

# Shire *of* Capel

## AGENDA

### ORDINARY COUNCIL MEETING

Wednesday 15 August 2012

Commencing at 4.30pm in the Council Chambers at  
the Shire Offices, Forrest Road, Capel.

**REMINDER: ROUND THE TABLE DISCUSSION  
COMMENCING AT 4.00PM**



*Experience the*  
Shire of Capel



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# **FINANCIAL INTEREST**

(Effective 1 July 1996)

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

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

## **Councillors should declare an interest:**

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

A member who has declared an interest must not:

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

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

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

## **DISCLAIMER**

No responsibility whatsoever is implied or accepted by the Shire of Capel for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff. The Shire of Capel disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council/Committee meetings or discussions.

Any persons or legal entity who acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member or officer of the Shire of Capel during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Capel. The Shire of Capel warns that anyone who has an application lodged with the Shire of Capel must obtain and only should rely on WRITTEN CONFIRMATION of the outcome of the application, and any conditions attaching to the decision made by the Shire of Capel in respect of the application.

SHIRE OF CAPEL

NOTICE OF AN ORDINARY COUNCIL MEETING

THE NEXT ORDINARY MEETING OF COUNCIL WILL BE HELD IN THE COUNCIL CHAMBERS ON WEDNESDAY, 15<sup>TH</sup> AUGUST 2012 COMMENCING AT 4.30PM.

*PF Sheedy.*

PF Sheedy  
CHIEF EXECUTIVE OFFICER

9 August, 2012

# AGENDA

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**1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

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

Leave of Absence: Cr S Manley (OC0601)

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

**4 PUBLIC QUESTION TIME**

**5 APPLICATIONS FOR LEAVE OF ABSENCE**

**6 DECLARATION OF INTEREST**

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

**8 CONFIRMATION OF MINUTES**

8.1 Ordinary Council Meeting – 18.07.12

**9 ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION**

**10 PETITIONS/DEPUTATIONS/PRESENTATIONS**

Mr Matt Granger, Chief Executive Officer of the Bunbury Wellington Economic Alliance will give Council a presentation on the BWEA's latest activities and future plans.

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

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

**13 CHIEF EXECUTIVE OFFICER REPORTS****13.1 Annual Performance Review – Chief Executive Officer**


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Location:	Capel
Applicant:	John Phillips (WALGA)
File Reference:	Personnel 110
Disclosure of Interest:	I wish to declare a financial interest in this matter, being the employee who is the subject of the review/report.
Date:	31.07.12
Author:	Chief Executive Officer, P Sheedy
Senior Officer:	Chief Executive Officer, P Sheedy
Attachments:	Chief Executive Officer – Annual Appraisal Final Report

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**MATTER FOR CONSIDERATION**

1. The endorsement of Chief Executive Officer's Annual Performance Review report submitted by John Phillips that indicates an overall rating of 'Exceeds performance requirements'.
2. Scheduling of the next review in 2013.
3. Endorsement of draft Key Result Areas for 2012/13.

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

The review of Mr Paul Sheedy's performance as the Chief Executive Officer of the Shire of Capel has been carried out in accordance with Council's statutory obligations and with the terms of his employment contract with the Shire.

Council appointed Mr John Phillips, Executive Manager 'Local Government Workplace Solutions', Western Australian Local Government Association to facilitate the Shire's performance review process. This included obtaining feedback from respondents and facilitating the appraisal.

**Proposal**

Elected Members were given the opportunity to provide feedback based on a questionnaire containing a series of questions reflecting the six Key Result Areas and associated objectives and actions. Seven Councillors contributed their feedback.

The Chief Executive Officer also provided his own report based on the same questionnaire.

The Key Result Areas used were:

- Strategic Directions
- Governance & Compliance
- Structural Reform
- Sustainable Economic Development
- Communications & Marketing
- Operational Management

Senior Managers were given the opportunity to provide feedback based on a questionnaire reflecting a range of indicators reflecting leadership, management and relationship criteria. Four Managers provided their feedback.

A feedback report was prepared for consideration at a formal appraisal meeting held with Mr Sheedy on Wednesday 18th July 2012.

Overall Mr Sheedy's performance was considered to exceed the performance requirements for the position of Chief Executive Officer of the Shire of Capel during the review period.

### **STATUTORY ENVIRONMENT**

The Review has been conducted in accordance with sections 5.38 and 5.39(3)(b) and Regulation 18(D) of the Local Government Act 1995, which requires that:

- The performance of the CEO be reviewed at least once a year;
- The CEO will have a written contract of employment, which shall include performance criteria for the purpose of conducting a review.

and,

- A Local Government is to consider each review on the performance of the CEO carried out under section 5.38 and is to accept the review, with or without modification, or to reject the review.

The period of the review was July 2011 to June 2012.

### **POLICY IMPLICATIONS**

There are no current policies applicable to this item.

### **FINANCIAL IMPLICATIONS**

#### **Budget**

Funding is provided within the 2011/12 budget to allow for the implementation of the Actions within the KRA's and the salary increase applicable as per the current CEO contract of employment.

#### **Long Term**

If Council agrees to the increased salary increase (5%) this will result in an additional annual increase in salary cost.

#### **Whole of Life**

As no assets are being created there are no whole of life cost implications.

### **SUSTAINABILITY IMPLICATIONS**

There are no sustainability implications with this matter.

### **STRATEGIC IMPLICATIONS**

The annual performance review of the CEO is important in ensuring that, the organization is achieving its objectives, is heading in the direction desired by Council and allows the Council to set specific objectives for the CEO for the next twelve months.

**CONSULTATION**

As part of the review, consultation occurred with Councillors by John Phillips and with the Chief Executive Officer at the workshop to develop the KRA's. No further consultation is required.

**COMMENT**

The KRA's for 2012/13 have been amended to reflect the requirements of Councillors expressed at the workshop on 18 July 2012.

Under the terms of the CEO's current contract are linked to the March CPI for Perth and the level of assessment obtained. As the overall rating of 'Exceeds performance requirements' was obtained that entitles the CEO to a salary increase of 3.9% (1.9% for the CPI and 2% exceeds).

As part of the recent review of staff salaries twelve local governments that were comparable to Capel in regards to population, rate revenue and total revenue were selected to identify local government industry salary benchmarks for a number of various staff positions including general and senior staff and CEOs. This resulted in various levels of increases to bring relevant staff close to the average for that position.

As can be seen from the information supplied separately with the agenda the Shire of Capel CEO is at the lower end of the salary table when compared to the other eleven local governments and the average of \$164,785 or \$161,936 if the highest one is excluded. It should also be highlighted that these figures are based on 2011. Given this information Council is requested to consider approving a 5% salary increase to the CEO commencing from 1 July 2012 in lieu of the 3.9% allowed for in the current contract. This would result in an additional salary increase of \$1,611.

**VOTING REQUIREMENTS**

Simple majority

<b>OFFICER'S RECOMMENDATIONS – 13.1</b>
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**That Council:**

- 1. Receives the Performance Review report and endorses the overall rating of "exceeds performance requirements";**
- 2. Schedules the annual appraisal to be conducted by 30<sup>th</sup> July 2013;**
- 3. Adopts the draft Key Result Areas for the period 2012/2013; and**
- 4. Approves a salary increase of 5% to the Chief Executive Officer in lieu of the 3.9% allowed for in the current contract.**

**14 HEALTH SERVICES REPORTS****15 PLANNING AND DEVELOPMENT SERVICES REPORTS**

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**15.1 Town Planning Scheme No. 3 – Scheme Costs for 2012/2013**

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Location:	Gelorup
Applicant:	Nil
File Reference:	C5.33.000V18
Disclosure of Interest:	Nil
Date:	31.07.12
Author:	Senior Planning Officer - Strategic, G Bishop
Senior Officer:	Director Planning and Development Services, C Burwood
Attachments:	1. Income Statement for the year ended 30 June 2012 2. Expenditure Statement for the year ended 30 June 2012 3. Updated Schedule of Scheme Costs for the 2012/2013 year

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**MATTER FOR CONSIDERATION**

Adoption of the rate per hectare for contributions to the Scheme Costs Schedule to be paid by subdividing land owners within Town Planning Scheme No. 3 and receipt of the annual accounts.

**BACKGROUND**

Minute No OC0715 of 2011 refers. Council adopted a Scheme Cost rate of \$2210 per hectare for the 2011/2012 year.

**STATUTORY ENVIRONMENT**

Town Planning Scheme No. 3 provides for the adoption of a Schedule of Scheme Costs for works, such as drainage and road widening, that are required to facilitate the coordinated subdivision of the Scheme area that covers the Gelorup Residential R2.5 zone. Subdividing land owners are required to contribute to the cost of scheme works in a ratio to the area of land being subdivided. They must also pay separate land value contributions to offset the cost of acquiring centralised areas of POS land and areas of road widening within the Scheme.

**POLICY IMPLICATIONS**

There are no Council policies relevant to this matter.

**FINANCIAL IMPLICATIONS**

Town Planning Scheme No. 3 is a self-funded program providing main drainage and collector road infrastructure coordination for the Residential R2.5 subdivision in Gelorup. It also collects funds through cash-in-lieu payments for Public Open Space and road widening land acquisition to cover the cost of such land set aside on the Scheme map. The Scheme does not have an affect on the Shire's operating budget because it is a self-funded program.

**SUSTAINABILITY IMPLICATIONS**

The annual review of Town Planning Scheme No. 3 is a statutory administrative requirement which does not have relevance to analysis in relation to environmental sustainability. However the financial sustainability of the project does require regular monitoring to ensure that outstanding works will be within the reasonable capacity of the remaining future subdividing land owners. Given that the contribution cost per hectare for Scheme Works is still quite low

relative to other types of subdivision costs which the subdividers do not have to meet because of the absence of reticulated sewer and water requirements it is considered that the Scheme does not create an unsustainable financial burden on future subdividers.

## **STRATEGIC IMPLICATIONS**

### Strategic Plan 2009 to 2020

Key Focus Area: Environment

An action under this key focus area requires Council to facilitate the subdivision of the Gelorup Residential Zone through the Guided Subdivision Town Planning Scheme No. 3.

Adoption of the recommendations of this item is an essential administrative function for the ongoing financial management of the Scheme.

## **CONSULTATION**

No consultation with the community or others is required.

## **COMMENT**

The Scheme received income via interest earned on the bank account dedicated to the Scheme and three land owners proceeded to final clearance stage during the 11/12 financial year. Income is allocated proportionally to the items listed on the Income Statement.

Expenditure for the year consisted of recovery of Administration costs related to staff time, a small bank fee and a progress payment for the drainage project identified at item 2i on the adopted Schedule of Scheme Works.

Total income less total expenditure is consistent with the dedicated Scheme Bendigo Bank account balance at 30 June 2012 of \$483,390.79 once the payment for administration costs is recouped from the account.

The Schedule of Scheme Costs has been updated consistent with the Income and Expenditure Statements and the estimated costs for civil works items yet to be completed has been increased generally by between 5 and 7%. This is higher than the reported CPI of 1.9% for the 12 months to 31 March 2012 as civil construction works cost increases tend to be higher. A tender to the value of \$164,955.45 (excl GST) for the main drainage works project 2i on the Schedule (relocation of a culvert under Jules Road and the construction of retention basins for the associated northern eastern water discharging into the Scheme Area) was accepted in April and work was commenced in May. However the project was subsequently delayed after the land owner Holcim insisted on testing of clay for contamination prior to it being brought onto the property where stormwater detention basins are being constructed. The tender for the project exceeded the 2011/12 year budget estimate of \$149,628 by \$15,327.45. This will be further exceeded as a result of the cost of testing clay and increased material volumes. The budget overrun for the works item will be covered in part from scheme income for the year from interest on savings and an increase in contributions from future subdividers. After allowing for this particular item increase, general increases in estimated value of works to be completed and income received the effect on the Scheme Contribution rate will be an increase of approximately 7.3%.

The balance of Scheme Contributions to be collected amount of \$183,921.69 and when divided by the balance area to subdivide of 77.5661ha gives a new rate per hectare for subdivider contributions of \$2,371.16 which will be rounded up to \$2,372.

## **VOTING REQUIREMENTS**

Simple majority

<b>OFFICER'S RECOMMENDATIONS – 15.1</b>
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**That Council:**

- 1      Receives the Income and Expenditure Statements for Town Planning Scheme No. 3 to 30 June 2012; and**
- 2      Adopts the Schedule of Scheme Costs for 2012/2013 financial year with a Scheme Cost rate of \$2,372 per hectare.**

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**15.2 Appointment of Authorised Officers – Building Control**

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Location:	Capel
Applicant:	Shire of Capel
File Reference:	C5.29.6
Disclosure of Interest:	Nil
Date:	04.07.12
Author:	Director Planning and Development Services, C Burwood
Senior Officer:	Chief Executive Officer, P Sheedy
Attachments:	Nil

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**MATTER FOR CONSIDERATION**

A new Building Act was passed on 23 June 2011 and came into operation from 2 April 2012.

Council is required to provide Authorisation to officers to allow enforcement of various requirements of the new legislation.

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

21 March 2012 (OC0311) – Council made various resolutions concerning building service delivery, appointment of delegated officers and setting of fees and charges.

**Proposal**

To appoint various officers to perform the various functions of the Shire required under the Building Act 2011.

**STATUTORY ENVIRONMENT****Building Act 2011**

The minimum functions that Local Governments are required to perform under the Building Act include:

- Issue prescribed permits (Permit Authority)
- Ensure building works within its district achieve statutory compliance
- Undertake assessment and issue Certification of Design Compliance for class 1 (single houses) and 10 (sheds & patios etc).

**Authorisations**

With the introduction of the Building Act 2011 existing authorisations were not affected, however additional authorisations are needed for Officers to carry out the relevant provisions now provided under this Act.

Under s.96 of the Building Act 2011, permit authorities (local governments) may designate employees as authorised persons.

The following new authorisations are required under the relevant sections of the Building Act:

- s100 – Entry Powers
- s101 – Powers after entry for compliance

- s102 – Obtaining information and documents
- s103 – Use of force and assistance
- s106 – Apply for an entry warrant

### **POLICY IMPLICATIONS**

There are no current policies relevant to this matter.

### **FINANCIAL IMPLICATIONS**

#### **Budget**

The enforcement of the various provisions of Act may result in legal costs which are a budgeted item. Some cost recovery maybe obtained through any legal action taken.

#### **Long Term**

Enforcement action and associated costs will be an ongoing requirement of Local Government.

#### **Whole of Life**

Enforcement action and associated costs will be an ongoing requirement of Local Government.

### **SUSTAINABILITY IMPLICATIONS**

The authorisations are necessary to allow compliance and enforcement actions to be undertaken by Shire staff. This role or function of officers is unfortunately on the increase and the sustainability of providing building services beyond the minimum requirements of the Act is currently in doubt.

As mentioned in the previous report to Council in March 2012 it will be at least 24 months before the Shire is able to reach conclusions on what is a sustainable service that should and can be provided.

### **STRATEGIC IMPLICATIONS**

#### Shire of Capel Strategic Plan 2009 to 2020

Strategic Vision: To encourage community diversity, sustainability and growth without compromising our rural and coastal lifestyle.

In the context of the Strategic Plan the actions of officers required under the legislation have a relevance to the health and safety of the community as provided under Strategy C6.

### **CONSULTATION**

No consultation with the community of others is required.

### **COMMENT**

Council is requested to agree to the proposed authorisations to allow compliance actions under the Building Act 2011.

### **VOTING REQUIREMENTS**

Absolute majority

**OFFICER'S RECOMMENDATIONS – 15.2**

**That Council pursuant to Section 96 of the Building Act 2011, and subject to the direction of the Chief Executive Officer as to the nature of the authority and any policies of Council, grants authority to and authorises the persons holding the following positions to undertake the powers of the local government pursuant to the Act:**

- 1. Chief Executive Officer;**
- 2. Director Planning and Development Services;**
- 3. Manager Building Services;**
- 4. Manager Statutory Planning Services; and**
- 5. Development Officer (Building Services).**

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### **15.3 Naming of Reserve 2850 Goodwood Road, Capel River – “Tom Hutton Reserve”**

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Location:	Capel
Applicant:	Capel Land Conservation District Committee
File Reference:	R2850
Disclosure of Interest:	Nil
Date:	8.8.012
Author:	Administration Officer – Planning, B Facey
Senior Officer:	Director Planning and Development Services, C Burwood
Attachments:	Location Plan of Reserve 2850

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#### **MATTER FOR CONSIDERATION**

Acceptance of naming Reserve 2850 “Tom Hutton Reserve” or the like.

#### **BACKGROUND / PROPOSAL**

##### **Background**

On 28 June 2011, the State Lands Division issued a Management Order in favour of the Shire of Capel for Reserve 2850 for the purpose of “Landscape Protection”.

##### **Proposal**

Capel Land Conservation District Committee (CLCDC) request that the Shire consider the naming of Reserve 2850 “Tom Hutton Reserve”.

In their proposal they have listed some of his achievements during his life:

- 1952 – Aged 14 – State Maths Award 298 out of total 300
- 1957 – 1st Times Medallist – Reserves Fairest and Best – SWFC
- 1st BCD player to play 100 league games – SWFC
- President, Capel Tennis Club and Life Member
- President, Capel Primary School P & C
- Secretary, South Capel Fire Brigade for 30 years
- 1992 – Founding member of Capel LCDC for 16 years until his death
- 1997 – 2005 – Capel Shire Council Member
- 2001 – 2005 – Capel Shire representative on GeoCatch board
- Many hours of weed control on Reserve 2850.

The CLCDC would like to announce the naming of the Reserve at their 20<sup>th</sup> Anniversary Celebrations to be held in September or October 2012.

#### **STATUTORY ENVIRONMENT**

The subject land comprises of an area of 7.2426ha.

Responsibility for the naming of roads, parks, physical features, districts, townsites and places in Western Australia resides with the Minister for Lands, who in 1987 established the Geographic Names Committee (the Committee). The Committee consists of a panel of eleven people from different professions in WA. The Committee provides the mechanism to make naming decisions for the State Government. The Committee acts in an advisory capacity to the Minister.

One of the terms of reference of the Committee is “to honour, where possible, the names of discoverers, explorers, pioneers, first settlers and persons who have performed considerable and outstanding community services. The preferred sources of names are descriptive names appropriate to the features, pioneers, war casualties and historic events connected to the area, names from Aboriginal languages currently or formerly identified in the general area of the thematic names.

The Committee has also produced the Principles, Guidelines and Procedures publication as a guide for authorities and agencies involved with naming features. The guide includes a naming policy of which the naming of parks and reserves is to comply. Priority is given to naming of parks and reserves after an adjacent street or feature to maximise the identification of that reserve or park area.

The Guidelines state that the term “Reserve” is only to be used as part of the name if the area to be named is reserve under the Land Administration Act 1997 and therefore has a reserve number.

The Guidelines also state that the proposals should include evidence of strong community support for the name which can be ascertained via a number of avenues.

For personal names, the person being honoured by the naming should have either had a direct long-term association with the area, or have made a significant contribution to the area of the proposed park or reserve, or the State.

### **POLICY IMPLICATIONS**

There are no Council policies relevant to this matter.

### **FINANCIAL IMPLICATIONS**

#### **Budget**

There are no financial implications relevant to the naming of Reserve 2850 in the 2012/13 budget. Some minor costs may be incurred for signage if not funded by Capel LCDC.

#### **Long Term**

Some costs may be incurred with the maintenance of any signage erected.

#### **Whole of Life**

As no assets are being created, there are no whole of life cost implications relevant to this matter.

### **SUSTAINABILITY IMPLICATIONS**

There are no environmental or economic implications to be considered with this proposal. The recognition of Mr Hutton’s contribution to the Shire by taking this action will demonstrate to the community Council’s appreciation of community contributions and this has social benefits.

### **STRATEGIC IMPLICATIONS**

#### **Strategic Plan 2009 to 2020**

Key Focus Area: Community

Encourage, facilitate and support local community spirit, networks and cohesiveness.

**CONSULTATION**

After consulting the Geographic Names Committee they have advised that there would be no objection to naming the subject reserve “Tom Hutton Reserve” or the like subject to evidence of strong community support being provided.

**COMMENT**

As stated in the guidelines produced by the Committee, for personal names, the person being honoured by the naming should have either had a direct long-term association with a local community group or serve club.

Mr Hutton was the Secretary of the South Capel Fire Brigade for 30 years, member for the Capel LCDC for 16 years and a Capel Shire Council member for 8 years. Given Mr Hutton’s achievements and the many hours of weed control undertaken by Mr Hutton on the subject Reserve, naming Reserve 2850 “Tom Hutton Reserve” or the like is therefore recommended.

It is unknown at this time as to whether the matter can be resolved in time for the Capel LCDC Celebrations.

**VOTING REQUIREMENTS**

Simple majority

<b>OFFICER’S RECOMMENDATIONS – 15.3</b>
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**That Council:**

- 1. agrees to the name “Tom Hutton Reserve” or similar to Reserve 2850;**
- 2. undertakes Community Consultation in respect to the intent to name the reserve; and**
- 3. applies for formal approval from the Geographic Names Committee for the naming of Reserve 2850 “Tom Hutton Reserve” or similar, after completion of the community consultation, and subject to no sustainable community objections, as determined by the Director Planning and Development Services.**

**16 ENGINEERING AND OPERATIONS REPORTS****16.1 Shire of Capel Asset Management Policy (16.00)**


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Location:	Capel
Applicant:	Engineering and Operations
File Reference:	OCD915
Disclosure of Interest:	Nil
Date:	25.07.12
Author:	Director Engineering and Operations, W Butler
Senior Officer:	Director Engineering and Operations, W Butler
Attachments:	Shire of Capel Asset Management Policy (16.00)

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**MATTER FOR CONSIDERATION**

The approval of Shire of Capel's Asset Management Policy (16.00) that will replace Council's superseded Asset Management Policy 16.17, which was endorsed by Council at the Ordinary Council Meeting of 22 September 2010 (OC0915).

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

As part of the Integrated Planning and Reporting (IPR) framework introduced by the WA State Government in 2011, a systematic review of Council's infrastructure, resourcing and operational planning documents is currently being undertaken to align them with the prospective new Shire of Capel Community Strategic Plan. When undertaking the review of the current Shire of Capel Asset Management Policy (16.17), some changes were required to ensure the policy covered the Council's statutory obligations and included the appropriate links between the Policy, Strategy and the broader asset management planning documents.

In reviewing the Shire of Capel Asset Management Policy (16.17) there was a number of areas that required refinement in line with the new focus on accountability to the community brought by the IPR framework. The proposed Shire of Capel Asset Management Policy (16.00) more clearly states Council's accountability in relation to asset management and meets the requirements of the IPR framework.

**Proposal**

The Asset Management Policy (16.00) is to be considered for adoption by Council as the overarching driver of Council's Asset Management framework in compliance with State Government Legislation.

**STATUTORY ENVIRONMENT**

To comply with requirements as outlined in:

- Local Government Act 1995
- Local Government (General) Regulation 1996
- Local Government (Administration) Regulations 1996 (19C, 19D)

**POLICY IMPLICATIONS**

Please refer to Shire of Capel Asset Policy (16.00) for comprehensive explanation of Policy implications. The main purpose of this policy is to comply with State Government expectations in relation to the Integrated Planning and Reporting framework.

## **FINANCIAL IMPLICATIONS**

### **Budget**

The endorsement of the Shire of Capel Asset Management Policy (16.00) does not have any resourcing implications beyond which are implicit within the State Legislation. Council's annual budgeting process will outline specific actions and activities in relation to Council's Asset base.

### **Long Term**

The endorsement of the Shire of Capel Asset Management Policy (16.00) does not have any additional or extraneous financial implications. Council's 10 year Financial Plan will drive the long term viability of the policy and will outline aspirational undertakings in relation to Council's infrastructure network.

### **Whole of Life**

Overall, the policy guides the Council in the responsible management of Council's Assets including acquisition, use and disposal of those assets based on the principles outlined in the policy.

## **SUSTAINABILITY IMPLICATIONS**

The Asset Management Policy (16.00) sets the guidelines for the implementation of consistent asset management processes for Shire of Capel. It includes the principles of asset management, the accountabilities of Council, the legal parameters of asset management and links to Council's key planning documents.

Overall, the policy guides the Council in the responsible management of Council's Assets including acquisition, use and disposal of those assets based on the principles outlined in the policy.

## **STRATEGIC IMPLICATIONS**

The Shire of Capel Asset Management Policy (16.00) sets the guidelines for the implementation of consistent asset management processes for Shire of Capel. It includes the principles of asset management, the accountabilities of Council, the legal parameters of asset management and links to Council's key planning documents.

## **CONSULTATION**

An Asset Management Policy was previously adopted by Council in September 2010 with a requirement that the policy would be reviewed within 2-3 years which has been dutifully undertaken by Council's Engineering & Operations Division.

This policy is a component of Council's broader approach to Asset Management and is part of a three-tier structure, (policy, strategy and individual plans), which form the Asset Management component of Council's Integrated Planning and Reporting framework.

There are no requirements in the legislation or guidelines to undertake broader engagement activities.

## **COMMENT**

Local government assets deliver and support important community services. Their effective management is crucial to the sustainable delivery of those services to meet community needs and expectations.

Asset Management policies, strategies and plans:

- Are informed by, and in turn inform, the community aspirations and service requirements within Council’s Community Strategic Plan
- Assist in developing and delivering Council’s strategic direction, service plans, projects and operational.
- Ensure that robust Long Term Financial Plans and Annual Budgets are developed and that Council has the financial capacity to deliver its strategic priorities into the future.

The Asset Management Policy (16.00):

- Outlines Council’s asset management objectives, targets and plans.
- Establishes a platform for service delivery.
- Provides the framework that enables the AM Strategy and AM Plans to be produced.
- Supports a ‘whole of life’ and ‘whole of organisation’ approach to asset management.

The local government administration develops the Asset Management Policy with the Council, based on Council priorities and community needs.

**VOTING REQUIREMENTS**

Simple majority

**OFFICER’S RECOMMENDATIONS – 16.1**

**That Council endorses the Shire of Capel Asset Management Policy (16.00) as detailed in the attachment.**

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**16.2 Greater Bunbury Regional Bicycle Master Plan**

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Location:	Capel
Applicant:	Engineering and Operations
File Reference:	
Disclosure of Interest:	Nil
Date:	01.08.12
Author:	Director Engineering and Operations, W Butler
Senior Officer:	Director Engineering and Operations, W Butler
Attachments:	1. Greater Bunbury and Regional Bicycle Route Gap Analysis Plan 2. Key Projects Table

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**MATTER FOR CONSIDERATION**

Council's endorsement, in principle, of the Greater Bunbury Regional Bicycle Master Plan.

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

The Greater Bunbury Regional Bicycle Master Plan (GBRBMP) seeks to create a framework that provides a consolidated direction for bicycle planning in the Greater Bunbury Region. The purpose of the GBRBMP is not to duplicate existing Local Government plans and strategies, but to provide a concerted strategy that focuses upon:

- Identifying a regional route network with alignments that effectively and efficiently service the Greater Bunbury region;
- Defining gaps in service and analysis of proposals with the aim to prioritise works;
- Establishment of a policy and implementation plan that promotes successful outcomes on the ground.

**Proposal**

The Greater Bunbury Regional Bicycle Master Plan is to be considered for endorsement by Council in principle, as the strategic overarching plan for an integrated bicycle route network that connects activity centres within the Greater Bunbury region.

**STATUTORY ENVIRONMENT**

Although there are no legislative drivers as regards the provision of the GBRBMP, it does tie in with the following associated strategies and policies:

- Draft Greater Bunbury Strategy
- Liveable Neighbourhoods Policy
- Western Australian Bicycle Network Plan (Department of Transport 2012)
- Policy for Cycling Infrastructure (MRWA 2000)
- Accessibility Policy (Public Transport Authority 2007)
- Towards Zero Road Safety Strategy (Office of Road Safety 2009)
- DC Policy 1.5 Bicycle Planning (WAPC 1998)

**POLICY IMPLICATIONS**

There are no extraneous policy implications for Council, in association with the GBRBMP, as all primary routes as highlighted by Council have been included in the planning. However, it will be necessary to ensure that all Council local bicycle plans integrate with the GBRBMP.

## **FINANCIAL IMPLICATIONS**

### **Budget**

The endorsement of the Greater Bunbury Regional Bicycle Master Plan does not have any short term resourcing implications.

### **Long Term**

The endorsement of the Greater Bunbury Regional Bicycle Master Plan will have some long term financial implications as outlined in the Key Projects Table (Attachment 2).

### **Whole of Life**

Overall, the GBRBMP guides Council in the responsible planning and implementation of an efficient, effective bicycle route network but it will be Council's responsibility to manage and maintain the cycling facilities to appropriate standards.

## **SUSTAINABILITY IMPLICATIONS**

The GBRBMP will encourage families, and general community members to interact in a healthy, positive manner by supporting fitness, recreation and social harmony. The intent of this plan is for improvement of the experience for existing cyclists and to entice other people to join the cycling community and enjoy a well-designed, convenient, safe regional bicycle path network. In addition, cycling is a convenient, economic, 'environmentally friendly' form of transportation.

## **STRATEGIC IMPLICATIONS**

The Greater Bunbury Bicycle Master Plan is intended to sit above the Local Government Bicycle Plans. In order to raise the importance of bicycle planning within the Greater Bunbury Region, it is essential that the Western Australian Planning Commission (WAPC) adopts this plan into the planning framework, along with Main Roads Western Australia, Department of Transport and relevant Local Governments.

This plan seeks to provide a regional facilities focus towards bicycle planning within the Greater Bunbury Region. This plan affords decision makers a more expansive view, enabling decisions to be made having regard to the broader vision and needs of the community. It will provide a vision to empower decision makers when planning for new communities, ensuring that regional bicycle network requirements are afforded proper consideration.

This plan will strive to ensure that local networks and regional networks will connect seamlessly, providing continuity in service provision that can be enjoyed by cyclists. The success of this plan should be measured on making the administrative boundaries between Local Governments and Main Roads infrastructure invisible on the ground.

## **CONSULTATION**

The interim plan, together with a questionnaire, was forwarded to the following agencies/groups for consideration and comment:

- South West Development Commission;
- Department of Transport;
- Main Roads WA;
- Department of Planning;
- Department of Sport and Recreation;
- City of Bunbury;
- Shire of Harvey;

- Shire of Dardanup;
- Shire of Capel; and
- Bunbury Bicycle Users Group

In addition a personal meeting with representatives of Main Roads WA was held, due to the high level of involvement they would have in the future bike network.

### **COMMENT**

The GBRBMP has been developed, after consultation with all stakeholders, to provide a framework for the establishment of a robust regional bicycle network which will benefit all current cyclists and, at the same time, encourage potential cyclists to take up the activity. It includes initiatives which cover a range of activities that will coordinate the delivery of regional cycling infrastructure and provide an effective cycling network that links key activity and attraction areas.

The GBRBMP is intended to be a 'living' document which can be regularly reviewed to ensure that regional priorities remain current, relevant and effective. The key recommendations gleaned as part of the consultation process are as follows:

- Establish a committee to coordinate the ongoing implementation of the GBRBMP;
- Collaboratively, as a regional group, identify the regional priorities for future upgrades;
- Prepare itemised costings of required priority upgrades to support future funding applications;
- Design and create a regionally distinctive and attractive signage environment;
- Investigate the location and architectural opportunities to create attractive destination facilities that form an integral part of the built environment;
- Establish a mechanism to ensure that the GBRBMP is reviewed on a 5 yearly basis.

### **VOTING REQUIREMENTS**

Simple majority

<b>OFFICER'S RECOMMENDATIONS – 16.2</b>
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#### **That Council:**

- 1. endorses, in principle, the Greater Bunbury Regional Bicycle Master Plan on the understanding that the Working Group will provide an Implementation Plan that includes costings and funding options at a later date;**
- 2. endorses Cr Peter McCleery as its representative on the Greater Bunbury Regional Bicycle Master Plan Working Group.**

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**16.3 Extractive Industry – Lots 202 & 333 Wrights Road, Gwindinup**

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Location:	Gwindinup
Applicant:	APH Contractors
File Reference:	C5.2.B.135
Disclosure of Interest:	Nil
Date:	27.07.12
Author:	Engineering Technical Officer - Development, A Coulson
Senior Officer:	Director Engineering & Operations, W Butler
Attachments:	1 – Location Plan 2 – Extraction Area Buffer Distances 3 – Finished Surface Contour Plan 4 – Schedule of Submissions 5 – Road Safety Audit 6 – Draft EIL Licence Conditions

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**MATTER FOR CONSIDERATION**

Applications for:

1. Planning Consent for the extraction of Gravel; and
2. Extractive Industry Licence for the extraction of Gravel

from Lots 202 & 333 Wrights Road, Gwindinup.

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

Lot 202 & 333 are adjoining lots and total 89 hectares in area located in the middle of the Boyanup State Forest with approximately 1 kilometre of forest surrounding the property before any cleared land is encountered. The property is serviced by Wrights Road which is a single lane gravel track which winds 2.9 km from Hurst Road to the property's gate. The road also passes one neighbouring residence on Lot 4 Hurst Road. The property has been partially cleared of native vegetation and in the past has been used for livestock grazing. The applicant purchased the property in December 2010.

**Proposal**

The applicant has submitted plans, a report, a dust management plan, a noise management plan and a road safety audit report. A summary of the proposal is as follows:

- The proposed extraction area is in the south eastern portion of the property and covers 7.5 hectares to be developed in 4 stages.
- The extraction area has been cleared many years ago to provide pasture for livestock grazing. The remaining 11 widely spaced trees and a small grove of about 30 trees will require clearing which has been approved by the Department of Environment (DEC).
- The surrounding vegetation on the site comprises of grassland with Jarrah, Marri and Sheoak trees. There is no native understorey or ground cover remaining.
- The property has one unoccupied house.
- Approximately 112,500 m<sup>3</sup> of gravel is proposed to be extracted from a depth of between 1 and 2 metres over a five year period.

- The extraction area will be cleared, excavated and rehabilitated one stage at a time with each stage being no larger than 2 hectares.
- Temporary detention basins will be formed at the base of each stage to retain runoff from any storm events.
- Groundwater is approximately 100 metres below the resource area and the finished surface will be well above the minimum 2 metres from the groundwater level.
- The gravel will be ripped with a bulldozer and crushed using a portable crushing plant. This process will be based at the bottom of the active pit. The crushed gravel will then be screened and stockpiled.
- After this initial processing the only activity will be a loader and trucks removing the gravel until the stockpile is exhausted and the ripping and crushing process starts again.
- The final land surface will be contoured to match the existing landform of the area. The elevation will be some 1 to 2 metres below the current surface and slopes will be retained as previous; that is almost horizontal to 1:25 at the steepest point.
- The extraction site will be rehabilitated to pasture with some trees planted after deep ripping along the contour.
- It is anticipated that between 20,000 and 25,000m<sup>3</sup> will be removed each year depending on the size and nature of contracts won.
- On average there are likely to be 10 truck movements per day (5 in and 5 out). At peak demand a maximum of 20 truck movements per day (10 in and 10 out) is estimated.
- The Dust Management Plan indicates that the extraction area, stockpiles, access road and screen will be watered to suppress dust and a complaints handling procedure will be adopted.
- The hours of operation are to be between 7.00am to 5.00pm Monday to Friday inclusive, excluding public holidays.

## **STATUTORY ENVIRONMENT**

### Town Planning Scheme No. 7

Both lots are zoned Rural and have a combined area of 89 hectares.

An Extractive Industry is not permitted unless Council grants Planning Consent (AA use). Public advertising of the matter may be undertaken prior to making a determination of the application pursuant to clause 8.2.2 of the Scheme. Public and government consultation has been undertaken and comments are made in respect to this matter under the Consultation Section of this report.

The following clauses of the Scheme apply to the consideration of this application:

#### 1.6 Scheme Objectives

The scheme objectives in part provide that the intent of the scheme is:

1.6.1 To direct and control the development of the Scheme area in such a way as shall promote and safeguard the health, safety, economic and general welfare of its inhabitants and shall conserve the natural values of the District.

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

## 5.7 Rural Zone

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

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

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

8.3.2 In determining an application for planning consent the Council shall have regard to, in part, the following;

- (a) The purpose for which the subject land is reserved, zoned or approved for use under the Scheme;
- (b) Any approved Statement of Planning Policy of the Western Australian Planning Commission;
- (c) Any policy of the Western Australian Planning Commission or any planning policy adopted by the Government of the State of Western Australia;
- (d) The size, shape and characteristics of the land, and whether it is subject to inundation by floodwaters;
- (e) The provisions of the Scheme and any Council policy affecting the land;
- (f) Any comments received from any authority consulted by the Council;
- (g) Any relevant submissions received in response to giving public notice of the application;
- (h) The orderly and proper planning of the locality;
- (i) The preservation of the amenity of the locality; and
- (j) Any other planning considerations which the Council determines to be relevant.

8.3.3 In determining an application for planning consent the Council may refuse its consent or grant its consent subject to such conditions as it deems fit.

8.3.5 States in part that, where the Council grants planning consent, it (the planning consent):

- (a) Continues in force for two years, or such other period as specified in the planning consent, after the date on which the application is approved; and
- (b) Lapses if the development has not substantially commenced before the expiration of the period.

8.3.6 Where the Council grants planning consent, the Council may impose conditions limiting the period of time for which the development is permitted to continue.

8.3.8 The Council may decline to deal with an application requiring later approval of details or call for further details if it thinks fit.

Greater Bunbury Region Scheme (GBRS)

The subject lots are zoned Rural under the GBRS and all surrounding land is Reserved as State Forests.

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

The Western Australian Planning Commission (WAPC) has by resolution pursuant to clause 27 of the GBRS, resolved that the planning approval of the WAPC is required for development on zoned land where the development abuts “state forest”. The applicants have lodged a GBRS application.

The WAPC have delegated authority to the Shire to determine applications of this nature where the development is not deemed to be of state or Regional significance or in the public interest.

The GBRS has similar procedural requirements to the Shire’s Town Planning Scheme and the processes that have taken place with this application will be referred to in respect to a GBRS determination with the specific requirement that the proposal must have been referred to the Department of Environment (DEC) as the management authority responsible for the adjacent State Forest. The DEC has provided a submission.

The GBRS application will be determined under Delegated Authority by the Director of Planning and Development Services after Council has determined this application under the Shire’s local Town Planning Scheme.

Extractive Industry Local Laws

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

‘A person shall not carry out an extractive industry –

- (a) unless the person is the holder of a valid and current licence; and
- (b) otherwise than in accordance with any terms and conditions set out in, or applying in respect of the licence.’

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

Limits On Excavation Near Boundary

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

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

## **POLICY IMPLICATIONS**

The Shire of Capel Land Use strategy 1999 – Town Planning Policy 15.9 will be discussed under the Strategic Planning Section of this report.

## **FINANCIAL IMPLICATIONS**

### **Budget**

There are no financial implications to the Council budget if the cost of necessary road upgrades and improvements are borne by the applicant as a condition of any approval that may be granted.

### **Long Term**

#### Road Deterioration

Extractive Industries within the Shire of Capel create a concentration of heavy vehicles accessing local roads to traverse from the site entrance to the closest arterial main road. This concentration of heavy vehicles causes considerable road damage to the local roads and the cost of the deterioration must be passed on to the Extractive Industry as they are the source of the heavy traffic.

The Shire of Capel Extractive Industries Local Laws 3.1(5) (q) require the licensee to enter into an agreement with the local government by which it agrees to pay any extraordinary expenses incurred by the local government in repairing damage caused to thoroughfares in the district by heavy or extraordinary traffic conducted by or on behalf of the licensee under the Licence.

In order to provide a consistent and transparent process the Shire have reviewed the agreement to include industry standard formulas that can be used to calculate the value of deterioration of the pavement for a given number of truck movements. The value of the surface damage is calculated by subtracting the agreed average surface repair cost from the actual cost to the Shire for the section of road for a 12 month period.

An agreement signed between the applicant and the Shire based on these calculations will net a road damage contribution of approximately \$4,582 for every 25,000m<sup>3</sup> of gravel trucked along Hurst Road.

Wrights Road will require increased maintenance due to the volume of heavy vehicles proposing to use it. The ongoing maintenance of Wrights Road will remain the responsibility of the Shire, with the applicant to carry out maintenance for the duration of the extraction licence with the Shire to hold a bond to guarantee performance. The bond will also ensure that at the completion of the proposed extraction, the road will be left in a satisfactory condition. A \$20,000 bond has been determined as adequate by the Shire officers.

#### Rehabilitation

Extraction industries are required to lodge a rehabilitation bond. The intent being that the retention bond is an incentive to rehabilitation performance or should the licensee fail to rehabilitate, the bond may be used by the Shire to undertake the required works. The Shire's *Schedule of Fees and Charges 2012/13* lists the minimum bond per hectare for gravel extraction sites as \$24,450. A rehabilitation bond for the first two stages will be required before a licence is issued which equates to 4.05 Ha x \$24,450 = \$99,000.

These requirements (road deterioration and rehabilitation) will be imposed on the applicant as a condition of approval should the proposal receive approval.

**Whole of Life**

There are no whole of life financial implications.

**SUSTAINABILITY IMPLICATIONS**

The extractive industry will have an environmental impact as it requires removal of vegetation in the extraction area. This area will be rehabilitated with pasture and the trees removed will be the same amount of trees to be replaced, and the rehabilitated area will be used for livestock grazing. The area surrounding the extraction area is well vegetated with trees and the overall impact will be minimal. The creation of dust may also have an environmental impact to surrounding vegetation especially along the unsealed access road. A Dust Management Plan has been submitted by the applicant which aims to minimise the visible dust created by water suppression.

Extractive industries can have impacts on the community by way of noise, dust and traffic. The current EPA buffer distance guidance notes now consider that an acceptable buffer distance between a gravel quarry of this nature with a crusher and screen, and a residence should be determined on a case by case basis. Previous guidance notes set the buffer distance at 500 metres. The closest residence is approximately 1150 metres from the onsite activities which is at least twice the previous buffer distance.

Traffic impacts are likely along Wrights Road due to the road being essentially a single lane track. Measures proposed to reduce the impacts include installation of passing bays and sealing of the road up to the residential dwelling driveway of the neighbouring Lot 4. These are discussed further in the comments section of the report. The traffic impacts for Hurst Road should not adversely affect the area as the estimated average number of trucks is only 5 in and 5 out per weekday.

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

**STRATEGIC IMPLICATIONS****Draft Greater Bunbury Strategy 2011-Western Australian Planning Commission (WAPC)**

The Draft Greater Bunbury Strategy 2011-2031 has been developed by the WAPC to guide urban and regional land use planning, growth and infrastructure delivery in the Greater Bunbury sub-region from 2011 to 2031 and beyond. Implementation of the Greater Bunbury Strategy proposes the preparation of a basic raw materials strategy for the Greater Bunbury sub-region, having due regard to the requirements of the South-west in the short to long term. It is likely that the study would be undertaken by the WAPC and Department of Mines and Petroleum (DMP).

**Shire of Capel Land Use Strategy April 1999**

The Shire's Land Use Strategy includes the land within Planning Unit P3.

This unit is made up of the section of the scarp and plateau of the northern area of the Blackwood Plateau within the Shire of Capel. It falls within the Preston River catchment and is located east and south east of the Boyanup Townsite to the Shire boundaries.

The following statements are made in respect to this planning unit:

**6.3.3.2 Objective**

The objective of the unit is to allow for a mix of rural land uses and provide for expansion of the Boyanup Townsite and to conserve landscape integrity, especially the Scarp.

#### 6.3.3.3. Characteristics

Some of the notable characteristics of the unit are:

- Mining areas
- A mixture of Rural land uses including grazing and horticulture with some specialised pursuits such as turf farming and tree seedling cultivation
- State Forest.

#### 6.3.3.4 Issues

Some of the major issues affecting the planning unit area are:

- Post mining rehabilitation and land use
- Protection of good quality agricultural land
- Bush Fire hazard management.

#### 6.3.3.5 Desirable Uses

The Unit has potential for a number of competing land uses. The strategy indicates in part that it is considered that the following uses will be desirable in the unit:

- Grazing
- Horticulture in the Preston River valley
- Forestry
- Basic raw materials extraction
- Mining
- Low key tourist accommodation and cottage industries.

#### Strategic Plan 2009 – 2020 - August 2009

Vision – Encourage community diversity, sustainability and growth without compromising our rural and coastal lifestyle.

Guiding Principles in Part:

- Foster / support responsible economic development;
- Maintain / enhance quality of environment;
- Acknowledge part of a wider region and that we will work to share resources;
- Contribute to sustainable development of the region.

Environment in Part:

3.1 Protect and promote the natural and built environment;

3.3 Use and manage resources in a sustainable manner.

### **CONSULTATION**

The proposal was referred to Government departments, the local Land Care District Committee (LCDC) and 34 property owners for a period of 30 days. A public notice was also placed in the *South Western Times* on 27 October 2011 and on site on the corner of Hurst Road and Wrights Road. The proposal was also placed on the Shire of Capel website and in the Capel Snippets.

The following comments were received:

Department of Environment and Conservation – no objection but advised that the Boyanup State forest which abuts Lot 202 and 333 is a gazetted Disease Risk Area (DRA). The DEC objective to manage DRA is to ensure that there is minimal risk from activities that may introduce or spread dieback. Given the proximity to a Disease Risk Area, and the potential for Dieback to be present within the extraction area, it is recommended that appropriate hygiene management measures be implemented during extraction to minimise the chance of spread of

the dieback disease *Phytophthora*. The submission also advised that any clearing required along the access road (Wrights Rd) would require a clearing permit.

The DEC advised activities such as crushing and screening that are undertaken on site may be prescribed and as such, require a Works Approval, Licence or Registration under Part V of the *Environmental Protection Act 1986* under:

*Category 70 – Screening, etc of material: premises on which material extracted from the ground is screened, washed, crushed, ground, milled, sized or separated. (More than 5,000 but less than 50,000 tonnes per year)*

As the proponent intends to undertake some of the above activities on site they will need to complete an *Application Enquiry: Proposal Details Form* and forward it to the DEC for assessment. No objection was received regarding truck use on Hurst Road by the DEC who are the management authority of the Munda Bididi Trail.

Western Power – did not object to the proposed activity however they did advise that no excavation is to be carried out within 5m of a wooden pole, 7m of a steel pole and 10m from the foundation of a lattice tower.

Department of Water – No objection but advised that all stormwater runoff from disturbed land should be contained on site initially to achieve effective removal of sediment and turbidity in settling pits designed to provide a minimum of 2 hours runoff storage resulting from a 10 year average return interval storm event. Overland stormwater flows from outside the project areas to be diverted via a bypass drain/earthen bunds around disturbed surfaces and stockpiled matter. These measures are detailed in the proposal with each temporary detention basin having a capacity of 700m<sup>3</sup> to cope with the calculated storm event.

Department of Mines and Petroleum – No objection.

Department of Indigenous Affairs – Advised that there are no known or registered Aboriginal heritage sites within the proposed area. However, given the presence of registered DIA Site 19795 (Preston River) in the vicinity of Lots 202 & 333, it is possible that a site may exist within the subject land. Consultation with native title claimants, site informants and those with knowledge of the Aboriginal cultural values of the area should be considered to assist in identifying whether there are Aboriginal heritage sites located on Lots 202 & 333.

All Aboriginal heritage sites whether known to the Department of Indigenous Affairs (DIA) or not, are protected under the *Aboriginal Heritage Act, 1972* (AHA). A copy of the States Due Diligence Guidelines was also forwarded to help in identifying the likelihood that the proposed activities will impact adversely on Aboriginal heritage and assist in ensuring that the provisions of the AHA are met.

These Guidelines and a copy of the letter received from the Department of Indigenous Affairs will be forwarded to the proponent for advice.

Main Roads WA – No objection and noted that the Hurst Road/Boyanup-Picton Road intersection is generously proportioned, situated on the outside of a curve (creating good sightlines) and within a 60km/h speed zone. Their advice in regard to individual concerns over the risks of mixing gravel trucks with school traffic/ cyclists or pedestrians was to consider imposing a curfew on trucking during opening and closing hours of school or reviewing the route and the signage.

Capel Land Care District Committee – No objection, but asked that the proponent be required to manage dieback risk and were also concerned that vegetation along Wrights Road may become dust affected unless remedial action taken. Advised that a population of Brush Wallabies was known to inhabit the bush along Wrights Road.

Residents - 30 individual objections were received as well as a petition from 108 residents of Boyanup and surrounding areas (Australind, Eaton, Bunbury, Dardanup, Argyle, Dalyellup, North Boyanup and Donnybrook), and a petition from 12 Argyle residents.

### Objections

The objections to the proposal cited many concerns which fall under the following headings:

- 1. Wrights Road** not being suitable for truck traffic as it is narrow, unsealed and passes close to a residence.
- 2. Hurst Road** would be dangerous if additional truck traffic was allowed due to narrow winding road with poor sightlines. Truck traffic would create noise and dust issues for residences along Hurst Road. Concerns of school buses and cyclists using Munda Bidli Trail being impacted by increased truck traffic.
- 3. Dust** generated by the extraction and transport activity would affect neighbouring properties and vegetation.
- 4. Noise** generated by the extraction, crushing and transport activity would affect neighbouring properties.
- 5. Spread of Dieback**
- 6. Unknowns** such as - will any other routes be used such as Gwindinup Road? - How many trucks will be accessing the extraction site daily? - Will this licence be extended beyond 5 years if approved?

The submissions to the Shire were compiled into a schedule of submissions and forwarded to the applicants for comment.

### Applicant Response

The response to the schedule of submissions from APH Contractors included advice that they would submit for approval the following management plans to mitigate all independent concerns regarding:

- Dieback Management
- Noise Management
- Dust Management
- Stormwater Management
- Rehabilitation Management
- Traffic Management
- Flora and Fauna Management
- Erosion and Sediment Control Plan
- Stockpile Management

The response also included advice as follows:

- APH Contractors will complete/undertake any road upgrade necessary along the proposed route as agreed with the Shire.
- APH Contractors will erect security fencing and signage around the entire extractive site to ensure unwanted access is not achieved.
- APH Contractors may apply to extend the licence after 5 years if the proposed 112,500 m<sup>3</sup> has not been exhausted.
- APH Contractors will replant trees and pasture as part of rehabilitating the site.

- The maximum quantity of trucks daily will be 20 (10 in and 10 out) but averaging half that amount.
- The only route the Shire will allow is the Wrights Road, Hurst Road north route.
- In the near future large quantities of gravel will be required for subdivisions in East Boyanup and granting access to the proposed extraction site will reduce the overall truck impact and emissions to the wider area due to its close proximity to East Boyanup in comparison to existing gravel extraction sites.
- APH Contractors will only operate the extraction site between 7am-5pm Monday-Friday.

A full copy of the response to the Schedule of Submissions is shown as **Attachment 4 – Schedule of Submissions**.

APH Contractors indicated that they were willing to complete/undertake any road upgrades necessary along the proposed route as agreed with the Shire. As the Shire wanted to remain as independent as possible in determining the roads safety to handle the transport task, a Road Safety Audit was requested.

The Shire also requested the submission of the Dust and Noise Management Plans to demonstrate that the risks to the public of noise and dust were able to be mitigated.

#### Road Safety Audit

The Shire requested that a Road Safety Audit be conducted by an independent accredited road safety auditor to determine how fit for purpose the proposed route of Wrights Road and Hurst Road was to cope with the proposed transport task.

This extra information was requested prior to reporting to Council in order to determine whether the transport route was suitable for the task and what improvements may be required so that the applicant could consider the costs and Council could consider the implications.

The objectives of the Road Safety Audit are:

- To review traffic data and crash history information and provide conclusions about the safety performance and potential hazard level of the existing roads;
- To evaluate the roads in terms of its interaction with connecting and other nearby roads and accesses, and to evaluate points of conflict with road users including cars, buses, cyclists, pedestrians and delivery vehicles, and
- To report on the conclusions and to make recommendations regarding aspects which involve unnecessary or unreasonable hazards.

The Road Safety Audit was conducted in May 2012 by Opus International Consultants and a Shire officer. The recommendations of the audit have been approved by the Director Engineering and Operations as well as APH Contractors and are discussed in the Comments section of the report and the full report is shown on **Attachment 5 – Road Safety Audit**.

#### **COMMENT**

##### Strategic Considerations

It is apparent that the proposed location of the extractive industry on two isolated rural allotments surrounded by State Forest can be considered to be well located from the point of view of reducing or lessening the potential for any operational impacts on residential uses and

amenity. Situations such as this are uncommon and it is important that opportunities to access basic raw materials needed for the construction industry are pursued where possible.

The location of suitable base material for road works close to projects can have significant impacts on development costs. The site also has obvious benefits in respect to the short distance it is required to be transported over local roads to access the regional road transportation routes at the Picton Boyanup Road. The applicants in this instance are also the owners of a substantial part of East Boyanup and are currently undertaking local structure planning to enable future subdivision development to proceed. The applicants have indicated that the gravel will provide a resource for this development.

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

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

It is noted that one of the submissions received, promotes that Council should develop a plan for securing access to the most desirable or most suitably located unmined gravel resources, having regard to issues such as clearing of vegetation, proximity to residences and suitability of local roads for haulage. Notwithstanding that the site under consideration for this application appears to satisfy these considerations, there is merit in this suggestion and the land use strategy promotes a study should at some time be undertaken to determine the availability of all basic raw materials in the region relative to future needs. It is noted however that the submission also advises that the Department of Mines and Petroleum is compiling mapping of basic raw material resources on the Swan Coastal Plain, including Capel. It is also discussed under the Strategic Implications section of this report, that the draft Greater Bunbury Strategy makes comment that the supply of basic raw materials in the Greater Bunbury sub region is diminishing and the government has an intent to prepare a basic raw material strategy for the sub-region having due regard to the needs of the South West, Perth and Peel regions. It is desirable that the State take on a significant role in identifying the location of resources and putting in place appropriate protection of this resource. It is not however warranted that a determination of this application be held in abeyance awaiting the formulation of such a strategy.

#### Setback from property boundary

As mentioned above in the Statutory Environment, the Extractive Industries Local Law sets a setback of 20 metres for any extraction from a property boundary. Any approval to reduce this setback must be given in writing by the Local Government.

The extraction area crosses the boundary between the two lots which are owned and for which this extractive industry licence has been applied for by the one owner APH Contractors. Therefore no issue should arise from allowing the extraction area up to the common property boundary in this case.

It is noted that Lot 333 is totally land locked and is dependant on access via lot 202. The two lots are currently managed as one rural land holding and the proposed crossing of the boundary will not create a management problem.

#### Impact on nearby properties

Many objections were received from property owners in Boyanup and Argyle with concerns about the impact of dust and noise they may receive from the extraction site and the truck

transport. The same concerns were also raised by the owners of a nearby “organic farm” with a farm-stay accommodation approval.

The proposed extraction site is surrounded by State forest with the closest residence on Hurst Road being a distance of 1.15km away the extraction site. The residents in Argyle are 1.6km away from the extraction site and the residence alongside Wrights Road is 2.3km from the extraction site. The buffer area between these residences and the extraction site is made up of State forest and private bushland which will shield the residences from noise and dust impacts during working hours of 7am – 5pm Monday-Friday as shown on **Attachment 2 – Extraction Areas Buffer Distances**.

A Risk/Classification Assessment has been prepared in accordance with the DEC Dust Management Guidelines, January 2011. The site has been classified as Site Classification 1 which means that the dust risk associated with the site and proposed extraction activities are considered as “Negligible”. The extraction activity will be subject to the approved Dust Management Plan which puts measures in place to monitor the weather conditions and their effect on creating dust and actions to be taken to reduce the effects of dust which include applying water, tarps and stopping work. A complaints handling procedure will also be in place.

In accordance with the EPA Regulations prescribed method to determine assigned levels for the “Noise Sensitive Premises”(surrounding residences), the proposed site activities have been assessed to have “no noise impact”. The extraction activity will be subject to the approved Noise Management Plan which binds APH to arrange for noise monitoring to be carried out when requested by the local government or in the event that 3 complaints are received from offsite residents through the complaints handling procedure.

The items of plant emitting the most noise are the bulldozer and crushing plant. The progress of gravel extraction is to first strip the topsoil off with the bulldozer and then rip the gravel surface with the bulldozer and load the rubble into the crusher with the loader. The crushed gravel is then screened and stockpiled. This process is undertaken over a 4-6 week period to create a sizable stockpile and then the gravel is simply loaded onto trucks as required until the stockpile is exhausted which may take up to 12 months. This demonstrates that the noisiest activity will only be occurring for 4-6 weeks of the year and the remainder of the time will be fairly quiet.

#### Wright's Road

The use of Wrights Road has been objected to due to the road essentially being a single lane gravel track which services three properties being a paddock gate at 245m from Hurst Rd, a residence’s driveway at 570m from Hurst Road and the extraction site driveway at 2900m from Hurst Road.

The Road Safety Audit recognised that to accommodate for the increased truck traffic, passing bays will need to be installed. These are suggested at about 200m and 400m from Hurst Road located on the north side of the road. This will allow empty trucks to pull over and let loaded trucks or other vehicles continue. There are several other passing bay opportunities that can be installed without the need for clearing. A further benefit of creating these passing bays is for fire management purposes in this vicinity.

The audit recommendation is to accommodate a maximum of 20 truck movements per day (10 in and 10 out). A system of passing bays, as discussed above will provide suitable opportunity for drivers to pull over and allow others to pass, particularly when trucks can communicate to each other by two way radio. For the occasional time that private vehicles use the road the passing bays allow natural give way system similar to the existing system. There are numerous sections with overhanging vegetation that will require periodic trimming and some sections of the road have been damaged by water runoff. Cut off drains need to be installed to redirect water as required.

The dust management plan includes provision to water the access road to reduce the creation of dust which may choke the vegetation and become a nuisance to the residence on Lot 4 which is located 140m off the road. With an average of 5 trucks each way on the road each day, it may not be practical to keep the road damp between truck movements which may cause unacceptable dust impacts on the residence. Sealing of Wrights Road 100m either side of the driveway of the residence would reduce the risk of dust impacting onto the residence and should be included in the planning consent and extractive industry licence conditions as an option if dust becomes a problem to the residence. This condition will also require a performance bond to be held by the Shire in the event that the road requires sealing. The noise created by passing trucks at low speed will be lower than will be experienced on a road with normal speed conditions.

Whilst the residence is located 140m from the road it will still experience some noise disturbance compared to the current situation where no vehicles are using the road. The land owner of this particular property has also stated that the truck noise will be particularly disturbing to them as they are often working shift work and required to sleep during the day when the extraction site will be open.

There is currently a licensed gate at the beginning of Wrights Road which was requested by the owner of the residence on Wrights Road (Lot 4 Hurst Road). The gate was required to limit illegal dumping of rubbish, shooting and cutting of firewood in the area. The current licence is due for renewal which will require support from the new owners of Lot 202 & 333 Wrights Road, being APH Contractors. Support for maintaining this gate to deter the public from entering is expected from the applicant.

#### Wright's and Hurst Road intersection

The road safety audit recognised that the existing pavement width at the intersection is insufficient for a truck and vehicle to pass. This could result in indecision and risk taking. The recommendation is to extend the sealed pavement by 20m to assist in preventing debris being tracked onto Hurst Road and widen the sealed entrance to accommodate a truck exiting and a truck entering from Hurst Road. Repositioning of the gate at a suitable distance to allow a truck to park wholly within Wrights Road with the placement of warning signs of truck movements when operational and clearing of sightlines at the intersection suitable for trucks was also recommended.

#### Hurst Road

The use of Hurst Rd has been objected to with concerns about trucks damaging the road, the structural capacity of the bridge, the bridge being dangerous due to poor sight lines, impacts of trucks on users of the Munda Biddi Trail and pedestrians along Hurst Road, the School Bus route and speed limits being ignored.

The bridge on Hurst Road crossing Joshua Brook was last inspected in September 2009 and was assessed at being 100% capable of carrying the design load. The semi trailer trucks proposed for the transport of gravel are within the design load and therefore the capacity of the bridge is not an issue.

The road safety audit recognised that there were several sections of Hurst Road with vegetation encroaching over the road pavement and areas where sightlines were restricted due to vegetation. All the encroaching vegetation has been recommended to be trimmed to create safe sightlines.

The horizontal and vertical curve at the bridge on Hurst Road is a lower design speed than the approaches which can result in surprising drivers that are travelling too fast for the curve. It is recommended that a centreline, edge lines, curve signs with speed advisory and/or curve markers be considered for this area. These recommendations have been referred to Main Roads WA for review and implementation.

The speed of vehicles entering the built up area of Boyanup is recorded as 85% of vehicles travelling at 80km/h which is very high for a built up area. The placement of appropriate speed zones along Hurst Road at the approach to Boyanup would assist in informing the driver of the speed at which they should be travelling. This recommendation has been referred to Main Roads WA for review also.

A traffic count conducted in May 2012 between Armstrong Road and Wrights Road showed a traffic volume of 280 vehicles per day which indicates low volumes of traffic. The addition of 10 to 20 trucks movements per day should not impact on cyclists on the Munda Biddi Trail or pedestrians as the low volumes will allow trucks to overtake cyclists safely. This was assessed during the Road Safety Audit and not found to be an increase in risk.

The School Bus route has no stops along Hurst Road between Boyanup-Picton Road and Wrights Road. When buses do stop to let passengers on or off, often the buses cannot park off the road completely which can be a hazard for approaching heavy vehicles. It is common practise to exclude heavy vehicles from using a school bus route in licence conditions while the buses are present for a short period in the morning and afternoon as mentioned in the Main Roads submission. As there is no reason for the school bus to stop along the route that the trucks will use, and there are good sightlines from the intersection of Wrights and Hurst Roads, there is no reason to restrict the truck traffic on this route.

### Conclusion

The applicant is proposing to submit many management plans for approval if successful and the Shire officers are confident that based on the information contained in the proposal already, the environmental risks will be well managed.

It can be concluded that the proposed extractive industry activity is acceptable in terms of its isolated locality which does not have environmental or foreseen significant amenity impacts on residential uses due to the significant distance separation provided by the State Forest. It is apparent that the greatest concern of local residents relates to possible impacts of truck haulage associated with the activity. It has been determined that there will be low levels of truck movement which will be regulated by appropriate conditions on any approvals that maybe granted. Significant comfort has also been provided by the Road Safety Audit which was undertaken and the findings of this audit will serve to ensure some functional safety improvements are implemented. It is also noted that there is a landowner who utilises Wright Road as their primary access and this land owner has a dwelling some 140 metres from the road and there are concerns in respect to road dust as well as amenity impacts. Whilst the distance separation of the dwelling from the road and low level of traffic movement would tend to indicate that significant impacts will not be experienced, staff have provided for a condition to allow for the sealing of a portion of Wrights road should dust impacts be experienced. It is however expected that if any issue is experienced the Dust Management Plan procedures will be initiated. On balance staff are of the view that the activity is appropriately sited and there are a number of requirements to be imposed on the activity together with applicants commitments that will ensure a satisfactory operation.

### **VOTING REQUIREMENTS**

Simple majority

**OFFICER'S RECOMMENDATIONS – 16.3**

**That Council resolves the following regarding the application from APH Contractors to extract gravel from Lots 202 and 333 Wrights Road, Gwindinup:**

- 1 Pursuant to Clause 8.3.3 of Town Planning Scheme No. 7 to grant Planning Consent subject to the following conditions:**
  - (a) Development being limited to that detailed in the Approved Development, Operations and Rehabilitation Plan dated September 2011 Version 3, and the Approved Development Plan (E3314-01A);**
  - (b) The approval being limited to 5 years from the date of issue of the Extractive Industry Licence;**
  - (c) The issue of an Extractive Industry Licence in accordance with the Shire of Capel Extractive Industry Local Laws – February 2001 and compliance with the conditions of that licence;**
  - (d) Rehabilitation being undertaken in accordance with the detail contained in the Approved Development, Operations and Rehabilitation Plan dated September 2011 Version 3 to the satisfaction of the Director of Engineering and Operations;**
  - (e) The implementation of and compliance with approved Noise and Dust Management Plans to the satisfaction of the Director of Engineering and Operations;**
  - (f) The submission and approval of the following management plans:**
    - i. Dieback Management**
    - ii. Stormwater Management**
    - iii. Rehabilitation Management**
    - iv. Traffic Management**
    - v. Flora and Fauna Management**
    - vi. Erosion and Sediment Control Plan**
    - vii. Stockpile Management**

**to the satisfaction of the Director of Engineering and Operations;**
  - (g) The submission of plans for approval and implementation of works specified under the Road Safety Audit report dated May 2012 to the satisfaction of the Director Engineering and Operations;**
  - (h) The applicant to provide a Rehabilitation Bond for not less than \$99,000 and such bond or bank guarantee to be unconditional (no expiry date);**
  - (i) The applicant to provide a Road Maintenance Bond for the maintenance and partial sealing of Wrights Road for not less than \$20,000 and such bond or bank guarantee to be unconditional (no expiry date); and**
  - (j) Sealing of a portion of Wrights Road 100m either side of the entrance to the residence of Lot 4 Hurst Road at the applicants cost on instruction from the Director of Engineering and Operations in the event that dust impacts can not be effectively managed.**
- 2 That Council note that conditional approval will be issued to the proposal under the Greater Bunbury Regional Scheme generally in accordance with the**

**conditions of Council’s Planning Consent granted under Town Planning Scheme No. 7.**

- 3 To agree to issue an Extractive Industry Licence pursuant to the Shire of Capel Extractive Industry Local Laws – February 2001 subject to, but not necessarily limited to, the conditions as detailed in the pages 1 to 4 of the attachments to this item report upon satisfactory completion to the satisfaction of the Director of Engineering and Operations of conditions (f), (g), (h) and (i) of the Planning Consent granted under Paragraph 1 above.**
- 4 To advise the applicant that Council’s approvals do not negate the need to obtain any other relevant approvals required under State or Federal Government Legislation and associated Regulations or any requirement to comply with such regulatory control during the operation of the activity.**
- 5 To advise all submitters of the above decisions.**

**17 CORPORATE SERVICES REPORTS****17.1 Councillor Training – South West Local Government Emergency Management Alliance Conference**


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Location:	Capel
Applicant:	Shire of Capel
File Reference:	Nil
Disclosure of Interest:	Nil
Date:	01.08.12
Author:	Governance Officer, D Freeman
Senior Officer:	Director Corporate Services, P Anastasakis
Attachments:	Conference Program

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**MATTER FOR CONSIDERATION**

Approval for Councillors to attend the South West Local Government Emergency Management Alliance Conference on 12 September 2012 in Bunbury with council meeting all registration, travel, and sundry expenses.

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

The South West Local Government Emergency Management Alliance is a semi formal alliance of local government officers who are responsible for emergency management planning within their local government. Member Councils comprise the 12 local governments of the South West Zone of WALGA.

The Alliance endeavours to conduct an annual conference for the benefit of all people within the region who have a responsibility for emergency management. This includes other government and non government agencies and is also open to elected personnel and volunteers.

The intent of the conference is to provide a forum for the discussion of current and emerging issues within local government as well as developing networks between agencies that may be working together during an emergency incident.

**Proposal**

Council is asked to approve the attendance of Councillors J Scott and M Scott at the South West Local Government Emergency Management Alliance Conference on 12 September 2012 in Bunbury.

**STATUTORY ENVIRONMENT**

There are no statutory requirements for this item.

**POLICY IMPLICATIONS**

Council Policy 12.3 'Travelling Expenses – Councillors' in part indicates that:

Council will reimburse travel expenses where Councillors attend:

- Conferences, seminars and training courses approved by Council, through a resolution duly passed at a Council meeting

Council Policy 12.6 'Conference, Training & Development Expenses' in parts indicates as follows:

Conference expenses will only be paid or reimbursed when:

- The attendance is authorised by Council, through a resolution passed at a Council meeting.
- The attendance and expenses incurred comply with the requirements of this policy.
- Due to exceptional circumstances, Council approves a reimbursement through a resolution passed at a Council meeting, of conference expenses incurred that have not been approved by Council prior to attendance.

The conferences to which this policy applies shall generally be confined to:

- Conferences, seminars or training courses which advance the development of Elected Members in their role as Councillors

#### Registration

The Council will pay all normal registration costs for Councillors/delegates which are charged by organisers, including those relating to official luncheons, dinners and tours/inspections which are relevant to the interests of the Council.

#### Accommodation

The Council will pay reasonable double room or twin share accommodation costs for Councillors including the night before and/or after the conference where this is necessary because of travel and/or conference timetables.

#### Travel

- All reasonable travel costs for Councillors/delegates to and from the conference location and venue will be met by the Council. Where appropriate, travel will be provided by air and will normally be at economy rates but may be upgraded to business class in recognition of any physical disability of the attendee or if the distance and/or travelling time involved warrants such an upgrade.
- Councillors using private vehicles in accordance with this Policy may claim 'kilometre' allowance at the date of travel as per Clause 5 of Policy No. 12.3 but subject to such cost not exceeding the normal full economy class air fares to and from the particular destination.
- Costs of vehicle hire, taxi fares, parking and meal expenses which are reasonably required and incurred in attending conferences, will be reimbursed by the Council.
  - The Council will normally pay registration fees, accommodation costs and airline/train tickets direct to conference organisers/travel agent in advance. Where this is not appropriate or possible, a cash allowance or cheque equivalent thereto may be paid in advance to the attendee for payment to the appropriate party.
  - Attendance by a Councillor at any conference, seminar, congress, forum, workshop, course, meeting, deputation, information or training sessions, events, etc. related to the industry of local government which are held overseas, must be authorised prior to departure by specific resolution of the Council and such resolution shall specify and detail the conditions of attendance.

- Where a Councillor attending an approved conference or training program requiring overnight accommodation, elects to stay with relatives or friends at private accommodation, Council will pay an allowance of \$60 per night (CPI adjusted each quarter as from 30 March 2001), to offset meals and other expenses.
- Councillors wishing to claim this allowance shall complete the 'Elected Member Conference Reimbursement' form (attachment).
- Where a Councillor attending an approved conference, training or development program, incurs child care expenses, Council will reimburse these expenses to a maximum of \$50 per day.
- Where Councillors attend conferences, seminars, fact finding tours, training and development, they shall be entitled to a daily allowance of \$25 for sundry expenses in addition to other expenses allowed under this policy. The daily allowance can be paid either prior to, or at the conclusion of attending conferences etc.

### **FINANCIAL IMPLICATIONS**

#### **Budget**

The 2012/13 budget includes an allocation of \$9,000 (Account 101220) for Conferences, Training, Seminars.

Travel expenses are covered under the Members of Council (Account 101120) budget allocation.

#### **Long Term**

There are no long term costs associated with this matter.

#### **Whole of Life**

There are no whole of life costs involved as no assets are being created.

### **SUSTAINABILITY IMPLICATIONS**

No sustainability implications are relevant to this item.

### **STRATEGIC IMPLICATIONS**

Shire of Capel Strategic Plan 'Towards 2020 – A Vision for the Shire of Capel 2009 to 2020', Key Focus Area 1, The Leadership Experience and strategy L1 'Provide for professional development of councillors and staff in respect to governance responsibilities' is relevant to this item.

### **CONSULTATION**

Advice of this conference was sent to Council delegates to the Local Emergency Management Committee and the Bush Fire Advisory Committee.

### **COMMENT**

An invitation to attend the conference has also been extended to the chairman of the Council's Bush Fire Advisory Committee and Council's Chief Bush Fire Control Officer. If these people elect to attend, their attendance will be at the reduced "Volunteers rate" and be provided for

from the Emergency Services Levy pool of funds allocated to the Shire towards training of volunteers. The Conference registration fee is \$242.00 (inc. GST) which is considered very good value having regard for the quality of speakers being offered.

While the Shire will also have officer attendance at the Conference through the Governance Officer and Senior Community Ranger, attendance by Councillors will also be beneficial in increasing our knowledge of the issues confronting local government in emergency management as well as our ability to provide leadership in times of an emergency.

**VOTING REQUIREMENTS**

Simple majority

**OFFICER'S RECOMMENDATIONS – 17.1**

**That Council approves the attendance of Councillors J Scott and M Scott at the South West Local Government Emergency Management Alliance conference on 12 September 2012 in Bunbury and will meet all registration, travel, and other costs as per Policies 12.3 and 12.6.**

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**17.2 Storm Clean Up Expenditure**

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Location: Capel  
Applicant: Shire of Capel  
File Reference: Nil  
Disclosure of Interest: Nil  
Date: 27.07.12  
Author: Governance Officer, D Freeman  
Senior Officer: Director Corporate Services, P Anastasakis  
Attachments: Nil

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**MATTER FOR CONSIDERATION**

To inform Council of various operational matters relating to the clean up following the storm on 10 June 2012 and seek Council's endorsement of the expenditure incurred as a result of this action.

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

On Sunday 10 June 2012 a severe weather system impacted on the South West region of Western Australia including the Shire of Capel causing severe damage and loss of access to public infrastructure.

Since that date, clean up activities have been undertaken to remove immediate hazards such as trees over roads but also counter disaster operations for the safety of the community. These activities have included coordinating green waste collections within residential areas and also the removal of debris from roadsides which is likely to pose an immediate threat to vehicles, or cause vehicle/pedestrian interaction through pedestrians being unable to walk along road verges. This debris, if not removed would also contribute to the levels of flammable fuel available and increase the risk of fire within the district.

**Proposal**

Council is asked to endorse the actions taken to date by staff in coordinating the clean up and authorise expenditure incurred in this regard pursuant to Section 6.8 of the Local Government Act 1995.

**STATUTORY ENVIRONMENT****Local Government Act 1995****Section 6.8. - Expenditure from municipal fund not included in annual budget**

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
- (a) is incurred in a financial year before the adoption of the annual budget by the local government;
  - (b) is authorised in advance by resolution\*; or
  - (c) is authorised in advance by the mayor or president in an emergency.
- \* Absolute majority required.

- (1a) In subsection (1) — additional purpose means a purpose for which no expenditure estimate is included in the local government's annual budget.

- (2) Where expenditure has been incurred by a local government –
  - (a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and
  - (b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.

As the level of expenditure exceeds the threshold under the Local Government (Functions and General) Regulations at which public tenders would normally be called, Regulation 11 - When tenders have to be publicly invited – has relevance to this matter as follows:

- (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$100,000 unless subregulation (2) states otherwise.
- (2) Tenders do not have to be publicly invited according to the requirements of this Division if –
  - (a) the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or

### **POLICY IMPLICATIONS**

There are no policy implications associated with this matter.

### **FINANCIAL IMPLICATIONS**

#### **Budget**

It is estimated there will be some \$750,000 expenditure incurred in cleaning up from this storm event. The majority of this will however be offset by emergency funds made available by the Federal and State Governments through the Natural Disaster Relief and Recovery Arrangements. Expenditure to date of \$32,668 attributed to "normal time wages and plant operating costs" is not allowable expenditure under the funding guidelines.

#### **Long Term**

There are no long term financial implications associated with this matter.

#### **Whole of Life**

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

### **SUSTAINABILITY IMPLICATIONS**

This matter has both social and environmental implications.

From a social perspective, the effective response to an incident and actions taken after the incident are critical to community recovery following any incident. The initial actions taken focussed on opening up roadways so that people can move freely throughout the district. Subsequent actions have focussed on the removal of road side hazards to pedestrians and vehicles, removal of storm debris from residential lots as well as reducing dangerous levels of flammable material on road verges directly attributable to storm damage.

The action to reduce the roadside hazards will also reduce the levels of fuel available in the community in the event of a bush fire. In normal circumstances, if a tree was to fall over on the roadside, it would not necessarily be removed but may, if safe to do so, be allowed to remain in situ for habitat purposes and allow it to degrade as a natural occurrence. Unfortunately the amount of debris created from this storm is far beyond normal levels and it has been determined that action to remove the debris is warranted.

The removal of debris from households, via a special green waste collection will also serve to reduce the amount of burning off done on private properties as people seek an easy way to get rid of this material. The green waste collected has been taken to a waste facility and will be mulched which can then be re-used.

### **STRATEGIC IMPLICATIONS**

Consideration of this matter is consistent with the Objectives of Key Focus Area 2 – objective 2.4 - Strive to make the Shire a safe place to live, work and visit, and Key Focus Area 3 – Objective 3.1 Protect and promote the natural and built environment, of the Shire of Capel Strategic Plan 2009 - 2020.

### **CONSULTATION**

During the initial response to the incident and in the following days where the scope and extent of the recovery works was being ascertained, the Chief Executive Officer was in regular contact with the Shire President in relation to the works being undertaken and that funding would be available from which Council's costs could be recovered.

Council staff have consulted extensively with officers from Emergency Management WA, as managers of the emergency funding, and officers from the Department of Local Government in relation to issues pertaining to statutory requirements.

### **COMMENT**

To be strictly in compliance with the requirements of the Local Government Act 1995, this matter should have been reported to the next ordinary meeting of the Council (July 2012) as required at Section 6.8 (2) (b) of the Act. This was an oversight due to the timing of the agenda preparation coinciding with works being undertaken.

In continuing to progress the cleanup, and acknowledging that this is a minor breach of the requirements of the Act, staff chose this course of action as the best of three options available having regard to the overall interests of Council and the community. These options were:

1. Continue with the works – this will likely result in the fact that this matter was not reported to the next ordinary meeting of the Council being the subject of a qualification in the 2012/13 audit report,
2. Cease work to enable the matter to be reported to Council and also seek authority to call tenders for the work and then report the matter back to Council to award the tender as the amount involved will be beyond the level which can be awarded by the CEO under delegated authority.
3. Cease work and leave debris in situ.

In considering option 2, the works being undertaken are funded under "Counter Disaster Activities" within the terms of the Western Australian Natural Disaster Relief and Recovery Arrangements. These activities are intended to remedy matters which pose either an immediate or imminent threat to the community. Council staff were advised that if works ceased while a tender process was pursued, this would bring into question the extent of the "immediate or imminent threat" and would jeopardise our likelihood of receiving funding. If works then continued on the basis of the tender awarded but our application for reimbursement of funds was refused, this would leave the Council with a budget shortfall estimated to be in the vicinity of \$600,000 to \$700,000. This was not considered acceptable.

With regard to option 3, this was also not considered acceptable as:

- The extent of the debris in some areas is a risk to the safety of road users,
- The debris will add to the level of flammable fuels for coming fire seasons.

- Community expectation that Council will do all within its powers to return the locality to “pre storm” levels as part of our actions to facilitate community recovery from this event.

As such, Council is requested to endorse the actions of staff taken in pursuing the clean up following the storms to date in a manner which has sought to address community needs and meet the funding guidelines of the Western Australian Natural Disaster Relief and Recovery Arrangements.

### **VOTING REQUIREMENTS**

Absolute majority

<b>OFFICER’S RECOMMENDATIONS – 17.2</b>
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**That Council:**

- 1. endorses the actions of the Shire President and staff in undertaking the response and cleanup following the storm of 10 June 2012 as an emergency for the purposes of Section 6.8 of the Local Government Act 1995, and**
- 2. approves any additional unbudgeted expenditure from Account J1502 – Emergency Response for the 2012/13 financial year, with funding to be recouped through the Western Australian Natural Disaster Relief and Recovery Arrangements where eligible.**

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**17.3 Financial Statements to 31 July 2012**

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Location: Capel  
Applicant: Shire of Capel  
File Reference:  
Disclosure of Interest: Nil  
Date: 08.08.12  
Author: Manager Finance, A Mattaboni  
Senior Officer: Director Corporate Services , P Anastasakis  
Attachments: Financial Statements for July 2012

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**MATTER FOR CONSIDERATION**

Council to consider adopting the monthly financial statements for July 2012.

**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**

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

Regulation 34 of the Local Government (Financial Management) Regulations 1996 states:

- (1) A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, 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 11.3 – Financial Reports.

**FINANCIAL IMPLICATIONS****Budget**

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

**Long Term**

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

**Whole of Life**

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

**SUSTAINABILITY IMPLICATIONS**

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

**STRATEGIC IMPLICATIONS**

The Strategic Plan 2009 to 2020 includes the following strategy which has relevance:

- Economic strategy of reviewing financial management practices to ensure best practice.

**CONSULTATION**

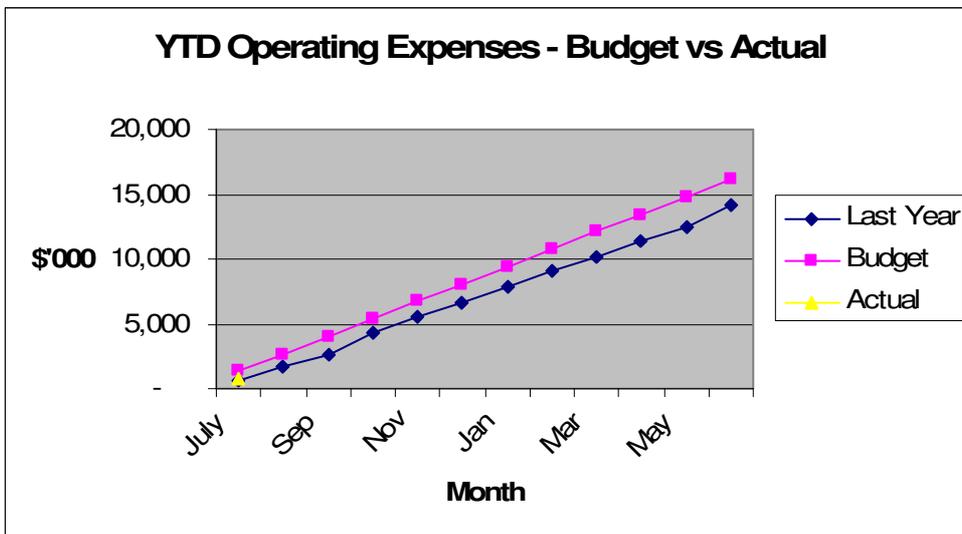
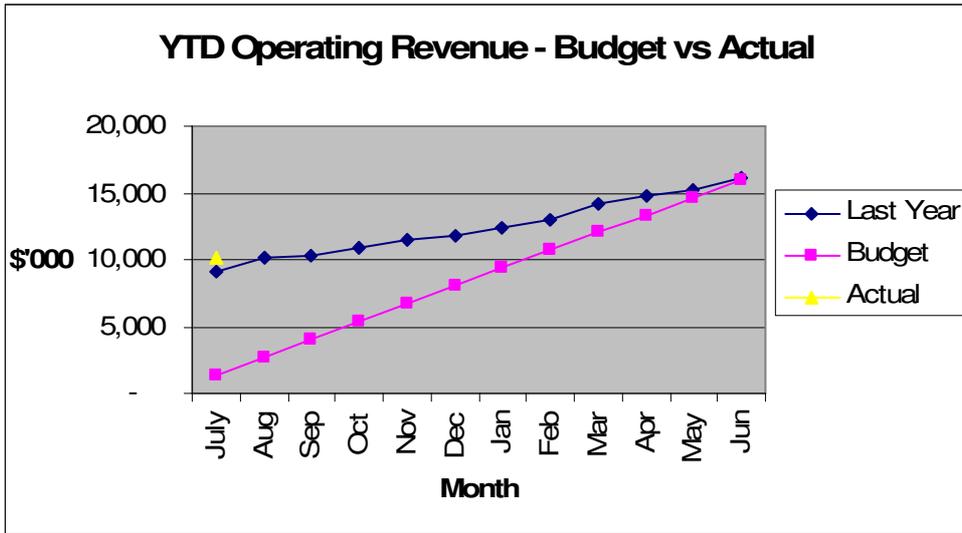
The monthly Financial Statement was developed with the assistance and input of staff who determined expenditure needs and revenue expectations for the remainder of the financial year based upon actual performance compared against budget.

**COMMENT**

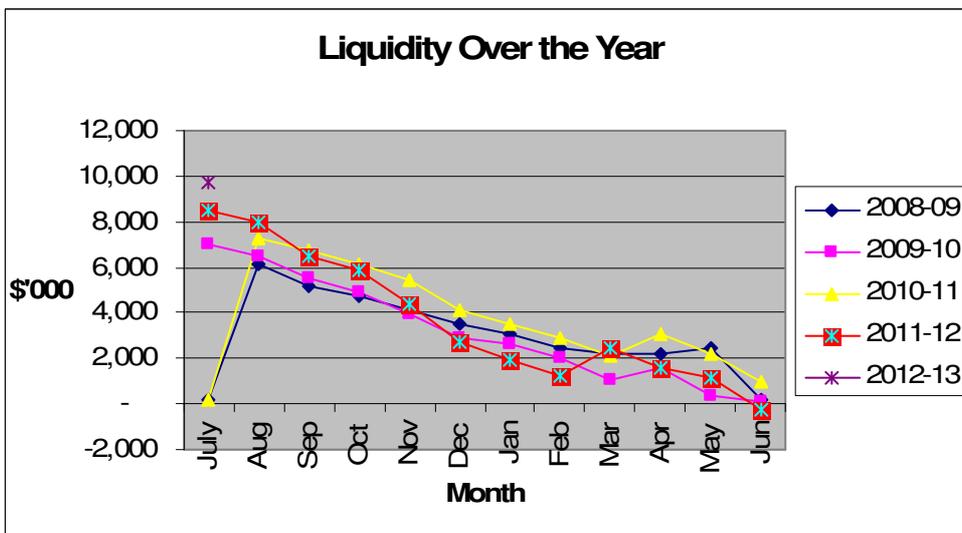
At 31 July 2012, Council's net current assets position was a surplus of \$9,726,739. This is due to property rates being raised during the month of July. The forecast net current asset position is a deficit of \$81,938. This amount will be revised each month during the financial year.

Compared to the annual budget, 61% of Operating Revenue has been invoiced and 5% of the operating expenditure budget has been spent. On a year to date basis total operating revenue is above budget and total operating expenditure is below budget.

The following graphs compare actual operating revenue and operating expenditure against the approved budget on a year to date basis. Last year's actual is also included for comparative purposes. The year to date operating revenue is above budget and just above last year's actual amount. The revenue graph excludes non-cash infrastructure revenue.

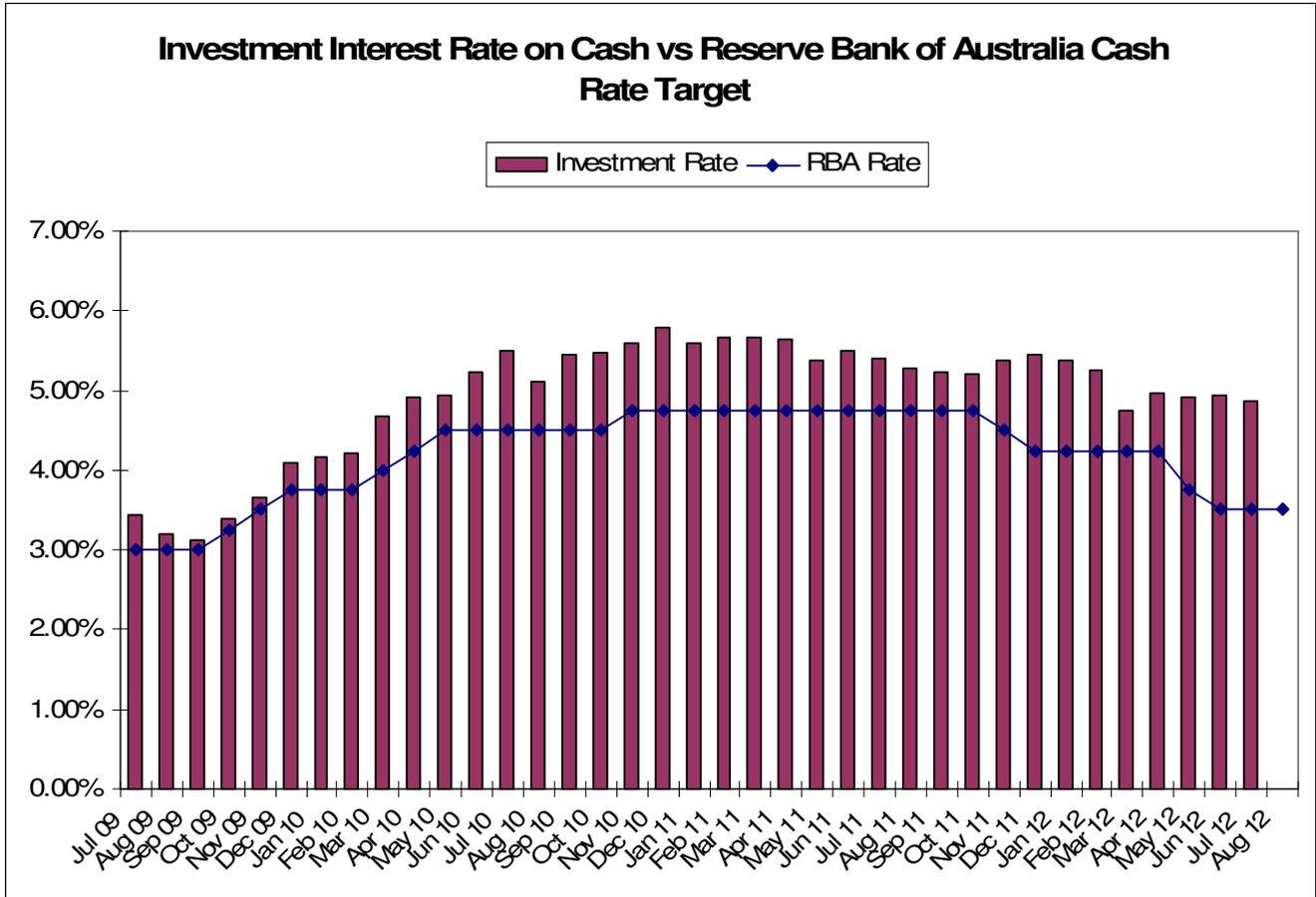


The liquidity graph compares the current year’s net current assets position against that of the four previous years. Liquidity should be at its highest point to coincide with the levying of rates.



Council’s municipal cash and investments position has decreased by \$101,622 compared to last month. The Municipal cash position is an amount of \$8,872,064 of which \$7,593,454 is restricted for specific purposes as shown at Note 3.

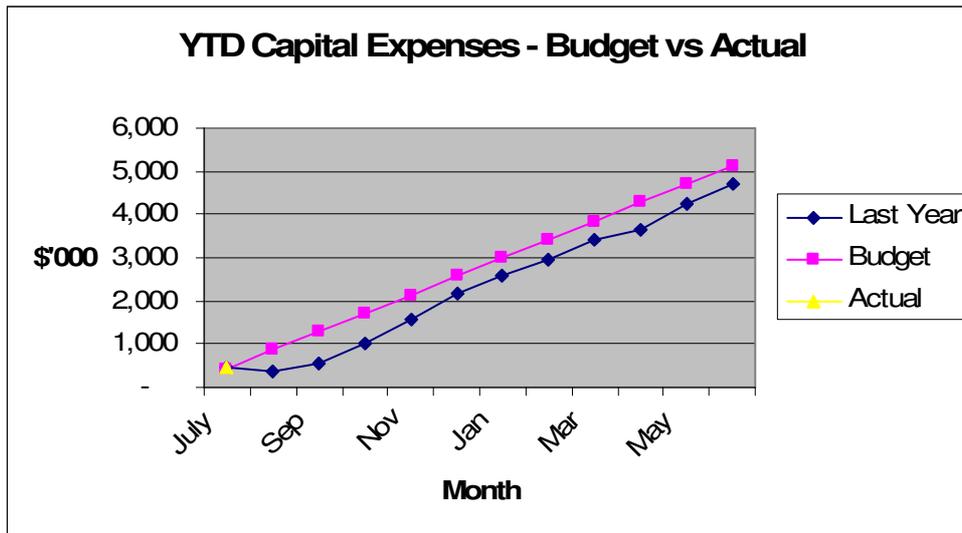
Total interest earned for the year is \$18,184 which is below the year to date budget. This will change as existing term deposits mature. The average investment rate of return of 4.87% exceeds the Reserve Bank’s cash reference rate of 3.50%. The following graph compares the Shire’s interest rate earned on investments against the Reserve Bank’s reference rate.



Capital works expenditure of \$2,900 was incurred during the month of which were:

- \$2,900 for dual use paths.

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



Council’s financial ratios are disclosed in Note 14. The current ratio is at 7.14 this reflects the raising of rates during the month.

A review of the Statement of Financial Position and the attendant notes indicates there are no adverse trends evident in the year to date financial statements as at 31 July 2012.

**VOTING REQUIREMENTS**

Simple majority

**OFFICER’S RECOMMENDATION – 17.3**

**That Council adopts the financial statements for the period ending 31 July 2012 as attached.**

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**17.4 Accounts Due and Submitted for Authorisation**

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Location: Capel  
Applicant: Shire of Capel  
File Reference:  
Disclosure of Interest: Nil  
Date: 06.08.12  
Author: Finance Officer, NJ Thomson  
Senior Officer: Manager Finance, A Mattaboni  
Attachments: Nil

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**MATTER FOR CONSIDERATION**

Adoption of accounts to be paid.

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

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

**Proposal**

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

**STATUTORY ENVIRONMENT**

Local Government (Financial Management) Regulations 1996 (Reg 13(2)).

**POLICY IMPLICATIONS**

There are no current policies relevant to this matter.

**FINANCIAL IMPLICATIONS****Budget**

Payment from Council's Municipal Fund.

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

**Long Term**

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

**Whole of Life**

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

**SUSTAINABILITY IMPLICATIONS**

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

**STRATEGIC IMPLICATIONS**

Objective 4.1 "Provide efficient and effective financial management to ensure long term financial viability of the organisation" under Key Focus Area 4 "The Economic Experience" in the Shire of Capel Strategic Plan is relevant to this matter.

**CONSULTATION**

Relevant staff have been consulted and authorised the payments

**COMMENT**

Accounts due and submitted for authorisation are as follows:

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT11632	15/08/2012	Amity Signs	3 Triobular Bolt Drivers	64.35
EFT11633	15/08/2012	Sai Global Limited	Download Australian Standard S4685.11	36.20
EFT11634	15/08/2012	Asphalt In A Bag	2 X Pallets Of Asphalt In A Bag	3437.50
EFT11635	15/08/2012	Bunbury Mower Service	Repair Of Fuel Leak And Replacement Of Fuel Tank And Service - P9808 & Fuel Caps For Chainsaws	496.70
EFT11636	15/08/2012	Bell Fire Equipment Company	Replace 25mm Hose Reel Hose On Elgin 1.4, Monthly Routine Service To Fire Indicator Panel Capel Hall, Reconnect Hose Fitting To Capel 2.4	552.75
EFT11637	15/08/2012	Bunbury Holden	30,000 Km Service-CP70 & 15,000km Service CP5172	876.91
EFT11638	15/08/2012	Bunbury Regional Entertainment Centre	2012/13 Financial Year Contribution	7700.00
EFT11639	15/08/2012	Bunnings Building Supplies Pty Ltd	1 Metre Hardened Chain - Tip Gates Boyanup	29.90
EFT11640	15/08/2012	Heatley Sales Pty Ltd	White Road Marking Paint - Spray Cans	95.78
EFT11641	15/08/2012	Boyanup Auto Repairs	Repairs To Grader – CP804	1261.29
EFT11642	15/08/2012	Bunbury City Glass	Call Out Sunday 15 July To Boyanup Hall To Repair Broken Windows	770.33
EFT11643	15/08/2012	Bunbury Patio Solutions	Supply And Install Outback Colourbond Verandah With Guttering And Inc Shire And Water Authority - Approvals As Per Quote No.1183 - Verandah Cancelled Invoice For Costs Incurred In The Preparation For Approval	472.25
EFT11644	15/08/2012	Bunbury Towing	Tow Impounded Boat From Dalyellup To Council's Works Depot & Tow Of Impounded Vehicle To Depot	346.55

EFT11645	15/08/2012	Corporate Express Bunbury	Plastic Comb Binding Machine & Stationery	4040.58
EFT11646	15/08/2012	Cross Security Services	Replace Faulty Plug Pack & Battery To Alarm System – HACC	187.00
EFT11647	15/08/2012	Coalcliff Pty Ltd	Hire Of Roller For Formups	1600.50
EFT11648	15/08/2012	Cellarbrations At Capel	Refreshments - Storm Cleanup BBQ	37.99
EFT11649	15/08/2012	Delron Cleaning	Cleaning Of Shire Public Amenities & Buildings	8297.15
EFT11650	15/08/2012	Fennessy's	70000Km Service Holden Colorado 4x2 CP5186, 30,000km Service 60CP, 10,000km Service CP154	793.12
EFT11651	15/08/2012	GT Fabrication	4 X Power Box Locks For Town Park	176.00
EFT11652	15/08/2012	Geographe Civil	Storm Cleanup	65164.00
EFT11653	15/08/2012	Geogreen	Service Shire Waterless Urinals	1870.40
EFT11654	15/08/2012	Garrards Pty Ltd	Aquatain - Mosquito's	20.90
EFT11655	15/08/2012	South West Isuzu (Formerly Jem Trucks)	60,000 Km Service To Isuzu FVZ Tandem Axle Truck (CP4821) & 15,000Km Service CP881	3812.87
EFT11656	15/08/2012	Jetline Corporation P/L	Footpath Leading To Playground - Murtin Park Playground	3190.00
EFT11657	15/08/2012	Kleenheat Gas	Facility Fee/Cylinder Service Charge - Peppermint Grove Community Centre	56.00
EFT11658	15/08/2012	Western Australian Local Government Association	Employment Advertisements & Advertisement For Disability & Inclusion Access Plan Submissions	2760.05
EFT11659	15/08/2012	Landgate	Land Enquiries June 2012	120.00
EFT11660	15/08/2012	Local Government Supervisors Assoc Of WA	WA Works & Parks Conference - Sanctuary Gold Resort, Bunbury - 3 Attendees - Friday 10 August 2012 - Supervisor Parks North & South & Supervisor Works + Membership Fees For 3 Attendees Plus Manager Works	1531.00
EFT11661	15/08/2012	Local Government Managers Australia	2012-13 LGMA Corporate Council Member Subscription & LGMA Memberships For 4 Employees	3084.00
EFT11662	15/08/2012	Malatesta Road Paving & Hot Mix	Peppermint Grove Road Intersection - Supply & Lay Asphalt	5671.53
EFT11663	15/08/2012	Opus International Consultants (PCA) Ltd	Asset Detail Pick Up And Update Of Roman Database, Asset Base Revaluation	6855.20

ORDINARY COUNCIL MEETING – 15.08.12 .....				54
EFT11664	15/08/2012	Prestige Products- Busselton	Cleaning Products – HACC & Shire	377.30
EFT11665	15/08/2012	Perth Management Services	Rent & Outgoings Dalyellup Library	1321.07
EFT11666	15/08/2012	Pacific Biologics	Larvicide - Mosquito's	41808.54
EFT11667	15/08/2012	Picton Tyre Centre Pty Ltd	Repair Flat On Grader CP1804	289.00
EFT11668	15/08/2012	Southerns Water Technology	6 X Galcon Single Station Controllers	417.65
EFT11669	15/08/2012	Capel Fresh IGA	Refreshments - Storm Cleanup BBQ & Others	154.48
EFT11670	15/08/2012	Southern Lock & Security	Weekly Alarm Monitoring 1/7/12-30/9/12 & Keys Cut	866.58
EFT11671	15/08/2012	Successful Projects	Microsoft Project Training - Engineering Technical Officer & Manager Works - 15 & 16 August 2012	2398.00
EFT11672	15/08/2012	Totally Workwear	Steel Cap Boots	134.20
EFT11673	15/08/2012	Total Hygiene Services	Annual Sanitary Disposal Contract - Shire & HACC	6785.63
EFT11674	15/08/2012	Traffic Force	Traffic Management For Lilleydale Road	825.00
EFT11675	15/08/2012	TCS Instruments	30m Road Tube (Quantity 4)	419.10
EFT11676	15/08/2012	Work Clobber Bunbury	Staff Uniforms	1582.91
EFT11677	15/08/2012	Westrac Equipment	Inspect, Replace & Fit Caterpillar Seat For 120H Grader - CP1804	3705.76
				186494.02

OUTSTANDING CREDITORS AS AT 31<sup>st</sup> July 2012 \$179,883.37

#### 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 15 August 2012 have been checked and are fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and services and as to prices, computations, and costings and the amounts shown are due for payment.

*P.F. Sheedy.*

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

#### **VOTING REQUIREMENTS**

Simple majority

**OFFICER'S RECOMMENDATIONS – 17.4**

**That the Schedule of Accounts covering vouchers EFT11632 to EFT11677 a total of \$186,494.02 be authorised for payment.**

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**17.5 Accounts Paid During the Month of July 2012**

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Location: Capel  
Applicant: Shire of Capel  
File Reference:  
Disclosure of Interest: Nil  
Date: 06.08.12  
Author: Finance Officer, NJ Thomson  
Senior Officer: Manager Finance, A Mattaboni  
Attachments: Nil

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**MATTER FOR CONSIDERATION**

Authorisation of accounts paid during the month.

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

Accounts paid are required to be submitted each month.

**Proposal**

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

**STATUTORY ENVIRONMENT**

Local Government (Financial Management) Regulations 1996 (Reg 13(1)) requires that where the Chief Executive Officer has delegated power to make payments from the Municipal or Trust funds a list of accounts paid is to be prepared each month.

**POLICY IMPLICATIONS**

There are no current policies relevant to this matter.

**FINANCIAL IMPLICATIONS****Budget**

Payment from Council's Municipal Fund.

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

**Long Term**

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

**Whole of Life**

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

**SUSTAINABILITY IMPLICATIONS**

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

**STRATEGIC IMPLICATIONS**

Objective 4.1 "Provide efficient and effective financial management to ensure long term financial viability of the organisation" under Key Focus Area 4 "The Economic Experience" in the Shire of Capel Strategic Plan is relevant to this matter.

**CONSULTATION**

Relevant staff have been consulted and authorised the payments

**COMMENT**

Payments made during the month of July 2012 are as follows:

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
137	06/07/2012	Department Of Commerce - Building Commission	Building Services Levy Collected Jun 12	4363.75
138	06/07/2012	Building & Construction Ind Training Fund	BCITF Levy Collected June 12	8917.00
139	06/07/2012	Shire Of Capel	BSL Commission Collected June 12	358.82
140	11/07/2012	Mrs D Marchetti	Hall Bond Refund	1000.00
141	11/07/2012	Courtney Simpson	Hall Bond Refund	500.00
142			Cheque Cancelled	
143	25/07/2012	Stuart Brigden	Demolition Bond Refund	500.00
144	26/07/2012	Dorothy Stroebel	Bond Return - Hall Hire Gelorup	500.00
145	26/07/2012	David Bourne	Refund BCITF Levy Not Required BL12070	41.00
146	30/07/2012	Rebecca Barlow	Bond Return	150.00
EFT11421	04/07/2012	All West Building Approvals Pty Ltd	Assisting With The Assessment Of Building Licence Applications	4523.80
EFT11422	04/07/2012	Arborguy	Remove Tree From Shed At Cnr Stephen & Timperley, Boyanup	1512.50
EFT11423	04/07/2012	Bunbury Plumbing Services	Pumped Out Grease Trap - Capel Hall	172.87
EFT11424	04/07/2012	Busselton Refrigeration & Airconditioning	Repair Air Con - Director Corporate Services Office.	198.00
EFT11425	04/07/2012	Shaun Breaden	Assisting with the assessment of building licence applications & planning consent approvals	110.00
EFT11426	04/07/2012	Brecken Health Care	Functional Capacity Assessment – HACC Staff Member	170.50
EFT11427	04/07/2012	Cleanaway	Clear Street And Park Bins	49706.92
EFT11428	04/07/2012	Custom Service Leasing Ltd	Fleet Fuel – HACC	2830.15
EFT11429	04/07/2012	Centrecare Corporate	Annual Provision Of Employee Assistance Program 1/7/11-30/6/12	330.00
EFT11430	04/07/2012	Capelberry	Dinners For Monthly Council Meetings	400.00

EFT11431	04/07/2012	Corporate Sign Industries	Final Invoice On Community Information Sign Boyanup	5357.00
EFT11432	04/07/2012	CCS Strategic	Development Of A Community Facilities & Services Plan For The Shire Of Capel	31669.96
EFT11433	04/07/2012	Elliott's Small Engines	Repairs To Tractor Mower – HACC & Replacement Parts	368.65
EFT11434	04/07/2012	Forpark Australia	Supply 1 Karalee Table & 3 X Stirling Benches	2272.60
EFT11435	04/07/2012	Golden West Plumbing & Drainage	Reseat Toilet Bowl Capel Recreation Ground	204.60
EFT11436	04/07/2012	LD Freeman	Reimburse For Fuel Purchase CP747	86.40
EFT11437	04/07/2012	Flower Bazaar	Teddy And Baby Basket For Employee	70.00
EFT11438	04/07/2012	Insight CCS Pty Ltd	Call Centre Charges	189.09
EFT11439	04/07/2012	Innovest Construction	Supply And Install Protective Corners For Skating At The Dalyellup Sports Pavilion	4277.90
EFT11440	04/07/2012	Landscape Development	Maintenance Additional Works June 2012 - Storm Cleanup Labour, Bobcat, Tree Lopping, Chipper, Traffic Management	17800.52
EFT11441	04/07/2012	Margie's Alfresco	Refreshments For Youth Reference Group For Youth Strategic Plan	133.00
EFT11442	04/07/2012	Marks Window Cleaning & Maintenance	Gutter Cleaning Shire Buildings	600.00
EFT11443	04/07/2012	Officeworks Superstores Pty Ltd	Stationery – HACC	251.76
EFT11444	04/07/2012	Perth Management Services	Rent & Outgoings Dalyellup Library	1321.07
EFT11445			Payment Cancelled	
EFT11446	04/07/2012	SW Precision Print	Regional Recycling Flyers	19987.00
EFT11447	04/07/2012	Shaddicks Lawyers	Legal Fees - Parking Local Law	76.40
EFT11448	04/07/2012	Total Telephone	Install NES Data Point – HACC	1132.00
EFT11449	04/07/2012	Traffic Force	Traffic Management For Lilleydale Road	4639.25
EFT11450	04/07/2012	Technology One	Annual Support & Maintenance Fee Dataworks 2012/2013	6410.97
EFT11451	04/07/2012	Total Green Recycling	E Waste Removal Capel Tip	2289.10
EFT11452	04/07/2012	Totality Business Solutions	ICT Strategic Plan Consultancy - Stage 1	7007.00
EFT11453	04/07/2012	Ray Tink Roofing	Repairs To Roof At Elgin Hall	4100.00
EFT11454	04/07/2012	West Coast Property Developments P/L	HACC Building Rent 1/7/12 - 30/9/12	25542.48
EFT11455	- EFT11499		Refer Agenda 18.07.12	
EFT11500	11/07/2012	Australia Post	Postage For Month	1151.08
EFT11501	11/07/2012	All West Building Approvals Pty Ltd	Assisting With The Assessment Of Building	1874.73

## Licence Applications

EFT11502	11/07/2012	Wishing Well Clinic Australind	Pre-Employment Medicals X 4	396.00
EFT11503	11/07/2012	Australind Cleaning Service	HACC Office Cleaning June 2012	537.08
EFT11504	11/07/2012	AMD Chartered Accountants	Audit Of Expenditure For Grant Acquittal	561.00
EFT11505	11/07/2012	Apex Club Of Capel Inc	Shire Contribution To Capel Descent	3300.00
EFT11506	11/07/2012	Boyanup Hall Advisory Committee	Hall Cleaning/Polishing Floor	210.00
EFT11507	11/07/2012	Badgers Embroidery	Embroidery Uniforms	6.60
EFT11508	11/07/2012	Triset Boss Pty Limited	7600 Rate Notices A4	1683.00
EFT11509	11/07/2012	Bunbury Windoor Repair Service	Replace Window Spiral Balance Front Window Gelorup Community Centre	170.00
EFT11510	11/07/2012	Be Safe Building Inspections	57 Pool Inspections	2850.00
EFT11511	11/07/2012	Cultural Infusion	Aboriginal For A Day Cultural Awareness Program	1650.00
EFT11512	11/07/2012	Gwen Coxall	Reimburse For Police Clearance Certificate	55.50
EFT11513	11/07/2012	Gelorup Community Management Committee	Management Fee	105.00
EFT11514	11/07/2012	Donald Veal Consultants	Boyanup Transport Infrastructure Study	1430.00
EFT11515	11/07/2012	Golden West Plumbing & Drainage	Inspect water line for leak at Boyanup Cemetery between meter and cemetery taps	176.00
EFT11516	11/07/2012	Golden West Pest & Weed Control	Request assessment and treatment of bees at Location 18 - 20 George Street Boyanup	120.00
EFT11517	11/07/2012	Margaret Hynes	Reimbursement For Police Clearance Certificate	55.50
EFT11518	11/07/2012	Kart World Belmont	Karting - 13th July 2012 20 Participants - Monza Package - remaining balance - Inzone	731.50
EFT11519	11/07/2012	Brian Leagas	Reimburse Police Clearance Certificate	55.50
EFT11520	11/07/2012	Local Government Managers Australia	Registration Fee LGMA SW Branch Breakfast Seminar - Director Planning & Development	300.00
EFT11521	11/07/2012	Alison Mitsopoulos	Reimburse Police Clearance	55.50
EFT11522	11/07/2012	National Australia Bank	Audit Certificate	70.00
EFT11523	11/07/2012	South West Tree Safe	Remove Storm Damaged Trees	6930.00
EFT11524	11/07/2012	South West Women's Health & Information Centre Inc	July 2012 Holiday Program - Retro Fashion - Girls Only In Peppermint Beach - Funding For Carly Voight to run session and materials	400.00

EFT11525	11/07/2012	Street Hassle Events	Yacoustic Youth Event 5th May.	9900.00
EFT11526	11/07/2012	Skateboarding Australia	Skateboarding Australia Hub Program. 12 Month Program Commencing Sept 2012. Weekend Sessions And Competitions. 12 Sessions In Total For 2012/13	5555.00
EFT11527	11/07/2012	Totality Business Solutions	Replacement Gigabit Smart Switch For Capel Library & Travel	538.80
EFT11528	11/07/2012	Total Eden	Connect Feed Pipe From Satterleys System To Existing Feed To Tank - Dalyellup Sports Pavilion	4675.00
EFT11529	11/07/2012	Village Carpet Care	Clean Carpet In Heath Clinic Room Gelorup Community Centre	85.00
EFT11530	11/07/2012	West Oz Linemarking	Disable Bay Line Marking	330.00
EFT11531	11/07/2012	Westside Wolves Hockey Club Inc	Westside Wolves - Kidsport Vouchers	400.00
EFT11532	11/07/2012	World Kitchen	Catering For Sundowner – HACC	785.00
EFT11533	11/07/2012	Youth Driver Development Program (Inc)	Youth Driver Development Program June 2012	2025.00
EFT11534	07/05/2012	Ricoh Finance	Lease Laniers May 2012	1076.07
EFT11535	06/06/2012	Ricoh Finance	Lease Laniers June 2012	1076.07
EFT11536	18/07/2012	Alchemy Technology	SMS Software Maintenance, Telephone Email & Remote Support, Remote Dial In Facility To June 2013 – HACC	6177.60
EFT11537	18/07/2012	Aged & Community Services WA Inc	2012/13 Membership Subscription – HACC	1980.02
EFT11538	18/07/2012	Bunbury Taxis Co-Operative Ltd	Transport Wheelchair Clients – HACC	109.40
EFT11539	18/07/2012	Bunbury Holden	15,000km Service – CP5446	300.97
EFT11540	18/07/2012	Korong Vending (BCM Vending)	Monthly Vending Machine Rental – HACC	239.00
EFT11541	18/07/2012	Bendigo Bank Business Credit Card	Corporate Dynamics - Media/Public Speaking Workshop Cr G Norton	809.50
EFT11542	18/07/2012	Bunbury Hiab & Tilt Tray	E Waste Removal From Capel Tip	770.00
EFT11543	18/07/2012	Bunbury Hifi & Car Stereo	Projector – HACC	1290.00
EFT11544	18/07/2012	Capel Transport	Pick Up AFL Goal Posts From Ausnet Industries	190.96
EFT11545	18/07/2012	Custom Service Leasing Ltd	Fleet Fuel HACC	2837.82
EFT11546	18/07/2012	Capelberry	Refreshments Library Meeting	37.80
EFT11547	18/07/2012	Community Work Centres	Gardening Assistance – HACC	105.00
EFT11548	18/07/2012	Colroys Country Kitchen	Volunteer Fuel – HACC	60.00

EFT11549	18/07/2012	Dirt Design	Dalyellup Public Open Space Maintenance June	10360.27
EFT11550	18/07/2012	Elliott's Small Engines	HACC Replacement Parts	144.20
EFT11551	18/07/2012	Geovet Busselton	Animal Boarding, Sterilisation Subsidies & Destruction Of Animals	791.00
EFT11552	18/07/2012	Highway 1 (Aust) Pty Ltd	HACC ADSL Quarterly Account 1/8/12 - 31/10/12	312.90
EFT11553	18/07/2012	Jumor Wastewater Service & Repairs	Service Aerobic Treatment Unit - Peppermint Grove Beach Community Centre	126.60
EFT11554	18/07/2012	State Library Of Western Australia	Recoveries Of Lost & Damaged Books	24.20
EFT11555	18/07/2012	Jodie Riedmann	Reimburse For Purchase Of Kettle Council Kitchen	76.46
EFT11556	18/07/2012	South West Tree Safe	Remove Trees And Stump Grind Along Maidment Parade	2200.00
EFT11557	18/07/2012	SOS Office Equipment	Metrebilling Shire Laniers	1409.40
EFT11558	18/07/2012	Steann Pty Ltd	Collection Of Greenwaste - Storm Damage	24684.00
EFT11559	18/07/2012	Squire Sanders	Legal Fees Native Title Claim	143.74
EFT11560	18/07/2012	Shaddicks Lawyers	Legal Fees For Prosecutions For Dog Act Prosecutions & Parking Local Law	1343.40
EFT11561	25/07/2012	A & L Printers	2500 W/Face A4 Envelopes Printed & 3000 Plain Printed Envelopes	843.00
EFT11562	25/07/2012	Amity Signs	White Guide Posts & Armstrong Road Sign	3355.00
EFT11563	25/07/2012	All West Building Approvals Pty Ltd	Assisting With The Assessment Of Building Licence Applications	4246.55
EFT11564	25/07/2012	Alkandu Property Maintenance	Repairs To Sidewalk Area Outside The Senior Citizen Building.	440.00
EFT11565	25/07/2012	Bunbury Windscreen Service & Bunbury Solartint	Replace Windscreen CP4833 & CP1025	2024.00
EFT11566	25/07/2012	Bunbury Tyrepower	Repair Truck Tyre CP9477	19.80
EFT11567	25/07/2012	Bunbury Toyota	80,000 Km Service CP9081	586.86
EFT11568	25/07/2012	B & B Street Sweeping	Road Sweeping Dalyellup, Peppermint Grove & Dalyellup	5610.00
EFT11569	25/07/2012	Busselton Refrigeration & Airconditioning	Repair Air Conditioner Governance Officers Office	132.00
EFT11570	25/07/2012	Bunnings Building Supplies Pty Ltd	2x 50 Litre Plastic Containers	75.86
EFT11571	25/07/2012	Bridgestone Tyre Centre - Busselton	Puncture Repair CP1125	30.00
EFT11572	25/07/2012	Benchmark Contracting Pty Ltd	Repairs To Damaged Footpaths Due To Tree Roots - Maidment Parade	2246.20
EFT11573	25/07/2012	David Brockman Mechanical Repairs & Servicing	Replace Battery In Boyanup Hino3.4	362.56

EFT11574	25/07/2012	Corporate Express Bunbury	Stationery	204.79
EFT11575	25/07/2012	Capel Hardware & Farm Supplies	Plant Purchases For Capel Parks & Hardware Supplies	1863.15
EFT11576	25/07/2012	Capel Transport	Delivery To Yard - Asphalt In A Bag	47.74
EFT11577	25/07/2012	Cleanaway	Clear Street & Park Bins	53282.24
EFT11578	25/07/2012	Coastal Hire T/As GCS Security Scaffold	Hire Of Toilet For Funeral Friday 01/06/2012, Hire Of Portable Crib Room & Toilet For Waste Transfer Station	802.99
EFT11579	25/07/2012	Capelberry	Catering For Council Meetings From 1/7/12 - 31/12/12	400.00
EFT11580	25/07/2012	Shire Of Capel Social Club	Payroll Deductions	212.00
EFT11581	25/07/2012	CJD Equipment Pty Ltd	New Mirror Arm For Loader	420.62
EFT11582	25/07/2012	Council On The Ageing	HACC Organisational Membership	275.00
EFT11583	25/07/2012	Child Support Agency	Payroll Deductions	684.66
EFT11584	25/07/2012	Dorma Automatics Pty Ltd	Repairs To Main Doors - Shire	313.50
EFT11585	25/07/2012	Eaton Hardware	HACC Hardware Supplies	126.49
EFT11586	25/07/2012	Easifleet Management	Annual Order For Lease Suzuki Swift Hatchback – CEO & Mazda 3 Hatchback Manager Hr	1523.98
EFT11587	25/07/2012	Environmental Health Association Australia	EHA Membership	320.00
EFT11588	25/07/2012	Evans Family Superannuation Fund	Superannuation Contributions	427.38
EFT11589	25/07/2012	Flower Bazaar	Employee - Flowers - Bereavement	50.00
EFT11590	25/07/2012	Geographe Wine Show	Sponsorship 2012 Geographe Wine Show	770.00
EFT11591	25/07/2012	Highway 1 (Aust) Pty Ltd	Domain Name Registration - HACC	79.00
EFT11592	25/07/2012	Hot Oil Hydraulics	Repair Hydraulic Hose CP4991	333.21
EFT11593	25/07/2012	Insight CCS Pty Ltd	Call Centre Charges June 2012	295.13
EFT11594	25/07/2012	Green Recycling	Domestic Kerbside Recycling	30252.51
EFT11595	25/07/2012	Landgate	Mining Tenements	40.50
EFT11596	25/07/2012	Local Government Managers Australia	Registration For Cr J Scott To Attend LGMA SW Branch Strategies For Success Seminar	610.00
EFT11597	25/07/2012	LGIS Liability Scheme	Bushfire Insurance, Fidelity Guarantee Insurance & Casual Hirers Insurance 2012/13	17887.87
EFT11598	25/07/2012	LGIS Insurance Broking	Councillors & Officers Liability Insurance, Marine Cargo Insurance, Personal Accident Insurance & Marine Hull Pleasurecraft Insurance 2012/13	8297.21

EFT11599	25/07/2012	Motorpass	Fleet Fuel – BFB	39.60
EFT11600	25/07/2012	Margaret Macindoe	Reimbursement For Police Clearance	62.75
EFT11601	25/07/2012	Nightguard Security Service Pty Ltd	3 X Security Patrols Dalyellup Toilets Per Night & Security Call Outs To Shire Buildings	1666.68
EFT11602	25/07/2012	DL & HR Payne	Lot 13 West Rd, Capel - Remove Concrete Drainage Pipes And Dispose Of To Shire Tip Seal Drainage Pipes At Front Boundary	3375.90
EFT11603	25/07/2012	PPC Worldwide	HACC Employee Assistance Program - 1/5/12 - 30/4/13	1082.40
EFT11604	25/07/2012	Jodie Riedmann	Reimburse For Purchase Of Heaters	33.00
EFT11605	25/07/2012	Rural Press Regional Media (WA) Pty Ltd	Advertising Shire Logo In Road Safety Feature" - Bunbury Mail 27th June 2012	99.00
EFT11606	25/07/2012	Redwave Media	Radio Advertising	528.00
EFT11607	25/07/2012	Southern Lock & Security	Supply 6 Padlocks Keyed To H1 On Shire System & Repair Security Keypad Dalyellup Library	618.78
EFT11608	25/07/2012	Steann Pty Ltd	Household Greenwaste Storm Collection	28160.00
EFT11609	25/07/2012	Shaddicks Lawyers	Legal Fees For Prosecutions For The 2012/13 Financial Year	990.00
EFT11610	25/07/2012	South West Zone WA Local Government Association	2012/2013 Annual Membership Fees	500.00
EFT11611	25/07/2012	Totally Workwear	HACC Uniform	39.60
EFT11612	25/07/2012	Transpacific Waste Management	Waste Bins At Tip	11859.38
EFT11613	25/07/2012	Traffic Force	Traffic Management For Lilleydale Road	891.00
EFT11614	25/07/2012	Anita Scott	Sports Participation Scheme	400.00
EFT11615	25/07/2012	Jenna Whistler	Reimbursement For Accommodation – YACWA Conference	289.28
EFT11616	25/07/2012	Woodlands Distributors & Agencies	Supply And Install Drinking Fountain And Concrete Path Including Grey Water Trap And Concrete Foundation - Gelorup Skate Park & Supply 1 Victoria Setting - Peppermint Grove Beach Public Parks	9385.45
EFT11617	25/07/2012	WA Shade & Play	143 Pool Inspections	7157.15
45779	04/07/2012	Boyanup Bushfire Brigade	Donation - Protective Burn Fees	136.36
45780	04/07/2012	Gelorup Bushfire Brigade	Donation Protective Burn Fees	1654.55
45781	04/07/2012	Courier Australia International	Courier Fees Library	23.30

45782	04/07/2012	Capel Bushfire Brigade	Donation - Protective Burn Fees	472.73
45783	04/07/2012	Shire Of Capel	Refreshments	350.30
45784	04/07/2012	Elgin Bushfire Brigade	Donation - Protective Burn Fees	1595.45
45785	04/07/2012	Ms B Mccartney	Sterilisation Subsidy Refund	50.00
45786	04/07/2012	Express Publications	Subscription Handmade Magazine	89.50
45787	04/07/2012	Synergy	Electricity	13356.50
45788	04/07/2012	Telstra Corporation Ltd	Phone Rent & Calls – HACC	2365.67
45789	04/07/2012	T Trigg	Cake For Boyanup Library Birthday Celebrations	30.00
45790	04/07/2012	Water Corporation	Replace Hydrant 103/11 Stirling St Capel	1624.30
45791	04/07/2012	Shire Of Capel	Cash Float For Inzone Registration Day 7/7/2012	50.00
45792	11/07/2012	Aqwest	2012/13 Service Charge On Meter	531.27
45793	11/07/2012	Bunbury & Districts Badminton Association	Kidsport Voucher	90.00
45794	11/07/2012	Courier Australia International	Courier Fees - Rate Notices Triset Boss	46.14
45795	11/07/2012	Capel Newsagency	Milk, Stationery & Newspapers	135.10
45796	11/07/2012	Shire Of Capel	Milk	7.50
45797	11/07/2012	Capel Butchers	Refreshments - Storm Cleanup BBQ	123.00
45798	11/07/2012	Harvey Norman Computers Busselton	Office Home And Professional 2010	350.00
45799	11/07/2012	The Perth Mint	25 X 2012 Australian Citizenship \$1 Coins	138.05
45800	11/07/2012	Synergy	Electricity	23.65
45801	11/07/2012	Nicky Smith	Refund Registration On Sterilisation	20.00
45802	11/07/2012	Telstra Corporation Ltd	Rent & Calls	1952.28
45803	11/07/2012	V&P Catering	Bush Tucker For Aboriginal For A Day Event	500.00
45804	11/07/2012	WA Police Service	Volunteer Police Check	23.00
45805	11/07/2012	Westpac	Audit Certificate	50.00
45806	11/07/2012	Shire Of Capel	Refund On Registration For Dog Sterilisation	60.00
45807	18/07/2012	Courier Australia International	Courier Fees - Health	8.78
45808	18/07/2012	Capel Newsagency	Newspaper Purchases	44.70
45809	18/07/2012	Mrs Tracy Dilkes	Refund Registration On Sterilisation	20.00
45810	18/07/2012	3 Australia	Brigade Messaging Service	118.16
45811	18/07/2012	Synergy	Electricity	3569.05
45812	25/07/2012	Australian Services Union	Payroll Deductions	44.50
45813	25/07/2012	The Australian Workers Union	Payroll Deductions	260.00
45814	25/07/2012	City Of Bunbury	Removal Of Graffiti From External Walls (Front And West Rear) Dalyellup Beach Toilets At End Of Dalyellup Blvd.	499.40
45815	25/07/2012	Shire Of Capel	Payroll Deductions	2580.00

ORDINARY COUNCIL MEETING – 15.08.12 .....				65
45816	25/07/2012	Shire Of Donnybrook/Balingup	Payroll Deductions	130.00
45817	25/07/2012	Shire Of Dardanup	Annual Contribution To Bunbury Wellington Group Of Councils	550.00
45818	25/07/2012	Nicole James	Sports Participation Scheme	300.00
45819	25/07/2012	Christine Luxford	Sports Participation Scheme	400.00
45820	25/07/2012	LGRCEU	Payroll Deductions	38.80
45821	25/07/2012	Synergy	Electricity	28338.60
45822	25/07/2012	Telstra Corporation Ltd	Mobile Rent & Calls	1416.62
45823	25/07/2012	Water Corporation	Annual Service Charges	14227.05
45824			Cheque Cancelled	
45825	25/07/2012	Shire Of Capel	Local Government Convention - Sundry Expenses	225.00
45826	26/07/2012	WALGS Plan	Superannuation Contributions	62568.93
45827	31/07/2012	Shire Of Capel	Capel Dardanup Home And Community Care Petty Cash Float For Office Administration.	1000.00
				668,774.24

03.07.12	SHIRE OF CAPEL PAYROLL PAYMENTS	\$172,271.16
17.07.12	SHIRE OF CAPEL PAYROLL PAYMENTS	\$166,789.17

\$339,060.33

04.07.12	TRANSFER TO MUNICIPAL ACCOUNT	\$565,000.00
18.07.12	TRANSFER TO MUNICIPAL ACCOUNT	\$40,000.00

\$605,000.00

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 15 August 2012 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.*

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CHIEF EXECUTIVE OFFICER

**VOTING REQUIREMENTS**

Simple majority

**OFFICER'S RECOMMENDATIONS – 17.5**

**That Council receives:**

- 1 The Schedule of Accounts covering vouchers 137 to 146, EFT11421 to EFT11454, EFT11500 to EFT11616, 45709 to 45827 totalling \$668,774.24 paid during the month of July 2012;**
- 2 Payroll payments for the month of July 2012, totalling \$339,060.33; and**
- 3 Transfers to and from investments as listed.**

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