accounts is a list available to the public of Council creditors, the amounts paid to these creditors and a description of the transaction.

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.

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 reviewed by Manager Finance, A Mattaboni.

COMMENT

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

| | | | | |
|----------|------------|--|--|----------|
| EFT25264 | 02/10/2017 | IINET | DALYELLUP LIBRARY-OCT 17 | 109.99 |
| EFT25265 | 02/10/2017 | WESTNET PTY LTD | CAPEL ADMINISTRATION-OCT 17 | 483.87 |
| EFT25266 | 02/10/2017 | WESTNET PTY LTD | CAPEL ADMINISTRATION-OCT 17 | 0.00 |
| EFT25267 | 04/10/2017 | SOUTHWEST TYRE SERVICE | MAXAM TYRES(FRONT) TO FIT LOADER (CP4991) | 3971.50 |
| EFT25268 | 04/10/2017 | BUNBURY MOWER SERVICE | REPAIR TO SAW AND SERVICE HONDA MOWER PLUS REPLACEMENT BLADES | 303.40 |
| EFT25269 | 04/10/2017 | BELL FIRE EQUIPMENT COMPANY | DFES B LEVEL SERVICE ON CAPEL AND STIRLING 2.4 | 5720.00 |
| EFT25270 | 04/10/2017 | BUNBURY TOYOTA | CP 9378 TOYOTA HILUX 60,000KM SERVICE | 495.55 |
| EFT25272 | 04/10/2017 | BULLIVANTS PTY LTD | LIFTING CHAINS | 272.73 |
| EFT25273 | 04/10/2017 | BUNBURY GEOGRAPHE CHAMBER OF COMMERCE AND INDUSTRY | ATTENDANCE AT STATE BUDGET LUNCH ON TUESDAY 19 SEPTEMBER 2017 | 280.00 |
| EFT25274 | 04/10/2017 | BUNBURY BASKETBALL ASSOCIATION | KIDSPORT REGISTRATIONS | 1038.13 |
| EFT25275 | 04/10/2017 | BRANDICOOT | SHIRE OF CAPEL MONTHLY WEBSITE SUBSCRIPTION 2017 - 2018-SEP 17 | 238.00 |
| EFT25276 | 04/10/2017 | BONDO'S LAWN CARE | SLASH ENTRY OF GELORUP NATURE TRAIL | 240.00 |
| EFT25277 | 04/10/2017 | COATES HIRE SERVICE | DISABILITY UNISEX TOILET HIRE - ONSITE TO CAPEL CEMETERY | 550.00 |
| EFT25278 | 04/10/2017 | CLEANAWAY | 17/18 WASTE, RECYCLING & ORGANIC COLLECTION, STREET BIN AND PARK BIN COLLECTION, BIN MAINTENANCE AND COLLECTION AND DISPOSAL FROM CAPEL WASTE TRANSFER STATION | 83676.56 |
| EFT25279 | 04/10/2017 | CAPEL HARDWARE & FARM SUPPLIES | VARIOUS HARDWARE | 930.88 |
| EFT25280 | 04/10/2017 | CAPEL BOWLING CLUB | EVENT SPONSORSHIP FOR 3 EVENTS | 1800.00 |
| EFT25281 | 04/10/2017 | CAPEL NEWSAGENCY | NEWSPAPERS AND STATIONERY | 83.66 |
| EFT25282 | 04/10/2017 | DMC CLEANING | CLEANING OF SHIRE BUILDINGS | 9938.50 |
| EFT25283 | 04/10/2017 | DALYELLUP RHINOS RUGBY LEAGUE CLUB INC. | KIDSPORT REGISTRATIONS | 500.00 |

| | | | | |
|----------|------------|---|--|---------|
| EFT25284 | 04/10/2017 | DIRT DESIGN | ROLL ON TURF AND IRRIGATION AROUND PLAYGROUND AT JULIAN SANDERS PARK | 3660.80 |
| EFT25285 | 04/10/2017 | GOLDEN WEST PLUMBING & DRAINAGE | UNBLOCK TOILET EMPTY SEPTIC TANK REPLACE LEACH DRAIN | 2477.75 |
| EFT25286 | 04/10/2017 | THE FAT BIRDIE | SANDWICHES FOR PROSPECTIVE ELECTED MEMBERS WEBINAR | 60.00 |
| EFT25287 | 04/10/2017 | GEOGREEN | CARRY OUT QUARTERLY SERVICE OF WATERLESS URINALS IN SHIRE | 2026.70 |
| EFT25288 | 04/10/2017 | GLOBAL SPILL CONTROL PTY LTD | 1 X SIX DRUM SPILL BUND - POLYETHYLENE - LP - FOR STORAGE OF FIRE FIGHTING FOAM AT DEPOT | 900.90 |
| EFT25289 | 04/10/2017 | ISA TECHNOLOGIES | JUNIPER CARE RENEWALS | 2273.32 |
| EFT25290 | 04/10/2017 | JULIES LAWNMOWING | MOWING OF BOYANUP MUSEUM GROUNDS | 115.00 |
| EFT25291 | 04/10/2017 | SUEZ RECYCLING & RECOVERY (PERTH) PTY LTD | PROCESSING OF RECYCLABLES AUG 17 | 5795.24 |
| EFT25292 | 04/10/2017 | LAMPO MAINTENANCE | CARRY OUT REPAIRS TO DOORS AT BOYANUP CARDINALS CLUBROOMS | 605.00 |
| EFT25293 | 04/10/2017 | LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA | 2017 - 2018 AFFILIATE MEMBERSHIP | 203.50 |
| EFT25294 | 04/10/2017 | CAPEL LIONS CLUB | EVENT SPONSORSHIP FOR 2018 AUS DAY BREAKFAST | 820.00 |
| EFT25295 | 04/10/2017 | M & B SALES BUNBURY | SUPPLY OF TWO PANIC BOLTS | 233.27 |
| EFT25296 | 04/10/2017 | PJ & EV PAGE | MONTHLY POLISHING AND BUFFING BOYANUP HALL FLOOR - AUGUST | 70.00 |
| EFT25297 | 04/10/2017 | AUSTRALIA TAXATION OFFICE | PAYG WITHHOLDING ONE-OFF | 1618.94 |
| EFT25298 | 04/10/2017 | RIDING FOR THE DISABLED SOUTH WEST | KIDSPORT REGISTRATIONS | 200.00 |
| EFT25299 | 04/10/2017 | SOS OFFICE EQUIPMENT | METERBILLING FOR ALL SHIRE PHOTOCOPIERS | 2522.97 |
| EFT25300 | 04/10/2017 | SPRAYMOW SERVICES | BROADLEAF WEED CONTROL IN CAPEL REC AND PUBLIC PARKS GARDENS & RESERVES | 1061.50 |
| EFT25301 | 04/10/2017 | TOTALLY WORKWEAR | UNIFORM ALLOWANCE | 209.00 |
| EFT25302 | 04/10/2017 | RAY TINK ROOFING | REPAIR OF FLAG POLES GELORUP COMMUNITY CENTRE | 770.00 |

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| EFT25303 | 04/10/2017 | WESTRAC EQUIPMENT | 12' BLADES CUTTING EDGES - (4 SETS) FOR CP1025 GRADER AND FUEL CAP FOR CP4833 | 1911.23 |
| EFT25304 | 04/10/2017 | WESTERN AUSTRALIAN TREASURY CORPORATION | LOAN NO. 70 CAPEL SPORTS PAVILION AND LOAN 68 DRAINAGE | 82447.67 |
| EFT25305 | 04/10/2017 | WISE ACOUSTICS | SUPPLY AND INSTALL 9 X AUTEX X 25 MM QUIET SPACE ACOUSTIC PANELS TO THE CEILING OF THE RECEPTION AREA OF CAPEL SHIRE OFFICE | 5055.81 |
| EFT25306 | 03/10/2017 | FUJI XEROX AUSTRALIA PTY LTD | MONTHLY PHOTOCOPIER RENTAL AND SERVICE AGREEMENT | 1369.61 |
| EFT25307 | 09/10/2017 | FUJI XEROX AUSTRALIA PTY LTD | 17/18 LEASE OF PHOTOCOPIER PER MONTH FOR CAPEL LIBRARY | 132.00 |
| EFT25308 | 11/10/2017 | AMITY SIGNS | SHIRE OF CAPEL STICKERS - WHITE BACKGROUND APPROX 250 X 210 | 125.40 |
| EFT25309 | 11/10/2017 | AUSTRALIA POST | 17/18 POSTAGE AND FREIGHT-SEPT 17 | 22252.00 |
| EFT25310 | 11/10/2017 | ANIMAL CARE EQUIPMENT AND SERVICES | 15 X DT-130 CARTONS OF DOG TIDY BAGS (INCLUDING FREIGHT DELIVERY TO CAPEL) | 1398.10 |
| EFT25311 | 11/10/2017 | ADVENTURE WORLD | ADVENTURE WORLD PARTICIPANTS 32 X ADMISSIONS | 990.00 |
| EFT25312 | 11/10/2017 | ASTRAL SIGNS | OPENING HOURS SIGN FOR GELORUP SKATEPARK | 275.00 |
| EFT25313 | 11/10/2017 | AUSQ TRAINING | BASIC WORKSITE TRAFFIC MANAGEMENT AND TRAFFIC CONTROLLER COURSES | 1532.00 |
| EFT25314 | 11/10/2017 | A2K TECHNOLOGIES | 5 X BLUE BEAM RENU SEATS | 3827.29 |
| EFT25315 | 11/10/2017 | APPLE PTY LTD | MACBOOK PRO FOR COMMUNICATIONS OFFICER | 2634.17 |
| EFT25316 | 11/10/2017 | CLAIRE ANDERSON | TRAINING EXPENSES & PROFESSIONAL MEMBERSHIP | 1129.51 |
| EFT25317 | 11/10/2017 | AUSTRALASIAN PERFORMING RIGHT ASSOC LTD | QUARTERLY FEE FOR SHIRE HALLS AND MUSIC ON HOLD FOR SHIRE OFFICE | 145.19 |
| EFT25318 | 11/10/2017 | BUNNINGS BUILDING SUPPLIES PTY LTD | SUPPLY OF LOCKWOOD PANIC BOLTS AND GARDEN SPRAYER | 28.30 |
| EFT25319 | 11/10/2017 | BUKIDO TAIJUTSU | KIDSPORT REGISTRATION | 200.00 |

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| EFT25320 | 11/10/2017 | CAREY PARK FOOTBALL SPORTING AND COMMUNITY CLUB INC. | KIDSPORT REGISTRATION | 100.00 |
| EFT25321 | 11/10/2017 | CAPEL PANEL & PAINT | REPAIRS TO CP9503 | 242.00 |
| EFT25322 | 11/10/2017 | COLROYS COUNTRY KITCHEN | DISTILLATE- 353.20 LITRES - EMERGENCY AS NO FUEL AT DEPOT | 480.00 |
| EFT25323 | 11/10/2017 | DALYELLUP BEACH SOCCER CLUB | KIDSPORT REGISTRATIONS | 2580.00 |
| EFT25324 | 11/10/2017 | DIG DEEP CONTRACTING PTY LTD | REPAIR AND UPGRADE TO EXISTING STORMWATER DRAINAGE AT THE INTERSECTION OF SPURR STREET AND KORELLA DRIVE | 2100.00 |
| EFT25325 | 11/10/2017 | GOLDEN WEST PLUMBING & DRAINAGE | UNBLOCK TOILETS DALYELLUP LAKES 22/9/17 AND MAJOR BLOCKAGE IN LINE ON 29/9/17 | 280.50 |
| EFT25326 | 11/10/2017 | FIT 2 WORK.COM.AU | 3 X EMPLOYEE POLICE CHECKS | 121.77 |
| EFT25327 | 11/10/2017 | GANNAWAYS | ROYAL SHOW BUS - YOUTH EXPENDITURE | 810.00 |
| EFT25328 | 11/10/2017 | LMW HEGNEY SOUTH WEST | VALUATION REPORT FOR OCEAN FOREST LUTHERAN COLLEGE LAND AND BUILDINGS | 5750.00 |
| EFT25329 | 11/10/2017 | A INGRAM | BOOK STOCK PURCHASES 5 ITEMS | 88.00 |
| EFT25330 | 11/10/2017 | LESLEY JACKES | RATES REFUND | 600.00 |
| EFT25331 | 11/10/2017 | KITE KINETICS | LIBRARY SCHOOL HOLIDAY PROGRAMME- KITE MAKING WORKSHOPS X 2 | 872.40 |
| EFT25332 | 11/10/2017 | LOTSA LOLLIES | BUSH FIRE BRIGADE VOLUNTEER TRAINING CATERING | 190.00 |
| EFT25333 | 11/10/2017 | REBECCA NEWALL | CLEAN TOILETS BOYANUP LIONS PARK AFTER VANDALISM 16/9/17 | 90.00 |
| EFT25334 | 11/10/2017 | AUSTRALIA TAXATION OFFICE | PAYG WITHHOLDING- 3/10/17 | 47966.00 |
| EFT25335 | 11/10/2017 | SOUTH WEST TREE SAFE | REMOVE A HANGING BRANCH IN BOYANUP AND EMERGENCY CALL OUT FOR REMOVAL OF HANGER AND FALLEN TREE BELL ROAD | 935.00 |
| EFT25336 | 11/10/2017 | SOUTHERN LOCK & SECURITY | REMOVE AND REPLACE BROKEN DOOR LATCH DALYELLUP PAVILION | 105.00 |
| EFT25337 | 11/10/2017 | SOS OFFICE EQUIPMENT | METERBILLING - DPP405 - SERIAL NO 003615 BOYANUP LIBRARY | 2.55 |

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| EFT25338 | 11/10/2017 | SOUTH BUNBURY JUNIOR FOOTBALL CLUB | KIDSPORT REGISTRATION | 200.00 |
| EFT25339 | 11/10/2017 | SJ TRAFFIC MANAGMENT PTY LTD | TRAFFIC MANAGEMENT FOR WELD ROAD BRIDGE REPAIRS | 528.00 |
| EFT25340 | 11/10/2017 | TRINITY | ACCOMMODATION FOR PLWA CONFERENCE PERTH 3 X STAFF MEMBERS FOR 2 NIGHTS | 1040.00 |
| EFT25341 | 11/10/2017 | WINDOW IMAGERY | ORDER FOR PEPPERMINT GROVE BEACH COMMUNITY CENTRE FOR BLINDS SLIDING DOORS | 2126.30 |
| EFT25342 | | - EFT25368 | PAYMENT ALREADY APPROVED BY COUNCIL, PLEASE REFER TO AGENDA ON 25.10.2017 | 0.00 |
| EFT25369 | 18/10/2017 | BUNBURY ARMY SURPLUS | BFB SAFETY EQUIPMENT AND UNIFORMS | 443.00 |
| EFT25370 | 18/10/2017 | ARROW BRONZE | BRONZE PLAQUES | 863.54 |
| EFT25371 | 18/10/2017 | BUNBURY MACHINERY | 2 KUBOTA MOWERS TO REPLACE CP9841 AND CP9842 | 50105.00 |
| EFT25372 | 18/10/2017 | BUNNINGS BUILDING SUPPLIES PTY LTD | VARIOUS HARDWARE | 642.33 |
| EFT25373 | 18/10/2017 | BLACKWOODS | PPE FOR BUSH FIRE BRIGADE | 176.80 |
| EFT25374 | 18/10/2017 | BOYLES PLUMBING & GAS | INSTALL AUTO WATER BOWLS AT DOG POUND | 1352.12 |
| EFT25375 | 18/10/2017 | BUNBURY & BUSSELTON TOWING | TOW VEHICLE TO DEPOT | 264.00 |
| EFT25376 | 18/10/2017 | BONDO'S LAWN CARE | WHIPPER SNIP AND BLOW DOWN BEACH PATHS IN PEPPERMINT GROVE BEACH | 2000.00 |
| EFT25377 | 18/10/2017 | WINC AUSTRALIA PTY LTD | STATIONERY SUPPLIES | 1044.39 |
| EFT25378 | 18/10/2017 | CAPEL POLOCROSSE CLUB | EVENT SPONSORSHIP FOR 2017 STATE POLOCROSSE CHAMPIONSHIPS | 2000.00 |
| EFT25379 | 18/10/2017 | C E M ALLIANCE PTY LTD | REPAIR OF THE FOOTBRIDGE AT WELD ROAD, CAPEL | 3011.25 |
| EFT25380 | 18/10/2017 | COATES CIVIL CONSULTING PTY LTD | SUPPLY OF DESIGN DOCUMENTATION FOR BOYANUP RD WEST UPGRADE, BOUNDARY RD RECONSTRUCTION AND ELGIN RD RECONSTRUCTION | 39732.00 |
| EFT25381 | 18/10/2017 | CROWN PERTH | 2 NIGHTS ACCOMMODATION - 19-21 NOVEMBER 2017, TRAINING | 1101.20 |
| EFT25382 | 18/10/2017 | CJD EQUIPMENT PTY LTD | LOADER CP4991 - 8000 HOURS SERVICE | 4468.43 |

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| EFT25383 | 18/10/2017 | DYMOCKS BUSSELTON | BOOK STOCK PURCHASE | 50.98 |
| EFT25384 | 18/10/2017 | DARDANUP REMOVALS | DELIVERY OF TUART BUFFET FOR COUNCIL CHAMBERS | 195.00 |
| EFT25385 | 18/10/2017 | DEPARTMENT OF PREMIER & CABINET | GOVERNMENT GAZETTE ADVERTISING 15/9/17 - BASIS OF RATES | 102.55 |
| EFT25386 | 18/10/2017 | DX PRINT GROUP PTY LTD | TOWNSITE BUSH FIRE ORDERS AND PLANTATION, LARGE RESIDENTIAL AND RURAL BUSHFIRE PREVENTION CARDS | 2470.60 |
| EFT25387 | 18/10/2017 | DIRT DESIGN | SPRAY, SLASH AND BOX OUT AREA TO BE MULCHED ON HORNIBROOK AND DALYELLUP BLVD | 9652.50 |
| EFT25388 | 18/10/2017 | LGIS RISK MANAGEMENT | LGISWA SOUTH WEST REGIONAL RISK COORDINATION PROGRAM 9413 - 1ST INSTALMENT | 4970.90 |
| EFT25389 | 18/10/2017 | EDGE TOURISM AND MARKETING | BUNBURY GEOGRAPHE GROWTH PLAN - PROJECT TECHNICAL OFFICER CONTRACT 1 JULY 2017 TO 31 MARCH 2018 | 9780.00 |
| EFT25390 | 18/10/2017 | ETHEREAL YOGI COLLECTIVE | 12 WEEK SENIORS YOGA CLASSES IN CAPEL & 12 WEEK SENIORS YOGA CLASSES IN DALYELLUP - FUNDING BY DEPT LOCAL GOVT & COMMUNITIES AS PART OF THE KEEPING IN TOUCH PROJECT. | 800.00 |
| EFT25391 | 18/10/2017 | GOLDEN WEST PLUMBING & DRAINAGE | REPLACE AND INSTALL HOT WATER UNIT AT CAPEL COMMUNITY CENTRE, INSTALL NEW INLET VALVE AT CAPEL SPORTS PAVILION, UNBLOCK DALYELLUP LAKES FEMALE TOILET, AND UNBLOCK LAKES TOILETS. | 1826.00 |
| EFT25392 | 18/10/2017 | FENNESSY'S | 72000 KMS SERVICE - CP9132 AND 50,000 SERVICE ON CP81 | 512.44 |
| EFT25393 | 18/10/2017 | LD FREEMAN | REIMBURSE CATERING EXPENSES -BUSH FIRE TRAINING 14 AND 15 OCT 17 | 132.10 |
| EFT25394 | 18/10/2017 | THE FAT BIRDIE | CATERING FOR MEN'S EVENT AND CATERING FOR ORGANISATIONAL DEVELOPMENT WORKSHOP | 513.00 |

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| EFT25395 | 18/10/2017 | GANNAWAYS | BUS TO ADVENTURE WORLD - YOUTH DEVELOPMENT | 1045.00 |
| EFT25396 | 18/10/2017 | GRESLEY ABAS PTY LTD | EAST DALYELLUP SPORTS PAVILION | 2640.00 |
| EFT25397 | 18/10/2017 | JASON GICK | REIMBURSEMENT OF COST FOR COUNCILLOR AND STAFF SAT LUNCH | 84.30 |
| EFT25398 | 18/10/2017 | HOWARD CS & SD | RATES REFUND | 2394.00 |
| EFT25399 | 18/10/2017 | INSTANT RACKING & STEEL SHELVING | LOCKS FOR TOOL CABINET | 20.00 |
| EFT25400 | 18/10/2017 | ISA TECHNOLOGIES | INFORMATION SYSTEMS MAINTENANCE | 1059.30 |
| EFT25401 | 18/10/2017 | JTAGZ PTY LTD | LIFE TIME AND 2020 ANIMAL TAGS | 704.00 |
| EFT25402 | 18/10/2017 | SHERIDAN JOY | TWO HOUR NUTRITION SEMINAR FOR ACTIVE AGEING PROGRAM | 1000.00 |
| EFT25403 | 18/10/2017 | LD TOTAL | NORTHERN LAKE, DALYELLUP PUMP STATION REPAIRS | 3591.50 |
| EFT25404 | 18/10/2017 | LANDGATE | SLIP SUBSCRIPTION SERVICE AND LAND PACKAGES | 2239.00 |
| EFT25405 | 18/10/2017 | LGIS PROPERTY SCHEME | 1718 PROPERTY INSURANCE | 35918.01 |
| EFT25406 | 18/10/2017 | MUIR'S MANJIMUP | SERVICE 60CP 73,000 KM | 388.80 |
| EFT25407 | 18/10/2017 | LGIS LIABILITY SCHEME | 17/18 LIABILITY INSURANCE | 20105.80 |
| EFT25408 | 18/10/2017 | LGIS WORKCARE SCHEME | 17/18 WORKCARE INSURANCE | 107866.90 |
| EFT25409 | 18/10/2017 | JUST YOUNGER CATERING | CATERING FOR MONTHLY COUNCIL MEETINGS JULY AUG AND SEPT 2017 | 1176.00 |
| EFT25410 | 18/10/2017 | MAKER & CO | CONSULTANCY - REVITALISED ECONOMIC ALLIANCE | 3643.75 |
| EFT25411 | 18/10/2017 | FULTON HOGAN INDUSTRIES PTY LTD | 48 X EZSTREET 20KG BAGS | 1795.20 |
| EFT25412 | 18/10/2017 | PJ & EV PAGE | MONTHLY POLISHING AND BUFFING BOYANUP HALL FLOOR FOR SEPT | 70.00 |
| EFT25413 | 18/10/2017 | PERITAS CIVIL PTY LTD | CAPEL NORTH - SEWER CATCHMENT PLAN | 4840.00 |
| EFT25414 | 18/10/2017 | RTW STEEL FABRICATION | REPAIR AND PAINT GATE FOR BOYANUP MEMORIAL PARK | 66.00 |
| EFT25415 | 18/10/2017 | SOUTH WEST TREE SAFE | HEIGHT AND SHOULDER CLEARANCE PRUNING FROM JULES RD TO SOUTH WEST HIGHWAY - 5 DAYS | 19800.00 |

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| EFT25416 | 18/10/2017 | STEWART & HEATON CLOTHING CO PTY LTD | EMERGENCY MANAGEMENT TABARDS AND IDENTIFICATION PANELS | 217.78 |
| EFT25417 | 18/10/2017 | SONIC HEALTHPLUS PTY LTD | PRE-EMPLOYMENT MEDICALS | 218.61 |
| EFT25418 | 18/10/2017 | DUNSBOROUGH CONCRETE | CONSTRUCTION OF WAKE DRIVE PATH | 14136.98 |
| EFT25419 | 18/10/2017 | TOTALLY WORKWEAR | 17/18 UNIFORM ORDERS | 644.60 |
| EFT25420 | 18/10/2017 | TELSTRA BUSINESS CENTRE BUNBURY | REPLACEMENT IPHONE 6S CHARGER | 49.95 |
| EFT25421 | 18/10/2017 | RAY TINK ROOFING | INSTALL VENTS AND WHIRLY BIRDS TO IMPROVE VENTILATION AT DOG POUND, REPAIR FLAGPOLE GELORUP COMMUNITY CENTRE, REPAIR ROOF LEAK DALYELLUP SPORTS PAVILION AND REPAIR SIDE OF DOG POUND VENTILATION DUCT | 3206.50 |
| EFT25422 | 18/10/2017 | WA COUNCIL OF SOCIAL SERVICE WACOSS | RESILIENT COMMUNITIES WORKSHOP REGISTRATION 10/10/17 | 50.00 |
| EFT25423 | 18/10/2017 | WREN OIL | COLLECTION & DISPOSAL OF WASTE OIL FROM CAPEL WASTE TRANSFER STATION IN 17/18 | 16.50 |
| EFT25424 | 18/10/2017 | WYE ELECTRICAL PTY LTD | REPAIR OF LIGHT RCDS IN DALYELLUP SPORTS PAVILION AND RECTIFICATION OF FAULTS ON LIGHTING, POWER AND VENTILATION SYSTEMS AND INSTALL NEW EXTRACTOR FAN TO WTS OFFICE | 14914.34 |
| DD20244.1 | 17/10/2017 | TELSTRA CORPORATION LTD | VELOCITY INTERNET CONNECTION - DALYELLUP SPORTS PAVILION - FERNDALE AVE - OCTOBER 2017 TO JUNE 2018 | 81.00 |
| EFT25425 | 18/10/2017 | SHERIDAN JOY | CANCELLED/REJECTED – INCORRECT ACCOUNT NAME | 0.00 |
| EFT25426 | 23/10/2017 | CALTEX AUSTRALIA | FLEET FUEL | 3485.72 |
| EFT25427 | 25/10/2017 | AMITY SIGNS | SIGNS, BRACKETS, POLES FOR FERNDALE ROAD DALYELLUP | 610.72 |
| EFT25428 | 25/10/2017 | ARROW BRONZE | CAST BRONZE PLAQUES AND VASE | 389.78 |

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| EFT25429 | 25/10/2017 | ARBORGUY | PRUNE TREES AND SHRUBS OFF ROAD FOR BUS ACCESS AND REMOVE WATTLES AND POISON STUMPS | 880.00 |
| EFT25430 | 25/10/2017 | BPS | PUMP OUT GREASE TRAP BOYANUP HALL | 209.50 |
| EFT25431 | 25/10/2017 | BOYANUP BOTANICAL | GROUND COVERS FOR STREETSCAPES | 47.37 |
| EFT25432 | 25/10/2017 | BUNBURY DISTRICTS LITTLE ATHLETICS | KIDSPORT REGISTRATION | 490.00 |
| EFT25433 | 25/10/2017 | BUNBURY POTHOLES & ASPHALT REPAIRS | REPAIR FOOTPATH HURST ROAD | 3850.00 |
| EFT25434 | 25/10/2017 | BUNBURY HARVEY REGIONAL COUNCIL | ORGANICS DISPOSAL WASTE FROM DOMESTIC THIRD BIN AND REGIONAL WASTE EDUCATION OFFICER | 8450.14 |
| EFT25435 | 25/10/2017 | BUNBURY BASKETBALL ASSOCIATION | KIDSPORT REGISTRATIONS | 253.00 |
| EFT25436 | 25/10/2017 | THE BULL AND BUSH TAVERN | BFB REFRESHMENTS | 460.00 |
| EFT25437 | 25/10/2017 | BOYLES PLUMBING & GAS | INSTALL RETICULATION AT JULIAN SANDERS PARK BOYANUP | 291.61 |
| EFT25438 | 25/10/2017 | DM & S CURTIN | SUPPLY AND INSTALL 3 X DAIKIN AIR CONDITIONERS TO THE CAPEL COUNTRY CLUB | 20634.60 |
| EFT25439 | 25/10/2017 | CAPEL LAND CONSERVATION DISTRICT COMMITTEE | ANNUAL ALLOCATION FOR WEED CONTROL | 4400.00 |
| EFT25440 | 25/10/2017 | CIVILCON (WA) PTY LTD | CONTRACT TO BUILD EAST DALYELLUP SPORTS PAVILION - FINAL CLAIM | 2287.45 |
| EFT25441 | 25/10/2017 | DALYELLUP BEACH CRICKET CLUB | KIDSPORT REGISTRATIONS | 434.50 |
| EFT25442 | 25/10/2017 | DMC CLEANING | ADDITIONAL CLEAN DALYELLUP COMMUNITY CENTRE | 99.00 |
| EFT25443 | 25/10/2017 | DALYELLUP VETERINARY CLINIC | DESEXING VOUCHER | 50.00 |
| EFT25444 | 25/10/2017 | ELGIN HALL COMMITTEE | REIMBURSEMENT FOR ELECTRICITY CONSUMPTION AT ELGIN HALL | 4.10 |
| EFT25445 | 25/10/2017 | EASIFLEET MANAGEMENT | 2017/18 NOVATED LEASE | 753.86 |
| EFT25446 | 25/10/2017 | BUNBURY FLOWER PLACE | FLOWERS AND BABY GIFT | 80.00 |
| EFT25447 | 25/10/2017 | DEPT OF FIRE AND EMERGENCY SERVICES (DFES) | 17/18 ESL ASSESSMENT | 1275.00 |
| EFT25448 | 25/10/2017 | KATIE GARNETT | YOGA 6 WEEK TRIAL - WEDNESDAY & THURSDAY CLASSES | 2100.00 |

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| EFT25449 | 25/10/2017 | BRIAN HASTIE | NOMINATION DEPOSIT REFUND | 80.00 |
| EFT25450 | 25/10/2017 | HARVEY FARM SERVICE | BLADES, BOLTS AND WASHERS FOR JOHN DEERE MOWER | 656.81 |
| EFT25451 | 25/10/2017 | INSIGHT CCS PTY LTD | AFTERHOURS CALL CENTRE SERVICE FOR RANGER SERVICES- SEP 17 | 314.61 |
| EFT25452 | 25/10/2017 | IRIS CONSULTING | TEST TARGET | 260.00 |
| EFT25453 | 25/10/2017 | JULIES LAWNMOWING | MOWING OF BOYANUP MUSEUM GROUNDS AND BOYANUP HALL | 280.00 |
| EFT25454 | 25/10/2017 | LD TOTAL | ANNUAL MULCH ALLOCATION, DALYELLUP MAINTENANCE CONTRACT, REMOVAL OF GRAFFITI AT LAWSON POS AND REPAIR GATE AT NORTHERN LAKE PLAYGROUND, REPLACE VANDALISED ROTOR SPRINKLERS AT NORTH LAKE POS, LAWSON PARK AND KAMBANY PARK, REPAIRS TO WENTWORTH POS AND TURF AND WHIPPER SNIP AND SPRAY VERGE ON DALYELLUP BOULEVARD AND PRESSURE CLEAN LIMESTONE STAIRCASE AT WONIL PARK POS | 100142.02 |
| EFT25455 | 25/10/2017 | LANDGATE | GROSS RENTAL VALUATIONS CHARGEABLE AND RURAL INT VALUES SHARED | 506.19 |
| EFT25456 | 25/10/2017 | MARKETFORCE | SEEK 5 AD PACK, AND PUBLIC NOTICES | 2026.57 |
| EFT25457 | 25/10/2017 | NIGHTGUARD SECURITY SERVICE PTY LTD | SHIRE ALARM RESPONSES | 2951.59 |
| EFT25458 | 25/10/2017 | REBECCA NEWALL | CARRY OUT CLEANING OF EAST DALYELLUP PAVILION WED 11TH OCT, MONDAY 16TH OCTOBER | 180.00 |
| EFT25459 | 25/10/2017 | VODAFONE HUTCHISON AUSTRALIA PTY LTD | VODAFONE MESSAGING FOR BFB-OCT 17 | 129.38 |
| EFT25460 | 25/10/2017 | PERTH MANAGEMENT SERVICES | RENTAL AND VARIABLE OUTGOINGS FOR DALYELLUP LIBRARY 1/11/17-30/11/17 | 1552.77 |
| EFT25461 | 25/10/2017 | MICHELLE PLUME | REIMBURSEMENT OF 3X GIFT VOUCHERS | 500.00 |
| EFT25462 | 25/10/2017 | PARKS AND LEISURE AUSTRALIA | PLA MEMBERSHIP | 291.50 |

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| EFT25463 | 25/10/2017 | AUSTRALIA TAXATION OFFICE | PAYG WITHHOLDING - 17/10/17 | 49131.00 |
| EFT25464 | 25/10/2017 | OPTEON (WESTERN AUSTRALIA) PTY LTD | VALUATION REPORT FOR OCEAN FOREST LUTHERAN COLLEGE - LAND AND BUILDINGS | 7760.00 |
| EFT25465 | 25/10/2017 | SCHULZE P & KF | REIMBURSEMENT FOR SERVICE TO EXTERNAL HARD DRIVE | 319.00 |
| EFT25466 | 25/10/2017 | SJ TRAFFIC MANAGMENT PTY LTD | TRAFFIC MANAGEMENT DAY WORKS FOR JAMES ROAD AND EUCALYPT DRIVE | 882.00 |
| EFT25467 | 25/10/2017 | D & K THOMAS ELECTRICAL | REPLACE LIGHT FITTING OUTSIDE BOYANUP COMMUNITY CENTRE | 1569.76 |
| EFT25468 | 25/10/2017 | THOMPSON SURVEYING CONSULTANTS | CARRY OUT RE-ESTABLISHMENT OF SURVEY ALIGNMENT AT THE REAR OF LOT 6 FRIAR TUCK ROAD | 385.00 |
| EFT25469 | 25/10/2017 | TOTALLY WORKWEAR | STAFF UNIFORM | 242.00 |
| EFT25470 | 25/10/2017 | TOTAL GREEN RECYCLING PTY LTD | TRANSPORT AND PROCESSING OF E-WASTE COLLECTED AT CAPEL WASTE TRANSFER STATION | 1045.55 |
| EFT25471 | 25/10/2017 | THINKWATER BUNBURY | GALCONS AND VALVE BOXES | 414.90 |
| EFT25472 | 25/10/2017 | RAY TINK ROOFING | INSTALL PERSPEX COVER ON ROOF WINDOW VENTS AT CAPEL HALL | 770.00 |
| EFT25473 | 25/10/2017 | SOLUTIONS I.T. BUNBURY | REPAIRS TO IPHONE SCREEN | 229.00 |
| EFT25474 | 25/10/2017 | WORK CLOBBER BUNBURY | PROTECTIVE WORK CLOTHING | 802.27 |
| EFT25475 | 25/10/2017 | ANTHONY WILLETTS | ELGIN ROAD, BOUNDARY ROAD AND BOYANUP WEST ROAD RECONSTRUCTIONS | 3036.45 |
| EFT25476 | 25/10/2017 | ZARBELLIKA | GIS CONSULTING - SEPTEMBER 2017 | 4745.13 |
| EFT25477 | 27/10/2017 | SHERIDAN JOY | TWO HOUR NUTRITION SEMINAR FOR ACTIVE AGEING PROGRAM | 1000.00 |
| EFT25478 | 27/10/2017 | HEARN R | REPLACEMENT WINDOW | 322.93 |
| EFT25479 | 31/10/2017 | FUJI XEROX AUSTRALIA PTY LTD | ANNUAL PHOTOCOPIER RENTAL AND SERVICE AGREEMENT | 1369.61 |
| 48628 | 04/10/2017 | BOYANUP DANCE SCHOOL | CANCELLATION OF EVENT | 80.25 |
| 48629 | 04/10/2017 | ARTHUR BEGLEY | REFUND REGISTRATION FOR STERILISATION OF DOG | 300.00 |
| 48630 | 04/10/2017 | SYNERGY | ELECTRICITY | 5297.40 |

| | | | | |
|-------|------------|---------------------------------|--|----------|
| 48631 | 04/10/2017 | TELSTRA CORPORATION LTD | MOBILE RENT & CALLS | 2150.51 |
| 48632 | 04/10/2017 | WATER CORPORATION | WATER USAGE | 454.27 |
| 48633 | 11/10/2017 | GELORUP BUSHFIRE BRIGADE | DONATION OF HAZARD BURN INCOME | 727.27 |
| 48634 | 11/10/2017 | COURIER AUSTRALIA INTERNATIONAL | POSTAGE AND FREIGHT | 37.07 |
| 48635 | 11/10/2017 | SHIRE OF CAPEL | NEWSPAPERS FOR DALYELLUP LIBRARY | 31.50 |
| 48636 | 11/10/2017 | MISS V HOUSE | REFUND OF SEPTIC PERMIT | 118.00 |
| 48637 | 11/10/2017 | MATTHEW MULLANY | REFUND DUE TO STERILISATION | 30.00 |
| 48638 | 11/10/2017 | MR B PROWSE | RATES REFUND | 505.69 |
| 48639 | 11/10/2017 | QUEST CONVEYANCING | RATES REFUND | 483.16 |
| 48640 | 11/10/2017 | ST JOHN OF GOD FOUNDATION INC | \$5000 DONATION COMMITTED IN 2013/14 AS PART OF \$25K OVER 5 YEARS TOWARDS THE SOUTH WEST CORONARY CARE AND CANCER SERVICE AT ST JOHN OF GOD BUNBURY HOSPITAL (OC100217/10/12) | 5000.00 |
| 48641 | 11/10/2017 | WATER CORPORATION | WATER USAGE | 430.38 |
| 48642 | 18/10/2017 | SHIRE OF CAPEL | REFRESHMENTS | 340.90 |
| 48643 | 18/10/2017 | SHIRE OF DONNYBROOK/BALINGUP | GIVING & RECEIVING FEEDBACK - TRIAL OF TRAINING PROVIDER AT DONNYBROOK BALINGUP | 200.00 |
| 48644 | 18/10/2017 | GABRIELLE DAVIES | DOG STERILISATION REFUND | 38.75 |
| 48645 | 18/10/2017 | DOLORES EDWARDS | DOG STERILISATION REFUND | 15.00 |
| 48646 | 18/10/2017 | DEBRA MCDONNELL | DOG STERILISATION REFUND | 30.00 |
| 48647 | 18/10/2017 | COMMISSIONER OF POLICE | CORPORATE FIREARM LICENCE | 124.00 |
| 48648 | 18/10/2017 | SYNERGY | ELECTRICITY-1707X STREETLIGHTS | 31372.40 |
| 48649 | 18/10/2017 | T SKODA | RATES REFUND | 117.59 |
| 48650 | 18/10/2017 | WATER CORPORATION | WATER USAGE | 3596.48 |
| 48651 | 25/10/2017 | COURIER AUSTRALIA INTERNATIONAL | POSTAGE AND FREIGHT LIBRARIES | 39.31 |
| 48652 | 25/10/2017 | SHIRE OF CAPEL | OCTOBER PETTY CASH RECOUP | 448.00 |
| 48653 | 25/10/2017 | NJ GIBBS | RATES REFUND | 652.96 |
| 48654 | 25/10/2017 | LOIS GOODWIN | DOG STERILISATION REFUND | 30.00 |
| 48655 | 25/10/2017 | MR G HUNTER | RATES REFUND | 491.43 |
| 48656 | 25/10/2017 | SYNERGY | ELECTRICITY | 3467.55 |
| 48657 | 25/10/2017 | SOUTH WEST PROPERTY SETTLEMENTS | RATES REFUND | 487.33 |
| 48658 | 25/10/2017 | WATER CORPORATION | WATER USAGE | 594.53 |
| 847 | 04/10/2017 | DIVINE GRACE ESTRELLA | BOND REFUND | 150.00 |

| | | | | |
|-----|------------|--|------------------------------|--------------|
| 848 | 11/10/2017 | BUILDING & CONSTRUCTION IND TRAINING FUND | BCITF LEVY COLLECTED SEPT 17 | 1336.95 |
| 849 | 11/10/2017 | DEPARTMENT OF COMMERCE - BUILDING COMMISSION | BSL LEVY COLLECTED SEPT 17 | 5009.06 |
| 850 | 11/10/2017 | SHIRE OF CAPEL | BSL COMMISSION SEPT 17 | 237.75 |
| 851 | 11/10/2017 | AMANDA DRAPER | HALL BOND REFUND | 500.00 |
| | | CHEQUE 852 CANCELLED | | 0.00 |
| 853 | 11/10/2017 | MACKFIT DALYELLUP PTY LTD | HALL BOND REFUND | 150.00 |
| 854 | 11/10/2017 | WA COUNTRY BUILDERS | REFUND OF BUILDING PERMIT | 512.33 |
| 855 | 11/10/2017 | PEDRO MIQUEL GOWCALVES LOURO | BOND REFUND | 100.00 |
| 856 | 18/10/2017 | BUNBURY REFORMED EVANGELICAL CHURCH | HALL BOND REFUND | 150.00 |
| 857 | 25/10/2017 | BRIAN H SMITH | REFUND OF NOMINATION DEPOSIT | 80.00 |
| 858 | 25/10/2017 | CR MURRAY SCOTT | REFUND OF NOMINATION DEPOSIT | 80.00 |
| 859 | 25/10/2017 | NATALYA DESAI | HALL BOND REFUND | 150.00 |
| 860 | 25/10/2017 | NORMAN ARTHUR HOSKIN | REFUND OF NOMINATION DEPOSIT | 80.00 |
| 861 | 25/10/2017 | DOUGLAS KITCHEN | REFUND OF NOMINATION DEPOSIT | 80.00 |
| 862 | 25/10/2017 | RAELENE MOWDAY | HALL BOND REFUND | 1000.00 |
| 863 | 25/10/2017 | GREG NORTON | REFUND OF NOMINATION DEPOSIT | 80.00 |
| 864 | 25/10/2017 | DEBBIE RADISICH | REFUND OF NOMINATION DEPOSIT | 80.00 |
| 865 | 25/10/2017 | MICHAEL SOUTHWELL | REFUND OF NOMINATION DEPOSIT | 80.00 |
| 866 | 25/10/2017 | ROWENA TESTER | HALL BOND REFUND | 150.00 |
| 867 | 25/10/2017 | ARMAN YAZDANI | HALL BOND REFUND | 150.00 |
| | | | | 1,014,391.62 |

| | | |
|----------|---------------------------------|--------------|
| 03.10.17 | SHIRE OF CAPEL PAYROLL PAYMENTS | \$161,440.01 |
| 17.10.17 | SHIRE OF CAPEL PAYROLL PAYMENTS | \$165,274.65 |
| 31.10.17 | SHIRE OF CAPEL PAYROLL PAYMENTS | \$171,017.38 |

\$497,732.04

| | | |
|----------|-------------------------------|--------------|
| 18.10.17 | TRANSFER to MUNICIPAL ACCOUNT | \$393,000.00 |
|----------|-------------------------------|--------------|

\$393,000.00

CERTIFICATE OF CHIEF EXECUTIVE OFFICER

This schedule of accounts to be passed for payment, covering vouchers as detailed above which was submitted to each member of Council on 22 November 2017 have been checked and are fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and services and as to prices, computations, and costings and the amounts shown are due for payment.

P.F. Steady.

CHIEF EXECUTIVE OFFICER

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATIONS – 15.4

That Council receives:

- 1 The Schedule of Accounts covering vouchers 847-867, EFT25264 to EFT25479, CHQ48628 to CHQ48658 totalling \$1,014,391.62 during the month of October 2017;**
- 2 Payroll payments for the month of October 2017, totalling \$497,732.04; and**
- 3 Transfers to and from investments as listed.**

15.5 Financial Statements for 31 October 2017

Location: Capel
Applicant: Shire of Capel
File Reference: N/A
Disclosure of Interest: Nil
Date: 08.11.17
Author: Manager Finance, A Mattaboni
Senior Officer: Executive Manager Corporate Services, S Stevenson
Attachments: Financial Statements for October 2017

IN BRIEF

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

RECOMMENDATION

That Council adopts the financial statements for the period ending 31 October 2017 as attached.

BACKGROUND / PROPOSAL

Background

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

Proposal

The financial statements provided to Council satisfy the requirements.

STATUTORY ENVIRONMENT

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

6.4 Financial Report

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

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

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

Financial Activity Statement Report

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

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

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

POLICY IMPLICATIONS

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

RISK IMPLICATIONS

There are no risk implications related to this item.

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.

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

Shire of Capel Strategic Community Plan 2013 to 2031

1. The Leadership Experience *“Provide efficient and effective financial management to ensure the long term financial sustainability of the organisation.”*

Strategic Outcome:

1.5 Ensure the effective management of Council's resources.

CONSULTATION

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

COMMENT

At 31 October 2017, Council's net current assets position was a surplus of \$11,550,730. The forecast year end net current asset position is a surplus of \$169,294. This a change to the

budgeted amount of \$6,494 due to the brought forward amount changing from the budget figure used of \$61,802 to the actual amount of \$224,602. The resulting forecast extra surplus amount of \$162,800 will need to be reallocated by Council. The forecast net current asset position for year end 2017/18 will change with the updating of forecast accounts during the financial year. In accordance with Local Government (Financial Management) Regulation 33A a review of the annual budget will be carried out between 1 January and 31 March 2018.

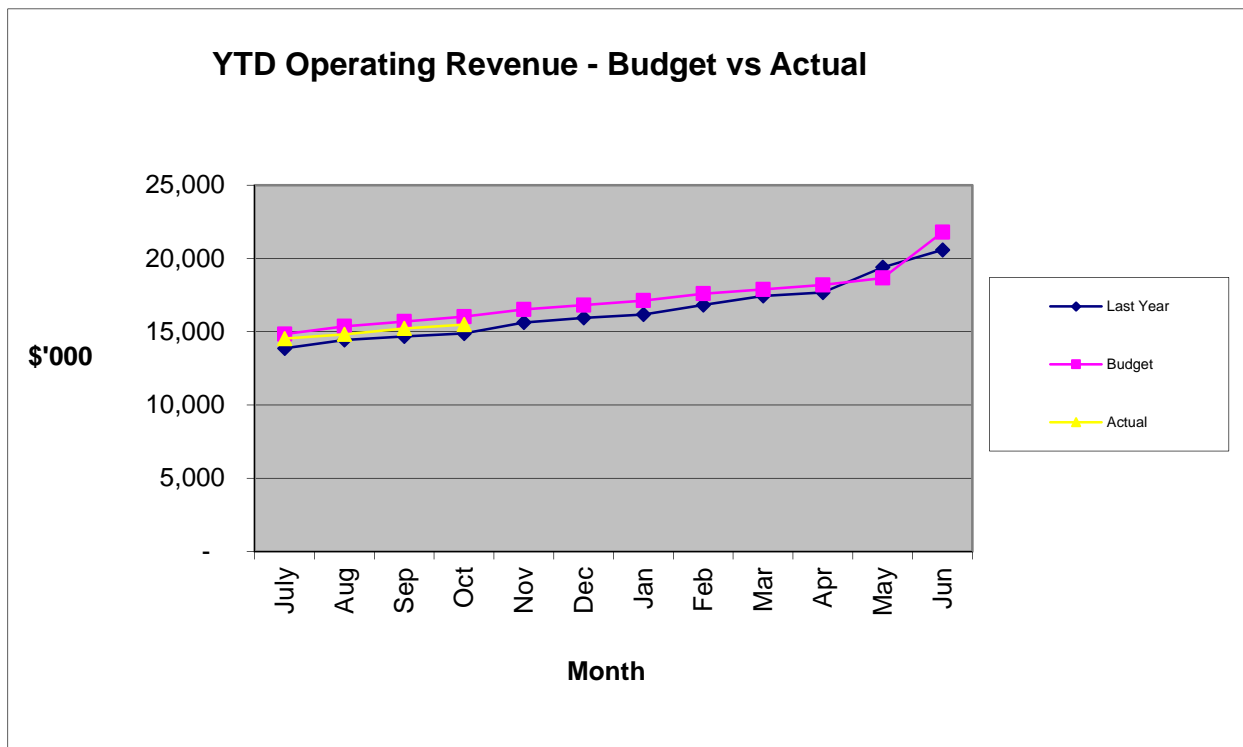
Compared to the annual budget approximately 89% of Operating Revenue has been invoiced and 29% of the Operating Expenditure budget has been spent. The monthly budget of income and expenditure has been adjusted to reflect the expected timing of actual income and expenditure throughout the financial year.

Rates have been assessed for the 2017/18 financial year with income raised in the July 2017. The Statement of Comprehensive Income by Nature and Type shows 99% of rates income has been received year to date compared to the annual budget. Fees and Charges income includes \$2,282,920 for household refuse fees which is included in the rates billing process. 82% of Fees and Charges income has been received year to date compared to the annual budget.

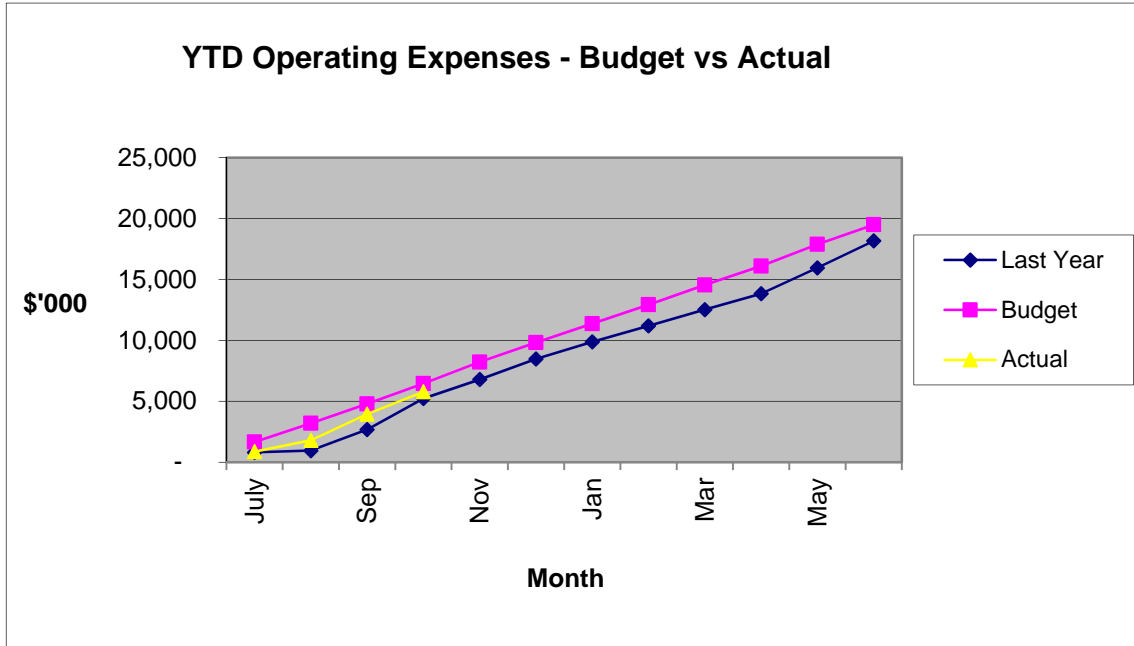
A comparison of employee costs shows that 30% of the annual budget has been spent. Leave liability expenses have been calculated. The Employee Costs category expenses includes salaries and wages, superannuation, workers compensation, leave liability expense, training/conferences and fringe benefits taxation.

Fixed asset depreciation has been calculated for the months of July to October 2017 using the updated fair value of all assets as at 30 June 2017.

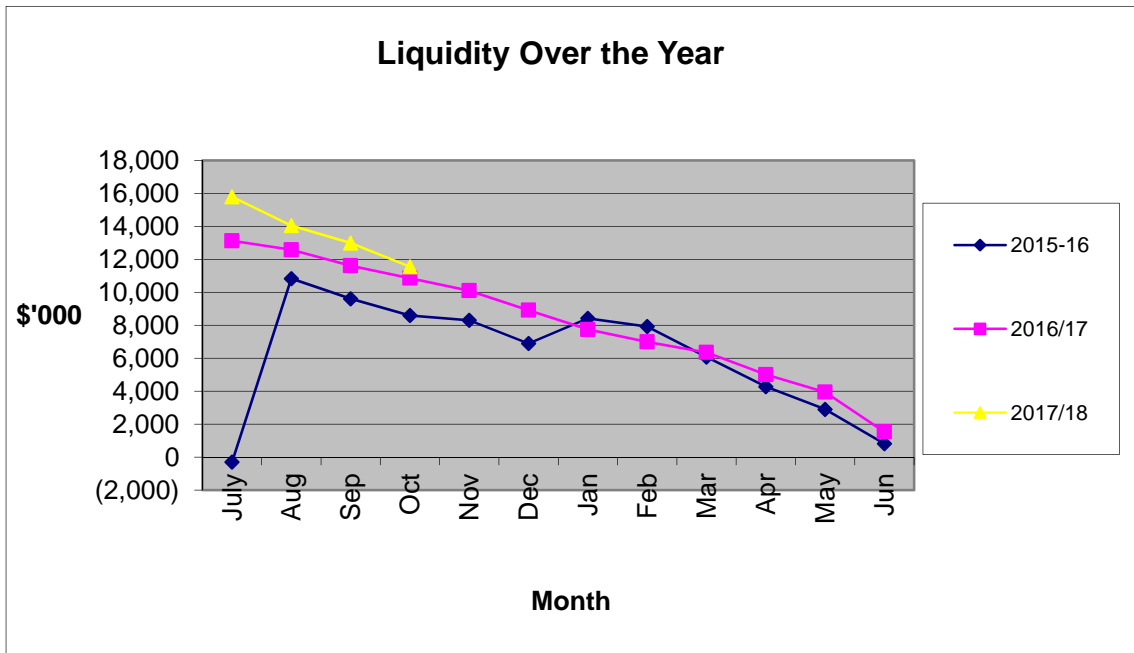
The following graphs compare actual Operating Revenue and Operating Expenditure against the approved budget on a year to date basis. Last year’s actual is also included for comparative purposes.



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



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

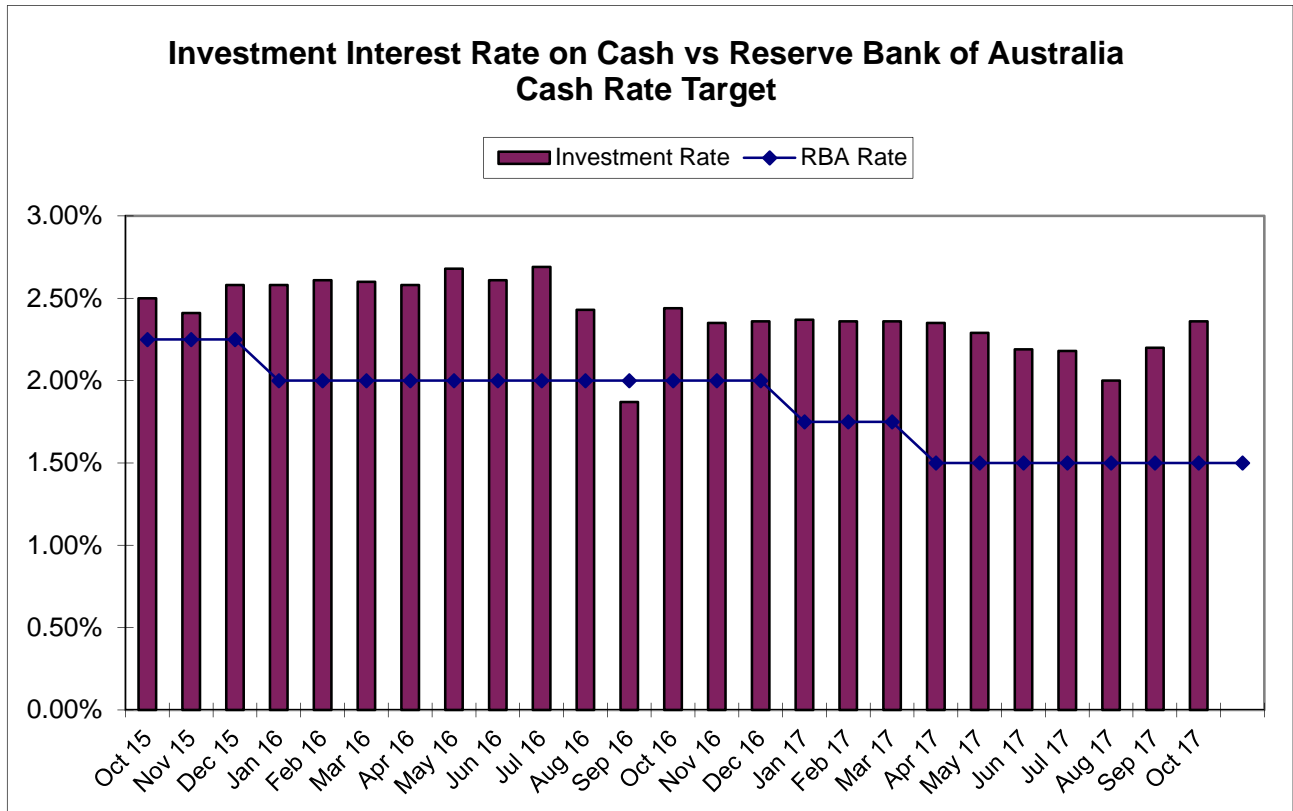


Council’s municipal cash and investments position has decreased by \$470,657 compared to September 2017. The Municipal cash position is an amount of \$19,692,123 of which \$12,241,227 is restricted for specific purposes as shown at Note 3. Cash revenue came from rates receipts, dog and cat registration renewals, grant funding and Business Activity Statement refund from the Australian Taxation Office. Major cash expenses were for payroll, contractor and loan payments.

Total interest earned year to date is \$102,663 which is below the year to date budget of \$146,185. The average investment rate of return has increased to 2.36% which exceeds the Reserve Bank’s cash reference rate of 1.50%. The Reserve Bank Board on 3 October 2017 made no change to their target cash rate of 1.50%. The Shire has term deposits maturing from

November 2017 to September 2018, investment terms ranging from 63 days to 364 days and interest rates from 2.20% to 2.60%.

The budgeted interest earnings amount of \$425,398 is derived from several sources. \$31,654 is budgeted rate installment interest with the interest rate being 3.50% as allowed under Local Government (Financial Management) Regulation 68, the maximum rate allowed being 5.5%. \$26,611 is budgeted interest on unpaid rates with the interest rate being 10% as allowed under Local Government (Financial Management) Regulation 70, the maximum rate allowed being 11%. \$1,228 is budgeted interest charged on unpaid Emergency Services Levy as allowed under the Emergency Services Levy Act at a rate of 11% and \$200 is budgeted interest from Pensioner deferred rates which is paid by the Western Australian Department of Finance. \$365,705 of budget interest earnings will be subject to the market interest rates for cash deposits.

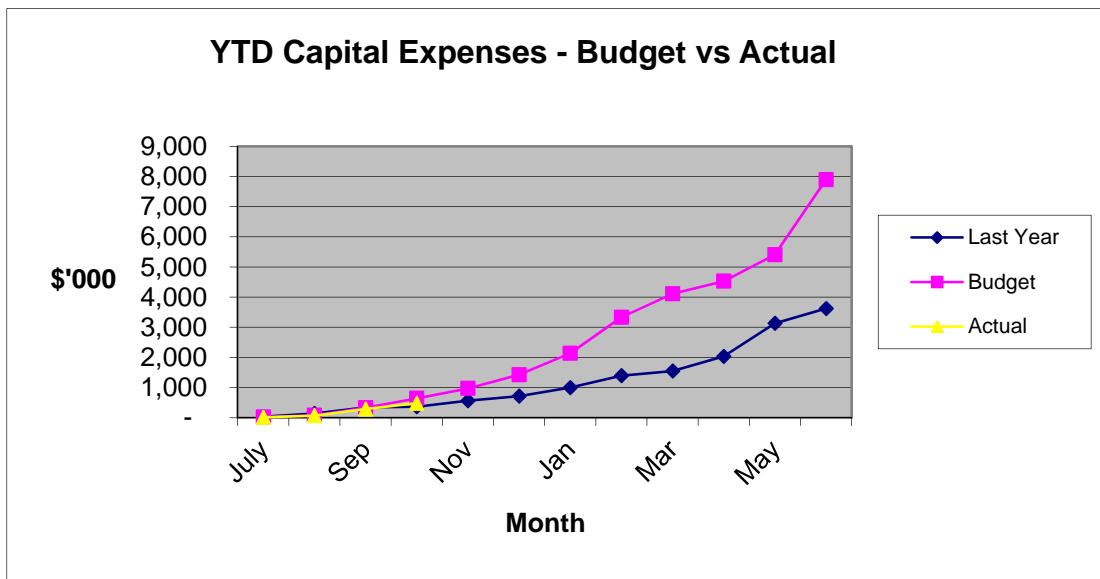


Capital works expenditure of \$189,769 was incurred during the month on:

- \$62,050 Kubota Front Mowers (x2);
- \$50,388 Road Widening;
- \$18,759 Air Conditioner Replacement;
- \$17,270 Playground Shade Sails;
- \$13,194 Dual Use Paths;
- \$8,339 Bitumen Reseal Program;
- \$4,596 Administration Building (Strategic Projects);
- \$4,000 Gravel Resheets;
- \$3,328 Playground Replacement Program;
- \$3,140 Shire Boundary Signs;
- \$2,080 East Dalyellup Primary School;
- \$1,435 Elgin Fire Brigade Site Works;
- \$950 Asphalt; and
- \$240 Trails Master Plan.

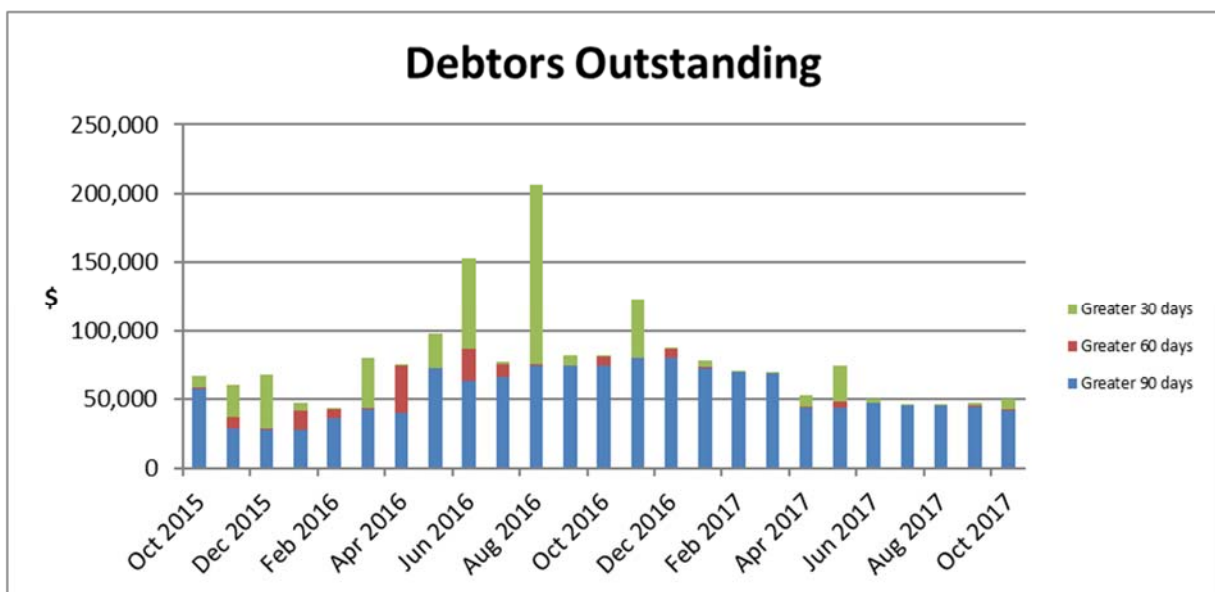
The following graph compares actual capital expenditure against budget on a year to date basis. Last year’s actual is included for comparative purposes. The monthly budget has been adjusted

to reflect the expected timing of capital expenditure throughout the financial year. Non cash infrastructure has not been included in the graph.

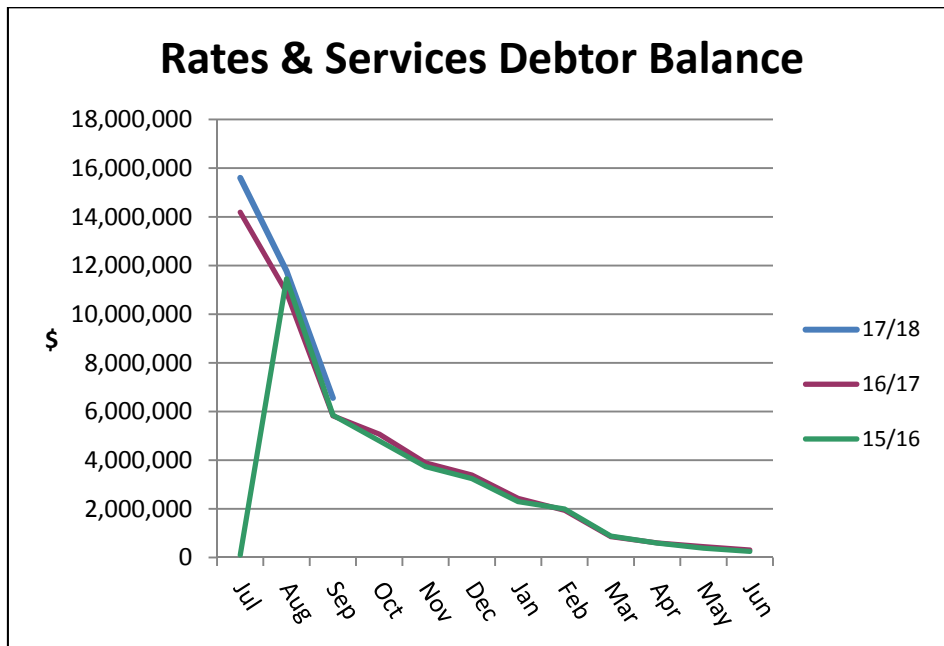


Council's financial ratios are disclosed in Note 14.

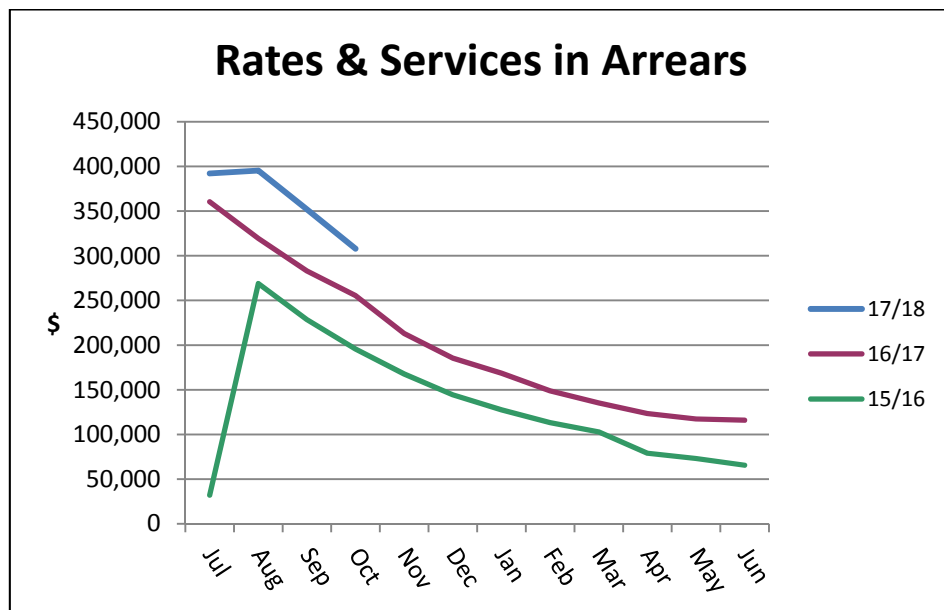
The following graph illustrates Council's current level of general Debt recovery for 31-60 days, 61-90 days and greater than 90 days.



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: 2017/18 2.51%, 2016/17 2.54% and 2015/16 2.35%.



A review of the Statement of Financial Position and the attendant notes indicates there are no adverse trends evident in the year to date financial statements as at 31 October 2017.

VOTING REQUIREMENTS

Simple majority

OFFICER’S RECOMMENDATION – 15.5

That Council adopts the financial statements for the period ending 31 October 2017 as attached.

16 COMMUNITY SERVICES REPORTS

16.1 Minor Community Grants Scheme Applications

| | |
|-------------------------|--|
| Location: | Whole of Shire |
| Applicant: | Shire of Capel |
| File Reference: | GF.GP.13 |
| Disclosure of Interest: | Nil |
| Date: | 14.11.17 |
| Author: | Community Development Officer, D Sims |
| Senior Officer: | Manager Community Development & Libraries, J O'Neill |
| Attachments: | Nil |

IN BRIEF

To consider funding projects under the Shire Minor Community Grants Scheme.

RECOMMENDATION

That Council:

- 1. Approves funding for Minor Community Grant applications 1-6, subject to the community groups meeting the conditions outlined in the report.**
- 2. Approves a second round of funding to be promoted in January 2018.**

BACKGROUND / PROPOSAL

Background

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

The Shire Community Grants Scheme 2017/18 was promoted to local community groups and sporting clubs through the Shire's online news, website and email database of community groups. Applications closed on 26 October 2017 with six applications for minor grants from across the Shire being received. Each application has been reviewed and recommendations for funding is outlined for Council's approval.

Proposal

Council to consider approving six applications under the Minor Community Grant Scheme.

STATUTORY ENVIRONMENT

There is no relevant legislation applicable to this matter.

POLICY IMPLICATIONS

Council Policy 8.3 Minor Community Grants Scheme.

RISK IMPLICATIONS

The proposal to approve the six applications under the Minor Community Grants Scheme is considered as low risk. All applications have been discussed in detail with the report's author, with risks identified and mitigated prior to application submission.

FINANCIAL IMPLICATIONS

Budget

The 2017/18 budget has allocated a budget of \$28,526 for minor community grants.

Requests for the Minor Community Grants Scheme totalled \$12,442.25. The amount recommended for funding is \$12,442.25. This is \$16,083.75 less than the approved budget. However, it is suggested that a Round 2 be promoted in January 2018.

Long Term

The minor community grants are required to be acquitted by end of June 2018. Therefore, there are no long term financial implications.

SUSTAINABILITY IMPLICATIONS

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

STRATEGIC IMPLICATIONS

Shire of Capel Strategic Community Plan 2013 – 2031

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

Strategic Outcome:

2.2 Encourage community engagement and participation.

Shire of Capel Corporate Business Plan 2013 – 2017

Strategy 2.2B Develop links with and support community volunteers.

CONSULTATION

The Minor Community Grants schemes were advertised in September and October in the Shire's online news, Facebook pages and email database of community groups.

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

COMMENT

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

As the Shire only received six applications for this scheme, it is recommended that another round of funding be announced in January 2018.

Minor Community Grants Scheme

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

The total amount of funding requested from the applications received is \$12,442.25. As indicated in the table it is recommended that six projects be funded at a total cost of \$12,442.25.

| No. | Applicant | Project Title | Total Project Cost | Requested Amount | Description |
|------------|--|----------------------------------|---------------------------|-------------------------|---|
| 1 | Boyanup Foundation | Upgrading the Roundhouse Stage 2 | \$9,974.30 | \$2,974.50 | Lighting will be installed in the Roundhouse to allow visitors to view the exhibits and interpretive signage easily. The items of vintage agricultural machinery exhibited in the Roundhouse will be integrated and this information conveyed through a system of professionally designed and produced interpretive panels. |
| 2 | Dalyellup Over 50s – Auspice by Dalyellup Seniors' Inc | Seniors' Luncheon | \$1,800 | \$900 | To take the senior group on a social outing for lunch at the Bull & Bush Tavern in Boyanup to celebrate Mother's Day. |
| 3 | Capel Playgroup Inc | Summer Maintenance & Promotion | \$818.18 | \$409.09 | To promote the playgroup with teardrop banners near the site and on the main road. We would also like to purchase a portable gazebo to use in the summer months for outside play and a leaf blower. Will need |

| | | | | | |
|---|-------------------------------------|--|------------|------------|---|
| | | | | | to submit an application to the Shire for temporary signage. |
| 4 | Dalyellup Dockers Football Club Inc | Provision of electricity to sheds for Dalyellup Football, Cricket & Soccer Clubs | \$5,454.00 | \$1,494.00 | There are 4 Dalyellup sporting clubs that have storage sheds at the Ocean Forest Lutheran College site (Dalyellup Dockers Football Club, Dalyellup Rangers Soccer Club, Dalyellup Dinosaurs and Dalyellup Beach Cricket Club) and there is no electricity running to the shed and hence no lighting or power. Approval received from Principal at Lutheran College. |
| 5 | Ironstone Adventure Riding Club Inc | Replacement of Positrack Trailer (used for reinstating and maintaining trails) | \$9,995.00 | \$3,333.00 | The Ironstone Adventure Riding Club organises the annual Capel 200 Trail Bike Rally in the Capel - Jarrahwood State Forest, typically on the first weekend in July. The event has historically been sanctioned and approved by the Shire of Capel, the City of Busselton and the Department of Biodiversity, Conservation & Attractions. Throughout the year the Club's volunteers are active in reinstating and maintaining trails that are used for the event and also other established trails that are used by the general public. The Capel 200 is now in its 40th year and this volunteer trail maintenance program has been a key factor in enabling the event, and recreational trail |

| | | | | | |
|---|-------------------------------|------------------------------|----------------------|----------------------|---|
| | | | | | bike riding in the area, to be undertaken sustainably. Much of the reinstatement and maintenance is undertaken with a 1.5 tonne Positrack skid steer loader which is transported on an old, unreliable and unsuitable trailer which frequently requires repairs as it is not designed to carry a Positrack. The Club now needs to replace the trailer with a new heavy duty, purpose built trailer but does not currently have sufficient funds to do so. |
| 6 | Riding for the Disabled Capel | Storage Room Fit Out Project | \$9,995.00 | \$3,331.66 | RDA Capel have been donated a transportable donga from Iluka Resources. The Fit Out Project's two main aims are to refurbish and fit out the donga so that it can be used as a storage facility for horse tack and riding equipment; and to install a disabled toilet. This will include a compost system which has met all required Department of Health permits. Will need to obtain a building permit, planning permit and health permit from the Shire. |
| | | | TOTAL \$38,036.48 | TOTAL \$12,442.25 | |

Comment on each application:

Boyanup Foundation – Upgrading the Roundhouse Stage 2

- Amount requested \$2,974.50
- Previously funded in 2016/17 for \$797.50, 2015/16 for \$1505 and 2013/14 for \$935.
- Submitted an application to Stronger Communities Commonwealth Funding Program for \$6,500.

- Increase in numbers to the South West Rail & Heritage Centre leading to increased revenue adding to the sustainability of the Boyanup Foundation Inc.
- Improvement in the environment in which the vintage machinery is displayed will minimise the work needed to maintain and restore the items.
- Enhancement in the visual amenity of the display will entice more volunteers.
- Volunteers will have increased pride in the results of their labour seeing their work displayed in an attractive exhibition meeting the National Standards for Museums as formulated by Museums Australia.
- Improvement in lighting will enable people with visual impairment to view the displays more easily.
- Enhanced displays will lead to more visitors, with a flow on effect of greater spending in the local area.
- Increased interpretation will heighten awareness of the agricultural heritage of the local area and increase appreciation of the life of pioneers in the district and the contribution they made to the development of the Shire.
- Improvements in the display area may lead to an increase in donations of agricultural machinery or associated items thus building on the Boyanup Foundation Collection and adding to the body of knowledge regarding the district's heritage.

Approved subject to meeting the following conditions:

- **Confirmation of funding from Stronger Communities or another funding body.**

Dalyellup Over 50s – Seniors' Luncheon

- Amount requested \$900
- No previous funding from Council's Minor Community Grants Scheme
- Have not applied for other funding, however participants will contribute 50% of the total project cost.
- This project will benefit their group through the formation of new friendships and support networks in the community for seniors. Benefits of attending social outings include regaining a sense of purpose in life, enhanced self-esteem, decreased social isolation and friendship. Social participation enhances individual wellbeing and resilience, enhanced quality of life and a greater capacity by individuals and communities to cope with the stresses and strains of life.

Approved subject to meeting the following conditions:

- **No conditions apply.**

Capel Playgroup Inc

- Amount requested \$409.09.
- No previous funding from Council's Minor Community Grants Scheme.
- They have a lot of debris that falls from trees on site. The Shire have always responded to requests for maintenance but having a leaf blower means they can do this more often themselves. Extra promotion through their tear drop banners will hopefully increase their membership, which will strengthen their playgroup financially and make it more sustainable for the community.
- Applying for funding to Bendigo Bank for \$409.09.

Approved subject to meeting the following conditions:

- **Confirmation of funding from Bendigo Bank or another funding body.**
- **Obtain a temporary signage permit from the Shire.**

Dalyellup Dockers Football Club

- Amount requested \$1,494
- Not funded in previous years.
- As a collective, each shed will have electricity provided which will enable power access and lighting capabilities to illuminate the shed. This is very important for the winter sports as it gets dark early and is difficult to see without a light. All members that join

the respective clubs will have access to power and lighting as will all opposing teams that attend on a game day.

- Applied for \$2,500 to Stronger Communities Program Round 3.

Approved subject to meeting the following conditions:

- **Confirmation of funding from Stronger Communities Program or another funding body.**

Ironstone Adventure Riding Club

- Amount requested \$3,333
- Not funded in previous years.
- The direct benefit to their Club is that their volunteers will be able to continue to reinstate and maintain trails more efficiently and reliably. The key benefits to the wider community are:
 - Trails in the Capel-Jarraewood State Forest will be reinstated and maintained by Club volunteers at no cost to the community.
 - The Club can use the trailer and Positrack to collect and load fly-tipped rubbish dumped in the Capel-Jarraewood Forest at no cost to the community, therefore improving the amenity and environment in the area.
- Applied to the City of Busselton's Event Sponsorship and the Bendigo Bank Community Partnership Program.

Approved subject to meeting the following conditions:

- **Confirmation of funding from City of Busselton, Bendigo Bank or another funding body.**

Riding for the Disabled Capel

- Amount requested \$3,331.66
- Not funded in previous years.
- The Fit out Project will greatly improve service capacity and efficiency, and meet two basic needs for RDA Capel members. It will provide a safe, secure, convenient and workable storage unit for basic service equipment, such horse tack, riding equipment, safety boots and safety helmets. RDA Capel volunteers currently transport this equipment to and from the arena for each session, so on site storage will eliminate this burden. Another primary project outcome will be the provision of a disabled toilet providing convenience for all members, clients and visitors from the Capel community, which aligns with the Shire's commitment to the provision of accessible and inclusive services, facilities and events for the Capel Shire and wider community. Enabling the RDA Capel to provide a better service has invaluable social outcomes, including the enhancement of health, wellbeing and social connectedness of youth and all members of the Capel community.
- Successful with a Bankwest community grant of \$2,000 and a Disabled Children Foundation Grant of \$1,500.

Approved subject to meeting the following conditions:

- **Building permit obtained from the Shire.**
- **Planning permit obtained from the Shire.**
- **Health permit obtained from the Shire.**

VOTING REQUIREMENTS

Simple majority

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| OFFICER'S RECOMMENDATION – 16.1 |
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That Council

- 1. Approves funding from Account 123420 (Community Grants Scheme) for Minor Community Grant applications 1-6 (as detailed in Table 1), and totalling \$12,442.25 to the community groups listed for their projects as submitted, subject to the community groups meeting the conditions outlined in the report.**
- 2. Approves a second round of funding to be promoted in January 2018.**

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