

Shire *of* Capel

MINUTES

ORDINARY COUNCIL MEETING
Wednesday, 20 December 2017



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Shire *of* Capel



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SHIRE OF CAPEL

ORDINARY COUNCIL MEETING – 20.12.17

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SHIRE OF CAPEL

MINUTES OF THE ORDINARY COUNCIL MEETING HELD IN THE COUNCIL CHAMBERS, FORREST ROAD, CAPEL ON WEDNESDAY, 20 DECEMBER 2017 COMMENCING AT 4.35PM.

PRESENT:	President Councillor	MT Scott BW Bell BW Hearne DJ Kitchen PK McCleery DL Radisich SV Schiano JA Scott PF Sheedy MI Plume S Stevenson JM Gick AD Evans
	Chief Executive Officer Executive Manager Community Services Executive Manager Corporate Services Executive Manager Engineering & Development Services Minute Secretary	
LEAVE OF ABSENCE:	Councillor	M Southwell (OC1001)
APOLOGIES:		Nil
MEMBERS OF PUBLIC:		68

The President welcomed the everyone to the meeting.

RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

PUBLIC QUESTION TIME

Mr Peter Ashton, 64 Samrose Road, Dalyellup: Has Council investigated reports of significant Radium 222 and 228 monitored in groundwater?

Mr Jason Gick, Executive Manager Engineering & Development Services (EME&DS): The Council receives copies of Annual Environmental Reports that address multiple environmental criteria, including radiation monitoring in groundwater. These reports are prepared by an independent consultant, Radiation Professionals, who prepare an Annual Radiological Report as an appendix to the Annual Environmental Report. Copies of these reports are forwarded to the Department of Water and Environmental Regulation, the Health Department and the Radiological Council. These agencies have not notified the Shire with concerns over radiological impacts in ground water.

Mr Ashton: Has Council investigated the report of highly toxic, carcinogenic hexavalent chromium found 1000-times the safe limit?

EME&DS: The Annual Environmental Reports address hexavalent chromium measuring in groundwater. These Reports show some samples exceeding recommended levels, but nowhere near the 1,000 times asked by the questioner. The reports have been reviewed by an independent auditor before being forwarded to the Contaminated Sites Branch of the Department for Water and Environmental Regulation. The reports are also forwarded to the Health Department. These agencies have not notified the Shire with concerns over hexavalent chromium.

Mr Ashton: Does Council have access to the latest groundwater monitoring or other monitoring as Cristal Global won't (to date) make the report available to the public?

EME&DS: The copies of the Annual Environmental Reports are forwarded to the Council in June or July each year and are kept as records on file.

In speaking to Cristal Global yesterday, they are happy for us to make those reports publicly available so the Shire will put them in our libraries.

Mr Ashton: Is Council sure that the monitoring sites for groundwater are truly representative?

EME&DS: The Department for Water and Environmental Regulation is the statutory body that regulates the rehabilitation and monitoring of the site in accordance with Ministerial Conditions of 1992 and the Statutory Closure Notice of 2013. The suitability of the groundwater monitoring regime is determined by that Department, not the Shire of Capel.

Mr Ashton: Recommendations by a government department suggest groundwater use is yet to be approved for irrigation and construction should Green Patch proceed. Can Council assure all existing residents that their bores are safe from waste dump toxins in their irrigation?

EME&DS: The Shire has no information on this preceding statement. The installation of bores and consumption of groundwater is regulated by the Department for Water and Environmental Regulation. The Shire cannot offer guarantees on the quality or impact on groundwater.

Mr Ashton: Has Council considered that the amended odour buffer seems a little too convenient following the proposed development boundary?

EME&DS: The Dalyellup Waste Water Treatment Plant Buffer Area was determined through Amendment 0020/57 to the Greater Bunbury Region Scheme. The Western Australian Planning Commission accepted that the buffer area was acceptable, taking into account submissions made by the Council and relevant State Government departments, including Water Corporation. Again, it is regulated by another agency.

The Shire's interest revolved around ensuring the community site could accommodate a building that can be used for functions and the like.

Mr Ashton: Has Council considered that the Cristal Global waste dump is not built to modern standards – is not lined or capped with permanent stable material as per today's best practices?

EME&DS: It is not up to Council to make that determination. The waste dump site and practices were approved by the (then) DER as acceptable when issuing the relevant licence/approval when it commenced and continued until its closure in 2013. The Council has not made any deliberations, we are just considering the decision to go to advertising.

Mr Ashton: Can Council advise us, as rate payers, what is the quantum of any contributions to the Shire by Millennium/Cristal Global and why these were made?

EME&DS: Cristal Global and its predecessors have contributed \$1.965M to the Shire since 1989, towards a variety of functions including increased Community Ranger Services, maintenance of the Dalyellup Beach ablutions, the Gelorup Community Centre, the Dalyellup Sports Pavilion and consultancy studies.

Cristal Global has also contributed in kind by building a two lane traffic bridge on Harewoods Road, kerbing and widening along Harewoods Road, a deceleration lane on Bussell Highway, the carpark at Dalyellup Beach and more.

Cristal Global will pay another \$100,000 to the Shire in early 2018 towards future capital works.

Mr Ashton: If any, can Council assure rate payers that these have not and will not influence Council decisions on Green Patch and other Dalyellup developments by Satterleys?

President Murray Scott (President): The contributions were made by Millennium/Cristal not by the land owners/developers of the Dalyellup Beach Estate and therefore have no relevance or influence over decisions that Council will make in regards to the 'Greenpatch' Structure Plan or any other developments by Dalyellup Beach Pty. Ltd. as these decisions are based on planning considerations.

Mr Ashton: Does Council think it is acceptable that Satterleys has not done public consultation with affected residents?

EME&DS: It is the Shire's responsibility to formally advertise the Structure Plan as submitted by the applicant in accordance with the planning regulations. The applicant supports consultation through provision of necessary resources and information. The Shire is proposing to undertake another round of advertising in order to give residents the opportunity to comment on a modified version of the proposal. This is an unusual step, but the Shire considers it is necessary in order to ensure the proposal is properly considered. Whether Satterley consider that additional informal consultation on the proposal would be required is a matter for them.

Mr Ashton: Has Council considered that this high-density development is not consistent with the Liveable Neighbourhood Planning Policy 2015, which I gather recommends close proximity to amenities and shops, in fact, walking distance to them?

EME&DS: The concern expressed by residents that the proposal is not consistent with the Liveable Neighbourhoods policy is very apparent to Council. Consistency with Liveable Neighbourhoods will be assessed by the Shire following consultation on the modifications and will form part of the final analysis of the proposal and in its recommendation to the Western Australian Planning Commission on whether the proposal should be approved or not.

Mr George Turner, 1687 Goodwood Road, Capel: Can the President assure me that in future decisions like that of the CEO at the Bunbury Wellington Group of Councils meeting on 12 December 2016 to move a motion in regard to get the Talis Group to continue to pursue site 16 (Goodwood Road Reserve No 14076), should have been to my way of thinking, been referred to or as I think Local Government should operate, be referred to the Shire of Capel Councillors first for their approval before going ahead and moving such a motion? The Councillors make the decisions on our behalf.

President: I am not in a position to give such an assurance as the CEOs attending Bunbury Wellington Group of Councils have some discretion to make decisions in regards to regional initiatives and are considered to be administration matters. If the decision is one that requires all the Councils' support before any action is taken, the CEOs will table the matter at their respective Council meeting for endorsement and approval.

Mr Turner: Not what I wanted to hear. Would the Council please inform us as to if the Shire of Capel has contributed any funding to the Waste Facility project since its inception (2011)? If the answer is yes, is this to pay the Talis Group for the work that they have been carrying out and if not, who then is paying them for their services and where has the funding been coming from?

Mr Paul Sheedy, Chief Executive Officer (CEO): The Shire of Capel has contributed \$3,797.32 towards two reports undertaken by the Talis Group, being the Regional Waste Management Strategy and Site Selection Study.

Mr Turner: There is no other funding to the Talis Group?

CEO: The contributions are made by all the South West local governments.

Mr Turner: Would the Council please inform as to if the flora and fauna report which was supposed to be completed in early December 2017 has now been completed and if so are we going to see this, which is the public, or is going to be under copyright as well. Would you please also inform us as to who is paying or this survey? Would council consider it to be advantageous to obtain a copy of the report further to assist us to get a better conservation and flora assessment of this vital area.

CEO: The consultant undertaking the flora and fauna study has had their botanist on sick leave delaying the completion of the report, which is expected to be completed and submitted to the South West Regional Waste Group within the next couple of weeks. I would suggest that the South West Regional Waste Group at its meeting in January/February 2018 will make a decision collectively on whether the report will be made available to the public.

The South West Regional Waste Group of Councils are paying for the flora and fauna survey, which each local governments contribution being based on its total rate revenue. The Shire of Capel is contributing \$1,186.52.

The Shire of Capel will be provided with a copy of the flora and fauna survey report, but given that Council has resolved not to accept a management order for Reserve 14076, Goodwood Road, Capel and therefore the site will no longer be considered for a regional waste facility, the information in the report is no longer relevant to any future discussions on a regional waste facility, as the report specifically related to Reserve 14076 and no other area/s.

Mr Jeremy Connor, 1688 Goodwood Road, Capel: Notwithstanding that Council has recently decided to cease seeking a management order with power to lease Reserve 14076 Goodwood Road, Capel as a site for a Regional Waste Facility, it is still possible that the South West Group of Councils may recommend an alternative location for a Regional Waste Facility within the Shire of Capel.

Considering the significant level of interest and concern that the Shire of Capel community has recently expressed over the location of such a facility, has Council given any consideration to developing any specific criteria or requirements to govern the location of a Regional Waste Facility, which would ensure both the functional requirements of the facility and acceptance by the Capel community?

CEO: Whilst Council cannot pre-empt what decisions the South West Group of Councils will make in the future, the current position of the Group was to consider identified sites from the 'Talis Site Selection Study' Report in the order of their ranking in the Report. Given that the next four ranked sites are not located in the Shire of Capel, but there are two further sites in the Shire of Capel in the top ten rankings, it is unlikely that a regional waste facility will be located in the Shire of Capel, unless further alternative sites are identified and supported by the Group and Council.

Council has not given any consideration to developing any specific criteria or requirements. The Talis Site Selection Study 'Site Selection Criteria' and 'Multi Criteria Analysis' considered some of the functional requirements for a regional waste facility, but more detailed criteria would be undertaken once a preferred site was established. Acceptance by the community is very difficult to achieve because the location of a

regional waste facility at any location in the Shire of Capel appears likely to receive some level of opposition.

A member of the public left the Chambers at 4.52pm.

Ms Kerry Bemrose, 37 Blaxland Road, Dalyellup 6230: Re Dalyellup Waste Water treatment plant odour buffer, special control area No. 4 – 6BRSA 0020/S7. Did the Shire of Capel make a submission to the WAPC in relation to this amendment, as it affects land in the Shire of Capel? If not, why?

EME&DS: This question is very similar to the previous question from Mr Ashton so I will read that out again. The Dalyellup Waste Water Treatment Plant Buffer Area was determined through Amendment 0020/57 to the Greater Bunbury Region Scheme. The Western Australian Planning Commission accepted that the buffer area was acceptable, taking into account submissions made by the Council and relevant State Government departments, including Water Corporation.

Ms Bemrose: Can I clarify something? Did the Capel Shire actually write a submission in relation to those commitments?

EME&DS: Correspondence at the time preceded the Amendment. A submission was not formally lodged but there was plenty of communication from the Shire.

The member of the public returned to the Chambers at 4.54pm.

Ms Bemrose: Re Offset Land 9931 Bussell Highway, Margaret River. Is Council aware that the proposed offset land is land which could never be developed, effectively, it doesn't need protection from clearing. The land is owned by Coastview Nominees, which Nigel Satterley is the Director of. Does the Shire of Capel believe that this is acceptable? If not, will the Shire of Capel be making further recommendation to the WAPC?

EME&DS: Unfortunately the process to obtain the offset of land is regulated by the Federal Department of Environment and Energy. The assessment process following the advertising will consider the issue, but it is regulated by the Federal Government.

Ms Andrea O'Brien, 24 Samrose Road, Dalyellup 6230: Dalyellup is known to have National Broadband Network (NBN) speeds well below the advertised rates and frequent high usage periods in which speeds are further degraded. As part of the proposed Dalyellup Greenpatch development are there upgrades in place to ensure the NBN for all Dalyellup residents will improve and not be further degraded with the addition of 400 residents?

CEO: As the NBN does not relate to the business of Council it does not in a position to comment and suggests the question be referred to NBN Co for a response.

Mrs Natalie Peterson, 59 Maidment Parade, Dalyellup: In one of the many brochures we received as new residents there was discussion of our role as owners of range style blocks in minimising impact on local woodlands and animals. It said "the larger lots will provide a buffer between the regional park and the adjoining residential areas, this will minimise impact from residential areas on the regional park."

How does the Structural Plan in question fit this model?

EME&DS: As we only received the question just prior to the meeting commencing, I will take the question on notice and provide a written response to you.

Mr Derek Peterson, 59 Maidment Parade, Dalyellup: Will buyers of the Greenpatch land be issued with a memorial on title documenting that they are purchasing land with contaminated groundwater?

EME&DS: As Council only received this question about 20 minutes prior to the meeting, I will take the question on notice and provide a written response to you.

Mr Mitch Delpport, 9 Diamond Street, Dalyellup: With the high density lot size that is now proposed, what are the widths of the lots that are being proposed and what are the R Code zonings that are being proposed as well?

EME&DS: At this point in time the proposal includes R20 to R50 and they have been modified from the previous proposal which was R20 to R60. We have not seen an exact lot plan yet and I would be guessing at best.

Mr Delpport: If you look at the R Code zonings you could build on 50% of that block

President: Mr Delpport I suggest that you put your statement in as a submission to the proposed Structure Plan when it is advertised.

Mr Delpport: Is there a way of getting the widths and lengths and the exact zoning thereof?

EME&DS: The Structure Plan shows the broad layout of the proposal. There is no subdivision plan at this time. The Structure Plan will have to be approved before any subsequent subdivision plan can be considered.

Mr Troy Bennell: Are the Councillors aware of the Greenpatch’s importance to the Noongar people and their heritage and culture? I talked to my uncle who is now in his 70’s and he talked about catching turtles and jilgies at the water hole there years ago.

EME&DS: As far as I know, and I will stand corrected on this, it has been referred to the Department of Aboriginal Affairs who have indicated that there are no sites of significance in this area.

Mr Bennell: Are you aware of the South West Aboriginal Air and Sea Council? At the water hole there they caught turtle and jilgies. We walked up a hill there. I would like to invite all of you to visit our country with me. I want to have you aware of the cultural significance of that area.

President: I suggest that you make a submission when this proposed Structure Plan goes to advertising and staff will ensure that your group will be notified.

APPLICATIONS FOR LEAVE OF ABSENCE Nil

DECLARATIONS OF INTEREST Nil

NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS Nil

OC1201 CONFIRMATION OF MINUTES

Moved Cr J Scott, Seconded Cr Hearne

That the Minutes of the Ordinary Council meeting held on 22 November 2017 are confirmed.

Carried 8/0

VOTING REQUIREMENTS

Simple majority

ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION	Nil
PETITIONS/DEPUTATIONS/PRESENTATIONS	Nil
MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	Nil
QUESTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	Nil

CHIEF EXECUTIVE OFFICER REPORTS

OC1202 (13.1) Special Electors' Meeting - Minutes

Location:	Capel
Applicant:	Shire of Capel
File Reference:	CM.CM.2:R14076.9
Disclosure of Interest:	Nil
Date:	01.12.17
Author:	Chief Executive Officer, PF Sheedy
Senior Officer:	Chief Executive Officer, PF Sheedy
Attachments:	Special Electors' Meeting Minutes 29 November 2017

IN BRIEF

Three motions were considered and passed at the Special Electors' meeting which are now required to be considered by Council, and are as follows:

1. That the regional rubbish tip facility proposal has not been fully disclosed to the electors of Capel. Information and files are being withheld by the Shire of Capel to the detriment of electors, and full information and correspondence should be made available on request.
2. The regional rubbish tip facility is totally unacceptable at its current proposed location (Reserve 14076 Goodwood Road, Capel) in the Shire of Capel and the proponents shall be advised of this from the Shire of Capel.
3. The regional rubbish tip facility is a flawed concept and will not solve the problem of waste generated from the South West populous regions in the medium to long term.

RECOMMENDATION

That Council receives the minutes of the Special Electors' Meeting held on 29 November 2017 and in regards to the three motions passed at the meeting resolves as follows:

- 1. Motion One not be supported given that the Talis Site Selection Study identifies private property as potential regional waste facility sites which would be considered to have a commercial value or be of commercial benefit to other parties and therefore the report is considered to be confidential.**
- 2. Motion Two be received but given the decision of Council on 22 November 2017 (OC1113) that effectively has directed the Chief Executive Officer take similar action to this motion no further action is required.**
- 3. Motion Three not be endorsed as the proposal to have a regional waste facility somewhere in the south west is not a flawed concept as the bringing of all the regions general waste to one central facility provides the opportunity for increased reduction of waste being buried plus provides the opportunity for 'future waste to energy' opportunities.**

BACKGROUND / PROPOSAL

Background

November 2017

A petition containing the signatures of 294 electors of the Shire of Capel requesting the President to hold a Special Meeting of Electors to consider three motions was received on 1 November 2017.

The President determined that the Special Electors' meeting would be held on Wednesday 29 November 2017 in the Capel Community Centre commencing at 6.00pm.

Notice of the proposed meeting date and time was published in the *South Western Times*, Councillors were advised and notices were placed on the Shire and library public notice boards to comply with section 5.29 of the Local Government Act 1995.

Department of Planning, Lands and Heritage letter received by Council on 27 November 2017 in part indicating that:

"The Department supports, in principle, providing the Shire (or regional waste body, when established) access to appropriate Crown land through reservation and the grant of a management order under the Land Administration Act 1997 (LAA) and is willing to work with you to achieve that outcome on an agreed site.

However, the issues raised in preliminary comments you have received from the Department of Biodiversity, Conservation and Attractions (DBCA) and Department of Mines, Industry Regulation and Safety (DMIRS), do not support the issue of a management order over Reserve 14076 at this time and further investigation and consideration of your request will be required to reach a final decision.

The Department has undertaken some preliminary consideration of the proposal. In addition to the need to identify how those matters raised by DBCA and DMIRS can be accommodated in the proposal and how agreement can be reached with those agencies for the grant of a management order, the following matters will need to be addressed at least at a preliminary level in the first instance:

- *Any potential conflict with the Western Australian Planning Commission (WAPC) position on tourism in the South West given the site is located on a significant tourist route;*
- *Inconsistency with the Greater Bunbury Strategy (WAPC 2013) in relation to avoidance of risk, natural resources and environmental protection;*
- *Any potential impacts on amenity in the Capel and Donnybrook townsites due to the increase in heavy vehicle movements through these towns."*

Proposal

All decisions made at the Special Electors' meeting are required to be considered at the next Council meeting or if not practical, at the first Ordinary Council meeting after the Special Electors' meeting.

Council is now required to consider all the decisions or motions passed at the Special Electors' meeting and give reasons for any decisions it makes. In regards to the three motions passed at the Special Electors' meeting it is proposed that:

1. Motion One not be supported given that the Talis Site Selection Study identifies private property as potential regional waste facility sites which would be considered to have a commercial value or be of commercial benefit to other parties and therefore the report is considered to be confidential.
2. Motion Two be received but, given the decision of Council on 22 November 2017 (OC1113) that effectively has directed the Chief Executive Officer take similar action to this motion, no further action is required.
3. Motion Three not be endorsed as the proposal to have a regional waste facility somewhere in the south west is not a flawed concept as the bringing of all the regions waste to one central facility provides the opportunity for increased reduction of waste being buried plus provides the opportunity for 'future waste to energy' opportunities.

STATUTORY ENVIRONMENT

Local Government Act sections 5.32 and 5.33

5.32. Minutes of electors' meetings

The CEO is to-

- (a) cause minutes of the proceedings at an electors' meeting to be kept and preserved; and
- (b) ensure that copies of the minutes are made available for inspection by members of the public before the council meeting at which decisions made at the electors' meeting are first considered.

5.33. Decisions made at electors' meetings

- (1) All decisions made at an electors' meeting are to be considered at the next ordinary council meeting or, if that is not practicable-
 - (a) at the first ordinary council meeting after that meeting; or
 - (b) at a special meeting called for that purpose,whichever happens first.
- (2) If at a meeting of the council a local government makes a decision in response to a decision made at an electors' meeting, the reasons for the decision are to be recorded in the minutes of the council meeting.

POLICY IMPLICATIONS

There are no current policies relevant to this matter.

RISK IMPLICATIONS

Whilst the officer recommendations to Council to not accept two of the three Special Electors' meeting endorsed motions will not be received favourably by members of the community and will potentially result in Council being considered in a negative manner, the risk implications to Council in regards to any future actions are considered to be low given that the decision of Council to withdraw from seeking the Management Order addresses the major concern of the community.

The non-release of the Talis "Site Selection Study" report due to being 'commercial in confidence' has been supported by all the South West Group of Local Governments and there may be some medium risk in that this decision may be overruled by a higher authority.

FINANCIAL IMPLICATIONS

Budget

Based on the Officer Recommendations there are no current budget implications.

Long Term

There are no long term implication arising from the motions passed at the Special Electors' meeting and the proposed Council response to them.

SUSTAINABILITY IMPLICATIONS

There are no social, financial or environmental implications arising from the Special Electors' meeting motions or the response by 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 Outcome:

1.3 Develop, support and implement innovative solutions.

CONSULTATION

Given that the Local Government Act requires the Chief Executive Officer to ensure that the minutes of the meeting are made available for inspection by members of the public before the Council meeting at which decisions made at the electors' meeting are first considered and there has been ongoing conversations in regards to this matter, no further consultation with the community is required before these motions are considered by Council at this meeting.

There is still an ongoing opportunity for discussion with community members on the matter of regional waste facilities if required, albeit limited by the non-release on the Talis report in relation to the identification of other possible sites in the south west as indicated in the report.

COMMENT

The following comment on each of the Special Electors' meeting endorsed decision is provided as support for the Officer's Recommendation.

Motion One

That the regional rubbish tip facility proposal has not been fully disclosed to the electors of Capel. Information and files are being withheld by the Shire of Capel to the detriment of electors, and full information and correspondence should be made available on request.

CEO Comment

Whilst access to the Talis 'Site Selection Study' report has been refused no other information if requested in regards to Reserve 14076 has been withheld. In fact the reality is that there is no other written documentation in regards to the establishment of a regional waste facility at Reserve 14076 as the 'Site Selection Study' report was the first stage of the process and was instigated following the completion of the Talis 'Regional Waste Management Strategy' Report that dealt with a whole range of waste options from 'Avoid, Reduce, Reuse', 'Recycling', 'Recovery and Treat' and 'Dispose.'

Motion Two

The regional rubbish tip facility is totally unacceptable at its current proposed location (Reserve 14076 Goodwood Road, Capel) in the Shire of Capel and the proponents shall be advised of this from the Shire of Capel.

CEO Comment

Council, by endorsing the 'Motion Without Notice' at the Ordinary Council meeting on 22 November 2017, has agreed with this endorsed decision at the Special Electors' Meeting and given that the CEO has already instigated action to advise the other South West local governments and the Department of Planning, Lands and Heritage that Council wishes to withdraw the request to seek a management order for the power to lease Reserve 14076 Goodwood Road, Capel, no further action is required.

Also given the letter received from the Department of Planning, Lands and Heritage on the 27 November 2017 indicating it does not support the issuing of a management order over Reserve 14076 at this time for number of reasons, one would question the merit of pushing on with a request regardless of the Council or community decision.

Motion Three

The regional rubbish tip facility is a flawed concept and will not solve the problem of waste generated from the South West populous regions in the medium to long term.

CEO Comment

The intention of establishing a regional waste facility is to better deal with all the waste being generated by the South West community in one central point that would allow for an increased focus on waste options such as Avoid, Reduce, Reuse, Recycling, Recovery and Treat, Dispose and Waste to Energy that in fact will lead to a reduction of waste that gets buried in the ground.

The intention of a regional waste facility was never about 'solving the problem of waste generated from the South West populous regions in the medium to long term' as that is a wider issue that requires Federal and State Government intervention to either reduce it at the source (manufacturing) or hold them responsible for the cost of disposal or reclaiming (refund deposits).

VOTING REQUIREMENTS

Simple majority

OC1202 OFFICER'S RECOMMENDATION – 13.1/COUNCIL DECISION
--

Moved Cr McCleery, Seconded Cr J Scott

That Council receives the minutes of the Special Electors' Meeting held on 29 November 2017 and in regards to the three motions passed at the meeting resolves as follows:

- 1. Motion One not be supported given that the Talis Site Selection Study identifies private property as potential regional waste facility sites which would be considered to have a commercial value or be of commercial benefit to other parties and therefore the report is considered to be confidential.**
- 2. Motion Two be received but given the decision of Council on 22 November 2017 (OC1113) that effectively has directed the Chief Executive Officer take similar action to this motion no further action is required.**
- 3. Motion Three not be endorsed as the proposal to have a regional waste facility somewhere in the south west is not a flawed concept as the bringing of all the regions general waste to one central facility provides the opportunity for increased reduction of waste being buried plus provides the opportunity for 'future waste to energy' opportunities.**

Carried 8/0

ENGINEERING AND DEVELOPMENT SERVICES REPORTS

OC1203 (14.1) 'Greenpatch' Local Structure Plan - Lots 9105, 9076 and 8019 Maidment Parade, Dalyellup

Location:	Dalyellup
Applicant:	Calibre Consulting
File Reference:	C5.84.8
Disclosure of Interest:	Nil
Date:	01.12.17
Author:	Senior Planning Officer (Strategic), M J Wansborough
Senior Officer:	Executive Manager Engineering and Development Services, J Gick
Attachments:	<ol style="list-style-type: none"> 1 Proposed Structure Plan 2 Proposed Modified Structure Plan 3 Modified Structure Plan Report (provided under separate cover due to size)

IN BRIEF

The proposed Local Structure Plan provides the basis for future residential subdivision of land known as "Greenpatch" in Dalyellup. The Structure Plan seeks to facilitate the development of 182 residential lots including areas for Regional Open Space, Public Open Space, drainage and a Community Purposes site.

The Shire advertised the proposal to the public in February/March 2017 and received over 120 individual submissions from local residents, objecting to the proposal. The advertised proposal also attracted a 727-signature petition, which was received by Council at its 22 March 2017 meeting. In addition, the Department for Fire and Emergency Services expressed concerns about the risk to the development from bushfire.

In response, the applicant has modified the draft Structure Plan, reducing the residential density and adding a number of measures to minimise fire risk, such as a new access road onto Hutt Drive.

The modifications are significant and need to be advertised in order to give the public a chance to comment on the changes. The purpose of this report is to update Council on progress on the Local Structure Plan and to notify Councillors of the need to advertise the modifications.

Council is not assessing the proposal or making a recommendation on its acceptability to the Western Australian Planning Commission at this stage. The final decision on whether to approve the proposed Local Structure Plan lies with the Western Australian Planning Commission (WAPC), rather than the Shire of Capel. However, the Commission will ultimately be guided by the recommendation of the Shire in its decision-making.

RECOMMENDATION

That Council advertises the modifications to the proposed Local Structure Plan for Lots 9105, 9076 and 8019 Maidment Parade, Dalyellup in accordance with clauses 18 and 19 of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

BACKGROUND / PROPOSAL

Background

December 1999

The WAPC endorsed the Dalyellup Beach Estate Local Structure Plan (DBELSP).

May 2008

The WAPC endorsed a consolidation of the DBELSP incorporating various modifications since the plan was originally approved.

April 2010

Minor Modification 2 to the DBELPS reviewed the location of Community Purposes sites.

February 2015

The WAPC endorsed minor Modification 12 to the DBELSP including an additional requirement for the preparation and endorsement of Bushfire Hazard Assessments and Fire Management Plans for undeveloped land (including Greenpatch) prior to lodgement of subdivision applications.

11 April 2016

The Structure Plan, the subject of this report received by the Shire.

24 June 2016

Shire officers met with the applicant and Department of Planning to clarify additional information required.

21 September 2016

Separate proposal to clear native vegetation advertised in accordance with the *Environmental Protection and Biodiversity Conservation Act 1999* (EPBC Act).

15 December 2016

Structure Plan re-submitted to address requested additional information.

25 January 2017

Council resolved (OCO108/14.3) to advertise draft Structure Plan for Lots 9105, 9076 and 8019 Maidment Parade, Dalyellup for a period of 28 days in accordance with clause 18(1) of the Deemed Provisions of Planning and Development (Local Planning Schemes) Regulations 2015.

16 February 2017

Draft Structure Plan advertised in accordance with Council Resolution OCO108/14.3.

17 March 2017

Advertising on draft Structure Plan closed.

22 March 2017 (OC0302)

Council received a 727-signature petition objecting to the proposal.

29 June 2017

Approval to clear native vegetation in accordance with the *Environmental Protection and Biodiversity Conservation Act 1999* (EPBC Act) issued.

09 November 2017

Modified draft Structure Plan submitted along with Supplementary Information report and applicant responses to public and agency submissions.

Proposal

The subject land is located within the north western corner of the Dalyellup Beach Estate with frontage to Maidment Parade, Norton Promenade and Hutt Drive.

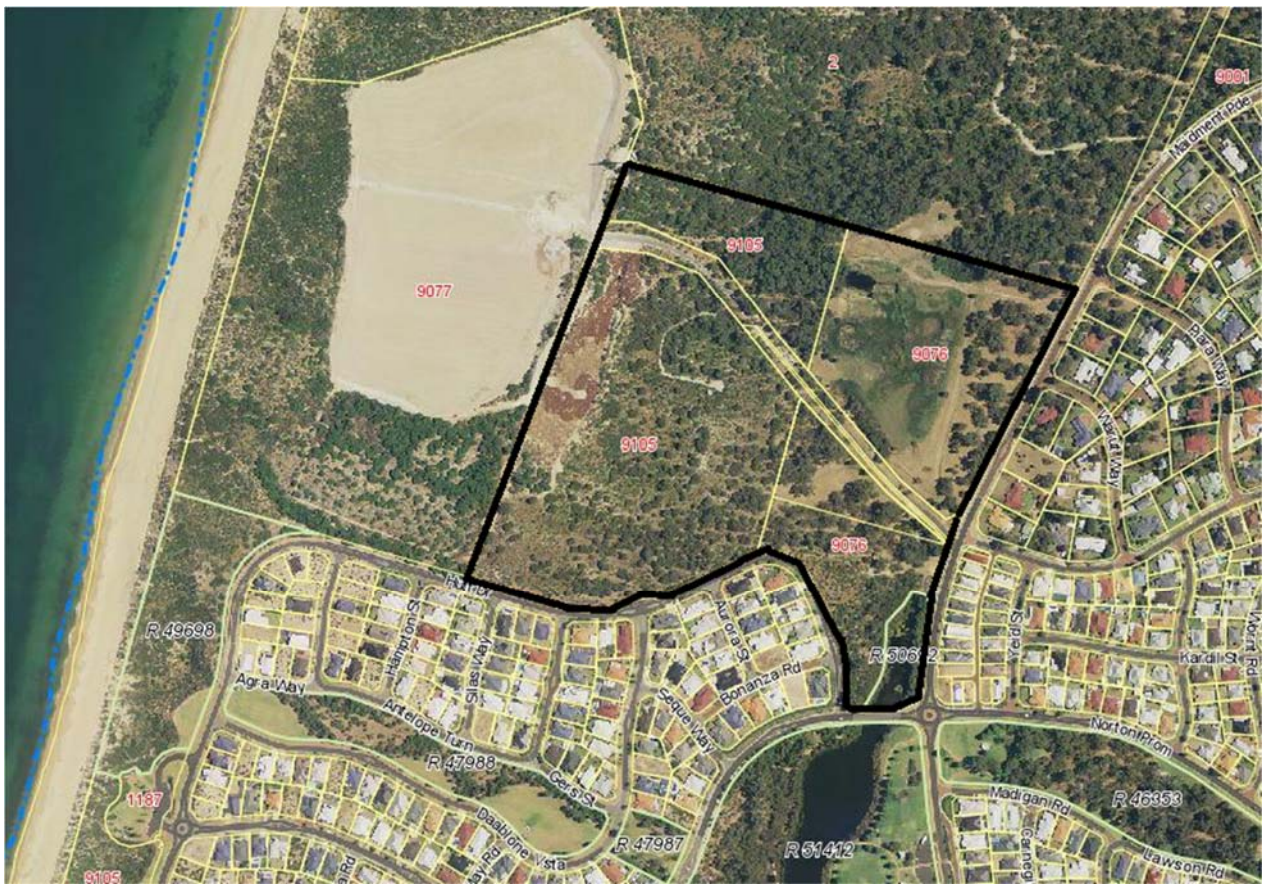
The 22.51ha subject land is part of a sandy dune system that rises from eastern low lying marshland at 4.0m AHD to an elevation of 39.0m AHD towards the west.

The site is undeveloped apart from an existing Master Antenna Television (MATV) site and comprises a mix of open grasslands and remnant vegetation that provides habitat for protected wildlife.

The subject land is bisected by a roadway that provides access to and forms part of adjoining Lot 9077.

The subject land is surrounded by:

- Low density residential development to the east of Maidment Parade.
- Conventional residential development and a minor portion of the central lakes open space system south of Hutt Drive and Norton Promenade.
- Lot 9077 to the west that contains the former Millennium Inorganic Chemical waste facility.
- Regional Open Space and the Dalyellup wastewater treatment plant to the north.



SUBJECT LAND

The draft structure plan (Attachment 1) proposed the following key outcomes:

- 173 single residential and 2 group residential lots at R20 to R60 Densities to result in a total of 231 dwellings.
- 3.99ha of Regional Open Space covering land located within the Dalyellup Waste Water Treatment Plant buffer.
- 6.02ha of neighbourhood and local parks (public open space and drainage).
- 0.36ha Community Purposes Site.
- A central access road to Maidment Parade.

- Potential access to Lot 9077, the site of a potential future district level sports grounds.

In accordance with the Regulations and the WAPC's *Structure Plan Framework* the Structure Plan documentation comprises the following key components:

- Structure Plan report.
- Flora and Fauna Assessment.
- Geotechnical Report (including an evaluation of Acid Sulphate Soils and groundwater).
- Local Water Management Plan.
- Bushfire Management Plan.
- Preliminary Site Investigation.
- Traffic Study.

Following consultation, the applicant proposed the following modifications to the draft Structure Plan (Attachment 2) in order to address some of the concerns raised:

- The density of the Grouped Dwellings site, located near the Maidment Parade entrance of the development has been reduced from a residential coding of R60 to R50;
- The density of the north-eastern residential cell has been reduced from R25 and R30 to R20 and R30;
- Part of the R30 residential cell located opposite the proposed Community Facility site has been reduced to R25;
- Two of the R50 cells located within the western portion of the proposed development have been reduced to R25;
- A second road entrance/exit to the development from Hutt Drive has been identified in place of the proposed Emergency Access Way;
- The distance between residential lots and the fire buffer increased in the north east corner of the site.

The proposed modifications would result in the development of approximately 180 single residential and 2 group residential lots at R20 to R50 densities resulting in a total of 213 lots. The amount of Regional Open Space and Public Open Space will remain approximately the same.

The report detailing the modifications to the draft submitted Local Structure Plan can be found in Attachment 3.

STATUTORY ENVIRONMENT

Planning and Development (Local Planning Scheme) Regulations 2015 – Schedule 2 Part 4

Clause 16 – A structure plan amendment must be prepared in the appropriate manner and form, must include relevant maps or other materials and set out the following information:

- The key attributes and constraints of the area;
- The planning context for the area;
- Any proposed land uses, zoning or reserves;
- Estimates of the future number of lots in the area;
- The resulting population impacts;
- How the plan provides for key transport and other infrastructure; and
- The proposed staging of subdivision/development.

Clause 17 - Upon receipt of an application for a structure plan amendment, the local government must advise the applicant whether the submitted plan has been prepared in the correct way and contains enough supporting information for it to be assessed and advertised.

Clause 18 – Once accepted as being suitable for assessment and advertisement by the local government, the proposed structure plan amendment must be advertised in one or more ways. This can be by written notice to affected owners and occupiers, a notice in a local newspaper

and on the Council's website or by erecting a sign on the subject land. This must be for a period of time not less than 14 days and not more than 28 days. The proposal must also be available for inspection in Shire offices during this period.

Clause 19 – The local government must consider all submissions made during or after the advertising period and may advertise any further modifications.

Clause 20 – Within 60 days of the end of the advertising period, the local government must prepare a report to the Western Australian Planning Commission setting out the list of submissions on the proposed structure plan amendment, the local government comments on the submissions, a schedule of any proposed modifications to the structure plan amendment, an assessment of the proposal and a recommendation on whether the proposed structure plan amendment should be approved by the Commission.

The introduction of the Regulations in October 2015 resulted in new processes being introduced for dealing with structure plans. Unlike the previous process, Council is no longer required to formally endorse a structure plan as this role is now solely the responsibility of the WAPC.

The statutory timelines have been met in relation to pre-advertising and initial advertising. Post advertising, the Council has agreed an extension of time with the WAPC to 30 April 2018, in order to allow time for the modifications to be advertised and a Council recommendation to be made.

Greater Bunbury Region Scheme (GBRS)

Part 4 Clause 12(a) - The subject land is zoned Urban within the GBRS to provide for residential and associated development.

Part 5 Division 5 Clause 24A and 24B - A portion of the subject land is located within GBRS Special Control Area No. 4 (SCA4) that is the odour buffer for the Dalyellup wastewater treatment plant.

The Structure Plan designates land within SCA4 to be primarily Regional Open Space and a small area of Public Open Space. No residential lots or development are proposed within SCA4.

Shire of Capel Town Planning Scheme No. 7

Part 5.10 - The subject land is zoned 'Urban Development' that applies to land designated for future urban development and where structure plans are required prior to subdivision and development.

Part 5.11 - The land is within Development Contribution Plan Area 3 (DCA3) that outlines contributions to be paid at the time of subdivision.

POLICY IMPLICATIONS

State Policies

The following key State strategies and policies are applicable:

- State Planning Strategy 2050 (June 2014).
- State Planning Policy No. 1: State Planning Framework (February 2006).
- State Planning Policy No. 3: Urban Growth and Settlement (February 2006).
- State Planning Policy No. 3.6: Development Contributions for Infrastructure (November 2009).
- State Planning Policy No. 3.7: Planning in Bushfire Prone Areas (December 2015).
- Liveable Neighbourhoods (January 2009).
- South West Regional Planning and Infrastructure Framework (December 2015).
- Greater Bunbury Region Strategy (December 2013).

Local Policies

The following key local strategies, plans and policies are applicable:

- Shire of Capel Land Use Strategy (March 1999).
- Urban Landscape Strategy (October 2011).
- Dalyellup Beach Estate Local Structure Plan (February 2015).
- Shire of Capel Corporate Business Plan (July 2016).

RISK IMPLICATIONS

Medium.

If the proposal were ultimately refused by the WAPC, there is a probability of Council involvement in any SAT appeal that may result from the WAPC decision.

FINANCIAL IMPLICATIONS

Budget

There are no immediate financial implications in relation to adoption of the Structure Plan. The applicant has paid fees to reflect the cost of the Shire's assessment of the Structure Plan, including for the advertisement of the modifications. Any costs associated with a SAT appeal would probably be borne by the Shire.

Long Term

Subdivision within the Structure Plan area is likely to be staged over a number of years and will require the provision and maintenance of additional servicing infrastructure, public open space reserves, community facilities and fire management.

At subdivision, development contributions to proposed facilities within Dalyellup are expected to be in accordance with the proposed development contribution plan and associated Scheme Amendment No. 65, which has been advertised and comment period closed on 20 November 2017. This proposal is being assessed at this time.

The Shire will be responsible for the ongoing management and maintenance of local roads, drainage, community facilities and open space upon staged subdivision and development.

The Structure Plan proposes that a portion of the site be created as Regional Open Space that will need to be confirmed by the WAPC. The agency to be responsible for vesting and ongoing management of the proposed Regional Open Space has not yet been determined.

SUSTAINABILITY IMPLICATIONS

The Structure Plan has the following potential sustainability implications:

- Achievement of a balance between urban development and remnant vegetation retention, bushfire management and habitat protection of four Threatened Fauna species – the Western Ringtail Possum, Baudin's Black Cockatoo, Carnaby's Black Cockatoo and the Forest Red-Tailed Black Cockatoo;
- The need to manage proposed Regional and local Open Space and development interface.
- The urban development of the land with a range of residential densities and associated housing products that will increase population and housing choice in the area;
- Subdivision and housing construction, in addition to potential home based business will contribute to the local and regional economy;
- Increased costs in the management and maintenance of infrastructure, including roads, open space, etc.

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:

1.5 Ensure the effective management of Council's resources.

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 Outcome:

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

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.

5.2 Maintain and enhance the quality of our built environment.

CONSULTATION

A number of meetings and communications between Shire officers, the applicant and the Department of Planning were undertaken prior to lodgement and advertising of the Structure Plan as well as post-advertising in response to submissions.

In accordance with the Regulations, the draft Structure Plan was advertised for a period of 28 days in February/March 2017 and included:

- Notice to owners and occupiers of land abutting and nearby to the subject land.
- Notice in a local paper and on the Shire's website.
- Referral to a range of government agencies confirmed with the Department of Planning.
- Placement of two signs on the subject land (facing Hutt Drive and Maidment Parade).

Eleven referral agency submissions were received with the majority raising no objections or issues. Three agencies raised objections or issues including:

- Department of Fire & Emergency Services (DFES) raised various fire management objections.

- Department of Parks & Wildlife (DPaW – now Department of Biodiversity, Conservation and Attractions (DBCA)) raised issues but recognised the federal approval to clear the vegetation.
- Department of Water (DoW – now Department of Water and Environment Regulation (DWER)) raised concerns with the Local Water Management Strategy (LWMS) that have since been addressed.

Full details of agency submissions are in Attachment 3, Proposed Structure Plan Modifications Report.

One hundred and twenty one (121) private individual submissions, all raising objections or concerns with density, habitat loss, access, traffic, amenity and social issues were received. A petition was also received with seven hundred and twenty seven (727) signatures recommending refusal based on proposed density not being in keeping with surrounding residential homes, habitat loss and contaminated adjoining land.

The main concerns identified by residents were the loss of habitat / impact on flora and fauna that the development would have and that the proposed housing density was too high and would be inappropriate in this area. Residents were also concerned about the increase in traffic, contamination, impact on house prices, introduction of social housing, loss of residential amenity, anti-social behaviour, etc.

Full details of the public submissions are in Attachment 3. Proposed Structure Plan Modifications Report.

COMMENT

In response to the objections to the proposal from the public and from DFES, the applicant has decided to modify the proposal in two main ways – to reduce housing density and to minimise risk from bushfire. The issues and changes related to these two areas are set out below:

1. Residential Density

Substantial community objections were raised about the proposed residential densities and urban form as expressed in the proposed Local Structure Plan. In particular, public concerns included:

- The density of residential development proposed (up to R60) is too high in this location, at the edge of the established Dalyellup neighbourhood;
- Higher density housing should be located close to the established shopping centre and facilities in Dalyellup;
- The proposed development is not consistent with the established neighbourhood character;
- The proposed densities should match those of the 'ranch' lots on the Maidment Parade side (i.e. R5); and
- The proposed densities should match those of the existing lots on Hutt Drive (i.e. R20).

In response, the applicant argued that the proposed development is an appropriate 'site-responsive' design that is based around protecting and enhancing as much remnant vegetation as possible, with higher densities linked to proposed open spaces. The applicant also argues that the mix of lot sizes proposed is consistent with Liveable Neighbourhoods in that it will create choice in the market and encourage a diverse housing mix.

Nevertheless, the applicant has agreed to reduce the density of many of the residential cells within the structure plan area, as follows:

- The density of the Grouped Dwellings site, located near the Maidment Parade entrance of the development has been reduced from a residential coding of R60 to R50;
- The density of the north-eastern residential cell has been reduced from R25 and R30 to R20 and R30;
- Part of the R30 residential cell located opposite the proposed Community Facility site has been reduced to R25; and
- Two of the R50 cells located within the western portion of the proposed development have been reduced to R25.

Whilst this has not reduced the residential yield across the site, the applicant considers that it will address some of the residents' concerns and provide an urban and residential form that better fits in with the existing residential development in Dalyellup.

2. Bushfire Management

The Structure Plan includes a Bushfire Management Plan (BMP) that was subject to detailed assessment by the Department of Fire and Emergency Services (DFES) during advertising of the draft Structure Plan. DFES raised a fundamental objection to the proposal on the basis that, amongst other things:

- the proposal is in a location where an extreme bushfire hazard exists;
- there is inadequate separation between the proposed residential lots and the extreme bushfire hazard; and
- there is a lack of two publicly available emergency access routes;

In response, the applicant appointed a Level 3 Bushfire Planning Practitioner to undertake a review of the submitted Bushfire Management Plan. As a result, some changes were made to the Local Structure Plan and the Bushfire Management Plan in order to address DFES concerns.

In particular, the following modifications have been made to the draft Local Structure Plan:

- A second road entrance/exit to the development from Hutt Drive has been identified in place of the proposed Emergency Fire Access; and
- The distance between residential lots and the fire buffer has been increased in the north east corner of the site.

The applicant maintains that the threat of bushfire to people, property and infrastructure within the proposed development and in the surrounding area will be reduced to an acceptable level by the modified proposal. The applicant argues that the Bushfire Protection Criteria in the State's Bushfire Planning Policy Guidelines have been met in terms of the provision of an adequate separation distance between the bushfire hazard and proposed residential lots and, subject to the addition of a second access road, in terms of emergency escape routes.

DFES has considered the modified Structure Plan / Bushfire Management Plan (Appendix G in Attachment 3) and concluded that the proposal is supported as a compliant application. It advised that the BMP has adequately identified issues arising from the bushfire risk assessment and considered how compliance with the bushfire protection criteria can be achieved. However, DFES noted that *"...the BMP states that the Public Open Space will be managed in a low threat state, in perpetuity by the Local Government. In the event the Council do not wish to assume this responsibility it will be necessary to revise the BMP and the Structure Plan."*

Ongoing fire management associated with development of the subject land is a significant issue, including that the Shire would be responsible for maintaining vegetation and buffer areas within the majority of proposed open space and road reserves. The modified Bushfire Management Plan requires the Shire to maintain proposed Public Open Space reserves as Hazard Separation Zones. Shire Officers will consider the issue carefully through the advertisement of the modifications and will address the issue in their final recommendation to Council on the proposed Structure Plan.

The addition of a new access road onto Hutt Drive has clear implications for traffic movements in the area. The applicant suggests that the updated traffic assessment (Appendix E Traffic Technical Note in Attachment 3) shows the proposed access meets Austroad guidelines in terms of its steepness and would not increase traffic volumes to unacceptable levels.

The applicant is not proposing any further modifications to the draft Structure Plan at this stage.

The proposed reduction in housing density and the addition of an access road onto Hutt Drive are, individually and in combination, significant changes to the draft Structure Plan that will alter the nature, form and function of the proposed development. Therefore, it is considered that the proposed modifications should be advertised to the public and referral agencies in order to ensure people are able to have their say on the proposed changes and have a fuller understanding of the development prior to a recommendation being made by the Shire to the Western Australian Planning Commission.

In accordance with the Regulations, advertising of the proposed modifications to the Structure Plan will take place for a period of 28 days commencing in mid-January 2018. The advertisement will comprise:

- Notice to owners and occupiers of land abutting and near to the subject land as per the original consultation;
- Notice in a local paper and on the Shire's website;
- Referral to a range of government agencies as per the original consultation;
- Placement of two signs on the subject land at Maidment Parade and Hutt Drive; and
- Two informal drop-in sessions for the public at the Dalyellup Community Centre during the last two weeks of January 2018. Shire Officers will be available to describe the proposal and answer any questions the public may have.

Following the close of advertising, all submissions received will be carefully assessed and a report to Council with a recommendation on the proposed modified Structure Plan will be prepared for consideration in April 2018.

Two members of the public left the meeting at 5.12pm and did not return.

VOTING REQUIREMENTS

Simple majority

OC1203 OFFICER'S RECOMMENDATION – 14.1/COUNCIL DECISION
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Moved Cr McCleery, Seconded Cr J Scott

That Council advertises the modifications to the proposed Local Structure Plan for Lots 9105, 9076 and 8019 Maidment Parade, Dalyellup in accordance with clauses 18 and 19 of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Carried 8/0

OC1204 (14.2) Climate Change Policy Advisory Committee – Renaming of Committee

Location:	Whole of Shire
Applicant:	Shire of Capel
File Reference:	EM.SU.2
Disclosure of Interest:	Nil
Date:	27.10.17
Author:	Executive Manager Engineering and Development Services, J Gick
Senior Officer:	Chief Executive Officer, P Sheedy
Attachments:	1 Climate Change Policy Advisory Committee – 2017 Discussion Paper 2 Shire of Capel Sustainability Activities 2016/17 and 2017/18 – Report for CCPAC Meeting 26 April 2017

IN BRIEF

It is recommended that the Council change the name of the Climate Change Policy Advisory Committee to the Climate Change Adaptation and Sustainability Committee, to reflect a change in corporate focus.

Complementing the change in the Committee's name, it is recommended that the Committee refocus its efforts with attention to the following tasks:

- i. Review the Sustainability Policy to reflect the focus of the proposed Climate Change Adaptation and Sustainability Committee (CCASC);
- ii. Review the Climate Change and Sustainability Framework to support the directions of the CCASC; and
- iii. Prepare a new Climate Change Adaptation and Sustainability Strategy to be included in a future Corporate Business Plan.

Complementing the recommendation to change the Committee's name to reflect a refocus of efforts, is a recommendation to increase ongoing funding of the Sustainability Officer position to increase attention on managing the waste management portfolio.

RECOMMENDATION**That Council:**

1. **Changes the name of the Climate Change Policy Advisory Committee to the Climate Change Adaptation and Sustainability Committee, to reflect a change in corporate focus;**
2. **Approves changing the position title from 'Sustainability Officer' to 'Waste and Sustainability Officer' and the appointment of a fulltime 'Waste and Sustainability Officer' to commence in 2018; and**
3. **Approves the allocation of \$86,000 in the 2018/19 budget for salary and on-costs for the fulltime position.**

BACKGROUND / PROPOSAL**Background**

11 April 2007 (**OC0416**) – Council considered a Councillor Budget request to increase the Shire's rate base by 1% and that revenue being used for climate change initiatives.

9 April 2008 (**OC0409**) – Council's decision provided for \$40,000 towards climate change in the 2007/2008 Draft Budget. This position was reinforced during the preparation of the 2008/09 draft Budget, where Council adopted a number of "*Councillor and Community budget requests,*

including an allocation for climate change equivalent to approximately 1% of rates", which was then about \$40,000.

14 May 2008 **(OC0504)** – Council Decision established the Climate Change Policy Committee with an objective to develop a policy on Climate Change Initiative for the endorsement by Council.

25 March 2009 **(OC0315)** – Council Decision to adopt various Councillor and community budget requests, including "the equivalent of 1% of rates (estimated to be \$50,000) be allocated to climate change initiatives".

21 October 2009 **(SC1002)** – Special Council Meeting appointed Councillors to the inaugural Climate Change Policy Advisory Committee (note the change in name).

9 June 2010 **(CC0601, CC0602, CC0603)** – Inaugural meeting of the CCPAC recommended the following actions:

- To develop a draft Council Sustainability Policy;
- Appointment of nominated staff to the Committee and its quorum; and
- Direct the scope of the sustainability and climate change framework to include all direct and embodied emissions over which the organisation exerts significant control or influence.
- Prepare a list of sources of emissions for consideration at the next Committee meeting on 30 June 2010 to allow the Committee to determine exclusions and inclusions in the Climate Change Framework.

30 June 2010 **(CC0604 to CC0609)** – Committee adopted a Council Sustainability Policy for recommendation to the Council.

21 March 2011 **(OC0315)** – Council adopted Policy 2.25: Corporate Sustainability.

8 June 2011 **(CC0601, CC0602, CC0603)** – Committee adopted a draft Sustainability and Climate Change Framework for community consultation. There are no records showing that the Framework was ever formally adopted by the Council.

26 November 2012 – Appointment of a Sustainability Officer gave the Committee access to a dedicated resource to achieve some changes in the Shire's environmental footprint. The focus of the CCPAC shifted from policy and strategy to more activity based initiatives, which is reflected in subsequent Committee minutes.

23 January 2013 **(CC0102, CC0103)** – Committee adopted recommended sustainable energy actions on various Council buildings, and endorses sustainable energy actions for 2013/2014.

23 January 2013 **(OC0119)** – Council received Committee minutes from its 23 January 2013 meeting (under New Business of an Urgent Nature Nature).

26 June 2013 **(CC0602)** – Committee adopted of Sustainability Strategy 2013 – 2018, for recommendation to the Council, which introduces Council's Key Priorities and Targets in energy, transport, water, waste and carbon.

17 July 2013 **(OC0703)** – Council adopted of the Sustainability Strategy 2013 – 2018, with some amendments.

19 February 2014 **(OC0211)** – Council adopted the reviewed Policy 2.25: Corporate Sustainability.

19 March 2014 **(CC0302)** – Committee adopted proposed sustainability activities for 2014/15, as detailed in the attached Shire of Capel Sustainability Activities – Report for CCPAC Meeting 19 March 2014.

16 April 2014 **(OC0402)** – Council received Committee minutes from its 19 March 2014 meeting.

22 April 2015 **(CC0302)** – Committee adopted proposed sustainability activities for 2015/16 as detailed in the Shire of Capel Sustainability Activities 2014/15.

22 June 2015 **(OC0705)** – Council received Committee minutes from its 22 April 2015 meeting.

27 April 2016 **(CC0402)** – Committee adopted proposed sustainability activities for 2016/17 as detailed in the Shire of Capel Sustainability Activities 2015/16.

25 May 2016 **(OC0502)** – Council received Committee minutes from its 27 April 2016 meeting.

26 April 2017 **(CC0402)** – Committee adopted proposed sustainability activities for 2017/18 as detailed in the Shire of Capel Sustainability Activities 2016/17.

25 May 2016 **(OC0502)** – Council received Committee minutes from its 26 April 2017 meeting.

15 June 2017 – Sustainability Officer leaves Shire employment.

Proposal

It is proposed that the Climate Change Policy Advisory Committee to the Climate Change Adaptation and Sustainability Committee, to reflect a change in corporate focus. The report identifies the need for the Shire to increase resource assignment to the waste management function, but does not specifically make recommendations to this effect, being an operation matter.

STATUTORY ENVIRONMENT

The formation and operation of the Climate Change Policy Advisory Committee is governed by provisions of the Local Government Act. Part 5 – Administration outlines procedure for the establishment, structure and operation of committees of Council. Specific to this item is:

5.8. Establishment of committees

A local government may establish* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

* Absolute majority required.

POLICY IMPLICATIONS

Policy 2.25: Corporate Sustainability applies.

RISK IMPLICATIONS

Changing the name of the Climate Change Policy Advisory Committee to the Climate Change Adaptation and Sustainability Committee represents a low risk to the Council. Increasing servicing capacity in the Shire's waste management portfolio reduces current risks in areas of contract administration, customer service and budget control.

FINANCIAL IMPLICATIONS**Budget**

The inclusion of a Climate Change budget was first considered in 2007 with rates being increased by 1% and that same 1% being allocated to specific climate change initiatives. In 2007 1% of rates represented about \$40,000.

The inclusion of a climate change budget continues today, and includes \$115,999 in the 2017/18 budget, representing 1% of rates raised.

The 2017/18 climate change budget is structured as follows:

Account	Description	Amount (\$)
118320	Sustainability Officer expenses	47,293
120520	Coastal Protection (contribution to the Peron Naturaliste Partnership)	10,000
120320	Water Program (retrofit of water efficient devices)	5,000
125440 XM04	Energy efficient systems for Council facilities (Dalyellup Sports Pavilion)	12,000
120220	Carbon Offsets	4,000
120220	Balance available to be allocated to projects	37,706
	TOTAL	115,999

Account #120220 includes \$37,706 allocated to delivery of projects. At its 26 April 2017 meeting, the CCPAC endorsed proposed sustainability activities for 2017/18, as documented in the Shire of Capel Sustainability Activities 2016/17 and 2017/18. These projects totalled \$47,600, but included \$9,800 for the contribution towards the Peron Naturaliste Partnership.

The difference between the budget allocation and the approved projects is \$94.

Appointment of a full time (proposed) Sustainability and Waste Management Officer, will not affect the 2017/18 budget, as the position has been vacated since June 2017, and is unlikely to be filled until early 2018.

Long Term

If the Council continues to honour its previous stance of allocating 1% of rates revenue towards climate change initiatives, future budgets will include funds shown below, based on the current Long Term Financial Plan modelling:

2018/19	\$125,143
2019/20	\$134,927
2020/21	\$145,505
2021/22	\$156,481
2022/23	\$169,404

The Climate Change Reserve (#181010) had an opening account of \$121,724 at 30 June 2017, which can also be accessed through budget review or a future budget allocation.

Appointment of a full time (proposed) Sustainability and Waste Management Officer will contribute towards the Council's preference to spend 1% of rates revenue on climate change and sustainability initiatives in the future. As discussed later in this report, discrete projects that typically fall into the 'climate change and sustainability' category can, and should, be de-centralised and embedded into other service areas as a normalised aspect of sustainability.

It will be the role of the (proposed) Sustainability and Waste Management Officer to report on the Shire's activities and ensure that the Council's allocation is properly spent, regardless of which service area delivers them.

SUSTAINABILITY IMPLICATIONS

This agenda item contemplates the ongoing sustainability focus areas for the Shire for the future. The issue of environmental, economic and social sustainability implications can be gleaned from the comments below.

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.
- 1.3 Develop, support and implement innovative solutions.
- 1.4 Provide efficient and effective financial management to ensure the long term financial sustainability of the organisation.
- 1.5 Ensure the effective management of Council's resources.

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 Outcomes:

- 2.2 Encourage community engagement and participation.
- 2.3 Preserve and protect the character of the communities.

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

Strategic Outcomes:

- 3.1 Promote the diverse lifestyle opportunities in the Shire.
- 3.2 Maintain and enhance the quality of our unique natural environments.
- 3.4 Promote emergency risk awareness.

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.
- 4.6 Support and promote the agricultural economy.
- 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:

- 5.2 Maintain and enhance the quality of our built environment.
- 5.5 Engage in high level advocacy with the State Government and liaise with other infrastructure providers to obtain the best possible levels of service for the community.
- 5.6 Effectively manage the Shire's assets and resources.

Shire of Capel Sustainability Strategy 2013 – 2018

The Strategy focusses on actionable deliverables in six key priority areas, being sustainability, energy, transport, water, waste and carbon.

The strategy focusses on reducing environmental impacts, but does not cover adaptation to climate change or natural resource management.

CONSULTATION

The resignation of the Sustainability Officer, coupled with a recent internal review of several operating service areas, prompted consultation with internal and external officers to identify administration 'pinch points'.

Prior to departing the organisation, the Sustainability Officer advised on areas for improvement including:

- Future projects will be more complex as the low hanging fruit is rolled out (e.g. solar panels, tree giveaway program, waterless urinals, reticulation adjustments etc.);
- Important work at the Waste Transfer Station needs to continue;
- Waste services is currently split over two service areas, which could be combined, if adequately serviced; and
- Need to ensure the role has ongoing projects.

This feedback prompted further internal consultation to determine the sustainability support required for service areas. The following provides a brief overview of the overlapping functions of the Sustainability Officer and other service areas.

Building Management

Consultation with the Manager Building Services, Principal EHO and the Supervisor Building Maintenance identified that some works undertaken by the Sustainability Officer, could comfortably be taken on as part of an ongoing building maintenance and management function.

Activities such as installation of solar panels and electrical upgrades can be programmed, budgeted and delivered through normal project management principles, with the asset manager undertaking the works to the Shire's requirements.

Electricity consumption data and purchasing options previously undertaken by the Sustainability Officer can now be included in the Building Management portfolio as an embedded asset management activity.

Operations

Water reduction and management have featured as a dedicated focus area under sustainability. Notwithstanding the analysis done by the sustainability officer, the work of planning, programming, delivering and managing water reticulation for public open spaces can be undertaken by operational management and supervisors.

Reducing water consumption and costs is in the interest of staff as they are required to balance community expectations with organisational capacity. This functional balancing act is necessary as the community grows and demand for water increases in the future. Before departing the Sustainability Officer initiated a program to take over the Dalyellup Irrigation System from the developer, in readiness for the future. This exercise is continuing and has sparked a discussion around ground water security as the urban form develops and communities adapt to drying climate. The Shire is currently recognised as a Waterwise Council' and this work can continue through operational compliance and audit.

The Waste Transfer Station (WTS) has been managed to a good standard, with support from the Sustainability Officer in terms of recommendations to Council for pricing structures. The WTS is

a significant community service area and is expected to continue for a long time, until a regional facility is developed.

Whilst the Sustainability Officer provided leadership advice and direction in the management of the WTS, this site will need to be constantly reviewed and modified as community waste disposal patterns and the regulatory framework changes. Operations staff at the WTS have indicated there are opportunities to take on more work as they have both busy days and slow days.

Fuel data were collected and consumption patterns analysed to provide advice for fuel rebates, fuel cost projections and vehicle purchasing strategy. Much of this work is being done within the remit of the plant management function within operations.

Waste Management

Aside from the operational support provided to the WTS, the Sustainability Officer also assumed several aspects of the Shire's waste management function, including advice on fee structure, contribution towards tender assessment, analysis of waste surveys, annual auditing and compliance reporting.

Under the current corporate structure, waste management is split between Operations and Building & Health Services. A recent review of the waste management operations shows that there are some services operating outside of contract and some disconnection between contracts provided by the same contractor.

The Sustainability Officer commented on the increasing demand of his time to assist in this service area, particularly as the organisation 'normalised' its three bin system and the associated consequences of that strategy.

In summary, the following internal staff have been consulted:

- CEO;
- Executive Management;
- Manager Human Resources;
- Manager Building & Health Services;
- Principle Environmental Health Officer;
- Manager Operations;
- Manager Planning Services; and
- Senior Strategic Planning Officer.

Internal consultation around the replacement of the Sustainability Officer has enquired what is needed in the role and how does it integrate with other service areas. Consultation is leaning towards improved servicing of the waste management function, but recognising that additional attention is required in adapting to climate change and continuing sustainable practices in energy, water and emissions reduction.

Externally the Shire has also consulted with Executive Officers at:

- City of Mandurah;
- City of Bunbury;
- City of Busselton; and
- Shire of Dardanup.

Consultation consisted of a mixture of telephone and face to face conversations, enquiring on each agencies arrangements with respect to climate change, sustainability and the environment. The common theme from these local authorities is that there are no uniform arrangements. Each authority has customised its approach to reflect corporate structure, corporate agenda, community pressure points, integration of service areas and existing resource capacity.

There are, however, three common findings for each of these local authorities:

- Waste Management is centralised under Operations;
- Energy and water reduction is (or is planned to be) centralised within the Building Management portfolio; and
- Climate Change adaptation and sustainability are decentralised through each organisation to align organisational agenda with service area capacity.

WALGA has provided some additional advice in terms of its Climate Change policy position and access to Sustainability resources. WALGA has advised that its Policy Statement on Climate Change (2009) is being reviewed, but there is no specific Sustainability policy.

WALGA also confirmed that whilst it does not have an external policy on sustainability, it does have an internal policy that it is reviewing. WALGA advised that its internal policy is not considered good practice.

Furthermore, WALGA confirmed that there is a breadth of approaches within the sector, covering a number of delivery options within multiple service areas, citing examples from a number of larger metropolitan authorities.

COMMENT

The opportunity to review the strategic direction and functional operation of the Climate Change Policy Advisory Committee has come about through recent changes to staffing structure, including appointment of the Manager Building & Health Services, Principal EHO, Manager Planning Services, Senior Strategic Planning Officer and the resignation of the Sustainability Officer.

The attached discussion paper identifies the development phases of the CCPAC over the years, through budget direction setting, the formation of the CCPAC and implementation of activities over the last few years. Upon departure, the Sustainability Officer advised that the Council has achieved most of its outputs by 'picking low hanging fruit'.

Thus far the Council's initiatives have been focussed on developing a useful framework in which to operate, including the intention for the Shire to 'embed sustainability into the operational functions of the organisation', in accordance with policy.

Whilst the sustainability activities undertaken since 2013 are commendable and have contributed towards 'good governance', the overall contribution towards reducing climate change impact is probably minimal in a national context.

In terms of setting a new corporate focus, it is useful to align the Shire's deliverables with the intentions of Policy 2.25: Corporate Sustainability:

Respond to the challenge of climate change

The Shire can best align its deliverables to respond to the challenge of climate change by addressing its strategic response to climate change adaptation, through:

- Coastal planning and infrastructure protection;
- Improved emergency response protocols for severe storm events;
- Sound management of drainage systems to respond to increased rainfall intensities;
- Effective land use planning to reduce bushfire risk and impacts;
- Improved bushfire risk reduction activities; and
- Improved response to drying climate through public space design and health programs.

Recognise and respond to the issues of peak oil and the depletion of finite resources

The Shire can best respond to peak oil and resource depletion by following, rather than leading, others who set new standards in best practices. The Shire capacity to lead change in these areas is limited and would consume disproportionate effort compared to reward. For example, the private market is continuously setting new standards in motor vehicle fuel consumption

efficiencies and procurement. The Shire's role in responding to peak oil is best served by 'fitting in' with contemporary best practice, established by others.

Similarly, the Shire may respond to depleting finite resources, such as road building materials, by following industry and market leaders, as they as a matter of economic priority and legislative compliance will set the global agenda for finite resource management.

Use our resources effectively

This policy intention goes to the heart of sustainable management for the Shire and fits within the scope of the proposed recommendation. Using resources effectively is necessary to ensure the Shire's financial capacity is well managed, its communities are well services and the natural and built environments are preserved.

Reduce our environmental impact

This statement may need further thought as it is not likely that the Shire could effectively reduce its gross environmental impact in a population growth setting. As the Shire's population grows, so too will its environmental impact (clearing, water consumption etc) and its use of resources to service the populations (fuel consumption, electricity etc).

As urban development takes place and population demand for infrastructure and services grows, it may be more worthwhile to focus on the quality of the environmental impact and the sustainability of land settlement into the future. For example, clearing of remnant vegetation may be offset with the high order management and maintenance of a high quality open space that can provide a social benefit offsetting the environmental impact.

Similarly, consumption of water resources may be better managed to reduce per capita demand by the use of "water wise" gardens in public spaces. This recognises that the gross environmental impact may increase, but will do so in a managed way.

One of the largest environmental impacts taking place within the Shire is the ongoing generation of waste and waste materials. Waste generation is directly proportional to the rate of population growth and urban land settlement. It is unrealistic to envisage a reduction in this environmental impact, however, it is conceivable that the Shire's waste management practices could (and should) improve to better manage the environmental impact of this function.

Display strong leadership to the community

This policy intention is important as it provides focus for community engagement and communication to align climate change challenges and sustainable practices with community expectation and needs. The choice of language, however, could perhaps be changed so as to provide leadership 'for' the community or even be fully immersed by providing leadership 'with' the community.

The type of leadership itself also needs to be considered. In terms of resetting the Committee focus it may be prudent to ask the community what level of 'strength' it is looking for in this space, or whether it would prefer to have smart leadership.

Reduce financial losses associated with inefficient energy and resource consumption

This has become an important Building and Operations focus area over the last five years, with the push made by the Sustainability Officer in this space. Dedicated focus on several high electricity consumption areas has allowed the Shire to increase its proportionate consumption of 'green' power and solar power.

Similarly, minor improvements and efficiencies have allowed the consumption of scheme water to be managed in a way that generates cost savings at some sites. The ongoing analysis and response to energy and resource consumption is essential to sound budget management and has begun to be embedded in the operational functions of the organisation.

Understanding the climate change and sustainability challenges the Shire faces now and into the future, helps re-shape organisational focus. Into the future, the Shire can shift somewhat from

attempting to reduce its impacts, recognising there is also a need to adapt to the inevitability of climate change and the effects it poses on the Shire of Capel and its communities.

Thus, in the context of refocussing the Committee’s efforts for future adaptation and sustainability, it is considered necessary to increase the function of the current Sustainability Officer (0.6FTE) to a more functional Sustainability and Waste Management Officer (1.0FTE). This will ensure the current role of the Sustainability Officer continues (albeit with a different strategic focus) and that the waste management portfolio is adequately serviced for current arrangements and future population growth.

VOTING REQUIREMENTS

Simple majority

OC1204 OFFICER’S RECOMMENDATION – 14.2/COUNCIL DECISION

Moved Cr J Scott, Seconded Cr Hearne

That Council:

1. **Changes the name of the Climate Change Policy Advisory Committee to the Climate Change Adaptation and Sustainability Committee, to reflect a change in corporate focus;**
2. **Approves changing the position title from ‘Sustainability Officer’ to ‘Waste and Sustainability Officer’ and the appointment of a fulltime ‘Waste and Sustainability Officer’ to commence in 2018; and**
3. **Approves the allocation of \$86,000 in the 2018/19 budget for salary and on-costs for the fulltime position.**

Carried 8/0

OC1205 COUNCIL DECISION

Moved Cr Hearne, Seconded Cr Kitchen

That Council proposes whilst the Climate Change Adaptation and Sustainability Committee and Council will continue to allocate funding in the annual budget to sustainability and climate change projects and initiatives, which will be identified in the appropriate program in the budget, it no longer specifically identifies in the annual budget one percent (1%) of rates to climate change initiatives.

Carried 8/0

Reason: This proposal will allow for the Waste and Sustainability Officer and approved sustainability and climate change projects and initiatives to be considered and funded as part of the normal budget process.

VOTING REQUIREMENTS

Simple majority

Approximately 50 members of the public left the meeting at 5.26pm and did not return.

OC1206 (14.3) Municipal Inventory of Heritage Places Review (Heritage Survey) and Local Planning Policy (LPP) 6.29 Development Assessment Process for Heritage Places

Location:	Whole of Shire
Applicant:	Shire of Capel
File Reference:	C5.96.19.V15
Disclosure of Interest:	Nil
Date:	06.11.17
Author:	Manager Planning Services, K Muste
Senior Officer:	Executive Manager Engineering and Development Services, J Gick
Attachments:	1 Spreadsheet detailing the assessment of each place 2 Shire of Capel Heritage List 3 Local Planning Policy (LPP) 6.29 Heritage Places

IN BRIEF

Following a 2015 review of the 1999 Shire of Capel Municipal Heritage Inventory and a subsequent assessment of that review, Council is recommended to adopt for advertising the draft 2017 Shire of Capel Local Government Heritage Survey, Heritage List and draft Local Planning Policy 6.29 Heritage Places (Policy).

RECOMMENDATION

- 1. That Council, in accordance with Clause 8(1) of the *Deemed Provisions for Local Planning Schemes (Schedule 2 of Planning and Development (Local Planning Schemes) Regulations 2015)*, adopts the draft Shire of Capel Heritage List 2017 for the purpose of consultation, and undertakes consultation in accordance with Clause 8(3) of the Deemed Provisions.**
- 2. That Council, in accordance with the recommendations of the State Heritage Office, adopts the draft Shire of Capel Local Government Heritage Survey 2017 for the purpose of consultation.**
- 3. That Council adopts the Local Planning Policy 6.29 Heritage Places detailed in the attachment to this report for the purpose of public advertising in accordance with the Deemed Provisions of Part 2, Division 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.**

BACKGROUND / PROPOSAL

Background

October 1999 (DS1022)

Council adopted the Shire of Capel Municipal Inventory of Heritage Places (1999) (Inventory) that includes 166 places considered to have cultural heritage value to the Shire of Capel.

August 2013

Laura Gray, Heritage and Conservation Consultant, was engaged to undertake an Inventory review as a requirement of the *Heritage of Western Australia Act 1990* and in accordance with State Heritage Office's guidelines *Criteria for the Assessment of Local Heritage Places and Areas*.

April 2014 (OC0410)

Council was presented with an Executive Summary of the Inventory review. Council acknowledged receipt of the draft Inventory review for the purposes of undertaking consultation.

April 2014 to August 2015

Various forms of consultation undertaken during 2014 and 2015 including:

- April to May 2014 - Shire website, Shire newsletter (Snippets), Boyanup and Capel community forums. No submissions or objections received regarding nomination of new places or changes to existing places.
- August 2015 – Written notification only sent to nine landowners where there were proposed upgrades. No submissions or objections received.

November 2016

Leigh Barrett of Leigh Barrett Heritage Advisory Services engaged to make an assessment of the review and, as a result of the assessment, a number of recommendations were made.

September 2016

Leigh Barrett Heritage Advisory Services (LBHAS) was subsequently engaged to implement the recommendations. As part of this work LBHAS advised the State Heritage Office recommends that the adoption of a heritage inventory by the local government involve public consultation including, as a minimum:

- Giving each affected owner the opportunity to comment on the heritage significance of any place proposed for inclusion; and
- Public advertising of the inventory to give the opportunity for public comment (either at the commencement or when preliminary results are available).

The requirement for the Shire of Capel to adopt a heritage list is set out in Town Planning Scheme No. 7. The consultation process for the adoption of a Heritage List is established in Part 3 – Heritage Protection of the *Planning and Development (Local Planning Schemes) Regulations 2015 – Deemed Provisions for Local Planning Schemes*.

October 2017

Leigh Barrett made a presentation to Council.

Proposal

It is proposed that Council adopt for advertising, the draft 2017 Shire of Capel Local Government Heritage Survey, the proposed Heritage List and draft Policy.

The proposed Policy is to provide guidance to land owners, applicants, the community and Council on development assessment processes for places listed on the Local Government Heritage Survey, Heritage List and/or State Register of Heritage Places.

STATUTORY ENVIRONMENT

Heritage of Western Australia Act 1990

The *Heritage of Western Australia Act 1990* requires that local authorities prepare, and regularly review, a Local Government Heritage Inventory or Survey. The inventory or survey is considered to be the foundation of sound local heritage planning and identifies all places within the local government area which are considered to have cultural heritage value. The Act requires that the Inventory be compiled 'with proper public consultation'.

Planning and Development (Local Planning Scheme) Regulations 2015

Part 3 – Heritage Protection of the *Planning and Development (Local Planning Schemes) Regulations 2015 – Deemed Provisions for Local Planning Schemes* sets out the requirements for the preparation of a Heritage List which includes notification in writing to the owner and

occupier of the land and the opportunity to make a submission on the proposal as well as any other consultation the local government considers appropriate.

Part 2, Division 2 of the Regulations 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.*

Shire of Capel Town Planning Scheme No. 7

Part 7.14 Heritage – Precincts and Places of Cultural Significance of the Shire of Capel Town Planning Scheme No. 7 sets out the provisions by which Council will a) facilitate the conservation of places of heritage value; and b) ensure as far as possible that development occurs with due regard to heritage values. These provisions include the requirement for a Heritage List. TPS No. 7 notes that the current Municipal Inventory (1999) forms the Shire of Capel's Heritage List.

POLICY IMPLICATIONS

There are no current Shire Policies relevant to this matter.

The proposed Heritage Places Policy will provide guidance on development assessment processes for places listed on the Local Government Heritage Survey, Heritage List or State Register of Heritage Places.

The objectives of the policy are to demonstrate steps for the assessment of applications for development approval with heritage implications, including those where demolition, or partial demolition is proposed and to give a clear message that the Shire of Capel considers that heritage is an important issue to consider when assessing applications.

Places assessed as being Category C, and therefore not included on the Shire's Heritage List, are assessed in the same manner as any other application except where demolition, or partial demolition, is proposed. In the instance of demolition, the policy requires that an archival record be prepared for the place. The archival record should be prepared by a suitably qualified and experienced heritage professional and in accordance with the State Heritage Office's standard for archival records.

Development applications for places on the Heritage List (Categories A and B) may be forwarded to a heritage advisor or other suitably qualified and experienced heritage professional for comment as part of the assessment process. If the proposed development is considered to be consistent with the principles of the Burra Charter (the nationally accepted standard for conservation of built places of cultural heritage significance), current best practice and the assessed level of significance, the proposal may be determined under Delegated Authority. If the application proposes demolition, or is not considered suitable for determination under Delegated Authority, it shall be referred to Council for determination.

The policy also gives scope for the Local Government to require a Heritage Impact Statement be prepared prior to the assessment of a development application of a place on the Heritage List.

Proposals for demolition of any place on the State Register of Heritage Places must, as a requirement of the *Heritage of Western Australia Act 1990*, be referred to the State Heritage office for assessment and advice. Whilst the State Heritage Office is not the decision-making authority, under the provisions of the Act, Council's determination 'must not be inconsistent with' the advice provided by the State Heritage Office.

There are no implications for those places included on the survey 'For Information Purposes Only'.

RISK IMPLICATIONS

The 1999 Municipal Inventory of Heritage Places is out of date and inconsistent with current best practice for the conservation of heritage places within the local government area.

The level of risk applying the Shire Risk Matrix is considered low on the basis that if Council does not adopt for advertising the draft 2017 Shire of Capel Local Government Heritage Survey and Heritage List, the 1999 Municipal Inventory of Heritage Places can continue to be the guiding document for heritage conservation within the Shire of Capel.

FINANCIAL IMPLICATIONS

Budget

Work to progress the review and preparation of the draft Policy by LBHAS has been funded from account # 122420 over the 2016/17 and 2017/18 financial years. Costs incurred over 2016/17 were \$6,734.44 including GST. For 2017/18 work to finalise the review has progressed based on a quote of \$4,231.70 including GST that has yet to be invoiced.

Long Term

The long term financial implications of having an updated Heritage Survey and Policy relate to the following:

- Staff resources to maintain the Heritage Survey.
- Provision of staff advice and assessment of potential applications for Planning Consent related to heritage places.
- Potential for the need and/or merit of Council considering the appointment of heritage consultant on a needs basis to assist with the assessment and/or recommendations regarding applications for planning consent in keeping with remaining funds available within account #122420 with potential consideration of a budget increase.
- Budget allocations and projections for the Municipal Heritage Inventory Review are as follows:
 - \$5,000 for 2017/18
 - Nil for 2018/19 and 2020/21
 - \$5,398 for 2020/21.

SUSTAINABILITY IMPLICATIONS

The adoption of an updated Heritage Survey and its ongoing review and maintenance assists to provide a historic record and promote the physical presence of the places that have assisted to develop the local community.

The preservation of a Shire's cultural heritage can contribute to the local economy where such places create some tourism interest.

Environmentally the retention of heritage places of importance assists in creating the character of settlements and urban environments.

Socially the retention of heritage places will contribute to social connection to local history.

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:

3.2 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 Outcome:

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

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

Inventory Review

Consultation was undertaken during 2014 and 2015 including:

- April to May 2014 - Shire website, Shire newsletter (Snippets), Boyanup and Capel community forums. No submissions or objections received regarding nomination of new places or changes to existing places.
- August 2015 – Written notification only sent to nine landowners where there were proposed upgrades. No submissions or objections received.

It is recommended that further consultation be undertaken by Council consistent with State Heritage Office recommendations including, as a minimum:

- Giving each affected owner the opportunity to comment on the heritage significance of any place proposed for inclusion; and
- Public advertising of the inventory to give the opportunity for public comment (either at the commencement or when preliminary results are available.
- Internal consultation with Planning and Executive.

This would require a copy of the revised place record being provided to each landowner in addition to a covering letter inviting submissions.

Public advertising would require a copy of the full document being made available for public viewing and comment.

There are a number of common misconceptions regarding inclusion of a place on a Local Government Heritage Survey. Preparation of a list of FAQs may be a useful inclusion in the consultation process.

Draft Policy

The draft policy has been subject to internal Shire officer assessment and no public consultation has occurred on the draft Policy. If Council resolves to adopt the draft Policy it is recommended it be advertised for public comment by:

- Two consecutive notices in the local paper.
- Details on the Shire's web site and local social media sites.

COMMENT**Inventory Review**

In 2015 a review of the 1999 Municipal Heritage Inventory, which listed 166 places, was undertaken by heritage consultant, Laura Gray. The Shire of Capel Heritage Inventory Review 2015 proposed 128 place listings including one proposed Heritage Area (which would require designation under the provisions of the Local Planning Scheme) and several groups of places. The review included the removal of a number of places from the Inventory, the addition of thirteen places, whilst others were renamed.

In 2016, Leigh Barrett of Leigh Barrett Heritage Advisory Services was engaged to make an assessment of the 2015 review draft to ensure that:

- current best practice was being followed;
- places included in the 2015 review had been assessed at the appropriate level of significance;
- any proposed precincts or groups were appropriate; and
- all places included on the State Register of Heritage Places were included on the Inventory.

The above assessment resulted in the following recommendations:

Recommendation 1: Deleted place records should be reinstated and annotated to provide an indication of the current status eg: 'For Information Only – Below Threshold (record retained for information purposes only' or 'For Information Only - Incorporated/included in place record XXX'.)

Recommendation 2.1: Council develop a policy to guide assessment of development of places on the Municipal Heritage Inventory and Heritage List.

Recommendation 2.2: An archival record prepared in accordance with the State Heritage Office publication *Guide to Preparing an Archival Record* (http://www.stateheritage.wa.gov.au/docs/general-publications/guide-to-preparing-an-archival-record_2012.pdf?sfvrsn=4) be required prior to significant redevelopment and/or demolition of a Category C place.

Recommendation 3: Clarification be sought from the State Heritage Office regarding the status of the Minninup Homestead Precinct.

Recommendation 4: Shire of Capel place records should be consistent with the Register of Heritage Places in terms of listed places, names and statements of significance. Clear reference to the registration documentation could be made for the place description and historical notes.

Recommendation 5: Summary list be modified to ensure consistency with place records.

Recommendation 6.1: Place records include street addresses wherever possible. When a street address is not available, consider including a map image on the place record.

Recommendation 6.2: Where location details are not available, and the location of the place cannot be determined, consider assigning the place to 'For Information Only'.

Recommendation 6.3: Wherever possible, obtain a descriptive photograph of each place.

Recommendation 7: The text of each place record requires proof reading and amendment where required.

The 1999 Inventory assessed each of the 166 places as having one of five levels of significance. The 2015 review reassessed each of the places as having exceptional significance (Grade A), considerable significance (Grade B) or some significance (Grade C). As a result of the 2017 assessment, some records have been included on the survey 'for information purposes only', the record having been retained for information although the place may have been demolished or is no longer considered to have cultural heritage significance. As a result, some of the places not included in the 2015 review have been reinstated.

There are a number of places within the Shire of Capel included on the State Register of Heritage Places. The survey listings for these places are now consistent with the RHP listings and include clear reference to the registration documentation.

The 2015 review included a proposed 'Capel Main Street Heritage Area' comprising eight places on Forrest Road, Capel. The 2017 assessment does not support this proposed 'heritage area' which would require designation under the provisions of Town Planning Scheme No. 7. It was not considered that the places formed a sufficiently cohesive and contiguous area to warrant the designation, which would also require the preparation, adoption and implementation of a local planning policy, when sufficient protection could be provided to those places of cultural heritage significance by the inclusion of each place on the survey.

Place records have been amended where required to ensure that a 'street address' is provided for easy reference, a descriptive photograph/s of each place has been included and text has been proofread and amended where required, with additional historical information provided where available.

Attachment 1 contains a spreadsheet detailing the assessment of each place. The spreadsheet provides comparison details between the 1999 Municipal Heritage Inventory and the 2015 review and includes comments based on the 2017 assessment by the Shire's heritage consultant.

Attachment 2 contains the proposed Shire of Capel Heritage List. The Heritage List includes those places which have been assessed as being in Category A – Exceptional Significance and Category B – Considerable Significance. These places are considered to have cultural heritage significance which warrants their protection and retention.

The full draft Shire of Capel Local Government Heritage Survey 2017 has been provided to Councillors under separate cover.

Draft Policy

A draft Local Planning Policy to guide assessment of development of places on the local government Heritage Survey and Heritage List has been prepared.

The proposed Heritage List includes those places in Categories A and B. Inclusion on the Heritage List provides these places with protection under the provisions of the Town Planning Scheme. Places in Category C, do not attract protection under the provision of the TPS. The draft Local Planning Policy proposes the inclusion of a provision requiring the preparation of an archival record prior to significant redevelopment and/or demolition of a Grade C place. This is also a management recommendation for Grade C listed places where relevant. This is the only implication for those places included in Category C. Preparation of an archival record would also be required for places in Category A and B should significant redevelopment and/or demolition be supported. The draft Local Planning Policy will be assessed by Shire officers during the recommended consultation period prior to referral to Council for consideration.

Ms Stevenson left the Chambers at 5.27pm.

5 members of the public left the meeting at 5.28pm and did not return.

Ms Stevenson returned to the Chambers at 5.29pm.

VOTING REQUIREMENTS

Simple majority

OC1206 OFFICER'S RECOMMENDATION – 14.3/COUNCIL DECISION
--

Moved Cr J Scott, Seconded Cr McCleery

That Council:

1. in accordance with Clause 8(1) of the *Deemed Provisions for Local Planning Schemes (Schedule 2 of Planning and Development (Local Planning Schemes) Regulations 2015)*, adopts the draft Shire of Capel Heritage List 2017 for the purpose of consultation, and undertakes consultation in accordance with Clause 8(3) of the Deemed Provisions;
2. in accordance with the recommendations of the State Heritage Office, adopts the draft Shire of Capel Local Government Heritage Survey 2017 for the purpose of consultation;
3. adopts the Local Planning Policy 6.29 Heritage Places detailed in the attachment to this report for the purpose of public advertising in accordance with the Deemed Provisions of Part 2, Division 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.

Carried 8/0

OC1207 (14.4) Development Approval - R5036 (Lot 5602) Capel Tutunup Road, Capel

Location: Capel
Applicant: Capel Regional Equestrian Park
File Reference: CAPE5602
Disclosure of Interest: Nil
Date: 25.10.17
Author: Planning Officer, L Sandon
Senior Officer: Executive Manager Engineering and Development Services, J Gick
Attachments: 1 Location Plan
2 Site Plan
3 Transportable Photo

IN BRIEF

Council is requested to consider an application for Development Approval for development of a transportable building for the use of storage at Reserve 5036 (Lot 5602) Capel Tutunup Road, Capel.

RECOMMENDATION

That Council:

- 1. Grants Development Approval pursuant to Clause 68 (2) (b) of the Deemed Provisions for Local Planning Scheme of the Planning and Development (Local Planning Schemes) Regulations 2015 and Clause 41 of the Greater Bunbury Region Scheme to the development of a Transportable Building on Reserve 5036 (Lot 5602) Capel Tutunup Road, Capel *subject to conditions.***

BACKGROUND / PROPOSAL

Background

2002 - Council was granted a management order for Reserve R5036 for the purpose of recreation, with power to lease for 21 years. In 2003 Council leased the Capel Equestrian Centre Grounds at Reserve R5036 to the Capel Equestrian Centre Inc.

2012 - The Capel Equestrian Centre Inc changed its name to Capel Regional Equestrian Park Inc (CREP). The reserve is managed by the CREP of which the Riding for the Disabled (RDA) Capel is a member and utilises the Reserve.

October 2016 - Ordinary Council Meeting resolved to grant Development Approval for a transport building for the Riding for the Disabled Capel Inc.

April 2017 – Ordinary Council Meeting resolved to grant Development Approval for a transportable building for the Horse and Pony Club Capel.

Proposal

The Shire of Capel has received an application from the Capel Regional Equestrian Park (CREP) for a Transportable Building to be used as storage. The proposed development is a second-hand transportable with the dimensions of 11 metres x 4.3 metres. The proposed building is to be setback 41 metres from Capel Tutunup Road.

STATUTORY ENVIRONMENT

Town Planning Scheme No. 7

Lot 5602 is a Reserve for recreation zoned Rural pursuant to the Shire of Capel Town Planning Scheme No. 7 (TPS7).

The existing use of an Equestrian Centre is considered a non-conforming use pursuant to Clause 4.1 of the TPS7, as it relates to the continued use of the land for the purpose for which it was being lawfully used at the time of coming into force of the TPS7.

An extension of a non-conforming use requires the proposed development to obtain the planning consent of the Council under TPS7 and unless in conformity with any other provision and requirements contained in TPS7.

Greater Bunbury Region Scheme (GBRS)

Previous comments received from the Department of Planning, Lands and Heritage stated that the proposed development is consistent with the Rural zone and does not appear to conflict with either the Strategic Agricultural Resources or the Strategic Minerals and Basic Raw Materials Policies it, therefore, does not require consultation with the Department of Mines and Petroleum (DMP) and Department of Agriculture and Food Western Australia (DAFWA).

The application has been assessed in accordance with the provisions of the Greater Bunbury Region Scheme (GBRS) with particular references to the Notice Resolution (RES2014/03) made under Clause 27, Schedule 1, Clause 3, 6, 7 and 10, and the Instrument of Delegation (DEL2014/01) under section 16 of the Planning and Development Act 2005, Schedule 2 Clause 9 and 10. The comment will be discussed in the 'Consultation' section of this report.

POLICY IMPLICATIONS

State Planning Policy 3.7 Planning in Bushfire Prone Areas

The lot is within a designated bush fire prone area. Clause 78B (1)(b) requires a Bushfire Attack Level (BAL) assessment for the construction or use, or construction and use of a habitable building other than a single house or ancillary dwelling or a specified building.

Habitable building means a *permanent or temporary structure on land that is fully or partially closed; and has at least one wall of solid material and a roof of solid material; and is used for the purpose that involves the use of the interior of the structure by people for living, working, studying or being entertained.*

The proposed use for the development is for the storage of records and equipment for Riding for the Disabled Australia (RDA) Capel branch. The RDA recreational activity does not occur within the interior of the development, therefore the use of the storage transportable is not considered a habitable building requiring a BAL Assessment.

RISK IMPLICATIONS

The level of risk applying the Shire Risk Management matrix is considered to be 'Low' to the Shire in terms of Financial and Compliance matters.

The risk to the Shire is mitigated through the lease agreement with Capel Regional Equestrian Park.

FINANCIAL IMPLICATIONS

Budget

The applicant is submitting a letter to the Shire requesting that the Development Application fee of \$147.00 be waived, as it is a not-for-profit club.

Long Term

The Reserve is non-rateable therefore there is no impact on rates.

SUSTAINABILITY IMPLICATIONS

There are low environmental impacts associated with the development of a transportable building, as no vegetation or existing structures are required to be removed. Development of the structures will assist the RDA Capel Branch to operate from the reserves benefiting the community to having access to this facility in close proximity to the Capel townsite. The proposed development will assist in the events conducted on the Reserve, attracting visiting competitors and spectators into the locality with potential economic benefits to the townsite businesses.

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 Outcomes:

- 2.1 Provide social, recreational and cultural opportunities and facilities for our communities.
- 2.3 Preserve and protect the character of the communities.

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

Strategic Outcome:

- 3.1 Promote the diverse lifestyle opportunities in the Shire.

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.
- 4.9 Encourage business development.

CONSULTATION

The proposal was referred to Main Roads Western Australia (MRWA) in accordance with the provisions of the Greater Bunbury Regions Scheme (GBRS) and the following submissions and comments were received:

"I refer to the Shire's request regarding the above and advice that Main Roads has no objections to the proposed development, given that access for the site is taken from Tutunup Road."

The proposal of the transportable building does not alter access arrangement for the subject site.

COMMENT

The proposed development is consistent with the management order and purpose of the Reserve and rural requirements of the TPS7. The proposal in the context of the GBRS is not considered a conflicting use. No objections to the proposal were made from relevant government agencies.

VOTING REQUIREMENTS

Simple majority

OC1207 OFFICER'S RECOMMENDATION – 14.4/COUNCIL DECISION
--

Moved Cr McCleery, Seconed Cr J Scot

That Council:

1. Grants Development Approval pursuant to Clause 68 (2) (b) of the Deemed Provisions for Local Planning Scheme of the Planning and Development (Local Planning Schemes) Regulations 2015 and Clause 41 of the Greater Bunbury Region Scheme to the development of a Transportable Building on Reserve 5036 (Lot 5602) Capel Tutunup Road, Capel subject to compliance with the following conditions:
 - i) All development being in accordance with the Approved Development Plans dated 20 December 2017.
 - ii) Prior to occupation, the existing building must be renovated, painted and subsequently maintained to the satisfaction of the Shire of Capel.

2. **ADVICE NOTES**
 - i) Advises the applicant of the need to comply with the following requirements of other legislation:
 - a) Compliance with the Building Act 2011, Building Regulations 2012 and the Building Code of Australia. Advice should be sought from a registered building surveying contractor in order to obtain the appropriate certificates for building permit.
 - b) The structure is to be removed from the site if the Riding for the Disabled Australia Capel vacates the property.
 - c) Reserve 5036 is leased to Capel Regional Equestrian Park Inc. The lease has conditions (as agreed by the Minister of Lands and the Shire of Capel) and it is the responsibility of the lessee to ensure compliance in accordance with the signed agreement.
 - ii) Titanium-Zircon mineralisation is located within 1,000m west of the proposal site and mining may occur in the future.

Carried 8/0

OC1208 (14.5) Policy Review – Section 5, Health

Location: Capel
Applicant: Shire of Capel
File Reference: CM.PO.1
Disclosure of Interest: Nil
Date: 17.11.17
Author: Principal Environmental Health Officer, M Chadwick
Senior Officer: Executive Manager Engineering and Development Services, J Gick
Attachments: Policy Manual – Section 5

IN BRIEF

- Policies at the Shire of Capel are reviewed every two years; and
- A review of Section 5 – Health has resulted in some significant changes.

RECOMMENDATION**That Council:**

1. **Rescinds Policy 5.1 Temporary Accommodation and refers any new applications to Council for its consideration under the Caravan and Camping Act 1995.**
2. **Endorses the changes to Section 5, Health of the Shire of Capel Policy Manual described in this item and shown in the Attachment except for Policy 5.4 Trading in Public Places.**
3. **Resolves to advertise Policy 5.4 Trading in Public Places for a public comment period of 28 days.**
4. **Brings Policy 5.4 Trading in Public Places back to Council after the advertising period for its consideration.**

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 Policies relevant to Health (Section 5 of the Manual) have been reviewed in 2017 to assess whether they remain relevant, consistent with or reflect legislative changes, current trends and follow best practice. This review has examined seven Policies.

Proposal

Council to consider the biennial review of Section 5 of the Shire of Capel Policy Manual and adopt the proposed recommendations.

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

Significant policy changes will result from the deletions and amendments detailed in this report.

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 assists Council in creating positive social and environmental impacts in the community.

STRATEGIC IMPLICATIONS

Shire of Capel Strategic Community Plan 2013 – 2031

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

Strategic Outcomes:

- 1.1 Ensure continuous improvement of the organisation.
- 1.5 Ensure the effective management of Council’s resources.

CONSULTATION

There was internal consultation between the Executive Manager Engineering and Development Services, Manager Building and Health Services, Manager Planning Services, Principal Environmental Health Officer and members of the Development Coordination Unit. It is proposed to consult publicly on amendments to Policy 5.4 Trading in Public Places.

COMMENT

The changes proposed to Health Policies as a result of this review are significant. All Shire of Capel policies underwent a major review and restructure in 2013. The recent recruitment of newly created positions Manager Building Health and Principal Environmental Health Officer provide new opportunities for policy review.

Proposed policy changes are detailed below (with the exception of minor typographical and editorial corrections). Attachment 1 comprises the Policies under review. Suggested deletions are ~~struck through~~ and proposed amendments and insertions are shown in **bold**.

Throughout

- Every Policy has had the review date altered from 2017 to 2019.
- Manager of Health has been altered to Principal Environmental Health Officer.

Policy 5.1 Temporary Accommodation

- The policy is recommended to be rescinded because according to the advice received from the WA Building Commission: *“In the building approval stage, the Certificate of Design Compliance for the Class 10 building needs to be able to say that the building, when completed, complies with the BCA for its proposed use. This means it should not be possible to get a building permit for a Class 10 building if the building is proposed to be used as a Class 1 building”*. This means a Policy allowing use of a non-habitable building is flawed and potentially puts both the Shire and occupant in a position of significant risk, particularly where standards of construction are even more stringent for Bush Fire Prone Areas.
- Shire Officers have considered taking a new approach to dealing with temporary accommodation applications through making revisions to the Shire Planning Policies and utilising provisions within the Caravan and Camping Ground Act 1995, which allow for a person to camp on their property with approval for up to 12 months. Council may consider applications made under the Caravan and Camping Ground Act 1995 for the purposes of temporary accommodation.
- Shire records indicate there were two approvals issued for temporary accommodation on Plantation Road, Capel in 2010 and one for a property in Eucalypt Road, Gelorup in 2011. No records or approvals for temporary accommodation have been issued since.

Policy 5.2 Food Regulation Compliance & Enforcement

- No significant changes have been proposed to the Policy. One sentence is removed as it is perceived superfluous to the meaning of the Policy.

Policy 5.3 Shade & Sunsmart Policy

- No significant changes have been proposed to the Policy. One sentence is removed as it is perceived superfluous to the meaning of the Policy.

Policy 5.4 Trading and Operating a Stall in Public Places

- Proposed changes include inserting “and Operating a Stall” in the name of the Policy to reflect that it applies to all activities that require a permit under the definitions of activities under the relevant part of the local law.
- Creating additional locations to operate a stall or trade to reflect a recent application for operating a stall at Forrest Beach North and within the Capel town site. And also to recognise sites used for sale of goods at markets and events within Shire town sites. This will also require updating the site location pictorial maps.
- Proposed wording also includes requiring permit holders provide a certificate of currency for public liability insurance and approval for advertising and directional signage.
- Proposed wording to provide a waiver of fees for charitable organisations as permitted in the local law.
- It is proposed that this Policy be advertised for public comment as it has a potential direct financial impact on established businesses. It is also desirable to seek community input on the Policy that identifies more opportunities within the Shire for approving permits and to enhance associated economic and community development and tourism.

Policy 5.5 Integrated Mosquito Management

- No significant changes have been proposed to the Policy. Several sentences have been removed where it is perceived superfluous to the meaning of the Policy.

Policy 5.6 Integrated Pesticide Management

- No significant changes have been proposed to the Policy. Several sentences have been removed where it is perceived superfluous to the meaning of the Policy.

Policy 5.7 Event Management

- No significant changes have been proposed to the Policy. Several sentences have been removed where it is perceived superfluous to the Policy wording. Words have been included to refer applications outside minimum timeframes to the Manager Building and Health Services to determine.

VOTING REQUIREMENTS

Simple majority

OC1208 OFFICER'S RECOMMENDATION – 14.5/COUNCIL DECISION
--

Moved Cr McCleery, Seconded Cr J Scott

That Council:

1. Rescinds Policy 5.1 Temporary Accommodation and refers any new applications to Council for its consideration under the Caravan and Camping Act 1995.
2. Endorses the changes to Section 5, Health of the Shire of Capel Policy Manual described in this item and shown in the Attachment except for Policy 5.4 Trading in Public Places.
3. Resolves to advertise Policy 5.4 Trading in Public Places for a public comment period of 28 days.
4. Brings Policy 5.4 Trading in Public Places back to Council after the advertising period for its consideration.

Carried 8/0

OC1209 (14.6) Policy Review – Section 7, Engineering and Operations

Location: Capel
Applicant: Shire of Capel
File Reference: CM.PO.1
Disclosure of Interest: Nil
Date: 13.11.17
Author: Manager Technical Services, K McKeachie
Senior Officer: Executive Manager Engineering and Development Services, J Gick
Attachments: Policy Manual – Section 7, Engineering and Operations

IN BRIEF

- Policies at the Shire of Capel are reviewed every 2 years.
- A review of Section 7 – Engineering and Operations has resulted in some minor changes, one deletion and transfer of one policy out of this section into Section 2, Corporate Services.

RECOMMENDATION

That Council endorses changes to Section 7 Engineering and Operations 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 Policies relevant to Councillors (Section 1 of the Manual) have been reviewed in 2017 to assess whether they remain relevant, reflect legislative changes, current trends and follow best practice. This review has examined 10 Policies.

Proposal

Council to consider the bi-annual review of Section 1 of the Shire of Capel Policy Manual and adopt the proposed recommendations.

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

Minor policy changes will result from the deletions and amendments detailed in this report.

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/infrastructure are being created, there are no long term financial implications relevant to this matter.

SUSTAINABILITY IMPLICATIONS

These Policies assist in the sound management of Council's financial resources, governance procedures and financial systems. This assists Council in creating positive social and environmental impacts in the community.

STRATEGIC IMPLICATIONS

Shire of Capel Strategic Community Plan 2013 – 2031

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

Strategic Outcomes:

- 1.1 Ensure continuous improvement of the organisation.
- 1.5 Ensure the effective management of Council's resources.

CONSULTATION

Consultation on this matter included:

- Executive Manager Engineering and Development Services;
- Manager Operations;
- Manager Technical Services;
- Coordinator Engineering Development; and
- Engineering Environmental Officer.

COMMENT

The changes proposed to Engineering and Operations 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 detailed below (with the exception of minor typographical and editorial corrections). Attachment 1 comprises the Policies under review. Suggested deletions are ~~struck through~~ and proposed amendments and insertions are shown in **bold**.

Throughout:

- Every Policy has had the review date altered from 2017 to 2019.

Unchanged Policies from the Previous Review:

- Policy 7.2 Crossovers
- Policy 7.3 Engineering Specifications (Subdivision Land Development)
- Policy 7.4 Fleet and Plant - Procurement
- Policy 7.6 Roads (Seal Width)
- Policy 7.9 Unmade Road Reserves
- Policy 7.10 Traffic Management Plans.

Policy 7.7 Roads (Verges):

- This Policy is deleted. Policy 7.7 contains information duplicated verbatim from the Shire of Capel Thoroughfares Local Law and the Shire of Capel Delegations Register. As such, Policy 7.7 serves no purpose beyond reinforcement of existing instruction to Officers.

Policy 7.8 Road Upgrade Contributions:

- This Policy is deleted. It has been shown that application of this Policy has not delivered the desired outcome in terms of fair and equitable sharing of the costs of road upgrades between the Shire and private developers.

The formula provided for cost sharing has resulted in inequitable distributions where (for example) a single Lot has a large road frontage requiring a large contribution compared to multiple Lots with a smaller combined road frontage.

Management of collected funds has also proven to be ineffective for the Shire, in that the actual road upgrades for which contributions are collected may not be carried out immediately. This gives rise to concern on the part of contributors that they are not receiving value for money for their contributions.

The Shire has subsequently developed more effective means of ensuring that appropriate road upgrades are carried out through the Planning process and specifically by application of Conditions upon subdivisional approvals.

Policy 7.5 Roads (Extra Mass Permits):

- Table 'ROAD TRAIN (Triple Dolly) – VEHICLE TYPE A.2-2-3 T.3-3' amended by Council decision OC1105 22 November 2017.
- Table 'B DOUBLES – VEHICLE TYPE A.2-2-3-3' be amended by Council decision OC1105 on 22 November 2017 to include Road No. 0006 Elgin Road (SLK 6.62 – SLK 7.84) and Road No. 0057 Bell Road (SLK 2.70 – SLK 3.03).

Policy 7.1 Asset Management:

- Transferred to Section 2 – Corporate Services. This policy is applicable to all Divisions, not only Engineering and Operations. It should therefore be held at the highest level of the Shire's Policy hierarchy.

VOTING REQUIREMENTS

Simple majority

OC1209 OFFICER'S RECOMMENDATION – 14.6/COUNCIL DECISION
--

Moved Cr Kitchen, Seconded Cr J Scott

That Council endorses changes to Section 7 Engineering and Operations of the Shire of Capel Policy Manual as described in this item and shown in the Attachment.

Carried 8/0

OC1210 (14.7) Tender 17/04 Capel Civic Precinct Stage 3 Development Works

Location:	Forrest Road, Capel
Applicant:	Shire of Capel
File Reference:	CM.TE.24
Disclosure of Interest:	Nil
Date:	13.12.17
Author:	Strategic Project Officer, S Mahmud
Senior Officer:	Executive Manager Engineering & Development Services, J Gick
Attachments:	Capel Civic Precinct Staging Plan

IN BRIEF

Consider tender submissions for the Capel Civic Precinct Stage 3 Development Works and appointment of Perkins (WA) Pty Ltd as the successful tenderer.

RECOMMENDATION

That Council delegates authority to the Chief Executive Officer to accept the tender from Perkins (WA) Pty Ltd for \$2,709,800 including GST as detailed in Tender No. 17/04 for Capel Civic Precinct Development Works.

BACKGROUND/PROPOSAL**Background**

The formulation of a master plan for the Capel Civic Precinct (the 'Precinct') was identified as a 'High' priority action in the endorsed Capel Townsite Strategy at July 2008.

November 2011– Council Decision OC1113 - Council resolved to adopt the Capel Civic Precinct Master Plan for final approval as a guide to the more detailed planning, development and use of the Precinct.

April 2013 – Council Decision OC0410 - That Council adopts the Capel Civic Precinct Detailed Landscape Design and Development Plan as an operational guide to the future design, use and staged development of the Capel Civic Precinct for community and recreation purposes.

January 2015 – MPM engineering consultants engaged to undertake various detailed engineering works design for the precinct and in particular to deliver drawings and specifications for Stages 1 and 2 of the precinct.

August 2015 – Council included in the 2015/16 budget an allocation of \$2 million to be obtained through loan borrowings. The outcome of Council's ability to borrow the required amount was subject to the final audit of Council's 2014/15 year and the application to WA Treasury Corporation being approved.

September 2015 - Council decision OC0903 - That Council delegates authority to the Chief Executive Officer to accept the tender from APH Contractors for \$1,266,066 including GST as detailed in Tender No. 15/04 for the Capel Civic Precinct Stage 1 and 2 Construction Works subject to a \$2 million loan approval in principle being received from the WA Treasury Corporation.

October 2015 - \$2 million loan approval received from the WA Treasury Corporation.

November 2015 - June 2016 - The development of Capel Civic Precinct Stage 1 and 2 completed.

July 2016 - Negotiations started with the Bunbury Diocese with a view to gaining tenure to the land for the development of Capel Civic Precinct Stage 3A car park.

September 2016 - Department of Lands (DoL) advised investigation of a Long Term lease, as the subject land is held by the Bunbury Diocese as freehold, with conditions and subject to section 75 of the Land Administration Act 1997. The State holds the equity of the land value.

December 2016 - The Shire engaged McLeods Barristers & Solicitors to prepare the draft lease agreement.

May 2017 - Draft lease document has been reviewed and approved by the Bunbury Diocese. The final draft has been sent to the Department of Lands for the consent of the Minister for Lands.

June 2017 – The following actions achieved to progress the project:

1. The final draft reviewed by the DoL and a copy of the Minister’s consent attached with the lease agreement.
2. The development of Capel Civic precinct Stage 3, 3A and 4 planned for delivery in 2017/18, 2018/19 and 2019/20 financial years depending on funding availability. Based on available funding, it was planned to develop phase 1 of Stage 3 in 2017-18, which includes the amphitheatre and stage, relocation of the existing playground with inclusion of a new all abilities playground and a nature play space.
3. Cardno appointed as Design Consultant and Superintendent to supply all tender and construction documents, assist in tendering and delivery the Capel Civic Precinct Stage 3 and 3A.

July 2017- Council included in the 2017-18 budget an allocation of \$943,964 for the development of Stages 3 and 3A.

July 2017 (Council decision OCO708):

That Council:

1. Enters into a lease for car parking – portion of Lot 3 (No. 88) Capel Drive, Capel with Bunbury Diocesan Trustees for the development and management of a car park for a period of 20 years commencing from the date of signing the agreement.
2. Delegates authority to the Shire President and Chief Executive Officer to affix the common seal of the Shire of Capel to the lease for car parking – portion of Lot 3 (No. 88) Capel Drive, Capel.

October 2017 and November 2017 - Funding from Building Better Regions Fund and Royalties for Regions was secured. Other funding from Lotterywest and Department of Communities was already secured earlier.

November 2017 - The Shire advertised a public tender for the development of Capel Civic Precinct Stage 3.

Location and Description

The Precinct generally comprises the land between Forrest Road, Capel Drive, Buchanan Road and Roe Road, including Reserves 4621 and 7574, the Saint John’s Anglican Church site and the former service station site.

Reserve 4621 comprises an area of 1.57ha and is vested for the purpose of ‘Municipal Offices and Community Purposes’ with a management order in the Shire of Capel.

Reserve 7574 comprises Erle Scott Reserve, an 'A' class reserve 1.62ha in area vested with the Shire of Capel for the purpose of 'Recreation' and with power to lease for 21 years subject to the Minister's consent.

Proposal

To consider the tender submissions for the development of Capel Civic Precinct Stage 3 as shown on the attached Development Plan. The development of Stage 3 included the following works.

- A formal amphitheatre with dual stage;
- Relocation of the existing playground with inclusion of a new all abilities playground and a nature play space;
- A new skateable link, which will connect the existing skate park to Forrest Road;
- Youth recreation space including, basketball half court;
- Town square precinct;
- Shelters, BBQs and seating; and
- Multiuse path and Landscaping.

STATUTORY ENVIRONMENT

Local Government Act 1995 s3.57(11)(1) of the Local Government Regulations requires all goods and services with a value in excess of \$100,000 to be subject to a public tender process.

POLICY IMPLICATIONS

Policy 2.8 Purchasing: states that purchases must be made in consideration of (amongst other things) the best value for money.

To promote economic activity and employment opportunities within the Shire of Capel, Council has a local purchasing preference. A 5% price preference is applicable to locally based suppliers on all purchases where the purchase consideration exceeds \$1,000.

None of the tenderers qualified for consideration of local purchasing preference under this provision of this policy.

Policy 3.14 Occupational Safety & Health: Relates to ensuring Shire of Capel employees, volunteers and contractors are aware of their responsibilities under the Occupational Safety and Health Act 1984.

RISK IMPLICATIONS

The proposal to appointment of Perkins (WA) Pty Ltd as the preferred tenderer for the development of Capel Civic Precinct Stage 3 can be considered low risk proposal as they submitted a comprehensive tender document along with a lowest price submission, however, there is typically some risk associated with variations to contract.

FINANCIAL IMPLICATIONS

Budget

The 2017-18 Council Budget XP09 includes \$943,964 for the development of Capel Civic Precinct Stages 3 and 3A. The funding source for the above budget is as follows:

Job No	Budget	Funding Source	
		Other Grants	Shire
XP09	\$943,964	\$614,379	\$329,585

The above budget allocation was included only for the provision of the development of Phase 1 of Stage 3, which includes the amphitheatre and stage, relocation of the existing playground with inclusion of a new all abilities playground and a nature play space.

In October and November 2017, the Shire secured grants from Building Better Regions Fund and Royalties for Regions for the development of Stages 3, 3A and 4.

This funding windfall created an opportunity to develop the total Stage 3 in a single contract instead of two phases as planned earlier. This change in direction requires a budget review and consideration has been taken to update the project budget at the midyear budget review time.

The cost estimate (last updated in 2015) for the development of Stage 3 is \$2,258,971 excluding the detailed design cost.

The price submitted by the recommended Tenderer is \$2,463,455 (ex GST), which is \$204,484 over the original cost estimate. The development of Stage 3 is a complex project and a contingency amount of \$200,000 should be considered during its construction phase. Including the detailed design cost, the anticipated project cost of Stage 3 is \$2,763,455, as tabled below:

Stage 3 Item	\$
Recommended Tender	2,463,455
Detailed Design (including provision for variations)	100,000
Contingency (typically 8% - 10%)	200,000
TOTAL STAGE 3 COST	2,763,455

This cost can be supported from the following sources.

Table A - Funding source for the development of Stage 3

Funding Contributor				Total
LotteryWest	SWDC	DSC	Shire	
\$859,260	\$1,240,000	\$50,000	\$614,195	\$2,763,455

If the council considers Tender 1704 Capel Civic Precinct Stage 3 Development works and appoint Perkins (WA) Pty Ltd, project budget XP09 needs to be reviewed with \$2,763,455 allocated.

This includes \$614,915 as the Shire's contribution to the project in 2017/18, which is \$284,610 over the original allocation. This increase in funds will need to be supplied from a combination of reserve funds and surplus funds.

Long Term

The long term financial plan 2016-2026 proposed to develop Stage 3 and 3A are scheduled for 2016/17 with Stage 4 scheduled in 2017/18. Due to the funding unavailability and opportunity for new funding, Stages 3 and 3A were deferred. The Project has now secured all external grant funding. The revised time line for the Project is as follows:

- Detailed design of Stages 3 and 3A 2017/18
- Development of Stage 3 2017/18
- Detailed design of Stage 4 2017/18
- Development of Stage 3A 2018/19 (Subject to funds)
- Development of Stage 4 2018/19-2019/20

An updated cost estimate prepared by Cardno shows the cost for the Stage 3A car park to be about \$400,000, which is \$276,316 over the original cost estimate. This estimate needs to be reviewed to improve its accuracy.

The detailed design and updated cost estimate of Stage 4 is underway.

The original 2015 cost estimate is \$7,581,604. The anticipated project cost is \$8,267,404. The following table shows the cost variance of different element of Capel Civic Precinct:

Table B - Variance from original cost estimate

Stage	Original cost estimate	Anticipated cost/updated cost	Variance
Stage 3 (included detailed design of stage 3 & 3A)	\$2,358,971	\$2,763,455	\$404,484
Stage 3A	\$123,684	\$400,000	\$276,316
Stage 4	\$4,913,949	\$4,913,949	\$0
Toilet block	\$120,000	\$125,000	\$5,000
Electric car charger	\$45,000	\$45,000	\$0
Business promotion	\$20,000	\$20,000	\$0
Total	\$7,581,604	\$8,267,404	\$685,800

The following table shows the projected yearly budget allocation and contribution amounts from the participating funding bodies.

Table C - Projected yearly budget & contribution details

Contributor	Financial Year			Total
	17/18	18/19	19/20	
Shire	\$749,649	\$1,052,383	\$220,212	\$2,022,244
LotteryWest	\$920,760	\$490,000	\$122,500	\$1,533,260
R & R	\$1,300,000	\$1,000,000	\$0	\$2,300,000
BBRF	\$59,190	\$1,305,843	\$996,867	\$2,361,900
DSC	\$50,000.00			\$50,000
TOTAL	\$3,079,599	\$3,848,226	\$1,339,579	\$8,267,404

There will be ongoing costs associated with the maintenance and management of the facilities, which is not available at this stage due to the scale of the project and the relative complexity of the components. Typically, infrastructure projects attract about 2% to 4% of the project cost for ongoing annual maintenance. Based on the Stage 3 project costs, this may increase the Shire's maintenance budget by \$55,000 to \$110,000 per annum. This has been provided in the budget forecasts.

SUSTAINABILITY IMPLICATIONS

A sustainable Civic Precinct is critical to its effectiveness and value to the community. The development of Stage 3 incorporates the following sustainability characteristics:

- Retention of established native trees to provide shade, character and natural context.
- Provision for sustainable display gardens, providing vegetation that is attractive with low water usage requirements and a showcase for these outcomes.
- Targeted turf areas for reticulation achieving a balance between community desire for 'green spaces' for recreation and the need to manage long-term water use.
- Provision of drainage and native vegetation areas, including rain gardens, with the potential to significantly contribute to local water management and water harvesting outcomes.

Development of Stage 3 will have a number of economic attributes including:

- Attraction of more people to the town centre benefiting business; and
- The existing caravan/motor home parking area and sullage dump point combined with the new picnic areas and public toilet is likely to attract additional visitors to the town.

The extent of facilities and improvements proposed in the Plan will provide significant social benefits to the residents of Capel and the Shire generally.

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

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

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:

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

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

Strategic Outcome:

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

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

Strategic Outcomes:

- 4.2 Pursue diversity and vitality in the local 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 Outcomes:

- 5.1 Provide and maintain a safe and efficient transport, cycle, and pedestrian network throughout the Shire
- 5.2 Maintain and enhance the quality of our built environment.
- 5.3 Improve connectivity throughout our communities and to the region.
- 5.4 Advocate for the provision of safe, efficient and reliable communication services throughout the Shire.
- 5.5 Engage in high level advocacy with the State Government and liaise with other infrastructure providers to obtain best possible levels of service for the community.
- 5.6 Effectively manage the Shire's assets and resources.

Capel Townsite Strategy 2008

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

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

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

CONSULTATION

Tender1704 Capel Civic Precinct Stage 3 Development Works was advertised in the "West Australian" on 15 November 2017 and the "South Western Times" on 16 November 2017, and submissions closed on 6 December 2017.

Considerable consultation with the community has been undertaken previously in relation to the formulation of the Master Plan and the proposed development/landscaping outcomes.

Project Management Plan

A Project Management Plan was prepared to provide an overall planning framework for the design and delivery of the project.

A Project Advisory Group was formed from representatives of divisions within the Shire with the role of managing the project and providing information, guidance and advice to the project consultants. The importance of the advisory group has been significant in view of the limited budget available for consultants and extensive knowledge and background of staff members on the relevant issues. The group continued to meet during 2016 and 2017 in relation to the preparation of the detailed design and implementation planning of the project.

A Tender Evaluation Committee was formed to evaluate all tender and quotation for the project.

A Project Technical Group is now in place for the implementation of the project.

Mail Out and CapelFest

A flyer showing an aerial photo of the Precinct was sent out to all Capel residents in early 2011 inviting comment on why the Precinct is important to them. In addition, a display was provided at CapelFest 2011 and flyers were available for written comments to be made, with thirty six submissions received. There was a general consensus that something has to be done to improve the Precinct in view of its location and importance in the centre of the town.

Formal Consultation

Following adoption of the draft Master Plan by Council in July 2011, a formal consultation process was carried out during August and September 2011 and twenty five submissions were received from the public. The issues raised by the community were addressed on the Master Plan when it was adopted in November 2011. There was no impetus for additional community consultation in relation to the more detailed Plan adopted in 2013 as it comprises an operational plan to guide

the future use, development, landscaping and improvement of the Precinct consistent with Council's adoption of the Master Plan.

Consultation has been made with Department of Water and Environmental Regulation regarding clearing of some trees. The Department advised the clearing required for the proposed development would not require a clearing permit.

Notification

Four large signs will be erected on site prior to works commencing advising of proposed works and contact details. Development update will be available on the Shire Website.

Prior to the commencement of works, surrounding residents will be advised in writing of the proposed works.

COMMENT

In considering which tenderer to award the Contract to, there are several important considerations. As part of the tender assessment, 50% of the total score is based on the tenderer's ability to demonstrate previous experience on similar projects, outline available resources and personnel, demonstrate that previous works were completed to the required standard, in the required time, to the accepted price and with minimum disruption to the public.

All tenderers scored between 28 and 46 (out of a possible 50). The variation is due to the qualitative criteria as specified in the tender documents and based on the information provided by the tenderer. This information gives the Shire staff a better indication as to whether the Contractors are capable of performing the works and what success they have had in the past.

The remaining 50% of the total score is calculated as a percentage of the lowest price against the tenderers' price. Therefore, 50 points is allocated immediately to the lowest price. Refer to the table below (Table C).

TABLE C: Tenders – Tender Criteria Weighting

Tenderer	Demonstrated understanding, Experience, Resources and Personnel (50% weighting)	Price (50% weighting)	SCORE TOTAL
Perkins	33.33	50	83.33
MG Group	41.67	43.82	85.49
LD Total	40	42.63	82.63
Adventeering	46.67	41.62	88.29
Civilcon	28.33	47.23	75.56

Adventeering submitted a comprehensive tender document, which addressed all of the areas of plant, personnel and experience required to successfully complete the works and score the highest (88.29 out of 100) but their submitted price is \$468,673 more than the lowest price submitted by Perkins(WA) Pty Ltd.

MG Group also scored well (85.49 out of 100) but their submitted price is \$382,323 more than the lowest price.

Perkins (WA) Pty Ltd scored 83.33 and submitted the lowest price.

As the price differential from highest to lowest is significant and the scores are all very similar, the tender evaluation committee considered the third ranked tender from Perkins (WA) Pty Ltd. to represent the best value for money. The Perkins bid also represents the most affordable bid.

After considering the project budget, points allocated and the information provided by the tenderers and relevant referees, staff supports award of the tender to Perkins (WA) Pty Ltd who have the experience and resources to complete the works on time to the required standard and within the accepted price.

VOTING REQUIREMENTS

Absolute majority

OFFICER'S RECOMMENDATIONS – 14.7

That Council delegates authority to the Chief Executive Officer to accept the tender from Perkins (WA) Pty Ltd for \$2,709,800 including GST as detailed in Tender 17/04 Capel Civic Precinct Stage 3 Development Works.

Note: The Officer Recommendation and Voting Requirements were amended prior to the Motion being considered.

VOTING REQUIREMENTS

Simple majority

OC1210 OFFICER'S RECOMMENDATIONS – 14.7/COUNCIL DECISION

Moved Cr Kitchen, Seconded Cr Schiano

That Council accepts the tender from Perkins (WA) Pty Ltd for \$2,709,800 including GST as detailed in Tender 17/04 Capel Civic Precinct Stage 3 Development Works.

Carried 8/0

CORPORATE SERVICES REPORTS

OC1211 (15.1) Audit Committee Minutes

Location:	Capel
Applicant:	Shire of Capel
File Reference:	N/A
Disclosure of Interest:	Nil
Date:	04.12.17
Author:	Governance Officer, A Handley
Senior Officer:	Executive Manager Corporate Services, S Stevenson
Attachments:	Minutes of the Audit Committee meeting 22 November 2017

IN BRIEF

The Minutes of the Audit Committee meeting of 22 November 2017 are attached for Council consideration and endorsement.

RECOMMENDATION

That Council receives the Minutes of the Audit Committee meeting held on 22 November 2017 and adopts the Committee's recommendations:

AC1102

That Council accepts Progress Report 9 generated in response to the second (April 2016) AMD Regulation 17 Report on the appropriateness and effectiveness of Council's risk management, internal controls and legislative compliance.

AC1103

That Council accepts Progress Report 4 regarding the Shire of Capel Risk Register.

AC1104

The Audit Committee has met with the Auditor and discharged its obligations, in accordance with Section 7.12A (2) of the Local Government Act 1995.

AC1105

That Council accepts the Independent Audit Report and Management Report for the year ending 30 June 2017 and the Independent Audit Report be included in the Annual Report.

AC1106

That Council accepts that the Annual Financial Report for the year ending 30 June 2017 for inclusion in the Annual Report.

AC1107

That Council accepts the Better Practice Review Action Plan Progress Report.

AC1108

The Audit Committee recommends that the development of a policy addressing environmental risk would provide no additional benefit to the current environmental sustainability activities of the Shire of Capel.

BACKGROUND / PROPOSAL

Background

Changes to the *Local Government Act 1995* (the Act) that were enacted in 2005 required that Council establish an Audit Committee. The delegation of powers and duties to the Audit Committee was agreed to by Council at the meeting of 28 September 2005 (OC0926).

Proposal

This item proposes that Council consider and endorse the minutes of the Audit Committee meeting held on 22 November 2017.

STATUTORY ENVIRONMENT

Local Government Act 1995

5.22 Minutes of council and committee meetings

- (2) The minutes of a meeting of a council or a committee are to be submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

7.1A Audit Committee

- (1) A local government is to establish an audit committee.

Local Government (Audit) Regulations 1996

16. Audit Committee, functions of an audit committee —

- (a) is to provide guidance and assistance to the local government —
 - (i) as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act; and
 - (ii) as to the development of a process to be used to select and appoint a person to be an auditor; and
- (b) may provide guidance and assistance to the local government as to —
 - (i) matters to be audited; and
 - (ii) the scope of audits; and
 - (iii) its functions under Part 6 of the Act; and
 - (iv) the carrying out of its functions relating to other audits and other matters related to financial management; and
- (c) is to review a report given to it by the CEO under regulation 17(3) (the CEO's report) and is to —
 - (i) report to the council the results of that review; and
 - (ii) give a copy of the CEO's report to the council.

POLICY IMPLICATIONS

There are no policy implications for this item.

RISK IMPLICATIONS

An effective Audit Committee reduces the risk to Council of statutory or financial non-compliance by regular scrutiny of audit results, compliance reports and the Shire of Capel Risk Management Register. The Audit Committee also plays an active role in reducing risk to the Shire by examining the reports provided by the Chief Executive Officer in relation to risk management, internal controls and legislative compliance as per the requirements of regulation 17 of the *Local Government (Audit) Regulations 1996*.

FINANCIAL IMPLICATIONS

Budget

There are no budget implications for this item.

Long Term

As no assets/infrastructure are being created, there are no long term financial implications relevant to this matter.

SUSTAINABILITY IMPLICATIONS

Continued financial and legislative compliance and a reduction in exposure to risk will have a positive impact on the long term business and operational sustainability of the Shire of Capel.

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

No consultation was required for this item.

COMMENT

There were seven reports presented at the Audit Committee meeting of November 22, 2017.

Regulation 17 Progress Report 9 was tabled, describing officer progress in meeting the items identified as requiring attention in the second AMD Regulation 17 Audit Report (2016). Significant progress has been made and there are now only a limited number of outstanding items. Plans have been made to complete the major outstanding item (lack of a Business Continuity Plan) by June 2018. In addition, the final stage of the Local Emergency Recovery Plan will be approaching completion by the end of 2018. Construction of the Procedure Manual continues and an updated Environmental Health Management Plan is on track for completion in Feb/March 2018. Work on security awareness is ongoing, and an external audit of security effectiveness will be conducted in FY 2018/19.

The Audit Committee considered Progress Report 4 on development of the Shire of Capel Risk Register. This is an aggregated reporting tool that provides the Executive Management Team, Audit Committee and ultimately Council with a 'snapshot' of the Shire's current level of exposure to risk, and the controls in place to manage that exposure. It is a fluid document designed to be updated regularly as new risks are identified and controls implemented. Consideration of the effectiveness of controls in the fifteen individual risk themes is complete. Work continues in the identification of indicators that demonstrate changes in effectiveness of the controls, and setting appropriate benchmarks for those indicators.

The next three items dealt with financial and statutory matters arising from the 2017 Audit. The Audit Committee met with the Auditor and discharged its obligations in accordance with Section 7.12A (2) of the *Local Government Act 1995*. It also considered the Independent Audit Report and Management Report for 2016/17 provided by the Auditor, and the Annual Financial Report for 2016/17.

The Committee received the first report on officer progress in addressing items listed in the Action Plan resulting from the Better Practice Review conducted by the (then) Department of Local Government and Communities.

The final item on the agenda concerned the need (or otherwise) for an Environmental Risk Policy. The Audit Committee recently requested a report on whether such a policy was required. A report was provided describing the significant activities undertaken by the Shire of Capel in the arena of environmental sustainability and suggesting that an additional policy in this area would add little value.

VOTING REQUIREMENTS

Simple majority

OC1211 OFFICER'S RECOMMENDATION – 15.1/COUNCIL DECISION
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Moved Cr Hearne, Seconded Cr J Scott

That Council receives the Minutes of the Audit Committee meeting held on 22 November 2017 and adopts the Committee's recommendations:

AC1102

That Council accepts Progress Report 9 generated in response to the second (April 2016) AMD Regulation 17 Report on the appropriateness and effectiveness of Council's risk management, internal controls and legislative compliance.

AC1103

That Council accepts Progress Report 4 regarding the Shire of Capel Risk Register.

AC1104

The Audit Committee has met with the Auditor and discharged its obligations, in accordance with Section 7.12A (2) of the Local Government Act 1995.

AC1105

That Council accepts the Independent Audit Report and Management Report for the year ending 30 June 2017 and the Independent Audit Report be included in the Annual Report.

AC1106

That Council accepts that the Annual Financial Report for the year ending 30 June 2017 for inclusion in the Annual Report.

AC1107

That Council accepts the Better Practice Review Action Plan Progress Report.

AC1108

The Audit Committee recommends that the development of a policy addressing environmental risk would provide no additional benefit to the current environmental sustainability activities of the Shire of Capel.

Carried 8/0

OC1212 (15.2) Accounts Due and Submitted for Authorisation

Location: Capel
Applicant: Shire of Capel
File Reference: N/A
Disclosure of Interest: Nil
Date: 07.12.17
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 EFT25845 to EFT25877, a total of \$482,744.27 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:

EFT25845	21/12/2017	AW ROADWORKS PTY LTD	TRAFFIC MANAGEMENT FOR FORREST BEACH RESHEET, 13/11 - 16/11 AND 20/11 TO 24/11 ON SITE	11,239.25
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EFT25846	21/12/2017	AUSTRALIND PRE MIX	SPURR ST PATH CONSTRUCTION AND GOODWOOD ROAD CAPEL BUS STOP MODIFICATION	51,736.80
EFT25847	21/12/2017	BUNBURY MACHINERY	KUBOTA MOWER SERVICES 50HR SERVICE	649.64
EFT25848	21/12/2017	BELL FIRE EQUIPMENT COMPANY	WATER - 9KG EXTINGUISHERS	506.00
EFT25849	21/12/2017	BUNBURY TYREPOWER	REPLACEMENT OF FOUR TYRES 44CP	1,091.00
EFT25850	21/12/2017	BUNNINGS BUILDING SUPPLIES PTY LTD	INDICATOR BOLTS, GATE LATCH AND HINGE AND INDOOR MAT	248.01
EFT25851	21/12/2017	BLACKWOODS	'DO NOT DRINK' SIGNS	40.33
EFT25852	21/12/2017	BUNBURY BUS HIRE	BUS HIRE TO TAKE CAPEL SENIORS TO BUNBURY SHOPS	153.26
EFT25853	21/12/2017	BP AUSTRALIA	FUEL DELIVERIES FOR 7, 21 AND 28 NOVEMBER	16,435.96
EFT25854	21/12/2017	WINC AUSTRALIA PTY LTD	2017/2018 STATIONERY	840.31
EFT25855	21/12/2017	CAPEL CRANE HIRE	REMOVAL OF FLAG POLE	239.25
EFT25856	21/12/2017	DISCOUNT AUTO PARTS	ENGINE OIL FOR COLORADO, 4 MAGIC TREES	133.70
EFT25857	21/12/2017	DATA #3	GFI MAILESENTIALS - UNIFIED PROTECTION EDITION - SUBSCRIPTION RENEWAL FOR 1 YEAR	2,634.28
EFT25858	21/12/2017	FENNESSY'S	CARRY OUT 43,000KM SERVICE - 41CP	418.15
EFT25859	21/12/2017	FRONT-LINE SIGNS	SUPPLY AND APPLY RANGER STRIPING, RANGER DECAL AND LOGO	836.00
EFT25860	21/12/2017	GEOGREEN	CARRY OUT QUARTERLY SERVICE OF WATERLESS URINALS SHIRE OFFICE	1,874.70
EFT25861	21/12/2017	LD TOTAL	DALYELLUP ESTATE MAINTENANCE AND EXTRA WORK, CAPEL CIVIC PRECINCT MAINTENANCE AND DALYELLUP CONTRACT MAINTENANCE	89,028.85
EFT25862	21/12/2017	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	2017-18 CORPORATE COUNCIL MEMBERSHIP	2,020.00
EFT25863	21/12/2017	MALATESTA ROAD PAVING & HOT MIX	VARIOUS WORKS INCLUDING LOWRIE RD, DALYELLUP ROUNDABOUT, BOUNDARY RD AND CAPEL-TUTUNUP RD	281,782.11
EFT25864	21/12/2017	MUIR'S MANJIMUP	45CP - 30,000KM SERVICE	657.94

EFT25865	21/12/2017	MCDONALD FENCING	REPLACEMENT OF FENCING/POLES ALONG THE WALKWAYS AT PEPPERMINT GROVE BEACH FORESHORE	8,989.75
EFT25866	21/12/2017	OFFICEWORKS SUPERSTORES PTY LTD	OSH ANTI FATIGUE MAT AND SIT / STAND STATION	377.95
EFT25867	21/12/2017	PRESTIGE PRODUCTS-BUSSELTON	SUPPLY VARIOUS CLEANING AND TOILETRY PRODUCTS	243.65
EFT25868	21/12/2017	SOUTHERN LOCK & SECURITY	SUPPLY 6 PADLOCKS KEYED TO H1 ON SHIRE SYSTEM	420.00
EFT25869	21/12/2017	SOUTHERN ATU SERVICES	AEROBIC TREATMENT UNIT MAINTENANCE - CAPEL SPORTS GROUND, GELORUP COMM CENTRE AND DALYELLUP TOILET BLOCK	679.20
EFT25870	21/12/2017	STATE WIDE TURF SERVICES	RENOVATIONS, WEED CONTROL AND FERTILISER FOR BOYANUP FOOTBALL OVAL AND HOCKEY FIELD, AND CAPEL OVAL MOWING	4,530.77
EFT25871	21/12/2017	TOTALLY WORKWEAR	UNIFORM ALLOWANCE	225.01
EFT25872	21/12/2017	WORK CLOBBER BUNBURY	PROTECTIVE CLOTHING	538.74
EFT25873	21/12/2017	WESTRAC EQUIPMENT	GRADER AIRCON SERVICE - CP1804	232.16
EFT25874	21/12/2017	WEST OZ LINEMARKING	LINE MARKING FOR PEPPERMINT GROVE BEACH COURT. 1X BASKETBALL COURT LINE MARKING 1X TENNIS COURT LINE MARKING	1,155.00
EFT25875	21/12/2017	THE PRINT SHOP	BUSINESS CARDS	724.00
EFT25876	21/12/2017	WESTSIDE EQUIPMENT	DIGGER HIRE FOR FORREST BEACH DRAINAGE WEDNESDAY 8/11/17	1,944.80
EFT25877	21/12/2017	WORKFORCE ROAD SERVICES PTY LTD	20L CONTAINER OF BLACK BITUMEN PAINT	117.70
				482,744.27

OUTSTANDING CREDITORS AS AT 30 November 2017: \$1,194,991.24

CERTIFICATE OF CHIEF EXECUTIVE OFFICER

This schedule of accounts to be passed for 20 December 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

OC1212 OFFICER'S RECOMMENDATION – 15.2/COUNCIL DECISION

Moved Cr McCleery, Seconded Cr J Scott

That Council authorises the Schedule of Accounts covering vouchers EFT25845 to EFT25877, a total of \$482,744.27 for payment.

Carried 8/0

OC1213 (15.3) Accounts Paid During the Month of November 2017

Location: Capel
Applicant: Shire of Capel
File Reference: N/A
Disclosure of Interest: Nil
Date: 07.12.17
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 868-880, EFT25480 to EFT25777, CHQ48659 to CHQ48691 totalling \$816,022.05 during the month of November 2017;**
- 2 Payroll payments for the month of November 2017, totalling \$341,306.16; 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 Outcomes:

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. Documented review by Manager Finance, A Mattaboni.

COMMENT

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

EFT25480	01/11/2017	AMITY SIGNS	SIGNS FOR BUSH FIRE COMPLIANCE INSPECTOR VEHICLE	129.80
EFT25481	01/11/2017	AUSSIE TELECOM PTY LTD	DEEP FREEZE STANDARD MAINTENANCE 1 YEAR	98.70
EFT25482	01/11/2017	ARBORGUY	REMOVE 2 MARRI TREES AT GROUND LEVEL AND HABITAT PRUNE MARRI AND PEPII TREE OVER ROAD, CUT UP LARGE TREE OVER TRAIL IN DIGGER PARK, REMOVE PEPII TREES ON HARDEY TCE AND GROUND STUMP AT SHIRE DEPOT	2420.00
EFT25483	01/11/2017	BUNBURY MOWER SERVICE	REPAIR/SERVICE POLE SAW AND BOLT FOR BUSHCUTTER HEAD AND GREASE	212.00
EFT25484	01/11/2017	BUSSELTON REFRIGERATION & AIR CONDITIONING	SEPT AIR CONDITIONING SERVICE FOR SHIRE BUILDINGS	3080.00
EFT25485	01/11/2017	BUNNINGS BUILDING SUPPLIES PTY LTD	MOP BUCKET AND CLEANING PRODUCTS	152.10
EFT25486	01/11/2017	HEATLEYS SAFETY & INDUSTRIAL	2 SYRINGE CONTAINERS AND GLOVES, INSECT REPELLENT AND MARKER PAINT	818.84
EFT25487	01/11/2017	BLACKWOODS	1 X RED TOOL BOX FOR ELGIN BFB	45.28
EFT25488	01/11/2017	BUSSELTON BITUMEN SERVICE & CIVIL	ASPHALT CUT AND DISPOSED AND REINSTATED WITH 25MM AT SPURR STREET IN CAPEL & TRAFFIC CONTROL	7295.20
EFT25489	01/11/2017	WINC AUSTRALIA PTY LTD	2017/2018 STATIONERY	134.41
EFT25490	01/11/2017	CLEANAWAY	COLLECTION & DISPOSAL OF WASTE FROM CAPEL WASTE TRANSFER STATION	10476.94
EFT25491	01/11/2017	ACCESS WELLBEING SERVICES	ACCESS WELLBEING SERVICES - ANNUAL FEE AND ONGOING APPOINTMENTS/USAGE 2017/18	187.00
EFT25492	01/11/2017	C & D CUTRI	CARRY OUT ANNUAL ROUTINE BRIDGE MAINTENANCE AND COMPLETION OF BRIDGE 3511 NICHOLS ROAD	9075.00
EFT25493	01/11/2017	CAPEL BOWLING CLUB	MAJOR COMMUNITY GRANT - CAPEL BOWLING CLUB	16677.00
EFT25494	01/11/2017	CARBONE BROS PTY LTD	105.27 TONNE GRAVEL TO THE SHIRE DEPOT	1863.28
EFT25495	01/11/2017	DIGITAL MAPPING SOLUTIONS DMS	10 HOURS - PREPAID IT SUPPORT	2145.00
EFT25496	01/11/2017	ERG ELECTRICS PTY LTD	INSPECT AND REPAIR STREET LIGHTING IN DALYELLUP ESTATE - JULY TO SEPTEMBER 2017	14146.00

EFT25497	01/11/2017	GOLDEN WEST PLUMBING & DRAINAGE	SHIRE PLUMBING FOR VARIOUS AREAS INCLUDING DALYELLUP SURF LIFE SAVING CLUB, PEPPY GROVE BEACH PUBLIC TOILETS, GELORUP SKATE PARK, IRONSTONE GULLY FALLS, DALYELLUP LAKES PUBLIC TOILETS AND SHIRE ADMIN TOILETS	2459.80
EFT25498	01/11/2017	GOLDEN WEST PEST & WEED CONTROL	TERMITE TREATMENT TO DEAD JARRAH OUT THE FRONT OF THE SHIRE DEPOT	90.00
EFT25499	01/11/2017	GEOVET BUSSELTON	SEPT POUND CONTRACT	298.35
EFT25500	01/11/2017	GRANTS EMPIRE	DEVELOP APPLICATION FOR SAFER COMMUNITY FUNDING	1320.00
EFT25501	01/11/2017	GEOSPATIAL FRAMEWORKS PTY LTD	CONDUCT MANAGEMENT WORKSHOP	5335.00
EFT25502	01/11/2017	INSPIRED DEVELOPMENT SOLUTIONS	ORGANISATIONAL DEVELOPMENT LEADERSHIP DEVELOPMENT - ACCOUNTABILITY/PROACTIVITY WORKSHOP (HALF DAY)	2034.56
EFT25503	01/11/2017	IVC COMPUTER SERVICES IVC	CAT 6 NETWORK CABLE - DALYELLUP LIBRARY	18.00
EFT25504	01/11/2017	LD TOTAL	MONTHLY MAINTENANCE FOR EAST DALYELLUP SPORTS PAVILION AND REFURBISH GARDEN AT FERNDALE POS	2640.00
EFT25505	01/11/2017	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	LOCAL GOVERNMENT MEMBERSHIP	67.50
EFT25506	01/11/2017	MALATESTA ROAD PAVING & HOT MIX	600 LITRES EMULSION AND 200 TONNE OF ASPHALT	808.00
EFT25507	01/11/2017	LGIS PROPERTY SCHEME	16/17 EAST DALYELLUP SPORTS PAVILION ADJUSTMENT CONTRIBUTION	340.81
EFT25508	01/11/2017	MANDURAH CRUISES	SENIORS TRIP AS PART OF KEEPING IN TOUCH FUNDED PROJECT	990.00
EFT25509	01/11/2017	PRESTIGE PRODUCTS-BUSSELTON	VARIOUS CLEANING AND TOILETRY PRODUCTS	238.37
EFT25510	01/11/2017	MICHELLE PLUME	REIMBURSEMENT OF GIFT VOUCHER	100.00
EFT25511	01/11/2017	THE POLY PLACE	POLY TANK – 1,000 LITRE TANK + TAP FOR CEMETERY	530.00
EFT25512	01/11/2017	PRIME INDUSTRIAL PRODUCTS	HARDWARE PRODUCTS	642.74
EFT25513	01/11/2017	SOUTH WEST TREE SAFE	VARIOUS TREE WORKS INCLUDING FORREST BEACH ROAD INCLUDING TRAFFIC CONTROL, BOYANUP WEST, KILPATRICK ROAD, JOSHUA CREEK ROAD AND RIVERVIEW PLACE	8085.00
EFT25514	01/11/2017	DUNSBOROUGH CONCRETE	TRAFFIC MANAGEMENT FOR CONSTRUCTION WORKS	376.20

EFT25515	01/11/2017	TOTALLY WORKWEAR	17/18 STAFF UNIFORM ALLOWANCES	1763.30
EFT25516	01/11/2017	TARVIA	CARRY OUT RE-OILING TREATMENT TO STAIRWAYS FROM BIBRA LOOP TO LAKES PARK DALYELLUP	1414.60
EFT25517	01/11/2017	RAY TINK ROOFING	REPLACE WHIRLY BIRD ON CAPEL HALL ROOF	165.00
EFT25518	01/11/2017	WORK CLOBBER BUNBURY	VARIOUS PPE	1222.54
EFT25519	01/11/2017	WESTRAC EQUIPMENT	250 HOUR SERVICE GRADER CP1804	1240.82
EFT25520	01/11/2017	WEATHERSAFE WA	MEGA SPAN SHADE FOR DAABLONE PARK	17270.00
EFT25521	02/11/2017	IINET	DALYELLUP LIBRARY INTERNET	109.99
EFT25522	02/11/2017	WESTNET PTY LTD	CAPEL ADMINISTRATION INTERNET	198.85
EFT25523	08/11/2017	A & L PRINTERS	PRINTING FOR 250 ADDITIONAL CALENDARS FOR REMAINDER OF 2017/18	204.00
EFT25524	08/11/2017	AUSTRALIND COWBOYS JUNIOR RUGBY LEAGUE CLUB	KIDSPORT VOUCHERS	600.00
EFT25525	08/11/2017	SANDRO AGRIZZI FARM MACHINERY PTY LTD	SERVICE TO SLASHER	438.50
EFT25526	08/11/2017	BOYANUP LIONS CLUB	BOYANUP LIONS CLUB DONATION	1374.00
EFT25527	08/11/2017	BUNBURY MACHINERY	BLADES, BOLTS AND WASHERS FOR NEW MOWERS	1163.84
EFT25528	08/11/2017	BUSSELTON TOYOTA	70,000KM SERVICE ON 47CP	259.80
EFT25529	08/11/2017	B & B STREET SWEEPING	TENDER 14/01 - ANNUAL GENERAL KERBED ROAD SWEEPING	18700.00
EFT25530	08/11/2017	CARDNO (WA) PTY LTD	PROVISION FOR THE DETAILED DESIGN OF CAPEL CIVIC PRECINCT STAGE 3 & 3A	6581.85
EFT25531	08/11/2017	BRANDICOOT	SHIRE OF CAPEL MONTHLY WEBSITE SUBSCRIPTION 2017 - 2018	238.00
EFT25532	08/11/2017	BUNBURY DANCE STUDIO	KIDSPORT VOUCHERS	385.00
EFT25533	08/11/2017	BONDO'S LAWN CARE	WHIP AND MOW ALONG RAMSAY RD AND MINNINUP RD, STRATHAM, FIRE REDUCTION AND CLEAR	880.00
EFT25534	08/11/2017	WINC AUSTRALIA PTY LTD	2017/2018 STATIONERY	387.74
EFT25535	08/11/2017	CAPEL PRIMARY SCHOOL PARENTS & CITIZENS	EVENT SPONSORSHIP FOR OUTDOOR MOVIE	500.00
EFT25536	08/11/2017	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	503.32
EFT25537	08/11/2017	KAREN DENNISON	CATERING FOR LIBRARY AUTHOR EVENT - BUNBURY FARMERS MARKET	124.86

EFT25538	08/11/2017	DALYELLUP BEACH CRICKET CLUB	KIDSPORT REGISTRATIONS	253.00
EFT25539	08/11/2017	DEPARTMENT OF PREMIER & CABINET	GOVERNMENT GAZETTE - PUBLICATION OF DOG AND CAT LOCAL LAWS	1754.40
EFT25540	08/11/2017	DMC CLEANING	CLEANING OF SHIRE PARKS BBQ'S AND PEPPY GROVE BEACH TOILETS	9938.50
EFT25541	08/11/2017	FENNESSY'S	60,000 KM CAR SERVICE CP81	325.47
EFT25542	08/11/2017	GHD PTY LTD	RANGE ROAD WASTE TRANSFER STATION - GROUND WATER MONITORING	5346.00
EFT25543	08/11/2017	HOSPITALITY HOUSE	PRINCESS TEASPOONS	25.20
EFT25544	08/11/2017	SOUTHERN HYDRAULIC SERVICES	REPAIR HYDRAULIC LEAK ON VOLVO LOADER CP4991	234.08
EFT25545	08/11/2017	JR & A HERSEY PTY LTD	BLOW NOZZLE AND ADAPTOR	18.00
EFT25546	08/11/2017	INSTITUTE OF PUBLIC WORKS ENGINEERING AUSTRALIA	2017 IPWEA ANNUAL COUNTRY MEETING FULL REGISTRATION	690.00
EFT25547	08/11/2017	A INGRAM	BOOK STOCK PURCHASES- 16 ITEMS	196.00
EFT25548	08/11/2017	IPWEA AUSTRALASIA	PRACTICE NOTE 3 - BUILDING	297.00
EFT25549	08/11/2017	MALATESTA ROAD PAVING & HOT MIX	200 TONNE HOTMIX	200.00
EFT25550	08/11/2017	MUIR'S MANJIMUP	PURCHASE FORD RANGER 43CP REPLACEMENT, INCLUDES TRADE-IN	16863.57
EFT25551	08/11/2017	MANDURAH CRUISES	10 EXTRA SEATS ON CHRISTMAS LIGHTS TOUR AS PART OF KEEPING IN TOUCH PROJECT FUNDED BY DEPT OF COMMUNITIES	350.00
EFT25552	08/11/2017	MCSWEENEY J & B	RATES REFUND	280.00
EFT25553	08/11/2017	PRIME EARTHMOVING BUSSELTON	REPAIR WORK ON STIRLING ROAD CAPEL	14579.95
EFT25554	08/11/2017	AUSTRALIAN TAXATION OFFICE	PAYG WITHHOLDING 31/10/17	51330.00
EFT25555	08/11/2017	CHRISTOPHER RADBONE	REIMBURSEMENT FOR SAFETY GLASSES (PRESCRIPTION)	250.00
EFT25556	08/11/2017	SPENCER SIGNS	SUPPLY REMOVE AND RE-INSTALL SHIRE BOUNDARY SIGNS	3454.00
EFT25557	08/11/2017	SOUTH WEST TREE SAFE	REMOVE TUART AT STIRLING RD AND EMERGENCY CALLOUT FOR REMOVAL OF SPLIT TREE ON GEORGE ST, BOYANUP	1210.00
EFT25558	08/11/2017	SELECTUS	PAYROLL DEDUCTIONS	3512.76
EFT25559	08/11/2017	SPRAYMOW SERVICES	SLASH JOSHUA LAKE PARK	1584.00
EFT25560	08/11/2017	DEBORAH SAFFY	SPORTS PARTICIPATION SCHEME FUNDING	300.00
EFT25561	08/11/2017	SJ TRAFFIC MANAGMENT PTY LTD	TRAFFIC MANAGEMENT FOR MONDAY 16/10/17 TREE PRUNING ON JULES ROAD NORTH AND SPURR STREET 25/10/17, INCLUDES SIGNS AND VEHICLES	1946.45

EFT25562	08/11/2017	TROPHIES WEST	COUNCILLOR NAME PLATES FOR CHAMBERS	132.00
EFT25563	08/11/2017	IT VISION USER GROUP INC	IT VISION USER GROUP MEMBERSHIP FEE 17/18	715.00
EFT25564	08/11/2017	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO. 63 INTEREST PAYMENT - PGB COMMUNITY CENTRE	6668.89
EFT25565	08/11/2017	WIZARD PROPERTY MAINTENANCE	CLEAR DEAD VEGETATION ALONG FIREBREAKS AND ROAD RESERVES, 5 MILE BROOK GELORUP, SERENE PLACE, YALINDA DRIVE AND GREENDALE AVE	1390.00
EFT25566		-EFT25603	PAYMENT ALREADY APPROVED BY COUNCIL, PLEASE REFER TO AGENDA ON 22.11.2017	0.00
EFT25604	08/11/2017	FUJI XEROX AUSTRALIA PTY LTD	17/18 LEASE OF PHOTOCOPIER PER MONTH - CAPEL AND BOYANUP LIBRARY	132.00
EFT25605	09/11/2017	VARIDESK AU PTY LTD ACH IN	VARIDESK 49920 DUAL MONITOR ARM	4325.00
EFT25606	13/11/2017	BENDIGO BANK BUSINESS CREDIT CARD	SEPT 17 CREDIT CARD TRANSACTIONS: 5 SEPT - GREAT NIGHT OUT - \$31.00 - BUNBURY GEOGRAPHE MEETING 6 SEPT 17 - VISTA PRINT - \$1057.24 - GIFTS FOR SHIRE VOLUNTEERS 12 SEPT 17 - CAKEWORKS - \$525.00 - REFRESHMENTS FOR R U OK DAY 15 SEPT 17 - WINDSOR LODGE - \$280 - ACCOMMODATION FOR BUILDING & PLANNING AWARENESS COURSE - 1 NIGHT CREDIT DUE 16 SEPT 17 - WINDSOR LODGE - ACCOMMODATION FOR BUILDING & PLANNING AWARENESS COURSE 17 SEPT 17 - EDITH COWAN UNIVERSITY - \$16.00 - PARKING FOR WORKSHOP 22 SEPT 17 - BUNNINGS - \$55.43 - CHAMBERS CUTLERY 24 SEPT 17 - COUNTRY ARTS - \$220.00 - COUNTRY ARTS SUMMIT TICKETS 26 SEPT 17 - TICKETMASTER GROUP - \$537.45 - INZONE ROYAL SHOW TICKETS 27 SEPT 17 - ATRIUM RESORT HOTEL - ACCOMMODATION FOR COUNTRY ARTS SUMMIT 29 SEPT 17 - CARD FEE - \$4.00 OCT 17 CREDIT CARD TRANSACTIONS:	6559.20

			4 OCT 17 - LOCAL GOVERNMENT - \$2010.00 - LG PROFESSIONALS ANNUAL CONFERENCE 11 OCT 17 - BURTS HILL - \$167.90 - BUILDING AND HEALTH TEAM BUILDING EXERCISE 23 OCT 17 - WALDOS PIZZA - \$122.50 - REFRESHMENTS FOR ELECTION COUNT 26 OCT 17 - MARKET EATING HOUSE - \$400.00 - VOUCHERS FOR STAFF RECOGNITION AND REWARD 30 OCT 17 - CARD FEE - \$4.00 31 OCT 17 - MARBUSH PTY LTD - \$388.98 - BUSINESS SOUTH WEST SUNDOWNER 31 OCT. 17 - INTEREST - \$40.70	
EFT25607	14/11/2017	CROWN PERTH	ACCOMMODATION FOR LGPA STATE CONFERENCE	1260.00
EFT25608	15/11/2017	AUSTRALIA POST	17/18 POSTAGE AND FREIGHT	4625.70
EFT25609	15/11/2017	A Z M MEHEDI ISLAM & MURSIDA RAHMAN	CROSSOVER CONTRIBUTION	300.00
EFT25610	15/11/2017	ARBORGUY	VEGETATION CONTROL ON JAMIESON RD FOR CLEARANCE OF DEAD/DANGEROUS TREES	15180.00
EFT25611	15/11/2017	SANDRO AGRIZZI FARM MACHINERY PTY LTD	REPLACE BROOM HEAD, GREASE AND BOLT CHECK AND WIRE BRUSH	1066.76
EFT25612	15/11/2017	AMD CHARTERED ACCOUNTANTS	YEAR END AUDIT FOR 2016/17 FINANCIAL YEAR	14729.00
EFT25613	15/11/2017	CITY OF BUSSELTON	REIMBURSEMENT OF LONG SERVICE LEAVE ENTITLEMENT	6120.43
EFT25614	15/11/2017	BUSSELTON TOYOTA	SERVICE FOR CAPEL FLEET VEHICLE CP9370	364.40
EFT25615	15/11/2017	BOC LIMITED	12KG DRY ICE	19.27
EFT25616	15/11/2017	BUNBURY TYRE & EXHAUST	REPLACE 4 TYRES ON CP9320	815.00
EFT25617	15/11/2017	BUSSELTON BITUMEN SERVICE & CIVIL	ASPHALT REPAIR ON SPURR ST CAPEL AND REMOVE AND LAY NEW ASPHALT AT NEW PEPPERMINT GROVE BEACH COMMUNITY BASKETBALL COURT	24123.00
EFT25618	15/11/2017	CAPEL TRANSPORT	DELIVERY OF 1 PALLET OF LARVICIDE	58.03
EFT25619	15/11/2017	CITY OF BUNBURY SURF LIFESAVING CLUB	KIDSPORT REGISTRATIONS	1292.50
EFT25620	15/11/2017	COATES CIVIL CONSULTING PTY LTD	SUPPLY OF DESIGN DOCUMENTATION FOR ELGIN RD AND BOYANUP RD RECONSTRUCTION	12045.00
EFT25621	15/11/2017	CAPEL NEWSAGENCY	SHIRE STATIONERY	79.31
EFT25622	15/11/2017	DYMOCKS BUSSELTON	1 BOOK FROM DYMOCKS	19.99

EFT25623	15/11/2017	DEPARTMENT OF PREMIER & CABINET	GAZETTAL OF NEW RANGERS	117.20
EFT25624	15/11/2017	DIVINE FRAMING	PRINT, PLAQUE, MOUNT AND FRAME PHOTO AS GIFT FOR PREMIER	220.00
EFT25625	15/11/2017	EDGE TOURISM AND MARKETING	BUNBURY GEOGRAPHE GROWTH PLAN - PROJECT TECHNICAL OFFICER CONTRACT	9350.00
EFT25626	15/11/2017	CHLOERISSA EADIE	REIMBURSEMENT FOR PURCHASES FOR THE CAPEL YOUTH COLLECTIVE EVENT	164.97
EFT25627	15/11/2017	BUNBURY FLOWER PLACE	FLOWERS FOR STAFF MEMBER	65.00
EFT25628	15/11/2017	GOLDEN WEST PLUMBING & DRAINAGE	REPLACEMENT OF TOILET CISTERN FOR THE MALE TOILET AT PEPPERMINT GROVE FORESHORE TOILET	849.20
EFT25629	15/11/2017	HARVEY FARM SERVICE	ADJUST P.T.O. CABLE ON JOHN DEERE TRACTOR	548.90
EFT25630	15/11/2017	ISA TECHNOLOGIES	30 UNITS - PRE-PAID BLOCK UNITS AT \$110 / UNIT (WITH 2.5% DISCOUNT)	3539.25
EFT25631	15/11/2017	MALATESTA ROAD PAVING & HOT MIX	200 TONNE HOT MIX	200.00
EFT25632	15/11/2017	METAL ARTWORK CREATIONS	11 X NAME BADGES WITH MAGNETIC BACK	130.68
EFT25633	15/11/2017	JUST YOUNGER CATERING	CATERING FOR SHIRE BUSINESS SUNDOWNER AND COUNCILLOR DINNER	992.00
EFT25634	15/11/2017	PERITAS CIVIL PTY LTD	CAPEL NORTH -PREPARATION OF SEWER CATCHMENT PLAN	3630.00
EFT25635	15/11/2017	ANDREW PAPAS	REBUILDING OF STONE WALL AT BOYANUP MEMORIAL PARK	2375.00
EFT25636	15/11/2017	WA RANGERS ASSOCIATION	JOB ADVERTISEMENT - BUSHFIRE COMPLIANCE OFFICER	250.00
EFT25637	15/11/2017	SOUTH WEST TREE SAFE	TO REMOVE LARGE RED GUM ROTTEN AT BASE TO 3 METRE STUMP, INCLUDES FULL TRAFFIC CONTROL	3850.00
EFT25638	15/11/2017	SOUTHERN LOCK & SECURITY	SUPPLY 6 PADLOCKS KEYED TO L1 ON SHIRE SYSTEM AND WEEKLY ALARM MONITORING CHARGED QUARTERLY	1854.96
EFT25639	15/11/2017	SOS OFFICE EQUIPMENT	METERBILLING FOR SHIRE PHOTOCOPIERS	2505.96
EFT25640	15/11/2017	STEANN PTY LTD	BULK GREEN WASTE COLLECTION 16 OCTOBER 2017 TO 20 OCTOBER 2017 FOR SHIRE TOWNSHIPS	24114.71
EFT25641	15/11/2017	SONIC HEALTHPLUS PTY LTD	PRE-EMPLOYMENT MEDICAL	291.50
EFT25642	15/11/2017	STACEY SZYSZKA	SPORTS PARTICIPATION SCHEME FUNDING	300.00
EFT25643	15/11/2017	TOTALLY WORKWEAR	STAFF UNIFORM ORDER	275.00

EFT25644	15/11/2017	THINK WATER BUNBURY	NOZZLES AND ROTATORS FOR CAPEL SPORTS PAVILION	233.28
EFT25645	15/11/2017	YOUTHCARE	CHAPLAINCY CONTRIBUTION TO 4 SCHOOLS	19800.00
EFT25646	15/11/2017	MUIR'S MANJIMUP	NEW FORD RANGER MARK II 4X4 XL DUAL CAB UTE, INCLUDES TRADE-IN - 60CP	16416.61
EFT25647	16/11/2017	WESTERN AUSTRALIAN TREASURY CORPORATION	PAYMENT OF LOAN NO. 64 - CAPEL HALL AND LOAN NO. 66 - FLOODLIGHTING	54047.23
EFT25648	16/11/2017	ANTHONY WILLETTS	HANSEN ROAD COMMODITY ROUTE UPGRADE, BOUNDARY ROAD RECONSTRUCTION, BOYANUP WEST ROAD DESIGN AND ELGIN ROAD RECONSTRUCTION	3427.05
EFT25649	22/11/2017	AMITY SIGNS	VARIOUS ROAD SIGNS	2179.10
EFT25650	22/11/2017	AUSTRALIND COWBOYS JUNIOR RUGBY LEAGUE CLUB	KIDSPORT REGISTRATIONS	400.00
EFT25651	22/11/2017	BUNBURY CITY GLASS	REPLACEMENT OF WINDOW AT THE BOYANUP BOWLING CLUB	113.29
EFT25652	22/11/2017	BUNBURY & DISTRICTS BADMINTON ASSOCIATION	CANCELLED - INCORRECT BANK DETAILS GIVEN	90.00
EFT25653	22/11/2017	BUNBURY HARVEY REGIONAL COUNCIL	ORGANICS DISPOSAL WASTE FROM DOMESTIC THIRD BIN AND PART COST FOR REGIONAL WASTE OFFICER	10323.51
EFT25654	22/11/2017	BUNBURY BASKETBALL ASSOCIATION	KIDSPORT REGISTRATIONS	796.95
EFT25655	22/11/2017	BUNBURY & DISTRICTS SOFTBALL	KIDSPORT REGISTRATIONS	100.00
EFT25656	22/11/2017	BOYLES PLUMBING & GAS	REPAIRS TO PEPPY BEACH TOILETS AND TAPS	262.35
EFT25657	22/11/2017	WINC AUSTRALIA PTY LTD	STATIONERY SUPPLIES	934.76
EFT25658	22/11/2017	CAPEL NEWSAGENCY	CAPEL LIBRARY NEWSPAPERS	64.00
EFT25659	22/11/2017	DEVELOPMENT ASSESSMENT PANELS DAP	APPLICATIONS FEE JDAP SHIRE OF CAPEL PA220/2017 LOT 3 CAPEL TUTUNUP RD, CAPEL	4548.00
EFT25660	22/11/2017	EARTH 2 OCEAN COMMUNICATIONS	BUSH FIRE BRIGADE HAND HELD RADIO UPGRADE	301.62
EFT25661	22/11/2017	GOLDEN WEST PLUMBING & DRAINAGE	UNBLOCKING OF DRAIN IN KITCHEN AT GELORUP COMMUNITY CENTRE	569.25
EFT25662	22/11/2017	GRANTS EMPIRE	GRANTS EMPIRE - DEVELOP APPLICATION FOR SAFER COMMUNITY FUNDING	1320.00
EFT25663	22/11/2017	LD TOTAL	REPAIRS TO BUBBLE UP IN WENTWORTH PARK AND REPAIR AND REPLACE DAMAGED CAPPERS	2711.50
EFT25664	22/11/2017	LANDGATE	GROSS RENTAL VALUATION MINIMUM CHARGE	65.50

EFT25665	22/11/2017	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	FIRST TIME AFFILIATE MEMBERSHIP LG PROFESSIONALS WA	67.50
EFT25666	22/11/2017	METAL ARTWORK CREATIONS	NAME BADGES WITH MAGNETIC BACK INCLUDING 2 REMAKES	36.30
EFT25667	22/11/2017	MOUNSEY RP & EA	SLASH AND DISCING OF FIREBREAK ALONG SOUTHERN SIDE OF DUCANE ROAD AND REFRESH FIREBREAKS ON GELORUP RESERVE	960.00
EFT25668	22/11/2017	VODAFONE HUTCHISON AUSTRALIA PTY LTD	17/18 VODAFONE MESSAGING FOR BFB	131.47
EFT25669	22/11/2017	PERTH MANAGEMENT SERVICES	RENTAL AND VARIABLE OUTGOINGS FOR DALYELLUP LIBRARY 1/12/17-31/12/17	1552.77
EFT25670	22/11/2017	PRINCESS MARGUERITE RED VILLAMIN & MARK ANDREW PIDO	CROSSOVER CONTRIBUTION	300.00
EFT25671	22/11/2017	AUSTRALIA TAXATION OFFICE	PAYG WITHHOLDING 14/11/17	49814.00
EFT25672	22/11/2017	SONIC HEALTHPLUS PTY LTD	PRE EMPLOYMENT MEDICALS	291.50
EFT25673	22/11/2017	SOUTH WEST UNIT DEVELOPMENT PTY LTD	RE-USE AND REVARNISH JARRAH NAME PLATE BASES	36.00
EFT25674	22/11/2017	BUNBURY HOLDEN	COLORADO 4X4 CREW (DUAL) CAB INCLUDING TRADE-IN CP9132	29425.34
EFT25675	22/11/2017	TELSTRA CORPORATION LTD	VELOCITY INTERNET CONNECTION - DALYELLUP SPORTS PAVILION	80.00
EFT25676	21/11/2017	CALTEX AUSTRALIA	FLEET FUEL	3771.74
EFT25677	23/11/2017	ERG ELECTRICS PTY LTD	WONIL PARK, MOONDAR PARK & LAWSON PARK LIGHT POLE REPAIRS	3410.00
EFT25678	23/11/2017	CHILLI WATERS PTY LTD	STAFF CHRISTMAS FUNCTION - BIG BALL GOLF & CATERING	364.00
EFT25777	30/11/2017	FUJI XEROX AUSTRALIA PTY LTD	ANNUAL PHOTOCOPIER RENTAL AND SERVICE AGREEMENT FOR SHIRE PHOTOCOPIERS	1369.61
48659	01/11/2017	COURIER AUSTRALIA INTERNATIONAL	COURIER COSTS ANALYTICAL	10.44
48560		CANCELLED		0.00
48661	01/11/2017	GM JENOUR	RATES REFUND	271.00
48662	01/11/2017	KYM KENT	REFUND OF REGISTRATION DUE TO STERILISATION	30.00
48663	01/11/2017	SYNERGY	ELECTRICITY	3230.00
48664	01/11/2017	WADDELL D & PM	RATES REFUND	587.76
48665	01/11/2017	SHIRE OF CAPEL	REIMBURSEMENT FOR CONFERENCE ALLOWANCE POLICY 3.10	75.00
48666	02/11/2017	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	82.35
48667	02/11/2017	THE AUSTRALIAN WORKERS UNION	PAYROLL DEDUCTIONS	144.00
48668	02/11/2017	SHIRE OF CAPEL	PAYROLL DEDUCTIONS	4968.57

48669	02/11/2017	LGRCEU	PAYROLL DEDUCTIONS	266.50
48670	08/11/2017	COURIER AUSTRALIA INTERNATIONAL	COURIER COSTS ANALYTICAL	13.11
48671	08/11/2017	SHIRE OF CAPEL	RECOUP PETTY CASH	98.60
48672	08/11/2017	CAPEL COMMUNITY PROMOTIONS	EVENT SPONSORSHIP FOR CHRISTMAS IN CAPEL EVENT	500.00
48673	08/11/2017	DEPARTMENT OF TRANSPORT	12 MONTHS REGISTRATION 41CP	13166.10
48674	08/11/2017	SARAH GARBELLINI	REFUND OF HALL HIRE - 2 WEEKS @\$33.35/WEEK	66.70
48675	08/11/2017	BUNBURY CATHEDRAL GRAMMAR SCHOOL	SCHOOL AWARDS YEAR 12 X 2	80.00
48676	08/11/2017	DEPARTMENT OF TRANSPORT - VEHICLE LICENSING	2 X SPECIAL PLATES	400.00
48677	08/11/2017	SYNERGY	ELECTRICITY	1186.40
48678	08/11/2017	TELSTRA CORPORATION LTD	MOBILE RENT & CALLS	2132.94
48679	08/11/2017	TM THORP	RATES REFUND	449.23
48680	15/11/2017	SYNERGY	ELECTRICITY-1707X STREET LIGHTS	29734.70
48681	15/11/2017	TELSTRA CORPORATION LTD	OCTOBER 17 LANDLINE	1679.97
48682	16/11/2017	SHIRE OF CAPEL	PETTY CASH RECOUP - YOUTH EXPENSES	405.30
48683	22/11/2017	COURIER AUSTRALIA INTERNATIONAL	COURIER COSTS ANALYTICAL	10.75
48684	22/11/2017	SHIRE OF CAPEL	NEWSPAPER	27.20
48685	22/11/2017	BUNBURY CATHEDRAL GRAMMAR SCHOOL	SPONSORSHIP FOR YEAR 6 CITIZENSHIP AWARDS	80.00
48686	22/11/2017	PIARA LANDHOLDINGS PTY LTD	REFUND OF OVERPAYMENT ON INVOICE 23357	4007.13
48687	22/11/2017	SYNERGY	ELECTRICITY	885.80
48688	22/11/2017	TUART FOREST PRIMARY SCHOOL	SPONSORSHIP FOR SCHOOL AWARD YEAR 6 DUX 2017 GRADUATION CEREMONY	100.00
48689	22/11/2017	PIARA LANDHOLDINGS PTY LTD	RATES REFUND FOR ASSESSMENT A9087 LOT 101 PARADE ROAD DALYELLUP WA 6230	16512.84
48690	23/11/2017	SHIRE OF CAPEL	FEES - (BCITF)- TO INSTALL SHADE SAILS AT NORTHERN LAKES	202.68
48691	23/11/2017	CAPEL BAKERY	60 HOT DOG ROLLS – 21 NOVEMBER 2017	33.00
868	01/11/2017	KATHARINE BELK	HALL BOND REFUND	150.00
869	01/11/2017	BENJAMIN JOSEPH O'ROURKE	REFUND FOR BCITF BP15288	615.50
870	01/11/2017	MUNDI STEINMANN	HALL BOND REFUND	150.00
871	02/11/2017	SHIRE OF CAPEL	2017 MELBOURNE CUP SWEEP	1144.00
872		-876 CANCELLED		0.00
877	08/11/2017	BUILDING & CONSTRUCTION IND TRAINING FUND	BCITF LEVY COLLECTED OCT 17	11230.05

878	08/11/2017	DEPARTMENT OF COMMERCE - BUILDING COMMISSION	BSL LEVY COLLECTED OCT 17	8656.53
879	08/11/2017	SHIRE OF CAPEL	BSL COMMISSION COLLECTED OCT 17	506.00
880	08/11/2017	SATTERLEY PROPERTY GROUP PTY LTD	BOND REFUNDS	78177.59
				816,022.05

14.11.17	SHIRE OF CAPEL PAYROLL PAYMENTS	\$166,346.69
21.11.17	SHIRE OF CAPEL PAYROLL PAYMENTS	10,116.45
28.11.17	SHIRE OF CAPEL PAYROLL PAYMENTS	\$164,843.02

\$341,306.16

21.11.17	TRANSFER from MUNICIPAL ACCOUNT	-\$800,000.00
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-\$800,000.00

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 20 December 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. Heedy.

CHIEF EXECUTIVE OFFICER

VOTING REQUIREMENTS

Simple majority

OC1213 OFFICER’S RECOMMENDATIONS – 15.3/COUNCIL DECISION

Moved Cr Hearne, Seconded Cr McCleery

That Council receives:

- 1 The Schedule of Accounts covering vouchers 868-880, EFT25480 to EFT25777, CHQ48659 to CHQ48691 totalling 816,022.05 during the month of November 2017;
- 2 Payroll payments for the month of November 2017, totalling \$341,306.16; and
- 3 Transfers to and from investments as listed.

Carried 8/0

OC1214 (15.4) Financial Statements for 30 November 2017

Location: Capel
Applicant: Shire of Capel
File Reference: N/A
Disclosure of Interest: Nil
Date: 07.12.17
Author: Acting Manager Finance, A Bell
Senior Officer: Executive Manager Corporate Services, S Stevenson
Attachments: Financial Statements for November 2017

IN BRIEF

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

RECOMMENDATION

That Council adopts the financial statements for the period ending 30 November 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

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

Strategic Outcomes:

- 1.4 Provide efficient and effective financial management to ensure long term financial viability of the organisation.
- 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 30 November 2017, Council's net current assets position was a surplus of \$12,067,453. The forecast year end net current asset position is a surplus of \$169,552. This is 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.

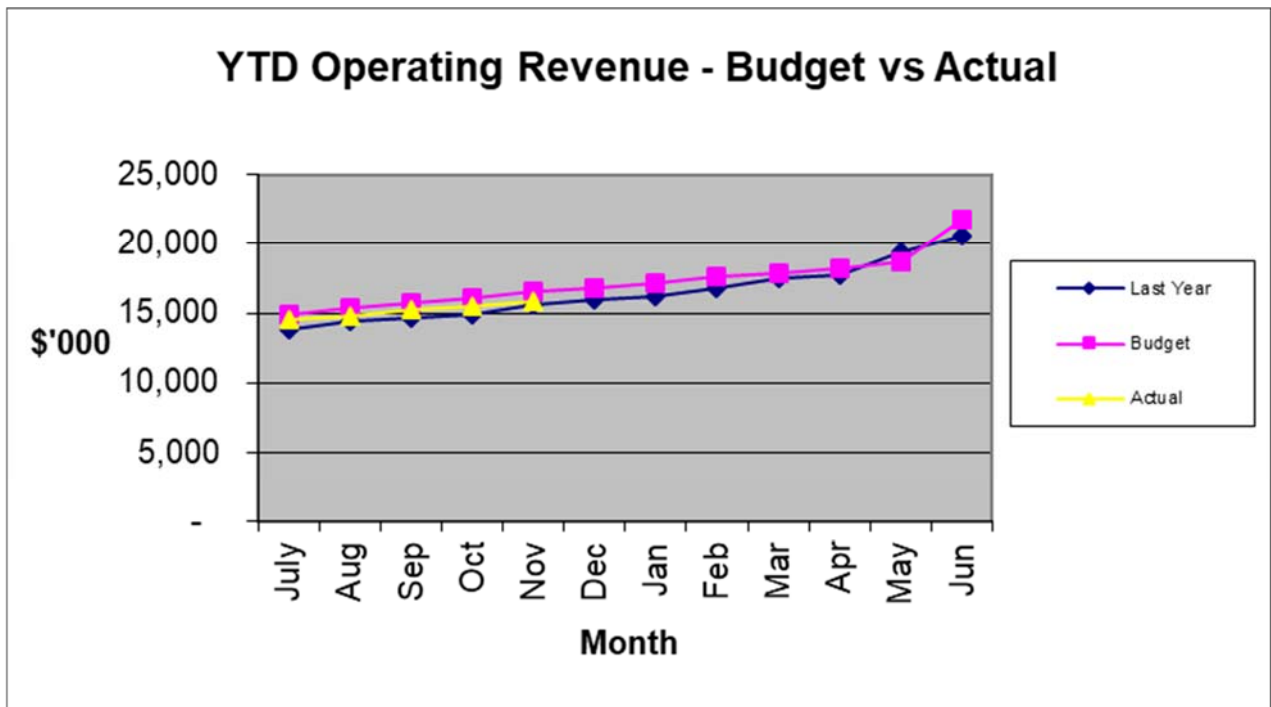
Compared to the annual budget approximately 93% of Operating Revenue has been invoiced and 38% of the Operating Expenditure budget has been spent. The monthly budget of income and expenditure has been adjusted to reflect the expected timing of actual income and expenditure throughout the financial year.

Rates have been assessed for the 2017/18 financial year with income raised in 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. 87% of Fees and Charges income has been received year to date compared to the annual budget.

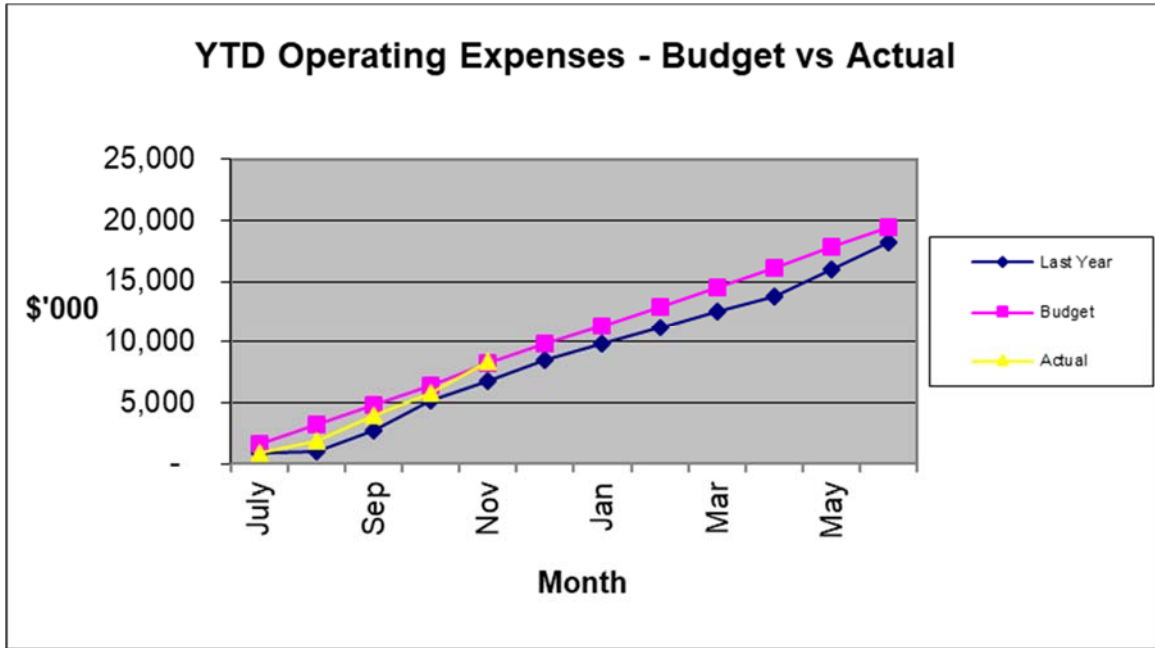
A comparison of employee costs shows that 41% of the annual budget has been spent. Leave liability expenses have been calculated. The Employee Costs category expenses includes salaries & wages, superannuation, workers compensation, leave liability expense, training/conferences and fringe benefits taxation.

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

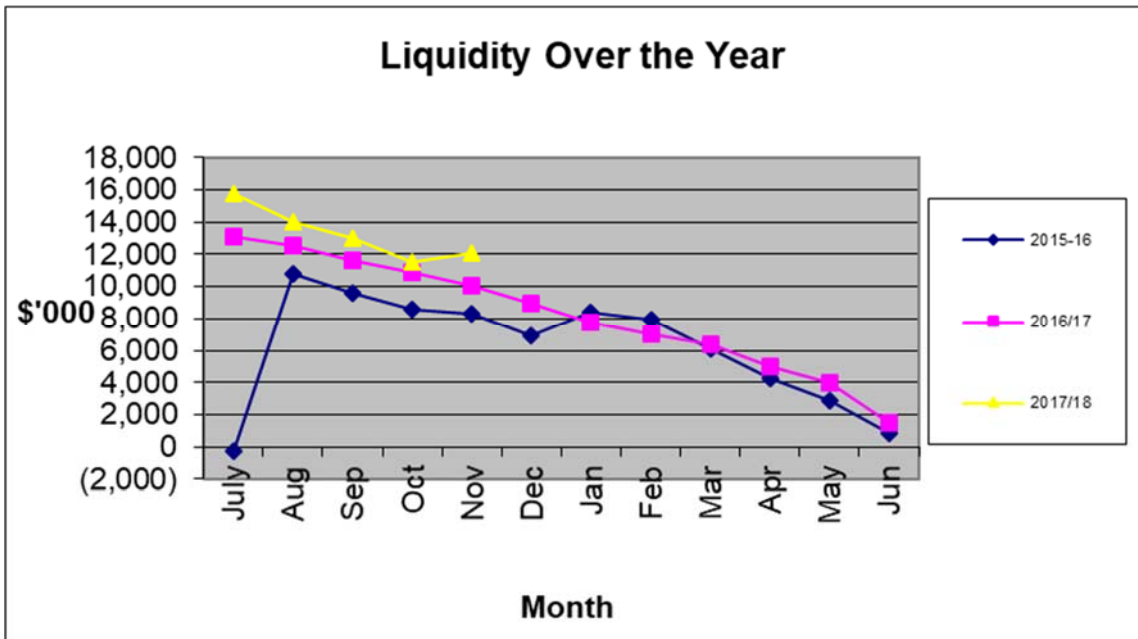
The following graphs compare actual Operating Revenue and Operating Expenditure against the approved budget on a year to date basis. Last year’s actual is also included for comparative purposes.



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

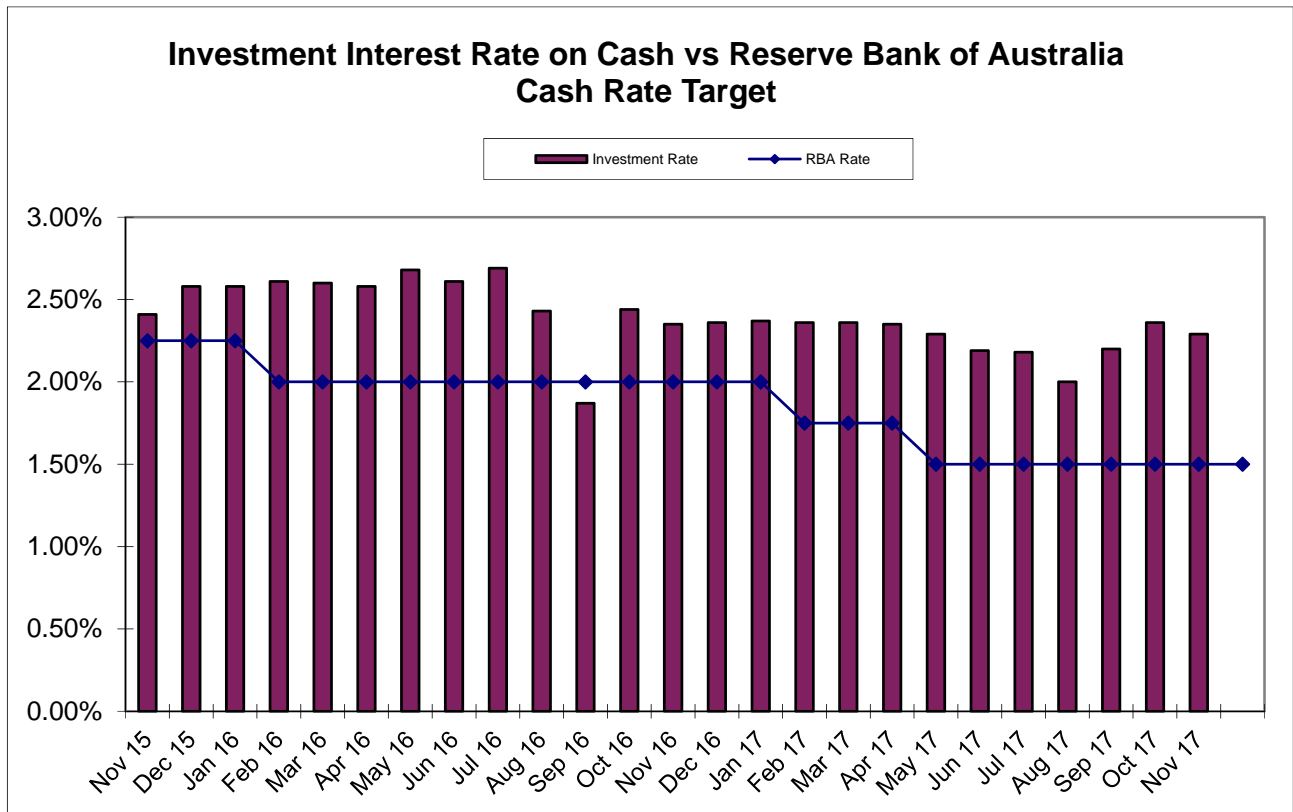


The liquidity graph compares the current year’s net current assets position against that of the two previous years.



Council’s municipal cash and investments position has increased by \$981,581 compared to October 2017. The Municipal cash position is an amount of \$20,673,704 of which \$12,178,508 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 \$127,075 which is below the year to date budget of \$143,837. The average investment rate of return has decreased to 2.29% which exceeds the Reserve Bank’s cash reference rate of 1.50%. The Reserve Bank Board on 5 December 2017 made no change to their target cash rate of 1.50%. The Shire has term deposits maturing from December 2017 to September 2018, investment terms ranging from 63 days to 364 days and interest rates from 2.20% to 2.60%.

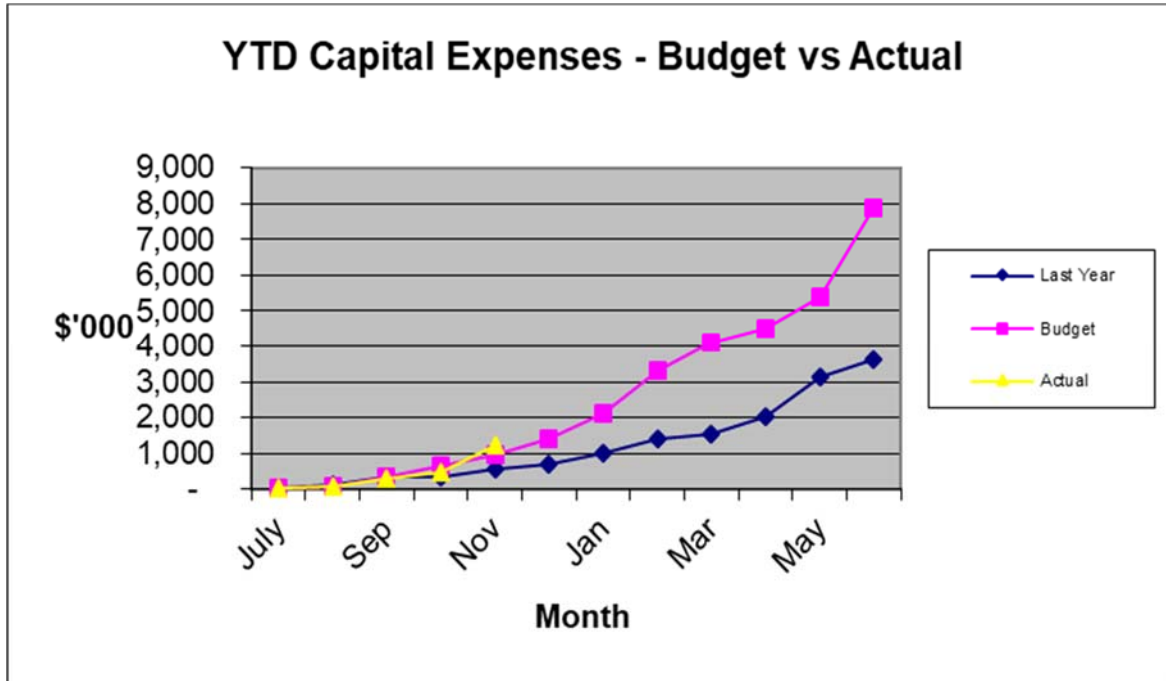


The budgeted interest earnings amount of \$425,398 is derived from several sources. \$31,654 is budgeted rate installment interest with the interest rate being 3.50% as allowed under Local Government (Financial Management) Regulation 68, the maximum rate allowed being 5.5%. \$26,611 is budgeted interest 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. An amount of \$365,705 of budget interest earnings will be subject to the market interest rates for cash deposits.

Capital works expenditure of \$739,877 was incurred during the month on:

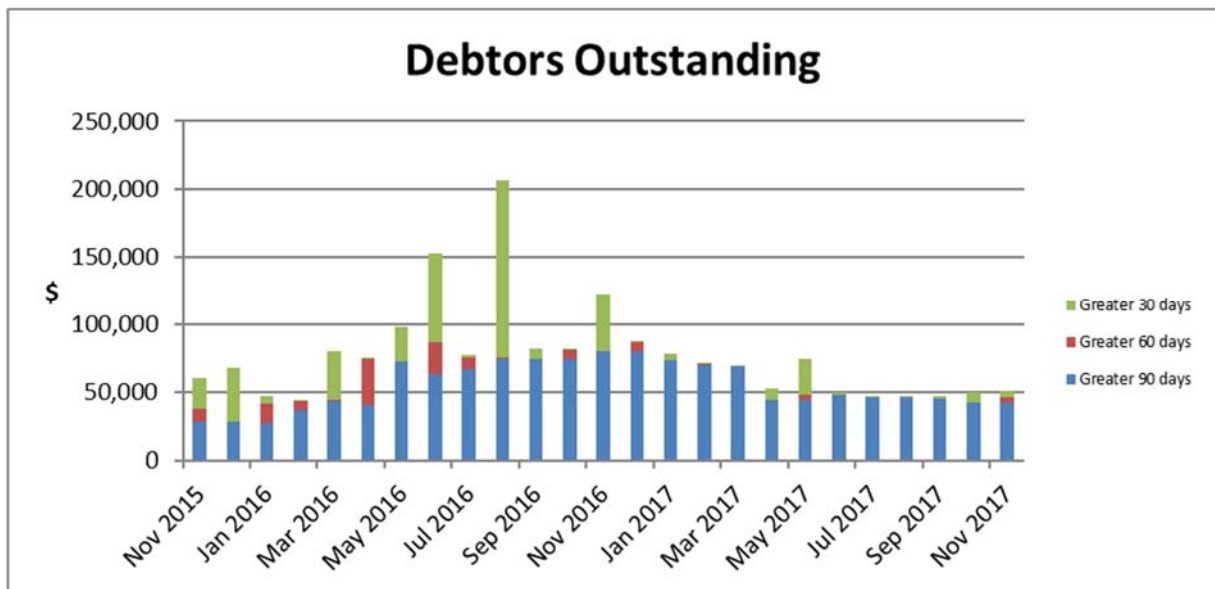
- \$195,975 Asphalt
- \$157,035 Light Commercial Vehicles (x4)
- \$142,929 Bitumen Reseal Program
- \$99,603 Road Widening
- \$51,022 Gravel Resheets
- \$33,283 Dual Use Paths
- \$20,130 PGB Community Hall Upgrade
- \$16,521 Capel Civic Precinct – Stage 3 & 3A
- \$14,322 Road Reconstruction
- \$3,910 Computer Equipment
- \$2,670 Boyanup POS – Recreation Facilities
- \$2,274 Bin Stands
- \$203 Playground Shade Sails

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.

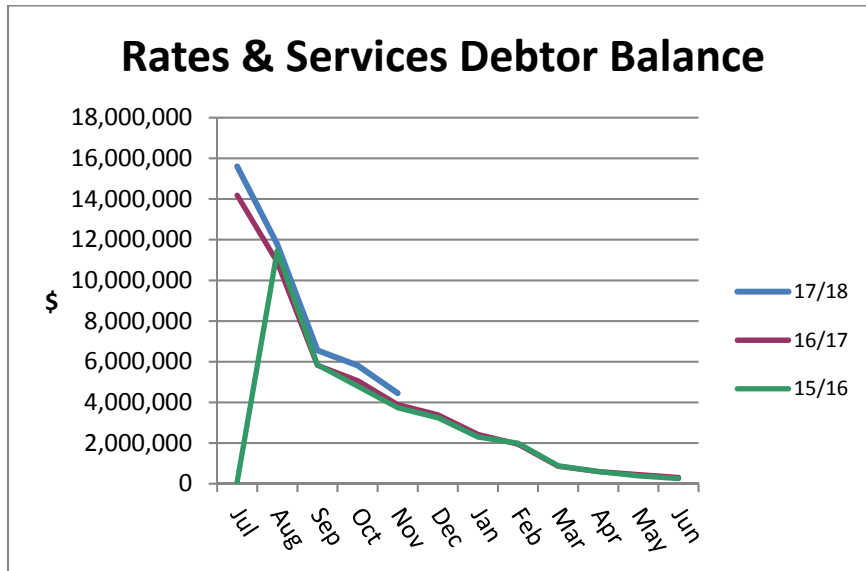


Council’s financial ratios are disclosed in Note 14.

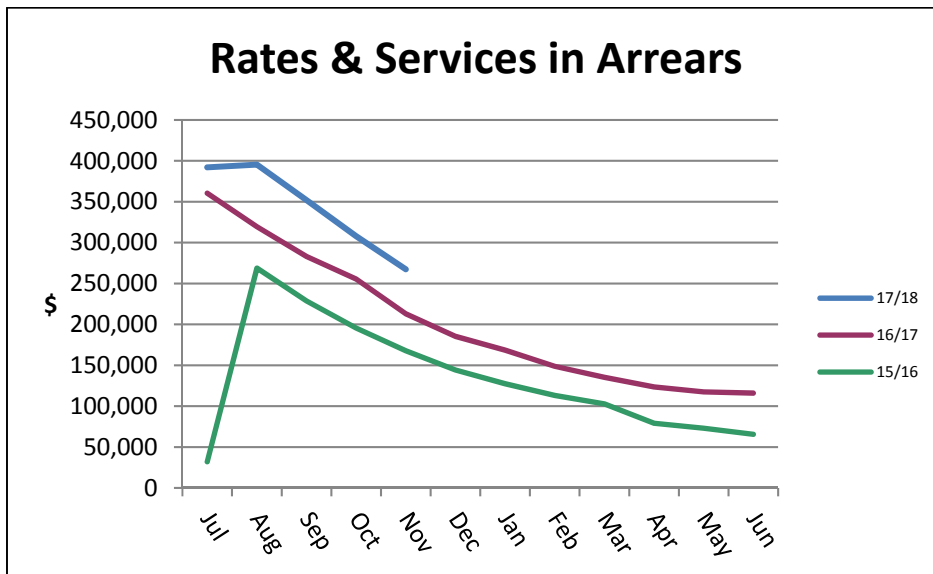
The following graph illustrates Council’s current level of general Debt recovery for 31-60 days, 61-90 days and greater than 90 days.



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 30 November 2017.

VOTING REQUIREMENTS

Simple majority

OC1214 OFFICER’S RECOMMENDATION – 15.4/COUNCIL DECISION

Moved Cr McCleery, Seconded Cr Kitchen

That Council adopts the financial statements for the period ending 30 November 2017 as attached.

Carried 8/0

COMMUNITY SERVICES REPORTS

OC1215 (16.1) 2017 MARKYT Community Scorecard

Location:	Whole of Shire
Applicant:	Shire of Capel
File Reference:	N/A
Disclosure of Interest:	Nil
Date:	28.11.17
Author:	Executive Manager Community Services, M Plume
Senior Officer:	Chief Executive Officer, P Sheedy
Attachments:	Nil

IN BRIEF

Since 2007, Council has undertaken a survey of its residents every two years, to evaluate community priorities and measure Council's performance against key indicators in the Strategic Community Plan.

RECOMMENDATION

That Council accepts the 2017 MARKYT Community Scorecard as prepared and presented by Catalyse Pty Ltd.

BACKGROUND / PROPOSAL

Background

Since 2007 Catalyse Pty Ltd have conducted the Community Perceptions Survey now called the MARKYT Community Scorecard to evaluate community priorities and measure Council's performance against other local governments, across a number of areas.

The report identifies the communities' priorities, as well as a snap shot of the current situation and the areas to focus on moving forward. After each survey the Consultants provide a presentation of the report to Council and Senior Management. Findings are also taken into consideration during the budget process and the reviews of the Corporate Business Plan and Long Term Financial Plan.

During the 2016 Regulation 17 Audit of the effectiveness of the Shire of Capel systems concerning risk management; internal controls; and legislative compliance, AMD noted however that no formal action plan was implemented following the 2015 Customer Satisfaction Survey. AMD also noted that there was no formal documented acknowledgement that alternatively, no action was required from the results of the survey.

Proposal

This item therefore proposes that Council formally accept the report as presented by Catalyse Pty Ltd.

STATUTORY ENVIRONMENT

Local Government (Audit) Regulations 1996

17. CEO to review certain systems and procedures

- (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —

- (a) risk management;
 - (b) internal control; and
 - (c) legislative compliance.
- (2) The review may relate to any or all of the matters referred to in sub- regulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.
- (3) The CEO is to report to the audit committee the results of that review.

POLICY IMPLICATIONS

There are no current Shire Policies relevant to this matter.

RISK IMPLICATIONS

Proactive management of items identified in the AMD Regulation 17 Audit Reports reduces Council's exposure to risk by examining systems and procedures concerning risk management, internal controls and legislative compliance, and identifying areas requiring improvement.

FINANCIAL IMPLICATIONS

Budget

The 2017/18 budget includes an allocation of \$23,000 for the conducting of the survey, the analysis and reporting of the findings.

Any works or activities as a result of the report are included in separate budget line items.

Long Term

The long term financial plan includes the provision for the survey to be undertaken on a biennial basis.

SUSTAINABILITY IMPLICATIONS

The community survey relates to a number of social, environmental and economic areas and is too extensive to address individually or to address on the basis of how each individual community in the shire sees the implications of Council's actions in each survey area.

It would appear from the final analysis of the survey that the most significant matter that requires consideration of the Council, concerns the social relationship of the Council with the community given it has identified that both the Council and staff are failing to understand the community's needs. This is reinforced also by ratings indicating that Council is failing to have a clear and well communicated vision. It should be noted that this is very obvious in the Boyanup community in a cross section of areas not only being of a social nature but also in the economic and built environment.

STRATEGIC IMPLICATIONS

The MARKYT Scorecard is used as a measuring tool for the Strategic Community Plan and has relevance to the following strategic outcomes.

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

- 1.5 Ensure the effective management of Council's resources.
- 1.6 Lobby and advocate on behalf of the Shire of Capel community.

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 Outcomes:

- 2.1 Provide social, recreational and cultural opportunities and facilities for our communities.
- 2.2 Encourage community engagement and participation.
- 2.3 Preserve and protect the character of the communities.
- 2.4 Enhance community safety through community awareness and participation programs.

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

Strategic 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.
- 3.4 Promote emergency risk awareness.

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.
- 4.4 Improve the attraction of the towns as retirement destinations.
- 4.5 Facilitate the development of district activity precinct for retail, commercial and professional service delivery.
- 4.7 Promote tourist interests and provision of tourist accommodation.
- 4.9 Encourage business development.

CONSULTATION

The survey was conducted in September – October 2017, with printed scorecards being distributed to all residential properties. In total 1,074 residents and ratepayers submitted a response with 92% of respondents submitting their response by reply paid post and 8% opted to submit their response online.

A presentation of the report was presented to Councillors and Senior Management.

COMMENT

Overall, the Shire's performance is improving and whilst we are leading the industry in animal control, the control of abandoned and off road vehicles and storm water drainage, the other highest performing areas are waste services, library services, street signs and playgrounds, parks and reserves.

There was a drop in the performance index score as a governing organisation which is associated with a fall in perceived value for money, pest control and anti-social behaviour. The Shire's understanding of community needs was also down along with Council's understanding and the staff understanding.

It would appear from the final analysis of the survey that the most significant matter that requires consideration of the Council, concerns the social relationship of the Council with the community given it has identified that both the Council and staff are failing to understand the community's needs. This is reinforced also by ratings indicating that Council is failing to have a clear and well communicated vision. It should be noted that this is very obvious in the Boyanup

community in a cross section of areas not only being of a social nature but also in the economic and built environment.

In moving forward the community would like the Shire to focus on 4 key priorities:

1. Improved connectivity and safety with footpaths and cycleways.
2. Stronger police and CCTV presence to improve safety and security and crack down on drugs and anti-social behaviour.
3. Better mosquito control.
4. Improved value for money from Council rates.

Whilst there is no formal action, these results will be considered with the Strategic Community Plan and the development of the Shire's Corporate Business Plan.

It appears of the above, in the community's view, three priorities relate to safety and health outcomes:

- Safety of walkers & cyclists;
- Safety of individuals and private and public property from criminal and anti – social activities;
- Safety of community from mosquito infestations.

In regards to the Safety of walkers and cyclists, it is believed that the provision of facilities in the higher density population areas are being well provided for. The Council also has a strategy for the provision of these facilities and has increased its budget allocations for this purpose. Overall the trend analysis indicates that Council has improved and it is now above the industry standard for this area.

In regards to controlling anti-social behaviour this is logically due to the increased population in residential areas where the probability of anti-social behaviour would increase. It would appear that with increased development there is more opportunity for criminal focus areas. Whilst not totally within the jurisdiction of the Council rather WA Police, these areas would seem to require stronger direction in moving forward.

In regards to mosquito control and its impacts on the community, with increased population it is likely that the events of mosquito contracted virus may grow in the future. This is also an area where Council will have difficulty achieving complete control due to the extent of wetlands within the Shire, the variability of seasons relating to breeding of larvae and the cost of undertaking extensive management activities. However it is an area where, over time, knowledge of hot spot breeding locations has been gained and focused on to reduce the mosquito population, which has improved the situation. Council would need to maintain its current proactive management program and increase its education program to the community in regards to avoid creating mosquito breeding areas around the home and how to dress appropriately during mosquito season etc.

The fourth key priority was the improved value for money from Council rates. The survey results clearly indicate that the special rural areas (including Gelorup) and Boyanup are the localities indicating low satisfaction.

In respect to Special Rural this dissatisfaction has been common for many years and is difficult to address these specific concerns because it is neither feasible or sustainable to provide these localities with urban type facilities in these communities. In respect to Boyanup, it has also been difficult to justify higher expenditure on facilities due to lack of population growth, however in the current budget and the proposed 2018/19 budget Council has allocated funds to improve some facilities in conjunction with demand.

Currently Council's basis for providing facilities is considered a low risk because its directions and decisions are justified through documents like the Community Strategic Plan, Corporate

Business Plan and other supporting documents. If Council was to deviate from this basis of decision making then there would be a high risk of community criticism.

It should be noted that Council has and is undertaking a number of initiatives to raise the perception residents have regarding its performance, such as engaging a part time Media Officer to increase communication and the use of social media as a tool of engagement. Council representatives also attend various Progress Association meetings forming a link between community and Council.

In conclusion, the report provides a measurement of how well, the community perceives we are doing and identifies their aspirations and the areas that they would like us to focus on. For officers it is a guiding/informing document to assist in budget processes and the development of programs.

VOTING REQUIREMENTS

Simple majority

OC1215 OFFICER'S RECOMMENDATION – 16.1/COUNCIL DECISION
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Moved Cr J Scott, Seconded Cr McCleery

That Council receives the 2017 MARKYT Scorecard as prepared and presented by Catalyse Pty Ltd.

Caried 8/0

NEW BUSINESS OF AN URGENT NATURE Nil

PUBLIC QUESTION TIME Nil

MOTIONS WITHOUT NOTICE (ABSOLUTE MAJORITY BY COUNCIL) Nil

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

ITEMS FOR CONSIDERATION BEHIND CLOSED DOORS Nil

MEETING CLOSURE

Mr Turner wished the Councillors and Staff a Merry Christmas on behalf of the public gallery.

The President thanked Mr Turner and wished the Councillors, Staff and members of the public a Merry Christmas and looked forward to seeing them in the New Year.

The meeting closed at 6.04pm.

These minutes were confirmed at an Ordinary Council meeting on 24 January 2018.

Signed

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

Date